Mission Statement: To foster a safe, vibrant, and prosperous community that enhances the quality of life for all

CITY OF SONORA
City Council Regular Meeting
Agenda
Monday, June 17, 2024
5:00 PM

NOTICE IS HEREBY GIVEN that the Sonora City Council will have their regular meeting on June 17, 2024, at 5:00 PM in the City of Sonora Council Chambers located at 94 N. Washington Street Sonora, CA 95370.

This meeting is physically open to the Public and citizens who wish to provide public comment during the meeting will be invited to do so by the Mayor.

Written comments can be submitted to be included as part of the administrative record; they will not be read during the meeting. All comments must be received by 3:00 pm on the day of the noticed meeting and can be submitted to the City Clerk at 94 N. Washington Street Sonora, CA 95370, or via email to tskelly@sonoraca.org.

Public Access Audio and Video Live Streaming

The Public will not have access to give public comments via public access audio and video live streaming; they are available for audio and visual only; and can be accessed via our website at www.sonoraca.com.

Remote viewing of the meeting via live streaming is provided to members of the public as a courtesy. If the live streaming connection malfunctions for any reason and no Council Members are attending via teleconference, the City Council will continue the public meeting in Chambers without remote access.

CITY COUNCIL appreciates your interest and encourages participation. Regularly scheduled meetings are held on the 1st and 3rd Monday of each month.

The numerical order of the items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Mayor or Council Members. All questions shall be directed to the Mayor who, at their discretion, will refer to Staff.

Mayor Mark Plummer

Mayor Pro-Tempore Ann Segerstrom

Council Members Suzanne Cruz, Matt Hawkins, Andy Merrill

City Administrator Melissa Eads

City Attorney Douglas White

Vision Statement: With leadership and integrity, the City of Sonora commits to excellent service through collaboration and innovation

Mission Statement: To foster a safe, vibrant, and prosperous community that enhances the quality of life for all

OPEN SESSION - 5:00 PM

1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL**

3. **CITY CLERK'S REPORT ON AGENDA POSTING**

4. **PUBLIC COMMENT** (NON-AGENDA ITEMS)

   The public may address the Council on any item of public interest not otherwise on the agenda that is within the jurisdiction of the City. No action may be taken. Matters to be addressed may be referred to City Staff or placed on a subsequent meeting Agenda. Speakers are limited to a three (3) minute presentation.

5. **APPROVAL OF THE AGENDA**

6. **CONSENT CALENDAR**

   Items on the Consent Calendar are considered routine and will be voted on in one motion unless a Council member or member of the public has a question or wishes to discuss an item. In that case, the item will be removed from the Consent Calendar and considered separately.

   A. Consider Approval of Disbursements in the Amount of $176,981.08 for Payroll, Including Employee Salaries, Employer and Employee Taxes, Retirement Contributions, Miscellaneous Voluntary Employee Deductions, Holiday Pay, and Other Adjustments, Including Retro-Pay; Tracy Skelly, Administrative Services Officer.

   B. Waive the Second Reading and Adopt Ordinance No. 898 Amending Chapter 17.64 - Transient Use Permit Under Title 17 Zoning, of the Sonora Municipal Code; Tyler Summerset, Community Development Director.

   C. Consider Approval of Resolution No. 06-17-2024-G Authorizing the City of Sonora to Continue the Imposition of an Annual One-Dollar ($1.00) Vehicle Registration Fee for Vehicle Abatement Purposes; Turu VanderWiel, Police Chief.

   D. Ratify the City Administrators Approval of Task Order No. 3 in the Amount of $30,000 for Dewberry Engineers, Inc. to Prepare a 2025 Active Transportation Program (ATP) Cycle 7 Grant Application for the Development of the Sonora Moves – Downtown Plaza and Regional Connectivity Project; Mike Pugh, City Engineer, Melissa Eads, City Administrator

   E. Consider Approval of Task Order No. 4 in the Amount of $50,000 for Dewberry Engineers, Inc. Phase 1 Transition of the City's Engineering Files from Paper Hard Copies Stored at an Offsite Location to Digital Files Stored at City Hall; Mike Pugh, City Engineer, Melissa Eads, City Administrator.

F. Consider Approval of Task Order No. 5 in the Amount of $30,000 for Dewberry Engineers, Inc. to Provide Project Oversight Services for the Project Approval / Environmental Document (PA/ED) Development of the Gold Rush Multi-Use Path Phase 1 Project; Mike Pugh, City Engineer, Melissa Eads, City Administrator.

G. Consider Adoption of Resolution No. 06-17-2024-H Approving a List of Projects to Receive Road Maintenance and Rehabilitation Account Funding (RMRA); Carlye Buchholz, City Engineer.

H. Consider Re-adoption of Ordinance No. 895, Amending the Zoning Map Through the Rezoning of Assessor's Parcel Number 001-216-011-000 from Multifamily Residential (R-3) and Commercial (C) to Multifamily Residential (R-3); Tyler Summersett, Community Development Director.

7. UNFINISHED BUSINESS

A. Consider Approval of Resolution No. 06-17-2024-E Establishing a Workplace Violence Prevention Plan in Accordance with California Senate Bill 553 (SB553); Tracy Skelly, Administrative Services Officer.

8. PUBLIC HEARINGS

A. Consider Approval of the FY24/25 Proposed Operating and Capital Improvement Budgets as Presented; Melissa Eads, City Administrator, Chris Gorsky, Administrative Services Director.

https://city-sonora-ca-budget-book.cleargov.com/10840

1. Consider Adoption of Resolution No. 06-17-2024-A Creating and Approving New Job Descriptions and Direct the City Administrator to Meet with the Affected Employee Associations; Chris Gorsky, Administrative Services Director.

2. Consider Adoption of Resolution No. 06-17-2024-B Approving the Sonora Management Employee Association (SMEA) and the Sonora Confidential Employee Association (SCEA) Salary Schedules as Presented; Chris Gorsky, Administrative Services Director.

3. Consider Adoption of Resolution No. 06-17-24-F Approving the Tentative Agreements with the Sonora Police Officers' Association (SPOA), the Sonora Management Employees' Association (SMEA), and the Sonora Confidential Employees' Association (SCEA) and Authorize the City Administrator to Finalize the Memorandums of Understandings; Melissa Eads, City Administrator; Chris Gorsky, Administrative Services Director.

4. Consider Adoption of Resolution No. 06-17-24-D Adopting and Amending a City of Sonora Fee Schedule as Set Forth in Exhibit "A," Effective July 1, 2024; Chris Gorsky, Administrative Services Director.

5. Consider Adoption of Resolution No. 06-17-2023-C Establishing the GANN Appropriations Limit for FY24/25 for the City of Sonora; Chris Gorsky, Administrative Services Director.

B. Consider Adoption of Resolution No. 06-17-24-_, to Uphold the May 13, 2024, Decision of the Sonora Planning Commission Approving, Based on the Identified Findings and Conditions, the Design Review, Site Plan, and Use Permit to Allow a 40-foot Residential and Commercial Mixed-Use Building at 956 Oregon Street (APNs: 056-106-004 and 056-108-015); Tyler Summersett, Community Development Director.

9. NEW BUSINESS

A. Waive First Reading, Read By Title Only, and Introduce Ordinance 899, Amending Chapter 1.16, Elections, of Title One, General Provisions, to Change the Date of General Municipal Elections to Coincide with Statewide General Elections; Doug White, City Attorney.

10. COUNCIL MEMBER REPORTS

11. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at City Hall (209) 532-4541, tskelly@sonoraca.com. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II).

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Administrator's Office at 94 N. Washington Street, Sonora, CA 95370 during normal business hours (8:00 am - 4:00 pm, Monday through Friday, excluding holidays). The agenda and supporting public documents are also available on our City website www.sonoraca.com listed under the agenda/minutes link on the Government page.

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: June 17, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Tracy Skelly, Administrative Services Officer

SUBJECT: Disbursements in the Amount of $176,981.08 for Payroll

RECOMMENDATION:

Consider Approval of Disbursements in the Amount of $176,981.08 for Payroll, Including Employee Salaries, Employer and Employee Taxes, Retirement Contributions, Miscellaneous Voluntary Employee Deductions, Holiday Pay, and Other Adjustments, Including Retro-Pay.

DISCUSSION / ANALYSIS:

This payroll was the first (1st) payroll of the month, which was an expected amount.

This was the 25th payroll of 26 for FY23-24, we would have expected to expend 96.15% of the budgeted amount. In total, we have expended 84.51% of the Salaries and Wages for the FY 23-24 budget.

FISCAL IMPACT:

Disbursements are part of the approved FY23-24 Budget.

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Staffing - Salary, Benefits, Training, and Retention

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: June 17, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Summersett, Community Development Director

SUBJECT: Waive the Second Reading and Adopt Ordinance No. 898 Amending Chapter 17.64 - Transie Use Permit - Under Title 17 Zoning, of the Sonora Municipal Code.

RECOMMENDATIONS:

Waive the Second Reading and Adopt Ordinance No. 898 Amending Chapter 17.64 - Transient Use Permit - Under Title 17 Zoning, of the Sonora Municipal Code.

BACKGROUND:

This is the second reading of Ordinance No. 898, which revises the existing ordinance that governs transient use permits, or short-term rentals for tenancies less than 30 days. Ordinance 898 was introduced at the Council Meeting held on June 3, 2024, where the Council convened a public hearing, solicited public comment, and discussed the revised sections of the ordinance. The City Council unanimously approved the ordinance at the June 3rd meeting.

Since the adoption of the current short-term rental ordinance in 2021, the City has identified the need for a less restrictive ordinance, while providing safeguards for preserving residential neighborhoods. Currently, the short-term rentals are restricted in the City by limiting rentals to a host's primary dwelling unit and prohibiting whole house rentals (e.g. vacation rental homes). However, the City's 2023 Organizational Review and Budget Stabilization Study recommended revising the restrictions as a part of a five-year long spending approach to increase efficiency, prioritize needs, and pursue growth strategies. The revised, less restrictive, ordinance will provide a pathway for greater investment in the City through the collection of Transient Occupancy Tax (TOT) and for the potential investment by short-term rental operators.

To address the changing needs of the City, staff worked to refine the Transient Use Permit Ordinance to remove the restrictions imposed by the 2021 Transient Use Permit Ordinance update. In anticipation of increasing short-term rentals in the City, staff worked to update and add policies surrounding standards of operation to ensure that conflicts between existing uses and short-term rentals are minimized.

Should there be any code issues or on-going neighborhood complaints with short term rentals, staff may bring back the short-term rental ordinance for further consideration as directed by the Council.

Upon adoption of the ordinance on June 17, 2024 the ordinance will take effect within 30 days thereafter.

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

ATTACHMENTS:

1. Ordinance No. 898

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Economic Development/Growth and General Plan

THE CITY COUNCIL
OF THE CITY OF SONORA

ORDINANCE NO. 898

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SONORA AMENDING CHAPTER 17.64, TRANSIENT USE PERMIT, OF TITLE 17, ZONING, OF THE SONORA MUNICIPAL CODE TO REVISE REGULATIONS ON SHORT-TERM RENTALS

WHEREAS, the City of Sonora (the "City") adopted Chapter 17.64 of the Sonora Municipal Code in 2015 to allow short-term rentals by right in all residential, commercial, and tourist and administrative zoning districts; and

WHEREAS, the City amended Chapter 17.64 of the Municipal Code in 2021 to prevent dwelling units from exclusively being used as short-term rentals to address the lack of affordable housing in the City, in accordance with the City's Regional Housing Needs Assessment (RHNA) as projected in the adopted Housing Element of the General Plan; and

WHEREAS, in 2023, the City's adopted RHNA for housing need across all income levels for the City over the next five years is two housing units, which represents a 98 percent reduction in the City's projected RHNA; and

WHEREAS, on February 6th, 2023, City of Sonora adopted the Organization Review and Budget Stabilization Study which identifies a 5-year long spending approach to increase operational efficiency, prioritize critical needs, and pursue long-term growth strategies; and

WHEREAS, based upon the economic benefits and transit occupancy tax to be generated, an update to the Transient Use Ordinance relating to short-term rentals is a high-priority item identified in the 2023 Organization Review and Budget Stabilization Study; and

WHEREAS, the City derives significant revenue from the transient occupancy tax imposed by Chapter 3.20 of the Code, such that collection of all transient occupancy tax enables the City provide critical services; and

WHEREAS, the City wants to ensure long-term financial viability and facilitate economic development and tourism; and

WHEREAS, the City recognizes the importance of the tourism industry to the City due to its scenic vistas, rich Gold Rush History, and proximity to Yosemite National Park.

NOW, THEREFORE, THE CITY OF SONORA CITY COUNCIL DOES ORDAIN AS FOLLOWS:

SECTION 1. **AMENDMENT.** Chapter 17.64, Transient Use Permit, of Title 17, Zoning, of the Sonora Municipal Code as amended shall read as follows:

Chapter 17.64
Transient Use Permit

Sections:

17.64.010 Purpose.
17.64.020 Definitions.
17.64.030 Transient Use Permit Requirements.
17.64.040 Operational Standards.
17.64.050 Prohibitions.
17.64.060 Expiration.
17.64.070 Penalties; Permit Denial, Suspension, and Revocation.
17.64.080 Appeals.
17.64.090 Amnesty Period.

17.64.010 Purpose.

The purpose of this Chapter is to:

A. Achieve a balance of short-term rental uses and adequate housing stock for all economic segments of City residents. Allow short term rentals, while preserving the residential character and establish operating standards to reduce potential noise, parking, traffic, property maintenance and safety impacts on adjacent neighbors; and

B. Provide a registration process for the City to track and enforce these requirements as needed and ensure appropriate collection of transient occupancy taxes.

17.64.020 Definitions

For the purpose of this Chapter, and except where otherwise expressly defined in this Chapter, the following words and phrases shall have the meanings provided in this Section. Where words and phrases are not expressly defined under this Section, they shall be construed as their ordinary meaning within the context which they are used:

“Code” means the Sonora Municipal Code.

"Guest" or "Guests" means the individual or individual(s) occupying the short-term rental for the purposes of staying overnight.

“Hosted short-term rental” is the rental of one (1) or more bedrooms in a dwelling unit where the operator remains in residence in one (1) or more bedrooms in the dwelling unit or resides in another dwelling unit on the same parcel, for the duration of the guest’s stay. A hosted short-term rental is rented out for a period less than thirty (30) days.

"Local contact person" means an individual who is available by telephone on a twenty-four (24) hour basis and who maintains the ability to be onsite within thirty (30) minutes and who has access and authority to assume management of the short-term rental. The operator of the short-term rental or an agent or professional property management company that meets the availability requirements can serve as the local contact person.

“Operator” means any and all of the following: (i) the person who is a legal owner of a short-term rental; (ii) a person who has the legal right to possession of a short-term rental; (iii) any manager, agent, representative or

other similar person acting under the authority or at the direction of the owner or other operator of a short-term rental.

“Quiet Hours” are the hours between 10:00 p.m. and 7:00 a.m. on Weekdays and 8:00 AM on Weekends in residential areas.

"Short-term rental" means a single-family dwelling, multi-family dwelling unit, studio, condominium, townhouse, duplex, guesthouse, bedroom within an existing residential unit, or junior accessory dwelling unit, rented for the purpose of continuous overnight lodging for a period of not less than one night and not more than thirty (30) days.

“Vacation rental home” or “vacation home” means the rental of an entire dwelling unit, which contains bedrooms, kitchens, and bathrooms, for a period less than thirty (30) days. An operator of a Vacation Home does not reside onsite for the duration of the guest’s stay.

17.64.030 Transient Use Permit Requirements

A. Transient Use Permit Required. Short-term rental uses consisting of hosted short-term rentals and vacation homes as defined herein, shall be permitted subject to the requirements of this chapter, including compliance with the operational standards, registration, Transient Occupancy Tax payments, and recordkeeping obligations required under the Code. A separate transient use permit shall be required and maintained in good standing for each parcel in which a transient use rental is located. The issuance of any permit pursuant to this Chapter does not relieve the owner of the obligation to comply with the other provisions of this Code pertaining to the use and occupancy of the short-term rental or the property in which it is located.

B. Use Requirements. Each transient use parcel shall be used and maintained in a manner consistent with the character of the neighborhood in which it is located; shall not impair the desirability of investment or occupation of the surrounding neighborhood; and shall not have displayed thereon any sign that indicates the property is used or available for transient or short-term rental purposes. The maximum number of occupants eighteen or older in age authorized to stay overnight at any transient use parcel shall be limited to two persons per bedroom, plus one additional person per unit.

C. Short-term rentals are prohibited in accessory dwelling units. It is unlawful for any person to advertise, maintain, operate or use a short-term rental within the City without a transient use permit, or in violation of this Chapter. It is unlawful for any person to advertise, maintain, operate, or use as a short-term rental an accessory dwelling unit as defined in Government Code section 65852.2, as it may be amended from time to time. No transient use permit shall be issued for any accessory dwelling unit. Each short-term rental occurring without a transient use permit, and each rental of an accessory dwelling unit shall be a separate violation.

D. Transient Occupancy Tax. All transient use permits shall be subject to the transient occupancy tax pursuant to Chapter 3.20 of the Code.

E. Business License Required. All short-term rental operators must obtain and maintain a business license pursuant to Chapter 5.10 of the Code.

F. Exemption. The provisions of this Chapter shall not apply to the operation of any lawfully established bed and breakfast inn, motel, hotel, or timeshare development, subject to applicable provisions of this Code.

G. Application process. An application for a transient use permit shall be submitted by the operator to the Community Development Department for consideration in accordance with the standards contained herein. Each transient use permit application shall be accompanied by a nonrefundable transient use permit fee as set by resolution of the City Council. Permits and fees required by this Chapter are in addition to any license, permit, certificate or fee required by any other chapter of this Code.

H. Acceptance of Transient Use Permit; No Vested Rights. Acceptance by an operator of a transient use permit shall constitute acknowledgment and acceptance of, and consent to: (i) the requirements and provisions of this Chapter; (ii) the lack of any vested right to operate a short-term rental; (iii) the non-transfer of a transient use permit to any other parcel, location, or operator; and (iv) the City's right to adopt or amend at any time restrictions on the operation of short-term rentals, including without limitation a complete prohibition on short-term rentals.

17.64.040 Operational Standards.

All short-term rentals shall comply with the standards of this Section at all times and shall not generate other potential disturbances which may disrupt the peace, safety, and general welfare of the neighborhoods in which they are located.

A. Operator Responsibilities. Operator and any local contact person shall respond in a reasonable and timely manner, to ensure that every occupant of the transient use parcel does not create or contribute to unreasonable use of the property, cause unreasonable noise or disturbance, engage in disorderly or unlawful conduct, or overcrowd the parcel. The operator shall inform guests that they must not violate the standards of this Chapter. The operator shall be responsible for taking any action necessary to ensure that guests abide by the terms of this Chapter and other applicable provisions of this Code.

B. Local Contact Person. A local contact person shall be available by telephone when contacted by the City's employees or agents or the short-term rental's guest(s) on a twenty-four (24) hour basis. A local contact person shall be physically present at the short-term rental within thirty (30) minutes of contact. Upon receiving a call or complaint about physical conditions or circumstances that constitute an immediate threat to the public health and safety, the local contact person shall immediately contact the appropriate law enforcement, fire, or other authority. Upon receiving any call or complaint about the short-term rental, the local contact person shall cause the discontinuance of any violation of this Chapter as soon as practical.

C. Parking. On-site parking shall be provided for each short-term rental guest to the extent on-site parking is possible on the parcel in which a transient use rental is located. A maximum of two motor vehicles shall be allowed to park on street, if no on-site parking is available, at the transient use parcel by the responsible tenant or any other occupant subject to availability and parking regulations. No guest of a short-term rental shall park a vehicle (including without limitation boat trailers and recreational vehicles) on the street or in an unpaved area. The operator may park his or her vehicle on the street.

D. Trash Collection. Except for trash properly deposited in trash collection receptacles, accumulation of trash and debris outside of a short-term rental at any time is prohibited. Each short-term rental shall obtain solid waste and recyclable collection and disposal service from the City's franchisee.

E. Smoke Alarms. Smoke alarms, in good working order, shall be installed at a minimum in each bedroom, and at least one alarm on every level of the short-term rental, including basements and habitable attics.

F. Carbon Monoxide Alarms. Carbon monoxide alarms, in good working order, shall be installed in accordance with current California Building Code requirements, and shall be installed in accordance with the manufacturer's installation instructions.

G. Fire Extinguisher and Ash Can. Each short-term rental shall be equipped with one five-pound fire extinguisher, type 2A-10BC, installed at a readily available location near the kitchen. If the short-term rental has more than one level, an extinguisher must be mounted within each level. Fire extinguishers shall be inspected annually by a certified professional to ensure the extinguishers are in good working order. Each short-term rental with a wood-burning fireplace or woodstove shall be equipped with a metal container at least five gallons in size with a tight-fitting lid, which shall be clearly labeled for ash disposal.

H. Visible Address. Each short-term rental shall have an address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Whenever the address on the short-term rental unit will not be clearly visible from the street or access road fronting the property, the address shall also be placed at the public street or access road in a manner which is clearly visible from both directions of travel on the frontage road or street. Address identification characters shall contrast with their background and conform to the minimum size requirements of the Section 505.1 of the California Fire Code, latest edition, of which requires numbers four (4) inches tall with a minimum stroke thickness of one-half (1/2) inch. A short-term rental in a condominium building that does not have an individual address may utilize the condominium building address and shall clearly identify each unit number.

I. Noise. All tenants are responsible for honoring the property's Quiet Hours which are from 10:00 PM to 7:00 AM on Weekdays and 8:00 AM on Weekends. The following acts or conditions are hereby declared to be public nuisances:

1. Behavior constituting violation of California Penal Code Section 407 or 415 in a residential area between the hours of 10:00 PM and 7:00 AM on Weekdays and 8:00 AM on Weekends; or

2. Noise that is unreasonably loud, raucous, or jarring to persons within the residential area during quiet hours.

J. Good Neighbor Policy. Please be mindful that you are staying as a guest in a residential community. As a member of the community, we value our relationships with our neighbors. The City's goal is to ensure the neighbors are not disturbed – so please ensure that all occupants are aware of the enclosed policies of this Chapter. Any noise disturbances or violations of this Chapter may result in fines.

