



CITY OF COALINGA
The Sunny Side of the Valley

Envision Project Updates January 2026

Monthly Project Status Report

Prepared by: Police Chief Jose Garza

Project Name: Purchase a Command Trailer

Reporting Period: January 2026

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 submitted the Office Traffic Safety (OTS) Grant to purchase a multipurpose Command Trailer.

3. Timeline:

Research and Recommended Specifications complete by March 2026.

4. Budget:

No budget for FY26

5. Upcoming Milestones:

The Department is waiting to hear from the OTS grant.

Project Name: Update Animal Control Ordinance

Prepared by: Police Chief Jose Garza

Reporting Period: January 2026

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 Animal Control plan will need to be reviewed and approved by the City Manager and Council.

3. Timeline:

FY 2026

4. Budget:

Attorney fees for preparation.

5. Upcoming Milestones:

- Ordinance Adoption Hearings in February.
- Animal Control Plan approval.

6. Upcoming Milestones:

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

Financial Services Department

January 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: January 2026

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. Policy accepted and approved by City Manager.
12/1/2025	Begin distribution of policy and train employees/staff on procedures - Postponed
01/01/2026	Begin distribution of policy and train employees/staff on procedures by the end of the month
02/01/2026	Training was scheduled for February.

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Credit Card Payments for all Services

Reporting Period: January 2026

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 variety of payment methods with low costs to all customers, businesses, and City.</p> <p>d. Recurring costs</p> <ul style="list-style-type: none"> i. Card reader equipment - \$20.00 per device <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> <ul style="list-style-type: none"> i. (Submitter) No cost to the city for General Government services <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> <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
10/29/2025	Project Kickoff
12/01/2025	Finalizing boarding documents, testing utility files, employee/staff training
01/01/2026	Testing the new environment in the next few weeks for Go-Live 2/4/2026
02/01/2026	On schedule to go live February 4, 2026

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Chart of Accounts

Reporting Period: January 2026

1. Project Overview:

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

Timeline: Expected Date of Completion: June 2026

2. Executive Summary:

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

3. Timeline:

September – Obtain project scope and quote from Tylertechnologies

October – Begin the project

July 2026 – Go Live with the new chart of accounts

4. Budget:

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

5. Upcoming Milestones:

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

6. Progress update:

Date	Comments
09/02/2025	Meeting with TylerTechnologies to develop scope and cost of project the week of September 1 st .
10/02/2025	TylerTechnologies has not responded since the last meeting. Will pursue with Price Paige and Co, CPA
10/23/2025	Project kickoff meeting between City and Price Paige. Discussed and developed the scope of work.
12/01/2025	Review of current structure: consolidate accounts, eliminate/add useful accounts – Postponed to begin in February due to FY24/25 Audit/Financial Statement
01/01/2026	On Hold until March. Project will extend into FY26/27.
02/01/2026	No Change from the last reporting.

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Decentralize Finance Functions

Reporting Period: January 2026

1. Project Overview:

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

Timeline: Expected Date of Completion: June 30, 3027

2. Executive Summary:

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

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

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

3. Timeline:

October 2025

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

4. Budget:

No Budget at this time.

5. Upcoming Milestones:

September 2025 – Work with TylerTechnologies for support and guidance

6. Progress Update:

Date	Comments
09/02/2025	Scheduled a meeting with Tylertechnologies the week of September 1, 2025
10/6/2025	Christina is onboard and will start immediately
12/01/2025	Project postponed to begin in February 2026
01/01/2026	Project postponed until further evaluation
02/01/2026	No Change from the last reporting

Monthly Project Status Report

Prepared by: Mai Vang

Project Name: Revise Fund Balance and Reserve Policy

Reporting Period: January 2026

1. Project Overview:

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

Timeline: Expected date of completion: June 2026

2. Executive Summary:

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

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

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

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

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

3. Timeline:

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

4. Budget:

\$5,000

5. Upcoming Milestones:

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

6. Progress Update:

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

Project Schedule

As of 02/01/2026

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	█																												
Credit Card for all Services	In Progress					█																								
Chart of Accounts	In Progress							█																						
Decentralize Finance Functions	On Hold								█																					
Revise Fund Balance and Reserve Policy	Not Started																													

Key

Project Begins	█
Working Period	█
Project Ends	█

Project Name: Council/Staff Team Building Event

Prepared by: Shannon Jensen

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

Reporting Period: January 2026

1. Project Overview:

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

Timeline: Spring 2026

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:

Spring 2026 – Now that the District No. 5 Councilmember has been seated, staff will begin coordinating and finalizing plans for the 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 - COMPLETED**

Reporting Period: January, 2026

1. Project Overview:

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

Timeline: January 2026

2. Executive Summary and Progress Update:

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

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

4. Timeline:

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

5. Budget:

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

6. Upcoming Milestones:

- **Finalize catering selection – COMPLETED – Big Belly BBQ (server-assisted buffet style)**
- **Develop program agenda and awards presentation – January 2026**

Monthly Project Status Report

Prepared by: Shannon Jensen

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

Reporting Period: January, 2026

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, and staff training. Go-live: Estimate 1-2 months (March / April 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: January, 2026

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:

February / March 2026: Scheduling Trainings

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

1. Project Overview:

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

Timeline: Sensor adjustment made.

