

# Monthly Project Status Report – July 2025

Prepared by: Sean Brewer

**Project Name: Explore Feasibility of a New Veterans Hall**

## **1. Project Overview:**

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

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

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

### Special District Formation:

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

### Federal Earmarks:

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

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- \$1,250,000 to Watsonville (2025, rescinded in CR)

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

### Potential Challenges:

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

#### **4. Timeline:**

- Fall 2025: Potential federal earmark application preparation
- 2026: Further exploration of special district formation (if pursued)

#### **5. Budget:**

None allocated at this time; exploratory phase only

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

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

# Project Name: Outdoor Food Court (Design Phase)

## **1. Project Overview:**

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

Timeline: April 2026

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

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

## **4. Timeline:**

Preliminary Design Complete by Fiscal Year End 2026

## **5. Budget:**

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

## **6. Upcoming Milestones:**

Concept Plan – Meeting scheduled with Engineering Firm for First week of September.

Preliminary Design Started: October 2025

# Project Name: Update Commercial Vehicle Parking Standards

## **1. Project Overview:**

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

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

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

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

## **4. Timeline:**

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

## **5. Budget:**

No formal budget, staff time.

## **6. Upcoming Milestones:**

Provide draft to City Council.

# Project Name: Website Re-design Efforts

## **1. Project Overview:**

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

Timeline: July 2026

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

Staff is working with Civic Plus to schedule pre-re-design meeting to discuss scope and timeline for the update.

## **4. Timeline:**

Meeting with Civic Plus – December 2025

## **5. Budget:**

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

## **6. Upcoming Milestones:**

Meeting Conducted with Civic Plus – December 2025

# Project Name: Chatbot Integration into Website

## **1. Project Overview:**

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

Timeline: December 2025

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

Staff has been in contact with Civic Plus staff to set up a meeting and discuss schedule for integrating the Chatbot Feature into the Website.

## **4. Timeline:**

Staff expects to schedule a meeting with Civic Plus in October 2025.

## **5. Budget:**

None Determined at this time.

## **6. Upcoming Milestones:**

Budget presented to Council. – November/December 2025

# Project Name: Launch Personnel Appreciation Programs

## **1. Project Overview:**

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

Timeline: January 2026

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

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

## **4. Timeline:**

Monthly progress is expected moving into January 2026

## **5. Budget:**

\$6,000

## **6. Upcoming Milestones:**

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

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

## **1. Project Overview:**

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

Timeline: Ongoing throughout FY26

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

Staff has been engaging with our health care brokers to set up periodic times to educate employees on various benefits to take advantage of under the City's health care plans. Staff has also been in contact with its 457 provider to provide education on the benefits of contributing to a deferred comp plan.

## **4. Timeline:**

Ongoing throughout FY26

## **5. Budget:**

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

## **6. Upcoming Milestones:**

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

## Project Name: Build (3) ADU's

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

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

Timeline: July 2026

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

Staff has determine partial funding sources to undertake the project.

Precision Civil Engineering has prepared a site plan for the property at Cedar Ave and staff is currently reviewing the plan. Staff will then provide comments to PCE staff for completion and cost estimation.

### **4. Timeline:**

Currently establishing budgets and funding sources.

### **5. Budget:**

Pending

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

Finalize site plan layout, get cost estimates for improvements and process admin site plan internally.

# Project Name: Clean City Initiative

## **1. Project Overview:**

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

Timeline:

Initial outline and staff research – September 2025

Council presentation of draft recommendations – November 2025

Adoption and implementation of revised code – January/February 2026

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

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

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

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

## **4. Timeline:**

Complete draft outline of revised regulations (September 2025)

## **5. Budget:**

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

## **6. Upcoming Milestones:**

Complete draft outline of revised regulations (September 2025)

# Project Name: Water and Wastewater Treatment Plant Solar Projects

## 1. Project Overview:

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

Timeline: April 2026

## 2. Executive Summary and Progress Update:

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

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

## 4. Timeline:

Construction Expected to start in September 2025

## 5. Budget:

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

## 6. Upcoming Milestones:

- Fresno County approval of Water Treatment Plant construction drawings (in progress).
- Construction documents for Wastewater Treatment Plant (Completed).
- Begin construction mobilization.
- Execute PG&E interconnection agreements.

