CITY OF COALINGA
The Sunny Side of the Valley

CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA

February 19, 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 February 19, 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 (NONE)

3. CITIZEN COMMENTS

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

Citizen Comments submitted in writing to the City Clerk by 5:00pm on the day of the City Council meeting shall be distributed to the City Council and included in the record,

however they will not be read.

4. PUBLIC HEARINGS (NONE)

5. CONSENT CALENDAR

1. Approve MINUTES - December 4, 2025
2. Information Only - Code Enforcement Report December, 2025
3. Information Only - Code Enforcement Report January, 2026
4. Waive Second Reading and Adopt Ordinance No. 876 (Adoption of 2025 California Building Codes and Addition and Adoption of Chapter 17 and 18 of Title 8 of the City of Coalinga Municipal Code)
5. Adopt Resolution No. 4308 Authorizing the Submission of a HOME Application to the State Department of Housing and Community Development and Identifying the 31 Unit Coalinga Senior Apartments Project as the Project Beneficiary if Awarded and Further Authorizing the City Manager to Enter into an Owner Participation Loan Agreement for the Deferral of Impact Fees
6. Authorize Purchase and Installation of New Audio/Visual Equipment and Software for Council Chambers to Comply with SB 707
7. Adopt Resolution No. 4307 Approving the 2025 Annual Progress Report (APR) for the City's 6th Cycle Housing Element and General Plan
8. Council Review and Approval of the Sewer System Management Plan and Authorization to Establish a Fats, Oils, and Greases (FOG) Program
9. Council Consideration and Authorization for the Mayor to Sign a Letter in of Support of AB 1786 (Harabedian) – Best Value Construction Contracting Authority for Cities
10. Authorize the City Manager to Abate the Fire Damaged Residence at 325 East Houston Street

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS

1. Council Review, Discussion and Potential Action related to the State of Coalinga's Retail Cannabis Sales Tax Rates

   Sean Brewer, City Manager
2. City Council Discussion and Potential Direction to Initiate a Cannabis Ordinance Amendment to Provide Flexibility and Reduced Permit Fees for Seasonal Cultivation Employees

   Sean Brewer, City Manager
3. Discussion and Potential Action regarding Considering a Temporary Use Agreement with Sports Car Club of America (SCCA) for Autocross Events at the Coalinga Municipal Airport and Review of Potential Long-Term Site Options - Future Agenda Item - Councilman Lowder

   Sean Brewer, City Manager
4. Initial Discussion and Direction regarding Potential Placement of a Measure J Sales Tax Extension on the November 2026 General Election Ballot

   Sean Brewer, City Manager
5. Consideration of Public Information Consultant for Citywide Informational Items

   Sean Brewer, City Manager

6. Discussion, Direction, and Potential Action regarding Appointment to the San Joaquin Valley Air Pollution Control District Committee

   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 (ORGANIZATIONS): General Employees and Coalinga Police Officers Association
2. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation. Significant Exposure to Litigation Pursuant to § 54956.9(b): (1 case)
3. REAL PROPERTY NEGOTIATIONS - Government Code Section 54956.8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS. PROPERTY: APN: 070-070-42ST (Coalinga Airport) located in the City of Coalinga. CITY NEGOTIATORS: City Manager, Sean Brewer; and City Attorney, Mario Zamora. NEGOTIATING PARTIES: Momentum Tactical, LLC. UNDER NEGOTIATION: Price and Terms of Payment

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:	Approve MINUTES - December 4, 2025
Meeting Date:	Thursday, February 19, 2026
From:	Sean Brewer, City Manager
Prepared by:	Shannon Jensen, City Clerk

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
MINUTES_For_Approval_120425.pdf	Minutes - December 4, 2025

MINUTES
CITY COUNCIL/SUCCESSOR AGENCY/ PUBLIC FINANCE AUTHORITY MEETING AGENDA December 4, 2025

1. CALL TO ORDER 6:00 PM

Council Members Present:	Vosburg, Lowder, Ramirez, Schindler, Hedgecock
Others Present:	City Manager Sean Brewer, Assistant City Attorney Nick Matoian, Assistant City Manager Jesse Barron, Chief of Police Jose Garza, Financial Services Director Mai Vang, Fire Chief Greg DuPuis, Administrative Analyst Mercedes Garcia, and City Clerk Shannon Jensen
Council Members Absent:	None
Others Absent:	City Treasurer Dawn Kahikina
Changes to the Agenda:	City Manager Sean Brewer announced the following Changes to the Agenda: 1. Discussion Item No. 6.3 shall become Item No. 6.1; 2. Discussion Item No. 6.4 shall become Item No. 6.2; and 3. All remaining Discussion Items shall be renumbered accordingly.

*Motion by Ramirez, Second by Hedgecock to Approve the Agenda for the Special meeting of December 4, 2025. Motion **Approved** by 5/0 Roll-Call Majority Vote.*

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS

1. Swearing In Jeremey Lowder – New Councilmember for District 2

Mayor Vosburg swore in newly appointed Councilmember Jeremy Lowder for District No. 2.

2. Discussion, Direction and Potential Action regarding Reorganization of the Mayor Pro-Tem Position based on the Recent Resignation of James Horn

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

Councilman Schindler nominated Councilman Ramirez for the position of Mayor Pro-Tem.

Councilman Hedgecock nominated Councilman Schindler for the position of Mayor Pro-Tem.

Mayor Vosburg called for votes of support for each of the nominees.

Councilman Hedgecock presented a vote of support for Councilman Schindler.

Councilman Schindler presented a vote of support for Councilman Ramirez.

Councilman Ramirez presented a vote of support for himself.

Councilman Lowder presented a vote of support for Councilman Schindler.

Mayor Vosburg presented a vote of support for Councilman Schindler.

Upon reorganization of the City Council, a majority vote appointed Councilmember Schindler to the position of Mayor Pro-Tem. Following the vote, Councilmembers assumed their newly designated seats at the dais.

3. Recognition of the SNIP Bus for their Continued Service and Impact in the City of Coalinga

Mayor Vosburg presented a Certificate of Recognition to SNIP Bus in appreciation of their continued service and significant positive impact within the City of Coalinga.

4. Recognition of Fire Department Promotions and Hires for 2025

Fire Chief Greg DuPuis introduced Fire Department personnel in recognition of promotions and new hires for 2025, including Hailey Crosswy, Chantel Sanchez, Aaron Trujillo, Brandon Moor, Hunter Bell, and Dylan Rodriguez.

5. City Department Updates

Fire Chief Greg DuPuis indicated he had no new updates to present at this time.

Chief of Police Jose Garza provided a brief update on the Police Department.

Financial Services Director Mai Vang indicated she had no new updates to present at this time.

Assistant City Manager Jesse Barron provided a brief update on the Public Works and Utility Departments.

3. CITIZEN COMMENTS

The following individual(s) spoke under Citizen Comments:

Scott Netherton with the Coalinga Chamber of Commerce announced the following upcoming events:

Saturday, December 6th – Vendor Pop-Up Event from 10am-2pm
Pictures with Santa and your pet from 11am-1pm
Annual Christmas Parade starts at 6pm
Saturday, February 7th – Annual Community Services Awards Banquet

Mr. Netherton thanked SNIP Bus for all that they do.

Chuck Yeadon, on behalf of the Coalinga Lion's Club, thanked all those who helped make the November 27, 2025 Turkey Trott such a success.

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

None

4. PUBLIC HEARINGS

1. Adoption of Resolution No. 4302 Vacation of a Public Street Easement on Adjoining APN 083-090-47S and APN 083-090-52S (portions of Sacramento Street & Warthan Street) and Approving Abatement
Jesse Barron, Assistant City Manager

Assistant City Manager Jesse Barron provided a brief overview of the item.

Mayor Vosburg opened the Public Hearing for comment, hearing none, Mayor Vosburg closed the Public Hearing.

Motion by Schindler, Second by Ramirez to Adopt Resolution No. 4302 Approving the Vacation of a Public Street Easement on Adjoining APN 083-090-47S and APN 083-090-52S (portions of Sacramento Street & Warthan Street) and Approving Abetment. ***Approved*** *by 5/0 Roll-Call Majority Vote.*

5. CONSENT CALENDAR

1. Approve MINUTES – October 16, 2025

2. Check Register: 9/01/2025 – 9/30/2025

3. Code Enforcement Report October, 2025

4. Declare Items at City Hall as Surplus Property and Authorize Staff to Offer to the Local Non-Profits or Dispose

5. Declare Items at the Police Department as Surplus Property and Authorize Staff to Offer to Local Non-Profits or Dispose

6. Approval of General Cost Allocation Study to Ensure Proper Staff Allocation to City Funds

Mayor Vosburg ***Pulled*** *Item No. 5.6 for discussion.*

Mayor Vosburg requested that any significant findings identified in the FY 2026-27 General Cost Allocation Study also be applied to the FY 2023-24 and FY 2024-25.

7. Information Only – Potential Transfer or Realignment of Habitat/Conservation Lands Surrounding the Coalinga Municipal Airport to Support Future Airport Expansion – Future Agenda Item Requested by Councilman Schindler

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

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

8. Authorize a Six-Month Extension of the Profession Services Agreement with Blais & Associates for Grant Consulting Services and Authorize Staff to Issue a Request for Proposals (RFP) for Full-Service Grant Research, Development, Writing, and Post-Award Management Services

9. Information Only: Wings Over the Westside Report

*Mayor Pro-Tem Schindler **Pulled** Item No. 5.9 for discussion.*

City Manger Sean Brewer provided a brief report of the 1st Annual Wings Over the Westside event on September 29, 2025. Mr. Brewer announced the next Wings Over the Westside air show will be on Saturday, October 3, 2026.

10. Notice of Completion for Sacramento Warthan Street & Various Valley Gutter Improvements

11. Approve Mayor Vosburg's Appointment to the League of California Cities Governance, Transparency, and Labor Relations Policy Committee as a representative of the Mayors and Council Members Department for a Term not to Exceed One Year

12. Notice of Completion for AHSC Pacific Apartments STI/TRA Grant Funded Project

*Councilman Ramirez **Pulled** Item No. 5.12 for discussion.*

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

*Motion by Schindler, Second by Lowder to Approve Consent Calendar Item Nos. 5.1 through 5.12 with the change to Item No. 5.6, that any significant finds identified in the FY 2026-27 General Cost Allocation Study also be applied to FY 2023-24 and FY 2024-25. **Approved** by 5/0 Roll-Call Majority Vote.*

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS

1. City Council Consideration, Potential Action, Direction, and Acceptance of the Fire Station Needs Assessment Report
   Greg DuPuis, Fire Chief

Item No. 6.1 was renumbered as Item No. 6.3 during Changes to the Agenda.

Fire Chief Greg DuPuis presented the Fire Station Needs Assessment Report.

By consensus, the City Council directed staff to gather additional information regarding potential opportunities to utilize the municipal airport to support CalFire with future wildfire response efforts.

2. Update on Commercial Vehicle Parking Enforcement Efforts
   Jesse Barron, Assistant City Manager

Item No. 6.2 was renumbered as Item No. 6.4 during Changes to the Agenda.

Assistant City Manager Jesse Barron provided a brief overview of the item.

By consensus, the City Council directed staff to continue enforcement of existing commercial vehicle parking regulations, monitor activity within the industrial park area, and prioritize additional signage installation in the Juniper Ridge and Sandalwood areas, including repair of existing barriers where needed. Council further directed staff to explore potential long-term solutions for commercial vehicle parking, including outreach to private property owners, coordination with Fresno County and other agencies, and evaluation of potential opportunity sites within or near the City for permitted or paid commercial vehicle parking, while assessing liability and operational considerations.

3. Annual Natural Gas Report and Consideration and Approval of Resolution No. 4300 Rescinding Resolution No. 4293 and Approving Increasing Natural Gas Rates by 20 Percent
   Sean Brewer, City Manager

Item No. 6.3 was renumbered as Item No. 6.1 during Changes to the Agenda.

Dan Bergmann of IGServices, Inc. provided an overview of the item.

Motion by Hedgecock, Second by Schindler to Adopt Resolution No. 4300 Rescinding Section 4 of Resolution No. 4293 ($200,000 funding to replace 2 anode beds) and Amending Natural Gas Rates to Reflect an Additional 5% Increase Effective with the November 2025 Meter Reading Cycle, Resulting in a Total 10% Rate Increase. ***Approved*** *by a 5/0 Roll-Call Majority Vote.*

Consensus of the Council is for staff to bring back an item for Council's consideration on establishing a Gas Enterprise Capital Improvement and Rate Stabilization Fund and policies to govern both.

4. Discussion and Direction on FY27 Federal Appropriations (Earmark) Project Priorities
   Sean Brewer, City Manager

Item No. 6.4 was renumbered as Item No. 6.2 during Changes to the Agenda.

City Manager Sean Brewer, along with Spencer Street of Townsend Public Affairs, provided a brief overview of the item.

By consensus, the City Council directed staff, in coordination with Townsend Public Affairs, to proceed with outreach and preparation of priority project requests for FY 2027 federal appropriations cycle. Townsend Public Affairs shall begin preliminary circulation of the following projects: Water Treatment Plant Filtration System Improvements, Water System SCADA Upgrades, Water Treatment Plant Wash Water Tank Replacement, Critical Gas Mainline Replacement, Airport Runway Rehabilitation and Design, and New Airport Hanger Construction. Staff and Townsend Public Affairs will work collaboratively to finalize the selection of 4 projects for submittal, with two projects to be advanced to the office of Congressman Adam Gray and two projects to be advanced to the offices of Senators Alex Padilla and Adam Schiff.

5. Council Discussion, Direction and Potential Action related to the Possibility of Opening the Front Counter at City Hall on Fridays – Future Agenda Item – Councilman Schindler
Sean Brewer, City Manager

City Manager Sean Brewer provided an overview of the item, stating that this was a Future Agenda Item requested by Mayor Pro-Tem Schinder.

By consensus, the City Council directed staff to evaluate options for providing front counter services on Fridays and to return with information regarding staffing models, operational impacts, service levels, and associated costs, including whether limited or rotating coverage could meet community needs.

7. ANNOUNCEMENTS

City Manager's Announcements:

City Manager Sean Brewer announced that there were no additional meetings scheduled for the remainder of the year and recommended adjusting the January meeting schedule due to the January 1st holiday. By consensus, the City Council agreed to hold meetings on January 8, 2026, and January 22, 2026.

Council Member's Announcements:

Councilmembers provided announcements and reports, including welcoming Councilmember Lowder to the City Council. Councilmember Hedgecock announced his intention to vacate his Council seat effective following the January 8, 2026, meeting due to relocating out of state and expressed interest in participating in the appointment process for his replacement. Additional comments were provided regarding recent street improvements, ongoing infrastructure projects, and advocacy efforts with state and federal representatives.

Mayor's Announcements:

Mayor Vosburg provided an update on participation in the Fresno Council of Governments and ongoing discussions related to Measure C funding, including advocacy for increased flexibility for rural cities, transportation funding considerations, and potential impacts on local infrastructure funding.

8. FUTURE AGENDA ITEMS

Councilman Hedgecock requested a traffic study for the addition of speed bumps or stop signs for Sacramento Street between Forest Avenue and Warthan Street, to evaluate speeding concerns and potential traffic-calming measures.

Councilman Ramirez requested an update on upcoming Caltrans road work activities, including anticipated timelines and scope of work.

Mayor Vosburg requested deployment of the City's speed radar trailer along Jayne Avenue, particularly near the Phelps Avenue intersection, to address speeding concerns as vehicles approach the City, siting a potential need to reduce the speed limit in the future.

9. CLOSED SESSION

1. REAL PROPERTY NEGOTATIONS – Government Code Section 54956.8. Conference with Real Property Negotiators. PROPERTY(S): APN: 070-041-51S located in the City of Coalinga. CITY NEGOTIATORS: City Manager Sean Brewer. NEGOTIATING PARTIES: Latchkey Partners. UNDER NEGOTIATION: Price and Terms of Payment

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

3. Anticipated Litigation under Government Code Section 54956.9(d)(2): 1 Case – D.G. Construction Inc.

4. CITY MANAGER'S PERFORMANCE EVALUATION – Government Code 54957(b)

10. CLOSED SESSION REPORT

No reportable action was taken during Closed Session.

11. ADJOURNMENT 8:29 PM

APPROVED:

_____
Nathan Vosburg, Mayor

ATTEST:

_____
Shannon Jensen, City Clerk

_____
Date

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

Subject:	Information Only - Code Enforcement Report December, 2025
Meeting Date:	Thursday, February 19, 2026
From:	Sean Brewer, City Manager
Prepared by:	Yaneth Ibarra, Code Enforcement Officer

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
No Attachments Available	

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

Subject:	Information Only - Code Enforcement Report January, 2026
Meeting Date:	Thursday, February 19,2026
From:	Sean Brewer, City Manager
Prepared by:	Yaneth Ibarra, Code Enforcement Officer

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
No Attachments Available	

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

Subject:	Waive Second Reading and Adopt Ordinance No. 876 (Adoption of 2025 California Building Codes and Addition and Adoption of Chapter 17 and 18 of Title 8 of the City of Coalinga Municipal Code)
Meeting Date:	Thursday, February 19, 2026
From:	Sean Brewer, City Manager
Prepared by:	Robert Smith, Building Inspector III

I. RECOMMENDATION:

Waive Second Reading and Adopt Ordinance No. 876 adopting the 2025 California Building Codes and addition and adoption of Chapter 17 and 18 of Title 8 of the City of Coalinga Municipal Code.

II. BACKGROUND:

Under State Law, the 2025 California Building Standards Code will become effective statewide on January 1, 2026, and will apply to building permit applications submitted from that date forward. Permit applications submitted prior to the January 1, 2026, effective date will continue to be covered under the 2022 Code.

The City has historically adopted updated local amendments every 3 years. However, in the last couple of code cycles there has been a shift to simplify the local code by deleting un-necessary local amendments to provide more clarity on the existing CBSC requirements. Fewer local amendments simplifies the plan check process and minimizes construction corrections for outside contractors.

III. DISCUSSION:

All jurisdictions in the state of California are required to adopt and enforce the following new codes:

a. The 2025 California Administrative Code;
b. The 2025 California Building Code, including Chapter 1;
c. The 2025 California Residential Code;
d. The 2025 California Electrical Code;
e. The 2025 California Mechanical Code;
f. The 2025 California Plumbing Code;
g. The 2025 California Energy Code;
h. The 2025 California Historical Building Code;
i. The 2025 California Fire Code, including Chapter 1, and Appendix B
j. The 2025 California Existing Building Code
k. The 2025 California Green Building Standards Code
l. The 2025 California Wildland Urban Interface Code
m. The California Referenced Standards Code 2025 Edition; and
n. 2024 International Property Maintenance Code

IV. ALTERNATIVES:

- Waive Second Reading and Adopt Ordinance No. 876 (Recommendation)
- Do not adopt Ordinance No. 876 (not recommend)

V. FISCAL IMPACT:

None.

ATTACHMENTS:

File Name	Description
Ordinanace_No._876_-_Bldg_Code_Changes.pdf	Ordinance 876

ORDINANCE NO. 876

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COALINGA AMENDING CHAPTERS 1, 2, 3, 3A, 4, 9, 10, 11, 12, 13 AND 14 OF TITLE 8 OF THE COALINGA MUNICIPAL CODE AND ADDING CHAPTERS 17 AND 18 TO TITLE 8 RELATING TO THE CALIFORNIA BUILDING CODES

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

Section 1. Section 8-1.01 of the Coalinga Municipal Code is hereby amended to read as follows:

"Sec. 8-1.01 Adoption of the 2025 California Building Code.

That edition of the 2025 California Building Code including all appendices, and published as the California Building Standards Code found in the California Code of Regulations, Title 24, Part 2 by the California Building Standards Commission, one copy each of which are on file in the Office of the Building Official, Community Development Department, for public record and inspection, are adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the "Building Code of the City of Coalinga" and the "Building Code." The Building Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager."

Section 2. Section 8-2.01 of the Coalinga Municipal Code is hereby amended to read as follows:

"Sec. 8-2.01 Adoption of the 2025 California Electrical Code.

That edition of the 2025 California Electrical Code and published as the California Building Standards Code, found in the California Code of Regulations, Title 24, Part 3 by the California Building Standards Commission, one copy each of which are on file in the Office of the Building Official, Community Development Department, for public record and inspection, is adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the "Electrical Code of the City of Coalinga" and the "Electrical Code." The Electrical Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the

supervision of the Building Official, except as otherwise determined by the City Manager."

Section 3. Section 8-3.01 of the Coalinga Municipal Code is hereby amended to read as follows:

"Sec. 8-3.01 Adoption of the 2025 California Plumbing Code.

That edition of the 2025 California Plumbing Code and published as the California Building Standards Code, found in the California Code of Regulations, Title 24, Part 5 by the California Building Standards Commission, one copy each of which are on file in the Office of the Building Official, Community Development Department, for public record and inspection, are adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the "Plumbing Code of the City of Coalinga" and the "Plumbing Code." The Plumbing Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager."

Section 4. Section 8-3A.01 of the Coalinga Municipal Code is hereby amended to read as follows:

"Sec. 8-3A.01 Adoption of the 2025 California Mechanical Code.

That edition of the 2025 California Mechanical Code together with its appendices, and published as the California Building Standards Code, found in the California Code of Regulations, Title 24, Part 4 by the California Building Standards Commission, one copy each of which are on file in the Office of the Building Official, Community Development Department, for public record and inspection, are adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the "Mechanical Code of the City of Coalinga" and the "Mechanical Code." The Mechanical Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager.

Section 5. Section 8-9.01 of the Coalinga Municipal Code is hereby amended to read as follows:

"Sec. 8-9.01 Adoption of the 2025 California Administrative Code.

That edition of the 2025 California Administrative Code together with its appendices, and published as the California Building Standards Code, found in the California Code of Regulations, Title 24, Part 1 by the California Building Standards Commission, one copy each of which is on file in the Office of the Building Official, Community Development Department, for public record and inspection, is adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the "Administrative Code of the City of Coalinga" or the "Administrative Code." The Administrative Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager."

Section 6. Section 8-10.01 of the Coalinga Municipal Code is hereby amended to read as follows:

"Sec. 8-10.01 Adoption of the 2025 California Fire Code.

That edition of the 2025 California Fire Code together with its appendices, and published as the California Building Standards Code, found in the California Code of Regulations, Title 24, Part 9 by the California Building Standards Commission, one copy each of which is on file in the Office of the Building Official, Community Development Department, for public record and inspection, is adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the "Fire Code of the City of Coalinga" and the "Fire Code." The Fire Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager."

Section 7. Section 8-11.01 of the Coalinga Municipal Code is hereby amended to read as follows:

"Sec. 8-11.01 Adoption of the 2025 California Energy Code.

That edition of the 2025 California Energy Code including all appendices, and published as the California Building Standards Code found in the California Code of Regulations, Title 24, Part 6 by the California Building Standards Commission, one copy each of which are on file in the Office of the Building Official, Community Development Department, for public record and inspection, are adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the "Energy Code of the City of Coalinga" and the "Energy Code." The Energy Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager."

Section 8. Section 8-12.01 of the Coalinga Municipal Code is hereby amended to read as follows:

"Sec. 8-12.01 Adoption of the 2025 California Referenced Standards Code.

That edition of the 2025 California Referenced Standards Code including all appendices, and published as the California Building Standards Code found in the California Code of Regulations, Title 24, Part 12 by the California Building Standards Commission, one copy each of which are on file in the Office of the Building Official, Community Development Department, for public record and inspection, are adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the "Referenced Standards Code of the City of Coalinga" and the "Referenced Standards Code." The Referenced Standards Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager."

Section 9. Section 8-13.01 of the Coalinga Municipal Code is hereby amended to read as follows:

"Sec. 8-13.01 Adoption of the 2025 California Residential Standards Code.

That edition of the 2025 California Residential Standards Code including all appendices, and published as the California Building Standards Code found in the California Code of Regulations, Title 24, Part 2.5 by the California Building Standards Commission, one copy each of which are on file in the Office of the Building Official, Community Development Department, for public record and inspection, are adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the "Residential Standards Code of the City of Coalinga" and the "Residential Standards Code." The Residential Standards Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager."

Section 10. Section 8-14.01 of the Coalinga Municipal Code is hereby amended to read as follows:

"Sec. 8-14.01 Adoption of the 2025 California Green Building Standards Code.

That edition of the 2025 California Green Building Standards Code including all appendices, and published as the California Building Standards Code found in the California Code of Regulations, Title 24, Part 11 by the California Building Standards Commission, one copy each of which are on file in the Office of the Building Official, Community Development Department, for public record and inspection, are adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the "Green Building Standards Code of the City of Coalinga" and the "Green Building Standards Code." The Green Building Standards Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager."

Section 11. Chapter 8-17 is hereby added to Title 8 of the Coalinga Municipal Code to read as follows:

Chapter 8-17 WILDLAND-URBAN INTERFACE CODE

Sec. 8-17.01 Adoption of the 2025 California Wildland-Urban Interface Code.

That edition of the 2025 California Wildland-Urban Interface Code together with its appendices, published as the California Building Standards Code, found in the California Code of Regulations, Title 24, Part 18 by the California Building Standards Commission, one copy of which is on file in the Office of the Building Official, Community Development Department, for public record and inspection, is adopted by reference and made a part of this title as though set forth in full, and shall be known as the "Wildland-Urban Interface Code of the City of Coalinga." The Wildland-Urban Interface Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager."

Sec. 8-17.02. - Violations and penalties.

Any person violating any provision of the Wildland-Urban Interface Code or this chapter shall be deemed guilty of an infraction and upon conviction thereof, shall be punished as set forth in Chapter 2 of Title 1 of the Coalinga Municipal Code.

Section 12. Chapter 8-18 is hereby added to Title 8 of the Coalinga Municipal Code to read as follows:

"Chapter 8-18 PROPERTY MAINTENANCE CODE

Sec. 8-18.01 Adoption of the 2024 International Property Maintenance Code.

That edition of the 2024 International Property Maintenance Code, one copy of which is on file in the Office of the Building Official, Community Development Department, for public record and inspection, is adopted by reference and made a part of this title as though set forth in full and shall be known as the "Property Maintenance Code of the City of Coalinga." The Property Maintenance Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager."

Sec. 8-11.02. - Violations and penalties.

Any person violating any provision of the International Property Maintenance Code or this chapter shall be deemed guilty of an infraction and upon conviction thereof, shall be punished as set forth in Chapter 2 of Title 1 of the Coalinga Municipal Code.

Section 13. The City Clerk is further directed to cause this ordinance or a summary of this ordinance to be published once in a newspaper of general circulation published and circulated within the City of Coalinga, within fifteen (15) days after its adoption. If a summary of the ordinance is published, then the City Clerk shall cause a certified copy of the full text of the proposed ordinance to be posted in the office of the City Clerk at least five days prior to the Council meeting at which the ordinance is adopted and again after the meeting at which the ordinance is adopted. The summary shall be approved by the City Attorney.

This Ordinance shall take effect thirty (30) days after its adoption.

ATTEST:

The foregoing Ordinance was introduced by the City Council of the City of Coalinga, California, at a regularly scheduled meeting held on February 5, 2026, and was passed and adopted by the City Council at a regular meeting held on February 19, 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____

Mayor, City of Coalinga

ATTEST:

_____

City Clerk, City of Coalinga

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

Subject:	Adopt Resolution No. 4308 Authorizing the Submission of a HOME Application to the State Department of Housing and Community Development and Identifying the 31 Unit Coalinga Senior Apartments Project as the Project Beneficiary if Awarded and Further Authorizing the City Manager to Enter into an Owner Participation Loan Agreement for the Deferral of Impact Fees
Meeting Date:	Thursday, February 19, 2026
From:	Sean Brewer, City Manager
Prepared by:	Sean Brewer, City Manager

I. RECOMMENDATION:

Adoption of Resolution No. 4308 authorizing the submission of a HOME application in the amount not to exceed $8.3 Million to the State Department of Housing and Community Development and identifying the 31-Unit Coalinga Senior Apartments project as the project beneficiary if awarded, and further authorizing the City Manager to enter into an Owner Participation Loan Agreement for the Deferral of Impact Fees in the amount of $370,202.

II. BACKGROUND:

On August 12, 2025, the Planning Commission approved and supported the Coalinga Senior Apartments project, a 31-unit affordable housing project to be located at the southeast corner of Elm Ave and Walnut, that will accommodate affordable housing for income qualified seniors 55 years of age and older. In order for this project to be financially feasible, AMG & Associates (“Developer”) is requesting the following from the City Council to consider:

1. Designate the Coalinga Senior Apartment Project as the project beneficiary of HOME funding should the City of Coalinga receive an award. This action would be completed by the adoption of Resolution No. XXXX. There is no cost to the City to apply for HOME project funds as the developer will bear all costs associated with the application preparation.

2. Deferral of Development Impact Fees in the amount of $370,202.00 which will be paid back through residual receipts beginning in year 16.

III. DISCUSSION:

The developer's request of the City Council has two components and this report will discuss both. Staff will begin with background on HOME Investment Partnerships Program and then will discuss the anticipated terms of the deferred impact fee loan agreement.

HOME Investments Partnerships Program

The HOME Investment Partnerships Program (HOME) provides formula grants to States and localities that

communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or home ownership or providing direct rental assistance to low-income people. HOME is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

HOME funds are awarded annually as formula grants to participating jurisdictions (PJs).The program's flexibility allows States and local governments to use HOME funds for grants, direct loans, loan guarantees or other forms of credit enhancements, or rental assistance or security deposits.

The program was designed to reinforce several important values and principles of community development:

- HOME's flexibility empowers people and communities to design and implement strategies tailored to their own needs and priorities.
- HOME's emphasis on consolidated planning expands and strengthens partnerships among all levels of government and the private sector in the development of affordable housing.
- HOME's technical assistance activities and set-aside for qualified community-based nonprofit housing groups builds the capacity of these partners.
- HOME's requirement that participating jurisdictions match 25 cents of every dollar in program funds mobilizes community resources in support of affordable housing.

Types of Assistance

HOME funds are awarded annually as formula grants to participating jurisdictions. HUD establishes HOME Investment Trust Funds for each grantee, providing a line of credit that the jurisdiction may draw upon as needed. The program's flexibility allows States and local governments to use HOME funds for grants, direct loans, loan guarantees or other forms of credit enhancement, or rental assistance or security deposits.

Eligible Grantees

States are automatically eligible for HOME funds and receive either their formula allocation or $3 million, whichever is greater. Local jurisdictions eligible for at least $500,000 under the formula ($335,000 in years when Congress appropriates less than $1.5 billion for HOME) also can receive an allocation. The formula allocation considers the relative inadequacy of each jurisdiction's housing supply, its incidence of poverty, its fiscal distress, and other factors.

Eligible Customers

The eligibility of households for HOME assistance varies with the nature of the funded activity. For rental housing and rental assistance, at least 90-percent of benefiting families must have incomes that are no more than 60-percent of the HUD-adjusted median family income for the area. In rental projects with five or more assisted units, at least 20-percent of the units must be occupied by families with incomes that do not exceed 50-percent of the HUD-adjusted median. The incomes of households receiving HUD assistance must not exceed 80-percent of the area median. HOME income limits are published each year by HUD.

Eligible Activities

The PJ's may choose among a broad range of eligible activities, using HOME funds to provide home purchase or rehabilitation financing assistance to eligible homeowners and new home-buyers; build or rehabilitate housing for rent or ownership; or for "other reasonable and necessary expenses related to the development of non-luxury housing," including site acquisition or improvement, demolition of dilapidated

housing to make way for HOME-assisted development, and payment of relocation expenses. Up to 10-percent of the PJ's annual allocation may be used for program planning and administration.

Application

Program funds are allocated to units of general local government on the basis of a formula that considers the relative inadequacy of each jurisdiction's housing supply, its incidence of poverty, its fiscal distress, and other factors. Shortly after HOME funds become available each year, HUD informs eligible jurisdictions of the amounts earmarked for them. Participating jurisdictions must have a current and approved Consolidated Plan, which will include an action plan that describes how the jurisdiction will use its HOME funds. A newly eligible jurisdiction also must formally notify HUD of its intent to participate in the program.

As part of the application process, the State Department of Housing and Community Development (hereafter "HCD") requires a standard resolution be adopted by the applicant authorizing the submission of a project application as well as a project beneficiary for the funds.

Attached for the Council's consideration is Resolution No. XXXX authorizing staff to proceed with submitting an application for HOME project funds totaling $8.3 Million ($8 Million project, $300,000 administrative/program), officially declaring a specific project beneficiary, and further authorizes the City Manager to sign all appropriate documents including standard agreements, pursuant the requirements of HCD, as they relate directly to the application and project beneficiary.

Staff is requesting utilizing the tool of HOME funding because the City does not have the capacity to fund a new construction projects without other resources and HOME funds are intended to be supplemental funding to more conventional funding (ie. tax credits). With the loss of Redevelopment Agency (RDA) there are limited funding opportunities for affordable housing projects in California since RDA's were a huge contributor to the diversifying housing in California.

If the Council chooses to select a project as the beneficiary of the HOME funds, staff will begin working with the Developer in preparation of the application and submission of said application by the deadline. If the Council takes this avenue there will be no cost to the City to prepare the application.

Deferred Impact Fee Loan Request

The developer has requested for an impact fee deferral to be loaned to their partnership with similar terms and conditions the City has previously approved for the Warthan Place Apartments project consisting of a residual receipts repayment from available cash flow with a term of 55 years, and a below market interest rate of 1-3%, secured by a Deed of Trust subordinate to senior regulatory agreements and financing, be repaid on a residual receipts basis commencing after repayment of deferred developer fee from available cash flow 30-50% to repay City Loans. This agreement would ensure repayment of fees beginning no later than year 16. By approving a deferred impact fee loan agreement, the City would not be responsible for paying back the impact fees as they are expected to be repaid but just deferred for a period of time negotiated. The proposed loan terms have been attached for the Council's review.

If the Council chooses to proceed with approving Resolution No. XXXX for the HOME beneficiary and further authorize the City Manager to enter into an Owner Participation Agreement for the HOME loan and deferred impact fees, staff will proceed immediately. With this financing mechanism, award of HOME funds would secure the financing needed to develop this project since the developer will be utilizing 4% tax credits which are non-competitive.

IV. ALTERNATIVES:

Do not direct staff to proceed with submission of an application for HOME funding and Owner Participation Agreement – **Staff does not recommend.**

V. FISCAL IMPACT:

There is not direct fiscal impact to the City as the project beneficiary will bear all costs associated with submitting the Application to HOME and the deferred impact fee loan agreement will be on the City's books as a deferred receivable with no impact to the general fund or its reserve. The City, if awarded HOME funds, would be entitled to $300,000 for administration of the grant. This would be accomplished by contracting with a non-profit affordable housing advocacy group to assist in all the reporting and administrative functions of HOME funds.

ATTACHMENTS:

File Name	Description
HOME_2025_NOFA_01-29-26.pdf	HOME 2025 NOFA
Elm_Ave_Impact_Fee_Request_Letter.pdf	Impact Fee Deferral Request
Elm_Avenue_Impact_Fee_Loan_Term_Sheet.docx	Impact Fee Deferral Term Sheet
RESO#4308_HOME_Application_31_Unit_Affordable_Senior_Housing_Project_021926.pdf	Resolution No. 4308 - Approving Submission of HOME Application

STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY

GAVIN NEWSOM, *Governor*

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT DIVISION OF FEDERAL FINANCIAL ASSISTANCE
HOUSING BRANCH
651 Bannon Street, Suite 400
Sacramento, CA 95811
www.hcd.ca.gov

January 29, 2026

MEMORANDUM FOR: ALL POTENTIAL APPLICANTS

FROM: Jenny Cho, Deputy Director
Division of Federal Financial Assistance

SUBJECT: HOME Investment Partnerships Program (HOME) 2025 Project Activities Notice of Funding Availability

The California Department of Housing and Community Development (the "Department" or "HCD") is pleased to announce the release of this Notice of Funding Availability (NOFA) for approximately $34 million in federal funds for Project Activities under the HOME Investment Partnerships Program (HOME). Funding for this NOFA is from the Department's Fiscal Year 2025 (FY25) HOME allocation from the U.S. Department of Housing and Urban Development (HUD). The amount of funding available may change. This funding provides loans or grants to eligible HOME Applicants serving households with low- and very low-incomes, defined as at or below 80 percent (80%) of Area Median Income (AMI), and at or below 50 percent (50%) of AMI, respectively. This NOFA is subject to state and federal HOME regulations.

NOTE: In an effort to improve tribal access within the HOME Program, the Department has called attention to tribal-specific information within this NOFA in green font. However, Native American Entity Applicants are encouraged to carefully read through all NOFA contents and application materials thoroughly, not exclusively the green font portions

The Department will target 20 percent (20%) of the HOME funding for Eligible Applicants that meet the definition of a Native American Entity as set forth and provided in this NOFA. The Department, California Indian Assistance Program (CIAP) and HOME team will provide comprehensive technical assistance to Native American Entities throughout the application process and during implementation of Project activities.

The HOME funds provided through this NOFA will be awarded on a competitive basis to State Recipients, Community Housing Development Organizations (CHDOs), and Developers, as defined in this NOFA. HOME funds awarded to Native American Entities will be on an over-the-counter ("OTC") application basis, as set forth in this NOFA.

Funding may be used for the following eligible uses:

Project Activities

- Multifamily Rental Projects (new construction, acquisition only, and/or rehabilitation with or without acquisition); and
- First-Time Homebuyer ("FTHB") Projects (subdivision development)

To be considered for HOME funding, Applicants must submit a complete application for each HOME Project activity with required documentation via the EUNA Grants Network Portal only. The Department will begin accepting applications received through the EUNA Grants Portal on January 29, 2026. For cities, counties, CHDOs, and Developers, each completed application package must be submitted **no later than 5:00 P.M. Pacific Daylight Time (PDT) on March 30, 2026**.

For Native American Entity Applicants (whether a Federally Recognized Tribe or Non-Federally Recognized Tribe), application packages may be submitted starting on January 29, 2026, until **5:00 P.M. PDT on June 22, 2026.**

Timeline

NOFA Release	January 29, 2026
Webinars	February 2026
Competitive application submittal period for cities, counties, CHDOs, and Developers	From January 29, 2026, through March 30, 2026, 5:00 P.M. PDT

OTC application submittal period for Native American Entities (NAE-FRTs and NAE-NFRTs)	**From January 29, 2026, through** **June 22, 2026, 5:00 P.M. PDT, or until the available funds are exhausted, whichever occurs first.**

All activities and proposed funding in this NOFA are subject to availability of funds and continuing HUD and legislative and fiscal authority.

Applications

Applicants are strongly encouraged to set up their profiles and upload attachments and documents in the EUNA Grants Portal located at https://gn.ecivis.com/GO/gn_redir/T/vyjsqf2kekyx *early* to ensure successful submissions prior to the application deadline. Applicants are also strongly encouraged to set up the profile with a centralized email account to avoid loss of access due to staffing change that may result in delays. If Applicants experience trouble logging into the portal or have questions on how to complete the online application, please contact the Department at HOMENOFA@hcd.ca.gov or 916-263-2771.

The Department will hold a series of webinars in February 2026 to review the NOFA and application process. A list of webinar dates, times, and how to register is available on the Department's HOME website at https://www.hcd.ca.gov/grants-and-funding/programs-active/home-investment-partnerships-program.

Additionally, one-on-one technical assistance appointments will be offered during the application period to assist Applicants with questions regarding the application and application process. Applicants seeking technical assistance may email HOMENOFA@hcd.ca.gov to schedule an appointment.

To receive HOME NOFA information and other program information and updates, please be sure to subscribe to the federal programs email list at https://www.hcd.ca.gov/contact-us/email-signup.

Please direct any questions regarding this NOFA to the HOME Program at: HOMENOFA@hcd.ca.gov.

Attachments

HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)
PROJECT ACTIVITIES 2025 NOTICE OF FUNDING AVAILABILITY

Gavin Newsom, Governor
State of California

Tomiquia Moss, Secretary
Business, Consumer Services and Housing Agency

Gustavo Velasquez, Director
California Department of Housing and Community Development

651 Bannon Street, Ste 400, *8th* Floor, Sacramento, CA 95811

Phone: (916) 263-2771

Website: https://www.hcd.ca.gov/grants-and-funding/programs-active/home-investment-partnerships-program

Email address: HOMENOFA@hcd.ca.gov

January 29, 2026

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I. Overview

A. Notice of Funding Availability

The California Department of Housing and Community Development (Department) is pleased to announce the release of this Notice of Funding Availability for Project Activities (Projects NOFA) for approximately $34 million in federal funds for Project activities under the HOME Investment Partnerships Program (HOME). This HOME Projects NOFA provides funding for housing Project activities in "non-entitlement jurisdictions," which are jurisdictions and unincorporated areas that do not receive HOME funding directly from HUD. These HOME funds will be used to benefit residents of non-entitlement jurisdictions and are specifically designed to assist low-income households by providing affordable housing.

The amount of funding available through this NOFA may vary depending on several factors. If additional funding becomes available, the Department will distribute funds in accordance with the 2025-2029 Consolidated Plan.

These funds may be used in conjunction with other local, state, and federal rental housing programs to assist the same units in the proposed Project development.

The funds available in this NOFA will be used to meet the following statewide goals in accordance with the Department's 2025-2029 Consolidated Plan and the Department's 2025-2026 Annual Action Plan, as the same may be amended from time to time, serving low-income households earning at or below 80 percent (80%) of Area Median Income (AMI) and very low-income households earning at or below 50 percent (50%) of AMI:

- Increase Supply and Preservation of Affordable Housing;
- Improve Access to Affordable Housing;
- Address the Homelessness Crisis;

B. Estimated Timeline

Table 1 – Estimated Timeline for Competitive Applicants	
NOFA Release	January 29, 2026
EUNA Grants Application Portal Opens	By February 9, 2026
Webinars	February 2026
Competitive application due date for cities, counties, Community Housing Development Organizations (CHDOs), and Developers*	March 30, 2026, by 5:00 P.M. Pacific Daylight Time (PDT)
Anticipated Award Announcements	July 2026**

* All applications must be uploaded to Euna Grants no later than the application due date.

**Based on volume these dates may change.

Table 2 – Estimated Timeline for Native American Entity Applicants	
NOFA Release	January 29, 2026
EUNA Grants Application Portal Opens	By February 9, 2026
Webinars (Specifically for Native American Entities)	February 2026
OTC application due date for Native American Entities (NAE-FRTs and NAE-NFRTs)*	June 22, 2026, by 5:00 P.M. PDT
Anticipated Award Announcements	Continuous until funds are awarded

*All applications must be uploaded to Euna Grants no later than the application due date.

C. Authorizing Legislation and Regulation Authority

This NOFA should be read in conjunction with but not limited to the following regulations, statutes, and plans, as amended, which establish state and federal HOME requirements:

- Federal HOME Investment Partnerships Act Statutes at Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended, 42 U.S.C. 12701 et seq.
- Federal HOME Regulations (24 C.F.R. Part 92)
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)
- State of California 2025-2026 Annual Action Plan
- State HOME Regulations (25 C.C.R. § 8200 et seq.)
- State Uniform Multifamily Regulations ("UMRs") (25 C.C.R. § 8300 et seq.)

All regulatory references are to the state and federal HOME regulations unless otherwise noted.

Several of the terms used in the HOME Projects NOFA have specific meanings defined by state and/or federal HOME regulations. When reviewing this NOFA and the application forms, carefully review the regulations for further defined terms. State HOME definitions are found in 25 C.C.R. § 8201 and 8217 and federal HOME definitions are found in 24 C.F.R. § 92.2.

If state or federal statutes or regulations, or other laws, policies, or procedures governing HOME or its funding are modified—whether by Congress, HUD, the state

Legislature, or the Department—prior to completion of work to be done pursuant to awards made in connection with this NOFA, the changes may become effective immediately and apply to funded activities.

Any inconsistencies between this NOFA and state or federal HOME regulations will be resolved in favor of federal regulations, unless a waiver or modification was approved by the Director in accordance with AB 1010 (Chapter 660, Statutes of 2019). In those instances, the waiver or modification will prevail when not in conflict with the federal HOME regulations.

The Department reserves the right at its sole discretion to suspend, amend, and/or supplement the provisions of this NOFA from time to time. If such action occurs, the Department may notify interested parties through the Department's HOME Listserv (Email Signup | California Department of Housing and Community Development).

Native American Entities

The state requirements set forth in the HOME Project Activities NOFA are subject to Assembly Bill 1010 (Chapter 660, Statutes of 2019) ("AB 1010") which is set forth in Health and Safety Code (HSC) § 50406(p), (a) where the provisions of tribal law, tribal governance, tribal charter, or difference in tribal entity or legal structure would cause a violation or not satisfy the requirements of the HOME Projects NOFA, said requirements may be modified as necessary to ensure Project compatibility; and (b) where the provisions of tribal law, tribal governance, tribal charter, or difference in tribal entity or legal structure or agency create minor inconsistencies (as determined by the Director of the Department or a duly authorized designee thereof) with the requirements set forth in the HOME Projects NOFA, the Department may waive said requirements, as deemed necessary, to avoid an unnecessary administrative burden. Matters set forth or otherwise provided for in the HOME Projects NOFA that may be modified or waived include, without limitation, threshold scoring requirements and any other matter set forth in HSC § 50406(p)(2).

Native American Entity Applicants, whether federally recognized or non-federally recognized, are accordingly encouraged to discuss any such potential modifications or waivers and their options in that regard at or during an optional pre-application technical assistance meeting with CIAP and HOME Program staff.

There may be other federal laws or federal doctrines that could provide a basis for a possible modification of some federal requirements for Native American Entity Applicants. An example is where a Native American Entity has its own Tribally Determined Wage, in which case Davis Bacon wage requirements are not applicable. Native American Entity Applicants are encouraged to begin the AB 1010 waiver process before their application is submitted in order to allow time for the Department to review and make a legal decision on the request.

All applications will be reviewed for completeness and compliance with state and federal requirements. Only complete and compliant applications will be eligible for application review, approval, and potential funding. All awards made and standard agreements entered into under this NOFA will be subject to the provisions in the Department's grant agreement(s) with HUD and all applicable federal law. ***The Department's FY25 HOME***

allocation from HUD may be subject to additional Federal Conditions, which are listed and discussed in Appendix A: Federal and State Overlays.

D. Application Submission Process

Electronic Application Submission Process

All Applicants must create a EUNA Grants Profile prior to completing an application. Once the profile is created, the Applicant must complete an application via the EUNA Grants. Application forms are available on the EUNA Grants Portal. Appendix F: Organizational Documents Checklist and Appendix G: Project Documents Checklist provide a complete list of required uploads for the application.

The Department will not accept applications through personal, postal, shipment deliveries, facsimiles, email, walk-ins, or any other forms of delivery other than the EUNA Grants Portal.

Applicants that do not meet the filing deadline requirements will not be eligible for funding. Applications must be on the Department's current forms and cannot be altered or modified by the Applicant. Excel forms must be in Excel format, not converted to a PDF document.

The Department may request additional clarifying information from third-party sources, such as local government entities or the Applicant, but this is entirely at the Department's discretion to determine if the Department has authority to make an award. Upon the Department's request, the Applicant shall be given five (5) business days, from the date of staff notification, to submit said documents to clarify the application.

Disclosure of Application

Information provided in the application will become a public record available for review by the public, pursuant to the California Public Records Act (Chapter 1473, Statutes of 1968) (PRA). As such, any materials provided will be disclosable to any person making a request under this Act. The Department cautions Applicants to use discretion in providing information not specifically requested, including, but not limited to, bank account numbers, personal phone numbers, and home addresses. By providing this information to the Department, the Applicant is waiving any claim of confidentiality and consent to the disclosure of submitted material upon receipt of a PRA request.

Concurrent Applications

Due to the unique challenges of the current funding environment, the Department allows Applicants to pursue funding from more than one Department funding program. Separate concurrent applications to other HCD funding sources are permitted under this HOME Projects NOFA. Applicants, however, MUST disclose all Department applications under review and/or applications anticipated to be submitted, regardless of who is applying for funding (e.g., city, county, Developer, sponsor, etc.), in their application or via email to HOMENOFA@hcd.ca.gov.

HOME has strict federal commitment and expenditure deadlines; therefore, if an Applicant submits any other funding applications to the Department after the HOME

Projects NOFA application due date, Applicant must notify HOME staff via the HOME Projects NOFA mailbox HOMENOFA@hcd.ca.gov. If Applicants are competitive for a HOME award, the Department will consult with Applicants to determine the best funding scenario for Project feasibility while balancing cost containment. If the Project receives an award from a different state program after the HOME Projects NOFA application due date, HOME Projects NOFA Applicants may be asked to accept a reduction of any Department-administered state program award by the amount of any HOME Project award.

E. Definitions

"Applicant" is any eligible State Recipient, CHDO, Developer, or Native American Entity which submits an application to the Department to develop or rehabilitate Projects using HOME funds within a specified jurisdictional boundary, in accordance with 25 C.C.R. § 8201 and 8204 and HSC § 50896. A Developer of a Project shall not act as administrative subcontractor for the activity.

"Awardee" means the eligible Applicant (and, if applicable, the Co-Applicant) that has been awarded funds from the Department under HOME, and that will be held responsible for compliance with and performance of all HOME requirements.

"Choice-Limiting Actions" means an action that may have an adverse impact on the environment or limit the choice of reasonable alternatives. A Choice-Limiting Action may include, but is not limited to, executing a purchase and sale agreement, signing a lease agreement, real property acquisition, rehabilitation, repair, demolition, disposition, or new construction, as set forth in 24 C.F.R. § 58.22, as well as HUD's guidance in Community Project Funding: Environmental Guidance and Scenarios. For the purposes of environmental review, the Project is the aggregation of all activities that are required to build the Project and must be included in the scope of the environmental review. So even if HOME funds are only used to pay for a portion of the overall Project, Awardees and Subrecipients should still be aware of the activities involved that are considered Choice-Limiting Actions. Activities listed at 24 C.F.R. § 58.35(b) that are Categorically Excluded Not Subject To 24 C.F.R. § 58.5 are not Choice-Limiting Actions.

"Developer" means any legal entity, including Native American Entities (Native American Entities-Federally Recognized Tribes and Native American Entities-Non-Federally Recognized Tribes), that will provide or arrange for design, financing, and construction services in connection with a housing Project as set forth in 25 C.C.R. § 8201(i). A nonprofit organization, formed as a special purpose entity in compliance with 25 C.C.R. § 8313.2, by a Non-Federally Recognized Tribe (NAE-NFRT) as defined herein, may be considered a Developer if the NAE-NFRT satisfies all other Developer eligibility requirements.

"HOME" means the HOME Investment Partnerships Program. In this NOFA, "HOME" is used to refer to the HOME Investment Partnerships Program as a whole, which includes both Program and Project activities. However, this NOFA only applies to Project activities.

“Homeless” means the same as defined under the federal Continuum of Care Program at 24 C.F.R. § 578.3, as may be amended and renumbered from time to time. “Homeless” includes “chronically homeless” and “homeless with a disability.”

“Homeownership” means ownership in fee simple title in a 1- to 4-unit dwelling or in a condominium unit, or equivalent form of ownership approved by HUD.

(1) The land may be owned in fee simple, or the homeowner may have a 99-year ground lease.

(i) For housing located in the insular areas, the ground lease must be 40 years or more.

(ii) For housing located on Indian trust or restricted Indian lands or a Community Land Trust, the ground lease must be 50 years.

(iii) For manufactured housing, the ground lease must be for a period at least equal to the applicable period of affordability in 24 C.F.R. § 92.254.

“Native American Entity – Federally Recognized Tribe (“NAE-FRT”) means any Tribal Government which is a federally recognized tribe as defined at 25 U.S.C. section 4103(13)(B) and includes a duly constituted governing body of an Indian Reservation or Rancheria as Health and Safety Code section 50077 and 50079; or is a Tribally Designated Housing Entity under 25 U.S.C. section 4103(22).

A NAE-FRT may apply as a State Recipient or Developer for HOME Funds.

“Native American Entity – Non-Federally Recognized Tribe” (“NAE-NFRT”) means any Tribal Government which is an Indian Tribe located in California that is not a federally recognized tribe and is either: (1) listed in the Bureau of Indian Affairs Office of Federal Acknowledgment Petitioner List, pursuant to 25 C.F.R. Part 83.1, and has formed and controls a special purpose entity in compliance with 25 C.C.R. § 8313.2; or (2) listed on the contact list maintained by the California Native American Heritage Commission for the purposes of consultation pursuant to Government Code (GC) § 65352.3, and (3) has formed and controls a special purpose entity in compliance with 25 C.C.R. § 8313.2.

A NAE-NFRT may only apply as a Special Purpose Entity Developer for HOME funds for Project activities.

“Native American Lands” means real property located within the State of California that meets the following criteria: (1) is trust land for which the United States holds title to the tract or interest in trust for the benefit of one or more tribes or individual Indians, or is restricted Indian land for which one or more tribes or individual Indians holds fee title to the tract or interest but can alienate or encumber it only with the approval of the United States; and the land may be leased for housing development and residential purposes under federal law; or (2) lands outside the jurisdiction of tribal government owned or co-owned by a Native American Entity in accordance with 25 C.C.R. § 8201(y).

“Native American Entity (NAE) Service Area” means the area where the Project is located within the NAL and includes lands outside the NAE tribal government jurisdiction

up to 100 miles from the boundary of the NAE trust or restricted land as defined at 25 U.S.C. 2201 that is within non-entitlement jurisdictions.

"Project" means a site or sites together with any building (including a manufactured housing unit) or buildings located on the site(s) that are under common ownership, management, and financing and are to be assisted with HOME funds as a single undertaking under this part. The Project includes all the activities associated with the site and building.

"Project Commitment" means the date the state has executed a Standard Agreement with an Awardee that includes the date and signature of each person signing the agreement, and that meets the minimum requirements of a Standard Agreement as defined in 24 C.F.R. § 92.504(c).

"Project Completion" Project Completion occurs upon completion of construction and before occupancy.

"Special Needs Populations" means the same as defined under section 7301 of the Multifamily Housing Program guidelines and includes one or more of the following groups who need Supportive Services to maintain and stabilize their housing:

- people with disabilities:
- at Risk of Homelessness;
- individuals with substance use disorders;
- frequent users of public health or mental health services, as identified by a public health or mental health agency;
- individuals who are fleeing domestic violence, sexual assault, and human trafficking;
- individuals who are experiencing Homelessness and individuals experiencing Chronic Homelessness;
- homeless youth as defined in Government Code Section 12957, subdivision (e)(2);
- families in the child welfare system for whom the absence of housing is a barrier to family reunification, as certified by a county;
- individuals exiting from institutional settings or at risk of placement in an institutional setting;
- older Adults in Need of Supportive Services; or
- other specific groups with unique housing needs as determined by the Department.

Special Needs Populations does not include "seniors or Veterans" unless they otherwise qualify as a "Special Needs Population" as required by other statutory laws. Special Needs Populations may also include those listed under the Qualified Populations for the HOME-ARP program as stated in CPD-21-10.

"Special Purpose Entities" means the legal entity or combination of legal entities with continuing control of the HOME Project and conforms with the requirements of 25 C.C.R. § 8313.2.

"State Recipient" means a "unit of general local government," including NAE-FRTs, designated by the State to receive HOME funds in accordance with 24 C.F.R. § 92.201(b)(2) and 25 C.C.R. § 8201(ii).

II. Project Requirements

A. Eligibility

Eligible Applicants

State Recipients, Developers, and CHDOs, as defined in 25 C.C.R. § 8204, are eligible to apply to this Projects NOFA.

Applicants must be in good standing with the State of California, all agencies and departments thereof.

NOTE: Pursuant 25 C.C.R. § 8205(b), Developers are not eligible to apply for First Time Homebuyer Projects unless the Projects will be developed on Native American Land.

Eligible Jurisdictions

Projects must be located in non-entitlement areas. Eligible city and county jurisdictions for 2025 federal HOME funds are listed in Appendix B: Eligible Jurisdictions. If a city or county jurisdiction (jurisdiction) is not listed in Appendix B: Eligible Jurisdictions, and the Applicant is of the opinion that the jurisdiction is eligible to apply to the Department for HOME funds, the Applicant should contact HCD at HOMENOFA@hcd.ca.gov before applying.

B. Eligibility for CHDOs

1. CHDO Applicants must meet all the requirements found at 24 C.F.R. § 92.2 at the time of application submittal and be certified by the Department prior to the execution of its standard agreement.
2. CHDO Applicants must upload the documents required to complete the certification review as part of its application package in the EUNA Grants Portal.

See Appendix C: CHDO Application for Certification for more information about the application process, CHDO eligibility, and a checklist for application items.

NOTE: Tribal governments are not CHDOs; however, tribally affiliated nonprofit organizations may apply for CHDO certification if they meet HUD's CHDO requirements—including private nonprofit status and limitations on governmental control—at 24 C.F.R. § 92.2 and complete the Department's certification process.

C. Eligibility for Developers

The Developer applying for HOME funding is the entity that the Department relies upon for experience and capacity and must control the Project during acquisition (site control), development, and occupancy.

Developers must satisfy all other eligibility requirements detailed in this NOFA including, but not limited to, experience and capacity requirements.

Developers may partner with a State Recipient Applicant in addition to submitting one application on its own, however both applications must not be for the same Project.

NAE-NFRTs may apply for HOME funds only as Developers and are not eligible to apply as State Recipients.

Developers may not submit separate HOME applications under the name of another entity over which they exercise control. A Limited Partnership (LP) is not considered an eligible Applicant/Awardee but may be the ultimate borrower.

D. Eligible Activities

Rental Projects

RENTAL NEW CONSTRUCTION PROJECTS — funds are provided to develop a specific multifamily Project on a specific site by a specific developer. Rental new construction Projects may be with or without acquisition.

RENTAL REHABILITATION PROJECTS — funds are provided to rehabilitate a specific rental Project on a specific site by a specific developer. An Applicant may apply for a Project with or without property acquisition. Applicants requesting Project activities funding for a rental Project consisting of multiple sites must be in compliance with 25 C.C.R. § 8303(b).

First-Time Homebuyer (FTHB) Projects

Construction financing must include the following:

- New construction or acquisition/rehabilitation/conversion to develop homes on specific site(s).
- All (100 percent) of the HOME investment rolls over to permanent financing to provide mortgage assistance to eligible first-time homebuyers when the units are sold to eligible homebuyers.

