

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 (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 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

September 22, 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.

TREASURER'S REPORT:

1. **July 31, 2025**

Staff's Recommendation: Acceptance of report as listed.

WARRANTS:

2. **September 22, 2025**

Staff's Recommendation: Approval of report as listed.

MINUTES: (City Council)

3. **August 11, 2025 - Regular meeting**

Staff's Recommendation: Approval of minutes as posted.

RESOLUTIONS:

4. **Approving a General Services Agreement with Joe's Landscaping and Concrete Inc. for Landscape Maintenance Services in Landscape Maintenance Assessments (Public Works Director Vinson)**

Staff's Recommendation: Adoption of Resolution No. 3569-25 approving a General Services Agreement, in a form approved by the City Attorney, to Joe's Landscaping and Concrete of Newman, California for Landscape Maintenance in the Maintenance Districts; and authorizes and directs the City Manager to execute an agreement on behalf of the City.

5. **Opposition to California Proposition 50**

Staff's Recommendation: Adoption of Resolution No. 3570-25 opposing California Proposition 50 and directing the City Clerk's office to transmit copies of the Resolution to the Governor of California and the California Secretary of State.

*****END OF CONSENT CALENDAR*******PUBLIC HEARINGS**

6. **Waive the First Reading by Title only, and introduce an Ordinance Approving Zoning Ordinance Text Amendment No. 25-09-0100 Amending Chapter 17.71 “Conditional Use Permit” of the Atwater Municipal Code (City Manager Hoem)**
Staff's Recommendation: Open the public hearing and receive any testimony from the public; and

Close the public hearing; and

Motion to waive the first reading by title only, and introduce Ordinance No. CS 1073 approving Zoning Ordinance Text Amendment No. 25-09-0100 amending Chapter 17.71 “Conditional Use Permit” of the Atwater Municipal Code.

Motion to approve staff's recommendation as presented.

REPORTS AND PRESENTATIONS FROM STAFF:

7. **Adopting the City of Atwater Public Safety Master Plan (CAL Fire Battalion Chief Randol and Police Chief McEachin)**
Staff's Recommendation: Motion to adopt Resolution No. 3571-25 approving the City of Atwater Public Safety Master Plan as prepared by Griffin Structures, Inc; or

Motion to approve staff's recommendation as presented.

8. **Vacant Commercial Building and Property Ordinance or Enhanced Enforcement of the Atwater Municipal Code (City Manager Hoem)**
Staff's Recommendation: Direct staff to prepare a Vacant Commercial Building and Property Ordinance establishing requirements for registration, maintenance, and security of abandoned commercial properties; or

Direct staff to prioritize enhanced enforcement of the existing provisions of the Atwater Municipal Code related to property maintenance, nuisance abatement, and commercial blight; or

Continue current operations to address both new and ongoing code enforcement violations.

9. **Discussion and Possible Action on Modifying the Review Process for the City's Warrant Register (City Manager Hoem)**
Staff's Recommendation: Discuss and provide direction on modifying the City's warrant register review process to remove it as a standing approval item on the City Council agenda.

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

CLOSED SESSION:

- Pursuant to Government Code Section 54956.8, Conference with Real Property Negotiations regarding property price and terms of payment. Agency Negotiators: City Manager Hoem and Public Works Director Vinson. Negotiating Parties: National Retail Properties,LP Property Location: 303 E. Bellevue Road, Atwater, CA 95301 APN 156-060-011
- Conference with Legal Counsel – Existing Litigation — Government Code § 54956.9(d)(1)) Name of cases: US Bankruptcy Court, Southern District of New York Case. No. 19-23649 and US District Court, Northern District of Ohio Eastern Division Case No. 1:17-md-2804 (National Opioid Class Action Settlements)
- Pursuant to Government Code Section 54957, Public Employee Performance Evaluation; Title: City Manager

MAYOR OR CITY ATTORNEY REPORT OUT FROM CLOSED SESSION:

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.

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.

SEPTEMBER

2025



SUN MON TUE WED THU FRI SAT

	1 ★ LABOR ★ ★★★ DAY ★★★ City Holiday Trash pick up delayed - 1 day	2	3	4	5	6
7	8 City Council Meeting - 6:00 PM	9 Citizens' Oversight Committee Meeting - 6:00 PM	10	11 National Day of Remembrance - Community Center 8:30AM	12 <u>Movie in the Park</u> Mufasa Veterans Park	13
14	15	16	17 Planning Commission Meeting - 6:00 PM	18	19	20
21	22 Audit & Finance Meeting - 5:00 PM City Council Meeting - 6:00 PM	23	24	25 Scan QR Code for info regarding mobile office hours 	26	27
28	29	30	31			

OCTOBER



SUN MON TUE WED THU FRI SAT

				1	2	3	4
5	6	7	8	9	10	11	
		Atwater National Night Out - Ralston Park 4:00-6:00 PM			Pumpkin Decorating Contest - Atwater Community Center - 6:00-8:00 PM		
12	13	14	15	16	17	18	2025 Atwater Fall Clean Up Event 2877 Atwater Blvd, Atwater CA 7:00 AM - 12:00 PM
19	20	21	22	23	24	25	
				Scan QR Code for info regarding mobile office hours 			
26	27	28	29	30	31		
	Audit & Finance Meeting - 5:00 PM						
	City Council Meeting - 6:00 PM						

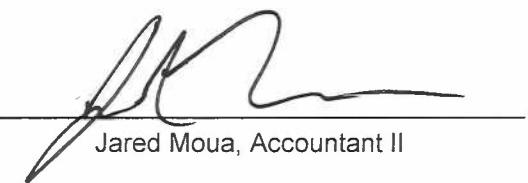
STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED
BY FUND
AS OF 7/31/2025

FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
0001 General Fund	20,601,710.21	1,239,388.29	3,761,098.38	18,080,000.12
0003 General Fund Capital	2,525.18	13,901.25	12,716.94	3,709.49
0004 Public Safety Trans & Use Tax	2,452,709.54	480,228.99	713,627.78	2,219,310.75
0005 Ferrari Ranch Project Fund	2,360.37	0.00	0.00	2,360.37
0007 Measure V Fund	4,310,133.67	65,285.95	285,009.60	4,090,410.02
0008 Measure V 20% Alternative Modes	1,073,073.32	16,321.49	1,647.61	1,087,747.20
0009 Abandoned Veh Abatement Fund	(10,923.10)	4,117.77	6,327.40	(13,132.73)
0010 Measure V Regional Fund	(31,133.15)	0.00	118,814.78	(149,947.93)
1005 Police Grants Fund	88,856.67	0.00	0.00	88,856.67
1010 ARPA-American Rescue Plan Act	1,061,678.47	0.00	2,937.03	1,058,741.44
1011 Gas Tax/Street Improvement	330,514.48	77,737.52	167,986.37	240,265.63
1013 Local Transportation Fund	599,361.45	0.00	3,563.60	595,797.85
1014 CRP Carbon Reduction Proj Fund	(24,114.47)	0.00	0.00	(24,114.47)
1015 Traffic Circulation Fund	1,596,908.46	0.00	0.00	1,596,908.46
1016 Applegate Interchange	814,431.99	0.00	0.00	814,431.99
1017 RSTP-Regional Surface Transp Prog	3,024,189.52	0.00	992,070.45	2,032,119.07
1018 SB1-Road Maint & Rehab RMRA	676,129.93	72,632.12	77,368.50	671,393.55
1019 LPP-Local Partnership Prg Fund	0.00	0.00	0.00	0.00
1020 Parks and Recreation Fund	2,008,668.17	0.00	102.36	2,008,565.81
1021 Parks Grants Fund	0.00	0.00	0.00	0.00
1040 General Plan Update-Housing Element	(10,800.00)	0.00	0.00	(10,800.00)
1041 General Plan Update Fund	1,756,710.04	0.00	0.00	1,756,710.04
1055 Neighborhood Stabilization	233,235.69	0.00	0.00	233,235.69
1059-80 Housing Grant Funds	1,378,487.14	1,000.00	135,640.73	1,243,846.41
1091 Police Facility Impact Fee	205,815.85	0.00	0.00	205,815.85
1093 Fire Facility Impact Fee	284,494.40	0.00	0.00	284,494.40
1095 Government Building Facility	300,983.07	0.00	0.00	300,983.07
3064-67 Redevelopment/Successor Agency Funds	1,564,094.83	883.94	1,087.50	1,563,891.27
4020 Performance Bond Trust	231,863.44	0.00	0.00	231,863.44
4030 Narcotics Program Trust	2,189.88	0.00	0.00	2,189.88

STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED
BY FUND
AS OF 7/31/2025

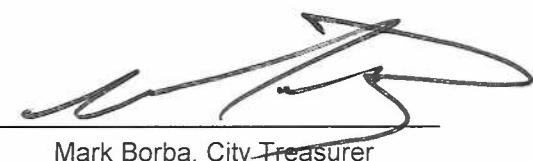
FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
4060 Section 125 Medical	1,737.50	105.00	0.00	1,842.50
4070 Section 125 Dependent Care	0.00	0.00	0.00	0.00
4080 Pension Rate Stblztn 115 Trust	616,660.24	3,615.21	0.00	620,275.45
4090 CFD No. 1 Trust	138,253.53	0.00	0.00	138,253.53
5001-55 All Maintenance Districts	1,331,152.08	0.00	25,061.76	1,306,090.32
5050 CFD Districts	61,147.84	0.00	266,048.17	(204,900.33)
6000 Water Enterprise Fund	16,465,408.20	748,705.08	356,547.92	16,857,565.36
6001 Water Fund Capital Replacement	(2,283,026.35)	0.00	341,141.89	(2,624,168.24)
6002 DBCP Settlement	21,719.67	0.00	0.00	21,719.67
6004 Water Well- Buhach Colony	196,047.78	0.00	0.00	196,047.78
6005 Water Capital Impact Fees	2,912,026.87	0.00	0.00	2,912,026.87
6006 Water Operating Reserve Fund	190,331.08	0.00	0.00	190,331.08
6007 1,2,3-TCP Fund	15,114,331.73	36,026.54	272,227.95	14,878,130.32
6010 Sewer Enterprise Fund	15,906,009.50	882,775.06	902,339.30	15,886,445.26
6011 Sewer Fund Capital Replacement	4,032,937.29	0.00	0.00	4,032,937.29
6020 Sanitation Enterprise	2,788,378.51	337,586.21	466,789.26	2,659,175.46
7000 Internal Service Fund	1,069,931.15	0.00	166,516.43	903,414.72
7001 ISF Equipment/Bldg Replacement	299,624.83	0.00	0.00	299,624.83
7010 Employee Benefits Fund	699,813.54	6,798.67	89,823.24	616,788.97
7020 Risk Management	1,231,421.09	0.00	9,452.31	1,221,968.78
7030 Information Technology	761,301.67	0.00	99,424.29	661,877.38
9090 Accrued Interest Fund	755,070.31	753,297.30	0.00	1,508,367.61
TOTAL	106,834,433.11	4,740,406.39	9,275,371.55	102,299,467.95

Prepared by:



Jared Moua, Accountant II

Approved by:



Mark Borba, City Treasurer

**Statement of Changes in Cash Balance
by Bank
As of 7/31/2025**

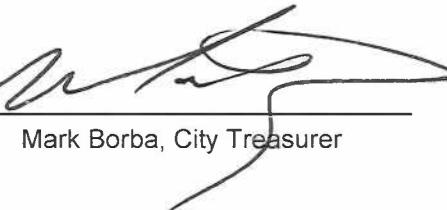
	Beg. Period Balance	Cash Debits	Cash Credits	End Period Balance
City - LAIF	68,459,282.50	750,042.73		69,209,325.23
City - RMA Long-Term Investment Fund	1,223,314.51	3,254.57		1,226,569.08
City Checking & Investment Accounts	5,748,732.91	3,947,457.23	8,904,633.52	791,556.62
Wastewater Checking	6,514,055.87		370,738.03	6,143,317.84
RA Obligation Retirement Fund	12,954.50	10.11		12,964.61
US Bank/Chandler Asset Mgt.	24,259,432.58	36,026.54		24,295,459.12
PARS Post-Employment Benefits Trust	616,660.24	3,615.21		<u>620,275.45</u>
 Totals	 <u>106,834,433.11</u>	 <u>4,740,406.39</u>	 <u>9,275,371.55</u>	 <u>102,299,467.95</u>

Prepared by:



Jared Moua, Accountant II

Approved by:



Mark Borba, City Treasurer

(The following statements are required by California Govt. Code Section 53646 (b) (2,3))

Investments are made pursuant to the City Council approved Investment Policy and Guidelines.

The City of Atwater has the ability to meet its pooled expenditure requirements for the next six months.

Bank Account Detail			
City LAIF	69,209,325.23	Chase General Checking	2,909,940.69
Chandler Asset Mgt.	1,226,569.08	Chase Wastewater Checking	6,143,317.84
US Bank/Chandler Asset Mgt.	24,295,459.12	Chase Redevelopment Checking	12,964.61
PARS Pension	620,275.45	Chase Savings Account	0.00
PARS OPEB	620,275.47		

Warrant Summary September 22, 2025
Prepared By: Joseph Murillo, Accounting Technician
Accounts Payable Warrant

	Amount
9/22/2025 Warrant	\$ 1,497,199.39
Prewrittens (Checks Processed Between Warrants)	\$ 634,212.44
Total Accounts Payable Warrants:	\$ 2,131,411.83

Additional Warrants

Date	Description	Amount
9/5/2025	PERS Health - September 2025	\$ 125,373.57
9/9/2025	AFSCME District Council 57	\$ 1,088.22
9/9/2025	Atwater Police Officers Association	\$ 2,763.60
9/9/2025	CALPERS Employee 457 Plan	\$ 1,602.00
9/9/2025	EPARS Employee 457 Plan (PNC Bank)	\$ 1,888.00
9/9/2025	PERS Retirement 8/14/25-8/24/25	\$ 65,050.03
9/9/2025	State Disbursement - Child Support 9/4/25 Payroll	\$ 353.64
Total Additional Warrants:		\$ 198,119.06

Payroll

Date	Description	Amount
9/4/2025	Net Payroll	\$ 207,926.01
9/9/2025	Federal Taxes	\$ 68,978.53
9/9/2025	State Taxes	\$ 8,974.97
Total Payroll:		\$ 285,879.51

Grand Total: \$ 2,615,410.40



Anna Nicholas, Finance Director

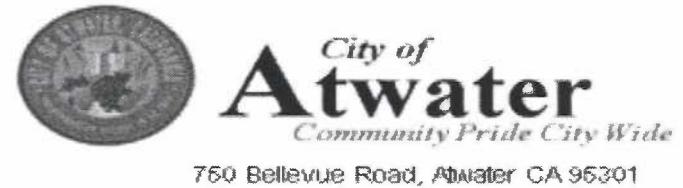


Mark Borba, City Treasurer

Accounts Payable

Checks for Approval

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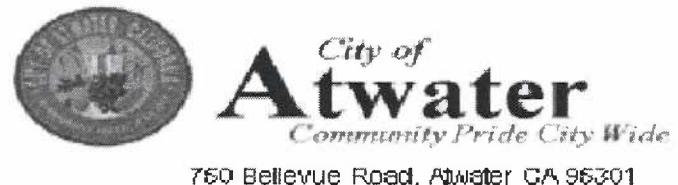


Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
0	09/05/2025	0001 General Fund	Miscellaneous Bills	PERS-HEALTH		1.53
0	09/05/2025	7010 Employee Benefits Fund	General Administration-Ins	PERS-HEALTH		89.66
0	09/05/2025	7010 Employee Benefits Fund	Health Insurance, Retirees	PERS-HEALTH		11,218.00
0	09/05/2025	7010 Employee Benefits Fund	Health Insurance, Retirees	PERS-HEALTH		1,918.35
0	09/05/2025	0001 General Fund	Pers Health Payable	PERS-HEALTH		112,079.76
0	09/05/2025	7010 Employee Benefits Fund	Health Insurance, Retirees	PERS-HEALTH		66.27
					Check Total:	125,373.57
					Report Total:	125,373.57

Accounts Payable

Checks for Approval

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Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
0	09/09/2025	0001 General Fund	State Income Tax Withheld	PAYROLL TAXES-STATE		8,561.47
0	09/09/2025	0001 General Fund	Deferred Compensation	PNC BANK		1,458.00
0	09/09/2025	0001 General Fund	Fica/Medicare-Employer	PAYROLL TAXES-FEDERAL		56.49
0	09/09/2025	7010 Employee Benefits Fund	Professional Services	PERS-RETIREMENT		400.00
0	09/09/2025	0001 General Fund	Fica/Medicare-Employer	PAYROLL TAXES-FEDERAL		4,161.99
0	09/09/2025	0001 General Fund	Federal Income Tax Withheld	PAYROLL TAXES-FEDERAL		1,005.33
0	09/09/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		17,884.61
0	09/09/2025	0001 General Fund	Fica/Medicare - Employee	PAYROLL TAXES-FEDERAL		17,796.16
0	09/09/2025	0001 General Fund	Fica/Medicare - Employee	PAYROLL TAXES-FEDERAL		83.33
0	09/09/2025	0001 General Fund	Garnishments	STATE DISBURSEMENT UNIT		353.64
0	09/09/2025	0001 General Fund	Pers Deduction	PERS-RETIREMENT		10,408.63
0	09/09/2025	0001 General Fund	Police Union Dues	ATWATER POLICE OFFICERS ASSN.		2,763.60
0	09/09/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		10,043.13
0	09/09/2025	0001 General Fund	Miscellaneous Union Dues	AFSCME DISTRICT COUNCIL 57		1,088.22
0	09/09/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		10,315.28
0	09/09/2025	0001 General Fund	Fica/Medicare-Employer	PAYROLL TAXES-FEDERAL		17,796.16
0	09/09/2025	0001 General Fund	Deferred Compensation	CALPERS		575.00
0	09/09/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		6,929.44
0	09/09/2025	0001 General Fund	State Income Tax Withheld	PAYROLL TAXES-STATE		413.50
0	09/09/2025	0001 General Fund	Fica/Medicare - Employee	PAYROLL TAXES-FEDERAL		4,161.99
0	09/09/2025	0001 General Fund	Deferred Compensation	PNC BANK		430.00
0	09/09/2025	0001 General Fund	Fica/Medicare - Employee	PAYROLL TAXES-FEDERAL		56.49
0	09/09/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		1,145.04
0	09/09/2025	0001 General Fund	Pers Deduction	PERS-RETIREMENT		863.93
0	09/09/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		3,009.06
0	09/09/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		0.01
0	09/09/2025	0001 General Fund	Fica/Medicare-Employer	PAYROLL TAXES-FEDERAL		241.54
0	09/09/2025	0001 General Fund	Pers Deduction	PERS-RETIREMENT		2,564.32
0	09/09/2025	0001 General Fund	Pers Benefits	PERS-RETIREMENT		786.58
0	09/09/2025	0001 General Fund	Fica/Medicare-Employer	PAYROLL TAXES-FEDERAL		356.30
0	09/09/2025	0001 General Fund	Federal Income Tax Withheld	PAYROLL TAXES-FEDERAL		22,581.58
0	09/09/2025	0001 General Fund	Deferred Compensation	CALPERS		1,027.00
0	09/09/2025	7010 Employee Benefits Fund	Professional Services	PERS-RETIREMENT		700.00
0	09/09/2025	0001 General Fund	Fica/Medicare - Employee	PAYROLL TAXES-FEDERAL		356.30

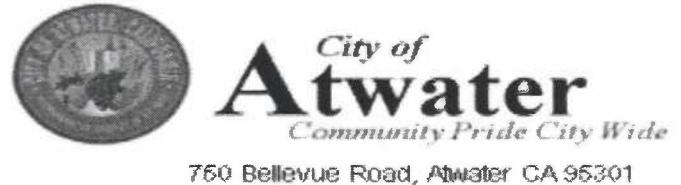
Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
0	09/09/2025	0001 General Fund	Fica/Medicare - Employee	PAYROLL TAXES-FEDERAL		241.54
0	09/09/2025	0001 General Fund	Fica/Medicare-Employer	PAYROLL TAXES-FEDERAL		83.33
Check Total:						150,698.99
Report Total:						150,698.99

Accounts Payable

Checks for Approval

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Prewittens



Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28896	09/09/2025	0001 General Fund	Garnishments	FRANCHISE TAX BOARD		248.70
				Check Total:		248.70
28897	09/09/2025	0001 General Fund	Garnishments	MERCED COUNTY SHERIFF'S OFFICE		250.00
				Check Total:		250.00
28898	09/11/2025	0001 General Fund	Machinery & Equipment	SANTANDER BANK NA		347,589.29
28898	09/11/2025	1093 Fire Facility Impact Fee	Machinery & Equipment	SANTANDER BANK NA		285,786.00
				Check Total:		633,375.29
28899	09/15/2025	0004 Public Safety Trans & Use Tax	Rents & Leases	ENTERPRISE FM TRUST		338.45
				Check Total:		338.45
				Report Total:		634,212.44

Accounts Payable

Checks by Date - Detail by Check Date

User: jmurillo
 Printed: 9/18/2025 11:57 AM



City of
Atwater
Community Pride City Wide

750 Bellevue Road, Atwater CA 95301

Check No	Vendor No	Vendor Name	Check Date	Check Amount
	Invoice No	Description	Reference	
ACH	CHA999	CHASE	09/22/2025	
	8292025	The Home Depot - Paint		223.54
	8292025	Walmart - Hose		71.78
	8292025	Hilton Garden Inn - Training		506.00
	8292025	Lowes - Building Improvement Supplies		12.97
	8292025	Harbor Freight - Youth Center Fans		326.87
	8292025	Lowes - Building Improvement Supplies		9.68
	8292025	The Home Depot - Station 41 Filler Plates		22.88
	8292025	The LA Empire Inc - Adult Softball Championsh		783.87
	8292025	Knox - Knox Box		581.82
	8292025	JamF - Subscription		452.00
	8292025	Liebert Cassidy Whitmore - Webinar		1,625.00
	8292025	Staples - Office Supplies		42.17
	8292025	Garys Rent A Can - Movies In The Park		337.48
	8292025	Galls - Uniform Accessories		106.25
	8292025	Winton Hardware - Building Improvement Supp		4.29
	8292025	Costco - Water		25.98
	8292025	The LA Empire Inc - Adult Softball Championsh		513.50
	8292025	Castle Veterans Organization - Community Dinn		8.00
	8292025	Walmart - Station 42 Fans		72.80
	8292025	Walmart - Fuel Can		38.54
	8292025	The UPS Store - Shipping		22.84
	8292025	Liebert Cassidy Whitmore - Webinar		475.00
	8292025	Food4Less - Chlorine		715.55
	8292025	Lowes - Building Improvement Supplies		6.47
	8292025	VistaPrint - Business Cards		71.34
	8292025	Pro Appliance Inc - Icc Maker Diagnostic		140.00
	8292025	Stage Stop Sporting Goods - Ammunition		439.89
	8292025	Lowes - Refund		-12.97
	8292025	Liebert Cassidy Whitmore - Webinar		600.00
	8292025	Beemerboneyard.com - #2054 Fuel Line Parts		78.90

Total for this ACH Check for Vendor CHA999: 8,302.44

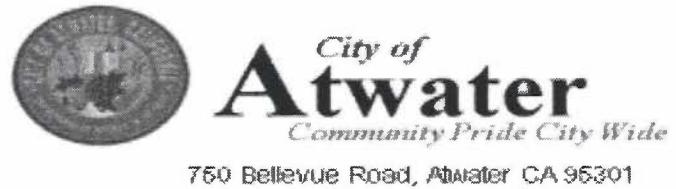
Total for 9/22/2025: 8,302.44

Report Total (1 checks): 8,302.44

Accounts Payable

Checks for Approval

User: jmurillo
 Printed: 9/18/2025 - 11:56 AM



Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
0	09/22/2025	0001 General Fund	Special Departmental Expense	CHASE		71.78
0	09/22/2025	7010 Employee Benefits Fund	Disability Insurance	FIRST UNUM LIFE INSURANCE COMPANY		3,891.84
0	09/22/2025	0001 General Fund	Special Departmental Expense	CHASE		-12.97
0	09/22/2025	0001 General Fund	Special Departmental Expense	CHASE		9.68
0	09/22/2025	0001 General Fund	Special Departmental Expense	CHASE		4.29
0	09/22/2025	0001 General Fund	Office Supplies	QUADIENT FINANCE USA INC		899.00
0	09/22/2025	7030 Information Technology Fund	Special Departmental Expense	CHASE		452.00
0	09/22/2025	0001 General Fund	Electronic Pmt Processing Exp	GLOBAL PAYMENTS INTEGRATED		1,324.06
0	09/22/2025	6000 Water Enterprise Fund	Electronic Pmt Processing Exp	BLUEFIN PAYMENT SYSTEMS		2,860.13
0	09/22/2025	0001 General Fund	Training	CHASE		506.00
0	09/22/2025	0001 General Fund	Various Classes	CHASE		337.48
0	09/22/2025	0001 General Fund	Office Supplies	QUADIENT FINANCE USA INC		2,000.00
0	09/22/2025	0001 General Fund	Special Departmental Expense	CHASE		715.55
0	09/22/2025	0001 General Fund	Coed Summer Softball	CHASE		38.54
0	09/22/2025	0001 General Fund	Special Departmental Expense	CHASE		439.89
0	09/22/2025	7000 Internal Service Fund	Professional Services	CHASE		140.00
0	09/22/2025	0001 General Fund	Special Departmental Expense	CHASE		6.47
0	09/22/2025	0001 General Fund	Travel/Conferences/Meetings	CHASE		1,625.00
0	09/22/2025	7000 Internal Service Fund	Special Departmental Expense	CHASE		581.82
0	09/22/2025	0001 General Fund	Special Departmental Expense	CHASE		12.97
0	09/22/2025	0001 General Fund	Travel/Conferences/Meetings	CHASE		8.00
0	09/22/2025	0001 General Fund	Travel/Conferences/Meetings	CHASE		475.00
0	09/22/2025	0001 General Fund	Office Supplies	CHASE		71.34
0	09/22/2025	5037 Atwater South LNDSCP	Special Departmental Expense	CHASE		223.54
0	09/22/2025	0001 General Fund	Castle Youth Center Expense	CHASE		326.87
0	09/22/2025	0001 General Fund	Special Departmental Expense	CHASE		22.84
0	09/22/2025	6000 Water Enterprise Fund	Electronic Pmt Processing Exp	SPRINGBROOK-GROUP		579.49
0	09/22/2025	6020 Sanitation Enterprise Fund	Electronic Pmt Processing Exp	SPRINGBROOK-GROUP		579.48
0	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	CHEVRON USA INC.		34.35
0	09/22/2025	0001 General Fund	Office Supplies	CHASE		42.17
0	09/22/2025	7010 Employee Benefits Fund	Disability Insurance	FIRST UNUM LIFE INSURANCE COMPANY		1,197.16
0	09/22/2025	7010 Employee Benefits Fund	Life Insurance	FIRST UNUM LIFE INSURANCE COMPANY		2,053.50
0	09/22/2025	0001 General Fund	Special Departmental Expense	CHASE		72.80
0	09/22/2025	6010 Sewer Enterprise Fund	Electronic Pmt Processing Exp	BLUEFIN PAYMENT SYSTEMS		2,860.13

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
0	09/22/2025	0001 General Fund	Office Supplies	QUADIENT FINANCE USA INC		549.00
0	09/22/2025	7000 Internal Service Fund	Special Departmental Expense	CHASE		22.88
0	09/22/2025	6020 Sanitation Enterprise Fund	Electronic Pmt Processing Exp	BLUEFIN PAYMENT SYSTEMS		2,860.12
0	09/22/2025	6001 Water Fund Capital Replacement	Installation-New Water Meters	AQUA METRIC		5,284.34
0	09/22/2025	0001 General Fund	Special Departmental Expense	CHASE		25.98
0	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	CHASE		78.90
0	09/22/2025	0001 General Fund	Uniform & Clothing Expense	CHASE		106.25
0	09/22/2025	0001 General Fund	Men's Summer Softball	CHASE		783.87
0	09/22/2025	6010 Sewer Enterprise Fund	Electronic Pmt Processing Exp	SPRINGBROOK-GROUP		579.49
0	09/22/2025	0001 General Fund	Travel/Conferences/Meetings	CHASE		600.00
0	09/22/2025	0001 General Fund	Coed Summer Softball	CHASE		513.50
						Check Total: 35,854.53
28900	09/22/2025	6010 Sewer Enterprise Fund	Professional Services	ABS DIRECT INC		300.51
28900	09/22/2025	6000 Water Enterprise Fund	Professional Services	ABS DIRECT INC		300.51
28900	09/22/2025	6020 Sanitation Enterprise Fund	Professional Services	ABS DIRECT INC		300.52
						Check Total: 901.54
28901	09/22/2025	7000 Internal Service Fund	Professional Services	ADVANCED HEATING & AIR		1,535.00
28901	09/22/2025	7000 Internal Service Fund	Special Departmental Expense	ADVANCED HEATING & AIR		2,886.23
						Check Total: 4,421.23
28902	09/22/2025	0003 General Fund Capital	Project Retention	AGEE CONSTRUCTION CORPORATION		-10,770.21
28902	09/22/2025	0008 Measure V 20% Alternative Modes	Project Retention	AGEE CONSTRUCTION CORPORATION		-1,395.39
28902	09/22/2025	0008 Measure V 20% Alternative Modes	Project Retention	AGEE CONSTRUCTION CORPORATION		-1,123.56
28902	09/22/2025	0008 Measure V 20% Alternative Modes	Phase 2 Ped Imp Proj Downtown	AGEE CONSTRUCTION CORPORATION		22,471.00
28902	09/22/2025	0003 General Fund Capital	Phase 2 Ped Imp Proj Downtown	AGEE CONSTRUCTION CORPORATION		215,404.11
28902	09/22/2025	1014 CRP Carbon Reduction Prog Fund	Phase 2 Ped Imp Proj Downtown	AGEE CONSTRUCTION CORPORATION		333,265.29
28902	09/22/2025	0008 Measure V 20% Alternative Modes	Project Retention	AGEE CONSTRUCTION CORPORATION		-2,158.90
28902	09/22/2025	0008 Measure V 20% Alternative Modes	Phase 2 Ped Imp Proj Downtown	AGEE CONSTRUCTION CORPORATION		27,907.89
28902	09/22/2025	0008 Measure V 20% Alternative Modes	Phase 2 Ped Imp Proj Downtown	AGEE CONSTRUCTION CORPORATION		43,178.05
28902	09/22/2025	1014 CRP Carbon Reduction Prog Fund	Project Retention	AGEE CONSTRUCTION CORPORATION		-16,663.26
						Check Total: 610,115.02
28903	09/22/2025	0001 General Fund	Special Departmental Expense	AIRGAS USA, LLC		134.27
						Check Total: 134.27
28904	09/22/2025	0001 General Fund	Professional Services	ALBONETTI INVESTIGATIONS LLC		5,051.80
						Check Total: 5,051.80
28905	09/22/2025	0001 General Fund	Towing Fees	ALLWAYS TOWING LLC		2,150.00

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
					Check Total:	2,150.00
28906	09/22/2025	0001 General Fund	Communications	AT&T		219.35
					Check Total:	219.35
28907	09/22/2025	6000 Water Enterprise Fund	Communications	AT&T CALNET		343.96
28907	09/22/2025	0001 General Fund	Communications	AT&T CALNET		172.30
28907	09/22/2025	0001 General Fund	Communications	AT&T CALNET		285.94
28907	09/22/2025	6010 Sewer Enterprise Fund	Communications	AT&T CALNET		532.60
28907	09/22/2025	7000 Internal Service Fund	Communications	AT&T CALNET		608.27
					Check Total:	1,943.07
28908	09/22/2025	0001 General Fund	Communications	AT&T MOBILITY		255.33
28908	09/22/2025	0001 General Fund	Communications	AT&T MOBILITY		219.72
28908	09/22/2025	6000 Water Enterprise Fund	Communications	AT&T MOBILITY		129.98
28908	09/22/2025	6010 Sewer Enterprise Fund	Communications	AT&T MOBILITY		483.67
28908	09/22/2025	1011 Gas Tax/Street Improvement	Communications	AT&T MOBILITY		44.87
28908	09/22/2025	0001 General Fund	Communications	AT&T MOBILITY		43.97
28908	09/22/2025	1011 Gas Tax/Street Improvement	Communications	AT&T MOBILITY		262.62
28908	09/22/2025	0001 General Fund	Communications	AT&T MOBILITY		87.94
28908	09/22/2025	7030 Information Technology Fund	Communications	AT&T MOBILITY		129.49
28908	09/22/2025	0001 General Fund	Communications	AT&T MOBILITY		388.39
28908	09/22/2025	7000 Internal Service Fund	Communications	AT&T MOBILITY		83.91
28908	09/22/2025	0001 General Fund	Communications	AT&T MOBILITY		1,297.42
28908	09/22/2025	6000 Water Enterprise Fund	Communications	AT&T MOBILITY		569.68
28908	09/22/2025	0001 General Fund	Communications	AT&T MOBILITY		85.11
28908	09/22/2025	0001 General Fund	Communications	AT&T MOBILITY		885.28
28908	09/22/2025	0009 Abandoned Veh Abatement Fund	Communications	AT&T MOBILITY		94.78
28908	09/22/2025	7000 Internal Service Fund	Communications	AT&T MOBILITY		43.97
28908	09/22/2025	7000 Internal Service Fund	Communications	AT&T MOBILITY		43.97
28908	09/22/2025	0001 General Fund	Communications	AT&T MOBILITY		129.98
28908	09/22/2025	0001 General Fund	Communications	AT&T MOBILITY		43.97
28908	09/22/2025	0001 General Fund	Communications	AT&T MOBILITY		482.88
28908	09/22/2025	0001 General Fund	Communications	AT&T MOBILITY		174.85
28908	09/22/2025	0001 General Fund	Communications	AT&T MOBILITY		314.50
28908	09/22/2025	0001 General Fund	Communications	AT&T MOBILITY		91.72
28908	09/22/2025	7030 Information Technology Fund	Communications	AT&T MOBILITY		44.87
					Check Total:	6,432.87
28909	09/22/2025	1011 Gas Tax/Street Improvement	Special Departmental Expense	ATWATER CHIROPRACTIC, INC.		130.00
28909	09/22/2025	0001 General Fund	Special Departmental Expense	ATWATER CHIROPRACTIC, INC.		130.00

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
				Check Total:		260.00
28910	09/22/2025	0001 General Fund	Professional Services	ATWATER ELECTRIC		125.00
28910	09/22/2025	1011 Gas Tax/Street Improvement	Professional Services	ATWATER ELECTRIC		200.00
28910	09/22/2025	6000 Water Enterprise Fund	Professional Services	ATWATER ELECTRIC		3,900.00
28910	09/22/2025	1018 SB1-Road Maint & Rehab RMRA	Pavement Repairs	ATWATER ELECTRIC		4,960.00
				Check Total:		9,185.00
28911	09/22/2025	7000 Internal Service Fund	Professional Services	B & B PLUMBING CONSTRUCTION INC		2,800.00
				Check Total:		2,800.00
28912	09/22/2025	7010 Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		4,075.30
28912	09/22/2025	7010 Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		4,774.93
28912	09/22/2025	7010 Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		504.78
28912	09/22/2025	7010 Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		3,715.40
28912	09/22/2025	7010 Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		5,841.40
				Check Total:		18,911.81
28913	09/22/2025	6000 Water Enterprise Fund	Professional Services	BEST BEST & KRIEGER		1,381.80
28913	09/22/2025	6020 Sanitation Enterprise Fund	Professional Services	BEST BEST & KRIEGER		268.80
28913	09/22/2025	7020 Risk Management Fund	Professional Services	BEST BEST & KRIEGER		6,790.50
28913	09/22/2025	0001 General Fund	Professional Services	BEST BEST & KRIEGER		41,325.36
				Check Total:		49,766.46
28914	09/22/2025	7000 Internal Service Fund	Special Departmental Expense	BRADY INDUSTRIES		713.54
				Check Total:		713.54
28915	09/22/2025	6000 Water Enterprise Fund	Professional Services	BSK ASSOCIATES		50.25
28915	09/22/2025	6000 Water Enterprise Fund	Professional Services	BSK ASSOCIATES		213.04
28915	09/22/2025	6000 Water Enterprise Fund	Professional Services	BSK ASSOCIATES		2,490.00
28915	09/22/2025	6010 Sewer Enterprise Fund	Professional Services	BSK ASSOCIATES		1,481.25
28915	09/22/2025	6007 1,2,3-TCP Fund	Professional Services	BSK ASSOCIATES		999.40
28915	09/22/2025	6000 Water Enterprise Fund	Professional Services	BSK ASSOCIATES		122.24
28915	09/22/2025	6000 Water Enterprise Fund	Professional Services	BSK ASSOCIATES		3,090.00
28915	09/22/2025	6007 1,2,3-TCP Fund	Professional Services	BSK ASSOCIATES		999.40
28915	09/22/2025	6000 Water Enterprise Fund	Professional Services	BSK ASSOCIATES		3,090.00
				Check Total:		12,535.58
28916	09/22/2025	0001 General Fund	Special Departmental Expense	CAL FARM SERVICES		136.02
28916	09/22/2025	0001 General Fund	Professional Services	CAL FARM SERVICES		80.00

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28916	09/22/2025	0001 General Fund	Professional Services	CAL FARM SERVICES		80.00
28916	09/22/2025	1011 Gas Tax/Street Improvement	Professional Services	CAL FARM SERVICES		80.00
28916	09/22/2025	1011 Gas Tax/Street Improvement	Special Departmental Expense	CAL FARM SERVICES		4.31
28916	09/22/2025	1011 Gas Tax/Street Improvement	Special Departmental Expense	CAL FARM SERVICES		14.57
28916	09/22/2025	1011 Gas Tax/Street Improvement	Professional Services	CAL FARM SERVICES		80.00
28916	09/22/2025	0001 General Fund	Special Departmental Expense	CAL FARM SERVICES		55.07
28916	09/22/2025	0001 General Fund	Special Departmental Expense	CAL FARM SERVICES		73.60
					Check Total:	603.57
28917	09/22/2025	6007 1,2,3-TCP Fund	Professional Services	CARBON SUPPLY INC		15,155.00
					Check Total:	15,155.00
28918	09/22/2025	0001 General Fund	Community Center Deposits	VERONICA CASTRO		210.00
					Check Total:	210.00
28919	09/22/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		35.00
28919	09/22/2025	6010 Sewer Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		83.99
28919	09/22/2025	7000 Internal Service Fund	Special Departmental Expense	CINTAS CORP		35.00
28919	09/22/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		35.00
28919	09/22/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		35.00
28919	09/22/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		35.00
28919	09/22/2025	6000 Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		86.24
28919	09/22/2025	1011 Gas Tax/Street Improvement	Uniform & Clothing Expense	CINTAS CORP		36.53
28919	09/22/2025	0001 General Fund	Uniform & Clothing Expense	CINTAS CORP		43.04
28919	09/22/2025	0001 General Fund	Uniform & Clothing Expense	CINTAS CORP		43.04
28919	09/22/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		35.00
28919	09/22/2025	6010 Sewer Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		83.99
28919	09/22/2025	6000 Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		86.24
28919	09/22/2025	1011 Gas Tax/Street Improvement	Uniform & Clothing Expense	CINTAS CORP		43.02
28919	09/22/2025	7000 Internal Service Fund	Special Departmental Expense	CINTAS CORP		35.00
28919	09/22/2025	7000 Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		35.00
					Check Total:	786.09
28920	09/22/2025	0001 General Fund	Professional Services	CIVICPLUS LLC		3,608.01
					Check Total:	3,608.01
28921	09/22/2025	7000 Internal Service Fund	Communications	COMCAST		1,680.49
					Check Total:	1,680.49
28922	09/22/2025	7000 Internal Service Fund	Utilities	COMCAST		266.34
28922	09/22/2025	7000 Internal Service Fund	Utilities	COMCAST		125.01

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
					Check Total:	391.35
28923	09/22/2025	0001 General Fund	Special Departmental Expense	CONSOLIDATED ELECTRICAL DISTRIBUTORS		1,353.13
28923	09/22/2025	1011 Gas Tax/Street Improvement	Special Departmental Expense	CONSOLIDATED ELECTRICAL DISTRIBUTORS		1,255.70
					Check Total:	2,608.83
28924	09/22/2025	0001 General Fund	Special Departmental Expense	CPS HR CONSULTING		572.00
28924	09/22/2025	0001 General Fund	Special Departmental Expense	CPS HR CONSULTING		-70.00
28924	09/22/2025	0001 General Fund	Special Departmental Expense	CPS HR CONSULTING		792.00
28924	09/22/2025	0001 General Fund	Special Departmental Expense	CPS HR CONSULTING		-35.00
28924	09/22/2025	0001 General Fund	Special Departmental Expense	CPS HR CONSULTING		792.00
28924	09/22/2025	0001 General Fund	Special Departmental Expense	CPS HR CONSULTING		-70.00
28924	09/22/2025	0001 General Fund	Special Departmental Expense	CPS HR CONSULTING		-70.00
					Check Total:	1,911.00
28925	09/22/2025	7000 Internal Service Fund	Professional Services	D & D PEST CONTROL		44.00
28925	09/22/2025	7000 Internal Service Fund	Professional Services	D & D PEST CONTROL		44.00
28925	09/22/2025	7000 Internal Service Fund	Professional Services	D & D PEST CONTROL		38.00
28925	09/22/2025	7000 Internal Service Fund	Professional Services	D & D PEST CONTROL		55.00
28925	09/22/2025	7000 Internal Service Fund	Professional Services	D & D PEST CONTROL		38.00
28925	09/22/2025	7000 Internal Service Fund	Professional Services	D & D PEST CONTROL		56.00
28925	09/22/2025	7000 Internal Service Fund	Professional Services	D & D PEST CONTROL		56.00
28925	09/22/2025	7000 Internal Service Fund	Professional Services	D & D PEST CONTROL		38.00
28925	09/22/2025	7000 Internal Service Fund	Professional Services	D & D PEST CONTROL		38.00
					Check Total:	407.00
28926	09/22/2025	7030 Information Technology Fund	Memberships & Subscriptions	DATA PATH		760.00
28926	09/22/2025	7030 Information Technology Fund	Memberships & Subscriptions	DATA PATH		1,089.00
28926	09/22/2025	7030 Information Technology Fund	Memberships & Subscriptions	DATA PATH		2,841.50
28926	09/22/2025	7030 Information Technology Fund	Memberships & Subscriptions	DATA PATH		3,431.00
28926	09/22/2025	7030 Information Technology Fund	Memberships & Subscriptions	DATA PATH		2,806.00
28926	09/22/2025	7030 Information Technology Fund	Professional Services	DATA PATH		8,321.00
					Check Total:	19,248.50
28927	09/22/2025	1041 General Plan Update Fund	Professional Services	DE NOVO PLANNING GROUP		27,418.50
					Check Total:	27,418.50
28928	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	DELRAY TIRE		2,296.86
					Check Total:	2,296.86