# Monthly Project Status Report

Prepared by: Anthony Uribe

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

Reporting Period: July 2025

## **1. Project Overview:**

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

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

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

## **4. Timeline:**

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

## **5. Budget:**

\$25,000 has been approved in the FY26 Budget. This may require an increase once design is completed and or quantities from Phase 2 are received and reviewed.

## **6. Upcoming Milestones:**

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

# Monthly Project Status Report

Prepared by: Anthony Uribe

**Project Name: Complete Phase 1 of Center Median Project**

Reporting Period: July 2025

## **1. Project Overview:**

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

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

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

## **4. Timeline:**

Timeline for Design Completion fall of 2025 and Construction Schedule is set for spring of 2026.

## **5. Budget:**

Budget is \$150,000.00

## **6. Upcoming Milestones:**

Complete Design and Confirm Cost Estimates + construction Schedule

# Monthly Project Status Report

Prepared by: Anthony Uribe

**Project Name: Phase 1 Valley Gutter Project**

Reporting Period: July 2025

## **1. Project Overview:**

Scope: This project involves the replacement of 12 valley gutters that the city has identified as needing reconstruction due to damage. Issues include broken sections, exposed rebar, and potential sinking. Additionally, we will be adding curbs, gutters, and new ramps.

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

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

## **4. Timeline:**

The bidding process has started, and construction is expected to start in September and be completed by mid-December.

## **5. Budget:**

We Allocated \$100,000 for repairs.

## **6. Upcoming Milestones:**

Design Complete and Confirm Cost Estimates + construction Schedule once bidding process is completed

# Monthly Project Status Report

Prepared by: Anthony Uribe

**Project Name: Slurry Cape seal Project Phase 2**

Reporting Period: July 2025

## **1. Project Overview:**

**Scope:** This project involves improving street base failure and resurfacing on various citywide streets to improve the street's life span within the city. A total of 51 streets is recommended for improvements of cape sealing with slurry sealing. The scope of work also includes replacement of striping and markings. City crews will be doing asphalt concrete "dig-out" repairs, asphalt concrete patching and crack sealing.

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

This project was awarded to American Paving system on 6/18/2025

## **4. Timeline:**

Project is expected to start on August 16, 2025 and be completed by October 21, 2025.

## **5. Budget:**

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

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

## **6. Upcoming Milestones:**

Construction Completion: October 2025

# Monthly Project Status Report

Prepared by: Anthony Uribe

**Project Name: Backup Generator Connection for Sewer Lift Stations**

Reporting Period: July 2025

## **1. Project Overview:**

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

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

MKN Engineering is currently developing a scope of work and a cost estimate for the design phase. At this time, a start date has not yet been determined.

## **4. Timeline:**

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

## **5. Budget:**

TBD

## **6. Upcoming Milestones:**

Design Cost and Schedule to be established.

# Monthly Project Status Report

Prepared by: Anthony Uribe

**Project Name: Complete Derrick Reservoir Project**

Reporting Period: July 2025

## **1. Project Overview:**

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

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

The contractor has finished the sandblasting of the tank shell. We expect the floor to be completed by August 7th. Delivery of the steel plates will take three weeks. Currently, we have identified approximately 28 problem areas between plates 3 and 4. The condition of the floor is still unknown, but we have a floor inspection scheduled for August 7th.

## **4. Timeline:**

Project to be complete by Late September/Early October 2025

## **5. Budget:**

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

## **6. Upcoming Milestones:**

We have a significant amount of patching to complete on the tank shell, and we are uncertain about the patch work required for the floor. The main challenge is obtaining steel plates, which may take about three weeks or longer. MKN is exploring the possibility of using ½-inch plates instead of 5/8-inch plates. The ½-inch plates are more common and will not take as long to acquire.

# Monthly Project Status Report

Prepared by: Anthony Uribe

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

Reporting Period: July 2025

## **1. Project Overview:**

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

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

MKN Engineering has been updating our Operations and Maintenance (O&M) Plan, which was last revised in 2003. City staff have reviewed the draft report and provided their comments. It is now with the State Water Resources Control Board (SWRCB) for review and approval.

## **4. Timeline:**

1-2 months for SWRCB Review.

## **5. Budget:**

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

## **6. Upcoming Milestones:**

- SWRCB review of Plan.
- Approval of Plan.