NOTE: Projects with multiple sites must have common ownership and financing.

NOTE: Pursuant 25 C.C.R. § 8205(b), Developers are not eligible to apply for First Time Homebuyer Projects unless the Projects will be developed on Native American Land.

E. Ineligible Use of Project Funds

HOME funds cannot be used for the costs listed in 24 C.F.R. § 92.214.

In accordance with the Department's 2025-2026 Annual Action Plan, HOME funds may not be used to pay for the cost to refinance existing Project debt.

Pursuant to 24 C.F.R. § 92.206(a)(4), HOME funds cannot pay for the costs associated to construct or rehabilitate laundry and/or other community facilities located in separate

buildings containing no residential units. In addition, any community facilities must be for the exclusive use of the residents and their guests and cannot be available to the general public.

Pursuant to 24 C.F.R. § 92.206 (b)(2)(vi), federal HOME funds cannot be used to refinance single family or multifamily housing loans made or insured by any federal program, including CDBG.

Additionally, HOME funds cannot provide a duplication of benefit or supplant any other federal, state, or local funds previously committed to the Project.

F. Allocation of Funding

Table 3 - Allocation of Funding	
Funding Targets	**Amount**
CHDO Set-Aside	$8,000,000
First-Time Homebuyer Projects Target	$2,000,000
Rental Housing Target (Doesn't include the CHDO Set-Aside)	$16,000,000
Native American Entity Target	$8,000,000

G. Funding Amounts and Limits

Table 4 - Funding Limits by Project Activity	
Rental new construction or rehabilitation with or without acquisition	**$8,000,000**
CHDO Operating Funds Grant for Rental Projects*	$300,000
Administrative Funds for Rental Projects*	$300,000
FTHB Projects	**$2,000,000**
CHDO Operating Funds Grant for FTHB Projects*	$200,000
Administrative Funds for FTHB Projects*	$200,000

*State Recipients are only eligible for Administrative funds. CHDOs are only eligible for CHDO Operating Funds. Developers are NOT eligible for either Administrative funds or CHDO Operating Funds.

Minimum Amount of Funds per unit

The minimum amount of HOME funds that must be invested in any type of Project shall be $10,000 per unit. For example, for a Project with thirty (30) units, the minimum award amount would be $300,000.

Maximum Amount of Funds per Project

The maximum amount of HOME funds invested in a Project, shall not exceed the HOME maximum per-unit subsidy limits, established by HUD under 24 C.F.R. § 92.250 and can be found here.

FTHB activities are also subject to the HOME Homeownership Value Limits found here.

Project Limits

A Project may receive only one HOME award as a result of this NOFA.

Applicant Limits

An Applicant may receive up to two HOME awards for different Projects.

H. Program Income

The Department encourages Applicants to use HOME Program Income (PI) for their proposed Project activity. Applicants may request approval to use HOME PI on hand through this NOFA by including the amount of PI for the proposed Project activity in the Application Budget. **HOME PI is not subject to the award limits as noted above (G. Funding Amounts and Limits).**

I. Periods of Affordability

Table 5 – Periods of Affordability	
Tribal and Non-Tribal FTHB Projects*	
Minimum Period of Affordability (in years)	**HOME Assistance Per-Unit**
5	Under $25,000
10	$25,000 to $50,000
15	Over $50,000
Tribal and Non-Tribal Rehabilitation of Existing Rental Housing**	

Minimum Period of Affordability (in years)	HOME Assistance Per-Unit
10 Years	Under $25,000
15 Years	$25,000-$50,000
20 Years	Over $50,000
New Construction and Rehabilitation with or without Acquisition**	
Minimum Period of Affordability (in years)	**HOME Assistance Per-Unit**
55 years	Any Amount
New Construction and Rehabilitation with or without Acquisition on Native American Lands (as defined by 25 C.C.R. § 8201 (y)(1))**	
Minimum Period of Affordability (in years)	**HOME Assistance Per-Unit**
50 years	Any Amount

*24 C.F.R. § 92.254

**25 C.C.R. § 8208

J. Forms of Assistance

HOME assistance may be provided in the form of a loan or a grant subject to 25 C.C.R. § 8205(C)-(H).

K. Administrative Costs and CHDO Operating Funds

For Rental Projects, State Recipients are eligible for a grant of up to $300,000 or 10 percent (10%) of the activity award amount, whichever is lower, for administrative costs pursuant to 24 C.F.R. § 92.207,and CHDOs are eligible for a grant of up to $300,000 or 10% of the activity award amount, whichever is lower, for CHDO operating funds pursuant to 24 C.F.R. § 92.208(a).

For First Time Homebuyer Projects, State Recipients are eligible for a grant of up to $200,000 or 10 percent (10%) of the activity award amount, whichever is lower, for administrative costs pursuant to 24 C.F.R. § 92.207, and CHDOs are eligible for a grant of up to $200,000 or 10 percent (10%) of the activity award amount, whichever is lower, for CHDO operating funds pursuant to 24 C.F.R. § 92.208(a).

III. State and Federal Requirements

A. Property Standards

Pursuant to 24 C.F.R. § 92.251, as applicable, and as may be amended by HUD, housing that is acquired, constructed or rehabilitated with HOME funds must meet all applicable local codes and standards at the time of Project Completion.

Projects involving rehabilitation must comply with the Department's HOME/NHTF Multifamily Rehabilitation Standards. Pursuant to 25 C.C.R. § 8309(b) and 24 C.F.R. § 92.251(b)(1)(ix), the Department requires rental rehabilitation Project applications to submit a third-party physical/capital needs assessment and a Replacement Reserve Study (RRS) with a 20-year forecast.

Projects involving new construction must comply with the requirements of 25 C.C.R. § 8300 et seq. and 24 C.F.R. § 92.251(a), including, but not limited to, requirements related to accessibility, disaster mitigation, written cost estimates, construction contracts and documents, construction progress inspections, and broadband infrastructure.

B. Timeframes for Use of Funds

In previous years, HUD has waived the requirement that HCD commit HOME funds within 24 months of receiving the allocation. However, for FY25, that requirement was not waived. Therefore, HOME recipients are required to enter into a Standard Agreement with HCD by January 29, 2027.

Table 6 - HOME Project Activity Deadlines	
Project Commitment (see Section I (E) page 9)	January 29, 2027
Construction Loan Closing	Within 12 months from Project Commitment execution date (in accordance with 24 C.F.R. § 92.2)
Project Completion and Expenditure Deadline	Within 4 years from Project Commitment of HOME funds

C. Match Requirements

HOME match requirements are waived for applications pursuant to this NOFA.

D. Transition Reserve Policy

In the presence of Project Based Vouchers, Projects must be in compliance with the Department's Pooled Transition Reserve Policy Administrative Memorandum dated January 3, 2023, (Administrative Notice Number 22-08) and amended on August 8, 2023, (Administrative Notice Number 23-01).

E. Annual Monitoring Fees for Multifamily Projects

Pursuant to 24 C.F.R. § 92.214(b)(1)(i), the Department will charge fees to cover the cost of ongoing monitoring and physical inspection of HOME Projects during the state period of affordability. HOME will charge these fees as described below.

Developer and CHDO Projects

The Department charges an annual monitoring fee as follows:

Table 7 – Estimated 2026 Monitoring Fees

Number of HOME Units	Annual Fee
12 or fewer	$ 6,640
13 to 24	$10,806
25 to 36	$13,122
37 to 48	$13,506
49 to 60	$16,151
61 or more	$18,909

To cover inflation, this annual monitoring fee is Projected to increase annually at 3 percent (3%) following the Department's analysis of actual costs for monitoring. The annual monitoring fee will be based on the estimated 2026 fee schedule and will be adjusted upward at an annual rate of 3 percent (3%) to account for inflation. The starting monitoring fee will be calculated based on the year of permanent closing of escrow, applying the 3 percent (3%) annual increase from the 2026 baseline.

State Recipient Projects

Pursuant to 24 C.F.R. § 92.214(b), State Recipients may also charge their borrowers annual monitoring fees to cover the actual ongoing costs to monitor and conduct physical inspections, as described below:

1. The monitoring fee shall be based on the State Recipient's analysis of actual costs for monitoring the Project and must be approved by the Department; and
2. Twenty-five percent (25%) of the annual monitoring fee received for the Project by the State Recipient must be paid to the Department to cover the Department's monitoring costs. For more guidance on establishing a monitoring fee, see HOME fires Vol. 14, No. 2: Guidance on Establishing a HOME Monitoring Fee. Please note: HUD's requirements for calculating a monitoring fee differ from the state's UMR requirements.

Native American Entity Projects

Pursuant to this NOFA, the Department waives monitoring fees for Native American Entity Projects during the state period of affordability.

IV. Application Review

A. Minimum Application Requirements (Threshold)

Applications for HOME Projects are required to meet the minimum requirements outlined in this NOFA, 25 C.C.R. § 8200 et seq., and 24 C.F.R. Part 92.

Applications must meet the following minimum requirements at the time of application in order to move forward to the rating and ranking process:

1. The Applicant must submit a complete application in a format made available by the Department by the deadline specified in this NOFA and pursuant to 25 C.C.R. § 8211, and the application forms provided by the Department must not be altered or modified. Appendix F: Organizational Documents Checklist and Appendix G: Project Documents Checklist provide a complete list of required uploads for the application.
2. The Applicant is eligible to apply for funding, in accordance with Section II.A-C of this NOFA.
3. All rules and requirements in this NOFA also apply to Native American Entities, unless this NOFA specifically says otherwise.
4. The Applicant must propose at least one eligible activity pursuant to 25 C.C.R. § 8205.
5. The Applicant must propose an eligible use of funds pursuant to 25 C.C.R. § 8205, 8210, and 24 C.F.R. §92.206.

6. The Applicant must have no unresolved audit findings pursuant to 25 C.C.R. § 8204(a)(1)(D)(ii) and (2)(C)(i).
7. The Applicant must demonstrate its capacity for carrying out activities assisted with HOME funds. Awardees entering into a Standard Agreement with the Department must have capacity, cannot be shell entities, and cannot contract out for capacity (with limited exceptions for new CHDO's applying for certification via Appendix C: CHDO Application for Certification).
8. Cities, counties, and local public housing authorities must provide documentation satisfactory to the Department that they comply with the submittal requirements of cost principles and audit requirements at 2 C.F.R. § 200.512. Any outstanding findings contained in the audit report may impact on the ability of the Department to grant an award through this NOFA.
9. The Applicant and any member of its Project team must not be on the list of debarred contractors at https://www.sam.gov/SAM/ pursuant to 25 C.C.R. § 8204(a)(1)(D)(iii) and 8204(a)(2)(C)(ii).
10. CHDO applications must contain procedures for ensuring effective Project control pursuant to 24 C.F.R. § 92.300(a)(1) and 25 C.C.R. § 8204(a)(2)(D).
11. There is no pending or threatened litigation that could affect implementation of the proposed Project.
12. The Applicant(s) (not the ultimate borrower) must demonstrate documented site control of the Project at the time of application. Site control is subject to the HOME funding award as required by 25 C.C.R. § 8212(a)(6)(B), 25 C.C.R. § 8303, and 24 C.F.R. Part 92, including but not limited to, demonstrating site control by one of the following:
    - Acceptable evidence of site control may include: a conditional purchase agreement or enforceable option for projects involving acquisition, a lease option agreement from DGS and/or HCD as verified by HCD's Excess Sites Team, a deed or lease, or a title report showing ownership of the property vested in the applicable entity.
    - Fee title, which, for tribal trust land, may be evidenced by a title status report (TSR) or an attorney's opinion regarding chain of title and current title status.
    - A leasehold interest on the Project property with provisions that enable the lessee to make improvements on and encumber the property, provided that the terms and conditions of any proposed lease shall permit, prior to loan closing, compliance with all HOME requirements, including compliance with 25 C.C.R. § 8316. Land Acquisition and Leaseback shall be done prior to the financing closing.
    - An option to purchase is obtained, conditioned on the responsible entity's determination to proceed with, modify, or cancel the Project based on the results of a subsequent environmental review, and the receipt of an Authority to Use Grants Funds ("AUGF") from the Department for State Recipient

Projects and from HUD for Developer and CHDO Projects. The cost to secure the site control document can be only a nominal portion of the purchase price.

- A Purchase Agreement, Disposition and Development Agreement (DDA), Option to Lease, or Exclusive Right to Negotiate is obtained, but this agreement cannot be conditioned on National Environmental Policy Act (NEPA)/California Environmental Quality Act (CEQA) clearance or any other federal requirement.
- A conditional purchase contract may be used for an existing single-family home (1 to 4 units) or an existing multifamily residential Project in some limited circumstances, even when federal funds have already been contemplated.
- The determination as to what constitutes acceptable evidence of site control shall be made by the Department in its sole and absolute discretion. This includes bypassing site control requirements when the Housing Accountability Unit has found that state law requires approval of the Project.

General HUD rules state that Purchase Agreements are acceptable if federal funds are not contemplated. Applicants are cautioned to make sure that the Purchase Agreement or DDA is open-ended or is of sufficient duration that it does not need to be extended after the HOME application is submitted.

HUD has ruled that if a Purchase Agreement/DDA expires after the HOME application is submitted, and before the AUGF is executed, the execution of an extension would be a Choice-Limiting Action (renewal prior to expiration is acceptable). The application also should ensure the Purchase Agreement/DDA has other contingencies, such as a permanent financing contingency, so that the seller cannot legally compel an individual to purchase the site prior to receiving the AUGF.

NOTE: For more details on required and prohibited provisions of agreements consistent with NEPA, see HUD CPD Notice 98- 01: Layering Guidance for HOME Participating Jurisdictions When Combining HOME Funds with Other Governmental Subsidies; HUD CPD Notice 15-09: Requirements for Committing HOME Funds; and HUD Memo: Guidance on Operations and Conditional Contracts for Purchase of Real Property for Environmental Reviews Conducted by a Responsible Entity under 24 C.F.R. Part 58.

B. Rating and Ranking

The Department will score, rank, and fund applications based on a review of eligible activities for which funds are requested. Each application must be submitted using Department forms and must contain all information required pursuant to 25 C.C.R. § 8211(c)(d). Scoring for Projects is subject to the appeal process described in Section IV (E) of this NOFA. Each Project activity will be evaluated and ranked separately.

In the case of a tied score, the application demonstrating the highest jurisdictional poverty level will be funded first. If Applicants are applying from the same jurisdictional

area, the Project with the highest percentage of enforceable commitments will be funded first.

Applications will be funded in descending order based on points earned. Applications that qualify for CHDO and FTHB Project targets will be funded first, based on their scores as necessary to meet the minimum set-asides and funding targets.

Once the set-asides and targets have been achieved, remaining applications will be funded within their respective allocations pursuant to 25 C.C.R. § 8212.1, based on scores relative to all other applications, with the highest-scoring applications funded first.

NOTE: All scoring factors and evaluation requirements are listed in Appendix D: Scoring Factors.

C. Project Scoring and Notification

Once rental Project application scoring is complete, the Department will email the authorized representative and contact person listed in the application describing the scores and facts upon which those scores were determined.

D. Feasibility Review

In accordance with 25 C.C.R. § 8212(a)(6), 25 C.C.R. § 8310, and 24 C.F.R. § 92.250(b), the Department will perform underwriting analysis to substantiate the Project is financially feasible for at least 20 years, as well as cost allocation and subsidy layering analyses to determine the appropriate amount of the HOME award.

When making its feasibility determinations, the Department will:

- Examine all the sources and uses of funds for the Project (including any operating cost assistance, operating cost assistance reserve, or Project-based rental assistance that will be provided to the Project); and
- Assess the current market demand in the area in which the Project will be located, the experience of the Applicant team, the amount and quality of the Applicant team's employees, the financial capacity of the Applicant team, and firm written financial commitments for the Project.

To determine the Project's feasibility and sustainability, the Department will review the Project Sources and Uses Form. When completing the application form, Applicants should be sure to include all known and potential Project costs.

If an Applicant proposes to develop Project(s) formerly used for agricultural, industrial, manufacturing, or commercial purposes, or the site is situated on, adjacent to or near rail yards, airports, dumpsites, or other potentially contaminated properties, whether abandoned or operating, the Department may require Phase II environmental site assessment, or other soil assessment or testing. If an Applicant proposes to develop site(s) within a 100-year floodplain, the Department requires a HUD 8-step Floodplain

Analysis. If not submitted with the application, these reports will be required after award as part of the NEPA process.

If the Applicant has any indication that these conditions may exist, the Department highly recommends that Applicants complete an assessment, soil sampling, or other appropriate testing methodology, prior to submitting the application. The results should be submitted as part of the application documentation, and any additional costs the Project may incur must be included in the Project budget and Sources and Uses Form.

E. Appeals

Basis of Appeals

a. Applicants may appeal to the Department's written determination that an application is incomplete, has failed threshold review, or has otherwise been determined to provide an insufficient basis for an award (including point scoring and tie breaker).

b. At the sole discretion of the Department, the Department's written determination may include a request for clarifying and/or corrective information. For purposes of this section, "clarifying information" includes information and/or documentation that resolves ambiguities in any application materials that will inform the Department's threshold, scoring and feasibility determinations.

c. Applicants do not have the right to appeal a decision of the Department relating to another Applicant's application (e.g., eligibility, award).

d. Any request to appeal the Department's decision regarding an application shall be reviewed for compliance with this NOFA. All decisions rendered shall be made by the Branch Chief or his/her designee. The decision shall be final, binding, and conclusive, and shall constitute the final action of the Department.

e. The appeal process provided herein applies solely to decisions of the Department made pursuant to this NOFA.

Appeal Process and Deadlines

a. Process: To file an appeal, Applicants must submit to the Department, by the deadline set forth below, a written appeal which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the Applicant must provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the appeal. No new or additional information will be considered if this information would result in a competitive advantage to an Applicant. Once the appeal is submitted to the Department, no further information and/or materials may be accepted or considered. Appeals are to be submitted to the Department at HOMENOFA@hcd.ca.gov according to the deadline set forth in the Department review letters.

b. Filing Deadline: Appeals must be received by the Department no later than five (5) business days from the date of the Department's threshold review or initial score letters, as applicable, representing the Department's decision made in response to the application.

V. Award Announcement and Contracts

A. Award Announcement

Subject to the availability of funds, the Department intends to send Award letters in July 2026, for successful Applicants.

B. Contracts

Awardee(s) and ultimate borrower must enter into a Standard Agreement with the Department. The Standard Agreement contains all the relevant state and federal requirements, as well as specific information about the award and the work to be performed. The Standard Agreement includes deadlines that are consistent with state and federal HOME regulations. Any change in the organizational structure may require re-underwriting and could jeopardize the award if the revised structure fails to meet program requirements.

NOTE: The Standard Agreement may be delayed if the HOME Recipient does not timely provide the Department with all required entity resolutions and other entity documentation (e.g., bylaws, articles of incorporation, 501(c)(3) certification, certificate of good standing, limited partnership agreement), in form and content acceptable to the Department in its sole discretion, which evidences that the Awardee has the legal authority to contract with the Department.

The Standard Agreement must be executed by the Awardee(s) within 90 days of receipt. Failure to execute and return the Standard Agreement(s) to the Department within 90 days may result in award cancellation. The Awardee(s) must remain a party to the Standard Agreement for the full term of the Standard Agreement; removal of the Awardee(s) is prohibited unless the Department provides approval in advance.

VI. Other Terms and Conditions

A. Right to Modify or Suspend

The Department reserves the right, at its sole discretion, to suspend, rescind, amend, modify, or supplement the provisions of this NOFA at any time, including without limitation, the amount of funds available hereunder. If such an action occurs, the Department may notify applicants via e-mail or via a Listserv notice and will post the revisions to the Department website. Be sure to sign up for our Listserv athttps://www.hcd.ca.gov/contact-us/email-signup by choosing "Federal Programs."

B. Conflicts

In the event of any conflict between the terms of this NOFA and either applicable state or federal law or regulation, the terms of the applicable federal law or regulation shall control. Applicants are deemed to have fully read and understand all applicable state and federal laws, regulations, and guidelines pertaining to HOME, and understand and agree that the Department shall not be responsible for any errors or omissions in the preparation of this NOFA.

C. Incompatible Funding

It is the duty and responsibility of each Applicant to review the provisions, requirements, and limitations of all funding sources applied for and obtained for a particular Project or activity in order to ensure that each and every requirement of those funding sources is compatible with all HOME requirements and restrictions.

D. False, Fictitious or Fraudulent Claims

Warning: Any person who knowingly makes a false claim or statement to HUD or the Department in connection with this HOME PROJECTS NOFA may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001 and 31 U.S.C. 3729.

E. Detecting, Preventing, and Reporting Fraud

Fraud is a white-collar crime that has a devastating effect on HOME because HOME beneficiaries are victims of this crime when HOME is abused. The Department is committed to preventing and stopping any criminal assault on HOME it administers, and in doing so ensure all HOME funds go to people it was designed to help and improve their living conditions.

F. Combating Fraud

The HUD Office of Inspector General (OIG) is committed to protecting HUD's programs, operations, and beneficiaries from dishonest individuals and organizations.

HUD cannot combat fraud alone; they rely on the Department and HOME PROJECTS NOFA Applicants to combat HOME fraud.

HUD also relies on Applicants for, and people receiving, HUD benefits, such as: tenants receiving rental assistance, borrowers with HUD insured loans, and/or citizens having their communities restored using HUD grants.

The HUD OIG Hotline number is **1-800-347-3735**. This is the primary means to submit allegations of fraud, waste, abuse, mismanagement, or Whistleblower related matters for HOME to the OIG.

HUD OIG accepts reports of fraud, waste, abuse, or mismanagement in HOME from HUD employees, anyone administering HOME, anyone working in HOME, contractors, and the public.

Complaints can report mismanagement or violations of law, rules, or regulations by HUD employees or program participants.

Fraud, waste and abuse in HOME and its operation may be reported in one of the following four (4) ways:

By email to: hotline@hudoig.gov

By phone: Call toll free: 1-800-347-3735 By fax: 202-708-4829

By mail:

U.S. Department of Housing & Urban Development

HUD OIG, Office of Investigation, Room 1200 Field Office

One Sansome Street, San Francisco, CA 94104

HUD OIG, Office of Investigation Suite 4070 Regional Office

300 North Los Angeles Street, Los Angeles, CA 90012

G. Whistleblower Protection Acts

(Federal Whistleblower Protection Act (5 U.S.C Section 2302(b)(8))

The Federal Whistleblower Protection Act (WPA) protects employees from retaliation for making protected disclosures. The WPA also provides penalties for supervisors who retaliate against Whistleblowers.

1. A disclosure is protected under the WPA if the employee discloses information the employee reasonably believes to be evidence of:
    a. a violation of any law, rule, or regulation,
    b. gross mismanagement,
    c. a gross waste of funds,
    d. an abuse of authority, or
    e. a substantial and specific danger to public health or safety.
2. In general, an employee or Applicant may make a protected disclosure to anyone, including non-governmental audiences, unless the information is classified or specifically prohibited by law from release. Options for making a protected disclosure include:
    a. Informing a supervisor or someone higher up in management,
    b. Submitting a complaint to the OIG by emailing the OIG at oig@ftc.gov,

c. Filing a complaint with the Office of Special Counsel (OSC) https://www.osc.gov/.

d. The California Whistleblower Protection Act (Title 2, Division 1, Chapter 6.5, Article 3.5, Gov. Code §§ 8548-8548.5)

The California Whistleblower Protection Act authorizes the California State Auditor to receive complaints from state employees and members of the public who wish to report an improper governmental activity. An "improper governmental activity" is any action by a state agency or any action by a state employee directly related to state government that:

1. Violates any state or federal law or regulation,
2. Violates an Executive Order of the Governor, a California Rule of Court, or any policy or procedure required by the State Administrative Manual or State Contracting Manual, or
3. Is economically wasteful or involves gross misconduct, incompetency, or inefficiency. Complaints received by the State Auditor are confidential, and the identity of the complainant may not be revealed without the complainant's permission, aside from an appropriate law enforcement agency conducting a criminal investigation.

There are many ways to file a complaint:

1. By Telephone

Call the Whistleblower Hotline at (800) 952-5665 to file a complaint by talking to one of the State Auditor's employees. The hotline generally is staffed Monday through Friday from 8:00 A.M. to 5:00 P.M. If when called, the hotline is not being staffed, or staff is occupied with other calls, a voicemail message can be left requesting a return call.

2. By Mail or Facsimile

To file a complaint in writing, submit a letter to the State Auditor addressed as follows:

Investigations California State Auditor

P.O. Box 1019

Sacramento, CA 95812

Or the letter may be faxed to the State Auditor at (916) 322-2603.

As an alternative, a complaint form may be accessed electronically (which is available on the State Auditor website at www.auditor.ca.gov). To submit, print it out, and return it by mail or facsimile as stated above.

3. Online

Although the State Auditor does not accept complaints by email, complaints may be submitted online at https://www.auditor.ca.gov/whistleblower/.

The State Auditor will not undertake an investigation unless there is a basis for believing that a complaint has sufficient merit to warrant spending resources on an investigation. A complaint should therefore include:

1. A clear and concise statement of what is being alleged to be improper activity and why it is believed to be improper.
2. The name or other information that clearly identifies the person alleged to have acted improperly and the department where that person works.
3. The names and contact information for any witnesses who can confirm the truth of the complaint.
4. Copies of any documents that will support the complaint. (Do not submit original documents, as they cannot be returned.)

H. Cancellation and Defaults

If HCD is required to repay HUD for HOME funds invested in affordable housing because the Project failed to meet the required minimum period of affordability (pursuant to 24 C.F.R. § 92.252(e)), then the Applicant/Developer/Contractor must repay the same amount back to the Department upon demand.

Terminated Projects: If a HOME Project is terminated pursuant to 24 C.F.R. §

92.205 and the Department must repay any HOME funds invested in the Project to the Department's HOME Investment Trust Fund in accordance with 24 C.F.R.

§ 92.503(b), then Applicant/Sponsor/Developer/Borrower must repay that money back to the Department, so the Department is made whole.

I. Loan Closing Requirements

Sponsor must submit all Department Closing Checklist items well in advance of the anticipated construction loan closing, occupancy, and permanent loan closing dates.

Sponsors and Borrowers should allow at minimum 90 days after they have submitted to the Department the (i) final due diligence documents; and (ii) final signed transaction summary report for a loan to close.

Failure by Sponsors and Borrowers to timely submit (i) the required due diligence documentation; and (ii) the final signed transaction summary will result in an unnecessary delay to the date when the Department loan will be able to close and may result in extra costs to Borrower. Sponsors and Borrowers are responsible to plan accordingly to ensure a timely closing.

VII. List of Appendices

Appendix A: Federal and State Overlays

Appendix B: Eligible State HOME Jurisdictions

Appendix C: CHDO Certification Instructions

Appendix D: Scoring Factors

Appendix E: Community Need Score

Appendix F: Organizational Documents Checklist

Appendix G: Project Documents Checklist

AMG & ASSOCIATES

PO Box 260770
Encino, CA 91426

PACIFIC WEST COMMUNITIES

Date: **February 11, 2026**

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

Re: **Elm Avenue Senior Apartments**
Request for Impact Fee Deferral

Dear Mr. Brewer,

AMG & Associate's respectfully request a deferral of all City of Coalinga Development Impact Fees ("Impact Fee Loan") in the amount of $370,202 to help facilitate the financing, development and construction of a 31-unit income-restricted senior apartment project located on Elm Avenue ("Project"). The Project will be financed utilizing a combination of HOME funds, 9% tax credits, City of Coalinga Housing Bond proceeds and the Impact Fee Loan. The project is subject to a 55 year tax credit regulatory agreement that ensures the Project remains affordable. The Project will be restricted to tenants who are 55 years or older and have income that are 30-60% of the Area Median Income. Rents for the Project are adjusted accordingly depending on what income brackets tenant falls under.

Attached please find an Proposed Loan Terms page which outlines the proposed terms of the Impact Fee Loan.

Thank you for your consideration of this request. The impact fee loan is an extremely important part of the overall financing strategy for the project.

Should you have any questions, please do not hesitate to call.

Best regards,

Cameron Johnson,
AMG & Associates, LLC

PROPOSED LOAN TERMS
February 11, 2026
AFFORDABLE SENIOR RENTAL HOUSING – ELM AVENUE SENIOR APARTMENTS
CITY OF COALINGA

1. BORROWER: The Borrower will be Coalinga Senior Associates, a California Limited Partnership, the managing partner or general partner of which shall be AMG & Associates or affiliate. The Loan may be assigned only to meet Project financing requirements and/or the Borrower's limited partnership agreement.

2. PROPERTY; PROJECT: The Loan shall be made in connection with the development of the Elm Avenue Senior Apartments to be constructed on property located at Elm Avenue & E. Walnut Avenue ("Property").

   The proposed project will consist of 30 affordable senior housing rental units targeting very low and low income seniors and 1 market rate manager's unit ("Project").

3. LOAN AMOUNT: The City of Coalinga ("Lender") will provide a loan to Borrower in the amount of $370,202, which is the total of all City of Coalinga development impact fees ("Fee Deferral Loan").

4. INTEREST RATE: The outstanding principal balance of the Fee Deferral Loan shall bear no interest (0%) from disbursement through and including the construction loan closing until the earlier of (i) the permanent loan conversion or (ii) the third (3rd) anniversary of the Project's construction loan closing; thereafter, the outstanding principal balance of the Loan shall bear interest at a simple rate not to exceed three percent (3%) per year, with the Executive Director of the Lender authorized to set the rate, prior to the construction loan closing, from 0% to 3%, as reasonably necessary to make the Project financially feasible.

5. MATURITY DATE: The Fee Deferral Loan shall mature fifty-five (55) years from the date the Certificate of Occupancy or its equivalent is issued by the City of Coalinga; provided, however that the Fee Deferral Loan is due and payable upon refinancing of the Project upon the expiration of the tax credit loan.

6. USES OF LOAN PROCEEDS: The Loan proceeds will used to finance a portion of the predevelopment, development, and construction costs of the Project. Construction costs will include the cost of all fees necessary for the issuance of building permits, notwithstanding the fact that the Loan proceeds shall be disbursed so that the building permits can be issued prior to the Project's construction loan closing.

7. REPAYMENT LIMITED TO RESIDUAL RECEIPTS: Annual installments to repay the Fee Deferral Loan are limited to 20% of Residual Receipts generated by the

Project. Lenders' Share of the Residual Receipts will be used to repay the Fee Deferral Loan on a prorata basis based on the respective loan amount.

The definition of Residual Receipts is still subject to negotiation and will need to be narrowly defined to ensure that there will be cash flow to repay the Loan. This should be substantially similar to what the affordable housing industry uses, which has been pretty well standardized.

8. SECURITY: The Fee Deferral Loan will be secured by a Deed of Trust naming the Lender as the beneficiary. In the event any Loan proceeds are disbursed prior to the recording of the Deed of Trust, the Loan shall be secured by an Assignment of Agreements, Plans and Specifications.

9. NONRECOURSE: Repayment of principal and interest will be nonrecourse to the Borrower and its partners; recourse shall be limited to the property and any other security (such as the plans, specifications and other Project-related documents) given by Borrower. The loan documents will include the standard nonrecourse provision.

10. SUBORDINATION: Lender will agree to subordinate Deed of Trust and Regulatory Agreement shall be subordinate to all construction lender and Tax Credit lender permanent deeds of trust and senior loan regulatory agreements. The Lender will agree to enter into an inter-creditor agreement with any other subordinate lenders to ensure parity of distribution of Residual Receipts.

RESOLUTION NO. 4308

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA, CALIFORNIA AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE HOME INVESTMENT PARTNERSHIP PROGRAM; AND IF SELECTED, THE EXECUTION OF A STANDARD AGREEMENT, ANY AMENDMENTS THERETO, AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE HOME INVESTMENT PARTNERSHIP PROGRAM

WHEREAS:

A. The California Department of Housing and Community Development (the "Department") is authorized to allocate HOME Investment Partnerships Program ("HOME") funds made available from the U.S. Department of Housing and Urban Development ("HUD"). HOME funds are to be used for the purposes set forth in Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, in federal implementing regulations set forth in Title 24 of the Code of Federal Regulations, part 92, and in Title 25 of the California Code of Regulations commencing with section 8200.

B. On January 29, 2026, the Department issued a Notice of Funding Availability announcing the availability of funds under the HOME program (the "NOFA").

C. In response to that HOME NOFA, the City of Coalinga, a municipal corporation (the "Applicant"), wishes to apply to the Department for, and receive an allocation of, HOME funds.

IT IS NOW THEREFORE RESOLVED THAT:

1. In response to the above-referenced HOME NOFA, the Applicant shall submit an application to the Department to participate in the HOME program and for an allocation of funds not to exceed eight million three hundred thousand dollars ($8,300,000.00) for the following activities and/or programs:

   A 31-unit affordable senior housing project

   to be located in Coalinga, Fresno County, California.

2. If the application for funding is approved, then the Applicant hereby agrees to use the HOME funds for eligible activities in the manner presented in its application as approved by the Department in accordance with the statutes and regulations cited above. The Applicant will also execute a Standard Agreement, any amendments thereto, and any and all other documents or instruments necessary or required by the Department or HUD for participation in the HOME program (collectively, the required documents).

3. The Applicant authorizes Nathan Vosburg, Mayor of the City of Coalinga, or their designee(s) to execute, in the name of the Applicant, the HOME Standard Agreement.

4. The Applicant authorizes Nathan Vosburg, Mayor of the City of Coalinga, or their designee(s) to execute, in the name of the Applicant, all other required documents.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga, California, held on this **19th day of February,** 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

_____
Nathan Vosburg, Mayor

The **City Clerk of the City of Coalinga** does hereby attest and certify that the foregoing is a true and full copy of the resolution of the governing board of the Applicant passed and adopted at a duly convened meeting on the date set forth above, and said resolution has not been altered, amended, or repealed.

_____
Shannon Jensen, City Clerk

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

Subject:	Authorize Purchase and Installation of New Audio/Visual Equipment and Software for Council Chambers to Comply with SB 707
Meeting Date:	Thursday, February 19, 2026
From:	Sean Brewer, City Manager
Prepared by:	Jesse Barron, Assistant City Manager

I. RECOMMENDATION:

Approve the purchase and installation of updated A/V equipment and meeting management software for the Council Chambers to ensure compliance with California SB 707 requirements and to improve the efficiency, reliability, and accessibility of the City's public meeting recording and live-streaming processes.

II. BACKGROUND:

The City currently utilizes legacy audio/visual equipment and recording systems within the Council Chambers that require significant manual operation by staff and present challenges related to reliability, recording quality, and long-term maintenance. As technology requirements for public meeting transparency and accessibility continue to evolve, the City must ensure that its equipment and software platforms are capable of meeting current and future statutory requirements while also providing a reliable and efficient system for staff operations.
California SB 707 establishes additional requirements related to accessibility, public participation, and the retention and availability of public meeting recordings.
Compliance with these requirements necessitates improved system reliability, recording quality, storage capabilities, and the ability to efficiently publish and maintain meeting recordings for public access.

III. DISCUSSION:

The proposed A/V upgrade would replace aging recording and broadcasting hardware with modern integrated A/V systems capable of automated recording, multi-channel audio capture, live streaming, and direct archiving to publicly accessible platforms. Updated meeting management software will allow for simplified agenda integration, automated recording control, speaker management, captioning compatibility, and streamlined publishing of recorded meetings.
These improvements will provide:

- Improved reliability and audio/video clarity for public meetings
- Simplified recording, storage, and publishing processes for City staff
- Reduced manual operation requirements and staff workload during meetings
- Improved accessibility for members of the public through enhanced streaming and recording availability
- Compliance with California SB 707 requirements related to public meeting access and record

availability

- Reduced long-term maintenance issues associated with obsolete equipment

Upgrading the Council Chambers A/V infrastructure will ensure the City remains compliant with evolving State requirements while modernizing operations to support efficient meeting management and public transparency.

IV. ALTERNATIVES:

- Approve the purchase and installation of the A/V equipment and software (Recommendation)
- Do not approve the A/V equipment and software purchase (Not Recommended)

V. FISCAL IMPACT:

The total estimated cost for the purchase and installation of the A/V equipment and associated software is $51,076.34. Funding for this project will be provided from the Public Facilities Impact Fee Fund, which currently has an available balance of approximately $124,000. Following the expenditure, sufficient funds will remain within the account for future eligible public facility improvements.

ATTACHMENTS:

File Name	Description
2-10-26_City_of_Coalinga-_Council_Chambers_AV.pdf	Quote

SOUND CONTRACTING
5665 E. Westover Ave Suite 104
Fresno, CA 93727 (559) 224-2242
License #595304 I DIR #1000041778

Sales Quote

Date	2/10/2026
Quote #	SC-4818
Terms	Net 30
Deposit	50% Deposit

To: City of Coalinga
Robert Smith
155 W. Durian Ave.
Coalinga, CA 93210

Job:
Council Chambers AV Upgrade

Qty	Description	Rate	Total
	Proposal for Council Chambers AV Upgrade Site: Council Chambers 155 W. Durian Ave. Coalinga, CA 93210 Site Contact: Robert Smith P: (559)935-1533 ext.146 | C: (559)630-2536 rsmith@coalinga.com As per our conversation this proposal is to update the Audio-Visual Equipment in the Council Chambers as the existing equipment is outdated. This new system will feature 4K PTZ Cameras, and a Touchpanel in the booth to control everything including projectors, screens, volumes, and more. We will use the existing wired microphones. These microphones will be connected to (1) new digital mixer with internal EQ Processing. We will remove the existing cameras and replace them with (2) new 4K PTZ Cameras with manual or automatic zoom features. These cameras will be controlled via (1) new Joystick Media Controller. Paired with the customer's OBS software, this system will be very user friendly and a pleasure to use. We will install (2) new high quality projectors in the existing locations that will work with the existing screens. We will reroute cabling from the projectors and screens so that they can all be controlled now from the booth with (1) new 10" Touchpanel. No more needing to run around to turn projectors on/off or bring screens up/down! We plan to reuse the existing speakers and amplifiers since they seem to be in good working condition. If they end up needing to be replaced in the future we can reconnect on that. This proposal also includes setup and additional training on how to use the system. We have installed many systems such as this with excellent results. Please let me know if you have any questions or would like to make any changes to the design/scope of work.		

Subtotal

Sales Tax

Total

Approved By:_____ Date:_____

Signature:_____

Quote Provided By John Graham

Please send approved quotes or purchase orders to office@soundcontracting.net or address above.

SOUND CONTRACTING
5665 E. Westover Ave Suite 104
Fresno, CA 93727 (559) 224-2242
License #595304 I DIR #1000041778

Sales Quote

Date	2/10/2026
Quote #	SC-4818
Terms	Net 30
Deposit	50% Deposit

To: City of Coalinga
Robert Smith
155 W. Durian Ave.
Coalinga, CA 93210

Job: Council Chambers AV Upgrade

Qty	Description	Rate	Total
	Thank you, John Graham System Design Engineer, CTS BOM:		
1	Furman CN-2400S - 20 AMP Sequencing Master Power Supply & Power Conditioner	699.00	699.00T
1	Extron 60-1925-01 DTP3 CrossPoint 42 New 4x2 Scaling Matrix Switcher	4,619.00	4,619.00T
1	Extron 60-1911-01 IPCP Pro 250 xi IPCP Pro xi Control Processor	1,449.00	1,449.00T
1	Extron 60-1421-13 DTP T HWP 4K 231 DHDMI Decorator-Style Tx, White	629.00	629.00T
1	Extron 60-1271-12 DTP HDMI 4K 230 Tx DTP Transmitter for HDMI	519.00	519.00T
2	Extron 60-1271-13 DTP HDMI 4K 230 Rx DTP Receiver for HDMI	519.00	1,038.00T
1	Extron 60-1565-12 TLP Pro 1025T 10" Tabletop TouchLink Pro Touchpanel	2,919.00	2,919.00T
1	USB Hub	119.00	119.00T
1	Audio to USB Interface	49.00	49.00T
1	Liberty AV HDMI Adapter Ring (to allow wired connectivity to most devices)	259.00	259.00T
2	PTZ Optics PT12X-4K-GY-G3 - Move 4K 12X Zoom - Grey	1,999.00	3,998.00T
2	PTZ Optics PTZ Camera Wall Mount-Large	119.00	238.00T
1	PTZ Optics PT-SUPERJOY-G1 IP and Serial PTZ Camera Joystick Controller	1,299.00	1,299.00T
1	Allen & Heath Qu-Pac 22-in/12-out Rackmountable Digital Mixer	2,499.00	2,499.00T
2	NEC NP-P627UL WUXGA 6200 Lm Laser Projector	3,765.00	7,530.00T
1	NETGEAR M4250-26G4XF-POE+ MNGD SWITCH PERP	1,899.00	1,899.00T
1	TRIPPLITE 1500VA Smart UPS Smart Battery Backup	499.00	499.00T

Subtotal

Sales Tax

Total

Approved By:_____ Date:_____

Signature:_____

Quote Provided By John Graham

Please send approved quotes or purchase orders to office@soundcontracting.net or address above.

SOUND CONTRACTING
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Fresno, CA 93727 (559) 224-2242
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Sales Quote

Date	2/10/2026
Quote #	SC-4818
Terms	Net 30
Deposit	50% Deposit

To: City of Coalinga
Robert Smith
155 W. Durian Ave.
Coalinga, CA 93210

Job:

Council Chambers AV Upgrade

Qty	Description	Rate	Total
1	Listen LS-31-072 Listen IDSP Essentials Level 2 Stationary RF System (72 MHz) Compliant Assisted Listening System Including: One (1) LT-803-072-01 3-Channel RF Transmitter (72 MHz) One (1) LA-122 Universal Antenna Kit (72 MHz and 216 MHz) One (1) LA-326 Universal Rack Mounting Kit Four (4) LR-3200-072 Intelligent DSP RF Receiver (72 MHz) Four (4) LA-401 Universal Ear Speaker Two (2) LA-430 Intelligent Ear Phone/Neck Loop Lanyard One (1) LPT-A107-B Dual RCA to Dual RCA Cable 6.6 ft. (2 m) One (1) LA-423-01 4-Port USB Charger One (1) LA-304 Assistive Listening Notification Signage Kit	1,679.00	1,679.00T
	Misc:		
1	Bulk Installation Materials, Shielded & Unshielded CAT6 Cable, and Hardware	900.00	900.00T
1	Bulk and Premade Audio, HDMI, and Ethernet Cabling	200.00	200.00T
1	Incoming Shipping Charges	991.00	991.00
1	Labor Estimate- Install all AV equipment. Run all cabling and terminate the ends for installation. Label and test the system. Give tutorial to staff (includes drive time)-	12,800.00	12,800.00
1	Labor Estimate- Programming	1,280.00	1,280.00

Subtotal

Sales Tax

Total

Approved By:_____ Date:_____

Signature:_____

Quote Provided By John Graham

Please send approved quotes or purchase orders to office@soundcontracting.net or address above.

SOUND CONTRACTING
5665 E. Westover Ave Suite 104
Fresno, CA 93727 (559) 224-2242
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Sales Quote

Date	2/10/2026
Quote #	SC-4818
Terms	Net 30
Deposit	50% Deposit

To: City of Coalinga
Robert Smith
155 W. Durian Ave.
Coalinga, CA 93210

Job:
Council Chambers AV Upgrade

Qty	Description	Rate	Total
	Additional Notes:) Pricing good for 30 days from this quote unless otherwise agreed upon.) This labor quote reflects the 2015 California SB7 & SB854 registered public works projects/ prevailing wage laws that would apply to all School Districts and public works projects.) This proposal, system design and integration is the sole property of Sound Contracting and may not be used or distributed for competitive bid or bid spec. without written consent. Should this happen you will be charged for the proposal and any other damages deemed appropriate.) Prices do not include sales tax unless otherwise noted in proposal.) These cost estimates assume a fairly normal and straightforward installation. Unforeseen difficulties may result in a higher labor cost.) These cost estimates assume that adequate backing material is in place to support any wall / ceiling mounted equipment/ hardware- unless noted in the proposal.) The costs for any specialized tools and / or lifts that may be required have not been included in this proposal unless otherwise noted. If these are needed, they would be an additional cost.) Our normal labor cost is $125.00 per hour and prevailing wage labor cost is $160.00 per hour. All labor laws will apply to this project. Drive time will be billed at $75.00 per hour and $.60 cents per mile for vehicle cost.) Unusual and/ or “rush” freight costs have not been included in these cost estimates.) The normal delivery time for equipment is 10 to 15 business days from the time of order. Should any delays in delivery occur- you will be notified. We may not be held responsible for any manufacturer’s ability to deliver on time.) After initial system commissioning any additional programming changes or modifications to programming will be billed at our normal labor rate unless otherwise noted in this proposal.) All equipment will be new and will carry the respective manufacturer’s full warranty. This warranty does not cover our cost for travel and / or a technician’s time during the warranty period.) Our labor will carry a one year warranty- and that warranty is that for one year from the date of completion- we warranty that our work will be free from defects.) We are not responsible for any customer supplied equipment or the performance of said equipment.) Unless otherwise noted in the above proposal we are not responsible for disposing of any existing equipment removed from this project.) Invoices are due as per the NET TERMS listed above. A 2% flat late fee, per month may be applied on any / all overdue invoices.) We are not responsible for any customer supplied equipment or the performance of said equipment.		

Subtotal	**$48,111.00**
Sales Tax	**$2,965.34**
Total	**$51,076.34**

Approved By:_____ Date:_____

Signature:_____

Quote Provided By John Graham

Please send approved quotes or purchase orders to office@soundcontracting.net or address above.

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

Subject:	Adopt Resolution No. 4307 Approving the 2025 Annual Progress Report (APR) for the City's 6th Cycle Housing Element and General Plan
Meeting Date:	Thursday, February 19, 2026
From:	Sean Brewer, City Manager
Prepared by:	Jesse Barron, Assistant City Manager

I. RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No.4307 to 1) accept the 2025 Annual Progress Report (APR) for the City's 6th Cycle Housing Element and General Plan, 2) find that the project is exempt from the requirements of the California Environmental Quality Act (CEQA) as set forth in Section 15061(b)(3) of the CEQA guidelines, and 3) authorize the City Manager, or designee, to submit the APRs to the California Department of Housing and Community Development and the Governor's Office of Land Use and Climate Innovation.

II. BACKGROUND:

Government Code Section 65400 requires every city and county to prepare two annual progress reports (APRs): one on the Housing Element and one on the General Plan, and to submit both to the local legislative body, with copies to the Governor's Office of Land Use and Climate Innovation (LCI) and the Department of Housing and Community Development (HCD). The Housing Element APR is intended to monitor whether the housing element is effectively planning for and facilitating housing opportunities for all income levels in the community. The General Plan APR is intended to confirm that the general plan continues to guide land use decisions and remains an effective, up-to-date "constitution" for a community's long-term physical development. Because the general plan must be periodically reviewed and updated to reflect changing conditions, the APR serves as a key monitoring tool for local planning agencies. The General Plan APR also provides LCI with statewide information on local planning activities and land use trends, supporting its role as California's statewide planning agency.

III. DISCUSSION:

The Housing Element required reporting is entered into an Excel sheet provided by HCD, which allows staff to enter and edit year-to-year housing data. The 2025 calendar year is the second year of the current Housing Element cycle of 2023-2031. The attached Housing Element APR identifies the housing activity data for the 2025 calendar year and status of Housing Element programs.

The General Plan required reporting is separate and independent from the Housing Element APR. The General Plan APR requires the City to provide a document in Microsoft Word or PDF and complete the online form provided by LCI. The attached General Plan APR summarizes the progress and implementation of the General Plan programs as of the 2025 calendar year.

Environmental Review:

The City is the Lead Agency for the APRs under the California Environmental Quality Act (CEQA). Preparation, consideration, and submittal of the Housing Element and General Plan Annual Progress Reports are administrative reporting activities that do not, in themselves, authorize or modify any physical development. They therefore qualify for the "common sense" exemption in CEQA Guidelines Section 15061(b)(3), which provides that CEQA applies only to activities that have the potential to cause a significant effect on the environment; where it can be seen with certainty that there is no possibility of such an effect, the activity is not subject to CEQA. The APRs summarize implementation of existing General Plan and Housing Element policies and programs and do not change land use designations, increase development capacity, or otherwise alter the development potential already established by the City's adopted General Plan and zoning regulations.

Planning Commission Recommendation:
On February 10, 2026, the Planning Commission, at their regular meeting, recommended approval to the City Council.

City Council Action: Move to adopt Resolution No. XXXX to 1) accept the 2025 Annual Progress Report (APR) for the City's 6th Cycle Housing Element and General Plan, 2) find that the project is exempt from the requirements of the California Environmental Quality Act (CEQA) as set forth in Section 15061(b)(3) of the CEQA guidelines, and 3) authorize the City Manager, or designee, to submit the APRs to the California Department of Housing and Community Development and the Governor's Office of Land Use and Climate Innovation.

IV. ALTERNATIVES:

None. The Housing Element and General Plan APR are required. Failure to submit the Housing Element and General Plan APR to the LCI and HCD could limit the City's ability to apply for and be issued grants and/or funding for projects administered by the State Housing and Community Development Department including but not limited to the Community Development Block Grant Program.

V. FISCAL IMPACT:

None.

ATTACHMENTS:

File Name	Description
Resolution_No_4307_2025_APR_CC_Resolution.pdf	Resolution No 4307

RESOLUTION NO. 4307

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA, CALIFORNIA TO 1) ACCEPT THE 2025 ANNUAL PROGRESS REPORT (APR) FOR THE CITY'S 6TH CYCLE HOUSING ELEMENT AND GENERAL PLAN, 2) FIND THAT THE PROJECT IS EXEMPT FROM THE REQUIREMENTS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AS SET FORTH IN SECTION 15061(B)(3) OF THE CEQA GUIDELINES, AND 3) AUTHORIZE CITY MANAGER, OR DESIGNEE, TO SUBMIT THE APRS TO THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE GOVERNOR'S OFFICE OF LAND USE AND CLIMATE INNOVATION

WHEREAS, the State of California requires non-charter cities and counties to have adopted General Plans to provide guidance and direction for development activities; and,

WHEREAS, the City of Coalinga's current General Plan was adopted on July 2, 2009; and,

WHEREAS, the Housing Element is one of the mandatory elements of a General Plan required by the State of California and must be updated every eight years and reviewed by the California Department of Housing and Community Development (HCD) for compliance with State requirements; and,

WHEREAS, the 6th Cycle Housing Element was certified by the Department of Housing and Community Development on October 2, 2024; and,

WHEREAS, California Government Code Section 65400 requires cities to prepare and submit an annual progress report on the status of the Housing Element and its implementation, and a separate annual progress report on the General Plan and its implementation, to the local legislative body, the Governor's Office of Land Use and Climate Innovation (LCI), and HCD; and,

WHEREAS, the Housing Element Annual Progress Report is required to include: a) The current state and the progress of its implementation; and b) the progress in meeting share of regional housing needs and local efforts to remove governmental constraints to the maintenance, improvement and development of housing; and,

WHEREAS, the General Plan Annual Progress Report is required to include: a) The current state and the progress of its implementation; and c) the degree to which the General Plan complies with the Guidelines established by LCI; and,

WHEREAS, the City has prepared its 2025 Annual Progress Reports for the Housing Element and General Plan, attached hereto as Exhibit 'A' and 'B', in accordance with applicable State guidelines; and,

WHEREAS, preparation, consideration, and submittal of the APRs are administrative reporting activities that do not change land use designations, zoning, or development capacity and therefore are exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) (common sense exemption).

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

SECTION 1. That the City of Coalinga has completed the 2025 Annual Progress Reports for the Housing Element and General Plan as required by California Government Code section 65400.

SECTION 2. That the 2025 Annual Progress Report for the Housing Element and General Plan, provided herein as Exhibit 'A' and 'B' is found to be consistent with the suggested content by the State guidelines and is hereby accepted.

SECTION 3. That the City Manager, or designee, is hereby authorized and directed to submit the 2025 Annual Progress Reports to the Governor's Office of Land Use and Climate Innovation (LCI) and the Department of Housing and Community Development (HCD).

PASSED AND ADOPTED by the City Council of the City of Coalinga at a regular meeting held on the 19th day of February 2026.

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

_____

Honorable Mayor/Mayor Pro-Tem

_____

City Clerk/Deputy City Clerk

ANNUAL PROGRESS REPORT
Coalinga General Plan and Housing Element

CITY OF COALINGA

The Sunny Side of the Valley

REPORTING PERIOD: Calendar Year 2025

(In Accordance with Government Code Section 65400)

INTRODUCTION

This report is intended to comply with the requirements of Government Code Section 65400 for the completion of an annual General Plan Progress Report. This report identifies the status of the City's General Plan and its progress in its implementation. This report represents the Community Development activity for planning year 2025.

The City of Coalinga City Council took action to adopt this report in February 2026 at a regularly scheduled meeting.

Following the presentation of the report, the City Council accepted the report and authorized the City Manager to forward the report and minutes indicating acceptance to the Governor's Office of Land Use and Climate Innovation and the California Department of Housing and Community Development.

COMPREHENSIVE GENERAL PLAN UPDATE 2025

The City adopted its Comprehensive Update to its General Plan (2005-2025) in July of 2009. The update included a full update to the Land Use, Open Space, Safety/Noise, Circulation, and Public Facilities Elements. In 2012 the City completed its comprehensive zoning ordinance update to be in conformity with the recently adopted General Plan.

The City of Coalinga continues to actively implement the policies of the General Plan including the goals, policies and programs of the Housing Element. The following represents the progress the City has made towards implementing the General Plan and Housing Element during the Calendar Year 2025 reporting period. The information to follow is organized to correspond with the elements of the Coalinga General Plan.

LAND USE ELEMENT

AMENDMENTS

There were no amendments to the Land Use Element during Calendar Year 2025.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPLES OF THE LAND USE ELEMENT

- The City is working to secure funding to update various sections of the land use element to reflect the current polices and direction the City of Coalinga is moving.

- Staff is continuing to update zoning regulations to ensure consistency with the General Plan and its land use policies and implementation measures, including the Housing Element. The city will be continuing its 5-year code amendment to review and update the City's zoning code as needed.

OPEN SPACE AND CONSERVATION ELEMENT

AMENDMENTS

There were no amendments to the Open Space and Conservation Element during 2025.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPLES OF THE OPEN SPACE AND CONSERVATION ELEMENT

- The zoning codes open space regulations provide for both private and public projects *(OSC1-2.2).*

- The new zoning code included Development and Implementation of a Resource Extraction Overlay District *(Goal OSC-4)*.

CIRCULATION ELEMENT

AMENDMENTS

There were no amendments to the Circulation Element during Calendar year 2025.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPLES OF THE CIRCULATION ELEMENT

- **Highway 33 Road Rehabilitation Project – Spring 2026**

The City has been collaborating with Caltrans on a complete rehabilitation of highway 33 through the City where a large component of the project is applying "complete streets" elements to the downtown corridor in order to enhance walking and biking as well as enhancing the downtown character with safer streets.

- **Various ADA Improvements in the Downtown District and Neighborhoods – ON GOING**

  The City Council has shown continued commitment to a bi-annual ADA improvement program in order to improve accessibility within the commercial core of the City. The improvements include new sidewalks where none exist, curb ramps and alley approaches. The council has made a commitment to the community on a bi-annual basis to budget $50,000 towards the implementation of the City's ADA transition plan. In addition the City has hired precision concrete cutting to shave down all trip hazards on sidewalks throughout the City.

- **Various Maintenance Projects – ONGOING**

  The City is continuing its efforts maintain a reliable circulation system within the City by focusing efforts towards street maintenance and rehabilitation (overlay, reconstruction, sidewalks, lighting and cross walks (RRFB's). Sources of funding come from, local street funds, tax measures, SB1 and Federal and State grants. Staff finalized plans for Phase 2 and 3 of a comprehensive slurry and cape seal project throughout the City.

Active Transportation Plan

In 2017 the City approved an Active Transportation Plan (ATP) to further the goals, polices and implementation measures of the General Plan. The Coalinga Active Transportation Plan provides a strategy for the development of a comprehensive bicycling and walking network throughout Coalinga, as well as strategy for support facilities and education, encouragement, enforcement, and evaluation programs. It includes a Trails Master Plan that provides a strategy for the development of Class I shared-use paths or trails in and surrounding Coalinga. The Safe Routes to School Plan provides a strategy for the City and Coalinga-Huron School District to partner and provide safer and accessible routes to and from school for all travel modes, focusing on walking and bicycling, through a series of project and programmatic recommendations.

The City completed its 5-Year regional active transportation plan update on in ATP and expected to present to the City Council in 2025.

Active Transportation Projects

- Multi-Use Trails Projects (ATP Cycle 4, 5, 6 & CMAQ). The City applied and was awarded funds for segments 1, 2, 13 and 14 and a portion of segments 3, 3N 4 and 9 of the multi-use trails master plan for walking and biking to provide alternative forms of transportation and recreation for the community. These projects have funding authorization and environmental has been certified for both and are now entering the right-of-way and design phase of the project funding. These projects are funded through the State of CA Active Transportation Program and CMAQ program funds.

All of the proposed street improvements projected in the upcoming year will help meet the goal of providing a balanced, safe and efficient circulation system that includes cars, public transportation, bicycles and pedestrians with the mind set of anticipated growth (*Goal C1*).

These transportation projects also help in maintaining and improving the City's existing circulation and transportation facilities. Through the budget process and street maintenance planning, the City has been able to identify the necessary improvements within the planning area that will have the highest level of impact.

The City currently uses Street saver to monitor and select appropriate treatments for the City streets in an effort to maximize funding sources available for street maintenance projects. In addition to the use of Street saver, the City entered into a contract with Good Roads to use new technologies such as artificial intelligence to determine pavement conditions and recommended treatments.

A comprehensive list of projects that the City has in various stages of deign and construction can be found here:

https://www.coalinga.com/DocumentCenter/View/2394/Current-Public-Works-Projects-List---Update-2-2025

SAFETY, AIR QUALITY AND NOISE ELEMENT

AMENDMENTS

There were no amendments to the Safety, Air Quality and Noise Element during Calendar year 2025.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPLES OF THE SAFETY, AIR QUALITY, AND NOISE ELEMENT

Noise

- Due to the nature of the guiding and implementing policies of the Noise Element, efforts to implement this Element of the General Plan are on-going in nature. Projects are reviewed on a case-by-case basis for adverse noise impacts to the environment and sensitive receptors.

