

*In-person participation by the public will be permitted. In addition, remote public participation is available in the following ways:*

- *Livestream online at [www.atwater.org](http://www.atwater.org) (Please be advised that there is a broadcasting delay. If you would like to participate in public comment, please use the option below).*
- *Submit a written public comment prior to the meeting: Public comments submitted to [cityclerk@atwater.org](mailto:cityclerk@atwater.org) by 4:00 p.m. on the day of the meeting will be distributed to the City Council, and made part of the official minutes but will not be read out loud during the meeting.*

*Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Persons requesting accommodation should contact the City in advance of the meeting, and as soon as possible, at (209) 357-6241.*

# **CITY OF ATWATER**

## **City Council**

### **AGENDA**

Council Chambers  
750 Bellevue Road  
Atwater, California

**August 25, 2025**

REGULAR SESSION: (Council Chambers)

CALL TO ORDER:

**6:00 PM**

INVOCATION:

PLEDGE OF ALLEGIANCE TO THE FLAG:

ROLL CALL: (City Council)

**Ambriz \_\_\_\_\_, Cale \_\_\_\_\_, Raymond \_\_\_\_\_, Rochester \_\_\_\_\_, Nelson \_\_\_\_\_**

SUBSEQUENT NEED ITEMS: (The City Clerk shall announce any requests for items requiring immediate action subsequent to the posting of the agenda. Subsequent need items require a two-thirds vote of the members of the City Council present at the meeting.)

APPROVAL OF AGENDA AS POSTED OR AS AMENDED: (This is the time for the City Council to remove items from the agenda or to change the order of the agenda.)

PRESENTATIONS:

- **Monthly report by Merced County District 3 Supervisor McDaniel**

CONSENT CALENDAR:

NOTICE TO THE PUBLIC

Background information has been provided on all matters listed under the Consent Calendar, and these items are considered to be routine. All items under the Consent Calendar are normally approved by one motion. If a Councilmember requests separate discussion on any item, that item will be removed from the Consent Calendar for separate action.

WARRANTS:

1. **August 25, 2025**

**Staff's Recommendation:** Approval of warrants as listed.

MINUTES: (Planning Commission)

2. **June 18, 2025 - Regular meeting**

**Staff's Recommendation:** Acceptance of minutes as listed.

MINUTES: (City Council)

3. **a.) June 9, 2025 - Regular meeting  
b.) June 23, 2025 - Regular meeting**

**Staff's Recommendation:** Approval of minutes as listed.

RESOLUTIONS:

4. **Approving Budget Amendment for Previously Approved Purchase of Type I Fire Engine (Finance Director Nicholas)**

**Staff's Recommendation:** Adoption of Resolution No. 3564-25 approving Budget Amendment No. 3, which amends the Fiscal Year 2025-26 budget by increasing the appropriation of general ledger account number 1093-2030-6021 in the amount of \$285,786 and reducing the appropriation of general ledger account number 0001-2030-6021 in the amount of \$285,786 for an amended line item budget amount of \$348,214.

5. **Approving Memorandum of Understanding with the County of Merced Office of Emergency Services for the State Homeland Security Grant**

**Programs Funding for Equipment, Planning, Administration, Training and Exercises (CAL FIRE Battalion Chief Randol)**

**Staff's Recommendation:** Adoption of Resolution No. 3565-25 approving the Memorandum of Understanding, in a form approved by the City Attorney, with the County of Merced Office of Emergency Services for the State Homeland Security Grant Programs Funding for Equipment, Planning, Administration, Training and Exercises; and authorizes and directs the City Manager, or designee, to execute any and all documents related to the Memorandum of Understanding on behalf of the City.

**6. Adopting the City of Atwater Emergency Operations Plan and Emergency Operations Center Annex (CAL FIRE Battalion Randol)**

**Staff's Recommendation:** Adoption of Resolution No. 3566-25 adopting the City of Atwater Emergency Operations Plan and Emergency Operations Center Annex.

OTHER ACTIONABLE ITEMS:

**7. Approving Fee Waiver Requested by Merced County Registrar of Voters to Use Atwater Community Center as a Voting Assistance Center for the 2025 Statewide Special Election (City Clerk Billings & Merced County Registrar of Voters)**

**Staff's Recommendation:** Approval of a fee waiver requested by the Merced County Registrar of Voters to use the Atwater Community Center from October 24, 2025 to November 4, 2025 for the Election; and authorizes and directs the City Manager, or designee, to execute any and all documents necessary to waive the facility rental fees associated with Merced County Registrar of Voters using the Atwater Community Center as a Voting Assistance Center.

**8. 2025 City Council Reorganization / Mayor's Committee Assignments – Committee Assignment Updates and Appointments**

**Staff's Recommendation:** Receive the Mayor's 2025 Committee Assignments; approve updates to existing committee assignments and appointments as presented.

\*\*\*END OF CONSENT CALENDAR\*\*\*

REPORTS AND PRESENTATIONS FROM STAFF:

**9. Accepting the Fruitland Avenue Reconstruction Phase 3 as Complete (City Manager Hoem)**

**Staff's Recommendation:** Motion to accept work done under the contract for Fruitland Avenue Reconstruction Phase 3, City Project 16-2-3; and authorizes and directs the City Manager to sign a Notice of Completion and have it recorded on behalf of the City; or

Motion to approve staff's recommendation as presented.

COMMENTS FROM THE PUBLIC:

NOTICE TO THE PUBLIC

At this time any person may comment on any item which is not on the agenda. You may state your name and address for the record; however, it is not required. Action will not be taken on an item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on a future agenda. Please limit comments to a maximum of three (3) minutes.

CITY COUNCIL REPORTS/UPDATES:

- **City Council Member Cale, District 1**
- **City Council Member Rochester, District 2**
- **City Council Member Ambriz, District 3**
- **City Council Member Raymond, District 4**
- **Mayor Nelson**

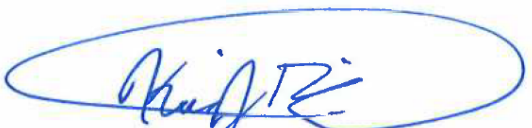
CITY MANAGER REPORTS/UPDATES:

**10. Update from the City Manager**

ADJOURNMENT:

CERTIFICATION:

I, Kory J. Billings, City Clerk of the City of Atwater, do hereby certify that a copy of the foregoing agenda was posted at City Hall a minimum of 72 hours prior to the meeting.

  
\_\_\_\_\_  
KORY J. BILLINGS  
CITY CLERK

SB 343 NOTICE

*In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the office of the City Clerk during normal business hours at 1160 Fifth Street, Atwater, California.*

*If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda at 750 Bellevue Road, Atwater, California.*



*In compliance with the federal Americans with Disabilities Act of 1990, upon request, the agenda can be provided in an alternative format to accommodate special needs. If you require special accommodations to participate in a City Council, Commission or Committee meeting due to a disability, please contact the City Clerk's Office a minimum*



of three (3) business days in advance of the meeting at (209) 357-6241. You may also send the request by email to [cityclerk@atwater.org](mailto:cityclerk@atwater.org).

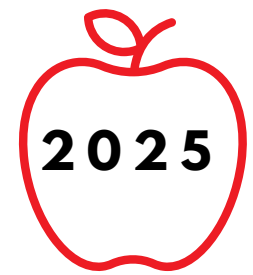
**Unless otherwise noted, City Council actions include a determination that they are not a "Project" within the meaning of the California Environmental Quality Act (CEQA), and therefore, that CEQA does not apply to such actions.**

**LEVINE ACT PUBLIC PARTY/APPLICANT DISCLOSURE OBLIGATIONS:**

*Applicants, parties, and their agents who have made campaign contributions totaling more than \$250 (aggregated) to a Councilmember over the past 12 months, must publicly disclose that fact for the official record of that agenda item. Disclosures must include the amount of the campaign contribution aggregated, and the name(s) of the campaign contributor(s) and Councilmember(s). The disclosure may be made either in writing to the City Clerk prior to the agenda item consideration, or by verbal disclosure at the time of the agenda item consideration.*

*The foregoing statements do not constitute legal advice, nor a recitation of all legal requirements and obligations of parties/applicants and their agents. Parties and agents are urged to consult with their own legal counsel regarding the requirements of the law.*

# AUGUST



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					1	2
3	4	5	6	7	8 <div> <div>Movie in the Park</div> <div>  Inside Out 2 </div> <div>Joan Faul Park</div> </div>	9
10	11 <div> <div>City Council Meeting - 6:00 PM</div> </div>	12	13	14	15	16
17	18	19	20 <div> <div>Planning Commission Meeting - 6:00 PM</div> </div>	21	22	23
24	25 <div> <div>Audit &amp; Finance Meeting - 5:00 PM</div> <div>City Council Meeting - 6:00 PM</div> </div>	26	27 <div> <div>City Manager Meet Up</div> <div>Mango Crazy - 5:00 PM</div> </div>	28 <div> <div>Scan QR Code for info regarding mobile office hours</div> <div> </div> </div>	29	30
31						<div> <div>Page 6 of 186</div> </div>

# SEPTEMBER



SUN

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★ **LABOR** ★  
★ ★ ★ **DAY** ★ ★ ★

City Holiday  
Trash pick up  
delayed - 1 day

7

City Council  
Meeting - 6:00 PM

14

21

Audit & Finance  
Meeting - 5:00 PM  
City Council  
Meeting - 6:00 PM

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25

National Day of  
Remembrance -  
Community Center  
8:30AM

Scan QR Code for info  
regarding mobile  
office hours



5

12

19

26

Movie in the Park  
🦁 Mufasa  
Veterans Park

6

13

20

27

**Warrant Summary August 25, 2025**  
**Prepared By: Joseph Murillo, Accounting Technician**  
**Accounts Payable Warrant**

	<b>Amount</b>
8/25/2025 Warrant	\$ 2,500,805.27
Prewrittens (Checks Processed Between Warrants)	\$ 459,999.16
<b>Total Accounts Payable Warrants:</b>	<b>\$ 2,960,804.43</b>

**Additional Warrants**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
8/12/2025	AFSCME District Council 57	\$ 1,007.79
8/12/2025	Atwater Police Officers Association	\$ 2,763.60
8/12/2025	CALPERS Employee 457 Plan	\$ 1,602.00
8/12/2025	EPARS Employee 457 Plan (PNC Bank)	\$ 1,888.00
8/12/2025	PERS Retirement 7/17/25 - 7/30/25	\$ 63,541.82
8/12/2025	State Disbursement - Child Support 8/7/25 Payroll	\$ 115.38


<b>Total Additional Warrants:</b>	<b>\$ 70,918.59</b>
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**Payroll**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
8/7/2025	Net Payroll	\$ 205,156.42
8/12/2025	Federal Taxes	\$ 68,307.21
8/12/2025	State Taxes	\$ 8,906.22
8/13/2025	Federal Taxes	\$ 1,053.14
8/13/2025	State Taxes	\$ 127.57
<b>Total Payroll:</b>		<b>\$ 282,369.85</b>

<b>Grand Total:</b>	<b>\$ 3,314,092.87</b>
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\_\_\_\_\_  
Anna Nicholas, Finance Director

  
\_\_\_\_\_  
Mark Borba, City Treasurer



# Accounts Payable

## Checks for Approval

User: jmurillo  
Printed: 8/22/2025 - 10:40 AM



City of  
**Atwater**  
Community Pride City Wide

760 Bellevue Road, Atwater CA 95301

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
0	08/13/2025	0001 General Fund	Fica/Medicare - Employee	PAYROLL TAXES-FEDERAL		178.80
0	08/13/2025	0001 General Fund	Fica/Medicare-Employer	PAYROLL TAXES-FEDERAL		178.80
0	08/13/2025	0001 General Fund	State Income Tax Withheld	PAYROLL TAXES-STATE		127.57
0	08/13/2025	0001 General Fund	Fica/Medicare-Employer	PAYROLL TAXES-FEDERAL		41.82
0	08/13/2025	0001 General Fund	Fica/Medicare - Employee	PAYROLL TAXES-FEDERAL		41.82
0	08/13/2025	0001 General Fund	Federal Income Tax Withheld	PAYROLL TAXES-FEDERAL		611.90
Check Total:						1,180.71
0	08/12/2025	0001 General Fund	Pers Deduction	PERS-RETIREMENT		10,434.90
0	08/12/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		17,911.15
0	08/12/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		160.30
0	08/12/2025	0001 General Fund	Police Union Dues	ATWATER POLICE OFFICERS ASSN.		2,763.60
0	08/12/2025	0001 General Fund	State Income Tax Withheld	PAYROLL TAXES-STATE		8,906.22
0	08/12/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		164.64
0	08/12/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		786.58
0	08/12/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		2,953.18
0	08/12/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		1,145.04
0	08/12/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		6,803.01
0	08/12/2025	0001 General Fund	Fica/Medicare - Employee	PAYROLL TAXES-FEDERAL		4,248.81
0	08/12/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		9,741.89
0	08/12/2025	0001 General Fund	Fica/Medicare-Employer	PAYROLL TAXES-FEDERAL		4,248.81
0	08/12/2025	0001 General Fund	Fica/Medicare-Employer	PAYROLL TAXES-FEDERAL		52.61
0	08/12/2025	0001 General Fund	Federal Income Tax Withheld	PAYROLL TAXES-FEDERAL		23,410.24
0	08/12/2025	0001 General Fund	Deferred Compensation	PNC BANK		430.00
0	08/12/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		10,005.88
0	08/12/2025	0001 General Fund	Deferred Compensation	CALPERS		575.00
0	08/12/2025	0001 General Fund	Fica/Medicare-Employer	PAYROLL TAXES-FEDERAL		18,167.22
0	08/12/2025	0001 General Fund	Deferred Compensation	CALPERS		1,027.00
0	08/12/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		7.00
0	08/12/2025	0001 General Fund	Pers Deduction	PERS-RETIREMENT		2,564.32
0	08/12/2025	0001 General Fund	Fica/Medicare-Employer	PAYROLL TAXES-FEDERAL		12.30
0	08/12/2025	0001 General Fund	Miscellaneous Union Dues	AFSCME DISTRICT COUNCIL 57		1,007.79
0	08/12/2025	0001 General Fund	Deferred Compensation	PNC BANK		1,458.00

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
0	08/12/2025	0001 General Fund	Pers Deduction	PERS-RETIREMENT		863.93
0	08/12/2025	0001 General Fund	Fica/Medicare - Employee	PAYROLL TAXES-FEDERAL		18,167.22
0	08/12/2025	0001 General Fund	Garnishments	STATE DISBURSEMENT UNIT		115.38
Check Total:						148,132.02
Report Total:						149,312.73

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
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Report Total:						609,311.89
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# Accounts Payable

## Checks for Approval

User: jmurillo  
Printed: 8/22/2025 - 10:02 AM

*Prewittens*



City of  
**Atwater**  
Community Pride City Wide

750 Bellevue Road, Atwater CA 95301

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28676	08/12/2025	0001 General Fund	Utilities	PACIFIC GAS & ELECTRIC		6,044.64
28676	08/12/2025	0001 General Fund	Utilities	PACIFIC GAS & ELECTRIC		2,723.20
28676	08/12/2025	7000 Internal Service Fund	Utilities	PACIFIC GAS & ELECTRIC		8,132.03
28676	08/12/2025	6010 Sewer Enterprise Fund	Utilities	PACIFIC GAS & ELECTRIC		34,203.41
28676	08/12/2025	6000 Water Enterprise Fund	Utilities	PACIFIC GAS & ELECTRIC		101,436.13
28676	08/12/2025	6000 Water Enterprise Fund	Utilities	PACIFIC GAS & ELECTRIC		52,401.52
28676	08/12/2025	0001 General Fund	Utilities	PACIFIC GAS & ELECTRIC		1,355.72
28676	08/12/2025	5004 Woodview Garland LA	Utilities	PACIFIC GAS & ELECTRIC		17.69
28676	08/12/2025	5011 Sandlewood Square LD	Utilities	PACIFIC GAS & ELECTRIC		31.83
28676	08/12/2025	5008 Shaffer Lakes East LD	Utilities	PACIFIC GAS & ELECTRIC		238.86
28676	08/12/2025	1011 Gas Tax/Street Improvement	Utilities	PACIFIC GAS & ELECTRIC		16,166.34
28676	08/12/2025	5005 Shaffer Lakes West LD	Utilities	PACIFIC GAS & ELECTRIC		59.15
28676	08/12/2025	5003 Wildwood Estates LD	Utilities	PACIFIC GAS & ELECTRIC		42.18
28676	08/12/2025	5007 Sierra Parks LD	Utilities	PACIFIC GAS & ELECTRIC		28.98
28676	08/12/2025	6000 Water Enterprise Fund	Utilities	PACIFIC GAS & ELECTRIC		125,935.16
28676	08/12/2025	5019 Airport Business Park LD	Utilities	PACIFIC GAS & ELECTRIC		109.47
28676	08/12/2025	5006 Woodhaven LD	Utilities	PACIFIC GAS & ELECTRIC		19.50
28676	08/12/2025	7000 Internal Service Fund	Utilities	PACIFIC GAS & ELECTRIC		1,505.08
28676	08/12/2025	7000 Internal Service Fund	Utilities	PACIFIC GAS & ELECTRIC		10,158.52
28676	08/12/2025	7000 Internal Service Fund	Utilities	PACIFIC GAS & ELECTRIC		2,013.67
28676	08/12/2025	6010 Sewer Enterprise Fund	Utilities	PACIFIC GAS & ELECTRIC		4,770.04
28676	08/12/2025	5017 Cottage Gardens LD	Utilities	PACIFIC GAS & ELECTRIC		24.36
28676	08/12/2025	7000 Internal Service Fund	Operations & Maintenance	PACIFIC GAS & ELECTRIC		1,275.57
28676	08/12/2025	5002 Orchard Park Estates LD	Utilities	PACIFIC GAS & ELECTRIC		165.21
28676	08/12/2025	5008 Shaffer Lakes East LD	Utilities	PACIFIC GAS & ELECTRIC		238.86
28676	08/12/2025	5004 Woodview Garland LA	Utilities	PACIFIC GAS & ELECTRIC		17.68
28676	08/12/2025	5001 Northwood Village LD	Utilities	PACIFIC GAS & ELECTRIC		572.72
28676	08/12/2025	1011 Gas Tax/Street Improvement	Utilities	PACIFIC GAS & ELECTRIC		309.24
28676	08/12/2025	0001 General Fund	Utilities	PACIFIC GAS & ELECTRIC		95.99
28676	08/12/2025	5006 Woodhaven LD	Utilities	PACIFIC GAS & ELECTRIC		19.50
28676	08/12/2025	0001 General Fund	Utilities	PACIFIC GAS & ELECTRIC		92.69
28676	08/12/2025	6000 Water Enterprise Fund	Utilities	PACIFIC GAS & ELECTRIC		26,771.78
28676	08/12/2025	0001 General Fund	Utilities	PACIFIC GAS & ELECTRIC		1,268.90
28676	08/12/2025	6010 Sewer Enterprise Fund	Utilities	PACIFIC GAS & ELECTRIC		4,674.53



Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28676	08/12/2025	5002 Orchard Park Estates LD	Utilities	PACIFIC GAS & ELECTRIC		163.99
28676	08/12/2025	5009 Price Annexation LD	Utilities	PACIFIC GAS & ELECTRIC		1,846.44
28676	08/12/2025	0001 General Fund	Utilities	PACIFIC GAS & ELECTRIC		5,216.48
28676	08/12/2025	1011 Gas Tax/Street Improvement	Utilities	PACIFIC GAS & ELECTRIC		16,145.38
28676	08/12/2025	5036 Atwater South LD	Utilities	PACIFIC GAS & ELECTRIC		48.82
28676	08/12/2025	5001 Northwood Village LD	Utilities	PACIFIC GAS & ELECTRIC		376.14
28676	08/12/2025	5013 Pajaro Dunes LD	Utilities	PACIFIC GAS & ELECTRIC		28.28
28676	08/12/2025	5013 Pajaro Dunes LD	Utilities	PACIFIC GAS & ELECTRIC		28.28
28676	08/12/2025	1011 Gas Tax/Street Improvement	Utilities	PACIFIC GAS & ELECTRIC		215.14
28676	08/12/2025	5019 Airport Business Park LD	Utilities	PACIFIC GAS & ELECTRIC		88.21
28676	08/12/2025	5009 Price Annexation LD	Utilities	PACIFIC GAS & ELECTRIC		1,022.14
28676	08/12/2025	5007 Sierra Parks LD	Utilities	PACIFIC GAS & ELECTRIC		28.98
28676	08/12/2025	7000 Internal Service Fund	Operations & Maintenance	PACIFIC GAS & ELECTRIC		1,196.84
28676	08/12/2025	5003 Wildwood Estates LD	Utilities	PACIFIC GAS & ELECTRIC		43.89
28676	08/12/2025	0001 General Fund	Utilities	PACIFIC GAS & ELECTRIC		2,443.29
28676	08/12/2025	5005 Shaffer Lakes West LD	Utilities	PACIFIC GAS & ELECTRIC		59.15
28676	08/12/2025	5011 Sandlewood Square LD	Utilities	PACIFIC GAS & ELECTRIC		31.83
28676	08/12/2025	5017 Cottage Gardens LD	Utilities	PACIFIC GAS & ELECTRIC		26.81
28676	08/12/2025	5036 Atwater South LD	Utilities	PACIFIC GAS & ELECTRIC		49.60
Check Total:						431,979.84
28677	08/12/2025	0001 General Fund	Garnishments	FRANCHISE TAX BOARD		535.87
Check Total:						535.87
28678	08/12/2025	0001 General Fund	Garnishments	MERCED COUNTY SHERIFF'S OFFICE		250.00
Check Total:						250.00
28679	08/15/2025	0008 Measure V 20% AlternativeModes	Phase 2 Ped Imp Proj Downtown	AGEE CONSTRUCTION CORPORATION		217.93
28679	08/15/2025	0003 General Fund Capital	Phase 2 Ped Imp Proj Downtown	AGEE CONSTRUCTION CORPORATION		23,194.86
28679	08/15/2025	0008 Measure V 20% AlternativeModes	Project Retention	AGEE CONSTRUCTION CORPORATION		-10.90
28679	08/15/2025	1014 CRP Carbon Reduction Prog Fund	Phase 2 Ped Imp Proj Downtown	AGEE CONSTRUCTION CORPORATION		1,682.07
28679	08/15/2025	0008 Measure V 20% AlternativeModes	Project Retention	AGEE CONSTRUCTION CORPORATION		-150.26
28679	08/15/2025	1014 CRP Carbon Reduction Prog Fund	Project Retention	AGEE CONSTRUCTION CORPORATION		-84.10
28679	08/15/2025	0003 General Fund Capital	Project Retention	AGEE CONSTRUCTION CORPORATION		-1,159.74
28679	08/15/2025	0008 Measure V 20% AlternativeModes	Phase 2 Ped Imp Proj Downtown	AGEE CONSTRUCTION CORPORATION		3,005.14
Check Total:						26,695.00
28680	08/18/2025	0004 Public Safety Trans & Use Tax	Rents & Leases	ENTERPRISE FM TRUST		338.45
Check Total:						338.45
28681	08/18/2025	0001 General Fund	Coed Volleyball	AESD		200.00

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
						<hr/>
Check Total:						200.00
						<hr/>
Report Total:						459,999.16
						<hr/>

# Accounts Payable

## Checks by Date - Detail by Check Date

User: jmurillo  
Printed: 8/22/2025 10:23 AM



City of  
**Atwater**  
Community Pride City Wide

750 Bellevue Road, Atwater CA 95301

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	CHA999	CHASE	08/25/2025	
	7312025	CSMFO - Chapter Meeting		35.00
	7312025	Landscape Media & Events - Expo		835.00
	7312025	American Water Works Association - Backflow T		360.00
	7312025	Lowes - Supplies		37.87
	7312025	CACEO - Conference		745.00
	7312025	Vista Print - Business Cards		199.73
	7312025	Lowes - Tools		398.37
	7312025	The Home Depot - Outlets		67.96
	7312025	Lowes - Supplies		30.99
	7312025	CMRTA - Conference		375.00
	7312025	Walmart - Building Repair Supplies		30.69
	7312025	Ohio Drone Repair - Drone Repair		415.08
	7312025	Fairfield Inn - Backflow Training		1,025.47
	7312025	Sunny Truck & RV Wash - Wood Chipper Wash		125.00
	7312025	Postal Connections - Postage		90.17
	7312025	Fairfield Inn - Backflow Training		1,025.47
	7312025	Food4Less - Chlorine		701.55
	7312025	Tractor Supply - Propane Tank		108.74
	7312025	Lowes - Supplies		34.98
	7312025	League of California Cities - Conference		725.00
	7312025	League of California Cities - Conference		725.00
	7312025	The UPS Store - Packing Materials		11.70
	7312025	Sheraton - Conference		1,584.30
	7312025	Walmart - Cardstock		28.16
	7312025	Double Tree - Audit Training		270.87
	7312025	JamF - Subscription		440.00
	7312025	Vista Print - Business Cards		150.49
	7312025	Fedex - Return Label		30.37
	7312025	Sunny Truck & RV Wash - Street Sweeper Wash		110.00
	7312025	Smart Sign - Name Plates		32.05
	7312025	Best Buy - Flash Drive		89.84
	7312025	Electrify America - EV Charging		41.34
	7312025	Postal Connections - Shipping		61.45
	7312025	Landscape Media & Events - Expo		835.00
	7312025	Lowes - Supplies		20.98
	7312025	Prestons Lock Shop - Keys		23.93
	7312025	Wall Eye Solutions - Wall Port Cable		84.97
	7312025	Lowes - Electric Wall Plates		3.66
	7312025	City Clerks Association - Membership		300.00
	8042025	Brimar Industries - Reflective Letters		454.42
	8042025	Brimar Industries - Return		-241.20
Total for this ACH Check for Vendor CHA999:				12,424.40
Total for 8/25/2025:				12,424.40

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Report Total (1 checks):				12,424.40



# Accounts Payable

## Checks for Approval

User: jmurillo  
Printed: 8/22/2025 - 10:03 AM



City of  
**Atwater**  
Community Pride City Wide

750 Bellevue Road, Atwater CA 95301

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
0	08/25/2025	6000 Water Enterprise Fund	Special Departmental Expense	CHASE		360.00
0	08/25/2025	6010 Sewer Enterprise Fund	Small Tools	CHASE		398.37
0	08/25/2025	0001 General Fund	Travel/Conferences/Meetings	CHASE		270.87
0	08/25/2025	0001 General Fund	Operations & Maintenance	UBEO WEST LLC		560.16
0	08/25/2025	0001 General Fund	Special Departmental Expense	CHASE		125.00
0	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	CHEVRON USA INC.		45.00
0	08/25/2025	0001 General Fund	Operations & Maintenance	UBEO WEST LLC		646.13
0	08/25/2025	1011 Gas Tax/Street Improvement	Special Departmental Expense	CHASE		454.42
0	08/25/2025	7020 Risk Management Fund	Liability & Property Ins	CENTRAL SAN JOAQUIN VALLEY RMA		1,668.00
0	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	CHASE		23.93
0	08/25/2025	6000 Water Enterprise Fund	Training	CHASE		1,025.47
0	08/25/2025	6010 Sewer Enterprise Fund	Electronic Pmt Processing Exp	BLUEFIN PAYMENT SYSTEMS		2,543.01
0	08/25/2025	1011 Gas Tax/Street Improvement	Special Departmental Expense	CHASE		108.74
0	08/25/2025	0001 General Fund	Office Supplies	CHASE		90.17
0	08/25/2025	6000 Water Enterprise Fund	Training	CHASE		1,025.47
0	08/25/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	CHASE		110.00
0	08/25/2025	7020 Risk Management Fund	Worker's Compensation	CENTRAL SAN JOAQUIN VALLEY RMA		173,169.00
0	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	CHASE		20.98
0	08/25/2025	7030 Information Technology Fund	Special Departmental Expense	CHASE		440.00
0	08/25/2025	0001 General Fund	Travel/Conferences/Meetings	CHASE		745.00
0	08/25/2025	1011 Gas Tax/Street Improvement	Special Departmental Expense	CHASE		30.37
0	08/25/2025	0001 General Fund	Special Departmental Expense	CHASE		199.73
0	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	CHEVRON USA INC.		88.81
0	08/25/2025	6020 Sanitation Enterprise Fund	Electronic Pmt Processing Exp	BLUEFIN PAYMENT SYSTEMS		2,543.00
0	08/25/2025	7020 Risk Management Fund	General Administration-Ins	CENTRAL SAN JOAQUIN VALLEY RMA		9,703.00
0	08/25/2025	0001 General Fund	Travel/Conferences/Meetings	CHASE		35.00
0	08/25/2025	7020 Risk Management Fund	Liability & Property Ins	CENTRAL SAN JOAQUIN VALLEY RMA		67,778.00
0	08/25/2025	0001 General Fund	Rents & Leases	UBEO WEST LLC		117.34
0	08/25/2025	0001 General Fund	Special Departmental Expense	CHASE		3.66
0	08/25/2025	0001 General Fund	Special Departmental Expense	CHASE		11.70
0	08/25/2025	7020 Risk Management Fund	Liability & Property Ins	CENTRAL SAN JOAQUIN VALLEY RMA		151,066.00
0	08/25/2025	7010 Employee Benefits Fund	Unemployment Insurance	EMPLOYMENT DEVELOPMENT DEPT.		4,431.00
0	08/25/2025	0001 General Fund	Special Departmental Expense	CHASE		835.00
0	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	CHASE		37.87

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
0	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	CHASE		67.96
0	08/25/2025	0001 General Fund	Memberships & Subscriptions	CHASE		300.00
0	08/25/2025	0001 General Fund	Special Departmental Expense	CHASE		701.55
0	08/25/2025	7020 Risk Management Fund	Employee Assistance Program	CENTRAL SAN JOAQUIN VALLEY RMA		2,477.00
0	08/25/2025	1011 Gas Tax/Street Improvement	Special Departmental Expense	CHASE		-241.20
0	08/25/2025	0001 General Fund	Special Departmental Expense	CHASE		835.00
0	08/25/2025	7020 Risk Management Fund	Liability & Property Ins	CENTRAL SAN JOAQUIN VALLEY RMA		685,194.00
0	08/25/2025	0001 General Fund	Community Center Expense	CHASE		34.98
0	08/25/2025	0001 General Fund	Special Departmental Expense	CHASE		150.49
0	08/25/2025	0001 General Fund	Travel/Conferences/Meetings	CHASE		375.00
0	08/25/2025	0001 General Fund	Professional Services	CHASE		415.08
0	08/25/2025	0001 General Fund	Travel/Conferences/Meetings	CHASE		725.00
0	08/25/2025	0001 General Fund	Travel/Conferences/Meetings	CHASE		725.00
0	08/25/2025	0001 General Fund	Office Supplies	CHASE		89.84
0	08/25/2025	0001 General Fund	Operations & Maintenance	UBEO WEST LLC		560.16
0	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	CHASE		41.34
0	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	CHASE		30.69
0	08/25/2025	0001 General Fund	Electronic Pmt Processing Exp	GLOBAL PAYMENTS INTEGRATED		496.79
0	08/25/2025	0001 General Fund	Professional Services	CHASE		61.45
0	08/25/2025	0001 General Fund	Special Departmental Expense	CHASE		32.05
0	08/25/2025	0001 General Fund	Special Departmental Expense	CHASE		30.99
0	08/25/2025	7020 Risk Management Fund	Employment Risk Management	CENTRAL SAN JOAQUIN VALLEY RMA		60,480.00
0	08/25/2025	0001 General Fund	Special Departmental Expense	CHASE		84.97
0	08/25/2025	0001 General Fund	Special Departmental Expense	CHASE		28.16
0	08/25/2025	0001 General Fund	Operations & Maintenance	UBEO WEST LLC		646.12
0	08/25/2025	0001 General Fund	Travel/Conferences/Meetings	CHASE		1,584.30
0	08/25/2025	6000 Water Enterprise Fund	Electronic Pmt Processing Exp	BLUEFIN PAYMENT SYSTEMS		2,543.01
Check Total:						1,179,179.93
28682	08/25/2025	6000 Water Enterprise Fund	Machinery & Equipment	A & E INDUSTRIAL CLEANING EQUIPMENT		3,873.67
28682	08/25/2025	6010 Sewer Enterprise Fund	Machinery & Equipment	A & E INDUSTRIAL CLEANING EQUIPMENT		3,873.68
Check Total:						7,747.35
28683	08/25/2025	6020 Sanitation Enterprise Fund	Professional Services	ABS DIRECT INC		160.68
28683	08/25/2025	6020 Sanitation Enterprise Fund	Professional Services	ABS DIRECT INC		48.60
28683	08/25/2025	6010 Sewer Enterprise Fund	Professional Services	ABS DIRECT INC		48.60
28683	08/25/2025	6000 Water Enterprise Fund	Professional Services	ABS DIRECT INC		160.67
28683	08/25/2025	6010 Sewer Enterprise Fund	Professional Services	ABS DIRECT INC		160.68
28683	08/25/2025	6000 Water Enterprise Fund	Professional Services	ABS DIRECT INC		48.59
Check Total:						627.82
28684	08/25/2025	0003 General Fund Capital	Project Retention	AGEE CONSTRUCTION CORPORATION		-730.37

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28684	08/25/2025	1014 CRP Carbon Reduction Prog Fund	Project Retention	AGEE CONSTRUCTION CORPORATION		-6,197.82
28684	08/25/2025	0008 Measure V 20% AlternativeModes	Project Retention	AGEE CONSTRUCTION CORPORATION		-94.63
28684	08/25/2025	0008 Measure V 20% AlternativeModes	Phase 2 Ped Imp Proj Downtown	AGEE CONSTRUCTION CORPORATION		16,059.86
28684	08/25/2025	0003 General Fund Capital	Phase 2 Ped Imp Proj Downtown	AGEE CONSTRUCTION CORPORATION		14,607.45
28684	08/25/2025	1014 CRP Carbon Reduction Prog Fund	Phase 2 Ped Imp Proj Downtown	AGEE CONSTRUCTION CORPORATION		123,956.32
28684	08/25/2025	0008 Measure V 20% AlternativeModes	Phase 2 Ped Imp Proj Downtown	AGEE CONSTRUCTION CORPORATION		1,892.55
28684	08/25/2025	0008 Measure V 20% AlternativeModes	Project Retention	AGEE CONSTRUCTION CORPORATION		-18.00
28684	08/25/2025	0008 Measure V 20% AlternativeModes	Project Retention	AGEE CONSTRUCTION CORPORATION		-802.99
28684	08/25/2025	0008 Measure V 20% AlternativeModes	Phase 2 Ped Imp Proj Downtown	AGEE CONSTRUCTION CORPORATION		360.00
Check Total:						149,032.37
28685	08/25/2025	0001 General Fund	Special Departmental Expense	AIRGAS USA, LLC		119.77
Check Total:						119.77
28686	08/25/2025	6010 Sewer Enterprise Fund	Professional Services	ALLIED WEED CONTROL INC		2,750.00
Check Total:						2,750.00
28687	08/25/2025	0004 Public Safety Trans & Use Tax	Machinery & Equipment	ALLSTAR FIRE EQUIPMENT INC		4,789.20
Check Total:						4,789.20
28688	08/25/2025	0001 General Fund	Professional Services	ALLWAYS TOWING LLC		900.00
Check Total:						900.00
28689	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	ALTEC INDUSTRIES INC		377.44
Check Total:						377.44
28690	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	ASSOCIATES LOCK & SAFE SERVICE		107.44
28690	08/25/2025	0001 General Fund	Special Departmental Expense	ASSOCIATES LOCK & SAFE SERVICE		8.12
Check Total:						115.56
28691	08/25/2025	0001 General Fund	Communications	AT&T		219.35
Check Total:						219.35
28692	08/25/2025	0001 General Fund	Communications	AT&T CALNET		285.94
28692	08/25/2025	6000 Water Enterprise Fund	Communications	AT&T CALNET		342.09
28692	08/25/2025	6010 Sewer Enterprise Fund	Communications	AT&T CALNET		537.68
28692	08/25/2025	7000 Internal Service Fund	Communications	AT&T CALNET		604.98
28692	08/25/2025	0001 General Fund	Communications	AT&T CALNET		172.85



Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
Check Total:						1,943.54
28693	08/25/2025	0001 General Fund	Communications	AT&T MOBILITY		1,300.92
28693	08/25/2025	0001 General Fund	Communications	AT&T MOBILITY		45.31
28693	08/25/2025	0001 General Fund	Communications	AT&T MOBILITY		124.09
28693	08/25/2025	7000 Internal Service Fund	Communications	AT&T MOBILITY		86.10
28693	08/25/2025	0009 Abandoned Veh Abatement Fund	Communications	AT&T MOBILITY		89.74
28693	08/25/2025	6000 Water Enterprise Fund	Communications	AT&T MOBILITY		571.87
28693	08/25/2025	7030 Information Technology Fund	Communications	AT&T MOBILITY		44.87
28693	08/25/2025	6000 Water Enterprise Fund	Communications	AT&T MOBILITY		129.98
28693	08/25/2025	0001 General Fund	Communications	AT&T MOBILITY		89.74
28693	08/25/2025	7000 Internal Service Fund	Communications	AT&T MOBILITY		43.97
28693	08/25/2025	6010 Sewer Enterprise Fund	Communications	AT&T MOBILITY		483.67
28693	08/25/2025	0001 General Fund	Communications	AT&T MOBILITY		174.85
28693	08/25/2025	0001 General Fund	Communications	AT&T MOBILITY		255.33
28693	08/25/2025	0001 General Fund	Communications	AT&T MOBILITY		885.28
28693	08/25/2025	0001 General Fund	Communications	AT&T MOBILITY		129.98
28693	08/25/2025	0001 General Fund	Communications	AT&T MOBILITY		482.88
28693	08/25/2025	0001 General Fund	Communications	AT&T MOBILITY		309.87
28693	08/25/2025	7000 Internal Service Fund	Communications	AT&T MOBILITY		43.97
28693	08/25/2025	0001 General Fund	Communications	AT&T MOBILITY		87.94
28693	08/25/2025	0001 General Fund	Communications	AT&T MOBILITY		388.39
28693	08/25/2025	1011 Gas Tax/Street Improvement	Communications	AT&T MOBILITY		44.87
28693	08/25/2025	0001 General Fund	Communications	AT&T MOBILITY		219.72
28693	08/25/2025	1011 Gas Tax/Street Improvement	Communications	AT&T MOBILITY		264.81
28693	08/25/2025	7030 Information Technology Fund	Communications	AT&T MOBILITY		129.49
28693	08/25/2025	0001 General Fund	Communications	AT&T MOBILITY		43.97
Check Total:						6,471.61
28694	08/25/2025	1011 Gas Tax/Street Improvement	Special Departmental Expense	ATWATER CHIROPRACTIC, INC.		130.00
28694	08/25/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	ATWATER CHIROPRACTIC, INC.		130.00
Check Total:						260.00
28695	08/25/2025	7000 Internal Service Fund	Professional Services	ATWATER ELECTRIC		4,200.00
Check Total:						4,200.00
28696	08/25/2025	7000 Internal Service Fund	Professional Services	ATWATER TINT		1,200.00
Check Total:						1,200.00
28697	08/25/2025	0001 General Fund	Professional Services	ATWATER VETERINARY CENTER		165.00
28697	08/25/2025	0001 General Fund	Professional Services	ATWATER VETERINARY CENTER		109.50



Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28697	08/25/2025	0001 General Fund	Professional Services	ATWATER VETERINARY CENTER		180.00
28697	08/25/2025	0001 General Fund	Professional Services	ATWATER VETERINARY CENTER		180.00
28697	08/25/2025	0001 General Fund	Professional Services	ATWATER VETERINARY CENTER		132.00
28697	08/25/2025	0001 General Fund	Professional Services	ATWATER VETERINARY CENTER		180.00
28697	08/25/2025	0001 General Fund	Professional Services	ATWATER VETERINARY CENTER		132.00
28697	08/25/2025	0001 General Fund	Professional Services	ATWATER VETERINARY CENTER		180.00
Check Total:						1,258.50
28698	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	AUTOZONE STORE #5506		201.18
Check Total:						201.18
28699	08/25/2025	0001 General Fund	Special Departmental Expense	BAKER SUPPLIES AND REPAIRS		271.88
Check Total:						271.88
28700	08/25/2025	7010 Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		3,787.95
28700	08/25/2025	7010 Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		442.80
28700	08/25/2025	7010 Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		3,260.75
28700	08/25/2025	7010 Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		2,356.58
28700	08/25/2025	7010 Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		2,418.47
28700	08/25/2025	7010 Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		522.68
Check Total:						12,789.23
28701	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	BRADY INDUSTRIES		119.35
Check Total:						119.35
28702	08/25/2025	6010 Sewer Enterprise Fund	Professional Services	JIM BRISCO ENTERPRISES		22,802.08
Check Total:						22,802.08
28703	08/25/2025	6007 1,2,3-TCP Fund	Professional Services	BSK ASSOCIATES		999.40
28703	08/25/2025	6000 Water Enterprise Fund	Professional Services	BSK ASSOCIATES		122.24
28703	08/25/2025	6007 1,2,3-TCP Fund	Professional Services	BSK ASSOCIATES		999.40
28703	08/25/2025	6000 Water Enterprise Fund	Professional Services	BSK ASSOCIATES		3,090.00
28703	08/25/2025	6000 Water Enterprise Fund	Professional Services	BSK ASSOCIATES		61.12
28703	08/25/2025	6000 Water Enterprise Fund	Professional Services	BSK ASSOCIATES		61.12
28703	08/25/2025	6000 Water Enterprise Fund	Professional Services	BSK ASSOCIATES		1,056.00
28703	08/25/2025	6007 1,2,3-TCP Fund	Professional Services	BSK ASSOCIATES		999.40
28703	08/25/2025	6000 Water Enterprise Fund	Professional Services	BSK ASSOCIATES		101.44
28703	08/25/2025	6010 Sewer Enterprise Fund	Professional Services	BSK ASSOCIATES		1,709.50
28703	08/25/2025	6000 Water Enterprise Fund	Professional Services	BSK ASSOCIATES		85.69
28703	08/25/2025	6000 Water Enterprise Fund	Professional Services	BSK ASSOCIATES		79.89
28703	08/25/2025	6000 Water Enterprise Fund	Professional Services	BSK ASSOCIATES		101.44

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28703	08/25/2025	6000 Water Enterprise Fund	Professional Services	BSK ASSOCIATES		517.87
28703	08/25/2025	6007 1,2,3-TCP Fund	Professional Services	BSK ASSOCIATES		999.40
Check Total:						10,983.91
28704	08/25/2025	0001 General Fund	Men's Summer Softball	CAL FARM SERVICES		145.84
28704	08/25/2025	1011 Gas Tax/Street Improvement	Special Departmental Expense	CAL FARM SERVICES		137.88
28704	08/25/2025	0001 General Fund	Special Departmental Expense	CAL FARM SERVICES		644.64
Check Total:						928.36
28705	08/25/2025	0001 General Fund	Machinery & Equipment	CALIFORNIA TURF EQUIPMENT & SUPPLY IN		48,061.92
28705	08/25/2025	0001 General Fund	Special Departmental Expense	CALIFORNIA TURF EQUIPMENT & SUPPLY IN		138.36
Check Total:						48,200.28
28706	08/25/2025	6007 1,2,3-TCP Fund	Professional Services	CARBON SUPPLY INC		127,650.00
28706	08/25/2025	6007 1,2,3-TCP Fund	Professional Services	CARBON SUPPLY INC		127,650.00
Check Total:						255,300.00
28707	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	CAMBRIA CASTRO		155.53
Check Total:						155.53
28708	08/25/2025	0001 General Fund	Race Communication Fiber Proj	CCME INC		34,970.25
28708	08/25/2025	0007 Measure V Fund	Fruitland Ave Rd Improvements	CCME INC		28,184.93
28708	08/25/2025	0007 Measure V Fund	Fruitland Ave Rd Improvements	CCME INC		16,459.28
Check Total:						79,614.46
28709	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	HUI CHEN		35.70
Check Total:						35.70
28710	08/25/2025	6010 Sewer Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		78.56
28710	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	CINTAS CORP		31.22
28710	08/25/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		14.32
28710	08/25/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		7.33
28710	08/25/2025	6010 Sewer Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		78.56
28710	08/25/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		14.32
28710	08/25/2025	6000 Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		23.66
28710	08/25/2025	6000 Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		67.07
28710	08/25/2025	6000 Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		23.66
28710	08/25/2025	6000 Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		30.97
28710	08/25/2025	6000 Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		23.66
28710	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	CINTAS CORP		31.22

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28710	08/25/2025	1011 Gas Tax/Street Improvement	Uniform & Clothing Expense	CINTAS CORP		41.52
28710	08/25/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		14.32
28710	08/25/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		14.32
28710	08/25/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		7.33
28710	08/25/2025	6010 Sewer Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		78.56
28710	08/25/2025	1011 Gas Tax/Street Improvement	Uniform & Clothing Expense	CINTAS CORP		41.52
28710	08/25/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		7.33
28710	08/25/2025	6000 Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		83.40
28710	08/25/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		14.32
28710	08/25/2025	0001 General Fund	Uniform & Clothing Expense	CINTAS CORP		39.14
28710	08/25/2025	1011 Gas Tax/Street Improvement	Uniform & Clothing Expense	CINTAS CORP		41.52
28710	08/25/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		7.33
28710	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	CINTAS CORP		31.22
28710	08/25/2025	6010 Sewer Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		78.56
28710	08/25/2025	0001 General Fund	Uniform & Clothing Expense	CINTAS CORP		39.14
28710	08/25/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		7.33
28710	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	CINTAS CORP		31.22
28710	08/25/2025	1011 Gas Tax/Street Improvement	Uniform & Clothing Expense	CINTAS CORP		41.52
28710	08/25/2025	0001 General Fund	Uniform & Clothing Expense	CINTAS CORP		39.14
28710	08/25/2025	6000 Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		14.65
28710	08/25/2025	6000 Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		67.07
28710	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	CINTAS CORP		31.22
28710	08/25/2025	1011 Gas Tax/Street Improvement	Uniform & Clothing Expense	CINTAS CORP		41.52
28710	08/25/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		14.32
28710	08/25/2025	0001 General Fund	Uniform & Clothing Expense	CINTAS CORP		39.14
28710	08/25/2025	6000 Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		52.42
28710	08/25/2025	1011 Gas Tax/Street Improvement	Uniform & Clothing Expense	CINTAS CORP		41.52
28710	08/25/2025	6010 Sewer Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		78.56
28710	08/25/2025	6000 Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		52.42
28710	08/25/2025	0001 General Fund	Uniform & Clothing Expense	CINTAS CORP		39.14
28710	08/25/2025	6010 Sewer Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		85.90
28710	08/25/2025	6000 Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		23.66
28710	08/25/2025	6010 Sewer Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		103.56
28710	08/25/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		7.33
28710	08/25/2025	1011 Gas Tax/Street Improvement	Uniform & Clothing Expense	CINTAS CORP		41.52
28710	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	CINTAS CORP		31.22
28710	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	CINTAS CORP		31.22
28710	08/25/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		14.32
28710	08/25/2025	6000 Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		67.03
28710	08/25/2025	0001 General Fund	Uniform & Clothing Expense	CINTAS CORP		39.14
28710	08/25/2025	6000 Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		67.07
28710	08/25/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		7.33
28710	08/25/2025	0001 General Fund	Uniform & Clothing Expense	CINTAS CORP		39.14



Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
Check Total:						2,113.71
28711	08/25/2025	7000 Internal Service Fund	Communications	COMCAST		1,680.49
Check Total:						1,680.49
28712	08/25/2025	7000 Internal Service Fund	Utilities	COMCAST		13.10
28712	08/25/2025	7000 Internal Service Fund	Utilities	COMCAST		266.34
Check Total:						279.44
28713	08/25/2025	0001 General Fund	Maint. Buildings & Grounds	CONSOLIDATED ELECTRICAL DISTRIBUTORS		448.75
28713	08/25/2025	6000 Water Enterprise Fund	Special Departmental Expense	CONSOLIDATED ELECTRICAL DISTRIBUTORS		1,658.39
Check Total:						2,107.14
28714	08/25/2025	0001 General Fund	Special Departmental Expense	COOK'S COMMUNICATIONS		181.71
Check Total:						181.71
28715	08/25/2025	0001 General Fund	Castle Park Deposits	JOE CORREA		200.00
Check Total:						200.00
28716	08/25/2025	7030 Information Technology Fund	Professional Services	DATA PATH		585.00
Check Total:						585.00
28717	08/25/2025	0001 General Fund	Training	TYLER DAVIS		167.69
Check Total:						167.69
28718	08/25/2025	1041 General Plan Update Fund	Professional Services	DE NOVO PLANNING GROUP		17,490.00
Check Total:						17,490.00
28719	08/25/2025	7000 Internal Service Fund	Professional Services	DELRAY TIRE		35.00
28719	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	DELRAY TIRE		329.12
28719	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	DELRAY TIRE		1,235.12
28719	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	DELRAY TIRE		1,111.75
28719	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	DELRAY TIRE		1,013.46
Check Total:						3,724.45
28720	08/25/2025	1018 SB1-Road Maint & Rehab RMRA	Pavement Markings	DISPENSING TECHNOLOGY CORPORATION		4,512.05
28720	08/25/2025	1018 SB1-Road Maint & Rehab RMRA	Pavement Markings	DISPENSING TECHNOLOGY CORPORATION		4,006.33

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
Check Total:						8,518.38
28721	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	DONLEE PUMP COMPANY		101.19
28721	08/25/2025	7000 Internal Service Fund	Professional Services	DONLEE PUMP COMPANY		252.50
Check Total:						353.69
28722	08/25/2025	0001 General Fund	Professional Services	DSS PRIVATE SECURITY		1,265.00
28722	08/25/2025	0001 General Fund	Professional Services	DSS PRIVATE SECURITY		196.00
28722	08/25/2025	0001 General Fund	Professional Services	DSS PRIVATE SECURITY		880.00
28722	08/25/2025	0001 General Fund	Professional Services	DSS PRIVATE SECURITY		192.50
Check Total:						2,533.50
28723	08/25/2025	0008 Measure V 20% AlternativeModes	Phase 2 Ped Imp Proj Downtown	ELITE MAINTENANCE & TREE SERVICE		2,600.00
28723	08/25/2025	1018 SB1-Road Maint & Rehab RMRA	Curb, Gutter, Sidewalk Project	ELITE MAINTENANCE & TREE SERVICE		3,675.00
Check Total:						6,275.00
28724	08/25/2025	0001 General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		155.28
28724	08/25/2025	0001 General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		1,029.58
28724	08/25/2025	0001 General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		262.95
28724	08/25/2025	0001 General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		88.99
28724	08/25/2025	0001 General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		100.18
28724	08/25/2025	0001 General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		181.38
28724	08/25/2025	0001 General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		386.96
28724	08/25/2025	0001 General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		63.73
28724	08/25/2025	0001 General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		445.35
28724	08/25/2025	0001 General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		172.00
28724	08/25/2025	0001 General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		348.59
28724	08/25/2025	0001 General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		24.00
28724	08/25/2025	0001 General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		47.06
28724	08/25/2025	0001 General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		275.35
Check Total:						3,581.40
28725	08/25/2025	6010 Sewer Enterprise Fund	Accounts Payable	TONY ESCOBAR		18.33
28725	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	TONY ESCOBAR		197.44
28725	08/25/2025	6020 Sanitation Enterprise Fund	Accounts Payable	TONY ESCOBAR		12.97
Check Total:						228.74
28726	08/25/2025	6001 Water Fund Capital Replacement	Installation-New Water Meters	FERGUSON WATERWORKS		875.98
Check Total:						875.98

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28727	08/25/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	GARTON TRACTOR INC		34.06
				Check Total:		34.06
28728	08/25/2025	0001 General Fund	Uniform & Clothing Expense	GCP WW HOLDCO LLC		200.00
28728	08/25/2025	7000 Internal Service Fund	Uniform & Clothing Expense	GCP WW HOLDCO LLC		200.00
				Check Total:		400.00
28729	08/25/2025	0001 General Fund	Professional Services	GECKO PEST & LANDSCAPE MGMT		150.00
				Check Total:		150.00
28730	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	GOLDEN VALLEY DOOR & MILLWORK		484.10
				Check Total:		484.10
28731	08/25/2025	6000 Water Enterprise Fund	Special Departmental Expense	GRAINGER		3,616.61
28731	08/25/2025	6000 Water Enterprise Fund	Small Tools	GRAINGER		4,040.57
				Check Total:		7,657.18
28732	08/25/2025	0001 General Fund	Professional Services	GUARDIAN ALLIANCE TECHNOLOGIES INC		150.00
				Check Total:		150.00
28733	08/25/2025	0001 General Fund	Special Departmental Expense	HENRY SCHEIN, INC.		511.95
				Check Total:		511.95
28734	08/25/2025	0001 General Fund	Special Departmental Expense	HORIZON		112.82
28734	08/25/2025	6000 Water Enterprise Fund	Special Departmental Expense	HORIZON		39.29
28734	08/25/2025	0001 General Fund	Special Departmental Expense	HORIZON		115.25
28734	08/25/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	HORIZON		41.14
28734	08/25/2025	5040 Mello Ranch 2 LNDSCP	Special Departmental Expense	HORIZON		946.94
				Check Total:		1,255.44
28735	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	LIZETTE HUERTA		169.46
28735	08/25/2025	6020 Sanitation Enterprise Fund	Accounts Payable	LIZETTE HUERTA		3.24
28735	08/25/2025	6010 Sewer Enterprise Fund	Accounts Payable	LIZETTE HUERTA		4.58
				Check Total:		177.28
28736	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	MORGAN HULTGREN		64.16
				Check Total:		64.16

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28737	08/25/2025	7020 Risk Management Fund	Professional Services	JACKSON LEWIS P.C.		2,067.00
28737	08/25/2025	7020 Risk Management Fund	Professional Services	JACKSON LEWIS P.C.		33.00
28737	08/25/2025	7020 Risk Management Fund	Professional Services	JACKSON LEWIS P.C.		69.00
28737	08/25/2025	7020 Risk Management Fund	Professional Services	JACKSON LEWIS P.C.		69.00
Check Total:						2,238.00
28738	08/25/2025	6010 Sewer Enterprise Fund	Accounts Payable	KIMBERLY JAEKLE		2.29
28738	08/25/2025	6020 Sanitation Enterprise Fund	Accounts Payable	KIMBERLY JAEKLE		1.62
28738	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	KIMBERLY JAEKLE		160.20
Check Total:						164.11
28739	08/25/2025	1018 SB1-Road Maint & Rehab RMRA	Traffic Signals Maint & Repair	JAM SERVICES INC		880.88
Check Total:						880.88
28740	08/25/2025	1011 Gas Tax/Street Improvement	Professional Services	JLB TRAFFIC ENGINEERING, INC		1,661.90
28740	08/25/2025	0007 Measure V Fund	City Wide Traffic Signal Synch	JLB TRAFFIC ENGINEERING, INC		1,138.88
28740	08/25/2025	1011 Gas Tax/Street Improvement	Professional Services	JLB TRAFFIC ENGINEERING, INC		1,156.19
28740	08/25/2025	1011 Gas Tax/Street Improvement	Professional Services	JLB TRAFFIC ENGINEERING, INC		5,095.71
28740	08/25/2025	0007 Measure V Fund	City Wide Traffic Signal Synch	JLB TRAFFIC ENGINEERING, INC		484.12
28740	08/25/2025	1011 Gas Tax/Street Improvement	Professional Services	JLB TRAFFIC ENGINEERING, INC		3,136.51
Check Total:						12,673.31
28741	08/25/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	JOHN DEERE FINANCIAL		77.16
28741	08/25/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	JOHN DEERE FINANCIAL		143.93
28741	08/25/2025	7000 Internal Service Fund	Professional Services	JOHN DEERE FINANCIAL		1,621.80
28741	08/25/2025	6010 Sewer Enterprise Fund	Professional Services	JOHN DEERE FINANCIAL		858.00
28741	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	JOHN DEERE FINANCIAL		685.33
28741	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	JOHN DEERE FINANCIAL		436.20
Check Total:						3,822.42
28742	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	JOHNSTONE SUPPLY		38.48
Check Total:						38.48
28743	08/25/2025	7000 Internal Service Fund	Professional Services	JORGENSEN COMPANY		362.15
Check Total:						362.15
28744	08/25/2025	6020 Sanitation Enterprise Fund	Accounts Payable	NEEL KAMAL		29.19
28744	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	NEEL KAMAL		219.24
28744	08/25/2025	6010 Sewer Enterprise Fund	Accounts Payable	NEEL KAMAL		41.23



Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
Check Total:						289.66
28745	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	MEGAN KELLER		196.75
28745	08/25/2025	6010 Sewer Enterprise Fund	Accounts Payable	MEGAN KELLER		32.07
28745	08/25/2025	6020 Sanitation Enterprise Fund	Accounts Payable	MEGAN KELLER		22.70
Check Total:						251.52
28746	08/25/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	KELLOGG SUPPLY		243.88
28746	08/25/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	KELLOGG SUPPLY		113.30
Check Total:						357.18
28747	08/25/2025	7020 Risk Management Fund	Professional Services	KRAMER WORKPLACE INVESTIGATIONS		2,937.00
Check Total:						2,937.00
28748	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	LAWSON PRODUCTS		55.83
Check Total:						55.83
28749	08/25/2025	0001 General Fund	Professional Services	LEXIPOL LLC		7,715.90
Check Total:						7,715.90
28750	08/25/2025	0004 Public Safety Trans & Use Tax	Professional Services	LEXISNEXIS RISK DATA MANAGEMENT		960.00
Check Total:						960.00
28751	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	CAROL MARCELINO		58.15
Check Total:						58.15
28752	08/25/2025	0010 Measure V Regional Fund	Buhach Widening	MARK THOMAS & COMPANY, INC		4,578.00
28752	08/25/2025	0010 Measure V Regional Fund	Buhach Widening	MARK THOMAS & COMPANY, INC		1,134.00
28752	08/25/2025	0010 Measure V Regional Fund	Buhach Widening	MARK THOMAS & COMPANY, INC		20,378.80
Check Total:						26,090.80
28753	08/25/2025	6020 Sanitation Enterprise Fund	Other Revenue	MC REGIONAL WASTE MGMT. AUTH.		-1,154.38
28753	08/25/2025	6020 Sanitation Enterprise Fund	Professional Services	MC REGIONAL WASTE MGMT. AUTH.		13,059.95
Check Total:						11,905.57
28754	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	MCAULEY MOTORS		41.57
28754	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	MCAULEY MOTORS		129.08



Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
Check Total:						170.65
28755	08/25/2025	6000 Water Enterprise Fund	Water Service Charges	MDM CONSTRUCTION INC		-16.76
28755	08/25/2025	0001 General Fund	Deposits	MDM CONSTRUCTION INC		547.00
Check Total:						530.24
28756	08/25/2025	0001 General Fund	Coed Summer Softball	MERCED AREA SPORTS OFFICIALS, INC		280.00
28756	08/25/2025	0001 General Fund	Coed Volleyball	MERCED AREA SPORTS OFFICIALS, INC		330.00
28756	08/25/2025	0001 General Fund	Men's Summer Softball	MERCED AREA SPORTS OFFICIALS, INC		420.00
28756	08/25/2025	0001 General Fund	Coed Volleyball	MERCED AREA SPORTS OFFICIALS, INC		330.00
28756	08/25/2025	0001 General Fund	Men's Summer Softball	MERCED AREA SPORTS OFFICIALS, INC		420.00
28756	08/25/2025	0001 General Fund	Coed Summer Softball	MERCED AREA SPORTS OFFICIALS, INC		280.00
Check Total:						2,060.00
28757	08/25/2025	0001 General Fund	Miscellaneous	MERCED COUNTY TAX COLLECTOR		117.59
Check Total:						117.59
28758	08/25/2025	0001 General Fund	Professional Services	MERCED ROOFING AND CONSTRUCTION		2,200.00
Check Total:						2,200.00
28759	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	MERCED TRUCK & TRAILER INC.		694.02
28759	08/25/2025	7000 Internal Service Fund	Professional Services	MERCED TRUCK & TRAILER INC.		775.00
Check Total:						1,469.02
28760	08/25/2025	0001 General Fund	Uniform & Clothing Expense	METRO UNIFORM MERCED		432.78
Check Total:						432.78
28761	08/25/2025	1018 SB1-Road Maint & Rehab RMRA	Curb, Gutter, Sidewalk Project	MNZ CONCRETE		4,900.00
28761	08/25/2025	1018 SB1-Road Maint & Rehab RMRA	Curb, Gutter, Sidewalk Project	MNZ CONCRETE		4,500.00
Check Total:						9,400.00
28762	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	LUIS MOLINA MADRIGAL		7.57
Check Total:						7.57
28763	08/25/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	MUNIQUEIP, LLC		1,170.92
Check Total:						1,170.92
28764	08/25/2025	0001 General Fund	Professional Services	MUNISERVICES		6,668.02

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
Check Total:						6,668.02
28765	08/25/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	NAPA AUTO PARTS		47.66
28765	08/25/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	NAPA AUTO PARTS		20.71
Check Total:						68.37
28766	08/25/2025	6020 Sanitation Enterprise Fund	Accounts Payable	GREGORY O'NEIL		11.35
28766	08/25/2025	6010 Sewer Enterprise Fund	Accounts Payable	GREGORY O'NEIL		16.03
28766	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	GREGORY O'NEIL		158.75
Check Total:						186.13
28767	08/25/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	O'REILLY AUTO PARTS		70.45
28767	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		11.51
28767	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		5.43
28767	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		97.01
28767	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		91.87
28767	08/25/2025	7000 Internal Service Fund	Small Tools	O'REILLY AUTO PARTS		26.09
28767	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		41.59
28767	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		-18.05
28767	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		18.48
28767	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		46.03
28767	08/25/2025	6000 Water Enterprise Fund	Special Departmental Expense	O'REILLY AUTO PARTS		19.00
28767	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		174.78
28767	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		43.68
28767	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		-543.75
28767	08/25/2025	6000 Water Enterprise Fund	Special Departmental Expense	O'REILLY AUTO PARTS		45.63
28767	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		44.54
28767	08/25/2025	7000 Internal Service Fund	Small Tools	O'REILLY AUTO PARTS		16.29
28767	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		186.61
28767	08/25/2025	6010 Sewer Enterprise Fund	Small Tools	O'REILLY AUTO PARTS		114.69
28767	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		630.74
28767	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		72.53
28767	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		110.19
28767	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		185.59
Check Total:						1,490.93
28768	08/25/2025	6010 Sewer Enterprise Fund	Utilities	PACIFIC GAS & ELECTRIC		33,495.22
28768	08/25/2025	6000 Water Enterprise Fund	Utilities	PACIFIC GAS & ELECTRIC		32,728.07
28768	08/25/2025	1011 Gas Tax/Street Improvement	Utilities	PACIFIC GAS & ELECTRIC		22.85
Check Total:						66,246.14

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28769	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	FRANCISCO PADILLA RAMIREZ		145.08
				Check Total:		145.08
28770	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	XOCHITL PEREZ		80.93
				Check Total:		80.93
28771	08/25/2025	0001 General Fund	Planning Deposits	PRECISION CIVIL ENGINEERING, INC.		1,075.00
28771	08/25/2025	0001 General Fund	Planning Deposits	PRECISION CIVIL ENGINEERING, INC.		2,513.75
28771	08/25/2025	0008 Measure V 20% AlternativeModes	Phase 3 Ped Imp Proj Downtown	PRECISION CIVIL ENGINEERING, INC.		476.58
28771	08/25/2025	6000 Water Enterprise Fund	Professional Services	PRECISION CIVIL ENGINEERING, INC.		3,202.50
28771	08/25/2025	0003 General Fund Capital	Phase 3 Ped Imp Proj Downtown	PRECISION CIVIL ENGINEERING, INC.		3,678.42
				Check Total:		10,946.25
28772	08/25/2025	6010 Sewer Enterprise Fund	Utilities	PROJECT COMPANY FINCO PHASE VI LLC		1,847.05
28772	08/25/2025	6010 Sewer Enterprise Fund	Utilities	PROJECT COMPANY FINCO PHASE VI LLC		54,409.91
28772	08/25/2025	6010 Sewer Enterprise Fund	Utilities	PROJECT COMPANY FINCO PHASE VI LLC		21,349.99
				Check Total:		77,606.95
28773	08/25/2025	6001 Water Fund Capital Replacement	Well #20A Rehab	PROVOST & PRITCHARD CONSULTING GROU		690.00
				Check Total:		690.00
28774	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	FLOR PULIDO ROCHA		90.02
				Check Total:		90.02
28775	08/25/2025	6010 Sewer Enterprise Fund	Professional Services	RAFTELIS FINANCIAL		1,687.50
28775	08/25/2025	6010 Sewer Enterprise Fund	Professional Services	RAFTELIS FINANCIAL		4,440.00
				Check Total:		6,127.50
28776	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	RAZZARI DODGE CHRYSLER JEEP RAM		228.62
28776	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	RAZZARI DODGE CHRYSLER JEEP RAM		41.22
				Check Total:		269.84
28777	08/25/2025	1041 General Plan Update Fund	Professional Services	RINCON CONSULTANTS INC		5,511.25
28777	08/25/2025	1041 General Plan Update Fund	Professional Services	RINCON CONSULTANTS INC		2,047.25
28777	08/25/2025	1041 General Plan Update Fund	Professional Services	RINCON CONSULTANTS INC		2,047.25
				Check Total:		9,605.75
28778	08/25/2025	1018 SB1-Road Maint & Rehab RMRA	Pavement Markings	SAFE-T-LITE		338.65
28778	08/25/2025	1011 Gas Tax/Street Improvement	Special Departmental Expense	SAFE-T-LITE		261.79



Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
Check Total:						600.44
28779	08/25/2025	0001 General Fund	Professional Services	SANTA FE PET HOSPITAL		125.46
28779	08/25/2025	0001 General Fund	Professional Services	SANTA FE PET HOSPITAL		174.00
28779	08/25/2025	0001 General Fund	Professional Services	SANTA FE PET HOSPITAL		317.56
28779	08/25/2025	0001 General Fund	Professional Services	SANTA FE PET HOSPITAL		207.94
Check Total:						824.96
28780	08/25/2025	6000 Water Enterprise Fund	Special Departmental Expense	SHANNON PUMP CO.		127.50
Check Total:						127.50
28781	08/25/2025	6000 Water Enterprise Fund	Special Departmental Expense	SIERRA MATERIALS & TRUCKING COMPANY		243.14
28781	08/25/2025	1018 SB1-Road Maint & Rehab RMRA	Curb, Gutter, Sidewalk Project	SIERRA MATERIALS & TRUCKING COMPANY		682.22
28781	08/25/2025	0001 General Fund	Special Departmental Expense	SIERRA MATERIALS & TRUCKING COMPANY		324.00
Check Total:						1,249.36
28782	08/25/2025	6010 Sewer Enterprise Fund	Accounts Payable	GARY & JOYCE SILVA		10.58
28782	08/25/2025	6020 Sanitation Enterprise Fund	Accounts Payable	GARY & JOYCE SILVA		7.20
28782	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	GARY & JOYCE SILVA		107.89
Check Total:						125.67
28783	08/25/2025	6010 Sewer Enterprise Fund	Machinery & Equipment	SMITH & LOVELESS INC.		10,826.29
Check Total:						10,826.29
28784	08/25/2025	0001 General Fund	Special Departmental Expense	NATALIE SOBALVARRO		125.00
Check Total:						125.00
28785	08/25/2025	1011 Gas Tax/Street Improvement	Professional Services	ST FRANCIS ELECTRIC		296.00
Check Total:						296.00
28786	08/25/2025	7000 Internal Service Fund	Professional Services	STATE PRO BUILDERS INC.		542.00
28786	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	STATE PRO BUILDERS INC.		148.00
28786	08/25/2025	7000 Internal Service Fund	Professional Services	STATE PRO BUILDERS INC.		720.00
28786	08/25/2025	7000 Internal Service Fund	Special Departmental Expense	STATE PRO BUILDERS INC.		205.00
Check Total:						1,615.00
28787	08/25/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	STATE WATER RESOURCES CONTROL BOARD		4,615.00

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
Check Total:						4,615.00
28788	08/25/2025	0001 General Fund	Special Departmental Expense	STEPPING STONE NURSERY		260.89
Check Total:						260.89
28789	08/25/2025	0001 General Fund	Professional Services	STERICYCLE INC		41.53
28789	08/25/2025	0001 General Fund	Professional Services	STERICYCLE INC		41.42
Check Total:						82.95
28790	08/25/2025	0001 General Fund	Professional Services	STREAMLINE AUTOMATION SYSTEMS, LLC		3,466.00
Check Total:						3,466.00
28791	08/25/2025	6000 Water Enterprise Fund	Special Departmental Expense	SUPERIOR POOL PRODUCTS LLC		1,180.40
28791	08/25/2025	6000 Water Enterprise Fund	Special Departmental Expense	SUPERIOR POOL PRODUCTS LLC		1,036.50
Check Total:						2,216.90
28792	08/25/2025	6000 Water Enterprise Fund	Utilities	TERRAFORM PHOENIX II ARCADIA HOLDING		3,109.85
28792	08/25/2025	6000 Water Enterprise Fund	Utilities	TERRAFORM PHOENIX II ARCADIA HOLDING		17,332.67
28792	08/25/2025	6000 Water Enterprise Fund	Utilities	TERRAFORM PHOENIX II ARCADIA HOLDING		7,462.00
28792	08/25/2025	6000 Water Enterprise Fund	Utilities	TERRAFORM PHOENIX II ARCADIA HOLDING		4,788.07
Check Total:						32,692.59
28793	08/25/2025	7030 Information Technology Fund	Communications	TPX COMMUNICATIONS		13,077.79
28793	08/25/2025	7030 Information Technology Fund	Communications	TPX COMMUNICATIONS		13,078.67
Check Total:						26,156.46
28794	08/25/2025	0001 General Fund	Professional Services	TRANSUNION RISK AND ALTERNATIVE DATA		131.00
Check Total:						131.00
28795	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	TURF STAR INC		632.45
Check Total:						632.45
28796	08/25/2025	7000 Internal Service Fund	Operations & Maintenance	VAN DE POL		17,195.44
Check Total:						17,195.44
28797	08/25/2025	6010 Sewer Enterprise Fund	Professional Services	VEOLIA WATER NORTH AMERICA		196,406.03
Check Total:						196,406.03