# Monthly Project Status Report

Prepared by: Anthony Uribe

**Project Name: Completion of ADA Transition Plan Update**

Reporting Period: July 2025

## **1. Project Overview:**

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

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

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

## **4. Timeline:**

Completion by end of FY26

## **5. Budget:**

\$24,000

## **6. Upcoming Milestones:**

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

# Monthly Project Status Report

Prepared by: Anthony Uribe

**Project Name: Increase Wastewater Treatment Plant Land Discharge Area**

Reporting Period: July 2025

## **1. Project Overview:**

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

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

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

## **4. Timeline:**

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

## **5. Budget:**

None

## **6. Upcoming Milestones:**

None

# Monthly Project Status Report

Prepared by: Anthony Uribe

**Project Name: Complete Ramsey Splash Park**

Reporting Period: July 2025

## **1. Project Overview:**

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

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

This project has not yet commenced. The design of site improvements is currently in progress, and all final designs will be submitted to the City and the Health Department for approval.

## **4. Timeline:**

The tentative schedule aims for a ribbon-cutting ceremony by the end of May 2026. The Prime Contractor has yet to be contracted since all final plans must be approved before going to bid.

## **5. Budget:**

The total cost for this project stands at \$2,082,972.86.

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

## **6. Upcoming Milestones:**

Summer 2026 Project Completion and Opening

# Monthly Project Status Report

Prepared by: Anthony Uribe

## **Project Name: Phelps Ave Rehabilitation Phase 2**

Reporting Period: July 2025

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

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

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

Project has not yet started but is expected to start on Monday August 11th

### **4. Timeline:**

Project is expected to start on August 18<sup>th</sup> with a completion date of mid-September

### **5. Budget:**

Engineers estimate was \$619,877.00

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

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

Completion of project mid-September

# Monthly Project Status Report

Project Name: Upgrade City Access Control Systems

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: July 2025

## **1. Project Overview:**

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

Timeline: Project completion expected by September 30, 2025, for sensor replacements.

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

The installation of the KISI system was completed on June 30, 2025. Motion sensor replacement quote was received. Requesting clarification on quote received.

## **3. Timeline:**

KISI access control portion of the project is completed with doors and readers functioning. The replacement of the sensors has been quoted. Working on getting details about sensors

## **4. Budget:**

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

## **5. Upcoming Milestones:**

Replacement of door sensors to ensure the system does not fail on exterior entry doors.

# Monthly Project Status Report

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

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: July 2025

## **1. Project Overview:**

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

Timeline: Project completion expected by January 31, 2026.

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

The flooring project has been quoted through sole source with Core. The painting project has received one quote. One additional quote is being sought.

## **3. Timeline:**

Painting and Flooring anticipated completion by January 2026 (this timeline allows for scheduling with vendors and any anticipated delays).

## **4. Budget:**

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

## **5. Upcoming Milestones:**

Receive one additional quote for painting. When painting is completed the next phase of the flooring project will be completed.

# Monthly Project Status Report

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

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: July 2025

## **1. Project Overview:**

Scope: Replace Charging Stations no longer supported by Enel X Way

Timeline: Project completion expected December 2025.

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

Continue to explore options for charging stations. Specifically what Charger Type is compatible with the existing infrastructure in City parking lot.

**3. Timeline:** Receive quote for Level 2 Single Port charging unit.

## **4. Budget:**

No budget.

## **5. Upcoming Milestones:**

Grant funding amount available could cover the cost of installation of new charging stations. Waiting for quote on new units.

# Monthly Project Status Report

Project Name: New Fueling Station for Airport

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: July 2025

## 1. Project Overview:

Scope: New Fueling station for the airport.

Timeline: Project completion expected August/September 2025.

## 2. Executive Summary and Progress Update:

Fueling tank was delivered. Working on securing vendor to process fuel sales utilizing M4000 fuel management systems.

**3. Timeline:** August 31, 2025, for fuel delivery and vendor selection for card processing.

**4. Budget:** \$150,000 approved \$65,513.51 deposit paid May 2025.

**5. Upcoming Milestones:** Activation of M400 fuel management system and selection of merchant processing for fuel sales to ensure tank operation for Wings Over the Westside event. Secure fuel vendor for sales.

# Monthly Project Status Report

Project Name: Repair All Lighting at Airport

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: July 2025

## **1. Project Overview:**

Scope: Update lighting at Airport to LED lighting

Timeline: Project completion expected May 2026.