- Performance Standards have been included into the new zoning ordinance to address noise related impacts due to new development such as noise or acoustical studies, sound walls, and other attenuation measures. The City will be soon undertaking a review of its noise standards and update them to have a more clear and concise standard when reviewing projects. Currently the City, absent of strict guidelines, relies on the use of the state model noise standards.

- When projects are brought before the City, staff carefully reviews projects for potential noise impacts to surrounding properties.

Safety

- All new construction and certain building renovations are reviewed for compliance with the Uniform Building Code for seismic safety.

- The City continues to participate in the Federal Emergency Management Agency's (FEMA) flood insurance program.

PUBLIC FACILITIES AND SERVICES ELEMENT

AMENDMENTS

There were no amendments to the Public Facilities and Services Element during Calendar year 2025.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPLES OF THE PUBLIC FACILITIES AND SERVICES ELEMENT

Schools

- In 2025, the City continued to work with developers and property owners to ensure that adequate sites are reserved to meet the Coalinga Huron Unified School District's projected demand for future school uses. The School District has been improving school facilities based on their approved bond in 2024.

- In 2025, the City continued to collect school fees upon issuance of building permits for development projects in accordance with State law.

Utilities

- In 2025, the City continued to work closely with project applicants and service utilities to ensure that there is adequate capacity to serve all new and existing areas of Coalinga.

- The City of Coalinga continues spending the $7M Water and Wastewater Bond proceeds approved for major improvements to the City's water and sewer infrastructure. These projects are currently underway and several are expected to be under construction through FY26 and into 2027.

- The City has approved, maintained and implemented the following utility master plans in order to guide and ensure the capacity to serve new growth area identified by the General Plan. These plans are in need of updating and staff is working to develop a cost plan to update said plans.
    a. Wastewater Master Plan, Water Master Plan, Storm Water Master Plan, Natural Gas Master Plan

- The City of Coalinga is currently working on several water and sewer infrastructure projects to enhance the reliability of the City's wastewater and water treatment facilities including its distribution and collection systems.

HOUSING ELEMENT

AMENDMENTS

The City Council approved the Cycle 6 Housing Element in 2024 and was certified by HCD.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPALS OF THE HOUSING ELEMENT

Cycle 6 Housing Element 2024-2032 (GPA) – HCD Certified

The City of Coalinga is collaborating with (12) twelve Fresno County Jurisdictions to develop the cycle 6 Multi-Jurisdictional Housing Element which serves as the regional housing document that effectively acts as the State-mandated housing element for all participating jurisdictions. Participating jurisdictions included Fresno County, Coalinga, Fowler, Huron, Kerman Kingsburg, Mendota, Parlier, Reedley, San Joaquin, Sanger, and Selma.

1. The Multi-Jurisdictional Housing Element is a single document, made up of two sections: the main body, which described demographics, housing needs, resources, and constraints at a regional level and included goals and policies common to all participating jurisdictions; and

2. Individual appendices, which contained details for each jurisdiction (i.e., sites inventory, governmental constraints, evaluation of existing Housing Element) and individual implementation programs for Coalinga.

- The Cycle 6 housing element has been certified by HCD.

- The City has prepared an Annual Progress Report for the Housing Element under separate cover.

Please Start Here

General Information	
Jurisidiction Name	Coalinga
Reporting Calendar Year	2025
Contact Information	
First Name	Sean
Last Name	Brewer
Title	City Manager
Email	sbrewer@coalinga.com
Phone	5999351533
Mailing Address	
Street Address	155 W. Durian
City	Coalinga
Zipcode	93210

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

Click here to download APR Instructions

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

v_01_07_26

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Submittal Instructions

Please save your file as Jurisdictionname2025 (no spaces). Example: the City of San Luis Obispo would save their file as SanLuisObispo2025

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. **Online Annual Progress Reporting System - Please see the link to the online system to the left.** This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would

Link to the online system: https://hcd.my.site.com/hcdconnect

Toggles formatting that turns cells green/yellow/red based on data validation rules.

like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. **Email -** If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Jurisdiction	Coalinga	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	12/31/2023 - 12/31/2031

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	1
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		**1**

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0

Single-family Detached	0	1	1
2 to 4 units per structure	0	0	0
5+ units per structure	62	0	0
Accessory Dwelling Unit	0	0	1
Mobile/Manufactured Home	0	0	0
Total	**62**	**1**	**2**

Infill Housing Developments and Infill Units Permitted	**# of Projects**	**Units**
Indicated as Infill	1	1
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	0
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	**Rental**	**Ownership**	**Total**
Acutely Low	0	0	0
Extremely Low	0	0	0
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	**0**	**0**	**0**

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	0	0
Discretionary	0	0

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	87
Sites Rezoned to Accommodate the RHNA	0

Jurisdiction	Coalinga	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/31/2023 - 12/31/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes												Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Historic Sites	Density Bo… Applic…
1					2	3	4					5							6	7	8	9	10	11
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Acutely Low-Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Is this project located on a site with an associated historical designation as outlined in Government Code Section 65400(a)(2)(N) and reported on Table L?	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?
Summary Row: Start Data Entry Below								0	0	0	0	0	0	0	0	0	0	0	0	0	0			
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Jurisdiction	Coalinga	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/31/2023 - 12/31/2031

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Housing I

Project Identifier					Unit Types		Affordability by Household Inc					
1					2	3	4					
Prior APN+	**Current APN**	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID**	**Unit Category** (SFA,SFD,2 to 4,5+,ADU,MH)	**Tenure** **R=Renter O=Owner**	**Acutely Low-Income Deed Restricted**	**Acutely Low-Income Non Deed Restricted**	**Extremely Low- Income Deed Restricted**	**Extremely Low- Income Non Deed Restricted**	**Very Low-Income Deed Restricted**	**Very Low-Income Non Deed Restricted**
Summary Row: Start Data Entry Below							0	0	0	0	0	0
	07115203S	136 E Coolidge Street		BLDR-2507-0189	SFD	O						
	7208309	200 1/2 W Tyler Street		BLDR-2408-0081	ADU	O						
	07116201ST and 071162-02ST	N/A		SPR 23-01	5+	R						

ELEMENT PROGRESS REPORT

Element Implementation

Note: "+" indicates an optional fie

Cells in grey contain auto-calculatio

omes - Completed Entitlement							Affordability by Household Incomes - Buildin						
					5	6	7						
Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements	Acutely Low-Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted
62	0	0	0	0		62	0	0	0	0	0	0	0
						0							
						0							
62					8/12/2025	62							
						0							
						0							

eld

n formulas

g Permits						Affordability by Household Incomes - Certific							
				8	9	10							
Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits	Acutely Low-Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted
1	0	0	0		1	0	0	0	0	0	0	0	2
1				7/17/2025	1								1
					0								1
					0								
					0								
					0								

ates of Occupancy					Streamlining	Historic Sites	Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
			11	12	13	14	15	16	17	18
Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) Date Issued	# of Units issued Certificates of Occupancy or other forms of readiness	Please select the state streamlining provision the project was APPROVED pursuant to. (may select multiple)	Is this project located on a site with an associated historical designation as outlined in Government Code Section 65400(a)(2)(N) and reported on Table L?	Infill Units? Y/N+	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)
0	0	0		2						
			12/16/2025	1	NONE	No	Y	Other	Other	This unit was determined to be low-income based on the assumption of the sales price of the housing being $100,000. According to the affordability calculator provided by HCD, in Fresno County this home would be considered low-income.
			7/1/2025	1	NONE	No	Y	Other	Other	Based on Housing Element estimations, 50% of ADUs are assumed to be affordable to lower-income households and 50% are assumed to be affordable for moderate income. Given the unit size, the assumption for this ADU is lower-income.
				0	NONE	No	Y	Sec 202	Other	
				0						
				0						

Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus				Notes
19	20			21	22	23	24	25
Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)+	**Number of Demolished/Destroyed Units**	**Demolished or Destroyed Units**	**Demolished/ Destroyed Units Owner or Renter**	**Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)**	**Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)**	**List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)**	**Did the project receive a reduction or waiver of parking standards? (Y/N)**	**Notes+**
	0							

Jurisdiction	Coalinga	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/31/2023 - 12/31/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

		1	Projection Period	2									3	4
Income Level		**RHNA Allocation by Income Level**	**Projection Period - 06/30/2023-12/30/2023**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Total Units to Date (all years)**	**Total Remaining RHNA by Income Level**
Acutely Low	Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Extremely Low	Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Very Low	Deed Restricted	157	-	-	-	-	-	-	-	-	-	-	-	157
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Low	Deed Restricted	96	-	-	-	-	-	-	-	-	-	-	1	95
	Non-Deed Restricted		-	-	-	1	-	-	-	-	-	-		
Moderate	Deed Restricted	89	-	-	-	-	-	-	-	-	-	-	-	89
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Above Moderate		224	-	-	-	-	-	-	-	-	-	-	-	224
Total RHNA		**566**												
Total Units			-	-	-	**1**	-	-	-	-	-	-	**1**	**565**

*For years prior to 2025, Acutely Low-Income units are reported within the Extremely Low-Income category

*For jurisdictions that received RHNA determinations for the current cycle prior to the passage of AB 3093 (September 19, 2024):
- You were not allocated Acutely Low-Income and Extremely Low-Income RHNA targets, therefore the allocations in Field 1 are listed as "0"
  - If you wish to set your own targets in these income categories for informational purposes, contact HCD staff at apr@hcd.ca.gov.
- All Acutely Low-Income and Extremely Low-Income units reported during the cycle are counted towards Very-Low Income RHNA progress

*For years prior to 2025, data on deed-restricted vs. non-deed restricted Extremely Low-Income units is approximated from whether the projects reported any deed-restricted Very Low-Income Units. If you wish to edit this historical data for accuracy or have any questions about the data, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

Jurisdiction	Coalinga	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/31/2023 - 12/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below																	

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction	Coalinga	
Reporting Year	2025	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4	5	6	7	8	9
Name of Program	**Objective**	**Projected Completion Date in Housing Element**	**Applicable Cycle**	**Status of Program Implementation**	**Program Implementation Details**	**Quantified Outcomes: Category**	**Quantified Outcomes: Count**	**Supporting Documents**
Program 1. Regional Collaboration on Housing Opportunities	The City will continue to participate in the countywide Housing Element Technical Committee to collaborate on housing program implementation and regional issues, including disadvantaged unincorporated communities (Senate Bill [SB] 244), infrastructure challenges, farmworker housing, homelessness, and fair housing. The countywide Housing Element Technical Committee will meet at least biannually to evaluate successes in implementation of programs and to identify gaps and additional needs The County of Fresno Public Works and Planning Department, with assistance from the Fresno Council of Governments (FCOG), will take the lead in coordinating biannual committee meetings.	12/31/2031	6th Cycle	Not Yet Started	The Housing Element Technical Committee has not yet commenced.	Meetings		None
Program 1. Regional Collaboration on Housing Opportunities	The Housing Element Technical Committee will meet annually with the California Department of Housing and Community Development (HCD) to discuss funding opportunities and challenges in implementation of programs and seek technical assistance from HCD and other State agencies in the implementation of housing programs and the pursuit of grant funding.	12/31/2031	6th Cycle	Not Yet Started	The City has not yet met with HCD. The City continues to seek funding opportunities and technical assistance through annual meetings with HCD.	Meetings		None
Program 1. Regional Collaboration on Housing Opportunities	The Housing Element Technical Committee will advocate on behalf of the Fresno region for more grant funding for affordable housing and infrastructure improvements.	12/31/2031	6th Cycle	Not Yet Started	The Housing Element Technical Committee has not yet commenced.	Meetings		None

Program 1. Regional Collaboration on Housing Opportunities	The City will continue to seek partnerships with other jurisdictions in the region and other agencies (such as the Housing Authority), housing developers, community stakeholders, and agricultural employers/employees to explore viable options for increasing the availability of farmworker housing in suitable locations in the region.	12/31/2031	6th Cycle	Not Yet Started	The City plans to initiate conversations with other jurisdictions in the region and other agencies in Summer/Fall 2026.	Meetings		None
Program 1. Regional Collaboration on Housing Opportunities	The City will develop a directory of services and resources for lower-income households available in the region, and review and update it annually. The directory will be available on City/County websites and at City/County offices.	12/31/2025	6th Cycle	Not Yet Started	The City will work with its planning consultants to develop a directory of services and resources and make it available on City/County websites and at City/County offices by December 2026.	Other		None
Program 2: Review Annexation Standards in Memorandum of Understanding	All jurisdictions in Fresno County are subject to the City/County Memorandum of Understanding (MOU), which establishes procedures for annexation of land to cities. The City/County MOU encourages urban development to take place within cities and unincorporated communities where urban services and facilities are available or planned to be made available to preserve agricultural land. The MOU standards for annexation require that a minimum of 25 percent of annexation areas have an approved tentative subdivision map or site plan. While cities can take certain steps to "prezone" land in advance of annexation, the annexation of the land into city limits depends on private developers requesting an annexation. In cities that are mostly built out within their current city limits, the MOU may limit the cities' ability to accommodate future housing needs.	12/31/2026	6th Cycle	Not Yet Started	The City will meet with the County and other jurisdictions in Fresno County by December 2026 to review the MOU standards.	Meetings		None
Program 2: Review Annexation Standards in Memorandum of Understanding	The County of Fresno and cities within the county shall work together at least once during the planning period to review and revise, as deemed appropriate by all parties, the standards for annexation in the City/County MOU.	12/31/2031	6th Cycle	Not Yet Started	The City has not yet met with the County and other jurisdictions. During the planning period, the City will collaborate with them to review and revise annexation standards under the City/County MOU.	Meetings		None

Program 3: Homeless/Unhoused Needs	The City will cooperate with neighboring cities, the County, and other agencies in the development of programs aimed at providing homeless shelters and related services, as well as a coordinated plan to conduct outreach and connect homeless community members with these programs and existing resources and services. During this coordination, the City will monitor the demographic composition of the unhoused population to identify needs for targeted resources and determine what efforts to make, such as providing education on financial assistance and programs available. The City will also support local homeless service providers, agencies, and other community organizations to pursue funding from available sources for homeless services.	12/31/2031	6th Cycle	Not Yet Started	The City has not yet collaborated with neighboring cities, the County, or relevant agencies to develop programs for homeless shelters and services. The City will coordinate with them and promote the programs and monitor the demographic composition of the unhoused population during the collaboration.	Other		None
Program 4: Provision of Adequate Sites	Maintain and annually update the inventory of residential land resources for internal purposes.	12/31/2031	6th Cycle	Continuous	The City continues to maintain and anually update the inventory of residential land resources for internal purposes.	Other		None
Program 4: Provision of Adequate Sites	Monitor the availability of sites appropriate for lower-income housing in keeping with State “no net loss” provisions (Government Code Section 65863) if development projects are approved at densities lower than anticipated in the sites inventory, and, if necessary, rezone sufficient sites to accommodate the RHNA within 180 days, ensuring that there is sufficient higher-density residential land available in areas throughout the city to deconcentrate poverty.	12/31/2031	6th Cycle	Continuous	No developments have been proposed that would require the City to rezone to ensure a no net loss. The City will continue to monitor as projects are proposed to ensure sites are available to meet the lower- income RHNA.	Other		None
Program 4: Provision of Adequate Sites	Monitor and report residential development through the HCD annual report process.	12/31/2031	6th Cycle	Continuous	The City will submit its 2025 APR by April 1, 2026.	Other		None
Program 4: Provision of Adequate Sites	Actively participate in the development of the next RHNA Plan to ensure that the allocations are reflective of the regional and local land use goals and policies.	12/31/2031	6th Cycle	Not Yet Started	The City will actively participate in the development of the next RHNA Plan to ensure that the allocations are reflective of the regional and local land use goals and policies.	Other		None

Program 5: Water and Wastewater Service	The development viability of the vacant sites in the inventory is directly linked to the availability and capacity of public facilities and services. As the water and wastewater provider in the city, the City will adopt a written policy with specific objective standards for meeting the priority requirement for proposed developments that include housing units affordable to lower-income households consistent with the provisions of California Government Code Section 65589.7.	7/31/2025	6th Cycle	Completed	The City adopted a written policy to prioritize affordable housing development through Ordinance No. 874, adopted by City Council in October 2025 and went into effect in November 2025.	Other		None
Program 6: Affordable Housing Incentives	Continue to seek partnerships and meet at least every other year with other agencies (such as the Housing Authority), housing developers, community stakeholders, and employers to discuss and pursue viable opportunities for providing affordable housing, with an emphasis on housing opportunities for very low- and extremely low-income households as well as special-needs populations, such as seniors, persons with disabilities (including developmental disabilities), farmworkers, female-headed and single-parent households, and persons experiencing homelessness. Meet more frequently if development rates increase. Work with public or private sponsors to identify candidate sites for new construction of housing for special needs and take all actions necessary to expedite processing of such projects. Identify candidate sites for affordable housing projects on an annual basis and proactively conducts outreach to local developers regarding these sites. Pursue partnerships with the Central Valley Regional Center to identify funding opportunities and promote housing for	12/31/2031	6th Cycle	Continuous	The City is actively seeking partnerships for construction of affordable housing and housing for special needs. In 2025, the City worked with AMG Land Development to entitle 62 senior affordable housing units. The City also worked with Self-Help Enterprises to entitle a 17-lot single-family affordable housing subdivision which was approved by Planning Commission in January 2026.	Units	62	None
Program 6: Affordable Housing Incentives	Continue to offer fee reductions and deferral of development impact fee payments to facilitate affordable housing development and special-needs projects, particularly those on infill sites.	12/31/2031	6th Cycle	Continuous	In 2025, the City worked with AMG Land Development to entitle 62 senior affordable housing units. The City offered deferment of municipal developmental impact fees until certificates of occupancy in accordance with Government Code Sections 66007(a) and 66007(c)(B).	Units	62	None

Program 6: Affordable Housing Incentives	Coordinate with neighboring jurisdictions to promote the State density bonus in the city and regionally and provide streamlined processing to facilitate affordable housing development and provide additional flexibility for affordable housing and special-needs housing through the minor deviation process. The City will promote this program by publicizing the incentives on the City website, coordinating outreach to developers with neighboring jurisdictions and by conducting pre-application consultation with developers regarding available incentives. Examples of flexible development standards include reduced parking requirements; reduced requirements for curb, gutter, and sidewalk construction; common trenching for utilities; and reduced water and wastewater connection fees.	12/31/2031	6th Cycle	In Progress	The City updated is Zoning Ordinance through Ordinance No. 874, adopted by City Council in October 2025 and went into effect in November 2025.	Other		None
Program 6: Affordable Housing Incentives	Provide incentives to builders to provide housing with multiple bedrooms affordable to lower- and moderate-income households, aiming for construction of at least 20 units that meet these sizes, to meet the needs of female-headed, single-parent, and large-family households of all income levels (possible incentives will include reduced setbacks, reduced parking requirements, and technical assistance with applications for funding).	12/31/2031	6th Cycle	In Progress	In 2025, the City worked with AMG Land Development to entitle 62 senior affordable housing units with multiple bedrooms. The City also worked with Self-Help Enterprises to entitle a 17-lot single-family affordable housing subdivision with multiple bedrooms which was approved by Planning Commission in January 2026.	Units	62	None
Program 6: Affordable Housing Incentives	Continue to streamline the environmental review process for housing developments to the extent possible, using available State categorical exemptions and federal categorical exclusions, when applicable.	12/31/2031	6th Cycle	Continuous	In 2025, the City worked with AMG Land Development to entitle 62 senior affordable housing units. The City also worked with Self-Help Enterprises to entitle a 17-lot single-family affordable housing subdivision which was approved by Planning Commission in January 2026. The City was able to streamline the environmental review process for both projects through available State categorical exemptions.	Units	62	None

Program 6: Affordable Housing Incentives	Monitor HCD's website annually for Notices of Funding Ability (NOFA) and, where appropriate, prepare or support applications for funding for affordable housing for lower-income households (including extremely low-income households), such as seniors, disabled (including persons with developmental disabilities), the homeless, and those at risk of homelessness. Conduct additional developer coordination and/or funding applications, as applicable, when sites adjacent to current homeless encampments develop.	12/31/2031	6th Cycle	Continuous	The City continues to monitor HCD's website for NOFAs on an annual basis.	Other		None
Program 6: Affordable Housing Incentives	Facilitate the approval process for land divisions, lot line adjustments, and/or specific plans or master plans resulting in parcel sizes that enable affordable housing development and process fee deferrals related to the subdivision for projects affordable to lower-income households.	12/31/2031	6th Cycle	Continuous	In 2025, the City worked with Self-Help Enterprises to entitle a 17-lot single-family affordable housing subdivision which was approved by Planning Commission in January 2026.	Units		None
Program 6: Affordable Housing Incentives	Work with developers of multifamily and affordable housing projects to identify site opportunities in higher-resource areas and areas with higher median incomes to reduce concentrations of poverty and improve access to resources.	12/31/2031	6th Cycle	Continuous	In 2025, the City worked with AMG Land Development to entitle 62 senior affordable housing units. The City also worked with Self-Help Enterprises to entitle a 17-lot single-family affordable housing subdivision which was approved by Planning Commission in January 2026. The City will continue to work with developers as projects are processed. The City continues to review and identify potential funding opportunities.	Units	62	None
Program 7: Support Funding for Farmworker Housing	The City will provide technical support and coordinate with other jurisdictions and regional agencies to offer incentives to housing developers, such as the Fresno Housing Authority and Self-Help Enterprises, in the application of funds for farmworker housing, including HCD and USDA Rural Development loans and grants and other funding sources that may become available. The City will also continue to offer incentives such as density bonuses, streamlined processing, and the minor deviation process to facilitate development of farmworker housing.	12/31/2031	6th Cycle	Continuous	In 2025, the City worked with Self-Help Enterprises to entitle a 17-lot single-family affordable housing subdivision which was approved by Planning Commission in January 2026. The units will be affordable through USDA mortgage loans. The City has not yet met with developers for farmworker housing but will meet with farmworker housing developers and offer assistance as projects are proposed.	Units		None

Program 7: Support Funding for Farmworker Housing	The City will also identify potential funding opportunities to provide housing vouchers or other forms of rental assistance with an emphasis on addressing housing needs during the off-season for seasonal workers.	12/31/2031	6th Cycle	Continuous	The City continues to review and identify potential funding opportunities.	Other		None
Program 7: Support Funding for Farmworker Housing	The City will also provide information on its website related to the Low-Income Weatherization Program (LIWP) of the California Department of Community Services and Development, and specifically its Farmworker Housing Energy Efficiency & Solar PV program. This program provides eligible low-income farmworker households with solar photovoltaic (PV) systems and energy efficiency upgrades at no cost to residents.	7/31/2024	6th Cycle	Not Yet Started	The City has not yet put LIWP information on the City website. However, the City plans to post information on LIWP specifically its Farmworker Housing Energy Efficiency & Solar PV program by Summer 2026.	Other		None
Program 7: Support Funding for Farmworker Housing	The City will annually monitor the status of farmworker housing as part of its annual report to HCD on Housing Element progress and evaluate if City incentives are effective in facilitating the provision of farmworker housing. The City will make necessary changes to enhance opportunities and incentives for farmworker housing development as needed. Through proactive code enforcement the City will connect property owners of farmworker housing with rehabilitation resources (see Program 23) such as the Fresno County Rental Rehabilitation Program (see Program 22).	12/31/2031	6th Cycle	In Progress	In 2025, the City started conversations with local motel operators about the use of local motels for farmworker housing. The City plans to continue these conversations in 2026 and initiate work on this program in Fall 2026.	Other		None
Program 8: Farmworker Preference in New Affordable Housing	For new affordable housing projects developed with City assistance, incentives, and/or subject to City requirements, the City will require that the developer give qualified farmworker households a preference for 15 percent of the new units. Should demand from farmworker households be insufficient to fill the set-aside units, the units will be made available to other qualified households. The City will coordinate with neighboring jurisdictions and community organizations to annually reach out to affordable housing developers to gather interest and input on how to best implement this program across the region and will provide information on available funding.	12/31/2031	6th Cycle	In Progress	The City is still exploring program implementation.	Units		None

Program 9: Extremely Low-Income Households	Coordinate with other jurisdictions throughout the region to provide financial support annually, as available, to organizations that provide counseling, information, education, support, housing services/referrals, and/or legal advice to extremely low-income households, to mitigate risk of displacement and support housing stability for extremely low-income households, persons with disabilities, farmworkers, and persons experiencing homelessness	12/31/2031	6th Cycle	In Progress	The City has coordinated with other jurisdictions throughout the region.	Meetings		None
Program 9: Extremely Low-Income Households	Expand regulatory incentives for the development of units affordable to extremely low-income households and housing for special-needs groups, including persons with disabilities (including developmental disabilities), and individuals and families in need of emergency/transitional housing.	12/31/2031	6th Cycle	Continuous	The City did not receive any applications for extremely low-income housing, but will work to expand regulatory incentives as projects are proposed.	Other		None
Program 9: Extremely Low-Income Households	Coordinate with local organizations and other jurisdictions throughout the region to encourage the provision of affordable housing for young adults, particularly former foster youth and young mothers, through planning consultations, streamlined permit processing, and funding assistance.	12/31/2024	6th Cycle	Continuous	The City has not yet met with local organizations but will conduct outreach to identify funding needs throughout the planning period.	Meetings		None
Program 9: Extremely Low-Income Households	Encourage the development of SRO facilities, transitional and supportive housing, and other special housing arrangements, including committing City funds to help affordable housing developers provide SRO facilities consistent with the SRO Ordinance.	12/31/2031	6th Cycle	Continuous	The City did not receive any applications for housing developments that included SROs but will consider committing available funds as projects are proposed. The City amended its SRO ordinance throughh Ordinance No. 874, adopted by City Council in October 2025 and went into effect in November 2025.	Units		None
Program 10: Preservation of At-Risk Housing Units	Contact property owners of units at risk of converting to market-rate housing within one year of affordability expiration to discuss the City's desire to preserve complexes as affordable housing. Create a plan of action when high risk projects are identified to increase the likelihood of preservation. Coordinate with owners of expiring subsidies to ensure the required notices to tenants are sent out at 3 years, 12 months, and 6 months	12/31/2031	6th Cycle	Not Yet Started	The City has two at-risk housing projects: West Hills, a 65-unit development set to expire in 2027, and Westwood I, a 102-unit project with 88 affordable units, set to expire in 2028. The City will contact the property owners in 2026 and 2027 respectively to determine the property owner's intent to preserve the affordability.	Meetings		None

Program 10: Preservation of At-Risk Housing Units	Reach out to agencies interested in purchasing and/or managing at-risk units.	12/31/2031	6th Cycle	Not Yet Started	The City will contact the property owners of both projects by Summer 2026 to determine the property owner's intent to preserve the affordability and will then reach out to agencies that may be interested in purchasing and/or managing the at-risk units.	Meetings		None
Program 10: Preservation of At-Risk Housing Units	The City works with tenants to provide education regarding tenant rights and conversion procedures pursuant to California law.	12/31/2031	6th Cycle	Not Yet Started	The City will coordinate noticing as required per California law starting in Summer 2026.	Other		None
Program 10: Preservation of At-Risk Housing Units	The City reviews available funding opportunities on an annual basis and apply as opportunities become available to ensure continued affordability of at-risk units. Proactively contact property owners of units at risk of converting when application opportunities are available.	12/31/2031	6th Cycle	Not Yet Started	The City will review available funding opportunities by Summer 2026 and provide this information to the property owners and agencies that may be interested in purchasing.	Other		None
Program 11: Promote and Facilitate Accessory Units	Amend the Municipal Code to be consistent with the latest state legislation related to ADUs, ensuring that ADUs are permitted in all zones that permit single-family or multifamily uses, and permit the construction of a junior accessory dwelling unit (JADU) on each lot in addition to an ADU, in accordance with California Government Code Section 65852.2. Amend parking requirements to ensure compliance with Government Code Section 5852.150.	12/31/2024	6th Cycle	Completed	The City updated its ADU ordinance through Ordinance No. 874, adopted by City Council in October 2025 and went into effect in November 2025.	Other		None
Program 11: Promote and Facilitate Accessory Units	Coordinate with other jurisdictions throughout the region to implement a public education program advertising the opportunity for ADUs by updating informational handouts and brochures about ADUs that are available on the City's website and at the public counter annually, or as needed to reflect changes in State law.	12/31/2031	6th Cycle	Not Yet Started	The City has not yet updated ADU materials but will collaborate with jurisdictions within the County to implement a public education program.	Meetings		None
Program 11: Promote and Facilitate Accessory Units	Provide informational materials on ADU opportunities to all discretionary land use applicants.	12/31/2031	6th Cycle	Not Yet Started	As projects are proposed, and once ADU materials are created, the City will update ADU materials in accordance with changes to State law.	Other		None
Program 11: Promote and Facilitate Accessory Units	At least annually, publish informational materials pertaining to ADUs through a combination of media, including the City's social media accounts, Coalinga News Flash posts on the City's website, and direct mailing.	12/31/2031	6th Cycle	Not Yet Started	The City will publish informational materials pertaining to ADUs on an annual basis.	Other		None

Program 11: Promote and Facilitate Accessory Units	By December 2024, identify incentives for the construction of ADUs with new development, which may include differing collection times for impact fees for the square footage associated with the ADU	12/31/2024	6th Cycle	Not Yet Started	The City will begin identifying incentives for ADU construction by Summer 2026.	Units		None
Program 12: Replacement Units	To reduce displacement risk and in accordance with California Government Code Section 65583.2(g), the City will require replacement housing units subject to the requirements of California Government Code Section 65915(c)(3) on sites identified in the sites inventory when any new development (residential, mixed-use, or nonresidential) occurs on a site that has been occupied by or restricted for the use of lower-income households at any time during the previous five years. This requirement applies to: -Non-vacant sites. -Vacant sites with previous residential uses that have been vacated or demolished.	12/31/2031	6th Cycle	Continuous	The City did not approve any development subject to Government Code Section 65583.2(g).	Other		None
Program 13: Housing for a Variety of Needs	The City will encourage a variety of housing types to address the housing needs of a variety of household types, sizes, and incomes. This could include duplexes, townhomes, apartment buildings, and condominiums in neighborhoods and new subdivisions and will identify innovative and alternative housing options that provide greater flexibility and affordability in the housing stock while promoting mixed-income development. This may include consideration for further reduction in regulatory barriers for community land trusts, tiny houses, microhomes, cottage homes, small lot subdivisions, and other alternative housing types, as well as exploration of a variety of densities and housing types in all zoning districts. The City will use the findings of this program to target development of a variety of housing types in areas of predominantly single-family development and of concentrated overpayment to reduce displacement risk, promote inclusion, and support integration of housing types based on income	12/31/2025	6th Cycle	Continuous	The City has received applications for multi-family, single-family, and ADUs and continues to identify innovative and alternative housing options to help further housing production.	Units		None

Program 14: Environmental Hazard Mitigation	The City will investigate the availability of additional funds and programs to mitigate risks related to flooding, such as funds to elevate houses above 100-year flood level, particularly for low-income households. The City will apply for funds as funding opportunities become available. As funds become available, the City will develop a program to utilize funds for this purpose and will prioritize program outreach to areas on the city's east and north sides, where flood risk is greatest. Additionally, the City will partner with the Valley Air District to conduct outreach related to Air District grant programs for residents and multifamily housing buildings at least twice during the planning period, and as new programs are launched. Though the City will conduct outreach citywide, additional outreach will be conducted in the central and southwest sides of the city where CalEnviroScreen scores are highest.	12/31/2031	6th Cycle	Not Yet Started	The City has not yet applied for funding to partner with the Valley Air District to conduct outreach related to Air District grant programs for residents and multifamily housing building. Additionally, the City has not yet investigated the availability of additional funds and programs to mitigate risks related to flooding. The City plans to implement this program starting in 2026.	Households		None
Program 15: Local Labor Program	The City will establish and post a list of local labor unions and apprenticeship programs on the City's website and encourage developers and contractors to hire local labor.	7/31/2024	6th Cycle	Not Yet Started	The City has not yet established a list of local labor unions and apprenticeship programs. The City will begin establishing and posting the list by Summer 2026.	Other		None
Program 16: Zoning Code Amendments	The City will amend the Municipal Code to address the following development standards and barriers to special-needs housing opportunities: Definition of Family: Adopt a broadened definition of "family" that provides zoning code occupancy standards specific to unrelated adults and complies with fair housing law.	12/31/2024	6th Cycle	Completed	The City updated its Zoning ordinance through Ordinance No. 874, adopted by City Council in October 2025 and went into effect in November 2025.	Other		None

Program 16: Zoning Code Amendments	The City will amend the Municipal Code to address the following development standards and barriers to special-needs housing opportunities: Emergency Shelters: Amend the Zoning Code to permit emergency shelters by right in the RHD zone Amend parking to ensure that the standards do not require more parking for emergency shelters than other residential or commercial uses in the same zone, in compliance with Government Code Section 65583(a)(4)(A)(ii)) (AB 139), and that the standards do not require more parking for emergency shelters than what is sufficient to accommodate staff working in the shelter. Additionally, allow emergency shelters without a conditional use permit or other discretionary permit in at least one zone that allows residential uses by right pursuant to Government Code Section 65583(a)(4). Amend definition of emergency shelters in compliance with AB 2339 to include other interim interventions, including, but not limited to, a navigation center, bridge housing, and respite or recuperative care.	12/31/2024	6th Cycle	Completed	The City updated its Zoning ordinance through Ordinance No. 874, adopted by City Council in October 2025 and went into effect in November 2025.	Other		None
Program 16: Zoning Code Amendments	The City will amend the Municipal Code to address the following development standards and barriers to special-needs housing opportunities: Low-Barrier Navigation Centers: Permit low-barrier navigation centers, defined as low-barrier, temporary, service-enriched shelters to help homeless individuals and families quickly obtain permanent housing by right in zones where mixed uses are allowed or in nonresidential zones that permit multifamily housing (Government Code Section 65662; AB 101).	12/31/2024	6th Cycle	Completed	The City updated its Zoning ordinance through Ordinance No. 874, adopted by City Council in October 2025 and went into effect in November 2025.	Other		None
Program 16: Zoning Code Amendments	The City will amend the Municipal Code to address the following development standards and barriers to special-needs housing opportunities: Residential Care Facilities: Allow residential care facilities for six or fewer persons in accordance with Health and Safety Code Section 1568.0831, and allow residential care facilities, for seven or more persons only subject to those restrictions that apply to residential uses in the same zone, in accordance with the City's definition of family. Additionally, the City will remove the screening requirement from this use type.	12/31/2024	6th Cycle	Completed	The City updated its Zoning ordinance through Ordinance No. 874, adopted by City Council in October 2025 and went into effect in November 2025.	Other		None

Program 16: Zoning Code Amendments	The City will amend the Municipal Code to address the following development standards and barriers to special-needs housing opportunities: Employee and Farmworker Housing: Treat employee/farmworker housing that serves six or fewer persons as a single-family structure and permit it in the same manner as other single-family structures of the same type in the same zone across all zones that allow single-family residential uses. Treat employee/farmworker housing consisting of no more than 12 units or 36 beds as an agricultural use and permit it in the same manner as other agricultural uses in the same zone, in compliance with the California Employee Housing Act, and allow for a streamlined, ministerial approval process for projects on land designated as agricultural or land that allows agricultural uses (Health and Safety Code Sections 17021.5, 17021.6, and 17021.8).	12/31/2024	6th Cycle	Completed	The City updated its Zoning ordinance through Ordinance No. 874, adopted by City Council in October 2025 and went into effect in November 2025.	Other		None
Program 17: Reasonable Accommodations and Universal Design	The City will allow for reasonable accommodation requests to accommodate the needs of persons with disabilities and streamline the permit review process. The City will provide information to individuals with disabilities regarding reasonable accommodation policies, practices, and procedures based on the guidelines from HCD. This information will be available through postings and pamphlets at the public counter and on the City's website.	7/31/2025	6th Cycle	In Progress	The City will allow for reasonable accommodation requests to support individuals with disabilities as received. The City plans to have brochures on universal design and reasonable accommodations by Fall 2026.	Units		None
Program 17: Reasonable Accommodations and Universal Design	Encourage housing developers to include mobility-impaired accessibility in their project designs and prioritize these types of projects to increase housing mobility opportunities for seniors and persons with disabilities. Prioritize opportunities in higher-opportunity and higher-income areas, including the northern areas of the State Route 33 corridor and the city's southwest side. As these housing types become available, conduct targeted outreach in north, central, and southwest areas of the city where concentrations of residents with disabilities are highest to prevent displacement of this population.	12/31/2031	6th Cycle	In Progress	The City continues to allow for reasonable accommodation requests to support individuals with disabilities. The City plans to have brochures on universal design and reasonable accommodations by Fall 2026.	Units		None
Program 17: Reasonable Accommodations and Universal Design	Review regulations and procedures for City-funded or operated housing programs to ensure that they do not exclude participation by persons with disabilities.	7/31/2025	6th Cycle	Continuous	The City is in compliance with all ADA law and provides reasonable accommodation upon request.	Other		None

Program 17: Reasonable Accommodations and Universal Design	Include accessibility considerations in the preparation of the City's capital improvement plan and the allocation of funding for capital improvements in support of housing and residential neighborhoods for persons with physical or developmental disabilities.	12/31/2031	6th Cycle	Continuous	The City plans to include accessibility considerations when updating the City's capital improvement plan.	Other		None
Program 18: Monitoring of Planning and Development Fees	The City charges various fees to review and process development applications. Such fees may add to the cost of housing development. The City will analyze housing-related development fees, particularly for multifamily housing, on an annual basis to ensure they do not unduly constrain development. As part of the analysis process, meet with multifamily developers in cooperation with other jurisdictions in the region at least once by December 2024 to request input regarding constraints associated with fees. Based on feedback received, reduce fees if found to be a constraint. Further, the City will offer deferred or reduced fees to facilitate affordable housing development, as appropriate.	12/31/2025	6th Cycle	In Progress	The City has not yet met with multifamily developers. However, the City will schedule a meeting with multifamily developers by Summer 2026.	Units		None
Program 19: Preliminary Applications (SB 330) and Streamlined Approval (SB 35)	The City will develop a preliminary application form and procedure or will adopt the Preliminary Application Form developed by HCD, pursuant to SB 330. The City will also establish a written policy and/or procedure, and other guidance as appropriate, to specify the SB 35 streamlining approval process and standards for eligible projects under Government Code Section 65913.4. The applications will be available on the City's website for developers interested in pursuing the streamlined process or vesting rights.	7/31/2025	6th Cycle	In Progress	The City hired a consulting firm to implement this program by Summer 2026.	Units		None
Program 20: Objective Design Standards	The City will develop objective design guidelines and standards to provide clear and objective standards related to single-family, multifamily, and mixed-use residential developments.	12/31/2025	6th Cycle	In Progress	The City will develop objective design guidelines and standards to provide clear and objective standards by the end of 2026.	Units		None
Program 21: Land Use Controls	To ensure the City offers a variety of lot sizes and allowable densities the City will explore and amend zoning to allow smaller lot sizes (e.g., four to eight thousand square feet) in zones that allow single family units, including the AG, RR, RE, RSF, RT, RMD, and RHD zones.	6/30/2025	6th Cycle	Completed	The City updated its Zoning ordinance through Ordinance No. 874, adopted by City Council in October 2025 and went into effect in November 2025.	Units		None

Program 22: Fresno County Rental Rehabilitation Program (RRP)	Promote available housing rehabilitation resources on the City's website and at public counters.	12/31/2031	6th Cycle	Continuous	The City has posted RRP on the City's website and at public counters. The City reached out to Self-Help Enterprises, which administers the RRP. Although they expressed limited interest in the program, the City continues to promote housing rehabilitation resources.	Other		https://www.coalinga.com/DocumentCenter/View/2095/Housing-Rehabilitation-Program-ENG--SPN
Program 22: Fresno County Rental Rehabilitation Program (RRP)	Target promotion in areas of concentrated renter households or older housing stock to assist in reducing displacement risk for residents by improving living conditions and enabling them to stay in their home and community. This includes the southern portion of the Van Ness/Elm neighborhood and the northern portion of the Olson Park neighborhood. Additional targeting to owners of housing that serves farmworkers to improve housing conditions for this segment of the community.	12/31/2031	6th Cycle	Continuous	The City reached out to Self-Help Enterprises, which administers RRP. Although they expressed limited interest in the program, the City continues to update materials biennially and promote housing rehabilitation resources on an annual basis.	Other		None
Program 23: Code Enforcement	The City Manager's office will continue to use code enforcement and substandard abatement processes to bring substandard housing units and residential properties into compliance with City codes. The Code Enforcement Division will also refer income-eligible households to County housing rehabilitation programs for assistance in making the code corrections. Targeted efforts to improve housing conditions in areas of need will facilitate place-based revitalization and assist in reducing displacement risk for residents by improving living conditions and enabling them to remain in their home and community. Additionally, the City will conduct proactive code enforcement in housing that serves farmworkers in order to ensure rehabilitation resources are reaching these communities, and to gather more information about housing rehabilitation needs in this part of the community.	1/30/2024	6th Cycle	Not Yet Started	The City has not yet made informational materials. The City will create materials on the rehabilitation assistance program available by Summer 2026.	Other		None

Program 24: Homebuyer Assistance Program	The City of Coalinga, in partnership with Self Help Enterprises, offers a Homebuyer Assistance program to first-time homebuyers to help purchase an existing or qualifying new home. The program provides a 30 year deferred, zero interest second mortgage, which keeps the first mortgage payment affordable. The City will promote all available homebuyer resources on the City's website and at public counters and will annually review funding resources available at the state and federal levels and pursue as appropriate to provide homebuyer assistance. Continue to pursue CDBG, HOME, and other funding opportunities annually, or as needed, to maintain the first time homebuyer assistance program, and continue to work with Self Help Enterprises to provide counseling and workshops to prospective and active program. On an annual basis, the City will conduct targeted program outreach to areas with high renter overpayment, including the Keck Park neighborhood. Coalinga residents have access to a number of County homebuyer assistance programs offered by the California Housing Finance Agency (CalHFA), through the Fresno County Public Works and Planning Department, Community Development Division.	12/31/2031	6th Cycle	Continuous	The City has not yet applied for funding in 2025 but is actively seeking funding opportunities. The City continues to promote all available homebuyer resources on the City's website and at public counters and will review funding resources.	Other		https://www.coalinga.com/DocumentCenter/View/2096/All-Programs-ENG--SPN
Program 24: Homebuyer Assistance Program	The City of Coalinga, in partnership with Self Help Enterprises, offers a Homebuyer Assistance program to first-time homebuyers to help purchase an existing or qualifying new home. The program provides a 30 year deferred, zero interest second mortgage, which keeps the first mortgage payment affordable. Mortgage Credit Certificate (MCC): The MCC Tax Credit is a federal credit that can reduce potential federal income tax liability, creating additional net spendable income that borrowers may use toward their monthly mortgage payment. This MCC Tax Credit program may enable first-time homebuyers to convert a portion of their annual mortgage interest into a direct dollar-for-dollar tax credit on their U.S. individual income tax returns.	12/31/2031	6th Cycle	Continuous	The City has not yet applied for funding in 2024 but is actively seeking funding opportunities. The City continues to promote all available homebuyer resources on the City's website and at public counters and will review funding resources.	Other		https://www.coalinga.com/DocumentCenter/View/2096/All-Programs-ENG--SPN

Program 24: Homebuyer Assistance Program	The City of Coalinga, in partnership with Self Help Enterprises, offers a Homebuyer Assistance program to first-time homebuyers to help purchase an existing or qualifying new home. The program provides a 30 year deferred, zero interest second mortgage, which keeps the first mortgage payment affordable. CalPLUS Conventional Program: This is the first mortgage loan insured through private mortgage insurance on the conventional market. The interest rate on the CalPLUS Conventional is fixed throughout the 30-year term. The CalPLUS Conventional is combined with a CalHFA Zero Interest Program (ZIP), which is a deferred-payment junior loan of 3 percent of the first mortgage loan amount, for down payment assistance. CalHFA Conventional Program: This is a first mortgage loan insured through private mortgage insurance on the conventional market. The interest rate on the CalHFA Conventional is fixed throughout the 30-year term.	12/31/2031	6th Cycle	Continuous	The City has not yet applied for funding in 2024 but is actively seeking funding opportunities. The City continues to promote all available homebuyer resources on the City's website and at public counters and will review funding resources.	Other		https://www.coalinga.com/DocumentCenter/View/2096/All-Programs-ENG--SPN
Program 24: Homebuyer Assistance Program	The City of Coalinga, in partnership with Self Help Enterprises, offers a Homebuyer Assistance program to first-time homebuyers to help purchase an existing or qualifying new home. The program provides a 30 year deferred, zero interest second mortgage, which keeps the first mortgage payment affordable. The City will promote all available homebuyer resources on the City's website and at public counters and will annually review funding resources available at the state and federal levels and pursue as appropriate to provide homebuyer assistance. On an annual basis, the City will conduct targeted program outreach to areas with high renter overpayment, including central areas of the city and the Keck Park neighborhood.	12/31/2031	6th Cycle	In Progress	The City has not yet applied for funding in 2025 but is actively seeking funding opportunities. The City continues to promote all available homebuyer resources on the City's website and at public counters and will review funding resources.	Other		https://www.coalinga.com/DocumentCenter/View/2096/All-Programs-ENG--SPN

Program 25: Fresno County First-Time Homebuyer Assistance Program	The City of Coalinga, in partnership with Self Help Enterprises, offers a Homebuyer Assistance program to first-time homebuyers to help purchase an existing or qualifying new home. The program provides a 30 year deferred, zero interest second mortgage, which keeps the first mortgage payment affordable. The City will promote all available homebuyer resources on the City's website and at public counters and will annually review funding resources available at the state and federal levels and pursue as appropriate to provide homebuyer assistance. Continue to pursue CDBG, HOME, and other funding opportunities annually, or as needed, to maintain the first time homebuyer assistance program, and continue to work with Self Help Enterprises to provide counseling and workshops to prospective and active program. On an annual basis, the City will conduct targeted program outreach to areas with high renter overpayment, including the Keck Park neighborhood. Coalinga residents have access to a number of County homebuyer assistance programs offered by the California Housing Finance Agency (CalHFA), through the Fresno County Public Works and Planning Department, Community Development Division.	12/31/2031	6th Cycle	Continuous	The City continues to provide informational materials on all homebuyer resources on the City's website.	Persons		https://www.coalinga.com/DocumentCenter/View/2096/All-Programs-ENG--SPN
Program 25: Fresno County First-Time Homebuyer Assistance Program	The City of Coalinga, in partnership with Self Help Enterprises, offers a Homebuyer Assistance program to first-time homebuyers to help purchase an existing or qualifying new home. The program provides a 30 year deferred, zero interest second mortgage, which keeps the first mortgage payment affordable. Mortgage Credit Certificate (MCC): The MCC Tax Credit is a federal credit that can reduce potential federal income tax liability, creating additional net spendable income that borrowers may use toward their monthly mortgage payment. This MCC Tax Credit program may enable first-time homebuyers to convert a portion of their annual mortgage interest into a direct dollar-for-dollar tax credit on their U.S. individual income tax returns.	12/31/2031	6th Cycle	Continuous	The City continues to provide informational materials on all homebuyer resources on the City's website.	Persons		https://www.coalinga.com/DocumentCenter/View/2096/All-Programs-ENG--SPN

Program 25: Fresno County First-Time Homebuyer Assistance Program	The City of Coalinga, in partnership with Self Help Enterprises, offers a Homebuyer Assistance program to first-time homebuyers to help purchase an existing or qualifying new home. The program provides a 30 year deferred, zero interest second mortgage, which keeps the first mortgage payment affordable. CalPLUS Conventional Program: This is the first mortgage loan insured through private mortgage insurance on the conventional market. The interest rate on the CalPLUS Conventional is fixed throughout the 30-year term. The CalPLUS Conventional is combined with a CalHFA Zero Interest Program (ZIP), which is a deferred-payment junior loan of 3 percent of the first mortgage loan amount, for down payment assistance. CalHFA Conventional Program: This is a first mortgage loan insured through private mortgage insurance on the conventional market. The interest rate on the CalHFA Conventional is fixed throughout the 30-year term.	12/31/2031	6th Cycle	Continuous	The City continues to provide informational materials on all homebuyer resources on the City's website.	Persons		https://www.coalinga.com/DocumentCenter/View/2096/All-Programs-ENG--SPN
Program 25: Fresno County First-Time Homebuyer Assistance Program	The City of Coalinga, in partnership with Self Help Enterprises, offers a Homebuyer Assistance program to first-time homebuyers to help purchase an existing or qualifying new home. The program provides a 30 year deferred, zero interest second mortgage, which keeps the first mortgage payment affordable. The City will promote all available homebuyer resources on the City's website and at public counters and will annually review funding resources available at the state and federal levels and pursue as appropriate to provide homebuyer assistance. On an annual basis, the City will conduct targeted program outreach to areas with high renter overpayment, including central areas of the city and the Keck Park neighborhood.	12/31/2031	6th Cycle	Continuous	The City continues to provide informational materials on all homebuyer resources on the City's website.	Persons		https://www.coalinga.com/DocumentCenter/View/2096/All-Programs-ENG--SPN
Program 26: Energy Conservation	Establish a high-efficiency washing machine/dryer rebate program for Coalinga residents by December 2024.	12/31/2024	6th Cycle	In Progress	The City currently lacks funding to implement this program. However, the City will pursue funding opportunities to establish a high-efficiency washer and dryer rebate program by the end of 2026.	Households		None
Program 26: Energy Conservation	Continue to promote and support Pacific Gas and Electric Company programs that provide energy-efficiency rebates for qualifying energy-efficient upgrades by providing a link on the City website and making brochures available at City counters.	7/31/2025	6th Cycle	Continuous	The City continues to promote and support Pacific Gas and Electric Company programs by providing a link on the City website and making brochures available at City counters.	Households		https://www.coalinga.com/216/Natural-Gas

Program 26: Energy Conservation	Expedite review and approval of alternative energy devices (e.g., solar panels).	12/31/2031	6th Cycle	Continuous	The City continues to expedite the review and approval of alternative energy devices and will make information easily available on the City's website and at public facilities by Summer 2026.	Households		None
Program 26: Energy Conservation	Assist lower-income households with energy efficiency through the County's Housing Assistance Rehabilitation Program.	12/31/2031	6th Cycle	Continuous	The City has not yet provided energy efficiency assistance. The City will make information easily available on the City's website and at public facilities by Summer 2026.	Households		None
Program 26: Energy Conservation	Encourage developers to be innovative in designing energy-efficient homes and improving the energy efficiency for new construction.	12/31/2031	6th Cycle	Continuous	The City will make information easily available on the City's website and at public facilities by summer 2026.	Households		None
Program 27: Housing Choice Vouchers	Provide a link to the Fresno Housing Authority's HCV program webpage on the City's website by February 2024	2/29/2024	6th Cycle	Completed	The City provides a link to the Fresno Housing Authority's HCV program webpage on the City's website.	Units		https://www.coalinga.com/520/Affordable-Housing-Resources
Program 27: Housing Choice Vouchers	Coordinate with other jurisdictions in the region to meet with the Fresno Housing Authority by June 2024 to discuss the process of developing printed informational materials, with the goal of making materials available at public counters by June 2025. Work with the Housing Authority to disseminate information to landlords and property owners on incentives for participating in the HCV program throughout the city to promote housing opportunities for all residents. Refer interested households to the Fresno Housing Authority and encourage landlords to register their properties with the Housing Authority for accepting HCVs.	6/30/2025	6th Cycle	In Progress	In 2024, the City met with the Housing Authority to discuss housing-related issues. The City will work with the housing authority to developer informational materials by Fall 2026.	Units		None

Program 28: Housing Discrimination Monitoring and Referral	The Fresno Housing Authority publicizes all information related to housing opportunities, programs fair-housing information and assistance in English, Spanish, Hmong, French, German, Chinese, Arabic, Dutch, Italian, Korean, Portuguese, and Russian. However, while all public notices and information on the Housing Authority website are translated to all of the previously mentioned languages, general circulation of information and secondary links, such as applications, are available only in English. The City will coordinate with the Housing Authority, Fresno Council of Governments (FCOG), and other Fresno County jurisdictions to develop Spanish-language printed materials to improve accessibility to fair housing resources for residents. If additional languages become more prevalent in the county, materials will be translated into those languages as needed.	12/31/2024	6th Cycle	In Progress	The City will coordinate with the Housing Authority, Fresno Council of Governments (FCOG), and other Fresno County jurisdictions to develop printed materials in Spanish to improve accessibility to fair housing resources for residents by Summer 2026. The City has posted information on available affordable housing resources, such as including Tenant/Landlord resources, fair housing resources, assistance for those at risk of becoming homeless, the Housing Choice Voucher Program, and Affordable Housing Compliant Apartment Listings in Coalinga.	Persons		https://www.coalinga.com/520/Affordable-Housing-Resources
Program 28: Housing Discrimination Monitoring and Referral	Establish a procedure to refer residents with fair housing questions or issues to the Fair Housing Council of Central Valley (FHC-CC), California Rural Legal Aid (CLRA), and other fair housing organizations.	12/31/2031	6th Cycle	In Progress	The City plans to kick this program off in early 2026.	Persons		None
Program 28: Housing Discrimination Monitoring and Referral	Provide fair housing information on the City's website and in printed materials available in public buildings in both English and Spanish.	6/30/2025	6th Cycle	In Progress	The City plans to discuss translation needs with the Housing Authority by Summer 2026. Most recently, the City has posted information on available affordable housing resources for lower-income households.	Persons		https://www.coalinga.com/520/Affordable-Housing-Resources
Program 28: Housing Discrimination Monitoring and Referral	Coordinate with local fair housing service providers to conduct biannual trainings for landlords and tenants on fair housing laws, rights, and responsibilities and ongoing access to legal counseling.	12/31/2031	6th Cycle	Not Yet Started	The City has not yet coordinated with fair housing providers, but , the City will conduct biannual training for landlords and property owners on local fair housing laws, rights, responsibilities, and related topics.	Persons		None

Program 29: Improve Access to Resources	The City shall take the following actions to improve access to resources and opportunities citywide, but with a particular emphasis on neighborhoods with a concentration of lower-income residents who often face additional barriers in accessing resources: 1)Work with Fresno County Rural Transit Agency (FCRTA) and other jurisdictions in the county to develop a fact sheet or similar informational materials of FCTA programs, to be posted on the City's website, social media, and in public buildings by January 2026 and advertised annually in the City's newsletter to help connect seniors and other residents to services in the city and throughout the county, with the goal of providing at least 100 residents with information about available transit resources.	1/30/2026	6th Cycle	Not Yet Started	The City will develop a fact sheet/or any other materials in collaboration with FCRTA and other jurisdictions in the county and distribute it by Spring 2026.	Other		None
Program 29: Improve Access to Resources	2)Prioritize projects that facilitate place-based revitalization through the City's Capital Improvement Plan, such as projects that improve public infrastructure in deteriorating or underserved areas. On an annual basis, pursue funding for projects from the Capital Improvement Plan located in low-resource areas, including, but not limited to: -Traffic Calming and Safety Project -Forest Ave/1st Street/Elm Ave Project -Frame Park Improvements	12/31/2031	6th Cycle	Continuous	As funding is available the City will prioritize projects that promote place-based revitalization through the Capital Improvement Plan.	Other		None
Program 29: Improve Access to Resources	3)At least every other year, review and apply for available funding opportunities to improve active transportation, transit, safe routes to school, parks and other infrastructure and community revitalization strategies. Implement projects as funds are received. 4)The City will target at least 3-4 improvements in the planning period	12/31/2031	6th Cycle	Not Yet Started	The City has not yet researched available funding opportunities to improve infrastructure.	Other		None

Program 29: Improve Access to Resources	5) Review funding opportunities from the San Joaquin Valley Air Pollution Control District (Valley Air District) on an annual basis. -As funding is available, pursue funding from the Valley Air District to fund projects such as: □Bike paths near schools, including schools near the center of the city, the library, and shopping areas. □Plug-in electric vehicle chargers on in City-owned land. -Conduct outreach to owners of multi-family housing buildings at least twice during the planning period to support interested owners with funding applications for EV charging grants from the Valley Air District. Conduct one additional round of outreach during the planning period for multi-family buildings in low-resource areas, including the central areas of the city. 6)Review funding opportunities on an annual basis. As funding opportunities become available, pursue partnerships with community organizations, regional programs, or local businesses such as Green Raiteros or Mid Valley Disposal to support funding applications for investment in green vehicles and infrastructure, prioritizing opportunities that would serve	12/31/2031	6th Cycle	Not Yet Started	The City has not yet reviewed funding opportunities from the Valley Air District.	Other		None
Program 29: Improve Access to Resources	7) Recruit at least two community members from low-resource areas and from farmworker communities to serve on local decision-making bodies such as boards, committees, or task forces as opportunities become available to promote place-based revitalization.	12/31/2031	6th Cycle	Not Yet Started	The City plans to begin recruiting community members from low-resource areas and from farmworker communities to serve on boards, committees, or task forces by the end of 2026.	Other		None
Program 29: Improve Access to Resources	8)By December 2024, post information about flood-related resources on the City's website and provide public notices in utility bills or other direct methods to neighborhoods at risk of flooding with the goal of connecting at least 100 households with flood risk mitigation resources.	12/31/2024	6th Cycle	In Progress	The City continues to post information about flood-related resources on the City's website. The City will provide public notices by Summer 2026.	Other		https://www.coalinga.com/276/Flood-Preparedness
Program 29: Improve Access to Resources	9) Ensure program availability and funding announcements are made available in Spanish and translation is available at public meetings on an ongoing basis.	12/31/2031	6th Cycle	In Progress	As program availability and funding announcements are made, the City will provide information in English and Spanish at public meetings.	Other		None

Program 29: Improve Access to Resources	10)Facilitate place-based revitalization and promote healthy environments for new housing by evaluating transitional buffers between residential and agricultural uses and highways and working with developers as projects are proposed to mitigate impacts associated with emissions from agricultural industries and traffic and facilitate access to healthy outdoor spaces. Complete this evaluation by December 2026. Include at least one project to reduce exposure to pollutants for new lower-income housing on the City's Capital Improvement Plan within the planning period.	12/31/2026	6th Cycle	Not Yet Started	To facilitate place-based revitalization the City will complete this evaluation by December 2026.	Other		None
Program 29: Improve Access to Resources	11) 10)Meet with school district representatives and representatives from other cities served by the district by June 2025 to analyze whether housing security poses a barrier to student achievement. If housing conditions are determined to impact student success, work with the school district and partner jurisdictions in the district to disseminate information on rehabilitation programs available to residents in the district enrollment area. As affordable projects are completed, require developers to coordinate with the school district to conduct marketing to district households (not including projects that are exclusive to senior residents) with the goal of connecting at least 25 district households with affordable housing opportunity. If housing availability or affordability is determined to be a barrier to teacher recruitment or retention, the City will work with the district and partner jurisdictions to identify a strategy for funding teacher housing grants or otherwise making housing available at prices affordable to district teachers.	11/30/2025	6th Cycle	Not Yet Started	The City will meet with school district representatives and representatives from other cities served by the district and analyze whether housing security poses a barrier to student achievement by Fall 2026.	Meetings		None

Jurisdiction	Coalinga	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning	6th Cycle	12/31/2023 - 12/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table E

Commercial Development Bonus Approved pursuant to GC Section 65915.7

Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Very Low Income**	**Low Income**	**Moderate Income**	**Above Moderate Income**	**Description of Commercial Development Bonus**	**Commercial Development Bonus Date Approved**
Summary Row: Start Data Entry Below									

Jurisdiction	Coalinga	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/31/2023 - 12/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA+ Listed for Informational Purposes Only				Units that Count Towards RHNA + Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1+. For detailed reporting requirements, see the chcklist here:
	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Coalinga	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/31/2023 - 12/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

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Table F2

Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2

For up to 25 percent of a jurisdiction's moderate-income regional housing need allocation, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and restrictions for the unit. Before adding information to this table, please ensure housing developments meet the requirements described in Government Code 65400.2(b).