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28798	08/25/2025	7010 Employee Benefits Fund	Vision Insurance	VISION SERVICE PLAN (CA)		8.79
Check Total:						8.79
28799	08/25/2025	0001 General Fund	Professional Services	VVH CONSULTING SERVICES		1,967.25
28799	08/25/2025	0008 Measure V 20% AlternativeModes	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		616.76
28799	08/25/2025	0003 General Fund Capital	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		5,751.22
28799	08/25/2025	1014 CRP Carbon Reduction Prog Fund	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		19,254.08
28799	08/25/2025	0003 General Fund Capital	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		1,421.92
28799	08/25/2025	6000 Water Enterprise Fund	Professional Services	VVH CONSULTING SERVICES		7,869.00
28799	08/25/2025	0008 Measure V 20% AlternativeModes	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		184.23
28799	08/25/2025	1014 CRP Carbon Reduction Prog Fund	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		4,760.37
28799	08/25/2025	0008 Measure V 20% AlternativeModes	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		745.13
28799	08/25/2025	0001 General Fund	Professional Services	VVH CONSULTING SERVICES		665.00
28799	08/25/2025	0001 General Fund	Professional Services	VVH CONSULTING SERVICES		15,930.00
28799	08/25/2025	0008 Measure V 20% AlternativeModes	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		2,494.57
Check Total:						61,659.53
28800	08/25/2025	0001 General Fund	Maint. Buildings & Grounds	WARD ENTERPRISES		20.61
28800	08/25/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	WARD ENTERPRISES		97.82
28800	08/25/2025	0001 General Fund	Maint. Buildings & Grounds	WARD ENTERPRISES		153.07
Check Total:						271.50
28801	08/25/2025	6000 Water Enterprise Fund	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		176.93
28801	08/25/2025	5037 Atwater South LNDSCP	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		42.02
28801	08/25/2025	5037 Atwater South LNDSCP	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		78.23
28801	08/25/2025	5037 Atwater South LNDSCP	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		14.99
Check Total:						312.17
28802	08/25/2025	1010 ARPA-American Rescue Plan Act	Professional Services	WILLDAN FINANCIAL SERVICES		3,010.00
28802	08/25/2025	1010 ARPA-American Rescue Plan Act	Professional Services	WILLDAN FINANCIAL SERVICES		2,955.00
28802	08/25/2025	1010 ARPA-American Rescue Plan Act	Professional Services	WILLDAN FINANCIAL SERVICES		3,355.00
Check Total:						9,320.00
28803	08/25/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	WINTON HARDWARE		37.70
28803	08/25/2025	6000 Water Enterprise Fund	Special Departmental Expense	WINTON HARDWARE		70.06
28803	08/25/2025	6000 Water Enterprise Fund	Special Departmental Expense	WINTON HARDWARE		28.00
28803	08/25/2025	6010 Sewer Enterprise Fund	Small Tools	WINTON HARDWARE		351.23
28803	08/25/2025	6000 Water Enterprise Fund	Special Departmental Expense	WINTON HARDWARE		141.58
28803	08/25/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	WINTON HARDWARE		36.16
28803	08/25/2025	6010 Sewer Enterprise Fund	Uniform & Clothing Expense	WINTON HARDWARE		71.08

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
Check Total:						735.81
28804	08/25/2025	6020 Sanitation Enterprise Fund	Accounts Payable	WISDOM PROPERTY MANAGEMENT		74.60
28804	08/25/2025	6010 Sewer Enterprise Fund	Accounts Payable	WISDOM PROPERTY MANAGEMENT		105.37
28804	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	WISDOM PROPERTY MANAGEMENT		78.29
Check Total:						258.26
28805	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	STEFANI WISENER		4,622.02
Check Total:						4,622.02
28806	08/25/2025	0001 General Fund	Special Departmental Expense	WORK WELLNESS		786.00
Check Total:						786.00
28807	08/25/2025	6000 Water Enterprise Fund	Accounts Payable	MADISON ZAMARONI		96.38
Check Total:						96.38
28808	08/25/2025	6020 Sanitation Enterprise Fund	Accounts Payable	DIEGO ZAMORA ALVAREZ		132.35
Check Total:						132.35
Report Total:						2,500,805.27





## CITY OF ATWATER

### PLANNING COMMISSION

### ACTION MINUTES

**June 18, 2025**

REGULAR SESSION: (Council Chambers)

*The Planning Commission of the City of Atwater met in Regular Session this date at 6:00 PM in the City Council Chambers located at the Atwater Civic Center, 750 Bellevue Road, Atwater, California;*

INVOCATION:

**None**

PLEDGE OF ALLEGIANCE TO THE FLAG:

*The Pledge of Allegiance was led by Planning Commission Member Borgwardt*

ROLL CALL:

**Present:** *Planning Commission Members Borgwardt, Kadach, Mokha, and Conour*

**Absent:** *Planning Commission Member Sanchez-Garcia*

**Staff Present:** *City Manager Hoem, Community Development Director O'Connor Recording Secretary Rashad*

SUBSEQUENT NEED ITEMS:

**None**

APPROVAL OF AGENDA AS POSTED OR AS AMENDED:



**MOTION: Planning Commission Member Kadach moved to approve the agenda. The motion was seconded by Planning Commission Member Conour and the vote was: Ayes: Planning Commission Members Conour, Kadach, Mokha, and Borgwardt; Noes: None; Absent: Planning Commission Member Sanchez-Garcia. The motion passed.**

**APPROVAL OF MINUTES:**

a) May 21, 2025 – Regular Meeting

**MOTION: Planning Commission Member Mokha moved to approve the minutes. The motion was seconded by Planning Commission Member Kadach and the vote was: Ayes: Planning Commission Members Conour, Mokha, Kadach, and Borgwardt; Noes: None; Absent: Planning Commission Member Sanchez-Garcia. The motion passed.**

**PETITIONS AND COMMUNICATIONS:**

**None**

**PUBLIC HEARINGS:**

Public Hearing to make an environmental finding that the project is exempt under California Environmental Quality Act (CEQA), because there are no changes to the project and the previous environmental impact report, and recommending the City Council adopt an Ordinance approving an Amendment to the Development Agreement by and between the City of Atwater and The Ferrari Ranch Owners, to clarify the responsible parties for the construction of water, sewer, and storm water infrastructure for the development located at APNs: 005-120-045 & 005-120-046.

**City Manager Hoem provided background on this item.**

**Community Development Director O'Connor presented this item.**

**Chair Borgwardt opened the public hearing.**

**No one came forward to speak.**

**Chair Borgwardt closed the public hearing.**

**MOTION: Planning Commission Member Conour moved to make a finding that the project is exempt under California Environmental Quality Act (CEQA), because there are no changes to the project and the previous environmental impact report, and adopt Resolution No. 0269-25 recommending the City Council adopt an Ordinance approving an Amendment to the Development Agreement by and between the City of Atwater and The Ferrari Ranch Owners, to clarify the**

**responsible parties for the construction of water, sewer, and storm water infrastructure for the development located at APNs: 005-120-045 & 005-120-046). The motion was seconded by Planning Commission Member Kadach and the vote was: Ayes: Planning Commission Members Mokha, Conour, Kadach, and Borgwardt; Noes: None; Absent: Planning Commission Member Sanchez-Garcia. The motion passed.**

**REPORTS AND PRESENTATIONS FROM STAFF:**

***City Manager Verbal Updates.***

***Community Development Director Verbal Updates.***

**COMMENTS FROM THE PUBLIC:**

***Chair Borgwardt opened the Public Comment.***

***Notice to the public was read.***

***No one came forward to speak.***

***Chair Borgwardt closed the public comment.***

**COMMISSIONER MATTERS:**

***Planning Commission Member Conour expressed his excitement for new business.***

***Planning Commission Member Mokha expressed his excitement for updates on the Building/Planning permits and processes as well as for the Ferrari Ranch update.***

***Chair Borgwardt inquired about an ordinance regarding carports and possibly having preapproved plans similar to the ADU pre-approved plans that were recently adopted.***

**ADJOURNMENT:**

***Chair Borgwardt adjourned the meeting at 6:25 PM.***

  
Don Borgwardt, Chair

By: Kayla Rashad  
Recording Secretary



# CITY OF ATWATER

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## CITY COUNCIL, FIRE PROTECTION DISTRICT, AND SUCCESSOR AGENCY TO THE ATWATER REDEVELOPMENT AGENCY

### ACTION MINUTES

**June 9, 2025**

**Council Chambers – 750 Bellevue Road, Atwater, California**

#### **CALL TO ORDER:**

The City Council/Board of Directors meeting was called to order at 6:00 PM.

#### **INVOCATION:**

Provided by Pastor Rich Miller.

#### **PLEDGE OF ALLEGIANCE:**

Led by City Council Member Rochester.

#### **ROLL CALL:**

Present: Council Members Cale, Ambriz, Rochester, and Mayor Nelson

Absent: Council Member Raymond

**SUBSEQUENT NEED ITEMS:** None

#### **APPROVAL OF AGENDA**

Motion to approve the agenda as posted.

**MOTION:** Cale

**SECOND:** Rochester

**ABSENT:** Raymond

**VOTE:** Motion passed unanimously.

**PRESENTATIONS:****Certificate of Recognition – Atwater High School Forensics Class**

Mayor Nelson, on behalf of the City Council, recognized the Atwater High School Forensics Team for their accomplishments at the statewide Crime Scene Investigation competition.

**CONSENT CALENDAR:**

- **Item 2:** Approval of Warrants (June 9, 2025)
- **Item 3:** Adoption of Resolution No. 3536-25 approving the Statement of Investment Policy for FY 2025-26 and delegating authority to the City Treasurer.

Motion to approve Consent Calendar as presented.

**MOTION:** Ambriz

**SECOND:** Cale

**ABSENT:** Raymond

**VOTE:** Motion passed unanimously.

**PUBLIC HEARINGS:**

**Item 4:** Resolution No. 3537-25 – FY 2025-26 Miscellaneous Fee Schedule  
Public Hearing opened and closed. No comments received.

Motion to adopt Resolution No. 3537-25.

**MOTION:** Rochester

**SECOND:** Ambriz

**ABSENT:** Raymond

**VOTE:** Motion passed unanimously.

**Item 5:** Resolutions adopting the FY 2025-26 Budget, Five-Year Capital Improvement Plan, Fund Expenditures/Transfers, Appropriations Limitation, and Salary Schedule A-26. Public Hearing opened. Testimony received. Public Hearing closed.

Motion to adopt FY 2025-26 Budget, Five-Year Capital Improvement Plan, Fund Expenditures/Transfers, Appropriations Limitation, and Salary Schedule A-26.

**MOTION:** Cale

**SECOND:** Ambriz

**NO:** Rochester

**ABSENT:** Raymond

**VOTE:** Motion passed.

### **REPORTS AND PRESENTATIONS FROM STAFF:**

**Item 6:** Resolution No. 3543-25 – Cost Share Agreement with Merced County for Fire Equipment Mechanic. Public Comment opened. Testimony received. Public Comment closed.

Motion to adopt Resolution No. 3543-25.

**MOTION:** Rochester

**SECOND:** Ambriz

**ABSENT:** Raymond

**VOTE:** Motion passed unanimously.

**Item 7:** Resolution No. 3542-25 – Award of General Construction Contract to Consolidated Engineering Inc. for Olive Avenue Overlay. Public Comment and closed. No comments received.

Motion to adopt Resolution No. 3542-25.

**MOTION:** Ambriz

**SECOND:** Cale

**ABSENT:** Raymond

**VOTE:** Motion passed unanimously.

**Item 8:** Resolution No. 3541-25 – Community Development Director Employment Agreement with Jon O'Connor. Public Comment opened. Testimony received. Public Comment closed.

Motion to adopt Resolution No. 3541-25.

**MOTION:** Cale

**SECOND:** Ambriz

**NO:** Rochester

**ABSENT:** Raymond

**VOTE:** Motion passed.

### **COMMENTS FROM THE PUBLIC:**

Members of the public provided comments on matters that were not on the agenda.

### **CITY COUNCIL REPORTS/UPDATES:**

Brief comments were made by Council Members Cale, Rochester, and Mayor Nelson.

**CITY MANAGER REPORTS/UPDATES:**

Update provided by City Manager Hoem.

**ADJOURNMENT:**

Mayor Nelson adjourned the meeting at 7:46 PM.

APPROVED:

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MIKE NELSON  
MAYOR

ATTEST:

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JANELL MARTIN  
ASSISTANT CITY CLERK





# CITY OF ATWATER

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## CITY COUNCIL ACTION MINUTES

**June 23, 2025**

**Council Chambers – 750 Bellevue Road, Atwater, California**

**CALL TO ORDER:**

The City Council meeting was called to order at 6:00 PM.

**INVOCATION:**

Provided by Chaplain Jim McClellan.

**PLEDGE OF ALLEGIANCE:**

Led by Mayor Nelson.

**ROLL CALL:**

Present: Council Members Cale, Raymond, and Mayor Nelson

Absent: Council Member Rochester

**SUBSEQUENT NEED ITEMS:** None

**APPROVAL OF AGENDA:**

Motion to approve the agenda as posted.

**MOTION:** Cale

**SECOND:** Ambriz

**ABSENT:** Rochester

**VOTE:** Motion passed unanimously.

**PRESENTATIONS:**

**Certificate of Recognition – Mitchell Senior Cadets**

**Monthly report by Merced County District 3 Supervisor McDaniel**

**CONSENT CALENDAR:**

**Item Removed for Separate Consideration:** Item 7

**Action Taken on Items 1–16:**

Motion to approve Items 1 through 16 as listed, with Council Member Ambriz **recusing himself from Item 13 and abstaining from the vote on that item.**

Motion to approve Consent Calendar as presented.

**MOTION:** Ambriz

**SECOND:** Cale

**ABSENT:** Rochester

**VOTE:** Motion passed unanimously.

**Item 1:** Treasurer's Report – May 31, 2025

**Item 2:** Warrant Register – June 23, 2025

**Item 3:** Citizens' Oversight Committee Minutes – March 11, 2025 (Special Meeting)

**Item 4:** Planning Commission Minutes – May 21, 2025

**Item 5:** City Council Minutes – May 12, 2025 (Regular Meeting) and May 27, 2025 (Regular Meeting)

**Item 6:** Resolution No. 3544-25 and Resolution No. 3545-25 – Ordering Engineer's Reports and Declaring Intent for FY 2025-26 Assessment Districts; setting Public Hearing for July 14, 2025

**Item 8:** Resolution No. 3547-25 – Adopting FY 2025-26 SB 1 Project List

**Item 9:** Resolution No. 3548-25 – Fourth Amendment to General Services Agreement with JaniTek Cleaning Solutions

**Item 10:** Resolution No. 3549-25 – Amended and Restated Public Works Director Employment Agreement

**Item 11:** Resolution No. 3550-25 – Designating Applicant's Agent for FEMA Disaster Assistance

**Item 12:** Approving Fee Waiver – Bloss Memorial Healthcare District, Senior Adult Information Day (September 16, 2025)

**Item 13:** Approving Fee Waiver – Employment Development Department, Hiring and Resource Event (September 18, 2025)

**Item 14:** Accepting Well 20-A Project as complete

**Item 15:** Accepting Civic Center Building 2 (City Hall) Project as complete

**Item 16:** Accepting Public Improvements by BFD-ATWCA-2401 (Coffee Restaurant Development)

**Item 7: Resolution No. 3546-25 – Initiating Proceedings for FY 2025-26  
Assessment District Levy**

Motion to approve Item 7.

**MOTION:** Ambriz

**SECOND:** Cale

**NOES:** Raymond

**ABSENT:** Rochester

**VOTE:** Motion passed.

**PUBLIC HEARINGS:**

**17. Waive first reading by title only and introduce Ordinance No. CS 1071, amending Atwater Municipal Code Chapter 17.63 (“Parking Requirements”).**

Public hearing opened and closed. No public comment received. Motion to waive the first reading and introduce Ordinance No. CS 1071.

**MOTION:** Raymond

**SECOND:** Ambriz

**ABSTAIN:** Nelson

**ABSENT:** Rochester

**VOTE:** Motion passed.

**18. Waive first reading by title only and introduce Ordinance No. CS 1072, approving an Amendment to the Development Agreement with the Ferrari Ranch Owners regarding construction responsibilities for infrastructure.**

Public hearing opened. Testimony received. Public hearing closed. Motion to waive the first reading and introduce Ordinance No. CS 1072.

**REPORTS AND PRESENTATIONS FROM STAFF:**

**19. Update regarding Fireworks Enforcement and the Nail ‘Em App – Battalion Chief/Fire Marshal Carvalho and Police Chief McEachin provided the update.**

**COMMENTS FROM THE PUBLIC:**

Members of the public provided comments on matters not on the agenda.

**CITY COUNCIL REPORTS/UPDATES:**

Brief comments were made by Council Members Cale, Rochester, Raymond, and Mayor Nelson.

**CITY MANAGER REPORTS/UPDATES:**

Update provided by City Manager Hoem.

**ADJOURNMENT**

The meeting adjourned at 6:43 PM.

**APPROVED:**

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MIKE NELSON  
MAYOR

ATTEST:

---

JANELL MARTIN  
ASSISTANT CITY CLERK





## CITY COUNCIL AGENDA REPORT

### CITY COUNCIL

Mike Nelson, Mayor  
Danny Ambriz      Brian Raymond  
John Cale          Kalisa Rochester

**MEETING DATE:** August 25, 2025  
**TO:** Mayor and City Council  
**FROM:** Anna Nicholas, Finance Director  
**PREPARED BY:** Anna Nicholas, Finance Director  
**SUBJECT:** **Approving Budget Amendment for Previously Approved Purchase of Type I Fire Engine** (Finance Director Nicholas)

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### **RECOMMENDED COUNCIL ACTION**

Adoption of Resolution No. 3564-25 approving Budget Amendment No. 3, which amends the Fiscal Year 2025-26 budget by increasing the appropriation of general ledger account number 1093-2030-6021 in the amount of \$285,786 and reducing the appropriation of general ledger account number 0001-2030-6021 in the amount of \$285,786 for an amended line item budget amount of \$348,214.

### **I. BACKGROUND/ANALYSIS:**

The City entered into an agreement to purchase a new Rosenbauer FX Type 1 Commander Chassis fire engine apparatus for a grand total of \$994,227 (less interest). A down payment of \$400,000 was required and satisfied by the City on 10/14/2024. The remainder of the purchase has been budgeted for in the FY 2025-26 budget, General Ledger Account: 0001-2030-6021, General Fund - Fire-Machinery & Equipment.

Through research and analysis of the City's development impact fees, it was determined there was sufficient qualifying fund balance in Fund 1093, Fire Facility Impact Fee, that could be appropriated for the purchase of the Type 1 fire engine. Fund 1093 is the Development Impact Fee that funds the improvement of fire protection facilities and purchases of necessary related equipment due to new development growth within the City, from the time the fee is collected. The fees are charged and collected through the building permit process.

The payoff amount is \$633,375.29. Of this amount, \$285,786 will be paid from Fund 1093, Fire Facility Impact Fee and \$347,590 will be paid from Fund 0001, General Fund. This reallocation will reduce the amount the General Fund will contribute as compared to the original budget amount, and it appropriately utilizes the development impact funds towards the purpose of the monies collected.

**II. FISCAL IMPACTS:**

The Fiscal Year 2025-26 fiscal impact for this item is as follows:

Fund 0001 General Fund: decrease in appropriation of \$285,786

Fund 1093 Fire Impact Fee: increase in appropriation of \$285,786

**III. LEGAL REVIEW:**

This item has been reviewed by the City Attorney.

**IV. EXISTING POLICY:**

Existing policy requires this budget amendment to be approved by the City Council.

This item directly supports Item 1 of the City's current strategic plan: ensure financial solvency by appropriately using funds for intended purpose.

**V. ALTERNATIVES:**

City Council could choose not to adopt Resolution No. XXXX-XX and provide alternative direction.

**VI. INTERDEPARTMENTAL COORDINATION:**

Interdepartmental coordination will follow the approved budget amendment as needed.

**VII. PUBLIC PARTICIPATION:**

The public may provide comments about this item at the City Council meeting.

**VIII. ENVIRONMENTAL REVIEW:**

This item is not subject to environmental review.

**IX. STEPS FOLLOWING APPROVAL:**

This staff report is submitted for City Council consideration and approval to adopt the budget amendment for the Fiscal Year 2025-2026 Budget.

Submitted by:



---

Anna Nicholas, Finance Director

Approved by:



---

Chris Hoem, City Manager

Attachments:

1. Payoff Quote 05092025
2. Type 1 Payment Schedule
3. Rosenbauer Invoice 9924
4. Balance Sheet Fund 1093
5. Rosenbauer Type I
6. Budget Amendment No. Reso.

## Anna Nicholas

---

**From:** Monica Huffman <monica@rfnonline.com>  
**Sent:** Friday, May 9, 2025 1:52 PM  
**To:** Anna Nicholas  
**Cc:** Robert Ayuso  
**Subject:** RE: Atwater: Payment Schedule

Anna,

The payoff amount is \$633,375.29 good through 9/17/2025.  
If you need anything further please let me know.

Thank you,

**Monica Huffman**  
Document Specialist



P: (800) 700-7878  
M: (260) 577-7076  
F: (800) 865-8517  
E: [monica@rfnonline.com](mailto:monica@rfnonline.com)  
A: 2525 West State Road 114  
Rochester, IN 46975



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**From:** Anna Nicholas <[anicholas@atwater.org](mailto:anicholas@atwater.org)>  
**Sent:** Friday, May 9, 2025 11:57 AM  
**To:** Monica Huffman <[monica@rfnonline.com](mailto:monica@rfnonline.com)>  
**Cc:** Robert Ayuso <[robert.ayuso@fire.ca.gov](mailto:robert.ayuso@fire.ca.gov)>  
**Subject:** RE: Atwater: Payment Schedule

Hi Monica,

Just curious when we can expect the payoff quote. No worries, just putting together some budget numbers and want to make note when it will be ready.

Thank you,  
Anna

**From:** Monica Huffman <[monica@rfnonline.com](mailto:monica@rfnonline.com)>  
**Sent:** Thursday, May 1, 2025 12:29 PM  
**To:** Anna Nicholas <[anicholas@atwater.org](mailto:anicholas@atwater.org)>



## ATTACHMENT 1 EQUIPMENT DESCRIPTION

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**RE:** Schedule of Equipment No. 01 between Republic First National Corporation as Lessor and City of Atwater as Lessee dated as of September 17, 2024 to Master Equipment Lease Purchase Agreement dated as of September 17, 2024.

### Description

One (1) New Rosenbauer FX Type 1 Commander Chassis Fire Apparatus

Lessee authorizes Lessor or its assigns to insert or modify, if needed, the Serial Number, in the above description of the Equipment to correspond to the final delivered and accepted Equipment as shown on the respective invoice or other supporting documents.

## ATTACHMENT 2 PAYMENT SCHEDULE

RE: Schedule of Equipment No. 01 between Republic First National Corporation as Lessor and City of Atwater as Lessee dated as of September 17, 2024 to Master Equipment Lease Purchase Agreement dated as of September 17, 2024.

Lease Number: 1001XATW


Cost of Equipment: \$594,227.74

### AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

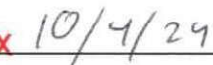
Payment Number	Payment Date	Payment Amount	Interest Portion	Principal Portion	Early Termination Purchase Option
1	9/17/2025	\$322,411.36	\$33,425.53	\$288,985.83	\$307,703.15
2	9/17/2026	\$322,411.36	\$17,169.95	\$305,241.41	\$0.00
Grand Totals		\$644,822.72	\$50,595.48	\$594,227.24	

The Early Termination Purchase Option assumes rental payments and other amounts due on and prior to that date have been paid.

LESSEE: City of Atwater

By  \_\_\_\_\_

Title Christopher Hoem, City Manager

Date  \_\_\_\_\_

PO



INVOICE		
INVOICE #	DATE	PG
9924	9/9/2024	1

ROSENBAUER SOUTH DAKOTA, LLC  
 100 Third Street • PO Box 57 • Lyons, SD 57041-0057  
 Phone: (605) 543-5591 • Fax: (605) 543-5074

SOLD TO:  
 CITY OF ATWATER FIRE DEPARTMENT  
 699 BROADWAY AVENUE  
 ATWATER, CA 95301

SHIP TO:

CUST ID	SALES PERSON	PURCHASE ORDER	TERMS	JOB NUMBER
ATWACA	BURTONS	PUMPER	DUE UPON RECEIPT	19445

ORDERED	QUANTITY SHIPPED	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	1.00	ROSENBAUER PUMPER WITH ROSENBAUER COMMANDER CHASSIS PER PO	\$908,397.00	\$908,397.00
1.00	1.00	CALIFORNIA SALES TAX 8.750%	\$79,484.74	\$79,484.74
1.00	1.00	DELIVERY (NON TAXABLE)	\$6,346.00	\$6,346.00
				\$0.00
		Payment is due upon receipt to take advantage of the pre-pay discount amount of \$65,900.00 that is already included in the Purchase Order total. THANK YOU!!		\$0.00
				\$0.00
				\$0.00
				\$0.00

SALES AMT	\$994,227.74
STATE TAX	\$0.00
DELIVERY	\$0.00
TOTAL	\$994,227.74

CITY OF ATWATER PAYMENT AUTHORIZATION	
ACCOUNT NUMBERS	AMOUNT
0004-2030-6021	\$400,000.00
DEPARTMENT APPROVAL	BA
DATE SIGNED	9-16-24
DESCRIPTION/ JUSTIFICATION	
Down payment on Type 1 Fire Engine PO #15430	

Down Payment only!

RECEIVED  
 SEP 17 2024  
 BY: umo

# General Ledger

## Balance Sheet

User: anicholas  
Printed: 08/13/2025 - 11:20AM  
Fund: 1093  
Period: 1  
Fiscal Year: 2026



City of  
**Atwater**  
Community Pride City Wide

750 Bellevue Road, Atwater CA 95301

### Fund ALFRE

Account Type	Amount
1093 - Fire Facility Impact Fee	
Assets	
Cash	284,494.40
Asset	(645.03)
Receivables	0.00
Interest receivables	1,936.99
Total Assets:	285,786.36
Liabilities	
Payables	0.00
Due to Other Funds	0.00
Total Liabilities:	0.00
Fund Balance	
Fund Balance	285,786.36
Encumbrance Resrve	0.00
Encumbrance (Debit)	0.00
Appropriations (Debit)	0.00
Total Fund Balance:	285,786.36
Total Liabilities and Fund Balance:	285,786.36
Total Retained Earnings:	0.00
Total Fund Balance and Retained Earnings:	285,786.36
Total Liabilities, Fund Balance, and Retained Earnings:	285,786.36
Totals for Fund 1093 - Fire Facility Impact Fee:	0.00

Rosenbauer Fire Engine Type I		
Purchase Price	\$ 994,227.74	Rosenbauer Invoice 9924
Down Payment	\$ 400,000.00	Made 10/14/2024
Principal	\$ 594,227.74	Remaining Balance to Finance with Republic
Interest	\$ 50,594.98	
P & I	\$ 644,822.72	
Payoff Amount	\$ 633,375.29	Quote thru 9/17/2025
Savings	\$ 11,447.43	
Funding Source:		
DIF Fund 1093	\$285,786	
GF Fund 0001	\$347,590	
	\$633,376	





## CITY COUNCIL OF THE CITY OF ATWATER

### RESOLUTION NO. 3XXX-25

#### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATWATER APPROVING BUDGET AMENDMENT NO. X AMENDING 2025-2026 FISCAL YEAR BUDGET REGARDING

**WHEREAS**, the City Council of the City of Atwater adopted Resolution No. 3538-25 adopting the 2025-2026 Fiscal Year Budget on June 9, 2025; and

**WHEREAS**, from time to time, and in order to operate effectively, it is necessary to amend said budget.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Atwater does hereby approve Budget Amendment No. X to the 2025-2026 Fiscal Year Budget as follows:

#### SECTION 1:

1. Increase in appropriation for general ledger account number 1093-2030-6021 from zero to \$285,786
2. Decrease in appropriation for general ledger account number 0001-2030-6021 from \$634,000 to \$348,214.

Increase Budget (Expense)	1093-2030-6021	Machinery & Equipment	\$285,786
Decrease Budget (Expense)	0001-2030-6021	Machinery & Equipment	\$285,786

**BE IT FURTHER RESOLVED**, that a copy of this resolution appends to the original budget document that is available in the Finance Department and the City Clerk/Board Clerk's office.

The foregoing resolution is hereby adopted this 25<sup>th</sup> day of August 2025.

AYES:  
NOES:  
ABSENT:

APPROVED:

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MICHAEL G. NELSON, MAYOR

ATTEST:

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KORY J. BILLINGS, CITY CLERK



## **CITY COUNCIL AGENDA REPORT**

### **CITY COUNCIL**

Mike Nelson, Mayor  
Danny Ambriz      Brian Raymond  
John Cale          Kalisa Rochester

**MEETING DATE:** August 25, 2025  
**TO:** Mayor and City Council  
**FROM:** Josh Randol, CAL FIRE-Battalion Chief  
**PREPARED BY:** Josh Randol, CAL FIRE-Battalion Chief  
**SUBJECT:** **Approving Memorandum of Understanding with the County of Merced Office of Emergency Services for the State Homeland Security Grant Programs Funding for Equipment, Planning, Administration, Training and Exercises (CAL FIRE Battalion Chief Randol)**

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### **RECOMMENDED COUNCIL ACTION**

Adoption of Resolution No. 3565-25 approving the Memorandum of Understanding, in a form approved by the City Attorney, with the County of Merced Office of Emergency Services for the State Homeland Security Grant Programs Funding for Equipment, Planning, Administration, Training and Exercises; and authorizes and directs the City Manager, or designee, to execute any and all documents related to the Memorandum of Understanding on behalf of the City.

#### **I. BACKGROUND/ANALYSIS:**

Staff is requesting approval of the Memorandum of Understanding (MOU) with the County of Merced Office of Emergency Services (OES) for State Homeland Security Grant Programs Funding (HSGP) for Equipment, Planning, Administration, Training and Exercises. Approval will allow the City of Atwater to formally receive Homeland Security Grant funding for the FY 24. If the City intends on requesting funds through HSGP or obtaining reimbursement, attachment "A" the City Manager needs to read and initial each page with the attached MOU.

These documents need to be processed and approved by all local City Council and a copy needs to be submitted to Merced County OES for their records. Even if the City doesn't plan on obtaining funds through HSGP, it's highly suggested to process all MOUs should any funds be available in the future.

#### **II. FISCAL IMPACTS:**

There are currently no fiscal impacts with the approval of this MOU however, should HSGP funding be available in the future this would allow the City to apply for those funds, and in turn, relieve some fiscal burden on the City.

This item has been reviewed by the Finance Department.

**III. LEGAL REVIEW:**

This item has been reviewed by the City Attorney's Office.

**IV. EXISTING POLICY:**

This item is consistent with goals one (1) and two (2) of the City's Strategic Plan: to ensure financial solvency and to promote safety, stability, and quality of life, respectively.

**V. ALTERNATIVES:**

N/A

**VI. INTERDEPARTMENTAL COORDINATION:**

This item has been reviewed by all relevant departments.

**VII. PUBLIC PARTICIPATION:**

The public will have an opportunity to provide comments on this item prior to City Council action.

**VIII. ENVIRONMENTAL REVIEW:**

This item is not considered a "project" under Section 21065 of the Public Resources Code as it will not directly or reasonably indirectly affect the physical environment and therefore not subject to review or analysis.

**IX. STEPS FOLLOWING APPROVAL:**

Upon approval by the City Council, staff circulate the Memorandum of Understanding and any other necessary documents necessary for the City Manager's execution.

Submitted by: /s/ Josh Randol, CAL FIRE Battalion Chief

Approved by:



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Chris	Hoem,	City	Manager
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Attachments:

1. XXXX-25 Approving MOU with Merced County for FY 2024 HSGP
2. HSGP FY24 MOU-City of Atwater

3. FY-2024-Standard-Assurances-updated-12\_2024-Attachment A (1)





## CITY COUNCIL OF THE CITY OF ATWATER

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### RESOLUTION NO. XXXX-25

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATWATER APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF ATWATER AND THE COUNTY OF MERCED FOR PARTICIPATION IN THE HOMELAND SECURITY GRANT PROGRAM (HSGP) AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE MOU AND RELATED DOCUMENTS**

**WHEREAS**, the Department of Homeland Security, through the California Office of Emergency Services (Cal OES), administers the Homeland Security Grant Program (HSGP) to provide funding for the enhancement of regional preparedness and capabilities; and

**WHEREAS**, the County of Merced serves as the Operational Area Administrator for HSGP funds and is responsible for the coordination and disbursement of said funds to participating local jurisdictions; and

**WHEREAS**, the City of Atwater desires to participate in the HSGP and receive grant funding for eligible preparedness and response activities; and

**WHEREAS**, a Memorandum of Understanding (MOU) between the County of Merced and the City of Atwater has been prepared to formalize the terms and conditions of the City's participation in the HSGP and to ensure compliance with all applicable federal, state, and local requirements;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Atwater as follows:

1. The City Council hereby approves the Memorandum of Understanding (MOU) between the City of Atwater and the County of Merced for participation in the Homeland Security Grant Program (HSGP).
2. The City Manager, or their designee, is hereby authorized and directed to execute the MOU and any related documents or amendments necessary to carry out the intent of this resolution; Exhibit "A" (the Sub-Recipient Agreement with the County

of Merced) including any annual extension thereof; Exhibit "B" (the SHSGP Grant Assurance Agreements with Cal-OES) including any annual extension thereof.

3. The City Manager and City staff are further authorized to coordinate with the County of Merced and take all actions necessary to implement and administer the grant program in accordance with the terms of the MOU and applicable laws and regulations.
4. This resolution shall take effect immediately upon its adoption.

The foregoing resolution is hereby adopted this 25<sup>th</sup> day of August 2025.

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

---

**MICHAEL G. NELSON, MAYOR**

**ATTEST:**

---

**KORY J. BILLINGS, CITY CLERK**

## OFFICE OF EMERGENCY SERVICES

### State Homeland Security Grant Programs Funding for Equipment, Planning, Administration, Training and Exercises

**THIS AGREEMENT** is entered into by and between County of Merced ("County") and the City of Atwater ("Sub-Recipient").

County and Sub-Recipient have entered into this Agreement with reference to the following circumstances:

- A. The California State Homeland Security Grant Program (SHSGP) is providing funding through federal grants from the Department of Homeland Security to enhance the capabilities of state and local first responders by allowing the purchase of advanced types of equipment, as well as addressing other critical homeland security needs, including administration, planning, training and exercise related costs.

