



## CITY OF ATASCADERO CITY COUNCIL AGENDA

### **MEETING INFORMATION:**

The City Council meeting will be held in the City Council Chambers and in-person attendance will be available at that location.

### **HOW TO OBSERVE THE MEETING REMOTELY:**

To observe remotely, residents can livestream the meeting on [Zoom](#), SLO-SPAN.org, on Spectrum cable Channel 20 in Atascadero, and listen live on KPRL Radio 1230AM and 99.3FM. The video recording of the meeting will repeat daily on Channel 20 at 1:00 am, 9:00 am, and 6:00 pm and will be available through the City's website and on the City's YouTube Channel. To observe remotely using the Zoom platform please visit:

[https://us02web.zoom.us/webinar/register/WN\\_ZwJ7a031S3KXauEym9ehaA](https://us02web.zoom.us/webinar/register/WN_ZwJ7a031S3KXauEym9ehaA)

### **HOW TO SUBMIT PUBLIC COMMENT:**

Public comment may be provided in-person.

Written public comments are accepted at [cityclerk@atascadero.org](mailto:cityclerk@atascadero.org). **Comments should identify the Agenda Item Number in the subject line of the email.** Such comments will be forwarded to the City Council and made a part of the administrative record. ***To ensure distribution to the City Council before consideration of an item, please submit comments not later than 12:00 p.m. the day of the meeting.*** All correspondence will be distributed to the City Council, posted on the City's website, and be made part of the official public record of the meeting. ***Please note, comments will not be read into the record.*** Please be aware that communications sent to the City Council are public records and are subject to disclosure pursuant to the California Public Records Act and Brown Act unless exempt from disclosure under applicable law. Communications will not be edited for redactions and will be printed/posted as submitted.

### **AMERICANS WITH DISABILITIES ACT ACCOMMODATIONS:**

Any member of the public who needs accommodations should contact the City Clerk's Office at [cityclerk@atascadero.org](mailto:cityclerk@atascadero.org) or by calling 805-470-3400 at least 48 hours prior to the meeting or time when services are needed. The City will use their best efforts to provide reasonable accommodations to afford as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests.

### **DISCLOSURE OF CAMPAIGN CONTRIBUTIONS:**

California Government Code section 84308 ("Levine Act") requires a party to or participant in a proceeding involving a license, permit, or other entitlement, including all contracts other than competitively bid, labor, or personal employment contracts, to disclose any contribution of more than \$500 that the party or participant (or their agent) has made to a member of the City Council within the prior 12 months. The City Council Member(s) who receive such a contribution are disqualified and not able to participate in the proceedings and are also required to disclose that fact for the official record of the subject proceedings. Disclosures must include the amount of the campaign contribution and identify the recipient City Council Member and may be made either in writing to the City Clerk before the agenda item or by verbal disclosure during consideration. The Levine Act also prohibits, during the proceeding and for 12 months following a final decision, a party to or participant in (or their agent) a proceeding involving a license, permit, or other entitlement, including all contracts other than competitively bid, labor, or personal employment contracts, from making a contribution of more than \$500 to any member of the City Council or anyone running for City Council.

City Council agendas and minutes may be viewed on the City's website:

[www.atascadero.org/agendas](http://www.atascadero.org/agendas)

Copies of the staff reports or other documentation relating to each item of business referred to on the Agenda are on file in the office of the City Clerk and are available for public inspection on our website, [www.atascadero.org](http://www.atascadero.org). Contracts, Resolutions and Ordinances will be allocated a number once they are approved by the City Council. The Minutes of this meeting will reflect these numbers. All documents submitted by the public during Council meetings that are made a part of the record or referred to in their statement will be noted in the Minutes and available for review by contacting the City Clerk's office. All documents will be available for public inspection by appointment during City Hall business hours.



# **CITY OF ATASCADERO CITY COUNCIL**

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## **AGENDA**

**Tuesday, April 22, 2025**

**City Hall Council Chambers, Fourth Floor  
6500 Palma Avenue, Atascadero, California**

**City Council Regular Session:**

**6:00 P.M.**

**REGULAR SESSION – CALL TO ORDER: 6:00 P.M.**

**PLEDGE OF ALLEGIANCE:** Council Member Newsom

**ROLL CALL:**  
Mayor Bourbeau  
Mayor Pro Tem Dariz  
Council Member Funk  
Council Member Newsom  
Council Member Peek

**A. CONSENT CALENDAR:** (All items on the consent calendar are considered routine and non-controversial by City staff and will be acted upon by a single action of the City Council unless otherwise requested by an individual Council Member for separate consideration. Public comment on Consent Calendar items will be invited prior to action on the Calendar.)

**1. City Council Draft Minutes – April 8, 2025, Regular Meeting**

- Recommendation: Council approve the April 8, 2025, City Council Regular Meeting minutes. [City Clerk]

**2. Accounts Payable and Payroll**

- Fiscal Impact: \$ 3,160,053.55
- Recommendation: Council approve certified City accounts payable, payroll and payroll vendor checks for March 2025. [Administrative Services]

**3. Extended Occupancy Hotels and Motels**

- Fiscal Impact: Establishing a program to create an option for extended transient stays for hoteliers is estimated to generate between \$30,000 to \$50,000 in General Fund revenues annually, with associated costs of administering and enforcing the program in an amount that will vary depending on the number of properties wishing to apply for the administrative use permit.

- Recommendation: Council adopt on second reading, by title only, Draft Ordinance to amend Title 9, Planning and Zoning, adding extended stay hotel/motel as a use, modifying definitions, and providing standards for such uses, based on findings. [Community Development]

#### **4. Purchase of Fire Department Temporary Housing**

- Fiscal Impact: Approval will result in the expenditure of \$535,789 of budgeted funds from the Building Maintenance Fund for the Public Safety Facilities Project.
- Recommendation: Council authorize the purchase of:
  1. Two manufactured homes to serve as temporary housing for fire personnel during the construction phase of the Public Safety Center project from Manufactured Home Sales of California for an amount not to exceed \$488,066.
  2. One metal carport to serve as a temporary fire apparatus bay during construction from Pacific Metal Buildings Inc. for an amount not to exceed \$47,723. [Fire Department]

**UPDATES FROM THE CITY MANAGER:** (The City Manager will give an oral report on any current issues of concern to the City Council.)

**COMMUNITY FORUM:** (This portion of the meeting is reserved for persons wanting to address the Council on any matter not on this agenda and over which the Council has jurisdiction. Speakers are limited to three minutes. Please state your name for the record before making your presentation. Comments made during Community Forum will not be a subject of discussion. A maximum of 30 minutes will be allowed for Community Forum, unless changed by the Council. Any members of the public who have questions or need information may contact the City Clerk's Office, between the hours of 8:30 a.m. and 5:00 p.m. at (805) 470-3400, or [cityclerk@atascadero.org](mailto:cityclerk@atascadero.org).)

### **B. MANAGEMENT REPORTS:**

#### **1. Proposed Wastewater Rate Increases**

- Fiscal Impact: Administering the Proposition 218 process will cost approximately \$7,500 in budgeted wastewater funds. If approved, the rate increase will generate an estimated \$895,000 in revenue from additional sewer service charges.
- Recommendation: Council:
  1. Direct staff to administer the Proposition 218 majority protest process and send out notice of the proposed sewer service rate increases to all property owners connected to the municipal sanitary sewer system.
  2. Set a Public Hearing on June 10, 2025 for the City Council's consideration of the proposed sewer service rate increases. [Public Works]

#### **2. 2025-2027 Work Plan Approval**

- Fiscal Impact: None
- Recommendation: Council review and approve the 2025-2027 Work Plan [City Manager]

- C. COUNCIL ANNOUNCEMENTS AND COMMITTEE REPORTS:** (On their own initiative, Council Members may make a brief announcement or a brief report on their own activities. The following represent standing committees. Informative status reports will be given, as felt necessary):

Mayor Bourbeau

1. City Selection Committee
2. County Mayor's Round Table
3. Integrated Waste Management Authority (IWMA)
4. Central Coast Community Energy (3CE)

Mayor Pro Tem Dariz

1. Air Pollution Control District
2. California Joint Powers Insurance Authority (CJPIA) Board
3. Community Action Partnership of San Luis Obispo (CAPSLO)
4. Visit SLO CAL Advisory Committee

Council Member Funk

1. Atascadero Basin Ground Water Sustainability Agency (GSA)
2. Design Review Committee
3. Homeless Services Oversight Council
4. REACH SLO Advisory Commission

Council Member Newsom

1. City of Atascadero Finance Committee
2. City / Schools Committee
3. League of California Cities – Council Liaison
4. SLO Council of Governments (SLOCOG)
5. SLO Regional Transit Authority (RTA)

Council Member Peek

1. City of Atascadero Finance Committee
2. City/Schools Committee
3. Design Review Committee
4. SLO County Water Resources Advisory Committee (WRAC)

- D. INDIVIDUAL DETERMINATION AND / OR ACTION:** (Council Members may ask a question for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda. The Council may take action on items listed on the Agenda.)

1. City Council
2. City Clerk
3. City Treasurer
4. City Attorney
5. City Manager

**ADJOURNMENT**



# **CITY OF ATASCADERO CITY COUNCIL**

## **DRAFT MINUTES**

**Tuesday, April 8, 2025**

**City Hall Council Chambers, Fourth Floor  
6500 Palma Avenue, Atascadero, California**

**City Council Regular Session:**

**6:00 P.M.**

### **REGULAR SESSION – CALL TO ORDER: 6:01 P.M.**

Mayor Bourbeau called the meeting to order at 6:01 P.M. and Council Member Funk led the Pledge of Allegiance.

### **ROLL CALL:**

Present: Council Members Funk, Newsom, Peek, Mayor Pro Tem Dariz, and Mayor Bourbeau

Absent: None

Others Present: None

Staff Present: City Manager Jim Lewis, Deputy City Manager/City Clerk Lara Christensen, City Attorney Dave Fleishman, Police Chief Dan Suttles, Public Works Director Nick DeBar, Community Development Director Phil Dunsmore, Administrative Services Director/City Treasurer Jeri Rangel, Deputy City Manager – IT Luke Knight, Fire Chief Casey Bryson, Community Services and Promotions Director Terrie Banish, Recreation Supervisor Larisse Lopez, Battalion Chief Dave Van Son

### **A. CONSENT CALENDAR:**

#### **1. City Council Draft Minutes – March 25, 2025, Regular Meeting**

- Recommendation: Council approve the March 25, 2025, City Council Regular Meeting minutes. [City Clerk]

**2. Declare Vegetative Growth and/or Refuse a Public Nuisance**

- Fiscal Impact: The City recovers costs for administering this program. Parcels not abated are charged the contractor fee for abatement, plus a charge equal to 166% of the contractor's fee and a flat fee of \$291 to abate. The total charge is placed on the San Luis Obispo County Special Tax Assessment for the fiscal year 2025-2026 Tax Roll.
- Recommendation: Council adopt Draft Resolution, declaring vegetative growth and/or refuse a public nuisance, commencing proceedings for the abatement of said nuisances, and placing all abatement fees on the San Luis Obispo County Special Tax Assessment for the fiscal year 2025-2026 Tax Roll. [Fire Department]

**3. Atascadero Tourism Business Improvement District (ATBID) Destination Marketing Contract Award**

- Fiscal Impact: Awarding a contract to Verdin will authorize expenditures of ATBID funds in the amount of \$265,000 and \$295,000, in fiscal years 2025/2026 and 2026/2027, respectively. The contract will have an option to renew for up to three one-year extensions if approved by the ATBID Advisory Board.
- Recommendation: ATBID Recommends:  
Council authorize the City Manager to execute a contract with Verdin Marketing Ink Co. for ATBID Destination Marketing Services in the amount of \$265,000 for fiscal year 2025/2026 and \$295,000 for fiscal year 2026/2027. The contract will have the option for up to three one-year extensions if approved by the ATBID Advisory Board. [Community Services and Promotions]

**PUBLIC COMMENT:**

***Mayor Bourbeau opened the Public Comment period.***

The following persons spoke on this item: Geoff Auslen

***Mayor Bourbeau closed the Public Comment period.***

**MOTION BY:** Funk  
**SECOND BY:** Dariz

**1. Approve Consent Calendar (#A2: Resolution No. 2025-004) (#A3 Contract No. 2025-008)**

AYES (5): Newsom, Funk, Peek, Dariz and Bourbeau  
ABSENT (0):

***Passed 5-0***

**UPDATES FROM THE CITY MANAGER:** City Manager James R. Lewis gave an update on projects and issues within the City.

**COMMUNITY FORUM:**

The following persons spoke: Susan Warren (Exhibit A), Jennifer Adams, Geoff Auslen, Robby Busick

Atascadero City Council

April 8, 2025

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**B. PUBLIC HEARINGS:****1. Extended Occupancy Hotels and Motels**

- Fiscal Impact: Establishing a program to create an option for extended transient stays for hoteliers is estimated to generate between \$30,000 to \$50,000 in General Fund revenues annually.
- Recommendation: Planning Commission Recommends Council:
  1. Introduce for first reading, by title only, Draft Ordinance to amend Title 9, Planning and Zoning, adding extended stay hotel/motel as a use, modifying definitions, and providing standards for such uses, based on findings.
  2. Adopt Draft Resolution establishing a three percent (3%) extended stay administrative use permit fee for extended stay hotels and motels. [Community Development]

Ex Parte: None

Community Development Director Phil Dunsmore gave the presentation and answered questions from the City Council.