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28929	09/22/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	DENAIR FENCING INC		523.73
28929	09/22/2025	5043 Aspenwood LD	Professional Services	DENAIR FENCING INC		462.50
28929	09/22/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	DENAIR FENCING INC		53.94
28929	09/22/2025	5008 Shaffer Lakes East LD	Professional Services	DENAIR FENCING INC		417.50
					Check Total:	1,457.67
28930	09/22/2025	0001 General Fund	Community Center Rental	GURTEJ DHILLON		-75.00
28930	09/22/2025	0001 General Fund	Community Center Deposits	GURTEJ DHILLON		350.00
					Check Total:	275.00
28931	09/22/2025	7000 Internal Service Fund	Professional Services	ELITE IRON FENCING		2,155.00
28931	09/22/2025	7000 Internal Service Fund	Special Departmental Expense	ELITE IRON FENCING		3,965.00
28931	09/22/2025	7000 Internal Service Fund	Professional Services	ELITE IRON FENCING		3,250.00
					Check Total:	9,370.00
28932	09/22/2025	1011 Gas Tax/Street Improvement	Professional Services	ELITE MAINTENANCE & TREE SERVICE		1,500.00
28932	09/22/2025	1011 Gas Tax/Street Improvement	Professional Services	ELITE MAINTENANCE & TREE SERVICE		2,237.80
					Check Total:	3,737.80
28933	09/22/2025	0001 General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		89.00
28933	09/22/2025	0001 General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		214.37
					Check Total:	303.37
28934	09/22/2025	6000 Water Enterprise Fund	Special Departmental Expense	EWING IRRIGATION PRODUCTS INC.		39.37
					Check Total:	39.37
28935	09/22/2025	6000 Water Enterprise Fund	Small Tools	FERGUSON WATERWORKS		924.38
					Check Total:	924.38
28936	09/22/2025	0004 Public Safety Trans & Use Tax	Special Departmental Expense	FIRE SAFETY EDUCATION		1,070.00
					Check Total:	1,070.00
28937	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	FORD PRO		215.91
					Check Total:	215.91
28938	09/22/2025	0001 General Fund	Professional Services	FOSTER & FOSTER INC		3,000.00
					Check Total:	3,000.00

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28939	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	GARTON TRACTOR INC		1,370.25
				Check Total:		1,370.25
28940	09/22/2025	6000 Water Enterprise Fund	Uniform & Clothing Expense	GCP WW HOLDCO LLC		173.19
				Check Total:		173.19
28941	09/22/2025	0001 General Fund	Professional Services	GUARDIAN ALLIANCE TECHNOLOGIES INC		50.00
				Check Total:		50.00
28942	09/22/2025	0001 General Fund	Special Departmental Expense	HENRY SCHEIN, INC.		433.11
28942	09/22/2025	0001 General Fund	Special Departmental Expense	HENRY SCHEIN, INC.		223.37
28942	09/22/2025	0001 General Fund	Special Departmental Expense	HENRY SCHEIN, INC.		433.11
				Check Total:		1,089.59
28943	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	HERWALDT MOTOSPORTS		165.78
				Check Total:		165.78
28944	09/22/2025	7000 Internal Service Fund	Professional Services	HI-TECH EVS INC		1,352.00
28944	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	HI-TECH EVS INC		189.46
				Check Total:		1,541.46
28945	09/22/2025	7000 Internal Service Fund	Professional Services	HOFFMAN SECURITY		525.00
28945	09/22/2025	7000 Internal Service Fund	Professional Services	HOFFMAN SECURITY		30.67
				Check Total:		555.67
28946	09/22/2025	0001 General Fund	Special Departmental Expense	HORIZON		391.65
28946	09/22/2025	0001 General Fund	Special Departmental Expense	HORIZON		7.29
28946	09/22/2025	0001 General Fund	Maint. Buildings & Grounds	HORIZON		639.66
28946	09/22/2025	0001 General Fund	Special Departmental Expense	HORIZON		260.83
28946	09/22/2025	0001 General Fund	Special Departmental Expense	HORIZON		189.07
				Check Total:		1,488.50
28947	09/22/2025	1011 Gas Tax/Street Improvement	Professional Services	JLB TRAFFIC ENGINEERING, INC		991.93
28947	09/22/2025	1011 Gas Tax/Street Improvement	Professional Services	JLB TRAFFIC ENGINEERING, INC		2,728.64
28947	09/22/2025	0007 Measure V Fund	City Wide Traffic Signal Synch	JLB TRAFFIC ENGINEERING, INC		47.48
				Check Total:		3,768.05
28948	09/22/2025	7020 Risk Management Fund	Professional Services	JOCELYN ROLAND PHD ABPP INC		500.00

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
				Check Total:		500.00
28949	09/22/2025	5016 Redwood Estates LMA	Professional Services	JOE'S LANDSCAPING & CONCRETE		232.49
28949	09/22/2025	5010 Price Annexation LMA	Professional Services	JOE'S LANDSCAPING & CONCRETE		1,354.16
28949	09/22/2025	5022 Silva Ranch LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		511.87
28949	09/22/2025	5044 Aspenwood Lndscp	Professional Services	JOE'S LANDSCAPING & CONCRETE		395.05
28949	09/22/2025	5010 Price Annexation LMA	Professional Services	JOE'S LANDSCAPING & CONCRETE		1,679.74
28949	09/22/2025	5029 Camellia Meadows LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		289.06
28949	09/22/2025	5027 Juniper Meadows LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		138.72
28949	09/22/2025	5046 Applegate Ranch Lndscp	Professional Services	JOE'S LANDSCAPING & CONCRETE		430.75
28949	09/22/2025	5010 Price Annexation LMA	Professional Services	JOE'S LANDSCAPING & CONCRETE		863.39
28949	09/22/2025	5042 Meadow View LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		356.12
28949	09/22/2025	5040 Mello Ranch 2 LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		592.99
28949	09/22/2025	5024 Mello Ranch LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		382.08
28949	09/22/2025	1018 SB1-Road Maint & Rehab RMRA	Curb, Gutter, Sidewalk Project	JOE'S LANDSCAPING & CONCRETE		6,125.00
28949	09/22/2025	5010 Price Annexation LMA	Professional Services	JOE'S LANDSCAPING & CONCRETE		236.95
28949	09/22/2025	5012 Sandlewood Square LMA	Professional Services	JOE'S LANDSCAPING & CONCRETE		376.67
28949	09/22/2025	0008 Measure V 20% Alternative Modes	Phase 2 Ped Imp Proj Downtown	JOE'S LANDSCAPING & CONCRETE		8,500.00
28949	09/22/2025	5014 Pajaro Dunes LMA	Professional Services	JOE'S LANDSCAPING & CONCRETE		231.19
28949	09/22/2025	5031 Stone Creek LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		827.69
28949	09/22/2025	5037 Atwater South LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		1,084.18
28949	09/22/2025	5035 Bell Crossing LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		232.81
28949	09/22/2025	5018 Cottage Gardens ST & LMA	Professional Services	JOE'S LANDSCAPING & CONCRETE		154.94
				Check Total:		24,995.85
28950	09/22/2025	6000 Water Enterprise Fund	Special Departmental Expense	KELLOGG SUPPLY		43.28
				Check Total:		43.28
28951	09/22/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	LAWRENCE BACKHOE SERVICE INC		8,360.00
				Check Total:		8,360.00
28952	09/22/2025	0004 Public Safety Trans & Use Tax	Professional Services	LEXISNEXIS RISK DATA MANAGEMENT		960.00
				Check Total:		960.00
28953	09/22/2025	0001 General Fund	Miscellaneous	LOOMIS		697.16
				Check Total:		697.16
28954	09/22/2025	0010 Measure V Regional Fund	Buhach Widening	MARK THOMAS & COMPANY, INC		5,973.75
				Check Total:		5,973.75

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28955	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	MCAULEY MOTORS		164.93
				Check Total:		164.93
28956	09/22/2025	0001 General Fund	Printing & Advertising	MCCLATCHY COMPANY LLC		441.45
				Check Total:		441.45
28957	09/22/2025	0001 General Fund	Community Center Deposits	KYAH MCKELLAR		210.00
28957	09/22/2025	0001 General Fund	Community Center Deposits	KYAH MCKELLAR		210.00
				Check Total:		420.00
28958	09/22/2025	0001 General Fund	Coed Volleyball	MERCED AREA SPORTS OFFICIALS, INC		90.00
28958	09/22/2025	0001 General Fund	Coed Volleyball	MERCED AREA SPORTS OFFICIALS, INC		300.00
28958	09/22/2025	0001 General Fund	Men's Fall Softball	MERCED AREA SPORTS OFFICIALS, INC		280.00
28958	09/22/2025	0001 General Fund	Coed Volleyball	MERCED AREA SPORTS OFFICIALS, INC		240.00
28958	09/22/2025	0001 General Fund	Coed Fall Softball	MERCED AREA SPORTS OFFICIALS, INC		175.00
				Check Total:		1,085.00
28959	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	MERCED CHEVROLET		238.40
				Check Total:		238.40
28960	09/22/2025	6010 Sewer Enterprise Fund	Professional Services	MERCED IRRIGATION DISTRICT		475.87
				Check Total:		475.87
28961	09/22/2025	0001 General Fund	Professional Services	MERCED TRUCK & TRAILER INC.		900.00
28961	09/22/2025	0001 General Fund	Special Departmental Expense	MERCED TRUCK & TRAILER INC.		679.01
				Check Total:		1,579.01
28962	09/22/2025	0001 General Fund	Office Supplies	MIMEO PRINTING		87.00
				Check Total:		87.00
28963	09/22/2025	7000 Internal Service Fund	Professional Services	MISTER CAR WASH		1,312.00
28963	09/22/2025	7000 Internal Service Fund	Professional Services	MISTER CAR WASH		1,184.00
				Check Total:		2,496.00
28964	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	MUNICIPAL MAINTENANCE EQUIPMENT		3,266.86
28964	09/22/2025	7000 Internal Service Fund	Professional Services	MUNICIPAL MAINTENANCE EQUIPMENT		2,101.00
				Check Total:		5,367.86

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28965	09/22/2025	0001 General Fund	Professional Services	MUNISERVICES		500.00
					Check Total:	500.00
28966	09/22/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	NAPA AUTO PARTS		20.99
					Check Total:	20.99
28967	09/22/2025	7030 Information Technology Fund	Communications	NEW HORIZON COMMUNICATIONS		2,411.67
					Check Total:	2,411.67
28968	09/22/2025	7000 Internal Service Fund	Professional Services	OLE WILLIES SERVICES		905.54
					Check Total:	905.54
28969	09/22/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	O'REILLY AUTO PARTS		25.44
28969	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		55.78
28969	09/22/2025	0001 General Fund	Special Departmental Expense	O'REILLY AUTO PARTS		80.45
28969	09/22/2025	6000 Water Enterprise Fund	Special Departmental Expense	O'REILLY AUTO PARTS		20.65
28969	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		26.64
28969	09/22/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	O'REILLY AUTO PARTS		75.30
28969	09/22/2025	6000 Water Enterprise Fund	Special Departmental Expense	O'REILLY AUTO PARTS		108.88
28969	09/22/2025	0001 General Fund	Special Departmental Expense	O'REILLY AUTO PARTS		7.25
28969	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		1,350.28
28969	09/22/2025	1011 Gas Tax/Street Improvement	Special Departmental Expense	O'REILLY AUTO PARTS		16.30
28969	09/22/2025	1011 Gas Tax/Street Improvement	Special Departmental Expense	O'REILLY AUTO PARTS		102.34
28969	09/22/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	O'REILLY AUTO PARTS		24.98
28969	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		65.20
28969	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		201.74
28969	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		162.99
28969	09/22/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	O'REILLY AUTO PARTS		26.07
					Check Total:	2,350.29
28970	09/22/2025	6000 Water Enterprise Fund	Utilities	PACIFIC GAS & ELECTRIC		31,226.55
28970	09/22/2025	6010 Sewer Enterprise Fund	Utilities	PACIFIC GAS & ELECTRIC		35.92
28970	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	PACIFIC GAS & ELECTRIC		1,159.71
28970	09/22/2025	1011 Gas Tax/Street Improvement	Utilities	PACIFIC GAS & ELECTRIC		25.70
					Check Total:	32,447.88
28971	09/22/2025	1017 RSTP-Regional Surf Transp Prog	Ace Train Platform	PRECISION CIVIL ENGINEERING, INC.		1,965.00
28971	09/22/2025	0001 General Fund	Planning Deposits	PRECISION CIVIL ENGINEERING, INC.		1,406.25
28971	09/22/2025	6000 Water Enterprise Fund	Professional Services	PRECISION CIVIL ENGINEERING, INC.		455.00

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
					Check Total:	3,826.25
28972	09/22/2025	6010 Sewer Enterprise Fund	Castle Sewer Interceptor	QUAD KNOPF		1,886.50
					Check Total:	1,886.50
28973	09/22/2025	6010 Sewer Enterprise Fund	Professional Services	RAFTELIS FINANCIAL		1,956.25
28973	09/22/2025	6010 Sewer Enterprise Fund	Professional Services	RAFTELIS FINANCIAL		3,615.00
					Check Total:	5,571.25
28974	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	RICH AUTO BODY INC		3,182.90
28974	09/22/2025	7000 Internal Service Fund	Professional Services	RICH AUTO BODY INC		1,784.80
					Check Total:	4,967.70
28975	09/22/2025	3064 RDVLPMT Obligation Retiremen	Professional Services	RSG INC		556.25
					Check Total:	556.25
28976	09/22/2025	1011 Gas Tax/Street Improvement	Special Departmental Expense	SAFE-T-LITE		2,395.25
					Check Total:	2,395.25
28977	09/22/2025	0001 General Fund	Community Center Rental	MARIA SALAZAR		-280.00
28977	09/22/2025	0001 General Fund	Community Center Deposits	MARIA SALAZAR		350.00
28977	09/22/2025	0001 General Fund	Community Center Deposits	MARIA SALAZAR		210.00
					Check Total:	280.00
28978	09/22/2025	0001 General Fund	Professional Services	SELF-HELP ENTERPRISES		1,750.00
28978	09/22/2025	1064 CDBG Program Income	Loans & Grants (Rehab)	SELF-HELP ENTERPRISES		2,010.60
28978	09/22/2025	1064 CDBG Program Income	Activity Delivery (Rehab)	SELF-HELP ENTERPRISES		4,093.01
28978	09/22/2025	1078 HOME Grant Fund	General Administration	SELF-HELP ENTERPRISES		1,636.50
28978	09/22/2025	1080 PLHA-Perm Local Housing Alloc	Professional Services	SELF-HELP ENTERPRISES		9,627.74
					Check Total:	19,117.85
28979	09/22/2025	0001 General Fund	Coed Fall Softball	SHERWIN-WILLIAMS CO.		85.63
28979	09/22/2025	0001 General Fund	Men's Fall Softball	SHERWIN-WILLIAMS CO.		85.64
					Check Total:	171.27
28980	09/22/2025	6010 Sewer Enterprise Fund	Utilities	SIEMENS FINANCIAL SERVICES, INC.		15,844.60
					Check Total:	15,844.60

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28981	09/22/2025	0001 General Fund	Community Center Deposits	MANJINDER SINGH		350.00
28981	09/22/2025	0001 General Fund	Community Center Rental	MANJINDER SINGH		-75.00
28981	09/22/2025	0001 General Fund	Community Center Deposits	MANJINDER SINGH		210.00
					Check Total:	485.00
28982	09/22/2025	7030 Information Technology Fund	Professional Services	SPRINGBROOK HOLDING COMPANY LLC		100.00
28982	09/22/2025	6000 Water Enterprise Fund	Special Departmental Expense	SPRINGBROOK HOLDING COMPANY LLC		687.50
					Check Total:	787.50
28983	09/22/2025	7000 Internal Service Fund	Professional Services	STATE PRO BUILDERS INC.		1,800.00
28983	09/22/2025	7000 Internal Service Fund	Special Departmental Expense	STATE PRO BUILDERS INC.		654.80
					Check Total:	2,454.80
28984	09/22/2025	6000 Water Enterprise Fund	Special Departmental Expense	SUPERIOR POOL PRODUCTS LLC		1,068.53
28984	09/22/2025	6000 Water Enterprise Fund	Special Departmental Expense	SUPERIOR POOL PRODUCTS LLC		771.02
					Check Total:	1,839.55
28985	09/22/2025	7000 Internal Service Fund	Utilities	TERRAFORM PHOENIX II ARCADIA HOLDING		2,643.56
28985	09/22/2025	6000 Water Enterprise Fund	Utilities	TERRAFORM PHOENIX II ARCADIA HOLDING		3,573.79
28985	09/22/2025	6000 Water Enterprise Fund	Utilities	TERRAFORM PHOENIX II ARCADIA HOLDING		14,739.43
28985	09/22/2025	6000 Water Enterprise Fund	Utilities	TERRAFORM PHOENIX II ARCADIA HOLDING		6,450.06
					Check Total:	27,406.84
28986	09/22/2025	6010 Sewer Enterprise Fund	Lower Shaffer Storm Drain Imp	TESCO CONTROLS, INC.		150,500.00
					Check Total:	150,500.00
28987	09/22/2025	0001 General Fund	Special Departmental Expense	THE SIGN GUYS		80.81
					Check Total:	80.81
28988	09/22/2025	0001 General Fund	Special Departmental Expense	THE UPS STORE		25.00
					Check Total:	25.00
28989	09/22/2025	0001 General Fund	Professional Services	TRANSUNION RISK AND ALTERNATIVE DATA		118.00
					Check Total:	118.00
28990	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	TURF STAR INC		142.28
28990	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	TURF STAR INC		1,424.64

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
				Check Total:		1,566.92
28991	09/22/2025	0001 General Fund	Rents & Leases	US BANK EQUIPMENT FINANCE		137.14
				Check Total:		137.14
28992	09/22/2025	0001 General Fund	Maint. Buildings & Grounds	VAK PAK INC		79.13
				Check Total:		79.13
28993	09/22/2025	6000 Water Enterprise Fund	Professional Services	VALLEY UTILITIE CONSTRUCTION, INC.		1,000.00
28993	09/22/2025	6000 Water Enterprise Fund	Professional Services	VALLEY UTILITIE CONSTRUCTION, INC.		1,000.00
28993	09/22/2025	6000 Water Enterprise Fund	Professional Services	VALLEY UTILITIE CONSTRUCTION, INC.		1,000.00
28993	09/22/2025	6000 Water Enterprise Fund	Professional Services	VALLEY UTILITIE CONSTRUCTION, INC.		1,000.00
				Check Total:		4,000.00
28994	09/22/2025	7000 Internal Service Fund	Operations & Maintenance	VAN DE POL		12,147.36
				Check Total:		12,147.36
28995	09/22/2025	6010 Sewer Enterprise Fund	Professional Services	VEOLIA WATER NORTH AMERICA		196,406.03
				Check Total:		196,406.03
28996	09/22/2025	6010 Sewer Enterprise Fund	Special Departmental Expense	VERIZON WIRELESS		38.01
28996	09/22/2025	0001 General Fund	Communications	VERIZON WIRELESS		38.36
28996	09/22/2025	6000 Water Enterprise Fund	Communications	VERIZON WIRELESS		78.96
28996	09/22/2025	6010 Sewer Enterprise Fund	Communications	VERIZON WIRELESS		38.85
28996	09/22/2025	7000 Internal Service Fund	Utilities	VERIZON WIRELESS		80.00
28996	09/22/2025	7000 Internal Service Fund	Special Departmental Expense	VERIZON WIRELESS		40.01
28996	09/22/2025	6010 Sewer Enterprise Fund	Utilities	VERIZON WIRELESS		40.01
				Check Total:		354.20
28997	09/22/2025	7010 Employee Benefits Fund	Vision Insurance	VISION SERVICE PLAN (CA)		986.21
				Check Total:		986.21
28998	09/22/2025	6001 Water Fund Capital Replacement	Canal Creek Utility Crossing	VVH CONSULTING SERVICES		1,350.00
28998	09/22/2025	1014 CRP Carbon Reduction Prog Fund	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		9,543.53
28998	09/22/2025	0003 General Fund Capital	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		2,850.67
28998	09/22/2025	0008 Measure V 20% Alternative Modes	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		1,236.47
28998	09/22/2025	0008 Measure V 20% Alternative Modes	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		369.33
28998	09/22/2025	0007 Measure V Fund	Fruitland Ave Rd Improvements	VVH CONSULTING SERVICES		225.00
28998	09/22/2025	0008 Measure V 20% Alternative Modes	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		725.48
28998	09/22/2025	6010 Sewer Enterprise Fund	Canal Creek Utility Crossing	VVH CONSULTING SERVICES		1,350.00

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
28998	09/22/2025	0003 General Fund Capital	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		4,548.34
28998	09/22/2025	0003 General Fund Capital	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		5,599.52
28998	09/22/2025	0008 Measure V 20% AlternativeModes	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		2,428.77
28998	09/22/2025	0008 Measure V 20% AlternativeModes	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		589.29
28998	09/22/2025	0008 Measure V 20% AlternativeModes	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		1,972.83
28998	09/22/2025	0008 Measure V 20% AlternativeModes	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		900.00
28998	09/22/2025	0001 General Fund	Professional Services	VVH CONSULTING SERVICES		13,950.00
28998	09/22/2025	1014 CRP Carbon Reduction Prog Fund	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		15,227.04
28998	09/22/2025	0007 Measure V Fund	City Wide Traffic Signal Synch	VVH CONSULTING SERVICES		112.50
28998	09/22/2025	6010 Sewer Enterprise Fund	Lower Shaffer Storm Drain Imp	VVH CONSULTING SERVICES		112.50
28998	09/22/2025	1014 CRP Carbon Reduction Prog Fund	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		18,746.23
28998	09/22/2025	6010 Sewer Enterprise Fund	Atwater Blvd Drainage Imprvmts	VVH CONSULTING SERVICES		112.50
				Check Total:		81,950.00
28999	09/22/2025	0001 General Fund	Special Departmental Expense	WARD ENTERPRISES		92.38
28999	09/22/2025	7000 Internal Service Fund	Special Departmental Expense	WARD ENTERPRISES		36.87
				Check Total:		129.25
29000	09/22/2025	0001 General Fund	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		35.34
29000	09/22/2025	6000 Water Enterprise Fund	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		8.10
				Check Total:		43.44
29001	09/22/2025	7000 Internal Service Fund	Utilities	WEST COAST GAS CO. INC.		29.97
				Check Total:		29.97
29002	09/22/2025	7000 Internal Service Fund	Special Departmental Expense	WINTON HARDWARE		16.13
				Check Total:		16.13
29003	09/22/2025	0001 General Fund	Castle Park Deposits	ULYSES ZAMBRANO		200.00
				Check Total:		200.00
				Report Total:		1,497,199.39



CITY OF ATWATER

CITY COUNCIL ACTION MINUTES

August 11, 2025

Council Chambers – 750 Bellevue Road, Atwater, California

CALL TO ORDER

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

ROLL CALL

Present: Mayor Nelson, Mayor Pro Tem Cale, Council Members Ambriz, Raymond, Rochester

Absent: None

INVOCATION:

Provided by Chaplain Mead.

PLEDGE OF ALLEGIANCE:

Led by City Council Member Raymond.

SUBSEQUENT NEED ITEMS: None

APPROVAL OF AGENDA:

Motion to approve the agenda as posted.

MOTION: Raymond

SECOND: Ambriz

VOTE: Motion passed unanimously.

PRESENTATIONS:

- **Proclamation of Recognition** – Proclamation presented to the 4th of July Committee
- **Certificate of Recognition** – Michael Gozales

CONSENT CALENDAR

Motion to approve Consent Calendar as presented.

MOTION: Rochester

SECOND: Raymond

VOTE: Motion passed unanimously.

Approved Items:

- **Item 1:** Warrant Registers – July 28, 2025, and August 11, 2025
- **Item 2:** City Council Minutes – May 31, 2025 (Special meeting)
- **Item 3:** Resolution No. 3558-25 Approving Amendment to Joint Powers Agreement of the Central San Joaquin Valley Risk Management Authority
- **Item 4:** Resolution No. 3559-25 Approving a General Construction Contract with Taylor Backhoe Service, Inc. for the Replacement of a Water Service Line Located at 325-329 E. Bellevue Road Purchase Agreement – Granulated Activated Carbon Exchange at Well 18
- **Item 5:** Resolution No. 3560-25 Approving Agreement between City of Atwater and Atwater Elementary School District for School Resource Officer for 2025-26 School Year
- **Item 6:** Resolution No. 3546-25 Approving Budget Amendment Amending Fiscal Year 2024-2025 Budget to Establish a New Fund for an Approved Capital Improvement Project, Downtown Pedestrian Improvements Project- Phase 2
- **Item 7:** Purchase Agreement with Xybix Systems, Inc. for Purchase and Installation of Dispatch furniture
- **Item 8:** Resolution No. 3561-25 Approving a Lease Agreement with Enterprise Fleet Management for four (4) Ford Police Interceptor Utility vehicles
- **Item 9:** Resolution No. 3562-25 Awarding a Cooperative State and Local Government Agreement for File Conversion Services and Cloud-Based Document Management Software
- **Item 10:** Awarding a Sole Source Purchase From JWC Environmental For One (1) Rotor and Gearbox Assembly for "Muffin Monster" Wastewater Influent Screenings Washer Compactor for the Wastewater Treatment Plant
- **Item 11:** Approving specifications and authorizing advertising and Call for Bids for the purchase of an Electric Street Sweeper

REPORTS AND PRESETATIONS FROM STAFF:

Adopting the City of Atwater Public Safety Transactions and Use Tax Program Guidelines

MOTION: Council Member Rochester Adopting Resolution No. 3563-25 approving the City of Atwater Public Safety Transactions and Use Tax Program Guidelines; seconded by Council Member Raymond.

VOTE: Motion passed unanimously.

COMMENTS FROM THE PUBLIC

Public comments were received regarding various public signs, city staff, public safety staffing, and upcoming community events.

COUNCIL MATTERS

Council Members and Mayor provided individual updates.

CITY MANAGER REPORT

Update provided by City Manager Hoem.

CLOSED SESSION

Conference with Legal Counsel - Anticipated Litigation - Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): Number of cases (2)

Pursuant to Government Code Section 54956.8, Conference with Real Property Negotiations regarding property price and terms of payment. Agency Negotiators: City Manager Hoem and Public Works Director Vinson. Negotiating Parties: National Retail Properties, LP Property Location: 303 E. Bellevue Road, Atwater, CA 95301 APN 156-060-011

Conference with Legal Counsel - Existing Litigation - Government Code Section 54956.9(d)(1): Name of case: City of Atwater v. Robert Hugo Carbajal, et al. (Merced County Superior Court, Case No. 23CV-00807)

REPORT OUT FROM CLOSED SESSION:

City Attorney reported there was no reportable action.

ADJOURNMENT

The meeting adjourned at 7:33 PM.

APPROVED:

MIKE NELSON
MAYOR

ATTEST:

JANELL MARTIN
ASSISTANT CITY CLERK



CITY COUNCIL AGENDA REPORT

CITY COUNCIL

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

MEETING DATE: September 22, 2025

TO: Mayor and City Council

FROM: Justin Vinson, Public Works Director

PREPARED BY: Justin Vinson, Public Works Director

SUBJECT: **Approving a General Services Agreement with Joe's Landscaping and Concrete Inc. for Landscape Maintenance Services in Landscape Maintenance Assessments** (Public Works Director Vinson)

RECOMMENDED COUNCIL ACTION

Adoption of Resolution No. 3569-25 approving a General Services Agreement, in a form approved by the City Attorney, to Joe's Landscaping and Concrete of Newman, California for Landscape Maintenance in the Maintenance Districts; and authorizes and directs the City Manager to execute an agreement on behalf of the City.

I. BACKGROUND/ANALYSIS:

On October 25, 2021, the City Council approved a contract with Joe's Landscaping to perform landscaping in the 19 landscape districts located throughout the City of Atwater. The initial term of the Agreement was for one (1) year, in the amount of \$115,061.04. The City, at its sole discretion, could extend the Agreement in one (1) year increments up to a total term of three (3) years. For each successive renewal term, the rate would be adjusted annually in accordance with an increase in the All-Urban Consumer Price Index (CPI) for the San Francisco-Oakland-San Jose Area. It would not decrease in the event there is any year-to-year or cumulative decrease in the CPI during the term of the Agreement. Any increase in the amount because of an increase to the CPI was to be rounded up to the nearest dollar. In the final year of the contract, the monthly cost for maintenance in the districts was \$10,370.85 a month for a total of \$124,450.20. This amount was still \$25,000.00 cheaper than the second lowest bid in 2021.

The city exercised its right to extend the agreement up to three years, which was allowed in the original agreement. On October 25, 2024, the city entered into Amendment No.1 with Joe's Landscaping for a cost to perform the work from October 26, 2024, to October 25, 2025. The contractor agreed to perform the work at the same price as the last year of the original contract with no cost increase for the city. Staff reviewed the quote and deemed the work being performed by Joe's Landscaping as acceptable. Staff recommended the city enter into Amendment No.1 with Joe's

Landscaping extending the original contract one more year with no additional cost, at \$10,370.85 a month, for a total of \$124,450.20.

This year, staff released an RFP for Landscape Maintenance Services in the Maintenance Districts to evaluate other companies as well to see if the city was still getting the most cost-efficient contract. The city received 5 proposals, and staff evaluated the proposals. Joe's Landscaping still met all the qualifications and submitted the lowest cost by over \$1,000 per month. The amount of the contract will not change for a third consecutive year, staying at \$10,375.85 a month for a total of \$124,450.20, but starting in year 2 of this three-year contract, the contract will increase annually by the CPI just like the original contract.

II. FISCAL IMPACTS:

Sufficient funding is available in the Fiscal Year 2025-26 Budget, Maintenance District Fund, Professional Services Account No. 5000.3038.3030.

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 number one (1) and six (6) of the 2026-2030 City of Atwater's Strategic Plan: to ensure the City's continued financial solvency and improve 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 the 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 is not subject to review of analysis.

IX. STEPS FOLLOWING APPROVAL:

Upon City Council approval, staff will route the General Services Agreement for

execution.

Submitted by:



Justin Vinson, Public Works Director

Approved by:



Chris Hoem, City Manager

Attachments:

1. XXXX-25 Joe's Landscaping General Services Agreement



CITY COUNCIL OF THE CITY OF ATWATER

RESOLUTION NO. XXXX-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATWATER APPROVING A GENERAL SERVICES AGREEMENT WITH JOE'S LANDSCAPING AND CONCRETE OF NEWMAN, CALIFORNIA FOR LANDSCAPING SERVICES IN THE LANDSCAPE DISTRICTS

WHEREAS, the Parties entered into a General Services Agreement dated October 26, 2021 ("Original Agreement") for the purpose of providing landscaping services in the city landscaping districts with a term ending October 26, 2022 (the "Project"); and

WHEREAS, The City at its sole discretion could extend the Agreement in one (1) year increments up to a total term of three (3) years. For each successive renewal term, the rate would be adjusted annually in accordance with an increase in the All-Urban Consumer Price Index (CPI) for the San Francisco-Oakland-San Jose Area. It would not decrease in the event there is any year-to-year or cumulative decrease in the CPI during the term of the Agreement. Any increase in the amount because of an increase to the CPI was to be rounded up to the nearest dollar.; and

WHEREAS, the City exercised its right to extend the agreement two additional years; and

WHEREAS, in the final year of the approved contract, the compensation amount was \$124,450.20 per year after CPI increases; and

WHEREAS, the Parties entered into Amendment No. 1 to extend the original contract for one year with no increase to the compensation; and

WHEREAS, the city released an RFP for Landscape Maintenance in the Assessment Districts to evaluate contractors qualifications and pricing to ensure the city is receiving the best product as the best price as possible; and

WHEREAS, staff reviewed the proposals and are recommending Joe's Landscaping and Concrete be awarded a new three-year General Services Contract for the landscaping services in the maintenance districts; and

WHEREAS, for the first year, the cost will not increase from the previous contract amendment of \$124,450.20 a year, after the first year the contract will annually increase in accordance with the All-Urban Consumer Price Index (CPI) for the San Francisco-Oakland-San Jose Area.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Atwater as follows does hereby approve a General Services Agreement, in a form approved by the City Attorney, to Joe's Landscaping and Concrete of Newman, California for Landscape Maintenance in the Maintenance Districts; and authorizes and directs the City Manager to execute agreement on behalf of the City.

The foregoing resolution is hereby adopted on the 22nd day of September 2025.

AYES:

NOES:

ABSENT:

APPROVED:

MICHAEL G. NELSON, MAYOR

ATTEST:

KORY J. BILLINGS, CITY CLERK



CITY COUNCIL AGENDA REPORT

CITY COUNCIL

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

MEETING September 22, 2025
DATE:
TO: Mayor and City Council
FROM:
PREPARED Janell Martin, Assistant City Clerk/Records Coordinator
BY:
SUBJECT: **Opposition to California Proposition 50**

RECOMMENDED COUNCIL ACTION

Adoption of Resolution No. 3570-25 opposing California Proposition 50 and directing the City Clerk's office to transmit copies of the Resolution to the Governor of California and the California Secretary of State.

I. BACKGROUND/ANALYSIS:

In 2008, California voters approved Proposition 11, and in 2010, Proposition 20, to establish the California Citizens Redistricting Commission. These measures were intended to ensure a fair, transparent, and nonpartisan redistricting process that removed political influence from the drawing of legislative and congressional district boundaries.

Redistricting occurs once every ten years following the U.S. Census. The most recent process was completed in 2021, following the 2020 Census, and was carried out by the Citizens Redistricting Commission with significant public input and transparency.

Proposition 50, scheduled to appear on the November 4, 2025 ballot, seeks to temporarily suspend the authority of the independent Citizens Redistricting Commission and transfer redistricting authority back to the California State Legislature for the 2026, 2028, and 2030 election cycles. This change would reverse the voter-approved mandate for independence in redistricting and reintroduce the potential for political influence in the process.

The California Supreme Court declined to block Proposition 50 from placement on the ballot, leaving the decision to the voters. Adoption of this Resolution would align the City of Atwater with other jurisdictions in opposing Proposition 50. The Resolution underscores the City Council's support for transparency, fairness, and voter intent in redistricting matters, and communicates these concerns to state leadership.

II. FISCAL IMPACTS:

There is no direct fiscal impact to the City of Atwater related to the adoption of this Resolution.

III. LEGAL REVIEW:

This item has been reviewed by the City Attorney.

IV. EXISTING POLICY:

This item is consistent with goals number three (3) of the 2026-2030 City of Atwater's Strategic Plan: Promote transparency through communication.

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 speak 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, the resolution will be signed and will be forwarded to the Governor of California and Secretary of States' office.

Approved by:



Chris Hoem, City Manager

Attachments:

1. XXXX-25 Opposition to Prop 50



CITY COUNCIL OF THE CITY OF ATWATER

RESOLUTION NO. XXXX-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATWATER OPPOSING CALIFORNIA PROPOSITION 50 AND DIRECTING THIS RESOLUTION BE SENT TO THE GOVERNOR OF CALIFORNIA AND CALIFORNIA SECRETARY OF STATE TO RAISE AWARENESS ABOUT THE IMPLICATIONS OF PROPOSITION 50

WHEREAS, California voters approved the creation of the California Citizens Redistricting Commission through Proposition 11 (2008) and Proposition 20 (2010) to ensure independent, nonpartisan, and transparent redistricting processes free from political interference; and

WHEREAS, California redistricting cycles occur every 10 years to correspond with the United States Census, and the most recent redistricting process occurred in 2021 following completion of the 2020 Census; and

WHEREAS, Proposition 50 seeks to temporarily suspend the authority of the independent Citizens Redistricting Commission and transfer the power to draw congressional district maps to the California State Legislature for the 2026, 2028, and 2030 elections, thereby reversing the will of California voters; and

WHEREAS, the California Supreme Court has declined to block the measure from appearing on the November 4, 2025 ballot, leaving the decision to the voters.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Atwater does hereby oppose California Proposition 50 and directs the City Clerk's office to transmit copies of this Resolution to the Governor of California and the California Secretary of State to raise awareness about the implications of Proposition 50.

The foregoing resolution is hereby adopted this 22nd day of September 2025.

AYES:

NOES:

ABSENT:

APPROVED:

MICHAEL G. NELSON, MAYOR

ATTEST:

KORY J. BILLINGS, CITY CLERK



CITY COUNCIL AGENDA REPORT

CITY COUNCIL

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

MEETING DATE: September 22, 2025

TO: Mayor and City Council

FROM: Christopher Hoem, City Manager

PREPARED BY: Christopher Hoem, City Manager

SUBJECT: **Waive the First Reading by Title only, and introduce an Ordinance Approving Zoning Ordinance Text Amendment No. 25-09-0100 Amending Chapter 17.71 “Conditional Use Permit” of the Atwater Municipal Code (City Manager Hoem)**

RECOMMENDED COUNCIL ACTION

Open the public hearing and receive any testimony from the public; and

Close the public hearing; and

Motion to waive the first reading by title only, and introduce Ordinance No. CS 1073 approving Zoning Ordinance Text Amendment No. 25-09-0100 amending Chapter 17.71 “Conditional Use Permit” of the Atwater Municipal Code.

Motion to approve staff's recommendation as presented.

I. BACKGROUND/ANALYSIS:

1. BACKGROUND:

The regulations for Conditional Use Permits were first adopted in 1983 and revised in 1984 and 1987. While other nearby cities have modernized their corresponding regulations, the City of Atwater is in need of an update in this matter.

Currently, the Code has a six-month expiration for newly approved Conditional Use Permits. This Zoning Ordinance Text Amendment (ZOTA) proposes to amend the expiration to five years.

2. ANALYSIS:

Many projects—particularly those involving larger-scale development or significant site improvements—require extended timeframes for financing, design development, and construction staging. A six-month window is often unrealistic, especially in today's economic and regulatory environment. Extending the expiration period to five years provides a more practical timeline that reflects the realities of project delivery.

A longer validity period reduces the need for applicants to request extensions or reapply, which in turn reduces staff time spent on processing minor extensions for valid, ongoing projects. This change promotes administrative efficiency and reduces unnecessary costs for applicants, especially those navigating complex or phased developments.

While the CUP would be valid for five years, staff retains authority to monitor compliance and enforce permit conditions throughout that period. Furthermore, the City may still revoke a CUP if it is not in compliance or becomes a nuisance, ensuring accountability without imposing rigid time constraints.

Economic fluctuations, construction delays, and supply chain disruptions have become increasingly common. Extending the expiration period provides applicants flexibility to adapt to market conditions without jeopardizing entitlements prematurely.

Lastly, this amendment will also apply to existing Conditional Use Permits. Any CUP approved within the past five years, including those that may have lapsed under the prior six-month expiration rule, will be deemed valid and extended to a five-year term measured from their original date of approval. CUPs approved more than five years prior to the effective date of this ordinance will remain expired and will not be reinstated.

If a project includes a Conditional Use Permit and other permit types, such as a site plan approval or a tentative map, and if there are different expiration dates for each approval, then the earliest expiration of those permits will apply to the whole project.

This report is accompanied by the following attachments:

- Exhibit A - clean version of the new code. This exhibit is also attached to the accompanying ordinance.
- Exhibit B - redline version, showing the changes between the original code and the new code.
- Exhibit C - original version of the code.

II. FISCAL IMPACTS:

No negative fiscal impacts are anticipated with the approval of this project. 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:

The ordinance will amend Chapter 17.71, "Conditional Use Permit,".

The draft ordinance does not conflict with any policies of the General Plan or other City policies or guidelines.

V. ALTERNATIVES:

VI. INTERDEPARTMENTAL COORDINATION:

This item was coordinated with all relevant departments.

VII. PUBLIC PARTICIPATION:

The public hearing was noticed and advertised for the regularly scheduled City Council hearing. The public can provide comments on this item prior to City Council action.

VIII. ENVIRONMENTAL REVIEW:

Pursuant to the California Environmental Quality Act (CEQA), the draft ordinance is categorically exempt under section 15061, (b)(3). This exemption states that the activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Therefore, the activity is not subject to CEQA.

IX. STEPS FOLLOWING APPROVAL:

The second reading and adoption of the ordinance will be scheduled for the next regular City Council meeting.

Submitted and Approved by:



Chris Hoem, City Manager

Attachments:

1. RSO 0271-25 Draft Ordinance
2. Exhibit A - CHAPTER_17.71__CONDITIONAL USE PERMIT - clean update
3. Exhibit B - CHAPTER_17.71__CONDITIONAL USE PERMIT - redline

4. Exhibit C - CHAPTER_17.71__CONDITIONAL USE PERMIT - original (1)
5. RSO 0271-25 Resolution Signed



CITY COUNCIL OF THE CITY OF ATWATER

ORDINANCE NO. XXXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ATWATER ADOPTING ZONING ORDINANCE TEXT AMENDMENT (ZOTA) NO. 25- 09-0100 AMENDING CHAPTER 17.71: “CONDITIONAL USE PERMIT” OF THE ATWATER MUNICIPAL CODE.

WHEREAS, the City of Atwater wishes to modernize its conditional use permit ordinance; and,

WHEREAS, Chapter 17.71 “Conditional Use Permit” of the City of Atwater Municipal Code was initially adopted in 1983 and only partially revised in 1984 and 1987; and,

WHEREAS, on May 21, 2025, the Planning Commission held a duly-noticed public hearing and considered the staff report, recommendations by staff, and public testimony concerning this proposed Ordinance. Following the public hearing, the Planning Commission voted to forward the Ordinance to the City Council with a recommendation in favor of its adoption; and

WHEREAS, the City Council finds that the following findings can be made for ZOTA No. 25-09-0100:

1. The proposed ordinance is consistent with the Atwater General Plan.
2. Adoption of the ordinance is exempt from CEQA review under CEQA guideline section 15061(b)(3).
3. The public hearing for this project has been adequately noticed and advertised.
4. The project will not have a detrimental effect on the health, safety, and welfare of the neighborhood or any adverse effects on the community.

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

SECTION 1. Incorporation. The recitals above are each incorporated by reference and adopted as findings by the City Council.

SECTION 2. CEQA. this project is exempt under California Environmental Quality Act (CEQA) guideline section 15061(b)(3), “Review for Exemption”. This exemption states, the

activity is covered by the commons sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. This is not subject to CEQA.

SECTION 3. General Plan. The City Council hereby finds that the adoption of the Ordinance is consistent with the General Plan.

SECTION 4. Code Amendment. Chapter 17.71: "Conditional Use Permit," of the Atwater Municipal Code is hereby amended and restated to read in its entirety as provided in "Exhibit A," attached hereto and incorporated herein by reference.

SECTION 5. Effective Date. Within fifteen (15) days from and after adoption, this Ordinance shall be published once in a newspaper of general circulation printed and published in Merced County and circulated in Atwater, in accordance with California Government Code Section 36933. This Ordinance shall take effect and be enforced thirty (30) days after its adoption.

SECTION 6. Publication. The City Clerk is directed to certify to the adoption of this Ordinance and post or publish this Ordinance as required by law.

SECTION 7. Custodian of Records. The custodian of records for this Ordinance is the City Clerk and the records comprising the administrative record are located at 1160 Fifth St, Atwater, CA 95301.

SECTION 8. Severability. If any provision of this Ordinance or its application to any person or circumstance is held to be invalid by a court of competent jurisdiction, such invalidity has no effect on the other provisions or applications of the Ordinance that can be given effect without the invalid provision or application, and to this extent, the provisions of this Ordinance are severable. The City Council declares that it would have adopted this Ordinance irrespective of the invalidity of any portion thereof.

INTRODUCED:

ADOPTED:

AYES:

NOES:

ABSENT:

APPROVED:

MIKE NELSON, MAYOR

ATTEST:

KORY J. BILLINGS, CITY CLERK

CHAPTER 17.71 CONDITIONAL USE PERMIT

17.71.010 Purpose.

The purpose of the conditional use permit is to allow for the appropriate integration of certain land uses into the community which may be suitable only in specific locations within a zoning district, or only if designed and laid out in a particular manner.

A conditional use permit is required for all uses listed as conditional uses in the district regulations or elsewhere in this chapter that are hereafter created, changed, converted, or enlarged, either wholly, or in part.

When considering an application for a conditional use, the Planning Commission shall give due consideration to the nature and condition of all adjacent uses and structures. In authorizing a conditional use, the Planning Commission may impose requirements and conditions relating to location, construction, maintenance, operation, and site planning, in addition to those expressly required by this Code, as necessary to ensure that the proposed use is consistent with all general plan goals and policies, and will not create negative impacts to adjacent properties or the general public.

(Ord. CS 532, 1983)

17.71.015 Changes or reestablishment of uses.

Any use, established pursuant to an approved conditional use permit, that has been discontinued for less than five years may be reestablished or changed to a similar or less intensive use without the need for a new use permit. The Community Development Director shall determine whether the proposed use is similar or less intensive, and this determination shall be subject to appeal to the Planning Commission.

