CITY OF COALINGA
The Sunny Side of the Valley

AMENDED
CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA

November 19, 2026
6:00 PM

The Mission of the City of Coalinga is to provide for the preservation of the community character by delivering quality, responsive City services, in an efficient and cost-effective manner, and to develop, encourage, and promote a diversified economic base in order to ensure the future financial stability of the City for its citizens.

Notice is hereby given that the City Council will hold a Meeting, on November 19, 2026 in the City Council Chambers located at 155 West Durian, Coalinga, CA. Persons with disabilities who may need assistance should contact the City Clerk at least 24 hours prior to this meeting at 935-1533 x113. Anyone interested in translation services should contact the City Clerk at least 24 hours prior to the meeting at 935-1533 x113. The Meeting will begin at 6:00 p.m. and the agenda will be as follows:

ZOOM WEBINAR INFORMATION

Join Zoom Meeting
https://us02web.zoom.us/j/9597261479?pwd=TkhDMkFWTnpraWkvbG84N3l4THVhQT09&omn=83110704638

Join and take notes
https://us02web.zoom.us/j/9597261479?pwd=TkhDMkFWTnpraWkvbG84N3l4THVhQT09&omn=83110704638&mynotes=on

Meeting chat link
https://us02web.zoom.us/launch/jc/83110704638

Meeting ID: 959 726 1479
Passcode: 3DCGUK

One tap mobile
+16699009128,,9597261479#,,,,*322951# US (San Jose)
+16694449171,,9597261479#,,,,*322951# US

Join by SIP
• 9597261479@zoomcrc.com

1. CALL TO ORDER

1. Pledge of Allegiance
2. Changes to the Agenda
3. Council's Approval of Agenda

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS

1. Code Enforcement Report for September 2026 (Yaneth Ibarra, Code Enforcement Officer)

3. CITIZEN COMMENTS

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

Citizen Comments submitted in writing to the City Clerk by 5:00pm on the day of the City Council meeting shall be distributed to the City Council and included in the record, however they will not be read.

4. PUBLIC HEARINGS (NONE)

5. CONSENT CALENDAR

1. Information Only: Quarterly Budget Report for Quarter Ending September 30, 2026
2. Information Only: Cannabis Revenue for Quarter Ending September 2026
3. Consideration and Approval of Professional Services Agreement with Mid State Realty for On-Call Real Estate Brokerage and Advisory Services
4. Information Only: Transient Occupancy Tax Revenue for Quarter Ending September 2026
5. Adopt Resolution No. 4379 Authorizing the Submission of a Statewide Park Development and Community Revitalization Program Round 5 Application for the Pacific Street Park Project
6. Consideration and Approval of a New One-Time Project for a Comprehensive Airport Management and Operational Assessment of the Coalinga Municipal Airport
7. Declare Airport 12,000 Gallon Aboveground Storage Tank as Surplus

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS

1. Fresno County Services Access Survey – Community Feedback and Preliminary Findings

   Sean Brewer, City Manager
2. Review of Police Department ALPR, Public Safety Video Surveillance, and Drone

Policies and Possible Direction to Staff

Jose Garza, Chief of Police

3. Discussion and Direction Regarding Community Projects and Capital Improvement Priorities for State and Federal Legislative Funding Opportunities

   Sean Brewer, City Manager

4. Review and Discussion of Proposed Administrative Guidelines for City Press Releases and Public-Facing Communications

   Sean Brewer, City Manager

5. Discussion and Direction regarding City Council Apparel and Lapel Pin Purchases

   Sean Brewer, City Manager

6. Discussion, Direction, and Potential Scheduling of a Future City Council Study Session regarding Data Center Development, Land Use Considerations, and Associated Impacts within the City of Coalinga (Future Agenda Items Request - Mayor Vosburg)

   Sean Brewer, City Manager

7. ANNOUNCEMENTS

1. City Manager's Announcements
2. Councilmembers' Announcements/Reports
3. City Treasurer's Announcements
4. Mayor's Announcements

8. FUTURE AGENDA ITEMS

9. CLOSED SESSION

1. REAL PROPERTY NEGOTIATIONS - Government Code Section 54956.8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS. PROPERTY: 148 W. Elm Avenue located in the City of Coalinga. CITY NEGOTIATORS: City Manager, Sean Brewer and City Attorney, Mario Zamora. NEGOTIATING PARTIES: City of Coalinga. UNDER NEGOTIATION: Price and Terms of Lease

2. PUBLIC EMPLOYMENT - Government Code Section 54957. Title: Police Chief

3. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION. Initiation of Litigation Pursuant to Section 54956.9(d)(4): 1 Case

10. CLOSED SESSION REPORT

Closed Session: A "Closed" or "Executive" Session of the City Council, Successor Agency, or Public Finance Authority may be held as required for items as follows: personnel matters; labor negotiations; security matters; providing instructions to real property negotiators; legal counsel regarding pending litigation; and protection of records exempt from public disclosure. Closed session will be held in the Administration Building at 155 W. Durian Avenue and any announcements or discussion will be held at the same location following Closed Session.

11. ADJOURNMENT

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

Subject:	Code Enforcement Report for September 2026 (Yaneth Ibarra, Code Enforcement Officer)
Meeting Date:	Thursday, November 19, 2026
From:	Sean Brewer
Prepared by:	Yaneth Ibarra, Code Enforcement Officer

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

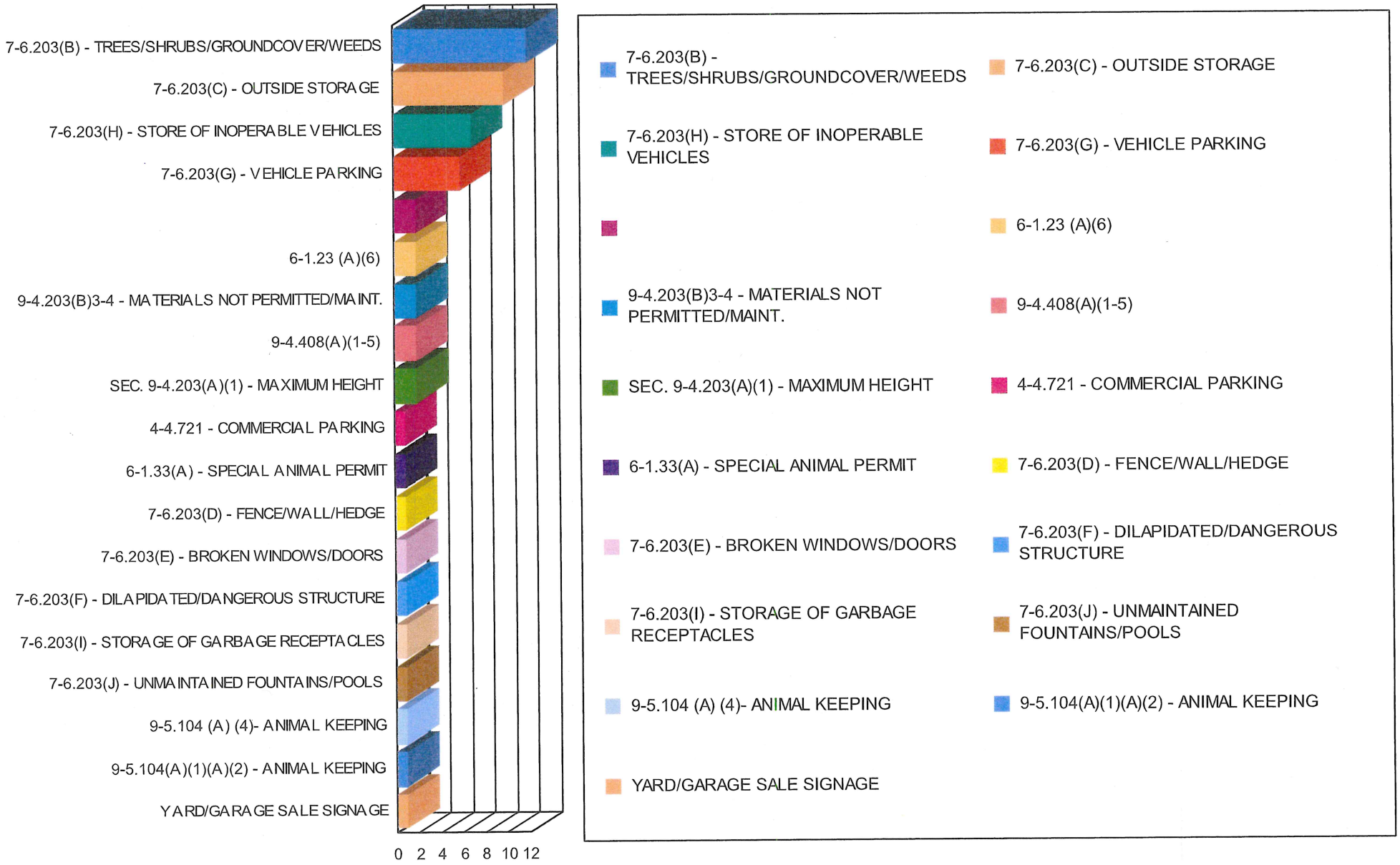
IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

	File Name	Description
🗋	September_2026.pdf	September,2026

CODE CASES OPENED BY VIOLATION (09/01/2026 TO 09/30/2026)
FOR THE CITY OF COALINGA



CODE CASE KEY PERFORMANCE INDICATORS (09/01/2026 TO 09/30/2026)

Case Type	District	Status	Cases Opened	Cases Closed	Invoiced Fee Total
9-5.126(b)(4)(c)Garage /Yard Sale Signage			1	1	$0.00
	NA		1	1	$0.00
		Closed - Resolved	0	1	$0.00
		In Progress	1	0	$0.00
Abandoned Residential Property			0	2	$0.00
	NA		0	2	$0.00
		Closed - Resolved	0	2	$0.00
Abandoned Vehicles			1	0	$0.00
	NA		1	0	$0.00
		In Progress	1	0	$0.00
Business License			0	1	$0.00
	NA		0	1	$0.00
		Closed - Resolved	0	1	$0.00
Property Maintenance			33	40	$2,800.00
	NA		33	40	$2,800.00
		Closed - Resolved	14	40	$850.00
		In Progress	19	0	$1,950.00
Public nuisances			1	0	$0.00
	NA		1	0	$0.00
		Closed - Resolved	1	0	$0.00
Sec-6-1.23 (a) (1) Public nuisances			1	0	$0.00
	NA		1	0	$0.00
		In Progress	1	0	$0.00
Vehicle Codes			3	2	$0.00
	NA		3	2	$0.00
		Closed - Resolved	0	2	$0.00
		In Progress	3	0	$0.00
Code Case Totals:			40	46	$2,800.00

CODE CASES OPENED BY VIOLATION (09/01/2026 TO 09/30/2026)

Case #	Case Type / Violation	Case Status / Violation Status	Project / Citation Issued	District / Compliance Date	Main Address / Resolved Date	Parcel / Violation Fee Total	Assigned To	Opened Date	Closed Date
PROP-000790-2026	Property Maintenance	Closed - Resolved		NA			*Yaneth Ibarra*	09/30/2026	*10/26/2026*
PROP-000791-2026	Property Maintenance	Closed - Resolved		NA			*Yaneth Ibarra*	09/30/2026	*10/26/2026*
						TOTAL CASES OPENED FOR :			**2**
4-4.721 - COMMERCIAL PARKING									
ABON-000784-2026	Abandoned Vehicles	In Progress		NA	247 W Monroe St, Coalinga, CA 93210	07207405	*Yaneth Ibarra*	09/29/2026	
	4-4.721 - Commercial parking	*In Violation*	*09/29/2026*	*09/30/2026*		*$0.00*			
						TOTAL CASES OPENED FOR 4-4.721 - COMMERCIAL PARKING:			**1**
6-1.23 (A)(6)									
000770-2026	Sec-6-1.23 (a) (1) Public nuisances	In Progress		NA	172 E Hoover St, Coalinga, CA 93210	07115106S	*Yaneth Ibarra*	09/17/2026	
	6-1.23 (a)(6)	*In Violation*	*09/17/2026*	*10/01/2026*		*$0.00*			
Animal-000771-2026	Public nuisances	Closed - Resolved		NA	1720 Willow Springs Ave, Coalinga, CA 93210	08329203S	*Yaneth Ibarra*	09/22/2026	*10/19/2026*
	6-1.23 (a)(6)	*Resolved*	*09/22/2026*	*10/06/2026*	*10/19/2026*	*$0.00*			
						TOTAL CASES OPENED FOR 6-1.23 (A)(6):			**2**
6-1.33(A) - SPECIAL ANIMAL PERMIT									
000770-2026	Sec-6-1.23 (a) (1) Public nuisances	In Progress		NA	172 E Hoover St, Coalinga, CA 93210	07115106S	*Yaneth Ibarra*	09/17/2026	
	6-1.33(a) - Special animal permit	*In Violation*	*09/17/2026*	*10/01/2026*		*$0.00*			
						TOTAL CASES OPENED FOR 6-1.33(A) - SPECIAL ANIMAL PERMIT:			**1**
7-6.203(B) - TREES/SHRUBS/GROUNDCOVER/WEEDS									
PROP-000757-2026	Property Maintenance	Closed - Resolved		NA	184 E Hoover St, Coalinga, CA 93210	07115107S	*Yaneth Ibarra*	09/10/2026	*09/28/2026*
	7-6.203(b) - Trees/Shrubs/Groundcover/Weeds	*Resolved*	*09/10/2026*	*09/24/2026*	*09/28/2026*	*$0.00*			
PROP-000759-2026	Property Maintenance	In Progress		NA	637 E Elm Ave, Coalinga, CA 93210	07108407S	*Yaneth Ibarra*	09/10/2026	
	7-6.203(b) - Trees/Shrubs/Groundcover/Weeds	*In Violation*	*09/10/2026*	*09/24/2026*		*$0.00*			

Code Case Fee Total: $900.00

CODE CASES OPENED BY VIOLATION (09/01/2026 TO 09/30/2026)

Case #	Case Type / Violation	Case Status / Violation Status	Project / Citation Issued	District / Compliance Date	Main Address / Resolved Date	Parcel / Violation Fee Total	Assigned To	Opened Date	Closed Date
PROP-000760-2026	Property Maintenance *7-6.203(b) - Trees/Shrubs/Groundcover/Weeds*	In Progress *In Violation*	 *09/14/2026*	NA *09/28/2026*	134 W Hawthorne St, Coalinga, CA 93210	07215220 *$0.00*	*Yaneth Ibarra*	09/14/2026	
PROP-000761-2026	Property Maintenance *7-6.203(b) - Trees/Shrubs/Groundcover/Weeds*	Closed - Resolved *In Violation*	 *09/14/2026*	NA *09/28/2026*	312 E Harrison St, Coalinga, CA 93210	07114601S *$0.00*	*Yaneth Ibarra*	09/14/2026	*10/26/2026*
PROP-000764-2026	Property Maintenance *7-6.203(b) - Trees/Shrubs/Groundcover/Weeds*	In Progress *In Violation*	 *09/15/2026*	NA *09/29/2026*	271 Buchanan St, Coalinga, CA 93210	07108104S *$0.00*	*Yaneth Ibarra*	09/15/2026	
						Code Case Fee Total: $50.00			
PROP-000768-2026	Property Maintenance *7-6.203(b) - Trees/Shrubs/Groundcover/Weeds*	Closed - Resolved *Resolved*	 *09/17/2026*	NA *10/01/2026*	237 E Houston St, Coalinga, CA 93210 *09/22/2026*	08313318 *$0.00*	*Yaneth Ibarra*	09/17/2026	*09/22/2026*
PROP-000769-2026	Property Maintenance *7-6.203(b) - Trees/Shrubs/Groundcover/Weeds*	In Progress *In Violation*	 *09/17/2026*	NA *10/01/2026*	276 E Pleasant St, Coalinga, CA 93210	08313331 *$0.00*	*Yaneth Ibarra*	09/17/2026	
PROP-000773-2026	Property Maintenance *7-6.203(b) - Trees/Shrubs/Groundcover/Weeds*	In Progress *In Violation*	 *09/23/2026*	NA *10/07/2026*	259 E Hoover St, Coalinga, CA 93210	07114409S *$0.00*	*Yaneth Ibarra*	09/22/2026	
PROP-000782-2026	Property Maintenance *7-6.203(b) - Trees/Shrubs/Groundcover/Weeds*	Closed - Resolved *Resolved*	 *09/29/2026*	NA *10/13/2026*	860 W Elm Ave, Coalinga, CA 93210 *10/05/2026*	08308009S *$0.00*	*Yaneth Ibarra*	09/29/2026	*10/05/2026*
PROP-000783-2026	Property Maintenance *7-6.203(b) - Trees/Shrubs/Groundcover/Weeds*	Closed - Resolved *Resolved*	 *09/29/2026*	NA *10/13/2026*	397 W Madison St, Coalinga, CA 93210 *10/19/2026*	07207101S *$0.00*	*Yaneth Ibarra*	09/29/2026	*10/19/2026*

CODE CASES OPENED BY VIOLATION (09/01/2026 TO 09/30/2026)

Case #	Case Type / Violation	Case Status / Violation Status	Project / Citation Issued	District / Compliance Date	Main Address / Resolved Date	Parcel / Violation Fee Total	Assigned To	Opened Date	Closed Date
PROP-000785-2026	Property Maintenance *7-6.203(b) - Trees/Shrubs/Groundcover/Weeds*	In Progress *In Violation*	 *09/29/2026*	NA *10/13/2026*	551 E Pleasant St, Coalinga, CA 93210	08312211 *$0.00*	*Yaneth Ibarra*	09/29/2026	
PROP-000792-2026	Property Maintenance *7-6.203(b) - Trees/Shrubs/Groundcover/Weeds*	Closed - Resolved *Resolved*	 *09/30/2026*	NA *10/14/2026*	373 W Yale Ave, Coalinga, CA 93210 *10/20/2026*	07106702S *$0.00*	*Yaneth Ibarra*	09/30/2026	*10/20/2026*

L CASES OPENED FOR 7-6.203(B) - TREES/SHRUBS/GROUNDCOVER 12

7-6.203(C) - OUTSIDE STORAGE

PROP-000760-2026	Property Maintenance *7-6.203(c) - Outside Storage*	In Progress *In Violation*	 *09/14/2026*	NA *09/28/2026*	134 W Hawthorne St, Coalinga, CA 93210	07215220 *$0.00*	*Yaneth Ibarra*	09/14/2026	
PROP-000762-2026	Property Maintenance *7-6.203(c) - Outside Storage*	In Progress *In Violation*	 *09/14/2026*	NA *09/28/2026*	156 W Hawthorne St, Coalinga, CA 93210	07215213 *$0.00*	*Yaneth Ibarra*	09/14/2026	
PROP-000764-2026	Property Maintenance *7-6.203(c) - Outside Storage*	In Progress *In Violation*	 *09/15/2026*	NA *09/29/2026*	271 Buchanan St, Coalinga, CA 93210	07108104S *$0.00*	*Yaneth Ibarra*	09/15/2026	
						Code Case Fee Total: $50.00			
PROP-000767-2026	Property Maintenance *7-6.203(c) - Outside Storage*	In Progress *In Violation*	 *09/15/2026*	NA *09/29/2026*	276 E Durian Ave, Coalinga, CA 93210	07213306 *$0.00*	*Yaneth Ibarra*	09/15/2026	
PROP-000772-2026	Property Maintenance *7-6.203(c) - Outside Storage*	In Progress *In Violation*	 *09/22/2026*	NA *10/06/2026*	183 E Coolidge St, Coalinga, CA 93210	07115110S *$0.00*	*Yaneth Ibarra*	09/22/2026	
PROP-000774-2026	Property Maintenance *7-6.203(c) - Outside Storage*	In Progress *In Violation*	 *09/22/2026*	NA *09/22/2026*	683 E Polk St, Coalinga, CA 93210	07115610S *$0.00*	*Yaneth Ibarra*	09/22/2026	
PROP-000777-2026	Property Maintenance *7-6.203(c) - Outside Storage*	In Progress *In Violation*	 *09/23/2026*	NA *10/07/2026*	195 E Coolidge St, Coalinga, CA 93210	07115109S *$0.00*	*Yaneth Ibarra*	09/23/2026	

CODE CASES OPENED BY VIOLATION (09/01/2026 TO 09/30/2026)

Case #	Case Type / Violation	Case Status / Violation Status	Project / Citation Issued	District / Compliance Date	Main Address / Resolved Date	Parcel / Violation Fee Total	Assigned To	Opened Date	Closed Date
PROP-000778-2026	Property Maintenance *7-6.203(c) - Outside Storage*	In Progress *In Violation*	 *09/28/2026*	NA *10/12/2026*	169 E Birch Ave, Coalinga, CA 93210 *$0.00*	07209309	*Yaneth Ibarra*	09/28/2026	
PROP-000780-2026	Property Maintenance *7-6.203(c) - Outside Storage*	In Progress *In Violation*	 *09/28/2026*	NA *10/12/2026*	139 W Tyler St, Coalinga, CA 93210 *$0.00*	07208605	*Yaneth Ibarra*	09/28/2026	
PROP-000787-2026	Property Maintenance *7-6.203(c) - Outside Storage*	Closed - Resolved *In Violation*	 *09/30/2026*	NA *10/14/2026*	444 W Stanford Ave, Coalinga, CA 93210 *$0.00*	07105112S	*Yaneth Ibarra*	09/30/2026	*10/26/2026*

TOTAL CASES OPENED FOR 7-6.203(C) - OUTSIDE STORAGE: 10

7-6.203(D) - FENCE/WALL/HEDGE

PROP-000769-2026	Property Maintenance *7-6.203(d) - Fence/Wall/Hedge*	In Progress *In Violation*	 *09/17/2026*	NA *10/01/2026*	276 E Pleasant St, Coalinga, CA 93210 *$0.00*	08313331	*Yaneth Ibarra*	09/17/2026	

TOTAL CASES OPENED FOR 7-6.203(D) - FENCE/WALL/HEDGE: 1

7-6.203(E) - BROKEN WINDOWS/DOORS

PROP-000759-2026	Property Maintenance *7-6.203(e) - Broken Windows/Doors*	In Progress *In Violation*	 *09/10/2026*	NA *09/24/2026*	637 E Elm Ave, Coalinga, CA 93210 *$0.00*	07108407S	*Yaneth Ibarra*	09/10/2026	

Code Case Fee Total: $900.00

TOTAL CASES OPENED FOR 7-6.203(E) - BROKEN WINDOWS/DOORS: 1

7-6.203(F) - DILAPIDATED/DANGEROUS STRUCTURE

PROP-000759-2026	Property Maintenance *7-6.203(f) - Dilapidated/Dangerous Structure*	In Progress *In Violation*	 *09/10/2026*	NA *09/24/2026*	637 E Elm Ave, Coalinga, CA 93210 *$0.00*	07108407S	*Yaneth Ibarra*	09/10/2026	

Code Case Fee Total: $900.00

AL CASES OPENED FOR 7-6.203(F) - DILAPIDATED/DANGEROUS STR 1

7-6.203(G) - VEHICLE PARKING

PROP-000765-2026	Property Maintenance *7-6.203(g) - Vehicle Parking*	In Progress *In Violation*	 *09/15/2026*	NA *09/29/2026*	266 N Buchanan St, Coalinga, CA 93210 *$0.00*	07108225S	*Yaneth Ibarra*	09/15/2026	

Code Case Fee Total: $50.00

CODE CASES OPENED BY VIOLATION (09/01/2026 TO 09/30/2026)

Case #	Case Type / Violation	Case Status / Violation Status	Project / Citation Issued	District / Compliance Date	Main Address / Resolved Date	Parcel / Violation Fee Total	Assigned To	Opened Date	Closed Date
PROP-000766-2026	Property Maintenance *7-6.203(g) - Vehicle Parking*	Closed - Resolved *Resolved*	 *09/15/2026*	NA *09/29/2026*	357 E Durian Ave, Coalinga, CA 93210 *09/28/2026*	07211610 *$0.00*	*Yaneth Ibarra*	09/15/2026	*09/28/2026*
PROP-000779-2026	Property Maintenance *7-6.203(g) - Vehicle Parking*	In Progress *In Violation*	 *09/28/2026*	NA *10/12/2026*	397 Adams St, Coalinga, CA 93210 	07206101S *$0.00*	*Yaneth Ibarra*	09/28/2026	
PROP-000781-2026	Property Maintenance *7-6.203(g) - Vehicle Parking*	In Progress *In Violation*	 *09/28/2026*	NA *10/12/2026*	140 W Tyler St, Coalinga, CA 93210 	07208510 *$0.00*	*Yaneth Ibarra*	09/28/2026	
PROP-000787-2026	Property Maintenance *7-6.203(g) - Vehicle Parking*	Closed - Resolved *In Violation*	 *09/30/2026*	NA *10/14/2026*	444 W Stanford Ave, Coalinga, CA 93210 	07105112S *$0.00*	*Yaneth Ibarra*	09/30/2026	*10/26/2026*
PROP-000789-2026	Property Maintenance *7-6.203(g) - Vehicle Parking*	Closed - Resolved *In Violation*	 *09/30/2026*	NA *10/14/2026*	166 W Hawthorne St, Coalinga, CA 93210 	07215214 *$0.00*	*Yaneth Ibarra*	09/30/2026	*10/26/2026*

TOTAL CASES OPENED FOR 7-6.203(G) - VEHICLE PARKING: 6

7-6.203(H) - STORE OF INOPERABLE VEHICLES

PROP-000769-2026	Property Maintenance *7-6.203(h) - Store of Inoperable Vehicles*	In Progress *In Violation*	 *09/17/2026*	NA *10/01/2026*	276 E Pleasant St, Coalinga, CA 93210 	08313331 *$0.00*	*Yaneth Ibarra*	09/17/2026	
PROP-000786-2026	Property Maintenance *7-6.203(h) - Store of Inoperable Vehicles*	In Progress *In Violation*	 *09/30/2026*	NA *10/14/2026*	304 W Cornell Ave, Coalinga, CA 93210 	07104308S *$0.00*	*Yaneth Ibarra*	09/30/2026	
PROP-000787-2026	Property Maintenance *7-6.203(h) - Store of Inoperable Vehicles*	Closed - Resolved *In Violation*	 *09/30/2026*	NA *10/14/2026*	444 W Stanford Ave, Coalinga, CA 93210 	07105112S *$0.00*	*Yaneth Ibarra*	09/30/2026	*10/26/2026*
PROP-000788-2026	Property Maintenance *7-6.203(h) - Store of Inoperable Vehicles*	Closed - Resolved *Resolved*	 *09/30/2026*	NA *10/14/2026*	1236 N Nevada St, Coalinga, CA 93210 *10/26/2026*	07105429S *$0.00*	*Yaneth Ibarra*	09/30/2026	*10/26/2026*
VEHI-2609-0069	Vehicle Codes *7-6.203(h) - Store of Inoperable Vehicles*	In Progress *In Violation*	 *09/03/2026*	NA *09/17/2026*	462 Buckeye Springs St, Coalinga, CA 93210 	08331106S *$0.00*	*Yaneth Ibarra*	09/03/2026	