**NOW, THEREFORE**, based on the foregoing recitals, which the parties agree to be true and correct, it is mutually agreed between both parties:

- I. This Agreement applies to the State Homeland Security Grant Program, funded through the County to the Sub-Recipient.
- II. Amendments or modifications to the terms of this Agreement must be made in writing, and approved by all parties hereto, in order to maintain compliance with changes pursuant to federal or state laws, regulations, or policies affecting pertinent regulations or funding, including but not limited to any policy requirements set forth by the U.S. Department of Homeland Security.
- III. The Fiscal Year (FY) 2024 GRANT ASSURANCES for the SHSGP, promulgated by the California Office of Emergency Services, is made part of this Agreement and included as ATTACHMENT A.

Sub-Recipient certifies that:

- A. Sub-Recipient will comply with the FY 2024 GRANT ASSURANCES and all applicable federal or state laws, regulations, or policies affecting pertinent regulations or funding, including but not limited to any policy requirements set forth by the U.S. Department of Homeland Security; and

- B. Sub-Recipient's signatory to this agreement will separately sign the FY 2024 GRANT ASSURANCES included as ATTACHMENT A; and
- C. Sub-Recipient's signatory has obtained the required written authorization from signatory's applicable governing body, as set forth in the attached FY 2024 GRANT ASSURANCES, that signatory is authorized to sign this Agreement.

#### IV. TERMINATION:

- A. Without Cause: County will have the right to terminate this Agreement without cause by giving thirty (30) days prior written notice of intention to terminate pursuant to this provision, specifying the date of termination. County will pay to the Sub-Recipient the compensation earned for pre-approved work performed and not previously paid for during the period of this Agreement to the date of termination. County will not pay lost anticipated profits or other economic loss. The payment of such compensation is subject to the restrictions on payment of compensation otherwise provided in this Agreement, and is conditioned upon receipt from Sub-Recipient of any and all plans, specifications and estimates, and other documents prepared by Sub-Recipient in accordance with this Agreement. No sanctions will be imposed.
- B. With Cause: This Agreement may be terminated by either party should the other party:
  - 1. be adjudged as bankrupt, or
  - 2. become insolvent or have a receiver appointed, or
  - 3. make a general assignment for the benefit of creditors, or
  - 4. suffer any judgment which remains unsatisfied for thirty (30) days, and which would substantively impair the ability of the judgment debtor to perform under this Agreement, or
  - 5. materially breach this Agreement.

For any of the occurrences except item (5), termination may be affected upon written notice by the terminating party specifying the date of the termination. Upon a material breach, the Agreement may be terminated following the failure of the defaulting party to remedy the breach to the satisfaction of the non-defaulting party within five (5) days of written notice specifying the breach. If the breach is not remedied within that five (5) day period, the non-defaulting party may terminate the Agreement on further written notice specifying the date of termination. If the nature of the breach is such that it cannot be cured within a five (5) day period, the defaulting party may, submit a written proposal within that period which sets forth a specific means to resolve

the default. If the non-defaulting party consents to that proposal in writing, which consent shall not be unreasonably withheld, the defaulting party shall immediately embark on its plan to cure. If the default is not cured within the time agreed, the non-defaulting party may terminate upon written notice specifying the date of termination. County will pay to the Sub-Recipient the compensation earned for work performed and not previously paid for to the date of termination. County will not pay lost anticipated profits or other economic loss, nor will the County pay compensation or make reimbursement to cure a breach arising out of or resulting from such termination. If the expense of finishing the Sub-Recipient scope of work exceeds the unpaid balance of the Agreement, the Sub-Recipient must pay the difference to the County. The payment of such compensation is subject to the restrictions on payment of compensation otherwise provided in this Agreement, and is conditioned upon receipt from Sub-Recipient of any and all plans, specifications and estimates, and other documents prepared by Sub-Recipient by the date of termination in accordance with this AGREEMENT. Sanctions taken will be possible rejection of future proposals based on specific causes of non-performance.

C. Effects of Termination: Expiration or termination of this Agreement shall not terminate any obligations to indemnify, to maintain and make available any records pertaining to the Agreement, to cooperate with any audit, to be subject to offset, or to make any reports of pre-termination contract activities. Where Sub-Recipient's services have been terminated by the County, said termination will not affect any rights of the County to recover damages against the Sub-Recipient or to require the forfeiture of equipment acquired or obtained through grant funds as provided in section III, paragraph 44, subparagraph (c).

D. Suspension of Performance: Independent of any right to terminate this Agreement, the authorized representative of County for which Sub-Recipient's services are to be performed, may immediately suspend performance by Sub-Recipient, in whole or in part, in response to health, safety or financial emergency, or a failure or refusal by Sub-Recipient to comply with the provisions of this Agreement, until such time as the cause for suspension is resolved, or a notice of termination becomes effective.

V. **TERM**: This Agreement shall commence on the date of County signature and continue until 05/31/2027, unless sooner terminated in accordance with the provisions stated in paragraph IV, "TERMINATION". The performance period for the FY 2024 SHSGP is 09/01/2024 to 05/31/2027.



VI. INDEMNIFICATION:

A. County shall defend, indemnify and hold Sub-Recipient and its respective officers, board members, employees and agents, harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages are caused by or result from the negligent acts or omissions, or willful misconduct of County, its officers, agents, or employees.

B. Sub-Recipient shall defend, indemnify and hold County, its officers, board members, employees and agents, harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damage arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent acts or omissions, or willful misconduct of Sub-Recipient and its officers, agents, or employees.

VII. INSURANCE: Sub-Recipient certifies it is insured or self-insured for general liability exposures with limits of no less than \$1 million per occurrence. Sub-Recipient certifies it is insured or self-insured for workers' compensation and maintains statutory limits. Sub-Recipient agrees that coverage limits specified within the agreement will not be used to reduce limits of coverage from Sub-Recipient full policy limits. Insurance Policies will not be used to limit liability or to limit the indemnification provisions and requirements of this agreement or act in any way to reduce available coverage and limits from the insurer. Failure to maintain or renew coverage may be a material breach of this AGREEMENT.

VIII. ENTIRE AGREEMENT REPRESENTED: This Agreement represents the entire agreement between Sub-Recipient and County as to its subject matter and no prior oral or written understanding shall be of any force or effect. No part of this Agreement may be modified without the written consent of both parties.

Signature page to follow

**Sub-Recipient**

The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Sub-Recipient.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**County of Merced**

By: \_\_\_\_\_

Joshua Pedrozo  
Chairman, Board of Supervisors

Date: \_\_\_\_\_

REVIEWED AS TO LEGAL FORM

By: \_\_\_\_\_

Rina M. Gonzales  
Chief Deputy County Counsel

## **FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs**

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**As the duly authorized representative of the Applicant, I hereby certify** that the Applicant has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application, within prescribed timelines.

**The requirements outlined in these assurances apply to Applicant and any of its subrecipients.**

**I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the:**

- (a) Applicable Federal Regulations (see below);
- (b) Federal Program Notice of Funding Opportunity (NOFO);
- (c) Federal Preparedness Grants Manual;
- (d) California Supplement to the NOFO; and
- (e) Federal and State Grant Program Guidelines.

### **Federal Regulations**

Government cost principles, uniform administrative requirements, and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.) and adopted by the Department of Homeland Security (DHS) at 2 C.F.R. Part 3002.10. Updates are issued by the [Office of Management and Budget \(OMB\)](http://www.whitehouse.gov/omb/) and can be found at <http://www.whitehouse.gov/omb/>.

In the event Cal OES determines that changes are necessary to the subaward after a subaward has been made, including changes to period of performance or terms and conditions, Applicants will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Applicant acceptance of the changes to the subaward.

**State and federal grant award requirements are set forth below. The Applicant hereby agrees to comply with the following:**

### **1. Proof of Authority**

The Applicant will obtain proof of authority from the city council, governing board, or authorized body in support of this project. This written authorization must specify that the Applicant and the city council, governing board, or authorized body agree:



## **FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs**

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- (a) To provide all matching funds required for the grant project and that any cash match will be appropriated as required;
- (b) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body;
- (c) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body;
- (d) The Applicant is authorized by the city council, governing board, or authorized body to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project cost, if any) to ensure proper planning, management and completion of the project described in this application; and
- (e) The official executing this agreement is authorized by the Applicant.

This Proof of Authority must be maintained on file and readily available upon request.

### **2. Period of Performance**

The period of performance is specified in the Award. The Applicant is only authorized to perform allowable activities approved under the award, within the period of performance.

### **3. Lobbying and Political Activities**

As required by Section 1352, Title 31 of the United States Code (U.S.C.), for persons entering into a contract, grant, loan, or cooperative agreement from an agency or requests or receives from an agency a commitment providing for the United States to insure or guarantee a loan, the Applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.



## **FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs**

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- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (c) The Applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

The Applicant will also comply with provisions of the Hatch Act (5 U.S.C. §§ 1501- 1508 and §§ 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

Finally, the Applicant agrees that federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy without the express written approval from the California Governor's Office of Emergency Services (Cal OES) or the federal awarding agency.

#### **4. Debarment and Suspension**

As required by Executive Orders 12549 and 12689, and 2 C.F.R. § 200.214 and codified in 2 C.F.R. Part 180, Debarment and Suspension, the Applicant will provide protection against waste, fraud, and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the federal government. The Applicant certifies that it and its subrecipients:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;





## **FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs**

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- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (4)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default.

Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### **5. Non-Discrimination and Equal Employment Opportunity**

The Applicant will comply with all state and federal statutes relating to non-discrimination, including:

- (a) Title VI of the Civil Rights Act of 1964 (Public Law (P.L.) 88-352 and 42 U.S.C. § 2000d et. seq.) which prohibits discrimination on the basis of race, color, or national origin and requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services;
- (b) Title IX of the Education Amendments of 1972, (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex in any federally funded educational program or activity;
- (c) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794), which prohibits discrimination against those with disabilities or access and functional needs;
- (d) Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 et seq.), which prohibits discrimination on the basis of disability and requires buildings and structures be accessible to those with disabilities and access and functional needs;
- (e) Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (f) Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd—2), relating to confidentiality of patient records regarding substance abuse treatment;
- (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), relating to nondiscrimination in the sale, rental or financing of housing as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units — i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) — be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201);



## **FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs**

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- (h) Executive Order 11246, which prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identification or national origin;
- (i) Executive Order 11375, which bans discrimination on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin in hiring and employment in both the United States federal workforce and on the part of government contractors;
- (j) California Public Contract Code § 10295.3, which prohibits discrimination based on domestic partnerships and those in same sex marriages;
- (k) DHS policy to ensure the equal treatment of faith-based organizations, under which the Applicant must comply with equal treatment policies and requirements contained in 6 C.F.R. Part 19;
- (l) The California's Fair Employment and Housing Act (FEHA) (California Government Code §§12940-12957), as applicable. FEHA prohibits harassment and discrimination in employment because of ancestry, familial status, race, color, religious creed (including religious dress and grooming practices), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, genetic information, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave, military and veteran status, and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions;
- (m) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
- (n) The requirements of any other nondiscrimination statute(s) that may apply to this application.

[Civil Rights Policies for Program Beneficiaries and Subrecipients](#) of DHS funding, pertaining to the following are available on the Cal OES website:

- Non-discrimination in Programs & Services
- Reasonable Accommodation for Program Beneficiaries
- Language Access Policy



## **FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs**

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### **6. Drug-Free Workplace**

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), the Applicant certifies that it will maintain a drug-free workplace and a drug-free awareness program as outlined in the Act.

### **7. Environmental Standards**

The Applicant will comply with state and federal environmental standards, including:

- (a) The California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000-21177), to include coordination with the city or county planning agency;
- (b) CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§ 15000-15387);
- (c) The Federal Clean Water Act (CWA) (33 U.S.C. § 1251 et seq.), which establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters;
- (d) The Federal Clean Air Act of 1955 (42 U.S.C. § 7401) which regulates air emissions from stationary and mobile sources;
- (e) Institution of environmental quality control measures under the National Environmental Policy Act (NEPA) of 1969 (P.L. 91-190); the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA; and Executive Order 12898 which focuses on the environmental and human health effects of federal actions on minority and low-income populations with the goal of achieving environmental protection for all communities;
- (f) Evaluation of flood hazards in floodplains in accordance with Executive Order 11988;
- (g) Executive Order 11514 which sets forth national environmental standards;
- (h) Executive Order 11738 instituted to assure that each federal agency empowered to enter into contracts for the procurement of goods, materials, or services and each federal agency empowered to extend federal assistance by way of grant, loan, or contract shall undertake such procurement and assistance activities in a manner that will result in effective enforcement of the Clean Air Act and the Federal Water Pollution Control Act Executive Order 11990 which requires preservation of wetlands;
- (i) The Safe Drinking Water Act of 1974, (P.L. 93-523);
- (j) The Endangered Species Act of 1973, (P.L. 93-205);



## **FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs**

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- (k) Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.);
- (l) Conformity of Federal Actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); and
- (m) The Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The Applicant shall not be: 1) in violation of any order or resolution promulgated by the State Air Resources Board or an air pollution district; 2) subject to a cease-and-desist order pursuant to section 13301 of the California Water Code for violation of waste discharge requirements or discharge prohibitions; or 3) determined to be in violation of federal law relating to air or water pollution.

### **8. Audits**

For subrecipients expending \$1,000,000 or more in federal grant funds annually, the Applicant will perform the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and C.F.R., Part 200, Subpart F Audit Requirements.

### **9. Cooperation and Access to Records**

The Applicant must cooperate with any compliance reviews or investigations conducted by DHS. In accordance with 2 C.F.R. § 200.337, the Applicant will give the awarding agency, the Comptroller General of the United States and, if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award. The Applicant will require any subrecipients, contractors, successors, transferees and assignees to acknowledge and agree to comply with this provision.

### **10. Conflict of Interest**

The Applicant will establish safeguards to prohibit the Applicant's employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

### **11. Financial Management**

False Claims for Payment - The Applicant will comply with 31 U.S.C §§ 3729-3733 which provides that Applicant shall not submit a false claim for payment, reimbursement, or advance.



## FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs

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### 12. Reporting - Accountability

The Applicant agrees to comply with applicable provisions of the Federal Funding Accountability and Transparency Act (FFATA) (P.L. 109-282), including but not limited to (a) the reporting of subawards obligating \$30,000 or more in federal funds, and (b) executive compensation data for first-tier subawards as set forth in 2 C.F.R. Part 170, Appendix A. The Applicant also agrees to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A.

### 13. Whistleblower Protections

The Applicant must comply with statutory requirements for whistleblower protections at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. § 4304 and § 4310.

### 14. Human Trafficking

The Applicant will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) which prohibits the Applicant or its subrecipients from: (1) engaging in trafficking in persons during the period of time that the award is in effect; (2) procuring a commercial sex act during the period of time that the award is in effect; or (3) using forced labor in the performance of the award or subawards under the award.

### 15. Labor Standards

The Applicant will comply with the following federal labor standards:

- (a) The Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), as applicable, and the Copeland Act (40 U.S.C. § 3145 and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally-assisted construction contracts or subcontracts, and
- (b) The Federal Fair Labor Standards Act (29 U.S.C. § 201 et seq.) as they apply to employees of institutes of higher learning (IHE), hospitals and other non-profit organizations.

### 16. Worker's Compensation

The Applicant must comply with provisions which require every employer to be insured to protect workers who may be injured on the job at all times during the performance of the work of this Agreement, as per the workers compensation laws set forth in California Labor Code §§ 3700 et seq.



## **FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs**

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### **17. Property-Related**

If applicable to the type of project funded by this federal award, the Applicant will:

- (a) Comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchase;
- (b) Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires federal award subrecipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more;
- (c) Assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469a-1 et seq.); and
- (d) Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831 and 24 CFR Part 35) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

### **18. Certifications Applicable Only to Federally-Funded Construction Projects**

For all construction projects, the Applicant will:

- (a) Not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project;
- (b) Comply with the requirements of the awarding agency with regard to the drafting, review and approval of construction plans and specifications; and
- (c) Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.





## **FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs**

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### **19. Use of Cellular Device While Driving is Prohibited**

The Applicant is required to comply with California Vehicle Code sections 23123 and 23123.5. These laws prohibit driving motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication. Drivers are also prohibited from the use of a wireless telephone without hands-free listening and talking, unless to make an emergency call to 911, law enforcement, or similar services.

### **20. California Public Records Act and Freedom of Information Act**

The Applicant acknowledges that all information submitted in the course of applying for funding under this program, or provided in the course of an entity's grant management activities that are under Federal control, is subject to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the California Public Records Act, California Government Code §7920.000 et seq. The Applicant should consider these laws and consult its own State and local laws and regulations regarding the release of information when reporting sensitive matters in the grant application, needs assessment, and strategic planning process.

### **21. Acknowledgment of Federal Funding from DHS**

The Applicant must acknowledge its use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

### **22. Activities Conducted Abroad**

The Applicant must coordinate with appropriate government authorities when performing project activities outside the United States and obtain all appropriate licenses, permits, or approvals.

### **23. Best Practices for Collection and Use of Personally Identifiable Information (PII)**

DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. If the Applicant collects PII, the Applicant is required to have a publicly-available privacy policy that describes standards on the usage and maintenance of the PII they collect. The Applicant may refer to the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as a useful resource.



## **FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs**

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### **24. Copyright**

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 to any work first produced under federal awards and also include an acknowledgement that the work was produced under a federal award (including the federal award number and federal awarding agency). As detailed in 2 C.F.R. § 200.315, a federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes and to authorize others to do so.

### **25. Duplicative Costs**

Applicants are prohibited from charging any cost to this federal award that will be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior budget period. (See 2 C.F.R. § 200.403(f)). However, recipients may shift costs that are allowable under two or more federal awards where otherwise permitted by federal statutes, regulations, or the federal financial assistance award terms and conditions.

### **26. Energy Policy and Conservation Act**

The Applicant must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

### **27. Federal Debt Status**

The Applicant is required to be non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

### **28. Fly America Act of 1974**

The Applicant must comply with Preference for United States Flag Air Carriers: (a list of certified air carriers can be found at: Certificated Air Carriers List | US Department of Transportation, <https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list>) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.



## **FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs**

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### **29. Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, the Applicant must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. § 2225a.

### **30. Non-supplanting Requirement**

If the Applicant receives federal financial assistance awards made under programs that prohibit supplanting by law, the Applicant must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non- federal sources.

### **31. Patents and Intellectual Property Rights**

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq. and applicable regulations governing inventions and patents, including the regulations issued by the Department of Commerce at 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Awards, Contracts, and Cooperative Agreements) and the standard patent rights clause set forth at 37 C.F.R. § 401.14.

### **32. SAFECOM**

If the Applicant receives federal financial assistance awards made under programs that provide emergency communication equipment and its related activities, the Applicant must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

### **33. Terrorist Financing**

The Applicant must comply with Executive Order 13224 and United States law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. The Applicant is legally responsible for ensuring compliance with the Order and laws.

### **34. Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of the Applicant's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, the Applicant must comply with the requirements set forth in the



## **FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs**

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government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

### **35. USA Patriot Act of 2001**

The Applicant must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

### **36. Use of DHS Seal, Logo, and Flags**

The Applicant must obtain written permission from DHS prior to using the DHS seals, logos, crests, or reproductions of flags, or likenesses of DHS agency officials. This includes use of DHS component (e.g., FEMA, CISA, etc.) seals, logos, crests, or reproductions of flags, or likenesses of component officials.

### **37. Performance Goals (HSGP and NSGP)**

In addition to the Biannual Strategy Implementation Report submission requirements outlined in the Preparedness Grants Manual, the Applicant must demonstrate how the grant-funded project addresses the core capability gap associated with each project. The capability gap reduction must be addressed in the Project Description of the BSIR for each project.

### **38. Applicability of DHS Standard Terms and Conditions to Tribes**

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon the Applicant and flow down to any of its subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and

Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

### **39. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials**

The Applicant must comply with the “Build America, Buy America” Act (BABAA), enacted as part of the Infrastructure Investment and Jobs Act and Executive Order 14005. Applicants receiving a federal award subject to BABAA requirements may not use federal financial assistance funds for infrastructure projects unless:



## **FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs**

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- (a) All iron and steel used in the project are produced in the United States – this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- (b) All manufactured products used in the project are produced in the United States – this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- (c) All construction materials are manufactured in the United States – this means that all manufacturing processes for the construction material occurred in the United States.

The “Buy America” preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. It does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Per section 70914(c) of BABAA, FEMA may waive the application of a Buy America preference under an infrastructure program in certain cases.

### **40. E.O. 14074 – Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety**

Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.



## FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs

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### IMPORTANT

The purpose of these assurances is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in these assurances. These assurances are binding on Applicant, its successors, transferees, assignees, etc. as well as any of its subrecipients. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Applicant may be ineligible for award of any future grants if Cal OES determines that the Applicant: (1) has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers. Applicants are bound by the DHS Standard Terms and Conditions 2024, Version 2, hereby incorporated by reference, which can be found at: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

**The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.**

Applicant: \_\_\_\_\_

Signature of Authorized Agent: \_\_\_\_\_

Printed Name of Authorized Agent: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_





## **CITY COUNCIL AGENDA REPORT**

### **CITY COUNCIL**

Mike Nelson, Mayor  
Danny Ambriz      Brian Raymond  
John Cale          Kalisa Rochester

**MEETING DATE:** August 25, 2025  
**TO:** Mayor and City Council  
**FROM:** Josh Randol, CAL FIRE-Battalion Chief  
**PREPARED BY:** Josh Randol, CAL FIRE-Battalion Chief  
**SUBJECT:** **Adopting the City of Atwater Emergency Operations Plan and Emergency Operations Center Annex (CAL FIRE Battalion Randol)**

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### **RECOMMENDED COUNCIL ACTION**

Adoption of Resolution No. 3566-25 adopting the City of Atwater Emergency Operations Plan and Emergency Operations Center Annex.

#### **I. BACKGROUND/ANALYSIS:**

On January 6, 2020, the Merced County Board of Supervisors accepted the Federal Emergency Management (FEMA) Pre-Disaster Hazard Mitigation Plan (PDM) grant award. As a result of the request for proposals, on November 3, 2020, Wood Environmental & Infrastructures Solutions, Inc was awarded the contract to update the Multi-Jurisdictional Local Hazard Mitigation Plan for the County of Merced and the Cities of Atwater, Dos Palos, Gustine, Livingston, Los Banos, and Merced.

The finished plan was submitted to FEMA in January of 2022 for review and tentative approval. Tentative approval of the plan was given by FEMA, pending formal adoption of the plan by all of the participating jurisdictions.

This item provides a vital component of and will be included in the Safety Section of the City's General Plan.

#### **II. FISCAL IMPACTS:**

There is no fiscal impact with the adoption of the Merced County Multi-Jurisdictional Local Hazard Mitigation Plan. This item has been reviewed by the Finance Department.

#### **III. LEGAL REVIEW:**

This item has been reviewed by the City Attorney's Office.

#### **IV. EXISTING POLICY:**

N/A

**V. ALTERNATIVES:**

N/A

**VI. INTERDEPARTMENTAL COORDINATION:**

This item has been reviewed by all coordinating departments.

**VII. PUBLIC PARTICIPATION:**

The public will have an opportunity to provide comments on this item prior to City Council action.

**VIII. ENVIRONMENTAL REVIEW:**

This item is not a "project" under the California Environmental Quality Act (CEQA) as this activity does not cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to Public Resources Code section 21065.

**IX. STEPS FOLLOWING APPROVAL:**

Upon adoption of the Merced County Multi-Jurisdictional Local Hazard Mitigation Plan by the City Council, the plan will be added to the Safety Section of the City's General Plan.

Submitted by: /s/ Josh Randol, CAL FIRE Battalion Chief

Approved by:



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Chris Hoem, City Manager

**Attachments:**

1. XXXX-25 Adopting The Emergency Operations Plan and Emergency Operations Center Annex
2. City of Atwater EOP\_02072025-Final (1)
3. City of Atwater EOC Annex\_2025-Final (2)



## CITY COUNCIL OF THE CITY OF ATWATER

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### RESOLUTION NO. XXXX-25

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATWATER ADOPTING THE EMERGENCY OPERATIONS PLAN AND EMERGENCY OPERATIONS CENTER ANNEX**

**WHEREAS**, protecting life and property by way of emergency preparedness is one of the primary responsibilities of a local municipality; and

**WHEREAS**, an Emergency Operations Plan provides the framework for emergency response and emergency management during disasters; and

**WHEREAS**, the City of Atwater updated its Emergency Operations Plan first adopted in 2017 and the Fire Department is responsible for reviewing this plan on an annual basis; and

**WHEREAS**, the Emergency Operations Plan is a requirement of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS); and

**WHEREAS**, the County of Merced on behalf of the Atwater City Fire Department retained Aanko Technologies Inc., emergency management consultants to assist with the City's 2025 update of its Emergency Operations Plan to ensure compliance with state and federal guidelines; and

**WHEREAS**, updating the City's Emergency Operations Plan is consistent with City Council continuing goal to foster and support safe neighborhoods, and promote the unique attributes of Atwater City community and lifestyles - both urban and rural – and connect neighborhoods internally and to the larger Merced County region through roads, transit, and trails.

**NOW, THEREFORE, BE IT RESOLVED** the City of Atwater City Council hereby adopts the City of Atwater 2025 Emergency Operations Plan Update and Emergency Operations Center Annex supporting emergency preparedness.

The foregoing resolution is hereby adopted this 25<sup>th</sup> day of August 2025.

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

\_\_\_\_\_  
**MICHAEL G. NELSON, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**KORY J. BILLINGS, CITY CLERK**

# Emergency Operations Plan

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APRIL 2025 FINAL

City of Atwater, CA



**ACKNOWLEDGEMENTS**

This Emergency Operations Plan has been created in conjunction with the City of Atwater Departments and Stakeholders who play a critical role in the Emergency Management Organization within the City of Atwater.

As with any working plan, this document represents planning strategies as understood as of the date of this plan's release. This plan provides effective tools, guidance and strategies in support of emergency operations prevention, mitigation, preparedness, response, and recovery within the City of Atwater.



**LETTER OF PROMULGATION**

April 2025

To:                Officials and Employees of the City of Atwater

The preservation of life and property is an inherent responsibility of all levels of government. As disasters occur in devastating form at any time, the City of Atwater must provide safeguards, which will save lives and minimize property damage through planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The City of Atwater Emergency Operations Plan establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Standardized Emergency Management System and the National Incident Management System. Both systems provide for the integration and coordination of efforts within the City of Atwater. These systems were adopted by both the State and Federal Government following disasters where lack of coordination resulted in greater losses than necessary

The City's plan was developed for use by City of Atwater employees with emergency service responsibility. Input was sought from agencies inside and outside of the City of Atwater that have a coordination role in providing emergency services using a "Whole Community" approach. These include the Merced County Office of Emergency Services and the California Office of Emergency Services. This plan provides direction on emergency response from onset, through an extended response and into the recovery process.

Once adopted, this plan is an extension of the 2024 California Emergency Plan, and the 2025 County of Merced Emergency Operations Plan. It will be reviewed and tested periodically and revised as necessary to meet changing conditions.

The City Council gives its full support to this Emergency Operations Plan and urges all employees to read the plan, understand it, know your role and be prepared to provide extraordinary support to the citizens of the City of Atwater when needed.

Sincerely,

Director of Emergency Services  
City of Atwater

## APPROVAL AND IMPLEMENTATION

### FOREWORD

The City of Atwater Emergency Operations Plan addresses the City's planned response to extraordinary emergency situations associated with natural disasters, technological incidents and national security emergencies in or affecting the City of Atwater. This plan does not apply to normal day-to-day emergencies or the established departmental procedures used to cope with such emergencies. Rather, this plan focuses on operational concepts and would be implemented relative to large-scale disasters which can pose major threats to life, property and the environment requiring unusual emergency responses. This plan accomplishes the following:

- Establishes the emergency management organization required to mitigate any significant emergency or disaster affecting the City of Atwater.
- Identifies the roles and responsibilities required to protect the health and safety of Atwater residents, public and private property and the environmental effects of natural and technological emergencies and disasters.
- Establishes the operational concepts associated with a field response to emergencies, the City of Atwater Emergency Operations Center activities and the recovery process.

### PLAN APPROVAL AND IMPLEMENTATION

Upon concurrence of the City Council, the plan will be officially adopted and promulgated. The approval date will be included on the title page. The plan will be distributed to those City departments, supporting allied agencies and community organizations having assigned primary functions or responsibilities within the plan.

### PLAN ACTIVATION

The City of Atwater Emergency Operations Plan may be activated by the Director of Emergency Services, the Deputy Director of Emergency Services or designated alternates under any of the following circumstances:

- On the order of the Director of Emergency Services as designated by Chapter 2.44 Emergency Organization of the City of Atwater Municipal Code.
- Upon proclamation by the Governor that a STATE OF EMERGENCY exists in an area of the state.
- Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined in the California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code.)
- Upon declaration by the President, of the existence of a NATIONAL EMERGENCY.
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response.

### PLAN MODIFICATIONS

Upon the delegation of authority from the Director of Emergency Services, specific modifications can be made to this plan by the Deputy Director of Emergency Services (Assistant City Manager) without the signature of the City Council. This 2025 Emergency Operations Basic Plan, its Functional Annexes and Hazard Appendices supersedes all previous versions of the City of Atwater Emergency Operations Plan.

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**PLAN VERSION HISTORY**

(Note: File each revision transmittal letter behind this record page.)

Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0	Merced County OES	02/05/25			Update of 2017 plan



## RECORD OF CONCURRENCE

The following documents the City Manager/Director of Emergency Services and City Council's concurrence and receipt of the 2025 City of Atwater Emergency Operations Plan. As needed, changes will be submitted to the City of Atwater Fire Department.

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City Manager

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Council Member

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Council Member

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Council Member

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Council Member

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Council Member

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Date

## BASIC PLAN

### SECTION 1.0 PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

#### 1.1 PURPOSE

The purpose of the City of Atwater Emergency Operations Plan, its Functional Annexes and Hazard/Threat Specific Appendices is to provide the basis for a coordinated response before, during and after a disaster incident affecting the City of Atwater.

This plan is the principal guide for the City's response to, and management of real or potential emergencies and disasters occurring within its designated geographic boundaries. Specifically, this plan is intended to:

- Facilitate multi-jurisdictional and interagency coordination, particularly between local government, private sector, operational area (geographic county boundary), and state response levels, and appropriate federal agencies, in emergency operations.
- Serve as a city plan, a reference document and when possible, it may be used for pre-emergency planning in addition to emergency operations.
- To be utilized in coordination with applicable local, state and federal contingency plans.
- Identify the components of an Emergency Management Organization and establish associated protocols required to effectively respond to, manage and recover from major emergencies and disasters.
- Establish the operational concepts and procedures associated with field response to emergencies, and Emergency Operations Center activities.
- Establish the organizational framework for implementation of the California Standardized Emergency Management System and the National Incident Management System, within the City of Atwater.

Allied agencies, private enterprise, special districts and volunteer organizations having roles and responsibilities established by this plan are encouraged to develop operating protocols and emergency action checklists based on the provisions of this plan.

#### 1.1.1 Planning Organization and Format

The plan is divided into four elements that contain general and specific information relating to city emergency management operations. Those four elements are as follows:

##### **Basic Plan**

This section provides the structure and organization of the City of Atwater Emergency Management Organization; identifies individual roles and responsibilities; describes the concept of emergency operations; and identifies how the City integrates into the Standardized Emergency Management System and the National Incident Management System.

##### **Functional Annexes**

The Functional Annexes contain detailed descriptions of the methods that the City of Atwater and its departments follow for critical functions during emergency operations.

**Hazard or Threat-Specific Appendices**

These Hazard or Threat-Specific Appendices describe the City's emergency response strategies that apply to a specific hazard or threat.

**Supporting Documents**

This section contains supporting materials to the overall Emergency Operations Plan.

**1.2 SCOPE**

The scope of this plan applies to any extraordinary emergency situation associated with any hazard, natural or human caused which may affect the City of Atwater that generates situations requiring planned, coordinated responses by multiple agencies or jurisdictions.

The provisions, policies, and procedures of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery, and/or mitigation in the City. The other governmental agencies within the City of Atwater maintain their own emergency operations plans and those plans are consistent with the policies and procedures established by this plan.

Incorporating the Federal Emergency Management Agency Comprehensive Preparedness Guide 101 version 3.0 and the 2024 State of California Emergency Plan best practices, this plan is designed to be read, understood and exercised prior to an emergency and establishes the frame-work for implementation of the California Standardized Emergency Management System and the National Incident Management System for the City.

The City of Atwater Emergency Operations Plan is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between the City of Atwater and the whole community, including special districts, utilities, major businesses, the American Red Cross, community groups, state agencies, and the Federal Government. Emergency operations in the City of Atwater will be coordinated through the structure of the Emergency Operations Center (EOC). This plan will be used in coordination with the County of Merced Emergency Operations Plan, the State of California Emergency Plan, and the National Response Framework.

**1.2.1 California Emergency Support Functions**

The State Emergency Plan establishes the California Emergency Support Functions (ESFs) as a key component of California's system for all-hazards emergency management. The California Governor's Office of Emergency Services (CalOES) initiated the development of the California ESFs in cooperation with California's emergency management community, including federal, state, tribal, and local governments, public/private partners and other stakeholders, to ensure effective collaboration during all phases of emergency management. The development of the California ESFs involves organization of the participating stakeholders and gradual development of emergency function components. This development also includes a process to maintain each of the California ESFs as a permanent component of California's emergency management system. The City of Atwater will use Federal and State approved ESFs for planning purposes and to comply with federal and state grant funding guidance. The California ESFs will be used to interpret the State Emergency Plan and bridge the federal and state guidance in the County of Merced Operational Area's emergency planning efforts. The responsibility to maintain the Merced County Emergency Support Functions (ESFs) rests with Merced County, with the City of Atwater as a support agency. A comparison of federal and state Emergency Support Functions is found below.

### 1.2.2 Federal Emergency Support Functions

The National Incident Management System identifies through its National Response Framework fifteen (15) Emergency Support Functions (ESFs). These ESFs are listed with a brief description, as they pertain to the City of Atwater and the County of Merced Operational Area (OA) below:

This plan is part of a larger framework that supports emergency management within the state. Through an integrated framework of emergency plans and procedures involving all stakeholders in the emergency management community, the City of Atwater together with Merced County, the California Office of Emergency Services (CalOES) and the Federal Government will promote effective planning and coordination prior to an emergency, thereby ensuring a more effective response and recovery.