(Ord. CS 624, 1987)

17.71.020 Application and fee.

- A. The application shall be submitted by the property owner or their authorized agent to the Community Development Director on a form prescribed by the City of Atwater. A conditional use permit may be issued for any of the uses or purposes for which such permits are required or permitted by the terms of this Code. Approval of a conditional use permit does not exempt the applicant from compliance with all applicable provisions of the Fire Code, Building Code, or other sections of this Code.
- B. The application fee shall be set by resolution of the City Council in an amount consistent with the actual cost of processing the application. The fee is nonrefundable.

C. The application shall include maps and drawings sufficient to demonstrate compliance with the requirements set forth in this Code

(Ord. CS 532, 1883)

17.71.030 Public hearing.

The Community Development Director shall schedule the matter for a public hearing no sooner than 30 days after the date of application. Notice of the hearing shall be mailed to owners of all property located within 300 feet of the subject property no less than ten days prior to the hearing date. Failure of a property owner to receive such notice shall not affect the validity of any action taken.

When Council approval is required, as specified elsewhere in this title, the public hearing shall be noticed in the same manner.

(Ord. CS 532, 1983)

17.71.040 Findings for Approval.

The Planning Commission may approve the issuance of a conditional use permit (or recommend action by the City Council if the proposal includes changes that require Council approval) only if all of the following findings can be made:

1. The proposed use is consistent with the purpose and standards of the zoning district, the general plan, and any adopted area or neighborhood plan, specific plan, or community plan.
2. The location, size, design, and operating characteristics of the proposed use will be compatible with the existing and future land uses in the vicinity of the subject property.
3. The proposed use will not be detrimental to the public health, safety, and welfare of the city.
4. The proposed use is properly located within the city and adequately served by existing or planned services and infrastructure.

(Ord. CS 532, 1483)

17.71.050 Certificate.

Upon approval of the use permit, and if no appeal from the decision is filed within five calendar days of the approval date, the Community Development Director shall issue a permit

certificate. The certificate shall contain the permit number, effective date, expiration date, and all conditions of approval.

The certificate shall be permanently displayed in a publicly visible location on the premises at all times. Display of the certificate is a condition of every use permit and shall be acknowledged in writing by the applicant prior to the final approval by the Planning Commission.

(Ord. CS 532, 1983)

17.71.060 Building permit.

Following the issuance of a conditional use permit, the building inspector shall issue a building permit, if required, once compliance with all applicable provisions of this chapter and all City rules and regulations have been confirmed. The building inspector shall ensure that development is initiated and completed in conformance with the approved plans.

(Ord. CS 532, 1983)

17.71.070 Re-application.

No person, including the original applicant, shall reapply for a similar conditional use permit for the same land, building, or structure within one year of the final decision on the previous application, unless the denial was made without prejudice.

(Ord. CS 532, 1983)

17.71.080 Revocation.

A use permit may be revoked by the Planning Commission if approved by the Planning Commission, or by the City Council if approved by the City Council, at any time for noncompliance with permit conditions, violation of City regulations, or if the use constitutes a nuisance to the neighborhood.

(Ord. CS 532, 1983)

17.71.085 Expiration of permit.

- A. Time Limits. The conditional use permit shall expire if not exercised within five years of approval. A permit or approval shall be considered “exercised” when:
 1. A building permit is issued and construction has commenced; or,
 2. A certificate of occupancy is issued; or,
 3. A business license is issued; or,

- 4. The use is established.
- B. Extension of Time. The Community Development Director may approve time extensions of up to two years, in the following manner:
 - 1. The applicant shall submit to the Community Development Department a written request for an extension of time no later than ten days before the expiration of the permit or approval.
 - 2. The Community Development Director may extend the permit or approval for an additional two year period if the applicant has proceeded in good faith and has exercised due diligence in efforts to exercise the permit or approval in a timely manner.
 - 3. The burden of proof is on the applicant to demonstrate that the permit should be extended.
 - 4. The Community Development Director may choose to refer any extension of time requests to the Planning Commission for review and final decision.

(Ord. CS 532, 1983)

17.71.090 Appeal.

Any decision of the Planning Commission may be appealed in writing to the City Council within five calendar days of the Planning Commission's action. If an appeal is made, notice of the hearing shall be provided as specified in Section 17.71.030.

(Ord. CS 532, 1983; Ord. CS 581, 1984)

CHAPTER 17.71 CONDITIONAL USE PERMIT**17.71.010 Purpose.**

The purpose of the conditional use permit is to allow ~~for the proper appropriate~~ integration ~~of certain land uses~~ into the community ~~of uses~~ which may be suitable only in specific locations ~~in the within a~~ zoning district, or only if ~~such uses are~~ designed ~~and~~ laid out ~~on the site~~ in a particular manner.

A conditional use permit ~~shall be~~ is required for all uses listed as conditional uses in the district regulations or elsewhere in this chapter that are hereafter created, changed, converted, or enlarged, either wholly, or in part.

~~In-When~~ considering an application for a conditional use, the Planning Commission shall give due ~~regard consideration~~ to the nature and condition of all adjacent uses and structures. In authorizing a conditional use, the Planning Commission may impose ~~such~~ requirements and conditions ~~with respect relating~~ to location, construction, maintenance, ~~and~~ operation, and site planning, in addition to those expressly ~~stipulated in required by~~ this Code ~~for the particular use~~, as ~~they deem~~ necessary ~~to ensure that the proposed use is consistent with all general plan goals and policies, and will not create negative impacts to adjacent properties or the general public for the protection of adjacent properties and the public interest.~~

(Ord. CS 532, 1983)

17.71.015 Changes or reestablishment of uses.

Any use, ~~established pursuant to an approved conditional use permit, that has been discontinued for terminated for a period of~~ less than ~~one five~~ years may be ~~re~~ ~~instituted~~ ~~reestablished~~ or changed to a similar or less intensive use without the ~~necessity of obtaining~~ ~~need for~~ a new use permit. The Community Development Director shall ~~make the determination as to determine~~ whether ~~a new the proposed~~ use is ~~a~~ similar or less intensive ~~use which and this~~ determination shall be subject to appeal to the Planning Commission.

(Ord. CS 624, 1987)

17.71.020 Application and fee.

- A. ~~The a~~ Application shall be ~~submitted made~~ by the property owner or ~~certified their~~ ~~authorized~~ agent ~~thereof~~ to the ~~Planning~~ ~~Community Development~~ Director on a form prescribed ~~for this purpose~~ by the City of Atwater. ~~A c~~ Conditional use permit, ~~revocable, conditional, and/or valid for a term period,~~ may be issued for any of the uses or purposes for which such permits are required or permitted by the terms of this ~~chapter~~ ~~Code~~.

~~Granting Approval~~ of a conditional use permit does not exempt the applicant from ~~complying compliance~~ with all ~~requirements applicable provisions~~ of the ~~f~~Fire ~~C~~ode, and ~~b~~Building ~~e~~Code, or other ~~applicable~~ sections of this Code.

- B. ~~The a~~Application fee shall be set by resolution ~~of~~~~by~~ the ~~C~~ity Council in an amount consistent with the actual cost of processing ~~the~~~~an~~ application. ~~No part of such fee shall be refundable~~The fee is nonrefundable.
- C. ~~Accompanying Maps and Drawings. Maps and drawings necessary to demonstrate that conditions set forth herein are fulfilled. The application shall include maps and drawings sufficient to demonstrate compliance with the requirements set forth in this Code~~

(Ord. CS 532, 1883)

17.71.030 Public hearing.

The ~~Planning Community Development~~ Director shall ~~set~~ schedule the matter for a public hearing ~~not less~~no sooner than 30 days after the date of application, ~~and shall send notice~~ Notice of the hearing shall be mailed to owners of all property located within 300 feet of the ~~subject~~ property ~~for which a conditional use permit is requested~~ not less than ten days prior to the ~~hearing date of such hearing~~. Failure of a ~~property~~ owners to receive such notice ~~of hearing~~ shall ~~in no way~~not affect the validity of any action taken.

When Council approval is required, as ~~indicated~~ specified elsewhere in this title, the public hearings shall be ~~advertised~~ noticed in the same manner.

(Ord. CS 532, 1983)

17.71.040 Findings for Approval Planning Commission Action.

~~Provided that the Planning Commission is satisfied that the proposed structure or use conforms to the requirements and the intent of this Code and the Atwater General Plan, that any additional conditions stipulated by the Planning Director as deemed necessary in the public interest will be met, and that such use will not, under the circumstances of the particular case, constitute a nuisance or be detrimental to the public welfare of the community, the Planning Commission may approve the issuance of a conditional use permit except for those permits that require Council approval.~~

The Planning Commission may approve the issuance of a conditional use permit (or recommend action by the City Council if the proposal includes changes that require Council approval) only if all of the following findings can be made:

1. The proposed use is consistent with the purpose and standards of the zoning district, the general plan, and any adopted area or neighborhood plan, specific plan, or community plan.

2. The location, size, design, and operating characteristics of the proposed use will be compatible with the existing and future land uses in the vicinity of the subject property.
3. The proposed use will not be detrimental to the public health, safety, and welfare of the city.
4. The proposed use is properly located within the city and adequately served by existing or planned services and infrastructure.

(Ord. CS 532, 1483)

17.71.050 Certificate.

Upon approval of the use permit, and if no appeal from the decision ~~has been~~is filed within five calendar days ~~from~~of the approval date ~~of approval~~, the Planning Community Development Director shall issue a permit certificate. ~~Said~~The certificate shall contain the permit number, effective date, ~~and~~ expiration date, ~~of permit, as well as~~and all conditions ~~attached to~~of approval ~~of permit~~.

The certificate shall be permanently displayed in a publicly visible location on the premises ~~view~~ at all times. ~~Such posting shall be~~Display of the certificate is a condition of every use permit and shall ~~be~~ be agreed acknowledged to in writing by the applicant prior to the final approval by the Planning Commission.

(Ord. CS 532, 1983)

17.71.060 Building permit.

Following the issuance of a conditional use permit, the building inspector shall issue a building permit, if required, ~~at such time as once~~ compliance with all applicable provisions ~~other sections~~ of this chapter and all City rules and regulations ~~have been confirmed~~of the City are ascertained, and. The building inspector shall ensure that development is ~~undertaken~~initiated and completed ~~only~~ in conformity toconformance with the approved plans.

(Ord. CS 532, 1983)

17.71.070 Re-application.

No person, including the original applicant, shall reapply for a similar conditional use permit ~~for~~on the same land, building, or structure within ~~a period of~~ one year ~~from date~~ of the final decision on ~~such the~~ previous application, unless ~~such decision is a denial~~the denial was made without prejudice.

(Ord. CS 532, 1983)

(Supp. No. 10)

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17.71.080 Revocation.

A ~~Use Permit~~ can ~~may~~ be revoked by the Planning Commission if approved by the Planning Commission, or by the City Council if approved by the City Council, at any time for noncompliance with permit conditions, ~~or other violation of~~ City regulations, or if ~~the use constitutes it creates~~ a nuisance to the neighborhood.

(Ord. CS 532, 1983)

17.71.085 Expiration of permit.

~~Use permits associated with site plans shall expire six months after approval, if no building permit has been issued by then and construction started. All other types of use permits shall expire six months after approval if operation has not started. A use permit shall also expire if the use has been discontinued six months or longer.~~

- A. Time Limits. The conditional use permit shall expire if not exercised within five years of approval. A permit or approval shall be considered "exercised" when:
 1. A building permit is issued and construction has commenced; or,
 2. A certificate of occupancy is issued; or,
 3. A business license is issued; or,
 4. The use is established.
- B. Extension of Time. The Community Development Director may approve time extensions of up to two years, in the following manner:
 1. The applicant shall submit to the Community Development Department a written request for an extension of time no later than ten days before the expiration of the permit or approval.
 2. The Community Development Director may extend the permit or approval for an additional two year period if the applicant has proceeded in good faith and has exercised due diligence in efforts to exercise the permit or approval in a timely manner.
 3. The burden of proof is on the applicant to demonstrate that the permit should be extended.
- 1.4. The Community Development Director may choose to refer any extension of time requests to the Planning Commission for review and final decision.

(Ord. CS 532, 1983)

17.71.090 Appeal.

Any decision of the Planning Commission may be appealed in writing to the City Council within five calendar days after of the Planning Commission's action. If such an appeal is made, notice of the hearing ~~on the appeal~~ shall be ~~given as~~ provided as specified for in Section 17.71.030.

(Ord. CS 532, 1983; Ord. CS 581, 1984)

CHAPTER 17.71 CONDITIONAL USE PERMIT**17.71.010 Purpose.**

The purpose of the conditional use permit is to allow the proper integration into the community of uses which may be suitable only in specific locations in the zoning district or only if such uses are designed or laid out on the site in a particular manner.

A conditional use permit shall be required for all uses listed as conditional uses in the district regulations or elsewhere in this chapter that are hereafter created, changed, converted, or enlarged, either wholly, or in part.

In considering an application for a conditional use, the Planning Commission shall give due regard to the nature and condition of all adjacent uses and structures. In authorizing a conditional use, the Planning Commission may impose such requirements and conditions with respect to location, construction, maintenance and operation, and site planning, in addition to those expressly stipulated in this Code for the particular use, as they deem necessary for the protection of adjacent properties and the public interest.

(Ord. CS 532, 1983)

17.71.015 Changes or reestablishment of uses.

Any use terminated for a period of less than one year may be re-instituted or changed to a similar or less intensive use without the necessity of obtaining a new use permit. The Community Development Director shall make the determination as to whether a new use is a similar or less intensive use which determination shall be subject to appeal to the Planning Commission.

(Ord. CS 624, 1987)

17.71.020 Application and fee.

- A. Application shall be made by the property owner or certified agent thereof to the Planning Director on a form prescribed for this purpose by the City of Atwater. Conditional use permit, revocable, conditional, and/or valid for a term period, may be issued for any of the uses or purposes for which such permits are required or permitted by the terms of this chapter. Granting of a conditional use permit does not exempt the applicant from complying with all requirements of the fire and building code, or other applicable sections of this Code.
- B. Application fee shall be set by resolution by the Council in an amount consistent with the actual cost of processing an application. No part of such fee shall be refundable.

C. Accompanying Maps and Drawings. Maps and drawings necessary to demonstrate that conditions set forth herein are fulfilled.

(Ord. CS 532, 1883)

17.71.030 Public hearing.

The Planning Director shall set the matter for public hearing not less than 30 days after date of application and shall send notice to owners of all property located within 300 feet of the property for which a conditional use permit is requested not less than ten days prior to the date of such hearing. Failure of owners to receive notice of hearing shall in no way affect the validity of action taken.

When Council approval is required as indicated elsewhere in this title, public hearings shall be advertised in the same manner.

(Ord. CS 532, 1983)

17.71.040 Planning Commission Action.

Provided that the Planning Commission is satisfied that the proposed structure or use conforms to the requirements and the intent of this Code and the Atwater General Plan, that any additional conditions stipulated by the Planning Director as deemed necessary in the public interest will be met, and that such use will not, under the circumstances of the particular case, constitute a nuisance or be detrimental to the public welfare of the community, the Planning Commission may approve the issuance of a conditional use permit except for those permits that require Council approval.

(Ord. CS 532, 1483)

17.71.050 Certificate.

Upon approval of the use permit, and if no appeal from the decision has been filed within five calendar days from date of approval, the Planning Director shall issue a certificate. Said certificate shall contain the permit number, effective date and expiration date of permit, as well as conditions attached to approval of permit.

The certificate shall be permanently displayed in public view at all times. Such posting shall be a condition of every use permit and shall be agreed to in writing by the applicant prior to the approval by the Planning Commission.

(Ord. CS 532, 1983)

17.71.060 Building permit.

Following the issuance of a conditional use permit, the building inspector shall issue a building permit if required, at such time as compliance with all other sections of this chapter and all rules and regulations of the City are ascertained, and shall ensure that development is undertaken and completed only in conformity to the approved plans.

(Ord. CS 532, 1983)

17.71.070 Re-application.

No person, including the original applicant, shall reapply for a similar conditional use permit on the same land, building or structure within a period of one year from date of the final decision on such previous application unless such decision is a denial without prejudice.

(Ord. CS 532, 1983)

17.71.080 Revocation.

A Use Permit can be revoked by the Planning Commission if approved by the Planning Commission, or by the City Council if approved by the City Council, at any time for noncompliance with conditions or other City regulations, or if it creates a nuisance to the neighborhood.

(Ord. CS 532, 1983)

17.71.085 Expiration of permit.

Use permits associated with site plans shall expire six months after approval, if no building permit has been issued by then and construction started. All other types of use permits shall expire six months after approval if operation has not started. A use permit shall also expire if the use has been discontinued six months or longer.

(Ord. CS 532, 1983)

17.71.090 Appeal.

Any decision of the Planning Commission may be appealed in writing to the City Council within five calendar days after Planning Commission action. If such an appeal is made, notice of the hearing on the appeal shall be given as provided for in Section 17.71.030.

(Ord. CS 532, 1983; Ord. CS 581, 1984)



PLANNING COMMISSION OF THE CITY OF ATWATER

RESOLUTION NO. 0271-25

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ATWATER RECOMMENDING THE CITY COUNCIL ADOPT ZONING ORDINANCE TEXT AMENDMENT NO. 25-09-0100 AMENDING CHAPTER 17.71: “CONDITIONAL USE PERMIT” OF THE ATWATER MUNICIPAL CODE.

WHEREAS, the City of Atwater wishes to modernize its conditional use permit ordinance; and,

WHEREAS, Chapter 17.71 “Conditional Use Permit” of the City of Atwater Municipal Code was initially adopted in 1983 and only partially revised in 1984 and 1987; and,

WHEREAS, the Planning Commission held a duly noticed public hearing as required by law on May 21, 2025; and,

WHEREAS, this project is exempt under California Environmental Quality Act (CEQA) guideline section 15061(b)(3), “Review for Exemption”. This exemption states, the activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. This is not subject to CEQA.; and,

WHEREAS, the ZOTA will not have a detrimental effect on the health, safety, and welfare of the neighborhood, nor will it have any adverse effect on the community; and,

WHEREAS, the Planning Commission finds that the following findings can be made for ZOTA No. 25-09-0100:

1. The proposed ordinance is consistent with the Atwater General Plan.
2. Adoption of the resolution recommending the City Council adopt the proposed ordinance is exempt from CEQA review under CEQA guideline section 15061(b)(3).
3. The public hearing for this project has been adequately noticed and advertised.
4. The project will not have a detrimental effect on the health, safety, and welfare of the neighborhood or any adverse effects on the community.

NOW THEREFORE BE IT RESOLVED, that the recitals above are true and correct and hereby incorporated by reference. The Planning Commission of the City of Atwater does hereby recommend that the City Council adopt ZOTA No. 25-09-0100.

The foregoing resolution is hereby adopted this 21st day of May, 2025.

AYES:

NOES:

ABSENT:

APPROVED:



**DON BORGWARDT,
CHAIR**

ATTEST:



**CHRIS HOEM,
CITY MANAGER**



CITY COUNCIL AGENDA REPORT

CITY COUNCIL

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

MEETING DATE: September 22, 2025

TO: Mayor and City Council

FROM: Richard McEachin, Police Chief, Josh Randol, CAL FIRE-Battalion Chief

PREPARED BY: Richard McEachin, Police Chief, Josh Randol, CAL FIRE-Battalion Chief

SUBJECT: **Adopting the City of Atwater Public Safety Master Plan (CAL Fire Battalion Chief Randol and Police Chief McEachin)**

RECOMMENDED COUNCIL ACTION

Motion to adopt Resolution No. 3571-25 approving the City of Atwater Public Safety Master Plan as prepared by Griffin Structures, Inc; or

Motion to approve staff's recommendation as presented.

I. BACKGROUND/ANALYSIS:

The City of Atwater is committed to maintaining a safe and secure community for its residents and visitors. To achieve this, a comprehensive, forward-thinking strategy is necessary to address the city's public safety needs, both in the short and long term. As such, the development of a Public Safety Master Plan was initiated to assess current public safety conditions and establish a framework for enhancing public safety services across the city.

This Master Plan encompasses key aspects of emergency response, crime prevention, fire safety, community policing, disaster preparedness, and overall coordination between law enforcement and the fire department. It also considers demographic growth, the changing nature of crime, and the evolving needs of the community.

II. FISCAL IMPACTS:

The City Council adopted the Fiscal Year 2023/24 and 2024/25 budgets, which included a line item for the Public Safety Master Plan – Police and Fire (0004-1050-3030). Payments totaling \$125,000 for Fiscal Year 2023/24 and \$65,800 for Fiscal Year 2024/25 have been made to Griffin Structures, Inc. for all services rendered. No additional fiscal impacts to the city.

This item has been reviewed by the Finance Director.

III. LEGAL REVIEW:

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

IV. EXISTING POLICY:

This item is consistent with goal numbers one (1), two (2), four (4) and six (6) of the City's 2026-2030 Strategic Plan: to ensure the City's continued financial solvency, to improve public safety, optimize organizational structure, and improve quality of life respectively.

V. ALTERNATIVES:

The City Council may choose not to adopt the Public Safety Master Plan or request specific revisions to the plan. However, without the adoption of a comprehensive plan, Atwater may face challenges in addressing future public safety needs, as the current strategy may not adequately account for the city's growth or evolving challenges.

VI. INTERDEPARTMENTAL COORDINATION:

The Fire and Police Departments will coordinate with the City Manager to execute all necessary documents.

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:

Following adoption, the City Clerk's office will finalize the Resolution and execute all necessary documentation.

Submitted by:



Josh Randol, CAL Fire Battalion Chief and Richard McEachin, Police Chief

Approved by:



Chris Hoem, City Manager

Attachments:

1. Atwater Public Safety Master Plan Report
2. XXXX-25 Adopts Public Safety Master Plan-c1 (3)



CITY OF ATWATER

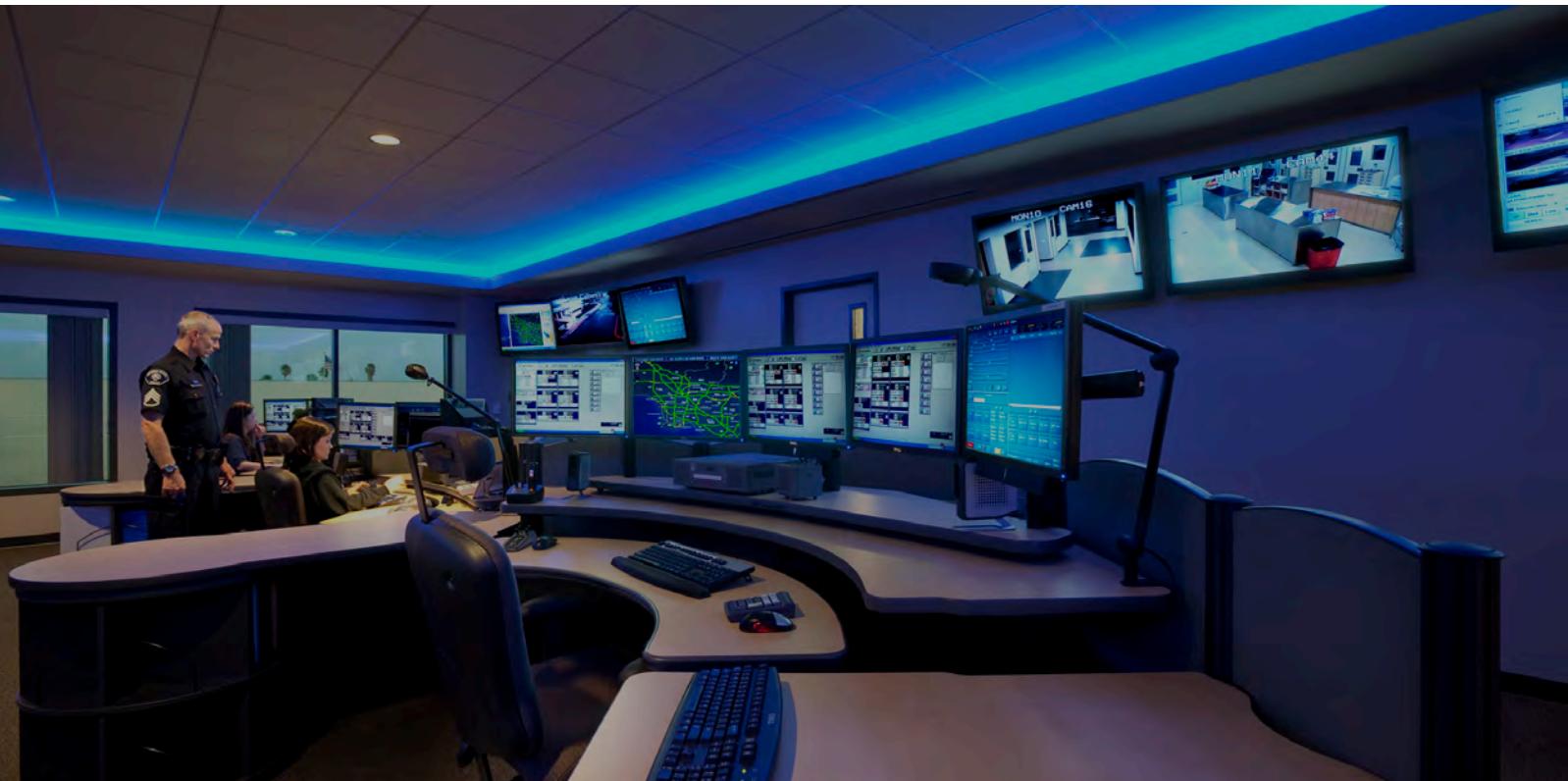
Atwater Public Safety Master Plan

FEBRUARY 14, 2025



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Acknowledgments

We sincerely appreciate the City of Atwater, along with its Police Department and Fire Department / CAL FIRE, for the opportunity to contribute to this important project. We are especially grateful to those who provided valuable input and assistance throughout the process.

A special thank you to City Manager, Chris Hoem, and Deputy City Manager / Community Development Director, Greg Thompson, for their leadership, as well as the Atwater Police Department Command Staff—including former Chief Salvador, newly appointed Chief McEachin, and Lieutenant Novetzke—for their insight and collaboration.

We also extend our gratitude to the Atwater Fire Department / CAL FIRE Command Staff, including Merced County Fire Assistant Chief Mark Pimentel and Battalion Chiefs Ayuso, Lopes, and Carvalho, for their clear guidance, timely responses, and unwavering support. Your collective efforts were instrumental in shaping this project, and we truly appreciate your partnership.

CONSULTANT TEAM

Griffin Structures (Program & Construction Manager)

Prime Consultant

- Dustin Alamo, Project Manager
- Ariana Ramzian, Program Analyst
- Ryan Craven, Cost Estimator

Citygate Associates, LLC (Operational Assessment)

- Stewart Gary, Public Safety Principal
- Gary Elliott, Police Services Specialist

COAR Design Group (Project Architect)

- Jeff Katz, Principal
- Christie Jewett, Principal
- Courtney Sluder, Job Captain



Executive Summary & Key Findings

The City of Atwater hired our Team, Griffin Structures, to assess the current and future space needs for its Fire and Police Departments, ensuring facilities, staffing, and resources align with projected growth and evolving service demands. Our structured process included data collection, public safety gap analysis, staffing and space projections, conceptual design, and cost estimation. This report summarizes our findings and recommendations, integrating key insights from our Team providing the City with a Public Safety Master Plan.

PROJECT PROCESS

1. Data Collection & Facility Review

We began by reviewing building plans, organizational charts, staffing lists, population projects, service calls, crime statistics, response times, and operational reports from both departments.

- Fire Department: Analysis revealed that the City's two fire stations struggle to meet demand, particularly as northwest Atwater continues to develop. Fire Station 41 is aging and does not meet modern seismic and safety standards, requiring significant upgrades or replacement.
- Police Department: The current police facility is outdated, failing to meet modern essential facility and ADA requirements. The 9-1-1 Communications Center was flagged for non-compliance with accessibility regulations, requiring urgent upgrades.

During our site walks, we captured detailed documentation of existing conditions to better understand how spaces are being used today and how they can be optimized in the future.

2. Public Safety Gap Analysis

Our team conducted a summary-level gap analysis to compare Atwater's public safety programs, staffing, and facilities with expected population growth and industry best practices.

- Fire Department: Analysis indicated that current response times are barely adequate and will worsen without a third fire station. The existing two-station model is insufficient, particularly given anticipated 595 additional emergency calls per year by 2032.
- Police Department: The officer-to-population ratio (0.78 officers per 1,000 residents) is below the state average, limiting the department's ability to respond to service demands. Evidence storage is nearing capacity, and workspaces are inadequate for modern policing.

See Appendix 1A/1B for a more in-depth analysis on each respective department.

3. Staffing & Operational Projections

To plan for long-term operational needs, we interviewed department leadership and analyzed staffing levels, response trends, and citywide growth projections.

- Fire Department: Future staffing will require an increase from six to twelve personnel per shift across three stations to ensure adequate response capabilities at full city buildout.
- Police Department: Future facility planning must accommodate a growing force, expanded dispatch services, and modernized workspaces. Additional space for investigations, records, and property storage is also needed.

We also explored regional collaborations for

dispatch, forensic labs, and training as a potential way to optimize funding and resource sharing.

4. Space Needs Assessment

Through focused workshops, we worked with Battalion Chiefs, Police Command Staff, and department staff to determine how space is currently used and how future needs can be met.

Fire Department Facility Needs

Each fire station's facility program was reviewed in detail to ensure future functionality:

Fire Station 41 (Existing Facility - Central Command)

- Requires updated administration offices, living quarters, and conference space.
- Apparatus bay expansion needed to house five drive-thru bays, supporting engine companies, reserve engines, and utility vehicles.
- Improved fitness, decontamination, and turnout gear storage needed for firefighter health and efficiency.

Fire Station 42 (Existing Facility)

- Space upgrades required to accommodate additional firefighter dormitories and modernized living areas.
- Expansion of training and conference spaces to support multi-agency collaboration.
- Apparatus bay and support functions require enhanced SCBA storage, medical supply storage, and a decontamination room.

Fire Station 43 (Proposed New Facility)

- Designed to accommodate a full three-shift rotation of captains, engineers, and firefighters.
- Includes two drive-thru bays with future

capacity for additional emergency response units.

- Features dedicated office space, dormitories, and fitness/training areas for fire personnel

Police Department Facility Needs

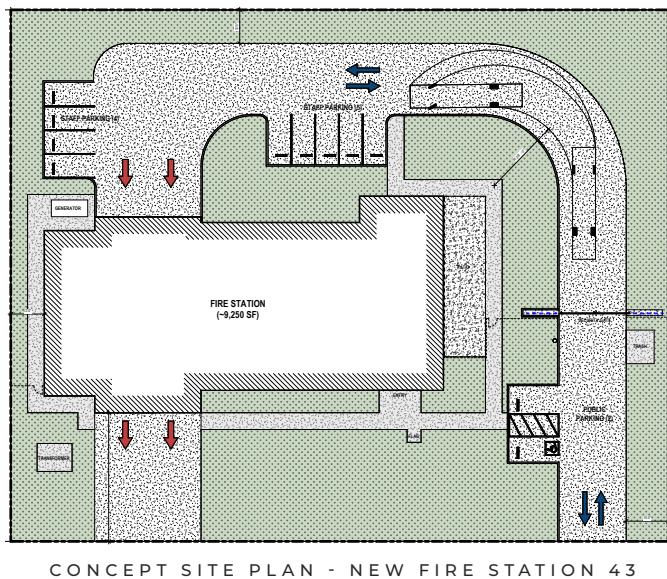
- Administrative space for the Chief, Lieutenants, and support staff is undersized, requiring larger offices and conference areas.
- Patrol division requires additional briefing rooms, holding cells, and secure evidence storage to align with modern policing demands.
- Dispatch center expansion is a priority, increasing capacity from two to four workstations to meet call volume growth.
- A larger locker room and fitness center are necessary for physical readiness of officers.
- Property and evidence storage space is critically limited, requiring expansion or relocation.

See Appendix 2A/2B/2C/2D for a more in-depth analysis on each respective department.

5. Conceptual Design Development

Based on our findings, we developed multiple planning options for each department, carefully balancing immediate operational improvements with long-term infrastructure needs. While our initial concepts were guided by the programmatic priorities identified in the space needs assessment, we refined our approach to ensure that practical, cost-effective solutions could be implemented within the constraints of existing facilities and budgetary realities. Our goal was to align strategic planning with financial feasibility, delivering a roadmap for both near-term enhancements and future expansion. The options follow this section.

- Fire Department: A new (third) station in northwest Atwater is essential, Fire Station 41 must be replaced or significantly remodeled, and Fire Station 42 includes adding an additional dorm to accommodate a larger shift.
- Police Department: A new police facility is the preferred long-term solution. However, if immediate replacement is not feasible, a temporary remodel or relocation to a repurposed commercial facility is recommended.



6. Project Budgeting

Once design solutions were identified, cost estimates were developed to support informed decision-making. These estimates were based on quantitative space requirements, existing building conditions, and conceptual options, incorporating local construction conditions and market trends.

The cost model accounted for total project costs, including site preparation, construction, design, management, fees, permits, and contingencies, ensuring a comprehensive financial outlook.

Additionally, alternative material and design options were evaluated to provide cost-saving opportunities for the City.

Maintaining full operational capacity for the Police Department was a key consideration, influencing cost factors such as project timing and escalation. By aligning financial feasibility with operational needs, the estimates provide a clear roadmap for implementation. The costs for each facility can be found following the conceptual design options.

CONCLUSION & NEXT STEPS

Our analysis confirms the City of Atwater's current public safety facilities and staffing levels are insufficient for future demand. Key recommendations include:

Fire Department

- Replace Fire Station 41 and add a third fire station (43) in northwest Atwater.
- Increase daily staffing from six to twelve personnel to meet future service needs.
- Establish clear response time goals and monitoring policies.

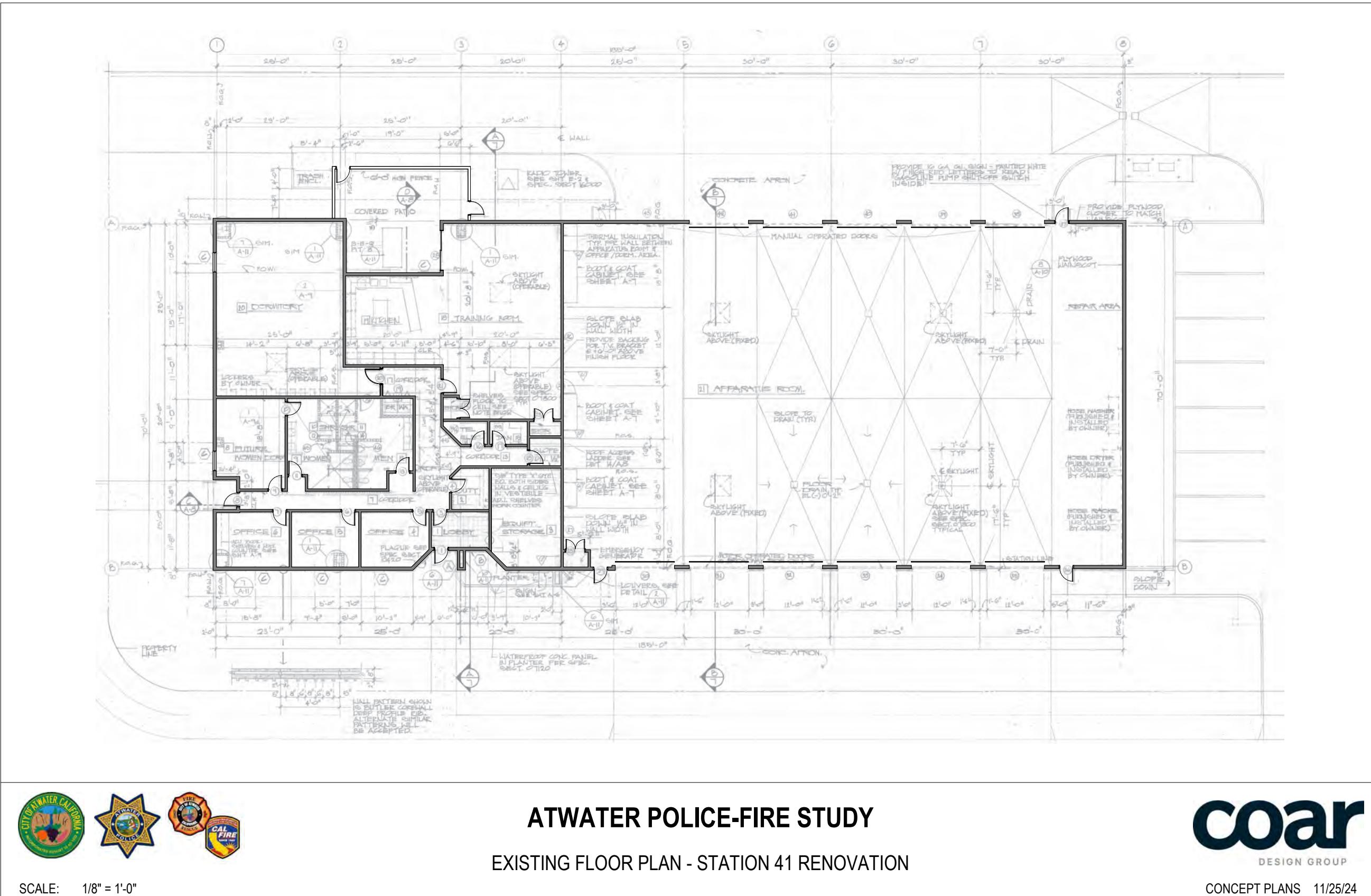
Police Department:

- Pursue ADA-compliant dispatch upgrades immediately.
- Plan for a new police facility, with a short-term option to remodel or relocate.
- Expand evidence storage, workspaces, and staff facilities to support a growing force.

By implementing these recommendations, the City of Atwater can enhance public safety operations, improve response times, and ensure facilities are designed to serve the community for decades to come.