Project Identifier					Unit Types		Affordability by Household Incomes After Conversion							Units credited toward Moderate Income RHNA		Notes
1					2	3	4							5		6
Prior APN+	**Current APN**	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID**	**Unit Category** (2 to 4,5+)	**Tenure** R=Renter	**Very Low-Income Deed Restricted**	**Very Low-Income Non Deed Restricted**	**Low- Income Deed Restricted**	**Low- Income Non Deed Restricted**	**Moderate-Income Deed Restricted**	**Moderate-Income Non Deed Restricted**	**Above Moderate-Income**	**Total Moderate Income Units Converted from Above Moderate**	**Date Converted**	**Notes**
Summary Row: Start Data Entry Below							0	0	0	0	0	0	0	0		

Jurisdiction	Coalinga	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Period	6th Cycle	12/31/2023 - 12/31/2031

element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table G
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of

Project Identifier						
1				2	3	4
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Realistic Capacity Identified in the Housing Element**	**Entity to whom the site transferred**	**Intended Use for Site**
Summary Row: Start Data Entry Below						

Jurisdiction	Coalinga	
Reporting Period	2025	(Jan. 1 - Dec. 31)

NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table H
Locally Owned Surplus Sites

Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	**Street Address/Intersection**	**Existing Use**	**Number of Units**	**Surplus Designation**	**Parcel Size (in acres)**	**Notes**
Summary Row: Start Data Entry Below						

Jurisdiction	Coalinga	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/31/2023 - 12/31/2031

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note:
Cells in grey

Table J

Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of S

Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved						
1				2	3	4						
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Unit Category** (SH - Student Housing)	**Date**	**Very Low-Income Deed Restricted**	**Very Low-Income Non Deed Restricted**	**Low- Income Deed Restricted**	**Low- Income Non Deed Restricted**	**Moderate-Income Deed Restricted**	**Moderate-Income Non Deed Restricted**	**Above Moderate-Income**
Summary Row: Start Data Entry Below												

Jurisdiction	Coalinga	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/31/2023 - 12/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.	
Notes	

Jurisdiction	Coalinga	
Reporting Period	2025	(Jan. 1 - Dec. 31)

NOTE: This table needs to be completed with any sites within your jurisdiction that were newly added to a National, State, or Local register of historic places within the reporting year. If none, leave blank.

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table L
Historical Resources

Parcel Identifier		Designation				Size	Notes
1		2				3	4
APN	**Street Address/Intersection**	**Date of Designation**	**Designation Level**	**Historic Site Period**	**Areas of Significance**	**Parcel Size (in acres)**	**Notes**
Summary Row:							

Jurisdiction	Coalinga	
Reporting Year	2025	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	$ -	*Total award amount is auto-populated based on amounts entered in rows 15-26.*

Task	$ Amount Awarded	$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		**Current Year**
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	62
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		**62**

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0

Low	Non-Deed Restricted	1
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		**1**

Certificate of Occupancy Issued by Affordability Summary		
Income Level		**Current Year**
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	2
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		**2**

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

Subject:	Council Review and Approval of the Sewer System Management Plan and Authorization to Establish a Fats, Oils, and Greases (FOG) Program
Meeting Date:	Thurday, February 19, 2026
From:	Sean Brewer, City Manager
Prepared by:	Jesse Barron, Assistant City Manager

I. RECOMMENDATION:

Approve the prepared Sewer System Management Plan (SSMP) for submission to the State Water Resources Control Board (SWRCB) and establish a Fats, Oils and Greases program.

II. BACKGROUND:

The City is required to update the SSMP every 6 years, and the City is required to audit the program every 3 years. The 2025 SSMP represents the City's first fully developed SSMP. The SSMP provides provisions that the City *should* implement a Fats, Oils and Greases (FOG) program, but does not *require* a program.

III. DISCUSSION:

The SSMP will satisfy the requirement of the Statewide Regional Water Quality Control Board (RWQCB) and the Statewide General Waste Discharge Requirements (GWDR). This plan implements a program by which the plan updates and audits are scheduled for the next 20 years.

Additionally, given that the City maintains our own sanitary sewer collection systems, it is prudent to protect the system with the implementation of a FOG program. Fats, oils and greases are all a significant detriment to the long term sustainibility of a sanitary sewer collection system.

IV. ALTERNATIVES:

- Approve the SSMP for submittal and approve the FOG program for implementation (Recommendation)
- Approve the SSMP for submittal and not approve the FOG program for implementation (Not Recommend)
- Do not approve the SSMP and FOG program (Not Recommended)

V. FISCAL IMPACT:

The total cost for the SSMP was previously approved by Council at the May 15, 2025 Meeting. The

implementation of the FOG program should be between ~$5-$7k, and the program outline exists in the SSMP.

ATTACHMENTS:

	File Name	Description
🗋	SSMP_Coalinga.pdf	SSMP Coalinga

The City of Coalinga Public Works Department

Sewer System Management Plan

Developed by Michael K. Nunley & Associates, Inc.: January 2026

Certification Statement

I certify under penalty of perjury under the laws of the State of California that the electronically submitted information was prepared under my direction or supervision. Based on my inquiry of the person(s) directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate and complete, and complies with the Statewide Sanitary Sewer Systems General Order. I am aware that there are significant penalties for submitting false information.

Anthony Uribe
Public Works Utility Supervisor

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List of Acronyms

BMP	Best Management Practice
CCTV	Closed Circuit Television
CIP	Capital Improvement Plan or Capital Improvement Program or Capital Improvement Project
CIWQS	California Integrated Water Quality System
CDFW	California Department of Fish and Wildlife
FOG	Fats, Oils, and Grease
FSE	Food Service Establishments
GIS	Geographic Information System
GWDR	General Waste Discharge Requirements and/or Waste Discharge Requirements (WDR)
HMA	High Maintenance Area
I/I	Inflow / Infiltration
LRO	Legally Responsible Official
MGD	Million Gallons Per Day
MKN	Michael K. Nunley & Associates
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services
PM	Preventative Maintenance
PMP	Preventative Maintenance Program
POTW	Public Owned Treatment Works
R&R	Rehabilitation and Replacement
RWQCB	Regional Water Quality Control Board
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SSOR	Sewer System Overflow Report
SSORP	Sanitary Sewer Overflow Response Plan
SSS	Sanitary Sewer System
SWRCB	State Water Resources Control Board
UPC	Uniform Plumbing Code
WDR	Waste Discharge Requirements and/or General Waste Discharge Requirements (GWDR)
WWTP	Wastewater Treatment Plant

INTRODUCTION

This section provides background information on the purpose and organization of this Sewer System Management Plan (SSMP) and gives a brief overview of the City of Coalinga Sanitary Sewer System (SSS) sewer service area and collection system.

City Service Area and Sewer System

The City of Coalinga, situated in the southwestern San Joaquin Valley within Pleasant Valley, is served by State Routes 198 and 33, with Interstate 5 located approximately 13 miles to the east. The 2020 census recorded a city population of 17,590, which has grown modestly since then. As of 2025, the estimated total population is approximately 18,000–18,500, which includes 2,562 residents of Pleasant Valley State Prison. Coalinga annexed the prison in 2000 and incorporated its population into all current demographic figures (2020 Census). One of the City's responsibilities is to provide wastewater collection and treatment for City residents. In providing that service, the City is required to protect the environment, including preventing Sanitary Sewer Overflows (SSOs) from the City's sewer collection system.

The City's existing sewer infrastructure consists of over 42 miles of pipeline, which is owned, operated, and maintained by the City. Flows from the collection system are conveyed to the City's Wastewater Treatment Plant, which is located east of the City, near the confluence of Warthan Creek and Los Gatos Creek. While most of the collection system is conveyed by gravity, the City also operates four lift stations throughout the community to facilitate flow in areas where gravity alone is insufficient. Currently, the WWTP has a maximum design capacity flow rate of 1.3 million gallons per day (MGD).

The City's service area is shown in **Figure 1** and serves 100% of residential and commercial connections. The City's Waste Discharge Identification (WDID) Number is 5SSO20068.

SSMP Requirement Background

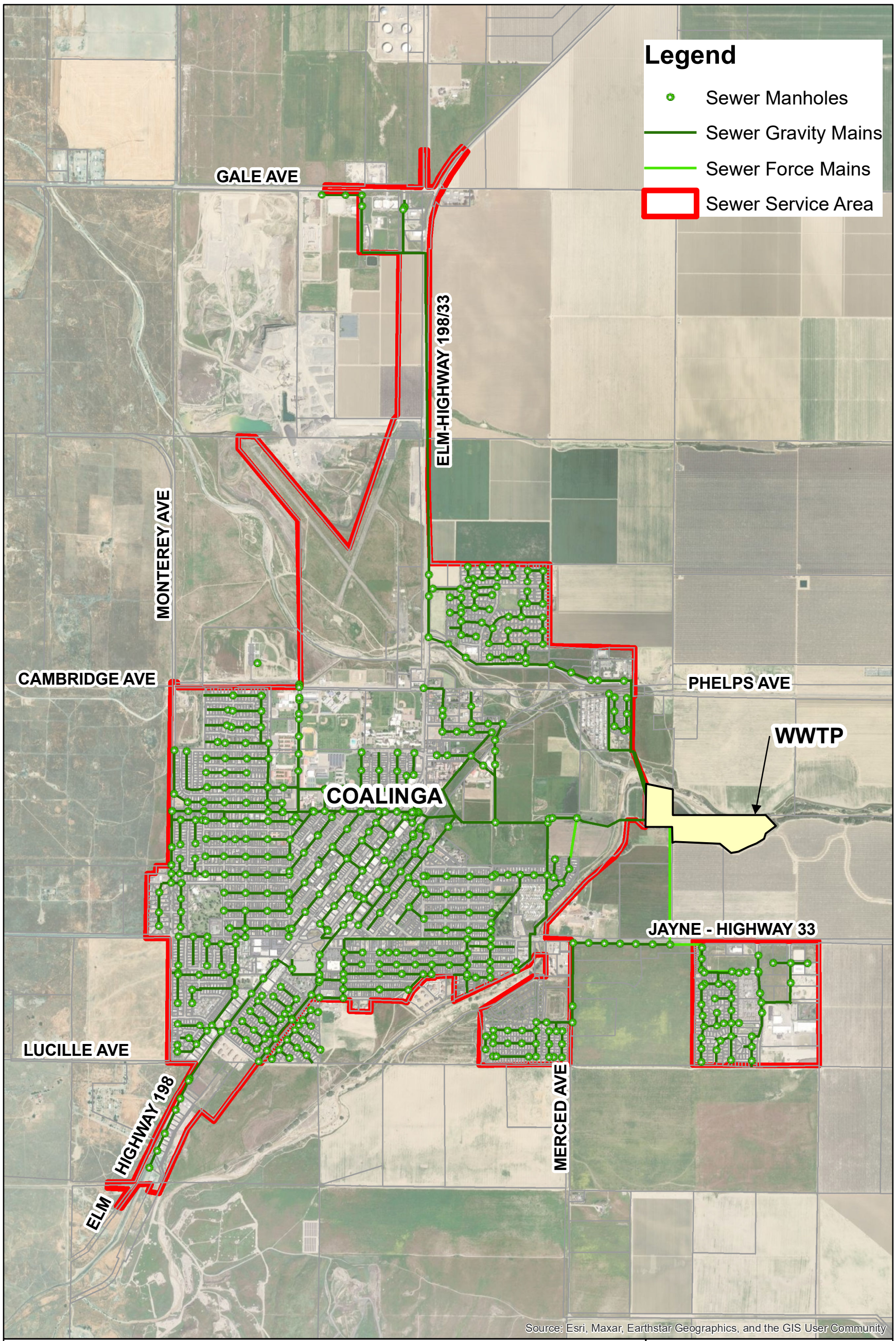
On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Water Quality Order No. 2006-0003 (Order No. WQ 2006-0003-DWQ), requiring all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under the General Waste Discharge Requirements (GWDR). The SWRCB action mandates the development of an SSMP and the reporting of SSOs using an electronic reporting system. Per Water Quality Order No. 2006-0003-DWQ an audit of the SSMP was required every two years to assess its effectiveness, and an overall update of the SSMP (using the audits to identify the sections and content to update) was required every five years from the date the original document was approved and certified.

On February 20, 2008, the state issued Attachment A, SWRCB Order No. WQO 2008-0002-EXEC, amending the Monitoring RWQC and Reporting Program for Statewide GWDR for Sanitary Sewer System. Together, these documents constitute the Sanitary Sewer System Waste Discharge Requirements (WDR).

On July 30, 2013, the State issued Attachment A to SWRCB Order No. WQO 2013-0058-EXEC, amending the Monitoring RWQC and Reporting Program for Statewide GWDR for Sanitary Sewer System. Together, these documents constitute the Sanitary Sewer System Waste Discharge Requirements. This attachment became effective on September 9, 2013.

On December 6, 2022, the SWRCB adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Water Quality Order No. 2022-0103-DWQ (Sanitary Sewer Systems General Order) to provide a consistent, statewide regulatory approach to address sanitary sewer spills. In addition, now updates to SSMPs are required every six (6) years and audits completed every three (3) years.

Historically, the City of Coalinga has not maintained a formal Sewer System Management Plan (SSMP). The 2025 SSMP represents the City's first fully developed plan and will be subject to auditing and updates as required by regulation and the required schedule.



CITY OF COALINGA SEWER SYSTEM SERVICE AREA

Document Organization

This SSMP is intended to meet the requirements of both the Regional Water Quality Control Board and the Statewide GWDR. The SSMP includes eleven elements:

1. Goal
2. Organization
3. Legal Authority
4. Operation and Maintenance
5. Design and Performance Provisions
6. Overflow Emergency Response Plan
7. FOG Control Program
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement, and Program Modifications
10. SSMP Program Audits
11. Communication Program

Plan & Schedule Regulatory Requirement:

Both the SSMP and the program to implement the SSMP must be certified by the City Council to comply with the requirements set forth above and must be presented to the Council for approval at a public meeting. The City has not had a current SSMP but is set to approve/certify within 12 months of the initial application for enrollment date, which will be in February 2026. The tables below identify the required SSMP updates and Audit due dates.

Table 1-1: SSMP & Subsequent Update Due Dates

Original Plan Required Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date*
2/28/2026	2/28/2032	2/28/2038	2/28/2044
Notes: *Per Section 5.5 and Attachment E1, Section 3.11 of the General Order, Plan updates are due within six years after the required due date of the Enrollee's last Plan Update			

Table 1-2: Audit Due Dates

Original Required Plan Audit Due Date	**Required Plan Audit Due Date**	**Required Plan Audit Due Date**	**Required Plan Audit Due Date**	**Required Plan Audit Due Date**	**Required Plan Audit Due Date**	End of Required 3-Year Audit Period**
12/31/2029	12/31/2032	12/31/2035	12/31/2038	12/31/2041	12/31/2044	12/31/2047
Notes: ** Per Section 5.4 and Attachment E1, Section 3.10 of the General Order, the Audit Report is due within six months after the end of the required 3-year audit period meaning July 1 of the following year.						

ELEMENT 1 GOAL

This section identifies the goals that the City has set for the management and O&M of the sewer system and discusses the role of the SSMP in supporting these goals.

This element was developed in January 2026.

1.1 Purpose of Report

These goals provide focus for the City staff to continue high-quality work and to implement improvements in the management of the City's wastewater collection system.

1.2 Regulatory Requirements

The summarized requirements for the Goals element of the SSMP are as follows:

RWQCB Requirement

The collection system agency must develop goals to manage and maintain all parts of the collections system. The goals address the provisions of adequate capacity to convey peak wastewater flows, as well as a reduction in the frequency of SSOs and the mitigation of their impacts.

SWRCB Requirement

The collection system agency must develop goals to properly manage, operate, and maintain all parts of its wastewater collection system to reduce and prevent SSOs, as well as to mitigate any SSOs that occur.

1.2.1 Element 1 – Goal Appendix A

Supporting information for Element 1 is included in **Appendix A** which contains the following document:

- SSMP Schedule
- City Council Meeting Minutes for the approval to develop SSMP (May 2025)

1.3 Goal Discussion

Providing safe, responsive, and reliable sewer services is a key component to fulfilling the City's commitment to public health, including mitigating environmental impact.

In support of this mission, the City has developed the following goals and priorities for their staff. This document outlines responsibilities and provides procedures and guidelines for sewer system maintenance and cleaning activities.

1. Be available and responsive to the needs of the public, and work cooperatively with local, state, and federal agencies to reduce, mitigate, and properly report SSOs.
2. Properly manage and maintain the City's sanitary sewer collection system to minimize SSOs.
3. Identify, prioritize, and continuously renew and/or replace sewer collection system to maintain reliability now and into the future.
4. Provide adequate capacity for peak wet weather wastewater flows.

ELEMENT 2 ORGANIZATION

This section identifies City Staff who are responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Legally Responsible Official (LRO) to meet SWRCB requirements for completing and certifying spill reports.

This element was last updated in January 2026.

2.1 Regulatory Requirements

The summarized requirements for the Organization element of the SSMP are as follows:

RWQCB Requirement

The collection system agency's SSMP must identify Staff responsible for implementing measures outlined in the SSMP, including management, administration, and maintenance positions. Identify the chain of communication for reporting and responding to SSOs.

SWRCB Requirement

The collection system agency's SSMP must identify:

- The name of the responsible and authorized representative;
- The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar documents with a narrative explanation; and
- The chain of communication for reporting SSOs, from receipt of a complaint or other information, including persons responsible for reporting SSOs to the State and RWQCB and other agencies if applicable (such as County Health Officers, County Environmental Health Agency, California Department of Fish and Wildlife (CDFW), Coast Guard, and/or State Office of Emergency Services (OES)).

2.1.1 Element 2 - Organization Appendix B

Supporting information for Element 2 is included in **Appendix B** which contains the following documents:

- Current List of City Council Members
- Current List of Staff
- Agency Notification List for SSOs
- Public Works Organizational Chart

2.2 City Organization

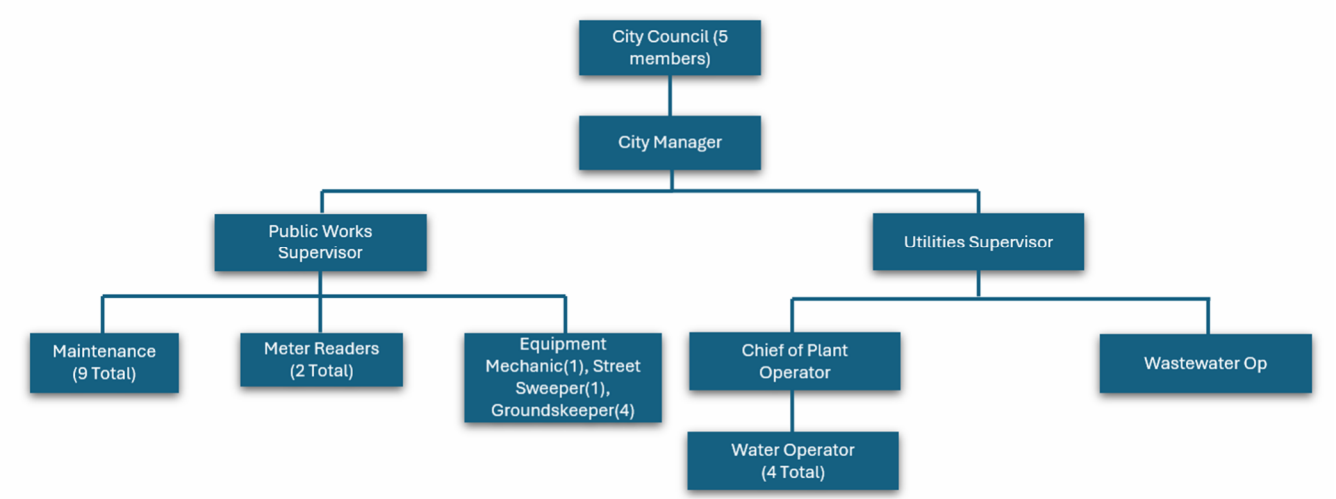
The City Council consists of five members, each appointed by the public. Each City Council Member has a specific role and each member is in charge of Districts 1-5.

The City Council in conjunction with the Public Works Department makes decisions in the best interest of the City. Policy and operational decisions are made in conjunction with the City Manager and City Staff who are responsible for the WWTP and City sewer collection System. Additionally, the City Council establishes policy, sets goals and objectives, approves the annual budget, approves expenditures, and performs other related functions. For names of the current City Council members see **Appendix B**.

2.3 Description of General Responsibilities

This section includes a brief description of the job title, authority, and respective responsibilities associated with each position. **Figure 2-1** depicts the City's organizational chart.

Figure 2-1: Organization Chart



2.4 Authorized Representative

The City has a designated LRO pursuant to Section J., Report Declaration, of the State General WDR (Order No. 2006-0003) who is responsible for data submittals and reporting. The City's LRO is the Public Works Utilities Supervisor. Their contact information is provided in **Appendix** B.

2.5 Responsibility for SSMP Implementation (Revised January 2026)

The Public Works Utilities Supervisor and Public Works Supervisor are responsible for overseeing implementation and maintenance of all elements of this SSMP.

Responsibility for Element 1 – Goals

The Public Works Utilities Supervisor is responsible for leading staff in the implementation of the City's goals.

Responsibility for Element 2 – Organization

The Public Works Utilities Supervisor is responsible for updating the organizational structure, SSMP implementation assignments, and SSO response and reporting chain of communication, as needed.

Responsibility for Element 3 – Legal Authority

The Public Works Utilities Supervisor is responsible for upholding the relevant Sanitary Code and for drafting new ordinances, as needed.

Responsibility for Element 4 – Operations and Maintenance (O&M)

The Public Works Utilities Supervisor is responsible for 1) resources and budget, 2) outreach to contractors, 3) prioritizing Preventative Maintenance (PM), 4) purchasing contingency equipment and replacement inventories, 5) training for staff, 6) updating the collection systems map, and 7) scheduling inspections and condition assessment.

Responsibility for Element 5 – Design & Performance Standards

The Public Works Utilities Supervisor or designee is responsible for reviewing design and construction documents to ensure that all construction projects meet the proper standards.

Responsibility for Element 6 – Overflow Emergency Response Plan (OERP)

The Public Works Utilities Supervisor is responsible for implementation of the OERP, including revisions to the plan and annual training for maintenance crew members and staff.

Responsibility for Element 7 – FOG Control Program

The Public Works Utilities Supervisor or their delegate is responsible for identifying grease High Maintenance Areas (HMAs) and maintaining an effective cleaning program for problematic grease-prone sewers. The Fresno County Department of Public Health Inspectors are responsible for inspecting grease traps/interceptors that have been installed at non-residential locations and for enforcing discharge regulations for the City.

Responsibility for Element 8 – System Evaluation and Capacity Assurance Plan

The Public Works Utilities Supervisor or their delegate is responsible for establishing and assessing capacity requirements for the City's sewer collection system and for preparing and implementing the System Evaluation and Capacity Assurance Plan. They are also responsible for the development and implementation of the City's long-term Capital Improvement Plan (CIP), including updating budgets and schedules.

Responsibility for Element 9 – Monitoring, Measurement and Program Modification

The Public Works Utilities Supervisor is responsible for monitoring the implementation of and assessing success of the overall SSMP program elements, with the assistance of the Chief Plant Operator. This position is responsible for identifying trends in SSO occurrences and providing recommendations to the City Council.

Responsibility for Element 10 – SSMP Audits

The Public Works Utilities Supervisor is responsible for overseeing the SSMP audits.

Responsibility for Element 11 – Communication Plan

The Public Works Utilities Supervisor is responsible for communicating with the public and regulatory agencies regarding the status of the City's SSMP.

2.6 Chain of Communication for Responding to SSO

The City has procedures that provide for effective notification of each category of SSOs through a clear and step-by-step method of communication by staff at different levels. The procedures for SSO reporting are reviewed and updated as needed to ensure full compliance with all regulatory and legal requirements.

The public may report a sewer spill by calling the Non-emergency Dispatch number at (559) 935-1525.

All spill reports start with this contact and gathering of information as required by the California Integrated Water Quality System Sewer System Overflow Report (SSOR). Guidance on completing the SSOR is provided in the CIWQS SSO Discharger Workbook and is provided in **Appendix B**. The office staff or on-call operator notifies Operations staff via

handheld radios or cell phone of the overflow and response to the SSO is conducted. The Public Works Utilities Supervisor is responsible for reporting the SSO as required by the GWDR.

In the event of a report of a possible wastewater spill, or when Staff is contacted concerning odors, standing water or an overflowing manhole, the necessary steps are taken to verify the report and ensure the safety of the public as shown in **Figure 2-2**.

Figure 2-2: Chain of Communication for Responding to SSOs



The applicable agencies that are to be contacted include: (For a complete list of current personnel to be contacted see **Appendix B**).

1. Fresno County Public Health Department
    a. Contact immediately if public contact; contact within 2 hours if spill over 1,000 gallons or reaches waters of the State.
2. Central Valley Regional Water Quality Control Board
    a. Contact within 2 hours if spill over 1,000 gallons or reaches waters of the state; RWQCB staff require a 24-hour written report and may require a 5-day technical report.
3. Freno County OES
    a. Contact within 2 hours if spill over 1,000 gallons or reaches waters of the State.
4. Cal OES Warning Center
    a. Contact within 2 hours if spill over 1,000 gallons or reaches waters of the State.
5. CA Department of Fish & Wildlife
    a. Contact within 2 hours if spill affects fish and/or wildlife.

Upon completion of containment and clean-up, The Public Works Utilities Supervisor will use the CIWQS SSO Discharger Work Book to initiate the draft SSO reports to the SWRCB's California Integrated Water Quality System database.

ELEMENT 3 LEGAL AUTHORITY

This element includes legal authority, through sewer use ordinances, service agreements or other legally binding procedures, to prevent illicit discharges into the SSS. It will also address the legal authority in place to ensure proper design and construction of any additions or repairs to the sewer system.

The City's General Sewerage Regulations, as described in Title 6 – Sanitation and Health chapter 3, maintain the Legal Authority for the sanitary sewer collection system, including **legal authority for sewer discharges**, enforcement, service charges, and supplemental regulations adopted by Council resolution.

The City is solely responsible for administering and enforcing its Pretreatment and FOG (Fats, Oils, and Grease) Programs. As the sole entity overseeing the wastewater system, the City establishes resolutions regarding sewer rate fees and directly bills its customers for wastewater services. In addition to managing customer billing and compliance, the City is also responsible for maintaining proper records, issuing building permits, overseeing new construction, and enforcing construction codes and ordinances related to the sewer system. The City is further responsible for the operation, maintenance, and upkeep of the wastewater treatment plant and all associated sanitary sewer collection system.

This element was last updated in January 2026.

3.1 Regulatory Requirements

The City will demonstrate, through its SSS use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- Prevent illicit discharges into its SSS (examples may include Inflow/Infiltration (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- Require that sewers and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, or repairs for portions of the sewer system owned or maintained by the Public Agency;
- Limit the discharge of FOG and other debris that may cause blockages;

3.1.1 Element 3 – Legal Authority Appendix

There is no Appendix related to Element 3.

3.2 Prevent Illicit Discharges

The proper functioning of the collection system and WWTP is essential, so any interfering illicit discharges must be prohibited. The City's current regulatory abilities are found in the following ordinances:

- City of Coalinga Ordinance – Title 6 Sanitation and Health
  Chapter 3 Sewer Services 3.10 – Discharges into the sewer system
  - Covers Fats, Oils, and Grease Ordinance

3.3 Design and Construction

The Standards and Design Specifications set forth the minimum design and construction requirements, including material selection and plan preparation, for the construction, repair, or modification of the City sewer system to ensure proper installation of sewer lines and connections.

The City's current regulatory abilities to establish design and construction standards are found in the following ordinance:

- City of Coalinga – Construction Standards December 2006
- City of Coalinga Ordinance – Title 6. Sewer Services
    - Chapter 3, Section 6-3.03 (d) Sewerage Construction

The City will contract out engineering design services that use the Standards and Specifications approved by the City along with the current version of the City of Coalinga Public Works Standard Improvement Specifications and Drawings for the construction of all new and rehabilitation-related sewer projects.

3.4 Ensure Access for Maintenance, Inspection, and Repairs

The City's current authority to ensure access for maintenance, inspection, and repairs is established through its municipal code and policies. To facilitate the maintenance, inspection, and repair of the wastewater collection system infrastructure, all City-owned assets are located either within the public right-of-way or within dedicated easements.

3.5 FOG Control

Currently, there is no legal authority for the city to regulate FSEs within the City Service area. The City is working to adopt an Ordinance to comply with previous WDR Orders No. 2006-0003-DWQ and WQ 2008-0002-EXEC in 2008 and the current WDR Order No. 2022-0103-DWQ to provide the authority to regulate the FSEs within the City Service area.

3.6 Enforcement of its Sewer Ordinance

The City has the authority to become involved if the violation pertains to general sewerage use, Pretreatment, or FOG. The City's current regulatory abilities to prohibit illegal discharge are found in the following Ordinances:

- City of Coalinga Ordinance – Title 6. Sewer Services
    - Chapter 3, Section 6-3.09 Administration and enforcement: Supplemental rules and regulations.
- City of Coalinga Ordinance – Title 6. Sewer Services
    - Chapter 3, Section 6-3.10 Discharge into the Sewer System.

3.7 Sewer Use Fees

The City collects sewer service fees directly from its customers. These fees support the operation, maintenance, and administration of the City's sewer collection system and wastewater treatment plant (WWTP), both of which are owned and operated by the City. All fees are periodically reviewed and adopted by the City Council. This is further discussed in:

City of Coalinga Ordinance – Sanitation and Health

- Title 6, Chapter 3, Section 3.03 – Connections: Permits Charges.
- Title 6, Chapter, Section 3.05 – Sewer Services: Charges

ELEMENT 4 OPERATIONS AND MAINTENANCE PROGRAM

This element discusses the actions that are performed (mostly contracted out) to accomplish the optimal Operation and Maintenance of the City's collection system. O&M activities such as identifying problem areas, inspection of pipelines, risk assessment, CIP planning, and more are performed in order to ensure that the system is kept in good working condition.

This element was last updated in January 2026.

4.1 Regulatory Requirements

Element 4 of the SSMP must identify how the City meets the following regulatory requirements:

- Maintain an up-to-date map of the SSS, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities;
- Describe routine preventive O&M activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the SSS with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance Program (PMP) program should have a system to document scheduled and conducted activities, such as work orders;
- Develop Rehabilitation and Replacement (R&R) plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. R&R should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the R&R plan should include a CIP that addresses proper management and protection of infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the CIP;
- Provide training on a regular basis for staff in SSS operations, maintenance, and require contractors to be appropriately trained; and
- Provide equipment and replacement part inventories, including identification of critical replacement parts.

4.1.1 Element 4: O&M Appendix C

Supporting information for Element 4 is included in **Appendix C** which contains the following documents:

- City of Coalinga Sewer System Service Area Map

4.2 Map of Sanitary Sewer System

The Public Works Utilities Supervisor and Public Works Supervisor oversee the creation and maintenance of electronic collection system maps using a Geographic Information System (GIS). The maps are overlaid onto aerial images and provide detailed locations of the system's components with references to roads, homes, trees, etc. within City boundaries. However, electronic maps only include basic information relating to the general characteristics of the system components. This includes pipe diameters, segment lengths, and whether it is a gravity or force main.

Hard copy maps are printed and provided to the City's staff and contractors for use during routine maintenance and operations and during Capital Improvement Projects (CIPs). As-built plans and construction drawings are maintained and the system is improved through the CIP, and data is routinely integrated back into collection system mapping.

4.3 Preventative Operation and Maintenance Activities

The City's routine and non-routine maintenance consists of line cleaning, video, and visual inspection. A contractor conducts Closed Circuit Television (CCTV) sanitary sewer line inspections for the City to identify and clean any FOG,

debris, cut roots, or any other blockages in the SSS. Inspection in conjunction with cleaning provides quality control to the City by providing real time visual verification that the debris encountered is completely removed from the system. After a cleaning, the next round of maintenance will be scheduled according to the findings from the last round of inspection and maintenance. The City has determine to set a goal to perform maintenance on every collection system pipe at a minimum of every five (5) years. Sections of the collection system may be identified and cleaned more frequently as needs are identified. The city has also identified and maintains a list of several collection system pipes which require quarterly cleaning.

4.4 Rehabilitation and Replacement Plan

The risk for deterioration, blockages, and collapse increases considerably with sewer system age. To mitigate those risks, the City currently budgets for and conducts annual visual and contracted CCTV inspections of the manholes and sewer pipes on half of the sewer system. The City completes engineering reviews and assessments on the information obtained from the CCTV inspections to prioritize noted system deficiencies. Short-term and long-term rehabilitation actions are implemented to address each deficiency.

Long-term rehabilitation actions are incorporated into upcoming fiscal year budgets as capital improvement projects (CIP). Short-term rehabilitation actions are funded through the annual operating budget developed for collection system maintenance. Work for short-term and long-term rehabilitation actions are performed by area contractors through publicly bid service contracts awarded by the City. Examples of short- and long-term rehabilitation actions implemented by the City are described below.

The City completed manhole inspections and pipeline cleaning of the entire existing sewer collection system from December 2022 through September 2023.

4.5 Training

Training, including formal classroom and on-the-job are facilitated by both City staff and by outside training workshops. On-the-job cross training is pursued to ensure staff have a proficient working knowledge of the sewer system and tasks can be performed without interruption. Task proficiency is required for all job positions and promotions. However, training records have not previously been maintained by the Public Works Utilities Supervisor and the Public Works Supervisor but will be implemented and maintained in accordance with this SSMP. The City of Coalinga Public Works Supervisor is also implementing training and computer based webinars with DKF Solutions Group for all their safety training and learning management for public works and wastewater utilities.

Crews are then initially trained in the proper operation and maintenance of all new major mobile equipment and facilities by the contractor/manufacturer. Written operation and maintenance manuals are used as resource material for start-up training and new staff training.

In addition to the training provided by DKF Solutions Group, the City implements further safety training as a core component of its program. All staff members receive formal safety instruction, including confined space entry and hazardous materials management, as required.

The staff will also annually be trained to maintain proficiency in the Overflow Emergency Response Plan and reporting procedures for SSOs.

4.6 Equipment Inventory

The City currently operates four lift stations, so there is a need for a lift station emergency inventory. The City currently has in inventory:

- CAT D-80 Generator
- 2003 & 2015 Vac Con Combo Trucks
- 2” Trash Pumps

- 4” Trash Pumps

In the event of an emergency, local retailers are available to supply needed equipment and parts at short notice.

ELEMENT 5 DESIGN AND PERFORMANCE PROVISIONS

This section fulfills the Design and Construction requirements for both the RWQCB and SWRCB. The City is responsible for reviewing design and construction documents to ensure that all construction projects meet the City's standards. The City is responsible for updating standards for installation, and rehabilitation and repair, as needed. The City retains the responsibility for inspections of construction projects to ensure the City and County standards have been followed.

This element was last updated in January 2026.

5.1 Regulatory Requirements

Element 5 of the SSMP must identify:

- Design and construction standards and specifications for the installation of new SSSs, pump stations, and other appurtenances; and for the rehabilitation and repair of existing SSSs; and
- Procedures and standards for inspection and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

5.1.1 Element 5: Design and Performance Provisions Appendix D.

Supporting information for Element 5 is included in **Appendix D** which contains the following documents:

- City's Design Guidelines for the City of Coalinga
- City of Coalinga Construction Standards

Reference will also be made to the following documents:

- Green Book of Standard Public Works Construction

5.2 Design and Construction Standards

The City follows the standards and specifications that have jurisdiction over the area where the work is performed. Design and construction standards for the City are available on the following websites:

City of Coalinga

- City of Coalinga – City Construction Standards (attached in Appendix D)
  - https://www.coalinga.com/154/Public-Works

The City may use a combination of measures, such as spot repairs, linings, coatings, etc., depending on the site-specific conditions to restore the collection system performance to acceptable levels when rehabilitating or repairing a sewer line.

5.3 Procedures and Standards

The City provides inspections during the construction and repair of sewer facilities along the collection system through a licensed contractor. The City's standard procedure requires work to be placed into service only after it is accepted by the City Manager or their delegate following satisfactory inspection and testing. A copy of the City's standard procedure for the sewer collection system connections is included in **Appendix D**.

The City has the authority to enforce inspection and testing of new, rehabilitated, and repaired facilities, as described in SSMP Element 3: Legal Authority. The City currently contracts out this work.

ELEMENT 6 OVERFLOW EMERGENCY RESPONSE PLAN

This section outlines the steps taken in an emergency to respond to, contain, and mitigate SSOs. This section also details the procedure for notification of the various agencies, both State and local.

This element was last updated in July 2025.

6.1 Regulatory Requirements

The City will implement a Sanitary Sewer Overflow Response Plan (SSORP) agreement that identifies measures to protect public health and the environment. At a minimum, the plan includes:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSO in a timely manner;
- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all SSO that potentially affect public health or reach the waters of the State. All SSO shall be reported in accordance with the California Water Code, other State Laws, and other applicable RWQCB GWDR or permit requirements. The SSMP identifies the officials who will receive immediate notification;
- Procedures to ensure that appropriate contract staff and contractor personnel are aware of and follow the SSORP and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSO, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

6.1.1 Element 6 – Overflow Emergency Response Plan Appendix E

Supporting information for Element 6 shall be included in **Appendix E** which consists of the following documents:

- City Overflow Emergency Response Plan
- SSO Report Forms – Incident and Telephone Log

6.2 Sewer System Overflow Notification and Reporting

The City is responsible for spills caused by a blockage or overflow in the City sewer collection system lines only. The Public Works Utilities Supervisor and Public Works Supervisor and/or on-call person is on standby twenty-four (24) hours per day, seven (7) days per week and is aware of low manholes and system bottlenecks that have a higher risk of overflowing during an emergency.

The City may receive calls reporting sewer spills at through the Public Works Department at (559) 935-1533, through 9-1-1 emergency calls or after-hours police department dispatch at (559) 935-1525. During regular business hours, (Monday through Friday, 7:30am to 4:00pm) the Public Works Supervisor sends one or more Operations staff to respond to an SSO notification. During non-business hours the office phone number is forwarded to the on-call person.

6.3 Sewer System Overflow Response

The City's goal for responding to an SSO during business hours is immediate from receipt of call. The City's goal for responding to SSOs during non-business hours is 45 minutes. The City's on-call person is usually the SSO first responder and is responsible for mitigation, documentation, most reporting, and follow-up.

In the event of a possible wastewater spill, or when staff is contacted concerning odors, standing water or an overflowing manhole, the following steps are taken to verify the report and ensure the safety of the public.

1. City staff obtains the location and any description of the problem as well as the name and contact information of the caller for follow-up information.
2. A SSOR is initiated by the call recipient and will be provided to the first responder.
3. The Public Works Utilities Supervisor and Public Works Supervisor is contacted and dispatches a first responder to the scene.
4. The first responder may request additional support by contacting administrative staff. Administrative staff will coordinate with the Public Works Utilities Supervisor and Public Works Supervisor to contact appropriate City staff and contract support as required.
5. The Public Works Utilities Supervisor and Public Works Supervisor may notify the City Manager or other staff as necessary.
6. The Public Works Utilities Supervisor and Public Works Supervisor or first responder will notify all appropriate regulatory agencies as required by the category of spill (Category 1 or Category 2).
7. Upon mitigation, containment, and clean-up of the spill Public Works Utilities Supervisor and Public Works Supervisor or first responder will use the SSOR to report to the State Water Board CIWQS database, the RWQCB, County OES, Cal OES and the Fresno County Environmental Health Department as necessary.
   The LRO will certify the CIWQS spill report within 15 days of a Category 1 and Category 2 SSOs. The LRO will certify the CIWQS spill report within 30 days after the end of the month of which Category 3 and Category 4 SSOs occur.

6.4 Sewer System Overflow Reporting

The City is registered with the SWRCB CIWQS electronic sewage spill reporting system. The Public Works Supervisor is the Legally Responsible Official and is responsible for certifying electronic spill reports submitted via CIWQS.

A SSOR will be completed for all SSOs resulting from back-ups and/or blockages in the City's sewer collection system. The information recorded on the SSOR is entered into CIWQS in accordance with the mandated reporting timelines (shown in **Figure 6-1**) and certified by the LRO. Copies of the SSOR will be located in the City WWTP office.

Category 1 SSO:

1. Spills to surface water or spilled in a location where it probably will be discharged to surface water– call Public Works Utilities Supervisor and Public Works Supervisor. Within 2 hours call Cal OES, Fresno County OES, Fresno County Environmental Health, and RWQCB. A written report must be sent to RWQCB within 24 hours. A five (5) day written report may additionally be requested by RWQCB.
2. If a spill of any size flows into a body of surface water or drainage swale call CDFG Central Dispatch, Fresno County OES, Fresno County Environmental Health, and RWQCB, within 2 hours.
3. Submit a draft report within three (3) business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.
4. Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters.

Category 2 SSO:

1. Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's SSS failure or flow condition that do not reach surface water, a drainage channel, or a Municipal Separate Storm

Sewer System (MS4) unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly report to Chief Plant Operator. Within 2 hours call City CDFG Central Dispatch, Fresno County OES, Fresno County Environmental Health, and RWQCB.

2. Submit a draft report within three (3) business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.

Category 3 SSO:

1. Spills of equal or greater than 50 gallons and less than 1,000 gallons that do not reach surface water, a drainage channel, or a Municipal Separate Storm Sewer System – call Public Works Supervisor.
2. Submit a certified report within 30 calendar days of the end of month in which the SSO event occurred.

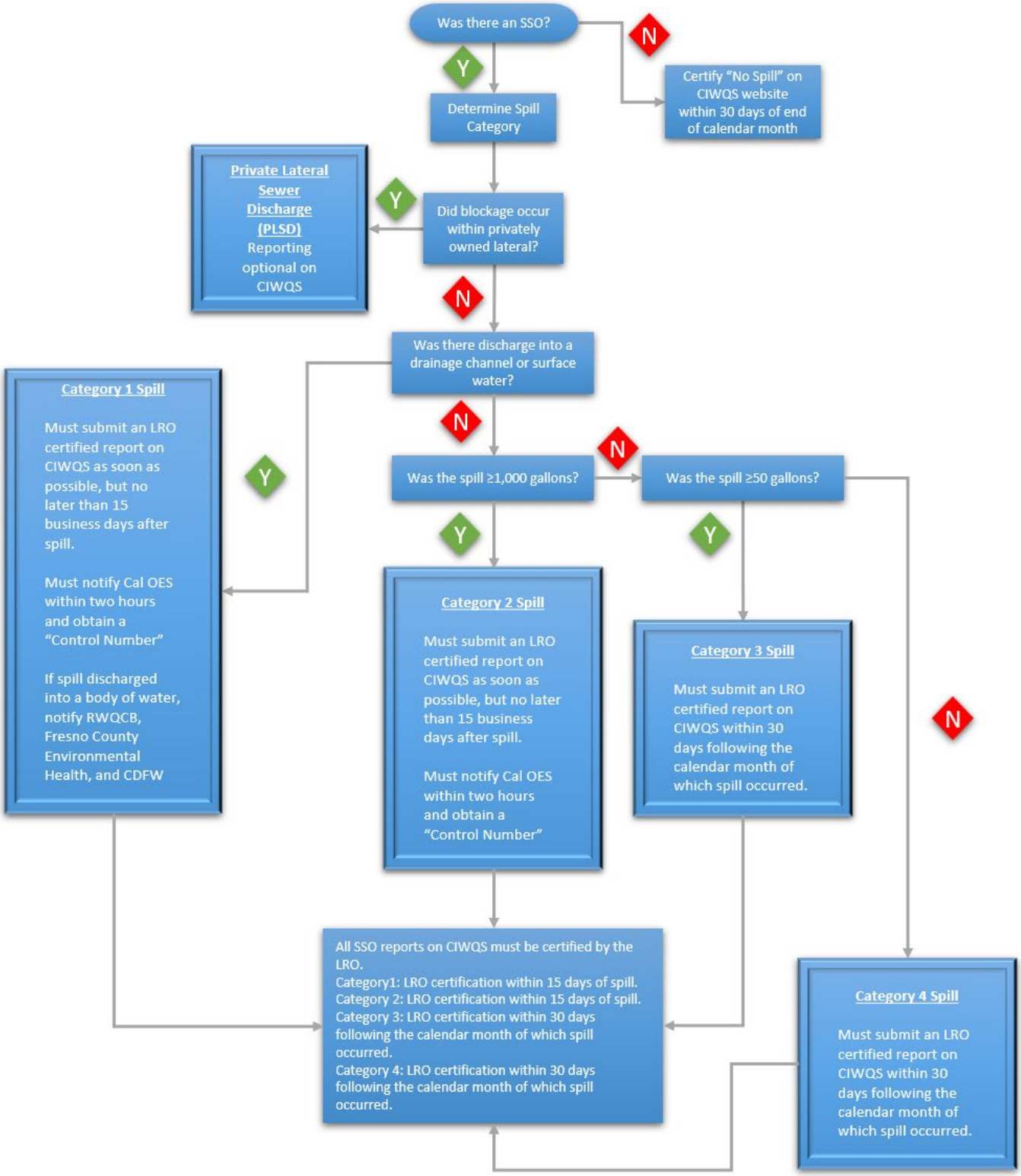
Category 4 SSO:

1. Spills less than 50 gallons that do not reach surface water, a drainage channel, or a Municipal Separate Storm Sewer System – call Public Works Supervisor.
2. Submit a certified report within 30 calendar days of the end of month in which the SSO event occurred.
3. Submit certified a report of all Category 4 spills, by February 1st after the end of the calendar year in which the spills occur.

Public Notification:

Potential public notification measures may include temporary signage to indicate pollution of surface water or ground water due to an SSO or notification through media outlets. The City Manager will be the contact person for media notification. In addition to media notification, canvassing of the neighborhoods around the spill may be done to acquire more information and to inform the public of the processes being followed to mitigate the impact of the spill. **Appendix B** includes current contact information for agency reporting.

Figure 6-1: CIWQS Reporting Requirements



1. These reporting requirements do not preclude other emergency notification requirements and timeframes mandated by other regulatory agencies.
2. If the CIWQS website is not available, you must Fax the report to RWQCB and reattempt as soon as possible.
3. Reports on CIWQS can be amended at any time; however, any amended reports will need to be certified by the LRO.

6.5 Training

City staff are trained annually in the requirements of the OERP. Training includes review of the OERP in a classroom setting, practice in response to an SSO event, and practice in SSO reporting using SSOR form and CIWQS.

6.6 Traffic and Crowd Control

SSOs often occur where public contact is likely. To minimize the possibility of contact, City staff is trained in the use of basic traffic control equipment, including safety tape and traffic cones, which are available for use in an emergency. Depending on the location of the SSO, the City Police Department may be contacted to assist with crowd control.

6.7 Sewer System Overflow Impact Mitigation

The OERP includes spill mitigation and cleanup procedures for handling a prolonged SSO situation. The OERP also covers SSO responses for different situations, including wet weather overflows, pump station failures, and force main breaks. Mitigation efforts include instructions for setting up perimeters and control zones to contain SSOs and prevent sewage from reaching surface waters, storm drains, or other sensitive environmental areas. The OERP includes discussion regarding public notification procedures when an SSO has the potential to endanger public health.

The City takes all reasonable steps to contain sewage and prevent sewage discharges to storm drains and minimize or correct any adverse impact on the environment resulting from the SSO, including such accelerated or additional monitoring as necessary to determine the nature and impact of the discharge. Operations staff will use suitable materials, to block catch basin entrances to storm drains and will recover spills that entered the system with a vacuum truck. SSO sites are thoroughly cleaned with appropriate steps for each unique situation.

Table 6-1: Hydro Jet/ Vacuum/ Pump Trucks Emergency Call-Out List

Business/ Location	Phone Number
Haaker Equipment Company 4490 S K St, Tulare, Ca 93274	(559) 220-8897
Municipal Maintenance Equipment 1930 W Winton Ave. #1 Hayward, Ca 94545	(805) 546-3619

For mitigation purposes, the Fresno County Environmental Health Department can provide the City assistance in post-SSOs monitoring. In the event of a Category 1 spill, the Fresno County Environmental Health Department is notified immediately along with other applicable agencies. The City then utilizes the Fresno County Environmental Health Department for the service of monitoring water quality following the SSO. The City will also provide any necessary support, equipment, or Staff as requested to assist in the water quality monitoring.

ELEMENT 7 FOG CONTROL PROGRAM

This section of the SSMP describes the FOG Program for the City. Currently, there is a need to specifically design a FOG Program for the City. The justification for this decision is that the City does have FSEs within its jurisdiction. Their main goal of implementing a FOG program is to decrease the amount of FOG that is entering the sewer system and minimize the risk of SSOs.

This element was last updated in January 2026.

7.1 Regulatory Requirements

The City shall evaluate its service area to determine whether a FOG control program is needed. If the City determines that a FOG program is not needed the City must provide justification as to why it is not needed. If FOG is found to be a problem, the City will prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances:
- A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages;
- Requirements to install grease removal devices (such as traps or interceptors) and the development of design standards for such devices, maintenance requirements, Best Management Practice (BMP) requirements, record keeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the City has sufficient contract staff to inspect and enforce the FOG ordinance;
- An identification of sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for identified sections; and
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system.

Compliance with this section's requirements will be met once the City has adopted the proposed Ordinances listed below and included in **Appendix F**:

- City FOG Ordinance
- City Wastewater Discharge Permit Ordinance

7.2 FOG Control Program Discussion and Outreach

The City has FSEs discharging directly into its sewer collection system. The City has general discharge restrictions currently in place, the City does not yet have a formal Fats, Oils, and Grease (FOG) control program to effectively manage all discharges. The City is currently in the process of adopting FOG control program ordinances to establish a comprehensive FOG Program focused on public education, permitting, and routine inspection of FSEs.

7.3 Identification of Grease Problem Areas and Sewer Cleaning

One objective of a FOG control program is to identify trouble spots, or High Maintenance Areas (HMAs), that are likely to accumulate fats, oils, or grease. The City's collection system does not have a history of problems associated with FOG accumulation. If the City determines that FOG HMAs exist, City staff will track the locations of grease-attributed SSOs.

During the development of the FOG Program, the City will initiate education, inspection, and permitting efforts for FOG-generating FSEs within its jurisdiction, in accordance with the City's proposed FOG ordinance provided in Appendix F.

As a preventative measure, the City will continue with its routine cleaning schedule for its sewer collection system lines. In addition to these cleanings, Operations staff will focus on identifying HMA. City information specifically on the cleaning and maintenance of sewer lines is included in Element 4: Operations and Maintenance.

7.4 Legal Authority

As part of this SSMP, the City will adopt a comprehensive FOG Ordinance designed to protect the sewer collection system and the wastewater treatment plant.

The fundamental goals of 2008-01 FOG Ordinance are:

- To aid in the prevention of SSOs from the contribution and accumulation of FOG into the sewer system from commercial establishments, particularly food preparation and serving facilities.
- To prevent the introduction of discharges into the City Sanitary Sewer System that will interfere with the operation of the system, which includes, but is not limited to, any gravity type sanitary sewer system, force main system, or the Public Owned Treatment Works (POTW).
- To protect the City Sanitary Sewer System, its personnel, and members of the public, who may be affected by sewer blockages and obstructions.
- To prevent the pass through of FOG to receiving waters.
- To improve the opportunity to reclaim and recycle all FOG from FSE grease traps or interceptors.
- To provide for fees which equitably distribute the cost of testing for FOG at the FSE.
- To enable the City to comply with its National Pollutant Discharge Elimination System (NPDES) permit and non-discharge requirement conditions, sludge use and disposal requirements, and any other Federal or State laws to which the City is subject.

The City's FOG Ordinance also includes:

- Requirements for Grease Interceptors and Gravity Separating Devices at the user's expense when, in the opinion of the City, they are necessary for the proper handling of liquid wastes containing grease.
- Requirements for all interceptors to be sized using the Uniform Plumbing Code (UPC), current edition.
- Requirements for Interceptors to be of a sufficient capacity to provide the appropriate quality of effluent as to be in an easily accessible location for the purposes of cleaning and inspection. A sample box or tee is required on all interceptors and separators.
- Requirements for interceptors and separators to be properly maintained to ensure compliance with Ordinance requirements.
- Requirements for the installation of a grease interceptor or trap shall be determined on a case-by-case basis by the City Manager Staff using the UPC as a guide.
- Requirements for the installation of a gravity separation device shall be determined on a case-by-case basis by the City Manager Staff using the UPC as a guide.

Inspections of FOG producing FSEs will be conducted once a year. If inspectors find that a grease interceptor or gravity separating device installed prior to the effective date of the ordinance is incapable of adequately retaining the FOG in the wastewater flow, the City shall notify the user, in writing, that an adequate interceptor or gravity separating device shall be installed within a specific, reasonable time period.

ELEMENT 8 SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

This section discusses the evaluation and capacity enhancement of the collection system. Element 8 also discusses design criteria used and steps taken to correct any deficiencies found in the evaluation.

This element was last updated in January 2025.

8.1 Regulatory Requirements

The requirements for the System Evaluation and Capacity Assurance element of the SSMP are summarized below.

- Evaluation: Actions needed to evaluate those portions of the SSS that are experiencing or contributing to an SSO discharge deficiency. The evaluation should provide estimates of peak flows associated with conditions similar to those causing overflow events, estimates of the WWTP's key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;
- Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified above to establish appropriate design criteria; and
- Capacity Enhancement Measures: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP may include an implementation schedule and may identify sources of funding.
- Schedule: The City will develop a schedule of completion dates for all portions of the CIP developed in the bullet points above. This schedule may be reviewed and updated consistent with the SSMP requirements as described by the SWRCB GWDR.

8.1.1 Element 8 –Capital Improvements Appendix G

Supporting information for Element 8 is included in **Appendix G,** which contains the following documents:

- Capital Improvement Plan and Budget
- Manhole Inspection and Pipeline Cleaning Documentation

8.2 System Evaluation and Condition Assessment

The City completed manhole inspections and pipeline cleaning of the existing sewer collection system in September 2023. A map of the sewer and manholes inspected is included in **Appendix G**.

8.3 Capacity Assessment and Design Criteria

The City will maintain this Sanitary Sewer Management Plan (SSMP) in accordance with the State Water Resources Control Board's General Waste Discharge Order No. 2022-0103-DWQ.

While a detailed, standalone sewer capacity assessment has not been publicly released, the design of the collection system and treatment facilities follows standard public works engineering practices, including consideration of pipe sizing, slope, and applicable regulatory requirements. These criteria ensure the system can reliably convey and treat wastewater under normal flow conditions.

8.4 Prioritization of Corrective Action

MKN prepared a template for the City to start tracking CIPs, see **Appendix G**, as part of their capacity assurance plan. The current template will include priorities, triggers, and estimated project schedules for all future CIPs.

8.5 Capital Improvement Plan

To improve long-term planning and coordination, the City is developing a new Capital Improvement Program budget to better organize and prioritize the allocation of City funds required to complete the identified capital projects. The current CIP template that the City will implement is included in **Appendix G**.

ELEMENT 9 MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

This section of the SSMP discusses monitoring, measurement and program modifications employed by the City. The City may prepare and implement program modifications as appropriate to address deficiencies, or as a preventative measure for improving the overall collection system. This section fulfills the Monitoring, Measurement and Program Modification requirements for both the RWQCB and SWRCB.

This element was last updated in January 2026.

9.1 Regulatory Requirements

The City shall:

- Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- Assess the success of the SSMP;
- Update program elements, as appropriate, based on monitoring or performance evaluations; and
- Identify and illustrate SSO trends, including frequency, locations, and volume.

9.1.1 Element 9 – Monitoring, Measurement & Program Modification Appendix H

City does not have SSO Logs and Trend Data, but will implement according to this SSMP.

9.2 Monitoring and Measurement

The City uses an electronic maintenance work order system. This provides written documentation of specific work that has been completed, including the date and time the work was completed. This tool provides the City with vital information needed to determine areas of high maintenance, which may need further attention. Maintenance records are reviewed weekly by the Public Works Utilities Supervisor to prioritize activities, programs and policies that may help to eliminate future SSOs.

9.3 Identifying Trends

The City shall identify and illustrate SSO trends including frequency, location, and volume as part of the SSMP updates. A trend of either frequency or volume could indicate a chronic problem that should be specifically identified within the collection system. Should the City identify an area prone to problems maintenance and inspection services in these areas will be increased as discussed in Element 4. If increased maintenance is not enough, repair or replacement will be considered.