Each element of the emergency management organization is responsible for assuring the preparation and maintenance of appropriate response plans and current standard operating procedures, resource lists and checklists that detail how assigned responsibilities will be performed to support implementation of this plan and to ensure successful response during a major disaster. Elements to be addressed are:

- Arrangements for the provision of direction and control within the department/agency.
- Specific emergency authorities that may be assumed by a designated successor during emergency situations.
- Circumstances under which successor emergency authorities would become effective, and when they would be terminated.
- Current internal personnel notification/recall rosters and procedures to implement them. This should include a 24-hour communication system with the capability to notify and call-out personnel designated by the agency for emergency response.
- Designation and establishment of a work/control/dispatch center, such as a local Emergency Operations Center (EOC or Department Operations Center DOC) to compliment the County of Merced OA's Emergency Operations Center (EOC) in Atwater. This city EOC/DOC is used to manage organizational resources and response personnel and maintain contact with the County of Merced OA EOC (when activated) during emergencies.
- Designation of a representative to report to the City EOC/DOC, or to the County of Merced OA EOC, during an emergency, to advise decision makers and coordinate the agency's response effort with other responding entities.
- Reporting appropriate information (casualties, damage observations, evacuation status, shelter status, chemical exposure, etc.) to the EOC/DOC during an emergency.
- Support of cleanup and recovery operations during disasters.
- Training of assigned city staff in preparation to perform response and recovery emergency functions.

It is the city's intent to fulfill the policies described herein, within the capabilities and resources available at the time of an emergency or disaster event.

## 1.3 SITUATION OVERVIEW

This chapter describes a number of potential hazards that could affect the city upon their occurrence which would warrant the activation of the City of Atwater Emergency Management Organization.

### 1.3.1 City History

The City of Atwater is located in the Central Valley of California. The City is located approximately 110 miles southeast of San Francisco, 100 miles south of Sacramento, 55 miles north of Fresno and 310 miles northwest of Los Angeles. M. D. Atwater was the owner of a large farm. He had farmed land owned by John Mitchell since 1869. Mr. Atwater later rented 6,000 acres between the railroad and Winton. In 1872 he requested that the railroad running through the valley build a switch so that he would be able to ship his grain from the warehouse. This switch later became known as "The Atwater Switch."

In 1878, Atwater's first school opened its doors with Lottie Swain as the original teacher. More families settled in areas during the later part of the century attracted by conditions favorable for growing peaches, berries and other crops.

George S. Bloss, Sr. came to Atwater in 1884 from Woodbury, Connecticut. The Bloss family lived in a small dwelling where the present Bloss building now stands on the corner of Third and Atwater Boulevard. Mr. Bloss became engaged in farming and, in 1892, built a two-story home across from the railroad tracks. Vineyards were planted in 1890 and 1891 and in 1900 Atwater slowly began to develop.

The Atwater Signal started publication in 1911 with a weekly newspaper. Atwater continued to grow and in 1912, the San Joaquin Light and Power Company brought electricity.

In 1913 the Bloss home was built on Cedar Avenue between First and Second Streets, where it still remains.

Increasing agricultural production kept Atwater growing over the next several years and the influence of local agriculture is still evident.

In 1922, Atwater was incorporated and George Bloss Jr. was its first Mayor.

Castle Air Force Base was used originally as an aircrew training facility by the US Army in 1941 and the Strategic Air Command assumed responsibility for the base in 1946. The base was officially closed in 1995. The Castle Air Museum continues this legacy and is the largest museum displaying over 47 vintage aircraft in the Western United States.

Atwater is a thriving community influenced by our great ancestors and the local businesses that continue to serve the great citizens of this community.

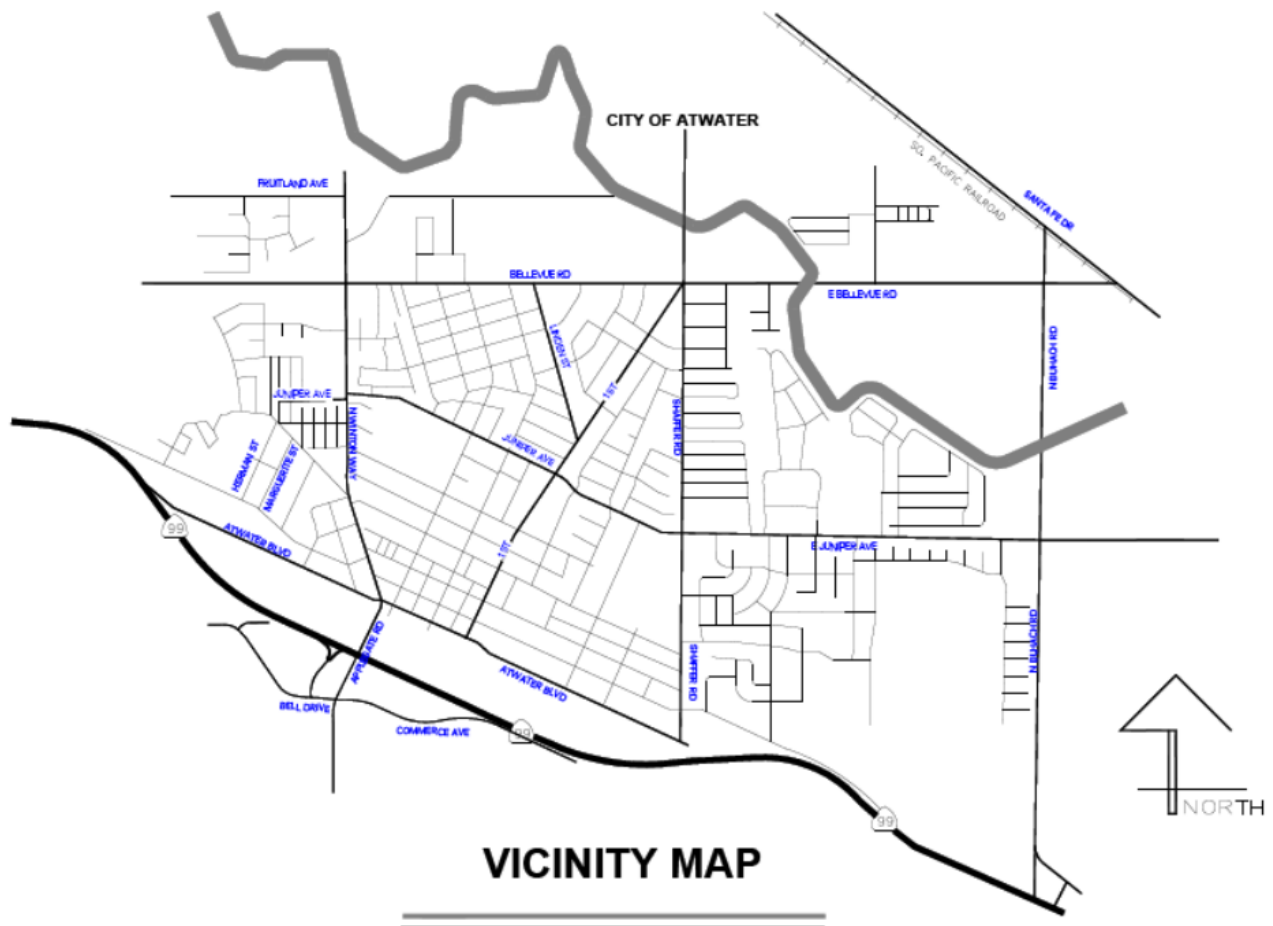


Figure 1. City of Atwater Base Map



### 1.3.2 Hazard Analysis Summary

The City of Atwater is vulnerable to a wide range of threats. An all-hazards threat perspective must include a complete range of threats including emerging and increasing technological factors (e.g., the increased transportation of numerous hazardous materials on state highways, roads and interstates throughout the City). It is important to consider past events for future planning, with the consideration that the location and scope of hazards changes over the years. Although an attempt has been made to identify all major hazards and their respective impacts, it must be remembered that we live in a time of emerging threats, and nature, coupled with humankind's ongoing development and tendencies toward violence ensures that the material contained within this document will surely require modification over time.

A brief hazard analysis summary is located in **Figure 2 - Hazard Analysis Summary for the City of Atwater**. The summary is based on Probability (likelihood) and Severity (loss of life and/or property) categorized in the three main types of disaster events: Natural Disasters, Technological Hazards and Human-Caused.

Merced County and Incorporated Cities' Hazard Analysis-2025			
Hazard	Geographic Area	Probability of Future Occurrence	Magnitude / Severity
<b>Agriculture Pest and Disease</b>	<b>Extensive</b>	<b>Likely</b>	<b>Critical</b>
<b>Cyber Attack</b>	<b>Significant</b>	<b>Likely</b>	<b>Critical</b>
<b>Dam Incidents</b>	<b>Significant</b>	<b>Occasional</b>	<b>Catastrophic</b>
<b>Drought</b>	<b>Extensive</b>	<b>Likely</b>	<b>Critical</b>
<b>Earthquake</b>	<b>Significant</b>	<b>Unlikely</b>	<b>Critical</b>
<b>Flood and Levee Failure</b>	<b>Extensive</b>	<b>Likely</b>	<b>Catastrophic</b>
<b>Hazardous Materials</b>	<b>Limited</b>	<b>Highly Likely</b>	<b>Negligible</b>
<b>Pandemic/Epidemic</b>	<b>Extensive</b>	<b>Occasional</b>	<b>Catastrophic</b>
<b>Severe Weather: Dense Fog</b>	<b>Extensive</b>	<b>Highly Likely</b>	<b>Critical</b>
<b>Severe Weather: Freeze</b>	<b>Extensive</b>	<b>Highly Likely</b>	<b>Critical</b>
<b>Severe Weather: Heat</b>	<b>Extensive</b>	<b>Highly Likely</b>	<b>Critical</b>
<b>Severe Weather: Heavy Rain</b>	<b>Extensive</b>	<b>Highly Likely</b>	<b>Critical</b>
<b>Severe Weather: High Wind/Tornado</b>	<b>Extensive</b>	<b>Highly Likely</b>	<b>Critical</b>
<b>Wildfire</b>	<b>Significant</b>	<b>Likely</b>	<b>Limited</b>

Figure 2. Hazard Analysis

For detailed City of Atwater hazard descriptions on each hazard identified in the summary, refer to **Hazard/Threat Specific Appendices**.

### 1.3.3 Capability Assessment

A capability assessment provides part of the foundation for determining the type of emergency management, preparedness and mitigation strategy. The assessment process also identifies gaps or weaknesses that may need to be addressed through preparedness planning goals and actions deemed practical considering the jurisdiction's capabilities to implement them. Finally, the capability assessment highlights the positive measures that are in place or under-way for continued support and enhancement of the jurisdiction's preparedness and response efforts.

As an established organization, the City of Atwater has the capabilities to perform the necessary emergency response duties outlined in this plan. The city has an established emergency management organization, alert and warning & communication system and channels. As outlined in their municipal code Chapter 2.44 Emergency Organization, the City of Atwater has identified the response capabilities and resources (equipment, personnel, etc.) to provide a response to an emergency situation. The City of Atwater Fire Department maintains an Emergency Resource Directory in both paper and electronic formats that lists all of their vendors, supplies and equipment that can be available during a disaster situation. Any capability gaps are addressed in the County of Merced Threat Hazard Identification and Risk Assessment (THIRA). The THIRA is a restricted document and not available to the public.

### 1.3.4 Mitigation Overview

The City of Atwater has taken a number of mitigation measures for each identified hazard to minimize the impact that is likely to result from an emergency. Some of those mitigation measures are as follows:

- The City has developed a Local Hazard Mitigation Plan that provides hazard specific detail as to the mitigation measures taken to create a safer community.
- The City has an approved General Plan that includes the Safety Element section which outlines all of the mitigation measures that have occurred and will occur regarding the safety of the city citizenry and communities.
- The City together with the County of Merced has completed a number of hazard/issue specific planning projects that incorporate coordination, response and recovery actions. Some of those planning projects specifically address Mass Care and Shelter, Resources, Public Health, and People with Access and Functional Needs.

### 1.3.5 Assumptions

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to and recovery from major emergencies. "Assumptions" provide context, requirements, and situational realities that must be addressed in plan development and emergency operations.

- Emergencies or disasters may occur at any time, day or night, in populated as well as remote, areas of the City.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. For this reason, it is essential that the Standardized Emergency Management System, and in many cases a Unified Command, be implemented immediately by responding agencies, and expanded as the situation dictates.

- The City is primarily responsible for emergency actions within the City boundaries and will commit all available resources to save lives, minimize injury to persons and minimize property damage.
- Large-scale emergencies and disasters may overburden local resources and necessitate mutual aid from neighboring jurisdictions.
- Large-scale emergencies and disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- Major emergencies and disasters may generate widespread media and public interest. The media must be considered a partner in large-scale emergencies and disasters; this relationship can provide considerable assistance in emergency public information and warning
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and emergencies, all strategic decisions must consider each of these consequences.
- Disasters and emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.
- The Emergency Management Organization is familiar with the Standardized Emergency Management System and the National Incident Management System.

## SECTION 2.0 CONCEPT OF OPERATIONS

### 2.1 GOALS PRIORITIES AND STRATEGIES

#### 2.1.1. Prevention-Mitigation Phase

The City of Atwater's Emergency Operations Plan emphasizes proactive risk reduction through hazard identification, public education, and infrastructure improvements. Key goals include minimizing disaster impacts, prioritizing vulnerable populations, and fostering community resilience. Strategies focus on enhancing flood control systems, enforcing building codes, and promoting preparedness through multilingual outreach programs. Collaborative efforts with local agencies and organizations further aim to address diverse community needs while integrating cultural competence into mitigation planning and resource allocation.

#### 2.1.2. Preparedness Phase

The City of Atwater's Emergency Operations Plan emphasizes preparedness by enhancing community readiness, prioritizing vulnerable populations, and fostering interagency coordination. Key strategies include conducting regular emergency drills, providing multilingual education campaigns, and training first responders in cultural competence. The plan prioritizes creating accessible resources, such as evacuation guides and communication systems, to ensure inclusivity. Collaborative partnerships with local organizations aim to strengthen community capacity and build a culture of preparedness across all demographics.

#### 2.1.3. Response Phase

The City of Atwater's Emergency Operations Plan prioritizes timely, coordinated responses to protect lives and property. Key goals include ensuring equitable access to emergency services, safeguarding vulnerable populations, and maintaining effective communication. Strategies focus on deploying culturally competent responders, activating multilingual communication systems, and collaborating with community organizations to address diverse needs. The plan emphasizes resource allocation, rapid decision-making, and interagency coordination to minimize disaster impacts and support affected residents effectively.

##### 2.1.3.1 Operational Goals

During the response phase, the agencies that are charged with responsibilities in this plan should focus on the following five goals:

- Mitigate Hazards
- Meet Basic Human Needs through an equitable lens
- Address Needs of People with Access and Functional Needs with compassion and cultural competence
- Restore Essential Services
- Support Community and Economic Recovery

##### 2.1.3.2 Operational Priorities

Operational priorities govern resource allocation and the response strategies for the City of Atwater and its political subdivisions during an emergency. Below are operational priorities addressed in this plan:

1. Save Lives – The preservation of life is the top priority of emergency managers and first responders and takes precedence over all other considerations.

2. Protect Health and Safety – Measures should be taken to mitigate the emergency's impact on public health and safety.
3. Protect Property – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
4. Preserve the Environment – All possible efforts must be made to preserve California's environment and protect it from damage during an emergency.

### **2.1.3.3 Operational Strategies**

To meet the operational goals, emergency responders should consider the following strategies:

**Mitigate Hazards** –As soon as practical, suppress, reduce or eliminate hazards and/or risks to persons and property during the disaster response. Lessen the actual or potential effects or consequences of future emergencies.

**Meet Basic Human Needs** – All possible efforts must be made to supply resources to meet basic human needs, including food, water, shelter, medical treatment and security during the emergency. Afterwards provisions will be made for temporary housing, food stamps and support for re-establishing employment after the emergency passes.

**Address Needs of People with Disabilities and Access and Functional Needs** – People with disabilities and access and functional needs are more vulnerable to harm during and after an emergency. The needs of people with access and functional needs, including those with language barriers, must be considered and addressed.

### **2.1.4. Recovery Phase**

The City of Atwater's Emergency Operations Plan by restoring essential services, supporting displaced residents, and rebuilding infrastructure. Operational objectives include providing culturally and linguistically appropriate assistance, facilitating access to financial aid and housing for impacted populations, and engaging community organizations in recovery efforts. The plan prioritizes long-term resilience through collaborative planning, transparent communication, and addressing the unique needs of vulnerable and culturally diverse communities.

**Restore Essential Services** – Power, water, sanitation, transportation and other essential services must be restored as rapidly as possible to assist communities in returning to normal daily activities while emphasizing equitable recovery.

**Support Community and Economic Recovery** – All members of the community must collaborate to ensure that recovery operations are conducted efficiently, effectively and equitably, promoting expeditious recovery of the affected areas.

## **2.2 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM**

The Standardized Emergency Management System is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. Standardized Emergency Management System is required by the California Emergency Services Act for managing multiagency and multijurisdictional responses to emergencies in California.

The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. The Standardized Emergency Management System incorporates the use of the Incident Command System, California Disaster and Civil Defense Master Mutual Aid Agreement, the Operational Area concept and multiagency or inter-agency coordination.

State agencies are required to use Standardized Emergency Management System and local government entities must use Standardized Emergency Management System in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

### 2.2.1 Standardized Emergency Management System Organization Levels

There are five Standardized Emergency Management System organizational levels, as illustrated in **Figure 3 - SEMS Organization Levels**.

**Field** – The Field Level is where emergency response personnel and re-sources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.

**Local Government** – The Local Government level includes cities, counties and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use Standardized Emergency Management System when their Emergency Operations Center is activated or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs.

**Operational Area** – An Operational Area is the intermediate level of the state's emergency management organization which encompasses a county's boundaries and all political subdivisions located within that county, including special districts. The Operational Area facilitates and/or coordinates information, resources and decisions regarding priorities among local governments within the Operational Area. The Operational Area serves as the coordination and communication link between the Local Government Level and Regional Level. State, federal and tribal jurisdictions in the Operational Area may have statutory authorities for response similar to that at the local level.

**Region** – The Regional Level manages and coordinates information and resources among Operational Areas within the mutual aid region and also between the Operational Area and the state level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. California is divided into three California Office of Emergency Services Administrative Regions – Inland, Coastal and Southern – which are further



Figure 3 - SEMS Organization Levels



divided into six mutual aid regions. The Regional Level operates out of the Regional Emergency Operations Center. See **Figure 6 – Inland Region Mutual Aid**.

**State** – The state level of the Standardized Emergency Management System prioritizes tasks and coordinates state resources in response to the requests from the Regional level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. The state level also serves as the coordination and communication link between the state and the federal emergency response system. The state level requests assistance from other state governments through the Emergency Management Assistance Compact and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency when federal assistance is requested. The state level operates out of the State Operations Center.

At the Federal level, the National Response Framework identifies the methods and means for federal resources to provide support to the state and local government. Federal resources would be accessed via the Standardized Emergency Management System process through the mutual aid region and State Operations Center.

### **2.2.2 Standardized Emergency Management System Functions**

Standardized Emergency Management System requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified in **Figure 4 - Standardized Emergency Management System Functions**. These functions must be applied at each level of the Standardized Emergency Management System organization.

Command/Management: Command (in the field) is responsible for the directing, ordering, and/or controlling of re-sources at the field response level. Management (in the Emergency Operations Center) is responsible for overall emergency policy and coordination at the Standardized Emergency Management System Emergency Operations Center levels. Command and Management are further discussed in **Figure 4 – Standardized Emergency Management System Functions**:

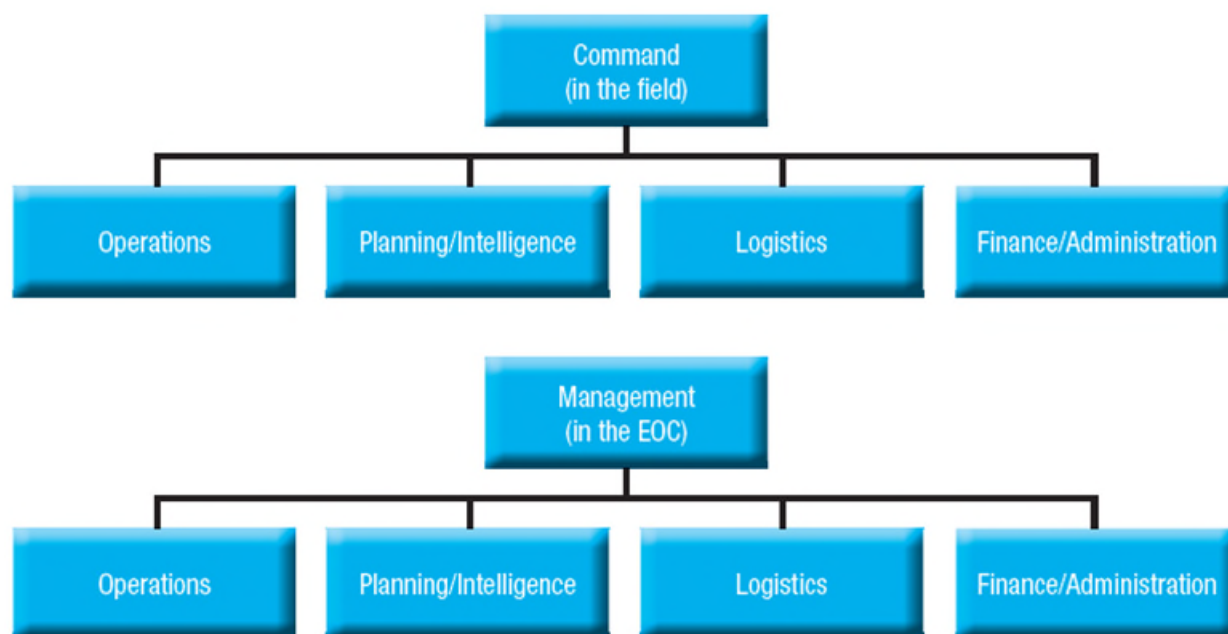


Figure 4 - SEMS Functions

- **Command (in the field):** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System, the Incident Commander, with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The Incident Commander must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center or Emergency Operations Center, when activated.
- **Management (in the Emergency Operations Center):** The Emergency Operations Center serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the Emergency Operations Center, the Management function:
  - Facilitates multiagency coordination and executive decision making in support of the incident response
  - Implements the policies established by the governing bodies
  - Facilitate the activities of the Multiagency Coordination Group

**Operations:** Responsible for coordinating and supporting all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's Action Plans. At the Field Level, the Operations Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan. In the Emergency Operations Center, the Operations Section Coordinator manages functional coordinators who share information and decisions about discipline-specific operations.

**Logistics:** Responsible for providing facilities, services, personnel, equipment and materials in support of the emergency. Unified ordering takes place through the Logistics Section Ordering Managers to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities and ground support.

**Planning/Intelligence:** Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the Incident Action Plan at the Field level or the Action plan at an Emergency Operations Center. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the Emergency Operations Center. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.

**Finance/Administration:** Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or Emergency Operations Center personnel and hired equipment, coordinate procurement activities, process claims and track costs.

The field and Emergency Operations Center functions are further illustrated in **Figure 5 - Comparison of Field and Emergency Operations Center Functions**.

PRIMARY SEMS FUNCTION	FIELD RESPONSE LEVEL	EOCS AT OTHER SEMS LEVELS
Command/Management	Command is responsible for the directing, ordering, and/or controlling of resources.	Management is responsible for facilitation of overall policy, coordination and support of the incident.
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the EOC Action Plan.
Planning/Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident.	Collecting, evaluating and disseminating information and maintaining documentation relative to all jurisdiction activities.
Logistics	Providing facilities, services, personnel, equipment and materials in support of the incident.	Providing facilities, services, personnel, equipment and materials in support of all jurisdiction activities as required.
Finance/Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident.

Figure 5 - Comparison of Field and EOC SEMS Functions

### 2.2.3 Standardized Emergency Management System Components

#### Management by Objectives

The Management by Objectives feature of the Incident Command System, as applied to the Standardized Emergency Management System, means that each Standardized Emergency Management System Level establishes for a given Operational Period, measurable and attainable objectives to be achieved. An objective is an aim or end of an action to be performed. Each objective may have one or more strategies and performance actions needed to achieve the objective.

#### Operational Period

The Operational Period is the length of time set by command at the Field Response level, and by management at other levels to achieve a given set of objectives. The period may vary in length from a few hours to days, and will be determined by the situation.

#### Action Plans

Action planning should be used at all Standardized Emergency Management System levels. There are two types of action plans in Standardized Emergency Management System: Incident Action Plans and Emergency Operations Center Action Plans. The Incident Action Plans are used at the Field Response Level. The Incident Action Plan can be either written or verbal although for documentation purposes the written Incident Action Plan is preferable. The Incident Action Plan contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next Operational Period. Incident Action Plans are an essential and required element in achieving objectives under the Incident Command System.

Emergency Operations Center Action Plans are crafted at Local Government, Operational Area, Region, and State levels. The use of Action Plans provides designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action Plans not only provide direction, but also serve to provide a basis for measuring achievement of objectives and overall system performance. Action Plans can be extremely effective tools during all phases of a disaster.

#### Organizational Flexibility – A Modular Organization

The intent of this Standardized Emergency Management System feature is that at each Standardized Emergency Management System level, only those functional elements that are required to meet current objectives need to be activated. All elements of the organization can be arranged in various ways within or under the five Standardized Emergency Management System essential functions.

The functions of any non-activated element are the responsibility of the next highest element in the organization. Each activated element must have a person in charge; however, one supervisor may be in charge of more than one functional element.

#### Organizational Unity and Hierarchy of Command

Organizational unity means that every individual within an organization has a designated supervisor. Hierarchy of command/management means that all functional elements within each activated Standardized Emergency Management System level are linked together to form a single overall organization with appropriate span of control limits.

**Span of Control**

Maintaining a reasonable span of control is the responsibility of every supervisor at all Standardized Emergency Management System levels. The optimum span of control is one to five, meaning that one supervisor has direct supervisory authority over five positions or resources. The recommended span of control for supervisory personnel at the Field Response level and all Emergency Operations Center levels should be in the one-to-three to one-to-seven ratio. A larger span of control may be acceptable when the supervised positions or resources are all performing a similar activity.

**Personnel Accountability**

An important feature to all Standardized Emergency Management System levels is personnel accountability. This is accomplished through the Organizational Unity and Hierarchy of Command or Management features, along with the use of check-in forms, position logs and various status forms. The intent is to ensure that there are proper safeguards in place so all personnel at any Standardized Emergency Management System level can be accounted for at any time.

**Common Terminology**

In the Standardized Emergency Management System, common terminology is applied to functional elements, position titles, facility designations, and resources. The purpose of having common terminology is to rapidly enable multi-agency, multi-jurisdiction organizations and resources to work together effectively. This will vary from level to level in terms of directing, controlling, coordinating, and resource inventorying. Procedures for effective resources management must be geared to the function and the level at which the function is performed.

**Integrated Communications**

This feature of the Standardized Emergency Management System relates to hardware systems, planning for system selection and linking, and the procedures and processes for transferring information. At the Field Response Level, integrated communications are used on any emergency. At and between all Standardized Emergency Management System levels, there must be a dedicated effort to ensure that communications systems, planning and information flow are accomplished in an effective manner. The specifics of how this is accomplished at Emergency Operations Center levels may be different than at the Field Response level.

More detailed information on the Standardized Emergency Management System Regulations and the Standardized Emergency Management System Guidelines can be found on the CalOES Website.

**2.2.4 National Incident Management System**

The terrorist attacks of September 11, 2001, illustrated the need for all levels of government, the private sector, and nongovernmental agencies to prepare for, protect against, respond to, and recover from a wide spectrum of events that exceed the capabilities of any single entity. These events require a unified and coordinated national approach to planning and to domestic incident management. To address this need, the President signed a series of Homeland Security Presidential Directives that were intended to develop a common approach to preparedness and response. Two Homeland Security Presidential Directives that are of particular importance to emergency planners:

- HSPD-5, Management of Domestic Incidents, identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security to coordinate with other Federal departments and agencies and State, local, and Tribal governments



to establish a National Response Framework and a National Incident Management System

- HSPD-8, National Preparedness, describes the way Federal departments and agencies will prepare. It requires Department of Homeland Security to coordinate with other Federal departments and agencies—and with State, local, and Tribal governments to develop a National Preparedness Goal

Together, the National Incident Management System, the National Response Framework, and the National Preparedness Goals define what needs to be done to prevent, protect against, respond to, and recover from a major event; how it needs to be done; and how well it needs to be done. These efforts align federal, state, local, and tribal entities; the private sector; and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management, and emergency response.

The National Incident Management System provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident. Building on the Incident Command System, the National Incident Management System provides the nation's first responders and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies. The National Incident Management System requires the institutionalization of the Incident Command System and its use to manage all domestic incidents.

National Incident Management System integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the National Incident Management System's approach:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

Within the City of Atwater, there are institutionalized National Incident Management System training requirements. For more information on those specific training requirements see the Supporting Documents section at the end of this plan.

### **2.2.5 Mutual Aid**

California's emergency assistance is based on a statewide mutual aid system designed to ensure that additional resources are provided to the state's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the California Disaster and Civil Defense Master Mutual Aid Agreement, which is entered into by and between the State of California, its various departments and agencies and the various political subdivisions, municipal corporations and public agencies to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal and state monies may be appropriated to reimburse public agencies who aid other jurisdictions. If other agreements, memoranda and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance



eligibility and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels. There are four approved, formal Mutual Aid Systems in California. Those systems are:

- Fire and Rescue
- Law Enforcement
- Coroner
- Emergency Management (resources not covered by the other three systems)

Other informal mutual aid involves, but is not limited to the interchange of:

- Public Information
- Medical and Health
- Communications
- Transportation Services
- Facilities
- Hazardous Materials Mutual Aid System
- Volunteer and Private agencies



Figure 6 - Inland Region Mutual Aid

California is divided into six mutual aid regions, which are subdivisions of the state emergency services organization established to facilitate the coordination of mutual aid and other emergency operations within an area of the State consisting of two or more Operational Areas.

A map of Inland Region is shown in **Figure 6 - Inland Region Mutual Aid**, which details the Mutual Aid Regions III, IV & V, the City of Atwater is located in Mutual Aid Region V.

### 2.2.6 Mutual Aid Coordination

Formal mutual aid requests will follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests will follow discipline-specific chains (i.e. fire, law enforcement, emergency manager, etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event that resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

**Field Level Requests:** Requests for Mutual Aid resources originate from the Field Level and are managed by the Incident Commander. If the Incident Commander is unable to obtain the resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.

**Local Government Request:** Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual

aid is needed, the local official will request assistance from the Operational Area Mutual Aid Coordinator.

**Operational Area Requests:** The Operational Area is a composite of its political subdivisions, (i.e. municipalities, contract cities, special districts and county agencies). The Operational Area Mutual Aid Coordinator assesses the availability of resources within the Operational Area and fulfills the resource request based upon that assessment. In the event resources are unavailable at the Operational Area level, the request is forwarded to the responsible Region Mutual Aid Coordinator to be filled.

**Region Level Requests:** The state is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple Operational Areas and has a Regional Mutual Aid Coordinator. The Region Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the Region to support a mutual aid request by a jurisdiction also within the Region. In the event that resources are un-available at the Region level, the request is forwarded to the State Mutual Aid Coordinator to be filled.

**State Level Requests:** On behalf of the Governor, the Director of CalOES has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Director will analyze and coordinate the request by forwarding the request to an unaffected Region Emergency Operations Center or tasking an appropriate state agency to fill the need. **Figure 7 - Discipline-Specific Mutual Aid Systems** documents the flow of information, resources requests and resources within specific mutual aid agreement relative to the Standardized Emergency Management System organization levels.

**Figure 8 – Flow of Requests and Resources** depicts the resource management process for the state under Standardized Emergency Management System. In this model, the affected local government has the ability to access all stakeholders at all levels of the system.