Recommended Plans & Budget

FIRE STATION 41 RENOVATION — EXISTING



FIRE STATION 41 RENOVATION — OPTION 1



ATWATER POLICE-FIRE STUDY

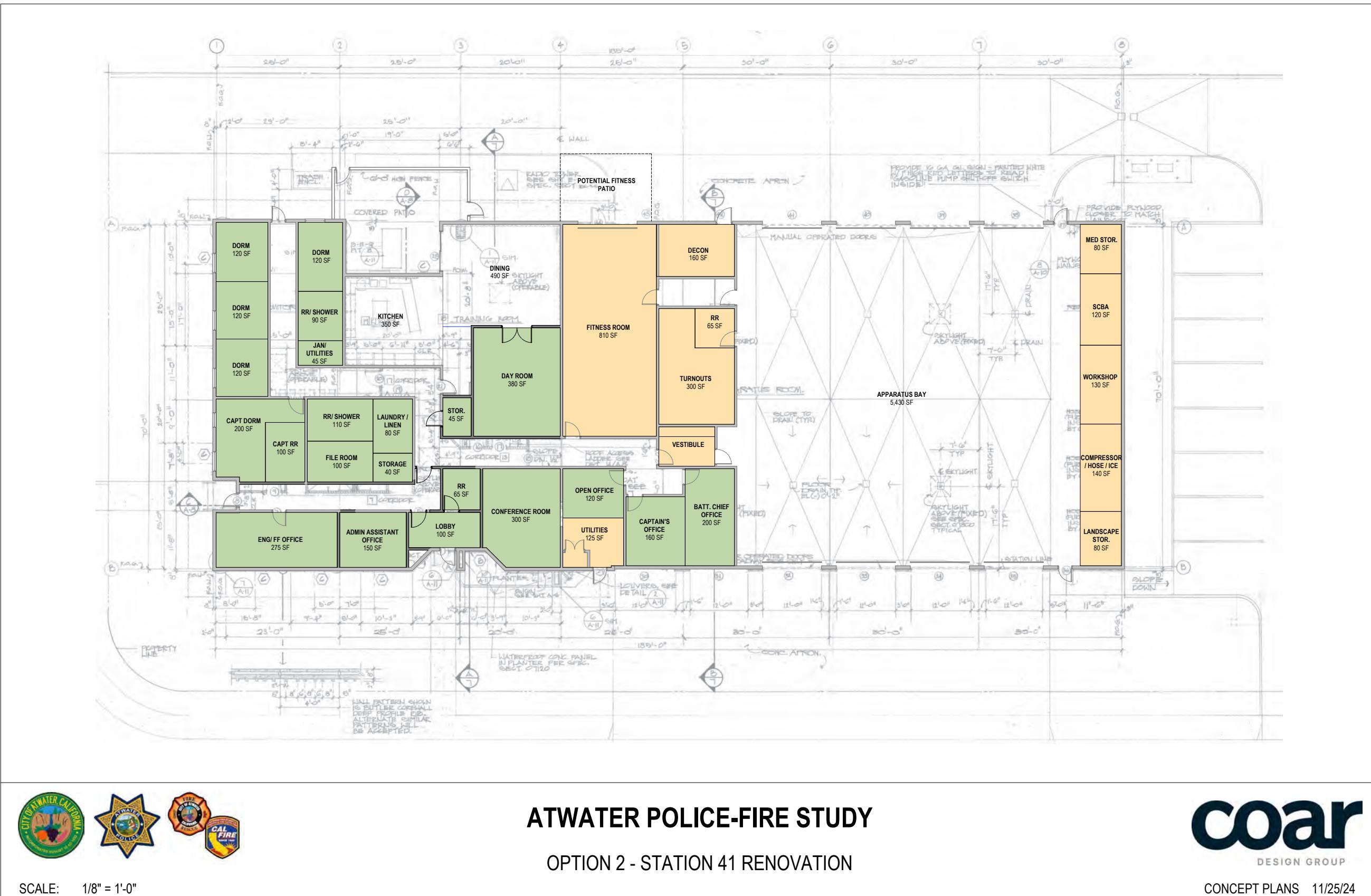
OPTION 1 - STATION 41 RENOVATION

SCALE: 1/8" = 1'-0"

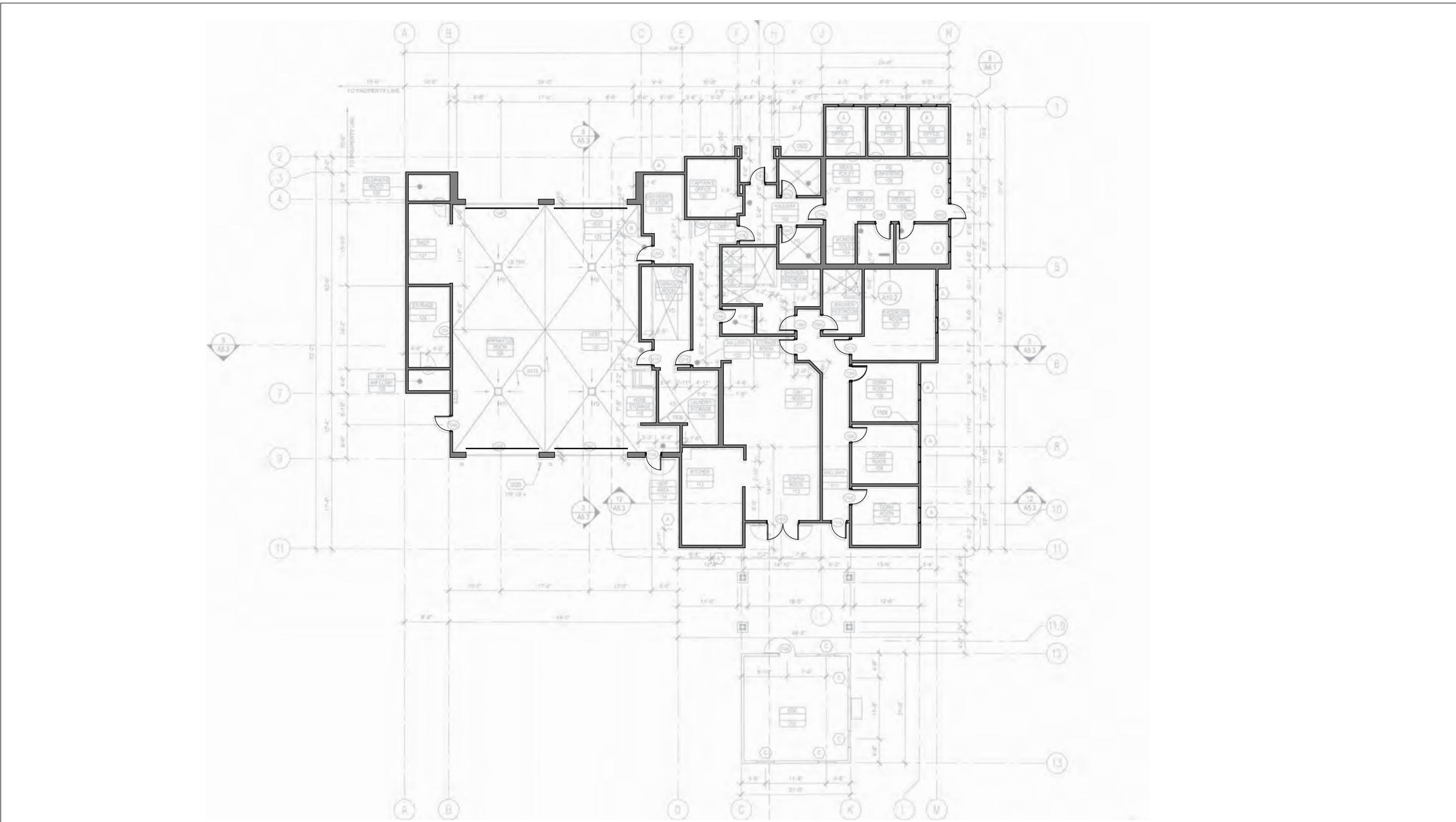
coar
DESIGN GROUP

CONCEPT PLANS 11/25/24

FIRE STATION 41 RENOVATION —
OPTION 2



FIRE STATION 42 RENOVATION — EXISTING



ATWATER POLICE-FIRE STUDY

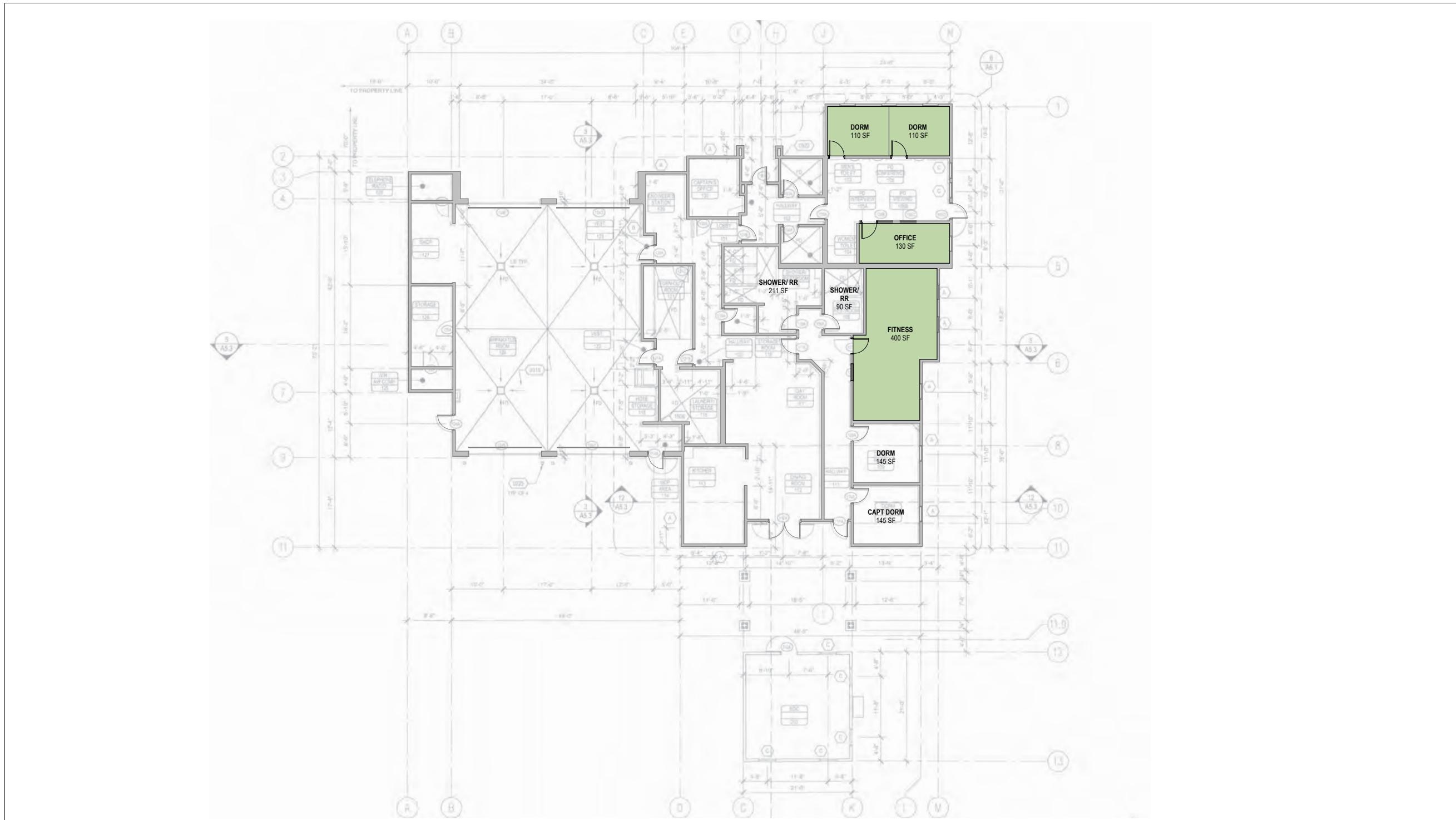
EXISTING FLOOR PLAN - STATION 42 RENOVATION



CONCEPT PLANS 11/25/24

SCALE: 1/8" = 1'-0"

FIRE STATION 42 RENOVATION —
OPTION 1



ATWATER POLICE-FIRE STUDY

OPTION 1 - STATION 42 RENOVATION

SCALE: 1/8" = 1'-0"

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CONCEPT PLANS 11/25/24

FIRE STATION 42 RENOVATION —
OPTION 2



ATWATER POLICE-FIRE STUDY

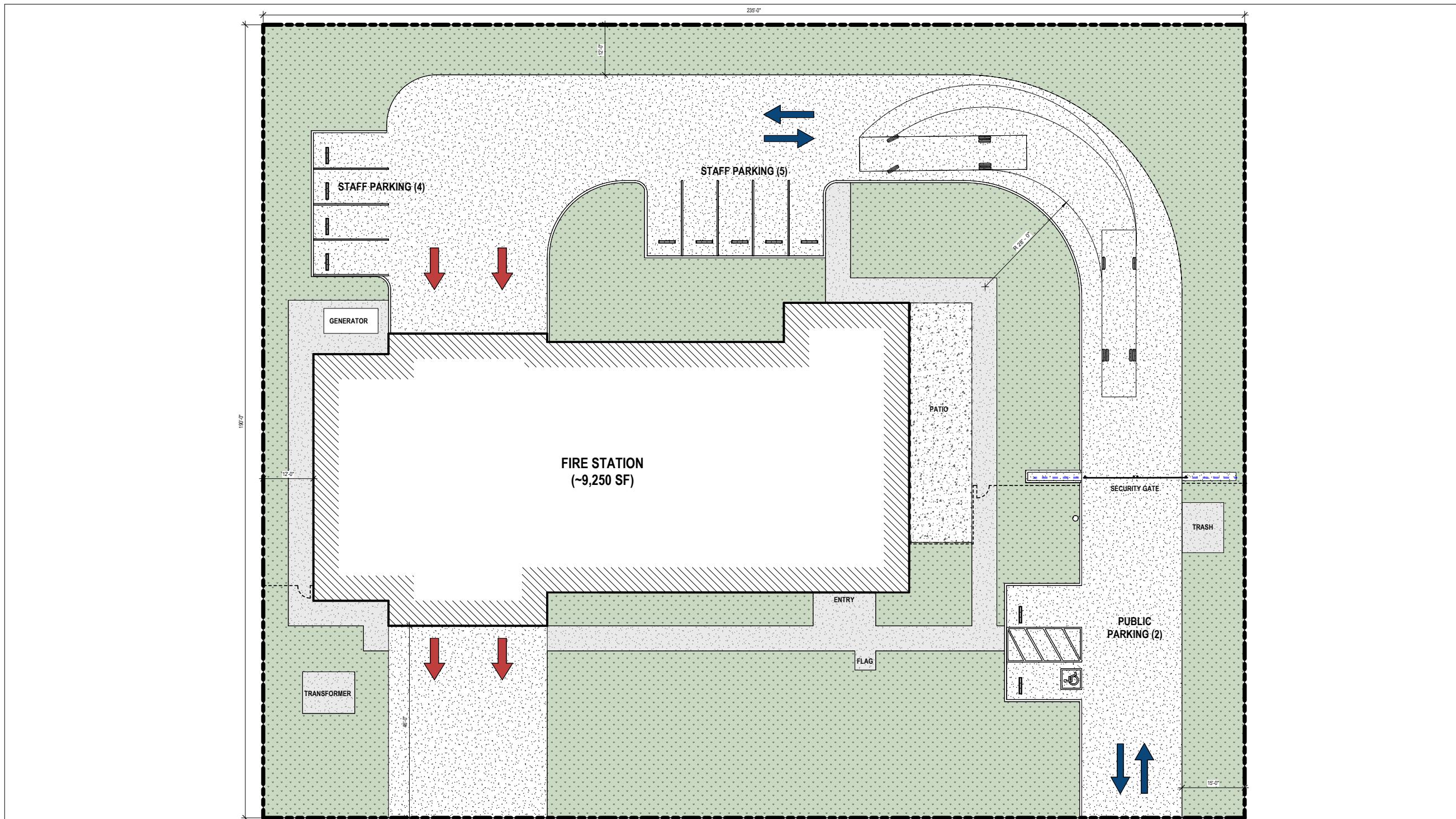
OPTION 2 - STATION 42 RENOVATION

SCALE: 1/8" = 1'-0"

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DESIGN GROUP

CONCEPT PLANS 11/25/24

FIRE STATION 43 NEW CONSTRUCTION — SITE PLAN



ATWATER POLICE-FIRE STUDY

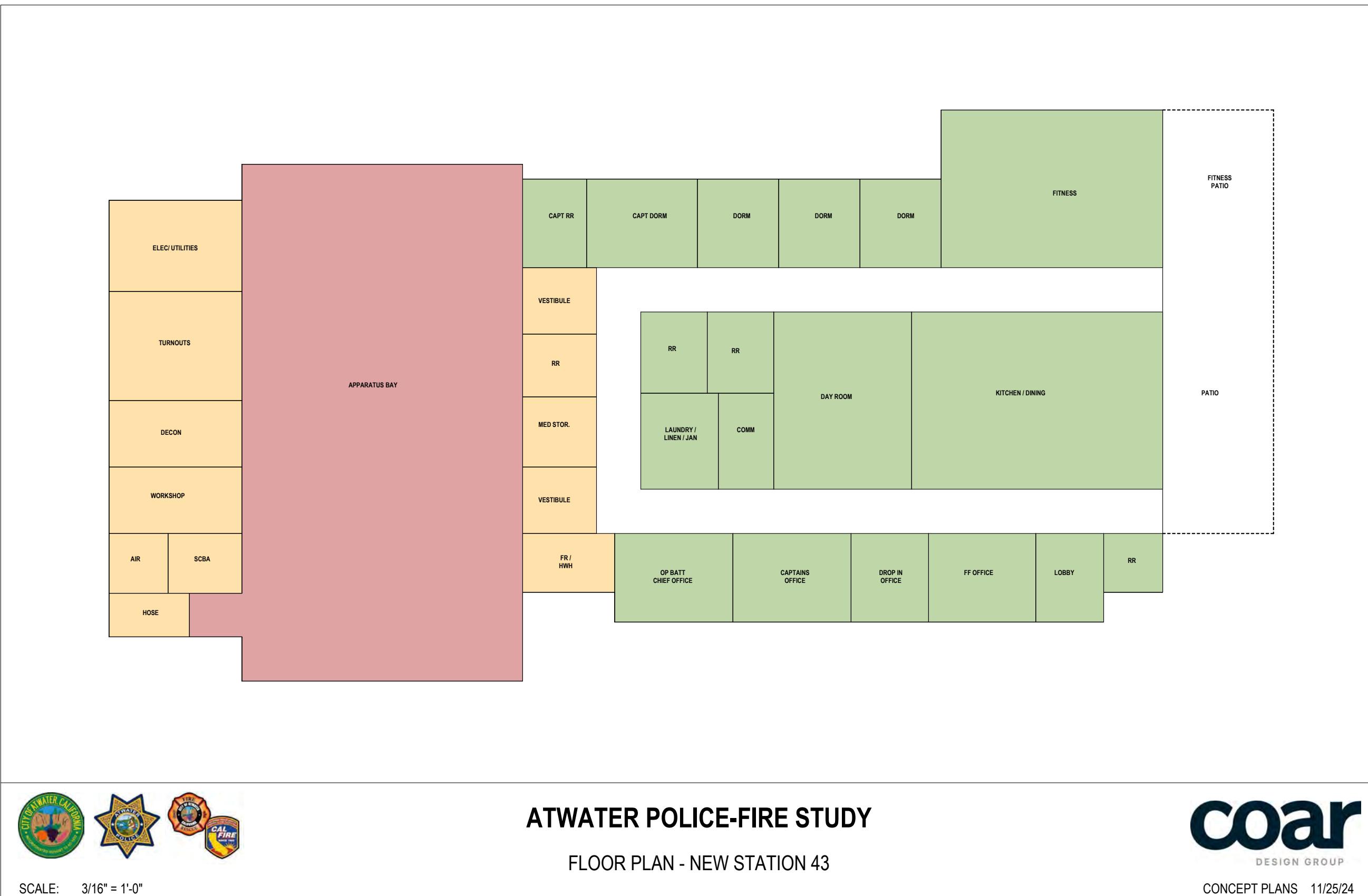
SITE PLAN - NEW STATION 43

SCALE: 1" = 10'-0"

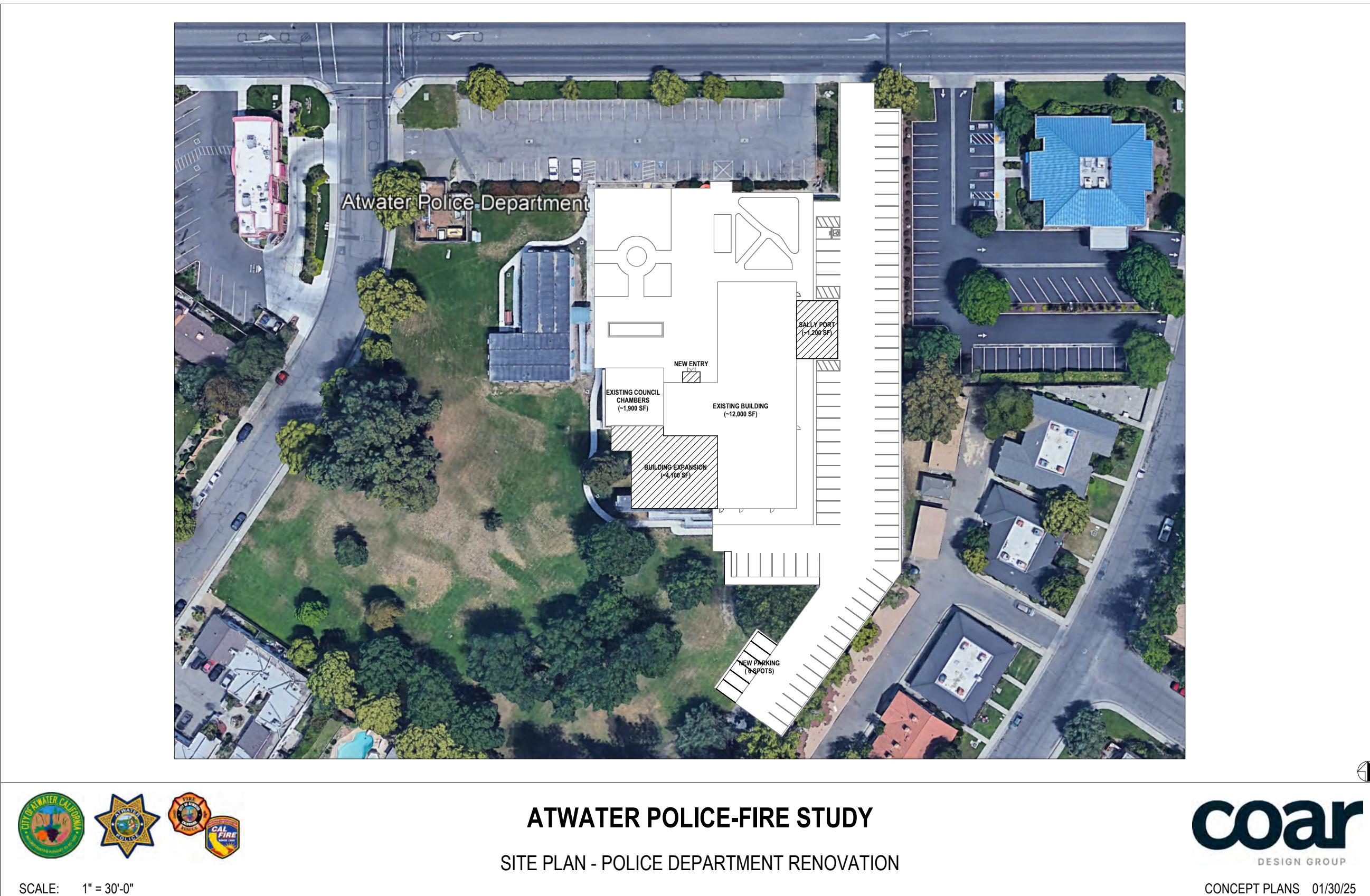
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DESIGN GROUP

CONCEPT PLANS 11/25/24

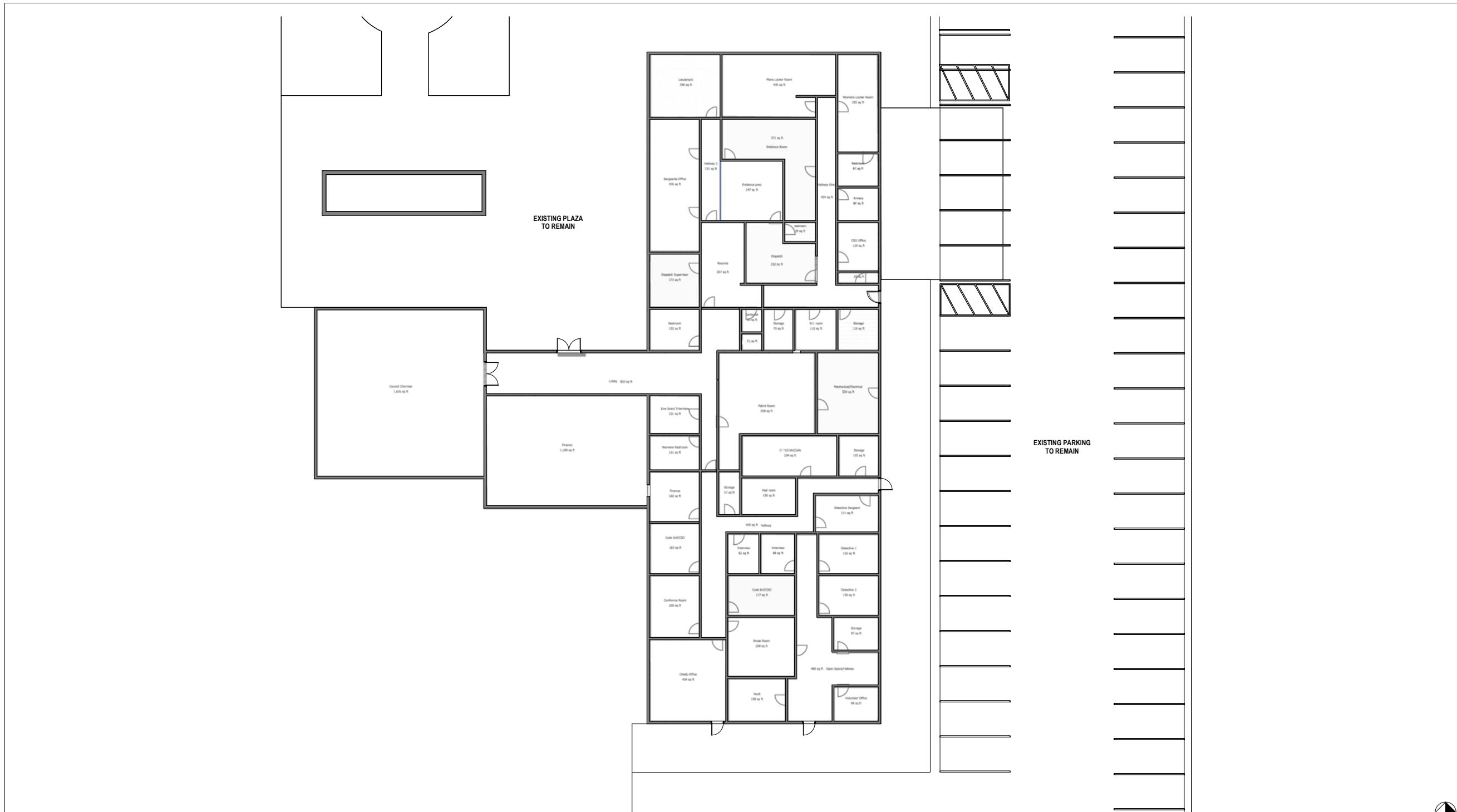
FIRE STATION 43 NEW CONSTRUCTION —
FLOOR PLAN



POLICE DEPARTMENT RENOVATION —
SITE PLAN



POLICE DEPARTMENT RENOVATION — EXISTING



ATWATER POLICE-FIRE STUDY

EXISTING FLOOR PLAN - POLICE DEPARTMENT RENOVATION

SCALE: 3/32" = 1'-0"

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DESIGN GROUP

CONCEPT PLANS 01/30/25

POLICE DEPARTMENT RENOVATION —
OPTION 1



ATWATER POLICE-FIRE STUDY

OPTION 1 - POLICE DEPARTMENT RENOVATION

SCALE: 3/32" = 1'-0"

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DESIGN GROUP

CONCEPT PLANS 02/05/25

POLICE DEPARTMENT RENOVATION —
OPTION 2



ATWATER POLICE-FIRE STUDY

OPTION 2 - POLICE DEPARTMENT RENOVATION

SCALE: 3/32" = 1'-0"

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DESIGN GROUP

CONCEPT PLANS 01/30/25

CONCEPTUAL STATEMENT OF PROBABLE COST

See Appendix 3 for the detailed project budget.

Component	Fire Station 41		Fire Station 42		Fire Station 43		Police Department		Comment
	Option 1	Option 2	Option 1	Option 2	Option 1	Option 2	Option 1	Option 2	
1 CONSTRUCTION COSTS	8,013,000	8,528,000	1,447,000	2,143,000	17,679,000		3,853,000	13,946,000	
Building Materials and Labor	6,976,200	7,441,280	1,242,930	1,864,395	9,712,500		3,171,000	11,508,000	
Site Improvements	250,000	250,000	50,000	50,000	5,514,740		304,000	504,000	
Escalation to Midpoint of Construction (varies)	786,478	837,096	154,320	228,496	2,452,244		378,209	1,934,451	
2 GEOTECHNICAL	15,000	15,000	0	0	30,000		15,000	30,000	
Sols Reports (Buildings, Parking Areas)	15,000	15,000	N/A	N/A	30,000		15,000	30,000	Allowance
3 ENVIRONMENTAL	5,000	5,000	0	0	0		5,000	5,000	
Environmental Impact Report (EIR) / CEQA	N/A	N/A	N/A	N/A	N/A		N/A	N/A	Site expected to be clear
ACM/LBP Report	5,000	5,000	N/A	N/A	N/A		5,000	5,000	N/A
4 DEPUTY TESTING AND INSPECTION	50,000	50,000	10,000	10,000	270,000		60,000	210,000	
Sols Testing (Deputy Inspections)	10,000	10,000	0	0	90,000		20,000	70,000	Allowance
Materials Testing (Deputy Inspections)	40,000	40,000	10,000	10,000	180,000		40,000	140,000	Allowance
5 A/E SERVICES	810,000	860,000	150,000	220,000	1,770,000		390,000	1,400,000	
Conceptual Design	810,000	860,000	150,000	220,000	1,770,000		390,000	1,400,000	Based on 10% fee
Schematic Design	Incl abv	Incl abv	Incl abv	Incl abv	Incl abv		Incl abv	Incl abv	
Design Development	Incl abv	Incl abv	Incl abv	Incl abv	Incl abv		Incl abv	Incl abv	
Construction Administration	Incl abv	Incl abv	Incl abv	Incl abv	Incl abv		Incl abv	Incl abv	
FF&E Procurement	Incl abv	Incl abv	Incl abv	Incl abv	Incl abv		Incl abv	Incl abv	
6 FIXTURES, FURNISHINGS & EQUIPMENT (FF&E)	225,000	250,000	50,000	50,000	570,000		155,000	755,000	
Buildings	120,000	130,000	20,000	20,000	460,000		150,000	330,000	Allowance of \$50/SF
Lockers	40,000	40,000	N/A	N/A	40,000		N/A	150,000	Allowance
Fitness Room Equipment	60,000	60,000	30,000	30,000	45,000		N/A	250,000	Allowance
Site	5,000	20,000	N/A	N/A	25,000		5,000	25,000	Allowance
7 TEMPORARY FACILITIES AND RELOCATION	0	0	0	0	0		0	0	
Temporary Facilities	N/A	N/A	N/A	N/A	N/A		N/A	N/A	
Relocation Expenses	N/A	N/A	N/A	N/A	N/A		N/A	N/A	
8 ELECTRONIC SYSTEMS AND SPECIAL EQUIPMENT	320,000	340,000	60,000	80,000	700,000		160,000	560,000	
Computers, Phones, Servers, Etc.	N/A	N/A	N/A	N/A	N/A		N/A	N/A	City to advise on requirement, if any
AV Systems	160,000	170,000	30,000	40,000	350,000		80,000	280,000	Based on 2% of Construction Costs
Security Equipment	160,000	170,000	30,000	40,000	350,000		80,000	280,000	Based on 2% of Construction Costs
9 PROGRAM & CONSTRUCTION MANAGEMENT	400,000	400,000	75,000	75,000	900,000		190,000	400,000	
Overhead, Fee & Administration costs	400,000	400,000	75,000	75,000	900,000		190,000	400,000	Allowance
10 UTILITY COMPANY CONNECTION SERVICES AND FEES	25,000	25,000	10,000	2,500	100,000		10,000	50,000	
Electric Service	5,000	5,000	2,500	2,500	20,000		2,500	10,000	Allowance
Water Service	5,000	5,000	2,500	N/A	20,000		2,500	10,000	Allowance
Sewer Service	5,000	5,000	2,500	N/A	20,000		2,500	10,000	Allowance
Gas Service	5,000	5,000	2,500	N/A	20,000		2,500	10,000	Allowance
Phone/Data/Cable Service	5,000	5,000	N/A	N/A	20,000		N/A	10,000	Allowance
11 CITY OF ATWATER FEES AND ADMINISTRATION	0	0	0	0	0		0	0	
Plan Check, Permit Fees, and Building Inspections	N/A	N/A	N/A	N/A	N/A		N/A	N/A	Assumes exempt from fees
12 CONTINGENCY: CITY OF ATWATER	1,696,000	1,803,000	307,000	451,000	1,985,000		820,000	1,566,000	
Course of Construction Contingency	1,603,000	1,706,000	289,000	429,000	1,768,000		771,000	1,395,000	20% for renovation; 10% for new construction
Soft Cost Contingency	93,000	97,000	18,000	22,000	217,000		49,000	171,000	5% Allowance on all Soft Costs
TOTAL PROJECT COSTS	\$11,559,000	\$12,276,000	\$2,109,000	\$3,031,500	\$24,004,000		\$5,658,000	\$18,922,000	

NOTES:

1. Construction costs are based on February 2025 values and include escalation depending on the start and duration of construction.
2. This Statement of Probable Cost is based on current level of documentation available which is a visual observation of current facilities. Estimates are developed on reasonable best efforts to assess geographic considerations, assumed building type, construction methods, current labor rates and material costs, and local market conditions to generate an opinion of possible project specific costs. Adjustments to this estimate could produce amendments to subsequent and future project budget updates based upon changes in project specific requirements, program refinement or unforeseen adjustments in local market conditions affecting both direct and indirect costs.

Appendix 1A.

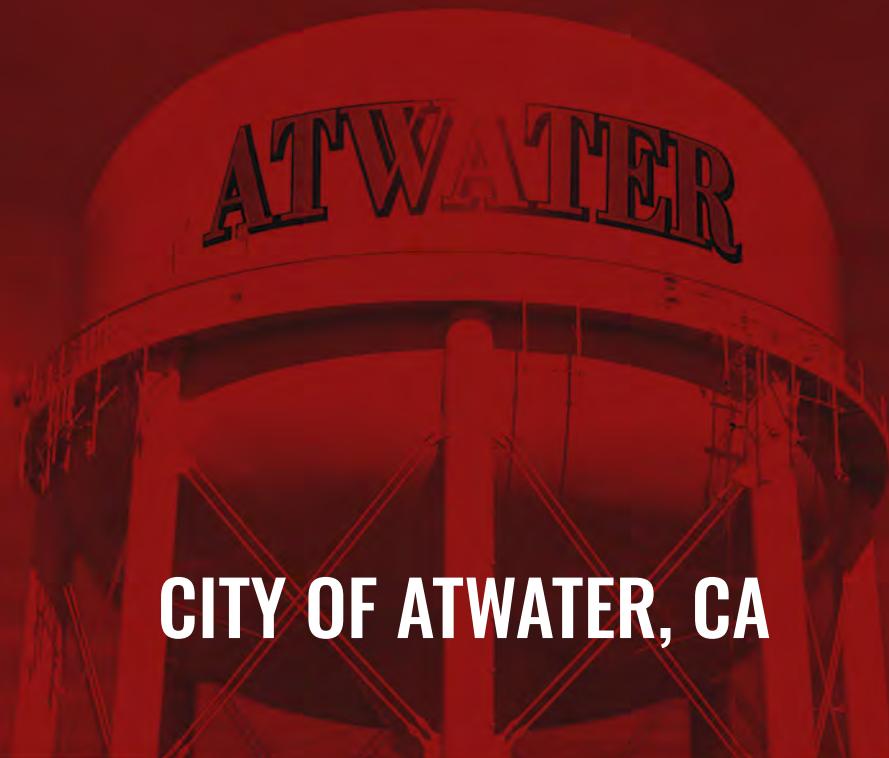
Citygate Study

Fire Services Master Plan



C I T Y G A T E
F I R E & E M S

FIRE SERVICES MASTER PLAN



JULY 15, 2024

C I T Y G A T E
FIRE & EMS

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EXECUTIVE SUMMARY

The City of Atwater (City) retained Citygate Associates, LLC (Citygate) to conduct a high-level Fire Services Master Plan update based on nationally recognized guidelines and best practices, federal and state mandates, and relevant local and regional operating procedures. This assessment is intended to evaluate the City's current fire service staffing and response performance and recommend appropriate staffing, deployment, and fire stations adequacy as part of a Citywide Public Safety master plan.

This planning effort reviews the firefighting and emergency medical service resources to best protect the values at risk within the City's service area from fire and non-fire hazards. The master plan is intended to provide recommendations for potential future improvement of services and incorporate relevant data analysis and benchmarking to recommended best practice standards and City-established performance goals.

This report is presented in multiple parts, including this Executive Summary; study introduction and background information; the detailed Standards of Coverage (SOC) assessment supported by response statistics; all findings and recommendations; next steps; and a community risk assessment (**Appendix A**). Overall, there are **9 key findings** and **6 actionable recommendations**.

POLICY CHOICES FRAMEWORK

There are no mandatory federal or state regulations directing the level of fire service staffing, response times, or outcomes. If services are provided, however, local, state, and federal regulations must be followed to ensure the safety of the public and the personnel providing the services. The level of service provided, and any resultant cost, is a local policy choice. Thus, there is often a constructive tension between the desired level of fire service and the level that can be funded, and many communities may not have the level of fire services they desire.

The City's previous Fire Services Master Plan was delivered in 2008 and was also conducted by Citygate Associates.

FIRE SERVICE DEPLOYMENT SUMMARY

Fire service deployment, simply summarized, is about the **speed** and **weight** of response.

Speed refers to initial response resources—typically engines, squads, or ambulances—strategically deployed across a jurisdiction within a specified time interval to mitigate routine-to-moderate emergencies to achieve desired outcomes.

Weight refers to multiple-unit responses for more serious emergencies such as building fires, multiple-patient medical emergencies, vehicle collisions with extrication required, or technical rescue incidents where enough firefighters must be assembled within a time interval to safely control the emergency and prevent it from escalating into an even more serious event.

Adequate incident response is not defined by the number of physical apparatuses responding to a particular emergency; rather, it is defined as the appropriate number of firefighters with the right training and equipment to safely mitigate the emergency. Within the fire service deployment process, positive outcomes are the goal. From that goal, staffing and travel time can be calculated to determine appropriate fire station spacing (distribution and concentration). Serious medical emergencies and building fires have the most severe time constraints.

Even where state or local fire codes require fire sprinklers in residential dwellings, it will be several decades before enough homes within the City's service area are remodeled or replaced with automatic fire sprinklers. If desired outcomes include confining fire damage to only part of the inside of an affected building or minimizing permanent impairment or death resulting from a medical emergency, then the City will need a response performance that is consistent with a best practices-based recommendation of first-due unit arrival within 7:30–8:30 minutes of a 9-1-1 dispatch notification.

STAFFING AND STATION LOCATIONS SUMMARY

The existing staff complement of six personnel on duty, plus one command Chief Officer, does not provide a minimally sufficient *weight of response* to complete the critical tasks necessary to safely resolve even a moderately complex incident, let alone a more serious event such as a building fire, multiple-patient EMS emergency, vehicle collision with extrication required, or technical rescue. Given the travel distance and low staffing, mutual aid units are needed to achieve a barely adequate acceptable weight of response. Additionally, there is the possibility of some County Fire Station closures in the summer of 2024 as well.

With the exception of its west by northwest sides, the City's growth is constrained by neighboring jurisdictions. This area, particularly with recent annexations, has extended well beyond the reasonable reach of 1.5 miles or a 5:00-minute travel time from either existing fire station.

As substantial growth occurs, Citygate recommends the City add a third fire station with one three-person crew in the northwest area of the City. This would increase the number of fire station personnel on duty to nine, providing capacity to complete at least the key critical tasks related to serious and simultaneous emergencies in sufficient time.

As the City approaches its final buildout size sometime in the late 2030s, the City should add a fourth firefighter to each of the three crews, raising Citywide staffing to 12 and decreasing dependence on mutual aid.

FACILITY SUMMARY

Fire Station 41, at 699 Broadway Avenue in the western core area of the City, was the City's first fire station. Station 41 is large in size, but it is also 42 years old. Most of its square footage is apparatus parking bays which allows for ample indoor equipment storage. The station was built in the era of volunteers and did not provide for administrative spaces or overnight on-duty firefighters. Over the decades, modest remodels have expanded the office and crew living quarters sections. Given its age, the station was built long before the California Essential Facilities Act required seismic hardening and other regulatory bodies required health and safety standards for fire stations to protect personnel.

Fire Station 42, at 2006 Avenue Two, is in the southeastern side of the City. It houses the City's most recently added second fire crew of three personnel. The building is only 18 years old and meets some seismic, essential facility, and firefighter safety standards. It contains office and living spaces for the on-duty crew and serves as the City's Emergency Operations Center (EOC).

In summary, Fire Station 41 is approaching the end of its useful life and replacement with a modern facility should be considered by the City. In the near term, one apparatus bay can be repurposed to increase administrative spaces. Fire Station 42 is adequate and will require repairs as it ages.

FINDINGS AND RECOMMENDATIONS

The following are all findings and recommendations from this assessment.

Findings

Finding #1: Currently, the City is not annually reporting response time measures (either average or percent of goal) and does not have a response time policy that has been adopted by City Council.

Finding #2: For purposes of projecting future Fire Department incident demand, Citygate will use a resident per 1,000 population incident demand rate of 1.49 percent.

Finding #3: The City's two fire crews could both be responding to incidents during peak-demand daylight hours and, in total, are insufficient to handle a serious fire without mutual aid.

Finding #4: The current fire unit response times are barely adequate for the existing City; however, ensuring response time coverage to the built-out City will require a minimum of three fire stations.

Finding #5: By 2032, modest population growth and the resulting increase of approximately 595 annual emergency incidents will exacerbate the need for a third fire station.

Finding #6: Due to its age, Station 41 does not meet legacy or current seismic and essential facility safety standards. Replacement options should be considered for this facility and, as an interim step, key renovations should be implemented to address administrative needs.

Finding #7: Until Station 41 is replaced, one apparatus bay adjacent to the office/crew spaces could be remodeled for administrative office space.

Finding #8: To maintain response times as the City grows to the northwest, a third fire station and crew should be added.

Finding #9: As fire stations are replaced, added, or remodeled, fire crew spaces should be designed to support four firefighters on duty. This would be closer to City build-out, needing 12 firefighters per day.

Recommendations

Recommendation #1: **Adopt Response Goal Policies:** The City should adopt response performance measures to aid deployment planning and monitor response performance. The measures of time should be designed to deliver outcomes that will save EMS patients, when possible, upon arrival and prevent minor fires from escalating into more serious situations. With this in mind, Citygate recommends the following measures.

1.1 **First-Due Unit:** To treat pre-hospital medical emergencies and control small fires, the first-due unit should arrive within 8:00 minutes, 90 percent of the time, from receipt of the 9-1-1 call at CAL FIRE dispatch to incidents within the City's service area. This equates to 1:00 minute for call processing / dispatch, 2:00 minutes for crew turnout, and 5:00 minutes for travel.

1.2 **Multiple-Unit Effective Response Force for Serious Emergencies:** To confine building fires near the room or rooms of origin, keep vegetation fires under one acre in size, and treat multiple medical patients at a single incident, a multiple-unit ERF of at least **16** personnel, including at least 1 Chief Officer, should arrive as soon as possible in the City from the time of call receipt at the CAL FIRE dispatch center.

1.3 Hazardous Materials Response: To protect the City's service area from hazards associated with uncontrolled release of hazardous and toxic materials, the fundamental mission of the City's response is to isolate the hazard, deny entry into the hazard zone, and minimize impacts on the community. This can be achieved with a first-due total response time of 8:00 minutes or less within the service area to provide initial hazard evaluation and mitigation actions. After the initial evaluation is completed, a determination can be made whether to request additional resources to mitigate the hazard.

1.4 Technical Rescue: To respond to technical rescue emergencies as efficiently and effectively as possible with enough trained personnel to facilitate a successful rescue, a first-due total response time of 8:00 minutes or less within the service area is required to evaluate the situation and initiate rescue actions. Additional resources should assemble as soon as possible to safely complete rescue/extrication and delivery of the victim to the appropriate emergency medical care facility.

Recommendation #2: Remodel Fire Station 41 to provide more administrative space during the five years it could take to replace the entire station.

Recommendation #3: Fire Station 41 should be completely replaced.

Recommendation #4: A third fire station will be needed in the north to northwest area of the City once annexations and development patterns are approved.

Recommendation #5: As the pace of new growth exceeds the capacity of the single Fire Marshal, add one Fire Inspector.

Recommendation #6: As the City approaches buildout, add a fourth firefighter to each of the three fire crews, increasing the number of on-duty fire personnel to 12 per day.

NEXT STEPS

Near Term

- ◆ Review and consider the content, findings, and recommendations of this report.
- ◆ Adopt response performance goals as recommended.
- ◆ Develop a facilities plan to remodel Station 41 for administrative space.

Longer Term

- ◆ Seek capital funding to completely replace Station 41.
- ◆ As growth and annexations become approved, site, construct, and staff a third fire station in the northwest area of the City.
- ◆ Add a Fire Inspector position as workloads increase beyond what can be managed by one Fire Marshal.
- ◆ Monitor response performance against adopted goals.
- ◆ As the City approaches buildout, increase daily staffing in the three fire stations from nine to twelve per day by adding a fourth firefighter to each of the three fire crews.

SECTION 1—INTRODUCTION AND BACKGROUND

The City of Atwater (City) retained Citygate Associates, LLC (Citygate) to conduct a high-level Fire Services Master Plan update based on nationally recognized guidelines and best practices, federal and state mandates, and relevant local and regional operating procedures. This assessment is intended to evaluate the City's current fire service staffing and response performance and recommend appropriate staffing and deployment of firefighting and emergency medical service resources to best protect the values at risk within the City's service area from fire and non-fire hazards.

Citygate's Work Plan reflects Citygate's Project Team members' experience in fire administration and deployment. Citygate utilizes various National Fire Protection Association (NFPA) and Insurance Services Office (ISO) publications as best practice guidelines, along with the self-assessment criteria of the Commission on Fire Accreditation International (CFAI). This is a systems-based approach using local risk and demographics to determine the level of protection best fitting the City's needs.

1.1 REPORT ORGANIZATION

This report is organized into the following sections.

EXECUTIVE SUMMARY	A summary of current services and significant challenges, including all findings and recommendations.
SECTION 1	Introduction and Background: An introduction to the study and background information about the City.
SECTION 2	Standards of Coverage (SOC) Assessment: An overview of the SOC process and detailed analysis of the City's existing deployment model, emergency outcome expectations, community risk assessment summary, staffing needed for different emergencies (critical tasks), reliability and historical response measures effectiveness, and a concluding overall deployment evaluation.
APPENDIX A	Community Risk Assessment: A comprehensive assessment of the values at risk to be protected within the City service area and evaluation of the fire and non-fire hazards likely to impact the service area as related to services provided by the City.
APPENDIX B	Fire Station Physical Assessment: A detailed Facilities Assessment of the conditions of the City's fire stations to meet building, safety, and functional requirements.

1.1.1 Goals of the Report

This report cites findings and makes recommendations, as appropriate, related to each finding. Throughout the report, findings and recommendations are sequentially numbered.

This document provides technical information about how fire services are provided and legally regulated and how the City is currently providing fire and first responder emergency medical services (EMS). This information is presented in the form of recommendations and policy choices for the City to consider.

The outcome is a robust technical foundation that enables City leadership to comprehensively assess the pros and cons of available options in service provision. This includes determining the desired level of outcomes and associated expenses.

1.1.2 Limitations of the Report

There are no federal or state regulations mandating the level of fire service staffing, response performance, or outcomes. During the public policy process, every community or jurisdiction is tasked with comprehending local fire and non-fire risks, as well as its capacity to finance fire services. Subsequently, it can then select its desired level of services accordingly. *If* fire services are provided at all, federal and state regulations specify how to safely provide them, both for the public and the personnel providing services.

While this report and technical explanation can provide a framework for the discussion of the City's fire and emergency medical services, neither this report nor the Citygate team can make the final decisions or cost out every possible alternative in detail. Once final policy choices receive City Council direction, City staff can conduct any final cost and fiscal analyses as typically completed in the City's normal budget preparation process.

1.2 PROJECT APPROACH AND SCOPE OF WORK

1.2.1 Project Approach and Research Methods

Citygate utilized multiple sources to gather, understand, and model information about the City and its Fire Department. Citygate requested a substantial amount of relevant background data and information to better understand current service levels, the history of service level decisions, and other prior studies.