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

**3. Timeline:** Project development ongoing. Order placed for LED signs. Lead time for delivery is 8-10 weeks.

**4. Budget:** \$100,000

**5. Upcoming Milestones:** Ordering of additional LED signs.

# Monthly Project Status Report

Project Name: Coalinga Airshow – Wings Over the Westside

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: July 2025

## **1. Project Overview:**

Scope: Airshow to be held September 27, 2025, at New Coalinga Municipal Airport

Timeline: Project completion expected September 2025.

**2. Executive Summary and Progress Update:** Staff held a kickoff meeting on July 17, 2025, with all key personnel for essential logistics and Air Boss. Contracts signed with three performers. Request submitted for Military Support for a Fly Over or displays. First Silver Sponsor payment received in the amount of \$1,000.

**3. Timeline:** Continue working on logistics of vendors, equipment, safety plan and other needs for the Airshow.

**4. Budget:** Performers deposits paid in the amount of \$4,000.00

**5. Upcoming Milestones:** Secure additional contracts and accommodations for performers. Continue with selection food vendors and product/service vendors for the event.

# Monthly Project Status Report

Project Name: Council/Staff Team Building Event

Prepared by: Shannon Jensen

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

Reporting Period: June, 2025

## **1. Project Overview:**

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

Timeline: Fall/Winter 2025

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

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

## **4. Timeline:**

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

## **5. Budget:**

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

## **6. Upcoming Milestones:**

Late Fall 2025 – Solidify Plan and Schedule.

Spring 2026 – Hold Team Building event.

# Monthly Project Status Report

Project Name: Employee Appreciation Party

Prepared by: Shannon Jensen

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

Reporting Period: June, 2025

## **1. Project Overview:**

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

Timeline: January 2026

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

At this time the City Manager has reached out to the Elks Lodge as a potential location to host the event based on size and number of potential attendees. Th City Manager is also considering talking to West Hills College about a possible facility on campus that may work as well.

## **4. Timeline:**

Event is planned for some time in January 2026. No formal progress has been made at this time towards this effort.

## **5. Budget:**

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

## **6. Upcoming Milestones:**

Setting the Location and Date: October 2026

# Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: June 2025

## **1. Project Overview:**

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

Timeline: Agreement executed July 1, 2025. Onboarding and portal activation to begin in early July, with go-live projected within the upcoming 4-6 weeks pending successful onboarding and staff training.

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

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

## **4. Timeline:**

7/1/25: Agreement executed.

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

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

## **5. Budget:**

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

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

## **6. Upcoming Milestones:**

Continuing with next steps which include portal activation, scheduling onboarding sessions with Launch Team, complete onboarding and configuration, staff training.

Go-live: Estimate 1-2 months (September / October 2025)

# Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: June 2025

## 1. Project Overview:

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

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

## 2. Executive Summary and Progress Update:

The project continues to progress steadily. Check-in meetings are scheduled every other week to ensure alignment with implementation goals. Held a check-in meeting on June 25, 2025, where we reviewed the agenda format with design team to ensure layout is correct in the new system. Staff will continue with biweekly meetings to maintain momentum, address configuration needs and resolve any outstanding setup items.

## 4. Timeline:

Next check-in meeting: August 14, 2025, where the team will review the staff report form and workflows.

Target go-live: Estimated within 4-5 months from April 2025 (August – September 2025).

## 5. Budget:

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

## 6. Upcoming Milestones:

August 14, 2025: Review staff report form and workflows during next check-in meeting.

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

# Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: June 2025

## 1. Project Overview:

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

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

## 2. Executive Summary and Progress Update:

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

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

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

## 4. Timeline:

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

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

## 5. Budget:

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

**6. Upcoming Milestones:**

None

# Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

Project Name: Landscaping & City Facilities Projects

Reporting Period: August 2025

## **1. Project Overview:**

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

Timeline: September 2025

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

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

## **3. Timeline:**

In Progress

## **4. Budget:**

\$30,000

## **5. Upcoming Milestones:**

Received quotes, waiting for project to start.

# Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

**Project Name: Ambulance & Fire Services - COMPLETED**

Reporting Period: August 2025

## **1. Project Overview:**

Scope: Increase Ambulance Rates

Timeline: July 2025

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

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

## **3. Timeline:**

Completed

## **4. Budget:**

N/A

## **5. Upcoming Milestones:**

Wittman has made the changes and will be our biller until September 30. Sharp to take over October 1.

# Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: August 2025

## **1. Project Overview:**

Scope: Improvements to the Fire Department training center.