**PUBLIC COMMENT:**

***Mayor Bourbeau opened the Public Comment period.***

The following persons spoke on this item: Geoff Auslen

***Mayor Bourbeau closed the Public Comment period.***

**MOTION BY:** Funk  
**SECOND BY:** Newsom

1. Introduce for first reading, by title only, Draft Ordinance to amend Title 9, Planning and Zoning, adding extended stay hotel/motel as a use, modifying definitions, and providing standards for such uses, based on findings.
2. Adopt Draft Resolution establishing a three percent (3%) extended stay administrative use permit fee for extended stay hotels and motels. (Resolution #2025-005)

AYES (5): Newsom, Funk, Peek, Dariz and Bourbeau

ABSENT (0):

***Passed 5-0***

**C. MANAGEMENT REPORTS:****1. Aquatics Program Implementation for Summer 2025**

- Fiscal Impact: General Fund expenditures of \$41,000 and offsetting revenues of \$30,000 for the Summer 2025 Program are expected across fiscal year 2024/2025 and 2025/2026.

- Recommendation: Council authorize the Director of Administrative Services to allocate \$41,000 in Measure D-20 funds across fiscal years 2024/2025 and 2025/2026 to implement a new Aquatics program for Summer of 2025.

Recreation Supervisor Larisse Lopez gave the presentation. Recreation Supervisor Lopez and Community Services and Promotions Director Terrie Banish answered questions from the City Council.

**PUBLIC COMMENT:**

***Mayor Bourbeau opened the Public Comment period.***

The following persons spoke on this item: Kristen Andrews, Geoff Auslen, Collin M

***Mayor Bourbeau closed the Public Comment period.***

**MOTION BY: Funk**  
**SECOND BY: Peek**

1. **Authorize the Director of Administrative Services to allocate \$41,000 in Measure D-20 funds across fiscal years 2024/2025 and 2025/2026 to implement a new Aquatics program for Summer of 2025.**

AYES (5): Newsom, Funk, Peek, Dariz and Bourbeau  
ABSENT (0):

***Passed 5-0***

**E. COUNCIL ANNOUNCEMENTS AND COMMITTEE REPORTS:**

The following Council Members gave brief update reports on their committees since their last Council meeting:

Mayor Bourbeau

1. Integrated Waste Management Authority (IWMA)

Council Member Funk

1. Homeless Services Oversight Council
2. Noted that she will be attending City Leaders Summit with Council Member Peek and Mayor Pro Tem Dariz 4/23-4/25

Council Member Newsom

1. SLO Council of Governments (SLOCOG)

Council Member Peek

1. SLO County Water Resources Advisory Committee (WRAC)

**F. INDIVIDUAL DETERMINATION AND / OR ACTION: None**



## **ADJOURNMENT**

Mayor Bourbeau adjourned the meeting at 7:21 p.m.

## **MINUTES PREPARED BY:**

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Alyssa Slater  
Deputy City Clerk

Exhibits:

- **A** – SMART Recovery Brochure

## **APPROVED:**



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item A2

**Department:** Administrative  
Services

**Date:** 4/22/25

**Placement:** Consent

**TO:** JAMES R. LEWIS, CITY MANAGER

**FROM:** JERI RANGEL, DIRECTOR OF ADMINISTRATIVE SERVICES

**PREPARED BY:** ADRIANA ANGÜIS, ACCOUNTING SPECIALIST

**SUBJECT:** March 2025 Accounts Payable and Payroll

### RECOMMENDATION:

Council approve certified City accounts payable, payroll and payroll vendor checks for March 2025.

### DISCUSSION:

Attached for City Council review and approval are the following:

#### **PAYROLL**

Dated	3/13/25	Checks # 36275-36285	\$	11,695.15
		Direct Deposits		387,026.79
Dated	3/27/25	Checks # 36286-36293		6,091.09
		Direct Deposits		401,597.01

#### **ACCOUNTS PAYABLE**

Dated 3/1/25-3/31/25	Checks # 180988 - 181302 & EFTs 5499-5506 & 5509-5545	2,353,643.51
<b>TOTAL AMOUNT</b>		<u>\$ 3,160,053.55</u>

### FISCAL IMPACT:

Total expenditures for all funds is	\$ 3,160,053.55
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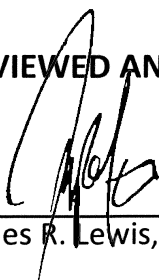
### CERTIFICATION:

The undersigned certifies that the attached demands have been released for payment and that funds are available for these demands.

Jeri Rangel

Director of Administrative Services

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**



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James R. Lewis, City Manager

**ATTACHMENT:**

March 2025 Eden Warrant Register in the amount of

\$ 2,353,643.51

**City of Atascadero**Disbursement Listing

For the Month of March 2025

Check Number	Check Date	Vendor	Description	Amount
5499	03/03/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	16,918.50
5500	03/03/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	34,320.48
5501	03/03/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	2,902.18
5502	03/03/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	2,830.30
5503	03/03/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	8,902.45
5504	03/03/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	11,089.29
5505	03/03/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	21,336.84
5506	03/03/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	31,005.06
180988	03/03/2025	ANTHEM BLUE CROSS HEALTH	Payroll Vendor Payment	235,097.23
180990	03/03/2025	GIS BENEFITS	Payroll Vendor Payment	17,495.09
5509	03/04/2025	RABOBANK, N.A.	Payroll Vendor Payment	71,014.11
5510	03/04/2025	EMPLOYMENT DEV DEPARTMENT	Payroll Vendor Payment	21,585.76
5511	03/04/2025	EMPLOYMENT DEV. DEPARTMENT	Payroll Vendor Payment	4,740.76
180991	03/04/2025	WEX BANK - BUSINESS UNIVERSAL	Accounts Payable Check	11,242.89
180992	03/04/2025	WEX BANK - WEX FLEET UNIVERSAL	Accounts Payable Check	8,705.92
180993	03/07/2025	2 MEXICANS, LLC	Accounts Payable Check	1,809.50
180994	03/07/2025	43 HOLDINGS INC	Accounts Payable Check	2,318.00
180995	03/07/2025	A-1 PEST MANAGEMENT	Accounts Payable Check	199.00
180996	03/07/2025	ACCESS PUBLISHING	Accounts Payable Check	889.00
180997	03/07/2025	ADAMSKI,MOROSKI,MADDEN,	Accounts Payable Check	481.00
180998	03/07/2025	ALPHA ELECTRICAL SERVICE	Accounts Payable Check	643.16
180999	03/07/2025	ADRIANA ANGUIS	Accounts Payable Check	192.00
181000	03/07/2025	APPLIED TECHNOLOGY GROUP, INC.	Accounts Payable Check	190.00
181001	03/07/2025	AT&T	Accounts Payable Check	810.90
181002	03/07/2025	AT&T	Accounts Payable Check	1,078.84
181003	03/07/2025	ATASCADERO HAY & FEED	Accounts Payable Check	826.24
181005	03/07/2025	ATASCADERO MUTUAL WATER CO.	Accounts Payable Check	6,028.50
181006	03/07/2025	AVILA TRAFFIC SAFETY	Accounts Payable Check	208.17
181007	03/07/2025	TERRIE BANISH	Accounts Payable Check	300.00
181008	03/07/2025	BATTERY SYSTEMS, INC.	Accounts Payable Check	32.41
181009	03/07/2025	KEITH R. BERGHER	Accounts Payable Check	1,002.50
181010	03/07/2025	BERRY MAN, INC.	Accounts Payable Check	1,105.20
181011	03/07/2025	BIG BRAND TIRE & SERVICE	Accounts Payable Check	1,918.37
181012	03/07/2025	BORJON AUTO CENTER	Accounts Payable Check	52,156.00
181013	03/07/2025	BOUND TREE MEDICAL, LLC	Accounts Payable Check	744.61
181014	03/07/2025	BRANCH SMITH PROPERTIES	Accounts Payable Check	398.00
181015	03/07/2025	BRENDLER JANITORIAL SERVICE	Accounts Payable Check	775.00
181016	03/07/2025	BREZDEN PEST CONTROL, INC.	Accounts Payable Check	177.00
181017	03/07/2025	BURKE,WILLIAMS, & SORENSON LLP	Accounts Payable Check	270.00
181018	03/07/2025	C. GOLDING CONCRETE SAWING	Accounts Payable Check	350.00

**City of Atascadero**  
Disbursement Listing

For the Month of March 2025

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
181019	03/07/2025	MARK R. CAPOZZOLI	Accounts Payable Check	38.00
181020	03/07/2025	CARBON HEALTH MED GROUP OF CA	Accounts Payable Check	308.00
181021	03/07/2025	KRYSTAL CARLON	Accounts Payable Check	269.11
181022	03/07/2025	CARLOS MOBILE DETAILING	Accounts Payable Check	1,400.00
181023	03/07/2025	CAROLLO ENGINEERS, INC.	Accounts Payable Check	11,611.75
181024	03/07/2025	CATO	Accounts Payable Check	325.00
181025	03/07/2025	CCI OFFICE TECHNOLOGIES	Accounts Payable Check	230.19
181026	03/07/2025	CHARLES CHARM	Accounts Payable Check	195.00
181027	03/07/2025	CHARTER COMMUNICATIONS	Accounts Payable Check	2,026.75
181028	03/07/2025	CINTAS	Accounts Payable Check	702.97
181029	03/07/2025	KRISTINE CLARK	Accounts Payable Check	235.20
181030	03/07/2025	AUDREY S. COHEN	Accounts Payable Check	58.00
181031	03/07/2025	COLOR CRAFT PRINTING	Accounts Payable Check	65.39
181032	03/07/2025	CREATE & LEARN	Accounts Payable Check	150.50
181033	03/07/2025	CRYSTAL CRIMBCHIN	Accounts Payable Check	43.50
181034	03/07/2025	DAN BIDDLE PEST CONTROL SERVIC	Accounts Payable Check	135.00
181035	03/07/2025	MARK DARIZ	Accounts Payable Check	56.35
181036	03/07/2025	SHARON J. DAVIS	Accounts Payable Check	91.00
181037	03/07/2025	NICHOLAS DEBAR	Accounts Payable Check	300.00
181038	03/07/2025	JUAN MIGUEL T. DELOS TRINO	Accounts Payable Check	36.00
181039	03/07/2025	JULIANNE E. DELOS TRINO	Accounts Payable Check	36.00
181040	03/07/2025	DEPARTMENT OF JUSTICE	Accounts Payable Check	813.00
181041	03/07/2025	PHILIP DUNSMORE	Accounts Payable Check	300.00
181042	03/07/2025	EL CAMINO VETERINARY HOSP	Accounts Payable Check	240.59
181043	03/07/2025	EXECUTIVE JANITORIAL	Accounts Payable Check	3,500.00
181044	03/07/2025	FAHLO	Accounts Payable Check	235.20
181045	03/07/2025	FENCE FACTORY ATASCADERO	Accounts Payable Check	490.50
181046	03/07/2025	FGL ENVIRONMENTAL	Accounts Payable Check	528.00
181047	03/07/2025	TREY GAMBLE	Accounts Payable Check	197.00
181048	03/07/2025	GENERAL CODE, LLC	Accounts Payable Check	1,695.00
181049	03/07/2025	GRAINGER	Accounts Payable Check	59.05
181050	03/07/2025	STEVEN STEEL GREY, JR.	Accounts Payable Check	36.00
181051	03/07/2025	PEYTON A. HAMANN	Accounts Payable Check	36.00
181052	03/07/2025	HARTZELL GEN. ENG. CONTRACTOR	Accounts Payable Check	43,035.00
181053	03/07/2025	DAVID J. HAZELWOOD	Accounts Payable Check	34.00
181054	03/07/2025	CHRISTOPHER HESTER	Accounts Payable Check	435.00
181057	03/07/2025	HOME DEPOT CREDIT SERVICES	Accounts Payable Check	5,966.12
181058	03/07/2025	HOPPER MEDIA PRINT & DESIGN	Accounts Payable Check	149.14
181059	03/07/2025	SETH W HUGHES	Accounts Payable Check	343.00
181060	03/07/2025	RACHEL HUNTER	Accounts Payable Check	34.80