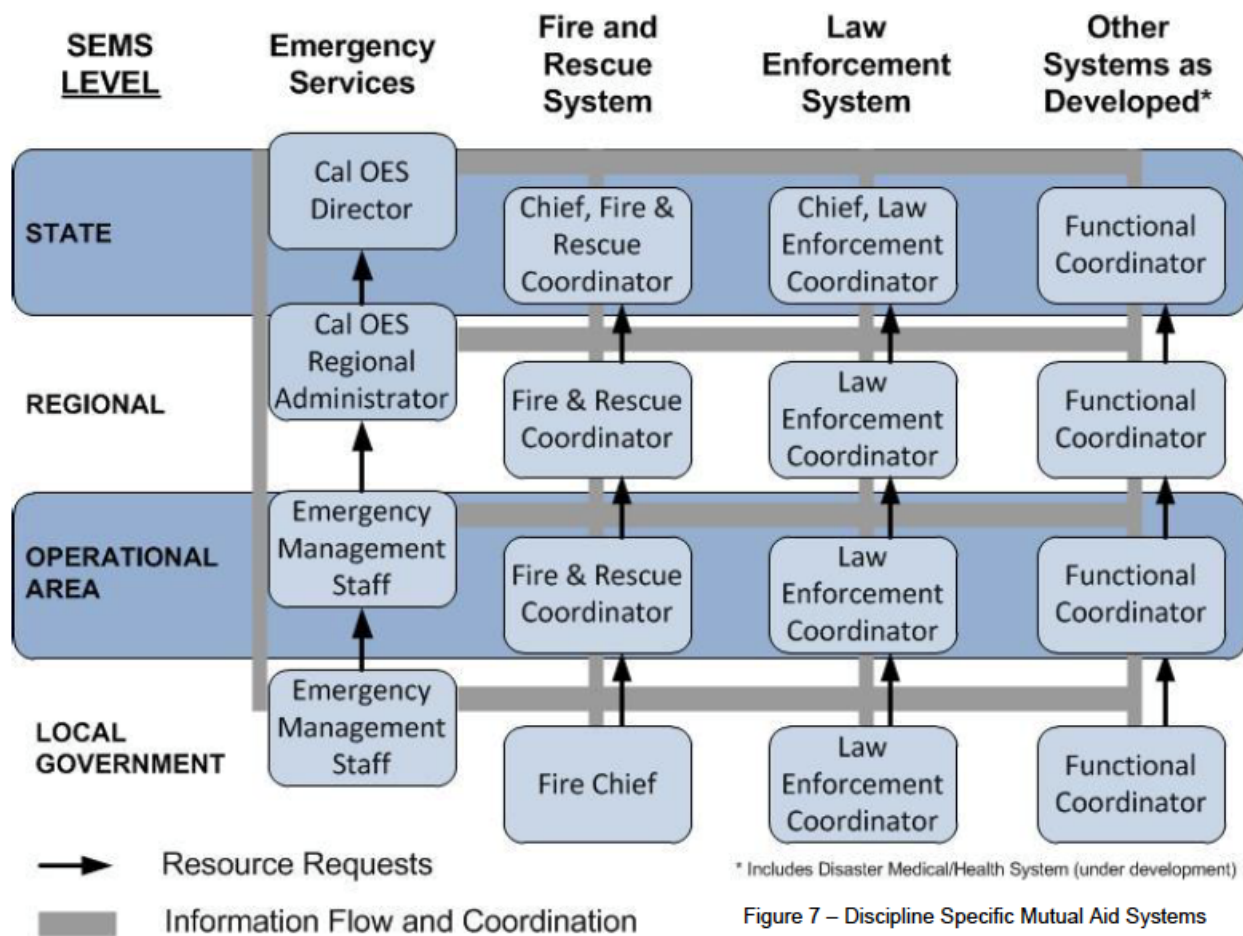


Figure 7 – Discipline Specific Mutual Aid Systems

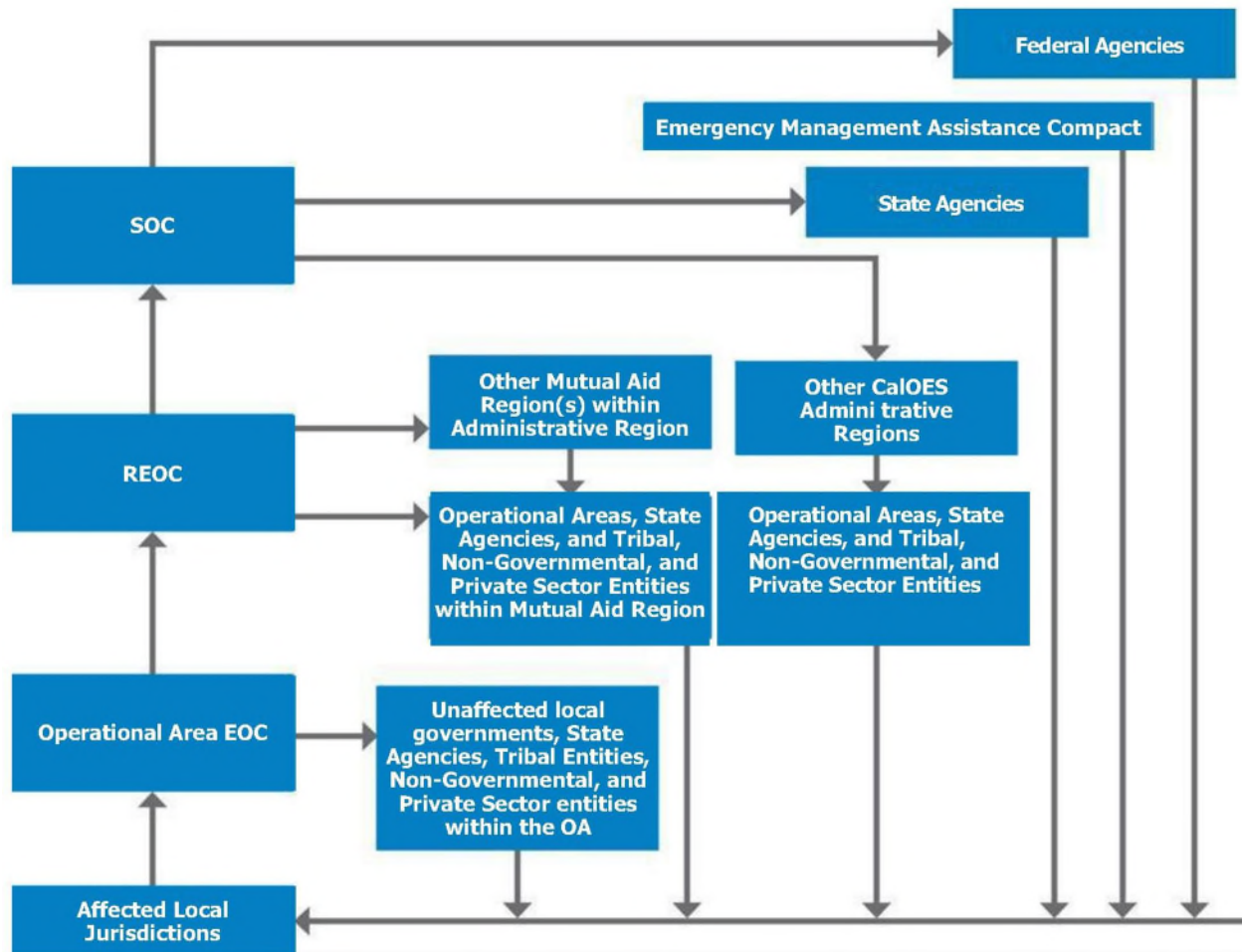


Figure 8. Resource Requests

## 2.3 SEQUENCE OF EVENTS DURING DISASTERS

Two sequences of events are typically associated with disasters: One involves the response and the other involves emergency proclamations. The response sequence generally describes the emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

### 2.3.1 Before Impact

**Routine Monitoring for Alerts, Watches and Warnings:** Emergency officials constantly monitor events and the environment to identify specific threats that may affect their jurisdiction and increase awareness level of emergency personnel and the community when a threat is approaching or imminent.

**Increased Readiness:** Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once the emergency occurs. This includes, but is not limited to:

- Briefing government officials
- Reviewing plans and procedures
- Preparing and disseminating information to the community
- Updating resource lists
- Testing systems such as warning and communications systems
- Precautionary activation Emergency Operations Centers

**Pre-Impact:** When a disaster is foreseen as highly likely, action is taken to save lives and protect property. During this phase, warning systems are activated, evacuation begins and resources are mobilized.

### 2.3.2 Immediate Impact

During this phase, emphasis is placed on control of the situation, saving lives and minimizing the effects of the disaster.

**Alert and Notification:** Local response agencies are alerted about an incident by the public through 9-1-1, another response agency, or other method. First responders are then notified of the incident. Upon an alert, response agencies notify response personnel.

**Resource Mobilization:** Response agencies activate personnel and mobilize to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency as additional resources are needed to support the response. This includes resources from within the City, or, when resources are exhausted, from surrounding unaffected jurisdictions.

**Incident Response:** Immediate response is accomplished within the City by local responders. First responders arrive at the incident and function within their established field level plans and procedures. The responding agencies will manage all incidents in accordance with the Incident Command System organizational structures, doctrine and procedures.

**Establishing Incident Command:** Incident Command is established to direct, order, or control resources by virtue of some explicit legal, agency or delegated authority. Initial actions are coordinated through the on-scene Incident Commander. The Incident Commander develops an initial Incident Action Plan, which sets objectives for the incidents, assigns resources and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Command Post to facilitate multijurisdictional and multiagency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate Incident Command System organizations or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged.

**Activation of the Multiagency Coordination System:** Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of integrated Multiagency Coordination Systems and Multiagency Coordination Groups. This includes developing and maintaining connectivity capability between Incident Command Post, local 9-1-1 Centers, local Emergency Operations Centers, Regional



Emergency Operations Center, the State Operations Center and federal Emergency Operations Centers.

**Local Emergency Operations Center Activation:** Local jurisdictions activate their local Emergency Operations Center based on the magnitude or need for more coordinated management of the emergency. When activated, Local Emergency Operations Centers help form a common operating picture of the incident by collecting, analyzing and disseminating emergency information. The local Emergency Operations Center can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the Incident Commander by providing a single point of contact to support multiagency coordination. When activated the local Emergency Operations Center notifies the Operational Area lead that the local Emergency Operations Center has been activated.

**Communications between Field and the Emergency Operations Center:** When a jurisdiction Emergency Operations Center is activated, communications and coordination are established between the Incident Commander and the Emergency Operations Center.

**Operational Area Emergency Operations Center Activation:** If one or more Local Emergency Operations Centers are activated, or if the event requires resources outside the affected jurisdiction, the Operational Area Emergency Operations Center activates. The Operational Area Emergency Operations Center also activates if a Local Emergency is proclaimed by the affected local government. The Operational Area Emergency Operations Center then coordinates resource requests from the affected jurisdiction to an unaffected jurisdiction, or if resources are not available within the Operational Area, forwards the resource request to the Regional Emergency Operations Center and mutual aid coordinators.

**Regional Emergency Operations Center Activation:** Whenever an Operational Area Emergency Operations Center is activated the CalOES Regional Administrator will activate the Regional Emergency Operations Center within the affected region and notifies CalOES Headquarters. The Regional Emergency Operations Center will then coordinate resource requests from the affected Operational Area to unaffected Operational Areas within the affected region, or, if resources are not available within the affected region, resource requests are forwarded to the State Operations Center for coordination.

**State Level Field Teams:** The state may deploy Field On-Site Observation Teams to provide situation reports on the disaster to the Regional Emergency Operations Center in coordination with the responsible Unified Command.

**State Operations Center Activation:** The State Operations Center is activated when the Regional Emergency Operations Center activates in order to:

- Continuously monitor the situation and provide situation reports to brief state officials as appropriate.
- Process resource requests between the affected regions, unaffected regions and state agency Department Operation Centers.
- Process requests for federal assistance and coordinate with Federal Incident Management Assistance Teams when established.
- Coordinate interstate resource requests as part of the Emergency Management Assistance Compact or Interstate Disaster and Civil Defense Compact.
- The State Operations Center may also be activated independently of a Regional Emergency Operations Center to continuously monitor emergency conditions.



**Joint Information Center Activation:** Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical the agencies will activate a joint information center to facilitate the dissemination of consistent information.

**Federal Emergency Management Agency Regional Response Coordination Center Activation:** The Federal Emergency Management Agency Regional Response Coordination Center may deploy a liaison or Incident Management Assistance Team to the State Operations Center to monitor the situation and provide situational awareness to federal officials.

### 2.3.3 Sustained Operations

As the emergency situation continues, further emergency assistance is provided to victims of the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation demands, mutual aid is provided, as well as search and rescue of, shelter and care for and identification of victims.

### 2.3.4 Transition to Recovery

As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include returning vital life support systems to minimum operating standards. Long-term activity is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, local assistance centers and disaster recovery centers are opened and hazard mitigation surveys are performed.

**Local Assistance Centers:** Local Assistance Centers are opened by local governments to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The Local Assistance Center is normally staffed and supported by local, state and federal agencies, as well as non-profit and voluntary organizations. The Local Assistance Center provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services. As more federal resources arrive, a state-federal Disaster Recovery Center may be co-located with the Local Assistance Centers.

**Joint Field Office:** The state coordinates with Federal Emergency Management Agency as necessary to activate a Joint Field Office to coordinate federal support for the emergency. The state will appoint a State Coordinating Officer to serve as the state point of contact. A Federal Coordinating Officer is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

**Demobilization:** As resources are no longer needed to support the response, or the response activities cease, re-sources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and include processes for resource tracking and ensuring applicable reimbursement. Where applicable, the demobilization should include compliance with mutual aid and assistance provisions. For more information on the Recovery effort before, during and after a disaster, refer to ***Recovery and Mitigation Functional Annex E***.

### 2.3.5 Proclaiming an Emergency

The California Emergency Services Act provides for three types of emergency proclamations in California:

1. Local Emergency
2. State of Emergency
3. State of War Emergency

Emergency proclamations expand the emergency powers and authorities of the state and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to the affected jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdictions and local government, they are not prerequisite for rendering mutual aid and assistance under existing agreements or requesting assistance from the American Red Cross or state agencies.

- **Local Emergency Proclamation:** A Local Emergency may be proclaimed by the Director of Emergency Services, the Deputy Director of Emergency Services or the Atwater City Council as specified by municipal code Chapter 8.20 adopted by the City of Atwater. A Local Emergency proclaimed by these individuals must be ratified by the Atwater City Council within seven days.

The governing body must review the need to continue the proclamation at least every 30 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the City of Atwater, caused by natural, technological or human-caused situations.

The proclamation of a Local Emergency provides the governing body with the legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements
- Request state agencies and other jurisdictions to provide mutual aid
- Require the emergency services of any local official or employee
- Requisition necessary personnel and materials from any local department or agency
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use
- Impose penalties for violation of lawful orders
- Conduct emergency operations without incurring legal liability for performance, or failure of performance (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities)

**Request for CalOES Director's Concurrence:** Local governments can request cost reimbursement from the state for certain disaster-related repair costs under the California Disaster Assistance Act following the proclamation of a Local Emergency. The Director's concurrence with the local proclamation is required for this reimbursement. This step is not required if a Governor's Proclamation of a State of Emergency is received for the same event.

**Request for the Governor to Proclaim a State of Emergency:** When emergency conditions exceed or have the potential to exceed local resources and capabilities, local government may request the Governor Proclaim a State of Emergency. The formal request may be included in the original emergency proclamation or as a separate document. The request must be received within ten days of the event. In addition to providing access to reimbursement for eligible disaster related response and recovery expenditures, a Governor's proclamation can facilitate other actions, such as waiver of State regulations impacting response or recovery operations.

**Initial Damage Estimate:** The request for a Director's concurrence or a Governor's proclamation should include a copy of the proclamation document and an Initial Damage Estimate that estimates the severity and extent of the damage caused by the emergency. An Initial Damage Estimate may not be immediately required for sudden emergencies with widespread impacts, emergencies of significant magnitude, or during fast moving emergencies where immediate response assistance is necessary.

**Analysis of Request:** The request and the Initial Damage Estimate are reviewed by the CalOES Region and a recommendation is made to the Governor through the Director of CalOES.

**Proclamation of a State Emergency:** The Governor proclaims a State of Emergency based on the formal re-quest from the local governing body and the recommendation of CalOES. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

- Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of California within the designated area
- Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within California are available and dedicated to the emergency when requested
- Can direct all state agencies to utilize and employ personnel, equipment and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency and can direct them to provide supplemental services and equipment to political subdivisions to restore any services in order to provide for the health and safety of the residents of the affected area
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on the emergency response activities

**Governor's Proclamation Without a Local Request:** A request from the local governing body is not always necessary for the Governor to proclaim a State of Emergency. The Governor can proclaim a State of Emergency if the safety of persons and property in California are threatened by conditions of extreme peril or if the emergency conditions are beyond the emergency response capability and capabilities of the local authorities. This situation is, however, unusual.

**Proclamation of a State of War Emergency:** In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receipt by California of a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the

Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

**State Request for a Presidential Declaration:** When it is clear that State capabilities will be exceeded, the Governor can request Federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The Stafford Act authorizes the President to provide financial and other assistance to State and local governments, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential emergency or major disaster declarations.

**Preliminary Damage Assessment:** Upon submission of the request, Federal Emergency Management Agency coordinates with the state to conduct a Preliminary Damage Assessment and determine if the incident is of sufficient severity to require federal assistance under the Stafford Act. This process could take a few days to a week depending on the magnitude of the incident. Federal Emergency Management Agency uses the results of the Preliminary Damage Assessment to determine if the situation is beyond the combined capabilities of the state and local resources and to verify the need for supplemental federal assistance. The Preliminary Damage Assessment also identifies any unmet needs that may require immediate attention. The Preliminary Damage Assessment may not be required if immediate response assistance is necessary.

**Federal Analysis of the State's Request:** The Federal Emergency Management Agency Regional Administrator assesses the situation and the request and makes a recommendation to the President through the Federal Department of Homeland Security on a course of action. The decision to approve the request is based on such factors as the amount and type of damage, the potential needs of the affected jurisdiction and the state, availability of state and local government resources, the extent and type of insurance in effect, recent disaster history and the state's hazard mitigation history.

**Federal Declarations without a PDA:** If the incident is so severe that the damage is overwhelming and immediately apparent, the President may declare a major disaster immediately without waiting for the PDA process described above.

**Declaration of Emergency or Major Disaster:** The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC §5121 et seq.), thereby providing federal government resources to support the states' response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

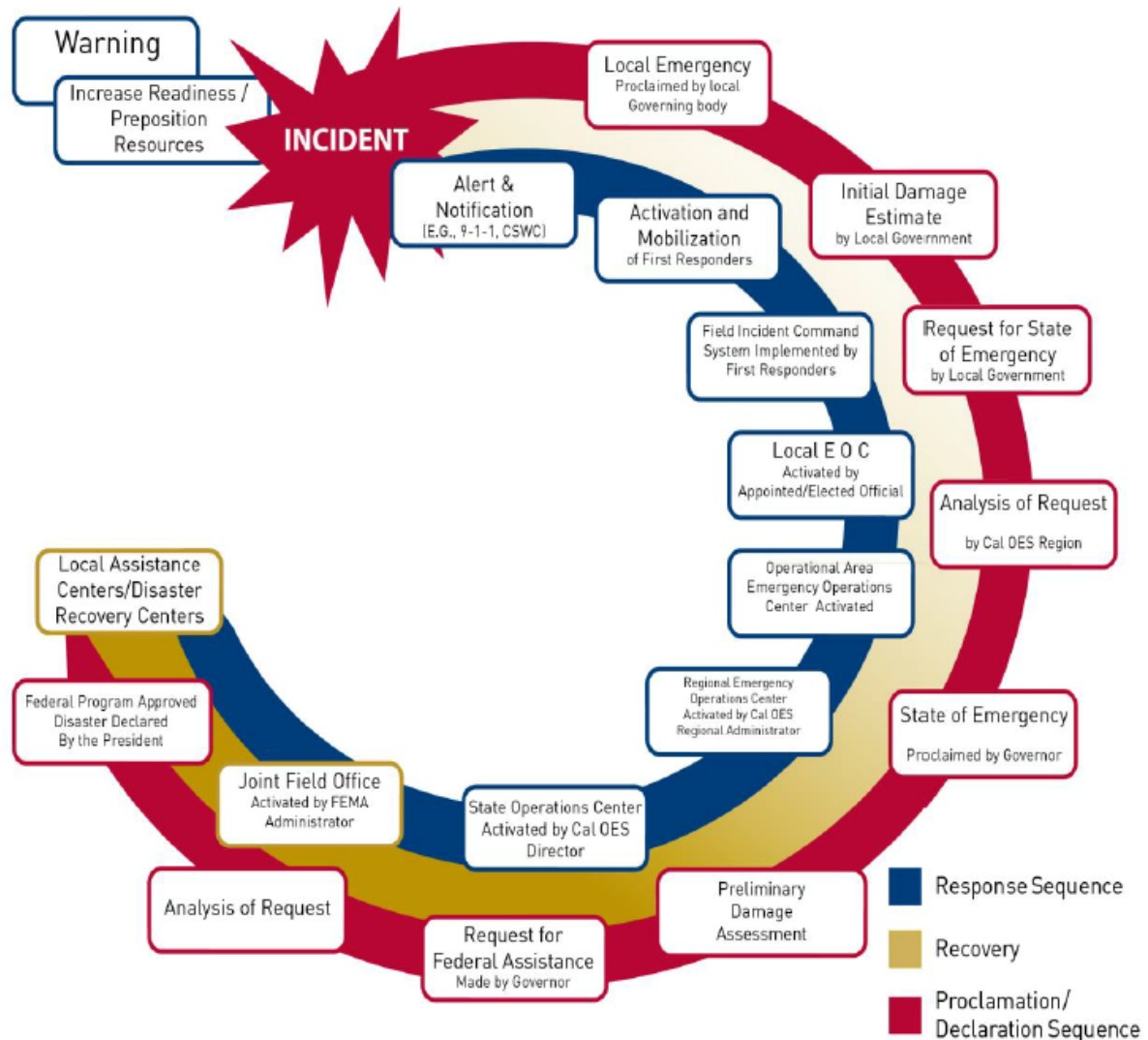


Figure 9 – Response Phase Sequence of Events

The sequence of activities occurring for the emergency response and the proclamation process is illustrated in **Figure 9 – Response Phase Sequence of Events**.

## 2.4 CONTINUITY OF GOVERNMENT OPERATIONS

A major disaster could result in great loss of life and property, including the death or injury of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. This can best be done by civil government. To this end, it is particularly essential that the local units of government continue to function.

Applicable portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of state and local government.

### 2.4.1 City of Atwater Emergency Operations Policy Statement

**Limitations:** Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by the scope, magnitude and duration of the event.

**Suspension of Routine Activities and Availability of Employees:** Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, City employees not otherwise assigned emergency/disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other City departments, if required.

**Households of Emergency Response Personnel:** City employees may not be at peak efficiency or effectiveness during a disaster if the status of their households are unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangements with other employees, friends, neighbors or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the City of Atwater Emergency Operations Center.

**Non-Discrimination:** All local activities will be carried out in accordance with Federal nondiscrimination laws. It is the City's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation or the presence of any sensory, mental or physical disability.

**Citizen Preparedness:** This Plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the City's resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self-sufficient following a disaster. The City will make every effort to provide information to the public, via the media and other sources to assist citizens in dealing with the emergency.

### 2.4.2 Disaster Service Workers

Under California Government Code, Section 3100-3109, all public employees are obligated to serve as Disaster Service Workers. Public employees (civil service) are all persons employed by any county, city, state agency or public district in the State of California. Disaster Service Workers provide services and support during declared emergencies or disasters.

In the event of a major emergency or disaster, city employees may be called upon to perform certain duties in support of emergency management operations, such as serve in a position in the Emergency Operations Center, support shelter operations, or work at a logistics base in the field.

Under no circumstances will city employees that do not usually have a response role in their day to day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform or that are beyond their recognized capabilities.



## **2.5 CONTINUITY OF GOVERNMENT/OPERATIONS**

A critical component of the City emergency management strategy involves ensuring that government operations will continue during and after a major emergency or disaster. The ability to maintain essential government functions, including the continuity of lawfully constituted authority is a responsibility that must be provided to the greatest extent possible.

For additional information regarding the City of Atwater Continuity of Operations, refer to ***Continuity of Government/Continuity of Operations Functional Annex B***.

## **SECTION 3.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **3.1 EMERGENCY MANAGEMENT RESPONSE LEVELS**

The City of Atwater Emergency Operations Plan will be activated when an emergency occurs or threatens to exceed capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the Emergency Operations Plan and Emergency Operations Center will be activated, and to what level.

The City Emergency Operations Center will be activated and staffed accordingly by City personnel and representatives from allied agencies, jurisdictions, and organizations as appropriate.

#### **3.1.1 National Emergency**

In the event of a declared National Emergency, the City Emergency Operations Center could be activated and all elements of local government organized to respond to the indicated threat. A National Emergency may occur due to a real or potential act of terrorism or other catastrophic event that affects the country, including the City of Atwater and surrounding jurisdictions.

For additional information regarding the City of Atwater Direction and Control and Emergency Operations Center Functions, refer to the Direction and Control Functional Annex A.

### **3.2 CITY DEPARTMENT/ALLIED AGENCY EMERGENCY OPERATIONS CENTER ASSIGNMENTS**

In the event of an Emergency Operations Center activation, each City Department and selected allied agencies are assigned specific functions to support emergency management operations. These assignments may involve direct participation within the Emergency Operations Center or provide indirect support. See the Responsibility Matrix below for Primary (P) and Support (S) roles for each City Department/Organization.

#### **3.2.1 Director of Emergency Services**

As defined by the City Municipal Code, Chapter 2.44 Emergency Organization, the City Manager is the Director of Emergency Services. The Fire Chief reports to the City Manager for day to day management of the emergency services program and has been delegated the authority to serve as the Deputy Director of Emergency Services.

### Responsibility Matrix for Primary (P) and Support (S) Roles for City Departments

	City of Atwater									County				Other			
	City Administration	Fire Department	Police Department	Information Technology	Parks & Recreation	Community Development	Finance	Public Works	Human Resources	County OES Office/County Administration	Environmental Health	Public Health	Social Services	Sheriff	School District	American Red Cross/Other NGOs	State/Federal Agencies
Action Planning		P				S											
Alerting and Warning	S	S	P									S		S			
Animal Care			P											S		S	
Care and Shelter					P								S		S	S	
Public Works								P									
Coroner														P			
Damage Assessment								P									
Debris Clearance					S			P									
Evacuation			P											S			
Facilities					S			P									
Finance / Administration							P										
Fire and Rescue		P															
Flood Control	S							P		S							S
Hazardous Materials		P									S						
I.T. & Telecomm				P													
Law Enforcement			P											S			
Legal Considerations	P									S							
Management	P	S	S							S							
Medical/Health		P										S					
Personnel									P								
Procurement							P										
Public Information	P	S	S							S							S
Services & Support					P												
Situation Status	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Transportation					S			P									
Utilities								P									
Vital Records	P																

Figure 9. Responsibility Matrix

### 3.3 ROLE OF THE PRIVATE SECTOR

#### 3.3.1 Atwater Residents

The residents of Atwater are the primary beneficiaries of the City's emergency management system. At the same time, residents play an important role in emergency management by ensuring that they and their families are prepared for disasters. Before an emergency, residents can assist the emergency management effort by taking first aid training, maintaining supplies and being prepared to evacuate or shelter in-place for several days.

Many residents join disaster volunteer programs such as Community Emergency Response Teams and remain ready to volunteer or support emergency response and recovery efforts. During an emergency, residents should monitor emergency communications and carefully follow directions from authorities. By being prepared, residents can better serve their family, and their community and reduce demands on first responders.

#### 3.3.2 People with Disabilities and Access and Functional Needs

People with Disabilities and with access and functional needs include those members of the community that may have additional needs before, during, and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care.

Individuals in need of additional response assistance may include those who:

- Have disabilities
- Live in institutionalized settings
- Are elderly
- Are children
- Are from diverse cultures
- Have limited English proficiency or are non-English speaking; or who are transportation dis-advantaged.

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that the existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

- Communications and Public Information – Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.
- Evacuation and Transportation – Evacuation plans must incorporate disability and older adult transportation providers for identifying and the movement of people with mobility impairments and those with transportation disadvantages.

- Sheltering – Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters.
- Americans with Disabilities Act - When shelter facilities are activated, the state will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act.

### 3.3.3 At-Risk Individuals

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response and recovery. These include, but are not limited to individuals who are:

- Homeless
- Without transportation
- Without radio or television to know they need to take action
- Without access to telephones
- Visiting or temporarily residing in an impacted region
- Not familiar with available emergency response and recovery resources
- Limited in their understanding of English
- Geographically or culturally isolated

### 3.3.4 Businesses

Much of Atwater's critical infrastructure is owned or maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These same businesses provide valuable resources before, during and after an emergency and play a critical role in meeting the needs of those impacted by an emergency.

**Target Hazards:** Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and the surrounding community. This requires businesses to coordinate with federal, state and local governments to ensure that their emergency plans are integrated with government plans.

**Hazardous Materials Area Plans:** Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards. The CalOES Hazardous Materials Program requires businesses that handle hazardous materials that meet certain quantity or risk thresholds must submit Business Program Plans and Risk Management Plans to the Merced County Certified Unified Program Agency or Administering Agency. The Administering Agency can then develop Hazardous Materials Area Plans to respond to a release of hazardous materials.

**Business Emergency Plans:** This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and the community at-large by providing:

- Information to the employees to protect themselves and their families from the effects of likely emergencies

- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors
- An identification of actions necessary to protect company property and records during emergencies
- A listing of critical products and services
- Production shut-down procedures
- A company command post
- Alternate work sites
- Methods and channels of communication
- Contacts with local emergency management officials
- A method to provide and accept goods and services from other companies

**Business Operations Centers:** This plan also promotes the use of business operations centers to enhance public and private coordination. Local governments can effectively coordinate with businesses by establishing a business operations center that is linked to their existing emergency operations center.

### 3.3.5 Volunteer Organizations

Atwater recognizes the value and importance of organizations that perform voluntary services in their community. These organizations have resources which can augment emergency response and recovery efforts. Examples of just a few of the many voluntary organizations in Atwater are:

- American Red Cross Central Valley Chapter
- United Way
- Merced County Amateur Radio Emergency Services
- Love Inc.
- St Vincent de Paul
- Salvation Army

### 3.3.6 Public-Private Partnerships

The private sector provides valuable assistance and resources to support emergency response and recovery activities. The goal of the Public-Private Partnership is to advise on:

- Appropriate agreements to provide for quick access to emergency supplies and essential services in order to minimize the need to stockpile such supplies during normal times
- Logistic measures required to quickly deliver needed supplies and services to affected areas
- Methods to utilize non-profit and private sector capabilities to increase the surge capacity of local agencies responding to emergencies
- Methods to promote the integration of the non-profit and private sectors into the emergency services system so that people can be better informed and prepared for emergencies
- Systems that aid business and economic recovery after an emergency



## SECTION 4.0 DIRECTION, CONTROL AND COORDINATION

### 4.1 GENERAL

Responsibility for emergency response is based on statutory authority. The emergency response is coordinated under the Standardized Emergency Management System, which provides a flexible adaptable and expandable response organization to address all-hazards of varying magnitude and complexity.

**Command and Control:** During response to minor or moderate events, the City of Atwater may manage the emergency with existing resources. The Emergency Operations Center may not be activated under this scenario. Personnel that are part of a field level emergency response will utilize the Incident Command System to manage and direct on-scene operations.

**Field/Emergency Operations Center Communications and Coordination:** The Atwater Emergency Operations Center is activated to support field operations when an emergency requires additional resources, or when requested resources exceed that which is available from within the jurisdiction. Field Incident Commanders and the City Emergency Operations Center will establish communications when the Emergency Operations Center is activated. The Atwater Emergency Operations Center will communicate with the Merced Operational Area Emergency Operations Center and the Merced Operational Area Emergency Operations Center will communicate with the Inland Region Emergency Operations Center and the Region Emergency Operations Center will communicate with the State Operations Center.

**Multi-agency Coordination:** Larger scale emergencies involve one or more responsible jurisdictions and multiple agencies. Management personnel from the responsible jurisdictions form a Unified command and or a Multi-Agency Coordination Group. Provision is made for situation assessment, determining resources requirements, establishing a logistical system and allocating resources. Various emergency operations centers, dispatch centers and other essential facilities located in or adjacent to the affected area are activated at this time.

### 4.2 EMERGENCY OPERATIONS CENTER COORDINATION WITH OTHER GOVERNMENT LEVELS AND THE PRIVATE SECTOR

#### 4.2.1 Coordination with Field Response Level

Communications and coordination must be established between the Emergency Operations Center and field responders who are responding within the city boundaries. This is accomplished through coordination with the Department Operations Centers, when activated, and as necessary through the city Emergency Operations Center.

#### 4.2.2 Coordination with Merced Operational Area and Member Jurisdictions

Direct communications and coordination will be established between Merced County and any Operational Area member jurisdictions' activated Emergency Operations Center. Additionally, as time permits, communications will be established by the county with other member jurisdictions that have not activated their Emergency Operations Centers. Initially, communications will be established by any means available and with whoever is available, regardless of their functional Emergency Operations Center position. Ideally, communications and coordination amongst the cities and special district Emergency Operations Centers will occur along functional lines.

An agency representative from any Operational Area jurisdiction that activated its Emergency Operations Center may request to have a liaison at the City's Emergency Operations Center; this will be coordinated through the Merced Operational Area Emergency Operations Center or the Emergency Services Manager if the County Emergency Operations Center is not activated. Due to space limitations, this would only be recommended during complex or large operations between the city and other Merced Operational Area members.

#### **4.2.3 Coordination with the County and Special Districts**

The emergency response role of county and special districts is generally focused on restoring their normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments (for instance utilizing school districts for incidents involving shelters, school facilities, or the children.) If a special district does not send a representative to the Emergency Operations Center, then the Liaison Officer in the Emergency Operations Center will be responsible for establishing communications and coordination with the special district liaison.

#### **4.2.4 Coordination with the Inland Region Emergency Operations Center**

Communications with the Inland Region Emergency Operations Center are conducted through the Merced Operational Area. The Regional Emergency Operations Center will work with the Operational Area directly on behalf of the city and the methods are described as follows:

- Primary Method - The Regional Emergency Operations Center sends a field representative to the Operational Area
- Alternate Method - The Operational Area and the Regional Emergency Operations Center coordinate through various telecommunications systems

#### **4.2.5 Coordination with State and Federal Field Response**

There are some instances where a state or federal agency will have a field response. State agency field responses may result from a flood fight effort, oil spill, hazardous materials accident on a highway or other hazard scenarios. Federal field response could result from the same scenarios or a military aircraft accident, and/or terrorism incidents. When a state agency or federal agency is involved in field operations, coordination may be established with the City Emergency Operations Center. State or federal agencies operating in the field may be found in any section, branch, or unit or part of a Unified Command. The agency's responsibilities in responding to the incident will determine their location in the organization.

#### **4.2.6 Coordination with Volunteers and the Private Sector**

Within the City, coordination of response activities with non-governmental organizations may occur. Privately-owned utilities, such as Merced Irrigation District and Pacific Gas & Electric will frequently send representatives to activated Emergency Operations Centers to facilitate coordination of critical facility restoration. The Emergency Operations Center will address volunteer requests from the general public by directing them to the logistics section or the Emergency Volunteer Center, if activated at the County level. Other private sector corporate interests may contact the Emergency Operations Center through the appropriate liaisons to express their interest in assisting in response and recovery operations.

For additional information regarding the City of Atwater Direction and Control and Emergency Operations Center Functions, refer to ***Direction and Control Functional Annex A***.

## SECTION 5.0 INFORMATION COLLECTION AND DISSEMINATION

### 5.1 ACTION PLANNING

The use of Action Plans in the Atwater Emergency Operations Center provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts
- Plans which document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives

The Action Planning process should involve the EOC Director and Section Chiefs (one from each Section), along with other EOC staff, as needed, such as agency representatives.

#### 5.1.1 Planning Requirements

The initial EOC Action Plan may be a verbal plan that is developed during the first hour or two following EOC activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and a limited number of response personnel. An EOC Action Plan shall be developed whenever the EOC is activated, either partially or fully. A written EOC Action Plan is required whenever:

- Two or more agencies are involved in the response
- The incident overlaps more than one operational period
- All EOC functions are fully staffed

The EOC Action Plan addresses a specific operational period which may vary in length from a few hours to days depending on the circumstances. The plan should be regularly reviewed and evaluated throughout the operational period and revised or updated as warranted.

#### 5.1.2 Plan Elements

The elements to be included in the EOC Action Plan are:

- Operational period covered by the plan
- Identify parts of EOC organization that have been activated on an organization chart
- Assignment of primary and support personnel and material resources to specific tasks and locations
- Describe any logistical or technical support to be provided and by whom
- State the objectives (attainable, measurable and flexible) to be accomplished
- Establish the current priorities to meet the objectives
- Describe the strategy to be utilized to achieve the objectives

In addition to the required elements listed above, the Action Plan may also include:

- Specific departmental mission assignments
- Policy and/or cost constraints
- Any inter-agency considerations

### 5.1.3 Planning Responsibilities

Primary responsibility for developing the EOC Action Plan rests with the Planning Section. However, development of the plan requires the active participation of the EOC Management and General Staff. The Operations Section, in particular, must work closely with the Planning Section during Action Plan development. When indicated, the Planning Section Chief will request specific technical experts to provide input to the plan. The EOC Director is responsible for approving the plan.

For incidents requiring close coordination with external agencies, (e.g., State Cal OES, state first response agencies, special districts, etc.), input from the involved agencies should also be included in the Action Planning process. For additional information regarding the City of Atwater Action Planning, refer to ***Direction and Control Functional Annex A***.

## 5.2 EOC REPORTING

Information may be sent to City departments, EOC personnel, the Merced Operational Area and other key agencies using radio, telephone, email, internet or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information. The Atwater EOC should transmit the following reports to the state on the City's behalf, when requested:

### 5.2.1 Preliminary Reports

Preliminary Reports are used during the first two hours of an emergency to provide an initial picture of the scope and magnitude of the situation.

### 5.2.2 Situation Reports

Situation Reports are brief narratives that present a concise picture of the emergency situation and are prepared for specific time periods.