Timeline: December 2025

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

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

## **3. Timeline:**

Just started

## **4. Budget:**

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

## **5. Upcoming Milestones:**

Determine Cost Estimate and CIR funding opportunities.

# Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: August 2025

## **1. Project Overview:**

Scope: Remodel Fire Department Bathroom

Timeline: September 2025

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

BC Milligan to manage the project. He is working on 3 quotes.

## **3. Timeline:**

Just started

## **4. Budget:**

\$40,000

## **5. Upcoming Milestones:**

- Receive 3 Quotes and Execute Contract for Services
- Complete Construction

# Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: August 2025

## **1. Project Overview:**

Scope: Sponsor Medic School & Fire Academy

Timeline: Continuous

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

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

## **3. Timeline:**

On going

## **4. Budget:**

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

## **5. Upcoming Milestones:**

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

# Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: August 2025

## **1. Project Overview:**

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

Timeline: September 2025 to present to Council

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

Chief and BC Long are currently working on the study.

## **3. Timeline:**

Just started

## **4. Budget:**

Staff resources.

## **5. Upcoming Milestones:**

Presentation to City Council.

# Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

**Project Name: Emergency Readiness: Implement Civic Ready - COMPLETED**

Reporting Period: August 2025

## **1. Project Overview:**

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

Timeline: September 2025

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

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

## **3. Timeline:**

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

## **4. Budget:**

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

## **5. Upcoming Milestones:**

# Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

Project Name: Install Fire Department Generator

Reporting Period: August 2025

## **1. Project Overview:**

Scope: Emergency Readiness: New Generator

Timeline: Still waiting on PG&E. No response. Chris Phillips, from Phillips Electric, working with PG&E.

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

Project was started in 2022. Multiple delays due to PG&E and project managers have delayed installation. Permits approved May 2025. The last step is PG&E approval and installation.

## **3. Timeline:**

Began 2022

## **4. Budget:**

Unknown. Still waiting for a quote from Phillips Electric once PG&E approves project.

## **5. Upcoming Milestones:**

Have had multiple conversations with Chris Phillips. The delay is with PG&E, not him. I have been doing weekly check-in since the start of the year.

# Monthly Project Status Report

Prepared by: Eric De Leon

**Project Name: Complete Landscaping at City Parking Lot-  
Completed**

Reporting Period: July 2025

## **1. Project Overview:**

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

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

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

## **3. Timeline:**

Completed 7/31/2025

## **5. Budget:**

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

## **5. Upcoming Milestones:**

Cleaning up Parking lot

# Monthly Project Status Report

Project Name: Update Curb Painting Near Schools

Prepared by: Eric De Leon

Reporting Period: July 2025

## **1. Project Overview:**

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

Timeline: Expected timeline for completion has been moved to end of Sept.

**2. Executive Summary and Progress Update:** Met with School districts maintenance, Transportation, and safety officer. Discussed red curb markings and how we can improve markings and signage around schools. Went through a draft of changes.

**3. Timeline:** Expected timeline to be completed by Sept. 30, 2025

## **4. Budget:**

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

## **5. Upcoming Milestones:**

Getting final draw up of new design of markings and signage by August 13<sup>th</sup> for approval.

# Monthly Project Status Report

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

Prepared by: Eric De Leon

Reporting Period: July 2025

## 1. Project Overview:

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

Timeline: Completed by Nov. 1, 2025

**2. Executive Summary and Progress Update:** I met with Blue Hopper on July 8, 2025, discussed project scope sent photos of buildings waiting for next steps. Met with Todd with RHC Trim light he was able to come out and look at buildings to give an estimate. I also talked to The Christmas light Pro who also was able to come out for an estimate.

## 4. Timeline:

Waiting for all estimates to come in hoping by August 15th

## 5. Budget:

\$7,000

## 6. Upcoming Milestones:

Waiting on two more estimates to come in with different options for permanent lighting and/or Seasonal lighting.

# Monthly Project Status Report

Project Name: Banner decorations on Light Poles

Prepared by: Eric De Leon

Reporting Period: July 2025

## 1. Project Overview:

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

Timeline: Get completed by Nov.1, 2025

**2. Executive Summary and Progress Update:** I have reached out to JHTackett Marketing same place we get our Veteran Banners from to see what it will intel to get banners made. We thought the same size of banners could be created so an easy change out from current Veteran Banners to Seasonal Banners can be made without having to change brackets. Depending upon the design we create, or they do roughly cost per Banner can range from \$120-\$160 dollars. Will be reaching out to other Vendors to see if they carry same size banners or if they have other similar banners.