**City of Atascadero**  
Disbursement Listing

For the Month of March 2025

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
181061	03/07/2025	IMPACT PHOTOGRAPHICS, INC.	Accounts Payable Check	29.51
181062	03/07/2025	IRON MOUNTAIN RECORDS MGMNT	Accounts Payable Check	157.22
181063	03/07/2025	JEFF & TONY'S DSD, LLC	Accounts Payable Check	422.00
181064	03/07/2025	JOANN HEAD LAND SURVEYING	Accounts Payable Check	3,800.00
181065	03/07/2025	JOE A. GONSALVES & SON	Accounts Payable Check	3,000.00
181066	03/07/2025	JOEBELLA COFFEE ROASTERS	Accounts Payable Check	149.25
181067	03/07/2025	TORI KEEN	Accounts Payable Check	154.09
181068	03/07/2025	KEY TERMITE & PEST CONTROL,INC	Accounts Payable Check	170.00
181069	03/07/2025	LAYNE LABORATORIES, INC.	Accounts Payable Check	2,542.03
181070	03/07/2025	LEE WILSON ELECTRIC CO. INC	Accounts Payable Check	2,230.54
181071	03/07/2025	JAMES R. LEWIS	Accounts Payable Check	300.00
181072	03/07/2025	LIN LI	Accounts Payable Check	54.00
181073	03/07/2025	LIFE ASSIST, INC.	Accounts Payable Check	104.80
181074	03/07/2025	LARISSE LOPEZ	Accounts Payable Check	197.00
181075	03/07/2025	MATT GIFFORD PAINTING LLC	Accounts Payable Check	7,877.90
181076	03/07/2025	MID COAST MOWER & SAW, INC.	Accounts Payable Check	40.65
181077	03/07/2025	MIG	Accounts Payable Check	1,945.00
181078	03/07/2025	MINER'S ACE HARDWARE	Accounts Payable Check	405.52
181079	03/07/2025	VOID	Accounts Payable Check	0.00
181080	03/07/2025	MOSS, LEVY, & HARTZHEIM LLP	Accounts Payable Check	6,540.00
181081	03/07/2025	MULLAHEY CDJR	Accounts Payable Check	29,985.00
181082	03/07/2025	MULLAHEY CDJR	Accounts Payable Check	1,132.48
181083	03/07/2025	NEW TIMES	Accounts Payable Check	411.00
181084	03/07/2025	MARC NOBRIGA	Accounts Payable Check	243.00
181085	03/07/2025	NORTHWEST ZOOPATH, P.C.	Accounts Payable Check	1,750.17
181086	03/07/2025	ODP BUSINESS SOLUTIONS, LLC	Accounts Payable Check	820.42
181087	03/07/2025	BRODY R. ORGERON	Accounts Payable Check	34.00
181088	03/07/2025	PACIFIC BEVERAGE CO.	Accounts Payable Check	58.30
181089	03/07/2025	PACIFIC GAS AND ELECTRIC	Accounts Payable Check	3,145.51
181090	03/07/2025	DRAKE P. PAGE	Accounts Payable Check	34.00
181091	03/07/2025	PASO ROBLES SAFE & LOCK, INC.	Accounts Payable Check	45.44
181092	03/07/2025	PEAKWIFI, LLC	Accounts Payable Check	650.00
181093	03/07/2025	SETH PEEK	Accounts Payable Check	56.35
181094	03/07/2025	WARREN PITTENGER	Accounts Payable Check	343.00
181095	03/07/2025	BARRETT W. PORTER	Accounts Payable Check	34.00
181096	03/07/2025	PROCARE JANITORIAL SUPPLY,INC.	Accounts Payable Check	707.50
181097	03/07/2025	MCKENZIE R. PULLEN	Accounts Payable Check	58.00
181098	03/07/2025	MADISON N. QUIRING	Accounts Payable Check	390.00
181099	03/07/2025	RAINSCAPE, A LANDSCAPE SVC CO.	Accounts Payable Check	6,892.00
181100	03/07/2025	JERI RANGEL	Accounts Payable Check	300.00

**City of Atascadero**  
Disbursement Listing

For the Month of March 2025

Check Number	Check Date	Vendor	Description	Amount
181101	03/07/2025	RECOGNITION WORKS	Accounts Payable Check	13.05
181102	03/07/2025	DIEGO K. REED	Accounts Payable Check	54.00
181103	03/07/2025	MIGUEL REED	Accounts Payable Check	38.00
181104	03/07/2025	RENEWELL FLEET SERVICE LLC	Accounts Payable Check	909.68
181105	03/07/2025	RICK ENGINEERING COMPANY	Accounts Payable Check	27,210.50
181106	03/07/2025	RUTHIE ROCHA	Accounts Payable Check	43.50
181107	03/07/2025	RODMAN REPAIR & FABRICATION	Accounts Payable Check	450.00
181108	03/07/2025	EVAN RUSSELL	Accounts Payable Check	179.44
181109	03/07/2025	ARIANA M. SALES	Accounts Payable Check	260.10
181110	03/07/2025	SECURITAS TECHNOLOGY	Accounts Payable Check	169.18
181111	03/07/2025	SLO COUNTY HEALTH AGENCY	Accounts Payable Check	101,077.25
181112	03/07/2025	SLO COUNTY SHERIFF'S OFFICE	Accounts Payable Check	203.00
181113	03/07/2025	OWEN T. SMITH	Accounts Payable Check	59.00
181114	03/07/2025	SOCAL GAS	Accounts Payable Check	1,869.62
181115	03/07/2025	CONNER M. SPEARS	Accounts Payable Check	11,500.00
181116	03/07/2025	JENNIFER L. SPOTTEN	Accounts Payable Check	781.20
181117	03/07/2025	SSA GROUP, LLC	Accounts Payable Check	6,666.68
181118	03/07/2025	BRUCE ST. JOHN	Accounts Payable Check	61.99
181119	03/07/2025	CHRISTOPHER H. STALEY	Accounts Payable Check	2,000.00
181120	03/07/2025	DANE J. STOVER	Accounts Payable Check	73.00
181121	03/07/2025	SUNLIGHT JANITORIAL, INC.	Accounts Payable Check	1,650.00
181122	03/07/2025	MADELINE M. TAYLOR	Accounts Payable Check	288.00
181123	03/07/2025	THORN RUN PARTNERS LLC	Accounts Payable Check	3,000.00
181124	03/07/2025	T-MOBILE USA, INC.	Accounts Payable Check	230.00
181125	03/07/2025	SKYLER E. TUCKER	Accounts Payable Check	59.00
181126	03/07/2025	ULTREX BUSINESS PRODUCTS	Accounts Payable Check	25.32
181127	03/07/2025	CAMERON S. UMPHENOUR	Accounts Payable Check	34.00
181128	03/07/2025	RILEY M. UMPHENOUR	Accounts Payable Check	34.00
181129	03/07/2025	UNITED STAFFING ASSC., INC.	Accounts Payable Check	129.06
181130	03/07/2025	USA BLUE BOOK	Accounts Payable Check	478.11
181131	03/07/2025	VINO VICE, INC.	Accounts Payable Check	188.00
181132	03/07/2025	WALLACE GROUP	Accounts Payable Check	6,033.53
181133	03/07/2025	WCJ PROPERTY MANAGEMENT	Accounts Payable Check	1,000.00
181134	03/07/2025	WEST COAST AUTO & TOWING, INC.	Accounts Payable Check	152.12
181135	03/07/2025	DEVON M. WEST	Accounts Payable Check	57.00
181136	03/07/2025	WESTERN JANITOR SUPPLY	Accounts Payable Check	326.93
181137	03/07/2025	JEFF WILSHUSEN	Accounts Payable Check	348.00
181138	03/07/2025	KAREN B. WYKE	Accounts Payable Check	617.70
181139	03/07/2025	ZOO MED LABORATORIES, INC.	Accounts Payable Check	1,070.58
5512	03/11/2025	EMPLOYMENT DEV. DEPARTMENT	Payroll Vendor Payment	53.85

**City of Atascadero**  
Disbursement Listing

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Check Number	Check Date	Vendor	Description	Amount
5513	03/11/2025	RABOBANK, N.A.	Payroll Vendor Payment	58.67
5514	03/13/2025	ANTHEM BLUE CROSS HSA	Payroll Vendor Payment	12,297.61
5515	03/13/2025	MCGRIFF INSURANCE SERVICE TRUIST INSURANCE HI	Payroll Vendor Payment	1,105.01
181140	03/13/2025	ATASCADERO PROF. FIREFIGHTERS	Payroll Vendor Payment	1,557.51
181141	03/13/2025	IAFF MERP	Payroll Vendor Payment	1,900.00
181142	03/13/2025	MISSIONSQUARE	Payroll Vendor Payment	16,721.36
181143	03/13/2025	NATIONWIDE RETIREMENT SOLUTION	Payroll Vendor Payment	914.67
5516	03/14/2025	STATE DISBURSEMENT UNIT	Payroll Vendor Payment	692.30
5517	03/14/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	17,588.75
5518	03/14/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	34,389.62
5519	03/14/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	2,902.18
5520	03/14/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	2,830.30
5521	03/14/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	8,902.45
5522	03/14/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	11,295.24
5523	03/14/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	21,348.32
5524	03/14/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	31,041.37
5525	03/14/2025	ATASCADERO POLICE OFFICERS	Payroll Vendor Payment	2,227.50
5526	03/14/2025	SEIU LOCAL 620	Payroll Vendor Payment	964.93
5527	03/18/2025	RABOBANK, N.A.	Payroll Vendor Payment	69,910.02
5528	03/18/2025	EMPLOYMENT DEV DEPARTMENT	Payroll Vendor Payment	20,939.10
5529	03/18/2025	EMPLOYMENT DEV. DEPARTMENT	Payroll Vendor Payment	4,621.89
5530	03/20/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Accounts Payable Check	3,144.69
181144	03/21/2025	ACCESS PUBLISHING	Accounts Payable Check	299.00
181145	03/21/2025	AGP VIDEO, INC.	Accounts Payable Check	2,477.50
181146	03/21/2025	AIRGAS USA, LLC	Accounts Payable Check	54.02
181147	03/21/2025	AK & COMPANY	Accounts Payable Check	3,250.00
181148	03/21/2025	ALL SIGNS AND GRAPHICS, INC.	Accounts Payable Check	153.34
181149	03/21/2025	ALLAN HANCOCK COLLEGE	Accounts Payable Check	124.50
181150	03/21/2025	ALLTECH SERVICES, INC.	Accounts Payable Check	3,292.77
181151	03/21/2025	ALTA LANGUAGE SERVICES, INC.	Accounts Payable Check	116.00
181152	03/21/2025	ANTECH DIAGNOSTICS	Accounts Payable Check	939.00
181153	03/21/2025	APCO INTERNATIONAL INC	Accounts Payable Check	5,887.00
181154	03/21/2025	ASCAP	Accounts Payable Check	438.08
181155	03/21/2025	ASSOCIATED TRAFFIC SAFETY, INC	Accounts Payable Check	1,060.24
181157	03/21/2025	AT&T	Accounts Payable Check	1,094.57
181158	03/21/2025	AT&T	Accounts Payable Check	760.93
181159	03/21/2025	AVILA TRAFFIC SAFETY	Accounts Payable Check	12.09
181160	03/21/2025	BATTERY SYSTEMS, INC.	Accounts Payable Check	28.03
181161	03/21/2025	BELL'S PLUMBING REPAIR, INC.	Accounts Payable Check	245.00
181162	03/21/2025	BERRY MAN, INC.	Accounts Payable Check	741.10



**City of Atascadero**  
Disbursement Listing

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Check Number	Check Date	Vendor	Description	Amount
181163	03/21/2025	BIG BRAND TIRE & SERVICE	Accounts Payable Check	231.51
181164	03/21/2025	TERRI RECCHIA BLEDSOE	Accounts Payable Check	300.00
181165	03/21/2025	BRENDLER JANITORIAL SERVICE	Accounts Payable Check	985.00
181166	03/21/2025	AIDEN J. CAPOZZOLI	Accounts Payable Check	194.00
181167	03/21/2025	KRYSTAL CARLON	Accounts Payable Check	7.00
181168	03/21/2025	CAROLLO ENGINEERS, INC.	Accounts Payable Check	8,266.75
181169	03/21/2025	CEN-CAL CONSTRUCTION	Accounts Payable Check	27,084.27
181170	03/21/2025	CHARTER COMMUNICATIONS	Accounts Payable Check	4,448.25
181171	03/21/2025	JOSEPH A. CHOUINARD	Accounts Payable Check	5,070.10
181172	03/21/2025	CINTAS	Accounts Payable Check	320.15
181173	03/21/2025	CJPIA	Accounts Payable Check	462.61
181174	03/21/2025	CLEATH-HARRIS GEOLOGISTS, INC.	Accounts Payable Check	3,928.60
181175	03/21/2025	TIMOTHY CLEAVER	Accounts Payable Check	43.50
181176	03/21/2025	COASTAL COPY, INC.	Accounts Payable Check	378.83
181177	03/21/2025	AUDREY S. COHEN	Accounts Payable Check	38.00
181178	03/21/2025	COLOR CRAFT PRINTING	Accounts Payable Check	1,240.14
181179	03/21/2025	CRYSTAL SPRINGS WATER	Accounts Payable Check	20.00
181180	03/21/2025	CULLIGAN SANTA MARIA	Accounts Payable Check	631.12
181181	03/21/2025	JOE DEBRUIN, PH.D.	Accounts Payable Check	180.00
181182	03/21/2025	JUAN MIGUEL T. DELOS TRINO	Accounts Payable Check	108.00
181183	03/21/2025	JULIANNE E. DELOS TRINO	Accounts Payable Check	86.00
181184	03/21/2025	DEPARTMENT OF TRANSPORTATION	Accounts Payable Check	5,247.89
181185	03/21/2025	AMANDA DOBBERPUHL	Accounts Payable Check	105.00
181186	03/21/2025	EL CAMINO VETERINARY HOSPITAL	Accounts Payable Check	608.04
181187	03/21/2025	ESCUELA DEL RIO	Accounts Payable Check	420.00
181188	03/21/2025	FENCE FACTORY ATASCADERO	Accounts Payable Check	23.98
181189	03/21/2025	FGL ENVIRONMENTAL	Accounts Payable Check	244.00
181190	03/21/2025	FILIPPIN ENGINEERING, INC.	Accounts Payable Check	56,868.51
181191	03/21/2025	TIMOTHY K. FOSTER	Accounts Payable Check	135.00
181192	03/21/2025	JOHN FRANGIE	Accounts Payable Check	4,923.72
181193	03/21/2025	GOLD COAST ENVIRONMENTAL, INC.	Accounts Payable Check	8,877.43
181194	03/21/2025	GRAINGER	Accounts Payable Check	78.57
181195	03/21/2025	STEVEN STEEL GREY, JR.	Accounts Payable Check	108.00
181196	03/21/2025	WYATT H. GRIMSHAW	Accounts Payable Check	34.00
181197	03/21/2025	HAMON OVERHEAD DOOR CO, INC.	Accounts Payable Check	196.58
181198	03/21/2025	HART IMPRESSIONS PRINTING	Accounts Payable Check	873.25
181199	03/21/2025	DAVID J. HAZELWOOD	Accounts Payable Check	36.00
181200	03/21/2025	ELIJAH HEWITT	Accounts Payable Check	3,257.56
181201	03/21/2025	INGLIS PET HOTEL	Accounts Payable Check	5,000.00
181202	03/21/2025	INTERWEST CONSULTING GROUP INC	Accounts Payable Check	965.34

