

Financial Services Department

October Monthly Project Status

FY2025/2026

Prepared by Mai Vang

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Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Update Travel Policy

Reporting Period: October 2025

1. Project Overview:

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

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

2. Executive Summary

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

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

3. Timeline:

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

4. Budget:

\$1,000 Legal Review

5. Upcoming Milestones:

Policy adoption – September 2025

6. Progress Update:

Date	Comments
09/02/2025	Reviewing final draft for adoption of policy. Policy will be approved in September 2025.
10/02/2025	Completed final draft on September 9, 2025. Pending Union review.
10/14/2025	Policy Completed. Pending Signature.

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Credit Card Payments for all Services

Reporting Period: October 2025

1. Project Overview:

Scope: To accept credit card payment for all services

Timeline: Expected Date of Completion: February 2026

2. Executive Summary

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

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

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

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

3. Timeline:

July – Obtain service and rate comparison from TylerTechnologies for the service

August – Decide on a solution and implement

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

October – Select merchant service company

November – Begin application implementation

February – Go Live with new application

4. Budget:

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

Current Budget

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

5. Upcoming Milestones:

Begin software implementation

6. Progress update:

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

- c. Customers will continue to use current landing page to make payments.
- d. Upfront costs
 - i. Card reader equipment - \$529.00 per device
- e. Recurring costs
 - i. Annual PCI Service - \$180.00 per device
- f. Estimated time to implement - 4 months

3. Estimated annual costs to the City

- a. Model one - \$150,000 - \$200,000 (cost include fees and INSITE)
- b. Model two - \$20,000 - \$24,000 (INSITE fees only)

Summary for InvoiceCloud (Recommended Merchant Servicer)

1. Models proposed

- a. Model one - City absorbs UTILITY fees (Non-Submitter) and General Public/Businesses absorb fees for GENERAL GOVERNMENT SERVICE (Submitter)
 - i. Utility fee includes water, sewer, sanitation, and gas
 - ii. General Government Services fee includes business license, cannabis tax payments, permits, solar permits, and not limited to. (General Fund revenue)
 - iii. Non-Submitter
 - + Rate per Transaction for credit cards - 2.72% absorb by the City
 - + Rate per Transaction for e-Check (pay with bank information) absorb by the City
 - iv. Submitter
 - + Rate per Transaction for credit cards - 3.25% with \$1.95 min paid by the General Public/Business payor
 - + Rate per Transaction for e-Check (pay with bank information) - flat rate of \$2.50 paid by the General Public/Business payor
- b. Model two - City absorbs UTILITY fees (Hybrid) and General Public/Businesses absorb fees for GENERAL GOVERNMENT SERVICE (Submitter)
 - i. Utility fee includes water, sewer, sanitation, and gas
 - ii. General Government Services fee includes business license, cannabis tax payments, permits, solar permits, and not limited to. (General Fund revenue)
 - iii. Hybrid
 - + Rate per Transaction for credit cards - 3.25% with \$1.95 min paid by utility resident
 - + Rate per Transaction for e-Check (pay with bank information) - flat rate of \$1.50 absorb by the City
 - iv. Submitter
 - + Rate per Transaction for credit cards - 3.25% with \$1.95 min paid by the General Public/Business payor
 - + Rate per Transaction for e-Check (pay with bank information) - flat rate of \$2.50 paid by the General Public/Business payor

2. Additional Consideration

- a. Selecting InvoiceCloud eliminates the quarterly INSITE fees (saving between \$20,000 to \$24,000 annually)
- b. There is no implementation cost. Cost is waived.