9.4 SSMP Updates

The SSMP is a living document and will be revised as needed. The intention of the City is to use the SSMP for training, planning and regular maintenance of the collection system. As the document is used, any deficiencies or discrepancies will be corrected. Program elements will be updated based on performance evaluations, organizational changes, new regulatory requirements, and other changing conditions. The City Manager will be responsible for revising the SSMP and maintain a revision record to track changes. In addition, the appendices, which include telephone lists and other variable information, will be revised as staffing changes are made.

ELEMENT 10 SSMP PROGRAM AUDITS

This section discusses and outlines the procedure for conducting audits of the SSMP. These audits ensure the SSMP programs are implemented as intended. This element will include a Gap Analysis form and will identify individuals to perform the audits.

The element was last updated in January 2026.

10.1 Regulatory Requirements

As part of the SSMP, the City shall conduct periodic internal audits, appropriate to the size of the system and number of SSOs. At a minimum, these audits must occur every three years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the City's compliance with the SSMP requirements including identification of any deficiencies in the SSMP and steps to correct them.

10.1.1 Element 10 – Internal Audits Appendix I

Supporting information for Element 10 is included in **Appendix I** which contains the following document:

- SSMP Audit Report Form

10.2 SSMP Audit Procedure

The City Manager or their delegate will be responsible for conducting the SSMP Audit with cooperation from the Public Works Utility Supervisor. The SSMP Report shall be prepared using the SSMP Audit Report Form in **Appendix I**. When completing the SSMP Audit Report Form, designated City Staff must evaluate the effectiveness of each element of the City's SSMP Program. A written explanation must be included for each yes or no response.

The final SSMP Audit report must be submitted to the City Manager for review and approval. SSMP Audit Reports and resulting revisions to the SSMP will be kept on file with the SSMP in the City office.

ELEMENT 11 COMMUNICATION PROGRAM

This section discusses the communication program employed by the City. This communication includes with the public as well as the regulatory agencies. It provides multiple opportunities for interested parties to provide the City with input as the SSMP and associated programs are being developed.

This element was last updated in January 2026.

11.1 Regulatory Requirements

The City shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the City as the program is developed and implemented. The City shall also create a plan of communication with systems that are tributary and/or satellite to the City's SSS.

11.1.1 Element 11 – Communication Plan Appendix J

The City Department of Public Works recognizes the importance of clear, informative communication with our residential and commercial customers. Once approved, the SSMP and its attachments will be made available for public review. **Appendix J** includes a record of training log that will be implemented according to this SSMP:

- Record of Training

11.2 Communication Program

Public meetings are held at Coalinga's City Hall at 6:00 PM every first and third Thursday of each month. When a regular meeting date falls on a holiday, the meeting is moved to the Wednesday before the originally scheduled Thursday or postponed to the next regularly scheduled Council meeting. When substantial SSMP revisions occur, the City Manager will present the revisions to the Council at a public meeting.

In addition to discussion at the public meetings the SSMP is posted on the City's website: www.coalinga.com under *Wastewater Treatment & Collections*. The public is welcome to comment at any time. The SSMP webpage on the City website is to be updated as new information is available, such as new SSMP revisions or new policies are developed, or new regulatory information is received. During council meetings implementation of different SSMP elements (e.g. FOG) are presented. Education about the prevention of SSOs and information regarding SSOs that may occur will be provided, when necessary, by the direction of the City Manager.

11.3 Staff Training and Communication

City Staff will be trained by the Public Works Utility Supervisor / Public Works Supervisor in a classroom setting in the use and implementation of the SSMP relative to any major revisions after they occur. City Staff will also be kept informed regarding minor changes (i.e., phone numbers, staff changes, etc.) as they occur via City e-mail or memos. In addition, all new City employees will receive SSMP training as part of their orientation. Records will be kept on-site by the Public Works Utility Supervisor / Public Works Supervisor on who received training and when. Currently, the City has not kept updated records of training; therefore, with this SSMP a template for recording trainings has been attached in **Appendix J** and will be implemented by the City.

Appendix A

SSMP Schedule

Minutes of City Council Meeting for SSMP Approval

Sewer System Management Plan Schedule

City of Coalinga

Main Task / Sub-task	Actions	Date / Status
(i) SSMP Development Plan and Schedule	**Initial plan on how the City intends on developing and implementing their SSMP.**	
Certification of Development Plan and Schedule	Present SSMP Development plan to City Council for approval.	Pending
(ii) Goals – Ele 1	**The goal of the SSMP is to provide a plan and schedule to properly manage, operate and maintain all parts of the sanitary sewer system.**	
SSMP Goal	Stated goals for SSMP	Completed
(iii) Organization – Ele 2	**Names and contract staff positions responsible for developing and implementing the SSMP.**	
Organizational chart	Develop organizational chart of management, administration and maintenance personnel.	Completed
SSO Chain of Communications	Develop the internal chain of communications for reporting SSO's	Completed
(iv) Legal Authority – Ele 3	**Agency's legal authority to operate and maintain its sewage collection system.**	
Ordinance development for preventing prohibited discharges	City of Coalinga – Title 6 Sanitation and Health • Ch3 Sewer Services 3.10 – Discharges into the sewer system	Already in Place
Ordinance development requiring proper design and construction	City of Coalinga – Construction Standards December 2006 City of Coalinga Ordinance – Title 6. Sewer Services • Chapter 3, Section 6-3.03 (d) Sewerage Construction	Already in Place
Ordinance development requiring inspections during and following construction	City's municipal code and policies	Already in Place
Ordinance development for the limiting of the Fats, Oils & Grease	City of Coalinga Ordinance – Title 6 Sanitation and Health	Already in Place

	Chapter 3 Sewer Services 3.10 – Discharges into the sewer system o Covers Fats, Oils, and Grease Ordinance	
Ordinance development to enforce violations	City of Coalinga Ordinance – Title 6. Sewer Services • Chapter 3, Section 6-3.09 Administration and enforcement: Supplemental rules and regulations.	Already in Place
(v) Operation and Maintenance Program– Ele 4	**Collection System operations program and procedures.**	
Mapping	Up to date mapping of the sewage collection system facilities.	Completed
Mapping updates	Develop procedures for maintain mapping data.	Completed
Preventative Maintenance Program	Develop a written description of the preventative maintenance activities the City employs.	Completed
Pipeline maintenance	Develop a schedule for line cleaning and maintenance.	Pending
Pumping and other facilities	Develop a schedule for maintenance of pumping and other facilities.	Pending
Problem areas	Identify problem areas *high maintenance areas: HMA and develop procedures for their maintenance.	Completed
Rehabilitation and replacement program	Develop a short and long term plan for the rehabilitation of replacement of piping due to system deficiencies, including funding (CIP).	In progress
Inspection Program	Develop a program and schedule for the regular visual inspection of the system.	Pending
Inspection Schedule	Develop a schedule for ongoing inspection of the entire collection system.	Pending
Work orders	Develop a system to track and schedule all maintenance activities.	Completed
Equipment and parts inventory	Develop an inventory of equipment and replacement parts.	Completed
Critical parts	Develop an inventory of critical replacement parts including procedures for acquisition.	Completed

(vi) Design and Performance Provisions – Ele 5	**Develop and implement the Capital Improvement Plan that will provide for equipment and system replacements.**	
Design standards	Develop and/or adopt design and construction standards and specifications for the installation of new sewer systems.	Completed
Inspection and testing standards	Develop and/or adopt procedures and standards for inspecting and testing	Completed
(vii) Spill Emergency Response Plan – Ele 6	**Written procedures defining how the City responds to SSO's**	
Overflow response procedures	Develop standard operating procedures for SSO response.	Completed
Notification procedures	Develop notification procedures to ensure all required regulators (and others) are properly and timely notified of an SSO event.	Completed
Emergency response training	Develop and implement Emergency Response Training Program for contract staff or contractors, if utilized.	Completed
Traffic and crowd control	Develop procedures for traffic and crowd control to be utilized during an SSO event.	Completed
Monitoring and sampling	Develop procedures for monitoring and sampling, if required, for an SSO event.	Completed
Follow-up	Develop procedures for following up on an SSO event, including investigation for the cause or responsible party.	Completed
(viii) Sewer Pipe Blockage Control Program – Ele 7	**Prepare and implement a FOG Control Program to reduce the amount of these substances from being discharged into the collection system**	
Identification of Grease Problem Areas	Evaluate system to determine if FOG related problems exist.	Completed
FOG Program	Develop a program to reduce and/or eliminate FOG related sources.	In progress
Public outreach	Develop an appropriate public education, outreach program and marketing materials designed to assist in the reduction of FOG.	In progress
Legal Authority	Develop a list of authorized parties for enforcing sewer pipe blockage control.	In progress
High Maintenance Areas	Develop and implement a inspection program of high maintenance areas.	In progress

(ix) System Evaluation, Capacity Assurance, and Capital Improvements Plan– Ele 8	**Evaluate current capacity of collection system and provide solutions to areas with needed improvement.**	
Inflow and infiltration (I&I)	Develop procedures to detect and remediate I&I problems.	Completed
Identify deficiencies	Identify areas of the system that exhibit capacity deficiencies.	Completed
Analyze defects	Analyze and prioritize repairs/replacement of pipeline defects.	Completed
Capital Improvement Projects	Annual planning	In progress
(x) Monitoring, Measurements and Plan Modifications – Ele 9	**The ongoing evaluation of the performance of the SSMP document and it's ability to achieve its stated goals.**	
Data management	Develop procedures for accumulating and analyzing system maintenance, repairs, projects, reductions of SSO's, and any other pertinent data.	In progress
Program Effectiveness	Develop procedures, report, etc. to measure the effectiveness of the SSMP.	Completed
Program changes	Develop procedures to initiate changes, enhancements, or correct deficiencies in the SSMP.	Completed
(xi) Internal Program Audits – Ele 10	**Program audits are required every three years. Audits shall document the success of the SSMP and improvements made to it.**	
Document control	Develop procedure for SSMP document control.	In progress
Key individual(s)	Identify key individual(s) responsible for the SSMP audit (every 3 years). Development of an SSMP Adhoc Audit team consisting of local agencies for peer review and direction.	In place
Checklist	Develop a checklist to assist and ensure the SSMP is in compliance and effective.	Completed
Reports	Develop reports to assist with analyzing the effectiveness of the SSMP.	Completed
Milestones	Develop milestones (time, events, etc.) that denote program review.	Completed
(xii) Communication Program – Ele 11	**The communication program in the City's outreach to the community and satellite contributors about the public collection system and the SSMP document.**	

Public outreach	Develop a protocol for soliciting and responding to public input.	Completed
Staff SSMP awareness	Develop a program to ensure contract staff awareness of SSMP procedures, protocol, etc.	Completed
FINAL SSMP CERTIFICATION	**Final SSMP document, after all elements have been developed, documented, and implemented.**	
Review by City Attorney	Review of completed SSMP by the legal counsel.	
Adoption/Certification of SSMP by District Board	Adoption and certification of final SSMP document by City Council.	
SSMP Develop 2026	Initial Release of SSMP	January 1, 2026
Adoption/Certification of SSMP by City Board	Adoption and certification of final SSMP document by District's governing body.	Pending

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

Subject:	Council Authorizing the Interim City Manager to Execute a Task Order with MKN Engineering to Prepare the City's Sanitary Sewer Management Plan (SSMP) Update
Meeting Date:	Thursday, May 15, 2025
From:	Sean Brewer, Interim City Manager
Prepared by:	Sean Brewer, Interim City Manager

I. RECOMMENDATION:

Council Authorizing the Interim City Manager to Execute a Task Order with MKN Engineering to Prepare the City's Sanitary Sewer Management Plan (SSMP) Update.

II. BACKGROUND:

The City of Coalinga's Sewer System Management Plan (SSMP) was last updated in 2005, and it is now required to be updated to comply with the State Water Resources Control Board (SWRCB) General Waste Discharge Order No. 2022-0103-DWQ. This updated order supersedes the previous regulations and includes several new compliance mandates, including the development of a Spill Emergency Response Plan, updated SSMP submission, and auditing every three years.

On February 28, 2025, the City of Coalinga received a Notice of Applicability, confirming the need to update the SSMP by February 28, 2026. Additionally, the City is required to submit an annual report and develop a Spill Emergency Response Plan by August 28, 2025.

MKN & Associates, Inc. (MKN), an experienced firm in wastewater infrastructure and regulatory compliance, has submitted a proposal to assist the City in updating the SSMP and optionally developing a hydraulic sewer model.

III. DISCUSSION:

MKN's proposal outlines a scope of work to update the SSMP in accordance with the new SWRCB mandates. The proposal includes the following:

- Project Management & QA/AC: Oversight and quality control throughout the project, with bi-weekly progress updates between MKN and City staff.
- Meetings: Two virtual meetings (kickoff and draft review) to ensure the City's expectations and feedback are incorporated throughout the process.
- Data Collection & Review: MKN will review existing data including the 2005 SSMP, audits, maintenance schedules, SSO records, and FOG program information.
- SSMP Element Development: MKN will update all 11 mandatory SSMP elements, including sections on goals, operations, legal authority, spill response, and communication plans. Additionally, MKN will update CAD and GIS figures as necessary.

IV. ALTERNATIVES:

- Do not approve the task order for the development of the SSMP.

V. FISCAL IMPACT:

The total cost for the SSMP update is $26,474 and will come from the Professional Services Account in the Sewer Enterprise Fund: 503-520-88100.

ATTACHMENTS:

	File Name	Description
🗋	Coalinga_Proposal_SSMP_Final.pdf	SSMP Proposal MKN

Appendix B

Current list of City Council

SSO Discharger Workbook

Agency Notification List for SSOs

City Organizational Chart

City of Coalinga City Council

James Horn, Mayor
Roger Schindler, Councilman
Nathan Vosburg, Councilman
Jose Manny Ramirez, Mayor Pro-Tem
Lonnie Hedgecock, Councilman
Dawn Kahikina, Treasurer

City of Coalinga City Staff

Anthony Uribe, Public Works Utilities Supervisor	Sean Brewer, City Manager & Public Workers Director
Legally Responsible Official	
Office: (559) 935-1533 Ext 181	Office: (559) 935-1533 Ext 143
Cell: (559) 362-6567	Fax: N/A
Email: auribe@coalinga.com	Email: sbrewer@coalinga.com
Eric DeLeon, Public Works Supervisor	Matthew Gomes, Senior Plant Operator
Data Submitter	Tel: N/A
Office: (559) 935-1533 Ext 170	Fax: N/A
Fax: (559) 934-1185	Email: mgomes@coalinga.com
Email: edeleon@coalinga.com	
Alfonso Manrique, PE – Wastewater Engineer	Robert Smith, Building Inspector
Office: (559) 473-1371 Ext 101	Office: N/A
Cell: (559) 288-9172	Fax: N/A
Email: alfonso.manrique@am-ce.com	Email: rsmith@coalinga.com
Kristi, Anderson, Administrative Secretary	
Office: (559) 935-1533 Ext 150	
Fax: N/A	
Email: kanderson@coalinga.com	

24-Hour Emergency Number

City of Coalinga Police Department

911

After Hours: (559) 935-1525

Chain of Communicating Sanitary Sewer Overflows

Organization	Contact Person	Phone Number
Cal OES Warning Center		(800) 852-7550
Fresno County OES	Dispatch	(559) 600-3271 (559) 600-3111 (after hours)
RWQB for Discharge to Waters of the United States		(916) 464-3291
Fresno County Department of Public Health		(559) 600-3200
California Department of Fish and Wildlife (Central Region)		(559)243-4005

SSO Discharger Work Book

Introduction:

Registering for CIWQS

Welcome to the Sanitary Sewer Overflow (SSO) Discharger Work Book. This guide is designed to help you through the SSO database. The SSO database is the newest module of the California Integrated Water Quality System (CIWQS). However, before you are allowed to use CIWQS, you must first register and receive a CIWQS username and password. At this time, registration for both data submitters and legally responsible officials (see discussion below for an explanation of these terms) is handled by paper. The data submitter and legally responsible official registration forms can be found on the CIWQS Help Center webpage at http://www.waterboards.ca.gov/ciwqs/chc.html. The instructions for submitting the completed forms can be found at the bottom of each form.

SSO Database Overview

This section describes the general workflow for the sanitary sewer overflow (SSO) database, which is utilized by an agency (enrollee) that has applied for coverage under Statewide General Waste Discharge Requirements for Sanitary Sewer Systems - Water Quality Order No. 2006-0003-DWQ (Sanitary Sewer Order) to comply with the SSO reporting requirements.

An enrollee must report two types of information into the SSO database: sanitary sewer system/agency characteristics – collection system questionnaire and spill details – SSO report. The collection system questionnaire must be initially completed before any SSO reports can be submitted. Additionally, the collection system questionnaire must be updated annually. All SSOs (aka spills) from an enrollee's sanitary sewer system must be reported to the SSO database. The reporting deadline for submittal of a SSO report depends on the classification of the spill, which is either Category 1 (greater threat) or Category 2 (lesser threat). For a Category 1 spill, the enrollee must submit an initial, uncertified report of the spill as soon as possible but no later than 3 business days after being made aware of the SSO. The final, certified report for a Category 1 spill must be submitted within 15 calendar days of the conclusion of SSO response activities. For a Category 2 spill, the enrollee must submit a final, certified report (no initial, uncertified report required) within 30 calendar days after the end of the calendar month in which the SSO occurred.

The process of entering information into the SSO database begins with the enrollee specifying the pertinent sanitary sewer system. If the enrollee is responsible for multiple sanitary sewer systems, then, after selecting the "SSO" link from the CIWQS main menu, the enrollee needs to identify the appropriate sanitary sewer system from the "Sanitary Sewer System" screen. If the enrollee is responsible for only one sanitary sewer system, then the SSO database

automatically correlates the information to it and the “Sanitary Sewer System” screen doesn’t appear.

The collection system questionnaire is an online form which contains questions regarding the relevant characteristics of an enrollee’s sanitary sewer system and agency. After initial login, the first major task an enrollee needs to perform is completing the collection system questionnaire. A new collection system questionnaire is accessed through the “Collection System Questionnaire” link on the SSO menu. The collection system questionnaire must be updated at least every 12 months, and this is done through the “Collection System Questionnaire” link on the SSO menu.

Along with completing the collection system questionnaire, an enrollee must also report all SSOs to the database. To begin a new spill report, the enrollee selects the “Reporting New SSO” link from the SSO menu. Then, the enrollee enters the information requested on the form. A spill report can exist at several different levels of completion: “work in progress”, “draft”, “ready to certify”, and “certified”. A “work in progress” SSO report is a preparatory draft of the report with limited required information and is intended only for the enrollee’s use. To save a spill report as a “work in progress”, the enrollee selects the “Save Work in Progress” button on the “SSO – General Information” screen. A SSO report in “draft” status is a working draft of the report with more required information than “work in progress” status. By submitting a report in “draft” status, the enrollee fulfills the initial, uncertified reporting requirement for a Category 1 spill. The enrollee selects the “Submit Draft” button on the “SSO – General Information” screen to submit a report as a “draft”. Once the spill report contains all the required information, it can be submitted for certification by selecting the “Ready to Certify” button on the “SSO – General Information” screen. A “ready to certify” SSO report that is complete and accurate is certified by the enrollee through first selecting the “Modify Existing SSO” link on the SSO menu. Then, the spill report to be certified must be located by using the “SSO – Search” screen. Next, the “Certify” button on the “SSO – General Information” screen for the specified report is selected. Finally, the report is certified by selecting the “Certify” button on the “SSO – Certifying an SSO Report” screen. The database will then display a confirmation of the report certification. An enrollee has fulfilled the final, certified reporting requirement for a Category 1 or Category 2 spill by submitting a certified report in the SSO database. A spill report can be submitted directly as “ready to certify” without being submitted as a “work in progress” or “draft”, assuming the enrollee has entered all the necessary information.

When submitting a spill report, the enrollee can add supporting documentation such as pictures and reports by using the “Attachments” tab on the “SSO – General Information” screen. Additionally, the enrollee can include details about related parties (e.g., fire or police department responders) by selecting the “Spill Related Parties” tab on the “SSO – General Information” screen.

A “certified” SSO report can be modified by an enrollee to correct or add information, if necessary. To do this, an enrollee begins by locating the “certified” spill report through the “SSO – Search” screen after selecting the “Modify Existing SSO” link on the SSO menu. The “Amend” button on the “SSO – General Information” screen for the designated “certified” SSO report is then selected. The spill report is returned to “Submit Draft” status and can be modified. Finally, the spill report needs to be re-certified after the necessary modifications have been completed.

If a sanitary sewer system doesn’t have any SSOs for an entire calendar month, a “no spill certification” must be submitted (“Generate No Spill Certification” link from the SSO menu) by the enrollee. A “no spill certification” must be submitted within 30 calendar days after the end of each calendar month in which no spills occur. The database will display a confirmation of the “no spill certification” when completed.

The SSO database automatically sends email notifications to interested parties when spill reports are generated. When a SSO report is submitted in “draft” form (“Submit Draft” button selected) for the first time, an email notification is sent to the enrollee, responsible Regional Water Quality Control Board, and County Health Official (if known – this is a courtesy and not required by the Sanitary Sewer Order). Every time a report is submitted as ready for certification (“Ready to Certify” button) or certified (“Certify” button) results in email notifications being sent to the enrollee, responsible Regional Water Quality Control Board, and County Health Official (if known – this is a courtesy and not required by the Sanitary Sewer Order). However if a SSO report is saved as a “work in progress” (“Save Work in Progress” button), no email notifications are generated because the report is preliminary and only intended to be viewed by the enrollee.

As for database use by an enrollee, there are two levels of access available to staff entering the information: legally responsible officials (LROs) and data submitters. LROs have full access to enter information and certify spill reports. Data submitters, on the other hand, only have authority to enter information - they can’t certify SSO reports, including a “No Spill Certification”. An enrollee can have multiple LROs and data submitters to enter the necessary information into the SSO database for their sanitary sewer system.

Part 1: Logging in and Changing Personal Information.

To get you started we are going to show you how to log into the system and how to make changes to your personal information. While these are very basic tasks it is one of the best beginner demonstrations to the module system in CIWQS and it will introduce you to the methods with which all information is changed in the system.

User roles that need to review this section: All

1. Start by going to the CIWQS login screen at: http://ciwqs.waterboards.ca.gov/.

2. Once the page loads enter your CIWQS username into the "User ID:" field and your password into the "Password:" field.

3. Press "Login".

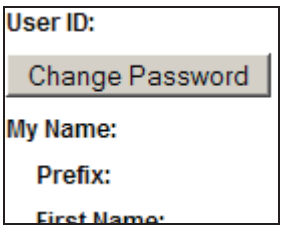
4. After you press "Login" the CIWQS main menu will appear. Depending on your access you will be provided with the links to various CIWQS modules. Including but not limited to:

   - Submit/Review a Self Monitoring Report (SMR)
   - Run Reports
   - View/Change My Personal Information
   - Create/Maintain Places
   - Create/Maintain Parties
   - Create/Maintain Regulatory Measures
   - Create/Maintain Violations
   - Create/Maintain Inspections
   - Create/Maintain Invoices
   - GeoWBS Online Editor
   - Map It!
   - Administer System
   - SSO

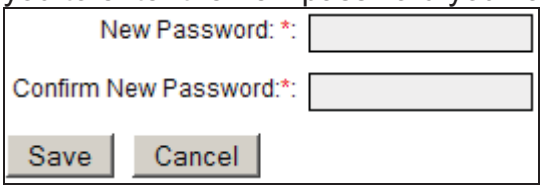
5. Select the "View/Change My Personal Information" module hyperlink.

6. You will be taken to the Personal Information page, here you can update your contact information, add a new facility, change your password, or request a more serious change.

7. Let's start with changing your password. To change your password; press the "Change Password" button.



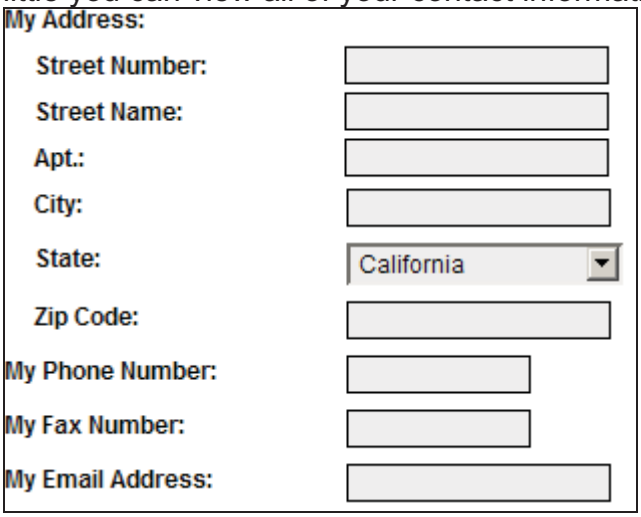
8. After pressing “Change Password” you will be taken to a new screen asking you to enter the new password you have chosen twice.



9. Once you have entered your new password press “Save”.

10. After pressing “Save” you will be asked to verify that you wish to save, press “Ok”.

11. You will be returned to the personal information screen. If you scroll down a little you can view all of your contact information.



12. If you make any changes to your contact information they have to be saved by pressing the “Save Changes” button at the bottom of the page.

13. After pressing “Save Changes” you will see a screen verifying that your changes were logged. You will also be provided with two hyperlinks. Press the first “here” hyperlink to return to the personal information screen.

14. To request another change to your account that you don't have access to make yourself press the "Request Another Change" button near the bottom of the view/change my personal information page.

15. After pressing the button your computer's email client will launch a new email window with the CIWQS Help Center email address in the "To:" field. Describe the change you wish to have made to your account and send the email. Be sure to include your name and username.

16. We are now done with this module; press the "Menu" hyperlink available at the top right corner of the page to return to the CIWQS main menu.

Part 2: Completing the SSO Collection System Questionnaire

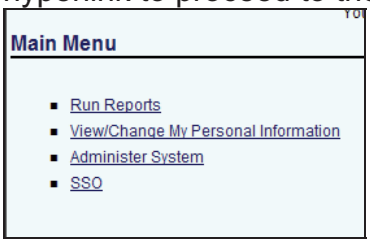
One of the first things that must be done by an enrollee is to complete the Collection System Questionnaire. For the new Sanitary Sewer Order the State has decided that instead of including a questionnaire with the Notice of Intent form they will require this online questionnaire to be filled out for each facility. This is a better system than the old one because employees at each facility can easily update the questionnaire at any time if something changes.

Note: All fields in this section, with the exception of one dropdown, are for numeric characters only. Also, the questionnaire must be updated every twelve months but can be modified more often if the enrollee desires.

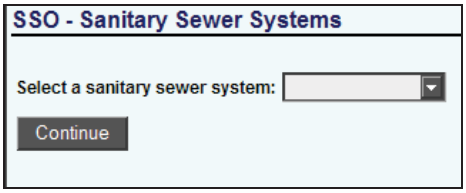
User roles that need to review this section: LRO

1. If you are not already logged into the CIWQS system proceed to this URL http://ciwqs.waterboards.ca.gov/ and login.

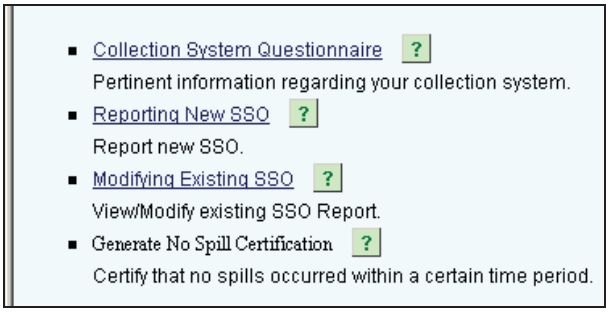
2. After logging in you will see the CIWQS main menu. Select the “SSO” hyperlink to proceed to the SSO module.



3. Upon entering the SSO module you will be required to select the collection system you wish to submit information for from the “Select a Sanitary Sewer System:” dropdown. After selecting the appropriate system press the “Continue” button.

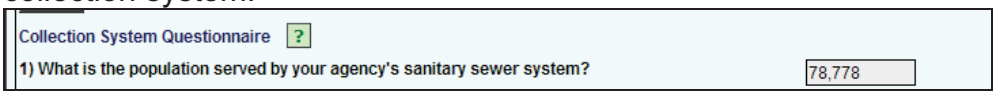


4. When a collection system has been selected you will be taken to the SSO main menu. At the top of this menu will be the “Collection System Questionnaire” hyperlink. Select that hyperlink.

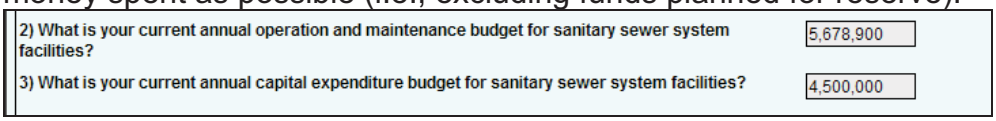


5. You will be taken to the collection system questionnaire page. It has a series of fields that need to be filled in with current information from your facility.

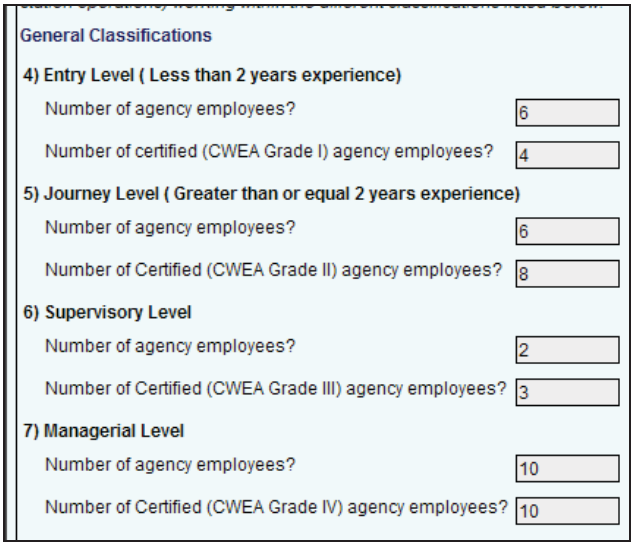
6. Question 1 requires you to enter the number of people served by your collection system.



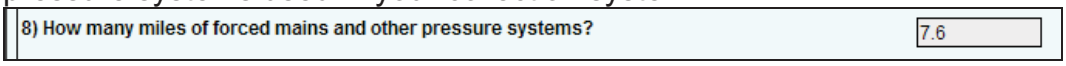
7. Questions 2 and 3 require annual budget information for the collection system. The values entered should be as close to the actual amount of money spent as possible (i.e., excluding funds planned for reserve).



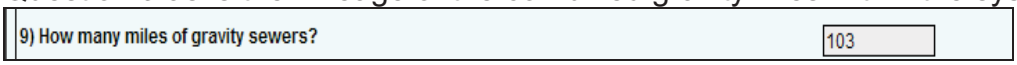
8. Sections 4 through 7 require you to enter number of employees you have in each of four experience levels and the number of employees in each of the four grades of California Water Environment Association (CWEA) collection system operator certification. There is no dependent relationship between these two numbers. For example, an enrollee can potentially have more Grade I certified employees than the total number of employees with less than 2 years experience. The number of employees can be entered as fractional values, if necessary (e.g., 1.5).



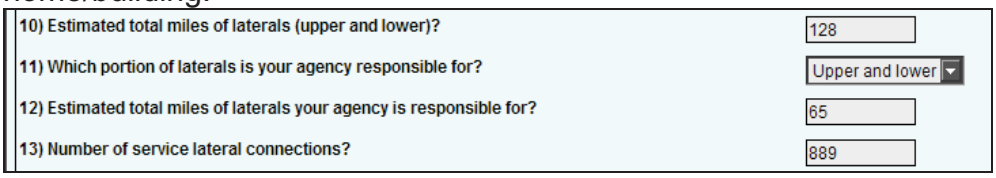
9. Question 8 requires you to enter the number of miles of forced mains and pressure systems used in your collection system.



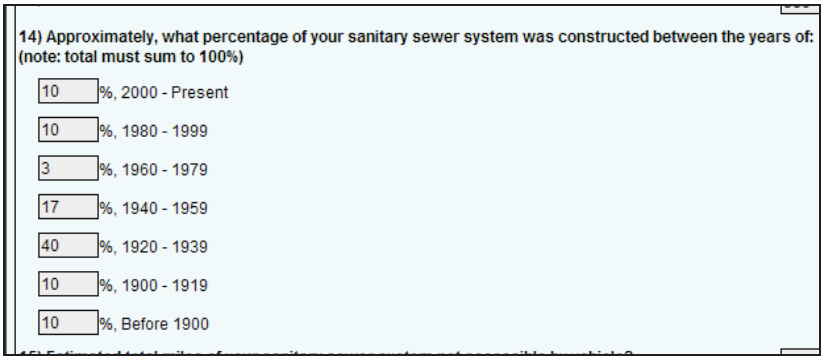
10. Question 9 asks the mileage of the combined gravity lines within the system.



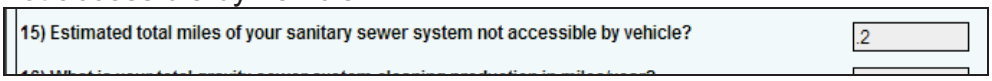
11. Questions 10 through 13 require information about the sewer laterals within the collection system. Including: their total mileage, the portion your agency is responsible for, the total mileage of that portion, and the number of service connections. The responsibility for maintaining a lateral can be split between the enrollee and private property owner. The terms “upper” and “lower” lateral indicates this. The enrollee would be responsible for the “lower” lateral section, which is connected to the main, and the private property owner would be responsible for the “upper” lateral section, which is connected to the home/building.



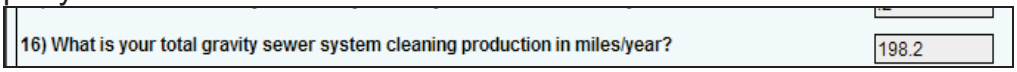
12. Section 14 is for you to enter what percentage of your collection system was constructed during various time periods. The total sum of the 7 fields in this section must equal 100.



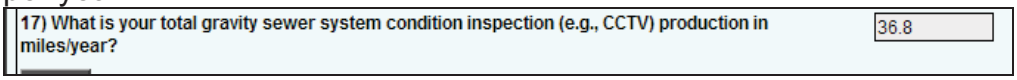
13. Question 15 is for you to enter the total miles of your collection system that is not accessible by vehicle.



14. Question 16 requires the total mileage of the collection system that is cleaned per year.



15. Question 17 is for the total mileage of the collection system that is inspected per year.



16. Once all the fields are complete look back over the questionnaire to make sure that all of the information is accurate.

17. Your questionnaire is now complete. Press one of the “Save” buttons that can be found either at the bottom left or top left of the page.

Part 3: Creating and Editing an SSO

This section describes the core purpose of the SSO module; which is the ability to report SSOs online. Before the enrollee is able to complete this task they must have a completed Collection System Questionnaire. There are two types of SSOs, Category 1 and Category 2, and both of them will be discussed and demonstrated here.

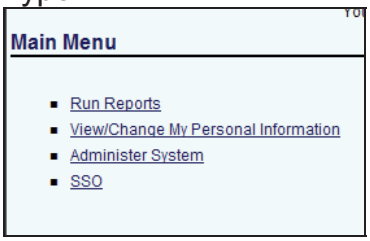
Note: In the SSO report screens only the fields with asterisks must be filled out before the report can be readied for certification or certified. This document goes over every field in the order they appear. Fewer fields must be completed to save a work in progress and to submit a draft. These mandatory fields are noted in the discussion below.

User roles that need to review this section: All

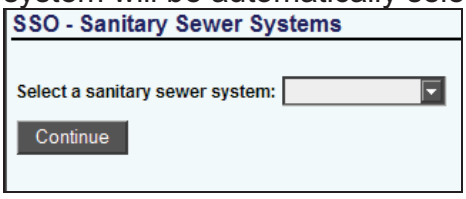
1. If you are not already in the system, proceed to the CIWQS Login page at: http://ciwqs.waterboards.ca.gov/.

2. Using your username and password log into the system.

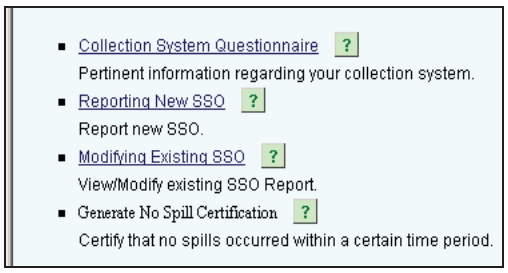
3. You will be taken to the CIWQS main menu. From that menu press the “SSO” hyperlink.



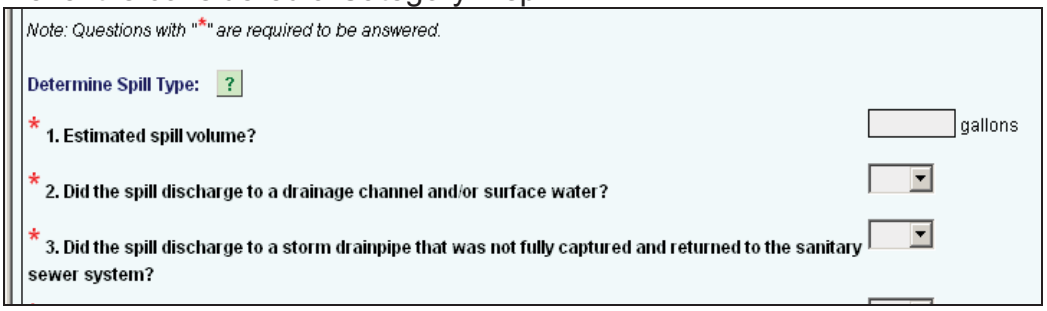
4. Upon entering the SSO module you will be required to select the sanitary sewer system (aka collection system) you wish to submit information for from the “Select a Sanitary Sewer System:” dropdown. After selecting the appropriate collection system press the “Continue” button. If your agency only has one collection system this screen will be bypassed and the collection system will be automatically selected.



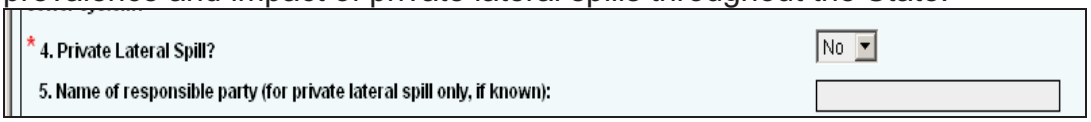
5. The SSO menu will appear. Press the “Reporting New SSO” hyperlink. It is the second one down on the page.



6. The first screen in reporting a new SSO helps you determine whether or not the SSO is a Category 1 or a Category 2 spill.
   a. If you answer yes to questions 2 or 3 and/or the spill amount is over 1000 the event is considered a Category 1 spill.
   b. If you answer no to both questions and the spill amount is under 1000 the event is considered a Category 2 spill.

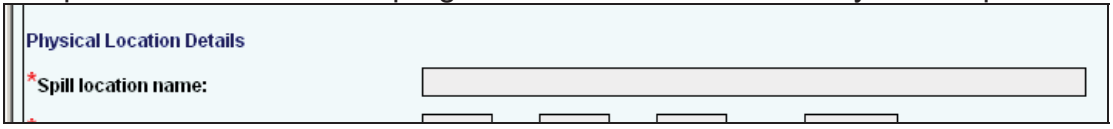


7. After entering your information in those three fields select whether or not the spill was a private lateral spill. If it was, list the responsible agency in the box provided. The reporting of private lateral SSOs is voluntary, based on the terms of the Sanitary Sewer Order, but enrollees are strongly encouraged to do so. This additional information will provide a better understanding of the prevalence and impact of private lateral spills throughout the State.

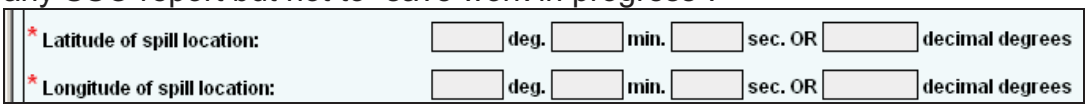


8. Check to make sure the information you entered is accurate then press the "Continue" button.

9. The SSO General Info tab will appear. Start by entering the name of the location where the spill occurred in the "Spill Location Name:" field. This entry should be a general descriptor of the spill location (e.g., street address, intersection, or manhole number). The "Spill Location Name:" field must be completed to "save work in progress" or "submit draft" for any SSO report.



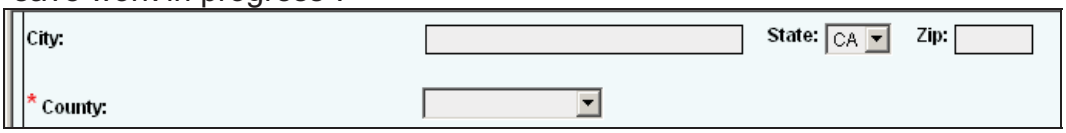
10. Enter the latitude and longitude of the spill location. Using a handheld GPS unit or referencing a web-based mapping site such as earth.google.com can determine this information. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.



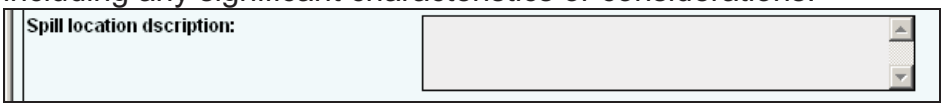
11. Enter the street address of the spill location and a cross street, if there was one.



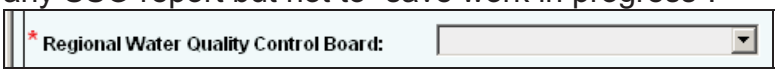
12. Enter the City, State, Zip, and county of the spill site in their corresponding fields. These fields can be found just above the “Location Description” field. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.



13. Enter a description of the spill site in the “Spill Location Description:” field. This field is optional and allows for a detailed description of the spill site including any significant characteristics or considerations.



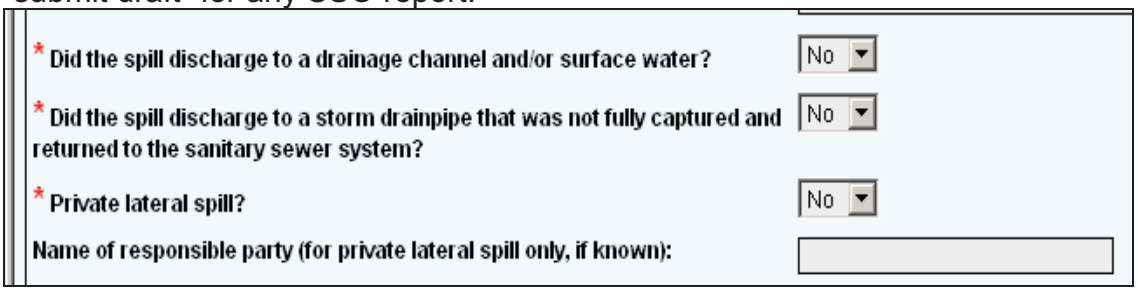
14. Select the region in which the spill occurred from the “Regional Water Quality Control Board:” dropdown. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.



15. Select the spill appearance point from the “Spill Appearance Point:” dropdown. If you selected “other” you are required to enter a description in the text box available immediately below this field. The “Spill Appearance Point:” is where wastewater first surfaced on the spill site. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.



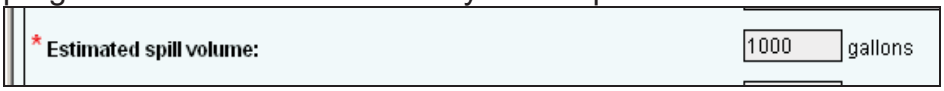
16. The next four questions were answered in step 6 when you were determining your spill type. If, at any time, you need to change the answers you can do so in this screen. These fields must be completed to “save work in progress” or “submit draft” for any SSO report.



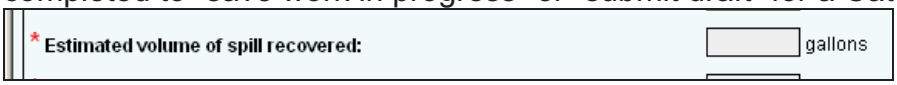
17. Select the final destinations of the spill in the “Final Spill Destination:” box. Hold CTRL on your keyboard if you wish to select multiple. If “other” was among your selections you are required to enter an explanation in the available text box. The “Final Spill Destination:” describes the areas that wastewater flowed through and ultimately reached, which means multiple entries can be selected if necessary. This field doesn’t need to be completed to “save work in progress” or “submit draft” for any SSO report.



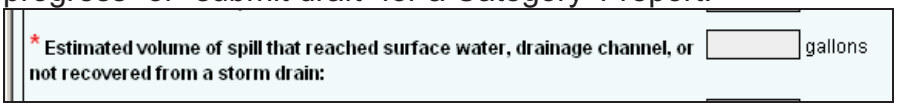
18. The field “Estimated Spill Volume:” was completed when determining your spill type. If, at any time, this number changes you can return to this screen and update the information. This field must be completed to “save work in progress” or “submit draft” for any SSO report.



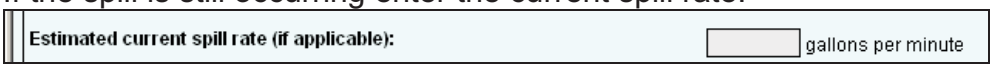
19. **This field will only appear if the spill is a Category 1.** It requires you to enter the volume of the spill that was recovered. This field doesn’t need to be completed to “save work in progress” or “submit draft” for a Category 1 report.



20. **This field will only appear if the spill is a Category 1.** Enter the volume of the spill that reached surface water, drainage channel, or was not recovered from a storm drain. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.

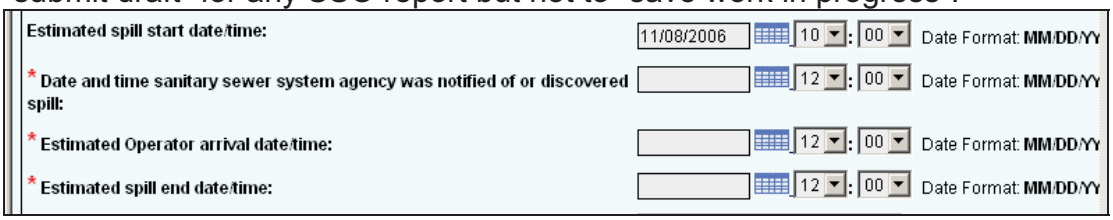


21. If the spill is still occurring enter the current spill rate.



22. The next four fields require you to enter date and time information:
    a. Enter the "Estimated Spill Start Date/Time"
    b. Enter the Date/Time your agency discovered or was notified of the spill.
    c. Enter the "Estimated Operator Arrival Date/Time"
    d. Enter the "Estimated Spill End Date/Time"

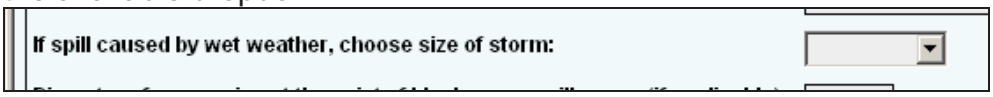
    Item (a) above must be completed to "save work in progress" or "submit draft" for any SSO report. Items (b), (c), and (d) above must be completed to "submit draft" for any SSO report but not to "save work in progress".



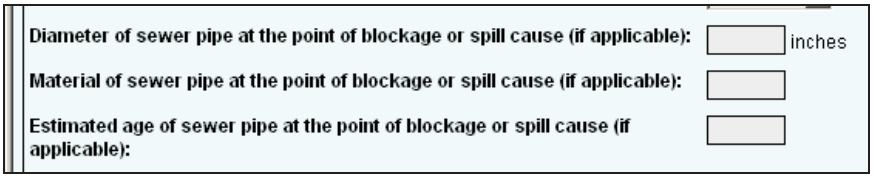
23. Please select a cause for the spill from the available dropdown. If the cause you selected was other you are required to enter an explanation in the available text box. This field must be completed to "submit draft" for any SSO report but not to "save work in progress".



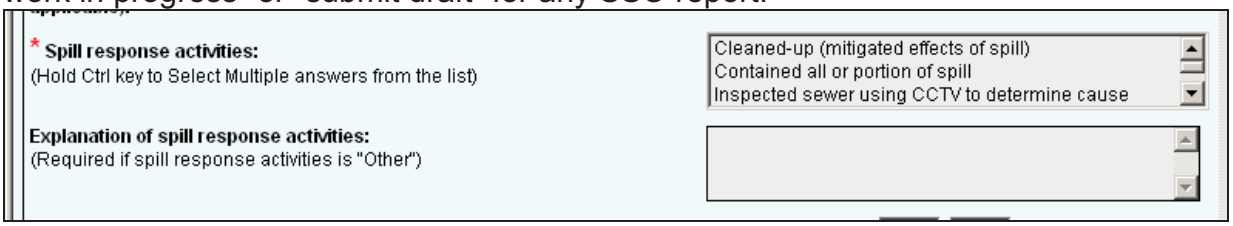
24. If the spill was cause by wet weather please select the size of the storm from the available dropdown.



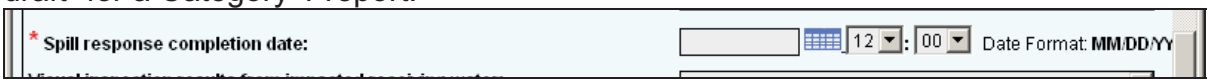
25. If applicable to the spill cause you selected, the next three fields ask information about the point of blockage for the pipe or spill cause. The information asked is the diameter (in inches) of the pipe, the material of the pipe, and the age of the pipe. For material of pipe, abbreviations such as PVC and VCP are acceptable.



26. In this field, please enter the response activities that your agency initiated because of the spill. If your selection is other, you are required to enter an explanation of the activities. This field doesn't need to be completed to "save work in progress" or "submit draft" for any SSO report.



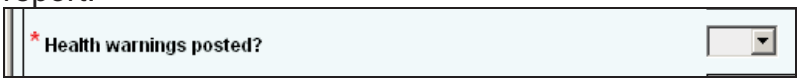
27. **This field will only appear if the spill is a Category 1.** This field requires the user to enter the date/time they completed their spill response activities. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.



28. The user can enter a description of the visual inspection results from the impacted receiving water.



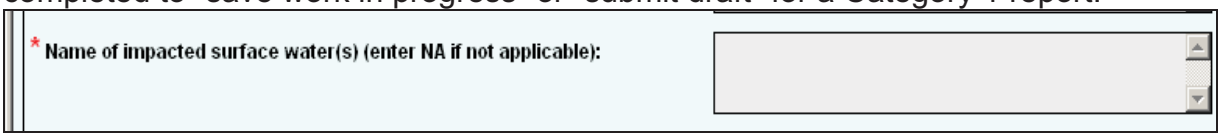
29. **This field will only appear if the spill is a Category 1.** Select whether or not health warnings were posted because of the spill. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.



30. **This field will only appear if the spill is a Category 1.** Enter the names of any and all beaches that were impacted by the spill. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report



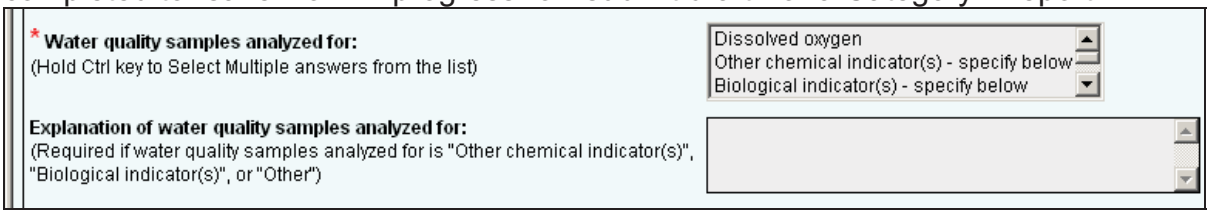
31. **This field will only appear if the spill is a Category 1.** Enter the names of any and all surface waters impacted by the spill. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.



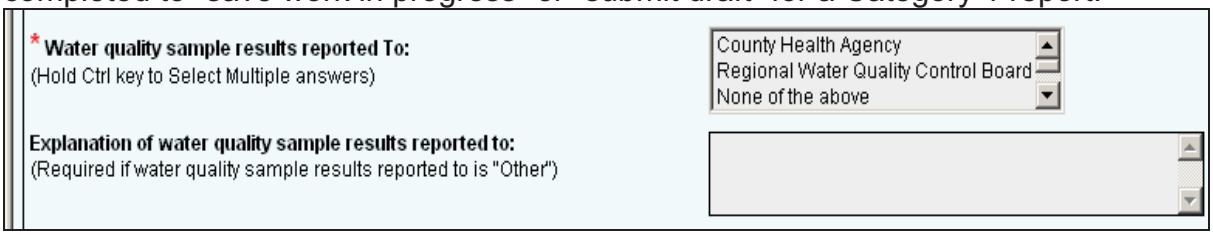
32. **This field will only appear if the spill is a Category 1.** Choose whether or not there is an ongoing investigation concerning the spill event. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.



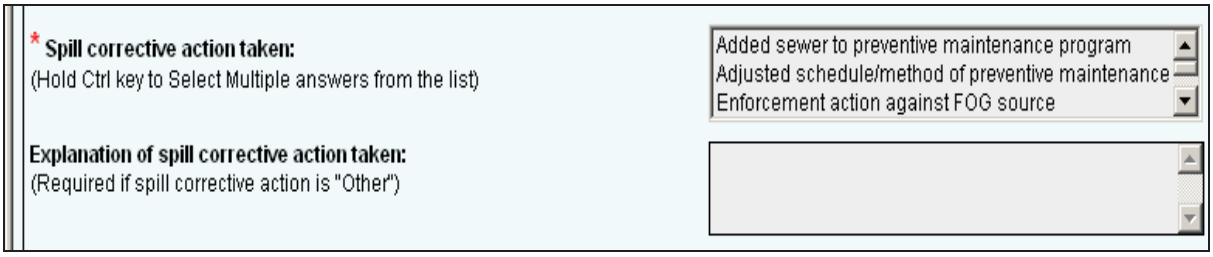
33. **This field will only appear if the spill is a Category 1.** Select what the water quality samples taken from the spill were analyzed for. Hold CTRL to select multiple. Please note that some selections require a description to be entered in the accompanying text field. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.



34. **This field will only appear if the spill is a Category 1.** Select which agencies the results of the water samples were reported to. Hold CTRL to select multiple. Please note that a selection of "other" requires a description to be entered in the accompanying text field. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.



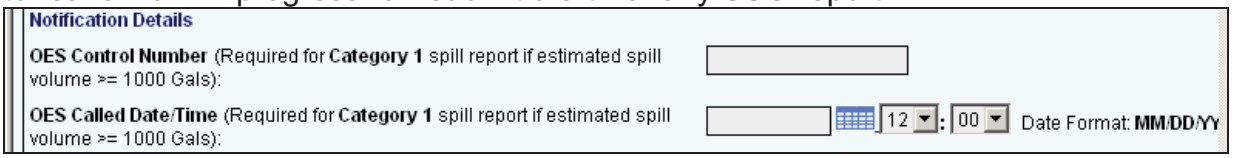
35. **This field will only appear if the spill is a Category 1.** Select which corrective actions were taken by your agency in response to the spill. Hold CTRL to select multiple. Please note that a selection of "other" requires a description to be entered in the accompanying text field. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.



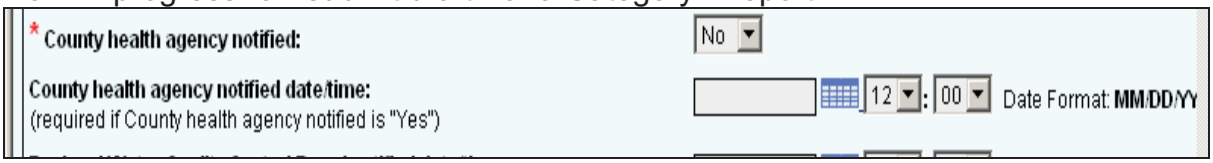
36. Enter an overall description of the spill.



37. Enter the OES Control Number for your agency and the date/time you notified OES of the spill. This field must be completed to "ready to certify" or "certify" a Category 1 report if the estimated spill volume is greater than or equal to 1,000 gal and wastewater reached a drainage channel/surface water or storm drainpipe that was not fully captured. This field doesn't need to be completed to "save work in progress" or "submit draft" for any SSO report.



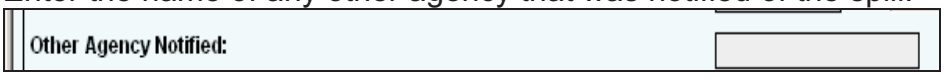
38. **These fields will only appear if the spill is a Category 1.** Select whether or not you notified your county health agency of the spill. If yes enter the date/time they were notified. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.



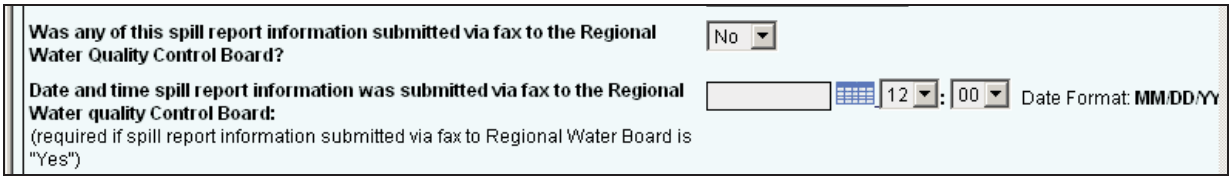
39. Enter the date and time that your Regional Water Quality Control Board was notified of the spill, if applicable. For example, some Regional Water Quality Control Boards require 24-hour notification of certain spills, which an enrollee can note was completed by entering the information in this field.



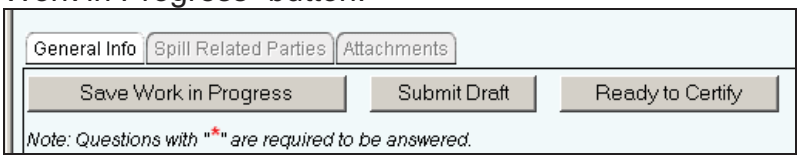
40. Enter the name of any other agency that was notified of the spill.