## 4. Timeline:

August 15<sup>th</sup> Still Looking at different options

## 5. Budget:

\$5,000

## 6. Upcoming Milestones:

Determine Purchase/Design Options by Mid-August

# Monthly Project Status Report

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

Prepared by: Eric De Leon

Reporting Period: July 2025

## **1. Project Overview:**

Scope: Installation of sail shades at the Dog Park.

Timeline: Complete

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

Sail shades have been installed.

## **4. Timeline:**

Complete – 4 shades have been salvaged and reinstalled

## **5. Budget:**

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

## **6. Upcoming Milestones:**

Looking at Different options or reordering remaining shades.

# Monthly Project Status Report

Prepared by: Police Chief Jose Garza

**Project Name: Purchase a Command Trailer**

Reporting Period: July 2025

## **1. Project Overview:**

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

Timeline : FY 2026/2027

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

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

## **3. Timeline:**

Research and Recommended Specifications complete by February 2026.

## **4. Budget:**

No budget for FY26 – Staff Time for Research.

## **5. Upcoming Milestones:**

No update for the month of July 2025

# Monthly Project Status Report

Project Name: Update Animal Control Ordinance

Prepared by: Police Chief Jose Garza

Reporting Period: July 2025

## 1. Project Overview:

Scope: Review and approval of the amended Animal Control Ordinance 6-1 .30 Sections 1 through 5.

Timeline: September 2025

## 2. Executive Summary and Progress Update:

I received the updated draft of the Animal Control Ordinance from the City Attorney, which was reviewed. The City Attorney added specific language and edits to Sections 1, 2, 3, 4 and increased the fines in Section 4 d. I agree with the changes and with the City Manager approval, the amended sections will need to be added to future agenda for Council approval.

## 4. Timeline:

August 2025

## 5. Budget:

Attorney fees for preparation.

## 6. Upcoming Milestones:

- Council direction in August 2025
- Ordinance Adoption Hearings in September.

## 6. Upcoming Milestones:

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

# Monthly Project Status Report

Prepared by: Robert Smith

Project Name: Complete Animal Shelter

Reporting Period: July 2025

## 1. Project Overview:

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

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

## 2. Executive Summary and Progress Update:

On Friday July 11, 2025 we had 4 high school volunteers and the City Utilities crew help construct the kennels inside the building. During this we discovered some parts had been shipped incorrectly. Working with Midmark we received the correct parts 7/16/2025. I am working on getting the kennels completed. We also have a quote request out for the repair on construction of the perimeter and divider fencing outside.

## 4. Timeline:

92% complete

## 5. Budget:

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

Electrical Budget: \$22,569.00

Kennel and cages: ~~\$139,33.05~~ **\$124,143.45**(UC Davis grant to cover \$100,000)

Total Budget: ~~\$444,529.05~~ **\$429,339.45**

Total to date (less Grant): ~~\$344,529.05~~ **\$329,339.45**

## 6. Upcoming Milestones:

Continuing the building of the kennels. Awaiting quotes for the fencing. All outdoor finishes to dog play area.

# Monthly Project Status Report

Prepared by: Robert Smith

Project Name: Purchase and install remaining backflow enclosures.

Reporting Period: July 2025

## **1. Project Overview:**

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

Timeline: Enclosures and blankets on order

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

Order for enclosures and blankets was made 7/28/2025

## **4. Timeline:**

Order has been made for enclosures awaiting delivery.

## **5. Budget:**

\$12,000

## **6. Upcoming Milestones:**

Delivery of enclosures.

Installation of enclosures.

# Monthly Project Status Report

Prepared by: Robert Smith

Project Name: Implementation of AI for Building Plan Checks

Reporting Period: July 2025

## 1. Project Overview:

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

Timeline: In the beginning phase of research.

## 2. Executive Summary and Progress Update:

I am still in the process of researching the viability of Ai in plan checks. Most of what I have found are tools that check plans for the applicants. It flags areas that are not up to code and provides a list for the applicant to change to bring the plans to code compliance. It is still up to the Building employees to complete a hands-on plan check. I have found one company that provides checks for both the applicant and the AHJ. I will be reaching out for a demo.