If you are fortunate enough to be visiting the City while on vacation, please note that your schedule may differ from that of your neighbors. The following policies are designed to ensure there are no noise or other disturbances:

1. Quiet time starts at 10:00 p.m. the use of outdoor spaces after 10:00 p.m. should be limited. Please monitor your group at 10:00 p.m. and be aware that open windows and doors may allow sounds to carry and disturb others.

2. When returning from an evening out, please keep your voices to a level that will not disturb the neighborhood.

3. The surrounding neighbors have access to a 24/7 City contact number that they may call to file a complaint. As a reminder, any noise disturbances or violations of the Chapter may result in fines.

K. Fireplaces. Residential outdoor burning is limited to fire pits, outdoor fireplaces, and similar free-standing devices meeting the following criteria. Additionally, an outdoor fire can be used for the cooking of food.

1. Only dry vegetation/wood and clear unpainted untreated dry lumber with a small amount of starter materials, such as hay or small kindling, can be burned. Flammable liquids shall not be used.

2. Portable Outdoor Fire Pits and Outdoor Fireplaces: These devices, sold by many businesses, fully contain the fire by means of a metal screen or grate and shall be utilized in accordance with the manufacturer's instructions.

3. All outdoor fireplaces must be constantly attended to until the fire is completely extinguished.

4. A portable fire extinguisher with a minimum 4-A rating or other on-site fire extinguishing equipment such as sand or a garden hose much be available for immediate utilization.

5. Smoke from burning cannot bother or cause a nuisance to neighbors.

L. Affidavit. An affidavit prepared by the City shall be provided to the operator. The operator shall sign and acknowledge that the short-term rental is in compliance with the standards contained in this Chapter. The operator shall also acknowledge that disclosure of the standards in this Chapter are provided to the tenants via terms of the rental agreement.

M. Fire Inspections and Other Inspections. The operator of each short-term rental shall allow Sonora Fire Department staff to conduct an initial inspection prior to the issuance of a transient use permit and upon request by the City, to ensure the short-term rental complies with:

1. The requirements of this Chapter, including requirements pertaining to smoke alarms, carbon monoxide alarms, fire extinguishers, visible address, outdoor fireplaces and fire pits, and grills and barbecues; and

2. The City's defensible space requirements pursuant to Chapter 8.12.

In addition, the operator of each short-term rental shall allow the Sonora Fire Department staff to conduct an inspection every three (3) years. However, if violations have occurred, inspections may

be requested by the City periodically to ensure that the short-term rental is in compliance with the standards of this Chapter.

All inspections, including re-inspections due to non-compliance and inspections prompted by complaints, are subject to the applicable Sonora Fire Department's fee schedule cost for inspections.

17.64.050 Prohibitions.

A. Outdoor Fireplaces. No burning pits, bonfires, or campfires are permitted to occur at short-term rentals.

B. Grills and barbeques. Grills and barbeques are not permitted beneath a potentially flammable source including trees, umbrellas, decks, or other appurtenant structures. All grills and barbecues shall be no less than ten (10) feet away from a structure and any flammable materials, such as a woodpile.

C. Subletting. Guests are prohibited from subletting a short-term rental. Only operators with a valid transient use permit may advertise and rent a residential unit as a short-term rental.

D. Special events. Weddings, corporate events, commercial functions, and any other similar events are prohibited from occurring at a short-term rental property. The occurrence of any such event which violates any such requirements shall be a separate violation of this Chapter, in addition to the violation created by noncompliance with such requirements.

17.60.060 Expiration.

A. Transfer. Permits are not transferable upon change in ownership. A transient use permit issued under this Chapter shall expire upon sale or transfer of the short-term rental.

B. Cessation. A Transient Use Permit will expire if the use of the short-term rental ceases for more than 6 months. The cease of the short-term rental use will be evaluated by the reporting and remittance of Transient Occupancy Tax through the process defined in SMC 3.20.080.

C. Notification of Cessation or Transfer. Upon sale, transfer, or intent to cease use of the short-term rental unit or any portion of the unit for a short-term rental, the permit holder shall notify the Community Development Department and make all applicable payments as defined in SMC 3.20.

17.64.070 Penalties; Permit Denial, Suspension, And Revocation.

A. It is a misdemeanor and a public nuisance to violate any of the provisions of this Chapter. Violations of this Chapter are subject to the administrative citation provisions set forth in Chapter 1.20 of this Code, provided that fines for violations of this Chapter shall be as set forth in this Section. Any person violating the provisions of this Chapter, including without limitation guests, operators, and local contact persons may be subject to administrative or judicial remedies as set forth in this Section. The owner of a short-term rental shall be deemed responsible for all violations of this Chapter occurring at the short-term rental or in connection with its operation, provided that this shall not preclude the City from issuing fines or citations to guests, or exercising other remedies against guests, if the guests are deemed to have committed the violation.

B. The City shall have the authority to suspend or revoke a transient use permit, or to maintain an action for injunctive relief for violations of this Chapter.

C. Unless otherwise expressly provided, the remedies, procedures and penalties provided by this Section are cumulative as to each other and to any others available under state law or this Code. In the event of any conflict between the penalties set forth in this Chapter and any penalties set forth in state law, the maximum penalties allowable under state law shall govern.

D. In the event the City is required to bring legal action to enforce any provision of this Chapter, the prevailing party shall be entitled to recover its reasonable attorney's fees, interest, court costs and other costs incurred in such action; provided that, such fees shall only be available in those actions or proceedings in which the City has provided notice at the commencement of such action or proceeding that the City intends to seek and recover attorney's fees.

E. Enforcement. An administrative penalty of up to five hundred dollars ($500) per day may be imposed for each violation of this Chapter contained in a first administrative citation, and up to one thousand dollars ($1,000) per day for each violation contained in a second or subsequent administrative citation. A prior citation for purposes of this Subsection shall be an earlier administrative citation for violation of this Chapter on the same property that occurred less than one (1) year prior to the current citation, provided that a previous citation issued to a guest shall not be deemed a prior citation for purposes of calculating the penalty for a subsequent citation issued to a different guest at the same property.

F. Denial, Suspension or Revocation of a Transient Use Permit. The City may deny, suspend or revoke a transient use permit for any of the following reasons:

1. The transient use permit application is incomplete;

2. The transient use permit application contains a false or misleading statement or omission of a material fact;

3. The short-term rental, operator or guest is currently in violation of, or has been found to be in violation of, any local, state or federal laws, statutes, ordinances, rules or regulations pertaining to the operation of a short-term rental;

4. The transient use permit of a short-term rental for which three (3) citations have been issued for violations of this Chapter within a 12-month period and not overturned on appeal, including without limitation citations issued to guests and citations issued to operators, shall be revoked, and a new permit shall not be issued for a period of 12 months from the date of the permit revocation.

5. The operator is delinquent on any payment to the City of any fees, penalties, taxes, or any other monies related to the short-term rental including, but not limited to, transient occupancy taxes;

6. A transient use permit application may be denied due to prior revocation or suspension of a transient use permit;

7. The operation of a short-term rental is a threat to the public health, safety, or welfare;

8. The lack of a fire inspection pursuant to Section 17.64.040, Subsection (I), a failed fire inspection unless documentation is provided that the conditions causing the failure were corrected and the short-term rental passed a subsequent fire inspection, or a refusal to allow a fire inspection or other inspection of the short-term rental;

9. Absence or expiration of a transient use permit;

10. Any required application fee or renewal fee has not been paid.

17.64.080 Appeals.

A. Any operator or guest may appeal a penalty imposed pursuant to this Chapter, or a denial, suspension, or revocation of a transient use permit to a hearing officer designated by the City Administrator by filing a notice of appeal with the City Clerk within 10 calendar days of the serving or mailing of notice of the action taken.

B. Following receipt of a notice of appeal, the City Clerk shall give not less than five (5) days' written notice to the appellant, and to the complainant, if any, of an appeal hearing at a time and place fixed in the notice by personal service or mail.

C. At the hearing, the operator or guest may appear and offer evidence why the action being appealed should be overturned or modified.

D. After such hearing the hearing officer shall determine whether the action should be sustained, overturned, or modified and shall thereafter give written notice to the appellant in by personal service or mailing of the notice of the decision.

E. An operator or guest aggrieved by the hearing officer’s decision regarding such appeal may appeal to the City Administrator by filing a notice of appeal with the City Clerk within ten (10) calendar days of the serving or mailing of notice of the hearing officer’s decision. The City Clerk shall fix a time and place for hearing such appeal, and the City Clerk shall give notice in writing to such operator at the last known place of business or to such guest at the guest’s address as set forth in the appeal. At the hearing, the appellant shall have the right to testify, to be represented by counsel, to present witnesses on the appellant's behalf, to cross-examine all other witnesses and to present oral and written documents and evidence on the issues. The findings of the City Administrator are final and conclusive and shall be served upon the appellant by personal service or mailing of the notice of the decision. Any fine or penalty found to be due is immediately due and payable upon the service of notice.

17.64.090 Amnesty Period And Exemptions.

A. Notwithstanding any other provision of law, the City Administrator, in his or her sole discretion, may exempt short-term rentals with an active transient use permit in good standing as of July 1, 2021 from compliance with this Chapter for a period of ninety (90) days after the effective date of this Chapter. The purpose of the amnesty period codified in Section 17.64.080(A) is to allow exempted short-term rentals to conform to the requirements of this Chapter, except as otherwise provided herein. Transient occupancy tax payments continue to be required at all times for short-term rentals and must be collected and paid during and after the amnesty period.

B. The provisions of this Section shall only apply to short-term rentals operating with a continuously active transient use permit in good standing.

C. Short-term rentals operating pursuant to this Section that do not conform to the applicable requirements for short-term rentals shall cease operation and shall be prohibited from operating unless and until the short-term rental conforms to the requirements of this Chapter and obtains a new transient use permit.

SECTION 2. SEVERABILITY. If any section, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 3. PUBLICATION AND EFFECTIVE DATE. This ordinance shall become effective thirty (30) days from and after its final passage and adoption, provided it is published in a newspaper of general circulation at least within fifteen (15) days after its passage or a summary of the Ordinance is published in a newspaper of general circulation at least five (5) days prior to adoption and again at least within fifteen (15) days after its passage.

SECTION 4. CERTIFICATION OF COUNCIL ADOPTION AND APPROVAL. This Ordinance was introduced at a regular meeting of the City Council held on June 3, 2024, and passed and adopted as Ordinance No. 898 at a regular meeting of the City Council held on June 17, 2024, by the following vote:

AYES: _____

NOES: _____

ABSENT OR ABSTAIN: _____

_____
Mark Plummer, Mayor, City of Sonora

ATTEST: _____
Tracy Skelly, City Clerk, City of Sonora

Approved as to Form:

_____
Douglas L. White, City Attorney

Publish: The Union Democrat, Sonora
_____, 2024

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: June17, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Turu VanderWiel, Chief of Police

SUBJECT: Vehicle Registration Fee for Vehicle Abatement

RECOMMENDATION:

Consider Adoption of Resolution 06-17-2024-G Authorizing the City of Sonora to Continue the Imposition of an Annual One-Dollar ($1.00) Vehicle Registration Fee for Vehicle Abatement Purposes.

BACKGROUND:

In 1994, the City of Sonora and the County of Tuolumne established an Abandoned Vehicle Service Authority to abate abandoned vehicles in the county. The authority consists of the City of Sonora's Chief of Police and the Sheriff of Tuolumne County. The Abandoned Vehicle Service Authority fee program is scheduled to sunset on June 30, 2025. The DMV recommends 6-9 months for the programming adjustments once the fee is approved.

DISCUSSION / ANALYSIS:

Section 9250.7 of the California Vehicle Code provides for the extension of the service fee for each Service Authority in increments of up to ten years. The extension must be approved by a two-thirds vote and resolution of the Sonora City Council and by a similar vote of the Tuolumne County Board of Supervisors.

Pursuant to Section 9250.7 of the California Vehicle Code the Abandoned Vehicle Service Authority collects an annual registration fee of $1.00 on all vehicles and an additional $2.00 for commercial vehicles registered in Tuolumne County. Revenue collected by the DMV is distributed quarterly to the Abandoned Vehicle Service Authority. Pursuant to CVC section 9250.7, revenue shall be used only to abate, remove, and dispose of any abandoned, wrecked, dismantled, or inoperative vehicles or parts thereof from private or public property.

FISCAL IMPACT:

The funding for Vehicle Abatement is accounted for in Fund 690. Any funds collected and expended on abandoned vehicles that is sourced from this program will be a potential savings for the General Fund.

ATTACHMENTS:

- Resolution 06-17-2024-G

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Public Safety and Disaster Preparedness, Economic Development/Growth and General Plan, and Homelessness Issues.

RESOLUTION 06-17-2024-G

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA EXTENDING THE ABANDONED VEHICLE SERVICE AUTHORITY FOR 10 YEARS UNTIL 30 JUNE 2035 AND PROVIDING FOR A ONE DOLLAR ($1.00) VEHICLE REGISTRATION FEE TO BE UTILIZED FOR THE PURPOSE OF ABATING ABANDONED VEHICLES IN THE INCORPORATED AREA OF THE CITY OF SONORA

WHEREAS, the City of Sonora City Council approved a resolution in 1994 establishing an Abandoned Vehicle Service Authority for abating abandoned vehicles in the city; and

WHEREAS, the Service Authority consists of the Sheriff of Tuolumne County and the Chief of Police of the City of Sonora; and

WHEREAS, Resolution 08-01-1994-A authorized the imposition of an annual one dollar ($1.00) vehicle registration fee for vehicle abatement purposes; and

WHEREAS, the authorization provided the resolution to be effective from 1 August 1994 to 30 June 2025; and

WHEREAS, the City of Sonora City Council approved Resolution 10-04-2004-B extending the annual one dollar ($1.00) registration fee for vehicle abatement until 30 June 2015; and

WHEREAS, the City of Sonora City Council approved Resolution 09-02-2014-A extending the annual one dollar ($1.00) registration fee for vehicle abatement until 30 June 2025; and

WHEREAS, Section 9250.7 of the California Vehicle Code provides for the extension of the service fee for each Service Authority to be extended in increments of up to ten years; and

WHEREAS, the extension must be approved by a two-thirds vote of the Board of Supervisors and by a similar vote and resolution of the City Council of the City of Sonora; and

WHEREAS, the Sonora City Council is desirous of continuing the imposition of the one dollar ($1.00) vehicle abatement service fee.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SONORA DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Approve Resolution 06-17-2024-G authorizing the extension of the one dollar ($1.00) vehicle abatement service fee until 30 June 2035.

PASSED AND ADOPTED as a Resolution of the City Council of the City of Sonora, California, at a regular meeting of said City Council held on **June 17, 2024**, by the following votes:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

RESOLUTION 06-17-2024-G

Signed and dated:

_____
Mark Plummer
Mayor of the City of Sonora

ATTEST: _____
Tracy L. Skelly
City Clerk of the City of Sonora

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: June 17, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Melissa Eads, City Administrator

SUBJECT: Ratify the City Administrator's Approval of Task Order No. 3 in the Amount of $30,000 for Dewberry Engineers, Inc. to Prepare a 2025 Active Transportation Program (ATP) Cycle 7 Grant Application for the Development of the Sonora Moves – Downtown Plaza and Regional Connectivity Project.

RECOMMENDATION:

Ratify the Administrators approval of Task Order No. 3 in the amount of $30,000 for Dewberry Engineers, Inc. to prepare a 2025 Active Transportation Program (ATP) Cycle 7 Grant Application for the Development of the Sonora Moves – Downtown Plaza and Regional Connectivity Project.

DISCUSSION / ANALYSIS:

Many areas of Downtown Sonora currently lack continuous, safe, and ADA-compliant pedestrian and bicycle passage. The need for this project was first documented in the City's 2013 revitalization plan, Vision Sonora, where the public chose converting Linoberg Street into a pedestrian-only facility as the No. 1 priority for the City. Based on the findings of Vision Sonora, Tuolumne County Blue Zones spearheaded a three-day design charrette focused on gathering information from community members about permanently converting Linoberg Street to a pedestrian-only street and determine what steps should be taken towards making this vision a reality. Other concerns expressed by the public were specifically related to the lack of safety in walking or biking downtown, too narrow sidewalks with trash cans and propane tanks in the walking space, and safety concerns regarding crossing SR 49 and S Stewart Street.

The Sonora Moves – Downtown Plaza and Regional Connectivity Project builds upon and refines the concepts for Linoberg Street and extends the project area to/from logical termini, providing additional improvements outside of Linoberg Street and aligning the project to be competitive for ATP grant funding. The cost of design and construction is currently estimated at $3.2 million, and without grant funds, this project is unlikely to be built in the near future.

The project will construct new, continuous, safe, and ADA-compliant bicycle and pedestrian passage to/from public parking lots at the intersection of S Stewart and Bradford Street to the newly constructed transit hub and

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

planned Gold Rush Path at the intersection of S Green Street and SR 49. This will be accomplished through improvements on three connecting streets: S Stewart Street, Linoberg Street, and S Green Street:

S Stewart Street from Bradford Street to Linoberg Street: Construct new curb, gutter, sidewalk, and Class III bikeway where none exists. The existing sidewalk will be removed, and a new, continuous, ADA-compliant curb, gutter, and sidewalk will be installed, along with the new, shared bike path. Existing obstacles will be removed/relocated, including propane tanks, trash cans, and utilities. The new facilities will increase walkable width and eliminate obstructions to safe, multimodal travel.

Linoberg Street from S Stewart Street to S Green Street: Close Linoberg Street to vehicular traffic, creating a pedestrian and bicycle (Class I) paseo and community event venue. Design to be coordinated with the Chief of Police.

S Green Street from Linoberg Street to Stockton: Construct a new, ADA-compliant curb, gutter, and sidewalk on one side of the street and a Class III bikeway where none exists. The new facilities will provide safe, multimodal access over Sonora Creek to the newly constructed transit hub and future Gold Rush Path.

FISCAL IMPACT:

The City of Sonora has obtained $30,000 in funds from the Tuolumne County Transportation Council to fund the preparation of the 2025 ATP Cycle 7 application.

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Public Safety and Disaster Preparedness, Economic Development/Growth and General Plan, Homelessness Issues

Dewberry

Dewberry Engineers Inc.
11060 White Rock Road, Suite 200
Rancho Cordova, CA 95670-6061

916.363.4210
www.dewberry.com

June 10th, 2024

City of Sonora
Attn: Ms. Melissa Eads
94 N. Washington Street
Sonora, CA 95370

Subject: Task Order #3 – Active Transportation Program Cycle 7 Grant Application

Dear Ms. Eads,

Thank you for the opportunity to prepare Task Order 3 to provide engineering and grant writing services to the City of Sonora for the preparation of an Active Transportation Program (ATP) Cycle 7 grant application for the Sonora Moves – Downtown Paseo and Regional Connectivity Project.

Understanding:

Under Dewberry Engineers City Engineering Services Contract for the City of Sonora, the Dewberry team (Dewberry) will provide the engineering and grant writing services necessary to prepare the grant application and supporting documents for the Sonora Moves – Downtown Paseo and Regional Connectivity Project ATP Cycle 7 grant application.

Scope of Work:

The following is a list of services Dewberry will provide to the City of Sonora for this project:

1. Project Management
2. ATP Cycle 7 State Application Narratives
3. ATP Cycle 7 State Application Conceptual Design
4. ATP Cycle 7 State Application Supporting Documents
5. Quality Assurance and Quality Control

Fee:

Not to exceed $30,000.00

Sincerely,

Mike Pugh, P.E.

Contract Manager
Associate Vice President

Approved by:

Melisa Eads

City Administrator

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: June 17, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Melissa Eads, City Administrator

SUBJECT: Consider Approval of Task Order No. 4 in the Amount of $50,000 for Dewberry Engineers, Inc. Phase 1 Transition of the City's Engineering Files from Paper Hard Copies Stored at an Offsite Location to Digital Files Stored at City Hall.

RECOMMENDATION:

Consider Approval of Task Order No. 4 in the Amount of $50,000 for Dewberry Engineers, Inc. Phase 1 Transition of the City's Engineering Files from Paper Hard Copies Stored at an Offsite Location to Digital Files Stored at City Hall.

DISCUSSION / ANALYSIS:

The City of Sonora (City) has trusted an engineering consultant, GJF Engineering, with the responsibility of being the City Engineer and keeping the City's engineering files for the last 45 years. While some are electronic, many engineering files currently exist only as paper hard copies.

In January 2024, Dewberry assumed the role and responsibility of City Engineer. Since that time, they have been collaborating with GJF Engineering when needing access to the City's files. To complete the transition of city engineering services, Dewberry is proposing to convert the paper files to digital files and organize them in an electronic database. Digitizing and organizing the City's engineering files will make the City's files available to all departments for their use and reference.

Dewberry has separated the task order into two phases. The first phase of work includes the collection, transfer, organization, and scanning of the City's documents. The second phase of work, to take place in subsequent years, includes the creation of a GIS database that aids in efficient file searching, making the documents easily accessible and usable.

FISCAL IMPACT:

The estimated cost of Phase 1 of this task is $50,000 and it is anticipated that both Phase 1 and Phase 2 will be funded through the General Fund.

Increasing the efficiency of research will also have a positive fiscal impact due to savings in time and resources spent looking for applicable information for projects within the City.

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Public Safety and Disaster Preparedness, Economic Development/Growth and General Plan, Homelessness Issues

Dewberry Engineers Inc.
11060 White Rock Road, Suite 200
Rancho Cordova, CA 95670-6061
916.363.4210
www.dewberry.com

June 10th, 2024

City of Sonora
Attn: Ms. Melissa Eads
94 N. Washington Street
Sonora, CA 95370

Subject: Task Order #4 – Transition Engineering Files

Dear Ms. Eads,

Thank you for the opportunity to prepare Task Order 4 to provide engineering services to the City of Sonora for the transition of City engineering files from paper to digital files.

Understanding:

Under Dewberry Engineers City Engineering Services Contract for the City of Sonora, the Dewberry team (Dewberry) will provide the engineering services necessary to collect, transfer, organize and digitize the City's engineering files that currently exist as hard copy papers. Accomplishing the tasks listed below will make the City's files available to all departments for use and reference.