**City of Atascadero**  
Disbursement Listing

For the Month of March 2025

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
181203	03/21/2025	ZACHARIAH JACKSON	Accounts Payable Check	150.00
181204	03/21/2025	JEFF & TONY'S DSD, LLC	Accounts Payable Check	523.32
181205	03/21/2025	JK'S UNLIMITED, INC.	Accounts Payable Check	1,953.67
181206	03/21/2025	K&M INTERNATIONAL	Accounts Payable Check	3,151.65
181207	03/21/2025	KEY TERMITE & PEST CONTROL, INC	Accounts Payable Check	555.00
181208	03/21/2025	L.N. CURTIS & SONS	Accounts Payable Check	55,034.02
181209	03/21/2025	LEAGUE OF CALIFORNIA CITIES	Accounts Payable Check	300.00
181210	03/21/2025	LENOVO (UNITED STATES) INC.	Accounts Payable Check	18,792.00
181211	03/21/2025	AKSEL W. LESCHINSKY	Accounts Payable Check	36.00
181212	03/21/2025	JAMES R. LEWIS	Accounts Payable Check	2,406.68
181213	03/21/2025	LIFE ASSIST, INC.	Accounts Payable Check	568.66
181214	03/21/2025	MADRONE LANDSCAPES, INC.	Accounts Payable Check	385.00
181215	03/21/2025	MARBORG INDUSTRIES	Accounts Payable Check	197.80
181216	03/21/2025	MARK'S TIRE SERVICE, INC.	Accounts Payable Check	527.95
181217	03/21/2025	MBS LAND SURVEYS	Accounts Payable Check	33,633.83
181218	03/21/2025	MICHAEL K. NUNLEY & ASSC, INC.	Accounts Payable Check	744.18
181219	03/21/2025	MID COAST MOWER & SAW, INC.	Accounts Payable Check	57.12
181220	03/21/2025	MID-COAST FIRE PROTECTION, INC	Accounts Payable Check	515.00
181221	03/21/2025	MINER'S ACE HARDWARE	Accounts Payable Check	544.16
181222	03/21/2025	JAMEY MORIN	Accounts Payable Check	32.00
181223	03/21/2025	MULLAHEY CDJR	Accounts Payable Check	4,848.48
181224	03/21/2025	MUNICIPAL MAINT EQUIPMENT, INC	Accounts Payable Check	13,100.54
181225	03/21/2025	MV TRANSPORTATION, INC.	Accounts Payable Check	12,231.02
181226	03/21/2025	NEW TIMES	Accounts Payable Check	60.00
181227	03/21/2025	HEATHER NEWSOM	Accounts Payable Check	81.93
181228	03/21/2025	NORTH COAST ENGINEERING INC.	Accounts Payable Check	610.00
181229	03/21/2025	CINTIA B. NUTTALL	Accounts Payable Check	184.80
181230	03/21/2025	ODP BUSINESS SOLUTIONS, LLC	Accounts Payable Check	85.50
181231	03/21/2025	BRODY R. ORGERON	Accounts Payable Check	36.00
181232	03/21/2025	RON OVERACKER	Accounts Payable Check	489.56
181237	03/21/2025	PACIFIC GAS AND ELECTRIC	Accounts Payable Check	74,769.68
181238	03/21/2025	DRAKE P. PAGE	Accounts Payable Check	34.00
181239	03/21/2025	PASO ROBLES SAFE & LOCK, INC.	Accounts Payable Check	290.00
181240	03/21/2025	PAVEMENT ENGINEERING, INC.	Accounts Payable Check	414.00
181241	03/21/2025	PERRY'S PARCEL & GIFT	Accounts Payable Check	126.76
181242	03/21/2025	PERRY'S PARCEL & GIFT	Accounts Payable Check	100.00
181243	03/21/2025	PORTER CONSTRUCTION, INC.	Accounts Payable Check	5,500.00
181244	03/21/2025	BARRETT W. PORTER	Accounts Payable Check	86.00
181245	03/21/2025	PROCARE JANITORIAL SUPPLY, INC.	Accounts Payable Check	1,570.69
181246	03/21/2025	MCKENZIE R. PULLEN	Accounts Payable Check	153.00

**City of Atascadero**  
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<b>Check Number</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
181247	03/21/2025	RAINSCAPE, A LANDSCAPE SVC CO.	Accounts Payable Check	350.00
181248	03/21/2025	RECOGNITION WORKS	Accounts Payable Check	4.02
181249	03/21/2025	DIEGO K. REED	Accounts Payable Check	54.00
181250	03/21/2025	MIGUEL REED	Accounts Payable Check	36.00
181251	03/21/2025	RENEWELL FLEET SERVICE LLC	Accounts Payable Check	215.41
181252	03/21/2025	BRIAN S. RICKS	Accounts Payable Check	612.00
181253	03/21/2025	CORBIN J. ROSSI	Accounts Payable Check	57.00
181254	03/21/2025	SLO COUNTY CLERK-RECORDER	Accounts Payable Check	58,884.92
181255	03/21/2025	SLO COUNTY SHERIFF'S OFFICE	Accounts Payable Check	290.00
181256	03/21/2025	SMITH MEP	Accounts Payable Check	9,850.00
181257	03/21/2025	OWEN T. SMITH	Accounts Payable Check	137.00
181258	03/21/2025	SOCAL GAS	Accounts Payable Check	694.23
181259	03/21/2025	SPEAKWRITE, LLC.	Accounts Payable Check	684.67
181260	03/21/2025	SPECIALIZED EQUIPMENT REPAIR	Accounts Payable Check	6,205.96
181261	03/21/2025	SPECIALIZED UTILITY SERVICES	Accounts Payable Check	3,600.00
181262	03/21/2025	DANE J. STOVER	Accounts Payable Check	109.00
181263	03/21/2025	SWINERTON BUILDERS	Accounts Payable Check	25,000.00
181264	03/21/2025	THOMSON REUTERS - WEST	Accounts Payable Check	212.09
181268	03/21/2025	T-MOBILE	Accounts Payable Check	20,020.61
181269	03/21/2025	TOWNSEND PUBLIC AFFAIRS, INC.	Accounts Payable Check	4,000.00
181270	03/21/2025	SKYLER E. TUCKER	Accounts Payable Check	116.00
181271	03/21/2025	TUCKFIELD & ASSOCIATES	Accounts Payable Check	12,090.00
181279	03/21/2025	U.S. BANK	Accounts Payable Check	52,786.68
181280	03/21/2025	U.S. POSTAL SERVICE	Accounts Payable Check	3,000.00
181281	03/21/2025	U.S. POSTMASTER	Accounts Payable Check	700.00
181282	03/21/2025	CAMERON S. UMPHENOUR	Accounts Payable Check	68.00
181283	03/21/2025	RILEY M. UMPHENOUR	Accounts Payable Check	102.00
181284	03/21/2025	UNITED RENTALS	Accounts Payable Check	516.56
181285	03/21/2025	USA BLUE BOOK	Accounts Payable Check	1,379.30
181286	03/21/2025	VANIR CONSTRUCTION MANAGEMENT	Accounts Payable Check	5,610.00
181287	03/21/2025	VINO VICE, INC.	Accounts Payable Check	846.00
181288	03/21/2025	VITAL RECORDS CONTROL	Accounts Payable Check	224.95
181289	03/21/2025	KYLER P. WARREN	Accounts Payable Check	34.00
181290	03/21/2025	WEST COAST AUTO & TOWING, INC.	Accounts Payable Check	940.00
181291	03/21/2025	DEVON M. WEST	Accounts Payable Check	59.00
181292	03/21/2025	WESTERN JANITOR SUPPLY	Accounts Payable Check	294.03
181293	03/21/2025	WHITLOCK & WEINBERGER TRANS.	Accounts Payable Check	7,090.00
181294	03/21/2025	JEFF WILSHUSEN	Accounts Payable Check	348.00
181295	03/21/2025	ZACHARY J YEAMAN-SANCHEZ	Accounts Payable Check	1,329.30
181296	03/21/2025	YEH AND ASSOCIATES, INC.	Accounts Payable Check	10,068.20

**City of Atascadero**  
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<b>Check Number</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
181297	03/21/2025	ZOOM IMAGING SOLUTIONS, INC.	Accounts Payable Check	1,022.25
5531	03/27/2025	ANTHEM BLUE CROSS HSA	Payroll Vendor Payment	11,978.61
5532	03/27/2025	MCGRIFF INSURANCE SERVICE TRUIST INSURANCE HI	Payroll Vendor Payment	1,105.01
181298	03/27/2025	ATASCADERO PROF. FIREFIGHTERS	Payroll Vendor Payment	1,557.51
181299	03/27/2025	FRANCHISE TAX BOARD	Payroll Vendor Payment	93.60
181300	03/27/2025	IAFF MERP	Payroll Vendor Payment	1,900.00
181301	03/27/2025	MISSIONSQUARE	Payroll Vendor Payment	16,980.32
181302	03/27/2025	NATIONWIDE RETIREMENT SOLUTION	Payroll Vendor Payment	985.53
5533	03/28/2025	STATE DISBURSEMENT UNIT	Payroll Vendor Payment	692.30
5534	03/28/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	16,699.04
5535	03/28/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	34,118.62
5536	03/28/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	2,902.18
5537	03/28/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	2,830.30
5538	03/28/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	8,902.45
5539	03/28/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	12,101.72
5540	03/28/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	21,239.52
5541	03/28/2025	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	30,728.69
5542	03/28/2025	ATASCADERO POLICE OFFICERS	Payroll Vendor Payment	2,227.50
5543	03/28/2025	SEIU LOCAL 620	Payroll Vendor Payment	965.63
5544	03/28/2025	BANK OF NEW YORK MELLON	Accounts Payable Check	376,000.00
5545	03/28/2025	BANK OF NEW YORK MELLON	Accounts Payable Check	17,625.00
				<u><u>\$ 2,353,643.51</u></u>



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item A3

**Department:** Community Development  
**Date:** 04/22/2025  
**Placement:** Consent

**TO:** JAMES R. LEWIS, CITY MANAGER  
**FROM:** PHIL DUNSMORE, COMMUNITY DEVELOPMENT DIRECTOR  
**PREPARED BY:** KELLY GLEASON, PLANNING MANAGER

**SUBJECT:** Extended Occupancy Hotels and Motels

### RECOMMENDATIONS:

Council adopt on second reading, by title only, Draft Ordinance to amend Title 9, Planning and Zoning, adding extended stay hotel/motel as a use, modifying definitions, and providing standards for such uses, based on findings.

### DISCUSSION:

#### BACKGROUND

The purpose of a hotel, motel or similar lodging facility is to accommodate short term or “transient” lodging within a commercial zoning district. Long-term stays typically fit the definition of a residential unit such as a house or apartment. Such long-term residential uses are typically not allowed within commercial zones unless approved as part of a mixed-use project. The City’s existing definition for “hotels and motels” requires all stays to be less than 30-days to remain commercial in nature. Consistent with State law, short-term stays are subject to transient occupancy tax (TOT), while stays over 30 days are not.

The proposed Zoning Code text amendment (ZCH24-0107) would create a definition for an *Extended Stay Hotel/Motel* and create a set of required standards to establish and operate this use. Establishing a new land use and definition for an *Extended Stay Hotel/Motel* would allow the City to regulate and set standards for the operation of hotels that want to offer flexibility in length of stay. Under the revised code, a use permit would be required to ensure compliance with conditions and regulations governing certain operating procedures, including entering into an agreement that sets forth fees for extended stay visits.

### FISCAL IMPACT:

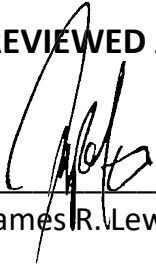
Establishing a program to create an option for extended transient stays for hoteliers is estimated to generate between \$30,000 to \$50,000 in General Fund revenues annually, with associated

costs of administering and enforcing the program in an amount that will vary depending on the number of properties wishing to apply for the administrative use permit.

**REVIEWED BY OTHERS:**

This item has been reviewed by the Community Development Director, Administrative Services Director, and City Attorney.