## 4. Timeline:

Ongoing

## 5. Budget:

N/A

## 6. Upcoming Milestones:

None yet

# **Financial Services Department**

Monthly Project Status

FY2025/2026

Prepared by Mai Vang

## Table of Contents

Project Name: Decentralize Finance Functions .....	2
Project Name: Establish Cash Handling Policy.....	3
Project Name: Update CalCard Policy .....	5
Project Name: Credit Card Payments for all Services.....	7
Project Name: Update Travel Policy .....	9
Project Name: Revise Fund Balance and Reserve Policy .....	11
Project Name: Update Purchasing Policy .....	13

# Monthly Project Status Report

Prepared by: Mai Vang

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

Reporting Period: July 2025

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

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

Timeline: Expected Date of Completion: June 30, 3027

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

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

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

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

Progress Update: Project has not started

### **3. Timeline:**

October 2025

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

### **4. Budget:**

No Budget at this time.

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

August 2025 – Work with TylerTechnologies for support and guidance

# Monthly Project Status Report

Prepared by: Mai Vang

## Project Name: Establish Cash Handling Policy

Reporting Period: July 2025

### 1. Project Overview:

**Scope:** The City of Coalinga is initiating a project to create and implement a Cash Handling Policy to provide clear, consistent procedures and internal controls for the secure collection, handling, deposit, and reconciliation of cash and other monetary instruments. The policy will apply to all departments that collect revenues in the form of cash, checks, money orders, or credit/debit card payments, including but not limited to utility billing, permit payments, and event fees.

This effort is critical to safeguarding public funds, reducing financial risk, and ensuring compliance with audit and accounting standards.

**Timeline:** Expected Date of Completion: 8/31/2026

### 2. Executive Summary and Progress Update:

The City of Coalinga is developing a formal Cash Handling Policy to ensure that all cash and monetary transactions are conducted in a secure, consistent, and accountable manner across all departments. This initiative is essential to protecting public funds, strengthening internal controls, and aligning the City's financial practices with industry and audit standards.

Currently, the absence of a centralized and standardized cash handling policy creates potential risks related to mismanagement, theft, and inconsistent procedures. To address this, the policy will establish clear protocols for the collection, safeguarding, reconciliation, and deposit of cash, checks, money orders, and credit/debit card payments.

**Progress Update:** Have not started on the project

### 3. Timeline:

Phase	Description	Target Date
Policy Review	Analyze current policy, identify gaps, gather input	May 2026
Drafting	Develop updated policy language and structure	July 2026
Legal Review	Incorporate feedback from legal	July 2026

<b>Phase</b>	<b>Description</b>	<b>Target Date</b>
Approval	City Manager Approval	August 2026
Rollout & Training	Distribute policy, train staff on procedures	August 2026

**4. Budget:**

\$1,000 Legal Review

**5. Upcoming Milestones:**

Policy review – May 2026

# Monthly Project Status Report

Prepared by: Mai Vang

## **Project Name: Update CalCard Policy**

Reporting Period: July 2025

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

Scope: Initiating an update of its outdated CalCard policy to enhance financial controls, streamline purchasing processes, and reinforce accountability. The revised policy will provide clear procedures for issuing, using, monitoring, and reconciling CalCards, ensuring compliance with procurement guidelines and audit standards.

Timeline: Expected date of completion: 5/31/2026

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

The City of Coalinga is undertaking a comprehensive update of its outdated CalCard Policy to improve fiscal oversight, streamline procurement processes, and reinforce accountability across departments. As CalCards are a critical tool for day-to-day purchasing, a clear and robust policy is essential to safeguard public funds and ensure consistent, compliant use.

The revised policy will focus on four key areas:

1. **Efficiency:** Simplifying and clarifying purchasing procedures, thresholds, and reconciliation requirements to improve operational flow and reduce administrative burden.
2. **Internal Controls:** Strengthening financial safeguards by formalizing documentation standards, review protocols, and audit mechanisms to minimize risk and support transparency.
3. **Accountability:** Establishing clearly defined roles and responsibilities for cardholders, supervisors, and Finance staff, along with consequences for misuse and non-compliance.
4. **Access & Procedures:** Introducing a formal process for requesting and issuing CalCards, including eligibility requirements, supervisor authorization, mandatory training, and a signed agreement form.

This modernization effort will align the City's policy with best practices, ensure compliance with applicable procurement and audit standards, and provide a reliable framework for consistent and responsible CalCard use.