Scope of Work:

The scope of work is broken down into two phases. The first phase of work includes the collection, transfer, organization and scanning of the City's documents. The second phase of work includes the creation of a Geographic Information System (GIS) database that allows for efficient file searching, making the documents easily accessible and usable.

The following is a list of services Dewberry will provide to the City of Sonora for this project:

Phase 1:

1. Project Management
2. Transportation of files
3. Organization of files
4. Scanning files

Phase 2:

5. Creation of a GIS database

Fee:

Phase 1 - Not to exceed $75,000
Phase 2 - Not to exceed $50,000
Total - Not to exceed $125,000

Sincerely,

Mike Pugh, P.E.

Contract Manager
Associate Vice President

Approved by:

Melisa Eads

City Administrator

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: June 17, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Melissa Eads, City Administrator

SUBJECT: Consider Approval of Task Order No. 5 in the Amount of $30,000 for Dewberry Engineers, Inc. to Provide Project Oversight Services for the Project Approval / Environmental Document (PA/ED) Development of the Gold Rush Multi-Use Path Phase 1 Project.

RECOMMENDATION:

Consider Approval of Task Order No. 5 in the Amount of $30,000 for Dewberry Engineers, Inc. to Provide Project Oversight Services for the Project Approval / Environmental Document (PA/ED) Development of the Gold Rush Multi-Use Path Phase 1 Project.

DISCUSSION / ANALYSIS:

TCTC has performed the initial planning and feasibility studies for the Gold Rush Multi-Use Path Phase 1 Project on behalf of the City of Sonora, secured a consultant to move this project through PA/ED development, and is needed for the City to provide project oversight through the next step of the project development.

Under the Dewberry Engineers City Engineering Services Contract for the City of Sonora, Dewberry will provide the expertise needed to perform the oversight services needed to progress the Gold Rush Multi-Use Path Phase 1 Project through the PA/ED development phase.

FISCAL IMPACT:

The City of Sonora will receive $30,000 in ATP funds from the Tuolumne County Transportation Council (TCTC) to perform the project oversight services.

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Public Safety and Disaster Preparedness, Economic Development/Growth and General Plan, Homelessness Issues

Dewberry

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916.363.4210
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June 17, 2024

City of Sonora
Attn: Ms. Melissa Eads
94 N. Washington Street
Sonora, CA 95370

Subject: Task Order #5 Gold Rush Multi-Use Path Phase 1 Project Oversight

Dear Ms. Eads,

Thank you for the opportunity to prepare Task Order 5 to provide project oversight services to the City of Sonora for the Gold Rush Multi-Use Path Phase 1 Project.

Understanding:

Under Dewberry Engineers City Engineering Services Contract for the City of Sonora, the Dewberry team (Dewberry) will provide the project oversight services needed to progress the Gold Rush Multi-Use Path Phase 1 Project through the PA/ED development phase.

Scope of Work:

The following is a list services Dewberry will provide to the City of Sonora for this project:

1. Project Management
2. Quality Assurance Reviews
3. Attend Project Development Team (PDT) meetings with TCTC and the design consultant at key project development milestones
4. Coordinate with City of Sonora, TCTC, Caltrans, and the design consultant during the progression of the project
5. Attend coordination meetings as a representative of the City of Sonora with TCTC and Caltrans
6. Review and approve invoices from the design consultant
7. Invoice Caltrans

Fee:

Not to Exceed $30,000

Sincerely,



Mike Pugh, P.E.

Contract Manager
Associate Vice President

Approved by:

Melissa Eads

City Administrator

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: June 17, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Carlye Buchholz, P.E., P.L.S., City Engineer

SUBJECT: SB1 Road Maintenance and Rehabilitation Account Funding

RECOMMENDATION:

Consider Adoption of Resolution No. 06-17-2024-H Approving a List of Projects to Receive Road Maintenance and Rehabilitation Account Funding (RMRA).

BACKGROUND:

On April 28, 2017, the Governor signed Senate Bill 1 (SB1), which is known as the Road Repair and Accountability Act of 2017. To address basic road maintenance, rehabilitation, and critical safety needs on both State and Local roads, SB1 increased per gallon fuel excise taxes, diesel fuel sales taxes and vehicle registration fees; and provided for inflationary adjustments to tax rates in future years.

DISCUSSION / ANALYSIS:

In order to be eligible for RMRA funding, statute requires cities to provide basic annual projects reporting to the California Transportation Commission. All projects proposed to receive funding must be included in an approved budget and list adopted by the City Council at a regular public meeting.

Eligible projects include:

- Road maintenance and rehabilitation
- Safety projects
- Traffic control devices

FISCAL IMPACT:

SB 1 will provide the City with Road Maintenance and Rehabilitation Account funding totaling approximately $133,055 in FY 2024-25 bringing total balance in the RMRA Fund to approximately $658,055.

ATTACHMENTS:

- Resolution No. 06-17-2024-H

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Public Safety and Disaster Preparedness, Economic Development/Growth and General Plan, Homelessness Issues

RESOLUTION 06-17-2024-H

CITY OF SONORA RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2024-25 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City, will receive an estimated $133,055 in RMRA funding in Fiscal Year 2024-25 from SB 1; and

WHEREAS, this is the eighth year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City used a Project Priority List to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate streets and roads throughout the City this year and similar projects into the future; and

WHEREAS, the 2023 California Statewide Local Streets and Roads Needs Assessment found that the City streets and roads are in an "poor" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a "at risk" condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Sonora, State of California, as follows:

1. The foregoing recitals are true and correct.

2. The following previously proposed and adopted project will be funded in-part or solely with Fiscal Year 2024-25 Road Maintenance and Rehabilitation Account revenues in its delivery. With the relisting of this project in the adopted fiscal year resolution, the City is reaffirming to the public and the State our intent to fund this project with Road Maintenance and Rehabilitation Account revenues:

   Project Title: Snell Road Reconstruction Project
   Project Description: Road reconstruction and striping
   Project Location: Snell Street (City Limits to Bonanza)
   Estimated Project Schedule: 12/24 – 12/25
   Estimated Project Useful Life: 20 Years

The foregoing Resolution of the City Council of the City of Sonora was PASSED AND ADOPTED by the City Council, State of California, at a public hearing held on this 17th Day of June, 2024, by _____, who moved its adoption, which motion was duly seconded by _____, and the Resolution adopted by the following vote:

AYES: _____
NOES: _____
EXCUSED: _____

APPROVED:

_____
Mark Plummer, Mayor, City of Sonora

ATTEST:

_____
Tracy Skelly, City Clerk, City of Sonora

RESOLUTION 06-17-2024-H

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: June 17, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Summersett, Community Development Director

SUBJECT: Consider Re-adoption of Ordinance No. 895, Amending the Zoning Map Through the Rezoning of Assessor's Parcel Number 001-216-011-000 from Multifamily Residential (R-3) and Commercial (C) to Multifamily Residential (R-3)

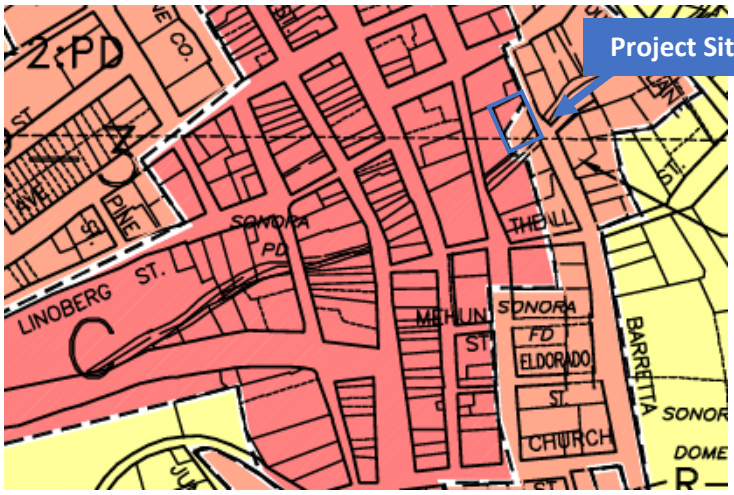
RECOMMENDATION:

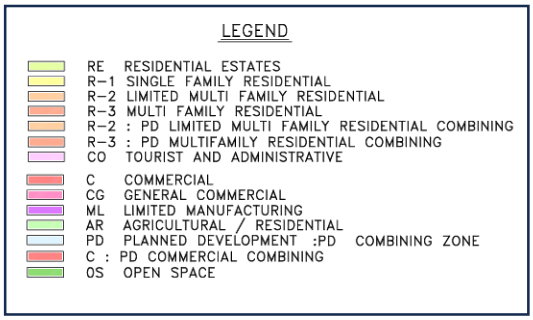
Consider Re-adoption of Ordinance No. 895, Amending the Zoning Map Through the Rezoning of Assessor's Parcel Number 001-216-011-000 from Multifamily Residential (R-3) and Commercial (C) to Multifamily Residential (R-3).

BACKGROUND:

The Community Development Department received an application from Foletti Joint Venture, LLC requesting a zoning map amendment for a vacant 0.210-acre parcel located at 104 Barretta Street (APN: 001-216-011-000). Currently, the parcel has two zoning designations, split between Multi-family Residential (R-3) and Commercial (C). The applicant, Foletti Joint Venture, LLC, is requesting to rezone the parcel to a single zoning designation, Multi-Family Residential (R-3). The proposal would make no changes to the existing site.

The site is currently vacant and zoned as Commercial (C) at the northwest end of the property and as Multifamily Residential (R-3) at the southeast end of the property as shown in the city's zoning map below.





CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

PLANNING COMMISSION ACTION

At their January 8, 2024, Planning Commission Meeting, Commissioners reviewed the proposed zoning map and zoning change for the identified parcel. The Planning Commission approved Resolution 01-08-2024A recommending to the Sonora City Council approval of an ordinance as described within the attached Resolution and included with Ordinance No. 895.

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061 (b)(3) of the State and City Guidelines for implementation of CEQA which states that CEQA applies only to projects which have the potential to cause significant effect on the environment.

CITY COUNCIL ACTION

At your March 4, 2024, meeting the City Council considered the re-zone and took action to accept the Planning Commission's recommendation to adopt Ordinance No. 895 and amend the City's zoning map to reflect this desired modification. A secondary requirement of this action is to make notification of this action into a local publication within fifteen (15) days, i.e. the Union Democrat. Following the publication, a Categorical Exemption (an environmental document) is filed with the State Clearinghouse, and finally, if no actions are filed contesting the action, the City's zoning map is changed to reflect the new zoning.

DISCUSSION / ANALYSIS:

The 15-day deadline for publishing the notice in a local paper of general circulation was missed. As a result, and in consultation with our legal team, it was recommended the item be re-adopted.

FISCAL IMPACT:

No Fiscal Impact to the General Fund.

ATTACHMENTS:

Ordinance No. 895

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Public Safety and Disaster Preparedness, Economic Development/Growth and General Plan

ORDINANCE NO. 895

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SONORA AMENDING THE ZONING MAP OF THE CITY OF SONORA

WHEREAS, at its regular meeting conducted on January 8, 2024, the Planning Commission conducted a public hearing to consider the rezoning of Assessor's Parcel Number 001-216-011-000, Multi-Family Residential (R-3)/Commercial (C) to Multi-Family Residential (R-3); and

WHEREAS, the proposed rezoning from Multi-Family Residential (R-3)/Commercial (C) to Multi-Family Residential (R-3) will improve consistency with the corresponding General Plan designation of Historic Mixed Use (HMU); and

WHEREAS, City staff recommends that the City Council make the following findings, that the proposed rezoning:

A. Is compatible with, and physically suited for, the uses authorized in, and the regulations prescribed for, the proposed zoning district in which the real property is located;

B. Is consistent with the objectives, policies, general land uses and programs specified in the General Plan;

C. Is in conformity with public convenience, general welfare and good land use practice;

D. Will not be detrimental to the health, safety and general welfare;

E. Will not adversely affect the orderly development of property or the preservation of property values; and

WHEREAS, the project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061 (b)(3) of the State and City Guidelines for implementation of CEQA which states that CEQA applies only to projects which have the potential for causing significant effect on the environment.

The City Council of the City of Sonora does hereby ordain as follows:

Section One: Section 17.10.010 of the Sonora Municipal Code, providing for the zoning map of the City of Sonora, is hereby amended through the rezoning of Assessor's Parcel Number 001-216-011-000, Multi-Family Residential (R-3)/Commercial (C) to Multi-Family Residential (R-3).

This Ordinance shall take effect thirty (30) days after its passage and shall be published within (15) days after its final passage as required by law.

Said Ordinance was introduced at a regular meeting of the City Council of the City of Sonora held on February 20, 2024, and passed and adopted as an Ordinance of said City at a regular meeting of said Council held on June 17, 2024 by the following vote:

AYES: _____

NOES: _____

ABSENT OR ABSTAIN: _____

_____
Mark Plummer, Mayor, City of Sonora

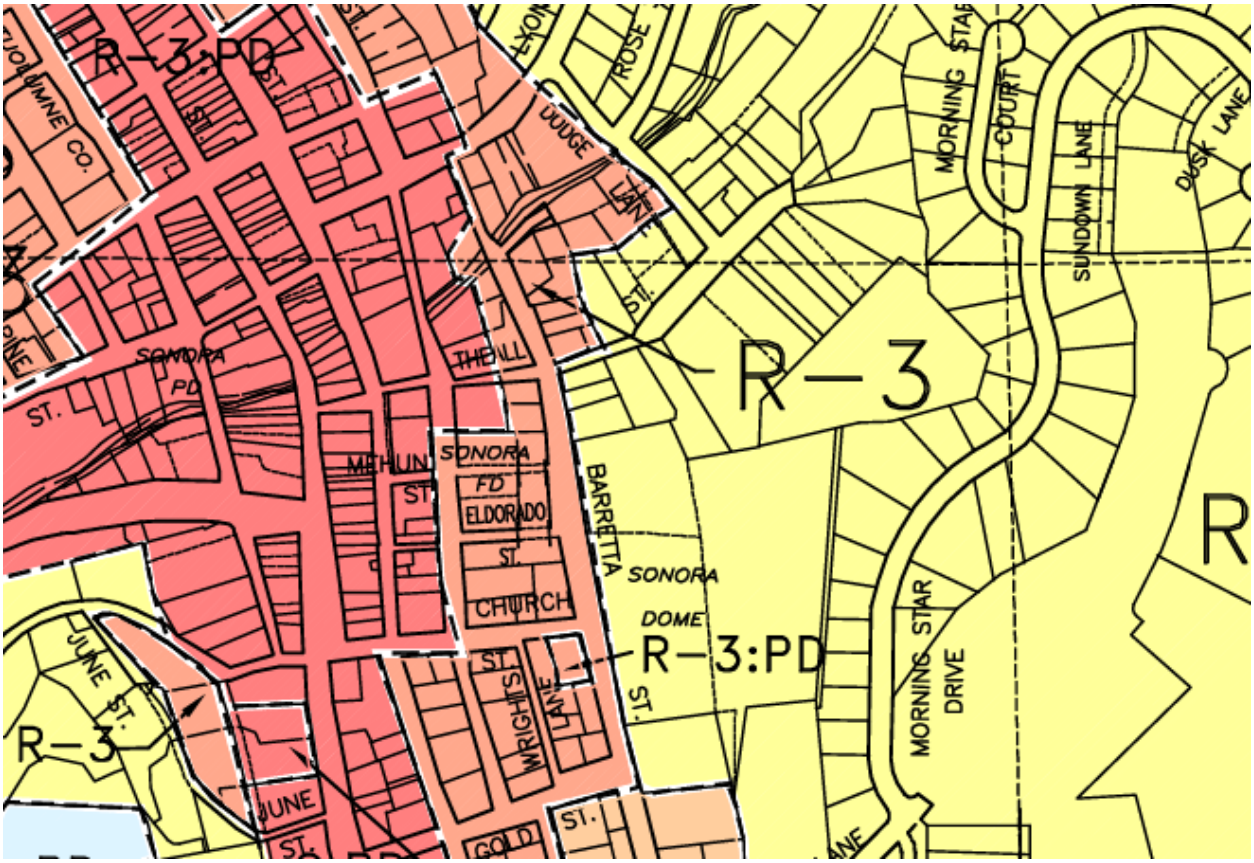
ATTEST: _____
Tracy Skelly, City Clerk, City of Sonora

Approved as to Form:

_____
Douglas L. White, City Attorney

ORDINANCE NO. 895

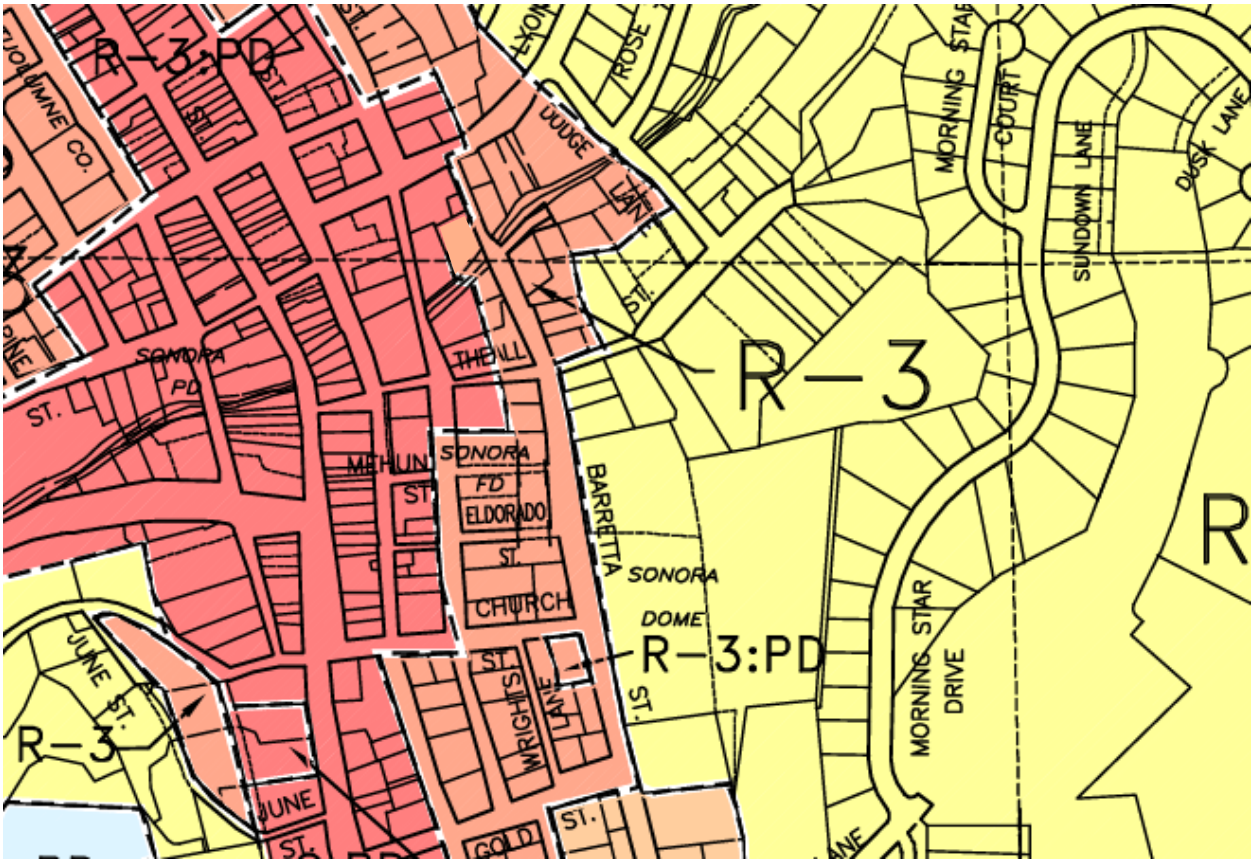
Exhibit A – Previous Zoning Designation



LEGEND

- RE RESIDENTIAL ESTATES
- R-1 SINGLE FAMILY RESIDENTIAL
- R-2 LIMITED MULTI FAMILY RESIDENTIAL
- R-3 MULTI FAMILY RESIDENTIAL
- R-2 : PD LIMITED MULTI FAMILY RESIDENTIAL COMBINING
- R-3 : PD MULTIFAMILY RESIDENTIAL COMBINING
- CO TOURIST AND ADMINISTRATIVE
- C COMMERCIAL
- CG GENERAL COMMERCIAL
- ML LIMITED MANUFACTURING
- AR AGRICULTURAL / RESIDENTIAL
- PD PLANNED DEVELOPMENT :PD COMBINING ZONE
- C : PD COMMERCIAL COMBINING
- OS OPEN SPACE

Exhibit B – Zoning Amendment



LEGEND

- RE RESIDENTIAL ESTATES
- R-1 SINGLE FAMILY RESIDENTIAL
- R-2 LIMITED MULTI FAMILY RESIDENTIAL
- R-3 MULTI FAMILY RESIDENTIAL
- R-2 : PD LIMITED MULTI FAMILY RESIDENTIAL COMBINING
- R-3 : PD MULTIFAMILY RESIDENTIAL COMBINING
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- CG GENERAL COMMERCIAL
- ML LIMITED MANUFACTURING
- AR AGRICULTURAL / RESIDENTIAL
- PD PLANNED DEVELOPMENT :PD COMBINING ZONE
- C : PD COMMERCIAL COMBINING
- OS OPEN SPACE

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: June 17, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Tracy Skelly, Administrative Services Officer

SUBJECT: Workplace Violence Prevention Plan for California Senate Bill 553 (SB553)

RECOMMENDATION:

Consider Approval of Resolution 06-17-2024-E Establishing a Workplace Violence Prevention Plan in Accordance with California Senate Bill 553 (SB553).

BACKGROUND:

Senate Bill 553 (SB553) mandates that all workplaces within the city must have comprehensive workplace violence prevention plans by July 1, 2024. In compliance with this legislation, the City has developed a robust Workplace Violence Prevention Plan tailored to the unique needs of our municipal workforce.