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**



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James R. Lewis, City Manager

**ATTACHMENT(S):**

1. Draft Ordinance

## **DRAFT ORDINANCE**

### **ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, AMENDING TITLE 9, PLANNING & ZONING, TO ADD EXTENDED OCCUPANCY HOTEL/MOTEL TO THE LAND USE DEFINITIONS AND ESTABLISHING STANDARDS FOR SUCH USES**

#### **EXTENDED OCCUPANCY HOTELS AND MOTELS (ZCH24-0107)**

**WHEREAS**, the City of Atascadero (6500 Palma Ave., Atascadero, CA 93422), is considering Zone Change Text Amendments to Title 9; and

**WHEREAS**, Hotels, Motels and other transient lodging facilities are commercial uses and are intended to serve the traveling public; and

**WHEREAS**, current City code requires all hotels and motels to limit occupancy to 30 days or less and prohibits extended occupancy to remain a commercial transient lodging use; and

**WHEREAS**, enactment of these code provisions provides transient lodging operators a benefit by allowing them an option to offer extended occupancies to transient clients on a limited basis, which is otherwise disallowed by the City, through an Extended Stay Administrative Use Permit; and

**WHEREAS**, Atascadero Municipal Code section 9-6.186 requires that permittees with an approved Extended Stay Administrative Use Permit enter into an agreement that authorizes a fee associated with granting of the permit and requires certain performance standards be met associated with the use; and

**WHEREAS**, the Planning Commission has determined that it is in the best interest of the City to enact amendments to Title 9 Planning and Zoning of the Atascadero Municipal Code for consistency with the General Plan and to maintain a clear and legible set of Zoning Regulations that is easily interpreted by the public and staff; and

**WHEREAS**, a timely and properly noticed Public Hearing upon the subject Planning and Zoning Text Change was held by the Planning Commission of the City of Atascadero at which hearing evidence, oral and documentary, was admitted on behalf of said Planning and Zoning Text Amendments; and

**WHEREAS**, a timely and properly noticed Public Hearing upon the subject Planning and Zoning Text Change was held by the City Council of the City of Atascadero at which hearing evidence, oral and documentary, was admitted on behalf of said Planning and Zoning Text Amendments; and

**WHEREAS**, the laws and regulations relating to the preparation and public notice of environmental documents, as set forth in the State and local guidelines for implementation of the California Environmental Quality Act (CEQA) have been adhered to; and

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF ATASCADERO HEREBY ORDAINS AS FOLLOWS:**

**SECTION 1. Recitals.** The above recitals are true and correct and incorporated herein as if set forth in full.

**SECTION 2. Planning Commission Recommendation.** The Planning Commission of the City of Atascadero, on March 4, 2025, held a timely and properly noticed Public Hearing upon the subject Zoning Text Amendment and associated actions, at which hearing evidence, oral and documentary, was admitted on behalf of said Amendment, and the Planning Commission recommended that City Council approve said Amendment.

**SECTION 3. Public Hearing.** The City Council held a duly noticed public hearing to consider the Amendment on April 8, 2025, and considered testimony and reports from staff and the public.

**SECTION 4. Findings for Approval.** The City Council makes the following findings and determinations for approval of the proposed Zoning Text Amendment:

A. Findings for Zone Text Amendment:

1. **FINDING:** The Planning and Zoning Text Change is consistent with General Plan policies and all other applicable ordinances and policies of the City.

**FACT:** The proposed zoning code text updates are consistent with the General Plan. The modifications to the definitions and establishment of standards to allow for extended stay hotels and motels furthers the City's economic development goals and expands use opportunities through commercial areas.

2. **FINDING:** This Amendment of the Zoning Ordinance will provide for the orderly and efficient use of lands where such development standards are applicable.

**FACT:** The proposed text expands extended stay options for hotels and motels while maintaining the commercial nature of the use through the adoption of development standards and will not affect the use of land designated for such uses.

3. **FINDING:** The Text Change will not, in itself, result in significant environmental impacts.

**FACT:** The proposed text amendment is minor and will not result in a physical environment impact. Hotel and motel uses remain allowed in locations designated by the Atascadero Municipal Code.



**SECTION 5. CEQA.** This Ordinance is exempt from the California Environmental Quality Act (CEQA), Public resources Code Section 21000 et seq., because it can be seen with certainty that there is no possibility that the enactment of this Ordinance would have a significant effect on the environment (Pub. Resources Code § 21065; CEQA Guidelines §§ 15378(b)(4), 15061(b)(3).

**SECTION 6. Approval.** The City Council of the City of Atascadero, in a regular session assembled on April 8, 2025, resolved to introduce, for first reading by title only, an Ordinance that would amend the Title 9 of the Atascadero Municipal Code as shown in Exhibit A.

**SECTION 7. Interpretation.** This Ordinance must be broadly construed in order to achieve the purposes stated in this Ordinance. It is the City Council's intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

**SECTION 8. Preservation.** Repealing of any provision of the Atascadero Municipal Code or of any previous Code Sections, does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

**SECTION 9. Effect of Invalidation.** If this entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the Atascadero Municipal Code or other City Ordinance by this Ordinance will be rendered void and cause such previous Atascadero Municipal Code provision or other City Ordinance to remain in full force and effect for all purposes.

**SECTION 10. Severability.** If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

**SECTION 11. Notice.** The City Clerk is directed to certify the passage and adoption of this Ordinance, cause it to be entered into the City of Atascadero's book of original ordinances, make a note of the passage and adoption in the records of this meeting and within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

**SECTION 12. Effective Date.** This Ordinance will take effect on the 30th day following its final passage and adoption.

**INTRODUCED** at a regular meeting of the City Council held on April 8, 2025, and **PASSED, APPROVED** and **ADOPTED** by the City Council of the City of Atascadero, State of California, on \_\_\_\_\_, 2025.

CITY OF ATASCADERO:

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Dave Fleishman, City Attorney

**Amend AMC Section 9-6.185 as follows:**

**9-6.185 Hotels and motels.**

Where a hotel or motel is located in a commercial zoning district, the following standards shall apply:

**(a)** Hotels and motels without kitchens shall be allowed as specified for each zoning district.

**(1)** Wet bars, as defined in this title, shall be permitted.

**(b)** Hotels and motels may have kitchens that include cooking appliances in up to 10% of the rooms/units, subject to the following:

**(1)** The hotel development must contain a minimum of 20 rooms/units;

**(2)** A deed notification shall be recorded on the property for restricting the property for commercial uses and short-term occupancies of 30 days or less. The notification shall be in a form approved by the Community Development Director.

**(c)** Hotels and Motels may have kitchens that include cooking appliances in up to 25% of the rooms/units with approval of an administrative use permit, subject to the following findings and conditions:

**(1)** The project is designed consistent with the standards of the Atascadero Municipal Code and provides amenities consistent with a tourist serving lodging use; and

**(2)** The project is located in an area that supports tourist serving activities.

**(3)** A deed notification shall be recorded on the property restricting the property for commercial uses and short-term occupancies of 30 days or less. The notification shall be in a form approved by the Community Development Director.

**(4)** The operator shall enter into an agreement specifying penalty fees for any violation of the deed notification, municipal code standards, or conditions of approval.

This section does not apply to Extended-Occupancy Hotels or Motels which are subject to the provisions of section 9-6.186.

**Add new AMC Section 9-6.186 as follows:**

**9-6.186 Extended-Occupancy Hotel/Motel**

Where a hotel, motel, or similar transient lodging use in a commercial zone allows guests to stay for more than 30 days, the following standards must be met.

Process. An Administrative Use Permit (AUP) shall be required for the approval of any hotel/motel use where stays of more than 30 days occur, subject to the following:

**(a)** Requirements and conditions. The following shall be required for all hotels/motels offering extended-occupancy rooms:

- (1) The hotel must contain a minimum of 20 rooms/units;
  - (2) A deed notification shall be recorded on the property that sets forth the requirements for occupancies greater than 30 days. The notification shall be in a form approved by the Community Development Director.
  - (3) The operator (as defined in Section 3-3.02) must enter into an agreement with the City that sets forth the conditions of extended-occupancy that includes, but is not limited to: an extended-occupancy fee payable by the operator for each day of occupancy, penalties for non-compliance, and maximum length of occupancy. The agreement will be recorded against the property.
  - (4) A maximum of 20% of the operator's overall annual gross revenue for the period July 1 through June 30 of each year may be generated from extended- occupancies (rental periods greater than 30 days).
  - (5) The operator must pay the extended-occupancy fee at the same time and according to the reporting and remitting schedule set forth in Section 3-3.07. Late payments of the extended- occupancy fee are subject to the same penalties and interest as set forth in Section 3-3.08.
  - (6) For all extended- occupancy revenue in excess of 20% of the annual revenue as defined in subsection (a)(2), a penalty will be assessed and payable by the operator.
- (b) Findings. Approval of extended occupancy rooms/units within any hotel, motel, or similar transient lodging use shall be subject to the following findings:
- (1) The hotel/motel is located within a commercial zone of the City.
  - (2) None of the extended occupancy is intended to be rented as a permanent residential multi-family room or unit.
  - (3) Extended occupancy of a portion of the rooms/units is necessary to ensure the economic viability of the transient lodging and short-term occupancy lodging uses in the hotel/motel.
- (c) Kitchen Facilities. Extended-Occupancy Hotels and Motels may have kitchens that include cooking appliances, subject to the following:
- (1) The hotel development must contain a minimum of 20 rooms/units;
  - (2) The project is designed consistent with the standards of the Atascadero Municipal Code and provides amenities consistent with a tourist serving lodging use; and
  - (3) The project is located in an area that supports tourist serving activities.

**Add a new definition to AMC § 9-9.102 to read as follows:**

**Extended-Occupancy Hotel/Motel.** A hotel, motel, or similar transient lodging facility containing twenty or more rooms/units in which a portion of the rooms/units are intended or designed to be used, or which are used, rented or hired out, to be occupied for sleeping purposes by guests who need lodging for extended periods greater than 30 days and typically not greater than several months. Key amenities may include, but are not required to include kitchens or kitchenettes with cooking appliances and may also include separate living and sleeping areas, in-room laundry facilities and/or on-site laundry services, and more spacious accommodations compared to traditional hotel rooms.

**Amend existing definitions in AMC § 9-9.102 to read as follows:**

**Hotels, Motels.** Commercial transient lodging establishments, including hotels, motor hotels, motels, tourist courts, or cabins, primarily engaged in providing overnight or otherwise temporary lodging for 30 days or less, with or without meals, for the general public. Transient lodging facilities which accommodate occupancies greater than 30 days are considered “Extended Stay Hotel/Motel”.

**Recreational Vehicle Parks.** Transient lodging establishments primarily engaged in renting, leasing or otherwise providing overnight or otherwise temporary short-term occupancy sites for 30 days or less for trailers, campers, park model units, or tents, with or without individual utility hookups, but with other facilities such as restrooms. Does not include incidental camping areas, which are included under "rural sports and group facilities."

**Table 3.2 in AMC § 9.3-330 is amended to add a new classification for “Extended Occupancy Hotel/Motel” as follows:**

<b>Table 3-2 - Nonresidential Use Table</b>											
<b>Allowed Land Uses and Permit Requirements</b>											
<b>Nonresidential Zones</b>	<b>A Allowed Use, Zoning Clearance Required</b> <b>CUP Conditional Use Permit Required</b> <b>AUP Administrative Use Permit Required</b> <input type="checkbox"/> <b>Not Permitted</b>										
	<b>Permitted Uses By Zones</b>										<b>Special Regulation(s)</b>
	<b>CN</b>	<b>CP</b>	<b>CR</b>	<b>CS</b>	<b>CT</b>	<b>CPK</b>	<b>DC</b>	<b>DO</b>	<b>IP</b>	<b>I</b>	
Extended-Occupancy Hotel/Motel		CUP	AUP	AUP	AUP		CUP				9-6.186



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item A4

**Department:** Fire Department  
**Date:** 4/22/2025  
**Placement:** Consent

**TO:** JAMES R. LEWIS, CITY MANAGER  
**FROM:** CASEY BRYSON, FIRE CHIEF  
**PREPARED BY:** DEAN PERICIC, FIRE CAPTAIN

**SUBJECT:** Purchase of Fire Department Temporary Housing

### RECOMMENDATION:

Council:

1. Authorize the purchase of two manufactured homes to serve as temporary housing for fire personnel during the construction phase of the Public Safety Center project from Manufactured Home Sales of California in an amount not to exceed \$488,066.
2. Authorize the purchase of a metal carport to serve as a temporary fire apparatus bay during construction from Pacific Metal Buildings Inc. in an amount not to exceed \$47,723.

### DISCUSSION:

The City of Atascadero is in the process of constructing a new Fire Station No. 1 and remodeling Fire Station No. 2 to enhance emergency response capabilities, bring current facilities to today's essential service building standards and provide for the safe future of our staff and community. While the stations are being renovated, department staff will need temporary facilities to occupy. There is enough space on the Fire Station No.2 property to install temporary facilities. The entire Fire Station No. 1 property, however, will be under construction, requiring the temporary facilities to be located off-site. Staff have been in negotiations to use the nearby National Guard Armory site to locate these temporary facilities. The building on the Armory site cannot be used, so staff researched different options for this housing. Options include:

- Option 1: Purchase Manufactured Homes. Manufactured homes provide a cost-effective and efficient solution, offering comfortable and functional accommodations while the construction and renovation projects are underway. A lease is not available for this option.
- Option 2: Customized modular units, similar to construction trailers. After customizing the unit, the modular, construction-style trailer would be leased for 24 months for about \$194,000. The customized modular would then be returned to the company, without any resale value to the City. The modular could be purchased for \$324,000, which is about \$60,000 more than the manufactured home.

- Option 3: Modular, aluminum fold out structures designed as fire stations. The temporary fire station option would cost about \$688,000 to lease for 24 months and \$925,000 to purchase.
- Option 4: Alternative temporary housing solutions. Options such as hotels, rental homes and vacant office buildings were researched. They were found to be cost-prohibitive and less convenient for response times. Staff was unable to locate sufficient short-term rentals in the necessary locations.

Both the cost and consideration of resale value led staff to determine the manufactured home purchase was the best option. Research regarding resale value of manufactured homes found similar homes 4 to 5 years old, selling for approximately 70 to 80% of their original value.