In virtual meetings, Citygate performed focused interviews of the Department's project team members and other project stakeholders. Citygate reviewed demographic information about the service area, including the potential for future growth and development. Citygate also obtained response data from which to model current and projected fire service deployment, with the goal to

identify the location(s) of station(s) and crew quantities needed to best serve the service area as it currently exists and facilitate future deployment planning.

Once Citygate gained an understanding of the City's service area and its fire and non-fire risks, Citygate developed a model for fire services that was tested against prior response data to ensure an appropriate fit. Citygate also considered future City growth and service demand to address both current and longer-range needs. The result is a framework for maintaining or enhancing City services while meeting reasonable community expectations and fiscal realities.

1.2.2 Project Scope of Work

Citygate's approach to this assessment involved:

- ◆ Reviewing data and information provided by the Department and conducting listening sessions with designated project stakeholders.
- ◆ Reviewing the Department's current incident demand workloads.
- ◆ Identifying and evaluating future City service area population and related development growth.
- ◆ Recommending appropriate response performance goals.

1.3 SERVICE AREA OVERVIEW

The City of Atwater, on State Route 99 in Merced County, is about 8 miles west-northwest of Merced, the County seat. The City is approximately 6.57 square miles in size. It includes Castle Air Museum but does not include the former Castle Air Force Base, now repurposed as Castle Airport on the northeast side of the City. The City is governed by a five-member City Council using the City Manager form of government. The City's adopted General Fund budget for 2023/2024 is \$22.3 million dollars.

1.4 FIRE DEPARTMENT OVERVIEW

The City contracts with the California Department of Forestry and Fire Protection (CAL FIRE) for its fire response staffing and administration services with the City retaining ownership of the physical assets used to provide those services.

The Department's service capacity for fire and non-fire risk consists of six personnel on duty daily staffing two engines or one engine and one ladder truck,¹ plus a Battalion Chief, operating from the Department's two fire stations. Full-time staffing is augmented by a shrinking cadre of eight

¹ One crew cross-staffs either an engine or ladder truck depending on the type of incident.

reserve firefighters who are each required to work a minimum of 36 hours per month, including one 24-hour shift and one 12-hour shift. Most of the reserve firefighters are also seasonal firefighters for CAL FIRE during the summer/fall months. Thus, they are not available to the City as reserve firefighters during that period annually.

All response personnel are trained to either the Emergency Medical Technician (EMT) level, capable of providing Basic Life Support (BLS) pre-hospital emergency medical care, or the Public Safety First Aid (PSFA) level. Ground paramedic ambulance service is provided by Riggs Ambulance, a private-sector ambulance provider under an exclusive operating area contract administered by the Merced County Emergency Medical Services Agency.

Response personnel are also trained to the U.S. Department of Transportation Hazardous Material First Responder Operational (FRO) level to provide initial hazardous material incident assessment, hazard isolation, and support the regional hazardous material technical response team from Merced County Fire Station 61 southeast of the City.

All response personnel are further trained to the Confined Space Awareness level as required by OSHA. Additional technical rescue capability is available through mutual aid from Merced County Fire Station 71 in Los Banos.

SECTION 2—STANDARDS OF COVERAGE ASSESSMENT

This section provides a detailed assessment of the City's current ability to deploy and mitigate emergency hazards within its service area. The response analysis uses prior response statistics to help the Department and the community understand the capabilities and limitations of the current response system.

2.1 STANDARDS OF COVERAGE PROCESS OVERVIEW

The core methodology used by Citygate in the scope of its deployment analysis work is *Standards of Cover*, fifth and sixth editions, which is a systems-based approach to fire department deployment published by the CFAI. This approach uses local risk and demographics to determine the level of protection best fitting a community's needs.

The SOC method evaluates deployment as part of a fire agency's self-assessment process. This approach uses risk and community outcome expectations to help elected officials make informed decisions regarding fire and EMS first responder deployment levels. Citygate has adopted this methodology as a comprehensive tool to evaluate fire station locations and staffing levels. Depending on the needs of the assessment, the depth of the components may vary.

Such a systems-based approach to deployment, rather than a one-size-fits-all prescriptive formula, allows for local determination. In this comprehensive approach, an agency can match local needs (risks and expectations) with the costs of various levels of service. In an informed public policy discussion, a governing board "purchases" the fire and emergency medical service levels the community needs and can afford.

While working with multiple components to conduct a deployment analysis is admittedly more work, it yields a much better result than using only a singular component. For instance, if only travel time is considered and frequency of multiple calls is not, the analysis could miss over-worked companies. If a risk assessment for deployment is not considered and deployment is based only on travel time, a community could under-deploy to incidents.

The following table describes the eight elements of the SOC process.

Table 1—Standards of Coverage Process Elements

SOC Element		Description
1	Existing Deployment	Describing the current deployment model and response performance goals the agency has in place today.
2	Community Outcome Expectations	Reviewing the expectations of the community for responses to emergencies.
3	Community Risk Assessment	Identifying and quantifying the assets at risk to fire and non-fire hazards likely to impact the community. (For this report, see Appendix A—Community Risk Assessment .)
4	Critical Task Analysis	Reviewing the tasks that must be performed and the personnel required to deliver the stated outcome expectation.
5	Distribution Analysis	Reviewing the spacing of first-due response resources (typically engines) to control routine emergencies.
6	Concentration Analysis	Reviewing the spacing of fire stations so that more complex emergencies can receive sufficient resources and personnel in a timely manner (First Alarm Assignment or ERF).
7	Reliability and Historical Response Effectiveness Analysis	Using prior response statistics to determine the percent of compliance the existing system delivers.
8	Overall Evaluation	Proposing Standard of Coverage statements by risk type, as necessary.

Source: CFAI, Standards of Cover, Fifth Edition

Simply summarized, fire service deployment is about the ***speed*** and ***weight*** of the response.

Speed refers to initial response (first-due), all-risk intervention resources (e.g., engines, ladder trucks, squads, or ambulances) strategically deployed across a jurisdiction for response to emergencies within a specified time interval to control routine-to-moderate emergencies to achieve desired outcomes and prevent the incident from escalating to greater size or severity.

Weight refers to multiple-unit responses for more serious emergencies, such as building fires, multiple-patient medical emergencies, vehicle collisions with extrication required, or technical rescue incidents where enough firefighters must be assembled within a reasonable time interval to safely control the emergency and prevent it from escalating into a more serious event and achieve desired outcomes.

The following table illustrates this deployment paradigm.

Table 2—Fire Service Deployment Paradigm

Element	Description	Purpose
Speed of Response	Travel time of first-due, all-risk intervention units strategically located across a jurisdiction.	To control routine-to-moderate emergencies to achieve desired outcomes and prevent the incident from escalating in size or complexity.
Weight of Response	Number of firefighters in a multiple-unit response for serious emergencies.	To assemble enough firefighters within a reasonable time frame to safely control a more complex emergency without escalation and achieve desired outcomes.

Thus, smaller fires and less complex emergencies require a single-unit or two-unit response (fully staffed engine or specialty resource) within a relatively short response time. Larger or more complex incidents require more units and personnel to control. In either case, if the crews arrive too late or the total number of personnel is too few for the emergency, they are drawn into an escalating and more dangerous situation.

The science of fire crew deployment is to spread crews out across a community or jurisdiction for quick response to keep emergencies small with positive outcomes without spreading resources so far apart that they cannot assemble quickly enough to effectively control more serious emergencies.

2.2 CURRENT DEPLOYMENT

SOC ELEMENT 1 OF 8

EXISTING DEPLOYMENT

POLICIES

The City's contract with CAL FIRE provides fire suppression, first responder pre-hospital emergency medical, and initial hazardous material release and rescue services. Given these hazards, the City utilizes a tiered response plan calling for different types and numbers of resources depending on incident/hazard type. The CAL FIRE dispatch system selects and dispatches the most appropriate resource types pursuant to the City's response plan, as shown in the following table.

Section 2—Standards of Coverage Assessment

Table 3—Response Plan by Incident Type

Incident Type	Resources Dispatched	Total Personnel ¹
EMS	1 Engine or Ladder (2) and private Ambulance (2)	5
Vehicle Accident	Engine, Truck, Ambulance (Chief only with entrapment)	8 or 9
Vehicle Fire – Passenger	Engine, Truck	6
Building Fire – Residential	1 Engine, 1 Ladder, Chief Officer 1 – Mutual Aid Engines	7 2
Vegetation Fire	2 Engines	6
Hazardous Material Release	Engine Regional Hazardous Materials Team as/if needed	3 Varies

¹ City plus mutual aid resources

2.2.1 Response Time Measures and Goals

Nationally recognized standards and best practices suggest using several incremental measurements to define response time. Ideally, the clock starts when the CAL FIRE Unit Emergency Communications Center (ECC) dispatcher receives the emergency call. For Atwater, the response time clock starts when the ECC receives the 9-1-1 call into its computer-aided dispatch (CAD) system. Response time increments include ECC call processing / dispatch, crew response unit boarding (commonly referred to as crew turnout), and actual drive (travel) time. Response performance best practices include specific time goals for each of these three increments which, when combined, equal total response time, also known as or call-to-arrival time. **Call-to-arrival time is a fire agency's true customer service metric.** Response performance goals should also address response performance to other risks within the service area, such as hazardous materials and technical rescue, as recommended by the CFAI.

Currently, NFPA Standard 1710, a recommended deployment standard for career fire departments in urban/suburban areas, recommends initial (first-due) intervention unit arrival within a 4:00-minute *travel* time and arrival of all resources comprising the multiple-unit First Alarm within 8:00 minutes' *travel*, all at 90 percent or better reliability.²

If the travel time measures recommended by the NFPA (and Citygate) are added to dispatch processing and crew turnout times recommended by Citygate and best practices, then a realistic

² Source: NFPA 1710 – Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments (2020 Edition).

90 percent first-unit total response time goal for urban/suburban response zones is 7:30 minutes from when the ECC receives the call. This includes 1:30 minutes for call processing / dispatch, 2:00 minutes for crew turnout, and 4:00 minutes for travel. For the City, Citygate considers a realistic 90 percent first-unit total response time goal to be 8:30 minutes, which includes 1:30 minutes call processing / dispatch, 2:00 minutes crew turnout, and 5:00 minutes travel.

2.3 OUTCOME EXPECTATIONS

The SOC process begins by reviewing existing emergency services outcome expectations. This includes determining for what purpose the response system exists and whether the governing body has adopted any response performance measures. If it has, the time measures used must be understood and sound data must be available to evaluate performance.

SOC ELEMENT 2 OF 8
COMMUNITY OUTCOME
EXPECTATIONS

Current national best practice is to measure percent completion of a goal (e.g., 90 percent of responses) instead of an average measure. Mathematically, this is called a fractile measure.³ Measuring the average only identifies the central or middle point of response time performance for all calls for service in the data set. Using an average makes it impossible to know how many incidents had response times that were far above or just above the average.

More importantly, within the SOC process, positive outcomes are the goal. From that goal, crew size and response time can be calculated to allow appropriate fire station spacing (distribution and concentration). Emergency medical incidents include situations with the most severe time constraints. The human brain can only survive 4:00 to 6:00 minutes without oxygen. Cardiac arrest and other events can cause oxygen deprivation to the brain. While cardiac arrests make up a small percentage, drowning, choking, trauma constrictions, or other similar events can have the same effect. In a building fire, a small incipient fire can grow to involve the entire room in a 3:00 to 5:00-minute time frame. If fire service response is to achieve positive outcomes in severe emergency medical situations and incipient fire situations, *all* responding crews must arrive, assess the situation, and deploy effective measures before brain death occurs or the fire spreads beyond the room of origin.

Thus, from the time the 9-1-1 call is received by the dispatch center, an effective deployment system is *beginning* to manage the problem within a 7:00 to 8:00-minute total response time. This is right at the point that brain death is becoming irreversible, and the fire has grown to the point of

³ A *fractile* is that point below which a stated fraction of the values lie. The fraction is often given in percent; the term percentile may then be used.

leaving the room of origin and becoming very serious. Thus, the City needs a first-due response goal that is within a range to give hope for a positive outcome.

It is important to note that the fire or medical emergency continues to deteriorate from the time of inception, not from the time the fire engine starts to drive the response route. Ideally, the emergency is noticed immediately, and the 9-1-1 system is activated promptly. In the best of circumstances, this step of awareness—calling 9-1-1 and giving the dispatcher accurate information—takes 1:00 minute. Crew notification and travel time take additional minutes. Upon arrival, the crew must approach the injured party or emergency, assess the situation, and appropriately deploy its skills and tools. Even in easy-to-access situations, this step can take 2:00 minutes or more. This time frame may be increased considerably due to long driveways, apartment buildings with limited access, multiple-story buildings or office complexes, or shopping centers.

Unfortunately, there are times when the emergency has become too severe, even before the 9-1-1 notification or fire department response, for the responding crew to reverse. However, when an appropriate response time policy is combined with a well-designed deployment system, then only anomalies like bad weather, poor traffic conditions, or multiple emergencies slow down the response system. Consequently, a properly designed system will give the public hope of a positive outcome for their tax dollar expenditure.

Finding #1: Currently, the City is not annually reporting response time measures (either average or percent of goal) and does not have a response time policy that has been adopted by City Council.

2.4 COMMUNITY RISK ASSESSMENT

SOC ELEMENT 3 OF 8
COMMUNITY RISK
ASSESSMENT

The third element of the SOC process is a community risk assessment. Within the context of an SOC study, the objectives of a community risk assessment are to:

- ◆ Identify the values at risk to be protected within the community or service area.

- ◆ Identify the specific hazards with the potential to adversely impact the community or service area.

- ◆ Quantify the overall risk associated with each hazard.

- ◆ Establish a foundation for current/future deployment decisions and risk-reduction/hazard mitigation planning and evaluation.

A *hazard* is broadly defined as a situation or condition that can cause or contribute to harm. Examples include fire, medical emergency, vehicle collision, earthquake, flood, etc. *Risk* is

broadly defined as the *probability of hazard occurrence* in combination with the *likely severity of resultant impacts* to people, property, the environment, and the community.

2.4.1 Risk Assessment Methodology

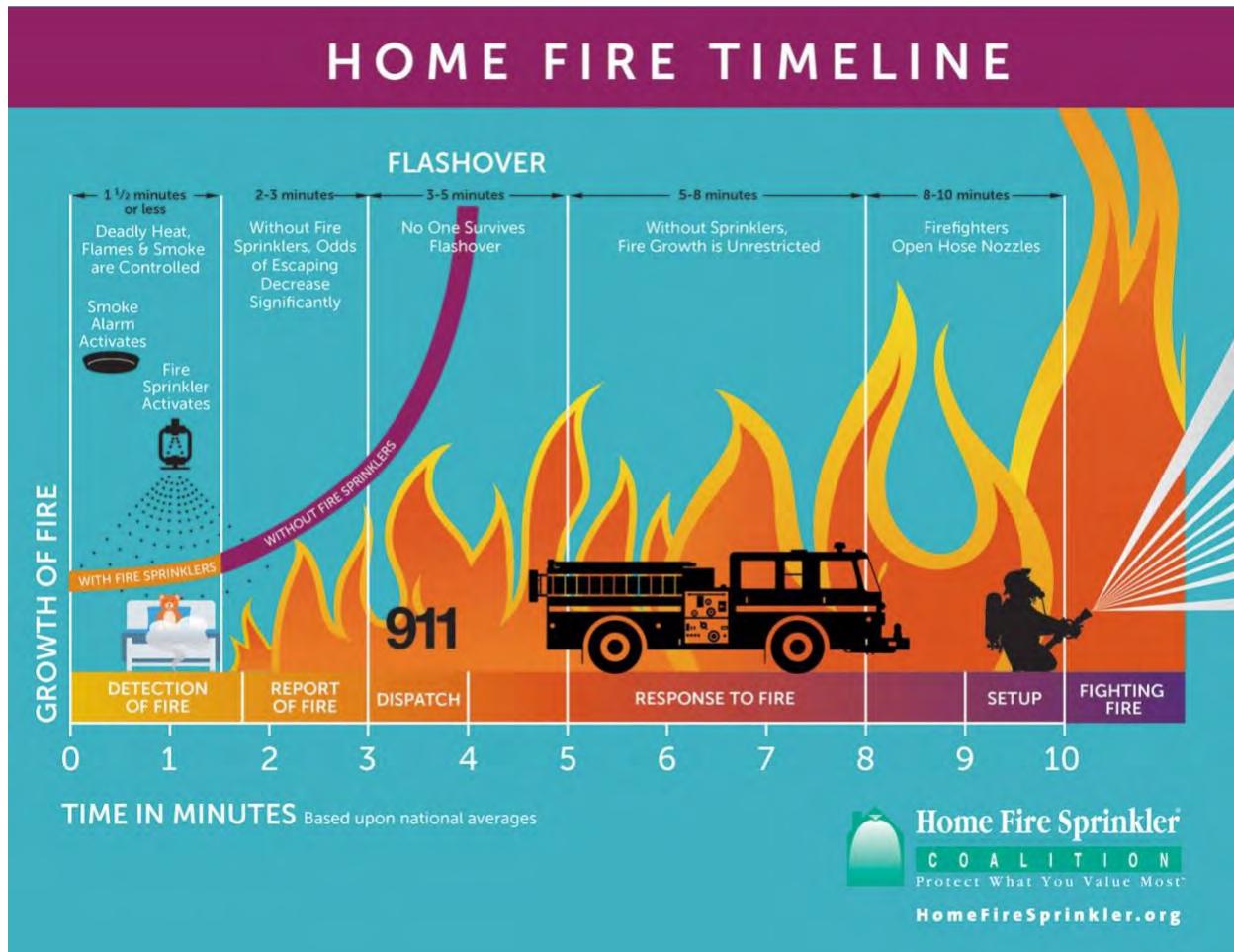
The methodology employed by Citygate to assess community risks as an integral element of an SOC study incorporates the following elements:

- ◆ Identification of geographic planning sub-zones (risk planning zones) appropriate to the community or jurisdiction.
- ◆ Identification and quantification, to the extent data is available, of the values at risk to various hazards within the community or service area.
- ◆ Identification of the fire and non-fire hazards to be evaluated.
- ◆ Determination of the probability of occurrence for each identified hazard over the ensuing 12 months.
- ◆ Determination of *probable* impact severity of a hazard occurrence by risk planning zone.
- ◆ Determination of overall risk by hazard and risk planning zone.

One of the primary hazards in any community is building fire. Building fire risk factors include building density, size, age, occupancy, and construction materials and methods, as well as the number of stories, the required fire flow, the proximity to other buildings, built-in fire protection/alarm systems, an available fire suppression water supply, building fire service capacity, fire suppression resource deployment (distribution/concentration), staffing, and response time.

The following figure illustrates the building fire progression timeline and shows that **flashover**, which is the point at which the entire room erupts into fire after all the combustible objects in that room reach their ignition temperature, can occur as early as 3:00 to 5:00 minutes from the initial ignition. Human survival in a room after the point of flashover has been reached is extremely improbable.

Figure 1—Building Fire Progression Timeline

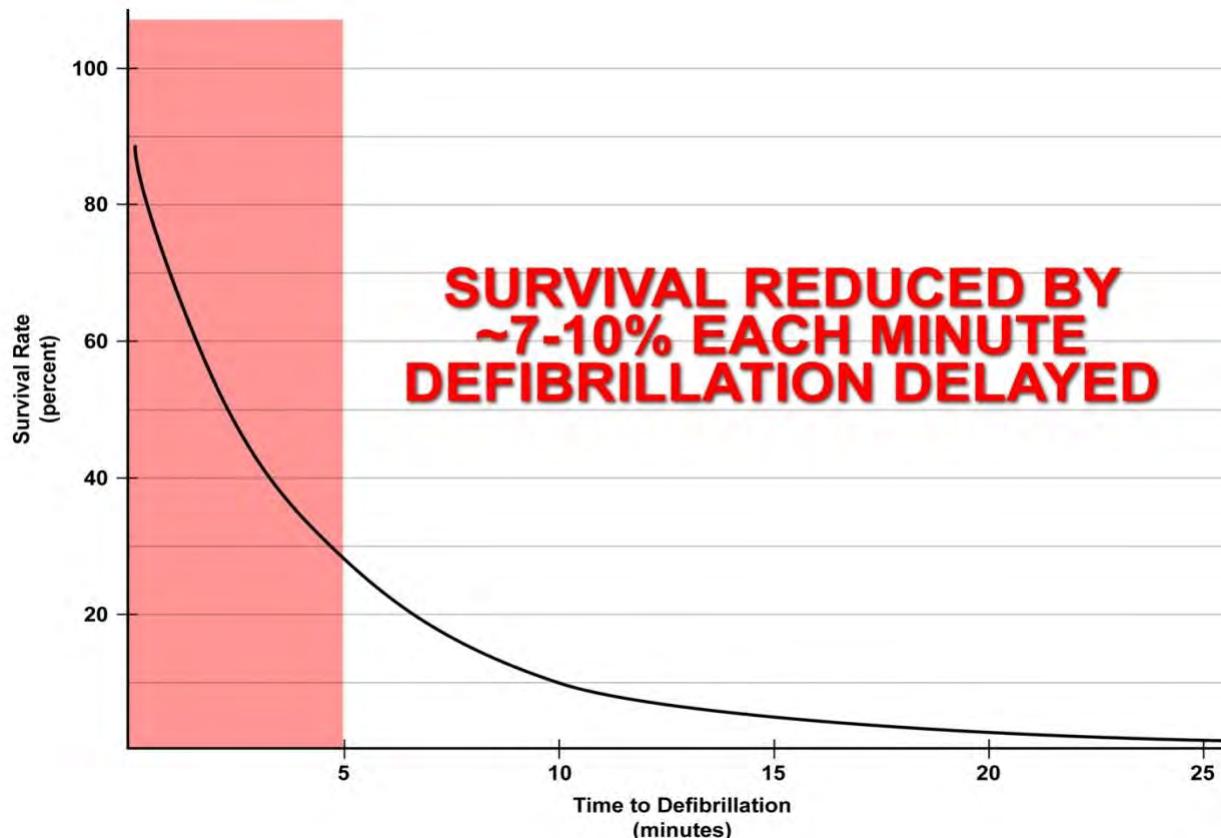


Source: <http://www.firesprinklerassoc.org>

Medical Emergency Risk

Fire service demand in most jurisdictions is predominantly for medical emergencies. The following figure illustrates the reduced survivability of a cardiac arrest victim as time to defibrillation increases.

Figure 2—Survival Rate versus Time of Defibrillation



2.4.2 Risk Assessment Summary

The Department's overall risk for the **five hazards** related to emergency services provided by the Department range from **Moderate** to **Low**, as summarized in the following table. See **Appendix A** for the full risk assessment.

Table 4—Overall Risk by Hazard

Hazard	Citywide
Building Fire	<i>Moderate</i>
Vegetation Fire	<i>Low</i>
Medical Emergency	<i>Moderate</i>
Hazardous Material	<i>Low</i>
Technical Rescue	<i>Moderate</i>

2.4.3 Population and Housing Unit Growth Projections

Currently, Atwater is updating its General Plan and growth projections. This study reviewed the draft work to date, the Merced County Association of Governments 2023–2031 Draft City Multi-Jurisdictional Housing Element, the Association’s 2022 County Regional Housing Needs Allocation (RHNA) Plan for Atwater, and the California Department of Finance historical population numbers for Atwater, upon which sales taxes allocations are based. Based on these documents, Citygate observed the following:

- ◆ 2023–2031 Draft City Multi-Jurisdictional Housing Element found:
 - The *resident* population for Atwater in 2010 was 28,168. By 2021, it was 31,401.
 - For housing units, this report found there were 9,771 units in 2010. By 2020, there were 10,448—an increase of 677 units at an average of 68 units per year.
- ◆ The California Department of Finance E-1 Population estimates found:
 - In 2023, Atwater had a reported population of 31,418 residents.
- ◆ The 2022, the County RHNA Plan identified:
 - Between 2023–2032, the City will need 3,017 total *additional* housing units, an average of 335 per year.

Current Atwater Development Applications

- ◆ Redwood Apartments: 52 units
- ◆ Waterstone Apartments: 120 units
- ◆ Sunset Project: 25 homes
- ◆ University Park: approximately 364 multi-family units

The near-term total of all units is 561. If all units were built over the next three years, the average number of units per year would be 187. A rate of 187 units per year is slightly more than 2.5 times the historic rate of 68 units per year.

Population Projection

- ◆ Starting with the E-1 2023 population of 31,418 and subtracting the 2010 population of 28,168 yields an increase of 3,250 residents—an average gain of 250 residents (0.8 percent) per year.
- ◆ The Housing Element showed a gain of 68 units per year over the past ten years.

- ◆ The RHNA Plan desires a gain of 335 units per year.

The historic units and population growth rates year over year were very modest. The latest number of annual units called for by the RHNA is very aggressive given current financing challenges for buyers and builders related to housing. The current City applications for housing average 187 units *per year*, in-between the two low/high numbers. Thus, using 187 units per year for three years, times a typical, moderate rate of 2.5 people per dwelling unit, equals a resident growth rate of 468 people *per year*, which is just under double the historic rate. As a percent increase of a base population of 31,418 in 2023, the first-year population growth of 468 persons is a rate of 1.49 percent. As a straight-line projection, 468 people per year until the 2032 RHNA date equals 4,212 additional residents—which is modestly higher than the 3,233-resident gain from 2010 to 2021.

It is all but impossible to accurately measure the demand for incidents generated by the in-migration of employees, tourists, the houseless, and those commuting through the City. However, they are all represented in the total incident count. Thus, using residents per 1,000 counts as a forecasting model represents a ratio of people to incidents. This measure does not say that only residents generate more (or fewer) incidents. But what can be used to project population are the dwelling units applied for, or that zoning could allow.

Finding #2: For purposes of projecting future Fire Department incident demand, Citygate will use a resident per 1,000 population incident demand rate of 1.49 percent.

2.5 CRITICAL TASK TIME MEASURES—WHAT MUST BE DONE OVER WHAT TIME FRAME TO ACHIEVE THE STATED OUTCOME EXPECTATION?

SOC ELEMENT 4 OF 8
CRITICAL TASK TIME
STUDY

SOC studies use critical task information to determine the number of firefighters needed within a time frame to achieve desired objectives related to fire and emergency medical incidents. The following tables illustrate critical tasks typical of building fires and medical emergency incidents, including the minimum number of personnel required to complete each task. These tables are composites from Citygate clients in suburban/rural departments like Atwater, with units staffed with 2–3 personnel per apparatus. It is important to understand the following relative to these tables:

- ◆ It can take a considerable amount of time after a task is ordered by command to complete the task and achieve the desired outcome.
- ◆ Task completion time is usually a function of the number of personnel that are *simultaneously* available. The fewer firefighters available, the longer some tasks

will take to complete. Conversely, with more firefighters available, some tasks are completed concurrently.

- ◆ Some tasks must be conducted by a minimum of two firefighters to comply with safety regulations. For example, two firefighters are required to search a smoke-filled room for a victim.

2.5.1 Critical Firefighting Tasks

The following table illustrates the critical tasks required to control a typical single-family dwelling fire with 5 response units (4 engines, 1 ladder truck, and 1 chief officer, for a total Effective Response Force (ERF) of 13 personnel. Given Atwater only staffs two units with 3 personnel each, the other three units come from mutual aid but are typically only staffed with two firefighters each. Even an ERF of 13 delivered quickly without mutual aid is less than a best practice of 16 personnel responding to a house fire.

The tasks in the following table are taken from typical fire departments' operational procedures, which are consistent with the customary findings of other agencies using the SOC process. No conditions exist to override the Occupational Safety and Health Administration (OSHA) two-in / two-out safety policy, which requires that firefighters enter atmospheres such as building fires that are immediately dangerous to life and health in teams of two while two more firefighters are outside and immediately ready to rescue them should trouble arise.

***Scenario:** Simulated approximately 2,000 square-foot, two-story, single-family residential fire with unknown rescue situation. Responding companies receive dispatch information typical for a witnessed fire. Upon arrival, they find approximately 50 percent of the second floor involved in fire.*

Table 5—First Alarm Residential Fire Critical Tasks (13 Personnel)

Critical Task Description		Personnel Required
First-Due Engine (3 Personnel)		
1	Conditions report	1
2	Establish supply line to hydrant	2
3	Deploy initial fire attack line to point of building access	2
4	Operate pump and charge attack line	1
5	Establish incident command	1
6	Conduct primary search	2
Ladder Truck (3 Personnel)		
1	If necessary, establish supply line to hydrant	1-2
2	Deploy a backup attack line	1-2
3	Establish Initial Rapid Intervention Crew	2
4	Establish Incident Rehab upon arrival of 3 rd engine	1-2
Second-Due Engine (2 Personnel)		
1	Conduct initial search and rescue, if not already completed	2
2	Deploy ground ladders to roof	1-2
3	Establish horizontal or vertical building ventilation	1-2
4	Open concealed spaces as required	2
Chief Officer		
1	Transfer of incident command	1
2	Establish exterior command and scene safety	1
Third-Due Engine (2 Personnel)		
2	Secure utilities	2
3	Deploy second attack line as needed	2
4	Conduct secondary search	2
5	Assist other crews as assigned	1-2
Fourth-Due Engine (2 Personnel)		
1	Assist other crews as assigned	2

Grouped together, these duties form an ERF, or First Alarm Assignment. These distinct tasks must be performed to effectively achieve the desired outcome; arriving on-scene does not stop the emergency from escalating. While firefighters accomplish these tasks, the incident progression clock keeps running.

Many studies have shown that a small fire can spread to engulf an entire room in fewer than 3:00 to 5:00 minutes after free burning has started. Once the room is completely superheated and involved in fire (known as flashover), the fire will spread quickly both vertically and horizontally throughout the structure. For this reason, it is imperative that fire suppression and search/rescue operations commence before the flashover point occurs *if* the outcome goal is to keep the fire damage in or near the room of origin and to rescue persons unable to self-evacuate. In addition, flashover presents a life-threatening situation to both firefighters and any occupants of the building. Fire fatalities typically include persons under 10 and over 65 years of age and those unable to self-evacuate.

Given the locations of mutual aid fire stations, City on-duty staffing, and travel distance needed to assemble a 13-person ERF within the City service area to safely perform the above critical tasks, it would take too long to expect to confine a building fire to the room of origin prior to flashover.

2.5.2 Critical Medical Emergency Tasks

The Department responds to approximately 2,700 EMS incidents annually, including vehicle accidents, strokes, heart attacks, difficulty breathing, falls, childbirths, and other medical emergencies. For comparison, the following table summarizes the critical tasks required for a cardiac arrest patient.

Table 6—Cardiac Arrest Critical Tasks – Engine and Ambulance (5 Personnel)

Critical Task		Personnel Required	Critical Task Description
1	Chest compressions	1–2	Compression of chest to circulate blood
2	Ventilate/oxygenate	1–2	Mouth-to-mouth, bag-valve-mask, apply O ₂
3	Airway control	1–2	Manual techniques/intubation/cricothyroidotomy
4	Defibrillate	1–2	Electrical defibrillation of dysrhythmia
5	Establish I.V.	1–2	Peripheral or central intravenous access
6	Control hemorrhage	1–2	Direct pressure, pressure bandage, tourniquet
7	Splint fractures	2–3	Manual, board splint, HARE traction, spine
8	Interpret ECG	2	Identify type and treat dysrhythmia
9	Administer drugs	2	Administer appropriate pharmacological agents
10	Spinal immobilization	2–5	Prevent or limit paralysis to extremities
11	Extricate patient	3–4	Remove patient from vehicle, entrapment
12	Patient charting	1–2	Record vitals, treatments administered, etc.
13	Hospital communication	1–2	Receive treatment orders from physician
14	Treat en route to hospital	2–3	Continue to treat/monitor/transport patient

2.5.3 Critical Task Analysis and Effective Response Force (ERF) Size

What does a deployment study derive from a critical task analysis? The time required to complete the critical tasks necessary to stop the escalation of an emergency (as shown in Table 5 and Table 6) must be compared to outcomes. As stated, after approximately 3:00 to 5:00 minutes of free burning in a room, fire will escalate to the point of flashover. At this point, the entire room is engulfed in fire, the entire building becomes threatened, and human survival near or in the room of a fire's origin becomes impossible. Additionally, brain death begins to occur within 4:00 to 6:00 minutes of the heart stopping. Thus, the ERF must arrive in time to prevent these emergency events from becoming worse.

The Department's daily on-duty staffing of 6 plus a chief officer is *insufficient* to deliver a recommended ERF of 16 firefighters⁴ to a low/medium-hazard building fire given the locations and travel time of mutual aid resources needed to achieve that ERF staffing. Mitigating an emergency event is a *team* effort once the units have arrived. This refers to the *weight* of response analogy; if too few personnel arrive too slowly, the emergency will escalate instead of improving. The outcome times, of course, will be longer and yield less-desirable results if the arriving force is later or smaller.

The number of personnel and the arrival time frame can be critical in a serious fire. Fires in older or multiple-story buildings could require the initial firefighters to rescue trapped or immobile occupants. If the ERF is too small, rescue *and* fire suppression tasks *cannot* be conducted simultaneously. Thus, achieving good performance requires *adequate staffing* (and training).

Fires and complex medical incidents require additional units to arrive in time to complete an effective intervention. Time is one factor that comes from *proper station placement and the staffing model used*. When fire stations are spaced too far apart and one unit must cover another unit's area or multiple units are needed, the units may be too far away, and the emergency will escalate and result in a less-than-desirable outcome. When only one, or a subset of fire stations are staffed, response times are frequently inadequate to meet the speed or weight metrics outlined earlier.

Previous critical task studies conducted by Citygate and NFPA Standard 1710 identify that all units need to arrive at a building fire with 15–17 firefighters within 11:30 minutes (from the time of a 9-1-1 call) to effectively perform the tasks of rescue, fire suppression, and ventilation.

⁴ NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Career Fire Departments (2020 Edition).

If fewer firefighters arrive, all tasks may not be completed. Most likely, the search team would be delayed, as would ventilation. The attack lines would only consist of two firefighters, which does not allow for rapid movement of the hose line above the first floor in a multiple-story building. Because rescue is conducted with at least two two-person teams, when rescue is essential, other tasks are not completed in a simultaneous, timely manner. Therefore, effective deployment is about the **speed** (*travel time*) and the **weight** (*number of firefighters*) of the response.

While 6 initial Atwater response personnel plus a chief officer may begin to manage a moderate-risk, confined residential fire, even a full ERF will be seriously slowed if the fire is above the first floor in a low-rise apartment building or commercial/industrial building. This is where the capability to add additional personnel and resources to the standard response within a reasonable time frame to facilitate positive outcomes becomes critical.

The fact the City (with mutual aid) delivers an ERF of only 13 personnel to a moderate-risk building fire within the service area reflects the real-world difficulty of confining serious building fires to or near the room of origin and preventing the spread of fire to adjoining buildings. This is a typical desired outcome in urban/suburban areas and requires more firefighters to arrive more quickly than the typical rural outcome of keeping the fire contained to the building, rather than the room, of origin.

2.6 HISTORICAL INCIDENT DEMAND ANALYSIS

SOC ELEMENT 7 OF 8
RELIABILITY AND
HISTORICAL RESPONSE
EFFECTIVENESS STUDIES

A review of actual emergency incident data provides a picture of the types of demand for Department services. These types of incidents drive not just the count of fire stations or apparatus, but the quantity of personnel to conduct the critical tasks as described in the section just above.

The incident counts and types in the following table are from the CAL FIRE incident reporting system. These numbers are for the most recent calendar year of 2023. Citygate also reviewed years 2021 and 2022 and found small variances over the three years. This is to be expected as human activity, and other factors such as accidents caused by bad weather, will vary the demand for services.

Table 7—Emergency Incident Counts by Type (2023)

Both Fire Stations 2023	Count	Percent
Alarm Sounding	186	4.3%
Carbon Monoxide	17	0.4%
Cover Assignment	0	0.0%
Debris	143	3.3%
Dispatched Cancelled En-Route	409	9.4%
Medical Aid	2,665	60.9%
EMS Code Blue	70	1.6%
False Alarm	151	3.5%
Fire Menace Standby	36	0.8%
Fire Other	3	0.1%
HazMat	12	0.3%
Plane/Helicopter Crash	0	0.0%
Public Assist	248	5.7%
Structure Fire	84	1.9%
Technical Rescue	0	0.0%
Vegetation Fire	80	1.8%
Vehicle Accident	244	5.6%
Vehicle Accident with Entrapment	2	0.0%
Vehicle Fire	22	0.5%
Emergency Stand-By	2	0.0%
Total	4,374	100.0%

At present, finding a fire department's incident demand activity to be 62.5 percent emergency medical-related is not surprising. Incident demand in western cities such as Atwater is always highest from mid-morning to early evening when human activity is the highest. 4,374 incidents in a year represents a daily demand of 12 per day. It would be common to have two or even three EMS incidents all active at the same time during peak hours. For a three-crew, two-station department, this is a problem.

When a third incident occurs, or a more serious incident such as a building fire, Atwater has no fire units with which to respond. There were 84 structure fires in 2023, representing a rate of 1.6 per week. Thus, while slight, the City does have a real risk of not having any personnel available to send to a third incident.

The other issue highlighted in the critical tasking section of this study is that even if all six on-duty firefighters *are* available to respond to a building fire or very serious technical rescue incident, they still represent a number that is insufficient to conduct all required tasks simultaneously, effectively, and *safely*.

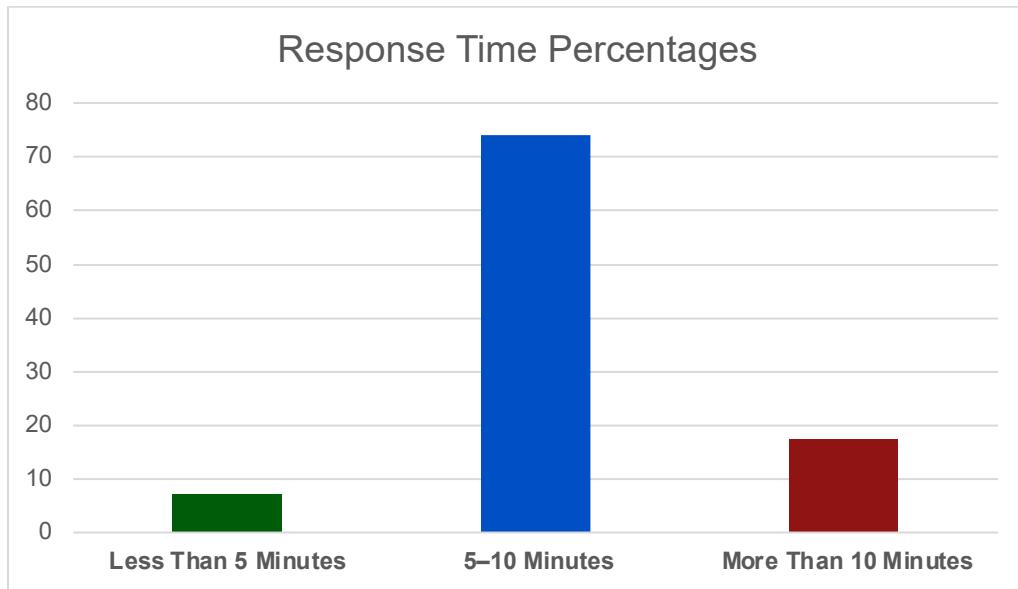
For serious, multi-unit incidents and simultaneous call-for-service occurrences, the City is dependent on the nearby County Fire units to be immediately available to respond. While the City has mutual aid agreements with fire departments in the area, the closest units are from County Fire and are only staffed with two firefighters each. As a result, even if three County units were to arrive in 8:00–15:00 minutes, this would only amount to six additional firefighters available to manage an incident. Added to the City's daily on-duty staffing of six, that would equal a total of 12 fire crew personnel. This number is below a desirable and safe minimum of 15 personnel plus a command chief.

Finding #3: The City's two fire crews could both be responding to incidents during peak-demand daylight hours and, in total, are insufficient to handle a serious fire without mutual aid.

2.6.1 Historical Response Time Measures

In 2023, the Department responded to 4,374 calls for service of all types. Citywide, the average response time from the beginning of the fire crew alert to the unit arriving at the incident location was 8:15 minutes. As shown in the following figure, 7.25 percent of arrivals occurred in less than 5:00 minutes and 17.5 percent occurred in more than 10:00 minutes. This means 74 percent of responses occurred between 5:00 and 10:00 minutes.

Figure 3—Response Time to Incidents by Category (2023)



Finding #4: The current fire unit response times are barely adequate for the existing City; however, ensuring response time coverage to the built-out City will require a minimum of three fire stations.

2.6.2 Incident Demand Projection

The prior three years of incident demand totaled: 4,479 incidents in 2021; 4,648 incidents in 2022; and 4,374 incidents in 2023. Thus, a three-year average including 2023 would be 4,500 annual incidents. If a 4,500-per-year incident demand is divided per 1,000 residents using the 2023 population of 31,418, the result is 143 incidents per 1,000 residents. If the 2032 population grew to 35,630 using Citygate's projection, total Department incidents could increase to 5,095 annually over nine years—which represents a total increase of 595 incidents, or a straight-line annual rate of 66 additional incidents per year, or 0.18 per day.

Two stations staffed with three firefighters each could handle this increased incident demand, but with slow response times to sections of the growing City. More importantly, some of the increased incidents will occur at peak-demand hours, increasing the risk of the City running out of crews to respond to a third incident or a serious building fire.

Finding #5: By 2032, modest population growth and the resulting increase of approximately 595 annual emergency incidents will exacerbate the need for a third fire station.

2.7 FIRE STATION FACILITY AND HEADQUARTERS STAFF REVIEW

For this portion of the study, Citygate received floor plans of the two fire stations, interviewed staff, and had Department personnel complete a fire department facility requirements checklist for each facility. The completed checklists are attached to this report as **Appendix B**.

Overall, Fire Station 41, at 699 Broadway Avenue in the western core area of the City, was the City's first fire station. Station 41 is large but is also 42 years old. Most of its square footage is apparatus parking bays. The station was built in the era of volunteers and did not provide for administrative spaces or overnight on-duty firefighters. Over the decades, modest remodels have expanded the office and crew living quarters sections. Given its age, the station was built long before the California Essential Facilities Act required seismic hardening and other regulatory bodies required health and safety standards for fire stations to protect personnel.

Fire Station 42, at 2006 Avenue Two, is in the southeastern side of the City. It houses the City's recently added second fire crew of three personnel. The building is only 18 years old and meets some seismic, essential facility, and firefighter safety standards. It contains office and living spaces for the on-duty crew. It also provides a training classroom space utilized as the City's Emergency Operations Center and a small office space for fire administration use. It is in good physical condition and only needs routine, ongoing maintenance. The Station was built for planned growth in the southeastern area of the City; however, to date, most of that growth has not occurred, nor is building/planning associated with that growth currently under City planning review.

Finding #6: Due to its age, Station 41 does not meet legacy or current seismic and essential facility safety standards. It needs to be completely replaced and, in the meantime, essential repairs need to be made.

2.7.1 Fire Administrative Personnel and Spaces Review

At this time, the office spaces at either fire station are too small for the entire fire headquarters team of a Fire Chief, Fire Marshal (CAL FIRE contract employees), and a recently added Office Technician (CAL FIRE employee) for support. There are also two three-firefighter crews on-duty that need office space, training, and living quarters suitable to the crews' 24-hour schedule.

Given the tight space in office areas, the Fire Chief and Fire Marshal also utilize office space at Fire Station 42. However, the space there is also insufficient for all three administrative staff plus a three-person fire crew. Even if it did provide enough space, Station 42 is not close to the City core or City Hall for the public and staff who must go between facilities, such as for fire incident report copies or fire prevention construction plan reviews.