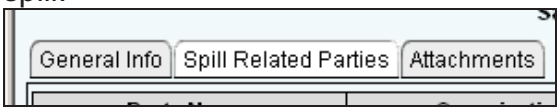
41. Select whether or not any of the information available in the report you just filled out was faxed to your Regional Water Quality Control Board. If some of the information was faxed, enter the date/time the fax was sent in the accompanying field. The Sanitary Sewer Order requires spill report information to be faxed to the responsible Regional Water Quality Control Board if the SSO database is not available for the enrollee to meet the applicable reporting deadline. When the SSO database becomes available, the enrollee must enter all faxed information into the SSO database.



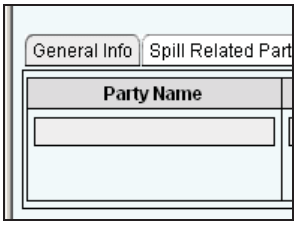
42. The “General Info” tab of your SSO report is now complete. Press the “Save Work in Progress” button.



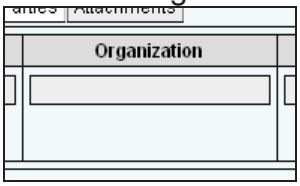
43. Select the “Spills Related Parties” tab. The purpose of this tab is to list any private parties who may have caused, contributed to, or were impacted by the spill.



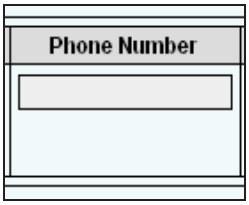
44. Enter the names of any individual or representatives in the “Party Name” field.



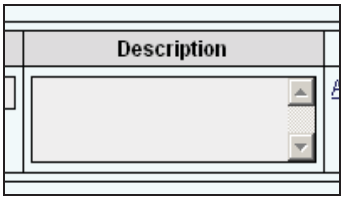
45. Enter the organization name in the “Organization” field.



46. Enter a number at which the part can be reached in the “Phone Number” field.



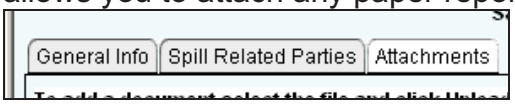
47. Enter a description of how the party is related to the spill in the “Description” field.



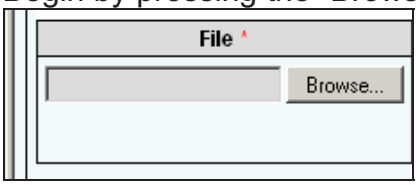
48. Once all of the information is complete for a party press the “Add” hyperlink to the right of the “Description” field. The information will be saved and you will then be allowed to enter another party. If, at any time, you wish to remove a party press the “Delete” hyperlink.



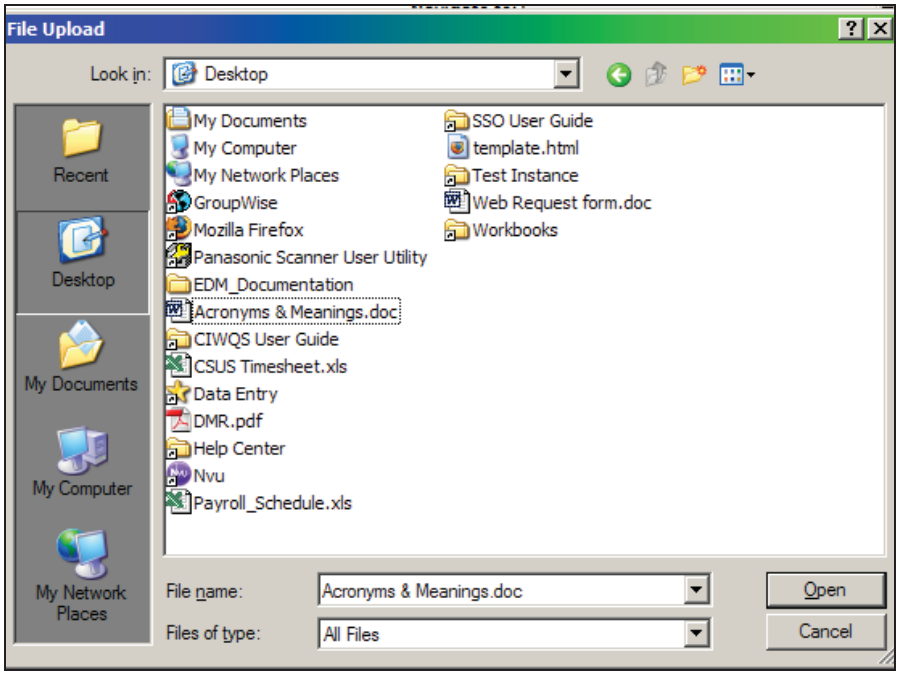
49. When you are finished adding parties select the “Attachments” tab. This tab allows you to attach any paper reports, pictures, diagrams, etc. of the spill.



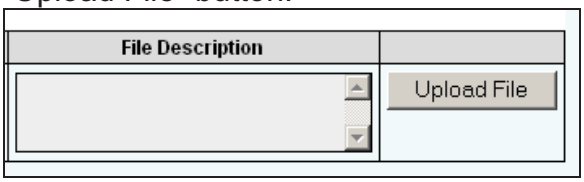
50. Begin by pressing the “Browse” button.



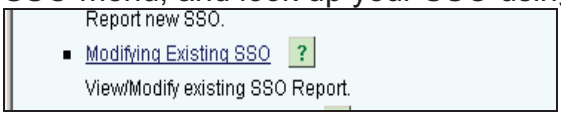
51. A file search window will appear. Locate the file you wish to attach, select it and press the “Open” button.



52. You will be returned to the attachments screen. Enter a brief description of the file you will be uploading into the “File Description” field and press the “Upload File” button.



53. Your SSO Spill report is now complete. If at any time you wish to edit the report before you certify it select the “Modify Existing SSO” hyperlink from the SSO menu, and look up your SSO using one of the available search fields.



54. To learn how to save drafts and certify your report proceed to the next section of this document.

Part 4: Submitting Drafts and Certifying an SSO

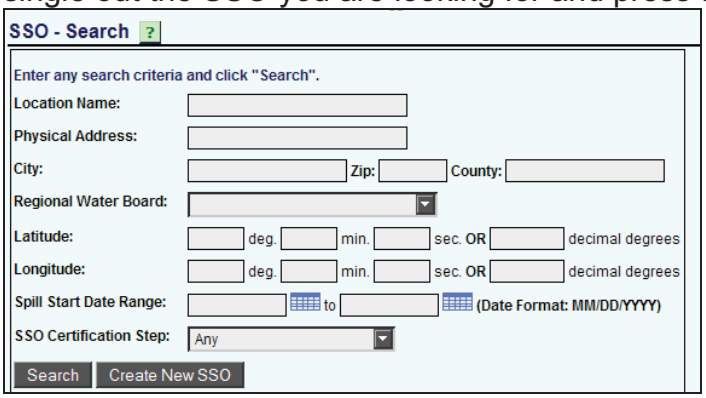
When the agency begins submitting drafts the system will start tracking all the changes made to certain fields. When the agency decides that it is ready to certify the SSO the Legally Responsible Official will have to finish the last few screens.

User roles that need to review this section: All, Certification LRO specific.

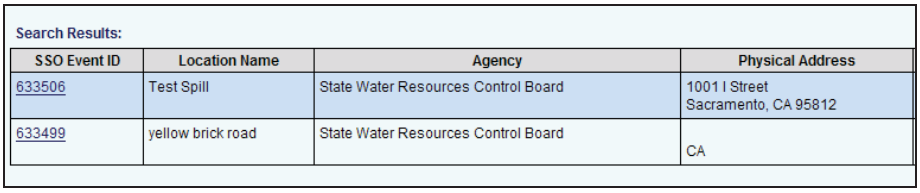
1. From the SSO main menu select the “Modify Existing SSO” hyperlink.



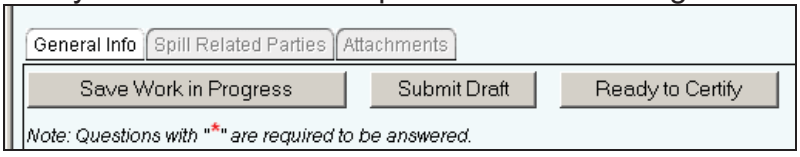
2. You will be taken to the SSO search screen. Enter any information that will single out the SSO you are looking for and press the “Search” button.



3. You SSO will appear. There will be a hyperlink in the “SSO Event ID” column, select it.



4. The SSO General Info tab will appear. If you press the “Submit Draft” button the system will save the report and start tracking version numbers.

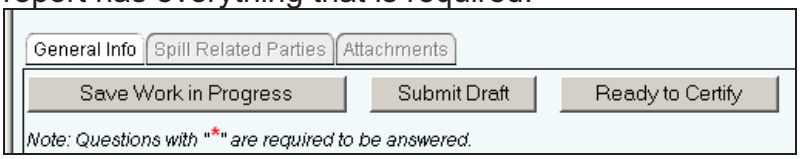


5. Every time you submit a new draft a new version number will be created and any changes to certain fields will be tracked. Click on any of the “View History” hyperlinks to see a history of the changes for these fields.

Close Window

SSO Event ID	Version	Current Spill Amount	Date Entered	User Info
601730	8	28	12/05/2005	Nick Arhontes (narhontes)
601730	7	34	12/05/2005	Nick Arhontes (narhontes)
601730	6	36	12/05/2005	Nick Arhontes (narhontes)
601730	5	36	12/05/2005	Nick Arhontes (narhontes)
601730	4	36	12/05/2005	Nick Arhontes (narhontes)
601730	3	36	11/28/2005	Nick Arhontes (narhontes)
601730	2	36	11/28/2005	Nick Arhontes (narhontes)
601730	1	36	11/28/2005	Nick Arhontes (narhontes)

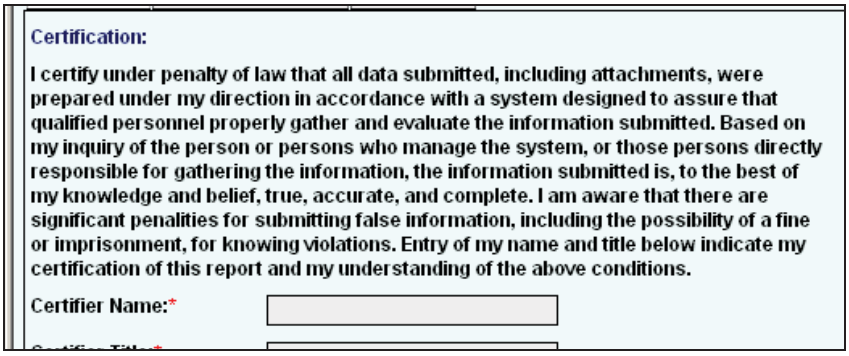
6. When you decide it is finally time to certify your SSO report press the “Ready to Certify” button. This will perform an error check and make sure that your report has everything that is required.



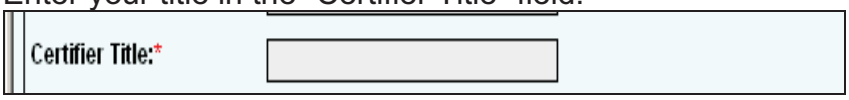
Note: Only the LRO can complete the rest of this section.

7. If the report passes the error check the “Certify” button will then become available. Press the “Certify” button.

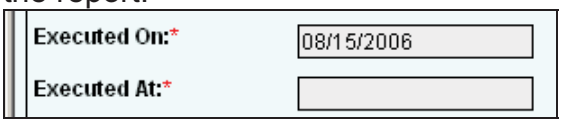
8. You will be taken to the Certification Screen. Start by entering your name in the “Certifier Name:” field.



9. Enter your title in the “Certifier Title” field.



10. The “Executed On:” field will be pre-populated with the date. Complete the “Executed At:” field, which indicates the location/office of the LRO certifying the report.



11. Once all four field are complete press the “Certify” button.

12. Your SSO report is now completed and submitted to the regional board. If at anytime you realize that some of the information has changed or is incorrect for some other reason you may look up the report and press the “Amend” button to reopen the report for editing. It will then have to be recertified.

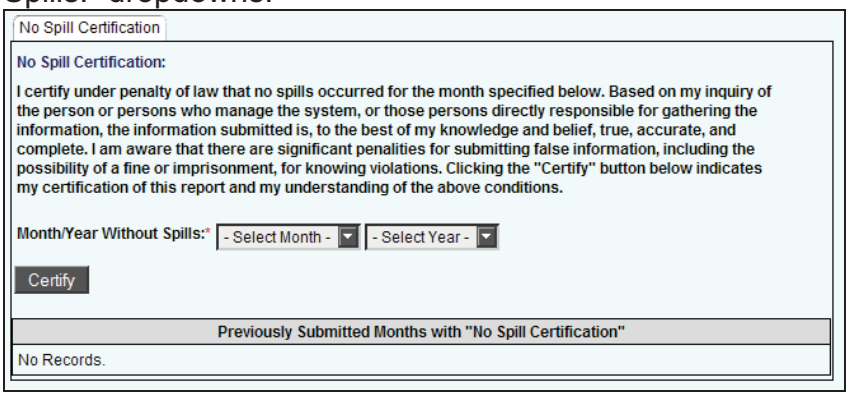
Part 5: No Spill Certification

Perhaps your agency doesn't have any spills to report for your period. That can be taken care of by completing no spill certification.

User roles that need to review this section: LRO

1. From the SSO main menu select the "Generate No Spill Certification" hyperlink.

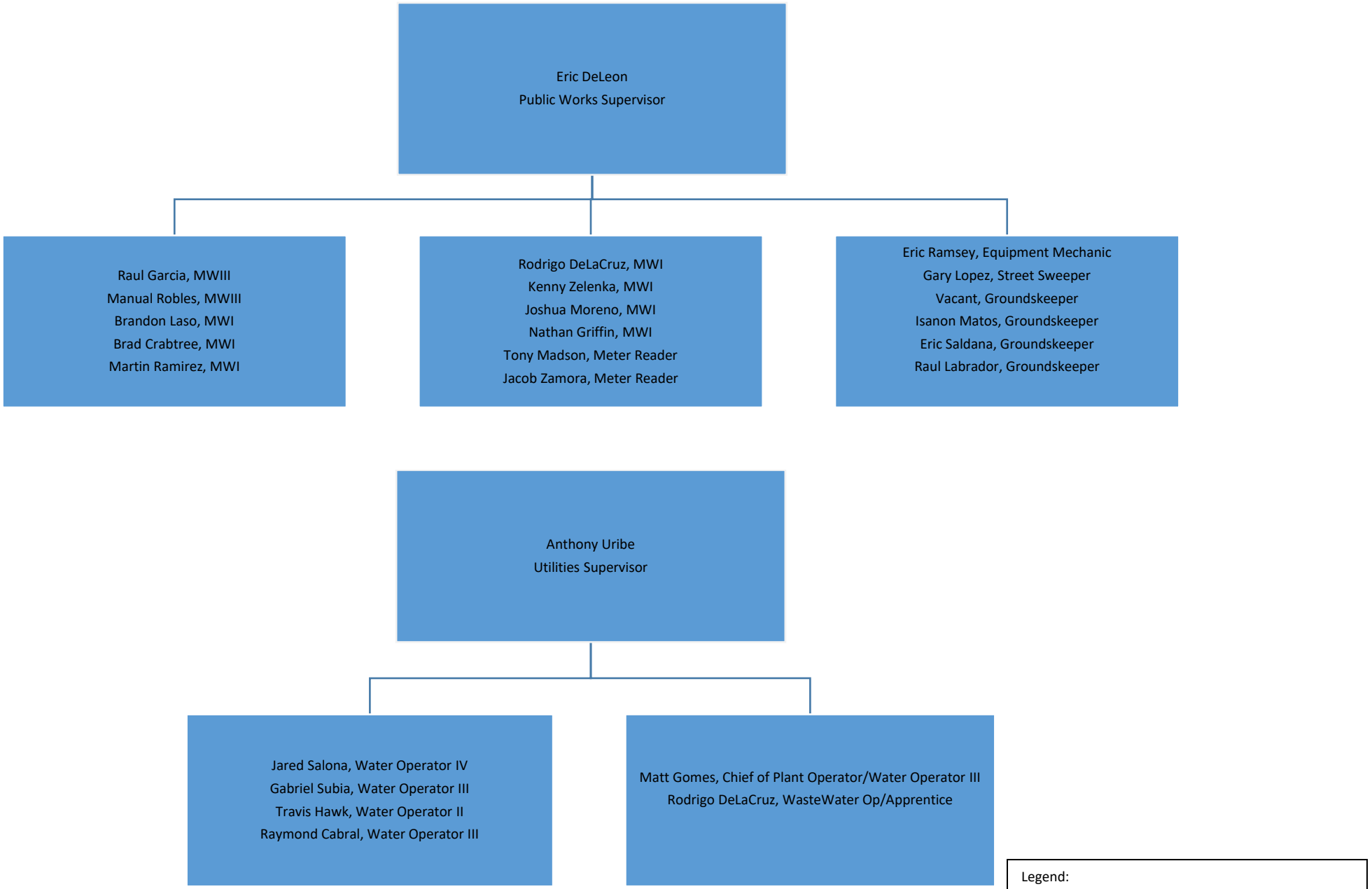
2. The no spill certification section is only two dropdowns and a certification page. Select the period you didn't have a spill from the "Month/Year Without Spills:" dropdowns.



3. Press the "Certify" button.

4. No spill certification is now complete.

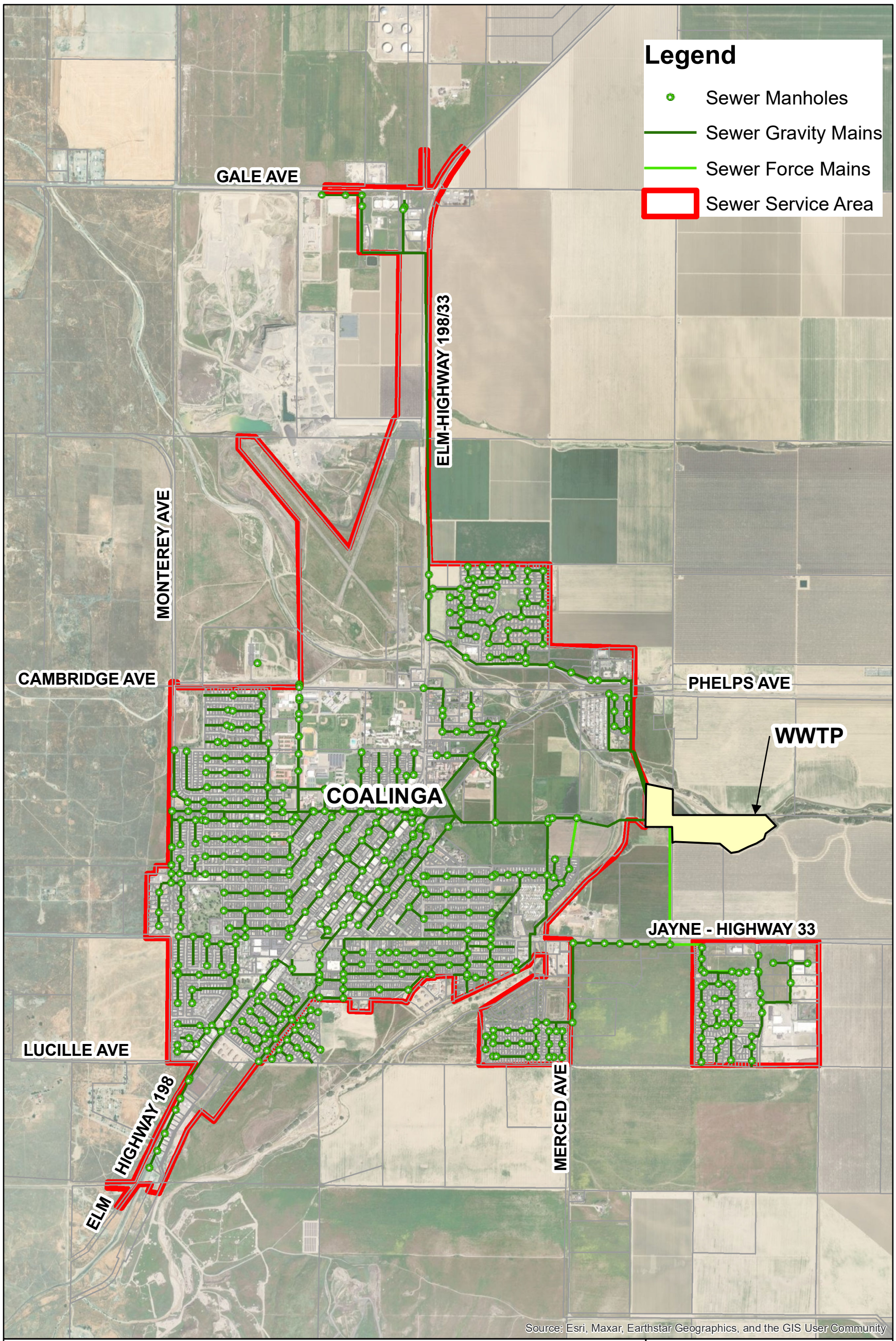
PUBLIC WORKS/UTILITIES ORGANIZATION CHART



Legend:
MWI = Maintenance Worker I
MWII = Maintenance Worker II
MWIII = Maintenance Worker III
Water Op/Apprentice = Water Operator/Apprentice

Appendix C

City of Coalinga Sewer System Service Area Map



CITY OF COALINGA SEWER SYSTEM SERVICE AREA

Appendix D

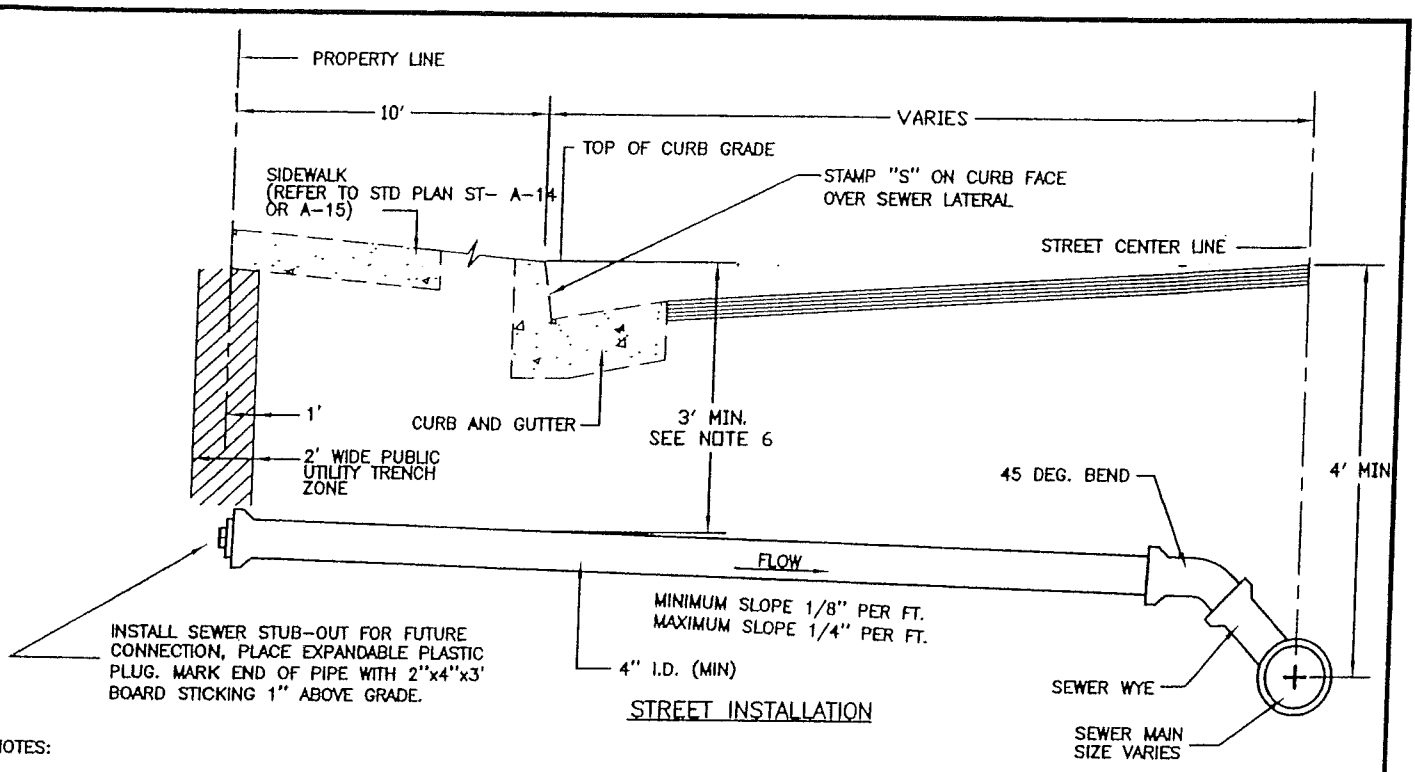
City's Standard Procedure for Sewer Connections



CITY OF COALINGA

CONSTRUCTION STANDARDS

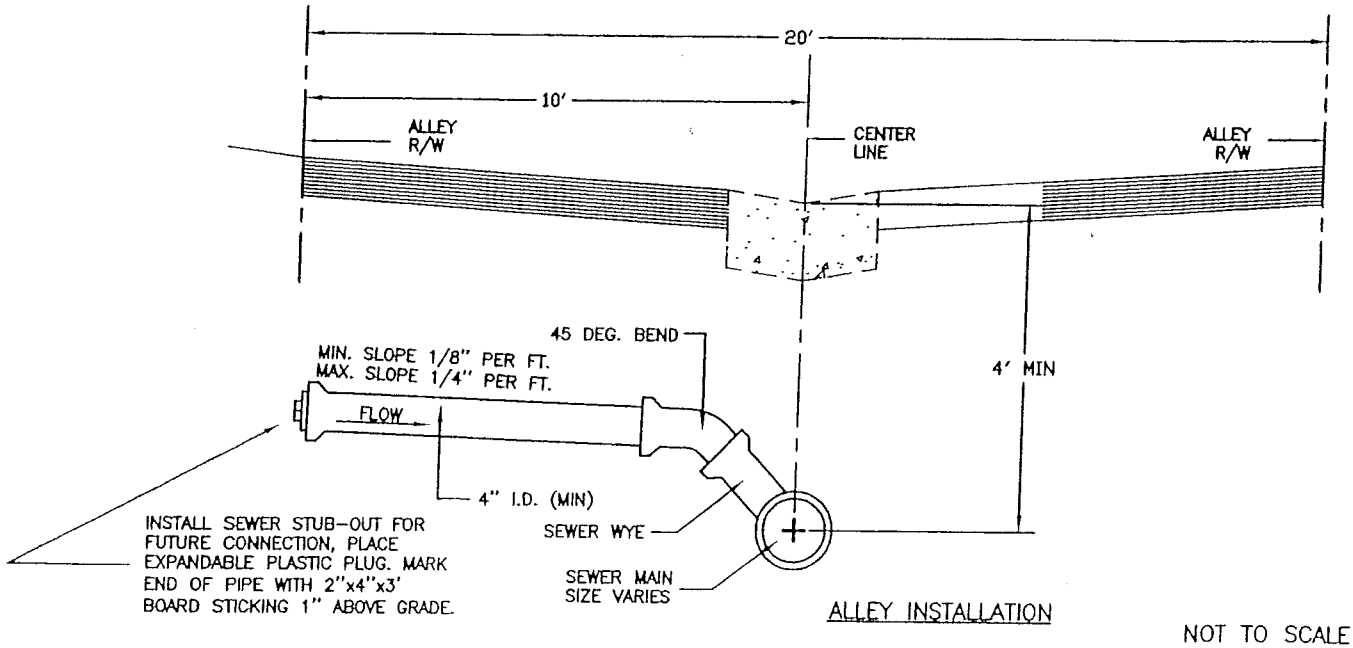
DECEMBER 2006



STREET INSTALLATION

NOTES:

1. SEWER SERVICE LATERAL WITHIN A RESIDENTIAL SUBDIVISION SHALL BE LOCATED 10 FT OFF FROM CENTER OF LOT.
2. LATERALS LOCATED SO NOT TO CONFLICT WITH PUBLIC UTILITIES.
3. SEWER SERVICE LATERAL TO BE OF SAME MATERIAL AS SEWER MAIN TO WHICH CONNECTED.
4. FOR CONNECTION TO EXISTING SEWER MAIN USE PREFABRICATED 45 DEG. WYE FOR THE MAIN LATERAL CONNECTION. TAPPING OF SEWER MAIN OR USE OF "T" SADDLES ARE NOT ACCEPTABLE. PREFABRICATED WYE SHALL BE SDR 35 PVC OR VITRIFIED CLAY. PIPE SHALL MATCH SIZE AND FLOW LINE OF EXISTING PIPE.
5. SERVICES WITH LESS THAN 3' COVER SHALL USE CAST IRON PIPE, ASTM A-74.



ALLEY INSTALLATION

NOT TO SCALE

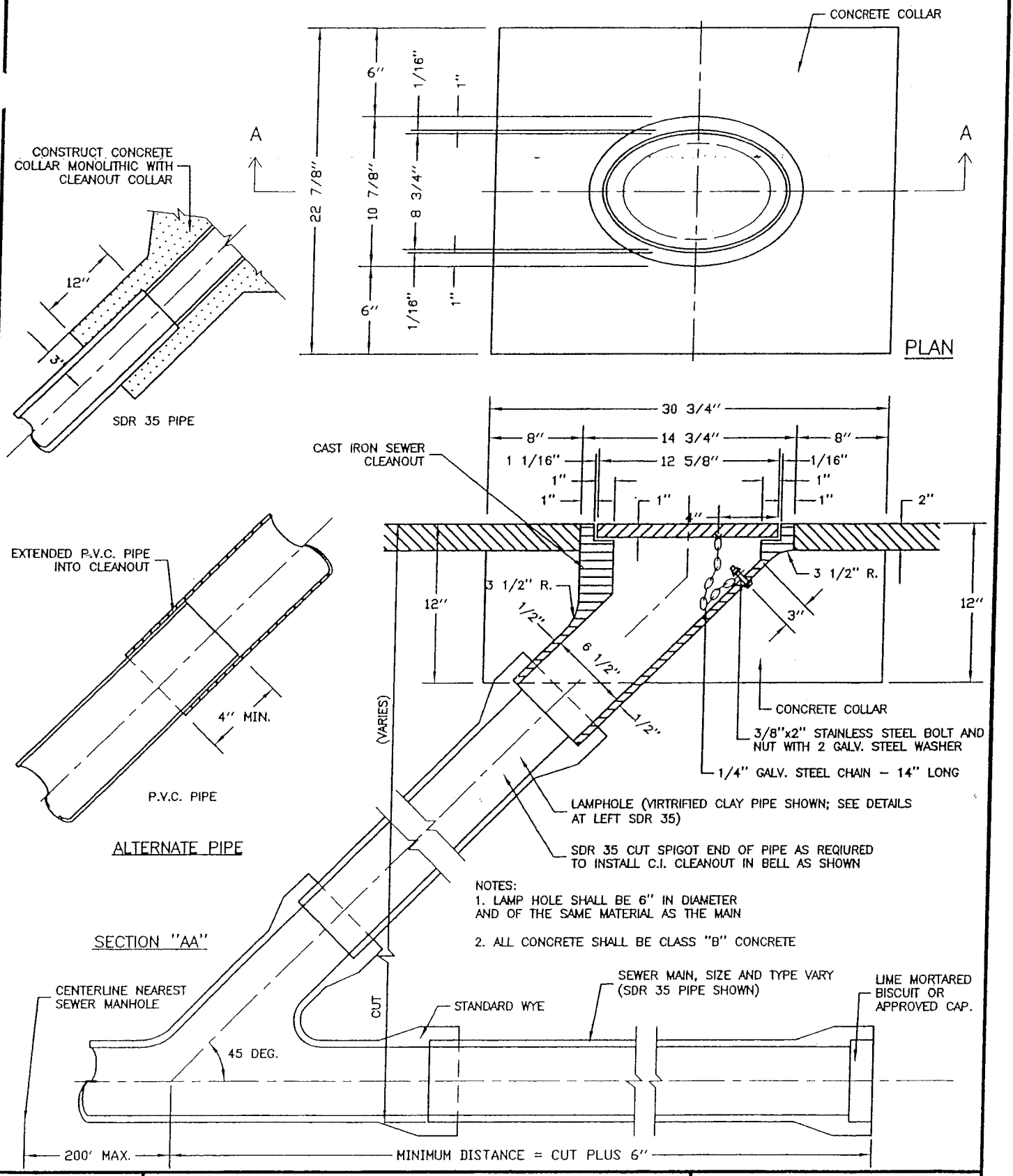
SEWER

Service Lateral

Street and Alley Installation

PUBLIC WORKS DEPT. STD. DRAWING

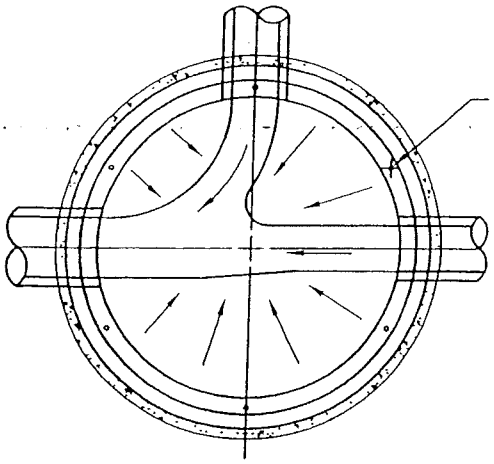
Revision:	Date:
.	.
Engineer: OSCAR M. RAMIREZ	Date: 1/2006
Drawn by: L. RIOS	Date: 1/2006
Std. No. S-1	Rev.



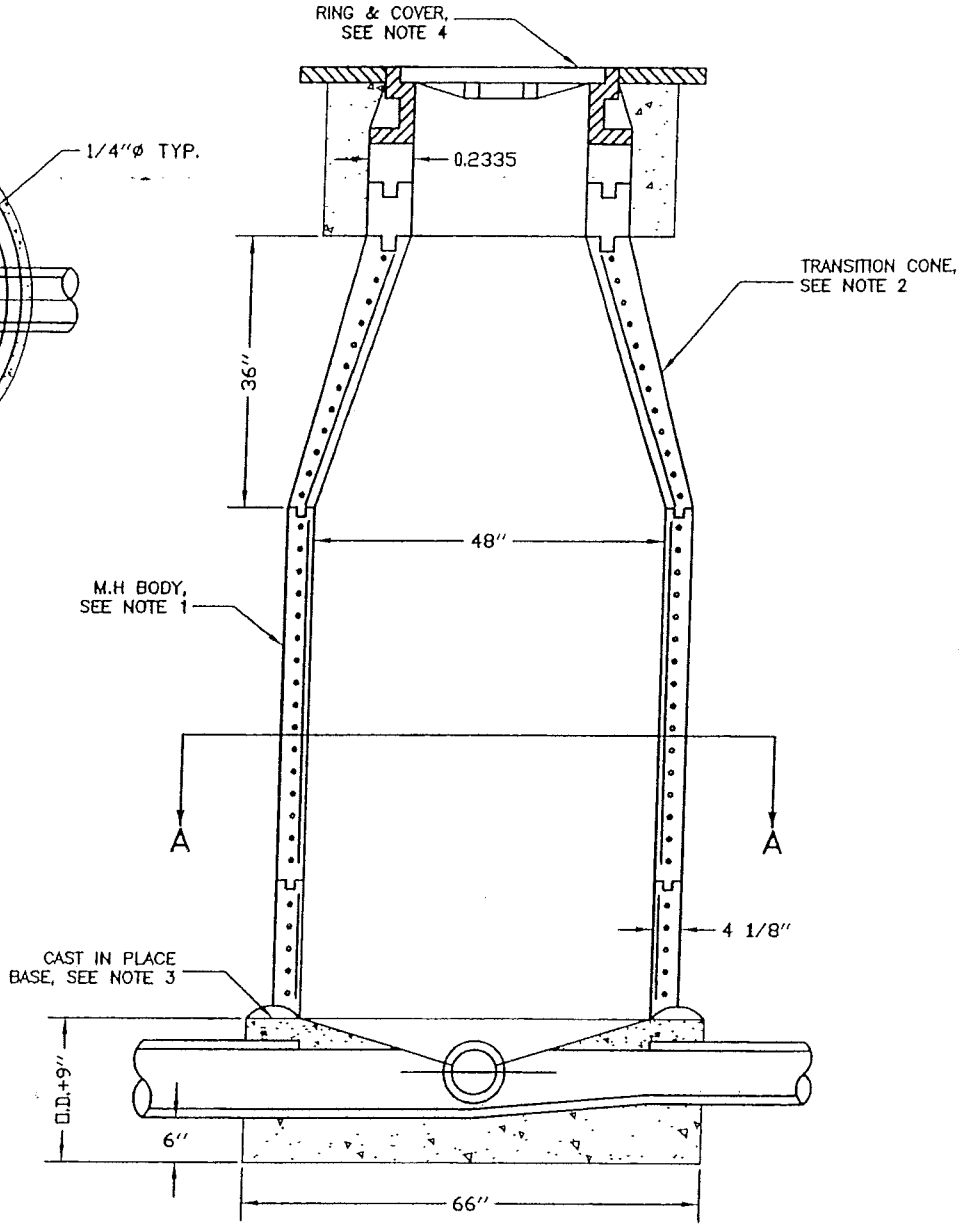
SEWER
Clean Out

PUBLIC WORKS DEPT. STD. DRAWING

Revision: .	Date: .
Engineer: OSCAR M. RAMIREZ	Date: 1/2006
Drawn by: L. RIOS	Date: 1/2006
Std. No. S-2	Rev.



SECTION A–A



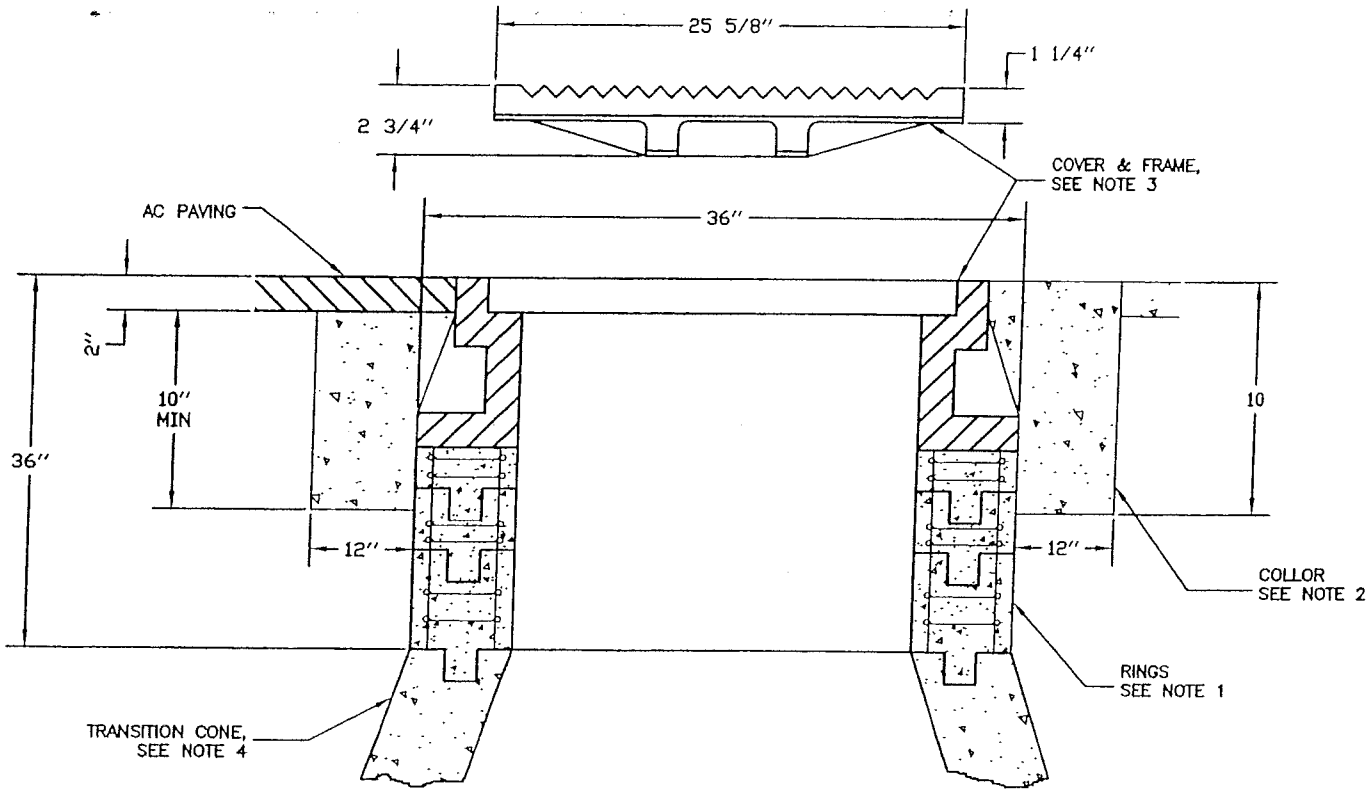
NOTES:

1. USE 48" MANHOLE (MH) FOR 24" DIA. SEWER MAIN LINES AND SMALLER. THE MANHOLE BODY SHALL BE PRECAST REINFORCED CONCRETE (PRC) PIPE SECTIONS (48" DIA X 30" OR 15"), 1/8" MIN. WALL THICKNESS WITH 1/4" DIA. REINFORCING COILS EVERY 3 IN. PAIRS OF 1/4" DIA. VERTICAL REINFORCING BARS AROUND PERIMETER, ALL PER ASTM C478.
2. THE MH TRANSITION CONE SHALL BE A 3' LX 4' DIA. X 2' DIA. PRC SECTION, EITHER CONCENTRIC OR ECCENTRIC, VARIABLE THICKNESS AS SHOWN , WITH 1/4" DIA REINFORCING REINFORCING COILS EVERY 3" AND 4 PAIRS OF 1/4" DIA. VERTICAL REINFORCING BARS AROUND THE PERIMETER. A;; PER ASTM–478.
3. THE MH BASE SHALL BE A CAST IN PLACE , 3000 PSI CONCRETE STRUCTURE WITH A THICKNESS OF NO LESS THAN THE OUTSIDE DIA. OF THE LARGEST PIPE PLUS 9".
4. FOR DETAILS OF MH RING AND COVER SEE STD NO S–4

SEWER
48 '' MANHOLE

PUBLIC WORKS DEPT. STD. DRAWING

Revision:	Date:
.	.
Engineer: OSCAR M. RAMIREZ	Date: 1/2006
Drawn by: L. RIOS	Date: 1/2006
Std. No. S–3	Rev.



NOTES:

1. MANHOLE RINGS SHALL BE 24" I.D. X 5 3/4' WIDE X 2 1/2", 6" OR 8" DEEP PRE-CAST REINFORCED CONCRETE. MINIMUM REINFORCEMENT IN EACH RING SAHLL BE FOUR 1/4" DIA. HOOPS WITH TIES, EVENLY SPACED.

2. MANHOLE FRAME SHALL BE CAST IN PLACE WITH A 2000 PSI CONCRETE COLLAR, 12" WIDE X 10" DEEP FOR CONCRETE PAVED TRAVEL WAYS. PLACE 2" AC PAVEMENT OVER 12" DEEP MH COLLAR USED IN AC PAVED TRAVEL WAYS

3. MANHOLE FRAME AND COVER SHALL BE CAST IRON IN ACCORDANCE WITH THE DIMENSIONS SHOWN. KP IRON FOUNDRY MODEL KP-24"-6" OR EQUAL AS APPROVED BY PUBLIC WORKS.

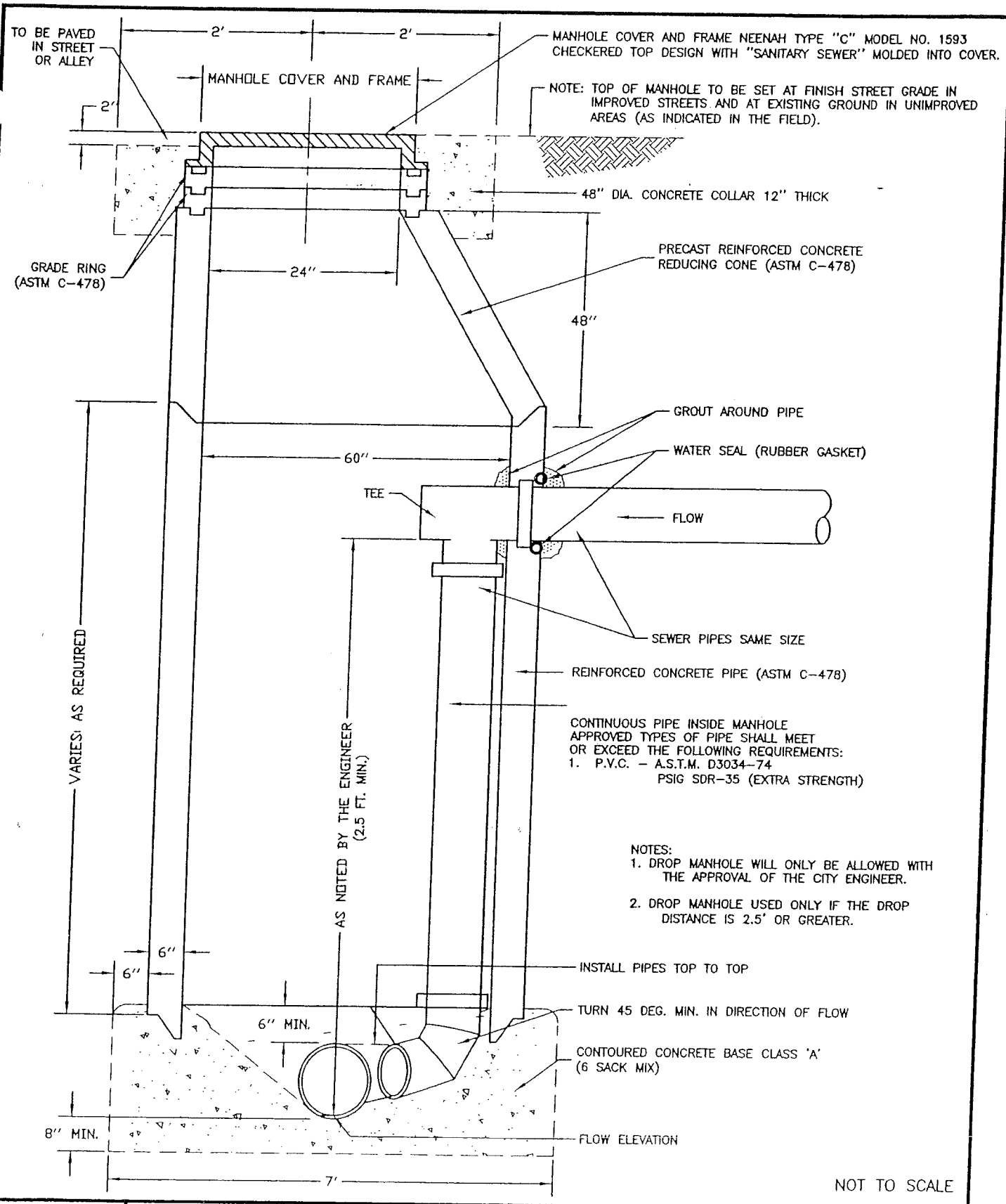
4. FOR DETAILS OF MANHOLE TRANSITION, BODY AND BASE SECTION SEE STD. NO S-3.

THE CITY OF COALINGA 1906

SEWER
Manhole Rings
Frame And Cover

PUBLIC WORKS DEPT. STD. DRAWING

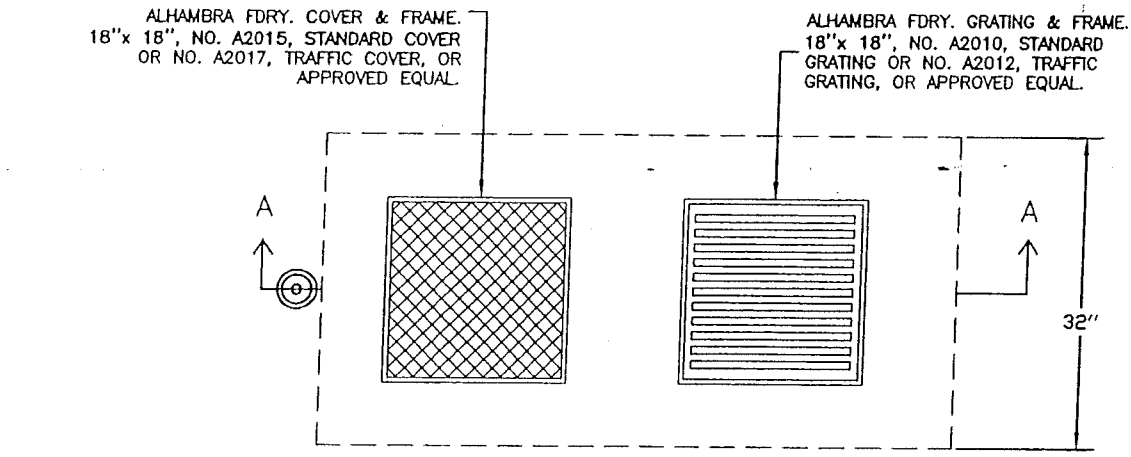
Revision:	Date:
.	.
Engineer: OSCAR M. RAMIREZ	Date: 1/2006
Drawn by: L. RIOS	Date: 1/2006
Std. No. S-4	Rev.



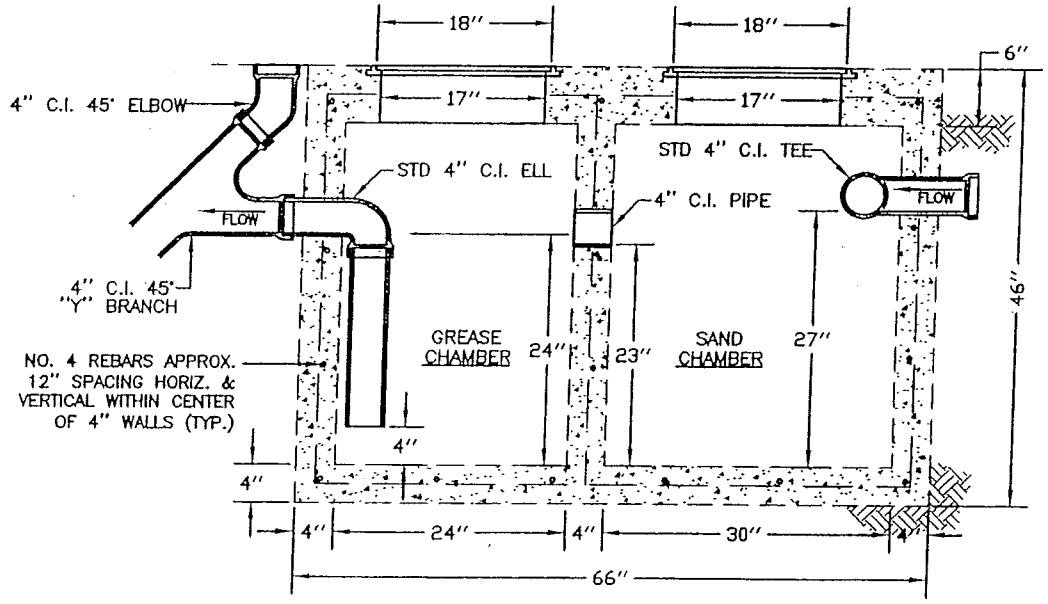
SEWER
Drop Manhole

PUBLIC WORKS DEPT. STD. DRAWING

Revision: .	Date: .
Engineer: OSCAR M. RAMIREZ	Date: 1/2006
Drawn by: L. RIOS	Date: 1/2006
Std. No. S-6	Rev.



PLAN



SECTION "AA"

NOTES:

1. DIMENSIONS SHOWN ARE MINIMUM. PROPER SIZING TO BE DETEMINED BY CALCULATION, SUBJECT TO APPROVAL OF CITY ENGINEER.
2. RESPONSIBILITY FOR CLEANING & MAINTENANCE BELONGS TO THE PROPERTY OWNER.
3. AN ALTERNATE GREASE INTERCEPTOR DEVICE OF STANDARD MANUFACTURE MAY BE SUBSTITUTED FOR THAT SHOWN ABOVE, SUBJECT TO APPROVAL OF THE CITY ENGINEER AND CITY BUILDING OFFICIAL.

THIS STANDARD APPLIES TO:
A. RESTUARANTS
B. AUTOMOTIVE GARAGES
C. CAR WASHES
D. OTHER, AS DETERMINED BY THE CITY ENGINEER AND CITY BUILDING OFFICIAL

NOT TO SCALE

SEWER
Sand And Grease Interceptor

PUBLIC WORKS DEPT. STD. DRAWING

Revision:	Date:
.	.
Engineer: OSCAR M. RAMIREZ	Date: 1/2006
Drawn by: L. RIOS	Date: 1/2006
Std. No. S-7	Rev.

Appendix E

City Overflow Emergency Response Plan

SSO Report Forms – Incident and Telephone Log

CITY OF COALINGA PUBLIC WORKS DEPARTMENT

OVERFLOW EMERGENCY RESPONSE PLAN (OERP)

AUGUST 28, 2025

PREPARED FOR:

CITY OF COALINGA PUBLIC WORKS DEPARTMENT
155 W DURIAN AVE,
COALINGA, CA 93210

PREPARED BY:

MKN
8405 N. FRESNO STREET STE. 120
FRESNO, CA 93720
559.500.4750

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List of Abbreviations

BMP	Best Management Practices
CIWQS	California Integrated Water Quality System
CCTV	Closed Circuit Television
CDFG	California Department of Fish and Game
City	City of Coalinga
PWD	Public Works Department
EMA	Emergency Management Agency
ft	Feet
fps	Feet per Second
gal	Gallons
gpm	Gallons per Minute
GWDR	General Waste Discharge Requirements
MKN	Michael K. Nunley & Associates, Inc.
MRP	Monitoring and Reporting Program
NPDES	National Pollutant Discharge Elimination System
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services
RWQCB	Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirement
WWTP	Wastewater Treatment Plant

Quick Reference – Emergency Contacts

Emergency Contacts	
Contacts	**Phone Number**
District Personnel	
City of Coalinga Public Works Office	(559) 935-1533
Public Works Utilities Supervisor Anthony Uribe	(559) 362-6567 (cell)
Public Works Supervisor Eric De Leon	(559) 935-1533 Ext. 170 office (559) 974-1257cell
Chief Plant Operator Matthew Gomes	(559) 816-7644 Cell
City Engineer Tri City Engineering, Inc.	(559) 447-9075 office
Police, Sheriff, and Fire	9-1-1
To reach On-Call personnel in the following areas	
Coalinga Police Department (after hours)[1]	(559) 935-1525
City of Coalinga CSD & City Manager Sean Brewer	(559) 935-1533 ext. 143
Reporting Agencies	
Fresno County OES	(559) 600-3271 (559) 600-3111 (after hours)
Fresno County Department of Public Health	(559) 600-3200
RWQCB Office	(916) 464-3291
CDFG Central Dispatch	(559) 243-4005
Clean-up contractors or rentals	
Herc Rental	(559) 442-8400
United Rentals	(559) 495-4000
Sun Belt Rental	(559) 834-6400
Pace Supplies Ferguson	(888) 585-8137 (559) 253-2900
Council Members[2,3]	
Nathan Vosburg	Mayor
James Horn	Mayor Pro-Tem
Shannon Jensen	Clerk
Media[3]	
CBS47/KSEE24 ABC30	(559) 222-2411 (559) 442-1170
Coalinga Press	(559) 362-9668
Civic Media	(559) 935-1533
Testing Lab	
BSK & Associates	559) 497-2880
Notes:	
[1)] After hours are defined as any time outside the standard operating office hours of 7:00 AM to 5:30 PM from Monday to Thursday [2)] Phone numbers located in City Office [3)] To be contacted by City Manager	

1.0 INTRODUCTION

This section provides background information related to the purpose and organization of this Overflow Emergency Response Plan (OERP) and provides a brief overview of the City of Coalinga Public Works Department (City) sewer service area and sewer collection system.

1.1 Purpose

The purpose of the OERP is to support an orderly and effective response to sanitary sewer overflows (SSOs). The OERP provides guidelines for the City, as the Enrollee, to follow in responding to, cleaning up, and reporting SSOs that may occur within the City's service area. State Water Resources Control Board (SWRCB) Order No. 2022-0103-DWQ requires wastewater collection agencies to have an OERP, this OERP satisfies the requirement.

1.2 Background

The City of Coalinga, located in the southwestern San Joaquin Valley within Pleasant Valley, is accessible via State Routes 198 and 33, with Interstate 5 approximately 13 miles to the east.

The 2020 census recorded a city population of 17,590, growing modestly since then. As of 2025, the estimated total population is approximately 18,000–18,500, which includes 2,562 residents of Pleasant Valley State Prison. Coalinga annexed the prison in 2000 and incorporates its population in all current demographic figures (2020 Census).

The oldest portion of the City of Coalinga's wastewater collection system was constructed by the City during the first half of the 20th century. Today, the City's existing sewer infrastructure consists of over 42 miles of pipeline, with pipe diameters ranging from 6 inches to 24 inches. While the majority of the system is gravity-fed, the City also operates four lift stations located throughout various parts of the community to facilitate flow in areas where gravity alone is insufficient. Wastewater collected through the system is conveyed to the City's Wastewater Treatment Plant (WWTP), which is situated on a 43.05-acre site east of the City, near the confluence of Warthan Creek and Los Gatos Creek. This facility serves as the City's primary wastewater treatment facility.

In 1982, the City completed an expansion of the WWTP, increasing its treatment capacity to 0.93 million gallons per day (MGD). Subsequently, in 1991, the City submitted a Report of Waste Discharge to support additional operational changes and an increase in the allowable discharge volume. As part of this modification, the City rehabilitated a previously abandoned primary clarifier and aerobic digester, which had been removed from service during the earlier upgrade. These improvements increased the facility's treatment capacity to a maximum of 1.3 MGD.