CODE CASES OPENED BY VIOLATION (09/01/2026 TO 09/30/2026)

Case #	Case Type / Violation	Case Status / Violation Status	Project / Citation Issued	District / Compliance Date	Main Address / Resolved Date	Parcel / Violation Fee Total	Assigned To	Opened Date	Closed Date
VEHI-2609-0070	Vehicle Codes *7-6.203(h) - Store of Inoperable Vehicles*	In Progress *In Violation*	 *09/03/2026*	NA *09/17/2026*	558 Buckeye Springs St, Coalinga, CA 93210 *$0.00*	08334608S	*Yaneth Ibarra*	09/03/2026	
VEHI-2609-0071	Vehicle Codes *7-6.203(h) - Store of Inoperable Vehicles*	In Progress *In Violation*	 *09/03/2026*	NA *09/17/2026*	523 Buckeye Springs St, Coalinga, CA 93210 *$0.00*	08334715S	*Yaneth Ibarra*	09/03/2026	
					\L CASES OPENED FOR 7-6.203(H) - STORE OF INOPERABLE VEHICL				**7**
7-6.203(I) - STORAGE OF GARBAGE RECEPTACLES									
PROP-000785-2026	Property Maintenance *7-6.203(i) - Storage of Garbage Receptacles*	In Progress *In Violation*	 *09/29/2026*	NA *10/13/2026*	551 E Pleasant St, Coalinga, CA 93210 *$0.00*	08312211	*Yaneth Ibarra*	09/29/2026	
					\L CASES OPENED FOR 7-6.203(I) - STORAGE OF GARBAGE RECEPT				**1**
7-6.203(J) - UNMAINTAINED FOUNTAINS/POOLS									
PROP-000763-2026	Property Maintenance *7-6.203(j) - Unmaintained Fountains/Pools*	Closed - Resolved *Resolved*	 *09/14/2026*	NA *09/28/2026*	286 N 4Th St, Coalinga, CA 93210 *09/21/2026* *$0.00*	07213301	*Yaneth Ibarra*	09/14/2026	*09/21/2026*
					L CASES OPENED FOR 7-6.203(J) - UNMAINTAINED FOUNTAINS/POO				**1**
9-4.203(B)3-4 - MATERIALS NOT PERMITTED/MAINT.									
PROP-000758-2026	Property Maintenance *9-4.203(b)3-4 - Materials not permitted/Maint.*	Closed - Resolved *Resolved*	 *09/10/2026*	NA *09/24/2026*	172 E Hoover St, Coalinga, CA 93210 *09/28/2026* *$0.00*	07115106S	*Yaneth Ibarra*	09/10/2026	*09/28/2026*
PROP-000776-2026	Property Maintenance *9-4.203(b)3-4 - Materials not permitted/Maint.*	In Progress *In Violation*	 *09/22/2026*	NA *10/06/2026*	312 E Coolidge St, Coalinga, CA 93210 *$0.00*	07115601S	*Yaneth Ibarra*	09/22/2026	
					\L CASES OPENED FOR 9-4.203(B)3-4 - MATERIALS NOT PERMITTED				**2**
9-4.408(A)(1-5)									
PROP-000767-2026	Property Maintenance *9-4.408(a)(1-5)*	In Progress *In Violation*	 *09/15/2026*	NA *10/06/2026*	276 E Durian Ave, Coalinga, CA 93210 *$0.00*	07213306	*Yaneth Ibarra*	09/15/2026	

CODE CASES OPENED BY VIOLATION (09/01/2026 TO 09/30/2026)

Case #	Case Type / *Violation*	Case Status / *Violation Status*	Project / *Citation Issued*	District / *Compliance Date*	Main Address / *Resolved Date*	Parcel / *Violation Fee Total*	Assigned To	Opened Date	Closed Date
PROP-000769-2026	Property Maintenance *9-4.408(a)(1-5)*	In Progress *In Violation*	 *09/17/2026*	NA *10/01/2026*	276 E Pleasant St, Coalinga, CA 93210	08313331 *$0.00*	*Yaneth Ibarra*	09/17/2026	
						TOTAL CASES OPENED FOR 9-4.408(A)(1-5):			**2**
9-5.104 (A) (4)- ANIMAL KEEPING									
000770-2026	Sec-6-1.23 (a) (1) Public nuisances *9-5.104 (a) (4)- Animal Keeping*	In Progress *In Violation*	 *09/17/2026*	NA *10/01/2026*	172 E Hoover St, Coalinga, CA 93210	07115106S *$0.00*	*Yaneth Ibarra*	09/17/2026	
						TOTAL CASES OPENED FOR 9-5.104 (A) (4)- ANIMAL KEEPING:			**1**
9-5.104(A)(1)(A)(2) - ANIMAL KEEPING									
000770-2026	Sec-6-1.23 (a) (1) Public nuisances *9-5.104(a)(1)(a)(2) - Animal Keeping*	In Progress *In Violation*	 *09/17/2026*	NA *10/01/2026*	172 E Hoover St, Coalinga, CA 93210	07115106S *$0.00*	*Yaneth Ibarra*	09/17/2026	
						TOTAL CASES OPENED FOR 9-5.104(A)(1)(A)(2) - ANIMAL KEEPING:			**1**
SEC. 9-4.203(A)(1) - MAXIMUM HEIGHT									
PROP-000757-2026	Property Maintenance *Sec. 9-4.203(a)(1) - Maximum Height*	Closed - Resolved *Resolved*	 *09/10/2026*	NA *09/24/2026*	184 E Hoover St, Coalinga, CA 93210 *09/28/2026*	07115107S *$0.00*	*Yaneth Ibarra*	09/10/2026	*09/28/2026*
PROP-000775-2026	Property Maintenance *Sec. 9-4.203(a)(1) - Maximum Height*	In Progress *In Violation*	 *09/22/2026*	NA *10/06/2026*	348 E Coolidge St, Coalinga, CA 93210	07115604S *$0.00*	*Yaneth Ibarra*	09/22/2026	
						TOTAL CASES OPENED FOR SEC. 9-4.203(A)(1) - MAXIMUM HEIGHT:			**2**
YARD/GARAGE SALE SIGNAGE									
Sign-000028-2026	9-5.126(b)(4)(c)Garage /Yard Sale Signage *Yard/Garage sale Signage*	In Progress *In Violation*	 *09/29/2026*	NA *09/30/2026*	231 E Hawthorne St, Coalinga, CA 93210	07216116 *$0.00*	*Yaneth Ibarra*	09/29/2026	
						TOTAL CASES OPENED FOR YARD/GARAGE SALE SIGNAGE:			**1**
						GRAND TOTAL OF CASES:			**40**

**Indicates an Emergency*

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

Subject: Information Only: Quarterly Budget Report for Quarter Ending September 30, 2026
Meeting Date: Thursday, November 19, 2026
From: Sean Brewer, City Manager
Prepared by: Mai Vang, Financial Services Director

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

Fund	Current FY26/27 Budgeted Revenue	Revenue Received at 9-30-26	% Received
Capital Projects Fund	416,100	-	0%
Debt service Fund	664,900	-	0%
Enterprise Fund	21,699,500	4,371,461	20%
General Fund	18,275,400	1,051,372	6%
Special Revenue Fund	16,681,100	317,653	2%
Trust Fund	8,500	-	0%
Grand Total	**57,745,500**	**5,740,486**	**10%**

Estimated Targeted % Revenue	25%
Total Estimated Targeted Revenue	$ 14,436,375

Fund	Current FY26/27 Budgeted Expense	Expenditure at 9-30-26	% Used
Capital Projects Fund	208,800	6,590	3%
Debt service Fund	1,670,400	-	0%
Enterprise Fund	22,779,400	3,348,359	15%
General Fund	22,787,000	5,737,383	25%
Special Revenue Fund	11,904,600	685,688	6%
Trust Fund	1,000	-	0%
Grand Total	**59,351,200**	**9,778,020**	**16%**

Estimated Expenditure	25%
Estimated Expenditure used at 09.30.26	$ 14,837,800

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name Description

File Name	Description
Budget_Report_QT_End_Sept._2026.pdf	Budget Report QT End Sept. 2026

City of Coalinga

Budget Report
Group Summary
For Fiscal: 2026-2027 Period Ending: 09/30/2026

Fun...		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100 - GENERAL FUND RESERVE FUND		128500.00	128,500.00	0.00	2,008.48	(126,491.52)	1.56%
	Total Revenues	**128,500.00**	**128,500.00**	**0.00**	**2,008.48**	**(126,491.52)**	**1.56%**
	Total Expenses	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
101 - GENERAL FUND		-3842600.00	(3,842,600.00)	(880,638.80)	(3,807,357.24)	35,242.76	99.08%
	Total Revenues	**14,296,900.00**	**14,296,900.00**	**97,248.18**	**1,049,363.08**	**(13,247,536.92)**	**7.34%**
	Total Expenses	**18,139,500.00**	**18,139,500.00**	**977,886.98**	**4,856,720.32**	**13,282,779.68**	**26.77%**
102 - PD EVIDENCE FUND		5700.00	5,700.00	0.00	0.00	(5,700.00)	0.00%
	Total Revenues	**5,700.00**	**5,700.00**	**0.00**	**0.00**	**(5,700.00)**	**0.00%**
	Total Expenses	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
103 - PD FED FORFEITURE FUND		300.00	300.00	0.00	0.00	(300.00)	0.00%
	Total Revenues	**300.00**	**300.00**	**0.00**	**0.00**	**(300.00)**	**0.00%**
	Total Expenses	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
104 - SCHOLARSHIP FUND		1500.00	1,500.00	0.00	0.00	(1,500.00)	0.00%
	Total Revenues	**2,500.00**	**2,500.00**	**0.00**	**0.00**	**(2,500.00)**	**0.00%**
	Total Expenses	**1,000.00**	**1,000.00**	**0.00**	**0.00**	**1,000.00**	**0.00%**
105 - COPS GRANT FUND		-47300.00	(47,300.00)	(5,726.74)	(5,726.74)	41,573.26	12.11%
	Total Revenues	**154,400.00**	**154,400.00**	**0.00**	**0.00**	**(154,400.00)**	**0.00%**
	Total Expenses	**201,700.00**	**201,700.00**	**5,726.74**	**5,726.74**	**195,973.26**	**2.84%**
106 - POLICE DEPT GRANTS		900.00	900.00	(21,623.54)	(64,604.61)	(65,504.61)	-7,178.29%
	Total Revenues	**384,500.00**	**384,500.00**	**0.00**	**0.00**	**(384,500.00)**	**0.00%**
	Total Expenses	**383,600.00**	**383,600.00**	**21,623.54**	**64,604.61**	**318,995.39**	**16.84%**
107 - GAS TAX FUND		-66700.00	(66,700.00)	(62,757.53)	(97,888.49)	(31,188.49)	146.76%
	Total Revenues	**524,000.00**	**524,000.00**	**0.00**	**47,756.47**	**(476,243.53)**	**9.11%**
	Total Expenses	**590,700.00**	**590,700.00**	**62,757.53**	**145,644.96**	**445,055.04**	**24.66%**
109 - TDA - ARTICLE 3 FUND		-20000.00	(20,000.00)	0.00	0.00	20,000.00	0.00%
	Total Revenues	**20,000.00**	**20,000.00**	**0.00**	**0.00**	**(20,000.00)**	**0.00%**
	Total Expenses	**40,000.00**	**40,000.00**	**0.00**	**0.00**	**40,000.00**	**0.00%**
110 - LTF - ARTICLE 8 FUND		728300.00	728,300.00	(11,415.45)	(11,491.60)	(739,791.60)	-1.58%
	Total Revenues	**1,045,200.00**	**1,045,200.00**	**0.00**	**0.00**	**(1,045,200.00)**	**0.00%**
	Total Expenses	**316,900.00**	**316,900.00**	**11,415.45**	**11,491.60**	**305,408.40**	**3.63%**
111 - SB1-ROAD REHAB MAINT ACCT FUND		13000.00	13,000.00	0.00	0.00	(13,000.00)	0.00%
	Total Revenues	**533,700.00**	**533,700.00**	**0.00**	**0.00**	**(533,700.00)**	**0.00%**
	Total Expenses	**520,700.00**	**520,700.00**	**0.00**	**0.00**	**520,700.00**	**0.00%**
114 - HABITAT CONSERVATION FUND		-1300.00	(1,300.00)	0.00	0.00	1,300.00	0.00%
	Total Revenues	**3,700.00**	**3,700.00**	**0.00**	**0.00**	**(3,700.00)**	**0.00%**
	Total Expenses	**5,000.00**	**5,000.00**	**0.00**	**0.00**	**5,000.00**	**0.00%**
117 - IGT-INTERGOVERNMENTAL TRANSFER		-797500.00	(797,500.00)	(177,192.23)	(880,662.51)	(83,162.51)	110.43%
	Total Revenues	**3,850,000.00**	**3,850,000.00**	**0.00**	**0.00**	**(3,850,000.00)**	**0.00%**
	Total Expenses	**4,647,500.00**	**4,647,500.00**	**177,192.23**	**880,662.51**	**3,766,837.49**	**18.95%**
125 - MEASURE C-STREET MAINTENANCE		-220000.00	(220,000.00)	21,673.88	(209,544.13)	10,455.87	95.25%
	Total Revenues	**305,500.00**	**305,500.00**	**39,069.77**	**39,069.77**	**(266,430.23)**	**12.79%**
	Total Expenses	**525,500.00**	**525,500.00**	**17,395.89**	**248,613.90**	**276,886.10**	**47.31%**
126 - MEASURE C-ADA COMPLIANCE		-16100.00	(16,100.00)	1,367.44	1,367.44	17,467.44	-8.49%

Fun...		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
	Total Revenues	**9,000.00**	**9,000.00**	**1,367.44**	**1,367.44**	**(7,632.56)**	**15.19%**
	Total Expenses	**25,100.00**	**25,100.00**	**0.00**	**0.00**	**25,100.00**	**0.00%**
127 - MEASURE C-FLEXIBLE FUNDING		-605500.00	(605,500.00)	25,273.84	25,273.84	630,773.84	-4.17%
	Total Revenues	**326,600.00**	**326,600.00**	**43,597.59**	**43,597.59**	**(283,002.41)**	**13.35%**
	Total Expenses	**932,100.00**	**932,100.00**	**18,323.75**	**18,323.75**	**913,776.25**	**1.97%**
130 - SPECIAL ASSESSMENT DISTRICTS		3700.00	3,700.00	0.00	0.00	(3,700.00)	0.00%
	Total Revenues	**3,700.00**	**3,700.00**	**0.00**	**0.00**	**(3,700.00)**	**0.00%**
	Total Expenses	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
140 - GENERAL CAPITAL PROJECTS FUND		4600.00	4,600.00	0.00	0.00	(4,600.00)	0.00%
	Total Revenues	**4,600.00**	**4,600.00**	**0.00**	**0.00**	**(4,600.00)**	**0.00%**
	Total Expenses	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
141 - PUBLIC BUILDING/FACILITIES IMPACT FEES		20700.00	20,700.00	0.00	0.00	(20,700.00)	0.00%
	Total Revenues	**25,700.00**	**25,700.00**	**0.00**	**0.00**	**(25,700.00)**	**0.00%**
	Total Expenses	**5,000.00**	**5,000.00**	**0.00**	**0.00**	**5,000.00**	**0.00%**
142 - LAW ENFORCEMENT IMPACT FEES		30000.00	30,000.00	0.00	0.00	(30,000.00)	0.00%
	Total Revenues	**30,100.00**	**30,100.00**	**0.00**	**0.00**	**(30,100.00)**	**0.00%**
	Total Expenses	**100.00**	**100.00**	**0.00**	**0.00**	**100.00**	**0.00%**
143 - FIRE PROTECTION IMPACT FEES		30000.00	30,000.00	0.00	0.00	(30,000.00)	0.00%
	Total Revenues	**30,100.00**	**30,100.00**	**0.00**	**0.00**	**(30,100.00)**	**0.00%**
	Total Expenses	**100.00**	**100.00**	**0.00**	**0.00**	**100.00**	**0.00%**
144 - STORM DRAINAGE & FLOOD CONTROL IMPACT FEES		1800.00	1,800.00	(6,589.73)	(6,589.73)	(8,389.73)	-366.10%
	Total Revenues	**105,400.00**	**105,400.00**	**0.00**	**0.00**	**(105,400.00)**	**0.00%**
	Total Expenses	**103,600.00**	**103,600.00**	**6,589.73**	**6,589.73**	**97,010.27**	**6.36%**
145 - STREETS & BRIDGES IMPACT FEES		120800.00	120,800.00	0.00	0.00	(120,800.00)	0.00%
	Total Revenues	**120,800.00**	**120,800.00**	**0.00**	**0.00**	**(120,800.00)**	**0.00%**
	Total Expenses	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
146 - PARK IMPACT FEES		-600.00	(600.00)	0.00	0.00	600.00	0.00%
	Total Revenues	**99,400.00**	**99,400.00**	**0.00**	**0.00**	**(99,400.00)**	**0.00%**
	Total Expenses	**100,000.00**	**100,000.00**	**0.00**	**0.00**	**100,000.00**	**0.00%**
150 - COALINGA PUBLIC FINANCING AUTH		-1009200.00	(1,009,200.00)	0.00	0.00	1,009,200.00	0.00%
	Total Revenues	**661,200.00**	**661,200.00**	**0.00**	**0.00**	**(661,200.00)**	**0.00%**
	Total Expenses	**1,670,400.00**	**1,670,400.00**	**0.00**	**0.00**	**1,670,400.00**	**0.00%**
301 - CDBG PROGRAM INCOME		5200.00	5,200.00	0.00	0.00	(5,200.00)	0.00%
	Total Revenues	**5,200.00**	**5,200.00**	**0.00**	**0.00**	**(5,200.00)**	**0.00%**
	Total Expenses	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
303 - CDBG PROGRAM FUND		80000.00	80,000.00	(4,345.91)	(63,494.37)	(143,494.37)	-79.37%
	Total Revenues	**80,000.00**	**80,000.00**	**0.00**	**0.00**	**(80,000.00)**	**0.00%**
	Total Expenses	**0.00**	**0.00**	**4,345.91**	**63,494.37**	**(63,494.37)**	**0.00%**
304 - HOME PROGRAM FUND		240000.00	240,000.00	0.00	0.00	(240,000.00)	0.00%
	Total Revenues	**240,000.00**	**240,000.00**	**0.00**	**0.00**	**(240,000.00)**	**0.00%**
	Total Expenses	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
305 - CALTRANS GRANTS FUND		0.00	0.00	(70,466.17)	33,202.05	33,202.05	0.00%
	Total Revenues	**6,521,800.00**	**6,521,800.00**	**0.00**	**104,550.48**	**(6,417,249.52)**	**1.60%**
	Total Expenses	**6,521,800.00**	**6,521,800.00**	**70,466.17**	**71,348.43**	**6,450,451.57**	**1.09%**
306 - SPECIAL REVENUE GRANTS FUND		597000.00	597,000.00	(10,745.05)	(8,536.05)	(605,536.05)	-1.43%
	Total Revenues	**1,148,700.00**	**1,148,700.00**	**0.00**	**2,209.00**	**(1,146,491.00)**	**0.19%**
	Total Expenses	**551,700.00**	**551,700.00**	**10,745.05**	**10,745.05**	**540,954.95**	**1.95%**
310 - AHSC PROGRAM		4296000.00	4,296,000.00	(4,801.25)	(4,801.25)	(4,300,801.25)	-0.11%

Fun...		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
	Total Revenues	**4,648,000.00**	**4,648,000.00**	**0.00**	**0.00**	**(4,648,000.00)**	**0.00%**
	Total Expenses	**352,000.00**	**352,000.00**	**4,801.25**	**4,801.25**	**347,198.75**	**1.36%**
501 - WATER ENTERPRISE FUND		1000.00	1,000.00	194,867.86	739,307.14	738,307.14	73,930.71%
	Total Revenues	**11,929,100.00**	**11,929,100.00**	**991,408.75**	**2,691,948.67**	**(9,237,151.33)**	**22.57%**
	Total Expenses	**11,928,100.00**	**11,928,100.00**	**796,540.89**	**1,952,641.53**	**9,975,458.47**	**16.37%**
502 - GAS ENTERPRISE FUND		-304200.00	(304,200.00)	(45,512.46)	(46,429.63)	257,770.37	15.26%
	Total Revenues	**3,269,700.00**	**3,269,700.00**	**144,920.80**	**459,613.53**	**(2,810,086.47)**	**14.06%**
	Total Expenses	**3,573,900.00**	**3,573,900.00**	**190,433.26**	**506,043.16**	**3,067,856.84**	**14.16%**
503 - SEWER ENTEPRISE FUND		-773400.00	(773,400.00)	(165,459.58)	(145,367.43)	628,032.57	18.80%
	Total Revenues	**3,815,600.00**	**3,815,600.00**	**146,191.58**	**442,720.16**	**(3,372,879.84)**	**11.60%**
	Total Expenses	**4,589,000.00**	**4,589,000.00**	**311,651.16**	**588,087.59**	**4,000,912.41**	**12.82%**
504 - SANITATION ENTERPRISE FUND		-3300.00	(3,300.00)	(10,304.03)	475,592.05	478,892.05	14,411.88%
	Total Revenues	**2,685,100.00**	**2,685,100.00**	**263,974.74**	**777,178.73**	**(1,907,921.27)**	**28.94%**
	Total Expenses	**2,688,400.00**	**2,688,400.00**	**274,278.77**	**301,586.68**	**2,386,813.32**	**11.22%**
815 - LOW/MOD HOUSING ASSET FUND		31300.00	31,300.00	(315.09)	78,787.37	47,487.37	251.72%
	Total Revenues	**83,700.00**	**83,700.00**	**0.00**	**79,102.46**	**(4,597.54)**	**94.51%**
	Total Expenses	**52,400.00**	**52,400.00**	**315.09**	**315.09**	**52,084.91**	**0.60%**
820 - RORF-REDEV OBLIG RETIREMENT FUND (RDA)		-243900.00	(243,900.00)	(7,745.28)	(40,578.53)	203,321.47	16.64%
	Total Revenues	**641,500.00**	**641,500.00**	**0.00**	**0.00**	**(641,500.00)**	**0.00%**
	Total Expenses	**885,400.00**	**885,400.00**	**7,745.28**	**40,578.53**	**844,821.47**	**4.58%**
851 - EDA COMMUNITY BLDG RENTALS		2600.00	2,600.00	0.00	0.00	(2,600.00)	0.00%
	Total Revenues	**2,600.00**	**2,600.00**	**0.00**	**0.00**	**(2,600.00)**	**0.00%**
	Total Expenses	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
852 - EDA REVOLVING FUND		3000.00	3,000.00	0.00	0.00	(3,000.00)	0.00%
	Total Revenues	**3,000.00**	**3,000.00**	**0.00**	**0.00**	**(3,000.00)**	**0.00%**
	Total Expenses	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
	Report Surplus (Deficit):	**(1,605,700.00)**	**(1,605,700.00)**	**(1,242,455.82)**	**(4,037,533.94)**	**(2,431,833.94)**	**251.45%**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND RESERVE FU	128,500.00	128,500.00	0.00	2,008.48	(126,491.52)
101 - GENERAL FUND	(3,842,600.00)	(3,842,600.00)	(880,638.80)	(3,807,357.24)	35,242.76
102 - PD EVIDENCE FUND	5,700.00	5,700.00	0.00	0.00	(5,700.00)
103 - PD FED FORFEITURE FUND	300.00	300.00	0.00	0.00	(300.00)
104 - SCHOLARSHIP FUND	1,500.00	1,500.00	0.00	0.00	(1,500.00)
105 - COPS GRANT FUND	(47,300.00)	(47,300.00)	(5,726.74)	(5,726.74)	41,573.26
106 - POLICE DEPT GRANTS	900.00	900.00	(21,623.54)	(64,604.61)	(65,504.61)
107 - GAS TAX FUND	(66,700.00)	(66,700.00)	(62,757.53)	(97,888.49)	(31,188.49)
109 - TDA - ARTICLE 3 FUND	(20,000.00)	(20,000.00)	0.00	0.00	20,000.00
110 - LTF - ARTICLE 8 FUND	728,300.00	728,300.00	(11,415.45)	(11,491.60)	(739,791.60)
111 - SB1-ROAD REHAB MAINT AC	13,000.00	13,000.00	0.00	0.00	(13,000.00)
114 - HABITAT CONSERVATION FU	(1,300.00)	(1,300.00)	0.00	0.00	1,300.00
117 - IGT-INTERGOVERNMENTAL T	(797,500.00)	(797,500.00)	(177,192.23)	(880,662.51)	(83,162.51)
125 - MEASURE C-STREET MAINTE	(220,000.00)	(220,000.00)	21,673.88	(209,544.13)	10,455.87
126 - MEASURE C-ADA COMPLIAN	(16,100.00)	(16,100.00)	1,367.44	1,367.44	17,467.44
127 - MEASURE C-FLEXIBLE FUNDI	(605,500.00)	(605,500.00)	25,273.84	25,273.84	630,773.84
130 - SPECIAL ASSESSMENT DISTRI	3,700.00	3,700.00	0.00	0.00	(3,700.00)
140 - GENERAL CAPITAL PROJECTS	4,600.00	4,600.00	0.00	0.00	(4,600.00)
141 - PUBLIC BUILDING/FACILITIES	20,700.00	20,700.00	0.00	0.00	(20,700.00)
142 - LAW ENFORCEMENT IMPACT	30,000.00	30,000.00	0.00	0.00	(30,000.00)
143 - FIRE PROTECTION IMPACT FE	30,000.00	30,000.00	0.00	0.00	(30,000.00)
144 - STORM DRAINAGE & FLOOD	1,800.00	1,800.00	(6,589.73)	(6,589.73)	(8,389.73)
145 - STREETS & BRIDGES IMPACT	120,800.00	120,800.00	0.00	0.00	(120,800.00)
146 - PARK IMPACT FEES	(600.00)	(600.00)	0.00	0.00	600.00
150 - COALINGA PUBLIC FINANCIN	(1,009,200.00)	(1,009,200.00)	0.00	0.00	1,009,200.00
301 - CDBG PROGRAM INCOME	5,200.00	5,200.00	0.00	0.00	(5,200.00)
303 - CDBG PROGRAM FUND	80,000.00	80,000.00	(4,345.91)	(63,494.37)	(143,494.37)
304 - HOME PROGRAM FUND	240,000.00	240,000.00	0.00	0.00	(240,000.00)
305 - CALTRANS GRANTS FUND	0.00	0.00	(70,466.17)	33,202.05	33,202.05
306 - SPECIAL REVENUE GRANTS F	597,000.00	597,000.00	(10,745.05)	(8,536.05)	(605,536.05)
310 - AHSC PROGRAM	4,296,000.00	4,296,000.00	(4,801.25)	(4,801.25)	(4,300,801.25)
501 - WATER ENTERPRISE FUND	1,000.00	1,000.00	194,867.86	739,307.14	738,307.14
502 - GAS ENTERPRISE FUND	(304,200.00)	(304,200.00)	(45,512.46)	(46,429.63)	257,770.37
503 - SEWER ENTEPRISE FUND	(773,400.00)	(773,400.00)	(165,459.58)	(145,367.43)	628,032.57
504 - SANITATION ENTERPRISE FU	(3,300.00)	(3,300.00)	(10,304.03)	475,592.05	478,892.05
815 - LOW/MOD HOUSING ASSET	31,300.00	31,300.00	(315.09)	78,787.37	47,487.37
820 - RORF-REDEV OBLIG RETIREM	(243,900.00)	(243,900.00)	(7,745.28)	(40,578.53)	203,321.47
851 - EDA COMMUNITY BLDG REN	2,600.00	2,600.00	0.00	0.00	(2,600.00)
852 - EDA REVOLVING FUND	3,000.00	3,000.00	0.00	0.00	(3,000.00)
Report Surplus (Deficit):	**(1,605,700.00)**	**(1,605,700.00)**	**(1,242,455.82)**	**(4,037,533.94)**	**(2,431,833.94)**

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

Subject: Information Only: Cannabis Revenue for Quarter Ending September 2026
Meeting Date: Thursday, November 19, 2026
From: Sean Brewer, City Manager
Prepared by: Jacqulin Echeagaray, Financial Services Analyst

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

The total Cannabis related revenue received at quarter ending September 30, 2026, was $3,000. This is about 5% of the expected quarterly revenue of $61,000.