	<ul style="list-style-type: none"> c. Residents and businesses will be introduced to a new landing page for payment. It provides a user-friendly and variety of payment methods with low costs to all customers, businesses, and City. d. Recurring costs <ul style="list-style-type: none"> i. Card reader equipment - \$20.00 per device e. Estimated time to implement - 3 to 4 months <p>3. Estimated annual costs to the City</p> <ul style="list-style-type: none"> a. Model one (Non-Submitter) - \$120,000 - \$125,000 with the assumption of implementing/utility customer signing up for E-Check and City absorbs all fees. <ul style="list-style-type: none"> i. (Submitter) No cost to the city for General Government services b. Model two - (Hybrid) - \$27,000 - \$32,000 with the assumption of implementing/utility customer signing up for E-Check and City covers the flat rate of the E-check cost <ul style="list-style-type: none"> i. (Submitter) No cost to the city for General Government services
	Taking InvoiceCloud contract to City Council on 10/16/2025.
10/16/2025	Contract approved with InvoiceCloud

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Chart of Accounts

Reporting Period: October 2025

1. Project Overview:

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

Timeline: Expected Date of Completion: June 2026

2. Executive Summary:

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

3. Timeline:

September – Obtain project scope and quote from Tylertechnologies

October – Begin the project

July 2026 – Go Live with the new chart of accounts

4. Budget:

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

5. Upcoming Milestones:

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

6. Progress update:

Date	Comments
09/02/2025	Meeting with TylerTechnologies to develop scope and cost of project the week of September 1 st .
10/02/2025	TylerTechnologies has not responded since the last meeting. Will pursue with Price Paige and Co, CPA
10/23/2025	Project kickoff meeting between City and Price Paige. Discussed and developed the scope of work.

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Decentralize Finance Functions

Reporting Period: October 2025

1. Project Overview:

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

Timeline: Expected Date of Completion: June 30, 3027

2. Executive Summary:

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

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

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

3. Timeline:

October 2025

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

4. Budget:

No Budget at this time.

5. Upcoming Milestones:

September 2025 – Work with TylerTechnologies for support and guidance

6. Progress Update:

Date	Comments
09/02/2025	Scheduled a meeting with Tylertechnologies the week of September 1, 2025
10/2/2025	Christina is onboard and will start immediately

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Revise Fund Balance and Reserve Policy

Reporting Period: September 2025

1. Project Overview:

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

Timeline: Expected date of completion: June 2026

2. Executive Summary:

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

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

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

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

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

3. Timeline:

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

4. Budget:

\$5,000

5. Upcoming Milestones:

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

6. Progress Update:

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

Project Schedule

As of 11/3/2025

Projects	Status	FY24/25				FY25/26											FY26/27												
		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
Update Travel Policy	In Progress	Green	Orange	Orange	Orange	Orange	Orange	Red																					
Credit Card for all Services	In Progress					Green	Orange	Orange	Orange	Orange	Orange	Red																	
Chart of Accounts	In Progress						Green	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Red												
Decentralize Finance Functions	Not Started								Green	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Red
Revise Fund Balance and Reserve Policy	Not Started												Green	Orange	Orange	Orange	Red												

Key

Project Begins	Green
Working Period	Orange
Project Ends	Red

Monthly Project Status Report – October 2025

Name: Jessenia Medina

Project Name: Website Re-design Efforts

1. Project Overview:

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

Timeline: July 2026

2. Executive Summary and Progress Update:

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

4. Timeline:

Meeting with Civic Plus – October 2025

Module Audit + Analytic Review – October 2025

Project Kickoff Meeting- November 2025

5. Budget:

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

6. Upcoming Milestones:

Public Outreach Coordinator in communication with Civic Plus scheduling kick off meeting to discuss the production process and initial project steps, Meeting anticipated to occur with Civic Plus – November 2025

Project Name: Chatbot Integration into Website

1. Project Overview:

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

Timeline: December 2025

2. Executive Summary and Progress Update:

Staff has been in contact with Civic Plus staff to set up a meeting and discuss schedule for integrating the Chatbot Feature into the Website. An initial Kickoff meeting is scheduled for November 2025 to outline project goals and confirm implementation plan.

4. Timeline:

Staff expects to schedule a meeting with Civic Plus in October 2025. Kickoff meeting is scheduled for November 2025.

5. Budget:

None Determined at this time.

6. Upcoming Milestones:

Kickoff meeting with CivivPlus – November 2025

Budget presented to Council. – November/December 2025

Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Landscaping & City Facilities Projects

Reporting Period: October 2025

1. Project Overview:

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

Timeline: September 2025

2. Executive Summary and Progress Update:

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

3. Timeline:

Completed

4. Budget:

\$30,000

5. Upcoming Milestones:

Complete

Monthly Project Status Report - **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Ambulance & Fire Services

Reporting Period: October 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:

We went live with Sharp on October 1st.

Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: October 2025

1. Project Overview:

Scope: Improvements to the Fire Department training center.

Timeline: December 2025

2. Executive Summary and Progress Update:

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

3. Timeline:

Just started

4. Budget:

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

5. Upcoming Milestones:

Determine Cost Estimate and CIR funding opportunities.

Monthly Project Status Report - **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: October 2025

1. Project Overview:

Scope: Remodel Fire Department Bathroom

Timeline: September 2025

2. Executive Summary and Progress Update:

BC Milligan to manage the project.

3. Timeline:

Project started 9/29.

4. Budget:

\$40,000

5. Upcoming Milestones:

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

Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: October 2025

1. Project Overview:

Scope: Sponsor Medic School & Fire Academy

Timeline: Continuous

2. Executive Summary and Progress Update:

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

3. Timeline:

On going

4. Budget:

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

5. Upcoming Milestones:

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

Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: October 2025

1. Project Overview:

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

Timeline: November 2025 to present to Council

2. Executive Summary and Progress Update:

Chief and BC Long are currently working on the study.

3. Timeline:

started

4. Budget:

Staff resources.

5. Upcoming Milestones:

Presentation to City Council November 13th

Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Emergency Readiness: Implement Civic Ready

Reporting Period: October 2025

1. Project Overview:

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

Timeline: September 2025

2. Executive Summary and Progress Update:

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

3. Timeline:

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

4. Budget:

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

5. Upcoming Milestones:

Train Public Outreach Coordinator

Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

Project Name: Install Fire Department Generator

Reporting Period: October 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 monthly check-in since the start of the year.

Monthly Project Status Report

Prepared by: Robert Smith

Project Name: Animal Control Facility

Reporting Period: October 2025

1. Project Overview:

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

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

2. Executive Summary and Progress Update:

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

4. Timeline:

92% complete

5. Budget:

Construction Budget: \$282,627.00 (We had an increase of \$2,380 for miscellaneous change orders due to age of building.)

Electrical Budget: \$22,569.00

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

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

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

6. Upcoming Milestones:

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

Monthly Project Status Report

Prepared by: Robert Smith

Project Name: Purchase and install remaining backflow enclosures.

Reporting Period: October 2025

1. Project Overview:

Scope: Purchase and install backflow device enclosures

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

2. Executive Summary and Progress Update:

4. Timeline:

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

5. Budget:

\$12,600

6. Upcoming Milestones:

Scheduling of installation with Public Works.

Monthly Project Status Report

Prepared by: Robert Smith

Project Name: Implementation of AI for Building Plan Checks

Reporting Period: October 2025

1. Project Overview:

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

Timeline: In the beginning phase of research.

2. Executive Summary and Progress Update:

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

4. Timeline:

Ongoing

5. Budget:

N/A

6. Upcoming Milestones:

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

Monthly Project Status Report

Prepared by: Police Chief Jose Garza

Project Name: Purchase a Command Trailer

Reporting Period: October 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 October 2025

Project Name: Update Animal Control Ordinance

Prepared by: Police Chief Jose Garza

Reporting Period: October 2025

1. Project Overview:

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

Timeline: FY 2025

2. Executive Summary and Progress Update:

The City Attorney added specific language and edits to Sections 1, 2, 3, 4 and increased the fines in Section 4 d. The changes were presented to Council on October 16 and Council requested further review and changes. In addition, Coalinga Police Department is still working on a plan to manage the Animal Control program for the City of Coalinga. The plan will need the City Manager and Council approval.

3. Timeline:

FY 2025

4. Budget:

Attorney fees for preparation.

5. Upcoming Milestones:

- Ordinance Adoption Hearings in November or December.

6. Upcoming Milestones:

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

Monthly Project Status Report – October 2025

Prepared by: Jesse Barron

Project Name: Update Commercial Vehicle Parking Standards

1. Project Overview:

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

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

2. Executive Summary and Progress Update:

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

4. Timeline:

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

5. Budget:

No formal budget, staff time.