DISCUSSION / ANALYSIS:

The proposed Workplace Violence Prevention Plan outlines a comprehensive framework designed to identify, prevent, and respond to instances of workplace violence within City facilities. Key components of the plan include:

1. Risk Assessment: Conducting thorough risk assessments to identify potential sources of workplace violence and implementing measures to mitigate these risks.

2. Training and Education: Providing comprehensive training programs to all employees to raise awareness about workplace violence, its warning signs, and appropriate response procedures.

3. Reporting and Investigation Procedures: Establishing clear protocols for reporting incidents of workplace violence and conducting prompt and thorough investigations to address concerns and prevent future occurrences.

4. Support Services: Offering support services, such as counseling and employee assistance programs, to employees affected by workplace violence.

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

5. Continuous Improvement: Implementing mechanisms for ongoing evaluation and improvement of the Workplace Violence Prevention Plan in response to emerging threats and employee feedback.

FISCAL IMPACT:

The Workplace Violence Prevention Plan will require initial funding for training materials, educational resources, and any necessary security enhancements and will be included in the FY 24/25 Proposed Budget.

ATTACHMENTS:

1. Workplace Violence Prevention Plan
2. Resolution 06-17-2024-E

CORE COUNCIL PRIORITIES:

Public Safety and Disaster Preparedness, Staffing - Salary, Benefits, Training, and Retention

RESOLUTION 06-17-2024-E

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA ESTABLISHING A WORKPLACE VIOLENCE PREVENTION PLAN IN ACCORDANCE WITH CALIFORNIA SENATE BILL 553 (SB553)

WHEREAS, workplace violence poses a significant threat to the safety, well-being, and productivity of employees in California; and

WHEREAS, the implementation of effective prevention measures is crucial to ensuring a secure and conducive work environment for all individuals; and

WHEREAS, California Senate Bill 553 (SB553) aims to address these concerns by mandating the development and implementation of comprehensive workplace violence prevention plans; and

WHEREAS, it is imperative to endorse and support the objectives outlined in SB553 to safeguard the rights and safety of workers across the state;

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Sonora does hereby approve Resolution 06-17-2024-E, establishing a Workplace Violence Prevention Plan in accordance with SB 553.

PASSED, APPROVED, AND ADOPTED as a Resolution of the City Council of the City of Sonora, California, at a regular meeting of said City Council held on **June 17, 2024**, by the following votes:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Signed and dated: 06/17/2024

_____
Mark Plummer
Mayor of the City of Sonora

ATTEST: _____
Tracy Skelly
City Clerk of the City of Sonora

City of Sonora
Workplace Violence Prevention Plan

May 5, 2024

DRAFT

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Appendices

A. Workplace Violent Incident Log
B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

DRAFT

Policy

The City of Sonora is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, or visitor. Our policy is to establish, implement, and maintain an effective plan as required by SB 533. The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan to protect employees and other personnel from aggressive and violent behavior at the workplace.

Our Workplace Violence Prevention (WVP) plan is available upon request to our employees, their representatives, and the Chief of Cal/OSHA or an assigned designee.

Prohibited Acts

The City of Sonora will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.

- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
  - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
  - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury.

  Workplace violence can be categorized into four types:

  Type 1: Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime.

  Type 2: Workplace violence directed at employees by customers, clients, vendors, or visitors.

  Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager.

  Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee.

In addition, the City of Sonora prohibits all *dangerous weapons* not used for fire suppression, accident, incident response, emergency medical services, and the service of fire, law enforcement, or security duties on all City of Sonora property. Any employee or elected official in possession of prohibited dangerous weapons on City of Sonora property violates this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor possessing prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The Human Resources Department, Risk Management, or an assigned designee, is the designated WVP Plan Administrator ("Administrator") and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The Administrator will also be able to answer employee questions concerning this plan.

The Administrator, or an assigned designee, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The Administrator, or an assigned designee, shall coordinate the implementation of the workplace violence prevention plan with other employers (ex. contracted security staff and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on the City of Sonora's WPV plan.

Managers and Supervisors

Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Employees

Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training;

- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Compliance

The Administrator is responsible for ensuring the plan is communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring *all* employees, including managers, and supervisors receive training on this plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the plan;
- Disciplining employees, appointed or elected officials, and volunteers who engage in threats of violence; up to and including dismissal; and
- Ensuring training of this plan is conducted on a biennial basis.

Communication and Training

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in reporting incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the City of Sonora's responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to use the City of Sonora's confidential Employee Assistance Program:

Halcyon Behavioral
Main Phone Number: 1-800-425-4800
Website: www.halcyoneap.com – Username: csjvrma

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- City of Sonora alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and
- Employee Assistance Program - Halcyon Behavioral

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;
- Appropriate and inappropriate use of restraining techniques and medications as chemical restraints in accordance with Title 22; and
- An opportunity to practice the taught maneuvers and techniques, including a debriefing session.

Training will occur:

- When the plan is first established;
- At the time of hire or transfer;
- Annually for employees assigned to respond to internal alerts, alarms, or systems;
- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified

Employees who receive training in a form other than live will have the opportunity to meet with a person knowledgeable on the plan within one business day of the training for interactive questions to be answered.

Procedures

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, the Administrator or an assigned designee will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- Verbal, text message, phone, or email.

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the employee's direct supervisor who will notify the Administrator or an assigned designee.

Employees shall implement the run, hide, and fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees can obtain help from staff assigned to respond to workplace violence emergencies, such as security personnel by calling the Police Department at the following number: 1-209-532-8143. If no security personnel are located at the worksite, employees shall call 911 to report the incident and request assistance from law enforcement.

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate backup assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

Restraining Orders

Employees or other personnel affiliated with the City of Sonora who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

Post-Incident Response and Investigation

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;

- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.

Recordkeeping

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for three years in accordance with the recordkeeping requirements of the City of Sonora's Injury and Illness Prevention Program.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three years.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained for a minimum of five years at City Hall, 94 N. Washington Street, Sonora, CA 95370.

Annual Review

The City of Sonora's Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

Incident ID #*:	Date and Time of Incident:	Department:
Specific Location of Incident:		

** Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

Describe Incident (Include additional pages if needed):

Assailant information:

☐ Co-Worker/Supervisor/Manager	☐ Client	☐ Customer
☐ Family or Friend of Employee	☐ Family or Friend of Client	☐ Family or Friend of Customer
☐ Partner/Spouse of Victim	☐ Parent/Relative of Victim	☐
☐ Former Partner/Spouse of Victim	☐ Animal	☐ Person In Custody
☐ Robber/Burglar	☐ Passenger	☐ Stranger
☐ Student	☐ Other:	

Circumstances at time of incident:

☐ Employee Performing Normal Duties	☐ Poor Lighting	☐ Employee Rushed
☐ Employee Isolated or Alone	☐ High Crime Area	☐ Low Staffing Level
☐ Unable to Get Help or Assistance	☐ Working in a Community Setting	☐ Unfamiliar or New Location
☐ Other:		

Location of Incident:

☐ Lobby	☐ Emergency or Urgent Care	☐ Hallway
☐ Office or Station	☐ Restroom or Bathroom	☐ Parking Lot or Outside Building
☐ Personal Residence	☐ Breakroom	☐ Council Chambers
☐ Other:		

Type of Incident (check as many apply):

☐ Robbery	☐ Grabbed	☐ Pushed
☐ Verbal Threat or Harassment	☐ Kicked	☐ Scratched
☐ Sexual Threat, Harassment, or Assault	☐ Hit with an Object	☐ Bitten
☐ Animal Attack	☐ Shot (or Attempted)	☐ Slapped
☐ Threat of Physical Force	☐ Bomb Threat	☐ Hit with Fist
☐ Threat of Use of Weapon or Object	☐ Vandalism (of Victim's Property)	☐ Knifed (or Attempted)
☐ Assault With A Weapon or Object	☐ Vandalism (of Employer's Property)	☐ Arson
☐ Robbery	☐ Other:	

Consequences of incident:

Medical care provided? ☐ Yes ☐ No Law enforcement called? ☐ Yes ☐ No Security contacted? ☐ Yes ☐ No

Did anyone provide assistance to conclude the event? ☐ Yes ☐ No Days lost from work (if any) _____

Actions taken by employer to protect employees from a continuing threat? ☐ Yes ☐ No

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

Appendix B

WORKPLACE VIOLENCE PREVENTION
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST

Assessed by:	**Title:**
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase the City of Sonora's vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.

Step 3: Develop a corrective action plan with measurable goals and target dates.

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet-resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there “drop safes” to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: BI – Building Interior, BE – Building Exterior, PA – Parking Area, SM – Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments

CITY COUNCIL AGENDA REPORT

MEETING DATE: June 17, 2024

TO: City Council Members

FROM: Melissa Eads, City Administrator
Chris Gorsky, Administrative Services Director

SUBJECT: FY24/25 Proposed Operating and Capital Improvement Budget

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RECOMMENDATION

- Approve the FY24/25 Proposed Operating and Capital Improvement Budgets as presented.

DISCUSSION

- Presented is the Fiscal Year (FY) 24/25 Proposed Operating and Capital Improvement Budget for the City of Sonora.
  - The FY24/25 Budget includes total City revenues of $18.3 million.
    - Includes General Fund Revenues of $14.7 million
  - The FY24/25 Budget includes total City expenditures of $14.8 million.
    - Includes General Fund Expenditures of $11.3 million, the City started this budget development with a status-quo budget and a list of “supplementary requests” that can be funded as determined by the City Council.

- **Supplemental Requests**

  - The Budget, as presented, has General Fund revenues exceeding budgeted expenditures by $3,384,850, included with this budget is a listing of supplemental requests that include items the were not included in the status-quo budgets.
  - Attachment “A” includes all the items in the Supplemental Request. The highlighted items are staff recommended budget additions and will be included in the budget if approved by the City Council.

- **Budget Book**
  - For Fiscal Year 2024/25 The City of Sonora has made a digital version of the Budget Book available on the City’s Website.
    - https://city-sonora-ca-budget-book.cleargov.com/10840

ATTACHED

- **FY24/25 Proposed Operating Budget**
- **FY24/25 Capital Improvement Budget**
- **FY24/25 Budget PowerPoint Presentation**
- **FY24/25 Attachment “A” Supplementary Budget Requests**
- **Five Year Strategic and Implementation Plan**

City of Sonora
Proposed Budget FY24/25



Proposed Version - 6/17/2024

Last updated 06/14/24

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INTRODUCTION

Transmittal Letter

City Administration Budget Message

TEAM SONORA - RECOGNITION TO OUR CONTRIBUTORS

The annual budget is developed in collaboration with City Administration, the Finance Committee, and City Departments. The FY24/25 budget consists of forecasts based on data collected over the last several budget years as well as current fiscal modeling. With the adoption of the Organizational Assessment and Budget Stabilization Study in FY23/24, the City Council approved six (6) key priorities to guide future investment decisions. The FY24/25 proposed operating budget is developed with a targeted focus on the approved list of priorities including: ***fiscal sustainability and stability, infrastructure and engineering, public safety and preparedness, economic development and growth, homelessness, and staffing including salaries, benefits, training, and retention***. The City could not move the line towards implementation of Council priorities without the contribution of our Department Heads whose conservative fiscal management is a fundamental organizational value. Nor could this work be completed without the men and women who contribute and sacrifice to advance our mission and vision.

BUDGET SUMMARY

We are pleased to submit the FY24/25 Proposed Operating Budget and Capital Improvement Plan (CIP) of $14.8 million. This includes proposed General Fund Revenues of $14.7 million. Measure Y was passed by City voters in November 2022 and will provide the City with an estimated $4.3 million in revenue in FY24/25. The General Fund Expenditure budget is $11.3 million. The budget development process began with instructions for status-quo budgets and identification of “supplementary budget requests” that align with the Council’s Core Priorities. These requests can be funded as determined by the City Council.

Thanks to the voters of the City of Sonora, Measure Y is affording a community investment. Without the funding from this measure, the City’s ability to maintain basic levels of service would be threatened.

MEASURE Y SUPPORTS PUBLIC SAFETY

With the resources of Measure Y, the Council has successfully stabilized the Police Department staffing crisis. As you remember, throughout FY23/24, our Police Department lost 60% of its workforce. Down to just six (6) sworn Officers, including both the Chief and Lieutenant, overtime became excessive, and morale was under pressure. Council approved aggressive salary increases and sign-on bonuses, allocations to the development of recruitment tools, replaced an aging vehicle fleet offering Officers new take home vehicle incentives, invested in new equipment including the replacement of an antiquated dispatch system, provided seed funding for an officer wellness program, as well as invested in the analysis of a new Police Department facility. Staff is pleased to report the City employs a Police roster of 10 with only two (2) vacant positions remaining. This is among the highest staffing levels since 2018.

MEASURE Y SUPPORTS INFRASTRUCTURE

The City has been honored to contract with Jerry Fuccillo as the City Engineer since 1978. With an annual budget of just $40,000 over the past 46 years, workload, deferred maintenance, and aging infrastructure outpaced the allocation of resources and time. With the passage of Measure Y, the City now contracts with Mike Pugh and Carlye Buchholtz with Dewberry and REY Engineering, respectively. Since taking the reins in March 2024, the Engineering Team has completed three (3) grant applications, completed preliminary assessments of several critical path projects including the completion of the main drain inspections, and the development of a short- and long-term Capital Improvement Plan (CIP). The Engineering Team is also

working collaboratively to develop the IWorqs system inclusive of the City-wide pavement management condition assessment and database development. The Team's work is critical for the development of the tools to assess and track the critical infrastructure deficiencies so that we may adequately prioritize Measure Y investments on the areas of greatest need and highest community impact.

With the Proposed Budget, Capital Project delivery will grow rapidly over the next three (3) to five (5) years. Critical priority will be placed on Lower Linoberg Street and Retaining Wall, the Farmers Market Sidewalk, Snell Street, the Main Drain, and Hospital Road. Annual Road Maintenance expenses are anticipated to grow within the same period, as pavement conditions are assessed, the CIP will recommend an annual allocation beginning in FY 25/26.

MEASURE Y SUPPORTS STAFFING

As approved in the Organizational Assessment and Budget Stabilization Study, the City prioritized competitive wages. To guide the decision-making, a Compensation Study was completed in FY23/24. The role of studies like these is to help public sector organizations achieve human resource objectives such as employee recruitment, retention, pay satisfaction, and containment of labor costs. The City's history of paying below market wages helps to explain the difficulty the City has faced when recruiting staff to fill vacant positions.

Subsequently, this budget process included negotiations with every employee association with the stated goal of increasing pay rates to market and finding ways to limit future costs on extraneous items. An example is the negotiated elimination of Post-Employment Benefits (OPEB), which primarily consists of retiree health care obligations. In the future, this will save the City approximately $65,000 annually and eliminate approximately $500,000 in liabilities.

Paying competitive wages adds to ongoing labor costs. To prepare for the long-term stability of these costs, the City has set aside unspent Measure Y funds of approximately $4 million from FY22/23 and FY23/24 into a Labor Reserve Fund to ensure future General Fund revenues go to street, infrastructure, and maintenance projects and the financial risks associated with paying market wages can be minimized. This strategy, combined with an annual allocation of $50,000 to the Labor Reserve Fund, projected pension decreases with pension reform implementation, planned retirements, and interest earnings on the reserve, the City can sustain the negotiated increases for an eight-year period without subsequent impact on annual Measure Y receipts needed for critical infrastructure priorities.

Without growth, there is no guarantee the City's salary structure won't fall behind again. For the time being, City leadership is seizing this moment and prioritizing implementation of the Compensation Study, market pay scales, workforce stabilization, and internal equity and alignment to the pay structure necessary to protect services at our local level. The City will commit to a regular schedule of compensation evaluation to ensure that data continues to drive investment decisions.

ECONOMIC GROWTH MUST BE PART OF OUR SUSTAINABLE FINANCIAL FUTURE

As the City closes FY23/24, the approximate year-end General Fund Balance is estimated at $9.3 million. One of the hallmarks of past budgets was the establishment of fully funded reserves. Recognizing the importance of financial stability and preparedness, we have taken proactive steps to ensure that our reserve funds are fully funded at 25% of the total FY24/25 General Fund appropriations, $2,855,863. These reserves serve as a financial safety net, allowing the City to address unexpected emergencies, economic downturns, and other unforeseen challenges without compromising essential services or resorting to other drastic measures.

The Proposed Budget also recommends funding additional reserves for larger projects that can't be afforded without planning. The City's General Plan has a 2020 sunset, an investment is needed to plan our City forward. Staff recommends a General Plan Reserve Fund allocation of $300,000 this fiscal year with annual allocations over the next three (3) years, leading to an estimate of $1.0 million for a comprehensive update. It is also recommended that the City create a Risk Mitigation Reserve Fund of $250,000 for any future litigation exposure. And, as discussed above, the City recommends a Labor Reserve Fund, with additional annual allocations, to cover future labor increases and support the City's goal of offering a competitive salary structure.

CONSERVATION APPROACH AMONG AN UNCERTAIN FINANCIAL LANDSCAPE

Despite a robust Fund Balance, conservative focused spending and reserve allocations are fundamental, not only given the deferred investment need, but also given the challenges and threats to our jurisdiction's financial landscape. The City of Sonora is affected by the fiscal uncertainties caused by macroeconomic forces such as persistently higher inflation rates and interest rates that have affected nearly all parts of the local economy. The cost of providing the breadth of City services, programs, and activities continues to increase at a rate that exceeds the City's ability to grow existing revenues and any economic downturn would cause some strain on this budget. We remain cautiously optimistic about the future, but as we have now seen with the current geopolitical climate and economic turmoil, there continues to be uncertainty, with the possibility of a recession ever-increasing.

The Taxpayer Protection and Government Accountability Act could also jeopardize the City's future by posing a risk to Measure Y. If the Act is approved by the voters in November 2024, the City would need a legal determination of Measure Y. The Taxpayer Protection and Government Accountability Act is currently being heard by the State's Supreme Court as to whether the initiative can be put before the California voter.

OTHER KEY ISSUES IN THE FY24/25 BUDGET

EVALUATION OF FEES

The City charges fees for a variety of specific services provided, including, but not limited to: Building Fees, Planning Fees, Encroachment Permits, Business License Fees, Brush Debris Fees, Police, and Fire Department Services. As the City is aware, fees have not been increased for several years. In some cases, decades. Included with this budget is a list of fees that have been determined to be less than the actual costs to the city to provide these services. Fees like these are set according to the estimated reasonable cost of providing the service. When a fee does not fully cover the cost of service, another City revenue source subsidizes the cost, and in most cases, this is the General Fund. The benefits of reviewing and updating user fees annually include reducing the need for the General Fund to subsidize, providing a pattern of consistency with information for forecasting and decision-making purposes, helping to meet service level expectations by collecting fees to fund existing levels of service, keeping pace with the cost of inflation, and avoiding fee spikes that are more likely to occur when municipalities leave fees unchanged for multi-year periods, as the City has done.

SUPPLEMENTAL REQUESTS

Included in this year's budget is a supplemental list of funding needs which includes several elements that are maintenance related. This is maintenance that has been deferred for several years due to lack of funding. As an example, the City is responsible for the maintenance of approximately 30+ miles of streets and roads, but the only dedicated funding source is Highway User Tax and Road Maintenance and Rehabilitation (SB1) funding. The City receives gas tax of approximately $290,000 annually, of which $110,000 is set aside to pay for personnel and materials for Public Works to maintain drainage and repair potholes. With the cost per mile of road rehabilitation at more than $1 million per mile, this becomes an impossible task without some other funding sources.

In addition to maintenance of public facilities and right of way, the City has a total General Fund Supplemental Budget Request List of $7.770 million. See Attachment “A”. Most notable are the capital improvement costs of parking facilities, the main drain, and critical road repairs including Linoberg Street and Retaining Wall, Hospital Road, and Snell Street. The City will need to be strategic in the advancement of these projects.

REVENUES

The budget process included an in-depth analysis and review of department revenues to ensure that the forecast is based on the most current information available relative to the current economic realities and the impact on operations. The local economy continued to be resilient and remained stronger than anticipated in the second half of FY23/24 but has recently begun to slow as inflationary and other financial challenges affect the economy. We will continue to revise estimates as data becomes available, i.e., the mid-year budget update.

EXPENDITURES

The City continually strives to find new ways to maximize limited resources to deliver quality services to the community. As in most municipalities, services are provided directly by employees to the City’s residents, businesses, and visitors. As a result, the cost of salaries and benefits are a significant portion of the budget. Salaries and benefits account for 56% of the City’s total expenditures and 72% of General Fund expenditures in FY24/25.

Included in the FY24/25 budget is a 13% increase in General Liability, Auto Liability, and a 4.5% increase in Worker’s compensation insurance premiums. This increased expenses by $87,395 for next year.

Pension contributions are also a significant portion of the City’s budget, as the City is obligated to contribute a mandatory amount established by the California Public Employees Retirement System (CalPERS) as a percentage of salary. The rates are established by an actuarial formula and are controlled by the policies adopted in the Public Employment Retirement Law (PERL). CalPERS costs are funded via a combination of employee contributions, employer contributions, and investment returns. CalPERS set an aggressive investment return target of 6.8%, called the discount rate. If these returns come in lower than this 6.8% target, the City will need to make up the difference. The returns for FY21/22 came in at a negative (6.1%), lower than the target by 12.9%. This affected the City CalPERS contributions for FY24/25, the current budget year. This alone has increased the City General Fund budget by $174,305. Each year the City is required to make agreed upon payments to CalPERS to fund the City’s Unfunded Accrued Liability (UAL). If these payments are paid in July of the new year, the contributions are invested early and provide a greater potential of maximizing investment returns throughout the remainder of the year. As part of this strategy, CalPERS discounts the amount owed by the City by 3.4%. The City has budgeted this pre-payment of its annual unfunded liability.

WHERE WE GO FROM HERE

In addition to the outlined deliverables supporting the values and objectives of the Strategic Plan, City Staff will be focused on the following objectives needed to move us forward over the five (5) year planning cycle:

1. Embrace technology, City departments must adapt to the most efficient mechanisms of service delivery. Staffing levels will never reach historic numbers, it’s not sustainable. The City must find alternative service delivery models and approaches. Technology is a mechanism to do more with less.
2. Build on the City's “Family” Culture, the City of Sonora is a great place to work. Staff will become experts on best practices for recruitment, retention, and employee morale. We will include employees in our planning and look to build our capacity where it matters most to them. Training, motivational

speakers, employee wellness, team building opportunities, will be the focus of our Human Resource Department. Building our Officer Employee Wellness Program will be a priority this fiscal year.