- At the beginning of an emergency response, the EOC Management and Planning staff will determine appropriate times for submitting data and issuing Situation Reports
- The Situation Report is intended for use after the first two hours of an emergency and can be updated as requested or needed
- The Inland Region Situation Status forms contain the information presented on the Situation Report form. The information may be transmitted via the Internet or fax

### 5.2.3 Flash Reports

Flash Reports are used for transmitting critical, time-sensitive information outside regularly scheduled Preliminary Reports or Situation Reports. For example, a Flash Report would be used to report an impending dam failure or a receipt of a Federal Declaration of a Major Disaster.

Oral Flash Reports may precede written reports. The written report later serves as confirmation and documentation.

### 5.2.4 Documentation

Unit/activity logs are used to record significant events, communications and actions associated with an emergency for a given operational period or shift. Each EOC staff position is responsible for maintaining a unit/activity Log.

All copies of reports, SEMS forms, and logs must be submitted to the Planning Section, Documentation Unit, prior to the close of each operational period (or prior to EOC deactivation if operations do not require multiple shifts).

### **5.2.5 Status Boards/Charts**

Status Boards/Charts are erasable boards/charts or projections from computer systems located around the EOC. The Status Boards/Charts provide decision-makers and EOC staff with essential information such as road closures, shelter location information, river gauge levels etc., at a glance.

## **5.3 EMERGENCY OPERATIONS CENTER REPORTING SYSTEMS**

The State of California has an internet based information reporting system for use during emergencies called CalEOC. The purpose of the CalEOC System is to improve the state's ability to respond to major disasters. This system is not available to the City level; however the Operational Area does have access and uses the system frequently. The City will use the standard set of Incident Command System forms to report information to the Operational Area.

## **5.4 EMERGENCY PUBLIC INFORMATION**

Emergency Public Information is a priority of utmost importance during emergencies and disasters. City government has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures. To avoid conflicts and confusion, the Emergency Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies and organizations. For additional information regarding the City of Atwater Emergency Public Information, refer to ***Emergency Public Information Functional Annex D***.

## SECTION 6.0 COMMUNICATIONS

In coordination with established public safety warning protocols, the activated EOC will manage the dissemination of timely and adequate warnings to threatened populations in the most effective manner possible. Warning information will be issued as quickly as a threat is detected, using the most direct and effective means possible.

### 6.1 WARNING RESPONSIBILITY

When the EOC is not activated, the City Public Safety Departments will coordinate the dissemination of official alerts and warnings to the general public and allied agencies using available methods. This alert and warning activity will be coordinated through the City PIO, the dispatch center and other available alert and warning mechanisms available to the City.

### 6.2 WARNING AND ALERT MECHANISMS

Depending upon the threat and time availability, the EOC will initiate alerts and warnings utilizing any of the following methods:

- Activation of the Emergency Alert System (EAS)
- Activation of the California Law Enforcement Mutual Aid Radio System (CLEMARS)
- Activation of the Merced County Emergency Notification System
- Media broadcast alerts

As in any emergency, the effectiveness of any warning will be dependent upon many factors including:

- Time availability
- Initial notice of threat
- Time of day
- Language barriers
- Receiving challenges for the hearing and sight impaired

### 6.3 WARNING CONDITIONS

Typically, warnings will be issued during periods of flash flooding, major hazardous materials incidents, public health emergencies, fast moving fires, severe weather conditions, and potential acts of violence. However, warnings may be issued wherever a threat is perceived and the potential for safeguarding public safety is possible through rapid alerting.

For additional information regarding the City of Atwater Communications and Warning procedures, refer to ***Communications and Warning Functional Annex C***.



## **SECTION 7.0 DOCUMENTATION, FINANCE, ADMINISTRATION AND LOGISTICS**

### **7.1 DOCUMENTATION**

The Finance/Administration Section will be responsible for maintaining records on damage assessment expenditure, recovery cost expenditures, insurance related documents, personnel overtime, and other costs associated with the emergency. guidance is provided in their position guides at the Emergency Operational Center.

The Planning Section will maintain copies of documents that are integral to Emergency Operational Center functions, (such as action plans, situation status logs, position logs) that together make up the history and chronology of the emergency events. Guidance is provided in their Planning Section's operational procedures at the Emergency Operational Center.

### **7.2 FINANCE**

In the case of a major disaster in the City, the Emergency Operations Center will support cost recovery efforts. City of Atwater citizens may benefit from the Small Business Administration, and potentially the Federal Public Assistance Program. The City together with Merced County may assist the citizenry with public service announcements regarding support available as unemployment benefits, worker's compensation, and insurance benefits.

### **7.3 EXPENDITURE TRACKING**

The City may be reimbursed from insurance, state and/or federal sources for disaster-related expenses. The purpose of this section is to provide guidance on the record keeping requirements for claiming such expenses.

#### **7.3.1 Eligible Expenses**

Eligible costs are typically extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy for the emergency service. Ineligible expenses include costs for standby personnel and/or equipment and lost revenue.

#### **7.3.2 Recordkeeping Requirements**

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all costs claimed will be required, and all information must relate back to individual original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenues associated with emergency operations should be segregated from normal operating expenses
- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations
- Vehicle and equipment documentation should include the miles and/or hours operated by location and operator
- Vehicle operating expenses should include fuel, tires, and maintenance
- Labor costs should be compiled separate from vehicle and/or equipment expenses

- Equipment documentation should include exactly where the equipment was used and for what; hours and minutes used; and the name of the equipment operator if applicable
- Revenues and subsidies for emergency operations must be subtracted from any costs claimed
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed
- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose
- All non-competitive procurements must be justified

Expenditure tracking should commence upon notice or obvious occurrence of disasters that require expense of labor, equipment use, materials, and other expenses. The Incident Commander(s), Emergency Operations Center Director, and Emergency Operations Center staff are responsible for maintaining written records of all disaster-related personnel overtime, requests for supplies, equipment and contract personnel, and receipts for emergency purchases of supplies, equipment and other disaster-related expenses. The City will activate a special coding for emergency expenditure tracking which is used for both labor and equipment.

The Finance/Administration Section will compile reports, including total expenditures by category. The Finance Section Chief will submit a summary report on total costs to the Emergency Operations Center Director as requested. This information will be used for state and federal disaster assistance applications. The expenditure data and documentation is vital to state and federal agencies for requesting financial assistance during and after the disaster

## **7.4 RESOURCE MANAGEMENT (LOGISTICS)**

### **7.4.1 Resource Priorities**

When activated, the Emergency Operations Center establishes priorities for resource allocation during the emergency. All city resources are considered part of a pool, which may be allocated by the Emergency Operations Center to fulfill priority missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the Emergency Operations Center.

#### **7.4.2 Resource Requests**

Resource Requests (personnel, equipment or technical assistance) will be made through one of the following processes:

- Discipline-specific (usually Fire and Law) mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator
- All other resource requests will be made through the logistics function at each level

Resource requests from other entities or jurisdictions within the city will be coordinated with the Emergency Operations Center to determine if the resource is available internally or from other more appropriate sources located within the City or even the Operational Area. Emergency Management Mutual Aid Coordinators at each government level will keep the Operations Chief informed of the status of resource requests and allocations. Coordinators at each level will

communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Resource requests for equipment, personnel or technical assistance not available to the City should be coordinated with the Merced Operational Area Emergency Operations Center to the Inland Region Regional Emergency Operations Center. Once the request is coordinated, approved and resources deployed, the Resource Status Unit, in coordination with various Operations Branches, is responsible for tracking the resources.

#### **7.4.3 Emergency Resource Directory**

The City maintains an Emergency Resource Directory in both paper and database formats that lists all of the vendors, supplies, and equipment that can be available during a disaster situation.

## SECTION 8.0 PREPAREDNESS, TRAINING AND EXERCISES

### 8.1 PREPAREDNESS PLANNING

City government conducts a wide array of emergency planning activities. Planning efforts include development of internal operational documents as well as interagency response plans having multi-jurisdictional participation.

In addition to the planning activities conducted, the city departments develop internal preparedness and contingency plans to ensure provision of government services and maintenance of departmental functions during disasters. The Department Operations Plan (DOP) is an integral supporting component of the master Emergency Operations Plan (EOP).

Emergency readiness cannot be conducted within a vacuum. The city is responsible for working with all city departments, special districts and allied agencies that are considered a component of the Atwater Emergency Organization. Such coordination extends to the following activities:

- Interagency plan development
- Interagency training coordination
- Interagency exercise development and presentation
- Interagency response management
- Interagency emergency public information activities

Additionally, the Fire Chief acts as the city government's key representative and lead agent for day-to-day emergency management activities such as mitigation, preparedness, response, and recovery. Non-emergency functions include planning, training and exercise development, preparedness presentations, interagency coordination, hazard assessment, development of preparedness and mitigation strategies, grant administration and support to city response agencies.

#### 8.1.1 Community Preparedness and Awareness

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Public awareness and education prior to an emergency or disaster will directly affect the City of Atwater's emergency operations and recovery efforts. For this reason, the City of Atwater will make emergency preparedness information from county, state and federal sources available to the member jurisdictions and our citizens upon request.

#### 8.1.2 Preparedness Actions

In identifying general preparedness actions, city government works with community based organizations, faith-based organizations, other local governments/special districts, private industry, preparedness groups, and other entities to provide information relating to individual and group preparedness.

Government is limited in its ability to provide endless services and support during times of disaster, so public preparedness is essential for ensuring individual and organizational safety and protection.

## 8.2 READINESS TRAINING

The Atwater Police Department will notify holders of this plan of training opportunities associated with emergency management and operations. Individual City departments and agencies within the City of Atwater are responsible for maintaining training records. Jurisdictions and agencies having assigned functions under this plan are encouraged to ensure that assigned personnel are properly trained to carry out these tasks.

The City of Atwater Police Department will develop and execute a comprehensive training program for emergency management topics on an annual basis. The established training schedule will include applicable courses of instruction and education that cover management subjects. Such instruction shall meet or exceed the State SEMS and Federal NIMS training requirements.

## 8.3 EXERCISE AND EVALUATION

Elements of this plan will be exercised regularly. The Police Department will conduct emergency preparedness exercises, in accordance with its annual exercise schedule, following appropriate state and federal guidance. Deficiencies identified during scheduled exercise activities will result in the development of a corrective action plan to initiate appropriate corrections.

The planning for, development and execution of all emergency exercises will involve close coordination between all City Departments, allied agencies, special districts, and supporting community and public service organizations.

The primary focus will be to establish a framework for inter-organizational exercise collaboration in coordination with all-hazard response and recovery planning and training activities, conducted within the City of Atwater.

Emergency exercise activity will be scheduled as to follow state and federal guidance and program requirements. Exercise activity will follow the Homeland Security Exercise and Evaluation Program guidance and may be designed as one or more of the following exercise types:

- Drills
- Seminars (Workshops)
- Tabletop Exercises
- Functional Exercises
- Full Scale Exercises

## **SECTION 9.0 PLAN DEVELOPMENT AND MAINTENANCE**

### **9.1 PLAN DEVELOPMENT AND MAINTENANCE RESPONSIBILITY**

This plan is developed under the authority conveyed to the City of Atwater Fire Department in accordance with the City's Emergency Organization who has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed.

### **9.2 REVIEW AND UPDATING**

This plan and its supporting documents or annexes, such as Continuity of Operations, Communications and Warning or Recovery, will be reviewed annually, with a full document update conducted minimally every two (2) years. Changes to the plan will be published and distributed to all departments and organizations involved. Recommended changes will be received by the City of Atwater Fire Department, reviewed and distributed for comment on a regular basis. Elements of this plan may also be modified by the City of Atwater Fire Department any time state or federal mandates, operational requirements, or legal statute so require. Once distributed, new editions to this plan shall supplant older versions and render them inoperable.



## SECTION 10.0 AUTHORITIES AND REFERENCES

### 10.1 AUTHORITIES

#### Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007

#### State

- California Emergency Services Act (CA government Code Section 8550 et. seq.)
- California Disaster Assistance Act (CA government Code Section 8680 et. seq.)
- California Code of Regulations Title 19, (Standardized Emergency Management System and California Disaster Assistance Act))
- California Disaster and Civil Defense Master Mutual Aid Agreement

#### County

- Merced County Emergency Services/Ordinance Chapter 2.72
- Merced County Resolution adopting the California Master Mutual Aid Agreement
- Merced County Resolution relating to Emergency Operations within Merced County
- Merced County Resolution adopting the Emergency Operations Plan, 2013

#### City

- Atwater Emergency Organization Municipal Code Chapter 2.44 Emergency Organization

### 10.2 REFERENCES

#### Federal

- National Response Framework (As revised)
- National Incident Management System (NIMS)
- Comprehensive Preparedness Guide (CPG) 101, Version 3.0

#### State

- California State Emergency Plan, 2024 edition
- Standardized Emergency Management System (SEMS)
- California Disaster Assistance Act (CDAA)
- California Law Enforcement Mutual Aid Plan
- California Fire and Rescue Mutual Aid Plan
- Continuity of Government in California (Article IV, Section 21 of the State Constitution)
- Preservation of Local Government

#### County

- Merced County Emergency Operations Plan, 2025 edition

#### City

- Atwater Emergency Operations Plan, 2025 edition (This Plan)

## 11.0 GLOSSARY AND ACRONYMS

### 11.1 GLOSSARY OF TERMS

**Action Plan:** The plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

**All Hazards:** Refers to a policy or program that is designed to deal with a variety of natural and technological hazards.

**Agency:** A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private sector organizations may be included. Additionally, Non-Governmental Organizations (NGOs) may be included to provide support.

**Catastrophe:** Any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command/Management:** Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

**Command Post:** See Incident Command Post.

**Command Staff:** The Command Staff at the SEMS Field Level consists of the Information Officer, Safety Officer and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These officers are also found at the EOC levels in SEMS and they report directly to the EOC Director and comprise the Management Staff. They may have an assistant or assistants, as needed.

**Common Terminology:** Normally used words and phrases-avoids the use of different words/phrases to provide consistency and allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

**Continuity of Government (COG):** Includes measures to ensure continued leadership and preservation of vital records, thereby maintaining a viable system of government supported by law; establish emergency authorities legally vested in government leaders so that they have prescribed powers to act; ensure survivability of mechanisms and systems for direction and control so that actions directed by leaders can be communicated and coordinated; sustain essential emergency services and resources so that critical response and recovery actions can achieve widest possible implementation.

**Continuity of Operations Planning (COOP):** An internal effort within an organization to assure that the capability exists to continue essential business functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological and/or attack/terrorist-related emergencies. Accordingly, an effective Emergency Management Program (EMP) not only addresses the four phases of mitigation, preparedness, response and recovery, but includes COOP planning activities to ensure that ancillary, and support functions would continue, with little or no interruption.

**Critical Infrastructure:** Systems and assets, whether physical or virtual, so vital to the community that the incapacity or destruction of such systems and assets would have a debilitating impact on security, local economic security, local public health or safety, or any combination of those matters.

**Department Operations Center:** A centralized location for a single department or agency where their internal incident management and response takes place.

**Disaster:** A sudden and extraordinary misfortune; a calamity which threatens or effects extraordinary loss of life or property.

**Disaster Service Worker (DSW):** All public employees in California are subject to such emergency or disaster activities as may be assigned by their supervisors or by law.

**Emergency:** A condition of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

**Emergency Alert System (EAS):** An established system to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

**Emergency Management:** The discipline and the profession of applying science, technology, planning, and management to deal with extreme events that can injure or kill large numbers of people, do extensive damage to property and disrupt community life. As a process it involves preparing, mitigating, responding and recovering from an emergency. Critical functional components include planning, training, simulating drills (exercises), and coordinating activities.

**Emergency Operations Center (EOC):** A centralized location where individuals responsible for responding to a large scale emergency can have immediate communication with each other and with emergency management personnel for the purpose of enhancing coordination in exercising direction and control of emergency response and recovery efforts.

**Emergency Operations Plan (EOP):** The EOP is the document that describes strategies for managing emergency situations.

**Emergency Response Agency:** Any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

**Emergency Response Personnel:** The personnel involved with an agency's response to an emergency.

**Emergency Resource Directory (ERD):** A directory containing information on agency or organization personnel emergency certifications and qualifications and vendor and support organization supplies, equipment, etc. that may be needed during an emergency. Supplies and equipment can include such items as potable water tenders, portable toilets, heavy equipment, prepared meals, bulk foodstuffs, cots, rental office trailers, etc. To the extent possible and when appropriate, equipment should be typed by capability according to a common and accepted typing schematic. Emergency resource directories should only include those items likely to be needed by the preparing agency or organization in the performance of their duties and should not attempt to include everything that may be needed in any emergency.

**Evacuation:** The process of moving persons out of an area affected or potentially affected by a disaster situation.

**Federal Coordinating Officer (FCO):** The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the President) to coordinate assistance in a federally-declared disaster.

**Federal Disaster Area:** An area of a state (oftentimes defined by counties) that is declared eligible for federal disaster relief under the Stafford Act. These declarations are made by the President usually as a result of a request made by the Governor of the affected state.

**Federal Emergency Management Agency (FEMA):** An agency created in 1979 to provide a single point of account-ability for all federal activities related to disaster mitigation, preparedness, response, and recovery. FEMA manages the President's Disaster Relief Fund, and coordinates the disaster assistance activities of all federal agencies in the event of a presidential disaster declaration.

**Federal Emergency Response Team:** An interagency team, consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support Function and key members of the Federal Coordinating Officer's staff, formed to assist the Federal Coordinating Officer in carrying out his/her coordination responsibilities. The Emergency Response Team provides a forum for coordinating the overall federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to Emergency Support Functions and other response requirements. Emergency Response Team members respond to and meet as requested by the Federal Coordinating Officer. The Emergency Response Team may be expanded by the Federal Coordinating Officer to include designated representatives of other Federal departments and agencies as needed.

**Full-Scale Exercise:** An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The EOC is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

**Functional Annex:** A document that supplements the Emergency Operations Plan, which provides further planning information for a specific aspect of emergency management.

**Functional Exercise:** An activity designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

**Governor's Authorized Representative (GAR):** An individual authorized by the Governor to sign amendments to the Federal-State Agreement and to verify the grant applications from the state and local jurisdictions.

**Hazardous Materials Team:** A term used to describe a team of highly skilled professionals who specialize in dealing with hazardous material incidents.

**Hazard Mitigation Grant Program:** A program authorized under Section 404 of the Stafford Act, which provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

**Incident:** An occurrence or event, either human-caused or by natural phenomena, which requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**Incident Action Plan:** The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

**Incident Commander:** The individual responsible for the command of all functions at the field response level.

**Incident Command System (ICS):** A nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the field level component of SEMS. It is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

**Individual Assistance:** A supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely

and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Key Resources:** Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

**Local Government:** Local agencies as defined in Government Code §8680.2 and special districts as defined in California Code of Regulations, Title 19, Division 2, Chapter 5, CDA, §2900(y).

**Major Disaster:** As defined in federal law, is “ any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or human caused catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance in alleviating the damage, loss, hardship, or suffering caused thereby.”

**Master Mutual Aid Agreement:** The California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and among the State of California, its various departments and agencies, and the various political sub-divisions of the State. The agreement provides for support of one jurisdiction by another.

**Mitigation:** Activities taken to eliminate or reduce the degree of risk to life and property from hazards, either prior to or following a disaster or emergency.

**Mobilization:** A process of activating resources including personnel, equipment and supplies. The process would include notification, reporting, and setup to attain full or partial readiness to initiate response and recovery actions.

**Multi-agency or inter-agency coordination:** The participation of agencies and disciplines involved at any level of the SEMS organization, working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

**Mutual Aid:** Voluntary aid and assistance in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster. Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

**Mutual Aid Region:** A subdivision of the state emergency services organization, established to facilitate the coordination of mutual aid and other emergency operations within an area of the state, consisting of two or more county Operational Areas.



**National Response Framework (NRF):** A national level plan developed by the Federal Emergency Management Agency (FEMA) in coordination with 26 federal departments and agencies plus the American Red Cross.

**National Warning System (NAWAS):** The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the FEMA National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities which affect public safety.

**Operational Area:** An intermediate level of the state emergency services organization, consisting of a County and all political subdivisions within the county area. The Operational Area is a special purpose organization created to prepare for and coordinate the response to emergencies within a county area. Each county is designated as an Operational Area. An Operational Area may be used by the county and the political subdivisions comprising the Operational Area for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operating centers and the operating centers of the political subdivisions comprising the operational area. The Operational Area augments, but does not replace any member jurisdiction.

**Preliminary Damage Assessment (PDA):** The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The Preliminary Damage Assessment is documented through surveys, photographs, and other written information.

**Preliminary Damage Assessment Team:** An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives to do an initial damage evaluation to sites damaged.

**Preparedness:** Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include continuity of government, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, public education programs, exercise of plans, mutual aid agreements, stocking of disaster supplies, training of emergency response personnel, and warning systems.

**Presidential Declaration:** A formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of FEMA preliminary damage assessments.

**Private Sector:** Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry.

**Protocols:** Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

**Political Subdivision:** Any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

**Public Assistance (PA):** A supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

**Public Assistance Officer (PAO):** A member of the FEMA Regional Director's staff who is responsible for management of the Public Assistance Program.

**Public Information:** Processes, procedures and systems for communicating timely, accurate and accessible information on the incident's cause, size and current situation; resources committed; and other matters of general interest to the public, responders and additional stakeholders (both directly affected and indirectly affected).

**Public Information Officer (PIO):** A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

**Recovery:** An activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to crisis counseling, damage assessment, debris clearance, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing and business resumption full scale.

**Resource Management:** Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid agreements and assistance agreements; the use of special federal, state, tribal and local teams; and resource mobilization protocols.

**Resources:** Personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Response:** Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

**Robert T. Stafford Disaster Relief and Emergency Assistance Act:** (Public Law 93-288, as amended by Public Law 100-707) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

**Safety Officer:** A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer may have assistants.

**Section:** The organizational level having responsibility for a major functional area of incident or EOC Management, (e.g. Operations, Planning, Logistics, Finance/Administration).

**Situation Report:** Often contains confirmed or verified information regarding the specific details relating to the incident.

**Span of Control:** The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under NIMS, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5.)

**Special District:** A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate and maintain systems, programs, services, or projects (as defined in California Code of Regulations (CCR) Section 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under Section 6500 et. seq. of the Code.

**Standardized Emergency Management System (SEMS):** That consistent set of rules and procedures governing the overall operational control or coordination of emergency operations specified in CCR Title 19, Division 2, §2400 et sec. It identifies at each level of the statewide emergency organization the direction of field forces and the coordination of joint efforts of government and private agencies. The Incident Command System (ICS) is the field level component of SEMS.

**State of Emergency:** A governmental declaration that may suspend some normal functions of government, alert citizens to change their normal behaviors, or order government agencies to implement emergency operations plans.

**Tabletop Exercise:** An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

**Vital Records:** The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

**Volunteer:** For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.

**Windshield Survey:** A quick visual overview of the affected disaster area performed within the first 24 hours after the disaster.



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# Emergency Operations Center (EOC) Annex

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**An Annex to the  
City Emergency Plan**

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**City of Atwater**

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**April 2025**

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## PLAN VERSION HISTORY

Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0	Merced County OES	04/07/25			Rev. of 2017 EOP

## SECTION 1.0 INTRODUCTION

The City of Atwater has a municipal code (Chapter 2.44 of the City Municipal Code) that establishes an emergency organization and local disaster council. The municipal code provides for the development of an emergency plan, establishing responsibilities for emergency management operations and specifying the officials authorized to proclaim a local emergency. When there is an immediate threat or actual emergency, The City of Atwater will implement emergency plans and take actions to mitigate or reduce the emergency threat. Actions may include deploying field-level emergency response personnel and activating the Emergency Operations Center and issuing orders to protect the public. All accessible and applicable local, state and federal resources will be committed to protect lives, property and the environment. This annex is dedicated to the overall Direction and Control of the emergency or disaster as it pertains to the Emergency Operations Center (EOC).

## CITY OF ATWATER EMERGENCY MANAGEMENT ORGANIZATION

### City of Atwater SEMS Organization

The City of Atwater operates an EOC staffed by personnel from City departments and allied agencies. The EOC team is organized around the five functions (Management, Operations, Planning/Intelligence, Logistics, Finance/Administration) of the Standardized Emergency Management System (SEMS). City personnel staff the positions to ensure coordination. Please see **Figure 1 – City of Atwater EOC SEMS Organizational Chart**.

Consistent with SEMS, the city EOC organizational structure develops in a modular fashion, based upon the type and size of the incident:

- The EOC staff builds from the top down.
- As the need arises, five separate sections can be activated, each with several sub-units that may be established as needed.
- The specific organizational structure established for any given incident will be based on the management and resource needs of the incident in is detailed in **Figure 1 – City of Atwater EOC SEMS Organizational Chart**.

## City of Atwater EOC SEMS Organization

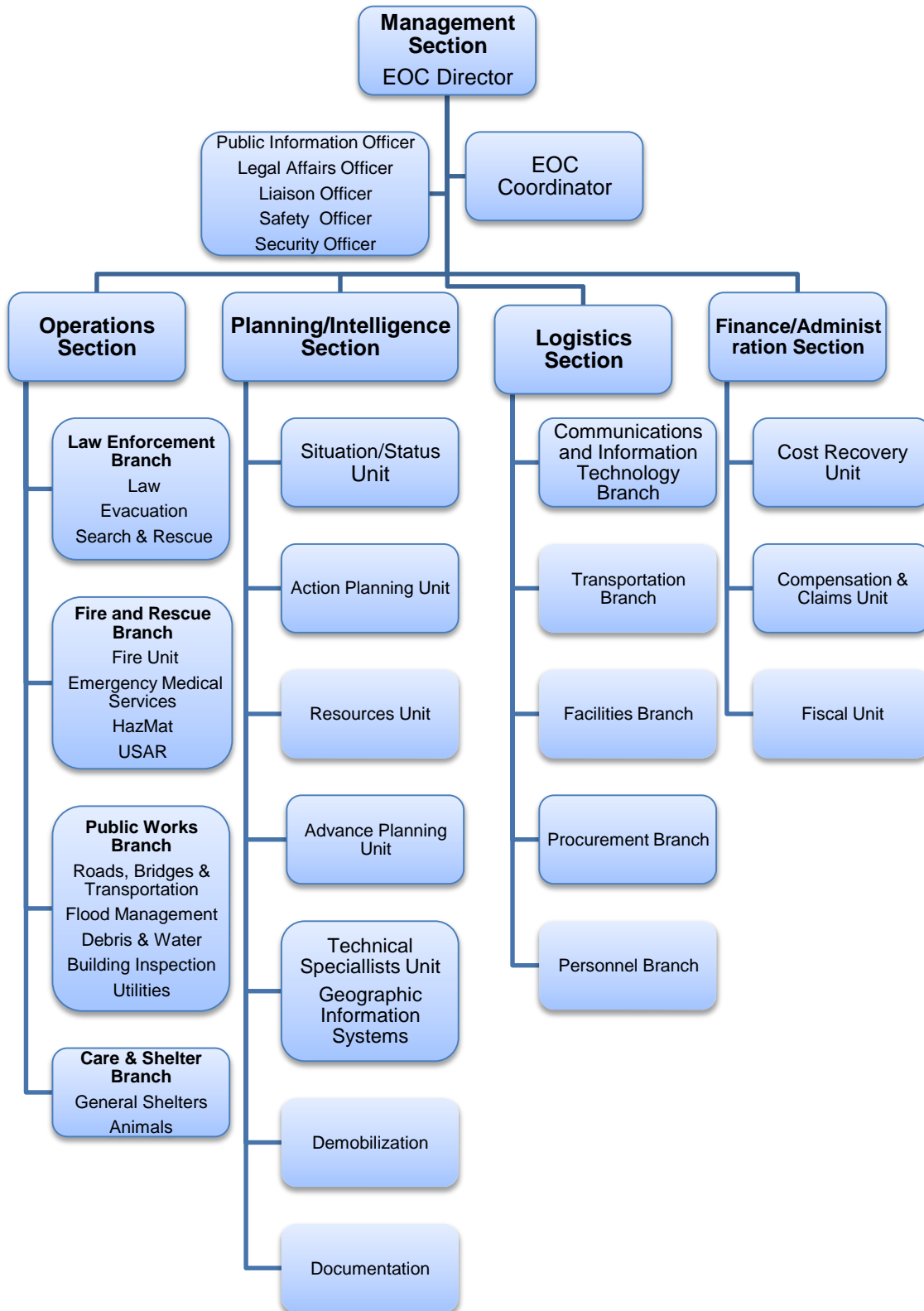


Figure 1 – City of Atwater EOC Organization

## CONCEPT OF OPERATIONS

During a disaster or emergency, the City of Atwater Emergency Operations Center (EOC) will support field response operations within the City. The EOC will operate using the Standardized Emergency Management System (SEMS) functions, principles, and components. It will implement the action planning process, identifying and implementing specific objectives for each operational period.

### EOC Purpose

Within the City of Atwater, the various departments and agencies throughout the city are responsible for conducting normal day-to-day operations. When a major emergency or disaster strikes, the EOC is the location from which centralized emergency management will be performed. The EOC facilitates a coordinated response by all the departments and agencies that are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation. Departments with critical response functions may activate their own Department Operation Centers (DOC) which act as conduits of information between field operations and the EOC. The DOC is the location from which individual departments coordinate and control their own resources and response actions specific to that department.

The EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the City of Atwater EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from and disseminating information to the various EOC representatives, from the city departments, county, state, and federal agencies.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency and requesting resources from outside of the city.
- Maintaining contact and coordination with support DOCs, other local government EOCs, and the Atwater Operational Area Emergency Operations Center (OA/EOC).
- Providing emergency information and instructions to the public, making official releases to the news media and scheduling of press conferences as necessary.

### EOC Facility Location

The Primary EOC is located at the City of Atwater Fire Station 42, 2006 Avenue 2, Atwater, CA 95301. The Primary EOC offers the following facilities for use during major emergencies:

- Electronic display processing capabilities
- Radio communications capabilities
- Office support facilities

- Dedicated task work areas
- Auxiliary power generator capability
- Adequate parking for personnel
- Adequate restroom/kitchen facilities
- Joint Information Center/Media Briefing Room
- Geographic Information Systems Planning Area

The alternate City of Atwater Emergency Operations Center (EOC) is located at the City of Atwater Council Chambers, 750 Bellevue Road, Atwater, CA 95301.

### EOC Activation Policy

The City of Atwater has adopted the criteria (developed by CalOES) that identify the events/situations which may require EOC activation. This criteria, is shown in **Figure 2 – SEMS EOC Activation Requirements**.

### EOC Activation Responsibility

The Director of Emergency Services administers and directs the city Emergency Management Organization. During an emergency when the EOC is activated or there is the potential for activation, the Director of Emergency Services manages and directs all aspects of the city's response and recovery operations. Atwater City OES will be responsible for facilitating the overall physical set-up, functionality and close-out of the EOC.

## SEMS EOC ACTIVATION REQUIREMENTS

Shaded areas = not applicable to SEMS levels  Situation identified in SEMS Regulations	SEMS LEVELS				
	Field Level	Local Government	Operational Area	Region	State
Emergency involving two or more emergency response agencies §2407(a)(1)	Use ICS				
Local Emergency Proclaimed* §2407(a)(2)	Use ICS	Use SEMS			
Local Government EOC Activated §2407(a)(1)	Use ICS	Use SEMS			
Local Government activates EOC and requests Operational Area EOC activation §2407(a)(1)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Two or more cities within an Operational Area proclaim a local emergency §2409 (f)(2)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
County and one or more cities proclaim a local emergency §2409 (f)(3)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
City, city and county, or county requests Governor's State of Emergency proclamation §2409 (f)(4)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Governor proclaims a State of Emergency for county or two or more cities §2409 (f)(5)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Operational Area requests resources from outside it boundaries**§2409 (f)(6)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Operational Area receives resource requests from outside it boundaries**§2409 (f)(7)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
An Operational Area EOC is activated §2411 (a)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
A Regional EOC is activated §2413 (a)(1)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Governor proclaims a State of Emergency §2413 (a)(2)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Governor proclaims and earthquake or volcanic prediction §2413 (a)(3)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC

This matrix highlights the flow of SEMS activation requirements. Activation of an Operational Area EOC triggers activation of the Regional EOC which, in turn, triggers activation of the State level EOC.

\* The EOC is usually activated, but in some circumstances, such as agricultural emergencies or drought, a local emergency may be proclaimed without the need for EOC activation.

\*\* Does not apply for requests for resources used in normal day-to-day operations which are obtained through existing mutual aid agreements providing for the exchange or furnishing of certain types of facilities and services as provided for under the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA).

§ Indicates sections in the California Code of Regulations (CCR) Title 19, Division 2, Chapter 1 (SEMS)

**Figure 2 - SEMS EOC Activation Requirements**

If EOC activation is warranted, the first EOC staff member to arrive begins set-up procedures. The Director of Emergency Services or designee makes all decisions regarding the level and scope of EOC



operations. The scope and nature of the emergency, current conditions, and potential concerns dictate the level of EOC operations and staffing requirements.

### Security and Access Control

Upon activation, only authorized personnel are permitted in the EOC. Access shall be granted to all personnel identified as EOC staff or city officials, and those persons having legitimate business in the EOC. Authorized EOC staff and visitors shall be issued identification for EOC access. The identification shall distinguish the bearer as a member of the EOC team or as a visitor.

### EOC Staffing

The City of Atwater Emergency Operations Plan (EOP) will be activated when an emergency occurs or threatens to exceed capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the EOP and EOC will be activated, and to what level.

For planning purposes, the California Office of Emergency Services (CalOES) has established three "levels" of response to emergencies. The City of Atwater also employs this system to guide local response to emergencies. Emergency Response includes the following three levels:

- **Level Three EOC Activation:** Level Three is a minimum activation. This level may be used for situations which initially only require a few people, e.g., a short term earthquake prediction at level one or two; alerts of storms, tsunamis; or monitoring of a low risk planned event. At a minimum, Level Three staffing consists of the EOC Director. Section Coordinators and a situation assessment activity in the Planning and Intelligence Section may be included in this level. Other members of the organization could also be part of this level of activation e.g., the Communications Unit, from the Logistics Section, or an Information Officer.
- **Level Two EOC Activation:** Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation of all organization elements, or less than full staffing. The EOC Director, in conjunction with the General Staff, will determine the required level of continued activation under Level Two, and demobilize functions or add additional staff to functions as necessary based upon event considerations. Representatives to the EOC from other agencies or jurisdictions may be required under Level Two to support functional area activations.
- **Level One EOC Activation:** Level One activation involves a complete and full activation of all organizational elements at full staffing and all Emergency Support Functions. Level One would normally be the initial activation during any major emergency requiring extreme State level help.

### Communications

Communications within the EOC are accomplished using the most expedient and appropriate means possible (usually in person). Each EOC position has a telephone available for communicating directly with EOC staff members, outside agencies, or field forces. Radios may also be used for direct communications with field forces or outside agencies. Key decision-makers and certain EOC staff will be issued portable radios. Regardless of the medium used, all significant communications shall be recorded on the EOC unit/activity log.