GL Account	GL Name	*Budget*	Jul-Sep 2026 2026-Q3	Oct-Dec 2026 2026-Q4	Jan-Mar 2027 2027-Q1	Apr-Jun 2027 2027-Q2	Total
101-400-42170	Cannabis Application Fees	*$5,000*	-				-
101-400-42180	Cannabis Regulatory Permit Renewal	*$2,000*	-				-
101-400-42190	Cannabis Revenue Raising Fee	*$202,000*	$3,000				$3,000
101-400-42200	Cannabis Regulatory Licensing Fee	*$35,000*	-				-
	Total	***$244,000***	**$3,000**				**$3,000**

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

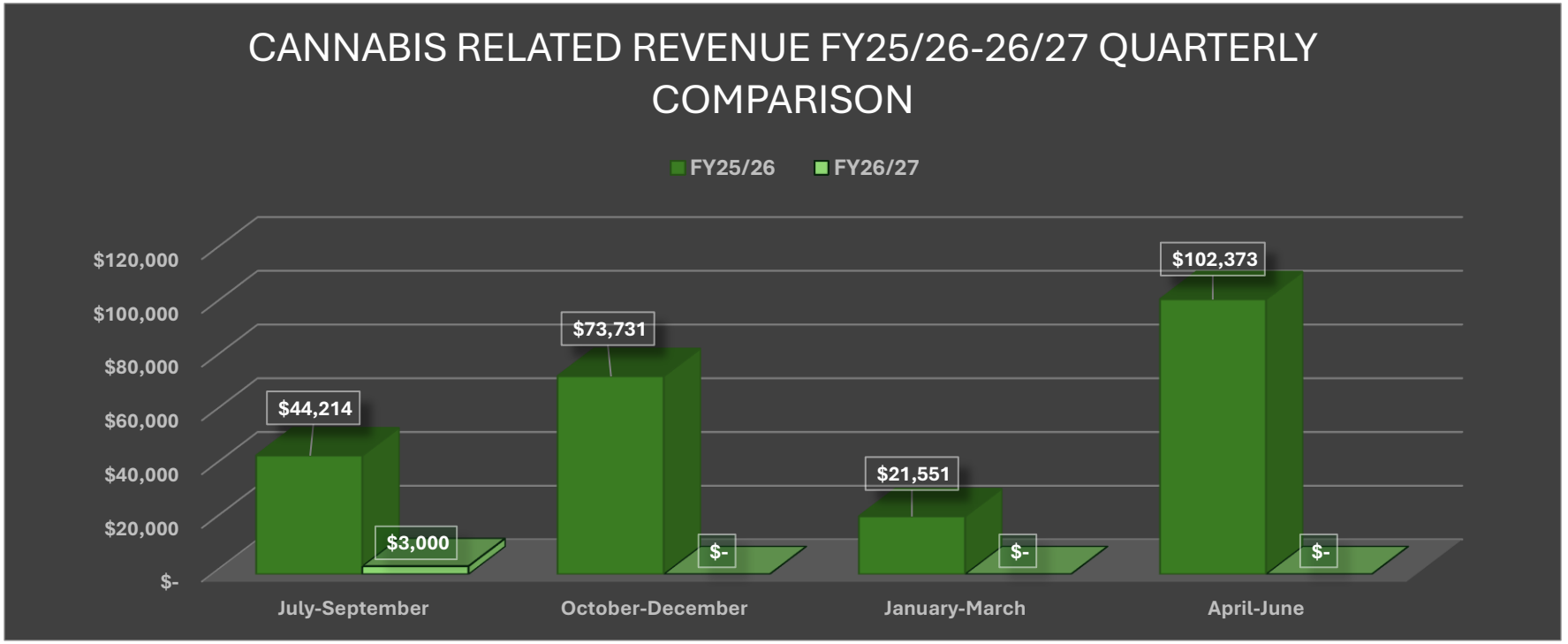
File Name	Description
Cannabis_Related_Rev_Quarter_End_Sept_2026..pdf	Cannabis Related Revenue Sept2026

CITY OF COALINGA
The Sunny Side of the Valley

Cannabis Related Revenue

Fiscal Year 2026-2027

GL Account	GL Name	*Budget*	Jul-Sep 2026 2026-Q3	Oct-Dec 2026 2026-Q4	Jan-Mar 2027 2027-Q1	Apr-Jun 2027 2027-Q2	Total
101-400-42170	Cannabis Application Fees	*$5,000*	-				-
101-400-42180	Cannabis Regulatory Permit Renewal	*$2,000*	-				-
101-400-42190	Cannabis Revenue Raising Fee	*$202,000*	$3,000				$3,000
101-400-42200	Cannabis Regulatory Licensing Fee	*$35,000*	-				-
	Total	***$244,000***	**$3,000**				**$3,000**



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

Subject:	Consideration and Approval of Professional Services Agreement with Mid State Realty for On-Call Real Estate Brokerage and Advisory Services
Meeting Date:	Thursday, November 19, 2026
From:	Seam Brewer, City Manager
Prepared by:	Sean Brewer, City Manager

I. RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to negotiate and execute a two-year, non-exclusive Professional Services Agreement with Mid State Realty for on-call real estate brokerage and advisory services, subject to final approval as to form by the City Attorney and the following compensation conditions:

- Brokerage compensation shall be transaction-based, with no monthly retainers, hourly consulting fees, or recurring service charges.
- All commissions shall be established and authorized in writing for each individual property transaction.
- The total commission for the sale of City-owned property shall not exceed 5% of the final sale price, inclusive of any cooperating-broker compensation, unless otherwise authorized by the City Council.
- Compensation for representing the City in property acquisitions shall not exceed 2.5% of the purchase price, with any seller-paid brokerage compensation credited toward that amount.
- Leasing commissions shall be negotiated and authorized for each transaction, with no automatic commissions for lease renewals or extensions.
- No brokerage commission or related brokerage fee shall be owed for a proposed property sale or acquisition that does not close.

II. BACKGROUND:

The City of Coalinga periodically engages in real estate transactions involving the acquisition, sale, and leasing of property to support municipal operations, economic development, infrastructure improvements, and other public purposes.

To ensure the City has access to qualified real estate professionals when these needs arise, the City issued a Request for Proposals (RFP) for Real Estate Brokerage and Advisory Services, with a submission deadline of October 21, 2026.

The RFP sought a qualified real estate broker or firm to provide on-call services, including property marketing, market analysis, acquisitions, sales, leasing, negotiations, and transaction coordination. The proposed agreement would have an initial two-year term, with the option for extension by mutual agreement.

The RFP also established that the relationship would be non-exclusive, allowing the City to utilize other real estate professionals when determined to be in its best interest.

The City received four proposals from the following firms:

- Mid State Realty
- Fernandez Real Estate
- iQsold, Inc.
- RSG, Inc.

Evaluation of Proposals

Staff reviewed the proposals based on the evaluation criteria identified in the RFP, including relevant experience, demonstrated qualifications, knowledge of the Coalinga real estate market, experience with anticipated property transactions, marketing capabilities, proposed compensation, references, and overall value to the City.

All four firms demonstrated qualifications and experience relevant to the requested services, although their proposed approaches and compensation structures varied.

RSG proposed a time-and-materials consulting arrangement with hourly billing and associated expenses. While the firm demonstrated significant public-agency real estate experience, its proposed compensation structure was not consistent with the City's preference for transaction-based brokerage services without ongoing consulting costs.

iQsold submitted a competitive commission proposal and demonstrated relevant brokerage and public-sector experience. However, its proposal acknowledged limited direct experience in the Coalinga real estate market.

Following the initial evaluation, staff determined that Mid State Realty and Fernandez Real Estate were the strongest candidates based on their local market knowledge, brokerage experience, and ability to provide responsive services within the community.

Staff subsequently requested additional clarification from both firms regarding their proposed commission structures, additional fees, cooperating-broker compensation, and whether compensation would be owed for unsuccessful transactions.

Both firms provided responses confirming their willingness to provide transaction-related brokerage services without ongoing retainers or hourly consulting charges.

III. DISCUSSION:

Mid State Realty

Mid State Realty, led by broker Tawnya Stevens, has more than 35 years of real estate experience and an established presence in Coalinga. Ms. Stevens has previously represented the City in real estate acquisitions and sales and has extensive knowledge of local property values, market conditions, and the types of transactions commonly encountered in the Coalinga area.

Mid State Realty also maintains a local brokerage office with additional licensed agents and administrative support.

Following staff's request for compensation clarification, Mid State Realty identified the following proposed rates:

- City property sales: 2.5% listing commission, with additional buyer-broker compensation addressed based on representation and transaction circumstances.

- City property acquisitions: 2.5% commission, with seller-paid compensation pursued when available.
- Leasing: 5% of the annual lease amount.
- Additional services: Ordinary market analysis, marketing, negotiations, and transaction coordination included without separate consulting charges.
- Unsuccessful transactions: No brokerage compensation due if a sale or acquisition does not close.

Staff recommends negotiating a maximum combined sales commission of 5%, inclusive of cooperating-broker compensation, as part of the final agreement.

Fernandez Real Estate

Fernandez Real Estate also demonstrated substantial local market knowledge, relevant real estate experience, and a comprehensive marketing approach. The firm's proposal provided detailed information regarding property marketing, market analysis, and transaction coordination.

Following staff's request for clarification, Fernandez Real Estate confirmed the following proposed compensation:

- City property sales: 5% listing commission, with additional cooperating-broker compensation potentially resulting in a total commission of up to 10%.
- City property acquisitions: 4% commission, with seller-paid compensation credited toward the amount.
- Leasing: One month's rent for new leases, with lease-renewal compensation subject to negotiation.
- Additional services: Ordinary transaction-related market analysis, marketing, and advisory services included without separate fees.
- Unsuccessful transactions: No brokerage compensation due if a sale or acquisition does not close.

Although Fernandez Real Estate demonstrated the qualifications necessary to perform the requested services, its proposed commission structure represents a potentially greater financial obligation to the City.

Conclusion

The City's RFP process provided an opportunity to evaluate multiple qualified real estate firms and compare their experience, capabilities, and proposed compensation structures.

Following this evaluation, staff determined that Mid State Realty offers the best overall value to the City based on its demonstrated local market experience, previous representation of the City, documented transaction history, availability, and competitive commission structure.

The recommended agreement will establish a qualified on-call brokerage resource while ensuring that the City maintains control over individual property transactions and associated costs.

Staff therefore recommends that the City Council authorize the City Manager to negotiate and execute a two-year, non-exclusive Professional Services Agreement with Mid State Realty, subject to the compensation conditions outlined in this report and approval as to form by the City Attorney.

IV. ALTERNATIVES:

- Do not direct the City Manager to execute a contract with Mid-State and move forward with a different firm or direct the City Manager in another direction.

V. FISCAL IMPACT:

Approval of the proposed agreement will not create an immediate financial obligation or require an ongoing budget appropriation. Brokerage compensation will be incurred only when the City separately authorizes a specific transaction and the applicable conditions for payment have been satisfied. For property sales, commissions will generally be paid from the proceeds of the completed transaction. For acquisitions, any City-paid commission will be identified and authorized as part of the proposed purchase transaction.

Leasing commissions will be established and authorized in advance for each applicable transaction.

The agreement will not include monthly retainers, hourly consulting fees, or other recurring brokerage costs. Customary third-party transaction expenses, such as title, escrow, appraisals, surveys, or environmental evaluations, may be incurred when necessary and will remain subject to applicable City authorization and budget requirements. The non-exclusive nature of the agreement will also preserve the City's flexibility to utilize other real estate professionals when appropriate.

ATTACHMENTS:

File Name	Description
RFP-_Tawnya_Stevens-_Mid_State_Realty.pdf	Mid-State Reality Proposal
Fernandez_Real_Estate_Proposal_PKG.pdf	Fernandez Real Estate Proposal

Get Results!
MID STATE Realty

395 E. Elm Ave. Ste. A - Coalinga, California 93210
Office (559) 935-5123 ~ Cell (559) 647-2682~ Fax (559)935-5122
E-Mail: tawnyastevens@sbcglobal.net

October 13, 2026

Sean Brewer
City Manager
155 W. Durian Ave.
Coalinga, CA 93210
sbrewer@coalinga.com

Re: **Proposal for Real Estate Brokerage and Advisory Services**

Dear Mr. Brewer,

I would like to submit my proposal to serve as the City of Coalinga's real estate broker and advisor. With over 35 years of experience in the real estate industry and many years previously serving as the City's appointed real estate broker, I bring extensive knowledge, proven expertise, and a strong understanding of the City's real estate needs.

My experience representing the City in both property acquisitions and sales, combined with my knowledge of the local market, allows me to provide professional, knowledgeable, and effective representation.

I would welcome the opportunity to continue serving the City of Coalinga and look forward to putting my experience and dedication to work on its behalf.

Thank you for your consideration.

Sincerely,

Tawnya Stevens
Broker/President
DRE# 01202124

Primary Representative:

I, Tawnya Stevens, would serve as the City's primary point of contact with Mid State Realty. Born and raised in Coalinga, CA, I am a proud licensed realtor since 1991 and a graduate of the Realtor Institute (GRI). I began my real estate journey in Oregon and obtained my associates broker's license in 1995. My experience working in the central and southern Oregon areas eventually lead me back to California, where I became licensed in 1996. Over the years, I had the opportunity to work in Coalinga, Southern Oregon at the Real Estate Center in Medford, and Paso Robles at Prudential Hallmark Real Estate. In 2003 I decided to open my own brokerage, Mid State Realty, after moving back to Coalinga.

As a ranch owner in Warthan Canyon, I have gained extensive knowledge and expertise in a variety of Real Estate sectors, including subdivision sales, rural residential properties, REO, lots, land, ranch and commercial. My dedication to community has been recognized by Fresno magazine with multiple "Five Star" awards and the Coalinga Chamber of Commerce's "Citizen of the Year" and "Business of the Year".

At Mid State Realty, I lead a team of four sales associates, including a Spanish-speaking associate and full-time assistant. Together we have built a successful and reputable business through hard work and commitment. I take an energetic and enthusiastic approach to all my real estate transactions and understand the importance of going above and beyond to ensure my clients receive the best service possible.

Licensing:

State of California- Department of Real Estate

Real Estate Broker License
Tawnya Ronnette Stevens
CA DRE #01523375
Issue date: 11/6/2023
Expires: 11/5/2027
Mid State Realty
395 E. Elm Ave. Ste. A
Coalinga, CA 93210

Real Estate Officer License
Tawnya Ronnette Stevens
CA DRE #01202124
Issue date: 4/19/2026
Expires: 4/18/2030
Mid State Realty
395 E. Elm Ave. Ste. A
Coalinga, CA 93210

Oregon Real Estate Agency
Tawnya R Stevens
Inactive Broker
No. 910500145
Expires: 10/31/2028

Experience and Qualifications:

I offer extensive knowledge of the local market, property values, sales, leasing, and property acquisitions. My longstanding experience representing the City of Coalinga demonstrates my professionalism, integrity, and commitment to providing exceptional service and achieving the best possible results for my clients. I have attached my personal SOLD transactions since opening my office in 2003. These are NOT office closings but personal sales. In addition to my personal production I have overseen 4-6 full time agents' files and production.

Local Market Knowledge:

Over 35 years of experience with extensive knowledge of the local real estate market, property values, and community needs.

Marketing Approach:

My firm utilizes a proactive marketing approach to maximize property exposure and attract qualified buyers and tenants. Through extensive local market knowledge, professional networking, online advertising, and targeted marketing strategies, we strive to generate strong interest, achieve competitive market values, and secure the best possible results for our clients.

Proposed Compensation/ Commission Structure:

The amount or rate of real estate commissions is not fixed by law. They are set by each broker individually and may be negotiable between the seller and broker. As the listing agent for City owned properties, I would charge a rate of 2.5% to 3%. As a Buyers Broker agent the amount I would request is an additional 2.5 to 3%. For a total of 5 to 6 % when representing both Buyer and Seller.

Offers received from cooperating agents would be negotiated based on the requested compensation amount from the Buyers Broker. Typically, it would be between 2.5-3% and the Buyer Broker would request the seller to pay the Buyer Broker Compensation in most situations.

Leases are typically structured similarly on a case-by-case basis based on each year's total annual gross lease amount.

References:

1). Tom Kullikov
State Farms Insurance- Agent
Coalinga, CA
559-281-3378
559-935-2024
38 Years of Professional Association

2). Cori Bedrosian
Stewart Title- Cen Cal Regional Sales Manager
Fresno, CA
559-471-9744
559-650-3600
20 Plus Years of Professional Association

3). Dustin Maciel
Maciel Mortgage- Mortgage Broker and Owner
Hanford, CA
559-589-6044
559-381-0266
20 Plus years of Professional Association.

Conflicts of Interest:

None.

Additional Information:

I appreciate the opportunity to submit this proposal and would be honored to continue serving the City of Coalinga. With my extensive experience, local market expertise, and long standing relationship with the City, I am confident in my ability to provide exceptional representation and deliver results that best serve the City's interests.

Thank you for your time and consideration. I look forward to the opportunity to work together again.

Sincerely,

Tawnya Stevens
Broker/President
Mid State Realty
DRE #01202124

Agent Production & Inventory Report

Sale Transactions Only For: Tawnya Stevens Property Types: All Status: Sold Sold Date: (11/06/2003 to 10/10/2026)

Production Section

	Count	List $ Volume	Sold $ Volume	Avg List Price	Avg Sold Price	SP % LP
Total Sold / Entire MLS	257835	$79,838,626,389	$76,812,377,576	$309,650	$297,913	96.21
I Listed / I Sold	199	$59,819,071	$53,647,860	$300,598	$269,587	89.68
I Listed / In House Sold	164	$27,521,340	$26,166,514	$167,813	$159,552	95.08
In House Listed / I Sold	32	$7,127,200	$6,854,800	$222,725	$214,213	96.18
I Listed / Co-Broker Sold	227	$46,420,030	$45,380,433	$204,494	$199,914	97.76
Co-Broker Listed / I Sold	55	$12,829,580	$12,447,393	$233,265	$226,316	97.02
Total	677	$153,717,221	$144,497,000			

Sale Transactions Only For: Tawnya Stevens Property Types: All Status: Sold

Inventory Section

Residential

Status	Count	Total Price	Average Price
Sold	574	$110,460,115	$192,439
Total:	574	$110,460,115	$192,439

Multi Family

Status	Count	Total Price	Average Price
Sold	13	$2,790,900	$214,685
Total:	13	$2,790,900	$214,685

Land/Lots

Status	Count	Total Price	Average Price
Sold	41	$14,783,905	$360,583
Total:	41	$14,783,905	$360,583

Farm

Status	Count	Total Price	Average Price
Sold	8	$5,842,000	$730,250
Total:	8	$5,842,000	$730,250

Commercial

Status	Count	Total Price	Average Price
Sold	39	$9,926,080	$254,515
Total:	39	$9,926,080	$254,515

Report Total:	675	$143,803,000	

Prepared By: Tawnya Stevens / Mid State Realty

Information herein deemed reliable but not guaranteed, representations are approximate, individual verification recommended.

FERNANDEZ REAL ESTATE

COALINGA, CALIFORNIA

PROPOSAL

REAL ESTATE BROKERAGE AND ADVISORY SERVICES

Prepared for the City of Coalinga

SUBMITTED BY

Fernandez Real Estate

PRIMARY REPRESENTATIVE

Maria Teresa Fernandez, Broker | California DRE #01387838

OFFICE

390 Coalinga Plaza | Coalinga, California 93210

CONTACT

(559) 707-1110 | fernandez.t@att.net

BRIEF INTRODUCTION

Coalinga-based brokerage serving the community and surrounding region since 2006, with local market knowledge and personalized real estate service.

PREPARED FOR

Sean Brewer, City Manager | City of Coalinga

PROPOSAL DUE

October 21, 2026 | 5:00 p.m.

Fernandez Real Estate

Local Knowledge. *Personal Service.* I'm ready to work for you!

FERNANDEZ REAL ESTATE

BROKERAGE TEAM & PRIMARY REPRESENTATIVE

Real Estate Brokerage and Advisory Services

PRIMARY REPRESENTATIVE

Maria Teresa Fernandez

Broker

California DRE: 01387838
Phone: (559) 707-1110
Email: fernandez.t@att.net

SECONDARY REPRESENTATIVE

Jared Fernandez

Real Estate Broker Associate

California DRE: 01901516
Phone: (559) 999-1584
Email: jaredfernandez_2010@hotmail.com

REPRESENTATIVE RESPONSIBILITIES

Maria Teresa Fernandez will serve as the City of Coalinga's primary representative and principal point of contact for services performed under the agreement. Jared Fernandez will serve as secondary representative, providing additional broker-level support and continuity of service as needed.

LICENSING

City of Coalinga | Real Estate Brokerage and Advisory Services

California real estate licensing information for Fernandez Real Estate and the brokers identified for this engagement.

FERNANDEZ REAL ESTATE

California Real Estate Brokerage

DRE License #01387838

MARIA TERESA FERNANDEZ

Real Estate Broker / Responsible Broker

DRE License #01387838

JARED FERNANDEZ

Real Estate Broker Associate

DRE License #01901516

Fernandez Real Estate operates under Maria Teresa Fernandez's California real estate broker license, DRE #01387838.

State of California

Department of Real Estate

Real Estate Broker License

Maria Teresa Fernandez

MAIN OFFICE ADDRESS

390 N 5TH ST
390 COALINGA PLAZA
COALINGA, CA 93210

FICTITIOUS BUSINESS NAME

- FERNANDEZ REAL ESTATE

Real Estate Commissioner

Identification Number: **01387838** *Issued:* **July 12, 2026** *Expires:* **July 11, 2030**

State of California

Department of Real Estate

Real Estate Broker License

Jared C Fernandez

MAIN OFFICE ADDRESS

390 COALINGA PLAZA
COALINGA, CA 93210

Real Estate Commissioner

Identification Number: **01901516** *Issued:* **April 07, 2024** *Expires:* **April 06, 2028**

FERNANDEZ REAL ESTATE

EXPERIENCE & QUALIFICATIONS

Full-time brokerage practice supported by continuing professional education

PRACTICAL EXPERIENCE + CONTINUING EDUCATION

Maria Teresa Fernandez and Jared Fernandez have pursued professional education while working full time in real estate, pairing classroom study with active brokerage practice and transaction experience.

Brokerage Experience

Fernandez Real Estate is a full-service brokerage whose business is primarily residential. The firm also has practical experience with commercial real estate, vacant land, light industrial property, and sales and leasing transactions.

MARIA TERESA FERNANDEZ
Real Estate Salesperson: 2003-2006
Real Estate Broker: 2006-Present
Full-time real estate practice

JARED FERNANDEZ
Real Estate Salesperson: 2011-2016
Real Estate Broker: 2016-Present
Full-time real estate practice

Local Government & Community Engagement

- Pepperdine School of Public Policy / Davenport Institute for Public Engagement and Civic Leadership - Professional Certificate in Local Government & Community: Partnering for Success - Maria Teresa Fernandez and Jared Fernandez

Professional Designations & Certifications

- Accredited Buyer's Representative (ABR®) - Maria Teresa Fernandez and Jared Fernandez
- Pricing Strategy Advisor (PSA) - Maria Teresa Fernandez and Jared Fernandez
- Graduate, REALTOR® Institute (GRI) - Maria Teresa Fernandez; completed 2009

Commercial Real Estate Education - CCIM Institute

- The Role of Markets, Trends, and Demographics in CRE - Certificate
- Leasing Commercial Real Estate - Certificate
- Calculating Value for Investment and Rental Properties - Certificate

FERNANDEZ REAL ESTATE

SPECIALIZED PROFESSIONAL EDUCATION

Coursework relevant to commercial, investment, property management, land use and brokerage assignments

Graduate REALTOR® Institute (GRI) - Maria Teresa Fernandez

Completed 2009. The coursework below is presented by subject so the scope of training is clear beyond the GRI designation itself.

- 100-101 - Agency Relationships, Duties and Disclosures; Ethics, Professional Conduct and Legal Aspects
- 102-104 - Trust Fund Management; Fair Housing
- 105 - Legal Issues
- 106 - Money-Making Strategies for Success
- 107 - Technology Applications in Real Estate
- 108 - GRI Risk Management
- 109 - Residential Real Estate Financing
- 110 - Marketing; Financing and Managing Commercial Properties
- 111 - Investment Property Analysis
- 112 - Environmental Property Analysis; Environmental Concerns; Construction Overview and Land Use
- 113 - Real Property Tax and Exchanging
- 114 - Essential Concepts of the C.A.R. Residential Purchase Agreement

Property Management Professional Education - C.A.R. PMC Courses 1-8

- PMC 1 - Residential Property Management
- PMC 2 - Managing Single Family Homes and Two-to-Four Unit Residences
- PMC 3 - Apartment Buildings and Commercial Properties
- PMC 4 - Trust Funds, Fair Housing, and Legal Aspects of Property Management
- PMC 5 - Working With Investors
- PMC 6 - Vacation Rental Management
- PMC 7 - Selling Apartment Buildings
- PMC 8 - All Creatures Great and Small: Rules About Assistance Animals

The combined coursework supports work involving market analysis, pricing and valuation, commercial leasing, investment and rental property analysis, property management, environmental and land-use considerations, financing, risk management, agency, contracts, and transaction coordination.

LOCAL MARKET KNOWLEDGE

FERNANDEZ REAL ESTATE | COALINGA, CALIFORNIA

Our knowledge of the Coalinga real estate market comes from working in it every day for more than two decades. After beginning my real estate career in Kings County in 2003, I moved my practice to Coalinga and worked with local brokerages before obtaining my broker's license and opening Fernandez Real Estate in 2006. Since then, Coalinga has remained the center of our business and professional experience.