The current treatment process includes upgraded mechanical bar screens and five treatment ponds. Additionally, the plant is equipped with two effluent pumps that discharge treated water for field irrigation and percolation. The facility's peak monthly discharge volume is approximately 27 million gallons.

1.3 Goals

The primary goals of this OERP are to protect public health and safety, prevent adverse impacts to the environment, and facilitate compliance with overflow-related regulatory requirements.

1.4 Objectives

This OERP will help the City achieve the following objectives:

- Timely and proper notifications of responders, regulatory agencies, and other potentially affected entities.
- Provision for appropriate customer service
- Protection of the wastewater treatment facility, sewer system, and all appurtenances
- Protection of sewer collection system personnel
- Protection of private and public property adjacent to the collection and treatment facilities
- Minimizing adverse impacts of SSOs
- Timely implementation of corrective action
- Accurate and consistent identification, investigation, and reporting related to SSOs
- Ensuring appropriate City staff follow the OERP and effectively manage emergency operations and other necessary response activities

1.5 Regulatory Requirements for OERP Element of SSMP

The collection system agency shall develop and implement an overflow emergency response plan that identifies measures that the City will take in order to protect public health and the environment. At a minimum, this plan must include the following:

1. Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner.

2. A program to ensure an appropriate response to all overflows.

3. Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health services, regional water boards, water supplies, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Monitoring and Reporting Program (MRP). All SSOs shall be reported in accordance with this MRP, the California Water Code, other State laws, and other applicable Regional Water Board Waste Discharge Requirements (WDR) or National Pollutant Discharge Elimination System (NPDES) permit requirements. The Sewer System Management Plan should identify the officials who will receive immediate notification.

4. Procedures to ensure that appropriate staff and on-call contractor personnel are aware of following the Emergency Response Plan and are appropriately trained.

5. Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and

6. A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

2.0 SSO DETECTION AND NOTIFICATION

The processes that are employed to notify the City of the occurrence of an SSO include observation by the public, observation by City staff during the normal course of their work, and receipt of an alarm.

2.1 Public Observation

The Chain of Communication for reporting SSOs begins with the Public Works office being contacted by residents, 911 dispatchers which relayed to non-emergency dispatch, or police and fire departments. The City of Coalinga Public Works Office telephone contact number is (559) 935-1533. This telephone number is answered twenty-four (24) hours per day by either City Staff or a message referring to callers to the on-call operator. During regular business hours, (Monday through Thursday, 7:00am to 5:30pm) the Superintendent sends one or more operations staff to respond to an SSO notification.

2.2 City Staff Observation

City staff conduct periodic inspections of its sewer system facilities as part of their routine activities. Any problems noted with the sewer system facilities are reported to appropriate City staff that, in turn, respond to emergency situations. Work orders are issued to correct non-emergency conditions. Due to the small size of the City, all Staff are expected to respond to SSOs. Staff are trained upon hire, and a refresher training course is completed annually.

2.3 Alarms

The City of Coalinga is in the process of developing an alarm system in their four lift stations. This system will operate based on flow levels and is connected to an auto-dialer that alerts City personnel in the event of an SSO. Currently, the City has an alarm system that implements a siren and light to indicate an SSO.

2.4 Notification and Response

Appendix A presents a notification and response flowchart that outlines the required chain of communications for various SSO occurrences.

3.0 SSO RESPONSE PROCEDURES

3.1 First Responder Priorities

The first responders are considered the sewer/plumbing crews who have arrived at the scene of an SSO after being notified by the public, plant staff, or receipt of an alarm.

The first responder's priorities are:

- To follow safe working practices
- To respond promptly with the appropriate equipment
- To contain the overflow where feasible
- To restore the flow within the system as soon as practicable
- To minimize public access to and/or contact with the overflowed sewage
- To estimate start time and photograph the incident as required in Section 3.5, when possible
- To promptly notify the City Administrator in event of a major SSO
- To restore the overflow area to its original condition (or as close as possible)

3.2 Safety

The City owns two vacuum trucks and are dispatched when an SSO event occurs. If the vacuum trucks are needed, all safety measures outlined in the safety manual are followed. Furthermore, the first responder must always follow established safety procedures. Proper safety precautions must be observed when performing sewer work, and all City staff are required to adhere to safety protocols. Additionally, staff will receive training upon arrival at the SSO site to ensure compliance with safety guidelines.

3.3 Initial Response

The first responder must respond to the SSO site and visually check for potential sewer stoppages or overflows.

The first responder is responsible for:

- Documenting the location and any description of the problem, as well as the name and contact information of the caller for follow-up information. Using the information to fill out the Telephone Log Form (**Appendix B)**.
- Noting the arrival time at the site using SSO Incident Report form (**Appendix C**).
- Identifying and assessing the affected area and extent of the overflow

- Taking photos of the spill on arrival, during, and after correction actions have been implemented, noting: the location, if the manhole has lifted, weather conditions, if pick holes are clean, flood elevation, presence of debris, and flow of stormwater.
- Verifying if the overflow sewage is present and was caused by failure/blockage in the public system (note appearance point(s), and
- Initiating containment measures to return sewage to the City sewer system
- Notifying the Public Works Supervisor during working hours. After hours call the non-emergency phone number (559-935-1525) when:
    - The SSO appears to be flowing to a storm drain
    - The SSO is in a sensitive area
    - There is doubt regarding the extent of the SSO impact
    - There are questions on how to proceed
    - Additional help is needed

3.4 Initiate SSO Containment Measures

The first responder should attempt to contain as much of the overflowed sewage as possible using the following steps:

- Determine the immediate destination of the overflowing sewage
- Plug storm drains, when applicable, using air plugs, sandbags, and/or plastic mats to prevent sewage from entering the storm drain system. When the SSO has made contact with the storm drainage system, attempt to contain the sewage by plugging downstream storm drainage facilities
- When applicable, contain/direct overflow sewage away from storm drain system inlets and bodies of water using a dike/dam or sandbags
- When applicable, use the City-owned Vacuum trucks to pump around the blockage/pipe failure/pump station
- For SSOs at the WWTP, a tractor may be used to divert and/or contain the overflow and prevent migration off-site. Use truck and trailer to import dirt as necessary

3.5 Spill Specific Monitoring Requirements

The Enrollee shall visually assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools. The Enrollee shall document the critical spill locations, including:

- Photography and GPS coordinates for:
    - The system location where the spill originated. For multiple appearance points of a single spill event, the points closest to the spill origin.

- Photography for:
    - Drainage conveyance system entry locations
    - The location(s) of discharge into surface waters, as applicable
    - Extent of spill spread, and
    - The location(s) of clean up

To assess the approximate spill magnitude and spread, the City shall estimate the total spill volume using updated volume estimation techniques, calculations, and documentation for electronic reporting, as outlined in Appendix D. The City shall update its notification and reporting of estimated spill volume (which includes spill volume recovered) as further information is gathered during and after a spill event.

3.6 Restore Flow

Using the appropriate cleaning equipment, City staff will set up downstream of the blockage and hydro clean upstream from a nonimpacted manhole. Attempt to remove the blockage from the system and observe the flows to ensure that the blockage does not recur downstream. Crews should attempt to capture the blocked material and remove it to evaluate the cause of the blockage.

If the blockage cannot be cleared within a reasonable time (15 minutes), or the sewer requires construction repairs to restore flow, then initiate containment and/or bypassing pumping. If assistance is required, immediately contact the Public Works Supervisor who will contact other employees, contractors, and equipment suppliers.

3.7 Water Quality Sampling and Analysis

For sewage spills that are an estimated 50,000 gallons or greater that are discharged into surface water, the City will conduct water sampling no later than 18 hours after knowledge of a potential discharge into water.

The water quality sampling procedures are:

- Collect one water sample, each day of the duration of the spill, at:
    - A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water, if sewage discharges to a surface water via a drainage conveyance system; and/or
    - A point in the receiving water where sewage initially enters the receiving water; and/or
    - A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts; and/or
    - A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water; and/or
    - If the receiving water has no flow during the duration of the spill, the Enrollee must report “No Sampling Due To No Flow” for its receiving water sampling locations.

The City will analyze the collected receiving water samples for the following constituents:

- Ammonia, and
- Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives, including one or more of the following, unless directed otherwise by the Regional Water Board:
    - Total Coliform Bacteria
    - Fecal Coliform Bacteria
    - E-coli
    - Enterococcus

The City will collect and analyze additional samples as required by the applicable Regional Water Board Executive Officer or designee.

4.0 RECOVERY AND CLEAN-UP

4.1 Estimate the Volume of Overflowed Sewage

To estimate the volume of overflowed sewage, City staff will use the pictures and tables included in **Appendix D** to assess the spill to determine the Category of SSO. Wherever possible, document the estimate using photos of the SSO site before and during the recovery operation.

4.2 Recovery of Overflowed Sewage

Vacuum up and/or pump the overflowed sewage and discharge it back into the sanitary sewer system.

4.3 Clean-Up and Disinfection

Clean-up and disinfection procedures should be implemented to reduce the potential for human health issues and adverse environmental impacts that are associated with an SSO event. Where clean-up is beyond the capabilities of City staff, a clean-up contractor will be used.

The clean-up and disinfection procedures are:

- Small spill clean-ups may be accomplished with absorbents and buckets
- Larger spills may require use of a vacuum truck or other equipment
- For spills greater than 500 gallons pump liquid to headworks or primary clarifier at the WWTP
- If the WWTP operator advises against pumping through WWTP, utilize any of the local septic pumpers for off-site disposal
- Once standing water has been removed using above methods, spread lime over area and post warning signs if the potential for public contact exists
- Once the area has been secured and lime has been in place for a minimum of 1 hour, proceed with final clean-up of dirt, solids, etc.
- Treat each incident separately for disinfection
- Equipment used must be disinfected
- Enlist the assistance of other public agencies or contractors if necessary
- Electronically document all procedures used

4.4 Public Notification

Post signs and place cones or barricades to keep vehicles and pedestrians away from contact with sewage. Do not remove the signs until clean-up is completed. A sample warning sign is included in **Appendix E**.

Any near open water locations that have been contaminated as a result of an SSO should be posted at visible access locations until the risk of contamination has subsided to acceptable background levels. The warning signs once posted should be checked every day to ensure that they are still in place.

In the event that an overflow occurs at night, the locations should be inspected first thing the following day. The field crew should look for any signs of sewage solids and sewage-related material that may warrant additional clean-up activities.

Major SSOs may warrant broader public notice. The City Manager and/or Public Works Utilities Supervisor will authorize contact with local media when significant areas may have been contaminated by sewage.

4.5 Failure Analysis Investigation

The City will conduct a failure analysis investigation following each SSO. The objective of the failure analysis investigation is to determine the "root cause" of the SSO and to identify corrective action(s) needed that will reduce or eliminate future potential for the SSO to recur. The investigation should include reviewing all relevant data to determine appropriate corrective action(s) for the sewer system segment within which the SSO occurred. The investigation should include:

- The completed SSO Report Form and available photographs
- Incident map
- Pump station records, if applicable
- Review of filed interview notes from response staff
- Review of past applicable maintenance records
- CCTV inspection to determine the condition of the line segment immediately following the SSO and reviewing the video and logs
- Interview of staff that responded to the SSO
- Review and discussion of the Overflow Emergency Response Plan and whether revisions are necessary to provide more efficient and relevant procedures

The product of the failure analysis investigation should be the determination of the root cause of the SSO and the identification of corrective actions. Upon completion of the investigation, make any necessary revisions, notify all staff and interested parties of the changes that were made, and provide trainings on the revised plan if necessary.

5.0 SSO NOTIFICATION, MONITORING, REPORTING, AND RECORDKEEPING REQUIREMENTS

5.1 SSO Categories

The California State Water Resources Control Board (SWRCB) has established guidelines for classifying and reporting SSOs. Reporting and documentation requirements vary based on the type of SSO.

Table 5-1 provides the SSO categories as defined by the SWRCB.

Table 5-1: SSO Categories[1]

Category	Category Definitions
Category 1	A spill of any volume of sewage from or caused by a sanitary sewer system regulated under this General Order that results in a discharge to: • A surface water, including a surface water body that contains no flow or volume of water; or • A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed properly. Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility. A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.
Category 2	A spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water. A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill
Category 3	A spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water. A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.
Category 4	A spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water. A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

Note:

1. *Per State Water Resources Control Board Order No. 2022-0103-DWQ*

5.2 SSO Notification Procedures

5.2.1 Internal Notification Category 1 & 2 SSOs

The field crew (working hours) or on-call staff (after hours) will immediately notify the Public Works Utilities Supervisor or designee.

The field crew will fill out the SSO Report Form and submit it to the Public Works Utilities Supervisor or designee. The Public Works Utilities Supervisor will forward the report to the City Engineer and/or City Manager.

In the event of a Category 1 & 2 overflows, the Public Works Utilities Supervisor may notify the City Engineer and/or City Manager. The Public Works Utilities Supervisor may notify the City Council.

5.2.2 Internal Notification Category 3 & 4 SSOs

The field crew will fill out the SSO Report form and submit it to the Public Works Utilities Supervisor or designee. The Public Works Utilities Supervisor will forward the report to the City Engineer and/or City Manager.

5.2.3 External Notification Requirements

The City shall prepare Notifications per the State Water Resources Control Board Order No. 2022-0103-DWQ as shown below:

- Category 1 Spill: Spills to Surface Waters – Within two (2) hours of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters, notify the California Office of Emergency Services and obtain a notification control number.
- Category 2 Spills: Spills of 1,000 gallons or Greater That Do Not Discharge to Surface Waters – Within two (2) hours of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters, notify the California Office of Emergency Services and obtain a notification control number.
- Category 3 Spills: Spills of Equal or Greater than 50 Gallons and Less Than 1,000 Gallons That Does Not Discharge to Surface Waters – No notification required.
- Category 4 Spills: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters – No notification required.
- Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters – Within two (2) hours of 1,000 gallons or greater, from an enrollee-owned and/or operated lateral, discharging, or threatening to discharge to waters of the State: Notify California of Emergency Services and obtain a notification control number. No notification required for spills of less than 1,000 gallons.

5.3 SSO Monitoring Procedures

The City shall follow Monitoring Procedures per the State Water Resources Control Board Order No. 2022-0103-DWQ as shown below:

- Category 1 Spill: Spills to Surface Waters – Conduct spill specific monitoring as shown in Section 3.5 and conduct water quality analysis of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters, as described in as shown in Section 3.7.
- Category 2 Spills: Spills of 1,000 gallons or Greater That Do Not Discharge to Surface Waters – Conduct spill specific monitoring, as shown in Section 3.5.
- Category 3 Spills: Spills of Equal or Greater than 50 Gallons and Less Than 1,000 Gallons That Does Not Discharge to Surface Waters – Conduct spill specific monitoring, as shown in Section 3.5.
- Category 4 Spills: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters – Conduct spill specific monitoring, as shown in Section 3.5.
- Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters – Conduct visual monitoring.

5.4 SSO Reporting Procedures

The City shall follow Reporting Procedures per the State Water Resources Control Board Order No. 2022-0103-DWQ as shown below:

- Category 1 Spill: Spills to Surface Waters –
    - Submit Draft Spill Report within three (3) business days of the Enrollee's knowledge of the spill;
    - Submit Certified Spill Report within 15 calendar days of the spill end date;
    - Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and
    - Submit Amended Spill Report within 90 calendar days after the spill end date.
- Category 2 Spills: Spills of 1,000 gallons or Greater That Do Not Discharge to Surface Waters –
    - Submit Draft Spill Report within three (3) business days of the Enrollee's knowledge of the spill;
    - Submit Certified Spill Report within 15 calendar days of the spill end date;
    - Submit Amended Spill Report within 90 calendar days after the spill end date.

- Category 3 Spills: Spills of Equal or Greater than 50 Gallons and Less Than 1,000 Gallons That Does Not Discharge to Surface Waters –

    - Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within 30 calendars days after the end of the month in which the spills occur; and

    - Submit Amended Spill Reports within 90 calendar days after the Certified Spill Report due date.

    - After 90 calendar days, the Legally Responsible Official shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a certified Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the 90-day timeframe for amending the certified Spill Report, as provided above.

- Category 4 Spills: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters –

    - If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred.

    - Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.

- Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters –

    - Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.

    - Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.

A regulatory reporting guide is included in **Appendix A**.

5.5 SSO Record Keeping Requirements

The General Waste Discharge Requirements (GWDR) and MRP require that individual SSO records be maintained by the City for a minimum of five years from the date of the SSO. This period may be extended when requested by a Regional Water Quality Control Board Executive Officer.

All records shall be made available for review upon SWRCB or RWQCB staff's request during on-site inspection or through an information request. Records shall be retained for all SSOs, including but not limited to the following when applicable:

- Service call records and complaint logs of calls received by the City, documenting how the City responded to all notifications of possible or actual SSOs (including complaints that do not result in SSOs), including:

- Date, time, and method of notification
- Date and time the complainant or informant first noticed the SSO
- Narrative description of the complaint, including any information the caller can provide regarding whether or not he/she knows if the SSO has reached surface waters, drainage channels, or storm drains
- Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously
- Final resolution of the complaint
- Electronic monitoring records relied upon for documenting SSO events and/or estimating SSO volume discharged, including:
- Supervisory Control and Data Acquisition (SCADA) systems records, logs, etc.
- Alarm systems alerts
- Listing of flow monitoring devices or other instruments used to estimate wastewater levels, flow rates, or volumes
- Records documenting steps and/or remedial actions taken to control and terminate the SSO and recover as much of the discharged volume as possible
- Records documenting how estimates of volume discharged, and volume recovered were calculated

If water quality samples are required by an environmental or health agency, State Law, or if voluntary monitoring is conducted by the City or its agent(s) as result of any SSO, records of monitoring information shall include:

- The date, exact place, and time of sampling or measurements
- The individual(s) who performed the sampling or measurements
- The date(s) individual analyses were performed
- The individual(s) who performed the analyses
- The analytical technique or method used
- The results of such analyses

6.0 EQUIPMENT

This section provides a list of specialized equipment that is required to support this Overflow Emergency Response Plan.

- Field Manual
- Event Folder:
    - SSO Reports
    - SSO Log Sheet
    - Telephone Log Sheet
    - Incident Report Form
- GPS, Cell phone, and/or radio
- Flashlight
- Camera
- Tape measure
- Traffic Control Equipment (safety tape, signs, cones, etc.)
- Personal Protective Equipment:
    - Rubber Gloves
    - Rubber Boots
    - Goggles
    - Respiratory mask
- Technical data sheets for response equipment, pumps, generators, etc.
- Sandbags, lime, absorbents, booms, and other items to contain spill and protect storm drains
- Portable Generators, Portable Pumps, Piping, and Hoses
- Combination Sewer Cleaning Truck
- Backup Combination Vacuum Trucks
- Closed Circuit Television (CCTV) Inspection Unit

7.0 SSO RESPONSE TRAINING

7.1 Initial and Annual Refresher Training

All City personnel who may have a role in responding to, reporting, and/or mitigating a sewer system overflow should receive training on the contents of this OERP. All new employees should receive training before they are placed in a position where they may have to respond. Current employees should receive annual refresher training on this plan and the procedures to be followed.

7.2 SSO Response Drills

Periodic training drills should be conducted to ensure that employees are up to date on the procedures, the equipment is in working order, and the required materials are readily available. The training drills should cover scenarios typically observed during sewer-related emergencies (e.g. mainline blockage, mainline failure, force main failure, pump station failure, and lateral blockage). The results and the observations during the drills should be recorded and action items should be tracked to ensure completion.

7.3 Training Sessions

The City will implement this OERP and hold monthly meetings that cover a variety of topics applicable to their responsibilities and safety requirements. SSO emergency response will be a topic at these sessions on a routine basis.

7.4 SSO Training Record Keeping

Records should be kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event should include date, time, place, content, name of trainer(s), and names of attendees. The City shall update the training record log within 48 hours of the most recent training session.

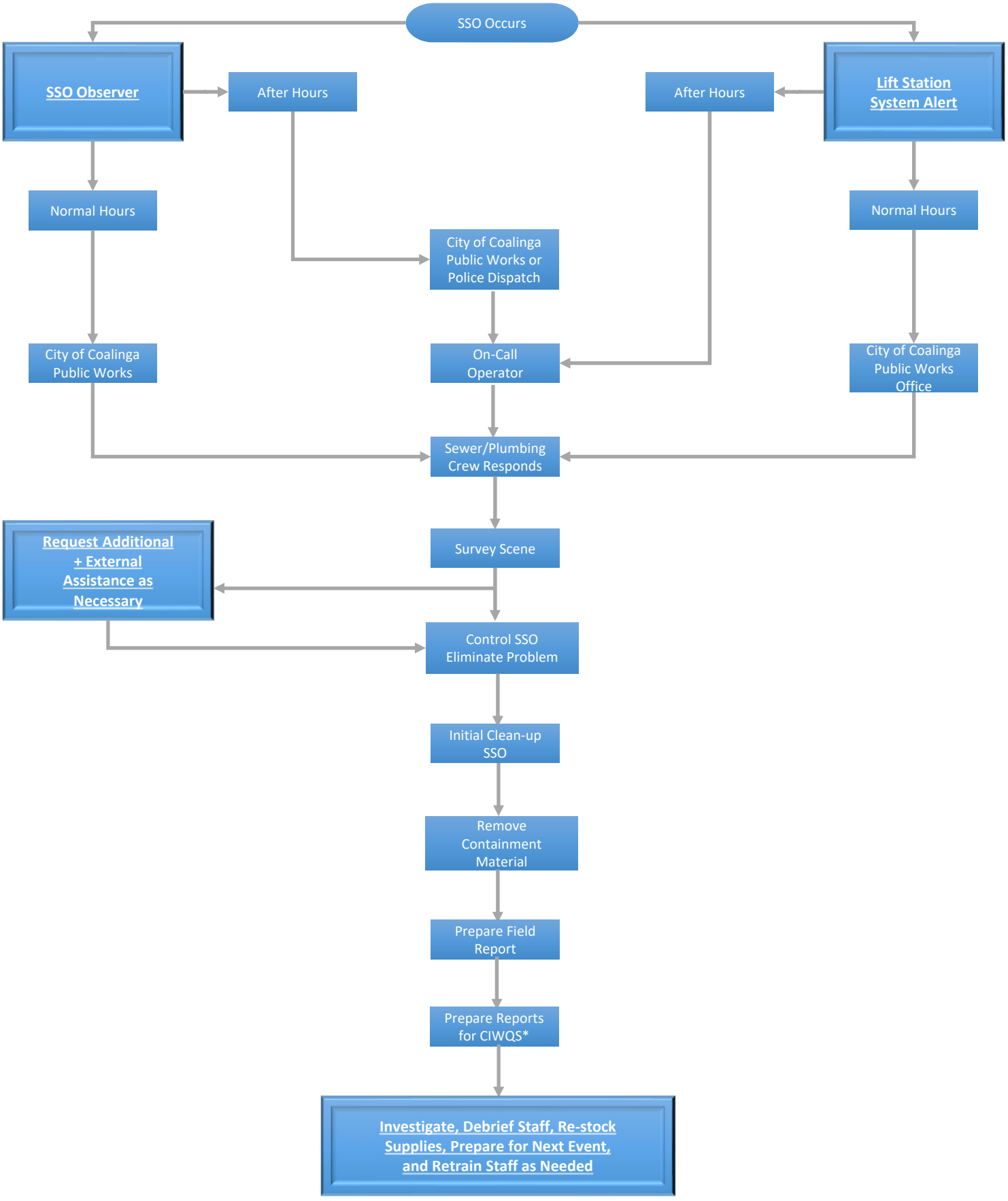
7.5 Contractors Working on City Sewer Facilities

Any contractors that work or otherwise utilize the sewer system are required to comply with all legal requirements associated with SSO responses, be provided with a copy of the City's OERP and have knowledge of it's response procedures and requirements.

Appendix A

Notification and Response Flow Chart and Regulatory Reporting Guide

Appendix A: Notification and Response Flowchart



* Submit Reports to CIQWS** as per Regulatory Reporting Guide
** If CIWQS website is not available, you must fax all required information to RWQCB and reattempt as soon as possible.

Regulatory Reporting Guide

Deadline	Category 1 Spill[1]	Category 2 Spill[2]	Category 3 Spill[2]	Category 4 Spill[2]
2 hours after awareness of spill	Within two (2) hours of the WCW's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to Waters of the State, notify CalOES and obtain a notification control number.	Within two (2) hours of the WCW's knowledge of a Category 2 spill of 1,000 gallons or greater threatening to discharge to Waters of the State, notify CalOES and obtain a notification control number.	-	-
Within 18 hours of awareness of spill	Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters.	-	-	-
As soon as possible	Notify the Public Workers Supervisor, City Engineer, and On-Call Operator.			
3 Business Days after awareness of spill	Submit Draft Spill Report in the CIWQS database.	Submit Draft Spill Report in the CIWQS database.	-	-
15 days after the spill end date	Submit Certified Spill Report within 15 calendar days of the spill end date. (Submit Amended Spill Report, as needed, within 90 calendar days after the spill end date.)	Submit Certified Spill Report within 15 calendar days of the spill end date. (Submit Amended Spill Report, as needed, within 90 calendar days after the spill end date.)	-	-
Within 30 Calendar days after the end of the calendar month which the spill occurs	-	-	Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database (Submit Amended Spill Report, as needed, within 90 calendar days after the Certified Spill Report due date.)	Certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database.
45 days after spill end date	Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and	-	-	-
By February 1st after the end of the calendar year in which the spills occur.	-	See + note below.	-	Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database.

Notes:

(1) A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill.

(2) Agency owned lateral spills (Cat 2-4) to be reported by Feb 1 of the following year.

Appendix B

Telephone Log Form

City of Coalinga Public Works Department

Telephone Log

Phone Call From: _____ Title: _____

Company (if applicable): _____

Phone Number Called From: _____ Office / Cell

Date of Call: _____ Time of Call: _____ am / pm

Person Contacted: _____ Title: _____

Phone Number Called: _____ Office / Cell

Conversation Summary: _____

Message Date	Time	With Whom	For Whom	Date & Time Returned	
	am / pm				am / pm
	am / pm				am / pm
	am / pm				am / pm

Follow-up Required: _____

Appendix C

SSO Incident Report Form

City of Coalinga Public Works Department

Telephone Log

Phone Call From: _____ Title: _____

Company (if applicable): _____

Phone Number Called From: _____ Office / Cell

Date of Call: _____ Time of Call: _____ am / pm

Person Contacted: _____ Title: _____

Phone Number Called: _____ Office / Cell

Conversation Summary: _____

Message Date	Time	With Whom	For Whom	Date & Time Returned	
	am / pm				am / pm
	am / pm				am / pm
	am / pm				am / pm

Follow-up Required: _____

Appendix D

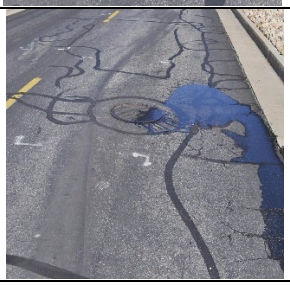
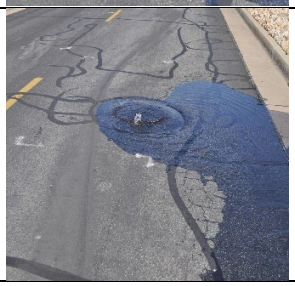
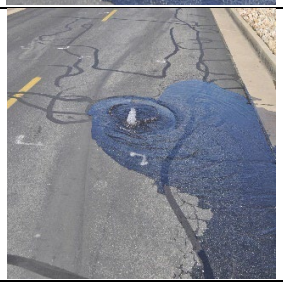
Category of SSO Photo Index and SSO Category Determination

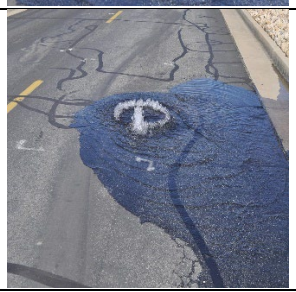
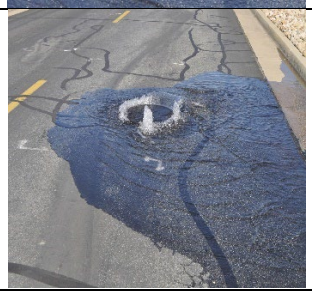
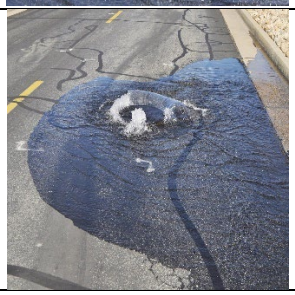
Flow Rate Index

Compare the Spill to the reference images below to estimate the flow rate of the current overflow.

NOTE: If the manhole cover in your picture has vent holes or more than one pry hole, do not use these pictures for comparison.

Describe which reference photo(s) were used and any additional factors that influenced applying the reference photo data to the actual Spill:

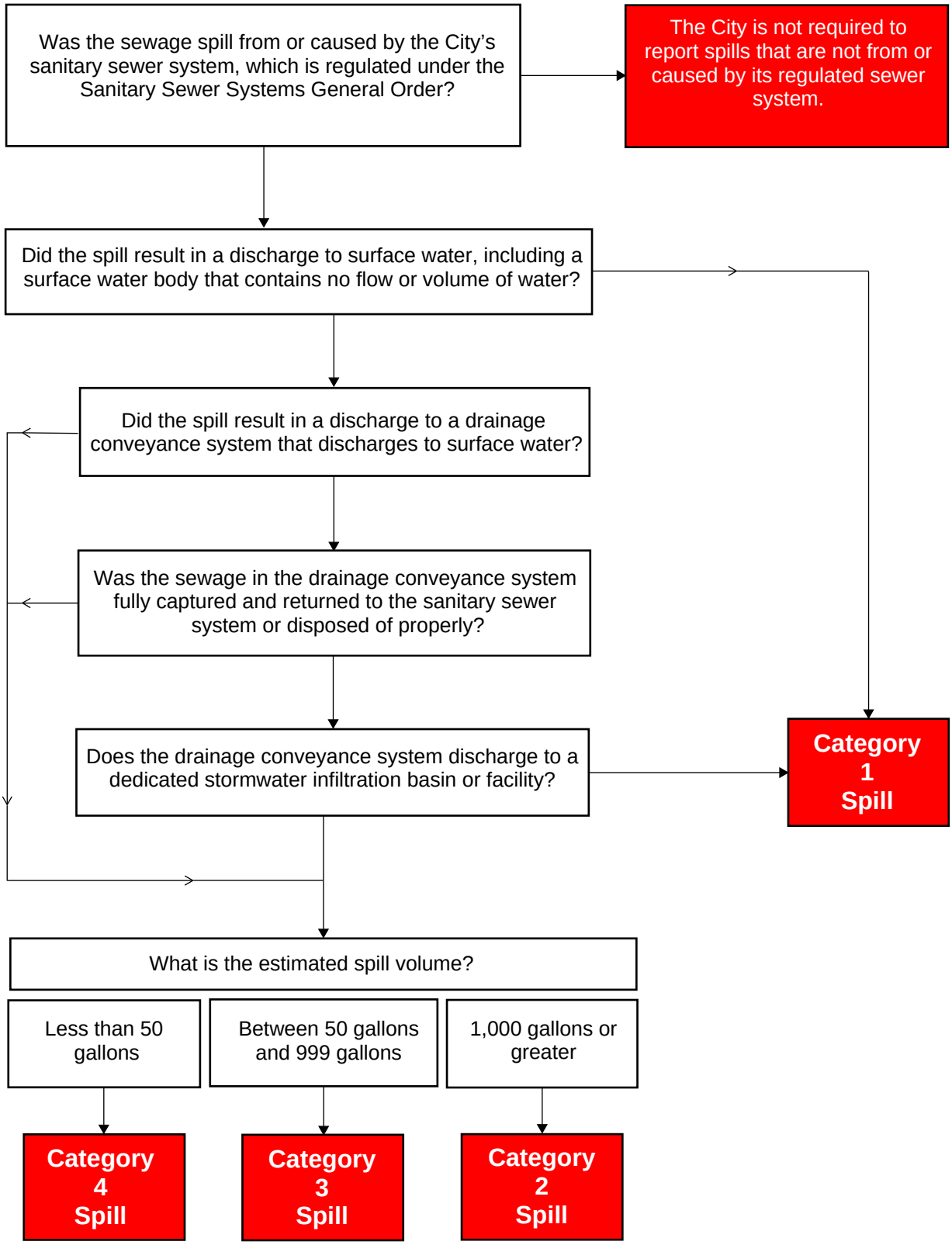
Flowrates	5 GPM	25 GPM	50 PM	100 GPM
Near View				
Far View				

Flowrates	150 GPM	200 GPM	300 PM	400 GPM
Near View				
Far View				

Source: CWEA Southern Section Collection Systems Committee Overflow Simulation

SSO Category Determination

INSTRUCTIONS: Answer each question in order and stop at the red box once you have determined the category.



Attachment D - Sample Templates for SSO Volume Estimation

TABLE 'A'

ESTIMATED SSO FLOW OUT OF M/H WITH COVER IN PLACE

24" COVER

Height of spout above M/H rim H in inches	S S O FLOW Q in gpm	in MGD	Min. Sewer size in which these flows are possible
1/4	1	0.001	
1/2	3	0.004	
3/4	6	0.008	
1	9	0.013	
1 1/4	12	0.018	
1 1/2	16	0.024	
1 3/4	21	0.030	
2	25	0.037	
2 1/4	31	0.045	
2 1/2	38	0.054	
2 3/4	45	0.065	
3	54	0.077	
3 1/4	64	0.092	
3 1/2	75	0.107	
3 3/4	87	0.125	
4	100	0.145	
4 1/4	115	0.166	
4 1/2	131	0.189	
4 3/4	148	0.214	
5	166	0.240	
5 1/4	185	0.266	
5 1/2	204	0.294	
5 3/4	224	0.322	6"
6	244	0.352	
6 1/4	265	0.382	
6 1/2	286	0.412	
6 3/4	308	0.444	
7	331	0.476	
7 1/4	354	0.509	
7 1/2	377	0.543	
7 3/4	401	0.578	8"
8	426	0.613	
8 1/4	451	0.649	
8 1/2	476	0.686	
8 3/4	502	0.723	
9	529	0.761	

36" COVER

Height of spout above M/H rim H in inches	S S O FLOW Q in gpm	in MGD	Min. Sewer size in which these flows are possible
1/4	1	0.002	
1/2	4	0.006	
3/4	8	0.012	
1	13	0.019	
1 1/4	18	0.026	
1 1/2	24	0.035	
1 3/4	31	0.044	
2	37	0.054	
2 1/4	45	0.065	
2 1/2	55	0.079	
2 3/4	66	0.095	
3	78	0.113	
3 1/4	93	0.134	
3 1/2	109	0.157	
3 3/4	127	0.183	
4	147	0.211	
4 1/4	169	0.243	
4 1/2	192	0.276	
4 3/4	217	0.312	6"
5	243	0.350	
5 1/4	270	0.389	
5 1/2	299	0.430	
5 3/4	327	0.471	
6	357	0.514	
6 1/4	387	0.558	8"
6 1/2	419	0.603	
6 3/4	451	0.649	
7	483	0.696	
7 1/4	517	0.744	
7 1/2	551	0.794	
7 3/4	587	0.845	10"
8	622	0.896	
8 1/4	659	0.949	
8 1/2	697	1.003	
8 3/4	734	1.057	
9	773	1.113	

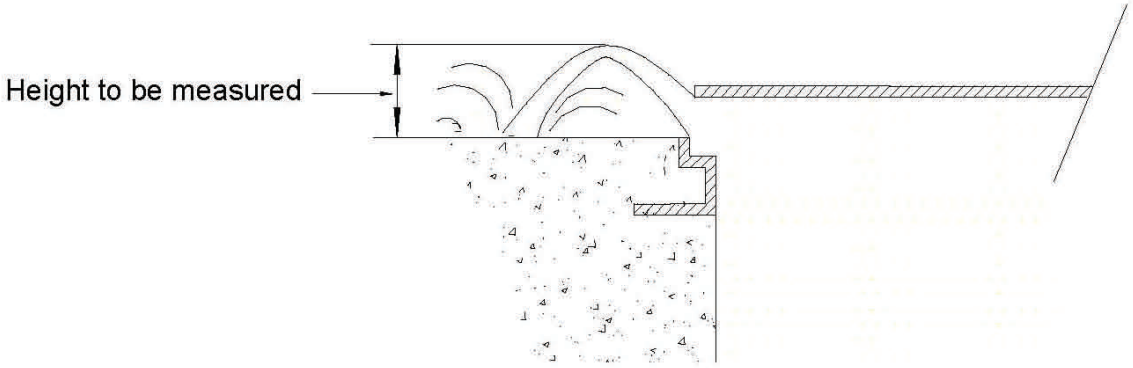
Disclaimer:
This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

The formula used to develop Table A measures the maximum height of the water coming out of the maintenance hole above the rim. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is unseated and slightly elevated on a 24" casting. The maximum height of the discharge above the rim is 5 ¼ inches. According to Table A, these conditions would yield an SSO of 185 gallons per minute.

FLOW OUT OF M/H WITH COVER IN PLACE



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

TABLE 'B'

ESTIMATED SSO FLOW OUT OF M/H WITH COVER REMOVED

24" FRAME

Water Height above M/H frame H in inches	S S O FLOW Q in gpm	in MGD	Min. Sewer size in which these flows are possible
1/8	28	0.04	
1/4	62	0.09	
3/8	111	0.16	
1/2	160	0.23	
5/8	215	0.31	6"
3/4	354	0.51	8"
7/8	569	0.82	10"
1	799	1.15	12"
1 1/8	1,035	1.49	
1 1/4	1,340	1.93	15"
1 3/8	1,660	2.39	
1 1/2	1,986	2.86	
1 5/8	2,396	3.45	18"
1 3/4	2,799	4.03	
1 7/8	3,132	4.51	
2	3,444	4.96	21"
2 1/8	3,750	5.4	
2 1/4	3,986	5.74	
2 3/8	4,215	6.07	
2 1/2	4,437	6.39	
2 5/8	4,569	6.58	24"
2 3/4	4,687	6.75	
2 7/8	4,799	6.91	
3	4,910	7.07	

36" FRAME

Water Height above M/H frame H in inches	S S O FLOW Q in gpm	in MGD	Min. Sewer size in which these flows are possible
1/8	49	0.07	
1/4	111	0.16	
3/8	187	0.27	6"
1/2	271	0.39	
5/8	361	0.52	8"
3/4	458	0.66	
7/8	556	0.8	10"
1	660	0.95	12"
1 1/8	1,035	1.49	
1 1/4	1,486	2.14	15"
1 3/8	1,951	2.81	
1 1/2	2,424	3.49	18"
1 5/8	2,903	4.18	
1 3/4	3,382	4.87	
1 7/8	3,917	5.64	21"
2	4,458	6.42	
2 1/8	5,000	7.2	24"
2 1/4	5,556	8	
2 3/8	6,118	8.81	
2 1/2	6,764	9.74	
2 5/8	7,403	10.66	
2 3/4	7,972	11.48	30"
2 7/8	8,521	12.27	
3	9,062	13.05	
3 1/8	9,604	13.83	
3 1/4	10,139	14.6	
3 3/8	10,625	15.3	36"
3 1/2	11,097	15.98	
3 5/8	11,569	16.66	
3 3/4	12,035	17.33	
3 7/8	12,486	17.98	
4	12,861	18.52	
4 1/8	13,076	18.83	
4 1/4	13,285	19.13	
4 3/8	13,486	19.42	

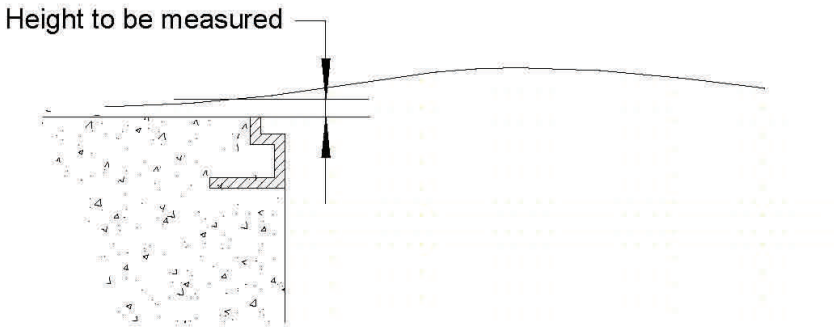
Disclaimer:
This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

The formula used to develop Table B for estimating SSO's out of maintenance holes without covers is based on discharge over curved weir -- bell mouth spillways for 2" to 12" diameter pipes. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is off and the flow coming out of a 36" frame maintenance hole at one inch (1") height will be approximately 660 gallons per minute.

FLOW OUT OF M/H WITH COVER REMOVED (TABLE "B")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

TABLE 'C'

ESTIMATED SSO FLOW OUT OF M/H PICK HOLE

Height of spout above M/H cover H in inches	SSO FLOW Q in gpm
1/8	1.0
1/4	1.4
3/8	1.7
1/2	1.9
5/8	2.2
3/4	2.4
7/8	2.6
1	2.7
1 1/8	2.9
1 1/4	3.1
1 3/8	3.2
1 1/2	3.4
1 5/8	3.5
1 3/4	3.6
1 7/8	3.7
2	3.9
2 1/8	4.0
2 1/4	4.1
2 3/8	4.2
2 1/2	4.3
2 5/8	4.4
2 3/4	4.5
2 7/8	4.6
3	4.7
3 1/8	4.8
3 1/4	4.9
3 3/8	5.0
3 1/2	5.1
3 5/8	5.2
3 3/4	5.3
3 7/8	5.4
4	5.5
4 1/8	5.6
4 1/4	5.6
4 3/8	5.7
4 1/2	5.8
4 5/8	5.9
4 3/4	6.0
4 7/8	6.0
5	6.1

Height of spout above M/H cover H in inches	SSO FLOW Q in gpm	
5 1/8	6.2	
5 1/4	6.3	
5 3/8	6.3	
5 1/2	6.4	
5 5/8	6.5	
5 3/4	6.6	
5 7/8	6.6	
6	6.7	
6 1/8	6.8	
6 1/4	6.8	
6 3/8	6.9	Unrestrained
6 1/2	7.0	M/H cover will
6 5/8	7.0	start to lift
6 3/4	7.1	
6 7/8	7.2	
7	7.2	
7 1/8	7.3	
7 1/4	7.4	
7 3/8	7.4	
7 1/2	7.5	
7 5/8	7.6	
7 3/4	7.6	
7 7/8	7.7	
8	7.7	
8 1/8	7.8	
8 1/4	7.9	
8 3/8	7.9	
8 1/2	8.0	
8 5/8	8.0	
8 3/4	8.1	
8 7/8	8.1	
9	8.2	
9 1/8	8.3	
9 1/4	8.3	
9 3/8	8.4	
9 1/2	8.4	
9 5/8	8.5	
9 3/4	8.5	
9 7/8	8.6	
10	8.7	

Note: This chart is based on a 7/8 inch diameter pick hole

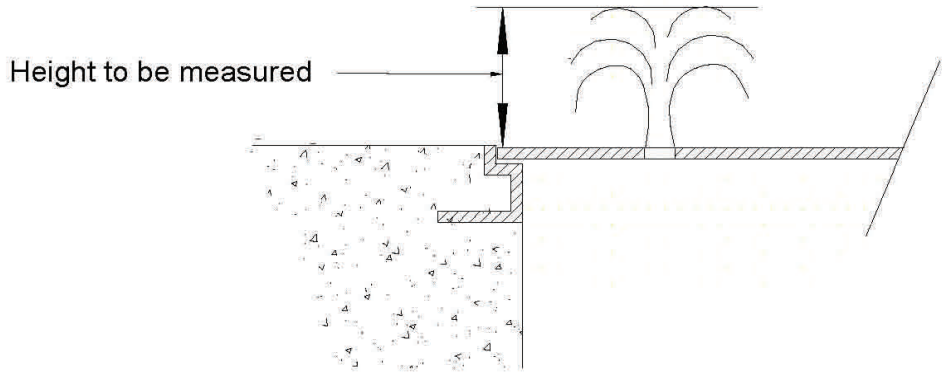
Disclaimer: This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

The formula used to develop Table C is Q=CcVA, where Q is equal to the quantity of the flow in gallons per minute, Cc is equal to the coefficient of contraction (.63), V is equal to the velocity of the overflow, and A is equal to the area of the pick hole.[2] If all units are in feet, the quantity will be calculated in cubic feet per second, which when multiplied by 448.8 will give the answer in gallons per minute. (One cubic foot per second is equal to 448.8 gallons per minute, hence this conversion method).

Example Overflow Estimation:

The maintenance hole cover is in place and the height of water coming out of the pick hole seven-eighths of an inch in diameter (7/8") is 3 inches (3"). This will produce an SSO flow of approximately 4.7 gallons per minute.

FLOW OUT OF VENT OR PICK HOLE (TABLE "C")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

[2] Velocity for the purposes of this formula is calculated by using the formula h = v squared / 2G, where h is equal to the height of the overflow, v is equal to velocity, and G is equal to the acceleration of gravity.

Appendix E

Sample Warning Sign

DANGER
RAW SEWAGE HAS CONTAMINATED WATER

CONTACT MAY CAUSE ILLNESS
Keep children and pets out of this area.



PELIGRO
AGUA CONTAMINADA
CONTACTO CON EL AGUA

PUEDE CAUSAR ENFERMEDADES
Mantenga a niños y mascotas fuera de esta área.

For more information – Para más información
Contact: Public Works Office
(559) 935-1534

Appendix F

Sanitary Sewer Spill Report

SSLOCSD
Sanitary Sewer Spill Report

Spill location name: _____

Address: _____
Number (N, S, E, W) Street Name (Rd, St, Ct, etc.)

Estimated spill volume that reached a separate storm drain that flows to a surface water body?_____

Estimated spill volume recovered from the separate storm drain that flows to a surface water body? _____

Estimated spill volume that directly reached a drainage channel that flows to a surface water body? _____

Estimated spill volume recovered from a drainage channel that flows to a surface water body? _____

Estimated spill volume discharged directly to a surface water body? _____

Estimated spill volume recovered from surface water body? _____

Estimated spill volume discharged to land? (Discharges directly to land, storm drain system, or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location. Also backups to buildings)_____

Estimated spill volume recovered from the discharge to land? _____

Did the spill discharge to a drainage channel and/or surface water? Yes ☐ No ☐

Did the spill reach a storm drainpipe that is not part of a combined sewer system? Yes ☐ No ☐

If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system? Yes ☐ No ☐

Spill location description: _____

_____

Number of appearance points: _____ Spill appearance points (Check all that apply):

☐ Inside building or structure
☐ Force main
☐ Gravity mainline
☐ Manhole
☐ Other sewer system structure
☐ Pump station
☐ Lateral cleanout (private)
☐ Upper or lower lateral (private)
☐ Other (specify below)

Spill appearance point explanation (Required if spill appearance point is "Other" and/or multiple appearance points are selected): _____

_____

Final spill destination (Check all that apply):

☐ Beach
☐ Building or structure
☐ Drainage channel
☐ Separate storm drain
☐ Street/curb and gutter
☐ Surface water
☐ Paved surface
☐ Unpaved surface
☐ Other (specify below)

Explanation of final spill destination (Required if spill destination point is "Other"): _____

_____

Estimated spill start date and time: _____

Date and time sanitary sewer system agency was notified of or discovered spill: _____

Estimated Operator arrival date and time: _____ Estimated spill end date and time: _____

Spill cause (Check all that apply):

☐ Debris from lateral
☐ Debris - rags
☐ Debris from construction
☐ Vandalism
☐ Natural disaster
☐ Damage by others
☐ Operator error
☐ Pipe structural problem/failure
☐ Pipe structural problem/installation
☐ Pump station controls
☐ Pump station mechanics
☐ Pump station power failure
☐ Root intrusion
☐ Grease deposition (FOG)
☐ Other (specify below)

Spill cause explanation (Required if spill cause is "Other"): _____

Where did failure occur? (Check all that apply):

☐ Force main
☐ Gravity mainline
☐ Manhole
☐ Air relief valve
☐ Pump station - controls
☐ Pump station - mechanical
☐ Pump station - power
☐ Siphon
☐ Other (specify below)

Explanation of where failure occurred (Required if where failure occurred is "Other"): _____

_____

Was this spill associated with a storm event? Yes ☐ No ☐

Sewer pipe at the point of blockage or failure: _____
Diameter (inches) Material Estimated Age (years)

Spill response activities (Check all that apply):

☐ Cleaned-up
☐ Mitigated effects of spill
☐ Contained all or portion of spill
☐ Restored flow
☐ Returned spill to sewer system
☐ Returned some to sewer system
☐ Property owner notified
☐ Enforcement agency(s) notified
☐ Other (specify below)

Explanation of spill response activities (Required if spill response activities is "Other"): _____

_____

Spill response completion date: _____ Spill corrective action taken (Check all that apply):

☐ Added sewer to preventive maintenance program
☐ Adjusted schedule/method of preventive maintenance
☐ Enforcement action against FOG source
☐ Inspected sewer using CCTV to determine cause
☐ Plan rehabilitation or replacement of sewer
☐ Repaired facilities or replaced defect
☐ Other (specify below)

Explanation of spill corrective action taken (Required if spill corrective action taken is "Other"): _____

_____

Is there an ongoing investigation? Yes ☐ No ☐ Reason for ongoing investigation? _____

_____

Visual inspection results from impacted receiving water: _____

_____

Health warnings posted: Yes ☐ No ☐ Did the spill result in a beach closure? Yes ☐ No ☐

If **YES**, name of impacted beach(s) (enter N/A if None): _____

Name of impacted surface water(s) (enter un-named if un-named): _____

Water quality samples analyzed for (Check all that apply):

☐ No water quality samples taken
☐ Not applicable to this spill
☐ Dissolved oxygen
☐ Other chemical indicators (specify below)
☐ Biological indicators (specify below)
☐ Other (specify below)

Explanation of water quality samples analyzed for (Required if water quality samples analyzed for is "Other chemical indicators," "Biological indicators," or "Other"): _____

Water quality sample results reported to (Check all that apply):

☐ OES
☐ County Health Agency
☐ Regional Water Quality Control Board
☐ No water quality samples taken
☐ Not applicable to this spill
☐ Other (specify below)

Explanation of water quality sample results reported to (Required if water quality sample results reported to is "Other"): _____

_____

Explanation of volume estimation methods used (Describe how you developed spill volume estimates for this spill): _____

_____

OES Notification (Required for Category 1 spill greater or equal to 1,000 gallons): _____
Control No. Date/Time OES called

Contact person _____
Name Title Phone number

Report Completed by: _____ Date: _____



mkn

Appendix F

City FOG Ordinance

City Wastewater Discharge Permit Ordinance

The City of Coalinga

Fats, Oils, and Grease (FOG) Ordinance

January 2026

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c) General FOG Discharge Prohibitions. 1
d) Specific FOG Prohibitions. 1
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SECTION 6-321 - FATS, OILS, & GREASE (FOG) CONTROL PROGRAM

a) Title.

This section shall be referred to as the "City of Coalinga FOG Control Program ordinance" or "FOG Ordinance."

b) Purpose.

The purpose of the FOG Ordinance is to reduce Sanitary Sewer Overflows and blockages, and to protect public health and the environment by minimizing public exposure to unsanitary conditions. By controlling the discharge of fats, oils, and grease to the wastewater collection system, excessive buildup in sewer lines can be lessened, thereby increasing the system's operating efficiency and reducing the number of sewer line blockages and overflows.

c) General FOG Discharge Prohibitions.

No Food Service Establishment shall discharge or cause to be discharged into the sewer system FOG that may accumulate and/or cause or contribute to blockages in the sewer system or at the sewer lateral which connects the Food Service Establishment (FSE) to the sewer system.

d) Specific FOG Prohibitions.

The following specific prohibitions shall apply to all Food Service Establishments:

(1) Discharge of any FOG-containing wastewater that is not connected to a grease removal device is prohibited, unless a waiver has been granted in accordance with Subsection (1).
(2) Non-grease laden sources, such as but not limited to hand-wash sinks, toilets, urinals, and stormwater, shall not be connected to a grease removal device.
(3) No dishwasher shall be connected to a grease trap.
(4) Discharge of wastewater with temperatures in excess of 140° F (60° C) into any grease trap is prohibited.
(5) Garbage disposals (food grinders) shall be prohibited at all New Food Service Establishments. Existing Food Service Establishments shall remove all garbage disposals when they remodel or within one hundred eighty (180) days from receiving a notice from the Director to remove its garbage disposal(s) based on the Director's finding that the FSE at any time caused or contributed to an SSO.
(6) Direct disposal of any waste cooking oil into any drain or cleanout that is connected to the sewer system is prohibited.
(7) Introduction of any additive into a grease removal device or directly into the sewer system for the purpose of emulsifying FOG, biologically/chemically treating FOG for grease remediation, or as a supplement to any grease removal device maintenance is prohibited, unless specifically authorized in writing by the Director.
(8) Discharge of any waste which has been removed from a grease removal device into the sewer system is prohibited.

e) FOG Wastewater Discharge Permit Required.

All Food Service Establishments shall obtain a FOG Wastewater Discharge Permit. Nothing in the permit is intended to relieve the Food Service Establishment of any local, state, or federal regulation. Any denial of a permit may be appealed in the City of Coalinga Code of Ordinance, under Title 1, Chapter 4.

f) Permit Application Requirements.

FOG Wastewater Discharge Permit Applications shall include the following information:

(1) Name, address, telephone number, description of the Food Service Establishment and service activities.
(2) Name of any and all principals/owners of the Food Service Establishment.
(3) Name and address of property owner or lessor and the property manager where the Food Service Establishment is located.
(4) Floor, site and plumbing plans showing detailed sewer connections and grease removal devices.
(5) Specifications of all grease removal devices.
(6) Operational statement of FSE.
(7) Any other information as may be specified in the application form.

g) FOG Wastewater Discharge Permit Conditions.

(1) FOG Wastewater Discharge Permits must contain the following:
    (i) A statement that indicates the wastewater discharge permit duration.
    (ii) A statement that the wastewater discharge permit is nontransferable.
    (iii) A statement of applicable civil and criminal penalties for violation of permit and FOG ordinance.
(2) FOG Wastewater Discharge Permits may contain the following conditions or limits if found necessary to meet the intent of this Ordinance by the Director:
    (i) Limits on discharge of FOG and other pollutants.
    (ii) Requirements to install, operate, and maintain adequate pretreatment devices including grease removal devices.
    (iii) Requirements for proper operation and maintenance of all pretreatment devices.
    (iv) Grease removal device maintenance frequency and schedule.
    (v) Requirements for implementing, maintaining, and reporting on the status of Best Management Practices.
    (vi) Requirements for maintaining and submitting logs and records, including waste hauling records and manifests and to have such records available for inspection.
    (vii) Requirements to self-monitor.
    (viii) Additional requirements as may be determined to be reasonably appropriate by the Director or as specified by other Regulatory Agencies to protect the collection system.
    (ix) Other terms and conditions, which may be reasonably applicable to ensure compliance with the FOG Control Program.

h) FOG Wastewater Discharge Permit Modifications.

FOG Wastewater Discharge Permit modifications are subject to Section 6-335 (h) of this Article consistent with the terms, requirements and policies in this section.

i) Best Management Practices.

All Food Service Establishments shall implement Best Management Practices (BMPs) in an effort to minimize the discharge of FOG to the sewer system, including, but not limited to, the following, as applicable:

(1) Installation of Drain Screens. Drain screens shall be installed on all drainage pipes in food preparation areas.

(2) Segregation and Collection of Waste Cooking Oil. All waste cooking oil shall be collected and stored properly in recycling receptacles such as barrels or drums. Such recycling receptacles shall be maintained properly to insure that they do not leak. Licensed waste haulers or an approved recycling facility must be used to dispose of waste cooking oil.

(3) Disposal of Food Waste. All food waste should be disposed of directly into the trash or garbage and not into sinks and shall be disposed of in a manner that will ensure against leakage in the trash container or anywhere else.

(4) Employee Training. Employees of the Food Service Establishment shall be trained by ownership/management periodically as specified in the FOG wastewater discharge permit on the following subjects:

(i) Dry-wiping pots, pans, dish ware and work areas before washing to remove grease.

(ii) Properly disposing food waste and solids in plastic bags prior to disposal in trash bins or containers to prevent leaking and odors.

(iii) The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped.

(iv) Properly disposing grease or oils from cooking equipment into a proper grease receptacle without spilling.

Training shall be documented along with employee signatures. Training records shall be available for review at any time by authorized representatives of the city.

(5) Maintenance of Mechanical Exhaust Ventilation Filters. Filters shall be cleaned as frequently as necessary to be maintained in good operating condition. The wastewater generated from cleaning exhaust filters shall be disposed of properly.

(6) Kitchen Signage. Best management and waste minimization practices shall be posted conspicuously in the food preparation and dishwashing areas at all times.

j) FOG Pretreatment Required for New and Existing Food Service Establishments.

Food Service Establishments are required to install, operate and maintain an approved type and adequately sized grease interceptor necessary to maintain compliance with the objectives of this section, subject only to the variance and waiver provisions and other exceptions of this section. The grease interceptor shall be adequate to separate and remove FOG contained in wastewater discharges from Food Service Establishments prior to discharge to the sewer system. Fixtures, equipment, and drain lines located in the food preparation and cleanup areas of Food Service Establishments that are sources of FOG discharges shall be connected to the grease interceptor.

(1) New Food Service Establishments shall include and install grease interceptors prior to commencing discharges of wastewater to the sewer system.

(2) Existing Food Service Establishments shall install grease interceptors in any of the following circumstances:

(i) When the FSE changes ownership;

(ii) When any change in operation results in or has the potential to result in the increase of the amount of FOG generated and/or discharged by FSE in an amount that alone or collectively causes or creates a potential SSO to occur;

(iii) When it is determined by the Director that the FSE caused or contributed to grease-related blockages in the sewer system, has sewer laterals connected to hot spots, or has been determined to contribute significant FOG to the sewer system, based on inspection and sampling;

(iv) During a remodel;

(v) Any other time the Director reasonably determines that installation of a grease interceptor is necessary to avoid an adverse impact to the sewer system.

(3) Any Existing FSE that receives a notice from the Director to install a grease interceptor must install the interceptor within 180 days unless otherwise required by the Director.

k) Variance of Grease Interceptor Requirement.