As City growth occurs, the need for fire prevention construction plan reviews and inspections will also grow accordingly. At present, all inspection of new construction and existing commercial

buildings is performed by the City's one 72-hour (three-day) Fire Marshal. As the pace of growth increases, the workload in a city the size of Atwater will exceed what one person can do. Many cities the size of Atwater have a Fire Inspector to conduct field inspections for new and existing buildings. The Fire Marshal coordinates advance planning review and plan check reviews in cooperation with the city's building and planning functions.

As will be stated in the next section of this report, the City will likely need a third fire station in the northwest area of the City in three to nine years, once substantial growth has occurred. Until then, the City could remodel part of Station 41 to add administrative spaces that would accommodate all administrative personnel in one location.

Finding #7: Until Station 41 is replaced, one apparatus bay adjacent to the office/crew spaces could be remodeled for administrative office space.

2.8 FIRE STATION LOCATION REVIEW

The City's two fire stations were sited to cover first, the core City, and second, expected growth in the southeast areas. While significant growth has not occurred southeast of Station 42, there is now some infill growth planned from the center to the northeast edge of the City near the Castle Airport. More importantly, the recent staffing of Station 42 with three career personnel has doubled the capacity to address calls for service throughout the City—especially when there are two or more incidents occurring at the same time. In 2023, Station 42 responded to 38 percent of Citywide incidents.

To determine fire station spacing, two methods are used—a geographic travel time model that simulates driving time, or the Insurance Service Office (ISO) spacing distance formula of 1.5 miles of outward reach in all directions from a fire station. This second model (which is less expensive for the City at present) entails that a fire station covers approximately 3 square miles on an ideal, grid-type street network. Currently, the City covers 6.5 square miles; therefore, two stations are adequate.

However, the City's growth is limited by other jurisdictions on all sides except for the west-northwest side. This area of the City, more so with annexations, is well beyond the reasonable reach of 1.5 miles, or 5:00-minutes driving time, from either fire station.

For example, a distance of 1.5 miles from Station 41 only reaches the street segment on North Winton Way just past Bellevue Road. This coverage does not extend to applied-for residential construction near Bellevue and Redwood Avenue, or east to the University Park proposal or the envisioned rezoning west of Castle Airport. With annexation to the northwest and infill

development in the northern City, a third fire station will eventually be needed. A “triangle” of three stations can cover the final size of the City if that is approximately 12 square miles or less.

A third fire station with a three-person crew increases Citywide staffing to nine firefighters per day. This would improve City staffing but still leave the City co-dependent on quick mutual aid for serious fires or other multi-unit incidents requiring 15 plus firefighters and a command chief. As the City approaches its final buildout size sometime in the late 2030s, the City should add a fourth firefighter to each of the three crews, raising Citywide staffing to 12 and decreasing dependence on mutual aid.

Finding #8: To maintain response times as the City grows to the northwest, a third fire station and crew should be added.

Finding #9: As fire stations are replaced, added, or remodeled, fire crew spaces should be designed to support four firefighters on duty. This would be closer to City build-out, needing 12 firefighters per day.

APPENDIX A—RISK ASSESSMENT

A.1 COMMUNITY RISK ASSESSMENT

The third element of the Standards of Coverage (SOC) process is a community risk assessment. Within the context of an SOC study, the objectives of a community risk assessment are to:

SOC ELEMENT 3 OF 8
COMMUNITY RISK
ASSESSMENT

- ◆ Identify the values at risk to be protected within the community or service area.
- ◆ Identify the specific hazards with the potential to adversely impact the community or service area.
- ◆ Quantify the overall risk associated with each hazard.
- ◆ Establish a foundation for current/future deployment decisions and risk-reduction/hazard-mitigation planning and evaluation.

A hazard is broadly defined as a situation or condition that can cause or contribute to harm. Examples include fire, medical emergency, vehicle collision, earthquake, flood, etc. Risk is broadly defined as the *probability of hazard occurrence* in combination with the *likely severity of resultant impacts* to people, property, and the community as a whole.

A.1.1 Risk Assessment Methodology

The methodology employed by Citygate to assess community risks for the City of Atwater incorporated the following elements:

- ◆ Identification and quantification, to the extent data is available, of the specific values to be protected within the community or service area.
- ◆ Identification of the fire and non-fire hazards to be evaluated.
- ◆ Determination of the *probability of occurrence* for each hazard.
- ◆ Determination of the *probable extent of impact* of a hazard occurrence.
- ◆ Determination of the *probable impact severity* of a hazard occurrence.
- ◆ Quantification of overall risk for each hazard based on *probability of occurrence* in combination with *impact extent* and *impact severity*.

A.1.2 Risk Assessment Summary

Citygate's evaluation of the values at risk and hazards likely to impact the service area yields the following:

1. The Department serves a very diverse urban population with densities averaging 4,782 people per square mile over a varied urban land use pattern.
2. The Department's service area population is projected to grow approximately one percent per year through 2032.
3. The service area has a large existing inventory of residential and non-residential buildings to protect.
4. The service area has significant economic and other resource values to be protected, as identified in this assessment.
5. The Department has multiple mass emergency notification options available to effectively communicate emergency information to the public in a timely manner.

The service area's risk for **five hazards** related to emergency services provided by the Department range from **Moderate to Low** as summarized in the following table.

Table 8—Overall Risk by Planning Zone

Hazard	City-Wide
Building Fire	<i>Moderate</i>
Vegetation Fire	<i>Low</i>
Medical Emergency	<i>Moderate</i>
Hazardous Material	<i>Low</i>
Technical Rescue	<i>Moderate</i>

A.1.3 Values at Risk to Be Protected

Values at risk, broadly defined, are tangibles of significant importance or value to the community or jurisdiction potentially at risk of harm or damage from a hazard occurrence. Values at risk typically include people, critical facilities/infrastructure, buildings, and key economic, cultural, historic, or natural resources.

People

Residents, employees, visitors, and travelers in a community or jurisdiction are vulnerable to harm from a hazard occurrence. Particularly vulnerable are specific at-risk populations, including those unable to care for themselves or self-evacuate in the event of an emergency. At-risk populations

typically include children under the age of 10, the elderly, people housed in institutional settings, and households below the federal poverty level. The following table summarizes key demographic data for the City of Atwater (City).

Table 9—Key Demographic Data – Atwater

Demographic	2022
Population	32,372
Under 10 Years	14.2%
10–14 Years	9.5%
15–64 Years	63.8%
65–74 Years	7.3%
75 Years and Older	5.1%
Median Age	33.2
Daytime Population	n/a
Housing Units	10,296
Owner-Occupied	54.2%
Renter-Occupied	42.7%
Vacant	3.1%
Median Household Size	3.09
Median Home Value	\$315,200
Race/Ethnicity	
White Alone	45.5%
Black / African American Alone	4.5%
Asian Alone	5.2%
Other / Two or More Races	44.8%
Hispanic / Latino Origin	56.6%
Education (Population over 24 Years of Age)	19,896
High School Graduate or Equivalent	72.4%
Undergraduate Degree	14.7%
Graduate/Professional Degree	3.0%
Employment (Population over 15 Years of Age)	23,803
In Labor Force	63.6%
Unemployed	11.0%
Median Household Income	\$64,195
Population below Poverty Level	17.5%
Population Under Age 65 with Disabilities	9.5%
Population without Health Insurance Coverage	9.8%

Source: Esri and U.S. Census Bureau American Community Survey

Of note from the previous table is the following:

- ◆ Nearly 27 percent of the population is under 10 years or over 65 years of age.
- ◆ The population is predominantly White Alone (46 percent), followed by Other/Two or More Races (45 percent), Asian Alone (5 percent), and Black / African American Alone (5 percent). Nearly 57 percent of the population identifies with a Hispanic or Latino origin or ethnicity.
- ◆ Of the population over 24 years of age, more than 72 percent has completed high school or equivalency.
- ◆ Of the population over 24 years of age, nearly 18 percent has an undergraduate, graduate, or professional degree.
- ◆ Of the population 15 years of age or older, nearly 64 percent is in the workforce; of those, 11 percent are unemployed.
- ◆ Median household income is slightly more than \$64,000.
- ◆ The population below the federal poverty level is 17.5 percent.
- ◆ Nearly 10 percent of the population under age 65 does not have health insurance coverage.

Projected Growth

The City's 2000 General Plan projected a 2020 population of nearly 39,000; however, as Table 9 shows, the 2022 population was only slightly more than 32,000.⁵

Buildings

The City has more than 10,000 residential housing units and numerous commercial/industrial occupancies housing manufacturing, research, technology, office, professional services, retail sales, restaurants/bars, motels, churches, schools, storage, government, healthcare, and other business types.

Building Occupancy Risk Categories

The CFAI identifies the following four risk categories that relate to building occupancy:

Low Risk – includes detached garages, storage sheds, outbuildings, and similar building occupancies that pose a relatively low risk of harm to humans or the community if damaged or destroyed by fire.

⁵ Source: City of Atwater 2000 General Plan, Table 2-2.

Moderate Risk – includes detached single-family or two-family dwellings; mobile homes; commercial and industrial buildings smaller than 10,000 square feet without a high hazard fire load; aircraft; railroad facilities; and similar building occupancies where loss of life or property damage is limited to the single building.

High Risk – includes apartment/condominium buildings; commercial and industrial buildings larger than 10,000 square feet without a high hazard fire load; low-occupant load buildings with high fuel loading or hazardous materials; and similar occupancies with potential for substantial loss of life or unusual property damage or financial impact.

Maximum Risk – includes buildings or facilities with unusually high risk requiring an Effective Response Force (ERF) involving a significant augmentation of resources and personnel and where a fire would pose the potential for a catastrophic event involving large loss of life or significant economic impact to the community.

Critical Facilities

The U.S. Department of Homeland Security defines critical infrastructure and key resources as those physical assets essential to the public health and safety, economic vitality, and resilience of a community, such as lifeline utilities infrastructure, telecommunications infrastructure, essential government services facilities, public safety facilities, schools, hospitals, airports, etc. The Merced County Multi-Jurisdictional Hazard Mitigation Plan identifies 62 critical facilities and infrastructure, as shown in the following table. A hazard occurrence with significant consequence severity affecting one or more of these facilities would likely adversely impact critical public or community services.

Table 10—Critical Facilities

Critical Facility Category	Quantity
Communications	7
Energy	5
Food, Water, Shelter	3
Hazardous Materials	1
Healthcare & Medical	1
Safety & Security	34
Transportation	11
Total	62

Source: Merced County Multi-Jurisdictional Hazard Mitigation Plan, Table 4-7.

A.1.4 Hazard Identification

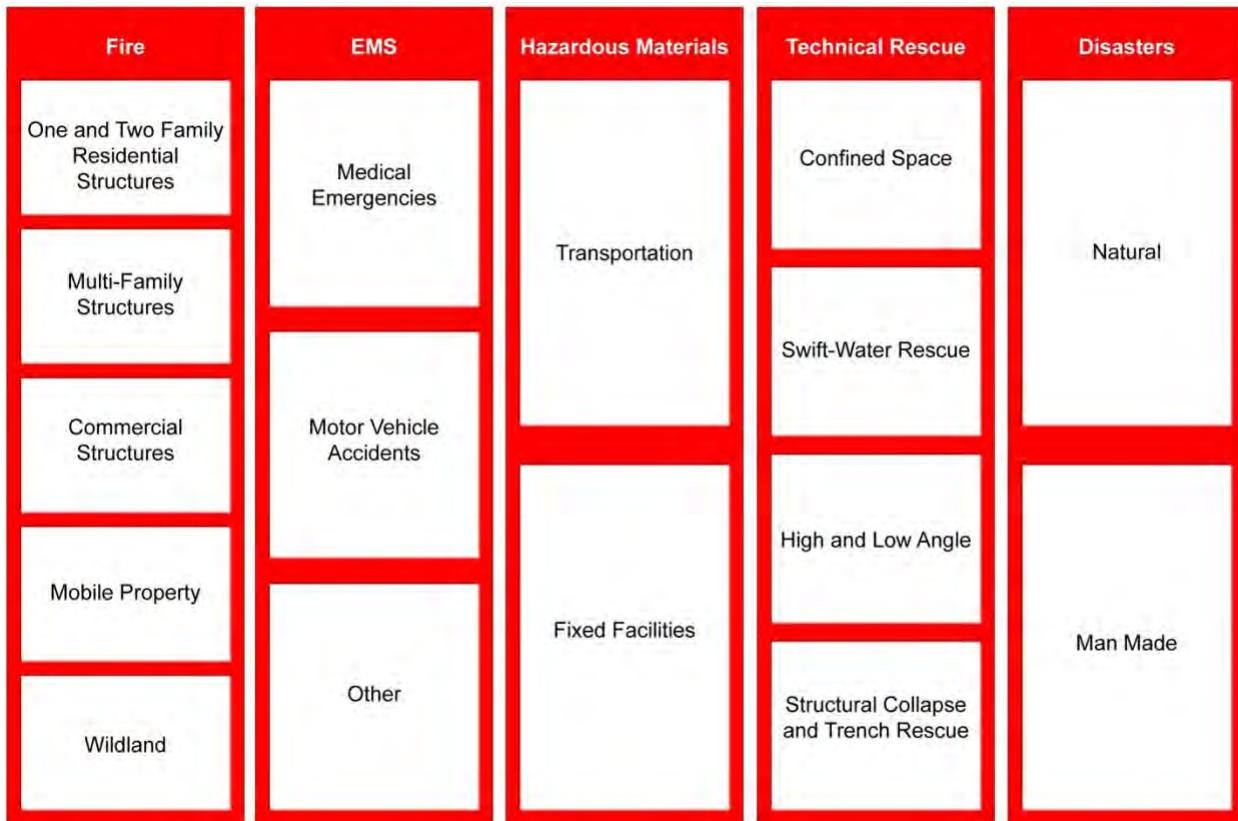
Citygate utilizes prior risk studies where available, fire and non-fire hazards as identified by the CFAI, and agency/jurisdiction-specific data and information to identify the hazards to be evaluated for this study. The 2021–2026 Merced County Multi-Jurisdictional Hazard Mitigation Plan identifies the following **12 hazards** with potential to impact the County:

- 1. Agriculture Pest and Disease**
- 2. Cyber Attacks**
- 3. Dam Incidents**
- 4. Drought**
- 5. Earthquake**
- 6. Flooding and Levee Failure**
- 7. Hazardous Materials**
- 8. Landslide**
- 9. Pandemic/Epidemic**
- 10. Severe Weather**
- 11. Subsidence**
- 12. Wildfire**

Although the Department has no legal authority or responsibility to mitigate any hazards other than possibly wildfire, it does provide services related to many hazards, including fire suppression, emergency medical services, and initial technical rescue and hazardous materials response.

The CFAI groups hazards into fire and non-fire categories, as shown in the following figure. Identification, qualification, and quantification of the various fire and non-fire hazards are important factors in evaluating how resources are or can be deployed to mitigate those risks.

Figure 4—Commission on Fire Accreditation International Hazard Categories



Source: CFAI *Standards of Cover* (Fifth Edition)

Subsequent to review and evaluation of the hazards identified in the Merced County Multi-Jurisdictional Local Hazard Mitigation Action Plan, and the fire and non-fire hazards as identified by the CFAI as they relate to services provided by the Department, Citygate evaluated the following **five hazards** for this risk assessment:

- 1. Building fire**
- 2. Vegetation fire**
- 3. Medical emergency**
- 4. Hazardous material release/spill**
- 5. Technical rescue**



A.1.5 Probability of Occurrence

Probability of occurrence refers to the probability of a future hazard occurrence during a specific period. Because the CFAI agency accreditation process requires an annual review of an agency's risk assessment and baseline performance measures, Citygate recommends using the 12 months following the completion of an SOC study as an appropriate period for the probability of occurrence evaluation. The following table describes the five probability of occurrence categories and related characteristics used for this analysis.

Table 11—Probability of Occurrence Categories

Category	General Characteristics	General Frequency of Occurrence
Rare	<ul style="list-style-type: none"> Hazard may occur under exceptional circumstances. 	> 10 years
Unlikely	<ul style="list-style-type: none"> Hazard could occur at some time. No recorded or anecdotal evidence of occurrence. Little opportunity, reason, or means for hazard to occur. 	2–10 years
Possible	<ul style="list-style-type: none"> Hazard should occur at some time. Infrequent, random recorded or anecdotal evidence of occurrence. Some opportunity, reason, or means for hazard to occur. 	1–23 months
Probable	<ul style="list-style-type: none"> Hazard will probably occur occasionally. Regular recorded or strong anecdotal evidence of occurrence. Considerable opportunity, reason, or means for hazard to occur. 	1–4 weeks
Frequent	<ul style="list-style-type: none"> Hazard is expected to occur regularly. High level of recorded or anecdotal evidence of regular occurrence. Strong opportunity, reason, or means for hazard to occur. Frequent hazard recurrence. 	Daily to weekly

A.1.6 Impact Extent

Impact extent refers to the probable geographic area and/or number of persons likely to be impacted by a specific hazard occurrence. The following table describes the four impact extent categories and general characteristics used for this analysis.

Table 12—Impact Extent Categories

Category	General Characteristics
Negligible	Less than 1 percent of planning area or planning area population likely impacted.
Limited	Less than 10 percent of planning area or planning area population likely impacted.
Significant	10–50 percent of planning area or planning area population likely impacted.
Extensive	More than 50 percent of planning area or planning area population likely impacted.

A.1.7 Impact Severity

Impact severity refers to the magnitude or reasonably expected loss a hazard occurrence has on people, buildings, lifeline services, the environment, and the community as a whole. The following table describes the five consequence severity categories and general characteristics used for this analysis.

Table 13—Impact Severity Categories

Category	General Characteristics
Insignificant	<ul style="list-style-type: none"> • No injuries or fatalities • None to few persons displaced for short duration • Little or no personal support required • None to inconsequential damage • None to minimal community disruption • No measurable environmental impacts • None to minimal financial loss • No wildland Fire Hazard Severity Zones
Minor	<ul style="list-style-type: none"> • Few injuries; no fatalities; minor medical treatment only • Some displacement of persons for less than 24 hours • Some personal support required • Some minor damage • Minor community disruption of short duration • Small environmental impacts with no lasting effects • Minor financial loss • No wildland Fire Hazard Severity Zones
Moderate	<ul style="list-style-type: none"> • Medical treatment required; some hospitalizations; few fatalities • Localized displaced of persons for less than 24 hours • Personal support satisfied with local resources • Localized damage • Normal community functioning with some inconvenience • No measurable environmental impacts with no long-term effects, or small impacts with long-term effect • Moderate financial loss • Less than 25% of area in <i>Moderate</i> or <i>High</i> wildland FHSZ
Major	<ul style="list-style-type: none"> • Extensive injuries; significant hospitalizations; many fatalities • Large number of persons displaced for more than 24 hours • External resources required for personal support • Significant damage • Significant community disruption; some services not available • Some impact to environment with long-term effects • Major financial loss with some financial assistance required • More than 25% of area in <i>Moderate</i> or <i>High</i> wildland FHSZ; less than 25% in <i>Very High</i> wildland FHSZ
Extreme	<ul style="list-style-type: none"> • Large number of severe injuries requiring hospitalization; significant fatalities • General displacement for extended duration • Extensive personal support required • Extensive damage • Community unable to function without significant external support • Significant impact to environment and/or permanent damage • Catastrophic financial loss; unable to function without significant support • More than 50% of area in <i>High</i> wildland FHSZ; more than 25% of area in <i>Very High</i> wildland FHSZ

A.1.8 Overall Risk

Overall risk was determined by considering the probability of occurrence, likely impact extent, and reasonably expected impact severity using the following tables.

Table 14—Overall Risk Categories – Negligible Impact Extent

Probability of Occurrence	Impact Severity				
	Insignificant	Minor	Moderate	Major	Extreme
Rare	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>High</i>
Unlikely	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>High</i>
Possible	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Moderate</i>	<i>High</i>
Probable	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Moderate</i>	<i>High</i>
Frequent	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Moderate</i>	<i>High</i>

Table 15—Overall Risk Categories – Limited Impact Extent

Probability of Occurrence	Impact Severity				
	Insignificant	Minor	Moderate	Major	Extreme
Rare	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Moderate</i>	<i>High</i>
Unlikely	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Moderate</i>	<i>High</i>
Possible	<i>Low</i>	<i>Low</i>	<i>Moderate</i>	<i>High</i>	<i>High</i>
Probable	<i>Low</i>	<i>Low</i>	<i>Moderate</i>	<i>High</i>	<i>Extreme</i>
Frequent	<i>Low</i>	<i>Low</i>	<i>Moderate</i>	<i>High</i>	<i>Extreme</i>

Table 16—Overall Risk Categories – Significant Impact Extent

Probability of Occurrence	Impact Severity				
	Insignificant	Minor	Moderate	Major	Extreme
Rare	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Moderate</i>	<i>High</i>
Unlikely	<i>Low</i>	<i>Low</i>	<i>Moderate</i>	<i>High</i>	<i>High</i>
Possible	<i>Low</i>	<i>Low</i>	<i>Moderate</i>	<i>High</i>	<i>Extreme</i>
Probable	<i>Low</i>	<i>Moderate</i>	<i>Moderate</i>	<i>High</i>	<i>Extreme</i>
Frequent	<i>Low</i>	<i>Moderate</i>	<i>High</i>	<i>High</i>	<i>Extreme</i>

Table 17—Overall Risk Categories – Extensive Impact Extent

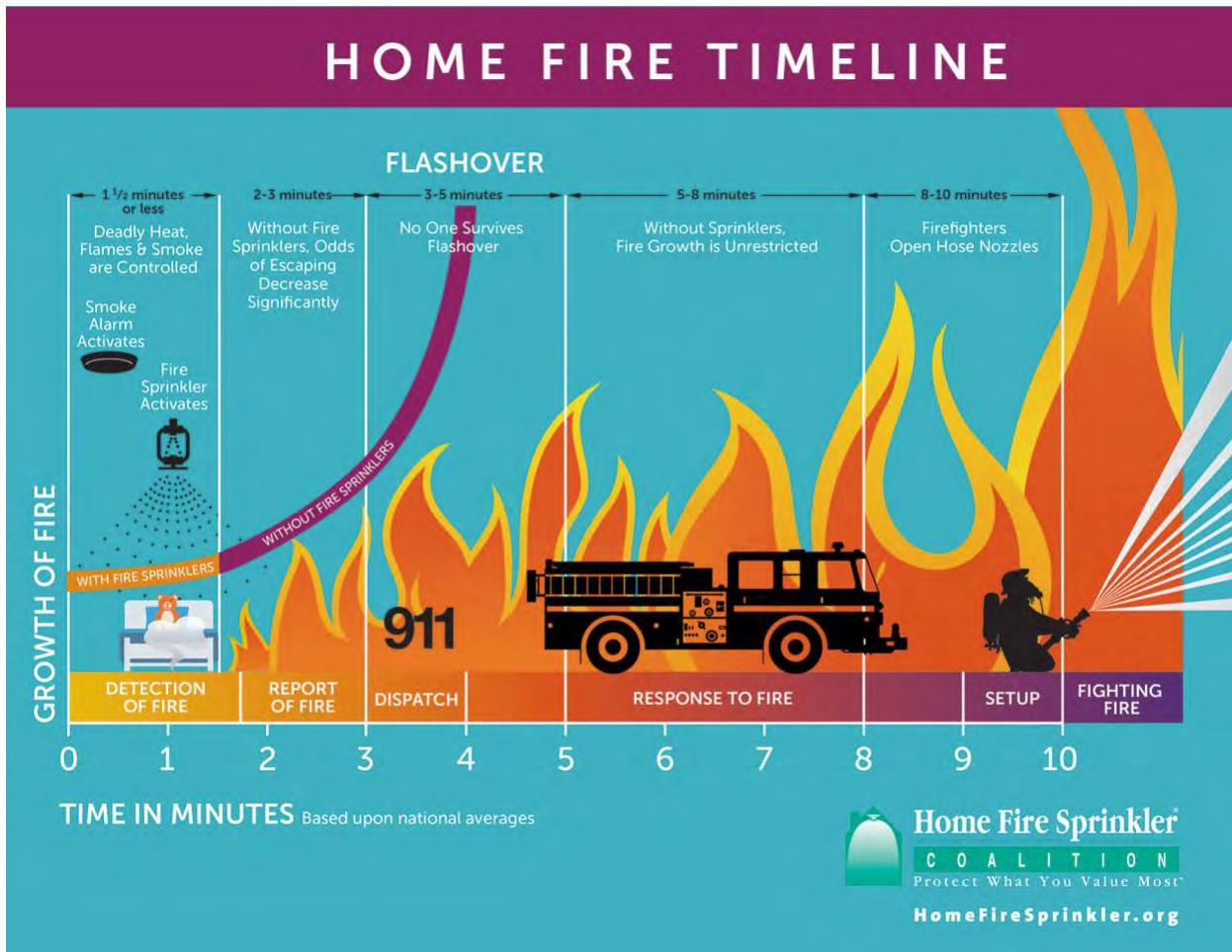
Probability of Occurrence	Impact Severity				
	Insignificant	Minor	Moderate	Major	Extreme
Rare	<i>Low</i>	<i>Low</i>	<i>Moderate</i>	<i>High</i>	<i>Extreme</i>
Unlikely	<i>Low</i>	<i>Low</i>	<i>Moderate</i>	<i>High</i>	<i>Extreme</i>
Possible	<i>Low</i>	<i>Moderate</i>	<i>High</i>	<i>High</i>	<i>Extreme</i>
Probable	<i>Low</i>	<i>Moderate</i>	<i>High</i>	<i>Extreme</i>	<i>Extreme</i>
Frequent	<i>Moderate</i>	<i>Moderate</i>	<i>High</i>	<i>Extreme</i>	<i>Extreme</i>

A.1.9 Building Fire Risk

One of the primary hazards in any community is building fire. Building fire risk factors include building size, age, construction type, density, occupancy, and height above ground level; required fire flow; proximity to other buildings; built-in fire protection/alarm systems; available fire suppression water supply; building fire service capacity; and fire suppression resource deployment (distribution/concentration), staffing, and response time.

The following figure illustrates the building fire progression timeline. It shows that **flashover**, the point at which the entire room erupts into fire after all combustible objects reach their ignition temperature, can occur as early as 3:00 to 5:00 minutes from initial ignition. Human survival in a room after flashover is extremely improbable.

Figure 5—Building Fire Progression Timeline



Population Density

Population density within the City is approximately 4,800 people per square mile.⁶ Although risk analysis across a wide spectrum of other Citygate clients shows no direct correlation between population density and building fire *occurrence*, it is reasonable to conclude that building fire *risk* relative to potential impact on human life is greater as population density increases, particularly in areas with high-density, multiple-story buildings.

Water Supply

A reliable public water system providing adequate volume, pressure, and flow duration in close proximity to all buildings is a critical factor in mitigating the potential consequence severity of a community's building fire risk. According to Department staff, available fire flow volume and

⁶ Source: U.S. Census Bureau Quick Facts.

pressure are adequate throughout the service area except for annexed areas of the County in the Valley Drive, East Broadway, and Manchester/Station areas.

Building Fire Risk Assessment

The following table summarizes Citygate's assessment of the City's building fire risk.

Table 18—Building Fire Risk Assessment

Building Fire Risk	Citywide
Probability of Occurrence	Probable
Impact Extent	Limited
Impact Severity	Moderate
Overall Risk Rating	Moderate

A.1.10 Vegetation Fire Risk

Some areas within and adjacent to the City are susceptible to a vegetation fire. Vegetation/wildland fire risk factors include vegetative fuel types and configuration, weather, topography, prior fires, water supply, mitigation measures, and vegetation/wildland fire service capacity.

Vegetative Fuels

Vegetative fuel factors influencing fire intensity and spread include fuel type (vegetation species), height, arrangement, density, and moisture. In addition to decorative landscape species, vegetative fuels within the city consist of a mix of annual grasses and weeds, invasive species, and mixed deciduous and conifer tree species. Once ignited, vegetation fires can burn intensely and contribute to rapid fire spread under the right fuel, weather, and topographic conditions.

Weather

Weather elements, including temperature, relative humidity, wind, and lightning, also affect vegetation/wildland fire potential and behavior. High temperatures and low relative humidity dry out vegetative fuels, creating a situation where fuels will more readily ignite and burn more intensely. Wind is the most significant weather factor influencing vegetation/wildland fire behavior, with higher wind speeds increasing fire spread and intensity. Fuel and weather conditions most conducive to vegetation/wildfires generally occur from about May through October; however, above-normal temperatures and drought can increase that period on either end.

Topography

Vegetation/wildland fires tend to burn more intensely and spread faster when burning uphill and up-canyon, except for a wind-driven downhill or down-canyon fire. The generally flat topography of the City has minimal effect on vegetation fire behavior and spread.

Water Supply

Another significant vegetation fire consequence severity factor is water supply immediately available for fire suppression. According to Department staff, available fire flow and hydrant spacing is adequate throughout the City except for some annexed County areas.

Wildland Fire Threat Zones

The Merced County Multi-Jurisdictional Hazard Mitigation Plan identifies the City as a low hazard for wildland fire with a low annual probability of a wildland fire.⁷

Vegetation Fire Risk Assessment

The following table summarizes Citygate's assessment of the City's vegetation fire risk.

Table 19—Vegetation/Wildland Fire Risk Assessment

Vegetation/Wildland Fire Risk	Citywide
Probability of Occurrence	Possible
Impact Extent	Negligible
Impact Severity	Minor
Overall Risk Rating	Low

A.1.11 Medical Emergency Risk

Medical emergency risk in most communities is predominantly a function of population density, demographics, violence, health insurance coverage, and vehicle traffic.

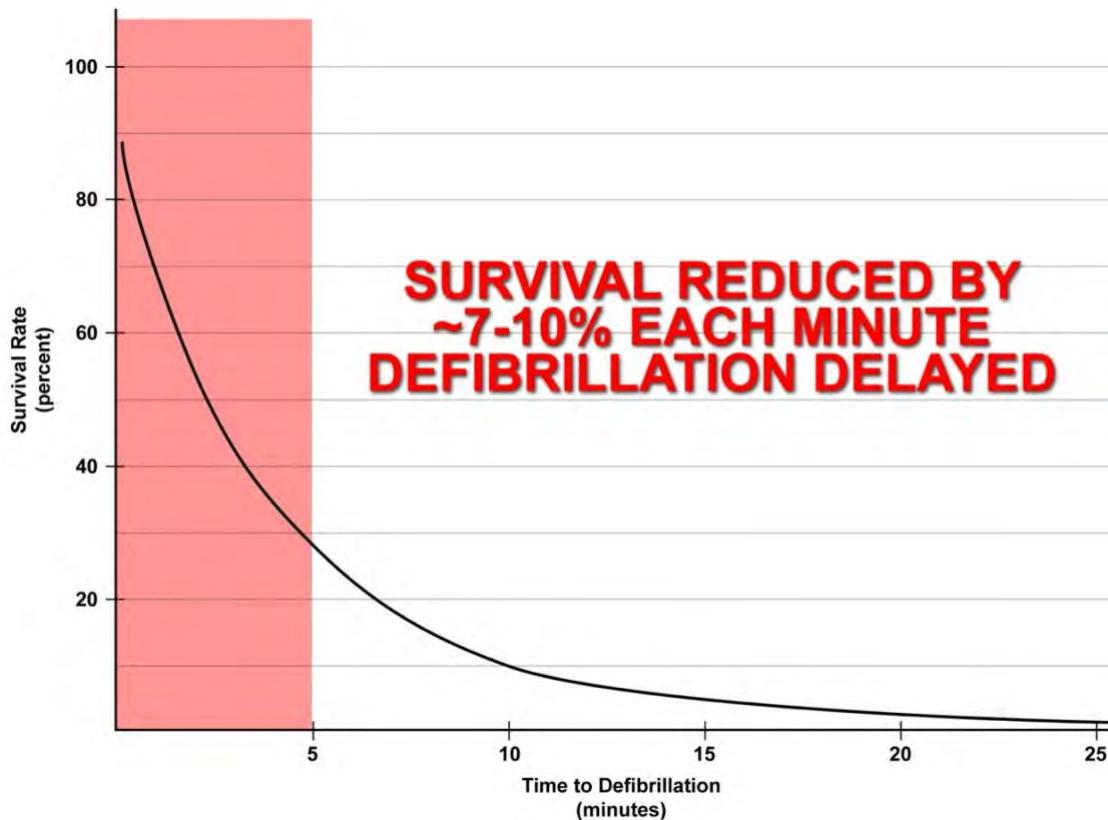
Medical emergency risk can also be categorized as either a medical emergency resulting from a traumatic injury or a health-related condition or event. Cardiac arrest is one serious medical emergency among many where there is an interruption or deprivation of oxygen to the brain.

The following figure illustrates the reduced survivability of a cardiac arrest victim as time to defibrillation increases. While early defibrillation is one factor in cardiac arrest survivability, other

⁷ Source: Merced County Multi-Jurisdictional Hazard Mitigation Plan, Figures 4-38 and 4-40.

factors can influence survivability as well, such as early CPR and pre-hospital advanced life support interventions.

Figure 6—Survival Rate versus Time to Defibrillation



Population Density

Population density within the City is approximately 4,800 people per square mile.⁸ Risk analysis across a wide spectrum of other Citygate clients shows a direct correlation between population density and the *occurrence* of medical emergencies, particularly in high urban population density zones.

Demographics

Medical emergency risk tends to be higher among older, poorer, less educated, and uninsured populations. As shown in Table 9, 12.4 percent of the service area population is 65 and older; nearly 30 percent of the population over 24 years of age has less than a high school education or equivalent; 17.5 percent of the population is at or below poverty level; and nearly 10 percent of the population under age 65 does not have health insurance coverage.

⁸ Source: U.S. Census Bureau Quick Facts.

Vehicle Traffic

Medical emergency risk tends to be higher in areas of a community with high daily vehicle traffic volume, particularly areas with high traffic volume traveling at high speeds. The City's transportation network includes Highway 99 carrying an aggregate annual average daily traffic volume of more than 54,000 vehicles.⁹

Medical Emergency Risk Assessment

The following table summarizes Citygate's assessment of the City's medical emergency risk.

Table 20—Medical Emergency Risk Assessment

Medical Emergency Risk	Citywide
Probability of Occurrence	Frequent
Impact Extent	Limited
Impact Severity	Moderate
Overall Risk Rating	Moderate

A.1.12 Hazardous Material Risk

Hazardous material risk factors include fixed facilities that store, use, or produce hazardous chemicals or waste; underground pipelines conveying hazardous materials; aviation, railroad, maritime, and vehicle transportation of hazardous commodities into or through a jurisdiction; vulnerable populations; emergency evacuation planning and related training; and specialized hazardous material service capacity.

Fixed Hazardous Materials Facilities

The City has some sites requiring a state or County hazardous material operating permit or Hazardous Materials Business Plan. In addition, high-pressure natural gas distribution pipelines are located adjacent to the BNSF Railway alignment, Winton Way, and Bellevue Road west of Winton Way.

Transportation-Related Hazardous Materials

The service area also has transportation-related hazardous material risk because of its road transportation network, including Highway 99 carrying an aggregate annual average daily truck

⁹ Source: California Department of Transportation (2021 data).

traffic volume of more than 54,000 vehicles, some of which are transporting hazardous commodities.¹⁰

The service area also has transportation-related hazardous material risk due to more than 30 train movements into and through the City daily, many of which are transporting hazardous commodities.¹¹

Population Density

Because hazardous material emergencies have the potential to adversely impact human health, it is logical that the higher the population density, the greater the potential population exposed to a hazardous material release or spill.

Vulnerable Populations

Persons vulnerable to a hazardous material release/spill include individuals or groups unable to self-evacuate, generally including children under the age of 10, the elderly, and persons confined to an institution or other setting where they are unable to leave voluntarily. As shown in Table 9, nearly 27 percent of the population is under age 10 or is 65 years and older.

Hazardous Material Risk Assessment

The following table summarizes Citygate's assessment of the City's hazardous materials risk.

Table 21—Hazardous Materials Risk Assessment

Hazardous Material Risk	Citywide
Probability of Occurrence	Possible
Impact Extent	Limited
Impact Severity	Minor
Overall Risk Rating	Low

A.1.13 Technical Rescue Risk

Technical rescue risk factors include active construction projects; structural collapse potential; confined spaces, such as tanks and underground vaults; bodies of water, including rivers and streams; industrial machinery use; transportation volume; and earthquake, flood, and landslide potential.

¹⁰ Source: California Department of Transportation.

¹¹ Source: U.S. Department of Transportation, Federal Railroad Administration

Construction Activity

There is ongoing residential, commercial, industrial, and infrastructure construction activity within the City.

Confined Spaces

There are confined spaces within the service area, including tanks, vaults, and open trenches.

Bodies of Water

There are multiple canals and seasonal waterways within the City.

Transportation Volume

Another technical rescue risk factor is transportation-related incidents requiring technical rescue. This risk factor is primarily a function of vehicle, railway, maritime, and aviation traffic. Vehicle traffic volume is the greatest of these factors within the service area, with Highway 99 carrying an aggregate annual average daily traffic volume of more than 54,000 vehicles.

Earthquake Risk

The Merced County Multi-Jurisdictional Hazard Mitigation Plan identifies the County's probability of damaging seismic ground shaking as "occasional" due to proximity to the San Andreas Fault and that fault's history.

Flood Risk

According to the Merced County Multi-Jurisdictional Hazard Mitigation Plan, significant flooding occurs within the County approximately every five years. The Plan also identifies 354 parcels and 360 buildings within the City with potential to be damaged by a flood event.

Technical Rescue Risk Assessment

The following table summarizes Citygate's assessment of the City's technical rescue risk.

Table 22—Technical Rescue Risk Assessment

Technical Rescue Risk	Citywide
Probability of Occurrence	Possible
Impact Extent	Limited
Impact Severity	Moderate
Overall Risk Rating	Moderate

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APPENDIX B—FACILITY ASSESSMENT WORKSHEETS

FACILITY ASSESSMENT

Fire Station 41

Address: 699 Broadway Ave, Atwater CA 95301

Ownership: Atwater City

Parcel Size (acres) .73

Building Size (sq. ft.) 14,656

Number of Stories 1

Building Age (years) 42

Daily Staffing Min. 3 Max 5

Number of Apparatus Min. 2 Max. 2

Apparatus Bays Indoor: 6 Outdoor: 0



Assessment Factor

Finding

Essential Services Facility	Yes	No	Unknown or N/A	Comments
Meets ESA Seismic Requirements		X		No
Meets ADA Access Requirements		X		
Backup Electrical Generator	X			Size: 8KW Fuel: NATURAL GAS
On-Site Vehicle Fueling		X		

Facility Safety/Security

Fire Sprinkler System		X		
Smoke Detectors	X			
CO Detectors	X			
Vehicle Exhaust Capture System	X			
PPE allowed in living/sleeping areas		X		
Smoking and tobacco free	X			
Apparatus door safety features		X		Existing but nonoperational
Station Alerting System Conformance with NFPA 1500	X			
Carcinogen Contamination Control Zones		X		
PPE Storage Conformance with NFPA 1851	X			
Dedicated PPE Cleaning Equipment		X		Located at Station 42
Dedicated PPE Decontamination Area		X		
Dedicated Medical Waste Disposal		X		
Dedicated EMS Equipment/Supply Storage	X			
Secured Building Access	X			
Secured Employee Parking	X			
Annual Safety Inspections	X			Last Inspection: 2/10/2024

Major Facility Systems/Components	Last Serviced or Repaired	Last Replaced	Condition	Notes		
HVAC		2019?	Good	Replaced around 2019		
Roof		2021?	Good	Resurfaced around 2021		
Asphalt Surfaces	NA		Fair	Asphalt in rear is aging and front aprons are still operational but will need some repairs in the coming years		
Standby Generator						
SCBA Air Compressor	2023		Good	Serviced annually + a new stationary unit		
PPE Extractor				Located at Station 42		
Functional Areas	Yes	No	Number	Total Area (Sq. Ft.)	Meets Current Needs	Meets Anticipated Future Needs
Office/Workspace	X		3	390	Y	N
Restroom(s)	X		2	415	N	N
Sleeping (bedrooms/beds)	X		3/7	745	Y	N
Kitchen/Dining	X		2	700	Y	Y
Living Area / Day Room	X		1	270	Y	N
Physical Fitness Workout Space	X		1	400	Y	N
Storage Space	X		3	60	Y	N
Workshop	X		1	150	Y	N
Training Room	X		0	0	N	N
SCBA Storage	X		1	10	Y	Y
SCBA Refill Station	X		2	250	Y	Y
Emergency Vehicle Parking/Storage	YES	NO	Number	Total Area (Sq. Ft.)	Meets Current Needs	Meets Anticipated Future Needs
Drive-Through Apparatus Bays		X	0	6300	N	N
Front Apparatus Apron	X		6	1720	N	N
Rear Apparatus Apron / Parking		X	0	0	N	N
Comments/Recommendations						
Overall facility condition: Some remodels have taken place, and the facility is improving; however, it still needs its fair share of improvements. This station does sit in a great geographical location although it lacks several needed features to provide for the most safety and efficiency for firefighters and the community.						

FACILITY ASSESSMENT

Fire Station 42							
Address: 2006 Avenue Two, Atwater, CA 95301							
Ownership: City of Atwater							
Parcel Size (acres)	1.1						
Building Size (sq. ft.)	7,500						
Number of Stories	1						
Building Age (years)	18						
Daily Staffing	Min. 3	Max. 5					
Number of Apparatus	Min. 2	Max. 2					
Apparatus Bays	Indoor: 2	Outdoor: 0					
Assessment Factor	Finding						
Essential Services Facility	Yes	No	Unknown or N/A	Comments			
Meets ESA Seismic Requirements	✓						
Meets ADA Access Requirements	✓						
Backup Electrical Generator	✓			Size: 100Kw 250 Gallon Tank Fuel: LPL			
On-Site Vehicle Fueling		✓		Fueling is done at city yard.			
Facility Safety/Security							
Fire Sprinkler System	✓						
Smoke Detectors	✓						
CO Detectors	✓						
Vehicle Exhaust Capture System	✓						
PPE allowed in living/sleeping areas		✓					
Smoking and tobacco free	✓						
Apparatus door safety features	✓						
Station Alerting System Conformance with NFPA 1500	✓						
Carcinogen Contamination Control Zones	✓						
PPE Storage Conformance with NFPA 1851	✓						
Dedicated PPE Cleaning Equipment	✓						
Dedicated PPE Decontamination Area		✓					
Dedicated Medical Waste Disposal		✓					
Dedicated EMS Equipment/Supply Storage	✓						
Secured Building Access	✓						
Secured Employee Parking	✓						
Annual Safety Inspections	✓			Last Inspection: 2024			

Major Facility Systems/Components	Last Serviced or Repaired	Last Replaced	Condition	Notes		
HVAC	1/2024	Original	Fair	Recent problems 2/2024		
Roof	12/2023	Original	Fair	Had major leaks over the years and only temporary patch jobs have been completed		
Asphalt Surfaces	2006	Original	Like New	Not asphalt. Concrete surface.		
Standby Generator	7/29/22	Original	Like New			
SCBA Air Compressor	N/A	N/A	N/A	No SCBA Air compressor present (Located at Station 41)		
PPE Extractor	2009	Original	Used			
Functional Areas	Yes	No	Number	Total Area (Sq. Ft.)	Meets Current Needs	Meets Anticipated Future Needs
Office/Workspace	✓		5	1,700	Y	Y
Restroom(s)	✓		4	700	Y	Y
Sleeping (bedrooms/beds)	✓		3/6	600	Y	Y
Kitchen/Dining	✓		1	500	Y	Y
Living Area / Day Room	✓		1	800	Y	Y
Physical Fitness Workout Space	✓		1	120	N	N
Storage Space	✓		1	450	Y	Y
Workshop	✓		1	200	Y	Y
Training Room	✓		1	400	Y	Y
SCBA Storage		✓	0	0	N	N
SCBA Refill Station		✓	0	0	N	N
Emergency Vehicle Parking/Storage	YES	NO	Number	Total Area (Sq. Ft.)	Meets Current Needs	Meets Anticipated Future Needs
Drive-Through Apparatus Bays	✓		2	1,800	Y	Y
Front Apparatus Apron	✓		1	2,700	Y	Y
Rear Apparatus Apron / Parking	✓		1	10,000	Y	Y
Comments/Recommendations						
	Overall facility condition: Overall condition of the fire station is good. There are some improvements that can be made to make for better accommodations for on-duty personnel as well as repairs in planning for future growth, but the facility is very functional.					