3. Knowing AI and understanding its impact on our future. The City must embrace change, its inevitable. We can best balance the values of our community with the changing landscape of our society when we are informed. Staff will be challenged to learn how their departments will be impacted by changing technology and AI, and to make recommendations for investments that improve service delivery based upon these opportunities.
4. Capital Project Delivery, Our Engineering Teams are working to deliver the Stockton Road Active Transportation Project, Snell Street, Lower Linoberg, the Farmers Market Sidewalk, Parking Lot projects, and many more maintenance projects. We ask for community support and patience. The early phases of project design and environmental analysis move slowly. Construction for these projects is anticipated within the next three (3) to five (5) years. Staff will continue to support Tuolumne County Transportation Commission (TCTC) in the delivery of Greenley Road Extension Project initiation document.
5. Fire safety remains a high priority with each budget cycle. The City is making an investment in vegetation management. We believe the City must lead by example, maintaining and clearing our property in a responsible manner. From there, staff resources will be assigned to fire inspections and enforcement of our Defensible Space and Vegetation Management Ordinances. We will also be focusing Code Enforcement on trees and vegetation posing a threat to City right of way.
6. Developing a Policy Framework, the City will be challenged in several arenas where advocacy at the State and Federal levels is needed. First, Police Department infrastructure and public policy affecting moral and our law enforcement future. Second, the State Budget deficit and its impact on our infrastructure planning. And locally, the City must focus on strategies that lead to growth.
7. Finally, for our sustainable financial future, the City will continue to strategically grow reserves necessary for prolonged investments in City infrastructure, labor and growth.

Delivery of these goals and workload will take many hands, collectively, embracing the mission, vision, and supporting delivery of the resourced tasks. City Staff should be commended for their performance and delivery in the prior budget year. We look forward to success in FY24/25.

Supplemental Request 1/2

Supplemental Budget Requests
Attachment "A"
Fiscal Year 2024/25 Budget

Department	Description	Frequency	Source of Funding	Available Funding	Amount of Request for FY24/25
Administration	Climate Action Plan	One-Time	General Fund	Grant	$ 50,000
Administration	General Plan Reserve/Growth Strategy Development	Annually	General Fund	Fund Balance	$ 300,000
Administration	Labor: Reserve (Part of the Negotiated MOUs)	One-Time	General Fund	Fund Balance	$ 3,965,000
Administration	Labor: Annual Contribution to Labor Reserve	Annually	General Fund	Fund Balance	$ 50,000
Administration	Risk Mitigation Reserve	Replenish as Needed	General Fund	Fund Balance	$ 250,000
Administration	Capital Improvement Plan (CIP) Reserve	Replenish as Needed	General Fund	Fund Balance	$ 250,000
Administration	Fleet Replacement Fund	Replenish as Needed	General Fund	Fund Balance	$ 75,000
Information Technology	City Hall Network Upgrades	One-Time	General Fund	Fund Balance	$ 35,000
Information Technology	City Website - Complete Redesign	One-Time	General Fund	Fund Balance	$ 14,000
Information Technology	Council Meeting-Audio Visual Room	One-Time	PEG Fees	$34,000	$ 12,000
Human Resources	Recruitment Management System	Annually	General Fund	Fund Balance	$ 8,500
Human Resources	Employee Appreciation	Annually	General Fund	Fund Balance	$ 7,500
Human Resources	Employee Training	Annually	General Fund	Fund Balance	$ 25,000
Facilities	Building Assessment	One Time	General Fund	Fund Balance	$ 45,000
Facilities	Fire Station - Replace Roof	One Time	General Fund	Fund Balance	$ 100,000
Facilities	Fire Station - Paint Exterior (Original 30 Years Old)	One Time	General Fund	Fund Balance	$ 120,000
Facilities	Fire Station - Kitchen Remodel Phase 2	One Time	General Fund	Fund Balance	$ 35,000
Facilities	Fire Station - Replace Garage Door Operators	One Time	General Fund	Fund Balance	$ 100,000
Facilities	Fire Museum - Repair Roof (Drainage)	One Time	General Fund	Fund Balance	$ 85,000
Facilities	City Hall - New Chairs for City Hall (Council Chambers & Meeting Room)	One Time	General Fund	Fund Balance	$ 11,000
Facilities	City Hall - Building Safety Remodel	One Time	General Fund	Fund Balance	$ 215,000
Facilities	Public Works - Roof Repair/Replacement	One Time	General Fund	Fund Balance	$ 85,000
Facilities	Public Works - Bathroom Upgrade	One Time	General Fund	Fund Balance	$ 45,000
Facilities	Opera Hall - Podium Replacement	One Time	General Fund	Fund Balance	$ 900
Facilities	Opera Hall - Replace Tables + Table Dolly	One Time	General Fund	Fund Balance	$ 7,800
Facilities	Opera Hall - Flooring Resurface	One Time	General Fund	Fund Balance	$ 3,000
Facilities	Cemetery - Roof Repair - Mountain Shadow	One Time	Cemetery Fund	$158,274	$ 15,000
Facilities	Cemetery - Raise Headstones - Mountain Shadow	On Going	Cemetery Fund	$158,274	$ 10,000
Community Development	Dragoon Gulch Trail Expansion	One Time	Dragoon Gulch Fund	$38,000	$ 25,000
Community Development	Linoberg Street Buildout - Public Art	One Time	Vision Sonora-General Fund	$25,000	$ 50,000
Community Development	Economic Development	Annually	General Fund	Fund Balance	$ 50,000
Community Development	Business Incentive Plan	Annually	General Fund	Fund Balance	$ 50,000
Police Department	Side-By-Side ATV	One Time	General Fund	Fund Balance	$ 31,000
Police Department	Stop Sticks x 14	One Time	General Fund	Fund Balance	$ 8,000
Police Department	Full Time Police Officers x 2	On Going	General Fund	Fund Balance	$ 259,800
Police Department	Dispatch Supervisor	On Going	General Fund	Fund Balance	$ 125,900
Police Department	Administrative Assistant to the Chief	On Going	General Fund	Fund Balance	$ 106,900
Police Department	Records Tech/Dispatcher	On Going	General Fund	Fund Balance	$ 95,100
Police Department	Homeless Outreach Coordinator to Full Time	On Going	General Fund	Fund Balance	$ 76,600
Fire Department	Lease Replacement Utility Vehicle	On Going	General Fund	Fund Balance	$ 18,000
Fire Department	Analysis of ALS Program at Fire Department	One Time	General Fund	Fund Balance	$ 10,000
Public Works	Extra Hires - City Beautification Project	On Going	General Fund	Fund Balance	$ 76,000
Public Works	Painting Rig	One Time	General Fund	Fund Balance	$ 4,000

Supplemental Requests Page 2/2

Supplemental Budget Requests
Attachment "A"
Fiscal Year 2024/25 Budget

Department	Description	Frequency	Source of Funding	Available Funding	Amount of Request for FY24/25
Public Works	Changeable Message Sign	One Time	General Fund	Fund Balance	$ 12,500
Public Works	Barricades, Cones, Signs (For Events)	One Time	General Fund	Fund Balance	$ 7,500
Public Works	Vehicle Lease - Dump Truck + 2 Pickup Trucks	On Going	General Fund	Fund Balance	$ 51,100
Maintenance	Citywide Storm Damage Repairs (General)	On Going	General Fund	Fund Balance	$ 30,000
Maintenance	Vegetation Clearing (Includes Creek Clearing)	On Going	General Fund	Fund Balance	$ 135,000
Maintenance	Citywide Road/Patching - Force Account	On Going	General Fund	Fund Balance	$ 5,000
Maintenance	Citywide Road/Patching - Contract	On Going	General Fund	Fund Balance	$ 20,000
Maintenance	Replace City Owned Street Lights to LED	One Time	General Fund	Fund Balance	$ 5,000
Maintenance	Traffic Signal Battery Backup Replacement	On Going	General Fund	Fund Balance	$ 2,500
Maintenance	Traffic Signal Maintenance	On Going	General Fund	Fund Balance	$ 10,000
Maintenance	Paint Transit Project Streetlights	One Time	General Fund	Fund Balance	$ 5,000
Maintenance	Slope Stabilization Church Street	One Time	General Fund	Fund Balance	$ 40,000
Maintenance	Elk Drive Storm Drain Repair	One Time	General Fund	Fund Balance	$ 155,000
Maintenance	Hope Lane Storm Drain Debris Removal	One Time	General Fund	Fund Balance	$ 25,000
Maintenance	Sonora Civil Infracture Biennial Inspection	Biennial	General Fund	Fund Balance	$ 30,000
Maintenance	Main Drain Biennial Inspection	Biennial	General Fund	Fund Balance	$ -
Maintenance	Striping S. Washington (From Highway 49 to Highway 108)	One Time	General Fund	Fund Balance	$ 72,000
Maintenance	Striping Mono Way (Greenley to Flynn)	One Time	General Fund	Fund Balance	$ -
Maintenance	Annual Striping Program	Annual	General Fund	Fund Balance	$ -
CIP	Parking Lot Improvements - Church-Stewart (Behind Fountain Lot)	One Time	General Fund	Fund Balance	$ 115,000
CIP	Parking Lot Improvements - S. Shepherd St. Above Stewart St. Restroom	One Time	General Fund	Fund Balance	$ 60,000
CIP	Parking Lot Improvements - Lyons Rd (Bowling Alley Lot)	One Time	General Fund	Fund Balance	$ 77,500
CIP	Parking Lot Improvements - Fire Department Rear	One Time	General Fund	Fund Balance	$ 85,000
CIP	Parking Lot Improvements - Fire Department Front	One Time	General Fund	Fund Balance	$ 75,000
CIP	Farmer's Market Sidewalk Repairs	One Time	Local Transportation Fund	Fund Balance	$ 85,000
CIP	City Road Repaving - Reconstruction (Annual Allocation)	Biennial	General Fund	Fund Balance	$ 575,000
CIP	City Road Preservation Program - Slurry Seal (Annual Allocation)	Biennial	General Fund	Fund Balance	$ 575,000
CIP	Hope Lane Storm Drain Improvements	One Time	General Fund	Fund Balance	$ 500,000
CIP	Barretta Street Upper Retaining Wall (Near Church Street at Dome)	One Time	General Fund	Fund Balance	$ 440,100
CIP	Barretta Street -Church Street Intersection Study	One Time	General Fund	Fund Balance	$ 25,000
CIP	Sonora Main Drain Repairs (Phased Repairs per Engineering Report)	On Going	General Fund	Fund Balance	$ 280,000
CIP	Linoberg Road Retaining Wall (Bradford to Pine Streets)	Multi Year	General Fund	Fund Balance	$ 210,000
CIP	Hospital Road Reconstruction (Sierra RR and Mono Way)	One Time	General Fund	Fund Balance	$ 690,000
CIP	SS4A Transportation Safety Action Plan (Local Match)	One Time Match	General Fund	Fund Balance	$ 112,500
CIP	N. Stewart Street Retaining Wall Replacement (Elkin to Wall Street)	One Time	General Fund	Fund Balance	$ 415,000
CIP	Vision Sonora/Blue Zones Pedestrian Projects	Multi Year	Grant	-	$ 540,000
CIP	Snell Road Reconstruction & Drainage Imp. (Bonanza to City Limits)	Multi Year	SB1(RMRA) Gas Tax	Fund Balance	$ 204,500
CIP	Snell Road Reconstruction & Drainage Imp. (Bonanza to Washington St.)	Multi Year	SB1(RMRA) Gas Tax	Fund Balance	$ -
	TOTAL				$ 12,576,200

History of the City of Sonora



The City of Sonora, known as the “Queen of the Southern Mines,” was established in 1848 by miners emigrating from the State of Sonora, Mexico. The early settlement was often referred to as the Sonoran Camp. As with many communities in California’s Mother Lode, gold mining was the driving force behind Sonora’s early development. By 1849, the population of the town was approximately 5,000 and remains so today.
Sonora, one of the oldest cities in California, was incorporated on May 1, 1851. Only ten cities have been incorporated longer. Although there was mining activity in the Sonora area in 1848, the first documented discovery was in Wood’s Creek (near today’s Sonora High School) on March 17, 1849. Unlike many gold rush towns, no specific individual is credited with the discovery of gold in Sonora. The narrow sheltered valley with two all-year creeks (Sonora and Woods Creek) had long been a winter camping place for the indigenous Mi-Wuk Indian people. They eventually moved their camps further up into the mountains as the population of the area increased. News of the gold discovery at the Sonoran Camp spread quickly and hopeful miners from the East Coast and foreign countries began the long journey to the promised land. Many boarded ships on the East Coast and sailed to Panama, where they crossed the Isthmus on foot or horseback and vied for passage on crowded ships bound for San Francisco. From San Francisco there was an additional two-day trip by schooner to Stockton and then a dusty stage ride through the foothills to Sonora. When arriving in Sonora, the travelers were covered and choked with dust. They found a camp of dirt streets and tents with very sparse accommodation.



Sonora’s prosperity during the late 1800s and early 1900s is evidenced by many of the historic homes and buildings we treasure today. In 1986, Sonora was chosen as one of the first “Main Street” cities in the State of California. Today, the City maintains its historical charm. Many of its existing buildings, including the Sonora Opera Hall, date back to the 1800s. Sonora’s downtown has changed very little from its beginnings, including its narrow streets and many historic buildings. It draws people from all over the world who want to experience the ambiance and charm associated with an earlier day.

The area's economy was historically based on the mining and timber industries, but now relies on tourism. As a City close to Yosemite National Park, Sonora provides services for Yosemite's visitors. Sonora uses a City Council consisting of five council members, including the mayor. The City Council appoints a City Administrator to implement the council's policies and enforce ordinances. The current Mayor of Sonora is Mark Plummer and the current City Administrator is Melissa Eads.

Sonora can look with great pride at its transformation from a country town to a small, vital City that provides a way of life enjoyed by few other communities. It is still the “Queen of the Southern Mines.”

Population Overview

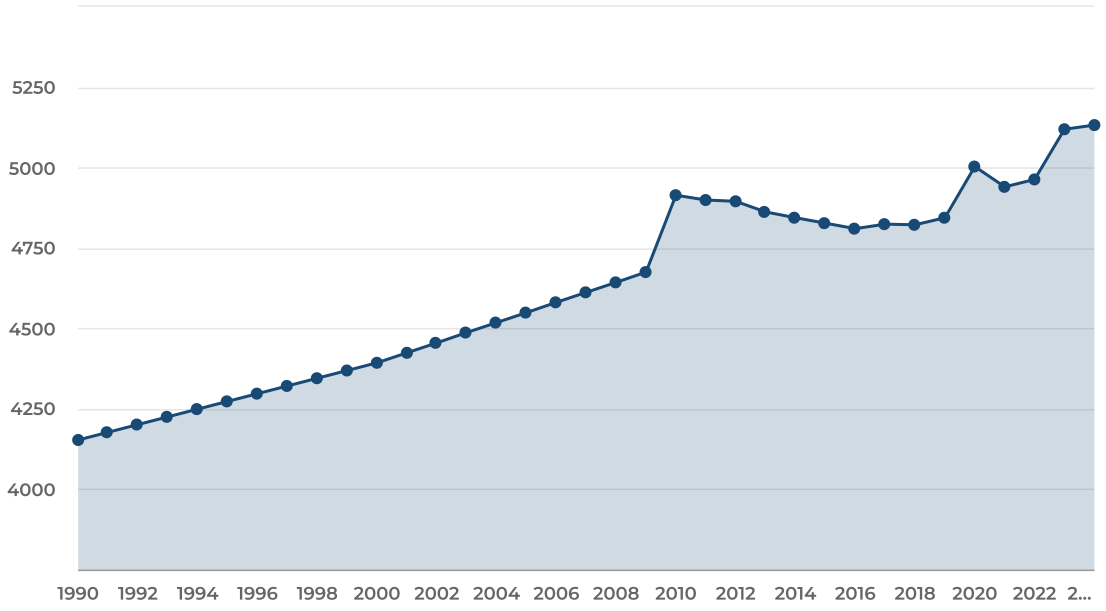
TOTAL POPULATION

5,132

▲ .3%
vs. 2023

GROWTH RANK

2 out of 498
Municipalities in California



** Data Source: Client entered data for year 2024*

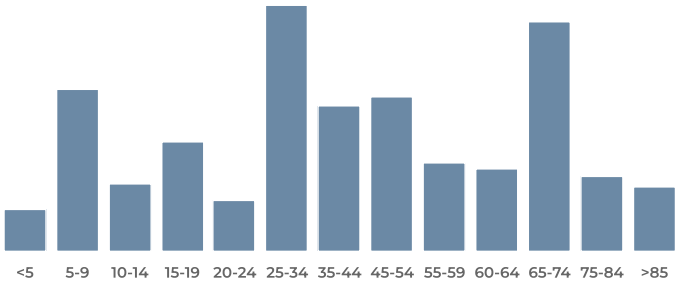
DAYTIME POPULATION

25,000

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

** Data Source: Sonora, CA 2023*

POPULATION BY AGE GROUP



Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

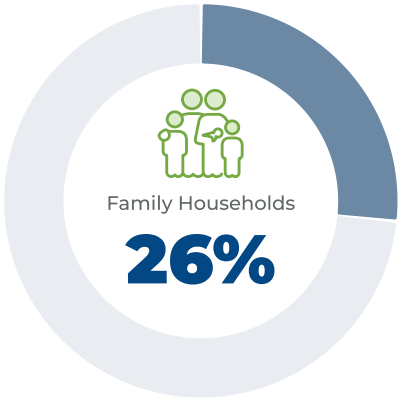
** Data Source: American Community Survey 5-year estimates*

Household Analysis

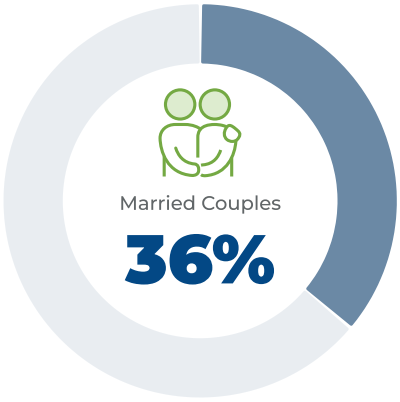
TOTAL HOUSEHOLDS

2,178

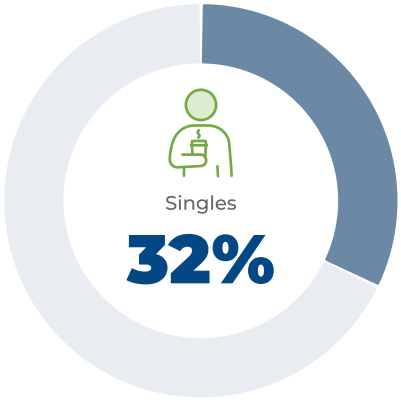
Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



▼ 46%
lower than state average



▼ 28%
lower than state average



▲ 34%
higher than state average



▲ 99%
higher than state average

** Data Source: American Community Survey 5-year estimates*

Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.



HOUSEHOLD INCOME

Above $200,000

6%

▼ 69%
lower than state average

Median Income

$60,492

▼ 34%
lower than state average

Below $25,000

23%

▲ 72%
higher than state average

** Data Source: American Community Survey 5-year estimates*

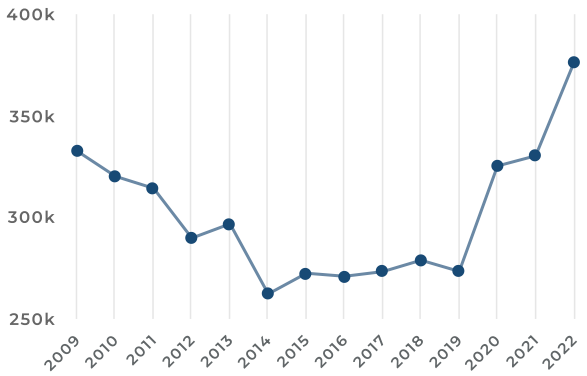
City of Sonora Median Income

The median income of the City of Sonora is 30% lower than the State of California and of those, 21% make below $25,000, which is 34% more than the state average. The County of Tuolumne's median income is $66,846, 18% higher than the City's.