The majority of our business is residential real estate. This gives us continuing, firsthand exposure to local property values, inventory, buyer activity, financing conditions, neighborhood characteristics, and changes in the market. Our experience also includes commercial property, vacant land, light industrial property, and sales and leasing, giving us familiarity with property types beyond the residential market.

We understand that Coalinga is a smaller market and that specialized properties do not always have sufficient comparable sales within the immediate area. Knowing the local market also means knowing when a Coalinga comparable is meaningful and when the search needs to be expanded. When necessary, we research surrounding communities and the broader Fresno and Kings County markets for relevant market data, while considering the differences between those markets and Coalinga.

Our local market knowledge is not limited to information found in the MLS. Years of working in Coalinga have given us familiarity with its residential neighborhoods, commercial and industrial areas, vacant and developable land, larger acreage properties, and the characteristics that can affect a property's value, marketability, and potential use.

Local presence. Regional perspective. Market knowledge built through daily practice.

MARKETING APPROACH

FERNANDEZ REAL ESTATE | PROPERTY-SPECIFIC STRATEGY & MARKET EXPOSURE

Our marketing approach begins with the property itself. City-owned real estate may include residential property, commercial or light industrial property, vacant land, larger acreage, or property with a specialized use. We would not market every property in the same way. Before recommending a marketing strategy, we would evaluate the property's characteristics, condition, location, potential uses, applicable market data, and the likely audience for the property.

Market Positioning & Pricing

We would begin with a comparative market analysis or other appropriate market evaluation. For properties with limited local comparable data, the analysis may extend into surrounding markets while accounting for differences in location, property type, improvements, land use, and market conditions. The objective is to provide the City with information it can use to establish an appropriate offering strategy.

Property-Specific Marketing

Once authorized for marketing, we would develop materials appropriate to the assignment. Depending on the property, this may include property information sheets, maps, property characteristics, improvements, parcel and acreage information, and other information authorized by the City. Commercial, industrial, investment, and land properties may require substantially different marketing information than residential properties.

MLS, Commercial Platforms, Online & Direct Exposure

Marketing channels would be selected according to the individual property rather than relying on a single platform. When appropriate, properties may be marketed through the Fresno Association of REALTORS® MLS, Kings County MLS, and CRMLS, together with Fernandez Real Estate's website, RealEstateCoalinga.com, applicable syndication platforms, and digital marketing channels. For commercial, industrial, investment, and land assignments, additional commercial real estate platforms such as LoopNet, Crexi, or other appropriate industry-specific marketing services may be utilized when beneficial to the individual property. Any additional costs associated with specialized or paid marketing platforms would be discussed with and approved by the City in advance and negotiated on an individual listing basis.

Targeted & Regional Outreach

For specialized properties, we would identify opportunities for direct outreach to brokers, investors, business owners, developers, land buyers, and other prospective purchasers whose interests correspond with the property being offered. Our marketing would begin with an understanding of the Coalinga market but would not be limited to Coalinga. Depending on the property, outreach may extend throughout Fresno and Kings Counties and to other markets where prospective buyers, tenants, investors, or cooperating brokers are likely to be located.

Communication with the City

We would communicate with designated City staff regarding inquiries, showing activity, prospective buyer or tenant feedback, offers received, and material changes in market conditions so that the City has current information when considering its options.

Marketing materials would be based on information provided or approved by the City. We would avoid unsupported representations regarding zoning, development potential, environmental conditions, or permitted uses.

PROPOSED COMPENSATION | COMMISSION STRUCTURE

FERNANDEZ REAL ESTATE | PROPOSED FEE SCHEDULE

Negotiability of Compensation
All commissions and fees proposed by Fernandez Real Estate are negotiable and are not set by law. The compensation stated in this proposal represents our proposed fee structure for the services described. Final compensation for each transaction or assignment will be established by mutual agreement between the City of Coalinga and Fernandez Real Estate and documented in the applicable written agreement or authorization.

City Property Sale City as Seller	**5% of the gross sales price** for Fernandez Real Estate to represent the City as listing broker.
City Property Acquisition City as Buyer	**4% of the gross purchase price.** Any compensation received by Fernandez Real Estate from the seller or seller's brokerage will be credited against the City's 4% obligation.
New Lease City-Owned Property	**One month's rent** when we are retained to market the property, locate a tenant, coordinate inquiries and showings, assist with negotiations, and complete the brokerage portion of a new lease.
Lease Renewal City-Owned Property	**One month's rent under the renewed lease** when we are requested to handle the renewal negotiations and related brokerage documentation.
Property Management	**20% of rents actually collected, subject to a $250 minimum per month, per property.** The specific scope of management services will be established in a separate written property management agreement. Eviction proceedings and eviction-related legal services are excluded.
Comparative Market Analysis / Property Valuation Research	**$500 minimum per assignment, up to $5,000**, based on complexity and scope. Factors may include property type, availability of comparable data, geographic research area, number of parcels, and level of analysis requested.
Real Estate Consultation / Advisory Services	**$1,000 minimum per assignment, up to $10,000**, based on complexity, scope, and duration. Services may include property research, acquisition or disposition strategy, leasing analysis, transaction planning, coordination, and other real estate advisory services requested by the City.

BUYER-BROKER COMPENSATION ON CITY PROPERTY SALES

When a buyer is represented by another real estate broker, compensation for that buyer's broker will be considered separately from our 5% listing brokerage fee. The City is not obligated to pay the buyer's broker. If a buyer requests that the City pay some or all of the buyer-broker compensation established in the buyer's representation agreement, the requested amount will be presented to the City as part of the transaction for the City's consideration and approval. The amount considered would be based on the buyer's actual compensation obligation and the terms negotiated in the transaction; it does not automatically become 4%.

FEES ABOVE THE MINIMUM

For Comparative Market Analysis / Property Valuation Research or consultation and advisory assignments expected to exceed the stated minimum fee, the proposed scope and fee will be discussed with and approved by the City before substantial work begins.

SPECIALIZED MARKETING AND OUTSIDE COSTS

Standard marketing associated with the brokerage assignment is included in our brokerage services. If a property would benefit from specialized marketing materials or services that involve additional third-party costs, those expenses will be discussed with the City in advance. **Large-format or specialty property signage, including fabrication, installation, permitting, or removal when applicable, may be provided at the City's expense with prior City approval.** No such additional expense will be incurred on behalf of the City without prior authorization.

City as Tenant - Fee Structure To Be Finalized
The compensation structure for locating and negotiating property for lease by the City remains under review and will be finalized before submission.

PROFESSIONAL REFERENCES

FERNANDEZ REAL ESTATE | RELEVANT CLIENT & TRANSACTION EXPERIENCE

1. Benjamin R. Hansen, Inc.

Contact:	Benjamin R. Hansen
Phone:	(559) 360-9918
Email:	benhasen999@yahoo.com
Professional Relationship:	20+ years

Services Provided: Fernandez Real Estate has worked with Benjamin R. Hansen for more than 20 years, assisting in identifying investment properties for acquisition and renovation and subsequently listing properties for resale.

2. Rito Gutierrez

Contact:	Rito Gutierrez
Phone:	(559) 304-1889
Email:	ritogutierrez@yahoo.com
Professional Relationship:	18+ years

Services Provided: Fernandez Real Estate has worked with Rito Gutierrez for more than 18 years. Mr. Gutierrez has purchased multiple commercial properties within Coalinga through Fernandez Real Estate, including transactions handled by agent Guadalupe Contreras.

3. Daniel & Teresa Verduzco

Contact:	Daniel & Teresa Verduzco
Phone:	(805) 889-7869
Email:	verduzcodaniel84@gmail.com
Professional Relationship:	Since 2018

Services Provided: Fernandez Real Estate has worked with Daniel and Teresa Verduzco in the Avenal area since 2018, primarily involving investment properties and transactions utilizing seller financing.

CONFLICT OF INTEREST

FERNANDEZ REAL ESTATE | DISCLOSURE & PROFESSIONAL RESPONSIBILITY

Fernandez Real Estate understands the importance of identifying and disclosing actual or potential conflicts of interest when representing the City of Coalinga.

Because we have conducted real estate business in Coalinga and the surrounding area for many years, there may be occasions when a prospective buyer, seller, tenant, landlord, investor, property owner, or other party involved in a City assignment has an existing or prior business relationship with Fernandez Real Estate or one of its licensees. Any known relationship that could create an actual or potential conflict of interest will be disclosed to the City promptly and, when appropriate, before proceeding with the assignment.

Fernandez Real Estate will not allow an existing or prior business relationship to interfere with our duties to the City. When a conflict requires disclosure, consent, modification of the representation, or withdrawal from an assignment, the matter will be addressed in accordance with applicable California real estate law, agency requirements, and the City's direction.

Any proposed dual agency or other representation involving parties with potentially competing interests will be disclosed and will proceed only when legally permitted and with the required knowledge and consent of the parties.

At the time of this proposal, Fernandez Real Estate is not aware of any existing conflict of interest that would prevent us from providing the services described in the City of Coalinga's Request for Proposal for Real Estate Brokerage and Advisory Services.

ADDITIONAL INFORMATION

FERNANDEZ REAL ESTATE | RESPONSIVENESS, CONTINUITY & PUBLIC-PROCESS AWARENESS

Availability, Responsiveness & Broker Continuity

We are locally based in Coalinga and available to respond to City real estate matters during the City's normal course of business and, when necessary, to accommodate scheduled City meetings or transaction-related matters outside regular business hours.

Maria Teresa Fernandez will serve as the City's primary point of contact. Because both Maria Teresa Fernandez and Jared Fernandez are California licensed real estate brokers, the City will also have direct access to Jared when Teresa is unavailable or when an assignment would benefit from the involvement of both brokers. City staff may communicate with either of us, or both of us simultaneously when appropriate, allowing information and transaction matters to continue without unnecessary delay.

Understanding the Public Process

We recognize that representing a municipality differs from representing an individual property owner. Decisions may require review by City staff, coordination with the City Attorney or other professionals, placement on a City Council agenda, and formal authorization or approval by the Coalinga City Council. We understand that this process may require additional documentation, communication, meetings, and time, and we are prepared to work within those requirements.

Transaction Coordination

We are accustomed to coordinating real estate transactions involving multiple parties and professionals. For City assignments, we will coordinate with designated City staff, the City Attorney, title and escrow companies, appraisers, surveyors, environmental consultants, and other professionals involved in the transaction, as applicable, while recognizing that we do not have authority to bind the City.

Assignment-Specific Approach

Not every City property or real estate assignment will require the same type or level of service. A vacant parcel, commercial or industrial property, residential property, acquisition, or lease may each require a different approach. We will evaluate assignments individually and recommend services appropriate to the property and the City's stated objectives rather than applying the same process to every assignment.

We offer the City a combination of local availability, long-term real estate experience, continuing professional education, and direct broker involvement. Our objective is to provide practical and responsive real estate services while respecting the City's procedures, authorization requirements, and responsibility to make its own decisions regarding City property.

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

Subject:	Information Only: Transient Occupancy Tax Revenue for Quarter Ending September 2026
Meeting Date:	Thursday, November 19, 2026
From:	Sean Brewer, City Manager
Prepared by:	Jacqulin Echeagaray, Financial Services Analyst

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

The transient occupancy tax recieved at quarter ending September 30, 2026 was $7,307. This is 58% of the expected quarterly revenue of $12,500.

Transient Occupancy Tax
Fiscal Year 2026-2027

Hotel/Motel Name	Jul-Sep 2026-Q3	Oct-Dec 2026-Q4	Jan-Mar 2027-Q1	Apr-June 2027-Q2	Total
Best Western Plus	-				$ -
Cambridge Inn	$276				$ 276
Coalinga Motel	-				$ -
Laura Lodge	-				$ -
Royal Lodge	$4,717				$ 4,717
Travel Inn	$2,314				$ 2,314
Total	**$7,307**	**$ -**	**$ -**	**$ -**	**$ 7,307**
Total Revenue Budgeted	**$12,500**	**$12,500**	**$12,500**	**$12,500**	**$ 50,000**

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

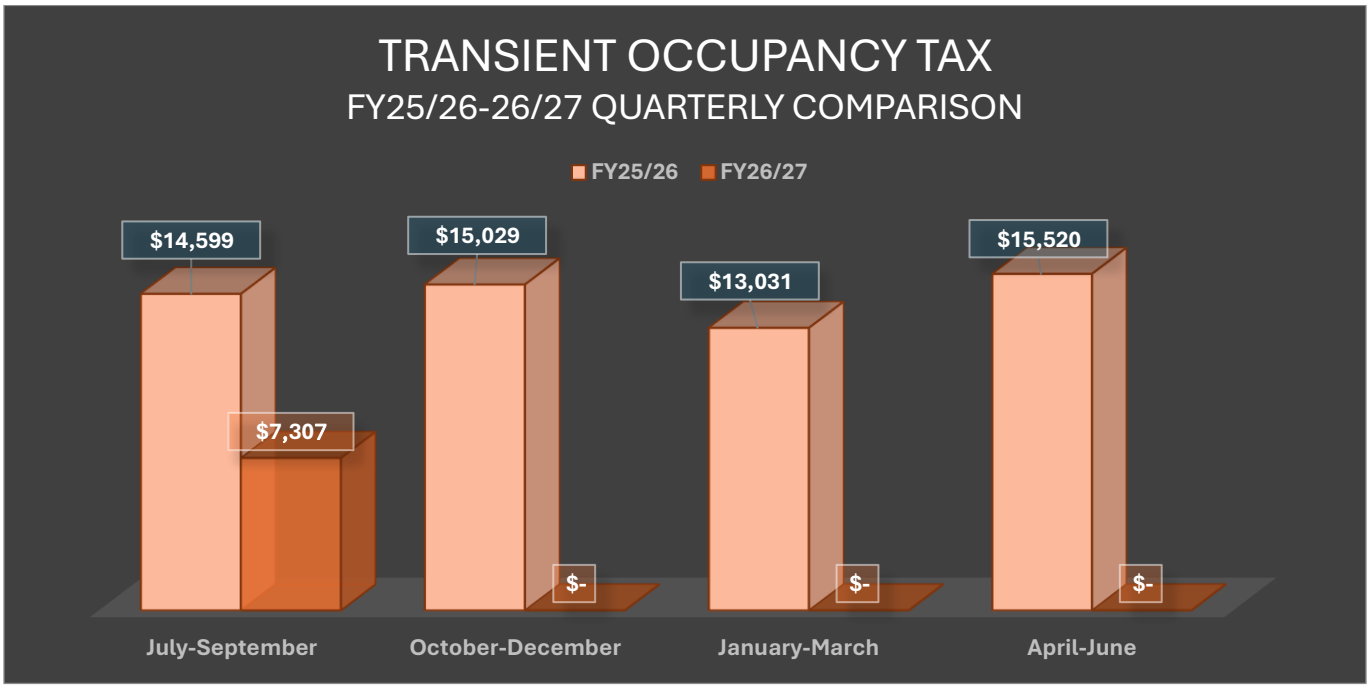
File Name	Description
TOTQTEndSept2026.pdf	TOTQTEndSept2026

CITY OF COALINGA
The Sunny Side of the Valley

Transient Occupancy Tax

Fiscal Year 2026-2027

Hotel/Motel Name	Jul-Sep 2026-Q3	Oct-Dec 2026-Q4	Jan-Mar 2027-Q1	Apr-June 2027-Q2	Total
Best Western Plus	-				$ -
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Laura Lodge	-				$ -
Royal Lodge	$4,717				$ 4,717
Travel Inn	$2,314				$ 2,314
Total	**$7,307**	**$ -**	**$ -**	**$ -**	**$ 7,307**
Total Revenue Budgeted	**$12,500**	**$12,500**	**$12,500**	**$12,500**	**$ 50,000**



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

Subject:	Adopt Resolution No. 4379 Authorizing the Submission of a Statewide Park Development and Community Revitalization Program Round 5 Application for the Pacific Street Park Project
Meeting Date:	Thursday, November 19, 2026
From:	Sean Brewer, City Manager
Prepared by:	Jesse Barron, Assistant City Manager

I. RECOMMENDATION:

Staff recommends that the City of Coalinga City Council adopt Resolution No. 4379, authorizing submission of a Round 5 Statewide Park Development and Community Revitalization Program application for the Pacific Street Park Project (Project) and designating Sean Brewer, City Manager as the authorized representative to execute the application and related grant documents.

II. BACKGROUND:

The California Department of Parks and Recreation Office of Grants and Local Services administers the Statewide Park Development and Community Revitalization Program to expand access to outdoor recreation in critically underserved and climate-vulnerable communities. Round 5 provides approximately $188.5 million statewide through Proposition 4, with individual grant requests ranging from $200,000 to $8.5 million. Applications are due December 17, 2026

III. DISCUSSION:

The City proposes to develop Pacific Street Park on approximately eight acres of City-owned vacant land near Pacific Street and Forest Street. The property was acquired in 2024 and is currently vacant and undeveloped, serving no active public use and providing no recreational amenities. Developing the site into Pacific Street Park will put this City-owned land into productive public use while addressing the surrounding neighborhood’s lack of park space.

Preliminary improvements, to be refined and finalized through ongoing community engagement, include a playground, sports fields and courts, an adult exercise area, a dog park, picnic areas, shade structures, a restroom, parking, and accessible pathways. A proposed bicycle rest area would connect to the citywide trail system and provide drinking fountains, wayfinding signage, a bicycle repair station, and a pet waste station.

The project will provide nearby residents with opportunities for physical activity, outdoor recreation, and community gatherings in an area lacking neighborhood park space. Proposed landscaping, shade trees, drought-adapted turf, and bioswales will support comfortable park use, water conservation, and stormwater management.

The competitive application evaluates park access, poverty, climate vulnerability, community participation in park design, employment and volunteer opportunities, partnerships or committed funding, environmental design, public access, and community benefits. Staff will use resident feedback to refine the project scope and complete the required application materials, including the cost estimate, funding plan, timeline, site

documentation, and conservation corps consultation. The preliminary schedule anticipates project activities beginning in July 2027 and completion by September 2030, subject to grant award and final project planning. If funded, the City will be responsible for project delivery and long-term public operation and maintenance. The application identifies a 30-year operation and maintenance obligation beginning with the grant appropriation date.

IV. ALTERNATIVES:

Do not adopt Resolution No. 4379 approving submission of the Pacific Street Park Project grant application and authorizing Sean Brewer, City Manager to execute the application and related grant documents.

V. FISCAL IMPACT:

The proposed grant request is estimated to be $8,500,000. These amounts will be finalized through preparation of the project scope and cost estimate.

If awarded, grant funds will support eligible project development costs. The City will be responsible for costs exceeding available grant funding, as well as ongoing park operation and maintenance. Staff will identify anticipated annual maintenance costs and funding sources as part of the application. Any necessary budget appropriations will be presented to the City Council for approval.

ATTACHMENTS:

	File Name	Description
🗋	Resolution_No_4379.pdf	Resolution No. 4379

California Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION
Office of Grants and Local Services

AUTHORIZING RESOLUTION FORM

RESOLUTION of the (A) City Council **of**

(B) the City of Coalinga **Approving the Application for (C)** Statewide Parks and Community Revitalization **.**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the (D) Statewide Parks and Community Revitalization Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED that the (E) City Council

hereby: Approves the filing of an application for the (F) Pacific Street Park Project; and

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to (G) City Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the (H) 19th day of (I) November, (J) 2026.

I, the undersigned, hereby certify that the foregoing Resolution Number: (K) 4379 was duly adopted by the (L) City Council following a roll call vote:

(M) Ayes: _____ Noes: _____ Absent: _____

Shannon Jensen
(N) Clerk's Printed Name

_____
(O) Clerk's Signature

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

Subject:	Consideration and Approval of a New One-Time Project for a Comprehensive Airport Management and Operational Assessment of the Coalinga Municipal Airport
Meeting Date:	Thursday, November 19, 2026
From:	Seam Brewer, City Manager
Prepared by:	Sean Brewer, City Manager

I. RECOMMENDATION:

Staff recommends that the City Council:

1. Approve a one-time project to conduct a comprehensive Airport Management and Operational Assessment of the New Coalinga Municipal Airport in an amount not to exceed $32,995.
2. Direct staff to negotiate a professional services agreement with Aviation Management Consulting Group (AMCG) for the assessment.
3. Direct staff to return to the City Council with a final professional services agreement for approval and execution, along with a resolution authorizing the necessary budget adjustment to fund the project.

II. BACKGROUND:

The City of Coalinga initially issued a Request for Proposals (RFP) seeking professional airport management services intended to supplement existing City staff and provide additional technical and operational support for the New Coalinga Municipal Airport.

Following discussions with prospective consultants and further evaluation of the City's needs, staff determined that, rather than immediately pursuing contracted staff augmentation services, a more prudent approach would be to first conduct a comprehensive assessment of the City's existing airport operations, management structure, staffing responsibilities, and overall operational efficiencies.

Staff believes that maintaining airport management responsibilities within the City's existing organizational structure, when practical and operationally feasible, is generally preferable to relying on ongoing contracted services. Utilizing in-house personnel allows the City to maintain greater oversight, institutional knowledge, accountability, and continuity of operations while potentially reducing long-term costs associated with outside management services.

However, before determining whether additional staffing, training, contracted services, or organizational changes are warranted, staff believes it is important to obtain an independent professional assessment of the airport's current operations. This evaluation will help identify existing strengths, operational deficiencies, opportunities for improved efficiencies, and whether the City's current staffing and management structure can effectively support the airport's present and future needs.

Through this process, staff engaged Aviation Management Consulting Group (AMCG) to develop a proposal for a comprehensive Airport Management and Operational Assessment. The proposed assessment

will evaluate the airport's management structure, financial performance, regulatory compliance, operational practices, and future development opportunities, with an emphasis on identifying practical recommendations that can be implemented within the City's existing organizational framework whenever feasible.

Following staff's review and requested modifications, AMCG submitted a revised proposal dated November 5, 2026, incorporating additional emphasis on staffing responsibilities, operational efficiencies, financial sustainability, and long-term management recommendations.

The intent of this approach is to establish a clear understanding of the airport's operational needs before committing the City to additional personnel costs or ongoing contractual obligations. The assessment will provide the City Council with an independent, professional foundation for determining the most effective and financially responsible approach to managing the New Coalinga Municipal Airport moving forward.

III. DISCUSSION:

The proposed Airport Assessment is intended to provide the City with an independent, professional evaluation of the airport's current operations and identify opportunities to improve its management, financial performance, and long-term sustainability.

The assessment will focus on four primary areas:

Airport Management and Staffing
AMCG will evaluate the airport's existing management and operational structure, including staffing levels, assigned responsibilities, services provided by other City departments, and overall operational demands.

The assessment will identify opportunities to improve efficiency, clarify responsibilities, address training needs, and consider alternative management structures, including the potential use of outside services where appropriate.

Financial Performance and Revenue Opportunities
The assessment will include a review of the airport's historical financial performance, current revenues and expenditures, existing rents and fees, and opportunities to enhance revenue generation.

This analysis will assist the City in evaluating the financial sustainability of airport operations and identifying potential opportunities for improved cost recovery, lease revenues, and other airport-related income.

Airport Operations and Regulatory Compliance
AMCG will review available airport policies, agreements, operational practices, and documentation to identify opportunities to improve airport operations and ensure consistency with applicable federal obligations.

Particular attention will be given to airport management practices, contractual obligations, and areas where additional policies or operational improvements may be necessary.

Airport Planning, Development, and Economic Opportunities
The assessment will evaluate existing airport planning documents, including the Airport Layout Plan, and identify opportunities for future development of available airport property.

This review will consider both aeronautical and eligible non-aeronautical development opportunities, with an emphasis on maximizing the airport's economic potential while maintaining compliance with applicable FAA requirements.

Upon completion of the assessment, AMCG will prepare a written report identifying the top ten areas requiring improvement or enhancement, prioritized based on their importance to the airport's future operations and development.

The report will include recommendations intended to guide the City's decision-making over the next five years.

The proposed assessment is anticipated to be completed within approximately 12 weeks following the airport site visit, subject to the availability of necessary information and timely review of project materials.

Staff anticipates that the final assessment will serve as a valuable planning and management tool, allowing the City Council to evaluate recommended operational changes, future investments, revenue opportunities, and potential improvements to the airport's management structure.

IV. ALTERNATIVES:

- Do not authorize the City Manager to proceed with negotiating contract with AMCG.

V. FISCAL IMPACT:

AMCG has proposed a fixed fee of **$32,995**, which includes the initial site visit and associated expenses. The Airport Assessment is proposed as a one-time project and is not currently included as an approved expenditure in the adopted Fiscal Year 2026-2027 budget.

If the Council supports proceeding, staff will return at a subsequent meeting with a final professional services agreement and a budget resolution identifying and appropriating the necessary funding for the project.

Any future operational improvements, capital investments, or additional studies recommended through the assessment would be considered separately by the City Council and would not be authorized through approval of this project.

ATTACHMENTS:

File Name	Description
AMCG_Proposal-C80_AirportAssessment-110526.pdf	AMCG Proposal Airport Assessment

Prospect: City of Coalinga (City)
155 West Durian
Coalinga, California 93210

Contact: Sean Brewer, City Manager

Location: New Coalinga Municipal Airport (Airport)

Services: Airport Assessment

Scope: Aviation Management Consulting Group (AMCG) proposes conducting an *Airport Assessment* of the planning, development, operations, finances, and management of the Airport. The top 10 areas (in the short-term and long-term) that need to be improved and enhanced (in priority order) to take the Airport to the next level will be conveyed in the written summary report along with AMCG's recommendations in each of the top 10 areas. Ultimately, the *Airport Assessment* conveys a prioritized list of initiatives, specific to the Airport and based on information compiled during the site visit and existing Airport documentation, to ensure the City is compliant with current obligations and positioning the Airport for future success over the next 5 years.

The proposed work plan is provided in **Attachment A**. A checklist of the areas typically included in a comprehensive assessment are identified in **Attachment B**.

Fees: Based on the proposed scope, attached work plan, and AMCG's experience with similar projects, the *Airport Assessment* can be provided for a fixed fee (including expenses) of $32,995. The fixed fee includes one site visit that will consist of two people for a maximum of one day and one-half days on-site.

Expenses: Any direct (project-related) expenses incurred by AMCG for additional site visits would be reimbursed to AMCG (at cost without mark-up).

Direct (project-related) expenses include air and ground transportation, lodging, subsistence, and costs for outside services (e.g., overnight or courier service, copying, printing, and document production/duplication, etc.).

Schedule: Notwithstanding circumstances beyond AMCG's control and based on AMCG's experience with similar projects, the proposed scope of services and work plan can be completed within 12 weeks from the site visit date.

Other: This proposal is valid through November 30, 2026, and is subject to change thereafter including, but not limited to, withdrawal in whole or in part. Fees and expenses (and completion of the project in accordance with the schedule) are dependent on the: (1) quality, composition, and timeliness of the information provided to AMCG and (2) the time required by the City, its representatives, or others to review draft work products and/or provide comments.

A signed Project Authorization Agreement will be required to commence work on the project.