## EOC Reporting

Information may be sent to City departments, EOC personnel, the and other key agencies using the radio, telephone, email, internet, EOC Forms or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information. The Atwater EOC should transmit the following reports with DOCs, other EOCs and the OA EOC:

### Preliminary Reports

Preliminary Reports are used during the first two hours of an emergency to:

- Provide an initial picture of the scope and magnitude of the situation.

### Situations Reports

Situation Reports are brief narratives that present a concise picture of the emergency situation and are prepared for specific time periods.

- At the beginning of an emergency response, the EOC Management and Planning staff will determine appropriate times for submitting data and issuing Situation Reports.
- The Situation Report is intended for use after the first two hours of an emergency and can be updated as requested or needed.
- The Situation Reports contain the information presented on the Situation Report form located in ***Supporting Documents section of the Basic Plan***. The information may be transmitted via the Internet or fax.

### Documentation

Unit/activity logs are used to record significant events, communications and actions associated with an emergency for a given operational period (shift). Each EOC staff position is responsible for maintaining a unit/activity Log.

All copies of reports, SEMS forms, and logs must be submitted to the Planning/Intelligence Section, Documentation Unit, prior to the close of each operational period (or prior to EOC deactivation if operations do not require multiple shifts).

### Status Boards

Status Boards are erasable boards located around the EOC. The Status Boards provide decision-makers and EOC staff with essential information such as road closures, shelter location information, river gauge levels etc., at a glance.

## EOC Reporting Systems

The City has EOC Forms for use to transmit EOC reporting information to Merced County OES. These forms will be utilized as there is no available electronic EOC Reporting system to the City level in Merced County.

## EOC Briefings

The purpose of briefings is to familiarize or update EOC staff on the current emergency situation. Briefings provide an opportunity for the Section Chiefs, the Emergency Operations Center (EOC) Director and all

EOC staff to exchange information on the incident, create and evaluate an Action Plan, and make any revisions deemed necessary to the response strategy and/or priorities. Regular briefings provide a forum away from the high level of activity in the EOC for ensuring that each of the five essential SEMS functions are coordinated (Management, Operations, Planning, Logistics and Finance) and that the EOC staff have the same information from which to base individual and collective actions and decisions.

#### **Management and General Staff**

The Management and General Staff conduct regular briefings to receive updated information, evaluate the effectiveness of the response strategy, identify and solve problems, and revise objectives, response strategy and priorities as necessary. These briefings do not replace the Action Planning Sessions, which are required for each operational period. The General Staff briefings should be conducted outside the activity of the EOC. Each Section Chief will appoint someone in the section to assume his/her role in the EOC for the duration of the briefing.

During the briefing, the EOC Director asks each Section Chief for a thorough, but concise status report. Only information relevant to the entire EOC should be discussed in the group briefing. Function-specific issues and questions should be discussed one-on-one between the EOC Director and the involved Section Chief.

At the conclusion of each briefing, the time for the next General Staff briefing is set. Section Chiefs leave each General Staff briefing with a clear understanding of the objectives to be accomplished and the specific information to be collected before the next briefing.

#### **Section Briefings**

Following each Management and General Staff briefing, Section Chiefs provide their respective Section staff with a briefing. Overall situation status and response objectives, strategy and priorities should be reviewed. Each Section member must have a clear understanding of the activities they are expected to perform, including any coordination requirements with other EOC staff or external agencies.

#### **Incoming Briefing**

Upon arrival at the EOC, Section Chiefs are briefed by the EOC Director to obtain an overall perspective on the current situation. Section Chiefs provide a similar briefing to the personnel assigned to their respective Sections. Incoming briefings include:

- Current situation assessment
- Summary of the significant actions taken or in process
- Initial incident objectives and priorities
- Any limitations on available communications or personnel/equipment resources
- Any directives on specific actions to be taken

In addition to the above information, Section Chiefs review the following information with assigned staff:

- Responsibilities of the assigned function
- Any specific actions to be taken
- Appropriate flow/sharing of information within and between Sections
- Work shifts
- Eating and sleeping arrangements, if necessary
- Time of next briefing

### Update Briefings

Throughout EOC activation, General Staff and individual Section briefings are conducted on a regular, predetermined basis, and whenever a major change in incident status has occurred. Update briefings should include a review of the following information:

- Current situation assessment
- Current and potential problems
- Actions being taken, including staff assigned
- Weather forecast, if applicable
- Time for next scheduled briefing

### Shift Change Briefing

Shift change briefings are a component of the EOC Action Planning Process. At these briefings the current Action Plan is “handed off” and a briefing on assignments for the operational period which is about to begin, is presented. Facilitated by the Planning/Intelligence Section Chief, this briefing is approved by the EOC Director and attended by the General staff as appropriate. Shift change briefings should include the following:

- Current situation assessment
- Current and potential problems
- Review of the Action Plan
- Weather forecast, if applicable
- Time for next scheduled briefing

### Deactivation Briefing

Immediately following deactivation of the EOC, the EOC Director, with all EOC staff, conducts a deactivation briefing. The purpose of this briefing is to advise all EOC staff of the specific contacts and/or referrals to be made for any incident-related questions or concerns that may arise.

### EOC Deactivation

Once the critical aspects of an emergency or disaster have been secured, EOC operations may begin to scale down as conditions warrant. The purpose of this procedure is to outline the process to be followed whenever it is determined that the EOC can be deactivated. The EOC Director, with input from the Section Chiefs, may decide to deactivate the EOC.

### Deactivation Triggers

Once the emergency response phase has been terminated and system operations are stabilized, the EOC Director may determine that the EOC can be deactivated. Triggers for determining deactivation may include:

- The emergency response phase has been terminated and recovery operations are underway.
- No further city, OA, state, media or public information dissemination is needed.

### Procedure for Deactivation

The EOC Director will:

- Establish the time period for deactivation
- Advise EOC staff of the actions to be taken, including time

- Identify EOC staff to be on-call if stand down is implemented
- Direct the liaison or other EOC staff to make notifications

### Deactivation Notifications

All internal and external individuals, groups and agencies that were notified of activation will be notified of stand down and/or deactivation. At a minimum, all department managers, elected officials, neighboring jurisdictions, responding agencies will be notified. The person making the notifications, documents the date, time, name and contact method for all persons/organizations notified. Notifications will include:

- Date and time of stand down period or deactivation
- A 24-hour contact number for further information

## EOC ACTION PLANNING

### Introduction

The use of Action Plans in the City of Atwater EOC provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts.
- Plans which document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives.

The Action Planning process should involve the EOC Director and Section Chiefs (one from each Section), along with other EOC staff, as needed, such as special districts, and other agency representatives.

### Planning Requirements

The initial EOC Action Plan may be a verbal plan that is developed during the first hour or two following EOC activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and a limited number of response personnel. An EOC Action Plan shall be developed whenever the EOC is activated, either partially or fully. A written EOC Action Plan is required whenever:

- Two or more agencies are involved in the response
- The incident overlaps more than one operational period
- All EOC functions are fully staffed

The EOC Action Plan addresses a specific operational period (not to exceed 24 hours). The plan should be regularly reviewed and evaluated throughout the operational period and revised or updated as warranted.

### Plan Elements

The elements to be included in the EOC Action Plan are also indicated on the Action Plan form located in the **Supporting Documents section of the Basic Plan** and include:

- Operational period covered by the plan

- Identify parts of EOC organization that have been activated on an organization chart
- Assignment of primary and support personnel and material resources to specific tasks and locations
- Describe any logistical or technical support to be provided and by whom
- State the objectives (attainable, measurable and flexible) to be accomplished
- Establish the current priorities to meet the objectives
- Describe the strategy to be utilized to achieve the objectives

In addition to the required elements listed above, the Action Plan may also include:

- Specific departmental mission assignments
- Policy and/or cost constraints
- Any inter-agency considerations

### **Planning Responsibilities**

Primary responsibility for developing the EOC Action Plan rests with the Planning/Intelligence Section. However, development of the plan requires the active participation of the EOC Director and the General Staff. The Operations Section, in particular, must work closely with the Planning/Intelligence Section during Action Plan development. When indicated, the Planning/Intelligence Section Chief will request specific technical experts to provide input to the plan. The EOC Director is responsible for approving the plan.

For incidents requiring close coordination with external agencies, (e.g., local OES, State field response agencies, special districts, etc.), input from the involved agencies should also be included in the Action Planning process.

Specific EOC staff responsibilities associated with the Action Plan include the following:

#### **Management and General Staff**

- Provide general incident objectives and strategy
- Provide direction and overall management
- Ensure incident safety
- Approve the completed Action Plan

#### **Operations Section Chief**

- Determine the tactics necessary to achieve objectives
- Determine associated resource requirements
- Communicate Action Plan to EOC staff and Incident Commanders, as appropriate
- Conduct Operations Shift Briefing

#### **Planning/Intelligence Section Chief**

- Conduct the Action-Planning meeting
- Establish planning timelines
- Coordinate preparation of the Action Plan
- Manage planning process

#### **Logistics Section Chief**

- Establish/confirm procedure for off-incident resource ordering
- Ensure that resource ordering process is in place
- Ensure that Logistics Section can support the Action Plan

#### **Finance Section Chief**

- Provide cost assessment of incident objectives
- Ensure that adequate finance approvals are in place for implementation of the Action Plan

### **Planning Process**

The Planning/Intelligence Section staff will maintain the EOC Major Incident Status Board and will develop short-and long-term planning scenarios based upon the situation and its impacts on facilities and operations, as reported. Utilizing these planning scenarios, the Planning/Intelligence Section Chief will conduct an Action Planning meeting with the EOC Director, General Staff and appropriate technical experts. The Operations Section Chief will immediately report any significant changes in information verbally to the Planning/Intelligence Section Chief.

PLANNING/INTELLIGENCE SECTION PLANNING PROCESS SCHEDULE	
Time	Event
0700 – 0800	Shift Change.
0800 – 0900	Prepare for Planning Meeting. Purpose: To review accomplishments, identify new issues, identify resource needs, and determine assignments for next operational period.
0900 – 1000	Planning Meetings (with Management and General Staff, Resources Status Unit Leader, Supply Unit Leader, Communications Unit Leader, and Technical Specialists).
1000 – 1400	Prepare EOC Action Plan.
1400 – 1600	Finalize EOC Action Plan.
1600	Complete EOC Action Plan.
1600 – 1700	Prepare for Operations Briefing. Purpose: To review EOC Action Plan for next operational period.
1700 – 1800	Operations briefing (Management, General Staff, and identified Operations staff and Technical Specialists).
1800 – 1900	Finalize Reports (including Situation Status Report for the Operational Area EOC).
1900 – 2000	Shift Change.



PLANNING/INTELLIGENCE SECTION PLANNING PROCESS SCHEDULE	
Time	Event
2000 – 2100	Prepare for Planning Meeting. Purpose: To review accomplishments, identify new issues, identify resource needs, and determine assignments for next operational period.
2100 – 2200	Planning Meetings (with Management and General Staff, Resources Status Unit Leader, Supply Unit Leader, Communications Unit Leader, and Technical Specialists).
2200 – 0200	Prepare EOC Action Plan.
0200 – 0400	Finalize EOC Action Plan.
0400	Complete EOC Action Plan.
0400 – 0500	Prepare for Operations Briefing. Purpose: To review EOC Action Plan for next operational period.
0500 – 0600	Operations briefing (Management, General Staff, and identified Operations staff and Technical Specialists).
0600 – 0700	Finalize Reports (including Situation Status Report for the Operational Area EOC).

Figure 3 - Planning Process Schedule

### Planning Considerations

In developing the Action Plan, a number of issues should be considered, as outlined in the table below. Applicable issues should be addressed in each iteration of the Action Plan.

ISSUE	CONSIDERATIONS	RESPONSIBILITY
Inter-Agency Coordination	<ul style="list-style-type: none"> <li>• Use of resources</li> <li>• Contact information and frequency</li> <li>• Communications methods</li> </ul>	Liaison
Public Information	<ul style="list-style-type: none"> <li>• Constraints on information to be disseminated</li> <li>• Special instructions</li> <li>• Target areas/audiences</li> </ul>	Public Information Officer EOC Director
Safety	<ul style="list-style-type: none"> <li>• Special precautions to be taken</li> <li>• Personal protective gear required</li> </ul>	Safety Officer
Technical Resources	<ul style="list-style-type: none"> <li>• System maps and schematics</li> <li>• Technical expert input</li> </ul>	Planning/Intelligence Section Chief
Operations	<ul style="list-style-type: none"> <li>• Special skills required</li> <li>• Mutual aid needs</li> <li>• Staging Area needs</li> <li>• Progress in resolving major incident objectives</li> </ul>	Operations Section Chief
Policy	<ul style="list-style-type: none"> <li>• Legal/political issues</li> </ul>	EOC Director

ISSUE	CONSIDERATIONS	RESPONSIBILITY
	<ul style="list-style-type: none"> <li>Fiscal constraints</li> </ul>	
Special Needs	<ul style="list-style-type: none"> <li>Contingency Plans</li> </ul>	Planning/Intelligence Section Chief
Special Resources	<ul style="list-style-type: none"> <li>Availability of special supplies and equipment</li> <li>Transportation support</li> </ul>	Logistics Section Chief

**Figure 4 - Planning Considerations**

### Planning Cycle

The Planning Chief, with input from the EOC Director and the Operations Section Chief, establishes the schedule and cycle for action planning. Initially, meetings may be conducted every few hours or several times each day. Over time, meetings may be held twice each day, and then daily.

### Documentation and Distribution

Written EOC Action Plans will be documented on the Action Planning form. The Planning/Intelligence Section Situation Status function is responsible for:

- Posting a copy of the current Action Plan in the EOC
- Maintaining a copy of each Action Plan as part of the permanent incident record
- Distributing copies of the current Action Plan to all involved agencies and other personnel as directed by the Planning/Intelligence Section Chief

The Operations Section Chief will ensure that the current EOC Action Plan is distributed to all Operations Section personnel.

## CITY ROLES AND RESPONSIBILITIES

### Policy Group

The Policy Group function is responsible to address the economic, social and political impacts of an emergency. In the City of Atwater EOC, the Policy function is the responsibility of the City Council, Disaster Council, and the City Manager and/or their designee.

### Management Section

The Director of Emergency Services leads the Management Section and is responsible for the overall management of EOC operations to address the impacts of an emergency directly upon the city and assessing conditions outside the city, which have the potential for affecting local resources. Additionally, the Director of Emergency Services is responsible for directing the creation of an EOC Action Plan and the overall strategic direction of response, including appropriate mutual aid liaison activities.

### Management Staff

Assisting the Director of Emergency Services is the Management Staff. The Management Staff is responsible for providing direct administrative and executive-level support to the Director, as well as for providing additional emergency support functions within selected areas of responsibility. When fully activated the EOC Management Staff includes the following:

### **Public Information Officer (PIO)**

The PIO is directly responsible for managing Emergency Public Information activities within the EOC and in support of all city Emergency Public Information operations. The PIO may be assisted by additional staff who will conduct assorted Emergency Public Information tasks and duties (Rumor Control and activation of the Atwater Information Center) within the EOC or a Joint Information Center (JIC) if established, or at a field incident command post. **The responsible city department staffing this position is the City Manager's Office/Public Information Officer and other PIOs in various city departments.**

### **Legal Affairs Officer**

The Legal Affairs Officer is responsible for providing legal advice and guidance to the Director and the Council on all emergency management issues and concerns. **The responsible city department staffing this position is the City Attorney.**

### **Liaison Officer**

The Liaison Officer functions as the primary point of contact for all allied agencies and jurisdictional representatives not directly assigned to the city EOC. All agency and jurisdictional representatives will coordinate with the Liaison Officer, as needed. **The responsible individuals/agencies staffing this position are designated by the EOC Director based on the incident.**

### **Safety & Security Officers**

The Safety & Security Officers are responsible for ensuring that the EOC is secure when activated, that hazards are identified and mitigated, and that the EOC environment is suitable for conducting operations in a safe and healthful manner. **The responsible city departments staffing these positions are the Police Department for security and the Fire Department for safety.**

## **Operations Section**

The Operations Section, an element of the EOC General Staff is responsible for coordinating the deployment of response resources in support of field operations. Such coordination activities will normally include:

- Manage operational elements of approved Emergency Action Plan (EAP).
- Support Department Operations Centers (DOC) and field incident commands (if DOCs not activated) and associated response activities.
- Coordinate and liaison with DOCs for reporting status information to the EOC for action planning and situation reporting purposes.
- Liaise with designated Mutual Aid Coordinators.
- Coordinate incident response assets (in accordance with the approved Action Plan) regardless of agency affiliation or type of asset (e.g., law enforcement, fire suppression, medical, etc.).
- Assess the emergency within the city or in nearby jurisdictions that affect local government's response organizations.

This section is composed of several functional groups, each with its own functional coordinator. Some or all of the functions may be involved in an incident response. **An Operations Section Chief will be identified between fire, law enforcement, public works or other staff as designated by the EOC Director.**

The Operations Section Chief will activate those functions deemed appropriate. When fully activated, the Operations Section could be comprised of the following branches, with each position being staffed with city or allied-agency personnel.

- Law Enforcement Branch – **Police Department**
- Fire and Rescue Branch – **Fire Department**
- Public Works Branch – **Public Works Department**
- Mass Care & Shelter Branch – **Parks and Community Services, Animal Control**

### Planning/Intelligence Section

The Planning/Intelligence Section, an element of the EOC General Staff, collects and analyzes incident data relating to hazards, damage, operations, and other problems. This section becomes the organizational focus for all information or intelligence analysis and advanced planning relative to the incident or emergency.

The Planning/Intelligence Section is divided into several units. Within those units, the following emergency support functions are organized and performed as part of the Planning/Intelligence Section.

- Situation Status Unit
- Action Planning Unit
- Resource Status Unit
- Documentation Unit
- Advanced Planning Unit
- Technical Specialists Unit
- Demobilization Unit

**This section will be staffed by the Fire Department, Development Services Department and other departments as directed by the EOC Director** as needed to perform the various functions required to support emergency management operations within the activated EOC. Additional branches or units may be established as needed to meet operational needs.

### Logistics Section

The Logistics Section is responsible for coordinating the provision of a broad assortment of procurement, service, maintenance, communication, and information technology services in support of the city's emergency management activities during a disaster.

The Logistics Section is divided into several branches. Within those branches, the following emergency support functions are organized and performed as part of the Logistics Section.

- IT and Communications Branch
- Facilities Branch
- Personnel Branch
- Procurement Branch
- Transportation Branch

**The section will be staffed by Parks and Community Services, Finance/Human Resources, City Manager's Office and Public Works**, as needed to perform the various functions required to support emergency management operations within the activated EOC. Additional branches or units may be established as needed to meet operational needs.

### Finance/Administration Section

This section is responsible for the financial management of an operation, including payment for equipment, supplies, and services. It is also responsible for maintaining and monitoring response costs, personnel time-keeping records, and for providing administrative support to the EOC. The following functions are the responsibility of the Finance Section.

- Cost Recovery Unit
- Compensation and Claims Unit
- Fiscal Unit

**The section will be staffed by the City Finance and other city departments as directed by the EOC Director** as needed to perform the various functions required to support emergency management operations within the activated EOC. Additional branches or units may be established as needed to meet operational needs.

### ANNEX MAINTENANCE

The City of Atwater Fire Department will coordinate with the various City Departments on any updates and revisions of this Direction and Control Annex.

Those agencies and organizations listed as having anticipated roles and responsibilities under this annex shall inform the Director of Emergency Services when they are aware that changes need to be made.



## CITY COUNCIL AGENDA REPORT

### CITY COUNCIL

Mike Nelson, Mayor  
Danny Ambriz      Brian Raymond  
John Cale          Kalisa Rochester

**MEETING DATE:** August 25, 2025  
**TO:** Mayor and City Council  
**FROM:** Janell Martin, Assistant City Clerk/Records Coordinator  
**PREPARED BY:** Janell Martin, Assistant City Clerk/Records Coordinator  
**SUBJECT:** **Approving Fee Waiver Requested by Merced County Registrar of Voters to Use Atwater Community Center as a Voting Assistance Center for the 2025 Statewide Special Election** (City Clerk Billings & Merced County Registrar of Voters)

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### **RECOMMENDED COUNCIL ACTION**

Approval of a fee waiver requested by the Merced County Registrar of Voters to use the Atwater Community Center from October 24, 2025 to November 4, 2025 for the Election; and authorizes and directs the City Manager, or designee, to execute any and all documents necessary to waive the facility rental fees associated with Merced County Registrar of Voters using the Atwater Community Center as a Voting Assistance Center.

### **I. BACKGROUND/ANALYSIS:**

Merced County has requested use of the Atwater Community Center as a Voting Assistance Center for the upcoming **Statewide Special Election on November 4, 2025**. This request will be confirmed tomorrow. The requested use period is for an 11-day vote center, beginning **Friday, October 24, 2025, 7:00 AM – 4:00 PM** through **Tuesday, November 4, 2025, 6:00 AM – 9:00 PM**.

In previous elections, Merced County has used the Community Center for Voting Assistance Centers. The City of Atwater and Merced County routinely collaborate to ensure residents have access to local voting services.

Previous Use:

- June 7, 2022 – Statewide Direct Primary Election
- November 8, 2022 – Midterm Election
- March 5, 2024 – Presidential Primary Election

- November 5, 2024 – Presidential General Election

During these elections, the Multi-Purpose and Jessie Frago Rooms were used. The Registrar of Voters' Office is responsible for setup, cleanup, delivery of equipment, and proof of insurance.

Request Details for 2025 Special Election:

- Setup Date: Thursday, October 23 or Friday, October 24, 2025, estimated 1 hour around 11:00 AM
- Vote Center Operation: Saturday, October 25 through Tuesday, November 4, 2025, 7:00 AM – 5:00 PM daily
- Election Day: Tuesday, November 4, 2025, 6:00 AM – 9:00 PM
- Pickup Date: Wednesday, November 5 or Thursday, November 6, 2025, estimated 1 hour around 11:00 AM

Fee Waiver:

Merced County has requested a waiver of all facility rental fees, except for Facility Attendant Fees of \$35 per hour for hours outside normal business hours (Monday through Friday, 8:00 AM – 5:00 PM). If approved, this waiver would apply according to the City's Fiscal Year 2025-26 Miscellaneous Fee Schedule.

## **II. FISCAL IMPACTS:**

The City of Atwater typically charges fees for the rental of the Multi-Purpose and Jessie Frago Rooms at the Atwater Community Center, including additional fees for facility attendants outside normal business hours.

For the Statewide Special Election on November 4, 2025, Merced County has requested to use these rooms as a Voting Assistance Center. If approved, the City would waive the standard facility rental fees and deposits.

The Registrar of Voters is responsible for all facility attendant fees outside of normal business hours, including early mornings, evenings, and weekend hours, so the City would not incur those costs.

Overall, the fee waiver allows the City to continue its long-standing partnership with Merced County to provide accessible local voting facilities while minimizing any direct costs to the City.

## **III. LEGAL REVIEW:**

This item has been reviewed by the City Attorney's Office.



**IV. EXISTING POLICY:**

This item is consistent with goal number three (3) of the City of Atwater's 2026-2030 Strategic Plan: Promote transparency through Communication.

**V. ALTERNATIVES:**

The City Council could decide not to approve the fee waiver request and require the Merced County Registrar of Voters to pay all applicable facility rental fees to utilize the Atwater Community Center as a Voting Assistance Center.

**VI. INTERDEPARTMENTAL COORDINATION:**

The City Administration Department and Recreation Department collaborated and coordinated efforts to work with the Merced County Registrar of Voters to reserve the Atwater Community Center as a Voting Assistance Center.

**VII. PUBLIC PARTICIPATION:**

The public will have an opportunity to provide comments on this item prior to City Council action.

**VIII. ENVIRONMENTAL REVIEW:**

This item is not a "project" under the California Environmental Quality Act (CEQA) as this activity does not cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to Public Resources Code section 21065.

**IX. STEPS FOLLOWING APPROVAL:**

Upon City Council's approval of Merced County's fee waiver request, staff will work with the Merced County Registrar of Voters to complete the necessary application and documents to use the Atwater Community Center as a Voting Assistance Center and to waive all applicable fees.

Submitted by:



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Kory J. Billings, City Clerk  
Approved by:



---

Chris Hoem, City Manager

Attachments:

1. Atwater Community Center Partnership Letter 2025



**Melvin E. Levey**  
Registrar of Voters

2222 M Street  
Merced, CA 95340  
Main: (209) 385-7541  
Fax: (209) 385-7387

[www.mercedelections.org](http://www.mercedelections.org)

August 21, 2025

Janell Martin  
Atwater Community Center  
760 E Bellevue Rd  
Atwater, CA 95301

Dear Janell,

Thank you for providing the use of your facility as a Vote Center in the November 4, 2025, Statewide Special Election. We truly appreciate being able to use your facility! Your partnership with our office strengthens and supports our primary goal to allow every eligible voter in Merced County the opportunity to participate in the electoral process.

The purpose of this letter is to request the use of your facility as a Vote Center for the November 4, 2025, Statewide Special Election. We would greatly appreciate your support in making a difference in the community and lives of Merced County Voters. We understand that there may be a facility rental fee, but would like to request consideration of waiving or discounting the fees associated with using your facility. We fully understand if this is not possible.

The Merced County Board of Supervisors adopted a resolution authorizing and supporting the California Voter's Choice Act (VCA) beginning with the 2022 elections. The VCA model states that beginning 10 days before and including election day, (11 days total), at least one Vote Center is provided for every 50,000 active registered voters.

We are requesting to use and secure your facility for the following dates/times:

Thursday, October 23 or Friday October 24, 2025	Scheduled Setup Date/Time
Saturday, October 25, 2025, through Monday, November 3, 2025	7:00am to 5:00pm
Tuesday, November 4, 2025	6:00am to 9:00pm
Wednesday, November 5 or Thursday, November 6, 2025	Scheduled Pickup Date/Time

The Elections staff would be responsible for all set-up and clean-up. We will need the room with all our equipment to be fully secured and not in use if the equipment is there, except during the times the Vote Center is open.

Please complete the form enclosed, **then sign and return the form as soon as possible**. You may email this form to [niveamartinez@countyofmerced.com](mailto:niveamartinez@countyofmerced.com) or fax it to (209) 385-7387.

If you have any questions, please contact our office at (209) 385-7541.

Thank you,

Marina Garza-Ortega  
Supervising Election Specialist

Indicate room we are approved to use here: \_\_\_\_\_

For the November 4, 2025, Statewide Special Election

**INDICATE DELIVERY CONTACT INFORMATION BELOW**

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Best time for Delivery and Pickup: \_\_\_\_\_

**INDICATE AN EMERGENCY CONTACT PERSON FOR FACILITY**

Emergency Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Person Authorizing Use: \_\_\_\_\_ Date: \_\_\_\_\_



## **CITY COUNCIL AGENDA REPORT**

### **CITY COUNCIL**

Mike Nelson, Mayor  
Danny Ambriz      Brian Raymond  
John Cale          Kalisa Rochester

**MEETING DATE:** August 25, 2025  
**TO:** Mayor and City Council  
**FROM:**  
**PREPARED BY:**  
**SUBJECT:** 2025 City Council Reorganization / Mayor's Committee Assignments – Committee Assignment Updates and Appointments

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### **RECOMMENDED COUNCIL ACTION**

Receive the Mayor's 2025 Committee Assignments; approve updates to existing committee assignments and appointments as presented.

### **I. BACKGROUND/ANALYSIS:**

Each year, following the City Council's annual reorganization, the Mayor reviews and assigns City Council members to various standing committees and boards. These assignments ensure appropriate representation and participation in matters important to City operations, policy development, and intergovernmental coordination.

For 2025, the Mayor has reviewed the existing committee assignments and recommends updates to better balance responsibilities among Council Members. Updates include a change to the alternate position for the Merced Irrigation-Urban Groundwater Sustainability Agency (MIUGSA). Established in 2017 under California's Sustainable Groundwater Management Act, MIUGSA is tasked with developing and implementing a groundwater sustainability plan to achieve basin sustainability by 2040. Its seven-member Board consists of diverse regional interests, including public agencies.

In addition, the Mayor recommends making appointments to the Rules Committee. The Rules Committee serves as the body responsible for reviewing and recommending updates to City Council policies, investigating complaints, rules of procedure, and governance guidelines. The Committee formalizes practices referenced in the City's adopted handbook and provides a clear framework for addressing procedural matters in a consistent and transparent manner.

**II. FISCAL IMPACTS:**

None

**III. LEGAL REVIEW:**

This item has been reviewed by the City Attorney.

**IV. EXISTING POLICY:**

N/A

**V. ALTERNATIVES:**

N/A

**VI. INTERDEPARTMENTAL COORDINATION:**

N/A

**VII. PUBLIC PARTICIPATION:**

The public will have an opportunity to speak on this item prior to City Council action.

**VIII. ENVIRONMENTAL REVIEW:**

This item is not a “project” under the California Environmental Quality Act (CEQA) as this activity does not cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to Public Resources Code section 21065.

**IX. STEPS FOLLOWING APPROVAL:**

Approving the updated committee assignments will strengthen Council governance and support efficient, transparent operations.

Attachments:

1. CITY COUNCIL COMMITTEE ASSIGNMENTS 2025 8.25.25



## **2025 CITY COUNCIL COMMITTEE ASSIGNMENTS:**

### **Mayor's Committee Assignments**

#### **Mayor Pro Tem – Cale**

Merced County Association of Governments (MCAG) – **Cale and Nelson (Alternate)**  
(1 representative and 1 alternate)

League of California Cities Central Valley Division – **Cale & Rochester**

City Audit & Finance Committee – **Ambriz & Rochester**  
(2 representatives)

LAFCO – **Raymond**  
(1 representative)

USP/Atwater Community Liaison Group – **Cale & Rochester (Alternate)**  
(1 representative and 1 alternate)

Atwater Community Services/Neighborhood Watch – **Rochester**  
(1 representative)

4<sup>th</sup> of July Committee – **Cale**  
(1 representative)

San Joaquin Valley Air Pollution Control District – **Ambriz & Nelson (Alternate)**  
(1 representative and 1 alternate)

MIUGSA – **Justin Vinson & Jon O'Connor (Alternate)**  
(1 representative and 1 alternate)

MIRWMA - **Raymond & Nelson (Alternate)**  
(1 representative and 1 alternate)

ACE Train – **Raymond & Nelson (Alternate)**  
(1 representative and 1 alternate)

One Voice – **Cale & Nelson (Alternate)**  
(1 representative and 1 alternate)

Atwater Historical Society – **Rochester & Nelson**  
(2 representatives)

Christmas Parade – **Cale & Ambriz**

Rules Committee – **Nelson, Cale, Ambriz**





## CITY COUNCIL AGENDA REPORT

### CITY COUNCIL

Mike Nelson, Mayor  
Danny Ambriz      Brian Raymond  
John Cale          Kalisa Rochester

**MEETING DATE:** August 25, 2025  
**TO:** Mayor and City Council  
**FROM:** Christopher Hoem, City Manager  
**PREPARED BY:** Jim Vang, Civil Engineering Assistant  
**SUBJECT:** **Accepting the Fruitland Avenue Reconstruction Phase 3 as Complete** (City Manager Hoem)

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### **RECOMMENDED COUNCIL ACTION**

Motion to accept work done under the contract for Fruitland Avenue Reconstruction Phase 3, City Project 16-2-3; and authorizes and directs the City Manager to sign a Notice of Completion and have it recorded on behalf of the City; or

Motion to approve staff's recommendation as presented.

### **I. BACKGROUND/ANALYSIS:**

At their regular meeting of June 10, 2024, the City Council awarded a contract to George Reed Inc. of Modesto, CA for the Fruitland Avenue Reconstruction Project Phase 3. Improvements are on Fruitland Avenue between Capitola Avenue and Orchard Park Avenue. The work consisted of repavement and installation of sidewalk, curb, gutter, storm drain facilities, street lighting, sewer lateral installation, and water service installation, and removing and replacing the sewer force main.

The work was satisfactorily completed in accordance with the plans and specifications. The total amount of contract is \$7,725,994.55. Staff have inspected the work and find it acceptable.

The Notice of Completion has been prepared (**EXHIBIT "A"**) for this project.

### **II. FISCAL IMPACTS:**

Sufficient funding to pay the retention amount is contained in the project retention liability account.

This item has been reviewed by the Finance Department.

### **III. LEGAL REVIEW:**

This item was reviewed by the City Attorney's office.

**IV. EXISTING POLICY:**

This item is consistent with goal two (2) of the City's Strategic Plan: to promote safety, stability, and quality of life.

**V. ALTERNATIVES:**

N/A

**VI. INTERDEPARTMENTAL COORDINATION:**

This item has been reviewed by all relevant departments.

**VII. PUBLIC PARTICIPATION:**

The public will have an opportunity to provide comments on this item prior to City Council action.

**VIII. ENVIRONMENTAL REVIEW:**

At the regular City Council meeting on January 22, 2024, the City Council exempted this project under the provisions of the California Environmental Quality Act (CEQA). The project is categorically exempt under the provisions of CEQA and the State CEQA Guidelines. The project involves the operation, maintenance, leasing, licensing or minor alteration of existing public facilities, with construction of minor appurtenant structures involving negligible or no expansion of use and no possibility of significantly impacting the physical environment. Accordingly, the project qualifies under Class 1 and Class 3 Categorical Exemptions (Sections 15301 and 15303 of the State CEQA Guidelines). Importantly, the project did not include additional vehicular travel lanes.

Below are excerpts of the relevant sections of CEQA:

**15301 - Existing Facilities**

Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The types of “existing facilities” itemized below are not intended to be all-inclusive of the types of projects which might fall within Class 1. The key consideration is whether the project involves negligible or no expansion of use.

Examples include but are not limited to:

(b) Existing facilities of both investor and publicly owned utilities used to provide electric power, natural gas, sewerage, or other public utility services; (c) Existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities (this includes road grading for the purpose of public safety), and other alterations such as the addition of bicycle facilities, including but not limited to bicycle parking, bicycle-share facilities and bicycle lanes, transit improvements such as bus lanes, pedestrian crossings, street trees, and other similar alterations that do not create additional automobile lanes);

**Section 15303 - New Construction or Conversion of Small Structures**

Class 3 consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. The numbers of structures described in this section are the maximum allowable on any legal parcel. Examples of this exemption include but are not limited to:

(d) Water main, sewage, electrical, gas, and other utility extensions, including street improvements, of reasonable length to serve such construction.

**IX. STEPS FOLLOWING APPROVAL:**

Upon City Council approval, the City Manager will execute the Notice of Completion and the City Clerk's office will record the Notice. Acceptance of the Contract begins the 1 year guarantee period, during which staff monitors the completed improvements for any required corrective work. Contract bonds remain in place for 1 year or until the completion of any required corrective work.

Submitted and Approved by:



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Chris Hoem, City Manager

Attachments:

1. Exhibit A - Notice of Completion Fruitland Avenue Phase 3

**CITY CLERK**

**CITY OF ATWATER**

**1160 FIFTH STREET**

**ATWATER, CA 95301**

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