Housing Overview

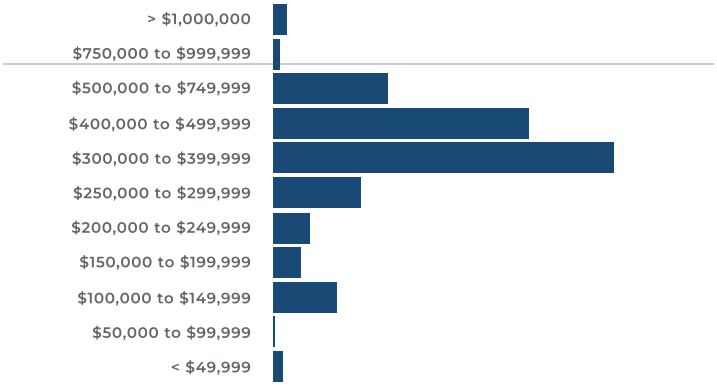
2022 MEDIAN HOME VALUE

376,100



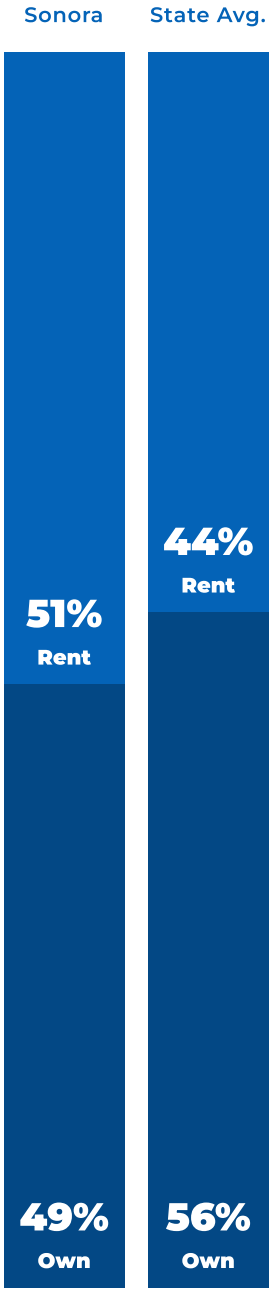
** Data Source: 2022 US Census Bureau (http://www.census.gov/data/developers/data-sets.html), American Community Survey. Home value data includes all types of owner-occupied housing.*

HOME VALUE DISTRIBUTION



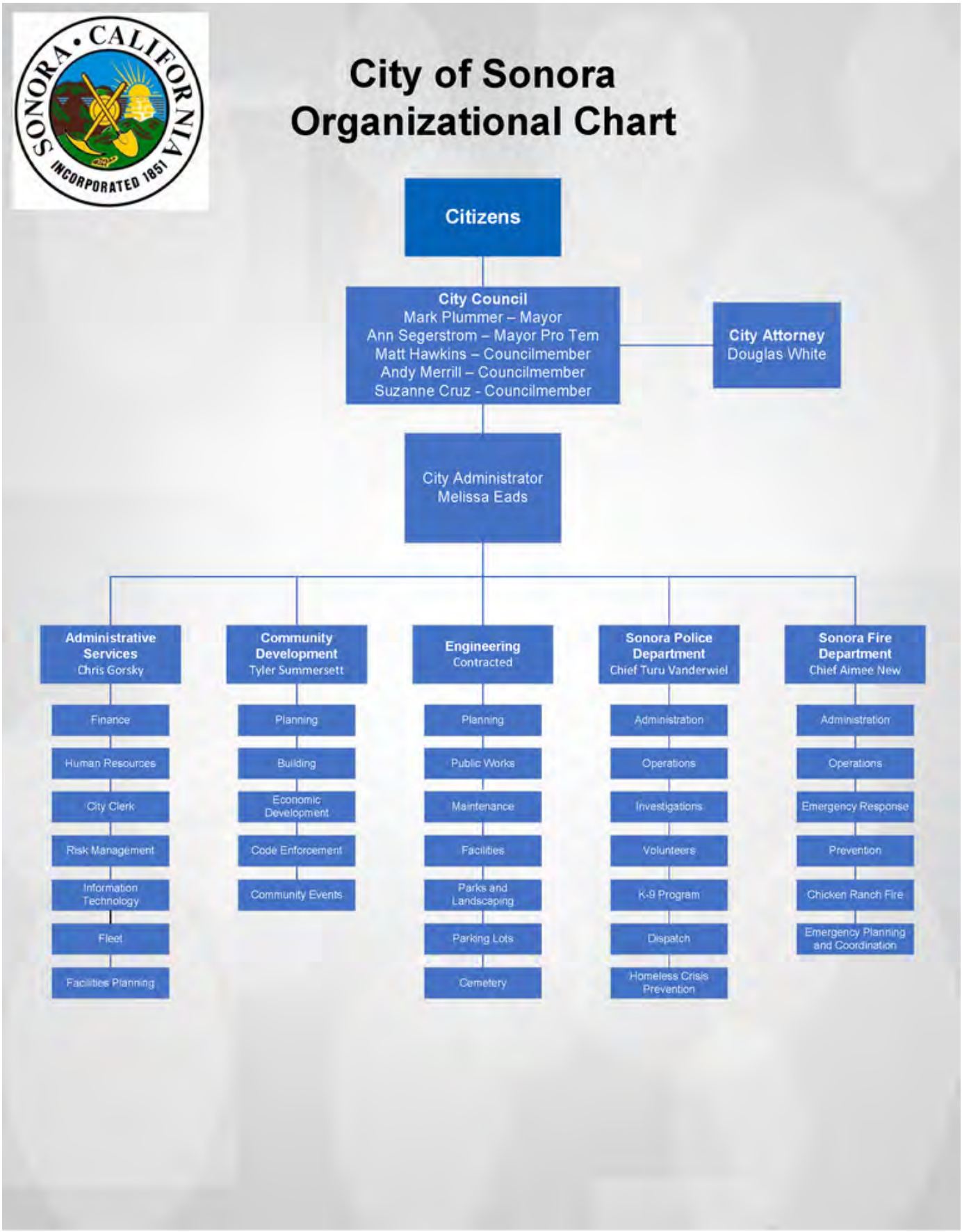
** Data Source: 2022 US Census Bureau (http://www.census.gov/data/developers/data-sets.html), American Community Survey. Home value data includes all types of owner-occupied housing.*

HOME OWNERS VS RENTERS



** Data Source: 2022 US Census Bureau (http://www.census.gov/data/developers/data-sets.html), American Community Survey. Home value data includes all types of owner-occupied housing.*

Organization Structure



Fund Accounting

The City's financial information or resources are organized by fund, with each fund being a separate and distinct entity. Funds are issued an identifying number and name, making them easy to identify and track. Every fund is self-contained and requires its own accounting. Also, each fund has rules that control how the City can use its resources.

The General Fund

The General Fund is the City's main fund accounting for the vast majority of the City's operations, including but not limited to: police services, fire services, community development, engineering, public works, and general administration.

Special Revenue Funds

Special Revenue Funds account for the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes.

Proprietary Funds:

Proprietary funds behave similarly to businesses in the private sector. Sometimes proprietary funds are referred to as business-like funds because of the similarities. These funds are used to account for activities that receive significant support from fees and charges.

Enterprise funds and internal service funds are the two types of proprietary funds. The City's Dragoon Gulch Fund is an enterprise fund.

Internal service funds are used to track internal costs and activities among departments. The City of Sonora uses an internal service funds to allocate and track costs for the self-insured dental program.

Capital Project Funds

Capital Project Funds account for financial resources that are restricted or committed to expenditures for the acquisition, construction, or improvement of major capital projects.

Debt Service Funds

Debt Service Funds account for the accumulation of resources that are restricted or committed to expenditures for, and the payment of, principal and interest on bonds or other debt issued in support of governmental activities. The City of Sonora has no current debt.

Permanent Funds

Permanent Funds account for resources that are legally restricted to the extent that only earnings, and not principal, may be used for the benefit of the stated purpose, i.e. the cemetery fund.

Fund Descriptions

General Fund - 001

The General Fund is the primary operating fund of the City. It is used to account for all financial resources except those required to be accounted for in other funds. General Fund revenues are derived from such sources as taxes, licenses, permits, fees, fines, intergovernmental revenues, charges for services, special assessments, interest income, and other resources available for discretionary funding. Expenditures are made for functions of general government, community development, police and fire protection, public works, cemetery, opera hall, capital outlay, and debt service. For purposes of the budget, the General Fund is separate and distinct from the reserve funds and other special funds created for a variety of restricted purposes.

Reserve Funds

The Reserve Funds are accounts in which unrestricted cash is set aside outside the budget for unforeseen expenditures and emergencies. The funds can be transferred into the budget for such purposes, as necessary. At fiscal year-end, the unreserved and undesignated fund balance in the General Fund is transferred to the General Fund reserve funds and reported as “Transfer to Reserve Fund.” The reserve fund consists of excess general revenues and other unspent appropriations, excess revenue or un-allocated general revenue, excluding one-time receipts. The City’s Financial Policies establish a minimum reserve fund balance of twenty percent (20%) of General Fund adjusted appropriations. Pursuant to the City Reserve Policy approved September 16, 2019, twenty-five percent (25%) of the reserve fund is set aside for use in emergencies. There are two accounts established within the Reserve Fund:

General Fund reserve funds 270/271: These funds are recommended to include a minimum of twenty percent (20%) of General Fund adjusted appropriations for any given budget year.

Economic Uncertainty Reserve - Fund 270: Seventy-five per*cent* (75%) of this fund will be maintained to minimize the effects of major economic uncertainties, including local disasters, budget difficulties and other severe financial hardships or unforeseen changes in revenues and/or expenditures and will be available for budget stabilization.

Emergency Reserve - Fund 271: Twenty-five percent (25%) of this fund will be maintained as an emergency reserve to minimize the immediate impacts of potential costs not covered by the City's insurance programs, such as claim costs within the City's deductibles, and/or major costs associated with disasters and other events which will not be reimbursable from insurance or from any Federal or State government. All Emergency Reserves must be approved by a majority (three votes) of the City Council. The exception is, in the event a disaster situation is declared, the City Administrator may expend emergency funds without prior City Council Approval.

Other Reserve Funds:

Compensated Absences Reserve - Fund 220: This fund was established to set aside twenty-five percent (25%) of the City's annual compensated absences liability as shown in the annual audit.

Fleet Replacement Reserve - Fund 255: This fund was established to fund fleet asset replacement on a continuous basis. The reserve account balance will be reviewed as part of the reserve review process during the annual budget.

Labor Reserve - Fund 280: This fund was established to fund the negotiated salary increases going forward, to limit the risk of the City of Sonora paying market wages, as established in the 2023 Organizational Review and Budget Stabilization Study and the FY23/24 compensation study.

Risk Mitigation Reserve - Fund 281: This fund was established to fund future litigation risk for the City.

General Plan Reserve - Fund 285: This fund was established to set funding aside to update the City's General Plan.

CalPERS Pension Prefunding Trust - Fund 290: This fund was established to account for the City's pension pre-funding trust, a California Employers' Pension Prefunding Trust (CEPPT) organized under Section 115 of the internal revenue code as a tax-exempt trust, dedicated to pre-funding employer contributions to the defined benefit pension plan.

Enterprise Funds

Enterprise funds are used to account for operations similar to private business enterprises. Revenues are collected and used for a specific purpose and are self-sufficient. The ending fund balances are not available for purposes other than those specified for that fund.

Farmers Market Fund - 310: The Sonora Certified Farmers Market operates from May to October each year and is located at Theall and Stewart Streets in downtown Sonora.

Dragoon Gulch Trail Fund - 320: The Dragoon Gulch Trail Project provides its visitors with a unique opportunity to stroll through Mother Lode's oak woodlands. The Dragoon Gulch Trail provides over 3.1 miles of natural trails.

Special Revenue Funds

Special Revenue Funds are used to account for revenues from specific taxes, fees, governmental grants, or other revenue sources that are designated to finance particular functions and activities within the City.

Per Capita Grant Fund - 170: Established to account for grant funds for the Woods Creek Park Project.

Benefit Zones Fund - 330: The Benefit Zone Fund was established to finance the City's annual events, including the Christmas Parade, to encourage patronage by local residents and tourists.

The Franchise and Public Educational Government Fund - 305: This fund was established to account for the one percent (1%) fee collected on cable bills to provide funding to pay the capital costs of broadcasting and making local government proceedings available.

Measure I Fund - 400: The Measure I Fund was established as a result of a 2004 voter approved one-half percent (1/2%) transaction and use tax and has been active since January 1, 2005. The Police Department receives sixty percent (60%), the Fire Department receives twenty-five percent (25%) and the Public Works department receives fifteen percent (15%).

Community Development Block Grants - 502/525/530: These funds were established to account for federal grant funding for the purpose of development activities to build stronger and more resilient communities.

Supplemental Law Enforcement Fund - 605: This fund was established to account for the Citizen's Option For Public Safety (COPS) program which provides money for local public safety needs.

Vehicle Abatement Fund - 690: This fund was established in 1994 as a result of a vehicle registration fee increase for the City and County residents. The purpose was to provide revenue to address vehicle abatement enforcement within the City. This will be renewed in June 2024.

Rural Fire Capacity Grant - 710: This fund was established to account for grant funding for the fire department.

Code 5 Fire Reimbursement Fund - 730: This fund was established to account for revenues from the statewide fire mutual aid program which reimburses the Fire Department for sending personnel and equipment to assist in statewide fires.

Internal Service Funds

Internal Service Funds are used to account for the financing of goods or services supplied by other funds, departments, or agencies.

Dental Self Insurance Fund - 210: The City is fully insured for Medical and Vision insurance since FY 2017/18, but Dental insurance continues to be self-funded.

Permanent Funds

Cemetery Fund - 390: This fund was established to account for the principal trust amounts and related interest income for the Mountain Shadow Cemetery.

Capital Project Funds

Capital Project Funds are established to account for the acquisition or construction of major capital facilities or other general capital outlays.

Highway User Tax - 440/441: The State of California imposes per-gallon excise taxes on gasoline and diesel fuel, sales taxes on gasoline and diesel fuel and registration taxes on motor vehicles with allocations dedicated to transportation purposes. The local (City and County) portions of these allocations flow through the Highway Users Tax Account (HUTA).

Road Maintenance and Rehabilitation - 442: Senate Bill 1 (SB1) created the Road Maintenance and Rehabilitation Account (RMRA). A percentage of this funding will be apportioned by formula to eligible cities for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system.

Stockton-Washington Transit Project - 801: This fund tracks all financial transactions for the Stockton-Washington Transit Project within the City.

Greenley Road Extension Project - 803: This fund tracks all financial transactions for the City's portion of the Greenley Road Extension Study.

See The Chart Below for a complete list of City Funds.


FUND STRUCTURE CITY OF SONORA
001 General Fund
270 Economic Uncertainty Fund
271 Emergency Reserve Fund
220 Compensated Absences Reserve
255 Fleet Replacement Fund
260 Risk Mitigation Reserve
280 Labor Reserve Fund
285 General Plan Reserve
290 CalPERS Pension Prefunding Trust
Internal Service Funds
210 Self Insurance Fund (Dental)
Enterprise Funds
310 Farmer's Market Fund
320 Dragoon Gulch Fund
Special Revenue Funds
170 Per Capita Grant
305 PEG Fees Fund
330 Benefit Zones Fund
400 Measure I Fund
502 Low and Moderate Income Housing Fund
525 Homebuyer's Assistance Fund
530 Community Development Block Grant
605 Supplemental Law Enforcement Fund
690 Vehicle Abatement Fund
710 Rural Capacity Grant
730 Code 5 Fire Reimbursement Fund
Capital Projects Funds
440 Gasoline Tax Fund
441 Highway User Tax
442 Road Maintenance and Rehabilitation
455 Local Transportation Fund
465 Traffic Mitigation Fund
801 Stockton Washington Transit Project
802 Washington Elkin Project
803 Greenley Road Extension Project
804 ATP Gold Rush Path
Permanent Funds
390 Cemetery Fund

Basis of Budgeting

Basis of Budgeting

The term "basis of accounting" is used to describe the timing of recognition, that is, *when* the effects of transactions or events should be recognized. The basis of accounting used for purposes of financial reporting in accordance with generally accepted accounting principles (GAAP) is not necessarily the same basis used in preparing the budget document. For example, governmental funds are required to use the modified accrual basis of accounting in GAAP financial statements, whereas the cash basis of accounting or the "cash plus encumbrances" basis of accounting may be used in those same funds for budgetary purposes. Disparities between GAAP and the budgetary basis of accounting often occur because regulations governing budgeting (e.g., laws or ordinances of the State, County, City, or some other jurisdiction) differ from GAAP.

The City prepares the annual budget on a modified cash basis of accounting. Under the modified accrual basis, revenues are recognized when measurable and available. It recognizes revenues when the City receives cash, and appropriations include both cash payments and encumbrances for purchase orders and contractual services. The City will pay for encumbered appropriations that it has not paid at the end of the current year in a subsequent year. The primary differences between the City's budget and GAAP are that the City's budget recognizes revenues on a cash rather than an accrual basis and does not account for the depreciation of fixed assets or certain contingencies, such as compensated absences for accrued vacation and sick pay. The City's budget and GAAP also classify inter-fund transfers in a different manner.

The Comprehensive Annual Financial Report for the City of Sonora shows the status of the City's finances based on GAAP classifications.

City of Sonora Municipal Government

The City operates under a council-manager form of government. Policymaking and legislative authority are vested in the City Council, consisting of the five (5) elected councilmembers. The Council's primary responsibilities are adopting City laws and policies, adopting the City budget, and hiring the City Administrator and City Attorney.

The City Administrator is responsible for carrying out the policies and ordinances of the City Council, for overseeing the daily operations of the City, and for appointing other employees and otherwise managing the daily operations of the City. The City Administrator is assisted by an administrative team, which includes the City Attorney (who is a contract attorney) and department heads for Administrative Services, Community Development, Police Department and the Fire Department.

The City provides a full range of municipal services, including fire and police protection, construction and maintenance of the City streets, storm drains, parks, parking lots and similar infrastructure.

Sonora City Council

- Mark Plummer, Mayor
- Ann Segerstrom, Mayor Pro-Tem
- Matt Hawkins, Councilmember
- Suzanne Cruz, Councilmember
- Andy Merrill, Councilmember

- Melissa Eads, City Administrator
- Douglas White, City Attorney

City Hall is located at:
94 N. Washington Street
Sonora, CA 95370
(209)532-4541

City of Sonora Financial Policies

FINANCIAL POLICIES OF THE CITY OF SONORA

INTRODUCTION

The City of Sonora is committed to implementing and maintaining strong fiscal responsibility and financial discipline and has incorporated these principles into a set of comprehensive City Financial Policies.
There are sections of the City's Financial Policies, as follows:

- Fiscal
- Pension and Retirement Funding
- General Fund Contingency Reserves
- General Fund Encumbrances

FISCAL POLICIES

The Fiscal Policies are intended to ensure that the City functions within the limits of its financial resources. The City must make budget decisions to maintain a balance between revenues and expenditures both in the current year and on an ongoing basis, so that the public can realize the benefits of a strong and stable local government that delivers municipal services to City residents.

The City must base spending decisions on their impact on measurable goals. They must further adequately address the City's structural costs, including those related to employees, capital property and equipment maintenance, and legal liabilities. In order to ensure adequate funding for these spending needs, the City must protect and maintain its current diverse revenue base and ensure that, where possible and appropriate, that the individuals that benefit from specialized services pay the reasonable costs of those services. While the City must make significant financial decisions as part of the budget process, it must be prepared to make the required adjustments during each fiscal year.

Finally, the City must ensure that its budget is transparent in order to enable public engagement. In order to achieve these goals, the Fiscal Policies require the City to:

- Achieve structural balance both in the current fiscal year and on an ongoing basis so that projected revenues cover the costs of anticipated services.
- Engage in performance budgeting to ensure that the City makes funding decisions to advance strategic plans with measurable goals that are transparent and regularly evaluated.
- Make responsible choices about employee-related costs that the City both negotiates in consideration of financial impacts and the ability to fund.
- Limit changes to the adopted budget.
- Protect unrestricted revenue sources, seek new and diverse revenues, and not reduce revenue during the year without corresponding expenditure reductions accomplished during the Mid-Year Budget.
- Assess fees and seek to recover the reasonable cost of a service where appropriate.
- Ensure transparency in financial decisions by publishing clear and accurate budget data, reporting on the City's financial condition periodically, and reporting on the financial impacts of proposals.
- Sell surplus equipment and real property at market value.
- Make adequate investment to maintain real property and equipment.

PENSION AND RETIREMENT FUNDING POLICY

The City has made a commitment to its past and current employees to provide ongoing pension payments during their retirement. These contributions will be fully funded based on annual actuarial studies. It is important that the City continue to meet this commitment to ensure that the costs associated with current services are borne at the current time. With this in mind, the City established a Section 115 Pension Prefunding Trust and will make a recommended contribution of $150,000 each year at budget approval.

GENERAL FUND CONTINGENCY RESERVES POLICY

The General Fund Contingency Reserves Policy provides guidelines on the purpose, sizing, uses, and restoration requirements of the contingency reserve fund (both the Economic Uncertainty Reserve and the Emergency Reserve accounts). The policy is intended to ensure that the City maintains sufficient reserves for unanticipated expenditures or revenue shortfalls, to preserve flexibility throughout the fiscal year, to make adjustments in funding for programs approved in connection with the annual budget, and to prepare the City for potential revenue challenges.

The objective is for the City to be in a strong fiscal position to weather future economic downturns and financial challenges. The Contingency Reserve Fund balance will be between twenty-five percent (25%) of General Fund adjusted annual appropriations, but must be equal to a minimum of fifteen percent (15%) of the General Fund adjusted annual appropriations. This reserve will be allocated to two categories, with a minimum of seventy-five percent (75%) in the Economic Uncertainty Reserve and twenty-five percent (25%) in the Emergency Reserves.

PLAN TO REPLENISH CONTINGENCY RESERVES

Any appropriation of the Contingency Reserves below the fifteen percent (15%) minimum shall be accompanied by findings articulating the need for the use of the contingency reserves and a plan for the replenishment of the contingency reserves within a reasonable period not to exceed three (3) budget years. The City's current reserve is in excess of the fifteen percent (15%) minimum.

USE OF CONTINGENCY RESERVES

All contingency reserve expenditures must be approved by 4/5th vote of the City Council. The exception is the event that a disaster situation is declared. In the event of a declared emergency, the City Administrator may expend contingency reserves without prior City Council approval. After the emergency, the City Council shall evaluate the current contingency reserve level, and if necessary, publish, as an amendment to the current budget resolution, findings for the replenishment of the reserves within a reasonable period not to exceed three (3) budget years.

GENERAL FUND ENCUMBRANCES

An encumbrance is a reservation of funds to cover purchase orders, contracts, or other goods and services that are chargeable to an appropriation. It records obligations for goods or services not yet received or rendered in amounts equal to their anticipated costs. An encumbrance system provides a warning as the City approaches the authorized expenditure level and thus protects the City from over-spending an appropriation. As a rule, the City shall revert any encumbered funds that remain unspent for a period longer than one fiscal year. Exemptions apply to legal obligations, contingent liabilities such as pending legal settlements, or an appropriation for a project that the authorized department cannot complete within the allowable time frame.

Budget Timeline

Fiscal Year 2024-25 Budget Preparation

Nov 20, 2023

The City Council was presented the Organizational Review and Budget Stabilization Study which detailed budget priorities over the next 5 years, with specific goals and priorities for the FY24/25 Budget development.

Jan 1, 2024

The City receives input from council and the community about priorities.

Mar 18, 2024

The Administrative Services Director Releases Budget Instructions and forms to Department Heads.

Apr 12, 2024

Each Departments Budget request is returned to the Administrative Services Director.

May 6, 2024

Budget Requests are reviewed by the City Administrator.