The selected manufactured homes will be placed at the designated temporary location for Fire Station No. 1 at the Armory and on-site at Fire Station No. 2 to ensure quick response times and no disruption to service reliability. Fire Station No. 1 will be a 4-bedroom, 3-bath home that is approximately 1,600 square feet. The cost for this home is \$264,019. The metal carport will also be installed for fire apparatus housing at the Armory site. The carport will be large enough to house three fire apparatus and will cost \$47,723. This is needed to protect the fire apparatus during the projected two-year construction period and will be reused following the project. Fire Station No. 2 will be a 3-bedroom, 2-bath home that is approximately 1,300 square feet and cost \$224,047. Because minimal work will be done to the Fire Station 2 apparatus bay, no temporary enclosure will be needed. The size of these homes have comparable number of bedrooms with existing stations and are the minimum size needed for staffing needs.

The purchase of these manufactured homes is deemed the most viable solution due to the following factors:

- Immediate Availability: Manufactured homes can be quickly installed and utilized and the current models proposed have lead-times estimated between 10 and 16 weeks.
- Cost-Efficiency: Compared to alternative temporary housing solutions, manufactured homes provide a lower-cost option.
- Resale Potential: At the conclusion of the construction and renovation projects, the manufactured homes may be resold, thereby offsetting a portion of the initial investment and bringing money back to the City. Staff estimates a resale potential of between \$175,000 to \$200,000 for the 4-bedroom house and \$150,000 to \$175,000 for the 3-bedroom house.

These units will provide necessary living space and accommodations for fire personnel throughout the duration of the construction project and will align with the estimated timeline of the design-build team's schedule.

The following chart shows a breakdown of costs including the purchase options of the manufactured home versus the other options. Lease costs were based on use of the structure for 24 months for Fire Station No. 1 and 12 months for Fire Station No. 2.

	Fire Station No. 1	Fire Station No. 2
Option 1 - Manufactured Home – Purchase	\$264,019	\$224,047
Option 1 – Potential Resale Value	(\$175,000)	(\$150,000)
Option 2 - Mobile Modular – Lease	\$194,294	\$171,266
Option 2 - Mobile Modular – Purchase	\$324,310	\$324,310
Option 3 - Temporary Fire Station – Lease	\$687,900	\$375,900
Option 3 - Temporary Fire Station – Purchase	\$925,000	\$925,000

### **FISCAL IMPACT:**

Approving the recommendation of purchasing two manufactured homes and one metal carport will result in the expenditure of \$535,789 of budgeted funds from the Building Maintenance Fund for the Public Safety Facilities Project.

### **ALTERNATIVES:**

The City Council could direct staff to not purchase the manufactured homes and look into other options. Other options available include:


- Leased temporary housing – One option is to lease a custom built, modular living space, similar to a construction trailer. They are designed to city specifications, delivered and then returned upon completion of the project. While leasing will slightly reduce upfront costs, it does not provide the potential resale value that purchasing does. The purchase of this unit is about \$60,000 more than the manufactured home.
- Modular Fire Station – prefabricated mobile temporary fire station. There are several companies that manufacture temporary fire stations from metal storage containers or aluminum sided fold-out style structures. They are designed to city specifications, however, are much more expensive both to lease or to purchase and have a long lead time for construction.



**REVIEWED BY OTHERS:**

This item has been reviewed by the Administrative Services Director and the Deputy City Manager.

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**



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James R. Lewis, City Manager

**ATTACHMENT(S):**

None



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item B1

**Department:** Public Works  
**Date:** 04/22/25  
**Placement:** Management Report

**TO:** JAMES R. LEWIS, CITY MANAGER

**FROM:** NICK DE BAR, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

**PREPARED BY:** RYAN BETZ, PUBLIC WORKS ANALYST

**SUBJECT:** Proposed Wastewater Rate Increases

### RECOMMENDATIONS:

Council:

1. Direct staff to administer the Proposition 218 majority protest process and send out notice of the proposed sewer service rate increases to all property owners connected to the municipal sanitary sewer system.
2. Set a Public Hearing on June 10, 2025 for the City Council's consideration of the proposed sewer service rate increases.

### REPORT IN BRIEF:

The City is proposing to increase wastewater rates in order to accommodate the costs of providing wastewater services due to a number of key factors including, but not limited to, rising treatment (chemicals and technical analysis) and energy costs; impacts of regulation and legislation; and past and continued critical upgrades and/or replacement of wastewater facilities and infrastructure. Increasing wastewater rates must comply with Proposition 218, which requires certain procedures to be followed with regard to "property-related" fee increases imposed by governmental agencies. This report provides the analysis for the rate increases and identifies the procedures to implement the proposed rates.

### DISCUSSION:

#### Background:

The City of Atascadero provides wastewater collection and treatment service for nearly all commercial and industrial properties, as well as a portion of the City's residential population. Sewered parcels are generally within the more urban core of Atascadero, with approximately 2,000 acres of the roughly 15,000 acres within the City boundary connected to the sewer system. Within this area, there are approximately 5,500 parcels, with the remainder of the City's population served by private on-site septic systems. Wastewater services are considered a community investment that helps ensure public health and safety, economic prosperity, and maximizes land use potential and reasonable development and expansion for businesses,

residents and other community buildings. The City of Atascadero assumed ownership and operation of the wastewater collection and treatment system from the Atascadero County Sanitation District in 1982 shortly after incorporation (1979). While there have been upgrades, modifications, and additions to wastewater treatment facilities, the overall process has not changed significantly since 1982 and is considered a stabilization pond treatment system. Such systems are no longer permissible or able to be operated or built as a result of the regulatory environment in California.

### Wastewater Funding

Utilities that have customer water consumption data customarily use consumption during winter months as a basis for the year-round sewer service charges at a volumetric rate. Customers connected to the City's sanitary sewer system are billed a fixed charge for the City's service to collect and treat the wastewater, which is called a sewer service charge or wastewater service charge. This fixed rate methodology is used since the City is not the water supplier and does not have access to individual customer water consumption data without the customer's or Atascadero Mutual Water Company's consent. The fixed charge used by the City is based upon Equivalent Dwelling Units (EDUs), where one EDU is the basis for a single-family residence (SFR) service charge, based upon both an estimated average daily flow of 240 gallons of wastewater and relative wastewater strength provided by the residence. Other connection users are assigned a multiple or fraction of an EDU based upon expected average daily flow and strength of wastewater compared to that of SFR. For example, an apartment or condo is 0.75 EDUs and charged 0.75 times that of a SFR service charge, and a restaurant with less than 40 seats is four EDUs and charged 4 times that of a SFR service charge. The increased charge for a restaurant or certain other commercial uses is not just based on volume but also on the strength of the wastewater which may include cleaners, other chemical products, and stronger waste materials that impact the treatment process. The City currently has approximately 8,300 EDUs in the system.

Sewer service charges are collected by placing a levy each year on the property taxes of individual customers through San Luis Obispo County. The City provides data to the County including the Assessor's Parcel Number (APN) and the associated sewer service charge being levied on the property. The charge is included as a line item on the customer's property tax statements. Revenue from sewer service charges are paid to the City twice each year. Council adopted the current monthly rate of \$48.15 per EDU that went into effect in July 2023 as part of a five-year wastewater rate study from FY2019/20 through FY2023/24. Prior to implementing this rate study, wastewater rates remained unchanged since 1994, or 25 years.

To be clear, the fact that revenues were not raised for decades provided for cheap wastewater rates but led to an underfunded system that was not maintained or expanded as it should have been. The "kick the can down the road approach" is unfortunately necessitating more frequent and larger rate increases now. A wastewater system is very capital intensive with miles of pipes, large pumps, tanks, chambers, and highly technical and sophisticated technology resulting in a system that is expensive to maintain and requires consistent investment and upgrade. If the

community grows or becomes denser as a result of affordable developments, capital investment increases.

### Wastewater Capital Needs

The City's wastewater system is comprised of two components: wastewater collection and wastewater treatment. The wastewater collection system is the system of pipes, manholes and lift stations that convey wastewater from individual properties to the wastewater treatment plant. This collection system (also referred to as the sanitary sewer system) is currently comprised of approximately 63 miles of four to 21-inch diameter gravity sewer pipe, 1,460 manholes, 12 lift (pumping) stations, 7 miles of four to 16-inch diameter forcemain, and over 5,500 sewer service connections. This system has expanded since 1982 but still has original pipes in service from the 1930's.

The Wastewater Treatment Plant, also known as the Water Reclamation Facility (WRF), receives and treats all wastewater from the collection system. The WRF was originally constructed in 1980, with several upgrades since that time to increase operational effectiveness. The existing WRF is classified as a stabilized pond treatment system and is permitted for a maximum month flow (MMF) of 2.39 million gallons per day (MGD). It is important to note that while the permitted maximum flow rate is 2.39 MGD, actual treatment capacity of the WRF is approximately 1.3 MGD.

Since construction of the majority of the collection system in the 1970's and 1980's, and construction of the WRF in 1980, the City of Atascadero has nearly doubled in population, with much of that increase occurring within more densely developed areas of town that have existing City sewer access. By the late 1990s, it was apparent that modifications to the WRF would be required to allow for further City growth and wastewater treatment. On September 25, 2020, the Central Coast RWQCB adopted the General Waste Discharge Requirements Order No. R3-2020-0020 for Discharges from Domestic Wastewater Systems with Flows Greater than 100,000 Gallons per Day (General Permit). The City applied for enrollment in the new General Permit in December 2021 and became formally enrolled in the new permit on June 6, 2023. The General Permit adopts stringent effluent discharge requirements that require an upgraded secondary and tertiary treatment levels that are not attainable with the existing WRF pond system. Simply put, California's regulatory environment no longer allows a plant like the City's to operate and significant upgrades resulting in a whole new plant are being mandated by state entities with the City not having a choice.

Additional drivers for WRF replacement include the stated interest of Atascadero State Hospital (ASH) to send their screened wastewater to the WRF for treatment and disposal, potential expansion of the City's collection system to include up to an additional approximately 1,700 parcels (predominantly single family residential), and State legislation (SB 9, AB 68, etc.) prioritizing residential densification. As a result of the multiple needs, constraints, and opportunities listed above, the City is currently completing preliminary background work for the WRF Retrofit and Secondary Treatment Improvement project, with engineering design anticipated to commence in summer/fall of 2025. The WRF Retrofit and Secondary Treatment

Improvement project is expected to exceed \$100 million in current costs, based upon anticipated treatment type and other recently completed WRF projects within SLO County.

In addition to the WRF, there are also significant upgrades needed to the collection system to replace aging and undersized infrastructure. The City initiated a Wastewater Collection System Master Planning effort in 2023, which was performed in conjunction with the General Plan update and used its buildout projections to identify both existing and future collection system deficiencies and recommended improvements. The Collection System Master Plan, completed in early 2025, identified fifteen different gravity sewer main improvement projects, totaling approximately \$40 million, and two lift station and force main replacement projects, totaling \$35 million. Five of the gravity main projects replace mains that are currently undersized and overflow during large storm events, and the other ten projects will overflow under future City buildout flows.

The two lift station and force main replacement projects (Lift Station #3 and Lift Station #5), are the two largest lift stations in town, and are both undersized with aged infrastructure. Lift Station #3 will need to be upgraded to be able to accept flows from Atascadero State Hospital (ASH), and Lift Station #5 is undersized with a nearly 50-year-old force main that cannot handle high pressures during large storm events. Improvements at these two lift stations will allow the City to continue to grow and significantly reduce risks for overflows and force main breaks.

Under current rates, the City cannot manage future wastewater flows or manage the system safely. Rate adjustments must be made.

### Wastewater Rate Analysis

The City is dedicated to keeping rates low by maintaining lean staffing levels, absorbing increasing operational and maintenance costs, and using reserves when necessary. However, much like other utilities and services delivered to homes and businesses, the costs involved to collect and treat wastewater have risen and continue to rise. As described in the previous section of this report, the capital needs of the wastewater collection and treatment systems have been identified in detail. In addition to other minor projects, the most significant capital projects identified consist of the WRF Retrofit and Secondary Treatment Improvements totaling over \$100 million, and Lift Stations No. 3 and No. 5. Cost estimates for the combined wastewater collection and treatment system capital needs exceeds \$173 million, although the rate study excludes all projects except the WRF and the highest priority sewer main project.

Tuckfield & Associates, an independent financial consultant, completed a comprehensive wastewater rate study for the City's wastewater enterprise in April 2025. This study analyzed the City's wastewater services, wastewater enterprise revenue and revenue requirements, and current rate structure over the next five years. The study also analyzed and determined the cost of providing wastewater services and their corresponding impacts to customer's bills. This

analysis identified a number of key factors that result in the proposed rates. These key factors include, but are not limited to:

- Impacts of State regulation and legislation
- Rising treatment and energy costs
- Past and continued critical upgrades and/or replacement of wastewater facilities and infrastructure

Based upon this analysis, the wastewater rate study recommends annual increases of 18.5% over the next two years to fund the WRF design, operations and maintenance and emergency work in the collection system. Staff recognizes that future rate increases, principally related to the investment for the WRF Retrofit and Secondary Treatment Improvement project, will be necessary and the subject of discussion over the next two years while working on a comprehensive implementation plan. The current monthly sewer service charge of \$48.15 per EDU (equivalent to a single-family residence) is proposed to increase by \$8.91 for a total monthly rate of \$57.06 in FY25/26. The table on the next page shows the current and proposed FY25/26 sewer service charges for the various connection user categories.

