



CITY OF COALINGA
The Sunny Side of the Valley

Envision Project Updates November 2025

Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Landscaping & City Facilities Projects

Reporting Period: November 2025

1. Project Overview:

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

Timeline: September 2025

2. Executive Summary and Progress Update:

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

3. Timeline:

Completed

4. Budget:

\$30,000

5. Upcoming Milestones:

Complete

Monthly Project Status Report - **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Ambulance & Fire Services

Reporting Period: November 2025

1. Project Overview:

Scope: Increase Ambulance Rates

Timeline: July 2025

2. Executive Summary and Progress Update:

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

3. Timeline:

Completed

4. Budget:

N/A

5. Upcoming Milestones:

Complete. Went live with Sharp on October 1st.

Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: November 2025

1. Project Overview:

Scope: Improvements to the Fire Department training center.

Timeline: December 2025

2. Executive Summary and Progress Update:

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

3. Timeline:

Just started

4. Budget:

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

5. Upcoming Milestones:

Determine Cost Estimate and CIR funding opportunities.

Monthly Project Status Report - **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: November 2025

1. Project Overview:

Scope: Remodel Fire Department Bathroom

Timeline: September 2025

2. Executive Summary and Progress Update:

BC Milligan to manage the project.

3. Timeline:

Project started 9/29.

4. Budget:

\$40,000

5. Upcoming Milestones:

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

Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: November 2025

1. Project Overview:

Scope: Sponsor Medic School & Fire Academy

Timeline: Continuous

2. Executive Summary and Progress Update:

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

3. Timeline:

On going

4. Budget:

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

5. Upcoming Milestones:

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

Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: November 2025

1. Project Overview:

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

Timeline: November 2025 to present to Council

2. Executive Summary and Progress Update:

Chief and BC Long are currently working on the study.

3. Timeline:

started

4. Budget:

Staff resources.

5. Upcoming Milestones:

Presentation to City Council December 4th

Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Emergency Readiness: Implement Civic Ready

Reporting Period: November 2025

1. Project Overview:

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

Timeline: September 2025

2. Executive Summary and Progress Update:

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

3. Timeline:

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

4. Budget:

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

5. Upcoming Milestones:

Train Public Outreach Coordinator

Monthly Project Status Report

Prepared by: Greg DuPuis, Fire Chief

Project Name: Install Fire Department Generator

Reporting Period: November 2025

1. Project Overview:

Scope: Emergency Readiness: New Generator

Timeline: 60 days

2. Executive Summary and Progress Update:

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

3. Timeline:

Began 2022

4. Budget:

Approximately \$36,000

5. Upcoming Milestones:

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

Monthly Project Status Report

Prepared by: Robert Smith

Project Name: Complete Animal Shelter

Reporting Period: October 2025

1. Project Overview:

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

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

2. Executive Summary and Progress Update:

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

4. Timeline:

92% complete

5. Budget:

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

Electrical Budget: \$22,569.00

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

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

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

6. Upcoming Milestones:

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

Monthly Project Status Report

Prepared by: Robert Smith

Project Name: Purchase and install remaining backflow enclosures.

Reporting Period: October 2025

1. Project Overview:

Scope: Purchase and install backflow device enclosures

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

2. Executive Summary and Progress Update:

4. Timeline:

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

5. Budget:

\$12,600

6. Upcoming Milestones:

Scheduling of installation with Public Works.

Monthly Project Status Report

Prepared by: Robert Smith

Project Name: Implementation of AI for Building Plan Checks

Reporting Period: October 2025

1. Project Overview:

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

Timeline: In the beginning phase of research.

2. Executive Summary and Progress Update:

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

4. Timeline:

Ongoing

5. Budget:

N/A

6. Upcoming Milestones:

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

Monthly Project Status Report

Prepared by: Anthony Uribe

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

Reporting Period: November 2025

1. Project Overview:

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

2. Executive Summary and Progress Update:

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

4. Timeline:

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

5. Budget:

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

6. Upcoming Milestones:

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

Prepared by: Anthony Uribe

Project Name: Complete Phase 1 of the Center Median Project

Reporting Period: November 2025

1. Project Overview:

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

2. Executive Summary and Progress Update:

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

4. Timeline:

The Construction Schedule is set for the summer of 2026.