Work Plan

The *Airport Assessment* will outline the top 10 areas (in the short-term and long-term) that need to be improved and enhanced (in priority order) to take the Airport to the next level and will convey a prioritized list of initiatives based on information compiled during the site visit and existing Airport documentation. The assessment will include an analysis of the planning, development, operations, finances, and management of the Airport, with specific focus in the following areas:

- Management: a staffing analysis of the current Airport management and operational structure. This analysis will consider the number of personnel and assigned responsibilities, current services provided by other City departments, and Airport activity levels. The staffing analysis will recommend staffing responsibilities, potential training needs, and a long-term management structure (which may continue the current departmental structure or a revised model which may include outside services) to ensure the City is compliant and position the Airport for success.
- Finances: a detailed review of the current financial position of the Airport including historical performance and trends, current rents and fees, and future activity levels. The financial review will support recommendations for future revenue enhancement opportunities which may include an appraisal, fee analysis, or financial allocation analysis.
- Operations: based on a review of all available Airport documentation (including policies and current agreements) and discussions of historical practices, recommendations will ensure the City is compliant with federal obligations.
- Planning and Development: utilizing the existing Airport Layout Plan and other planning documentation, identify recommendations and strategies to support future development of available Airport land (for aeronautical and/or non-aeronautical compliant uses).

To accomplish the scope, AMCG will complete the following:

TASK 1: PROJECT INITIALIZATION MEETING

Conduct a virtual project initialization meeting with Airport management to discuss (1) historical challenges at the Airport, (2) the information to be gathered in Task 2, and (3) site visit coordination in Task 3.

TASK 2: INFORMATION COLLECTION

Relevant and pertinent information, data, and documentation on the community, market, Airport, aviation businesses, and non-commercial aeronautical entities located at the Airport will be compiled by Airport management. AMCG will provide a written information request to help facilitate this process.

TASK 3: SITE VISIT

Conduct a site visit to include: (1) a site visit initialization meeting with Airport management and the City (as desired), (2) a tour of the Airport, and (3) meetings with select stakeholders – budget and schedule permitting.

While on-site, AMCG will discuss the *Airport Assessment Checklist* with Airport management and the City, review additional documentation (as available), and conduct interviews and working discussions with staff assigned Airport duties. AMCG will observe Airport facilities, activities, operating practices, and management processes to develop an understanding of the Airport's current organization and operational environment. Particular attention will be given to Airport management and staffing responsibilities, services provided by other City departments, coordination and communication practices, regulatory and contractual obligations, operational challenges, and opportunities to improve efficiency and effectiveness.

TASK 4: ASSESSMENT

Assess the planning, development, operations, finances, and management of the Airport with a focus on the operation and management aspects.

TASK 5: DRAFT DOCUMENT (FIRST)

Develop the first draft of the written summary report conveying the findings, observations, opinions, and recommendations of the assessment.

TASK 6: REVIEW SESSION (FIRST)

Conduct a virtual working session with Airport management to review the draft report and provide comments, identify questions, and make recommendations.

TASK 7: DRAFT DOCUMENT (SECOND AND FINAL)

AMCG will finalize and provide the final report.

Airport Assessment Checklist

A checklist of the areas typically included in a comprehensive airport assessment follows:

Airport Sponsor Organization

- Administration
- Governing Body
- Advisory Body
- Interdepartmental Support
- Taxing Authority
- Bonding Authority
- Procurement/Contracting Policies

Airport Organization

- Management
- Staff
- Volunteers
- Pilot/User Organization(s)
- Community Participation
- Industry Participation
- Name
- Marketing Program
- Vendors and Suppliers
- Consultant(s)

Airport Planning, Management, and Compliance Documents

- Strategic Business Plan (Mission, Vision, Values, SWOT, Goals, Objectives, Action Plans)
- Master Plan
- Layout Plan
- Land Use Plan
- Leasing/Rents and Fees Policy
- Rates and Charges Schedule
- Minimum Standards
- Rules and Regulations
- Development Standards
- Security Plan
- Certification Manual (Part 139 only)
- Wildlife Management Plan
- Emergency Preparedness/Response Plan
- Operations Manual
- Business Operational/Continuity Plan
- Succession Plan
- Irregular Operations Plan
- Property (Lease) Management Plan/System
- Environmental Management Plan
- Noise Abatement Plan
- Spill Prevention, Control, and Countermeasure Plan
- Stormwater Management Plan or Stormwater Pollution Prevention Plan
- Management Information System

Airport Operations

- Security
- Mowing
- Snow/Ice Removal
- Rescue and Fire Fighting
- Hours of Operation
- Maintenance and Repair
- Training
- Standard Operating Procedures
- Inspections

Airport Airside Land and Infrastructure

- Total Land
- Developable Land
- Runways/Taxiways
- Approaches, Navigational Aids, and Lighting
- Aprons
- Roadways
- Landscaping
- Airside Signage, Lighting, Markings
- Landside Signage, Lighting, Markings
- Fencing
- Gates

Aviation Products, Services, and Facilities

- Aircraft Fueling Products and Services
- Aircraft Ground Handling Services
- Aircraft Storage Facilities
- Passenger and Crew Products, Services, and Facilities
- Technical Services
- Flight Services
- Aircraft Sales
- Airport Facilities
- Administrative Offices
- Operations Offices and Shops
- Maintenance Offices and Shops
- Rescue and Fire Fighting
- Customs and Immigration
- Restaurant

Airport Environment

- Proximity to Residential Areas
- Proximity to Central Business District
- Proximity to Business/Industrial Park
- Proximity to Tourist Attractions
- Competitive Airports
- Aircraft Owners and Operators
- Climate
- Based Aircraft
- Aircraft Operations
- Fuel Volumes
- Aeronautical Commercial Tenants
- Aeronautical Non-Commercial Tenants
- Non-Aeronautical Commercial Tenants
- Non-Aeronautical Non-Commercial Tenants

Community Environment

- Demographics
- Political climate
- Local Business and Industry
- Community
- Economic Development
- State Aviation
- Educational Institutions
- Hotel Accommodations
- Tourist Attractions
- Transportation Infrastructure
- Ground Transportation
- Compatible Land Use Plan

General Environment

- Funding Mechanisms (Local)
- Funding Mechanisms (State)
- Funding Mechanisms (Federal)
- General Aviation Industry Trends
- Economy (Local)
- Economy (State)
- Economy (Federal)
- Programs/Initiatives
- Special Events

Airport Financial

- Financial/Accounting System
- Financial Controls
- Financial Statements
- Budgets
- Capital Improvement Plan
- Debt
- Rents (Market)
- Fees (Cost Recovery)
- Performance Measures (Operational and/or Financial)
- Insurance (Types and Limits)
- Economic Impact (Analysis, Studies, and Reports)
- Enterprise/Foreign Trade Zone
- Non-Aeronautical (Alternative) Revenue Development

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

Subject:	Declare Airport 12,000 Gallon Aboveground Storage Tank as Surplus
Meeting Date:	Thursday ,November 19, 2026
From:	Sean Brewer, City Manager
Prepared by:	Mercedes Garcia, Senior Administrative Analyst

I. RECOMMENDATION:

Staff recommends City Council:

1) Declare 12,000 gallon Aboveground Storage Tank, Fuel Dispenser and Card Reader as surplus property; and

2) Authorize the City Manager, or their designee, to administer a sealed silent bid process for the public sale and removal of the tank in an "as-is" condition, and dispose of the fuel dispenser and card reader as obsolete and no longer serviceable.

II. BACKGROUND:

The AVGAS tank located at the Airport is a 12,000 gallons aboveground storage tank. The tank was inspected in 2024. The inspection results indicated it could no longer be used for aviation fuel due to internal corrosion. The tank has several areas with no interior coating on the walls and rust build up underneath its lid and inside the manway itself. The opinion of the technicians on site during the inspection was, the rust is too advanced to salvage this tank, and it be decommissioned.

III. DISCUSSION:

The 12,000 gallon Aboveground Storage Tank is no longer compliant for aviation fuel storage. The cost to mechanically clean, structurally recertify, and epoxy line-coat the tank for aviation exceeds its operation value to the City. The tank should be taken out of service. The tank remain structurally viable for non-aviation fluid storage.

The tank may be disposed of via a competitive, sealed bid process. This method ensures transparency, satisfies the Surplus Policy for asset disposal and the removal logistics, costs and liability to the highest qualified buyer.

IV. ALTERNATIVES:

Do not authorize the silent sealed bid auction.

V. FISCAL IMPACT:

The sale will generate one-time revenue for the Airport Miscellaneous Revenue Fund.

ATTACHMENTS:

File Name	Description
No Attachments Available	

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

Subject:	Fresno County Services Access Survey – Community Feedback and Preliminary Findings
Meeting Date:	Thursday, November 19, 2026
From:	Sean Brewer, City Manager
Prepared by:	Sean Brewer, City Manager

I. RECOMMENDATION:

Staff recommends that the City Council receive and file the results of the Fresno County Services Access Survey, provide feedback on the findings, and discuss potential next steps for engaging Fresno County regarding opportunities to improve access to county and regional government services in Coalinga.

II. BACKGROUND:

The City of Coalinga recently conducted a community survey to better understand the challenges residents and businesses experience when accessing Fresno County and other regional government services.

Due to Coalinga's geographic location and distance from many county service offices, residents are often required to travel outside the community to access essential government services. These trips can create financial, transportation, and scheduling challenges, particularly for individuals and families who rely on public assistance, healthcare, court services, and other government programs.

The purpose of the survey was to gather direct feedback from the community regarding current service accessibility, identify the services residents would most like to see available locally, and explore potential alternative service delivery methods.

The information collected will assist the City in identifying community priorities and initiating discussions with Fresno County and other service providers regarding opportunities to expand access to services on the westside.

III. DISCUSSION:

The City received 42 survey responses, providing preliminary insight into the experiences and priorities of participating community members.

Although the number of responses represents a relatively small sample of the community, the results identify several common challenges and areas where residents would like to see improvements.

Staff will provide a more detailed presentation of the survey results during the City Council meeting. The following summarizes several key findings.

1. Residents Are Traveling Outside Coalinga for Essential Services

Approximately 78% of respondents to the applicable question indicated they had traveled outside Coalinga within the past two years to access Fresno County services.

The most commonly identified services requiring travel included:

- Court services
- Public health services
- DMV services
- Workforce and employment assistance
- Tax/assessor and recorder/clerk services

Fresno and Hanford were the most frequently identified destinations for accessing services.

2. Travel Creates Significant Financial and Personal Challenges

Survey respondents identified several challenges associated with accessing services outside Coalinga.

Among the 42 respondents to the applicable question:

- **88%** identified long driving distances.
- **88%** identified fuel and travel expenses.
- **74%** indicated that accessing services required time away from work.
- **38%** reported missed appointments due to travel.

These findings suggest that the location of government services can create significant burdens for residents, including additional expenses, lost work time, and delays in accessing needed assistance.

3. Residents Identified Several Priority Services for Local Access

When asked which services they would most like to see available in Coalinga, respondents identified the following as leading priorities:

Service	Respondents Selecting
Court services	67%
Behavioral health/mental health services	52%
Public health clinics/services	50%
DMV services	50%
Workforce/job placement assistance	45%
Housing assistance	43%

These responses provide a starting point for identifying potential service partnerships and discussing opportunities to improve local access.

4. Strong Interest in Expanded Local Service Availability

Approximately 95% of respondents indicated that increasing local access to Fresno County services in Coalinga was either extremely important or very important.

Respondents also expressed interest in alternative service delivery models, including permanent local offices,

weekly office hours, mobile service programs, online services, and assistance available through City Hall.

While a permanent local office was the most frequently preferred delivery method, the results also indicate potential community interest in more flexible service models that may be easier to implement in the near term.

POTENTIAL NEXT STEPS

The survey represents an initial step toward evaluating how the City can work collaboratively with Fresno County and other government agencies to improve service accessibility for Coalinga residents including services we currently offer such as court services and look at ways to advertise these services currently offered in Coalinga that residents and surrounding community members may not be aware of.

Following Council review and discussion, staff anticipates exploring the following opportunities:

Engagement with Fresno County: Share the survey findings with appropriate County leadership and departments to discuss service gaps and potential opportunities for expanded local access.

Evaluation of Alternative Service Delivery Models: Explore periodic county service days, satellite office hours, mobile services, virtual appointments, and other approaches that may reduce the need for residents to travel.

Identification of Potential Local Partnerships: Evaluate opportunities to coordinate with existing public facilities and community organizations to support service delivery without requiring significant new infrastructure.

Prioritization of Services: Use the survey results and additional discussions with service providers to identify services where local access could provide the greatest community benefit.

At this stage, staff is not recommending any specific service delivery arrangement or financial commitment. Rather, the intent is to use the survey results as a foundation for further discussions with the County and determine what opportunities may be feasible.

IV. ALTERNATIVES:

None at this time.

V. FISCAL IMPACT:

There is no direct fiscal impact associated with receiving and discussing the survey findings.

Any future proposals involving City facilities, staffing, financial contributions, or service agreements would be evaluated separately and brought before the City Council for consideration, as appropriate.

ATTACHMENTS:

File Name	Description
No Attachments Available	

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

Subject:	Review of Police Department ALPR, Public Safety Video Surveillance, and Drone Policies and Possible Direction to Staff
Meeting Date:	November 19, 2026
From:	Sean Brewer, City Manager
Prepared by:	Jose Garza, Chief of Police

I. RECOMMENDATION:

Staff recommends that the City Council review the Police Department's Automated License Plate Reader (ALPR), Public Safety Video Surveillance, and Unmanned Aerial System (Drone) policies and provide direction to staff regarding any additional revisions necessary to address privacy protections, accountability, authorized uses, and appropriate oversight of these technologies.

II. BACKGROUND:

On December 1, 2022, Council approved the implementation of the Community Video Policing Program (CVPP) in the City of Coalinga which has enhanced the safety of our residents and businesses and has had a significant impact on reducing felony crimes. In addition, Council approved contracting with Surveillance Integration to install surveillance cameras and License Plate Readers (ALPRs) at intersections identified by the Police Department. At their previous meetings, Council provided feedback on safeguards they would like to see in the policies and requested that Coalinga police Department review the three policies and ensure that safety measures were in place in policy to prevent any misuse of the ALPR system.

III. DISCUSSION:

The Coalinga Police Department reviewed the Automated License Plate Readers (ALPR), Video Surveillance Cameras, and Drone policies and updated them based on discussions with council and feedback received.

The review and updates were intended to focus on several important policy considerations, including:

- **Authorized Uses**: Establishing clear parameters for when and how ALPR systems, public safety surveillance cameras, and drones may be used for legitimate law enforcement purposes.
- **Privacy Protections**: Ensuring policies appropriately protect individual privacy and prohibit the use of these technologies for unauthorized surveillance or activities unrelated to legitimate public safety objectives.
- **Data Access and Retention**: Establishing appropriate controls governing who may access collected information, how information may be used or shared, and how long data may be retained.
- **Accountability and Oversight**: Providing sufficient supervisory oversight, documentation, and accountability measures to identify and prevent unauthorized or improper use.
- **Drone Deployment**: Clarifying the circumstances under which drones may be deployed, including distinguishing between incident-specific law enforcement operations and routine or general surveillance activities.

Staff is requesting that the City Council review the attached revised policies and provide any additional direction regarding proposed revisions, particularly in areas where Councilmembers believe greater clarity or additional restrictions may be warranted.
Following the discussion, staff will incorporate any additional direction provided by the City Council and finalize the policies through the appropriate administrative process.

IV. ALTERNATIVES:

Not applicable

V. FISCAL IMPACT:

There would be no fiscal impact.

ATTACHMENTS:

File Name	Description
CPD_LPR_policy_11-10-26.pdf	Automated License Plate Readers (ALPR)
Public_Safety_Video_Surveillance_System_(1).pdf	Public Safety Video Surveillance System
Unmanned_Aerial_System_(Drone).pdf	Drone Policy

Policy
427

Coalinga Police Department
Coalinga PD Policy Manual

Automated License Plate Readers (ALPRs)

427.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

427.2 POLICY

The policy of the Coalinga Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this [department/office]. Because such data may contain confidential information, it is not open to public review.

ALPR shall not be used to intentionally invade the privacy of community members, nor will it be used in a discriminatory manner that targets individuals or groups.

ALPR shall only be used for legitimate law enforcement purposes. It provides data from one moment in time that must be weighted as only one piece of evidence in an investigation and corroborated by other facts.

427.3 DEFINITIONS

ALPR - A device that uses cameras and computer technology to compare digital images to lists of known information of interest.

ALPR Administrator - The Division Commander serves as the ALPR Administrator.

ALPR Read/Detection – A single instance where an ALPR camera captures an image in a public place, and using an algorithm, detects and reads a license plate within the photo/video, and provides information regarding the location of the ALPR system at the time of the detection/read.

ALPR Search – A query of stored ALPR data.

Alert Hit - Alert from the ALPR system that a scanned license plate number maybe in the National Crime Information Center (NCIC) or other law enforcement database for a specific reason including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violence protective order, and statewide emergency alerts.

CJIS- Criminal Justice Information Services refer to both the largest division of the Federal Bureau of Investigation and strict data security standards for local, state, tribal, and federal agencies nationwide.

CLETS- certification authorizes Law Enforcement personnel in California to access the California

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Law Enforcement Telecommunications System (CLECTS). CLECTS is a computer network giving police departments access to national databases maintained by the Federal Bureau of Investigations(FBI), the California Department of Motor vehicles (DMV), and others.

Hot List - A list of license plates associated with vehicles of interest compiled from one or more databases including, but not limited to, National Crime Information Center (NCIC), Department of Motor Vehicles (DMV), local Be-On the Look-Out (BOLO's), etc.

Vehicles of Interest - Including, but not limited to, vehicles which are reported as stolen; display stolen license plates; vehicles linked to missing and/or wanted persons and vehicles flagged by law enforcement agencies.

Detection - Data obtained by an ALPR of an image (i.e., License plate) within public view that was read by the device, including potential images (i.e., the plate and description of vehicle on which it was displayed), and information regarding the location of the ALPR system at the time of the ALPR's read.

Flock Cameras – a specialized automated license plate reader (ALPR) manufactured by Flock Safety, a public safety technology company, which the City of Coalinga does not utilize Flock system and services.

Motorola Solutions Vigilant Platform - A mobile license plate recognition system, self-sustaining ALPR Cameras and cloud-based storage system which holds license plate reads in a searchable database.

Motorola Solutions Avigilon Unity Platform – On-Premise Video Security with ALPR/Video Cameras and server storage system which holds searchable license plate reads and videos.

Motorola Solutions VehicleManager is a cloud-base and mobile vehicle location intelligence and license plate recognition (LPR) platform used by law enforcement and public safety agencies.

NCIC- National Crime Information Center. A centralized U.S. government database used by law enforcement.

427.4 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Coalinga Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Administrative Services Division Commander. The Administrative Services Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

427.4.1 ALPR ADMINISTRATOR

The Administrative Services Division Commander shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes,

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but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

(a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.

(b) Training requirements for authorized users.

(c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.

(d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.

(e) The title and name of the current designee in overseeing the ALPR operation.

(f) Working with the Custodian of Records on the retention and destruction of ALPR data.

(g) Ensuring this policy and related procedures are conspicuously posted on the [department/office]'s website.

427.5 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. [Department/Office] members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

(a) An ALPR shall only be used for official law enforcement business.

(b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.

(c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

(d) No member of this [department/office] shall operate ALPR equipment or access ALPR data without first completing [department/office]-approved training.

(e) No ALPR operator may access [department/office], state or federal data unless otherwise authorized to do so.

(f) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

427.6 NOTIFICATIONS / HITS

Officers may receive an ALPR Alert Hit from an ALPR system An Alert Hit alone shall not be a basis for police action (other than following the vehicle of interest).

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Before any law enforcement action is taken because of an ALPR Alert Hit, the officer should verify an ALPR Alert Hit through NCIC, CLETS, or other law enforcement database. Once an Alert Hit is received, the officer should confirm that the observed license plate from the ALPR system matches the license plate of the observed vehicle.

Officers shall not take any police action that restricts the freedom of any individual based solely on an ALPR Alert Hit unless it has been validated. Because the ALPR Alert Hit may relate to a vehicle and may not relate to the person operating the vehicle, officers are reminded to have reasonable suspicion and/or probable cause to make an enforcement stop of any vehicle. Prior to the initiation of a vehicle stop, an officer shall;

(a) Visually verify that the vehicle plate number matches the plate number run by the ALPR system, including both alphanumeric characters of the license plate and the state of issuance; and

(b) Verify the status of the plate through DMV.

427.7 HOT LIST / HOT PLATE

Hot List and Hot Plate retention will be set for no longer than 30 days. All hot list vehicles shall have an expiration date. Users are responsible for managing and maintaining the Hot List(s) or Hot Plate(s) they create in the system. Data entered into the ALPR system is limited to missing or at-risk person investigations and active criminal investigations where reasonable suspicion exists that a crime is being committed or has been committed. No CLETS data may be entered. Personnel will not enter any license plates into the Coalinga Police Department Hot List unless the vehicle meets the above criteria. All hot list vehicles shall include:

(a) A Coalinga Police Department case number;

(b) Reason for the vehicle being in the system;

(c) Requesting officer's name;

(d) Requesting officer's contact information;

(e) Applicable instructions, (e.g., "P/C for arrest," "No P/C for arrest, stop only with P/C and identify occupants," "Do not stop, contact officer of Alert Hit," "R/O known to carry firearm," etc.); and,

(f) Other pertinent information.

427.8 DATA COLLECTION AND RETENTION

The Administrative Services Division Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with [department/office] procedures.

All ALPR data downloaded to the server should be stored for a minimum of one year and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media

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and booked into evidence.

427.9 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Coalinga Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

(a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).

(b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or [department/office]-related civil or administrative action.

(c) ALPR system audits should be conducted on a regular basis.

For security or data breaches, see the Records Release and Maintenance Policy.

427.10 AUDITS

ALPR system audits will be conducted by the Division Commander or their designee Investigation/Admin Sergeant to ensure the Coalinga Police Department's ALPR systems meet the high standards and privacy expectations of the community. Audits will be utilized to ensure public confident in the ALPR programs, identify and address unauthorized use of the system, ensure system data confidentiality, and ensure the programs are within CJIS compliance. The audit process will seek to ensure the ALPR systems are in compliance with California Civil Code Section 1798.90.5 and Section 1798.90.55.

ALPR system audits will be conducted every 28 days and will include:

(a) A review of searches by 5% of randomly selected users who searched each database during the review period;

(b) A review of 5% of randomly selected searches in the Motorola database;

(c) A review of all the hot lists, hot plates, and freeform searches;

(d) A review of the system administrator access;

(e) A review of agency settings for CJIS compliance;

(f) A review of data sharing access and confirmation that data has only been shared in compliance with law and policy; and,

(g) Deactivation of user accounts that have been inactive for more than 90 days.

Additionally, any quarterly audits will include;

(a) A review of data sharing MOU's and expiration dates;

(b) A review of training compliance for users and system administrators;

(c) Confirmation that the agency's current ALPR policy is posted on the City's website.

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Any suspected misuse of the system shall be administratively investigated, with appropriate disciplinary and/or training action taken as needed.

Audit records will be maintained under the control of the Division Commander or their designee Investigation/Admin Sergeant for a period of three years at which time they will be purged.

427.11 RELEASING ALPR DATA

The ALPR data may be shared only with public agencies and only as otherwise permitted by law (Civil Code § 1798.90.55).

For purposes of this section, a public agency is limited to California state or local agencies, including law enforcement agencies, and does not include out-of-state or federal law enforcement agencies (Civil Code § 1798.90.5).

The following procedures are guidelines for ALPR requests:

(a) The agency makes a written request for the ALPR data that includes:
    (a) The name of the agency.
    (b) The name of the person requesting.
    (c) The intended purpose of obtaining the information.
(b) The request is reviewed by the Administrative Services Division Commander or the authorized designee Investigation/Admin Sergeant and approved before the request is fulfilled.
(c) The approved request is retained on file.

Requests for ALPR data by non-California public agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

427.12 TRAINING

The Training Manager should ensure that members receive [department/office]-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

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Public Safety Video Surveillance System

339.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of [department/office] public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the [Department/Office]. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the [Department/Office].

339.2 POLICY

The Coalinga Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

339.3 OPERATIONAL GUIDELINES

Only [department/office]-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

339.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected City divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation, or other obstructions, should also be evaluated when determining placement.

The cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public video surveillance system may be useful for the following purposes:

(a) To prevent, deter, and identify criminal activity.

(b) To target identified areas of gang and narcotics complaints or activity.

(c) To respond to critical incidents.

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(d) To assist in identifying, apprehending, and prosecuting offenders.

(e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.

(f) To augment resources in a cost-effective manner.

(g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Watch Commander's office and Dispatch. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Watch Commander or trained personnel in Dispatch are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination, or retention is prohibited.

339.3.2

339.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The [Department/Office] may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of [department/office] strategy.

The [Department/Office] should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems and video enhancement or other analytical technology, requires additional safeguards.

339.4 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure members are within [department/office] policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

339.4.1 VIDEO LOG

A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have been given access to view or monitor images provided by the video surveillance cameras. The logs should, at a minimum, record the:

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(a) Date and time access was given.

(b) Name and agency of the person being given access to the images.

(c) Name of person authorizing access.

(d) Identifiable portion of images viewed.

339.4.2 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

Video surveillance equipment shall not be used to harass, intimidate, or discriminate against any individual or group.

339.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule and for a minimum of one year. Prior to destruction, written consent shall be obtained from the City Attorney. If recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved (Government Code § 34090.6).

Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.

339.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

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339.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Coalinga Police Department.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for [department/office] public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Watch Commander for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established [department/office] subpoena process.

339.7 VIDEO SURVEILLANCE AUDIT

The Chief of Police or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

339.8 TRAINING

All [department/office] members authorized to operate or access public video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.

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Unmanned Aerial System

607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

607.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned aerial system (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

Remote Pilot in Command (RPIC) - A remote pilot in command must be designated before or during the flight of the small unmanned aircraft. The remote pilot in command is directly responsible for and is the final authority as to the operation of the small unmanned aircraft system.

Visual Observer (VO) - An optional crew member for a flight mission who serves as a second set of eyes, monitoring the drone in flight in order to support the Remote Pilot in Command.

607.2 MISSION STATEMENT

It is the mission of the Coalinga Police Department UAS Unit to be trained in the use of unmanned aircraft systems to use this resource to protect the lives and property of the citizens of the City of Coalinga and to prevent and detect crime.

To provide air support in locating and apprehending wanted subjects, missing persons and for other search and rescue missions. Further, to aid in the adjudication of cases. Finally, to perform any task that can best be accomplished from the air in an efficient and effective manner with all due regard to the protections of the Constitution of the United States of America and the State of California.

607.3 POLICY

Unmanned aerial systems may be utilized to enhance the [department/office]'s mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

607.4 ANNUAL POLICY REVIEW

The UAS Sergeant will annually review and, when necessary, recommend updates to the Coalinga Police Department Policy and Procedures Manual. The review ensures ongoing compliance with current case law, training updates and effective operational practices. The UAS Sergeant will then cause the policy to be reviewed when changes or updates become necessary by the Commander and are then approved/denied by the Chief of Police.