Classification Description	EDU <sup>3</sup> Multiple	Unit of Measure	Monthly Rate	
			Current	Proposed <sup>1</sup>
<b>Residential Fixed Charges</b>				
Single Family	1.00	Dwelling Unit	\$ 48.15	\$ 57.06
Apartment, Condo	0.75	Dwelling Unit	\$ 36.10	\$ 42.78
Mobile Home	0.60	Spaces	\$ 28.89	\$ 34.23
Senior Apartment Unit	0.35	Dwelling Unit	\$ 16.85	\$ 19.97
<b>Non-Residential Fixed Charges</b>				
Financial Institutions	2.00	Unit	\$ 96.30	\$ 114.12
Bars	1.50	Unit	\$ 72.23	\$ 85.59
Carwash	7.50	Unit	\$ 361.13	\$ 427.94
Churches/Meeting Halls				
< 150 seats	1.33	Seats	\$ 64.04	\$ 75.89
150 to 250 seats	2.66	Seats	\$ 128.08	\$ 151.77
> 250 seats	3.00	Seats	\$ 144.45	\$ 171.17
Commercial Unit	1.00	Unit	\$ 48.15	\$ 57.06
Funeral Home	9.00	Unit	\$ 433.35	\$ 513.52
Gas Station	2.00	Unit	\$ 96.30	\$ 114.12
Grocery Store > 10,000 sq. ft.	8.00	1,000 sq. ft.	\$ 385.20	\$ 456.46
Gymnasium	10.00	Unit	\$ 481.50	\$ 570.58
Laundry	9.00	Unit	\$ 433.35	\$ 513.52
Motel (per room)	0.33	Room	\$ 15.89	\$ 18.83
Office Unit	1.00	Unit	\$ 48.15	\$ 57.06
Rest Home (per bed)	0.35	Bed	\$ 16.85	\$ 19.97
Restaurants				
< 40 seats	4.00	Seats	\$ 192.60	\$ 228.23
40 to 60 seats	6.00	Seats	\$ 288.90	\$ 342.35
61 to 100 seats	8.00	Seats	\$ 385.20	\$ 456.46
> 100 seats	10.00	Seats	\$ 481.50	\$ 570.58
Schools (per student enrolled on Marc. 1)	0.05	Student	\$ 2.41	\$ 2.86
Theater	4.00	Unit	\$ 192.60	\$ 228.23
Veterinarians	3.00	Unit	\$ 144.45	\$ 171.17
Unlisted Uses <sup>2</sup>	1.00	Unit	\$ 48.15	\$ 57.06

<sup>1</sup> Proposed Rates effective July 1, 2025

<sup>2</sup> Unlisted uses are determined by use of fixture units from the California Plumbing Code or as by means deemed appropriate by the City Engineer.

<sup>3</sup> EDU = Equivalent Dwelling Unit is the average daily flow and strength of wastewater dis from single family residence (240 gallons per day with BOD<sub>5</sub>=250 ml/L and SS=250 ml/L).

As part of the wastewater rate study, the proposed increase for the City of Atascadero was compared to neighboring communities in San Luis Obispo County as of January 2025. The proposed rate is below the median in San Luis Obispo County. While rates would remain below the median over the next two years, major, required capital improvements will likely move Atascadero's rates above the median.

A major driver of the rate increase is the cost of the WRF secondary treatment improvements. While the report covers a five-year period, staff recommends implementing the rate increase process in each of the next two years and revisiting the rate study after a design engineering firm has been hired and completed preliminary design and compiled a more detailed engineer's estimate for the WRF retrofit and secondary treatment improvements. Staff anticipates having that information by mid to late 2026. Additionally, significant public engagement with ratepayers is essential to building understanding and support and towards discussing alternatives or the lack thereof.

Staff recommends taking the following next steps:

- Start the Prop. 218 process to increase sewer service rates for FY25/26.
- Hold a series of public engagement and outreach efforts with residential and commercial customers focusing on the State requirements for the WRF project, benefits for the community, and opportunities to lessen the impacts on rate payers.
- Explore regional partnerships on the potential for connecting to the collection and treatment system of other jurisdictions to lessen the impacts on rate payers by spreading costs while meeting State requirements in those jurisdictions.
- Conduct a volumetric analysis and evaluate the customer classification schedule to better reflect rates and contribution to the wastewater system from its connections.
- Hire a design firm for the WRF project to perform preliminary engineering and cost estimates based upon the minimum State requirements.
- Consider a sewer rate increase for FY26/27 at the same rate increase proposed for FY25/26 (March 2026).
- Prepare an updated Wastewater Rate Study which incorporates more detailed cost estimates from preliminary engineering design, potential regional partnerships, and funding options to lessen the impacts on rate payers.

The above steps will assist the City and community members to better understand the benefits and challenges of the WRF treatment improvements, opportunities to extend the collection system in underserved areas, balancing and potential options to lessen the impacts on rate payers.

#### Sewer Capacity Charges and Connection Fees

Similar to development impact fees, capacity charges are one-time charges paid by a new customer connecting to the wastewater system for capacity in the system. Capacity charges are also charged to existing customers that require increased capacity from changes in their development. The rate study also analyzed capacity charges, or connection fees, based on the current value of the City's existing sewer facilities and potential cost of future replacement and expansion facilities that service new development. While the rate study recommends a capacity charge increase per EDU with an annual adjustment based upon the Engineering News Record Construction Cost Index, staff will be presenting this item at a future regular City Council meeting. In that it is similar to a development impact fee, the sewer capacity charge is not subject to the Proposition 218 majority protest process and can be adopted by resolution, which was last performed by Council in September 2019.



Proposition 218 Process

Sanitary sewer rate increases must follow the Proposition 218 majority protest process that requires certain procedures be followed regarding “property-related” fee increases imposed by governmental agencies. Those rate increases are subject to a “majority protest” process that provides if a majority of the parcels subject to the City fee protest the proposed rate increase, the City cannot impose the increase.

Proposition 218 requires that the City provide all properties receiving the sewer service for which the fee is charged with a minimum of 45 days written notice prior to the City Council holding a Public Hearing on a proposed rate increase. The property owners (and record owners) have the ability to “protest” the proposed rate increase until the close of the Public Hearing. If a majority of the parcels file written protests with the City prior to the close of the Public Hearing, the Proposition states that the City cannot implement the proposed increase. If a majority of the parcels do not protest the proposed increase, the City Council has the authority to implement the proposed rate increase.

The majority protest process is part of the California Constitution (Article XIIIID) and it is mandatory that the City adhere to this voter-enacted process. As reference, the specific relevant text from Proposition 218 is included below:

*ARTICLE 13D (ASSESSMENT AND PROPERTY-RELATED FEE REFORM)*

*SEC. 6. Property Related Fees and Charges. (a) Procedures for New or Increased Fees and Charges. An agency shall follow the procedures pursuant to this section in imposing or increasing any fee or charge as defined pursuant to this article, including, but not limited to, the following:*

- (1) The parcels upon which a fee or charge is proposed for imposition shall be identified. The amount of the fee or charge proposed to be imposed upon each parcel shall be calculated. The agency shall provide written notice by mail of the proposed fee or charge to the record owner of each identified parcel upon which the fee or charge is proposed for imposition, the amount of the fee or charge proposed to be imposed upon each, the basis upon which the amount of the proposed fee or charge was calculated, the reason for the fee or charge, together with the date, time, and location of a public hearing on the proposed fee or charge.*
- (2) The agency shall conduct a public hearing upon the proposed fee or charge not less than 45 days after mailing the notice of the proposed fee or charge to the record owners of each identified parcel upon which the fee or charge is proposed for imposition. At the public hearing, the agency shall consider all protests against the proposed fee or charge. If written protests against the proposed fee or charge are presented by a majority of owners of the identified parcels, the agency shall not impose the fee or charge.*

The Council created a majority protest process on May 14, 2019 (Resolution 2019-033) that establishes procedures for the submission and tabulation of protests in connection with rate hearings conducted pursuant to the requirements of Proposition 218. This provides clarity and transparency in the City’s compliance with this process and could avoid invalidating proposed rate increases from minor technicalities or other challenges.

The City levies the sewer service charges to property taxes and the parcel owner is billed by the County twice annually, with one-half of the total being due with each bill. Every party listed on the parcel ownership will be mailed a notice. However, the City is only required to count one protest per parcel. Accordingly, even if all parties listed on an individual parcel file a protest, only one protest shall be counted for purposes of determining whether there is a majority protest.

Listed in the table below is the proposed schedule to implement the proposed rates:

Target Dates	Description
April 22, 2025	City Council reviews proposed rates; directs staff to administer the Proposition 218 process; sets public hearing
April 23, 2025	Authorize printing/mailing vendor to proceed with mailings
April 26, 2025 or before	Mail Notices to wastewater parcel (and record) owners
April 26 – June 10, 2025	45-day protest requirement prior to election
June 10, 2025	Public Hearing and Protest Results; Council adopts New Rates
June 24, 2025	Council adopts Resolution to levy sewer service charges
July 10, 2025	New rates become effective (30+ days after adoption of new rates)
July 15, 2025	County deadline to levy sewer service charges to property tax rolls

In accordance with Title 7, Chapter 10 of the Municipal Code, the wastewater rates are adopted by resolution.

### **Conclusion:**

The City has operated the wastewater collection and treatment systems in a very economical manner for nearly 45 years with only eight increases to sewer service rates during that time. The sewer service rates have not kept up with the increasing costs of maintaining, operating and replacing the wastewater collection and treatment systems. The 2025 rate study shows that the City will have to continue to incrementally increase the sewer service rates in order to continue operating and replacing the existing system. This proposed rate increase is the first of two proposed rate increases intended to phase-in the necessary higher sewer service rates needed to align revenues and expenses in the wastewater system. After further study and more information from the WWTP design consultant, additional increases are anticipated.

### **ALTERNATIVES TO THE STAFF RECOMMENDATION:**

Council may reject staff recommendations and not pursue sewer service rate increases or may decide to pursue a lower rate increase than that recommended. Staff does not recommend this alternative because the proposed sewer rate increase is necessary to ensure there is sufficient funding to begin the preliminary engineering and cost estimates for the WRF retrofit to meet State requirements. Not increasing rates will put the system at great risk and will reduce cash positions to a point where funds are not available for improvements.


**FISCAL IMPACT:**

Administering the Proposition 218 process will cost approximately \$7,500 in budgeted wastewater funds. If approved, the rate increase will generate an estimated \$895,000 in revenue from additional sewer service charges.

**REVIEWED BY OTHERS:**

This item has been reviewed by the Administrative Services Director and the Deputy City Manager.

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**



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James R. Lewis, City Manager

**ATTACHMENT(S):**

1. Proposed Wastewater Rate Increase Prop 218 Notice

# NOTICE CONCERNING PROPOSED WASTEWATER INCREASES AND PUBLIC HEARING



To Property Owner/Customer:

**NOTICE IS HEREBY GIVEN** that on **Tuesday, June 10, 2025, at 6:00 p.m.**, a Public Hearing will be held in-person at the City of Atascadero Council Chambers located at 6500 Palma Avenue, Atascadero, California 93422 to consider proposed increases in wastewater rates. If approved by the City Council, the proposed rate increases will be effective for services provided on or after July 10, 2025.

## WHY ARE THE RATE CHANGES BEING CONSIDERED?

The City is dedicated to keeping rates low by maintaining lean staffing levels, absorbing increasing operational and maintenance costs, and using reserves when necessary. However, much like other utilities and services delivered to homes, the costs involved to collect and treat wastewater have risen and continue to rise. An independent analysis determined annual rate increases would be needed over a two-year period. This year's rate increase represents the first of that period.

## INDEPENDENT ANALYSIS

The City engaged an independent consulting engineer to assess and analyze the capital needs of the wastewater collection and treatment systems. The independent engineer identified numerous capital facility replacements and upgrades required to continue to provide a safe and reliable wastewater system. In addition to other minor projects, the most significant capital projects identified consist of the Water Reclamation Facility (WRF) treatment process improvements totaling in excess of \$100 million, and Lift Stations No. 3 and No. 5. The cost estimates for all these needs exceed \$173 million, although the rate study excludes most projects except the WRF improvements and the highest priority sewer collection project.

Additionally, the City engaged an independent financial consultant to analyze its wastewater services, revenues, and rates and prepare a wastewater rate study. The City commissioned this analysis to determine the cost of providing wastewater services and their corresponding impacts to customers' bills. This analysis identified a number of key factors that result in the proposed rates. These key factors include, but are not limited to:

- Rising treatment and energy costs
- Impacts of regulation and legislation
- Past and continued critical upgrades and/or replacement of wastewater facilities and infrastructure

## PROPOSED WASTEWATER REVENUE INCREASES

The City proposes to increase its wastewater service charges. All wastewater customers would be charged a fixed monthly wastewater service charge in the same manner as they are currently charged. Customers of the wastewater system are charged proportionally to their wastewater flow and relative strength contributed to the wastewater collection and treatment facilities. Current and proposed wastewater service charges are provided on the following page.

## WASTEWATER MONTHLY BILL IMPACT FOR THE AVERAGE RESIDENTIAL CUSTOMER

The wastewater bill for a single-family residential customer will increase by \$8.91 per month under the proposed rates. The table below provides the increase in monthly charges for residential customers in 2025-2026.

Residential Classification	FY 2025-26 Monthly Rate		
	Current	Proposed <sup>1</sup>	Difference
Single Family	\$ 48.15	\$ 57.06	\$ 8.91
Apartment, Condo	\$ 36.11	\$ 42.79	\$ 6.68
Mobile Home	\$ 28.89	\$ 34.23	\$ 5.34
Senior Apartment Unit	\$ 16.85	\$ 19.97	\$ 3.12

<sup>1</sup> Proposed Rates effective July 10, 2025

Revenues derived from the proposed rate changes do not exceed the revenue requirements needed to provide the property-related services by the City, nor will the revenues from the rates and charges referenced herein be used for any purpose other than that for which the corresponding rates are imposed. The amount of the proposed rates imposed upon any parcel or person as an incident of property ownership will not exceed the proportional cost of the service(s) attributable to such parcel; and no rate will be imposed for a service unless that service is used by, or immediately available to the property or customer in question.