**Progress Update:** Have not started

### **3. Timeline:**

**Project Target Dates:**

Policy Assessment & Internal Interviews	January 2026
Draft Updated Policy	February 2026
Legal & Departmental Review	March 2026
City Manager Review and Approve	April 2026
Policy Rollout and Training	May 2026

**4. Budget:**

\$1,000 – Legal Review

**5. Upcoming Milestones:**

Policy Assessment & Internal Interviews

# Monthly Project Status Report

Prepared by: Mai Vang

**Project Name: Credit Card Payments for all Services**

Reporting Period: July 2025

## 1. Project Overview:

Scope: To accept credit card payment for all services

Timeline: Expected Date of Completion: January 2026

## 2. Executive Summary and Progress Update:

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

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

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

City staff have also engaged Tyler Technologies, the provider of the City's financial system, to explore a more cost-effective payment solution. We are currently awaiting their proposal, which will include a revised fee structure and implementation options.

**Progress update:** Met with Tyler Technologies on July 21<sup>st</sup> to further discuss the preliminary quote for services. Per Tyler Technologies, the project will take at least 4 months to complete; therefore, tentatively extending the project into January 2026.

## 3. Timeline:

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

August – Decide on a solution and implement

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

## 4. Budget:

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

Current Budget

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

**5. Upcoming Milestones:**

Quote for services from TylerTechnologies

# Monthly Project Status Report

Prepared by: Mai Vang

## Project Name: Update Travel Policy

Reporting Period: July 2025

### 1. Project Overview:

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

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

### 2. Executive Summary and Progress Update:

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

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

**Progress Update:** Reviewing final draft for adoption of policy. Policy will be adopted at the end of the month.

### 3. Timeline:

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

**4. Budget:**

\$1,000 Legal Review

**5. Upcoming Milestones:**

Policy adoption – August 2025

# Monthly Project Status Report

Prepared by: Mai Vang

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

Reporting Period: July 2025

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

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

Timeline: Expected date of completion: June 2026

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

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

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

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

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

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

**Progress Update:** Have not started

### **3. Timeline:**

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

**4. Budget:**

\$5,000

**5. Upcoming Milestones:**

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

# Monthly Project Status Report

Prepared by: Mai Vang

## Project Name: Update Purchasing Policy

Reporting Period: July 2025

### 1. Project Overview:

**Scope:** The City of Coalinga is launching a policy modernization initiative to update its current Purchasing Policy, which no longer reflects the evolving operational needs, fiscal standards, or procurement best practices. The objective is to create a clear, consistent, and compliant framework that promotes efficient purchasing, strengthens budgetary controls, and supports transparent use of public funds.

**Timeline:** Expected Date of Completion: 1/31/2026

### 2. Executive Summary and Progress Update:

The project will update the following key areas:

- Purchase thresholds and formal bid requirements
- Requisition and purchase order procedures
- Emergency and expedited purchasing rules
- Departmental responsibilities and financial approval limits
- Vendor engagement, contracting, and conflict of interest
- Training and periodic review of purchasing practices
- Integration with budget, CalCard, and accounts payable processes

Progress Update: The project has not started

### 3. Timeline:

Phase	Description	Target Date
Policy Review	Analyze current policy, identify gaps, gather input	August 2025
Drafting	Develop updated policy language and structure	October 2025
Legal Review	Incorporate feedback from legal	November 2025
Council Approval	Present final policy for Council adoption	December 2025

<b>Phase</b>	<b>Description</b>	<b>Target Date</b>
Rollout & Training	Distribute policy, train staff on procedures	January 2026

**4. Budget:**

\$3,000 – Legal Review

**5. Upcoming Milestones:**

Policy Review – August 2025

# Project Schedule

as of 7/28/2025

Projects	Status	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	Jan 27	Feb 27	Mar 27	Apr 27	May 27	Jun 27	
Decentralize Finance Functions	Not Started								Project Begins																					Project Ends
Establish Cash Handling Policy	Not Started																	Project Begins				Project Ends								
Update Calcard Policy	Not Started											Project Begins					Project Ends													
Credit Card for all Services	In Progress					Project Begins						Project Ends																		
Update Travel Policy	In Progress	Project Begins					Project Ends																							
Revise Fund Balance and Reserve Policy	Not Started												Project Begins					Project Ends												
Update Purchasing Policy	Not Started						Project Begins					Project Ends																		

## Key

Project Begins	Project Begins
Working Period	Working Period
Project Ends	Project Ends