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607.5 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

607.6 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for [department/office] operations.
- Ensuring that all authorized operators and required observers have completed all required FAA and [department/office]-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require ~~written~~ authorization of the Chief of Police or the authorized designee, depending on the type of mission.
- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing an operational protocol governing the deployment and operation of a UAS including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

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- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.

607.7 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted consistent with FAA regulations.

607.8 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics, such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

607.9 TRAINING STANDARDS

The UAS program supervisors will prepare an annual training schedule at the beginning of each calendar year and submit it to the program coordinator for review and approval. Once training is completed, the program supervisor or their designee will place the training notes and attendance roster on file with the Training Unit.

The UAS Unit will conduct training a minimum of 10 hours per month. The UAS Unit will train on appropriate subjects related to the mission and needs of the Coalinga Police Department and current case law. Training will be overseen by a program supervisor or acting program supervisor to ensure that it is conducted as safely as possible. A safety plan should be implemented for all

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training sessions. All training will be documented and training records will be maintained on file with the Training Unit.

Regular proficiency flights will be required for each individual operator. Proficiency is defined as being able to consistently demonstrate a level of skill in operating unmanned systems. Recurrent training is not limited to actual operator skills but includes knowledge of all pertinent unmanned aviation matters ie. FAA regulations, case law, ect.

New operators will receive in-house training in skills sufficient to operate unmanned systems, including specific system training. New operators will become proficient with aviation operations, the unmanned aircraft, and its equipment.

Members will be required to obtain a FAA Part 107 Unmanned Aircraft Systems Pilot License.

607.10 EQUIPMENT STANDARDS

The Coalinga Police Department UAS Unit will supply their team members with at least the following equipment:

- UAS
- Minimum of two spare batteries
- Minimum of three SD cards
- Flight log

UAS Unit members are responsible for the care and maintenance of the issued equipment. Failure to appropriately care for or maintain the equipment in full mission readiness may result in punitive action.

607.11 MAINTENANCE

Properly maintained unmanned aircraft are essential to safe operations. Compliance with manufacturer's scheduled maintenance, preflight inspections and immediate repair of mechanical problems ensure the availability and safety of agency unmanned aircraft.

Each member will be responsible for maintaining their assigned UAS to the manufacturer's specifications. A Maintenance Officer will be designated to maintain any UAS not assigned to a member and to oversee the maintenance of assigned UAS's.

607.12 FLIGHT CREW RESPONSIBILITIES

Remote Pilot in Command (RPIC):

- The RPIC is directly responsible for and is the final authority over the operation of the unmanned aircraft.
- RPICs have absolute authority to reject a flight based on weather, aircraft limitations, physical condition, etc. No member of the Coalinga Police Department, regardless of rank, can order an operator to make a flight when, in the opinion of the RPIC, it cannot be done safely.

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- RPICs are responsible for compliance with this manual and FAA Regulations.
- RPICs shall handle radio communications with air traffic control and other aircrafts.

Observer:

- The observer is responsible for the law enforcement aspect of the mission.
- The observer should handle radio communications between ground units and dispatch.
- The observer shall remain alert for suspicious persons or activities on the ground and coordinate response by ground units.
- The observer will avoid unnecessary communications with the RPIC during takeoff and landing.
- Observers are to assist the RPIC with situational awareness of the airspace and notify the RPIC of other aircraft.

607.13 PREFLIGHT ACTIONS

Physical Assessment:

- Preflight begins with the crew making a self-assessment of their physical condition.
- If unable to perform flight duties, the crew member will decline such activity.
- During any 24 consecutive hours, the total flight time of any RPIC may not exceed 8 hours. An RPIC flight time may exceed the flight time limits if the assigned flight time occurs during a regularly assigned duty period of no more than 14 hours and provided for at least 8 consecutive hours of rest during the 24-hour period that precedes the planned end of the agency flight.

Inspections:

- Prior to each flight, the RPIC shall conduct a thorough preflight inspection of the unmanned aircraft in accordance with the instructions contained in the unmanned aircraft flight manual.
- It has been recognized that the use a checklist is a major weapon in combating aviation accidents. Checklists will be utilized.

Weather:

- Prior to each flight, the RPIC will check the weather. The RPIC will ensure that he/she gathers enough information to make themselves familiar with the weather situation existing throughout the area of operation.
- Subsequent to the original weather check, RPICs will obtain, as necessary, sufficient weather information to ensure that the original check stays valid. The frequency of these additional weather checks will be determined by the severity of existing or forecast weather.

Ground Handling:

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- The RPIC is responsible for operation of the unmanned aircraft in the air and on the ground. The RPIC will ensure that no unauthorized items are attached to the aircraft prior to movement. During movement, adequate clearance will be maintained.

Airspace:

- The RPIC shall check for any permanent or temporary airspace restrictions in the planned flight area.
- When feasible, RPIC will file a Notice to Airmen (NOTAM) with the FAA for any planned flights.

607.14 FLIGHT OPERATIONS

Unmanned Aircraft will be operated in accordance with this manual, department policy, Federal Aviation Regulations, and the manufacturer's manual.

Weather:

- Flight into instrument meteorological conditions, thunderstorms, or other severe weather is prohibited.
- No aircraft operations will be conducted when the ceiling is less than 500' above ground level (AGL).

Maximum Altitudes:

- The maximum altitude for operations is 400' AGL unless otherwise permitted by the FAA.

Ground Safety:

- The RPIC and observer must be constantly aware of dangers to ground personnel.
- Flights directly over people should be avoided.
- The RPIC will not under any circumstances leave any unauthorized person in charge of the unmanned aircraft controls.

607.15 POST FLIGHT ACTIONS

A thorough inspection will be conducted of the unmanned aircraft immediately after the completion of the mission to ascertain if any damage was sustained during operation. If necessary, the unmanned aircraft will be serviced or repaired so it is immediately available for the next flight.

Necessary entries will be made into the aircraft flight log and appropriate reports will be completed.

607.16 EMERGENCY RESPONSE PLAN

During unmanned aircraft operations, emergency situations may develop at any time. The primary concern in such incidents is the prevention of injury to persons on the ground and/or other users of the National Airspace. Secondary concerns include protection of property and non-living entities on the ground.

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For an unmanned aircraft accident with personal injury and/or significant property damage, the crew (if able) shall do the following:

- Immediately notify dispatch and request assistance. Provide as much information as possible about the extent of the injuries, or damage.
- Provide information to Air Traffic Control as necessary.
- Render first aid to the injured.
- Request notification of the program supervisor who will respond to the scene and coordinate accident investigation efforts.
- Request the FAA and NTSB be notified if necessary.
- Photograph the damage to the unmanned aircraft and/or other property.
- Provide any additional assistance or information requested by the FAA and NTSB.
- Submit a detailed written report to the supervisor who shall notify Risk Management if appropriate.

607.17 RETENTION OF UAS DATA

Data collected by the UAS shall be retained as provided in the established records retention schedule.

607.18 APPENDIX

See attachment: 14 CFR Part 107 (up to date as of 11-04-2026).pdf

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Attachments

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14 CFR Part 107 (up to date as of 11-04-2026).pdf

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Title 14 —Aeronautics and Space
Chapter I —Federal Aviation Administration, Department of Transportation
Subchapter F —Air Traffic and General Operating Rules

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PART 107—SMALL UNMANNED AIRCRAFT SYSTEMS

Authority: 49 U.S.C. 106(f), 40101 note, 40103(b), 44701(a)(5), 46105(c), 46110, 44807.

Source: Docket FAA-2015-0150, Amdt. 107-1, 81 FR 42209, June 28, 2016, unless otherwise noted.

Subpart A—General

§ 107.1 Applicability.

(a) Except as provided in paragraph (b) of this section, this part applies to the registration, airman certification, and operation of civil small unmanned aircraft systems within the United States. This part also applies to the eligibility of civil small unmanned aircraft systems to operate over human beings in the United States.

(b) This part does not apply to the following:

(1) Air carrier operations;

(2) Any aircraft subject to the provisions of 49 U.S.C. 44809;

(3) Any operation that the holder of an exemption under section 333 of Public Law 112-95 or 49 U.S.C. 44807 elects to conduct pursuant to the exemption, unless otherwise specified in the exemption; or

(4) Any operation that a person elects to conduct under part 91 of this chapter with a small unmanned aircraft system that has been issued an airworthiness certificate.

[Amdt. 107-8, 86 FR 4381, Jan. 15, 2021]

§ 107.2 Applicability of certification procedures for products and articles.

The provisions of part 21 of this chapter do not apply to small unmanned aircraft systems operated under this part unless the small unmanned aircraft system will operate over human beings in accordance with § 107.140.

[Amdt. 107-8, 86 FR 4381, Jan. 15, 2021]

§ 107.3 Definitions.

The following definitions apply to this part. If there is a conflict between the definitions of this part and definitions specified in § 1.1 of this chapter, the definitions in this part control for purposes of this part:

Control station means an interface used by the remote pilot to control the flight path of the small unmanned aircraft.

Corrective lenses means spectacles or contact lenses.

Declaration of compliance means a record submitted to the FAA that certifies the small unmanned aircraft conforms to the Category 2 or Category 3 requirements under subpart D of this part.

Small unmanned aircraft means an unmanned aircraft weighing less than 55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft.

Small unmanned aircraft system (small UAS) means a small unmanned aircraft and its associated elements (including communication links and the components that control the small unmanned aircraft) that are required for the safe and efficient operation of the small unmanned aircraft in the national airspace system.

Unmanned aircraft means an aircraft operated without the possibility of direct human intervention from within or on the aircraft.

Visual observer means a person who is designated by the remote pilot in command to assist the remote pilot in command and the person manipulating the flight controls of the small UAS to see and avoid other air traffic or objects aloft or on the ground.

[Docket FAA-2015-0150, Amdt. 107-1, 81 FR 42209, June 28, 2016, as amended by Amdt. 107-8, 86 FR 4381, Jan. 15, 2021]

§ 107.5 [Reserved]

§ 107.7 Inspection, testing, and demonstration of compliance.

(a) A remote pilot in command, owner, or person manipulating the flight controls of a small unmanned aircraft system must—

(1) Have in that person's physical possession and readily accessible the remote pilot certificate with a small UAS rating and identification when exercising the privileges of that remote pilot certificate.

(2) Present his or her remote pilot certificate with a small UAS rating and identification that contains the information listed at § 107.67(b)(1) through (3) for inspection upon a request from—

(i) The Administrator;

(ii) An authorized representative of the National Transportation Safety Board;

(iii) Any Federal, State, or local law enforcement officer; or

(iv) An authorized representative of the Transportation Security Administration.

(3) Make available, upon request, to the Administrator any document, record, or report required to be kept under the regulations of this chapter.

(b) The remote pilot in command, visual observer, owner, operator, or person manipulating the flight controls of a small unmanned aircraft system must, upon request, allow the Administrator to make any test or inspection of the small unmanned aircraft system, the remote pilot in command, the person manipulating the flight controls of a small unmanned aircraft system, and, if applicable, the visual observer to determine compliance with this part.

(c) Any person holding an FAA-accepted declaration of compliance under subpart D of this part must, upon request, make available to the Administrator:

(1) The declaration of compliance required under subpart D of this part; and

(2) Any other document, record, or report required to be kept under the regulations of this chapter.

(d) Any person holding an FAA-accepted declaration of compliance under subpart D of this part must, upon request, allow the Administrator to inspect its facilities, technical data, and any manufactured small UAS and witness any tests necessary to determine compliance with that subpart.

[Amdt. 107-8, 86 FR 4381, Jan. 15, 2021]

§ 107.9 Safety event reporting.

No later than 10 calendar days after an operation that meets the criteria of either paragraph (a) or (b) of this section, a remote pilot in command must report to the FAA, in a manner acceptable to the Administrator, any operation of the small unmanned aircraft involving at least:

(a) Serious injury to any person or any loss of consciousness; or

(b) Damage to any property, other than the small unmanned aircraft, unless one of the following conditions is satisfied:

(1) The cost of repair (including materials and labor) does not exceed $500; or

(2) The fair market value of the property does not exceed $500 in the event of total loss.

[Docket FAA-2015-0150, Amdt. 107-1, 81 FR 42209, June 28, 2016, as amended by Docket FAA-2022-1355, Amdt. 107-10, 87 FR 75846, Dec. 9 2022]

Subpart B—Operating Rules

§ 107.11 Applicability.

This subpart applies to the operation of all civil small unmanned aircraft systems subject to this part.

§ 107.12 Requirement for a remote pilot certificate with a small UAS rating.

(a) Except as provided in paragraph (c) of this section, no person may manipulate the flight controls of a small unmanned aircraft system unless:

(1) That person has a remote pilot certificate with a small UAS rating issued pursuant to subpart C of this part and satisfies the requirements of § 107.65; or

(2) That person is under the direct supervision of a remote pilot in command and the remote pilot in command has the ability to immediately take direct control of the flight of the small unmanned aircraft.

(b) Except as provided in paragraph (c) of this section, no person may act as a remote pilot in command unless that person has a remote pilot certificate with a small UAS rating issued pursuant to Subpart C of this part and satisfies the requirements of § 107.65.

(c) The Administrator may, consistent with international standards, authorize an airman to operate a civil foreign-registered small unmanned aircraft without an FAA-issued remote pilot certificate with a small UAS rating.

§ 107.13 Registration.

A person operating a civil small unmanned aircraft system for purposes of flight must comply with the provisions of § 91.203(a)(2) of this chapter.

§ 107.15 Condition for safe operation.

(a) No person may operate a civil small unmanned aircraft system unless it is in a condition for safe operation. Prior to each flight, the remote pilot in command must check the small unmanned aircraft system to determine whether it is in a condition for safe operation.

(b) No person may continue flight of the small unmanned aircraft when he or she knows or has reason to know that the small unmanned aircraft system is no longer in a condition for safe operation.

§ 107.17 Medical condition.

No person may manipulate the flight controls of a small unmanned aircraft system or act as a remote pilot in command, visual observer, or direct participant in the operation of the small unmanned aircraft if he or she knows or has reason to know that he or she has a physical or mental condition that would interfere with the safe operation of the small unmanned aircraft system.

§ 107.19 Remote pilot in command.

(a) A remote pilot in command must be designated before or during the flight of the small unmanned aircraft.

(b) The remote pilot in command is directly responsible for and is the final authority as to the operation of the small unmanned aircraft system.

(c) The remote pilot in command must ensure that the small unmanned aircraft will pose no undue hazard to other people, other aircraft, or other property in the event of a loss of control of the small unmanned aircraft for any reason.

(d) The remote pilot in command must ensure that the small UAS operation complies with all applicable regulations of this chapter.

(e) The remote pilot in command must have the ability to direct the small unmanned aircraft to ensure compliance with the applicable provisions of this chapter.

[Docket FAA-2015-0150, Amdt. 107-1, 81 FR 42209, June 28, 2016, as amended by Amdt. 107-8, 86 FR 4382, Jan. 15, 2021]

§ 107.21 In-flight emergency.

(a) In an in-flight emergency requiring immediate action, the remote pilot in command may deviate from any rule of this part to the extent necessary to meet that emergency.

(b) Each remote pilot in command who deviates from a rule under paragraph (a) of this section must, upon request of the Administrator, send a written report of that deviation to the Administrator.

§ 107.23 Hazardous operation.

No person may:

(a) Operate a small unmanned aircraft system in a careless or reckless manner so as to endanger the life or property of another; or

(b) Allow an object to be dropped from a small unmanned aircraft in a manner that creates an undue hazard to persons or property.

§ 107.25 Operation from a moving vehicle or aircraft.

No person may operate a small unmanned aircraft system—

(a) From a moving aircraft; or

(b) From a moving land or water-borne vehicle unless the small unmanned aircraft is flown over a sparsely populated area and is not transporting another person's property for compensation or hire.

§ 107.27 Alcohol or drugs.

A person manipulating the flight controls of a small unmanned aircraft system or acting as a remote pilot in command or visual observer must comply with the provisions of §§ 91.17 and 91.19 of this chapter.

§ 107.29 Operation at night.

(a) Except as provided in paragraph (d) of this section, no person may operate a small unmanned aircraft system at night unless—

(1) The remote pilot in command of the small unmanned aircraft has completed an initial knowledge test or training, as applicable, under § 107.65 after April 6, 2021; and

(2) The small unmanned aircraft has lighted anti-collision lighting visible for at least 3 statute miles that has a flash rate sufficient to avoid a collision. The remote pilot in command may reduce the intensity of, but may not extinguish, the anti-collision lighting if he or she determines that, because of operating conditions, it would be in the interest of safety to do so.

(b) No person may operate a small unmanned aircraft system during periods of civil twilight unless the small unmanned aircraft has lighted anti-collision lighting visible for at least 3 statute miles that has a flash rate sufficient to avoid a collision. The remote pilot in command may reduce the intensity of, but may not extinguish, the anti-collision lighting if he or she determines that, because of operating conditions, it would be in the interest of safety to do so.

(c) For purposes of paragraph (b) of this section, civil twilight refers to the following:

(1) Except for Alaska, a period of time that begins 30 minutes before official sunrise and ends at official sunrise;

(2) Except for Alaska, a period of time that begins at official sunset and ends 30 minutes after official sunset; and

(3) In Alaska, the period of civil twilight as defined in the Air Almanac.

(d) After May 17, 2021, no person may operate a small unmanned aircraft system at night in accordance with a certificate of waiver issued prior to April 21, 2021 under § 107.200. The certificates of waiver issued prior to March 16, 2021 under § 107.200 that authorize deviation from § 107.29 terminate on May 17, 2021.

[Docket FAA-2015-0150, Amdt. 107-1, 81 FR 42209, June 28, 2016, as amended by Amdt. 107-8, 86 FR 4382, Jan. 15, 2021; 86 FR 13631, Mar. 10, 2020]

§ 107.31 Visual line of sight aircraft operation.

(a) With vision that is unaided by any device other than corrective lenses, the remote pilot in command, the visual observer (if one is used), and the person manipulating the flight control of the small unmanned aircraft system must be able to see the unmanned aircraft throughout the entire flight in order to:

(1) Know the unmanned aircraft's location;

(2) Determine the unmanned aircraft's attitude, altitude, and direction of flight;

(3) Observe the airspace for other air traffic or hazards; and

(4) Determine that the unmanned aircraft does not endanger the life or property of another.

(b) Throughout the entire flight of the small unmanned aircraft, the ability described in paragraph (a) of this section must be exercised by either:

(1) The remote pilot in command and the person manipulating the flight controls of the small unmanned aircraft system; or

(2) A visual observer.

§ 107.33 Visual observer.

If a visual observer is used during the aircraft operation, all of the following requirements must be met:

(a) The remote pilot in command, the person manipulating the flight controls of the small unmanned aircraft system, and the visual observer must maintain effective communication with each other at all times.

(b) The remote pilot in command must ensure that the visual observer is able to see the unmanned aircraft in the manner specified in § 107.31.

(c) The remote pilot in command, the person manipulating the flight controls of the small unmanned aircraft system, and the visual observer must coordinate to do the following:

(1) Scan the airspace where the small unmanned aircraft is operating for any potential collision hazard; and

(2) Maintain awareness of the position of the small unmanned aircraft through direct visual observation.

§ 107.35 Operation of multiple small unmanned aircraft.

A person may not manipulate flight controls or act as a remote pilot in command or visual observer in the operation of more than one unmanned aircraft at the same time.

[Amdt. 107-8, 86 FR 4382, Jan. 15, 2021]

§ 107.36 Carriage of hazardous material.

A small unmanned aircraft may not carry hazardous material. For purposes of this section, the term hazardous material is defined in 49 CFR 171.8.

§ 107.37 Operation near aircraft; right-of-way rules.

(a) Each small unmanned aircraft must yield the right of way to all aircraft, airborne vehicles, and launch and reentry vehicles. Yielding the right of way means that the small unmanned aircraft must give way to the aircraft or vehicle and may not pass over, under, or ahead of it unless well clear.

(b) No person may operate a small unmanned aircraft so close to another aircraft as to create a collision hazard.

§ 107.39 Operation over human beings.

No person may operate a small unmanned aircraft over a human being unless—

(a) That human being is directly participating in the operation of the small unmanned aircraft;

(b) That human being is located under a covered structure or inside a stationary vehicle that can provide reasonable protection from a falling small unmanned aircraft; or

(c) The operation meets the requirements of at least one of the operational categories specified in subpart D of this part.

[Amdt. 107-8, 86 FR 4382, Jan. 15, 2021]

§ 107.41 Operation in certain airspace.

No person may operate a small unmanned aircraft in Class B, Class C, or Class D airspace or within the lateral boundaries of the surface area of Class E airspace designated for an airport unless that person has prior authorization from Air Traffic Control (ATC).

§ 107.43 Operation in the vicinity of airports.

No person may operate a small unmanned aircraft in a manner that interferes with operations and traffic patterns at any airport, heliport, or seaplane base.

§ 107.45 Operation in prohibited or restricted areas.

No person may operate a small unmanned aircraft in prohibited or restricted areas unless that person has permission from the using or controlling agency, as appropriate.

§ 107.47 Flight restrictions in the proximity of certain areas designated by notice to airmen.

A person acting as a remote pilot in command must comply with the provisions of §§ 91.137 through 91.145 and 99.7 of this chapter.

§ 107.49 Preflight familiarization, inspection, and actions for aircraft operation.

Prior to flight, the remote pilot in command must:

(a) Assess the operating environment, considering risks to persons and property in the immediate vicinity both on the surface and in the air. This assessment must include:

(1) Local weather conditions;

(2) Local airspace and any flight restrictions;

(3) The location of persons and property on the surface; and

(4) Other ground hazards.

(b) Ensure that all persons directly participating in the small unmanned aircraft operation are informed about the operating conditions, emergency procedures, contingency procedures, roles and responsibilities, and potential hazards;

(c) Ensure that all control links between ground control station and the small unmanned aircraft are working properly;

(d) If the small unmanned aircraft is powered, ensure that there is enough available power for the small unmanned aircraft system to operate for the intended operational time;

(e) Ensure that any object attached or carried by the small unmanned aircraft is secure and does not adversely affect the flight characteristics or controllability of the aircraft; and

(f) If the operation will be conducted over human beings under subpart D of this part, ensure that the aircraft meets the requirements of § 107.110, § 107.120(a), § 107.130(a), or § 107.140, as applicable.

[Docket FAA-2015-0150, Amdt. 107-1, 81 FR 42209, June 28, 2016, as amended by Amdt. 107-8, 86 FR 4382, Jan. 15, 2021]

§ 107.51 Operating limitations for small unmanned aircraft.

A remote pilot in command and the person manipulating the flight controls of the small unmanned aircraft system must comply with all of the following operating limitations when operating a small unmanned aircraft system:

(a) The groundspeed of the small unmanned aircraft may not exceed 87 knots (100 miles per hour).

(b) The altitude of the small unmanned aircraft cannot be higher than 400 feet above ground level, unless the small unmanned aircraft:

(1) Is flown within a 400-foot radius of a structure; and

(2) Does not fly higher than 400 feet above the structure's immediate uppermost limit.

(c) The minimum flight visibility, as observed from the location of the control station must be no less than 3 statute miles. For purposes of this section, flight visibility means the average slant distance from the control station at which prominent unlighted objects may be seen and identified by day and prominent lighted objects may be seen and identified by night.

(d) The minimum distance of the small unmanned aircraft from clouds must be no less than:

(1) 500 feet below the cloud; and

(2) 2,000 feet horizontally from the cloud.

Subpart C—Remote Pilot Certification

§ 107.52 ATC transponder equipment prohibition.

Unless otherwise authorized by the Administrator, no person may operate a small unmanned aircraft system under this part with a transponder on.

[Amdt. 107-7, 86 FR 4513, Jan. 15, 2021]

§ 107.53 Automatic Dependent Surveillance-Broadcast (ADS-B) Out prohibition.

Unless otherwise authorized by the Administrator, no person may operate a small unmanned aircraft system under this part with ADS-B Out equipment in transmit mode.

[Amdt. 107-7, 86 FR 4513, Jan. 15, 2021]

§ 107.56 Applicability.

This subpart prescribes the requirements for issuing a remote pilot certificate with a small UAS rating.

[Docket FAA-2015-0150, Amdt. 107-1, 81 FR 42209, June 28, 2016. Redesignated by Amdt. 107-7, 86 FR 4513, Jan. 15, 2021]

§ 107.57 Offenses involving alcohol or drugs.

(a) A conviction for the violation of any Federal or State statute relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances is grounds for:

(1) Denial of an application for a remote pilot certificate with a small UAS rating for a period of up to 1 year after the date of final conviction; or

(2) Suspension or revocation of a remote pilot certificate with a small UAS rating.

(b) Committing an act prohibited by § 91.17(a) or § 91.19(a) of this chapter is grounds for:

(1) Denial of an application for a remote pilot certificate with a small UAS rating for a period of up to 1 year after the date of that act; or

(2) Suspension or revocation of a remote pilot certificate with a small UAS rating.

§ 107.59 Refusal to submit to an alcohol test or to furnish test results.

A refusal to submit to a test to indicate the percentage by weight of alcohol in the blood, when requested by a law enforcement officer in accordance with § 91.17(c) of this chapter, or a refusal to furnish or authorize the release of the test results requested by the Administrator in accordance with § 91.17(c) or (d) of this chapter, is grounds for:

(a) Denial of an application for a remote pilot certificate with a small UAS rating for a period of up to 1 year after the date of that refusal; or

(b) Suspension or revocation of a remote pilot certificate with a small UAS rating.

§ 107.61 Eligibility.

Subject to the provisions of §§ 107.57 and 107.59, in order to be eligible for a remote pilot certificate with a small UAS rating under this subpart, a person must:

(a) Be at least 16 years of age;

(b) Be able to read, speak, write, and understand the English language. If the applicant is unable to meet one of these requirements due to medical reasons, the FAA may place such operating limitations on that applicant's certificate as are necessary for the safe operation of the small unmanned aircraft;

(c) Not know or have reason to know that he or she has a physical or mental condition that would interfere with the safe operation of a small unmanned aircraft system; and

(d) Demonstrate aeronautical knowledge by satisfying one of the following conditions, in a manner acceptable to the Administrator:

(1) Pass an initial aeronautical knowledge test covering the areas of knowledge specified in § 107.73; or

(2) If a person holds a pilot certificate (other than a student pilot certificate) issued under part 61 of this chapter and meets the flight review requirements specified in § 61.56, complete training covering the areas of knowledge specified in § 107.74.

[Docket FAA-2015-0150, Amdt. 107-1, 81 FR 42209, June 28, 2016, as amended by Amdt. 107-8, 86 FR 4382, Jan. 15, 2021]

§ 107.63 Issuance of a remote pilot certificate with a small UAS rating.

An applicant for a remote pilot certificate with a small UAS rating under this subpart must make the application in a form and manner acceptable to the Administrator.

(a) The application must include either:

(1) Evidence showing that the applicant passed an initial aeronautical knowledge test. If applying using a paper application, this evidence must be an airman knowledge test report showing passage of the knowledge test; or

(2) If a person holds a pilot certificate (other than a student pilot certificate) issued under part 61 of this chapter and meets the flight review requirements specified in § 61.56, a certificate of completion of an initial training course under this part that covers the areas of knowledge specified in § 107.74.