May 10, 2024

Each Department Budget and any potential adjustments are reviewed with City Department Heads.

May 17, 2024

The Proposed Budget is reviewed by the City Administrator.

May 20, 2024

The proposed budget is reviewed by the Administrator and Council members.

May 30, 2024

Proposed Budgets and are reviewed by the City Finance Committee.

Jun 17, 2024

Proposed Budget is presented to City Council.

BUDGET OVERVIEW

City of Sonora Organizational Review and Budget Stabilization

City of Sonora Vision Statement
With leadership and integrity, the City of Sonora commits to excellent service through collaboration and innovation.

City of Sonora Mission Statement
The City of Sonora's mission is to foster a safe, vibrant, and prosperous community that enhances the quality of life for all.

City Council and Community Priorities:

- Address the ongoing community challenges associated with homelessness.
- Invest in infrastructure maintenance and long-term infrastructure improvements, including road repairs and maintenance, storm drains, and traffic-circulation system.
- Assure strong public safety services (police and fire) including assuring adequate staffing and equipment to address crime prevention, law enforcement, and disaster preparation and response.
- Provide effective planning for growth and annexation and implement smart attainable housing development and business development, including tourism and small business development, and filling vacant business spaces while maintaining the historical integrity, character, and charm of the downtown.
- Assure the City's ability to meet community needs now and into the long-term future by stabilizing the City's long-term fiscal situation, increasing staff in critical functions and providing competitive salaries to assure the City's ability to attract and retain an adequate number of capable staff.

Organizing the priorities into tiers, each representing an 18-month period, provides time for planning and resource allocation. The full Strategic Plan includes the following three tiers.

- Tier 1 is high priority (first 18 months; January 2024 – June 2025)
- Tier 2 is mid-level priority (second 18 months; July 2025 – December 2026)
- Tier 3 is lower priority (third 18 months; January 2027 – June 2028)

Tier 1 Priorities:

- Business incentives and programs.
- Consultant for Efficient Processes and Regulation for Permitting.
- Evaluation of the Short Term Rental Ordinance.
- Infrastructure CIP (Capital Improvement Plan) for Roads, Sidewalks, Curbs, Crosswalks, Gutters, and maintenance of City owned properties.
- Facilities Assessment and Plan, including the Police Facility.
- Vehicle and Equipment Replacement Plan.
- Pavement Management Partnership.
- Update General Plan (Utilizing Five-Year Strategic Plan as baseline)
- Fee Study.
- Police Equipment (Radio Repeater, Car Cams, Guns, Technology).
- Refresh Dispatch Consoles and Ensure Radio Interoperability.
- Homelessness Support Plan.
- Graffiti Reduction and Mitigation (Historic Downtown Maintenance and Preservation).
- Development of "Use Locals First" Ordinance, or program.
- Public Signs, decals, and City logos identifying City workers and equipment, including signs when Measure Y funds are being utilized.
- Cybersecurity detection assessment.
- Social Media, City communications (Quarterly Newsletter).

Short-term Factors

For the Fiscal Year 2024/25 budget there are several short-term factors that will affect the City:

Facing rising inflation, the Federal Reserve has enacted large interest rate increases throughout 2022 and 2023 with the aim of cooling the economy and, in turn, slowing inflation. The longer inflation persists and the higher the Federal Reserve increases interest rates in response, the greater the risk to the economy. The chances that the Federal Reserve can tame inflation without inducing a recession are narrow.

Reflecting the threat of a recession, our revenue estimates include very slow growth rates and increased pressure from rising costs to do business.

The largest single factor for the City is the passage of Measure Y, the Essential Services Transaction and Use Tax, which is a 1% sales tax increase that went into effect April 1, 2023 and will provide the City with approximately $4.25 million in funding. This funding will be used to stabilize City services and provide new opportunities for project completion, as seen in the supplemental list of budget needs submitted as part of this proposed budget.

As the City begins another fiscal year, the challenges from staff turnover and change, including the retirement of key positions, and the first full year of the new Community Development Director and City Engineer.

As part of the Fiscal Year 2024-25 proposed budget, there were negotiations with every employee association, representing nearly all City employees, with the stated intention of bringing pay schedules to market rates. In 2023, the City of Sonora Compensation Study was conducted and, as expected, a majority of paid positions within the City were paid below market wages, and in some cases materially below. In 2023, the Organizational Review and Budget Stabilization Study was completed. It was recommended as a Tier 1 priority by the study and the City Council to bring employees' pay rates to market. In light of this, the City is taking proactive steps to address this issue with the commitment to bringing the pay rates to market levels in order to ensure that they are being fairly compensated for their contributions to our organization.

The Tax Payer Protection and Government Accountibility Act. A citizen backed initiative to restrict tax increases retroactively to January 1, 2022. A further legal analysis will be needed to understand the risks to the City and Measure Y.

The City has the lowest staffing levels at a time when there will be increased workload and project delivery expectations after the passage of Measure Y.

To ensure sustainable market wages, the City must evaluate all service delivery models to advance work and capital project delivery backlogs. These expenses are cyclical.

City of Sonora Personnel

The most significant asset the City has in serving the community is its employees. Local government services are primarily delivered by employees, whether they are police officers, firefighters, finance officers, or department directors. Therefore, it should not be surprising that more than seventy-two percent (72%) of the FY24/25 General Fund Budget is attributed to funding salaries and benefits. One of the recommendations of the Organizational Review and Budget Stabilization Study was to strive to negotiate multi-year labor agreements to help plan future financial and operational impacts. Many of the recommendations focus directly on the need for the City to develop strategies to increase staffing in several key areas of the City's operations and to address significantly below-market employee salaries to assure that the City is able to adequately respond to community needs and interests now and into the future.

As part of this budget, there were negotiations with every employee association, with the stated purpose of bringing salaries to market pay, as determined in the Sonora Compensation Study. This budget includes new agreements with three of the five associations which will bring compensation for the Sonora Police Officer's Association, the Sonora Management Employee Association, and the Sonora Confidential Employees Association to market and eliminate other costly benefits, while increasing the term of the agreement to five-years. This will provide not only budget stability, but also the following benefits:

- **Attracting and Retaining Talent**: Offering competitive salaries ensures that the organization can attract skilled and qualified individuals. It also helps in retaining existing employees who might be tempted to leave for better-paying opportunities elsewhere.
- **Motivation and Morale**: When employees feel that they are being compensated fairly for their work, it boosts their motivation and morale. This, in turn, leads to higher productivity and better job satisfaction.
- **Fairness and Equity**: Paying market wages promotes fairness and equity within the organization. It ensures that employees performing similar roles receive similar compensation, regardless of other factors such as gender, race, or background.
- **Market Competitiveness**: Staying in line with market wages helps your organization remain competitive. If your salaries are significantly lower than those offered by other agencies in the same region, attracting talent may be difficult as well as retaining your current workforce.
- **Reducing Turnover Costs**: High turnover can be costly in terms of recruitment, training, and lost productivity.
- **Enhancing Reputation**: Offering competitive wages contributes to the City's reputation as a good employer.

FY24/25 Full-Time Equivalent Positions (FTE)

In Fiscal Year 2024/25, the City of Sonora continues with a lean workforce, and recommends the listed changes below:

- Addition: Assistant City Administrator
  - This position will replace the current Administrative Services Director position and does not add a new position.
- Addition: City Building Official
- Addition: Economic Development Coordinator, Part-Time, Limited Term
- As part of the Supplemental Request, there is a requested change the Homeless Outreach Coordinator from a part-time position to a full-time position. (This is sixty percent (60%) grant funded, with a request to add forty percent (40%) General Fund funding).

Total Budgeted Full Time Equivalent Employees
Summary Positions by Department

	2020/21 Approved	2021/22 Approved	2022/23 Approved	2023/24 Approved	2024/25 Proposed
City Administration					
City Administrator	1.0	1.0	1.0	1.0	1.0
Assistant City Administrator	0.0	0.0	0.0	0.0	1.0
Administrative Svs Director	1.0	1.0	1.0	1.0	0.0
Administrative Svs Officer (City Clerk)	0.0	0.0	1.0	1.0	1.0
Administrative Analyst	1.0	1.0	0.0	0.0	0.0
Finance Assistant	1.6	1.0	1.0	1.0	1.0
Deputy City Clerk	0.0	0.6	0.6	1.0	1.0
Office Assistant-Accounting Tech	0.0	0.0	0.0	0.0	0.0
Fleet Mechanic Supervisor	1.0	1.0	1.0	0.0	0.0
Total Department FTE's	5.6	5.6	5.6	5.0	5.0
Community Development					
Community Development Director	1.0	1.0	1.0	1.0	1.0
Community Development Specialist I	1.0	0.0	0.0	0.0	0.0
Community Development Specialist II	0.0	1.0	1.0	0.0	0.0
City Building Official	0.0	0.0	0.0	0.0	1.0
Building Inspector	0.0	0.0	0.0	0.0	0.0
Economic Development Coordinator	0.0	0.0	0.0	0.0	0.6
Total Department FTE's	2.0	2.0	2.0	1.0	2.6
Police Department					
Chief of Police	1.0	1.0	1.0	1.0	1.0
Police Lieutenant	1.0	1.0	1.0	1.0	1.0
Police Sergent	2.0	2.0	2.0	2.0	2.0
Police Officer (Includes 2 Corporals)	10.0	10.0	10.0	10.0	10.0
Reserve Police Officer	0.2	0.2	0.2	0.2	0.2
Community Service Officer (FT/PT)	1.6	1.6	1.6	1.6	1.6
School Resource Officer (PT)	1.0	0.0	0.0	0.0	0.0
Communications Dispatcher	5.0	5.0	5.0	5.0	5.0
Communications Dispatcher Relief	1.0	1.0	1.0	1.3	1.3
Police Records Technician	1.0	1.0	1.0	1.0	1.0
Background Investigator	0.1	0.1	0.1	0.0	0.0
Information Technology Tech	0.2	0.2	0.2	0.2	0.2
Homeless Outreach Coordinator	0.0	0.0	0.0	0.6	1.0
Total Department FTE's	24.1	23.1	23.1	23.9	24.3
Fire Department					
Fire Chief	1.0	1.0	1.0	1.0	1.0
Fire Captain	3.0	3.0	3.0	3.0	3.0
Fire Engineer	2.0	2.0	3.0	3.0	3.0
Fire Engineer Relief	1.6	1.6	0.8	0.8	0.8
Volunteers	0.3	0.3	0.3	0.3	0.3
Interns	0.1	0.1	0.1	0.1	0.1
Office Assistant	0.6	0.6	0.6	0.6	0.6
Total Department FTE's	8.6	8.6	8.8	8.8	8.8
Public Works					
Public Works Director	0.0	0.0	0.0	0.0	0.0
Public Works Supervisor	1.0	1.0	1.0	1.0	1.0
Public Works Specialist I/II	3.0	3.0	3.0	3.0	3.0
Public Works Assistant	2.0	2.0	2.0	2.0	2.0
Total Department FTE's	6.0	6.0	6.0	6.0	6.0
Total City FTE's	46.25	45.25	45.45	44.7	46.7

FUND SUMMARIES

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General Fund

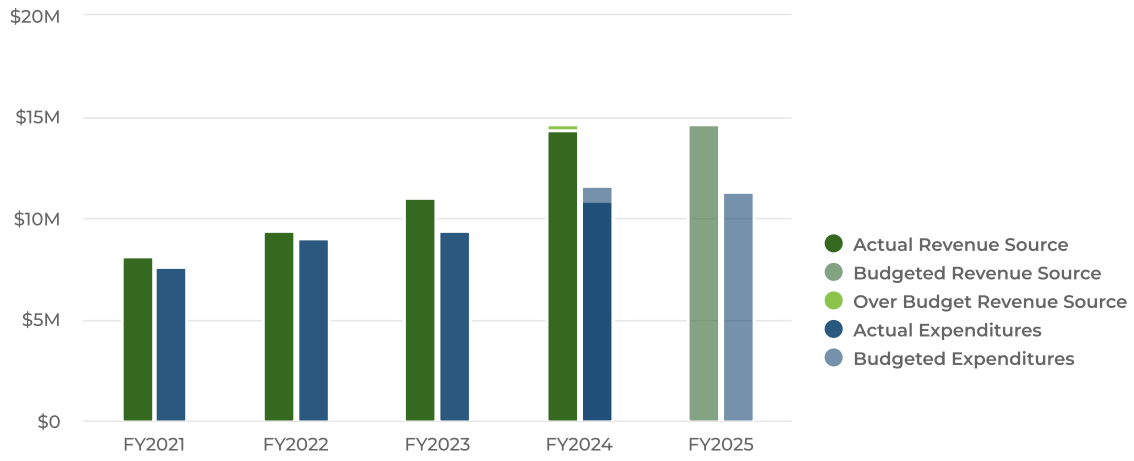
The City's General Fund is the City's primary unrestricted source of funds and its primary and largest operating budget fund. This fund is used to record all resource inflows and outflows that are not associated with special-purpose funds or ratepayer funds.

The activities being paid for through the General Fund constitute the core administrative and operational tasks of the City. The City of Sonora's General Fund accounts for the majority of most departments' operating budgets, funding staffing, supplies and services required to provide core City services. Including Administration, Administrative Services, Building and Planning, Engineering, City Council, City Clerk, Information Technology, Fleet, Risk Management, Police, Fire, Opera Hall, and General Services.

The General Fund Summary also includes the City's Reserve Funds that were established to provide a framework for establishing annual reserve levels during the budget process that will provide the City with flexibility to adapt to local, regional, and state-wide economic changes and to stabilize the delivery of City services.

Summary

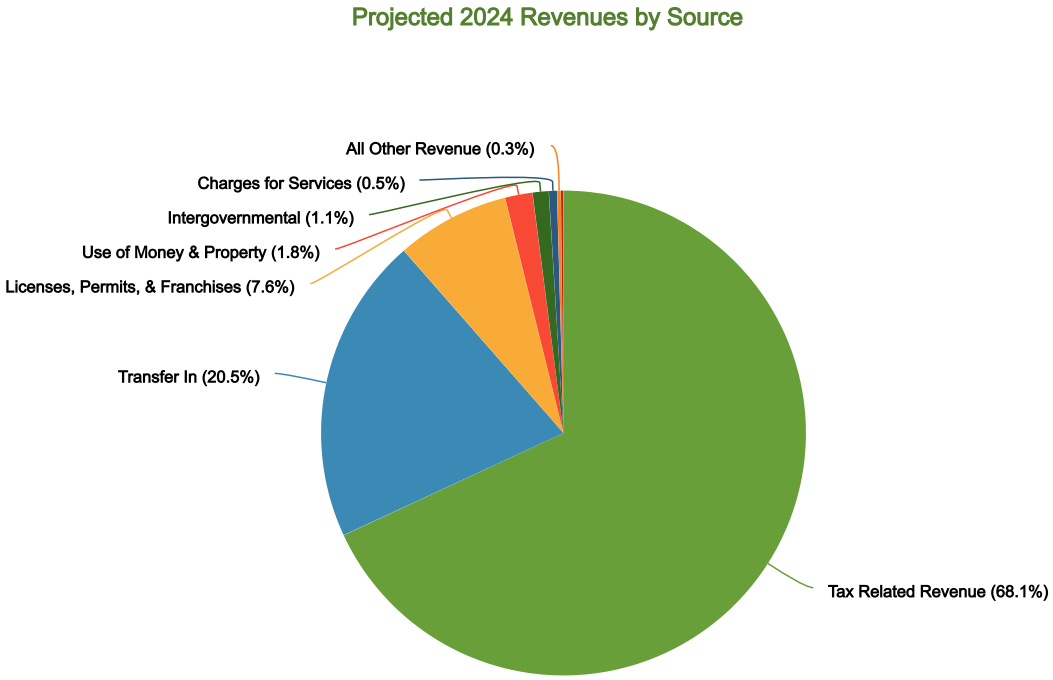
The City of Sonora is projecting $14.68M of revenue in FY2025, which represents a 2.1% increase over the prior year. Budgeted expenditures are projected to decrease by 3.0% or $350.88K to $11.3M in FY2025.



General Fund Revenues by Source

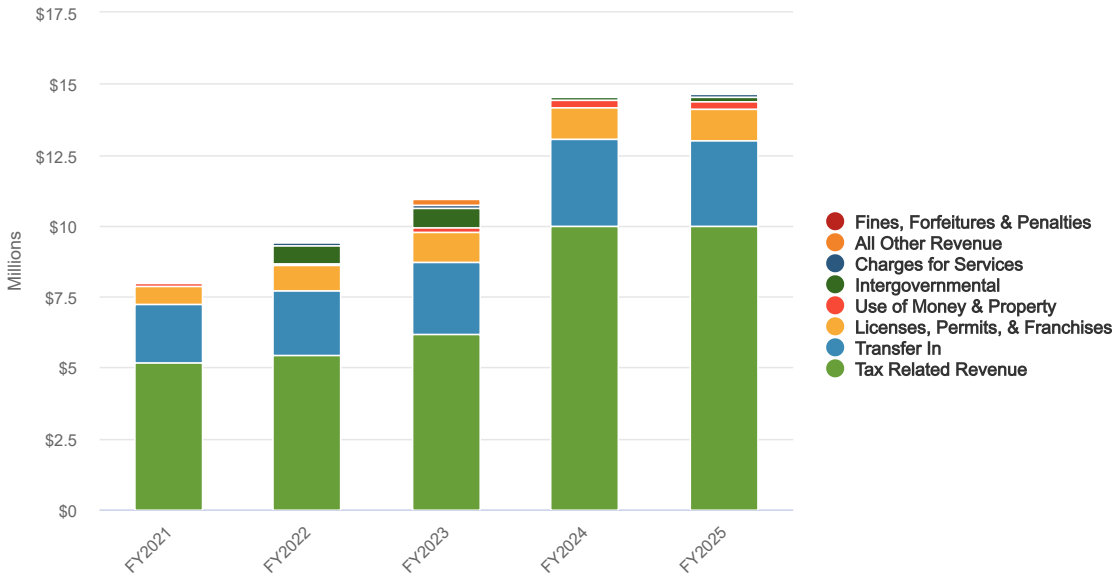
All revenue estimates are compiled by the Administrative Services Department in association with various estimates. The County Tax collector provides estimates of property tax growth rates, the City's sales tax consultant provides estimates of expected sales tax, and other revenues are based on estimated growth rates. Taxes constitute the largest portion of our revenue stream, providing the essential financial foundation for sustaining and improving the city's infrastructure, programs, and public services.

Included with this budget is a list of fees that have been determined to be less than the actual costs to the city to provide these services. Fees like these are set according to the estimated reasonable cost of providing the service. When a fee does not fully cover the cost of service, another City revenue source subsidizes the cost, and in most cases, this is the General Fund. The benefits of reviewing and updating user fees annually include reducing the need for the General Fund to subsidize, provides a pattern of consistency with information for forecasting and decision-making purposes, helps to meet service level expectations by collecting fees to fund existing levels of service, keeping pace with the cost of inflation, and avoiding fee spikes that are more likely to occur when municipalities leave fees unchanged for multi-year periods, as the city has done.



For the new fiscal year, the City will be receiving revenues from Measure Y, the Essential Services Sales and Use Tax, passed by City voters in November 2022. This provides the City with approximately $4.3 million in new revenue for FY24/25.

Budgeted and Historical 2024 Revenues by Source



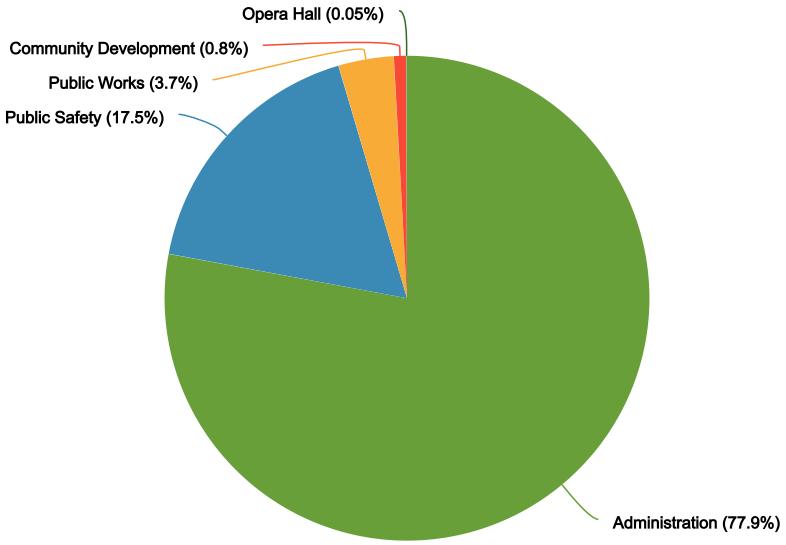
While the City has a new revenue source, Measure Y, the costs of expenditures continues to grow at a rate faster than the growth of revenues. For FY24/25, revenue growth rates are around 1%.