6. Upcoming Milestones:

Provide draft to City Council.

Project Name: Clean City Initiative

1. Project Overview:

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

Timeline:

Initial outline and staff research – November 2025

Council presentation of draft recommendations – December 2025

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 (November 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 (November 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.

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

4. Timeline:

Construction Expected to start in November 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.

Project Name: Build (3) ADU's

1. Project Overview:

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

Timeline: July 2026

2. Executive Summary and Progress Update:

Staff has determine partial funding sources to undertake the project.

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

4. Timeline:

Currently establishing budgets and funding sources.

5. Budget:

Pending

6. Upcoming Milestones:

Determine the scope of work the budget can support.

Monthly Project Status Report

Prepared by: Anthony Uribe

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

Reporting Period: October 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.

6. Upcoming Milestones:

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

Prepared by: Anthony Uribe

Project Name: Complete Phase 1 of Center Median Project

Reporting Period: October 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

Prepared by: Anthony Uribe

Project Name: Phase 1 Valley Gutter Project

Reporting Period: October 2025

1. Project Overview:

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

2. Executive Summary and Progress Update:

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

4. Timeline:

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

5. Budget:

We Allocated \$100,000 for repairs.

6. Upcoming Milestones:

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

Prepared by: Anthony Uribe

Project Name: Slurry Cape seal Project Phase 2

Reporting Period: October 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:

Phase 3 will be going out next Spring 2026

4. Timeline:

Project has been completed.

5. Budget:

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

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

6. Upcoming Milestones:

Notice of Completion is going on next council agenda.

Prepared by: Anthony Uribe

Project Name: Backup Generator Connection for Sewer Lift Stations

Reporting Period: October 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.

Prepared by: Anthony Uribe

Project Name: Complete Derrick Reservoir Project

Reporting Period: October 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 all the inside coating of the tank. The city has started the disinfection process along with filling the tank with water on Tuesday, October 21st, and should be filled by Friday, the 24th. All testing of the water should be completed by October 31st.

4. Timeline:

Project to be completed by mid-November 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:

All of the tank coating has been completed. The Derrick tank is undergoing the disinfection process, and if all the tests come back positive, it should be back in service the week of November 3rd.

Prepared by: Anthony Uribe

Project Name: Update Water Treatment Plant Maintenance & Operation Plans

Reporting Period: October 2025

1. Project Overview:

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

2. Executive Summary and Progress Update:

City staff have reviewed the draft report and provided their comments. 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.

Prepared by: Anthony Uribe

Project Name: Completion of ADA Transition Plan Update

Reporting Period: October 2025

1. Project Overview:

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

2. Executive Summary and Progress Update:

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

4. Timeline:

Completion by end of FY26

5. Budget:

\$24,000

6. Upcoming Milestones:

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

Prepared by: Anthony Uribe

Project Name: Increase Wastewater Treatment Plant Land Discharge Area

Reporting Period: October 2025

1. Project Overview:

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

2. Executive Summary and Progress Update:

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

4. Timeline:

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

5. Budget:

None

6. Upcoming Milestones:

None

Prepared by: Anthony Uribe

Project Name: Complete Ramsey Splash Park

Reporting Period: October 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:

Designs are 90% complete.

4. Timeline:

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

5. Budget:

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

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

6. Upcoming Milestones:

Summer 2026 Project Completion and Opening

Monthly Project Status Report

Prepared by: Anthony Uribe

Project Name: Phelps Ave Rehabilitation Phase 2

Reporting Period: October 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 been completed. Notice of Completion is going to council.

4. Timeline:

Completed in September

5. Budget:

Engineers estimate was \$619,877.00

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

6. Upcoming Milestones:

Project has been completed September 9/26/2025

Monthly Project Status Report – October 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)

No update for the month of September 2025.

Project Name: Outdoor Food Court (Design Phase)

1. Project Overview:

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

Timeline: June 30, 2026

2. Executive Summary and Progress Update:

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

4. Timeline:

Preliminary Design Complete by Fiscal Year End 2026

5. Budget:

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

6. Upcoming Milestones:

Concept Plan – Precision Engineering currently working on finalizing concept design.
Expecting design: December 2025.