(b) If the application is being made pursuant to paragraph (a)(2) of this section:

(1) The application must be submitted to the responsible Flight Standards office, a designated pilot examiner, an airman certification representative for a pilot school, a certificated flight instructor, or other person authorized by the Administrator;

(2) The person accepting the application submission must verify the identity of the applicant in a manner acceptable to the Administrator; and

(3) The person making the application must, by logbook endorsement or other manner acceptable to the Administrator, show the applicant meets the flight review requirements specified in § 61.56 of this chapter.

[Docket FAA-2015-0150, Amdt. 107-1, 81 FR 42209, June 28, 2016, as amended by Docket FAA-2018-0119, Amdt. 107-2, 83 FR 9172, Mar. 5, 2018; Amdt. 107-8, 86 FR 4382, Jan. 15, 2021]]

§ 107.64 Temporary certificate.

(a) A temporary remote pilot certificate with a small UAS rating is issued for up to 120 calendar days, at which time a permanent certificate will be issued to a person whom the Administrator finds qualified under this part.

(b) A temporary remote pilot certificate with a small UAS rating expires:

(1) On the expiration date shown on the certificate;

(2) Upon receipt of the permanent certificate; or

(3) Upon receipt of a notice that the certificate sought is denied or revoked.

§ 107.65 Aeronautical knowledge recency.

A person may not exercise the privileges of a remote pilot in command with small UAS rating unless that person has accomplished one of the following in a manner acceptable to the Administrator within the previous 24 calendar months:

(a) Passed an initial aeronautical knowledge test covering the areas of knowledge specified in § 107.73;

(b) Completed recurrent training covering the areas of knowledge specified in § 107.73; or

(c) If a person holds a pilot certificate (other than a student pilot certificate) issued under part 61 of this chapter and meets the flight review requirements specified in § 61.56, completed training covering the areas of knowledge specified in § 107.74.

(d) A person who has passed a recurrent aeronautical knowledge test in a manner acceptable to the Administrator or who has satisfied the training requirement of paragraph (c) of this section prior to April 6, 2021 within the previous 24 calendar months is considered to be in compliance with the requirement of paragraph (b) or (c) of this section, as applicable.

[Amdt. 107-8, 86 FR 4382, Jan. 15, 2021; 86 FR 13631, Mar. 10, 2021]

§ 107.67 Knowledge tests: General procedures and passing grades.

(a) Knowledge tests prescribed by or under this part are given by persons and in the manner designated by the Administrator.

(b) An applicant for a knowledge test must have proper identification at the time of application that contains the applicant's:

(1) Photograph;

(2) Signature;

(3) Date of birth, which shows the applicant meets or will meet the age requirements of this part for the certificate and rating sought before the expiration date of the airman knowledge test report; and

(4) Permanent mailing address. If the applicant's permanent mailing address is a post office box number, then the applicant must also provide a current residential address.

(c) The minimum passing grade for the knowledge test will be specified by the Administrator.

§ 107.69 Knowledge tests: Cheating or other unauthorized conduct.

(a) An applicant for a knowledge test may not:

(1) Copy or intentionally remove any knowledge test;

(2) Give to another applicant or receive from another applicant any part or copy of a knowledge test;

(3) Give or receive assistance on a knowledge test during the period that test is being given;

(4) Take any part of a knowledge test on behalf of another person;

(5) Be represented by, or represent, another person for a knowledge test;

(6) Use any material or aid during the period that the test is being given, unless specifically authorized to do so by the Administrator; and

(7) Intentionally cause, assist, or participate in any act prohibited by this paragraph.

(b) An applicant who the Administrator finds has committed an act prohibited by paragraph (a) of this section is prohibited, for 1 year after the date of committing that act, from:

(1) Applying for any certificate, rating, or authorization issued under this chapter; and

(2) Applying for and taking any test under this chapter.

(c) Any certificate or rating held by an applicant may be suspended or revoked if the Administrator finds that person has committed an act prohibited by paragraph (a) of this section.

§ 107.71 Retesting after failure.

An applicant for a knowledge test who fails that test may not reapply for the test for 14 calendar days after failing the test.

§ 107.73 Knowledge and training.

An initial aeronautical knowledge test and recurrent training covers the following areas of knowledge:

(a) Applicable regulations relating to small unmanned aircraft system rating privileges, limitations, and flight operation;

(b) Airspace classification, operating requirements, and flight restrictions affecting small unmanned aircraft operation;

(c) Aviation weather sources and effects of weather on small unmanned aircraft performance;

(d) Small unmanned aircraft loading;

(e) Emergency procedures;

(f) Crew resource management;

(g) Radio communication procedures;

(h) Determining the performance of the small unmanned aircraft;

(i) Physiological effects of drugs and alcohol;

(j) Aeronautical decision-making and judgment;

(k) Airport operations;

(l) Maintenance and preflight inspection procedures; and

(m) Operation at night.

[Amdt. 107-8, 86 FR 4383, Jan. 15, 2021]

§ 107.74 Small unmanned aircraft system training.

Training for pilots who hold a pilot certificate (other than a student pilot certificate) issued under part 61 of this chapter and meet the flight review requirements specified in § 61.56 covers the following areas of knowledge:

(a) Applicable regulations relating to small unmanned aircraft system rating privileges, limitations, and flight operation;

(b) Effects of weather on small unmanned aircraft performance;

(c) Small unmanned aircraft loading;

(d) Emergency procedures;

(e) Crew resource management;

(f) Determining the performance of the small unmanned aircraft;

(g) Maintenance and preflight inspection procedures; and

(h) Operation at night.

[Amdt. 107-8, 86 FR 4383, Jan. 15, 2021]

§ 107.77 Change of name or address.

(a) ***Change of name.*** An application to change the name on a certificate issued under this subpart must be accompanied by the applicant's:

(1) Remote pilot certificate with small UAS rating; and

(2) A copy of the marriage license, court order, or other document verifying the name change.

(b) The documents in paragraph (a) of this section will be returned to the applicant after inspection.

(c) ***Change of address.*** The holder of a remote pilot certificate with small UAS rating issued under this subpart who has made a change in permanent mailing address may not, after 30 days from that date, exercise the privileges of the certificate unless the holder has notified the FAA of the change in address using one of the following methods:

(1) By letter to the FAA Airman Certification Branch, P.O. Box 25082, Oklahoma City, OK 73125 providing the new permanent mailing address, or if the permanent mailing address includes a post office box number, then the holder's current residential address; or

(2) By using the FAA Web site portal at *www.faa.gov* providing the new permanent mailing address, or if the permanent mailing address includes a post office box number, then the holder's current residential address.

§ 107.79 Voluntary surrender of certificate.

(a) The holder of a certificate issued under this subpart may voluntarily surrender it for cancellation.

(b) Any request made under paragraph (a) of this section must include the following signed statement or its equivalent: “I voluntarily surrender my remote pilot certificate with a small UAS rating for cancellation. This request is made for my own reasons, with full knowledge that my certificate will not be reissued to me unless I again complete the requirements specified in §§ 107.61 and 107.63.”

Subpart D—Operations Over Human Beings

Source: Amdt. 107-8, 86 FR 4382, Jan. 15, 2021

§ 107.100 Applicability.

This subpart prescribes the eligibility and operating requirements for civil small unmanned aircraft to operate over human beings or over moving vehicles in the United States, in addition to those operations permitted by § 107.39(a) and (b).

§ 107.105 Limitations on operations over human beings.

Except as provided in §§ 107.39(a) and (b) and 107.145, a remote pilot in command may conduct operations over human beings only in accordance with the following, as applicable: § 107.110 for Category 1 operations; §§ 107.115 and 107.120 for Category 2 operations; §§ 107.125 and 107.130 for Category 3 operations; or § 107.140 for Category 4 operations.

§ 107.110 Category 1 operations.

To conduct Category 1 operations—

(a) A remote pilot in command must use a small unmanned aircraft that—

(1) Weighs 0.55 pounds or less on takeoff and throughout the duration of each operation under Category 1, including everything that is on board or otherwise attached to the aircraft; and

(2) Does not contain any exposed rotating parts that would lacerate human skin upon impact with a human being.

(b) No remote pilot in command may operate a small unmanned aircraft in sustained flight over open-air assemblies of human beings unless the operation meets the requirements of either § 89.110 or § 89.115(a) of this chapter.

[Amdt. 107-8, 86 FR 4382, Jan. 15, 2021, as amended by 86 FR 62473, Nov. 10, 2021]

§ 107.115 Category 2 operations: Operating requirements.

To conduct Category 2 operations—

(a) A remote pilot in command must use a small unmanned aircraft that—

(1) Is eligible for Category 2 operations pursuant to § 107.120(a);

(2) Is listed on an FAA-accepted declaration of compliance as eligible for Category 2 operations in accordance with § 107.160; and

(3) Is labeled as eligible to conduct Category 2 operations in accordance with § 107.120(b)(1).

(b) No remote pilot in command may operate a small unmanned aircraft in sustained flight over open-air assemblies of human beings unless the operation meets the requirements of either § 89.110 or § 89.115(a) of this chapter.

§ 107.120 Category 2 operations: Eligibility of small unmanned aircraft and other applicant requirements.

(a) To be eligible for use in Category 2 operations, the small unmanned aircraft must be designed, produced, or modified such that it—

(1) Will not cause injury to a human being that is equivalent to or greater than the severity of injury caused by a transfer of 11 foot-pounds of kinetic energy upon impact from a rigid object;

(2) Does not contain any exposed rotating parts that would lacerate human skin upon impact with a human being; and

(3) Does not contain any safety defects.

(b) The applicant for a declaration of compliance for a small unmanned aircraft that is eligible for use in Category 2 operations in accordance with paragraph (a) of this section, must meet all of the following requirements for the applicant's unmanned aircraft to be used in Category 2 operations:

(1) Display a label on the small unmanned aircraft indicating eligibility to conduct Category 2 operations. The label must be in English and be legible, prominent, and permanently affixed to the small unmanned aircraft.

(2) Have remote pilot operating instructions that apply to the operation of the small unmanned aircraft system. The applicant for a declaration of compliance must make available these instructions upon sale or transfer of the aircraft or use of the aircraft by someone other than the applicant who submitted a declaration of compliance pursuant to § 107.160. Such instructions must address, at a minimum—

(i) A system description that includes the required small unmanned aircraft system components, any system limitations, and the declared category or categories of operation;

(ii) Modifications that will not change the ability of the small unmanned aircraft system to meet the requirements for the category or categories of operation the small unmanned aircraft system is eligible to conduct; and

(iii) Instructions for how to verify and change the mode or configuration of the small unmanned aircraft system, if they are variable.

(3) Maintain a product support and notification process. The applicant for a declaration of compliance must maintain product support and notification procedures to notify the public and the FAA of—

(i) Any defect or condition that causes the small unmanned aircraft to no longer meet the requirements of this subpart; and

(ii) Any identified safety defect that causes the small unmanned aircraft to exceed a low probability of casualty.

§ 107.125 Category 3 operations: Operating requirements.

To conduct Category 3 operations, a remote pilot in command—

(a) Must use a small unmanned aircraft that—

(1) Is eligible for Category 3 operations pursuant to § 107.130(a);

(2) Is listed on an FAA-accepted declaration of compliance as eligible for Category 3 operations in accordance with § 107.160; and

(3) Is labeled as eligible for Category 3 operations in accordance with § 107.130(b)(1);

(b) Must not operate the small unmanned aircraft over open-air assemblies of human beings; and

(c) May only operate the small unmanned aircraft above any human being if operation meets one of the following conditions:

(1) The operation is within or over a closed- or restricted-access site and all human beings located within the closed- or restricted-access site must be on notice that a small unmanned aircraft may fly over them; or

(2) The small unmanned aircraft does not maintain sustained flight over any human being unless that human being is—

(i) Directly participating in the operation of the small unmanned aircraft; or

(ii) Located under a covered structure or inside a stationary vehicle that can provide reasonable protection from a falling small unmanned aircraft.

[Amdt. 107-8, 86 FR 4382, Jan. 15, 2021, as amended by 86 FR 62473, Nov. 10, 2021]

§ 107.130 Category 3 operations: Eligibility of small unmanned aircraft and other applicant requirements.

(a) To be eligible for use in Category 3 operations, the small unmanned aircraft must be designed, produced, or modified such that it—

(1) Will not cause injury to a human being that is equivalent to or greater than the severity of the injury caused by a transfer of 25 foot-pounds of kinetic energy upon impact from a rigid object;

(2) Does not contain any exposed rotating parts that would lacerate human skin upon impact with a human being; and

(3) Does not contain any safety defects.

(b) The applicant for a declaration of compliance for a small unmanned aircraft that is eligible for use in Category 3 operations in accordance with paragraph (a) of this section, must meet all of the following requirements for the applicant's small unmanned aircraft to be used in Category 3 operations:

(1) Display a label on the small unmanned aircraft indicating eligibility to conduct Category 3 operations. The label must be in English and be legible, prominent, and permanently affixed to the small unmanned aircraft.

(2) Have remote pilot operating instructions that apply to the operation of the small unmanned aircraft system. The applicant for a declaration of compliance must make available these instructions upon sale or transfer of the aircraft or use of the aircraft by someone other than the applicant who submitted a declaration of compliance pursuant to § 107.160. Such instructions must address, at a minimum—

(i) A system description that includes the required small unmanned aircraft system components, any system limitations, and the declared category or categories of operation;

(ii) Modifications that will not change the ability of the small unmanned aircraft system to meet the requirements for the category or categories of operation the small unmanned aircraft system is eligible to conduct; and

(iii) Instructions for how to verify and change the mode or configuration of the small unmanned aircraft system, if they are variable.

(3) Maintain a product support and notification process. The applicant for a declaration of compliance must maintain product support and notification procedures to notify the public and the FAA of—

(i) Any defect or condition that causes the small unmanned aircraft to no longer meet the requirements of this subpart; and

(ii) Any identified safety defect that causes the small unmanned aircraft to exceed a low probability of fatality.

§ 107.135 Labeling by remote pilot in command for Category 2 and 3 operations.

If a Category 2 or Category 3 label affixed to a small unmanned aircraft is damaged, destroyed, or missing, a remote pilot in command must label the aircraft in English such that the label is legible, prominent, and will remain on the small unmanned aircraft for the duration of the operation before conducting operations over human beings. The label must correctly identify the category or categories of operation over human beings that the small unmanned aircraft is qualified to conduct in accordance with this subpart.

§ 107.140 Category 4 operations.

(a) ***Remote pilot in command requirements.*** To conduct Category 4 operations—

(1) A remote pilot in command—

(i) Must use a small unmanned aircraft that is eligible for Category 4 operations pursuant to paragraph (b) of this section; and

(ii) Must operate the small unmanned aircraft in accordance with all operating limitations that apply to the small unmanned aircraft, as specified by the Administrator.

(2) No remote pilot in command may operate a small unmanned aircraft in sustained flight over open-air assemblies of human beings unless the operation meets the requirements of either § 89.110 or § 89.115(a) of this chapter.

(b) ***Small unmanned aircraft requirements for Category 4.*** To be eligible to operate over human beings under this section, the small unmanned aircraft must—

(1) Have an airworthiness certificate issued under part 21 of this chapter.

(2) Be operated in accordance with the operating limitations specified in the approved Flight Manual or as otherwise specified by the Administrator. The operating limitations must not prohibit operations over human beings.

(3) Have maintenance, preventive maintenance, alterations, or inspections performed in accordance with paragraph (c)(1) of this section.

(c) ***Maintenance requirements for Category 4.*** The owner must (unless the owner enters into an agreement with an operator to meet the requirements of this paragraph (c), then the operator must) meet the requirements of this paragraph (c):

(1) Ensure the person performing any maintenance, preventive maintenance, alterations, or inspections:

(i) Uses the methods, techniques, and practices prescribed in the manufacturer's current maintenance manual or Instructions for Continued Airworthiness that are acceptable to the Administrator, or other methods, techniques, and practices acceptable to the Administrator;

(ii) Has the knowledge, skill, and appropriate equipment to perform the work;

(iii) Performs the maintenance, preventive maintenance, or alterations on the small unmanned aircraft in a manner using the methods, techniques, and practices prescribed in the manufacturer's current maintenance manual or Instructions for Continued Airworthiness prepared by its manufacturer, or other methods, techniques, and practices acceptable to the Administrator;

(iv) Inspects the small unmanned aircraft in accordance with the manufacturer's instructions or other instructions acceptable to the Administrator; and

(v) Performs the maintenance, preventive maintenance, or alterations using parts of such a quality that the condition of the aircraft will be at least equal to its original or properly altered condition.

(2) Maintain all records of maintenance, preventive maintenance, and alterations performed on the aircraft and ensure the records are documented in a manner acceptable to the Administrator. The records must contain the description of the work performed, the date the work was completed, and the name of the person who performed the work.

(3) Maintain all records containing—

(i) The status of life-limited parts that are installed on, or part of, the small unmanned aircraft;

(ii) The inspection status of the aircraft; and

(iii) The status of applicable airworthiness directives including the method of compliance, the airworthiness directive number, and revision date. If the airworthiness directive involves recurring action, the record must contain the time and date of the next required action.

(4) Retain the records required under paragraphs (c)(2) and (3) of this section, as follows:

(i) The records documenting maintenance, preventive maintenance, or alterations performed must be retained for 1 year from when the work is completed or until the maintenance is repeated or superseded by other work.

(ii) The records documenting the status of life-limited parts, compliance with airworthiness directives, and inspection status of the small unmanned aircraft must be retained and transferred with the aircraft upon change in ownership.

(5) Ensure all records under paragraphs (c)(2) and (3) of this section are available for inspection upon request from the Administrator or any authorized representative of the National Transportation Safety Board (NTSB).

(d) ***Compliance with parts 43 and 91 of this chapter.*** Compliance with part 43 and part 91, subpart E, of this chapter fulfills the requirements in paragraphs (b)(3) and (c) of this section.

[Amdt. 107-8, 86 FR 4383, Jan. 15, 2021; 86 FR 13633, Mar. 10, 2021]

§ 107.145 Operations over moving vehicles.

No person may operate a small unmanned aircraft over a human being located inside a moving vehicle unless the following conditions are met:

(a) The operation occurs in accordance with § 107.110 for Category 1 operations; § 107.115 for Category 2 operations; § 107.125 for Category 3 operations; or § 107.140 for Category 4 operations.

(b) For an operation under Category 1, Category 2, or Category 3, the small unmanned aircraft, throughout the operation—

(1) Must remain within or over a closed- or restricted-access site, and all human beings located inside a moving vehicle within the closed- or restricted-access site must be on notice that a small unmanned aircraft may fly over them; or

(2) Must not maintain sustained flight over moving vehicles.

(c) For a Category 4 operation, the small unmanned aircraft must—

(1) Have an airworthiness certificate issued under part 21 of this chapter.

(2) Be operated in accordance with the operating limitations specified in the approved Flight Manual or as otherwise specified by the Administrator. The operating limitations must not prohibit operations over human beings located inside moving vehicles.

§ 107.150 Variable mode and variable configuration of small unmanned aircraft systems.

A small unmanned aircraft system may be eligible for one or more categories of operation over human beings under this subpart, as long as a remote pilot in command cannot inadvertently switch between modes or configurations.

§ 107.155 Means of compliance.

(a) ***Establishment of compliance.*** To meet the requirements of § 107.120(a) for operations in Category 2, or the requirements of § 107.130(a) for operations in Category 3, the means of compliance must consist of test, analysis, or inspection.

(b) ***Required information.*** An applicant requesting FAA acceptance of a means of compliance must submit the following information to the FAA in a manner specified by the Administrator:

(1) ***Procedures.*** Detailed description of the means of compliance, including applicable test, analysis, or inspection procedures to demonstrate how the small unmanned aircraft meets the requirements of § 107.120(a) for operations in Category 2 or the requirements of § 107.130(a) for operations in Category 3. The description should include conditions, environments, and methods, as applicable.

(2) ***Compliance explanation.*** Explanation of how application of the means of compliance fulfills the requirements of § 107.120(a) for operations in Category 2 or the requirements of § 107.130(a) for operations in Category 3.

(c) ***FAA acceptance.*** If the FAA determines the applicant has demonstrated compliance with paragraphs (a) and (b) of this section, it will notify the applicant that it has accepted the means of compliance.

(d) ***Rescission.***

(1) A means of compliance is subject to ongoing review by the Administrator. The Administrator may rescind its acceptance of a means of compliance if the Administrator determines that a means of compliance does not meet any or all of the requirements of this subpart.

(2) The Administrator will publish a notice of rescission in the FEDERAL REGISTER.

(e) ***Inapplicability of part 13, subpart D, of this chapter.*** Part 13, subpart D, of this chapter does not apply to the procedures of paragraph (a) of this section.

§ 107.160 Declaration of compliance.

(a) ***Required information.*** In order for an applicant to declare a small unmanned aircraft is compliant with the requirements of this subpart for Category 2 or Category 3 operations, an applicant must submit a declaration of compliance for acceptance by the FAA, in a manner specified by the Administrator, that includes the following information:

(1) Applicant's name;

(2) Applicant's physical address;

(3) Applicant's email address;

(4) The small unmanned aircraft make and model name, and series, if applicable;

(5) The small unmanned aircraft serial number or range of serial numbers that are the subject of the declaration of compliance;

(6) Whether the declaration of compliance is an initial declaration or an amended declaration;

(7) If the declaration of compliance is an amended declaration, the reason for the re-submittal;

(8) The accepted means of compliance the applicant used to fulfill requirements of § 107.120(a) or § 107.130(a) or both;

(9) A declaration that the applicant—

(i) Has demonstrated that the small unmanned aircraft, or specific configurations of that aircraft, satisfies § 107.120(a) or § 107.130(a) or both, through the accepted means of compliance identified in paragraph (a)(8) of this section;

(ii) Has verified that the unmanned aircraft does not contain any safety defects;

(iii) Has satisfied § 107.120(b)(3) or § 107.130(b)(3), or both; and

(iv) Will, upon request, allow the Administrator to inspect its facilities, technical data, and any manufactured small unmanned aircraft and witness any tests necessary to determine compliance with this subpart; and

(10) Other information as required by the Administrator.

(b) ***FAA acceptance.*** If the FAA determines the applicant has demonstrated compliance with the requirements of this subpart, it will notify the applicant that it has accepted the declaration of compliance.

(c) ***Notification of a safety issue.*** Prior to initiating rescission proceedings pursuant to paragraphs (d)(1) through (3) of this section, the FAA will notify the applicant if a safety issue has been identified for the declaration of compliance.

(d) ***Rescission.***

(1) No person may operate a small unmanned aircraft identified on a declaration of compliance that the FAA has rescinded pursuant to this subpart while that declaration of compliance is rescinded.

(2) The FAA may rescind a declaration of compliance if any of the following conditions occur:

(i) A small unmanned aircraft for which a declaration of compliance was accepted no longer complies with § 107.120(a) or § 107.130(a);

(ii) The FAA finds a declaration of compliance is in violation of § 107.5(a); or

(iii) The Administrator determines an emergency exists related to safety in accordance with the authority in 49 U.S.C. 46105.

(3) If a safety issue identified under paragraph (c) of this section has not been resolved, the FAA may rescind the declaration of compliance as follows:

(i) The FAA will issue a notice proposing to rescind the declaration of compliance. The notice will set forth the Agency's basis for the proposed rescission and provide the holder of the declaration of compliance with 30 calendar days from the date of issuance of the proposed notice to submit evidentiary information to refute the proposed notice.

(ii) The holder of the declaration of compliance must submit information demonstrating how the small unmanned aircraft meets the requirements of this subpart within 30 calendar days from the date of issuance of the proposed notice.

(iii) If the FAA does not receive the information required by paragraph (d)(3)(ii) of this section within 30 calendar days from the date of the issuance of the proposed notice, the FAA will issue a notice rescinding the declaration of compliance.

(4) If the Administrator determines that an emergency exists in accordance with paragraph (d)(2)(iii) of this section, the FAA will exercise its authority under 49 U.S.C. 46105(c) to issue an order rescinding a declaration of compliance without initiating the process in paragraph (d)(3) of this section.

(e) ***Petition to reconsider the rescission of a declaration of compliance.*** A person subject to an order of rescission under paragraph (d)(3) of this section may petition the FAA to reconsider the rescission of a declaration of compliance by submitting a request to the FAA in a manner specified by the Administrator within 60 days of the date of issuance of the rescission.

(1) A petition to reconsider the rescission of a declaration of compliance must demonstrate at least one of the following:

(i) A material fact that was not present in the original response to the notification of the safety issue and an explanation for why it was not present in the original response;

(ii) The FAA made a material factual error in the decision to rescind the declaration of compliance; or

(iii) The FAA did not correctly interpret a law, regulation, or precedent.

(2) Upon consideration of the information submitted under paragraph (e)(1) of this section, the FAA will issue a notice either affirming the rescission or withdrawing the rescission.

(f) ***Inapplicability of part 13, subpart D, of this chapter.*** Part 13, subpart D, of this chapter does not apply to the procedures of paragraphs (d) and (e) of this section.

§ 107.165 Record retention.

(a) A person who submits a declaration of compliance under this subpart must retain and make available to the Administrator, upon request, the information described in paragraph (a)(1) of this section for the period of time described in paragraph (a)(2) of this section.

(1) All supporting information used to demonstrate the small unmanned aircraft meets the requirements of §§ 107.120(a), for operations in Category 2, and 107.130(a), for operations in Category 3.

(2) The following time periods apply:

(i) If the person who submits a declaration of compliance produces a small unmanned aircraft, that person must retain the information described in paragraph (a)(1) of this section for two years after the cessation of production of the small unmanned aircraft system for which the person declared compliance.

(ii) If the person who submits a declaration of compliance designs or modifies a small unmanned aircraft, that person must retain the information described in paragraph (a)(1) of this section for two years after the person submitted the declaration of compliance.

(b) A person who submits a means of compliance under this subpart must retain and make available to the Administrator, upon request, and for as long as the means of compliance remains accepted, the detailed description of the means of compliance and justification showing how the means of compliance meets the requirements of §§ 107.120(a), for operations in Category 2, and 107.130(a), for operations in Category 3.

Subpart E—Waivers

§ 107.200 Waiver policy and requirements.

(a) The Administrator may issue a certificate of waiver authorizing a deviation from any regulation specified in § 107.205 if the Administrator finds that a proposed small UAS operation can safely be conducted under the terms of that certificate of waiver.

(b) A request for a certificate of waiver must contain a complete description of the proposed operation and justification that establishes that the operation can safely be conducted under the terms of a certificate of waiver.

(c) The Administrator may prescribe additional limitations that the Administrator considers necessary.

(d) A person who receives a certificate of waiver issued under this section:

(1) May deviate from the regulations of this part to the extent specified in the certificate of waiver; and

(2) Must comply with any conditions or limitations that are specified in the certificate of waiver.

§ 107.205 List of regulations subject to waiver.