5. Budget:

Budget is \$150,000.00

6. Upcoming Milestones:

Complete Design and Confirm Cost Estimates + Construction Schedule

Prepared by: Anthony Uribe

Project Name: Phase 1 Valley Gutter Project

Reporting Period: November 2025

1. Project Overview:

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

2. Executive Summary and Progress Update:

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

4. Timeline:

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

5. Budget:

We allocated \$100,000 for repairs.

6. Upcoming Milestones:

Send a Completion Notice to city council.

Prepared by: Anthony Uribe

Project Name: Slurry Cape seal Project Phase 2

Reporting Period: November 2025

Complete

1. Project Overview:

Scope: This project involves addressing street base failures and resurfacing on various citywide streets to extend the street's lifespan. A total of 51 streets is recommended for improvements of cape sealing with slurry sealing. The scope of work also includes replacing striping and markings. City crews will be doing asphalt concrete "dig-out" repairs, asphalt concrete patching, and crack sealing.

2. Executive Summary and Progress Update:

Phase 3 will be going out next Spring 2026

4. Timeline:

The project has been completed.

5. Budget:

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

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

6. Upcoming Milestones:

Notice of Completion is going on the next council agenda.

Prepared by: Anthony Uribe

Project Name: Backup Generator Connection for Sewer Lift Stations

Reporting Period: November 2025

1. Project Overview:

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

2. Executive Summary and Progress Update:

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

4. Timeline:

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

5. Budget:

TBD

6. Upcoming Milestones:

Design Cost and Schedule to be established.

Prepared by: Anthony Uribe

Project Name: Complete Derrick Reservoir Project

Reporting Period: November 2025

1. Project Overview:

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

2. Executive Summary and Progress Update:

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

4. Timeline:

Project to be completed by mid-January 2026

5. Budget:

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

6. Upcoming Milestones:

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

Prepared by: Anthony Uribe

Project Name: Update Water Treatment Plant Maintenance & Operation Plans

Reporting Period: November 2025

1. Project Overview:

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

2. Executive Summary and Progress Update:

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

4. Timeline:

3-6 months for SWRCB Review.

5. Budget:

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

6. Upcoming Milestones:

- SWRCB review of Plan.
- Approval of Plan.

Prepared by: Anthony Uribe

Project Name: Completion of ADA Transition Plan Update

Reporting Period: November 2025

1. Project Overview:

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

2. Executive Summary and Progress Update:

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

4. Timeline:

Completion by end of FY26

5. Budget:

\$24,000

6. Upcoming Milestones:

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

Prepared by: Anthony Uribe

Project Name: Increase Wastewater Treatment Plant Land Discharge Area

Reporting Period: November 2025

1. Project Overview:

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

2. Executive Summary and Progress Update:

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

4. Timeline:

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

5. Budget:

None

6. Upcoming Milestones:

None

Prepared by: Anthony Uribe

Project Name: Complete Ramsey Splash Park

Reporting Period: November 2025

1. Project Overview:

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

2. Executive Summary and Progress Update:

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

4. Timeline:

Still on track for June 2026 ribbon cutting.

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

5. Budget:

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

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

6. Upcoming Milestones:

Summer 2026 Project Completion and Opening

Monthly Project Status Report

Prepared by: Anthony Uribe

Project Name: Phelps Ave Rehabilitation Phase 2

Reporting Period: November 2025

Complete

1. Project Overview:

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

2. Executive Summary and Progress Update:

Notice of Completion is going to the council.

4. Timeline:

Completed in September

5. Budget:

Engineers' estimate was \$619,877.00

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

6. Upcoming Milestones:

Project has been completed September 9/26/2025

Monthly Project Status Report

Prepared by: Police Chief Jose Garza

Project Name: Purchase a Command Trailer

Reporting Period: November 2025

1. Project Overview:

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

Timeline : FY 2026/2027

2. Executive Summary and Progress Update:

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

3. Timeline:

Research and Recommended Specifications complete by February 2026.

4. Budget:

No budget for FY26 – Staff Time for Research.