## PUBLIC HEARING AND PROTEST PROCEEDING

The City Council will hear and consider all written protests and oral comments to the proposed rate increases at the Public Hearing. All interested parties are invited to participate virtually in the public hearing and present written protests and/or oral comments on the proposed rate increases referenced herein. Direction and information for participating in the meeting will be available on the City Council Agenda & Minutes webpage. Agendas are available on the City's website: [www.atascadero.org/agendas](http://www.atascadero.org/agendas). Oral comments made at the public hearing will not qualify as formal protests of the proposed rate increases unless accompanied by a written protest setting forth the required information (as detailed below). Upon the conclusion of the Public Hearing, the City Council will consider adoption of a resolution authorizing the rate increases to the City's wastewater service charges as described in this Notice. If written protests against the proposed rate increases and adjustments to the wastewater rates as outlined are not presented by a majority of property owners of the identified parcels upon which the wastewater rates are proposed to be imposed, the City Council will be authorized to impose the respective rate increases and adjustment. If adopted, the proposed rate increases to the wastewater service charges will be in effect beginning July 10, 2025.

CURRENT AND PROPOSED MONTHLY SEWER SERVICE CHARGES				
Classification Description	EDU <sup>3</sup> Multiple	Unit of Measure	Monthly Rate	
			Current	Proposed <sup>1</sup>
Residential Fixed Charges				
Single Family	1.00	Dwelling Unit	\$ 48.15	\$ 57.06
Apartment, Condo	0.75	Dwelling Unit	\$ 36.11	\$ 42.79
Mobile Home	0.60	Spaces	\$ 28.89	\$ 34.23
Senior Apartment Unit	0.35	Dwelling Unit	\$ 16.85	\$ 19.97
Non-Residential Fixed Charges				
Financial Institutions	2.00	Unit	\$ 96.30	\$ 114.12
Bars	1.50	Unit	\$ 72.23	\$ 85.59
Carwash	7.50	Unit	\$ 361.13	\$ 427.94
Churches/Meeting Halls				
< 150 seats	1.33	Seats	\$ 64.04	\$ 75.89
150 to 250 seats	2.66	Seats	\$ 128.08	\$ 151.77
> 250 seats	3.00	Seats	\$ 144.45	\$ 171.17
Commercial Unit	1.00	Unit	\$ 48.15	\$ 57.06
Funeral Home	9.00	Unit	\$ 433.35	\$ 513.52
Gas Station	2.00	Unit	\$ 96.30	\$ 114.12
Grocery Store > 10,000 sq. ft.	8.00	1,000 sq. ft.	\$ 385.20	\$ 456.46
Gymnasium	10.00	Unit	\$ 481.50	\$ 570.58
Laundry	9.00	Unit	\$ 433.35	\$ 513.52
Motel (per room)	0.33	Room	\$ 15.89	\$ 18.83
Office Unit	1.00	Unit	\$ 48.15	\$ 57.06
Rest Home (per bed)	0.35	Bed	\$ 16.85	\$ 19.97
Restaurants				
< 40 seats	4.00	Seats	\$ 192.60	\$ 228.23
40 to 60 seats	6.00	Seats	\$ 288.90	\$ 342.35
61 to 100 seats	8.00	Seats	\$ 385.20	\$ 456.46
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Schools (per student enrolled on March. 1)	0.05	Student	\$ 2.41	\$ 2.86
Theater	4.00	Unit	\$ 192.60	\$ 228.23
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Unlisted Uses <sup>2</sup>	1.00	Unit	\$ 48.15	\$ 57.06

<sup>1</sup> Proposed Rates effective July 10, 2025

<sup>2</sup> Unlisted uses are determined by use of fixture units from the California Plumbing Code or as by means deemed appropriate by the City Engineer.

<sup>3</sup> EDU = Equivalent Dwelling Unit is the average daily flow and strength of wastewater discharge from single family residence (240 gallons per day with BOD<sub>5</sub>=250 ml/L and SS=250 ml/L).

Pursuant to State Law, written protests may be submitted by any record property owner of a parcel, subject to the proposed City rate changes, against any or all of the proposed rate changes described in this Notice. However, only one written protest will be counted per identified parcel. Any written protest must: (1) state that the identified property owner is in opposition to the proposed increases to the wastewater rates; (2) provide the location of the identified parcel [by street address or assessor's parcel number (APN)]; (3) include the printed name and original, wet signature of the property owner submitting the protest; (4) date the protest was signed; and (5) certification by the named property owner that the contents of the protest are true and correct. Written protests may be submitted by mail or in person to the City Clerk at 6500 Palma Avenue, Atascadero, CA 93422, or at the Public Hearing on June 10, 2025 (date, time, and location specified on the front of this Notice), provided they are received prior to the close of the Public Hearing, which will occur when the public testimony on the proposed increases and adjustments is concluded. Due to the inability to verify the authenticity of each individual protest, protests received by telephone, electronic mail (e-mail), or via social media sites, including, but not limited to, Facebook or X shall **NOT** be accepted. Please identify on the front of the envelope for any written protest, whether mailed or submitted in person to the City Clerk, the following: "Attn: Protest Wastewater Rate Increases". Written protest in marked envelopes may be submitted in person by dropping them off in the locked box in the foyer at City Hall. For more information or questions about the proposed wastewater rate increases, written protest submittal procedures, or public testimony options at the Public Hearing, you may contact the Department of Public Works at (805) 470-3456 or visit the City's website at [www.atascadero.org/Prop218](http://www.atascadero.org/Prop218). Additional information and protest procedures will be available on the City's website not later than April 22<sup>nd</sup>, 2025.

**ESTA CARTA ESTÁ DISPONIBLE EN ESPAÑOL, LLAME A CINDY CHAVEZ (805) 470-3484**



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item B2

**Department:** City Manager's Office  
**Date:** 4/22/24  
**Placement:** Management Report

**TO:** JAMES R. LEWIS, CITY MANAGER  
**FROM:** LARA CHRISTENSEN, DEPUTY CITY MANAGER  
**PREPARED BY:** LARA CHRISTENSEN, DEPUTY CITY MANAGER  
**SUBJECT:** 2025-2027 Work Plan Approval

### RECOMMENDATION:

Council review and approve the 2025-2027 Work Plan.

### DISCUSSION:

In preparation for the 2025-2027 budget cycle, the City Council engaged in a thorough and thoughtful planning process to establish the City's focus and priorities. Every two years, the City holds a Goal Setting Workshop, a workshop-style public meeting with the City Council, members of the public, and City staff, to establish the goals of the Council. These goals drive the priorities that become outlined in the City's budget and provide direction to staff for work plans for the upcoming two-year budget cycle.

The 2025 Goal Setting Workshop was held on February 21, 2025 and February 22, 2025 where the strategic priorities that have guided the prior two budget cycles (FY2021-2023 and FY2023-2025) were further refined and carried forward for the FY2025-2027 budget cycle. The City Council adopted strategic priorities and related key focus areas are:

#### Strategic Priority: Economic and Community Vibrancy

Key Focus Areas:

- *Downtown Vibrancy*
- *Activation of Underutilized Sites and Nodes*
- *Business Support and Jobs/Housing Balance*
- *Neighborhood Compatibility and Wellness*

#### Strategic Priority: Fiscal and Infrastructure Efficiency & Sustainability

Key Focus Areas:

- *Asset Management/Replacement/Modernization*
- *Smart and Responsible Financial Strategies*
- *Transparency and Accountability*

**Strategic Priority: Ensuring Public Safety and Providing Exceptional City Services**

Key Focus Areas:

- *Staff and Facilities*
- *Unhoused Population*
- *Flourishing Community*

Based on the input gathered at the Goal Setting Workshop and continuing the good work that has been achieved over the past few years, staff identified general actions that will be undertaken in the next two fiscal years to further progress the adopted strategic priorities and key focus areas.

**ALTERNATIVES TO THE STAFF RECOMMENDATION:**

Council may modify, change, or delete any action and/or provide additional direction on these items.

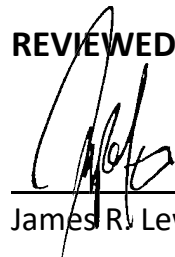
**FISCAL IMPACT:**

None. The two-year budget is based on the goals developed through the strategic planning process. While there is no direct impact from the approval of this work plan, future budgets are based on these goals, and specific projects may require the expenditure of funds or additional resources.

**REVIEWED BY OTHERS:**

This item has been reviewed by the Executive Team.

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**



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James R. Lewis, City Manager

**ATTACHMENT(S):**

1. 2025-2027 Work Plan

## City of Atascadero 2025-2027 Work Plan

Adopted by the City Council on \_\_\_\_\_



### ECONOMIC AND COMMUNITY VIBRANCY

- Complete the General Plan update and comprehensive Zoning Code amendment
- Facilitate ongoing major development projects - Del Rio Ranch, Dove Creek, Del Rio Marketplace, and Barrel Creek
- Encourage and support redevelopment of the Kmart Center and other underperforming parcels such as Colony Square and vacant downtown pads
- Establish a thoughtful strategy for the orderly development of Eagle Ranch that is beneficial to the City and is complimentary to adjacent neighborhoods
- Implement the summer Aquatics Program to include recreational swim and swimming lessons
- Advance the Zoo's growth by introducing a new brand, implementing new signage, new marketing and operational strategies, and adding new and expanded events, educational and conservation programs
- Evaluate and build up major downtown events including Garden Lights and Winter Nights, Tamale Festival, Cider Fest, Fall Festival and others.
- Facilitate the construction of Centennial Plaza as a catalyst for downtown development and encourage similar development in adjacent parcels
- Complete Phase II of the ECR Project which includes entry arches, additional street furnishings, and Highway 101 tunnel improvements
- Increase marketing of the Pavilion and other City facilities as destination venues to generate hotel stays and support the hospitality industry
- Review and determine the need to update master plans for public parks, open spaces, trails and other recreational spaces
- Continue to refine and modernize the Development Review process to be one of the most consistent, predictable, and easiest cities in the County to build
- Support continued broadband rollout to businesses and homes
- Attract industrial businesses that generate high-paying jobs as well as in-demand retail businesses that enhance shopping in our community
- Explore partnerships with interested community organizations that expand recreational programs and cultural and social enrichment opportunities for residents
- Work with the Atascadero Printery Foundation and other non-profits on an adaptive reuse of the Printery Building that contributes to social wellbeing and the arts



## FISCAL AND INFRASTRUCTURE EFFICIENCY AND SUSTAINABILITY

- Implement comprehensive asset management software to ensure long-term operational efficiencies.
- Strategically plan for infrastructure improvements needed to accommodate new developments to minimize impact on the community
- Utilize 3CE rebates and incentives for City's fleet and facilities to encourage a more fiscally and environmentally sustainable fleet
- Implement new accounting software to encourage more efficient operations
- Issue fiscally responsible bonds for the Public Safety Facilities Project and wisely steward the project budget
- Complete design and financing plans for a modern, entrepreneurial, and cost-effective Wastewater Treatment Plant that includes partnerships and opportunities for cost recovery
- Implement Zoo capital and fundraising plans to ensure long term fiscal sustainability
- Maintain efforts to seek funding opportunities for asset replacement and infrastructure improvement
- Assess the potential for a comprehensive review of the City's energy usage, identifying opportunities for investment that offer cost savings, increased reliability and support long-term sustainability goals
- Continue to investigate and implement new revenue streams including new Extended Stay Administrative Use Permit Fee and TBID assessment revenues
- Commit to the digitization and accessibility of City records
- Continue implementation of electronic payment mechanisms
- Build on community engagement strategies to further create public trust
- Maintain City's commitment to conservative fiscal policies and budgeting, and ensuring strong reserves
- Invest in a genuine and empowering employee culture that is supported by modern human resource practices to increase retention and recruitment
- Continue to promote transparency, accountability, and accessibility of City services
- Continue to support and/or advocate for legislative changes that positively impact the City

## ENSURING PUBLIC SAFETY AND PROVIDING EXCEPTIONAL CITY SERVICES

- Expand on volunteer programs in the Police Department
- Continue to reduce the negative impacts associated with homelessness and partner with non-profits serving the homeless community
- Transition to temporary public safety facilities and initiate construction of the Public Safety Facilities Project
- Develop a plan for funding large fire apparatus replacement
- Continue wildfire preparedness planning, including fuel modification projects and Atascadero Creek cleanups within City owned creek reservations
- Continue work towards long-term goal of expanding fire and emergency response resources
- Leverage regional partnerships with other agencies to enhance local services
- Embrace and utilize new technology to provide public safety services
- Continue managing, and facilitate where possible, sustainable and cooperative use of waterways in the City
- Continue efforts to strengthen the City's cybersecurity
- Through the Essentialism Task Force, implement processes and services that reduce unnecessary or redundant City operations and ensure City services are as efficient as possible
- Continue to support training and professional development of staff to ensure the team is prepared, connected, and engaged to address current issues and challenges
- Continue to identify and pursue opportunities to improve traffic and pedestrian safety throughout major vehicular corridors in the City
- Update and implement Emergency Preparedness Plans including EOP, LHMP, CWPP, Fire Hazard Severity Zones, Standards of Cover, and Building and Fire Codes