A certificate of waiver issued pursuant to § 107.200 may authorize a deviation from the following regulations of this part:

(a) Section 107.25—Operation from a moving vehicle or aircraft. However, no waiver of this provision will be issued to allow the carriage of property of another by aircraft for compensation or hire.

(b) Section 107.29(a)(2) and (b)—Anti-collision light required for operations at night and during periods of civil twilight.

(c) Section 107.31—Visual line of sight aircraft operation. However, no waiver of this provision will be issued to allow the carriage of property of another by aircraft for compensation or hire.

(d) Section 107.33—Visual observer.

(e) Section 107.35—Operation of multiple small unmanned aircraft systems.

(f) Section 107.37(a)—Yielding the right of way.

(g) Section 107.39—Operation over people.

(h) Section 107.41—Operation in certain airspace.

(i) Section 107.51—Operating limitations for small unmanned aircraft.

(j) Section 107.145—Operations over moving vehicles.

[Docket FAA-2015-0150, Amdt. 107-1, 81 FR 42209, June 28, 2016, as amended by Amdt. 107-8, 86 FR 4387, Jan. 15, 2021]

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

Subject:	Discussion and Direction Regarding Community Projects and Capital Improvement Priorities for State and Federal Legislative Funding Opportunities
Meeting Date:	Thursday, November 19, 2026
From:	Seam Brewer, City Manager
Prepared by:	Sean Brewer, City Manager

I. RECOMMENDATION:

Staff recommends that the City Council discuss potential community enhancement and capital improvement projects and provide direction regarding projects the City should consider advancing for future state and federal funding opportunities, including legislative advocacy efforts in Sacramento, Washington, D.C., and the Fresno Council of Governments (Fresno COG) One Voice advocacy program

II. BACKGROUND:

Each year, the City of Coalinga has opportunities to advocate for funding assistance through its state and federal elected representatives, legislative appropriations, grant programs, and regional advocacy initiatives such as Fresno COG's One Voice program.

Historically, the City's funding requests have focused primarily on critical infrastructure improvements, including water treatment facilities, utility system rehabilitation, and municipal airport improvements. These projects remain important to maintaining essential public services, protecting public safety, and supporting the City's long-term operational needs.

However, during previous City Council discussions, there has been considerable interest in expanding the City's legislative funding priorities to include more community-facing projects that directly enhance the quality of life for Coalinga residents.

These types of projects could include improvements to parks, recreational facilities, community gathering spaces, youth amenities, cultural and historical facilities, and other public spaces that provide visible and meaningful benefits to residents.

As the City begins preparing for future legislative advocacy opportunities, staff believes it would be beneficial to engage the City Council in a broader discussion regarding potential projects that should be considered for outside funding assistance.

The purpose of this discussion is to try and establish a final ranked list of projects, and provide staff with direction to begin evaluating potential project scopes, estimated costs, partnerships, and funding opportunities that would be to a level appropriate for discussion with State and Federal officials during our annual visits.

III. DISCUSSION:

Staff has identified several potential projects based on previous Council discussions, community interests, existing City initiatives, and previously developed infrastructure funding requests.

The following projects are intended to serve as a starting point for discussion and are not presented in any particular order of priority.

COMMUNITY ENHANCEMENT AND RECREATIONAL PROJECTS

Community Swimming Pool Rehabilitation and Improvements
Rehabilitation and modernization of the existing community swimming pool, potentially including structural and mechanical improvements, replacement or installation of a new waterslide, updated recreational amenities, and improvements that enhance the overall aquatic experience.

Watanabe Park Development
Development and enhancement of Watanabe Park to create additional recreational opportunities and improve neighborhood amenities. Potential improvements could include playground equipment, shade structures, connection to the City trail paths, landscaping, picnic facilities, lighting, and other park amenities. The scope of improvements would be determined through further Council discussion and community engagement.

Veterans Memorial Park Improvements
Enhancement of Veterans Memorial Park, including the potential development of a Veterans Memorial Wall to recognize and honor local military veterans. Additional improvements could include landscaping, lighting, seating, pedestrian access, and other features that create a welcoming space for community recognition and remembrance.

Skate Park Shade and Facility Improvements
Installation of permanent shade structures at the existing skate park to improve comfort and usability during the warmer months. Additional improvements could include seating, drinking fountains, lighting, and other recreational amenities.

Outdoor Food Court and Community Gathering Space
Funding to construct the City's proposed outdoor food court as a permanent community gathering destination.

New Community Center – Partnership with CHRPD
Exploration of a new community center in partnership with the Coalinga-Huron Recreation and Park District (CHRPD). The facility could provide flexible indoor space for youth programs, senior activities, recreational programming, community meetings, educational opportunities, and special events. A partnership could allow the City and CHRPD to coordinate resources and pursue funding opportunities for a facility that serves residents of Coalinga and the surrounding area.

Historic City Hall Rehabilitation
Rehabilitation and adaptive reuse of the former City Hall building to accommodate municipal services. The project could preserve an existing public facility while expanding the City's ability to provide services to residents.

Regional Fairgrounds and Multi-Use Event Facility
Exploration of a regional fairgrounds or multi-use event facility capable of accommodating community festivals, autocross/rallycross, swap meets, recreational activities, entertainment, and other regional gatherings.

EXISTING INFRASTRUCTURE AND CAPITAL IMPROVEMENT PROJECTS

In addition to the community enhancement projects identified above, the City has previously developed a list of infrastructure projects for consideration through federal appropriations and other funding opportunities.

These projects remain relevant to the City's long-term infrastructure needs and should continue to be considered as part of its overall legislative advocacy strategy.

Project	Previous Funding Estimate
Water Treatment Plant Filtration System Improvements	$1,500,000
Water Treatment Plant Wash Water Tank Replacement	$2,240,000
Water Treatment Plant Sludge Drying Bed Improvements	$2,250,000
Water Treatment Plant Flocculation Basin Rehabilitation	$2,250,000
Water System SCADA Upgrades	$1,000,000
Critical Natural Gas Mainline Replacement	$1,250,000

These improvements are intended to address aging infrastructure, system reliability, public safety, and the continued delivery of essential utility services.

Municipal Airport Improvements

Project	Previous Funding Estimate
Runway Rehabilitation and Reconstruction	$1,500,000
New Aircraft Hangar Construction	$1,200,000
Airfield Lighting and Signage Improvements	$100,000

These projects support the long-term operational sustainability of the Coalinga Municipal Airport, aviation safety, emergency response capabilities, and economic development opportunities.

DEVELOPMENT OF LEGISLATIVE FUNDING PRIORITIES

While the City has numerous capital and community enhancement needs, the availability of legislative funding is limited, and individual funding programs often have specific eligibility requirements.

Staff believes it is important to develop a manageable collection of projects that can be effectively communicated to the City's legislative representatives and regional partners.

The City may benefit from maintaining a balanced portfolio of projects that includes both community enhancement opportunities and essential infrastructure improvements.

As potential projects are further evaluated, staff would consider the following factors:

- **Community Benefit**
- **Project Readiness**.
- **Funding Opportunities**.
- **Financial Considerations**
- **Partnership Opportunities**
- **Long-Term Community Value**

Not all projects will be appropriate for every funding opportunity. Some may be better suited for state legislative requests, while others may align more closely with federal appropriations or regional advocacy initiatives.

IV. ALTERNATIVES:

- None at this time as this agenda item is designed to facilitate feedback from the Council.

V. FISCAL IMPACT:

There is no direct fiscal impact associated with this discussion item.

Any future project development, grant applications, design activities, matching funds, or capital expenditures would be evaluated separately and brought before the City Council for consideration and approval as appropriate.

ATTACHMENTS:

File Name	Description
No Attachments Available	

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

Subject:	Review and Discussion of Proposed Administrative Guidelines for City Press Releases and Public-Facing Communications
Meeting Date:	Thursday, November 19, 2026
From:	Sean Brewer, City Manager
Prepared by:	Sean Brewer, City Manager

I. RECOMMENDATION:

Staff recommends that the City Council review and provide input on the proposed Administrative Public Communication Guidelines intended to improve the clarity, consistency, accessibility, and effectiveness of City press releases, public notices, social media announcements, and other public-facing communications.

This item is presented for discussion and Council input. No formal adoption is requested.

II. BACKGROUND:

At the request of Mayor Vosburg, staff has prepared proposed administrative guidelines addressing the City's approach to preparing and distributing press releases and other public-facing communications.

The request identified opportunities to improve how information is presented to the community, particularly regarding the length, readability, formatting, and overall effectiveness of communications distributed through the City's social media platforms.

The City regularly communicates important information to residents regarding municipal projects, public safety, infrastructure improvements, service interruptions, community events, policy changes, and other matters of public interest. These communications serve an important role in keeping residents informed, establishing reasonable expectations, and maintaining public trust.

While the subject matter and circumstances of these communications vary, establishing a consistent set of administrative guidelines can help ensure information is communicated clearly, accurately, and in a manner that is accessible to the general public.

III. DISCUSSION:

Staff has developed proposed Administrative Public Communication Guidelines that establish practical standards and best practices for preparing public-facing communications.

The intent is not to create a rigid policy or unnecessarily complicate the City's communication process, but rather to establish a common framework that staff can apply when preparing information for public distribution and set expectations of what the council and public should expect from communications from the City.

IV. ALTERNATIVES:

None at this time, Staff is looking for some feedback on the guidelines.

V. FISCAL IMPACT:

There is no anticipated direct fiscal impact associated with the proposed administrative guidelines. Implementation would be accomplished using existing staff resources and communication platforms.

ATTACHMENTS:

File Name	Description
Guidelines_for_Public_Facing_Communication.pdf	Guidelines for Public Facing Communication

CITY OF COALINGA

ADMINISTRATIVE PUBLIC COMMUNICATION GUIDELINES

Press Releases | Social Media | Public Notices | Community Announcements

Issuing Authority: City Manager's Office
Effective Date: November 6, 2026
Applies To: All City departments and personnel responsible for preparing or distributing public-facing communications

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1. PURPOSE

The purpose of these guidelines is to establish a consistent, practical approach to preparing and distributing public information on behalf of the City of Coalinga.

The City is committed to communicating with residents in a manner that is clear, accurate, timely, transparent, and easy to understand.

These guidelines are intended to assist staff in preparing press releases, social media announcements, public notices, project updates, service notifications, community event announcements, and other public-facing communications.

The guidelines establish administrative best practices rather than rigid formatting requirements. Communications should be tailored to the circumstances, intended audience, and importance of the information being shared.

Our guiding principle:

Every public communication should help residents understand what is happening, why it matters, and what they need to know or do.

2. CORE COMMUNICATION PRINCIPLES

All City communications should follow five fundamental principles.

A. Clarity

Use plain, direct language that can be easily understood by the general public.

- Avoid unnecessary government jargon, technical terminology, and acronyms.
- Use short sentences and organized paragraphs.
- Present the most important information first.
- Explain complicated issues in familiar terms.

B. Accuracy

Ensure information is factual, current, and verified before publication.

- Confirm dates, times, locations, costs, and project details.
- Distinguish between confirmed information and estimates.
- Do not speculate or make unsupported statements.
- Correct inaccurate information promptly.

C. Transparency

Provide sufficient context for residents to understand the circumstances surrounding an announcement.

- Explain limitations, delays, and uncertainties when relevant.
- Do not create misleading impressions through incomplete information.
- Clearly distinguish completed work from planned or ongoing work.
- Acknowledge challenges while explaining the City's response.

D. Relevance

Focus on the information that matters most to residents.

- Explain how the announcement affects the community.
- Identify any impacts on services, access, safety, or daily activities.
- Highlight the public benefit when announcing investments or improvements.
- Provide clear next steps when action is needed.

E. Consistency

Maintain a consistent message across all official City communication channels.

- Ensure departments are communicating the same essential facts.
- Use consistent terminology, dates, and project descriptions.
- Adapt the length and presentation to the platform without changing the underlying message.
- Use established City branding and communication formats.

3. FIVE QUESTIONS EVERY COMMUNICATION SHOULD ADDRESS

Before preparing an announcement, staff should consider the following:

Question	Information to Convey
What?	What is happening or being announced?
Why?	Why is it happening, and why does it matter?
Who?	Who is involved or affected?
When and Where?	When will it occur, and where does it apply?
What's Next?	What should residents expect or do?

Not every announcement requires a detailed response to all five questions. However, communications should include the information necessary for residents to understand the message without having to seek additional clarification.

4. MATCH THE MESSAGE TO THE SITUATION

Different circumstances require different communication approaches. Staff should consider the following standards when developing public information.

A. Positive Announcements and City Accomplishments

Primary objective: Inform the public of progress and explain the community benefit.

Recommended approach:

- Lead with the accomplishment or milestone.
- Explain why the achievement is important.
- Identify benefits to residents or City services.
- Recognize funding partners or contributors when appropriate.
- Explain the next steps, if applicable.

Avoid exaggerated language or presenting anticipated benefits as guaranteed outcomes.

B. Project Updates, Delays, and Partial Openings

Primary objective: Provide an accurate status update and establish reasonable public expectations.

Recommended approach:

- Identify what has been completed.
- Explain what remains unfinished.
- Describe delays or limitations when relevant.
- Provide anticipated timelines when reasonably supported.
- Explain what residents can expect in the meantime.

Important: Never announce a project or facility as fully complete or operational when significant limitations remain.

C. Public Safety and Emergency Communications

Primary objective: Communicate essential information quickly and identify any immediate public action required.

Recommended approach:

- Lead with the action residents need to take.
- Clearly identify affected areas.
- Use verified information from the responsible department or incident command.
- Explain where residents can obtain official updates.
- Provide additional information as it becomes available.

Avoid speculation, unnecessary details, or statements that could interfere with emergency operations.

Emergency notifications shall follow applicable City emergency communication and incident command procedures.

D. Service Interruptions and Infrastructure Work

Primary objective: Explain the impact on residents and what they should expect.

Recommended approach:

- Identify the affected service, street, or facility.
- Explain the anticipated duration, if known.
- Describe any temporary restrictions or service interruptions.

- Identify available alternatives when applicable.
- Provide contact information or an update source.

When a restoration time is uncertain, communicate that uncertainty rather than providing an unsupported estimate.

E. Sensitive, Controversial, or Complex Issues

Primary objective: Present factual information in a balanced, professional, and transparent manner.

Recommended approach:

- Clearly identify the issue or concern.
- Provide relevant background and verified facts.
- Explain the City's role, responsibilities, and actions.
- Identify applicable limitations or considerations.
- Explain the next steps or opportunities for public participation.

Avoid defensive, argumentative, dismissive, or unnecessarily political language.

City communications should explain decisions and actions without attacking individuals, organizations, or differing viewpoints.

F. Community Events and Public Participation

Primary objective: Encourage awareness and participation by providing complete event information.

Recommended approach:

- Lead with the event name and purpose.
- Clearly identify the date, time, and location.
- Explain who may participate.
- Include registration, fees, accessibility, or other important details.
- Provide a contact or website for additional information.

G. Policy and Ordinance Changes

Primary objective: Help residents understand what is changing and how it may affect them.

Recommended approach:

- Explain the proposed or adopted change in plain language.

- Identify why the change is being considered.
- Describe who may be affected.
- Distinguish proposals from final Council actions.
- Identify effective dates and opportunities for public input.

Avoid relying exclusively on ordinance numbers, legal terminology, or lengthy excerpts from municipal code provisions.

5. WRITING AND CONTENT STANDARDS

A. Lead With the Most Important Information

- Place the most important facts at the beginning of the communication.
- A reader should generally understand the main point within the first two sentences.
- Supporting details, background information, and additional context should follow.

B. Use Plain Language

- Write for the general public rather than an internal government audience.
- As a general goal, use language understandable at approximately an eighth-grade reading level when practical.
- Use active voice and familiar terminology.

For example:

> **Instead of:** "The municipality will commence rehabilitation activities associated with the existing transportation infrastructure."
>
> **Use:** "The City will begin repairing the roadway."

C. Be Specific

- Use concrete information whenever possible.

Instead of: "Improvements will begin in the near future."

Use: "Construction is expected to begin in November, pending final contractor scheduling."

D. Avoid Overpromising

Do not present tentative dates, anticipated funding, pending approvals, or future actions as guaranteed outcomes.

Appropriate qualifying language may include:

- "Construction is anticipated to begin..."
- "Pending final approval..."

- "The City expects..."
- "The schedule remains subject to weather conditions..."
- "An estimated completion date has not yet been established."

Qualifying language should be used when necessary, not as a substitute for providing available information.

E. Keep Communications Concise

Provide enough information for the public to understand the announcement without adding unnecessary background or repetition.

As general drafting targets:

- **Social media:** A short summary, generally 50–150 words for routine announcements.
- **Press releases:** Generally one page, or approximately 300–500 words, when the subject allows. In cases of long press releases, summarize the press release and provide a link to the full press release to capture the readers attention on the main facts.
- **Public notices:** As brief as practical while including all required information.
- **Project updates:** Focus on current status, impacts, and next steps.

These are guidelines, not strict word limits. Complex or legally required communications may need additional detail.

F. Maintain a Professional and Constructive Tone

- Communications should be informative, respectful, and appropriate for an official government agency.
- Avoid excessive promotional language, unnecessary exclamation marks, emotionally charged statements, and unsubstantiated claims.
- The City may appropriately celebrate accomplishments and recognize community partnerships while maintaining credibility and professionalism.

6. FORMAT AND PRESENTATION STANDARDS

A. Press Releases

Press releases should generally include:

1. Clear and informative headline.
2. Release date.
3. Brief opening paragraph summarizing the announcement.
4. Supporting facts and relevant background.

5. Community impact or public benefit.
6. Next steps, when applicable.
7. City contact information.

Use short paragraphs and subheadings when helpful. Longer releases should be available on the City's website in a readable format.

B. Social Media

Social media should be designed for quick understanding, particularly on mobile devices.

Staff should:

- Use a clear opening statement or headline.
- Keep the main message concise.
- Use photographs or graphics that support the announcement.
- Avoid excessive text within graphics.
- Provide links to complete information when appropriate.
- Ensure critical details are included in the post itself.

Preferred practice: When distributing a detailed press release, prepare a shorter social media summary with a link to the full release rather than posting the entire document as an image.

C. Public Notices and Flyers

Public notices and flyers should make essential information immediately visible.

Priority information should include:

- Purpose of the notice or event.
- Date and time.
- Location or affected area.
- Required public action.
- Contact information or additional resources.

Use readable fonts, appropriate spacing, consistent City branding, and sufficient contrast between text and backgrounds.

Do not bury important restrictions, conditions, or limitations in small print.

D. Accessibility

Public-facing communications should be accessible to the widest practical audience.

Staff should:

- Use readable font sizes and clear visual layouts.
- Provide descriptive text for meaningful images.
- Avoid communicating essential information solely through graphics.
- Use accessible digital documents when practical.
- Provide translated information or language assistance when appropriate to the audience and circumstances.
- Ensure official public notices comply with applicable legal accessibility and publication requirements.

7. STANDARD COMMUNICATION REVIEW PROCESS

The following process should be used as a general administrative framework.

Step 1 — Prepare

The responsible department identifies the purpose, audience, key facts, public impacts, and intended message.

Step 2 — Verify

Confirm the accuracy of factual statements, dates, locations, project status, and other important details.

Step 3 — Review

Evaluate the communication for clarity, completeness, tone, public expectations, and consistency with these guidelines.

Step 4 — Approve

Obtain the appropriate level of administrative review based on the significance and sensitivity of the announcement.

Routine communications may be processed through established departmental and communications procedures.

Significant policy announcements, sensitive issues, major project developments, or communications with potential legal implications should receive additional review by the City Manager's Office and City Attorney when appropriate.

Step 5 — Publish

Distribute the announcement through the appropriate City channels, using formats suitable for each platform.

Step 6 — Follow Up

Monitor public interaction and provide clarification or corrections when necessary.

For ongoing projects or incidents, provide additional updates when meaningful new information becomes available.

8. EXAMPLES OF EFFECTIVE PUBLIC COMMUNICATION

Example 1 — Project Opening with Limitations

Less Effective:

"The City is excited to announce the grand opening of Ramsey Park and the new splash pad this Saturday!"

More Effective:

"The City will celebrate the opening of Ramsey Park's new green space and gazebo this Saturday. Residents will also have an opportunity to enjoy a special preview of the splash pad, which will operate temporarily on generator power. Permanent electrical service is not yet available, so the splash pad will close following the preview, with a full opening planned for spring."

Why it works: The announcement recognizes the milestone while explaining what is available, what remains incomplete, and what residents should expect.

Example 2 — Road Construction

Less Effective:

"Public Works will be conducting infrastructure improvements next week. Please plan accordingly."

More Effective:

"Road repairs are scheduled to begin Monday on [Street Name] between [Cross Streets]. Drivers should expect temporary lane closures between 7 a.m. and 4 p.m. The work is intended to improve roadway conditions, and access to nearby properties will be maintained."

Why it works: The announcement explains the location, timing, purpose, and anticipated impact.

Example 3 — Community Concern

Less Effective:

"The City is aware of traffic concerns and will continue monitoring the situation."

More Effective:

"The City has received concerns about speeding along Monroe Street. The Police and Public Works Departments will evaluate traffic conditions through additional patrols and speed monitoring. The information collected will help determine whether additional traffic safety measures should be considered."

Why it works: The message acknowledges the concern, identifies a specific response, and avoids promising an outcome before an evaluation is completed.

Example 4 — Service Interruption

Less Effective:

"Water service may be temporarily unavailable due to maintenance."

More Effective:

"Water service will be temporarily interrupted for customers in [Affected Area] on [Date] between approximately [Start Time] and [End Time] while crews complete necessary repairs. Customers are encouraged to plan accordingly. The City will provide an update if the restoration schedule changes."

Why it works: Residents understand whether they are affected, how long the interruption may last, and what to expect.

9. PREPUBLICATION CHECKLIST

Before distributing a public-facing communication, staff should confirm the following:

- The main message is clear within the first two sentences.
- The communication explains why the information matters to residents.
- Important dates, locations, costs, and factual statements have been verified.
- Completed actions are clearly distinguished from estimates or future plans.
- Any limitations, delays, or conditions are explained when relevant.
- The language is clear, professional, and free of unnecessary jargon.
- The format is appropriate for the communication platform.
- Graphics and text are readable and accessible.
- The public knows what to expect or do next, if applicable.
- Appropriate administrative review has been completed.

10. ADMINISTRATION AND IMPLEMENTATION

These guidelines shall be administered through the City Manager's Office and implemented by departments responsible for preparing and distributing public information.

The City Manager's Office may establish standard templates, coordinate departmental communications, and provide additional direction when appropriate.

Department heads are responsible for ensuring that information originating from their departments is accurate and that staff follow established administrative communication procedures.

These guidelines do not supersede applicable laws, required public noticing procedures, emergency communication protocols, personnel confidentiality requirements, or other established City policies.

The guidelines may be updated administratively as communication needs, technology, and best practices evolve.

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

Subject:	Discussion and Direction regarding City Council Apparel and Lapel Pin Purchases
Meeting Date:	Thursday, November 19, 2026
From:	Sean Brewer, City Manager
Prepared by:	Sean Brewer, City Manager

I. RECOMMENDATION:

No Staff recommendation. This item was requested by Mayor Vosburg as a Future Agenda Item to provide the City Council with information on pricing and options for City-branded polo shirts, short- and long-sleeve T-shirts, and lapel pins.

Council is being asked whether they would like to move forward with the purchase. If approved, staff will work with each Councilmember individually to determine their preferred items, colors, and sizes.

II. BACKGROUND:

Mayor Vosburg requested information on purchasing City-branded apparel and lapel pins for Councilmembers to wear at City functions, community events, conferences, and other official activities.

Staff obtained pricing from JH Tackett Marketing and researched comparable options through VistaPrint for polo shirts, short- and long-sleeve T-shirts, and lapel pins.

The apparel would feature the City of Coalinga logo on the left chest, with colors limited to shades of blue and gray to maintain a consistent, professional appearance.

III. DISCUSSION:

Apparel Options and Pricing

Apparel Style	JH Tackett	VistaPrint
Sport-Tek Micropique Sport-Wick Polo	$37.96–$39.96	$42.79
Nike Dri-FIT Polo	$85.46–$87.46	$44.99–$74.99
Gildan Short-Sleeve T-Shirt	$16.90–$18.90	$4.24–$11.19
BELLA+CANVAS Short-Sleeve T-Shirt	$19.60–$21.60	$22.49
Gildan Long-Sleeve T-Shirt	$22.96–$24.96	$12.00–$17.99
BELLA+CANVAS Long-Sleeve T-Shirt	$29.36–$31.36	$35.99

Prices are per shirt and vary depending on style, size, and quantity. Some comparable products differ slightly between vendors.

As an alternative to the long-sleeve T-shirt, Council may also want to consider a long-sleeve quarter-zip pullover, which would provide a slightly dressier option for cooler weather and City events.

Logo Application

JH Tackett advised that embroidery requires a minimum order of 48 pieces and recommended Direct-to-Garment (DTG) or Direct-to-Film (DTF) printing for smaller orders. VistaPrint does not have a minimum order requirement for embroidered polos.
The City has previously used DTF printing. Embroidery would be preferred for polos.

Lapel Pins
JH Tackett provided a quote of $216.96 for 25 custom lapel pins, including magnetic backings, setup, and tax. The pins are 0.75 inches, available in gold or silver finishes, and can be worn without damaging clothing.

VistaPrint does not offer custom lapel pins.

Estimated Cost

For budgeting purposes, staff estimated the cost of providing each Councilmember with two polos, two short-sleeve T-shirts, and one long-sleeve T-shirt.

Description	Estimated Cost
Apparel per Councilmember	$133–$251
Apparel for all five Councilmembers	$665–$1,255
Lapel pins (25)	$216.96
Estimated Total	**$882–$1,472**

Staff will bring examples of the shirts and other product at the meeting for the council to see. Once determined the Clerk will work with each council member on their orders.

IV. ALTERNATIVES:

Estimates are based on the apparel options presented and do not include all applicable taxes or shipping. Substituting quarter-zip pullovers would affect the final cost.

The overall estimated cost of providing all five Councilmembers with the proposed apparel and lapel pins is approximately $882–$1,472, depending on the items selected.

V. FISCAL IMPACT:

The purchase could be covered using available funds from the Councilmembers' training and travel budgets.

If Council would like to make this an annual purchase, staff could include funding in the next fiscal year's budget.

ATTACHMENTS:

File Name	Description

No Attachments Available

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

Subject:	Discussion, Direction, and Potential Scheduling of a Future City Council Study Session regarding Data Center Development, Land Use Considerations, and Associated Impacts within the City of Coalinga (Future Agenda Items Request - Mayor Vosburg)
Meeting Date:	Thursday, November 19, 2026
From:	Seam Brewer, City Manager
Prepared by:	Sean Brewer, City Manager

I. RECOMMENDATION:

Staff is looking for possible direction from the City Council about the potential of scheduling a future City Council Study Session regarding Data Center Development, Land Use Considerations, and associated impacts within the City of Coalinga (Future Agenda Items Request - Mayor Vosburg).

II. BACKGROUND:

This item was requested by Mayor Vosburg to be brought before the Council for discussion and potential direction to the City Manager.

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
No Attachments Available	