Appendix 1B.

Citygate Study

Police Services Master Plan



C I T Y G A T E
P O L I C E S E R V I C E S

POLICE SERVICES FACILITY NEEDS MASTER PLAN



ATWATER

CITY OF ATWATER, CA

MAY 22, 2024

 C I T Y G A T E
P O L I C E S E R V I C E S

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Appendix A—Atwater PD Floor Plan (Interim Remodel)

FACILITIES ASSESSMENT

1. EXECUTIVE SUMMARY

The City of Atwater (City) retained Citygate Associates, LLC (Citygate) to conduct a high-level Police Facility Needs Master Plan. As part of the Master Plan effort, Citygate was to analyze current Police Department (Department) staffing, equipment, and facilities; evaluate future facility needs based on this analysis; and provide appropriate recommendations regarding Department staffing to facility needs.

The current police station significantly predates all modern building and civic essential facility requirements. The facility requires near-term enhancements and remodeling measures to ensure it can meet the short-term needs of the Department and community. If these improvements are made, the facility could serve the needs of the Department for the next three to five years.

One issue that the City and Department need to address immediately concerns the expansion or relocation of the 9-1-1 Communications Center (the City's Public Safety Answering Point, or PSAP). The Communications Center is where all incoming emergency calls for the Department are received. Calls for service are then dispatched to Patrol officers for response. The Center is currently in violation of the Americans With Disabilities Act (ADA). The City was notified of this fact during the spring of 2023 by the state of California. There is a plan to further remodel the current building to ensure it can serve the Department and community for a further three to five years. The Department's proposal for what the interim remodel would consist of has been attached as **Appendix A** to this study. In the mid to longer term, a larger, full replacement of the police facility will be required for the City to maintain adequate working space for Department personnel—including specialty services, management, and logistical support—considering projected population growth and the associated increase in calls for service.

Other cities in Atwater's situation have found that there are only **two viable choices**:

1. The City could conduct a **temporary remodel** of the current facility while also immediately proceeding with the process of a new facility being funded, sited, designed, and constructed—meeting all regulatory requirements and being built to last 25 plus years.
2. If absent the resources to replace the police/City building in less than five years, the City could locate a **vacant commercial building** that would be cost effective to remodel for use as a police department, and which could serve the City for a decade or more.

At the conclusion of the analysis section of this study, Citygate makes four specific findings and five actionable recommendations for the City to consider.

2. POLICY CHOICES FRAMEWORK

There are no official national standards regarding law enforcement deployment and no mandatory federal or state regulations directing the level of police service staffing, response times, or outcomes. If services are provided, local, state, and federal safety and how to police regulations must be followed to ensure the safety of the public and the personnel providing the services.

It is worth noting that new, unfunded mandates are being added annually due to new laws from the California state legislature. **In the past three years, hundreds of new laws have been passed in response to nationally publicized incidents involving law enforcement.** Cities have little or no control over what laws are passed annually but are forced to comply with mandates—including any costs associated with the implementation of new laws. Mandates may include the collection of data related to persons arrested, time requirements pertaining to the release of body-worn camera footage from a critical incident, or new required training standards.

3. GENERAL POLICE SERVICE STAFFING OVERVIEW

Some jurisdictions in California use the number of officers per 1,000 citizens as a **benchmark** for police staffing. This measurement will show the physical staffing, or number of sworn officers, for a police department. However, what is necessary for any department to both respond to crime-driven demand for police services and proactively prevent future crime will vary greatly depending on the community served.

For example, a police department serving a smaller, more rural city will have a significantly different workload than that of a police department serving a medium-sized or larger city. The Department's current staffing ratio is .78 officers per 1,000 residents. While this ratio is not necessarily an accurate indicator of staffing needs, it can provide a starting point when seeking to understand the City's current context and situation as it pertains to police services.

A more accurate and helpful way for a police department to measure a community's policing needs is to analyze **service demand**: (1) what specific tasks are being performed by the department's personnel daily, and (2) at what volume are the tasks being performed? This is a more indicative measure of a community's needs than simply comparing the number of officers in a police department to the number of citizens within a community.

It is crucial for police agencies to understand service demand to effectively and efficiently allocate resources, respond to community needs, and forecast future law enforcement strategies. Service demand is commonly understood through the following means and metrics.

- ◆ Monitoring the type and volume of calls for service

- ◆ Analysis of crime statistics and trends—including crime mapping via the use of geographic information systems (GIS) to identify crime “hotspots” and allocate resources accordingly
- ◆ Data analysis, including:
 - Response times
 - Officer committed time to incidents and utilization rates
 - Identifying patterns in demand for police services across different times and locations
 - Traffic incidents
 - Citizen complaints
- ◆ Community expectations and feedback

By utilizing these methods, police agencies can continually improve their understanding of service demand and tailor their operations and performance metrics to effectively meet the needs of the communities they serve.

Increased staffing in response to crime rates, service demand, and community expectations involves other elements of police services as well. For instance, the number of personnel in a police department will naturally dictate how much space is required of a police facility.

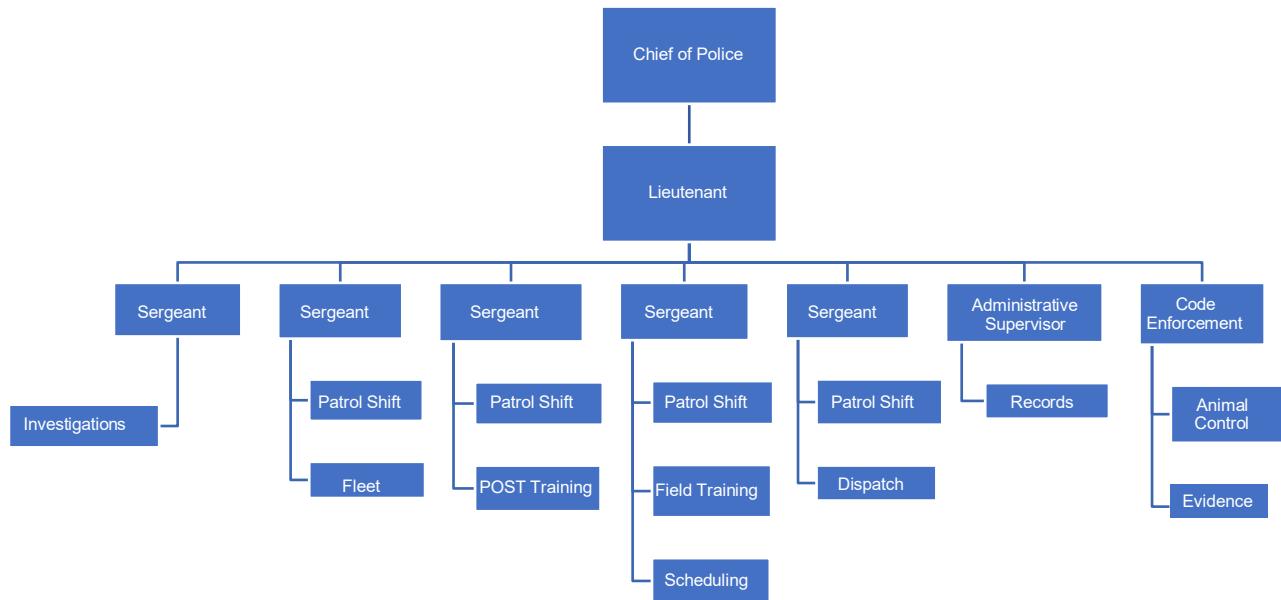
3.1 Current Department Staffing

As of January 2024, the Department’s authorized full-time equivalent (FTE) staffing is as follows.

Sworn Peace Officers:	28 including: the Chief of Police, one Lieutenant, four Sergeants, 21 police officers, and one reserve police officer. Three positions are currently vacant.
Professional Staff:	14 including: two Community Service Officers (CSOs), one Code Enforcement Manager, one Code Enforcement officer, one Records Manager, two Records officers, and seven dispatchers.

The following organizational chart reflects the Department’s command structure.

Figure 1—Atwater Police Department Organizational Chart



The Department's ratio of sworn personnel to resident population is .78 officers per 1,000 residents. This is less than the statewide average rate of 2.2 officers per 1,000 population (FBI, 2022), though the statewide average also includes sworn personnel such as campus police officers and sheriff's deputies that work in jails.

The Department's attrition rate during the year was eight percent for sworn positions, which represented a marked improvement compared to previous years. For professional personnel, the Department's attrition rate during the previous year was zero percent. At the end of 2023, all full-time, professional positions were filled.

Patrol Staffing

The Department deploys a range of two to five officers and professional Community Service Officers per shift. Within the police station facility, Patrol and CSO officers require a common area to process evidence, complete crime reports, and manage other daily tasks. There needs to be a processing area for labeling and packaging evidence for proper booking and chain of evidence. Proper evidence storage is a critical function of law enforcement agencies and is highly regulated by the California Commission on Peace Officer Standards and Training (CA POST).

Officers also require an area for processing and interviewing arrestees prior to their transport to the Merced County Jail. This area should include a workstation with a place for the arrestee to sit in a secure setting while allowing the officer to safely process the arrest paperwork.

Dispatch Staffing

The level of Patrol staffing above requires two dispatchers on duty 24 hours per day. Each dispatcher needs a full workstation with multiple telephone lines and computer screens. Dispatchers are required to monitor incoming emergency telephone lines, non-emergency lines, and dispatch radio communications to and from Patrol officers. Dispatchers also monitor incoming calls from Patrol officers who may have questions regarding the calls for service they are responding to.

Detective Staffing

The Department's officers assigned as detectives each need their own workspace with access to electronic records, supervisors, and evidence storage.

3.2 Atwater Service Demand

Calls for service (CFS) refer to requests made to law enforcement agencies for assistance, intervention, or response to various incidents or situations. There are **two primary categories** of CFS responded to by police officers.

Officer-initiated CFS are incidents that are initiated by police officers themselves rather than being prompted by a public request. These CFS often involve proactive policing activities, enforcement actions, or routine patrols including traffic stops.

Public-generated CFS are requests for police assistance that are initiated by members of the public, businesses, government agencies, or other entities. Public-generated CFS encompass a large variety of situations, including emergencies, crimes, disturbances, and non-emergency requests for assistance. These CFS are typically received and processed by police dispatchers or call centers, who prioritize and dispatch officers to respond based on the type and urgency of the situation.

Both officer-initiated and public-generated CFS are major components of a police department's workload. Thus, police departments utilize CFS data to analyze workload, prioritize responses, allocate resources, and assess the effectiveness of policing strategies.

The following service demand data is from the Department's 2023 Annual Report to the community.

The Department's CFS data over time shows both activities generated by the public and activity generated by preventative Patrol activities. In 2021, the Department managed 24,438 CFS. In 2022, the Department managed 25,499 CFS. In 2023, the Department managed 28,208 CFS. The 2023 CFS numbers represent a 10.6 percent increase over 2022. The continued growth in the community and the addition of the public online minor incident reporting portal assisted in the increase. Officer-initiated CFS also increased by 16.6 percent from 8,854 contacts in 2022 to 10,324 in 2023. This increase is

attributed to the addition of a new code enforcement officer, increased abandoned vehicle abatement, and the increase in contacts with the unhoused population.

The following table and figure break down CFS by priority and year. Priority 1 calls are considered emergencies and should be dispatched within a 3:00-minute period. Priority 2 calls encompass most citizen-initiated activities/incidents. Priority 3 calls are mostly officer initiated.

Table 1—Calls for Service by Priority and Year (2021–2023)

Type	2021	2022	2023
Priority 1	648	741	694
Priority 2	5,883	5,878	5,280
Priority 3	17,907	18,880	22,233
Non-Classified	0	0	1
Total	24,438	25,499	28,208

Figure 2—Calls for Service by Priority and Year (2021–2023)



In 2021, the Department made the commitment to begin the conversion to the National Incident-Based Reporting System (NIBRS) and Computer-Based Incident Reporting System (CBIRS) formats with the upgrade of its records management system. This method of data collection can show numbers that are

elevated and make it appear as though there is more criminal activity than is occurring in reality. The following table documents the Department's 2023 CIBRS data.

Table 2—Computer-Based Incident Reporting System Data (2023)

Classification of Offenses	Offenses Reported	Unfounded	Actual Offenses	Tot. Offenses Cleared	Clearances Involving Persons Under 18 Yr. of Age
Murder/NonNegligent Homicide(Total)	3	0	3	1	0
Manslaughter by Negligence(Total)	1	0	1	0	0
Rape(Total)	11	0	11	1	0
Rape	11	0	11	1	0
Attempted Rape	0	0	0	0	0
Robbery(Total)	24	0	24	4	0
Robbery - Firearm	5	0	5	0	0
Robbery - Knife or Cutting Instrument	1	0	1	0	0
Robbery - Other Dangerous Weapon	6	0	6	0	0
Robbery - StrongArm(Hands,Fists,Feet,etc)	12	0	12	4	0
Assault(Total)	501	0	501	197	19
Assault - Firearm	40	0	40	10	2
Assault - Knife or Cutting Instrument	9	0	9	7	2
Assault - Other Dangerous Weapon	62	0	62	26	2
Assault - StrongArm(Hands,Fists,Feet,etc)	48	0	48	29	5
Assault - Other(Simple, Not Aggravated)	342	0	342	125	8
Burglary(Total)	98	0	98	5	0
Burglary - Forcible Entry	12	0	12	1	0
Burglary - Unlawful Entry(No Force)	81	0	81	3	0
Burglary - Attempted Forcible Entry	5	0	5	1	0
Larceny(Total) - Theft(Excluding Motor Vehicles)	583	0	583	64	1
Motor Vehicle Theft(Total)	102	0	102	6	0

The number of reported property crimes represents 59 percent of the number of reportable crimes to the Department and the majority share of the CIBRS statistics. The public-reported suspicious and criminal activity rates are commensurate with the City's population and activity levels.

Traffic Accidents

Besides the common writing of citations for traffic violations, the Department responds to and investigates all traffic accidents that occur within the City.

In 2023, the total number of traffic accidents investigated was 351, representing a decrease of approximately 11 percent from the 390 accidents investigated in 2022. It was the first year that the City did not average one traffic accident per day in the last five years.

However, the number of vehicle accidents involving *injury* increased by 41.3 percent—from 29 injury accidents in 2022, to 41 in 2023. Unfortunately, this included the Department’s investigation of four fatal traffic collisions that cost six lives.

The continued decline in total traffic accidents is due to the effects of increased public awareness and traffic enforcement in the form of a part-time Motor officer and effective, directed patrols. The major causes of accidents are inattention and failure to follow posted traffic signs.

Animal Control

The Department is responsible for the animal control function for the City. Retrieved animals are housed at an animal control facility owned by the Merced County Sheriff’s Office. By contract, the County shelters captured animals and collects fees, fines, and forfeitures for the Department

The Unit handled 1,144 animal control CFS for 2023, an average of 3.1 calls per day. On average, 60 percent of CFS ended in some sort of enforcement action by Animal Control officers. The other 40 percent of calls received by the Department represent incidents that were either cancelled by the caller, concerned animals that were unable to be located, or entailed animals that were being returned to their owners.

School Resource Officer Program

The Department renewed its partnership with the Atwater Elementary School District to provide law enforcement services to all elementary school sites for the 22–23 school year. Services provided to the district include:

- ◆ Outreach to students
- ◆ School Safety presentations
- ◆ Traffic and Patrol functions around the schools
- ◆ Criminal investigations.

This partnership has continued into the 23–24 school year with District and Department collaboration on several infrastructure projects to make the sites, students, and staff safer. The following table shows statistics related to incidents managed by School Resource Officers (SROs) in the first part of the most recent 23–24 school year.

Table 3—School Resource Officer Program Incidents and Comparison

Statistical Measure	Total Number	Trending 6-month Comparison to 22-23
Calls for Service	464	15% increase
Traffic Stops	22	81% decrease
Reports Taken	120	71% decrease
Citations Issued	92	97% decrease
Arrests Made	8	75% decrease

Code Enforcement Unit

The Department oversees the responsibilities of code enforcement for the City with a Code Enforcement Unit. Responsibilities related to blight enforcement, City ordinance enforcement, home encampment monitoring, shopping cart abatement, and abandoned vehicle enforcement were consolidated to management by this Unit. In 2022, the Unit handled approximately 1,247 CFS related to a variety of blight issues and issued 1,478 notices and citations to violators. The result of these enforcement actions was a 90 percent compliance that improved the overall look of the City.

These numbers significantly increased in 2023. The increase represents the effect of expanded staffing in the Unit, which allowed for greater capacity to manage a variety of blight issues. The Unit was augmented by the addition of a full-time Code Enforcement Officer to bolster its capacity to manage cases. In 2023, the Unit also handled 272 abandoned vehicle calls and generated 14 reports with 38 vehicles stored.

The Unit provides service in the following areas:

- ◆ Daily citizen phone calls for information, explanation, or direction for non-cases.
- ◆ Generation of new documents, innovative programs, and processes for the Code Enforcement program.
- ◆ Miscellaneous meetings with Building, Planning, and various City Departments related to projects.
- ◆ Displaced Citizen monitoring, including contact and data collection.

4. ATWATER POLICE DEPARTMENT FACILITY

The Department's current facility is located at 750 Bellevue Road and was constructed in 1966. The facility is located near the center of the City, providing members of the public with easy access to the Department.

The building is shared with City Hall and the City's Finance Department, with the Police Department portion occupying 9,000 square feet of the building's 12,000-square-foot total size. The main station houses 9-1-1 Communications Center, Records, Patrol operations, Animal Control, Administration, and Code Enforcement. The Department also continues to utilize a secure fenced area and Conex box at the Public Works Yard as an evidence storage facility.

The main station area of City Hall received a small renovation in 2021. Floor coverings were replaced, and portions of the interior were painted. Each employee now has their own locker. There are two locker rooms now that a new locker room was added for female personnel.

During 2023, the Department reallocated space on the southside of the building that was once occupied by City administration. A new conference room was constructed, the offices were refinished, and ADA accessible doors were installed. These measures provided a short-term solution to some specific infrastructure issues.

The Investigations Unit completed its relocation from Fire Station #2 back to headquarters. Projects to renovate that space and construct a new interview room are ongoing and were to be completed in the first quarter of 2024.

In partnership with PG&E and Public Works, the Department plans to construct a vehicle charging depot inside the secure parking lot. This will service the Department's growing fleet of plug-in hybrid and battery-powered electric vehicles. This facility is due to be completed in the first quarter of 2024.

As discussed in Citygate's assessment to follow, the facility still has serious, immediate inadequacies related to space needs of all types, as well as regulatory compliance challenges—all of which, together, hamper the delivery of effective police operations.

Property and Evidence

The property and evidence room was upgraded to provide better security and more space for storage related to criminal cases. Despite the added space, the property and evidence room is almost at full capacity. Accordingly, Citygate finds the Department should reduce the amount of evidence stored for criminal cases. To manage this complex process will require the expertise of personnel—whether sworn or professional staff—who can research criminal cases and carefully determine whether older evidence requires further time in storage or may be destroyed. The Department should temporarily employ retired annuitants to oversee this process as a one-time project. If this is not a viable option, the Department should consider additional temporary storage for the growing amount of evidence and property.

Interview Room

There is only one regular interview room with full audio and video capabilities. The room is used by both Patrol and Investigations.

Restrooms

The restroom facilities for staff are located in each of the respective locker rooms. Similar-sized law enforcement agencies typically have additional staff restroom facilities. There are also public restrooms in the lobby.

Equipment Room

The current equipment room is a converted jail cell from when the Department included a City jail. The City no longer operates any custodial facilities.

Dispatch / Communications Center (PSAP)

The portion of the facility allocated to Dispatch is too small. The 140-square-foot room is set up to accommodate two positions working at the same time. In the spring of 2023, the City received a warning letter from the California Occupational Safety and Health Administration (Cal OSHA) regarding the PSAP not being in compliance with Americans With Disabilities Act (ADA). If the City wanted to hire a dispatcher who required any reasonable accommodation, the candidate would not be able to access the Dispatch Center. This issue needs to be addressed as soon as possible.

Currently, two dispatchers are assigned to the Dispatch Center per shift. Future Dispatch needs should accommodate at least four dispatch workstations that are fully ADA compliant. Consideration should also be given to evolving technology—such as the possibility of more cameras being deployed throughout the City and installing the number of screens necessary to monitor camera locations. When designing a new police facility, the PSAP should be designed with adequate space for today's staffing needs while also anticipating needs 10 or more years into the future.

Parking

There is adequate and secure space for all *Department* vehicles whether marked or unmarked. The City has plans to install six additional charging stations for electric vehicles.

The rear of the building is accessible from a residential area. The public parking lot in the front of the building sits low and does not have good drainage. As a result, the front parking lot floods regularly during heavy rain events.

Department personnel are required to park their *personal* vehicles in an unsecured lot attached to a City park that is adjacent to the Department. This is not a secure parking lot for employees who are arriving to or leaving work during hours of darkness, particularly for female professional staff members. The current parking arrangement also leaves employees' personal vehicles vulnerable to vandalism.

5. POLICE FACILITY REGULATORY STANDARDS

5.1 Codes, Standards, and Legislation

California Building Code

The International Code Council launched the International Codes Series (I-codes) at the end of the 1990s as a singular replacement for regional building codes. Locally, the California Building Code is borne out of the International Building Code and local jurisdictions adopt the California Building Code as their own guidance.

The International Building Code provides a tiered approach for the required structural performance of a building and, as essential facilities, police stations are subject to the strictest structural requirements. While an office building is required to be built to protect life in the event of a disaster—which means the occupants survive but the building may be condemned—a police station must be designed to protect life and be immediately occupiable post-disaster. This means a police station will be better able to resist the shaking of an earthquake or the high winds of an unusual storm.

California Essential Services Buildings Seismic Safety Act (ESBSSA)

In 1986, the California Legislature determined that buildings providing essential services should be capable of providing those services to the public after a disaster. Their intent in this regard was defined in legislation known as the Essential Services Buildings Seismic Safety Act of 1986 and includes requirements that such buildings shall be:

“Designed and constructed to minimize fire hazards and to resist... the forces generated by earthquakes, gravity, and winds.” (Excerpt from Health and Safety Code section 16001)

The enabling legislation can be found in the California Health and Safety Code, Chapter 2, sections 16000 through 16022.¹ In addition, the California Building Code cited above defines how the intent of the act is to be implemented in Title 24, Part 1 of the California Building Standards Administrative Code, Chapter 4, Articles 1 through 3.

Americans with Disabilities Act (ADA)

The ADA, enacted in 1990, establishes a series of standards for accessibility for persons with identified disabilities (e.g., 2010 ADA Standards). Requirements for public buildings are scoped under Title 2 of the ADA, and public facilities are subject to higher accessibility standards than commercial and residential developments. Title 2 public buildings are required to be fully accessible for disabled staff and the public. The ADA law is clear: spaces are not exempt based on a policy that excludes persons with disabilities from certain work, and a police facility is considered a public building in its entirety.

¹https://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=HSC&division=12.5.&title=&part=&chapter=2.&article=

5.2 Other Facility Considerations

Community Presence and Access

A police station is a connection to the community to provide service and a destination for assistance and care for those in danger. The police station should be accessible to the community. Most police facilities being designed today provide space for community meetings and other engagement opportunities. Parking and walkways to the lobby of the station and emergency phone should follow ADA requirements to allow all members of the community to be able to approach the station for assistance. Many elements of the station's site configuration, building orientation, and exterior facade should provide a clear understanding of the location a community member should go to receive help, often the primary entry of the facility.

Safety – Vehicular Circulation

Site pathways and features should provide access and direction from the parking and pedestrian way to the pedestrian entry without crossing the path of department vehicle response. This provides community safety and more rapid response ability. There needs to be secure, separated parking for police and employee vehicles.

Security and Public to Private Separation

A separate lobby space should be provided to allow for the public to come to the police station. The lobby should be secure and separate from the working areas of the station.

The building and site of a police facility should be secure from theft and unauthorized visitors to protect equipment and personnel so they can perform their service to the community unhindered. Special equipment is an asset to the community and requires special training to operate. Visitor entry and parking can be located outside of a secure fence.

Equity And Inclusion

Traditional police stations provided facilities that had limited privacy, with open floor plans in offices, locker rooms, and restrooms. This reduced the opportunity to cultivate a diverse staff by not providing equitable and inclusive accommodations. For police departments to be inclusive and recruit, retain, and support a diverse assortment of personnel, facilities that accommodate all must be provided when an agency is designing a police building that can serve as a long-term replacement. Separate gender restrooms and showers allow for any officer to maintain equitable support conditions. This encourages diversity within a police department by providing a facility that has a layout that is inclusive to all.

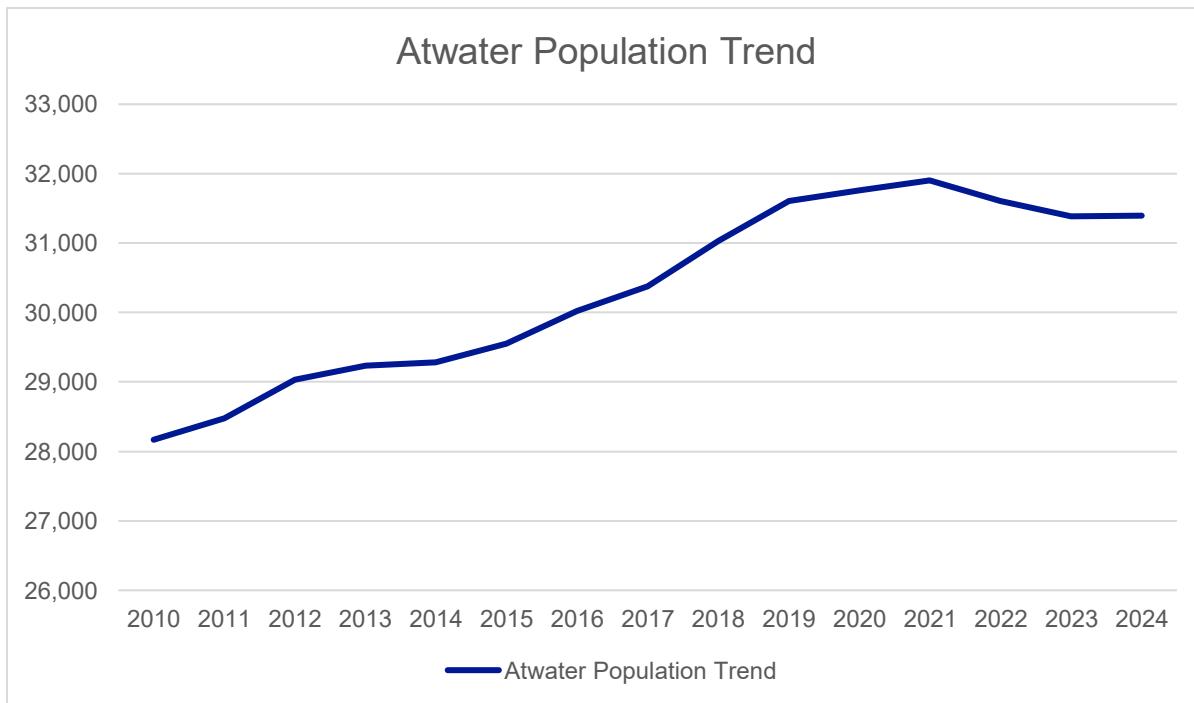
6. STATE DATA PERSPECTIVE ON ATWATER GROWTH

Understanding the City's basic population trajectory involves analyzing various factors including historical population growth, demographic composition, economic conditions, geographic location and amenities, and any potential policy / development initiatives.

During the peak of the COVID-19 pandemic, California saw a population *decline* for the first time since gaining statehood in 1850, with cities in the northern part of the state seeing more significant population loss than cities in the southern part of the state. This phenomenon was only mildly evident in the City of Atwater's specific numbers, as the City's steady, long-term growth continues to underscore its resilience and appeal. According to recent data from the California Department of Finance, the state once again experienced positive population growth overall in 2023, with several contributing factors leading to the end of a three-year period of population decline.² This trend reversal—while at a smaller scale—was evident in data pertaining to the City as well.

The following figure reflects the City's growth trajectory since 2010.

Figure 3—City of Atwater – Population Trend (2010–2024)



2010–2019 Population Data Source: State of California, Department of Finance, E-4 Population Estimates for Cities, Counties, and the State, 2011–2020, with 2010 Census Benchmark; Sacramento, California, May 2021. **2021–2024 Population Data Source:** State of California, Department of Finance, E-4 Population Estimates for Cities, Counties, and the State, 2021–2024, with 2020 Census Benchmark; Sacramento, California, May 2024.

² https://dof.ca.gov/wp-content/uploads/sites/352/Forecasting/Demographics/Documents/E-1_2024_Press_Release.pdf

6.1 City and Regional Studies: Population and Housing Unit Growth

The City is currently updating its General Plan and growth projections. For this study, Citygate reviewed the draft work to date, the Merced County Association of Governments 2023–2031 Draft City Multi-Jurisdictional Housing Element, the Association’s 2022 County Regional Housing Needs Allocation (RHNA) Plan for Atwater, and the California Department of Finance historical population numbers for Atwater, upon which sales taxes allocations are based. Based on these documents, Citygate observed the following:

- ◆ 2023–2031 Draft City Multi-Jurisdictional Housing Element found:
 - The *resident* population for Atwater in 2010 was 28,168. By 2021, it was 31,401.
 - For housing units, this report found there were 9,771 units in 2010. By 2020, there were 10,448—an increase of 677 units at an average of 68 units per year.
- ◆ The California Department of Finance E-1 Population estimates found:
 - In 2023, Atwater had a reported population of 31,418 residents.
- ◆ The 2022, the County RHNA Plan identified:
 - Between 2023–2032, the City will need 3,017 total *additional* housing units, an average of 335 per year.

Current Atwater Development Applications

- ◆ Redwood Apartments: 52 units
- ◆ Waterstone Apartments: 120 units
- ◆ Sunset Project: 25 homes
- ◆ University Park: approximately 364 multi-family units

The near-term total of all units is 561. If all units were built over the next three years, the average number of units per year would be 187. A rate of 187 units per year is slightly more than 2.5 times the historic rate of 68 units per year.

Population Projection

- ◆ Starting with the E-1 2023 population of 31,418 and subtracting the 2010 population of 28,168 yields an increase of 3,250 residents—an average gain of 250 residents (0.8 percent) per year.
- ◆ The Housing Element showed a gain of 68 units per year over the past ten years.

- ◆ The RHNA Plan desires a gain of 335 units per year.

The historic units and population growth rates year over year were very modest. The latest number of annual units called for by the RHNA is very aggressive given current financing challenges for buyers and builders related to housing. The current City applications for housing average 187 units *per year*, in-between the two low/high numbers. Thus, using 187 units per year for three years, times a typical, moderate rate of 2.5 people per dwelling unit, equals a resident growth rate of 468 people *per year*, which is just under double the historic rate. As a percent increase of a base population of 31,418 in 2023, the first-year population growth of 468 persons is a rate of 1.49 percent. As a straight-line projection, 468 people per year until the 2032 RHNA date equals 4,212 additional residents—which is modestly higher than the 3,233-resident gain from 2010 to 2021.

It is all but impossible to accurately measure the incident demand generated by the in-migration of employees, tourists, the houseless, and those commuting through the City. However, all of these elements are represented in the Department's total incident count. Thus, using residents per 1,000 incidents as a forecasting model provides a ratio of people to incidents. This measure does not say that only residents generate more (or fewer) incidents, but what can be used to project population are the dwelling units applied for, or that zoning could allow.

6.2 Impact to Police Staffing of Growth in Population and Calls for Service

In 2023, the Department responded to a total of 28,208 CFS. This equates to an average demand of 77.3 requests per day, or 3.2 CFS per hour.

In 2023, the City's resident population was 31,418. Using resident population as a surrogate ratio for people generating demand, in 2023, the CFS rate per 1,000 people was 898 requests per 1,000 population: $31,418/1,000 = 31.42$; $28,208/31.42 = 897.7$.

Using the previous projection of 4,212 additional residents by 2032 based on planned growth and the population trajectory, the result is a total resident population of 35,630 in 2032. At a ratio of 898 CFS per 1,000, 2032 CFS would grow to a total of 31,996—a change of approximately 1.14 percent. A total CFS growth of 3,788 incidents divided by eight years results in **473.5 new CFS per year**, or slightly more than one per day.

In 2023, the Department saw a large, 10.6 percent increase in CFS over 2022. Much of that increase was driven by personnel and program additions. The 2021 to 2022 increase was just under six percent. Either of these back-to-back annual increases suggest the CFS rate is faster than *resident* population growth would indicate.

Stated this way, there could be appreciable increases in CFS that are higher in the non-resident populations. For purposes of staffing increases over the next eight years, Citygate suggests using a *five percent annual, year-over-year* increase for staffing projections between 2024 and 2032.

Understanding that long-term projections through 2032 can change, and that the Police Chief feels a remodeled police building can only serve the Department for a maximum of five more years at most, in five years (by 2029), CFS could reach 34,287 annually.

The Department currently has 42 total personnel. At a total demand for service count of 28,208 in 2023, the staffing to service demand is 672 per person per year. Using a 2029 demand of 34,287 CFS, Department staffing could need to reach 51 total personnel, an increase of **nine personnel** in a combination of sworn and professional staff.

These projections should be considered low, as if civic demands on police department services of all types, not just Priority crimes, increases above five percent year-over-year. Very soon, the current facility—even if remodeled—will simply not be able to meet the needs of the community.

6.3 Facility Improvements and Remodel

With additional tenant improvements, the Chief believes the current police facility will be able to serve the community and enable the Department to remain in the present location for the three to five more years. Based on our own assessment and review, Citygate concurs with the Chief. However, for this to occur, the full completion of the City Hall south end renovation of 750 Bellevue Rd. is vital to providing the Department with efficient space. The Department has proposed what the interim remodel would consist of, and it is attached as **Appendix A** to the study.

In the mid to longer term, a larger, *full* replacement of the police facility will be required for the City to maintain adequate working space for Department personnel—including specialty services, management, and logistical support—considering projected population growth and the associated increase in calls for service.

Other cities in Atwater's situation have found that there are only **two viable choices**:

1. The City could conduct a **temporary remodel** of the current facility while also immediately proceeding with the process of a new facility being funded, sited, designed, and constructed—meeting all regulatory requirements and being built to last 25 plus years.
2. If absent the resources to replace the police/City building in less than five years, the City could locate a **vacant commercial building** that would be cost effective to remodel for use as a police department, and which could serve the City for a decade or more.

7. FINDINGS AND RECOMMENDATIONS

As a result of this assessment, Citygate makes the following findings and recommendations. Citygate's findings speak to key elements of Atwater's particular context and provide a basis for Citygate's recommendations.

7.1 Findings

Finding 1: The current police facility can barely meet the needs of the City and the Department for the next three to five years if remodeling and enhancement measures are completed.

Finding 2: The area used for storage of property and evidence is almost full.

Finding 3: The area of the police facility used to house the 9-1-1 Communications Center / Public Safety Answering Point (PSAP) is inadequate. The City has been warned in writing of this fact. The PSAP is not ADA compliant. If the City was to hire a dispatcher who required reasonable accommodation to perform his or her role, it would be impossible for the facility to provide this accommodation.

Finding 4: Department personnel park their personal vehicles in an unsecured lot attached to a City park that is adjacent to the Department. This parking option for City employees is not the safest option, particularly for female professional staff members, and leaves employees' personal vehicles vulnerable to vandalism.

7.2 Recommendations

Recommendation 1: Complete a modest remodel of the current police facility to accommodate the Department's needs for the next three to five years.

Recommendation 2: Aggressively determine a course of action to either replace the current police facility with a newly constructed building or locate an existing commercial building that can be modified to fit the needs of the Department as an immediate stopgap solution while the City secures the funding to build a modern police station to serve the Department and community in the long term. The size and location needed for a permanent solution can be determined after the City finishes its General Plan and growth projections.

Recommendation 3: Reduce the amount of evidence stored for criminal cases. This is a complex process requiring the expertise of staff (sworn or professional staff) who can research criminal cases and determine whether older evidence may be destroyed or requires further time in storage. Citygate recommends the Department

temporarily employ retired annuitants to oversee this process. If this is not a viable option, the Department should consider additional temporary storage for the growing amount of evidence and property.

Recommendation 4: The current workspace for the 9-1-1 Communications Center is inadequate. This issue needs to be addressed as soon as possible. The City should include a solution in the remodel or identify an off-site location that is compliant with regulations.

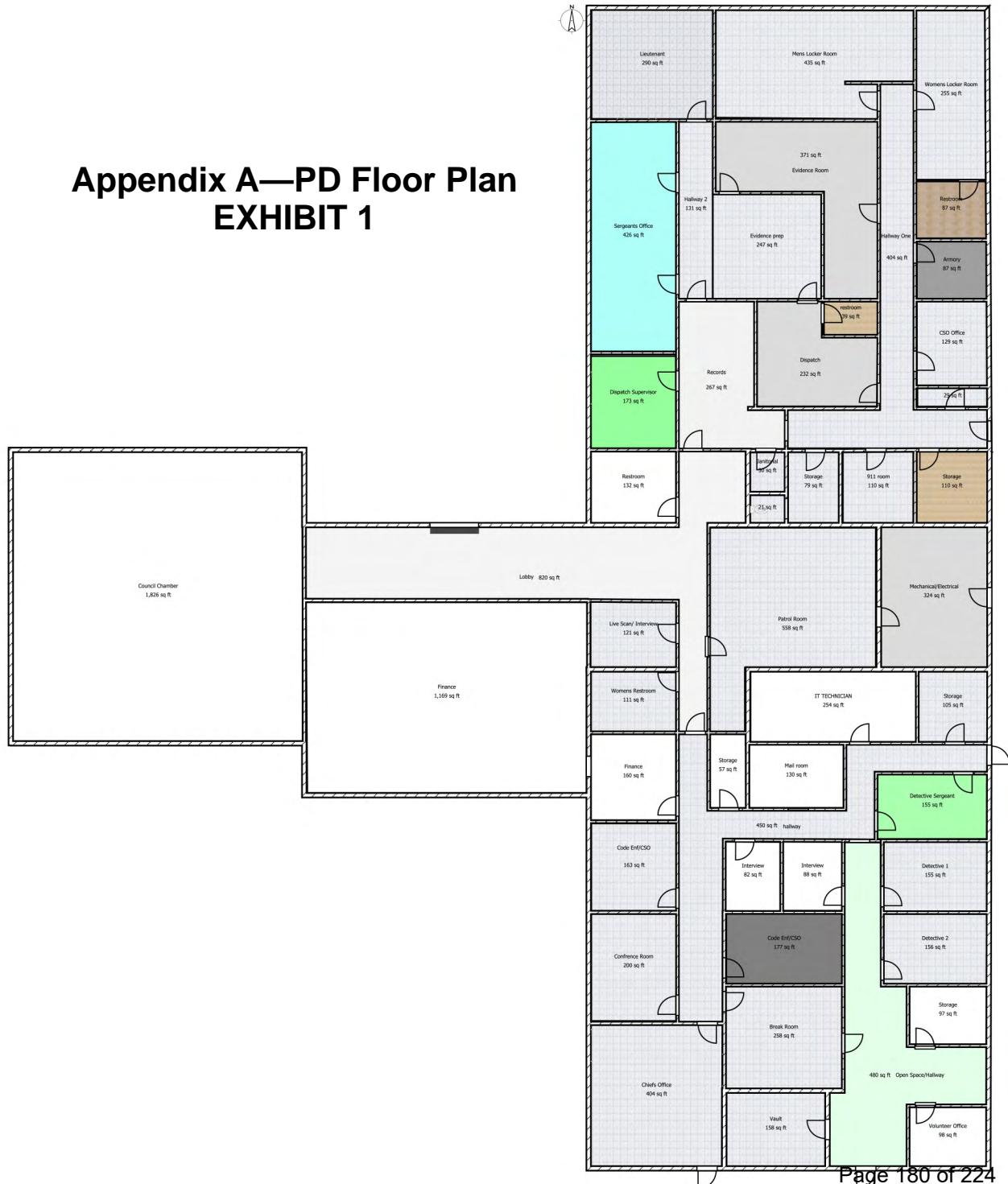
When designing an improved Communications Center, it should be designed with adequate space for today's staffing needs while also anticipating needs 10 or more years into the future. Currently, two dispatchers are assigned to the Dispatch Center per shift. Future Dispatch needs should accommodate at least four dispatch workstations that are fully ADA compliant.

Recommendation 5: Ensure that City employees have a secured parking area for their personal vehicles as part of the design of a new police facility.

APPENDIX A

POLICE DEPARTMENT FLOOR PLAN EXHIBITS

Appendix A—PD Floor Plan EXHIBIT 1





Appendix A—PD Floor Plan EXHIBIT 2

Appendix 2A.

Space Program Fire Station 41

Space Needs Program

FIRE STATION 41

FIRE STATION 41 CONT.

Line	Facility	Departme	Division	Space Typ	Staff/Item	Space Standard		Existing SF	Future Need (10-20 Years)						
						Code	SF		Staff	Qty	SF				
46	Living Quarters														
47															
48		Sleeping Quarters													
49		Captain's Headquarters													
50				Dorm		fire-dorm-c	150	incl below		1	150				
51				Restroom / Shower		fire-bath-single	100	incl below		1	100				
52				Dorms		fire-dorm-reg	120	1,210		4	480	Includes bed, desk, & 3 lockers for shift change			
53				Gender Neutral Single Use Restroom / Shower		fire-bath-single	100	incl below		3	300				
54				Restrooms / Shower											
55				Women's		rest-shower	300	248							
56				Men's		rest-shower	300	168							
57				Washer / Dryer		WD-1	60	37		1	60				
58				Linen Closet / Delivery Service Area		allow	20			1	20				
59				Janitor Closet / Cleaning Supplies		jan	45	38		1	45				
60															
61		Living Areas													
62				Kitchen		kitchen-3	300	355		1	300	Includes range & island			
63				Food Lockers		locker-food	3			14	42				
64				General Pantry		allow	30	35		1	30				
65				Refrigerator / Freezer		fridge-comm	10			2	20				
66				Water Delivery Area		allow	20			1	20				
67				Dining Room		allow	300	incl below		1	300				
68				Day Room		allow	400	952		1	400				
69															
70				Living Quarters Assigned SF				3,043	-		2,267				
71				Circulation		unit circ-3	20%	195			453				
72				Net SF				3,238	-		2,720				
73															
74		Apparatus Bay & Support Areas													
75		Apparatus Bay													
76				<u>Drive-Thru Bays</u>											
77															
78				Bay 1: 18' x 70'		bay-3	1,260	1,050		1	1,260	Engine 41			
79				Bay 2: 18' x 70'		bay-3	1,260	1,050		1	1,260	Command Vehicle and Reserve engine 241			
80				Bay 3: 18' x 70'		bay-3	1,260	1,050		1	1,260	Includes utility truck and fire prevention trailer			
81				Bay 4: 18' x 70'		bay-3	1,260	1,050		1	1,260	includes storage for historic engine, rehab trailer and oxygen trailer			
82				Bay 5				875							
83				Bay 6				see fitness							
84				Historic Engine Storage				330							
85				Note: Preferred drive-thru access w/ quick release doors Bays to include exhaust removal system.											
86															
87															
88															
89															
90															

FIRE STATION 41 CONT.