5. Upcoming Milestones:

No update for the month of November 2025

Project Name: Update Animal Control Ordinance

Prepared by: Police Chief Jose Garza

Reporting Period: November 2025

1. Project Overview:

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

Timeline: FY 2026

2. Executive Summary and Progress Update:

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

3. Timeline:

FY 2026

4. Budget:

Attorney fees for preparation.

5. Upcoming Milestones:

- Ordinance Adoption Hearings in January.

6. Upcoming Milestones:

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

Monthly Project Status Report – November 2025

Prepared by: Sean Brewer

Project Name: Explore Feasibility of a New Veterans Hall

1. Project Overview:

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

2. Executive Summary and Progress Update:

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

Special District Formation:

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

Federal Earmarks:

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

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

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

Potential Challenges:

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

4. Timeline:

Spring Earmarks

5. Budget:

None allocated at this time; exploratory phase only

6. Upcoming Milestones:

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

Project Name: Launch Personnel Appreciation Programs

1. Project Overview:

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

Timeline: January 2026

2. Executive Summary and Progress Update:

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

4. Timeline:

Monthly progress is expected to move into January 2026

5. Budget:

\$6,000

6. Upcoming Milestones:

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

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

1. Project Overview:

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

Timeline: Ongoing throughout FY26

2. Executive Summary and Progress Update:

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

4. Timeline:

Ongoing throughout FY26

5. Budget:

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

6. Upcoming Milestones:

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

Monthly Project Status Report – November 2025

Name: Jessenia Medina

Project Name: Website Re-design Efforts

1. Project Overview:

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

Timeline: July 2026

2. Executive Summary and Progress Update:

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

4. Timeline:

Meeting with Civic Plus – October 2025

Module Audit + Analytic Review – October 2025

Project Kickoff Meeting- November 2025

Design Discovery Meeting- December 2025

5. Budget:

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

6. Upcoming Milestones:

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

Project Name: Chatbot Integration into Website

1. Project Overview:

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

Timeline: December 2025

2. Executive Summary and Progress Update:

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

4. Timeline:

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

5. Budget:

None Determined at this time.

6. Upcoming Milestones:

Kickoff meeting with CivivPlus – November 2025

Budget presented to Council. – November 2025

Frase Chatbot Onboarding- November 2025

Financial Services Department

November Monthly Project Status

FY2025/2026

Prepared by Mai Vang

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Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Update Travel Policy

Reporting Period: November 2025

1. Project Overview:

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

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

2. Executive Summary

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

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

3. Timeline:

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

4. Budget:

\$1,000 Legal Review

5. Upcoming Milestones:

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.
11/6/2025	Signature obtained
12/1/2025	Begin distribution of policy and train employees/staff on procedures

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Credit Card Payments for all Services

Reporting Period: November 2025

1. Project Overview:

Scope: To accept credit card payment for all services

Timeline: Expected Date of Completion: February 2026

2. Executive Summary

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

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

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

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

3. Timeline:

July – Obtain service and rate comparison from 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.

	<p>c. Residents and businesses will be introduced to a new landing page for payment. It provides a user-friendly and verity of payment methods with low costs to all customers, businesses, and City.</p> <p>d. Recurring costs</p> <p style="padding-left: 20px;">i. Card reader equipment - \$20.00 per device</p> <p>e. Estimated time to implement - 3 to 4 months</p> <p>3. Estimated annual costs to the City</p> <p>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.</p> <p style="padding-left: 20px;">i. (Submitter) No cost to the city for General Government services</p> <p>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</p> <p style="padding-left: 20px;">i. (Submitter) No cost to the city for General Government services</p>
	Taking InvoiceCloud contract to City Council on 10/16/2025.
10/16/2025	Contract approved with InvoiceCloud
10/29/2025	Project Kickoff
12/01/2025	Finalizing boarding documents, testing utility files, employee/staff training

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Chart of Accounts

Reporting Period: November 2025

1. Project Overview:

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

Timeline: Expected Date of Completion: June 2026

2. Executive Summary:

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

3. Timeline:

September – Obtain project scope and quote from Tylertechnologies

October – Begin the project

July 2026 – Go Live with the new chart of accounts

4. Budget:

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

5. Upcoming Milestones:

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

6. Progress update:

Date	Comments
09/02/2025	Meeting with TylerTechnologies to develop scope and cost of project the week of September 1 st .
10/02/2025	TylerTechnologies has not responded since the last meeting. Will pursue with Price Paige and Co, CPA
10/23/2025	Project kickoff meeting between City and Price Paige. Discussed and developed the scope of work.
12/01/2025	Review of current structure: consolidate accounts, eliminate/add useful accounts

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Decentralize Finance Functions

Reporting Period: November 2025

1. Project Overview:

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

Timeline: Expected Date of Completion: June 30, 3027

2. Executive Summary:

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

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

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

3. Timeline:

October 2025

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

4. Budget:

No Budget at this time.