Preliminary Design Started: January 2026

Project Name: Launch Personnel Appreciation Programs

1. Project Overview:

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

Timeline: January 2026

2. Executive Summary and Progress Update:

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

4. Timeline:

Monthly progress is expected to move into January 2026

5. Budget:

\$6,000

6. Upcoming Milestones:

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

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

1. Project Overview:

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

Timeline: Ongoing throughout FY26

2. Executive Summary and Progress Update:

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

4. Timeline:

Ongoing throughout FY26

5. Budget:

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

6. Upcoming Milestones:

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

Project Name: Council/Staff Team Building Event

Prepared by: Shannon Jensen

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

Reporting Period: August, 2025

1. Project Overview:

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

Timeline: Fall/Winter 2025

2. Executive Summary and Progress Update:

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

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

4. Timeline:

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

5. Budget:

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

6. Upcoming Milestones:

Late Fall 2025 – Solidify Plan and Schedule.

Spring 2026 – Hold Team Building event.

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

Project Name: Employee Appreciation Party

Prepared by: Shannon Jensen

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

Reporting Period: October, 2025

1. Project Overview:

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

Timeline: January 2026

2. Executive Summary and Progress Update:

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

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

4. Timeline:

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

5. Budget:

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

6. Upcoming Milestones:

- **Finalize catering selection** – November / December 2025
- **Develop program agenda and awards presentation** – December 2025

Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: October 2025

1. Project Overview:

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

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

2. Executive Summary and Progress Update:

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

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

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

4. Timeline:

7/1/25: Agreement executed.

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

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

5. Budget:

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

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

6. Upcoming Milestones:

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

Project remains on track, with go-live still anticipated for Fall 2025.

Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: October 2025

1. Project Overview:

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

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

2. Executive Summary and Progress Update:

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

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

4. Timeline:

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

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

5. Budget:

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

6. Upcoming Milestones:

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

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

Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: October 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: Eric De Leon

Project Name: Complete Landscaping at City Parking Lot-
Completed

Reporting Period: Sept. 2025

1. Project Overview:

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

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

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

3. Timeline:

Completed 7/31/2025

5. Budget:

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

5. Upcoming Milestones:

Cleaning up Parking lot

Project Name: Update Curb Painting Near Schools

Prepared by: Eric De Leon

Reporting Period: Oct. 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: After meeting with school staff, I have worked on a final draft on how to proceed including taking into consideration new laws. Going to be scheduling meeting to get final approval of new drafted map.

3. Timeline: Still waiting for School District to have a meeting together now that they have a new Maintenance Director to get him updated.

4. Budget:

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

5. Upcoming Milestones: Looking at getting meeting scheduled in the next week to go over final draft and looking at working on implementing when school is out on winter break.

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

COMPLETED

Prepared by: Eric De Leon

Reporting Period: Sept. 2025

1. Project Overview:

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

Timeline: Completed by Nov. 1, 2025

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

4. Timeline:

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

5. Budget:

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

6. Upcoming Milestones:

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

Project Name: Banner decorations on Light Poles

Prepared by: Eric De Leon

Reporting Period: Oct. 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 continued to do some research on larger Banners that can be installed On Elm Ave. Looking into vendors and gathering information. I have also reached out to Chambers to get information on who they have used in past. Chamber mentioned they have seasonal banners, but the cost was for vendor to come out to install which they have not done. I am working with Chambers to see what options we may have.

4. Timeline:

Still Waiting for chamber to see if they have Banners that have already been purchased to possible be able to use those to be put up.

5. Budget:

\$5,000

6. Upcoming Milestones:

Get Information on Chamber Banners or continue with possible purchasing of new Banners sometime in November.

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

Prepared by: Eric De Leon

Reporting Period: August 2025

1. Project Overview:

Scope: Installation of sail shades at the Dog Park.

Timeline: Complete

2. Executive Summary and Progress Update:

Sail shades have been installed.

4. Timeline:

Complete – Repairs underway.

5. Budget:

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

6. Upcoming Milestones:

Replace torn sail shades. Looking at stronger durable replacement options