Line	Facility	Department	Division	Space Type	Staff/Item	Space Standard		Existing SF	Future Need (10-20 Years)			
						Code	SF		Staff	Qty	SF	
93												
94				Apparatus Support								
95				Turnout Gear		locker-3	15	300		16	240	2 additional for mutual aid
96				Decontamination Room		decon-1	120			1	120	
97				Commercial extractor machine/spin. Space for hosing down soiled turnouts. Must be ventilated, hard floor and walls, drains, etc.								
98				Include area for draining/hosing, & provide exterior hose-down access								
99				Air Compressor Room		allow	40	-		1	40	
100				SCBA Testing, Storage, & Repair Room		stor-2	120	100		1	120	
101				Workshop & Tool Room / Alcove		stor-2	120	150		1	120	
102				Note: Provide center work bench/table 48" wide; work counters on long walls; Secured cage for locking special tools								
103				Hose Drying Area		allow	40	50		1	40	
104				Medical Supply Room		stor-1	80	35		1	80	
105				Ice Machine		allow	10	10		1	10	
106				Landscape Supplies		stor-1	80	190		1	80	
107				Fitness Room								
108				Weight / Fitness Room		allow	800	915		1	800	
109												
110				Building Support								
111				Fire Riser		allow	40	55		1	40	
112				Electrical Room		allow	80	17		1	80	
113				IDF / MDF Rooms		allow	60	40		1	60	
114												
115				Apparatus Bay & Support Areas Assigned SF				7,267	-		6,870	
116				Circulation	unit circ-1	10%		846			687	
117				Apparatus Bay & Support Areas Net SF				8,113	-		7,557	
118												
119												
120				Atwater Fire Station 41 Net SF				12,523			11,918	
121				Net to Gross Circulation	ntg factor-1	90%		716			1,324	
122				Atwater Fire Station 41 Gross SF				13,239	-		13,242	
123												
124												
125				Exterior Components								
126												
127				Support Spaces								
128				Patio		allow	400	485		1	400	
129				Trash Enclosure		allow	100	44		1	100	
130				Emergency Generator		allow	300			1	300	
131												
132				Parking								
133				Employee Parking		stall-std	200			6	1,200	
134				Overlap Shift Parking		stall-std	200			4	800	
135				Visitor Parking		stall-std	200			2	400	Includes ADA
136												
137				Exterior Components Assigned SF				529	-		3,200	
138				Circulation								
139				Exterior Components Gross SF				529	-		3,200	

Appendix 2B.

Space Program Fire Station 42

Space Needs Program

FIRE STATION 42

Line	Facility	Department	Division	Space Type	Staff/Item	Space Standard		Existing SF	Future Need (10-20 Years)									
						Code	SF		Staff	Qty	SF							
Atwater Fire Services Master Plan																		
1	Fire Station 42																	
2																		
3	Administration																	
4																		
5		A Shift																
6		Captain								1								
7		Engineer								1								
8		Firefighter								2								
9																		
10		B Shift																
11		Captain								1								
12		Engineer								1								
13		Firefighter								2								
14																		
15		C Shift																
16		Captain								1								
17		Engineer								1								
18		Firefighter								2								
19																		
20	Public Entry																	
21		Lobby / Front Counter				allow	100	40		1	40	Surrender box inside / outside access						
22		Unisex Restroom				ADA-rest	80	112		1	112							
23																		
24	Private Offices																	
25		Batt Chief / Fire Marshal				PO-4	180	68	1	1	68	Future						
26		Coverage Chief's Dorm				allow	120	68		1	68							
27		Drop-in Office				PO-2	120			1	75							
28		Office Technician						75			incl abv	relocated to FS 41						
29		Captain Shared Office				SPO-4	180	110		1	110							
30																		
31	Support																	
32		Copy Area				copy	40	55		1	55							
33																		
34	Fire Crew Workroom																	
35		Workstations										Workstations on perimeter w/ conf table in the middle						
36		Engineer				en-A	36	95		1	95							
37		Firefighter				en-A	36	incl abv			incl abv							
38		Files				file-1	15	incl abv			incl abv							
39																		
40	EOC / Training Room																	
41																		
42		Administration Assigned SF																
43		Circulation				unit circ-4	25%	233			233							
44		Administration Net SF																
										1,260								

FIRE STATION 42 CONT.

FIRE STATION 42 CONT.

Line	Facility	Department	Division	Space Type	Staff (FTE)	Space Standard		Existing SF	Future Need (10-20 Years)			Notes
						Code	SF		Staff	Qty	SF	
Apparatus Support												
93				Air Compressor Room		allow	40	32		1	32	
94				SCBA Testing, Storage, & Repair Room		stor-1	80	-				
95				Workshop & Tool Room / Alcove		stor-2	120	125		1	125	
96				Note: Provide center work bench/table 48" wide; work counters on long walls; Secured cage for locking special tools								
97												
98												
99				General Storage Room		allow	40	33		1	33	
100				Hose Drying Area		allow	40	40		1	40	
101				Equipment Supply Room		stor-2	120	125		1	125	
102				Medical Supplies		stor-1	80	-				
103												
104				Fitness Room								
105				Weight Room		allow	500	252		1	252	
106												
107				Building Support								
108				Fire Riser		allow	40	-			incl below	
109				Electrical Room		allow	80	-			incl abv	
110				Mechanical Room		allow	80	-			outside	Assume outside units
111				IDF / MDF Rooms		allow	60	40		1	40	
112												
113												
114				Apparatus Bay & Support Areas Assigned SF						2,476	-	2,476
115				Circulation	unit circ-1	10%	279	-			279	
116				Net SF			2,755	-			2,755	
117												
118												
119				Atwater Fire Station 42 Net SF						5,923	-	5,987
120				Net to Gross Circulation	ntg factor-2	85%	936	-			936	
121				Atwater Fire Station 42 Gross SF						6,859	-	6,923
122												
123												
124				Exterior Components								
125				Support Spaces								
126				Patio		allow	400	-		1	400	
127				Trash Enclosure		allow	100	-		1	100	
128				Emergency Generator		allow	300	-		1	300	
129												
130				Parking								
131				Employee Parking		stall-std	200	-		5	1,000	
132				Overlap Shift Parking		stall-std	200	-		4	800	
133				Visitor Parking		stall-std	200	-		2	400	Includes ADA
134												
135				Exterior Components Assigned SF						-	3,000	
136				Circulation								
137				Exterior Components Gross SF						-	3,000	
138												
139												

Appendix 2C.

Space Program Fire Station 43

Space Needs Program

FIRE STATION 43 (NEW)

Line	Facility	Department	Division	Space Type	Staff/Item	Space Standard		Existing SF	Future Need (10-20 Years)										
						Code	SF		Staff	Qty	SF								
Atwater Fire Services Master Plan																			
New Fire Station 43																			
1 Administration																			
2																			
3																			
	A Shift																		
4					Captain					1									
5					Engineer					1									
6					Firefighter					2									
7																			
8																			
	B Shift																		
9					Captain					1									
10					Engineer					1									
11					Firefighter					2									
12																			
	C Shift																		
13																			
14					Captain					1									
15					Engineer					1									
16					Firefighter					2									
17																			
18																			
	Public Entry																		
19					Lobby / Front Counter	allow	80			1	80	Surrender box inside / outside access							
20					Unisex Restroom	ADA-rest	80			1	80								
21																			
22																			
	Private Offices																		
23					Operations Battalion Chief	PO-4	180			1	1	180							
24					Captain Shared Office	SPO-4	180			1	1	180							
25					Drop-in Office	PO-2	120			1	1	120							
26																			
27												Workstations on perimeter w/ conf table in the middle							
28					Workstations														
29					Engineer	en-A	36			1	36								
30					Firefighter	en-A	36			2	72								
31					Files	file-1	15			1	15								
32					Printer	print-2	20			1	20								
33																			
34																			
35								-		13		783							
36												196							
37										-	13	979							
38																			
39																			

FIRE STATION 43 (NEW) CONT.

Line	Facility	Departme	Division	Space Typ	Staff/Item	Space Standard		Existing SF	Future Need (10-20 Years)			
						Code	SF		Staff	Qty	SF	
44												
45												
46												
47					Captain's Headquarters							
48					Dorm	fire-dorm-c	150			1	150	
49					Restroom / Shower	fire-bath-single	100			1	100	
50					Dorms	fire-dorm-reg	120			3	360	Includes bed, desk, & 3 lockers for shift change
51					Gender Neutral Single Use Restroom / Shower	fire-bath-single	100			2	150	
52					Washer / Dryer	WD-1	60			1	60	
53					Linen Closet / Delivery Service Area	allow	20			1	20	
54					Janitor Closet / Cleaning Supplies	jan	45			1	45	
55												
56												Areas can seat up to 6
57					Kitchen	kitchen-5	300			1	300	Includes range & island
58					Food Lockers	locker-food	3			13	39	
59					General Pantry	allow	30			1	30	
60					Refrigerator / Freezer	fridge-comm	10			2	20	
61					Water Delivery Area	allow	20			1	20	
62					Dining Room	allow	300			1	300	
63					Day Room	allow	400			1	400	
64												
65												1,994
66												399
67												2,393
68												
69												
70												
71												
72												
73					Apparatus Bay							
74					Drive-Thru Bays							
75					Bay 1: 18' x 70'	bay-3	1,260			1	1,260	
76					Bay 2: 18' x 70'	bay-3	1,260			1	1,260	
77					Note: Preferred drive-thru access w/ quick release doors Bays to include exhaust removal system.							
78					Turnout Gear Room	locker-3	15			15	225	2 additional for mutual aid
79					Decontamination Room	decon-1	120			1	120	
80					Commercial extractor machine/spin. Space for hosing down soiled turnouts. Must be ventilated, hard floor and walls, drains, etc.							
81					Include area for draining/hosing, & provide exterior hose-down access							
82												
83					Apparatus Support							
84					Air Compressor Room	allow	40			1	40	
85					SCBA Testing, Storage, & Repair Room	stor-1	80			1	80	
86					Workshop & Tool Room / Alcove	shop-2	120			1	120	
87					Note: Provide center work bench/table 48" wide; work counters on long walls; Secured cage for locking special tools							
88												
89					Hose Drying / Storage Area	allow	40			1	40	
90					Medical Supply Room	stor-1	80			1	80	

FIRE STATION 43 (NEW) CONT.

Appendix 2D.

Space Program Police Department

Space Needs Program

POLICE DEPARTMENT

line	Facility	Department	Division	Space Ty	Staff / Item	Notes	Space Standard	Existing SF	Current Need			5 Year Projection			10-20 Year Projection			
									Code	SF	Staff	Qty	SF	Staff	Qty	SF	Staff	Qty
40																		
City of Atwater Police Department																		
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POLICE DEPARTMENT CONT.

line	Facility	Department	Division	Space Ty	Staff/Itei	Notes	Space Standard		Existing SF	Current Need			5 Year Projection			10-20 Year Projection			
							Code	SF		Staff	Qty	SF	Staff	Qty	SF	Staff	Qty	SF	
40																			
64																			
65																			
66																			
67																			
68																			
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POLICE DEPARTMENT CONT.

line	Facility	Department	Division	Space Type	Staff/Item	Notes	Space Standard	Existing SF	Current Need			5 Year Projection			10-20 Year Projection			
									Code	SF	Staff	Qty	SF	Staff	Qty	SF		
40																		
128	Support Services																	
129																		
130	Records																	
131																		
132	Private Offices																	
133									Records Manager	PO-3	150	267	1	1	150	1	150	
134																		
135	Open Workstations																	
136									Records Clerk	en-C	64	incl abv	2	2	128	2	128	
137																		
138	Support Areas																	
139									Records File Storage									
140									Copy / Work Area	Copy-2	40			1	40	1	40	
141									Internal Service Counter (secure side)	allow	20			1	20	1	20	
142																		
143									Records Assigned SF		267	3		338	3	338	4	402
144									Circulation	unit circ-4	25%	53		85		85		101
145									Records Net SF		320	3		423	3	423	4	503
146																		
147																		
148	Communications																	
149																		
150									Private Offices									
151									Dispatch Manager	PO-3	150	173			1	1	150	
152																		
153	Open Floor																	
154									Dispatchers	Dispatch-1	100	232	7	2	200	7	300	
155									Training Console	Dispatch-1	100					3	300	
156															1	100		
157																		
158	Support Areas																	
159									Lockers	locker-1	5		7	35	8	40		
160									Coffee Bar / Kitchenette	kitchenette	120	79	1	120	1	120		
161									Chair Storage	allow	40		1	40	1	40		
162									Unisex Restroom	ADA-1	80	39	1	80	1	80		
163									Quiet Room	Quiet-rm	120					1	120	
164																		
165									Communications Assigned SF		523	7		475	8	730	9	955
166									Circulation	unit circ-4	25%	110		119		183		239
167									Communications Net SF		633	7		594	8	913	9	1,194
168																		
169																		
170	Property & Evidence																	
171																		
172									Offices									
173									Property & Evidence Technician	PO-3	150			1	1	150		
174																		
175									Officer Bag Tag									
176									Work Table w/ Exhauster	wtbl	40		1	40	1	40		
177									Counter w/ Barcoding Station	cnt-r	36		1	36	1	36		
178									Evidence Drop Lockers	evi-lock	30		1	30	1	30		
179									Oversized Lockers	ov-lock	15		1	15	1	15		
180									Drying Cabinets / Closet	dry1	20		1	20	1	20		
181									Emergency Eyewash	emerg-wsh	10		1	10	1	10		
182																		
183																		
184	Evidence Support Areas																	
185									Intake Area	intake	60		1	60	1	60		
186									Supplies	allow	20		1	20	1	20		
187									General Evidence Storage (HD Shelving)	allow	300		1	300	1	300		
188									Firearms	allow	100		1	50	1	100		
189									Narcotics	allow	100		1	50	1	100		
190									Refrigerator	evid-fridge	20		1	20	1	20		
191									Freezer	evid-freezer	20		2	40	2	40		

POLICE DEPARTMENT CONT.

POLICE DEPARTMENT CONT.

line	Facility	Department	Division	Space Ty	Staff/Item	Notes	Space Standard	Existing SF	Current Need			5 Year Projection			10-20 Year Projection			
									Code	SF	Staff	Qty	SF	Staff	Qty	SF	Staff	Qty
40																		
256																		
257																		
258																		
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POLICE DEPARTMENT CONT.

line	Facility	Department	Division	Space Ty	Staff/Item	Notes	Space Standard	Existing SF	Current Need			5 Year Projection			10-20 Year Projection				
									Code	SF	Staff	Qty	SF	Staff	Qty	SF	Staff	Qty	SF
40																			
320	General Building Components																		
321																			
322		Building Support																	
323				Mechanical / Electrical			allow	300	324		1	300		1	300		1	300	
324				Janitorial			jan	45	30		1	45		1	45		1	45	
325				Storage			stor-1	80	86		1	80		1	80		1	80	
326				Server Room			allow	150	110		1	150		1	150		1	150	
327																			
328				General Building Components Assigned SF					550	-		575	-		575				
329				Circulation			unit circ-4		25%	188		144			144			144	
330				General Building Components Net SF					738	-		719	-		719			719	
331																			
332																			
333																			
334				Common Areas Assigned SF					2,092	-		2,790	-		3,035	-		4,615	
335				Circulation					638	-		698	-		759	-		1,154	
336				Common Areas Net SF					2,730	-		3,488	-		3,794	-		5,769	
337																			
338																			
339																			
340																			
341				City of Atwater Police Department Assigned SF					7,522	43		8,356	46		9,202	51		11,965	
342				Circulation					1,699	-		2,091	-		2,303	-		2,993	
343				City of Atwater Police Department Net SF					9,402	43		10,447	46		11,505	51		14,958	
344							ntg factor-3		80%	838		2,611			2,876			3,739	
345				City of Atwater Police Department GSF					10,240	43		13,058	46		14,381	51		18,697	
346																			
347																			
348		Exterior Components																	
384		Exterior Areas																	
385																			
386		Exterior Areas																	
387																			
388		Support Spaces																	
389				Secure Sallyport			allow	1200		1	1,200		1	1,200		1	1,200		
390				Emergency Generator / Fuel Tank			allow	300		1	300		1	300		1	300		
391				Trash Enclosure / Loading Area			allow	150		1	150		1	150		1	150		
392				Duty Bags			locker-1	5		30	150		35	175		35	175		
393																			
394				Exterior Areas Assigned SF						-		1,800	-		1,825	-		1,825	
395				Circulation															
396				Exterior Areas Gross SF						-		1,800	-		1,825	-		1,825	
397																			
398																			
399																			
400																			

Appendix 3.

Detailed Project Budget



ROM Cost Estimate, R2

February 7, 2025

**City of Atwater
Public Safety Upgrades
Atwater, CA**



Prepared for City of Atwater

Atwater Public Safety Master Plan
Conceptual Statement of Probable Cost

Component	Fire Station 41		Fire Station 42		Fire Station 43		Police Department		Comment
	Option 1	Option 2	Option 1	Option 2	Option 1	Option 1	Option 1	Option 2	
1 CONSTRUCTION COSTS	8,013,000	8,528,000	1,447,000	2,143,000	17,679,000	3,853,000	13,946,000		
Building Materials and Labor	6,976,200	7,441,280	1,242,930	1,864,395	9,712,500	3,171,000	11,508,000		
Site Improvements	250,000	250,000	50,000	50,000	5,514,740	304,000	504,000		
Escalation to Midpoint of Construction (varies)	786,478	837,096	154,320	228,496	2,452,244	378,209	1,934,451		
2 GEOTECHNICAL	15,000	15,000	0	0	30,000	15,000	30,000		
Soils Reports (Buildings, Parking Areas)	15,000	15,000	N/A	N/A	30,000	15,000	30,000	Allowance	
3 ENVIRONMENTAL	5,000	5,000	0	0	0	5,000	5,000		
Environmental Impact Report (EIR) / CEQA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Site expected to be clear	
ACM/LBP Report	5,000	5,000	N/A	N/A	N/A	5,000	5,000	N/A	
4 DEPUTY TESTING AND INSPECTION	50,000	50,000	10,000	10,000	270,000	60,000	210,000		
Soils Testing (Deputy Inspections)	10,000	10,000	0	0	90,000	20,000	70,000	Allowance	
Materials Testing (Deputy Inspections)	40,000	40,000	10,000	10,000	180,000	40,000	140,000	Allowance	
5 A/E SERVICES	810,000	860,000	150,000	220,000	1,770,000	390,000	1,400,000		
Conceptual Design	810,000	860,000	150,000	220,000	1,770,000	390,000	1,400,000	Based on 10% fee	
Schematic Design	Incl abv	Incl abv	Incl abv	Incl abv	Incl abv	Incl abv	Incl abv		
Design Development	Incl abv	Incl abv	Incl abv	Incl abv	Incl abv	Incl abv	Incl abv		
Construction Administration	Incl abv	Incl abv	Incl abv	Incl abv	Incl abv	Incl abv	Incl abv		
FF&E Procurement	Incl abv	Incl abv	Incl abv	Incl abv	Incl abv	Incl abv	Incl abv		
6 FIXTURES, FURNISHINGS, & EQUIPMENT (FF&E)	225,000	250,000	50,000	50,000	570,000	155,000	755,000		
Buildings	120,000	130,000	20,000	20,000	460,000	150,000	330,000	Allowance of \$50/SF	
Lockers	40,000	40,000	N/A	N/A	40,000	N/A	150,000	Allowance	
Fitness Room Equipment	60,000	60,000	30,000	30,000	45,000	N/A	250,000	Allowance	
Site	5,000	20,000	N/A	N/A	25,000	5,000	25,000	Allowance	
7 TEMPORARY FACILITIES AND RELOCATION	0	0	0	0	0	0	0		
Temporary Facilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Relocation Expenses	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
8 ELECTRONIC SYSTEMS AND SPECIAL EQUIPMENT	320,000	340,000	60,000	80,000	700,000	160,000	560,000		
Computers, Phones, Servers, Etc.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	City to advise on requirement, if any	
AV Systems	160,000	170,000	30,000	40,000	350,000	80,000	280,000	Based on 2% of Construction Costs	
Security Equipment	160,000	170,000	30,000	40,000	350,000	80,000	280,000	Based on 2% of Construction Costs	
9 PROGRAM & CONSTRUCTION MANAGEMENT	400,000	400,000	75,000	75,000	900,000	190,000	400,000		
Overhead, Fee & Administration costs	400,000	400,000	75,000	75,000	900,000	190,000	400,000	Allowance	
10 UTILITY COMPANY CONNECTION SERVICES AND FEES	25,000	25,000	10,000	2,500	100,000	10,000	50,000		
Electric Service	5,000	5,000	2,500	2,500	20,000	2,500	10,000	Allowance	
Water Service	5,000	5,000	2,500	N/A	20,000	2,500	10,000	Allowance	
Sewer Service	5,000	5,000	2,500	N/A	20,000	2,500	10,000	Allowance	
Gas Service	5,000	5,000	2,500	N/A	20,000	2,500	10,000	Allowance	
Phone/Data/Cable Service	5,000	5,000	N/A	N/A	20,000	N/A	10,000	Allowance	
11 CITY OF ATWATER FEES AND ADMINISTRATION	0	0	0	0	0	0	0		
Plan Check, Permit Fees, and Building Inspections	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Assumes exempt from fees	
12 CONTINGENCY: CITY OF ATWATER	1,696,000	1,803,000	307,000	451,000	1,985,000	820,000	1,566,000		
Course of Construction Contingency	1,603,000	1,706,000	289,000	429,000	1,768,000	771,000	1,395,000	20% for renovation; 10% for new construction	
Soft Cost Contingency	93,000	97,000	18,000	22,000	217,000	49,000	171,000	5% Allowance on all Soft Costs	
TOTAL PROJECT COSTS	\$11,559,000	\$12,276,000	\$2,109,000	\$3,031,500	\$24,004,000	\$5,658,000	\$18,922,000		

NOTES:

1. Construction costs are based on February 2025 values and include escalation depending on the start and duration of construction.
2. This Statement of Probable Cost is based on current level of documentation available which is a visual observation of current facilities. Estimates are developed on reasonable best efforts to assess geographic considerations, assumed building type, construction methods, current labor rates and material costs, and local market conditions to generate an opinion of possible project specific costs. Adjustments to this estimate could produce amendments to subsequent and future project budget updates based upon changes in project specific requirements, program refinement or unforeseen adjustments in local market conditions affecting both direct and indirect costs.

INTRODUCTION

BASIS OF ESTIMATE

This Cost Estimate is based on ROM diagrams dated August 28, 2024 and 01/30/2025, along with verbal and written guidance from the owner.

ESTIMATE MARK UPS

The following markups are included in this estimate:

1) General Conditions	Included in unit costs
2) Overhead and Profit (OH&P)	Included in unit costs
3) Bonds & Insurance	Included in unit costs
4) Design Contingency	Included in unit costs
5a) Escalation to MOC, 11/14/26	10.88% Station 41 and PD Option 1
5b) Escalation to MOC, 01/13/27	11.94% Station 42
5c) Escalation to MOC, 08/28/27	16.10% Station 43 and PD Option 2
Escalation projections per annum:	
2025	6.00%
2026	6.00%
2027	6.00%
2028	6.00%

EXCLUSIONS

The following items are excluded in this estimate.

- 1) Escalation beyond midpoint of construction, which varies with the different stations. Station 41 has a projected construction start of September 2026 and a 4 month duration. Station 42 has a projected construction start of September 2026 and a 8 month duration. Station 43 has a projected construction start of January 2027 and a 15 month duration.
- 2) Off-site work
- 3) Night time and weekends work.
- 4) Interim housing.
- 5) Accelerated construction schedule.
- 6) Low voltage head end equipment.

ITEMS AFFECTING COST ESTIMATE

Items that may change the estimated construction cost may include but are not limited to the following:

- 1) Unforeseen sub-surface condition.
- 2) Any changes to the scope of work not included in this report. We recommend updating the estimate to capture the value of any changes.
- 3) Sole source procurement.
- 4) Any changes or delay from the projected construction schedule.

CLARIFICATIONS

- 1) This estimate is based on the assumption of a competitive bid environment by a minimum of four at the General Contractor and the Subcontractor level.
- 2) This estimate assumes the use of prevailing wages. The estimate does not include a PLA or CSWPA.
- 3) This estimate assumes design-bid-build delivery method.

CONSTRUCTION COST SUMMARY

Scope Elements	Area	Cost / SF	Total
FIRE STATION #41 OPTION 1: RECONFIGURE DORMS, DAY ROOM, FITNESS ROOM, TURNOUTS, CONFERENCE ROOM AND UTILITY SPACES			
FIRE STATION #41, RECONFIGURE	13,288 SF	\$525.00	\$6,976,200
SITE IMPROVEMENTS, MINOR ALLOWANCES			\$250,000
ESCALATION TO MOC, 01/13/27			\$786,478
TOTAL ESTIMATED CONSTRUCTION COST - FS#41 OPTION 1			\$8,012,678
FIRE STATION #41 OPTION 2: RECONFIGURE DORMS, DAY ROOM, FITNESS ROOM, TURNOUTS, CONFERENCE ROOM, UTILITY SPACES AND OFFICES			
FIRE STATION #41, RECONFIGURE	13,288 SF	\$560.00	\$7,441,280
SITE IMPROVEMENTS, MINOR ALLOWANCES			\$250,000
ESCALATION TO MOC, 11/14/26			\$837,096
TOTAL ESTIMATED CONSTRUCTION COST - FS#41 OPTION 2			\$8,528,376
FIRE STATION #42 OPTION 1: RECONFIGURE 2 DORMS, OFFICE AND FITNESS AREA			
FIRE STATION #42, RECONFIGURE	6,374 SF	\$195.00	\$1,242,930
SITE IMPROVEMENTS, MINOR ALLOWANCES			\$50,000
ESCALATION TO MOC, 11/14/26			\$154,320
TOTAL ESTIMATED CONSTRUCTION COST - FS#42 OPTION 1			\$1,447,250
FIRE STATION #42 OPTION 2: RECONFIGURE FITNESS AREA, OFFICE, CAPTAIN SHOWER AND DORM, ACCESSIBLE RESTROOM AND SHOWER			
FIRE STATION #42, RECONFIGURE	6,374 SF	\$292.50	\$1,864,395
SITE IMPROVEMENTS, MINOR ALLOWANCES			\$50,000
ESCALATION TO MOC, 11/14/26			\$228,496
TOTAL ESTIMATED CONSTRUCTION COST - FS#42 OPTION 2			\$2,142,891
FIRE STATION #43: NEW BUILD			
NEW FIRE STATION BUILDING, 1-STORY, ALLOWANCE	9,250 SF	\$1,050.00	\$9,712,500
SITE DEVELOPMENT	44,600 SF	\$123.65	\$5,514,740
ESCALATION TO MOC, 08/28/27			\$2,452,244
TOTAL ESTIMATED CONSTRUCTION COST - FIRE STATION #43			\$17,679,484
POLICE DEPARTMENT OPTION 1: RECONFIGURE EXISTING BUILDING			
POLICE DEPARTMENT, RECONFIGURE	15,100 SF	\$210.00	\$3,171,000
SITE IMPROVEMENTS, MINOR ALLOWANCES			\$250,000
EXPAND PARKING (6 SPOTS), ALLOWANCE			\$54,000
ESCALATION TO MOC, 01/13/27			\$378,209
TOTAL ESTIMATED CONSTRUCTION COST - PD OPTION 1			\$3,853,209
POLICE DEPARTMENT OPTION 1: RECONFIGURE EXISTING BUILDING + EXPANSION			
POLICE DEPARTMENT, RECONFIGURE	15,100 SF	\$420.00	\$6,342,000
EXPANSION (LOCKERS, TOILETS, CHANGING, SHOWERS, GYM,	4,100 SF	\$1,260.00	\$5,166,000
SITE IMPROVEMENTS, MINOR ALLOWANCES			\$450,000
EXPAND PARKING (6 SPOTS), ALLOWANCE			\$54,000
ESCALATION TO MOC, 08/28/27			\$1,934,451
TOTAL ESTIMATED CONSTRUCTION COST - PD OPTION 2			\$13,946,451

Fire Station #41: Modernization Options

Fire Station #41: Modernization Options Detail Elements

Element	Quantity	Unit	Unit Cost	Total
<u>Option 1: Reconfigure dorms, day room, fitness room, turnouts, conference room and utility spaces</u>				
Fire Station #41, reconfigure	13,288	sf	\$525.00	\$6,976,200
Site improvements, minor allowances	1	ls	\$250,000.00	\$250,000
Subtotal				\$7,226,200
Escalation to MOC, 01/13/27	10.88%			\$786,478
			Subtotal Option 1 =	<u>\$8,012,678</u>
<u>Option 2: Reconfigure dorms, day room, fitness room, turnouts, conference room, utility spaces and offices</u>				
Fire Station #41, reconfigure	13,288	sf	\$560.00	\$7,441,280
Site improvements, minor allowances	1	ls	\$250,000.00	\$250,000
Subtotal				\$7,691,280
Escalation to MOC, 01/13/27	10.88%			\$837,096
			Subtotal Option 2 =	<u>\$8,528,376</u>

Fire Station #42: Modernization Options

Fire Station #42: Modernization Options Detail Elements

Element	Quantity	Unit	Unit Cost	Total
<u>Option 1: Reconfigure 2 dorms, office and fitness area</u>				
Fire Station #42, reconfigure	6,374	sf	\$195.00	\$1,242,930
Site improvements, minor allowances	1	ls	\$50,000.00	\$50,000
Subtotal				\$1,292,930
Escalation to MOC, 11/14/26	11.94%			\$154,320
			<i>Subtotal Option 1 =</i>	<u>\$1,447,250</u>
<u>Option 2: Reconfigure fitness area, office, captain shower and dorm, accessible restroom and shower</u>				
Fire Station #42, reconfigure	6,374	sf	\$292.50	\$1,864,395
Site improvements, minor allowances	1	ls	\$50,000.00	\$50,000
Subtotal				\$1,914,395
Escalation to MOC, 11/14/26	11.94%			\$228,496
			<i>Subtotal Option 2 =</i>	<u>\$2,142,891</u>

Fire Station #43: New Build

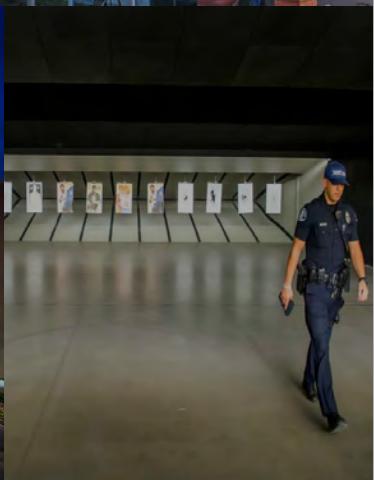
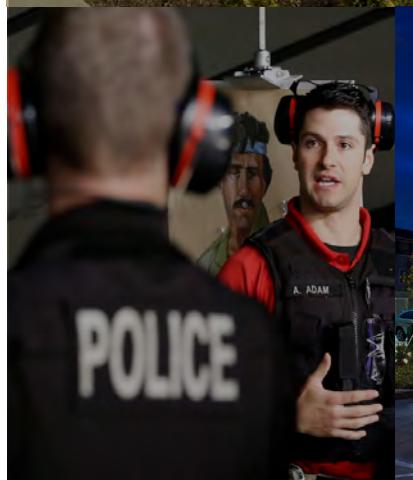
Fire Station #43: New Build Detail Elements

Element	Quantity	Unit	Unit Cost	Total
<u>New Fire Station #43</u>				
New Fire Station Building, 1-story, allowance	9,250	sf	\$1,050.00	\$9,712,500
Site Development				
Temporary protections, traffic control and construction access, allowance	1	ls	\$245,000.00	\$245,000
Site demolition, allowance	44,600	sf	\$7.00	\$312,200
Earthwork and erosion control	44,600	sf	\$5.60	\$249,760
Site electrical service and distribution including generator, allowance	44,600	sf	\$28.00	\$1,248,800
Site lighting	44,600	sf	\$7.00	\$312,200
Site low voltage including data and security	44,600	sf	\$3.50	\$156,100
Hardscape, vehicular	13,200	sf	\$56.00	\$739,200
Hardscape, pedestrian	3,482	sf	\$42.00	\$146,244
Signage and specialties	44,600	sf	\$2.80	\$124,880
Fencing and gates, allowance	1	ls	\$420,000.00	\$420,000
Trash enclosure including shade structure over top, allowance	1	ls	\$182,000.00	\$182,000
Landscaping				
Planting areas including trees, shrubs, turf, irrigation and mulch	18,668	sf	\$24.50	\$457,366
Site utilities				
Fire water	44,600	sf	\$4.20	\$187,320
Domestic water	44,600	sf	\$3.15	\$140,490
Sanitary sewer	44,600	sf	\$3.50	\$156,100
Gas, not required				Excluded
Storm drain	44,600	sf	\$9.80	\$437,080
Offsite work, not included				Excluded
Subtotal				
Escalation to MOC, 08/28/27	16.10%			\$15,227,240
				\$2,452,244
<i>Subtotal Option A = \$17,679,484</i>				

Police Department: Renovation Options

Police Department: Renovation Options Detail Elements

Element	Quantity	Unit	Unit Cost	Total
<u>Option 1: Reconfigure Existing Building</u>				
Police Department, reconfigure	15,100	sf	\$210.00	\$3,171,000
Site improvements, minor allowances	1	ls	\$250,000.00	\$250,000
Expand parking (6 spots), allowance	1,800	sf	\$30.00	\$54,000
Subtotal				\$3,475,000
Escalation to MOC, 01/13/27	10.88%			\$378,209
			<i>Subtotal Option 1 =</i>	<u>\$3,853,209</u>
<u>Option 2: Reconfigure Existing Building + Expansion</u>				
Police Department, reconfigure	15,100	sf	\$420.00	\$6,342,000
Expansion (lockers, toilets, changing, showers, gym, lunch room / lounge), allowance	4,100	sf	\$1,260.00	\$5,166,000
Site improvements, minor allowances	1	ls	\$450,000.00	\$450,000
Expand parking (6 spots), allowance	1,800	sf	\$30.00	\$54,000
Subtotal				\$12,012,000
Escalation to MOC, 08/28/27	16.10%			\$1,934,451
			<i>Subtotal Option 2 =</i>	<u>\$13,946,451</u>



NORTHERN CALIFORNIA OFFICE

1850 WARBURTON AVENUE
SUITE 120
SANTA CLARA, CA 95050
408 955 0431

SOUTHERN CALIFORNIA OFFICE

1 TECHNOLOGY DRIVE
BUILDING 1 SUITE 829
IRVINE, CA 92618
949 497 9000



**CITY COUNCIL
OF THE
CITY OF ATWATER**

RESOLUTION NO. XXXX-25

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ATWATER ADOPTING THE ATWATER
PUBLIC SAFETY MASTER PLAN**

WHEREAS, the City of Atwater has initiated a Citywide Public Safety Master Plan; and

WHEREAS, the City of Atwater's Public Safety Master Plan is adopted by resolution; and

WHEREAS, Griffin Structures, Inc was awarded the contract; and

WHEREAS, funds for the master plan have been appropriated in the fiscal year 2023-2024 & 2024-2025 budget.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Atwater does hereby adopt the City of Atwater Public Safety Master Plan as follows:

- A. All previous resolutions that set and/or amend the Atwater Public Safety Master Plan are hereby repealed and superseded by Resolution No. XXXX-25
- B. The Atwater Public Safety Master Plan, attached hereto as EXHIBIT "A" and made a part of herein, is hereby approved.
- C. The purpose of the Atwater Public Safety Master Plan will be to serve as a comprehensive framework to ensure the safety and well-being of our community by outlining the strategies, policies, and resources needed to address both current and future public safety needs.
- D. Effective Date. The Atwater Public Safety Master Plan shall be effective upon adoption of this resolution.

The foregoing resolution is hereby adopted this 22nd day of September 2025.

AYES:

NOES:

ABSENT:

APPROVED:

MICHAEL G. NELSON, MAYOR

ATTEST:

KORY J. BILLINGS, CITY CLERK



CITY COUNCIL AGENDA REPORT

CITY COUNCIL

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

MEETING DATE: September 22, 2025

TO: Mayor and City Council

FROM: Christopher Hoem, City Manager

PREPARED BY: Christopher Hoem, City Manager

SUBJECT: **Vacant Commercial Building and Property Ordinance or Enhanced Enforcement of the Atwater Municipal Code (City Manager Hoem)**

RECOMMENDED COUNCIL ACTION

Direct staff to prepare a Vacant Commercial Building and Property Ordinance establishing requirements for registration, maintenance, and security of abandoned commercial properties; or

Direct staff to prioritize enhanced enforcement of the existing provisions of the Atwater Municipal Code related to property maintenance, nuisance abatement, and commercial blight; or

Continue current operations to address both new and ongoing code enforcement violations.

I. BACKGROUND/ANALYSIS:

The City of Atwater continues to experience challenges with vacant and abandoned commercial buildings and lots. These properties can attract vandalism, graffiti, illegal dumping, trespassing, and other nuisance activities, negatively impacting public safety, neighborhood quality of life, and economic development opportunities.

Currently, the City enforces standards under existing Municipal Code provisions, including:

- **Chapter 8.32 – Property Maintenance and Nuisance Abatement**
- **Chapter 8.18 – Commercial Blight Prevention**

- **Chapter 8.34** – Landscape Maintenance
- **Chapter 8.38** – Graffiti
- **Chapter 8.50** – Camping and Storage of Personal Property
- **Chapter 15.38** – Uniform Code for the Abatement of Dangerous Buildings

While these chapters provide tools for enforcement, staff has identified limitations in effectively tracking and managing vacant commercial properties. Enforcement is prioritized and proactive for homeless encampments but often reactive and resource intensive for other blight-related enforcement.

II. FISCAL IMPACTS:

Option 1 (New Ordinance): Costs associated with drafting, adoption, and implementation of the ordinance, including staff time for registration, tracking, and enforcement. Potential revenue from registration fees and penalties may offset some costs.

Option 2 (Enhanced Enforcement): Increased enforcement may require additional staff hours and potential budget allocation for nuisance abatement activities. Costs may be partially recovered through fines, liens, and administrative citations.

Both Options: Either path will likely require the addition of 1 to 1.5 FTE Code Enforcement Officer(s) to manage increased registration, caseloads and ensure effective implementation.

III. LEGAL REVIEW:

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

IV. EXISTING POLICY:

Outside of daily proactive homeless encampment enforcement, other enforcement activities are primarily complaint-driven. Staff generally respond to reports from community members rather than conducting routine proactive inspections. While this approach allows the City to address immediate concerns raised by residents and businesses, it has limitations. Complaint-based enforcement may not consistently identify all vacant or nuisance properties, can allow issues to persist until a complaint is filed, and often results in a reactive rather than preventive use of City resources.

Estimated Enforcement Staff Time:

Code Enforcement Manager: 60% Homeless Enforcement, 5% Supporting Police Department Calls, 10% Building and Planning Violations, 25% Administration (including fielding complaints)

Code Enforcement Officer: 30% Proactive Blight Enforcement, 30% Complaint-Based Blight Enforcement, 20% Abandoned Vehicles, 20% Administration.

V. ALTERNATIVES:

N/A

VI. INTERDEPARTMENTAL COORDINATION:

Increased enforcement or a new ordinance to address vacant and abandoned commercial properties requires continued collaboration among multiple City departments:

Code Enforcement (Police Department): Responds to complaints, conducts inspections, issues citations, and works with property owners to achieve compliance.

Planning Division: Ensures vacant properties remain consistent with zoning requirements and reviews applications for redevelopment or adaptive reuse.

Building Division: Evaluates structures for safety, applies the Uniform Code for the Abatement of Dangerous Buildings, and issues permits for rehabilitation or demolition when needed.

Either of these options would require an estimated 1. to 1.5 additional full-time equivalent (FTE) Code Enforcement Officer(s) to manage the increased workload effectively.

VII. PUBLIC PARTICIPATION:

The public will have an opportunity to provide comments on this item prior to the 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 is not subject to review of analysis.

IX. STEPS FOLLOWING APPROVAL:

Staff will follow the City Council's direction.

Submitted and Approved by:



Chris Hoem, City Manager

Attachments:



CITY COUNCIL AGENDA REPORT

CITY COUNCIL

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

MEETING September 22, 2025
DATE:
TO: Mayor and City Council
FROM: Christopher Hoem, City Manager
PREPARED
BY:
SUBJECT: **Discussion and Possible Action on Modifying the Review Process for the City's Warrant Register** (City Manager Hoem)

RECOMMENDED COUNCIL ACTION

Discuss and provide direction on modifying the City's warrant register review process to remove it as a standing approval item on the City Council agenda.

I. BACKGROUND/ANALYSIS:

At the regular meeting of the City Council held on September 8, 2025, an inquiry was raised regarding whether the City Council is legally required to approve the City's warrant list. The matter is governed by California Government Code section 37208(b), which expressly provides:

“Warrants or checks drawn in payment of demands certified or approved by the city clerk as conforming to a budget approved by ordinance or resolution of the legislative body need not be audited by the legislative body prior to payment.”

The plain language of this statute establishes that there is no legal obligation for the legislative body, i.e., the City Council, to approve the warrant list prior to payment of such warrants, provided that the expenditures are properly certified as conforming to the duly adopted budget.

A survey of practices in other jurisdictions confirms that municipal approaches vary. For example, the City of Merced does not include the warrant list on its City Council agendas. Other municipalities either submit the warrant list for formal approval or, in the alternative, include it solely as an informational item for purposes of “receipt and filing,” without action by the Council.

Historically, the City of Atwater has included the warrant list within the agenda packet for City Council meetings. While such practice is permissible, it is not legally mandated. To enhance transparency and accessibility for the public, an alternative practice would be to publish the warrant list in a readily identifiable and prominent location on the City's

official website. This method would ensure continued public access to the information while eliminating the unnecessary inclusion of the warrant list as an action or consent item in the Council's agenda packet.

Accordingly, staff recommends that the City of Atwater discontinue the practice of including the warrant list in the Council's agenda packet and instead direct that the warrant list be regularly and prominently posted on the City's website.

II. FISCAL IMPACTS:

The proposed modification to the City's handling of the warrant list does not create any new financial obligation for the City. Whether the warrant list is included in the City Council agenda packet or posted separately on the City's website, the preparation of the document is already part of the ordinary duties of staff. The proposed change merely alters the method of public disclosure.

Any costs associated with implementing this practice are anticipated to be negligible and will be absorbed within existing departmental operating budgets. Specifically, the technical requirements of regularly uploading the warrant list to the City's official website fall within the City's current information technology and administrative capacity. No additional staff time, equipment, or outside services are expected to be required.

Accordingly, the recommended action will not result in any measurable fiscal impact.

III. LEGAL REVIEW:

This item has been reviewed by the City Attorney.

IV. EXISTING POLICY:

This item supports the objective #3 of the City's Strategic Plan, to promote transparency through communication.

V. ALTERNATIVES:

VI. INTERDEPARTMENTAL COORDINATION:

This item has been reviewed by all relevant departments.

VII. PUBLIC PARTICIPATION:

The public will have the 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 is not subject to review of analysis.

IX. STEPS FOLLOWING APPROVAL:

Staff will follow the City Council's direction.

Submitted and Approved by:



Chris Hoem, City Manager

Attachments:

Oversight Committee for Public Safety Transactions and Use Tax

Date of Committee Meeting: 9/9/2025

Members:

Committee Chair Kindred-Winzer
Committee Vice Chair Santos
Committee Member Ingram
Committee Member Perez
Committee Member Price



Committee Expenditure Review Form

The Citizens' Oversight Committee ("Committee") for the Public Safety Transactions and Use Tax ("Measure B") has reviewed the Measure B expenditure(s) incurred during the following period: 6/10/25 - 9/9/25. Based on this review and pursuant to AMC 3.45.140.C., a majority of the Committee hereby submits this report to the City Council as to whether or not Measure B expenditures were expended, in whole or in part, for the purposes specified in the Expenditure Plan.

Committee Report of Expenditure Findings: (To be completed by City Manager)

Measure B expenditures were expended for the purposes specified in the Expenditure Plan.

Committee Chair Signature: ROBIN Kindred/Ingram Date: 09-09-2025