5. Upcoming Milestones:

September 2025 – Work with TylerTechnologies for support and guidance

6. Progress Update:

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

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Revise Fund Balance and Reserve Policy

Reporting Period: November 2025

1. Project Overview:

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

Timeline: Expected date of completion: June 2026

2. Executive Summary:

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

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

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

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

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

3. Timeline:

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

4. Budget:

\$5,000

5. Upcoming Milestones:

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

6. Progress Update:

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

Project Schedule

As of 11/3/2025

Projects	Status	FY24/25				FY25/26											FY26/27												
		Mar 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	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	Red													

Key

- Project Begins
- Working Period
- Project Ends

Project Name: Council/Staff Team Building Event

Prepared by: Shannon Jensen

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

Reporting Period: November, 2025

1. Project Overview:

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

Timeline: Fall/Winter 2025

2. Executive Summary and Progress Update:

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

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

4. Timeline:

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

5. Budget:

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

6. Upcoming Milestones:

Late Fall 2025 – Solidify Plan and Schedule.

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

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

Project Name: Employee Appreciation Party

Prepared by: Shannon Jensen

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

Reporting Period: November, 2025

1. Project Overview:

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

Timeline: January 2026

2. Executive Summary and Progress Update:

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

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

4. Timeline:

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

5. Budget:

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

6. Upcoming Milestones:

- **Finalize catering selection – COMPLETED – Big Belly BBQ (server-assisted buffet style)**
- **Develop program agenda and awards presentation – December 2025**

Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: November, 2025

1. Project Overview:

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

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

2. Executive Summary and Progress Update:

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

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

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

4. Timeline:

7/1/25: Agreement executed.

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

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

5. Budget:

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

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

6. Upcoming Milestones:

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

No significant progress to report at this time.

Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: November, 2025

1. Project Overview:

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

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

2. Executive Summary and Progress Update:

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

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

4. Timeline:

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

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

5. Budget:

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

6. Upcoming Milestones:

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

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

Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: August, 2025

1. Project Overview:

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

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

2. Executive Summary and Progress Update:

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

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

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

4. Timeline:

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

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

5. Budget:

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

6. Upcoming Milestones:

None

Monthly Project Status Report

Project Name: Upgrade City Access Control Systems

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: November 2025

1. Project Overview:

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

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

2. Executive Summary and Progress Update:

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

3. Timeline:

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

4. Budget:

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

5. Upcoming Milestones:

Troubleshoot readers and sensors continue.

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

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: November 2025

1. Project Overview:

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

Timeline: Project completion expected by February 2026.

2. Executive Summary and Progress Update:

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

3. Timeline:

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

4. Budget:

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

5. Upcoming Milestones:

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

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

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: November 2025

1. Project Overview:

Scope: Charging Stations no longer supported by Enel X Way

Timeline: **COMPLETED**

2. Executive Summary and Progress Update:

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

3. Timeline: Install completed.

4. Budget:

No budget.

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

Project Name: New Fueling Station for Airport

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: November 2025

1. Project Overview:

Scope: New Fueling station for the airport.

Timeline: Project completion expected October 2025.

2. Executive Summary and Progress Update:

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

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

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

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

Project Name: Repair All Lighting at Airport

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: November 2025

1. Project Overview:

Scope: Update lighting at Airport to LED lighting

Timeline: Project completion expected May 2026.

2. Executive Summary and Progress Update:

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

4. Budget: \$100,000

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

Project Name: Coalinga Airshow – Wings Over the Westside

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: November 2025

1. Project Overview:

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

Timeline: Project completed September 2025

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

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

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

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