Notwithstanding any other provision in this section, an Existing FSE may obtain a variance, at the Director's discretion, from the grease interceptor requirement to allow alternative pretreatment technology that is equally effective in controlling the FOG discharge in lieu of a grease interceptor. One such type of alternative pretreatment technology is a grease trap. Consideration of granting the variance will be based on the following:

(1) There is insufficient space for installation and/or maintenance of a grease interceptor.

(2) There is inadequate slope for gravity flow between kitchen plumbing fixtures and the grease interceptor and/or between the grease interceptor and the private collection line or the public sewer. The FSE can demonstrate, to the satisfaction of the Director, that the alternative pretreatment technology is equivalent or better than a grease interceptor in controlling FOG. In addition, the FSE must be able to demonstrate, after installation of the proposed alternative pretreatment technology, its continued ability to effectively control FOG discharge.

The variance may be rescinded if subsequent monitoring shows accumulation of FOG in the sewer lateral or the collection system downstream of the Food Service Establishment's connection or if the Food Service Establishment caused or contributed to a Sanitary Sewer Overflow. A grease interceptor must be installed within 180 days of the rescission of a variance. Denial or revocation of a variance may be appealed pursuant to City of Coalinga Code of Ordinance, under Title 1, Chapter 4.

l) Waiver from Grease Removal Device Requirement.

When granting a variance is not possible because the installation of a grease interceptor is not feasible and no equivalent alternative pretreatment can be implemented, an FSE may apply for and be granted a conditional waiver with the imposition of line maintenance cost recovery charges as established in the Master Fee Schedule. An FSE requesting a waiver must demonstrate that it has negligible FOG discharge and insignificant impact to the sewer system. Although a waiver may be granted, the Director may impose additional requirements including, but not limited to, the requirement to provide space and plumbing segregation for future installation of a grease interceptor. Denial or revocation of a waiver may be appealed pursuant to City of Coalinga Code of Ordinance, under Title 1, Chapter 4.

m) Cost Recovery.

All costs incurred for cleaning the sewer line to remove FOG buildup caused or contributed to by an FSE shall be reimbursed to the city by the FSE. Factors for determining responsible parties for cost recovery charges include the FSEs that are discharging into the affected sewer line, the presence of grease removal devices or alternative pretreatment in the FSE, proper maintenance of grease removal devices by the FSE, implementation of BMPs, and any waivers or variances granted.

n) Drawing Submittal Requirements.

At the time of obtaining a FOG Wastewater Discharge Permit or upon request by the Director:

(1) FSEs may be required to submit copies of design and as-built facility site plans, mechanical and plumbing plans and details to show all sewer locations and connections. The documents shall be in a

form acceptable to the Director for review of existing grease control devices, monitoring facilities, metering facilities and operating procedures. The review of plans and procedures shall in no way relieve the FSE of the responsibility to modify the facilities or procedures in the future, as necessary to produce an acceptable discharge and to meet the requirements of this FOG Control Program.

(2) FSEs may be required to submit a schematic drawing of the grease removal device or alternative pretreatment, piping and instrumentation diagram, and wastewater characterization report.

(3) At the Director's discretion, all drawings and/or reports may be required to be prepared by a California Registered Civil, Chemical, or Electrical Engineer.

o) Grease Interceptor Requirements.

Any FSE that is required to provide FOG pretreatment shall install operate and maintain an approved type and properly sized grease interceptor, or other grease removal device authorized under an approved variance, necessary to maintain compliance with the purpose of the FOG Control Program.

(1) Approved grease interceptor sizing and installation shall conform to the latest approved edition of the California Uniform Plumbing Code.

(2) Grease interceptors shall be constructed in accordance with the design approved by the Director and shall have a minimum of two compartments with fittings designed for grease retention.

(3) Grease interceptors shall be installed at a location where it shall be at all times easily accessible for inspection, cleaning and removal of accumulated grease.

(i) Grease interceptors may not be installed in any part of the building where food is handled.

(ii) If a location is not available on the property of the FSE, a street encroachment permit may be requested to authorize installation of a grease interceptor in a public access area such as the street or sidewalk area.

(iii) There will be no obstruction from landscaping or parked vehicles, with the exception of parked vehicles in a public access area as granted through a street encroachment permit.

(4) Access manholes, with a minimum diameter of twenty-four (24) inches, shall be provided over each grease interceptor chamber and sanitary tee. The manholes shall also have readily removable covers to facilitate inspection, grease removal and wastewater sampling activities.

(5) The original design of the grease interceptor shall not be modified unless the manufacturer recommends the modification in writing.

(i) Any modification will be at the Food Service Establishment's expense.

(ii) The city is not liable for any non-compliance as a result of any modification.

p) Grease Interceptor Maintenance Requirements.

Grease interceptors shall be maintained in efficient operating condition by periodic complete removal of all contents of the devices including wastewater, accumulated FOG, floating materials, sludge and solids.

(1) No FOG that has accumulated in a grease interceptor shall be allowed to pass into any sewer lateral, sewer system, storm drain, or public right of way during maintenance activities.

(2) Food Service Establishments that are located in an area that is considered to be a hot spot will be required to submit data and information necessary to establish a maintenance frequency for their grease interceptor.

(3) The maintenance frequency for all Food Service Establishments with a grease interceptor shall be determined in one of the following methods:

(i) Grease interceptors shall be fully pumped out and cleaned at a frequency such that the combined FOG and solids accumulation does not exceed the 25% Rule. Regardless, the interval between cleaning shall not exceed six (6) months.

(ii) The owner/operator of a Food Service Establishment may submit a request to the Director asking for a change in the maintenance frequency at any time. The Food Service Establishment has the burden of responsibility to prove that the change reflects actual operating conditions based on the average FOG accumulation over time, and meets the requirements of the 25% Rule. The Food Service Establishment must also show that it is in full compliance with the conditions of its FOG Wastewater Discharge Permit and this section. Upon approval by the Director, the FOG Wastewater Discharge Permit will be modified accordingly to reflect the change in maintenance frequency.

(iii) If the grease interceptor contains, at any time, FOG and solids accumulation that exceeds the 25% Rule, the Food Service Establishment shall be required to have the grease interceptor serviced immediately so that all FOG, sludge and other materials are completely removed from the interceptor. If necessary, the Food Service Establishment may be required to increase the maintenance frequency of the grease interceptor from its current frequency.

(4) Wastewater, accumulated FOG, floating materials, sludge, solids, and other materials removed from the grease interceptor shall be disposed offsite properly by licensed waste haulers in accordance with federal, state, and/or local regulations.

q) Grease Trap Requirements.

Grease traps may be authorized by the Director through a variance under Subsection (k) with the following conditions:

(1) Grease traps shall be installed in waste lines leading from drains, sinks and other fixtures or equipment where grease may be introduced into the sewer system in quantities that can cause blockage.
(2) Grease traps shall be properly sized and installed in accordance with the latest approved edition of the California Uniform Plumbing Code.
(3) The original design of the grease trap shall not be modified unless the manufacturer recommends the modification in writing.
(4) Any modification will be at the FSE's expense.
(5) The city is not liable for any non-compliance as a result of any modification.
(6) Grease traps shall be maintained in efficient operating conditions by removing accumulated grease. The interval between cleaning will be established by the Director, but shall not exceed two (2) weeks. Baffles shall be removed and cleaned during the maintenance process, when applicable.
(7) Grease traps shall be kept free of all food residues and any FOG waste removed during the cleaning and scraping process.
(8) Grease traps shall be inspected periodically to check for leaking seams and pipes and for effective operation of the baffles and flow regulating devices.
(9) Grease traps and their baffles shall be maintained free of all caked-on FOG and waste.
(10) Dishwashers and food waste disposal units shall not be connected to or discharged into any grease trap.
(11) The temperature of any water entering a grease trap shall not exceed 140° F (60° C).

r) Monitoring Requirements.

(1) The Director may require, through the FOG Wastewater Discharge Permit or at any time, an FSE to construct and maintain in proper operating condition, at the FSE's sole expense, flow monitoring, constituent monitoring, and/or sampling devices.
(2) The location of monitoring or metering devices shall be subject to approval by the Director.

(3) At all times, FSEs shall provide immediate, clear, safe and uninterrupted access to authorized representatives of the city to all monitoring and metering devices.

s) FSE Requirements.

FSEs may be required by the Director to submit waste analysis plans, contingency plans, and meet other necessary requirements to ensure proper operation and maintenance of any grease removal device and compliance with this section, (s) Record Keeping Requirements. FSEs shall keep all records, including manifests, receipts, and invoices of all cleaning and maintenance of grease removal devices. All records shall be made available to authorized representatives of the city upon request. In addition to the above-mentioned documents, records include logbooks of maintenance activity, BMPs and employee training, sampling data, spill reports, line cleaning reports, and any other information deemed appropriate by the Director to ensure compliance with the FOG Control Program and this section.

The City of Coalinga

Wastewater Discharge Permit Ordinance

January 2026

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c) Wastewater Discharge Permit Enforceability. 1
d) Authority to Deny New or Increased Contributions. 1
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SECTION 6-335 - WASTEWATER DISCHARGE PERMITS

a) Wastewater Discharge Permit Required.

At the discretion of the Control Authority, all users proposing to connect to or contribute to the Publicly Owned Treatment Works (POTW) shall obtain a Wastewater Discharge Permit before connecting to or contributing to the POTW.

(1) All existing users connected to or contributing to the POTW on the effective date of this section must obtain a Wastewater Discharge Permit within ninety (90) days of such date.
(2) Any user proposing a new connection to the POTW shall obtain a Wastewater Discharge Permit prior to beginning discharge.
(3) Liquid Waste Haulers shall obtain a Wastewater Discharge Permit prior to transporting liquid waste to a discharge point designated by the Control Authority.

b) Authorization to Discharge.

The Wastewater Discharge Permit expressly authorizes a user to discharge wastewater to the POTW and is issued for that purpose. If, for any reason, a Wastewater Discharge Permit is revoked, suspended, or otherwise held invalid, authorization to discharge is terminated.

c) Wastewater Discharge Permit Enforceability.

Wastewater Discharge Permits shall be expressly subject to all provisions of this Code and all other applicable regulations, user charges and fees established by the city. Any violation of the terms and conditions of a Wastewater Discharge Permit shall be deemed a violation of this ordinance. Obtaining a Wastewater Discharge Permit does not relieve a permittee of its obligation to comply with all federal and state pretreatment standards or with any other requirements of federal, state, and local law.

d) Authority to Deny New or Increased Contributions.

The Control Authority shall have the authority to deny or condition new or increased contributions of pollutants or changes in the nature of pollutants to the POTW by permitted and non-permitted users where such contributions do not meet applicable pretreatment standards or requirements or where such contributions would cause the POTW to violate its Waste Discharge Requirements.

e) Wastewater Discharge Permit Application.

All users may be required to file with the Control Authority a Wastewater Discharge Permit application in a form prescribed by the Control Authority prior to obtaining a Wastewater Discharge Permit.

(1) Users proposing a new connection to the regional sewer system shall submit a completed Wastewater Discharge Permit application at least ninety (90) days prior to connecting to or contributing to the POTW.
(2) Existing users shall apply for a permit reissuance a minimum of ninety (90) days prior to the expiration of their existing Wastewater Discharge Permit.
(3) New or existing users failing to submit a completed discharge permit application will be assessed a penalty charge as designated in the City of Coalinga Finance tab under, ‘New Fees for Development & Other Miscellaneous Services’ updated fee structure.

f) Wastewater Discharge Permit Application Contents.

In support of the application, the user shall submit, in units and terms appropriate for evaluation, the following information:

(1) Name, address, and location (if different from the address);
(2) Standard Industrial Classification (SIC) number;
(3) Description of activities, facilities, and plant processes on the premises, including all materials which are or could be discharged;
(4) Number and type of employees and hours of operation of the plant and proposed or actual hours of operation;
(5) Each product produced by type, amount, process or processes, and rate of production;
(6) Average daily wastewater flow rates, including daily, monthly and seasonal variations;
(7) Type and amount of raw materials processed (average and maximum per day);
(8) Site plans, floor plans, mechanical and plumbing plans and details to show all sewers, sewer connections, and appurtenances by their size, location and elevation;
(9) Time and duration of discharge;
(10) Wastewater constituents and characteristics including, but not limited to, those mentioned in the City of Coalinga Ordinance under Title 6, Chapter 3, Section 6-3.10, as determined by a state-certified laboratory. Sampling and analyses shall be performed in accordance with the techniques described in Section 6-336(l) and Section 6-336(m);
(11) Where known, the nature and concentration of any pollutants in the discharge which are limited by any city, state or federal pretreatment standards, and a statement regarding whether or not the pretreatment standards are being met on a consistent basis and if not, whether additional operation and maintenance and/or additional pretreatment is required for the user to meet applicable pretreatment standards or city effluent limitations;
(12) If additional pretreatment and/or operation and maintenance will be required to meet the pretreatment standards or city effluent limitations, the schedule and conditions of scheduling shall be in accordance with those described in Section 6-336(g);
(13) Any other information as may be deemed by the Control Authority to be necessary to evaluate the permit application. The Control Authority will evaluate the data furnished by the user and may require additional information. After evaluation and acceptance of the data furnished, the Control Authority shall issue a Wastewater Discharge Permit, subject to the terms and conditions provided herein.

g) Permit Conditions.

Wastewater Discharge Permits shall include such conditions as are deemed reasonably necessary by the Control Authority to prevent pass-through or interference, protect the quality of the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW.

(1) Wastewater Discharge Permits must contain:
    (i) A statement that indicates wastewater discharge permit duration in accordance with Section 6-335(i) of this Code;
    (ii) A statement that the wastewater discharge permit is nontransferable in accordance with Section 6-335(j) of this Code;
    (iii) Effluent limits based on applicable pretreatment standards;

(iv) Self monitoring, sampling, reporting, notification, and record-keeping requirements, when applicable. These requirements shall include an identification of pollutants to be monitored, sampling location, sampling frequency, and sample type based on federal, state, and local law; and

(v) A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law.

(2) Wastewater Discharge Permits may contain, but need not be limited to, the following conditions:

(i) The unit charge or schedule of user charges and fees for the wastewater to be discharged to the regional sewer system;

(ii) Limits on the average and maximum wastewater constituents and characteristics;

(iii) Limits on the average and minimum rate and time of discharge or requirements for flow regulations and equalization;

(iv) Requirements for installation and maintenance of inspection and sampling facilities;

(v) Specifications for monitoring programs which may include sampling locations, frequency of sampling, number, types, and standards for tests and reporting schedule;

(vi) Compliance schedules;

(vii) Requirements for submission of technical reports (See Section 6-336);

(viii) Requirements for maintaining and retaining plant records relating to wastewater discharge as specified by the Control Authority, and affording the Control Authority access thereto;

(ix) Requirements for notifying the Control Authority prior to and obtaining approval of any new introduction of wastewater constituents or any substantial change in the volume or character of the wastewater constituents being introduced into the regional sewer system;

(x) Requirements for notifying the Control Authority of slug discharges;

(xi) Other conditions as deemed appropriate by the Control Authority to ensure compliance with this article.

(3) Wastewater Discharge Permits for septage haulers may contain the following additional conditions:

(i) Restrictions for allowing only the discharge of domestic or residential waste from septic tanks or chemical toilets, or any other liquid waste approved by the Control Authority;

(ii) The specific location for the discharge of the approved wastes;

(iii) Requirements to prepare a manifest before transporting the waste off-site, containing at a minimum:

(1) The transporter's name, address, and Wastewater Discharge Permit number;

(2) The generator's name, address, telephone number and business type;

(3) The description and volume of the waste hauled;

(4) The name and location of the disposal site;

(5) The signature of the generator and the transporter;

(iv) Requirements to submit the manifest to the Control Authority prior to any discharge at the disposal site;

(v) Requirements to pay all City of Coalinga sewer utility bills in full; and

(vi) Any other general and/or special operating conditions.

h) Permit Modifications.

The Control Authority may modify a Wastewater Discharge Permit for good cause, including, but not limited to, the following reasons:

(1) To incorporate any new or revised federal, state, or local pretreatment standards or requirements;
(2) To address significant alterations or additions to the user's operation, processes, or wastewater volume or character since the time of wastewater discharge permit issuance;
(3) A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;
(4) Information indicating that the permitted discharge poses a threat to the POTW or city personnel;
(5) Violation of any terms or conditions of the Wastewater Discharge Permit;
(6) Misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required reporting; or
(7) To correct typographical or other errors in the Wastewater Discharge Permit.

i) Duration of Permit.

Wastewater Discharge Permits shall be issued for a specified time period, not to exceed five (5) years. A permit may be issued for a period less than five years at the discretion of the Control Authority. Each Wastewater Discharge Permit will indicate a specific date upon which it will expire.

j) Transfer of Permit.

Wastewater Discharge Permits are issued to a specific user for a specific operation. A Wastewater Discharge Permit shall not be reassigned or transferred or sold to a new owner, new user, different premises, a new or changed operation, or remodel of an existing facility which is retained by the current owner.

k) Revocation of Permit.

The Control Authority may revoke a Wastewater Discharge Permit for good cause, including, but not limited to, the following reasons:

(1) Failure of a user to factually report the sewage constituents and characteristics of his discharge;
(2) Failure of a user to report and get approval of significant changes in operations, site plans, floor plans, mechanical and plumbing plans or sewage constituents and characteristics prior to the commencement of any change;
(3) Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application;
(4) Falsifying self-monitoring reports;
(5) Tampering with monitoring equipment;
(6) Refusal of reasonable access to a user's premises and/or records;
(7) Failure to meet effluent limitation;
(8) Failure to pay fines or penalties;
(9) Failure to pay sewer charges;
(10) Failure to meet compliance schedules;
(11) Failure to complete a wastewater discharge permit application;
(12) Failure of a user to report an accidental or slug discharge as required in Section 6-336(k) of this article.

(13) Violation of any pretreatment standard or requirement, or any terms of the Wastewater Discharge Permit, or this ordinance.

l) Discharge Reports.

Reporting requirements shall be in accordance with Section 6-336.(Reporting Requirements for industrial users)

Appendix G

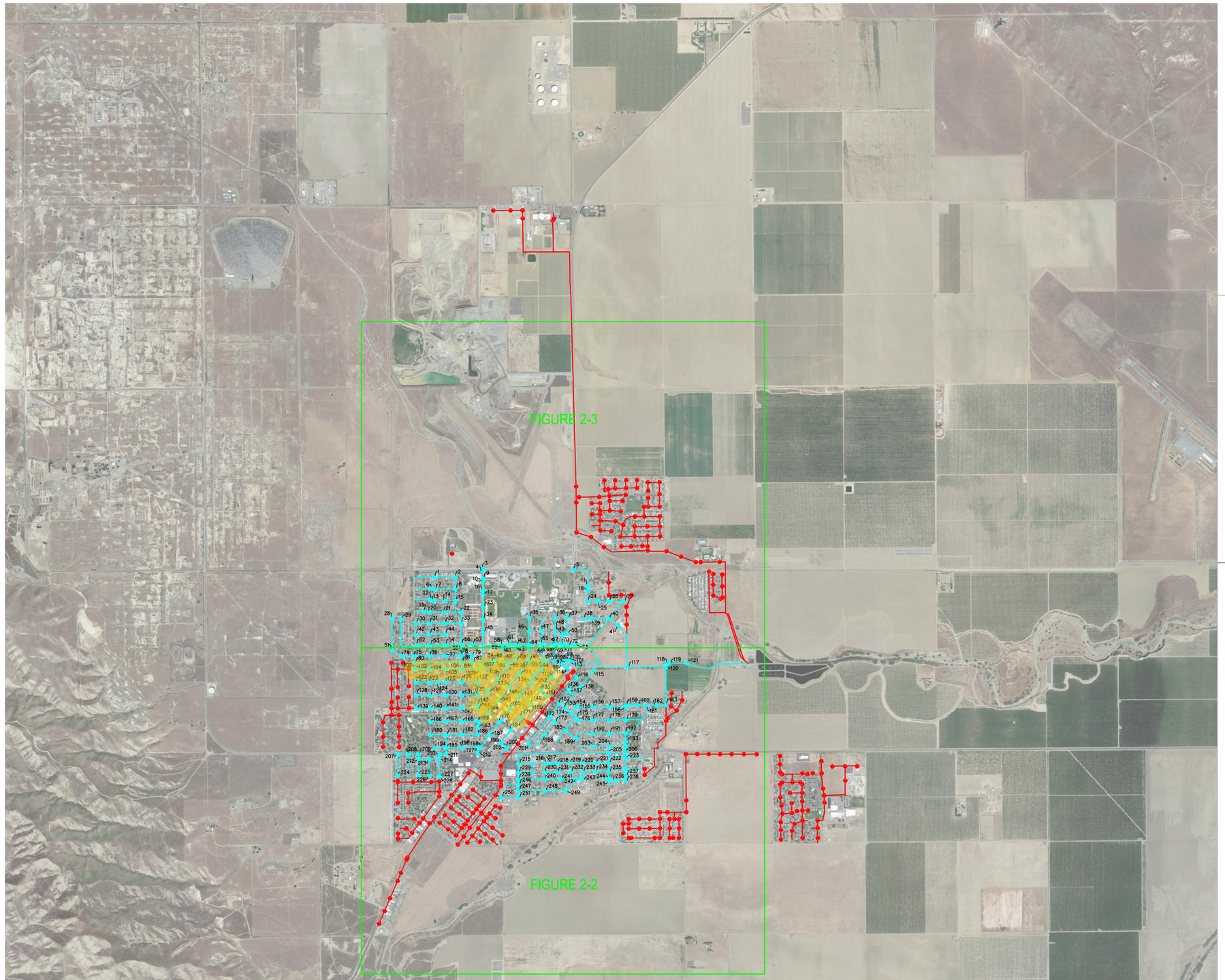
Capital Improvement Plan and Budget

Manhole Inspection and Pipeline Cleaning Documentation

System Hydraulic Evaluation & Capacity Assurance Study - *PENDING*

City of Coalinga 5-10 Year CIP Budgeting Template

City	Project Description	Project Priority		FY2025	FY2026	FY2027	FY2028	FY2029	Source	Risk Factor	FY2030	FY2031	FY2032	FY2033	FY2034	Hold
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CITY OF COALINGA

CCTV INSPECTION PROJECT

LEGEND

MAINS COMPLETED INSPECTION IN 2023

MAINS TO NOT BE INSPECTED

MANHOLES INCLUDED IN SURVEY (SM)

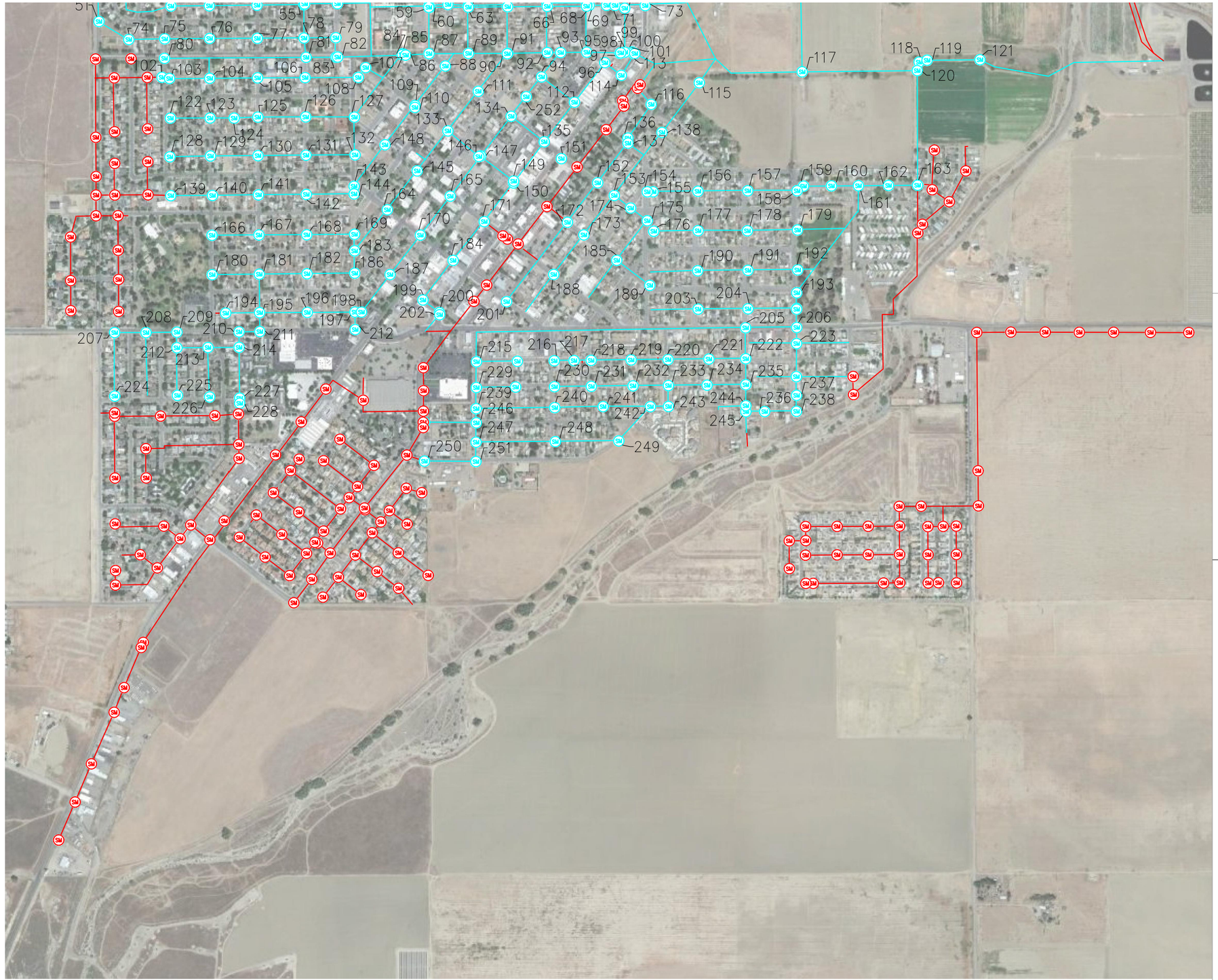
MANHOLES NOT INCLUDED IN SURVEY (SM)

NORTH

SCALE IN FEET

0 3,000 FT

FIGURE 2-1 SEWER MAINS TO BE INSPECTED VIA CCTV SURVEY



CITY OF COALINGA

CCTV INSPECTION PROJECT

LEGEND

MAINS COMPLETED INSPECTION IN 2023

MAINS TO NOT BE INSPECTED

MANHOLES INCLUDED IN SURVEY (SM)

MANHOLES NOT INCLUDED IN SURVEY (SM)

NORTH

SCALE IN FEET

0 1,000 FT

FIGURE 2-2 SEWER MAINS TO BE INSPECTED VIA CCTV SURVEY

CITY OF COALINGA

CCTV INSPECTION PROJECT

LEGEND

MAINS COMPLETED INSPECTION IN 2023

MAINS TO NOT BE INSPECTED

MANHOLES INCLUDED IN SURVEY (SM)

MANHOLES NOT INCLUDED IN SURVEY (SM)

NORTH

SCALE IN FEET

0 1,000 FT

FIGURE 2-3 SEWER MAINS TO BE INSPECTED VIA CCTV SURVEY

Appendix H

SSO Logs and Trend Data

Refer to Element 9

Appendix I

SSMP Audit Report Form

Sewer System Management Plan Audit Report

Name of Agency	
Date of Audit	
Name of Auditor	
System Overview	
LF of gravity sewer mains	
LF of Public force mains	
Total LF of all Public sewer lines	
Number of pump stations	
LF of private sewer mains, excl. laterals	*
LF of private sewer laterals	*
Population served	
Current average monthly single family residential sewer rate	

*Source:

I. GOALS

1 Are the goals stated in the SSMP still appropriate and accurate?
   - **Yes / No**

2 If you answered No to question 1, describe content and schedule for updates, or provide additional comments for Yes response.

II. ORGANIZATION

REFERENCE MATERIAL

- **Organization chart**
- **Phone list**

3 Is the SSMP up to date with City's organization and staffing contact information?
   - **Yes / No**

4 If you answered No to question 3, describe content and schedule for updates, or provide additional comments for Yes response.

LEGAL AUTHORITY

REFERENCE MATERIAL
- **Ordinances**
- **Enforcement actions**

5 Does the SSMP contain up-to-date information about the City's legal authority?
   - **Yes / No**

6 Does the City have sufficient legal authority to control sewer use and maintenance?
   - **Yes / No**

7 If you answered No to question 5 or 6 describe content and schedule for necessary changes, or provide additional comments for Yes response.

IV. OPERATIONS AND MAINTENANCE

a. COLLECTION SYSTEM MAPS

REFERENCE MATERIAL
- **Summary of information included in mapping system**

8 Does the SSMP contain up-to-date information about the City's maps?
   - **Yes / No**

9 Are the City's collection system maps complete, up-to-date, and sufficiently detailed?
   - **Yes / No**

10 If you answered No to question 8 or 9, describe content and schedule for necessary changes, or provide additional comments for Yes response.

b. RESOURCES AND BUDGET

REFERENCE MATERIAL

- **Current Capital Improvement Plan (CIP)**
- **Current operating budget**

11 Does the SSMP contain up-to-date information about the City's resources and budget?
   - **Yes / No**

12 Are the City's resources and budget sufficient to support effective sewer system management?
   - **Yes / No**

13 Do your agency's planning efforts support long-term goals?
   - **Yes / No**

14 If you answered No to questions 11, 12 or 13, describe content and schedule for necessary changes, or provide additional comments for Yes response.

---

c. PRIORITIZED PREVENTIVE MAINTENANCE

REFERENCE MATERIAL

- **Cleaning schedules**
- **List or map of hotspots**
- **Work orders**
- **Incidence Reports**
- **Customer feedback**

Table 1. Annual Preventive Maintenance Activities

Maintenance activities (lineal ft/yr)	2026	2027	2028	2029	2030
CCTV (video inspection)					
Cleaning with CCTV					
Cleaning					
Smoke testing					

15 Does the SSMP contain up-to-date information about the City's preventive maintenance activities?
   - **Yes / No**

16 Considering the information in Tables 1-3, are the City's preventive maintenance activities sufficient and effective in reducing and preventing SSO's and blockages?
   - **Yes / No**

17 If you answered No to questions 15 or 16, describe content and schedule for necessary changes, or provide additional comments for Yes response.

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d. SCHEDULED INSPECTIONS AND CONDITION ASSESSMENT

REFERENCE MATERIAL
- **Inspection reports**
- **Infiltration and Inflow (I/I) monitoring studies and reports**
- **Pipe and manhole condition data**

18 Does the SSMP contain up-to-date information about the City's inspections and condition assessment?
   - **Yes / No**

19 Are the City's scheduled inspections and condition assessment system effective in locating, identifying, and addressing deficiencies?
   - **Yes / No**

20 If you answered No to questions 18 or 19, describe content and schedule for necessary changes, or provide additional comments for Yes response.

---

e. CONTINGENCY EQUIPMENT AND REPLACEMENT INVENTORIES

REFERENCE MATERIAL
- **Funds spent on equipment and materials**
- **Equipment and parts inventory**

21 Does the SSMP contain up-to-date information about equipment and replacement inventories?
   - **Yes / No**

22 Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?
   - **Yes/No**

23 If you answered NO to question 21 and/or 22, describe content and schedule for necessary arrangements, or provide additional comments for YES response.

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f. TRAINING

REFERENCE MATERIAL
- **Employee training records**

24 Does the SSMP contain up-to-date information about the City's training expectations and programs?
   - **Yes /No**

25 Do supervisors believe that their staff is sufficiently trained?
   - **Yes/No**

26 Are staff satisfied with the training opportunities and support offered to them?
   - **Yes/No**

27 If you answered NO to questions 24, 25 and/or 26, describe content and schedule for necessary improvements, or provide additional comments for YES response.

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g. OUTREACH TO PLUMBERS AND BUILDING CONTRACTORS

REFERENCE MATERIAL
- **Flyers/mailings**
- **Mailing lists**

28 Does the SSMP contain up-to-date information about the City's outreach to plumbers and building contractors?
   - **Yes /No**

29 Has the City conducted or participated in any outreach activities to plumbers and building contractors?
   - **Yes/No**

30 If you answered NO to questions 28 and/or 29, describe content and schedule for future activities, or provide additional comments for YES response.

Table 2. Number of Permits issued to plumbers for work that could impact City facilities:

2017:	2021:	2025:
2018:	2022:	2026:
2019:	2023:	2027:
2020:	2024:	2028:

Permit process includes inspection by City staff.

V. DESIGN AND CONSTRUCTION STANDARDS

REFERENCE MATERIAL

- **Design and construction standards**
- **Ordinances**

31 Does the SSMP contain up-to-date information about the City's maps?
   - **Yes / No**

32 Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities, sufficiently comprehensive and up-to-date?
   - **Yes / No**

33 If you answered NO to questions 31 and/or 32, describe content and schedule for necessary revisions, or provide additional comments for YES response.

OVERFLOW EMERGENCY RESPONSE PLAN

REFERENCE MATERIAL

- **Data submitted to CIWQS**
- **Service call data**

Table 3. Annual SSO Statistics

Indicator	2026	2027	2028	2029	2030
Number of SSO's (total)					
Wet season SSO's*					
Dry season SSO's*					
Number of SSO's (by volume range)					
< 10 gal					
10 – 99 gal					
100 – 999 gal					
1000 – 9999 gal					
≥ 10,000 gal					
Total SSO Volume					
Volume reaching waters of the State					
Volume not contained by not reaching waters of the State					
Volume recovered					
Net volume (total minus recovered)					
Number of SSO's per 100 mile of sewer per year					
Volume of SSO's per 100 mile of sewer per year					
Total Volume conveyed to the plant (million gal)					
Total volume SSO / Total volume conveyed, gallons / million gallons					
Number of SSO (by cause)					
Blockages:					
Roots					
Grease					
Debris					
Debris from Laterals					
Animal Carcass					
Construction Debris					
Multiple causes					
Infrastructure failure					
Inflow & Infiltration					
Electrical Power Failure					
Flow Capacity Deficiency					
Natural Disaster					
Bypass					
Cause Unknown					
Average Response Times, minutes					

Business Hours					
Notification to arrival on site					
Notification to complete clearage					
Non-business hours					
Notification to arrival on site					
Notification to complete clearage					
Number of locations with multiple SSO's					

*Wet season defined as _____, dry season _____. Season does not necessarily reflect conditions at the time of the SSO.

34 Does the SSMP contain up-to-date information of the City's Overflow Emergency Response Plan?
- **Yes / No**

35 Considering the information in Table 3, is the Overflow Emergency Response Plan effective in handling SSO's?
- **Yes / No**

36 If you answered NO to questions 34 and/or 35, describe content and schedule for necessary revisions and implementation, or provide additional comments for YES response.

VI. FATS, OILS, AND GREASE (FOG) CONTROL PLAN

REFERENCE MATERIAL
- **List or map of FOG sources in service area**
- **List or map of hotspots**
- **Cleaning schedules**
- **Restaurant inspection reports or summaries**
- **Data submitted to CIWQS**
- **Service call data**

Table 4. FOG Control Statistics

	2026	2027	2028	2029	2030
Number of SSO's caused by FOG					
Number of FOG inspections completed					

37 Does the SSMP contain up-to-date information about the City's FOG control program?
- **Yes / No**

38 Considering the information in Table 4, is the current FOG program effective in documenting and controlling FOG sources?
- **Yes / No**

39 If you answered NO to questions 37 and/or 38, describe content and schedule for necessary changes, or provide additional comments for YES response.

CAPACITY MANAGEMENT

REFERENCE MATERIAL
- **Capacity assessment reports**
- **CIP**
- **SSO data**

Table 5. SSO's Caused by Hydraulic Limitations

	2026	2027	2028	2029	2030
Number of SSO's caused by capacity limitations					

40 Does the SSMP contain up-to-date information about the City's capacity assessment?
- **Yes / No**

41 Has the City completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system?
- **Yes / No**

42 If you answered NO to questions 40 and/or 41, describe content and schedule for necessary activities, or provide additional comments for YES response.

VII. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

43 Does the SSMP contain up-to-date information about the City's data collection and organization?
- **Yes / No**

44 Is the City's data collection and organization sufficient to evaluate the effectiveness of your SSMP?
- **Yes / No**

45 If you answered NO to questions 43 and/or 44, describe content and schedule for necessary improvements, or provide additional comments for YES response.

The City believes that the current performance indicators (Table 3) and tracking of preventive maintenance activities (Table 1) are sufficient to evaluate effectiveness of the SSMP in minimizing SSO's. However, the actual effectiveness of these indicators can only be determined by examining trends over multiple years.

VIII. SSMP AUDITS

46 Will this SSMP Audit be submitted with the Annual Report to the Regional Water Board by March 15?
- **Yes / No**

IX. COMMUNICATION PROGRAM

REFERENCE MATERIAL
- **Mailings and mailing lists**
- **Website**
- **Other communication records such as newspaper ads, site postings, or other outreach**
- **Customer feedback**

47 Does the SSMP contain up-to-date information about the City's public outreach activities?
- **Yes / No**

48 Does the SSMP contain up-to-date information about the City's communications with satellite and tributary agencies?
- **Yes / No**

49 Has the City effectively communicated with the public and other agencies about the SSMP, and addressed feedback?
- **Yes / No**

50 If you answered NO to questions 47, 48, and/or 49, describe content and schedule for necessary improvements, or provide additional comments for YES response.

51. If you have any further questions or comments regarding this Audit Report please use the space provided.

Appendix J

Record of Training

Training Title		[Training Title I]	SSO Training	FOG Training	Audit Training	Maintenance & CCTV Inspection	CIP Training	Etc.	
Date		MM/DD/YYYY							
District Staff & Title	[Staff Member Name & Title]	X							

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

Subject:	Council Consideration and Authorization for the Mayor to Sign a Letter in of Support of AB 1786 (Harabedian) – Best Value Construction Contracting Authority for Cities
Meeting Date:	Thursday, February 19, 2026
From:	Seam Brewer, City Manager
Prepared by:	Sean Brewer, City Manager

I. RECOMMENDATION:

Adopt a motion approving a letter of support of AB 1786 and further authorize the Mayor to sign and submit the attached letter on behalf of the City of Coalinga.

II. BACKGROUND:

The City has been asked by Townsend Public Affairs to consider submitting a letter of support for AB 1786 (Harabedian). The proposed legislation would extend “best value” construction contracting authority to cities and certain joint powers authorities, creating parity with authority already granted to counties under existing law.

Under current California Public Contract Code requirements, general law cities are typically required to award public works construction contracts to the lowest responsible bidder. While appropriate for many routine projects, this procurement structure can limit flexibility when delivering complex infrastructure projects.

AB 1786 would provide cities with optional authority to use a best value selection process for qualifying projects. Best value contracting allows public agencies to evaluate price alongside objective criteria such as:

- Relevant project experience
- Technical expertise
- Safety record
- Financial capacity
- Schedule reliability
- Demonstrated performance on similar projects

The legislation maintains transparency, public bidding requirements, documentation standards, and reporting obligations.

A customizable template letter of support has been provided and tailored for the City of Coalinga (attached). Staff will add additional project info on the letter to strengthen its position.

III. DISCUSSION:

The City of Coalinga regularly undertakes infrastructure projects including water and wastewater improvements, public safety facility upgrades, street and transportation improvements, and park and

recreation investments. These projects are often funded through layered financing sources including grants, bond proceeds, and local funds.

In today's construction environment, characterized by material cost volatility, supply chain constraints, labor shortages, and strict grant timelines, lowest responsible bidder procurement may not always provide the strongest overall project outcome.

Best value contracting can be particularly beneficial when:

- Projects involve complex phasing or technical requirements
- Coordination with utilities, Caltrans, or other outside agencies is required
- There are significant community impacts or public safety considerations
- Grant performance deadlines create schedule sensitivity
- Risk of change orders or claims could significantly increase project costs

The authority proposed in AB 1786 would be optional. The City would retain full discretion to continue using lowest responsible bidder procurement when appropriate. The bill does not eliminate competitive bidding, but instead allows objective qualifications to be evaluated alongside price through a transparent and documented process.

Counties already possess this authority. AB 1786 would provide cities with parity and an additional tool to improve project delivery outcomes and safeguard public funds.

IV. ALTERNATIVES:

- Do not authorize the Mayor to sign the attached letter of support.

V. FISCAL IMPACT:

No fiscal impact based in this action.

ATTACHMENTS:

File Name	Description
City_of_Coalinga_-_AB_1786_(Harabedian)_-_Best_Value_Contracting_Sample_Letter_.docx	Sample Letter of Support AB 1786

February 11, 2026

The Honorable John Harabedian
California State Assembly
1021 O Street, Suite 4350
Sacramento, CA 95814

RE: AB 1786 (Harabedian): Best Value Contracting
City of Coalinga – Notice of Support

Dear Assembly Member Harabedian:

On behalf of the City of Coalinga, I write in strong support of your AB 1786, which extends existing best value construction contracting authority to cities and certain infrastructure focused joint powers authorities, creating parity with procurement tools already available to counties.

Cities across California are responsible for delivering increasingly complex capital projects, including transportation improvements, water and sewer infrastructure upgrades, public safety facilities, parks, stormwater systems, and affordable housing developments. These projects are often funded through layered financing structures that combine local revenue, state grants, federal appropriations, and bond proceeds. They are delivered in a construction environment marked by material cost volatility, skilled labor shortages, supply chain disruptions, and heightened schedule pressures tied to grant deadlines and performance requirements.

Under current law, general law cities are generally required to award construction contracts to the lowest responsible bidder. While that framework remains appropriate for many projects, it can constrain a city's ability to account for important risk factors when delivering large scale or technically complex infrastructure. Lowest bid procurement may limit the ability to meaningfully evaluate contractor experience with similar projects, demonstrated capacity to manage complex staging or coordination requirements, safety performance history, and long term value considerations.

[insert applicable examples for past projects that could have benefited from Best Value Contracting or future projects that plan to utilize it]

AB 1786 provides cities with an optional procurement tool that allows objective qualifications to be evaluated alongside price through a transparent and competitive process. Best value contracting does not eliminate competition or bypass accountability. Instead, it establishes clear evaluation criteria, maintains public notice and bidding requirements, requires documentation of award decisions, and preserves reporting obligations and a sunset date. Cities would retain full discretion to continue using traditional lowest responsible bidder procurement where appropriate.

For projects involving complicated phasing, sensitive community impacts, coordination with utilities and outside agencies, or heightened safety concerns, best value contracting can reduce the risk of delays, litigation, change orders, and cost escalation. By selecting the contractor offering the strongest overall combination of price and qualifications, cities can better safeguard taxpayer resources, improve schedule reliability, and deliver higher quality outcomes for residents.

AB 1786 ensures parity between counties, cities, and qualified regional delivery entities while maintaining transparency and legislative oversight. We commend your leadership on this issue and are proud to support this legislation.

Sincerely,

Nathan Vosburg
Mayor
City of Coalinga

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

Subject:	Authorize the City Manager to Abate the Fire Damaged Residence at 325 East Houston Street
Meeting Date:	Thurday, February 19, 2026
From:	Sean Brewer, City Manager
Prepared by:	Jesse Barron, Assistant City Manager

I. RECOMMENDATION:

Authorize the City Manager to abate the fire damaged residence at 325 E. Houston using City staff and resources.

II. BACKGROUND:

On January 26, 2022 the property at 325 East Houston St. caught fire and was partially destroyed. Attempts to contact the property owner were not fruitful, and the City Fire Marshal obtained a warrant to abate the fire damaged residence due to the attractive nuisance to the neighborhood. Due diligence to identify the propery owner and their relatives was properly conducted.

Contractor bids to demolish the residence proved to be prohibitively high, and the decision to not proceed was based on the fact that the sale of the parcel at auction would possibly not cover the City's costs.

III. DISCUSSION:

In concert with the Keep Coalinga Clean initiative, abating fire damaged residences have been an area of concern and focus. The City is required to act on the abatement warrant prior to the expiration, or obtain new warrants. Contractor bids for abatement being prohibitively high, utilizing City staff will both significantly reduce the abatement costs, while simultaneously, possibly provide overtime for City staff.

Using conservative estimates of staff hourly rates, landfill costs, and permitting, it is estimated that, utilizing City Staff and resources, the abatement should cost the City ~$10k-$12k. Accounting for administrative time already expended, this estimate is a reasonable amount the City can expect to recover through the lien and sale of the parcel of the fire damaged residence.

IV. ALTERNATIVES:

- Authorize the City Manager to utilize City Staff and resources to abate 325 E. Houston St. (Recommendation)
- Do not authorize the City Manager to utilize City Staff and resources to abate 325 E. Houston St (not recommend)

V. FISCAL IMPACT:

The estimated cost of $10,000 - $12,000 will be funded from the City's Abatement Fund Currently Budgeted in the General Fund with repayment to the City's General Fund to be completed upon the sale of the parcel and the lien being paid.

ATTACHMENTS:

File Name	Description
No Attachments Available	

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

Subject:	Council Review, Discussion and Potential Action related to the State of Coalinga's Retail Cannabis Sales Tax Rates
Meeting Date:	Thursday, February 19, 2026
From:	Seam Brewer, City Manager
Prepared by:	Sean Brewer, City Manager

I. RECOMMENDATION:

Receive the consultant-prepared information regarding retail cannabis sales tax rates among similar nearby jurisdictions and provide direction to staff on whether the City Council wishes to maintain the City's current retail cannabis tax rate or explore adjustments to the rate.

II. BACKGROUND:

The City of Coalinga currently imposes a local retail cannabis sales tax of 10 percent on gross receipts. As part of ongoing fiscal review and economic development planning, the City requested its consultants to prepare a comparative review of retail cannabis tax rates across peer and regional California jurisdictions.

The purpose of this review is to provide City Council with information needed to evaluate whether the City's existing tax rate remains appropriate in relation to market conditions, regional competitiveness, and long-term revenue considerations.

III. DISCUSSION:

The consultant analysis reviewed retail cannabis sales tax rates across eighteen peer and regional California cities. The results show that retail cannabis tax rates among the surveyed jurisdictions range from 2 percent to 10 percent of gross receipts.

Coalinga's current rate of 10 percent places the City at the top of the peer range and ties it for the highest rate among the cities reviewed. Approximately one-third of the surveyed cities impose a 10 percent rate, while the majority of jurisdictions have adopted lower rates.

The median retail cannabis tax rate among the peer group is 7.5 percent, and the average rate is approximately 7.15 percent. Several nearby or comparable jurisdictions impose lower rates, including Fresno at 4 percent, Hanford at 6 percent, Lemoore at 5 percent, and Madera at 2 percent.

While Coalinga's geographic location may reduce the likelihood of frequent cross-jurisdiction purchasing, higher local tax rates can still affect retail pricing, operator margins, and long-term market sustainability. The consultants noted that lower tax rates may reduce revenue per dollar of sales but can improve competitiveness, compliance, and overall market participation. In other cases increased sales could result as costs decrease for the customers.

IV. ALTERNATIVES:

- Maintain the existing 10 percent retail cannabis sales tax rate.
- Whether to direct staff to evaluate and return with options for adjusting the tax rate, such as reducing the rate to better align with peer and regional averages.
- Whether to defer any changes and revisit the tax rate following additional market data, revenue trends, or future review periods.

V. FISCAL IMPACT:

Need to asses if the rate in reduced what the reduction in tax revenue would be.

ATTACHMENTS:

File Name	Description
No Attachments Available	

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

Subject:	City Council Discussion and Potential Direction to Initiate a Cannabis Ordinance Amendment to Provide Flexibility and Reduced Permit Fees for Seasonal Cultivation Employees
Meeting Date:	Thursday, February 19, 2026
From:	Seam Brewer, City Manager
Prepared by:	Sean Brewer, City Manager

I. RECOMMENDATION:

That the City Council provide direction to staff to prepare and process an amendment to the City's commercial cannabis ordinance (Coalinga Municipal Code Section 9-5.128) to:

- Allow a streamlined employee permitting process for seasonal cultivation employees, including the use of Live Scan fingerprinting in lieu of a full City-conducted background investigation, with the employer responsible for conducting and certifying its own background review; and

- Reduce the employee permit fee for seasonal cultivation employees so that the fee reflects only the actual Live Scan fingerprinting and City administrative issuance costs, rather than the full employee permit fee currently required.

II. BACKGROUND:

The City of Coalinga regulates commercial cannabis operations through Title 9, Chapter 5 of the Coalinga Municipal Code. Section 9-5.128 currently requires that all employees working in commercial cannabis operations obtain an individual employee permit issued by the City, which includes a background investigation conducted through the Police Department.

This process was intentionally designed to provide strong public safety oversight during the initial implementation of the City's cannabis program. However, as the industry has matured, licensed cannabis cultivators have identified operational challenges associated with the current employee permit requirements, particularly for seasonal or temporary cultivation employees who may only be employed for short, defined periods during planting, harvesting, or processing cycles.

III. DISCUSSION:

Seasonal Workforce Challenges

Cannabis cultivation operations often rely on a large seasonal workforce during peak operational periods. Under the current ordinance:

- Each seasonal employee must complete the same full employee permit process as permanent staff.
- The process includes a comprehensive background review conducted by the City, regardless of employment duration.
- Employers and City staff incur administrative costs and processing delays that may be

disproportionate to the temporary nature of the employment.
- This has resulted in concerns related to efficiency, staffing timelines, and overall program cost for both the City and licensed operators.

Proposed Ordinance Flexibility
Staff is seeking Council direction to draft an ordinance amendment that would allow:
- Seasonal cultivation employees to complete a Live Scan fingerprint check only;
- Employers to conduct their own background screening, consistent with state law and City standards, and certify compliance to the City;
- The City to retain oversight authority, including the ability to deny or revoke eligibility if disqualifying information is identified.
- This approach maintains public safety safeguards while recognizing the operational realities of seasonal employment.

Proposed Reduction in Employee Permit Fees
In addition to procedural flexibility, staff is proposing that the ordinance amendment include reduced employee permit fees for seasonal cultivation employees.

Under the proposed framework:
- The employee permit fee would be reduced to cover only the direct costs associated with Live Scan fingerprinting and administrative issuance, rather than the full employee permit fee currently charged.
- This would align fees with the actual level of City review and staff time required for seasonal employees.
- Permanent employees would continue to be subject to the full employee permit requirements and associated fees.
- Reducing the fee structure in this manner is intended to ensure the City's program remains cost-recovery based, while avoiding unnecessary financial burdens on seasonal hiring that could discourage compliance or delay staffing.

Policy Considerations
Key considerations for Council include:

Public Safety: Ensuring individuals prohibited under state or local law are not employed in cannabis operations.

Administrative Efficiency: Reducing Police Department workload and processing time during peak hiring periods.

Cost Recovery: Aligning permit fees with actual City costs while maintaining fiscal responsibility.

Economic Development: Supporting the viability of licensed cannabis operators operating within the City.

IV. ALTERNATIVES:

- Do not make the recommended adjustments and keep the ordinance unchanged.

V. FISCAL IMPACT:

The proposed changes may result in:

- A reduction in employee permit fee revenue for seasonal employees; however,
- This reduction would be offset by decreased staff time and administrative workload, particularly within the Police Department.
- Staff will evaluate fee adjustments to ensure continued compliance with cost-recovery principles.

ATTACHMENTS:

File Name	Description

No Attachments Available

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

Subject:	Discussion and Potential Action regarding Considering a Temporary Use Agreement with Sports Car Club of America (SCCA) for Autocross Events at the Coalinga Municipal Airport and Review of Potential Long-Term Site Options - Future Agenda Item - Councilman Lowder
Meeting Date:	Thursday, February 19, 2026
From:	Seam Brewer, City Manager
Prepared by:	Sean Brewer, City Manager

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
No Attachments Available	

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

Subject:	Initial Discussion and Direction regarding Potential Placement of a Measure J Sales Tax Extension on the November 2026 General Election Ballot
Meeting Date:	Thursday, February 19, 2026
From:	Seam Brewer, City Manager
Prepared by:	Sean Brewer, City Manager

I. RECOMMENDATION:

Staff recommends that the City Council:

1. Receive background information regarding Measure J, including prior Council actions and the outcome of the November 2024 election; and
2. Provide direction on whether to proceed with preparation of a proposed ordinance and ballot language to place a Measure J renewal or extension on the November 2026 General Election ballot; and
3. If so directed, authorize staff to return with:
    - Proposed ballot language,
    - A draft ordinance calling the election,
    - Required resolutions for ballot placement, and
    - A proposed timeline for Council consideration and adoption.

II. BACKGROUND:

In November 2018, voters approved a one-percent (1%) transactions and use tax (Measure J) to fund police, fire, and general municipal services. The tax became effective April 1, 2019, and is scheduled to sunset on April 1, 2029.

At adoption, Council approved a Declaration of Intent outlining priorities including:

- Public safety staffing,
- Emergency preparedness,
- Recruitment and retention,
- Financial reserves.

Measure J revenues currently represent a significant portion of the General Fund and support core municipal operations.

Between 2022 and 2024, Council discussed options including:

- Extending the tax with a new sunset; or
- Removing the sunset entirely.

A community survey indicated stronger support for an extension with a defined sunset. A measure was placed on the November 2024 ballot but did not receive sufficient voter approval.

III. DISCUSSION:

This item is intended to determine whether the Council wishes to revisit placement of a Measure J extension on the November 2026 ballot, allowing adequate time for analysis, community engagement, and fiscal planning.

No structural recommendation (duration, sunset, rate adjustment, etc.) is being presented at this time.

Fiscal and Operational Considerations

If Measure J sunsets on April 1, 2029, the City would experience a substantial General Fund revenue reduction (Approx. $1.6M). Based on current fiscal projections, this would significantly impact:

- Police and fire services,
- Staffing levels,
- Operational capacity,
- Long-term financial stability.

Early policy direction allows sufficient time to:

- Analyze fiscal impacts,
- Evaluate service-level scenarios,
- Conduct transparent public engagement,
- Develop compliant ballot language.

IV. ALTERNATIVES:

- Do not direct staff to begin the process of placing Measure J on the November Ballot.

V. FISCAL IMPACT:

There is no immediate fiscal impact associated with receiving this report or providing direction.

Future election-related costs (ballot placement and administration) would be brought back to Council for formal approval.

ATTACHMENTS:

File Name	Description
No Attachments Available	

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

Subject:	Consideration of Public Information Consultant for Citywide Informational Items
Meeting Date:	Thursday, February 19, 2026
From:	Seam Brewer, City Manager
Prepared by:	Sean Brewer, City Manager

I. RECOMMENDATION:

Staff recommends that the City Council receive a report and information from the City Attorney about the use of informaitonal consultants: and further:

- Authorize staff to solicit proposals (RFP/RFQ) from qualified firms specializing in legally compliant public information and municipal revenue measure outreach; and

- Direct staff to return to Council with: A summary of proposals received, Recommended consultant selection (if appropriate), A proposed scope of work, Contract terms and not-to-exceed cost for Council approval.

II. BACKGROUND:

If the Council chooses to further explore a potential Measure J ballot measure, any public communication would need to focus strictly on providing clear, factual, and legally compliant information to the community. Cities are permitted to share objective details about how a measure would function, its potential fiscal implications, and the City's overall financial context, but communications must remain informational in nature and not advocate for or against the measure.

III. DISCUSSION:

Many municipalities retain specialized consultants to assist with legally compliant public information efforts related to potential revenue measures, including preparation of objective fiscal analyses, clear public communication materials, and, if directed, survey research to better understand community sentiment. Engaging a consultant does not commit the City to placing a measure on the ballot, but provides professional support to ensure accuracy, transparency, and compliance with applicable laws while reducing legal risk. If authorized, staff would release a request for proposals, evaluate qualified firms with relevant municipal experience, and return to Council with a recommended consultant and proposed contract for approval prior to any expenditure.

IV. ALTERNATIVES:

-

V. FISCAL IMPACT:

There is no fiscal impact associated with authorization to solicit proposals. If a consultant is recommended, proposed costs and funding source would be presented to Council for formal approval before contract execution.

ATTACHMENTS:

File Name	Description
No Attachments Available	

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

Subject:	Discussion, Direction, and Potential Action regarding Appointment to the San Joaquin Valley Air Pollution Control District Committee
Meeting Date:	February 19, 2026
From:	Sean Brewer, City Manager
Prepared by:	Sean Brewer, City Manager

I. RECOMMENDATION:

Staff is seeking Council direction on filling a vacancy on the San Joaquin Valley Air Pollution Control District Committee. The Committee is requesting the City appoint a new representative(s).

II. BACKGROUND:

Leadership and direction of air pollution control activities in the Valley are provided by the Governing Board of the San Joaquin Valley Unified Air Pollution Control District (Valley District). The Board is comprised of 15 members: eight county Supervisors from each of the eight Valley counties (Fresno, Kern, Kings, Madera, Merced, San Joaquin, Stanislaus and Tulare) selected by their respective county Boards of Supervisors, five City Council members selected by the cities within the District, and two public members appointed by the Governor. These locally elected officials and appointees, acting as policy makers, ensure that implementation of state and federal air pollution mandates in the Valley is tailored to local conditions and is responsive to local needs.

Governing Board Meetings are generally held on the third Thursday of each month at 9:00 A.M. at the Central Region Office, Governing Board Room, 1990 E. Gettysburg Avenue, Fresno, CA. To encourage public participation, the Governing Board Meetings are held via the District's video teleconferencing system and can be attended in either the Central Region Office, Fresno, the Northern Region Office, 4800 Enterprise Way, Modesto or the Southern Region Office, 34946 Flyover Court, Bakersfield.

III. DISCUSSION:

Typically the Council has appointed the Councilmember holding the office of Mayor and Mayor Pro-Tem to serve and represent the City on Boards and Committees. This has been the case for the City's representation on the San Joaquin Valley Air Pollution Control District Committee.

The current Committee roster reflects appointments last made by the City Council in 2021. The Committee is currently listed as having Horn serving as the Committee Member and Ramirez serving as the Alternate, as they were holding the positions of Mayor and Mayor Pro-Tem at that time. As several years have passed since the last Council action, staff is bringing this item forward to allow the City Council to review and update the Committee appointments as necessary.

The Committee is expected to hold a meeting in late March.

IV. ALTERNATIVES:

None

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
No Attachments Available	