2. Executive Summary and Progress Update:

Adjustment to sensors made and functional. There have been some issues with fobs not functioning at times, the app is working. IT continues adjusting as needed.

3. Timeline:

Sensors for two doors will be replaced at City Hall. KISI access control portion of the project is completed with doors and readers functioning.

4. Budget:

The budget for this project was \$33,000; amount spent to date is \$30,059.

5. Upcoming Milestones:

IT adjusted readers.

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

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: January 2026

1. Project Overview:

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

Timeline: Project completion expected by June 2026.

2. Executive Summary and Progress Update:

The painting project received three quotes. Review of quotes to move forward scheduling painting phase of project. Award for project presented to Council January 20, 2026. Have been in contact with Hernandez Painting to select colors and schedule project. Once painting is completed, we will schedule flooring project in April/May 2026.

3. Timeline:

Painting anticipated completion by March 2026. (this timeline allows for scheduling and any unanticipated delays).

4. Budget:

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

5. Upcoming Milestones:

Painting project to begin in March and flooring project follows in April/May 2026.

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

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: December 2025

1. Project Overview:

Scope: Charging Stations no longer supported by Enel X Way

Timeline: **COMPLETED**

2. Executive Summary and Progress Update:

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

3. Timeline: Install completed.

4. Budget:

No budget.

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

Project Name: New Fueling Station for Airport

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: January 2026

1. Project Overview:

Scope: New Fueling station for the airport.

Timeline: **COMPLETED**

2. Executive Summary and Progress Update:

World Fuel Services has completed the credit card processing phase. Reconfiguration of the M4000 card reader is being completed by staff.

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

Project Name: Repair All Lighting at Airport

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: January 2026

1. Project Overview:

Scope: Update lighting at Airport to LED lighting

Timeline: Project completion expected June 2026.

2. Executive Summary and Progress Update:

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

4. Budget: \$100,000

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

Project Name: Coalinga Airshow – Wings Over the Westside

Prepared by: Mercedes Garcia, Senior Administrative Analyst

Reporting Period: January 2026

1. Project Overview:

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

Timeline: **Project completed September 2025**

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

3. Timeline: Continue working on improving future shows. Set a date for 2026. Staff attended the International Council of Air Shows and met with possible performers for 2026 show. Staff also contacted vendors for logistical items for the 2026 Wings Over the Westside.

4. Budget: During midyear budget an adjustment will be made to the Special Event Expense account.

5. Upcoming Milestones: Wings Over the Westside set for October 3, 2026. Currently engaging with performers, planning, and improvements for the show.

Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Landscaping & City Facilities Projects

Reporting Period: January 2026

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: January 2026

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: January 2026

1. Project Overview:

Scope: Improvements to the Fire Department training center.

Timeline: May 2026

2. Executive Summary and Progress Update:

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

3. Timeline:

Just started

4. Budget:

Will be asking for \$150,000. 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: January 2026

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: January 2026

1. Project Overview:

Scope: Sponsor Medic School & Fire Academy

Timeline: Continuous

2. Executive Summary and Progress Update:

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

3. Timeline:

On going

4. Budget:

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

5. Upcoming Milestones:

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

Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

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

Reporting Period: January 2026

1. Project Overview:

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

Timeline: Presented to Council

2. Executive Summary and Progress Update:

Chief and BC Long are currently working on the study.

3. Timeline:

started

4. Budget:

Staff resources.

5. Upcoming Milestones:

Presentation to City Council December 4th

Monthly Project Status Report- **COMPLETED**

Prepared by: Greg DuPuis, Fire Chief

Project Name: Emergency Readiness: Implement Civic Ready

Reporting Period: January 2026

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: January 2026

1. Project Overview:

Scope: Emergency Readiness: New Generator

Timeline: April 2026

2. Executive Summary and Progress Update:

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

3. Timeline:

Began 2022

4. Budget:

Approximately \$36,000

5. Upcoming Milestones:

Approved by Council. Work to Start week of February 2nd!

Monthly Project Status Report – January 2026

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

Design Concept Reveal Meeting- April 2026

5. Budget:

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

6. Upcoming Milestones:

The initial Presentation of new layout is expected in March/April 2026.