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Tax Related Revenue	$5,178,317	$5,457,639	$6,211,568	$9,970,978	$9,638,900	$9,995,600	3.7%
Licenses, Permits, & Franchises	$651,779	$887,280	$1,078,910	$1,120,666	$1,113,200	$1,109,700	-0.3%
Fines, Forfeitures & Penalties	$30,271	$25,699	$32,489	$22,644	$23,000	$23,200	0.9%
Charges for Services	$54,621	$86,642	$86,892	$72,071	$89,200	$80,300	-10%
Intergovernmental	$11,414	$610,481	$708,849	$100,522	$149,000	$159,000	6.7%
Use of Money & Property	$93,421	$69,313	$144,945	$285,347	$255,200	$267,900	5%
All Other Revenue	$41,148	$26,295	$250,087	$25,382	$42,650	$38,200	-10.4%
Transfer In	$2,063,560	$2,280,993	$2,488,450	$3,068,400	$3,068,400	$3,007,800	-2%
Total Revenue Source:	$8,124,531	$9,444,342	$11,002,190	$14,666,010	$14,379,550	$14,681,700	2.1%

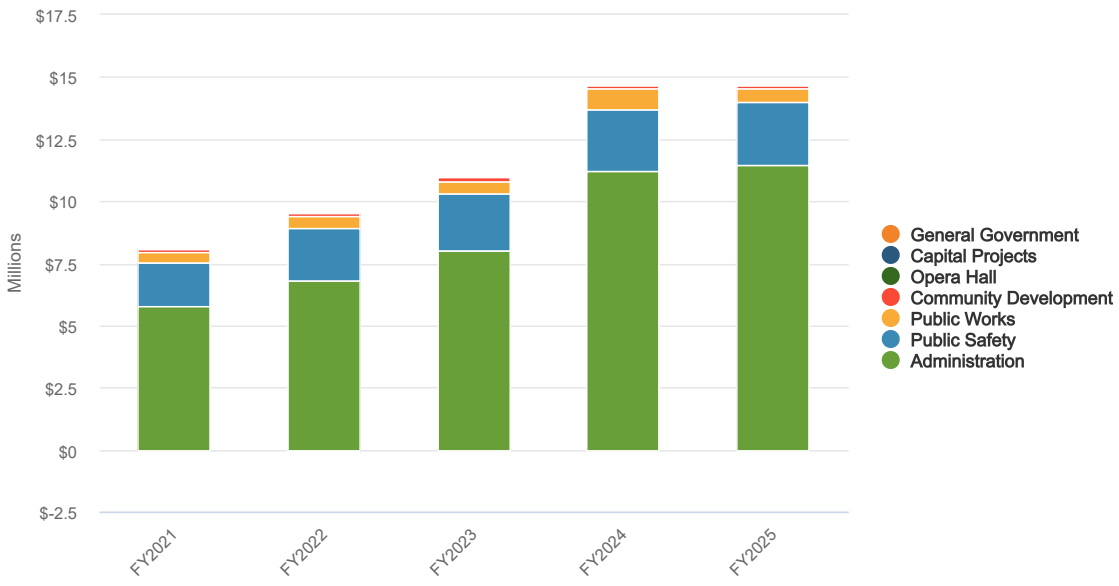
General Fund Revenue by Department

Tax revenues, license and permit fees, and intergovernmental revenues generated as a result of overall government operations, and not specifically attributable to individual departments, are accounted for in General Services within Administration.

Projected 2024 Revenue by Department



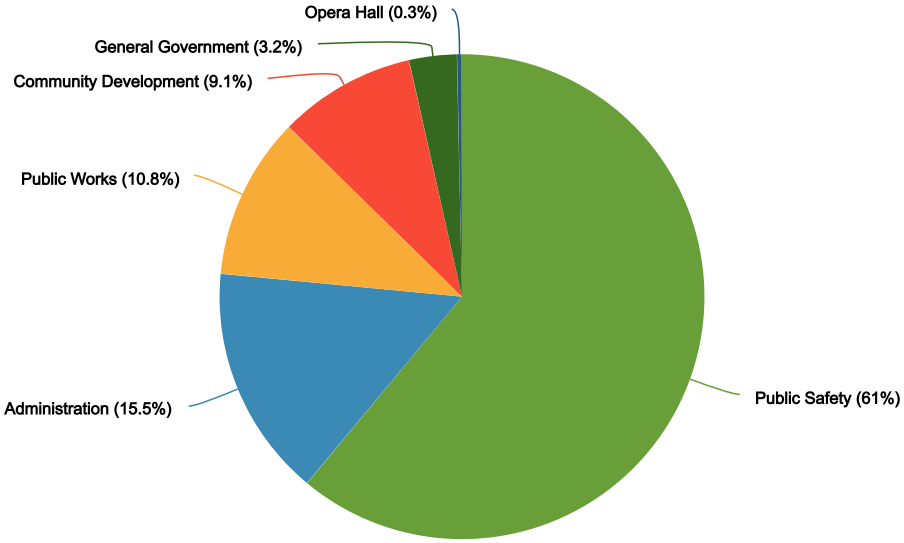
Budgeted and Historical 2024 Revenue by Department



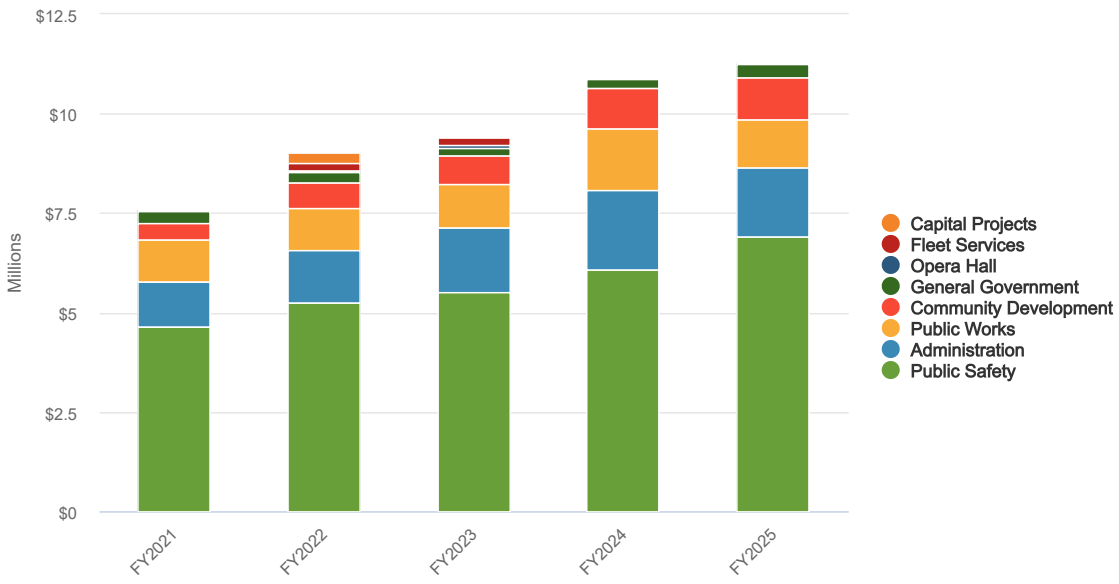
General Fund Expenditures by Function

In FY23/24, the City increased the pay rates for sworn police officers, and offered a healthy hiring incentive, to attract the best personnel. This added costs to the department as seen below.

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



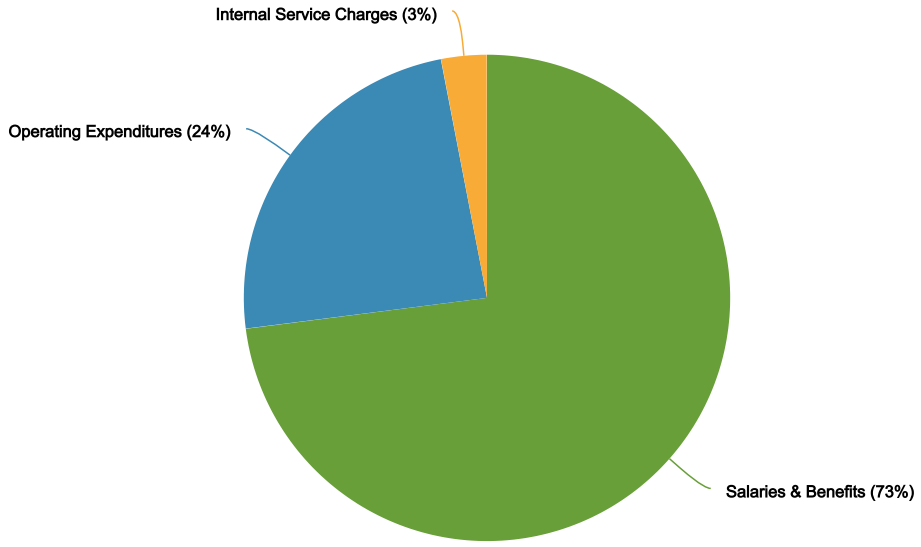
A comparison of each departments requested budget.

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
General Government	$314,451	$265,492	$206,189	$240,104	$273,300	$358,900	31.3%
Community Development	$427,324	$630,937	$729,102	$1,013,149	$1,048,700	$1,033,500	-1.4%
Administration	$1,127,156	$1,325,707	$1,636,577	$2,036,151	$2,138,675	$1,748,750	-18.2%
Capital Projects	$0	$250,000	$0	$0	$0	$0	0%
Fleet Services	$0	$194,641	$210,305	$14,422	$22,000	$0	-100%
Public Safety	$4,635,412	$5,233,314	$5,498,973	$6,063,074	$6,567,450	$6,896,100	5%
Public Works	$1,057,267	$1,083,664	$1,080,100	$1,522,869	$1,563,800	$1,222,700	-21.8%
Opera Hall	$47,637	$42,673	$45,231	$32,180	$33,800	$36,900	9.2%
Total Expenditures:	$7,609,247	$9,026,428	$9,406,477	$10,921,949	$11,647,725	$11,296,850	-3%

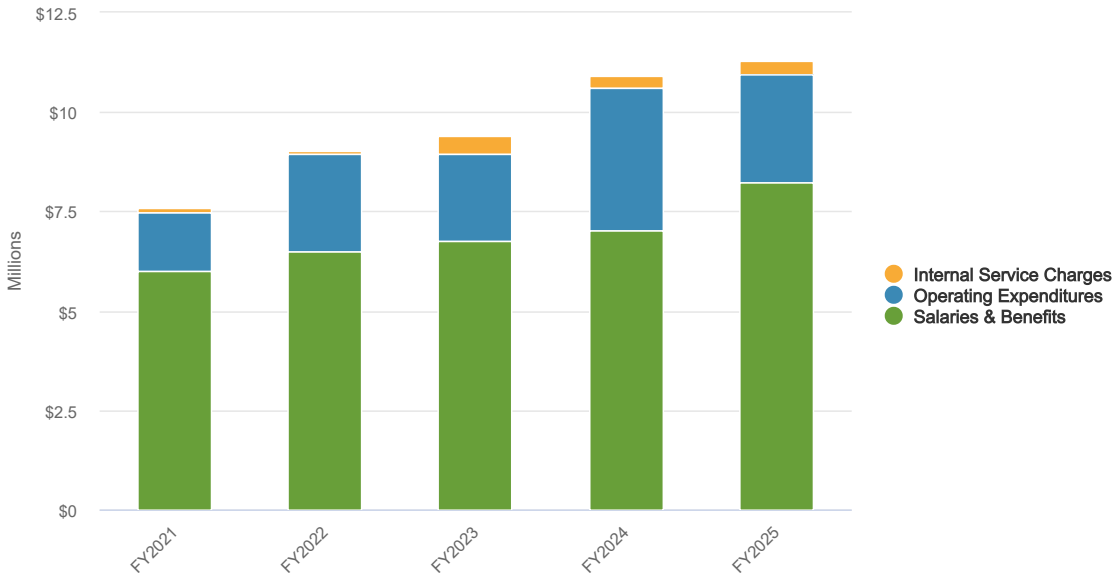
General Fund Expenditures by Expense Type

The Administrative Services Department prepares the personnel salary and benefit budget estimates as determined by current bargaining units and Council-adopted resolutions which identify the current staffing levels approved for all City departments. The personnel budgets were reviewed with each Department Head to make sure the number of positions were budgeted accordingly and accounted for correctly.

Budgeted Expenditures by Expense Type



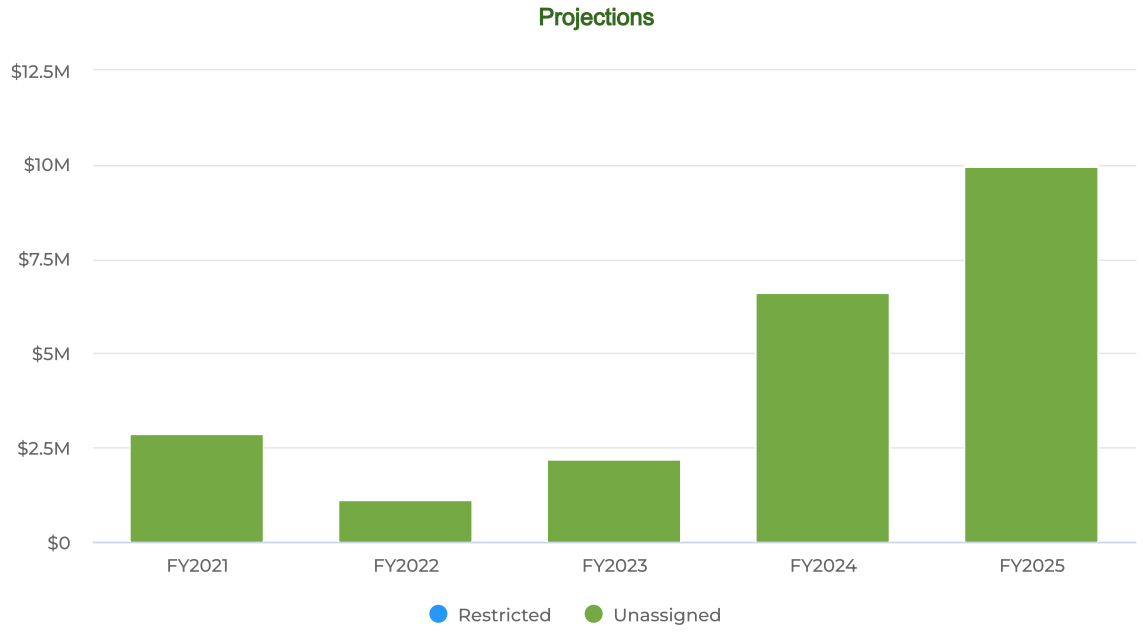
Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expense Objects							
Salaries & Benefits	$6,003,122	$6,508,456	$6,766,417	$7,038,854	$7,550,250	$8,245,750	9.2%
Operating Expenditures	$1,458,881	$2,451,545	$2,190,074	$3,557,918	$3,764,975	$2,709,100	-28%
Internal Service Charges	$147,243	$66,427	$449,986	$325,177	$332,500	$342,000	2.9%
Total Expense Objects:	$7,609,247	$9,026,428	$9,406,477	$10,921,949	$11,647,725	$11,296,850	-3%

General Fund
Fund Balance

The Fiscal Year 2024/25 requested budget has been presented as a status-quo budget. Each department's budget represents expenditure requests that include contracted changes, increases in CalPERS and insurances, and other items that have seen inflationary pressures. Included with the budget presentation to the City Council is a list of supplementary requests from each department and also included items from the City's Capital Improvement Projects (CIP).
The fund balance below reflects only the status-quo budgets and will be updated once the Council approves expenditures from the supplemental list.
The General Fund includes two (2) reserve funds, the Economic Uncertainty Reserve Fund and the Emergency Reserve Fund, reported separately. They include a total of twenty-five (25%) of the City's budgeted appropriations in reserve and are presented separately.



Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Unassigned	$6,619,262	$9,960,912	50.5%
Restricted	$33,274	$33,274	0%
Total Fund Balance:	**$6,652,536**	**$9,994,186**	**50.2%**

Economic Uncertainty Fund

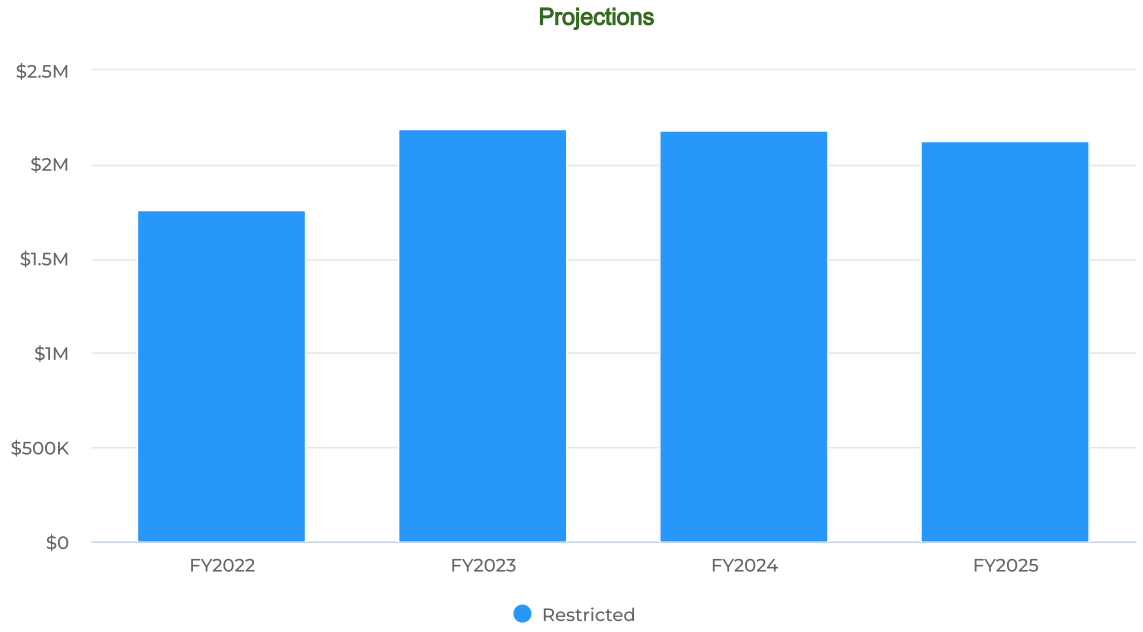
The reserve funds are accounts in which unrestricted cash is set aside outside the budget for unforeseen expenditures and emergencies. The funds can be transferred into the budget for such purposes as necessary. At fiscal year-end, the unreserved and undesignated fund balance in the General Fund is transferred to the reserve funds and reported as “Transfer to Reserve Fund.” The reserve fund consists of excess general revenues and other unspent appropriations.

The City’s financial policies establish a minimum reserve fund balance of twenty percent (20%) of General Fund adjusted appropriations. Pursuant to the City Reserve Policy approved September 16, 2019, twenty-five percent (25%) of the reserve fund is set aside for use in emergencies. This is the first of two accounts established within the reserve funds:

Economic Uncertainty Reserve: of the twenty-five percent reserve (25%), seventy-five percent (75%) will be deposited in this fund to minimize the effects of major economic uncertainties, including local disasters, budget difficulties and other severe financial hardships or unforeseen changes in revenues and/or expenditures and will be available for budget stabilization.

Fund Balance

The fund balance of the City's reserve funds is targeted to be twenty-five percent (25%) of the budgeted fiscal year's appropriations.



Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Restricted	$2,183,948	$2,127,741	-2.6%
Total Fund Balance:	**$2,183,948**	**$2,127,741**	**-2.6%**

Emergency Reserve Fund

The reserve funds are accounts in which unrestricted cash is set aside outside the budget for unforeseen expenditures and emergencies. The funds can be transferred into the budget for such purposes as necessary. At fiscal year-end, the unreserved and undesignated fund balance in the General Fund is transferred to the reserve fund and reported as “Transfer to Reserve Fund.” The reserve fund consists of excess general revenues and other unspent appropriations. The City’s Financial Policies establish a minimum Reserve Fund balance of twenty percent (20%) of General Fund adjusted appropriations. Pursuant to the City Reserve Policy approved September 16, 2019, twenty-five percent (25%) of the reserve fund is set aside for use in emergencies. This is the second of two accounts established within the Reserve Funds Policy:

Emergency Reserve: of the twenty-five percent (25%) reserve, twenty-five percent (25%) will be deposited in this fund to be used as an emergency reserve to minimize the immediate impacts of potential costs not covered by the City's insurance programs, such as claim costs within the City's deductibles, and/or major costs associated with disasters and other events which will not be reimbursable from insurance or from any Federal or State government. All Emergency Reserves must be approved by a majority (three votes) of the City Council. The exception is, in the event a disaster situation is declared, the City Administrator may expend Emergency Funds without prior City Council Approval.

Fund Balance

The fund balance of the City's reserve funds is targeted to be twenty-five percent (25%) of the budgeted fiscal year's appropriations.



Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Restricted	$727,983	$709,247	-2.6%
Total Fund Balance:	**$727,983**	**$709,247**	**-2.6%**

Self Insurance Fund

The City has been fully insured for Medical and Vision insurance since FY2017/18, but Dental insurance continues to be self-funded. The Self Insurance Fund is the internal service fund to track the self-funded dental insurance program.

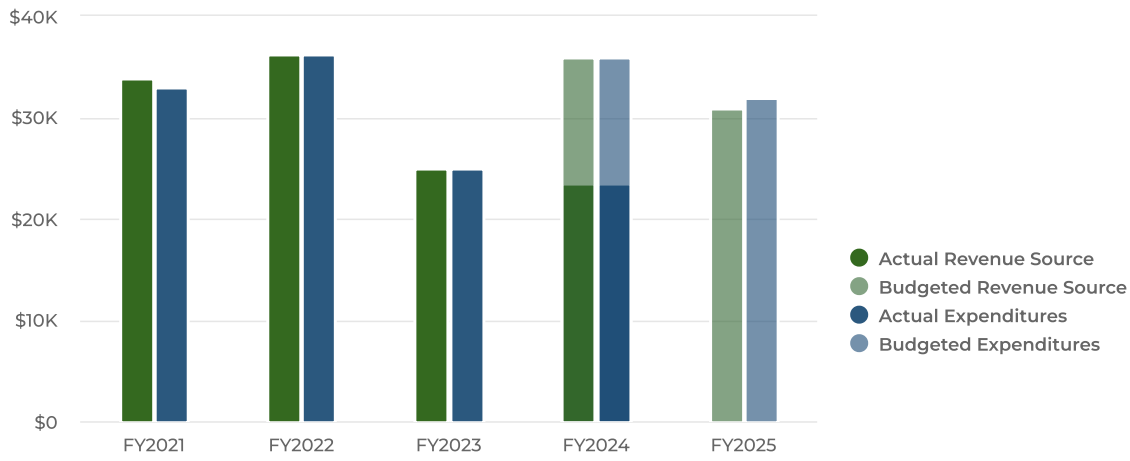
Budget Overview

The FY24/25 budget only includes a self-insurance component of the dental costs. The costs for the fully insured medical insurance is reflected in each department's salary and benefits budget.

Summary

The City of Sonora is projecting $31K of revenue in FY2025, which represents a 13.9% decrease over the prior year. Budgeted expenditures are projected to decrease by 11.1% or $4K to $32K in FY2025.

The decrease in budget in FY24/25 is to better reflect actual usage of the dental benefits.



Self Insurance Fund Revenues by Source

Revenue for this fund represents actual cost of the dental program as a transfer from the General Fund.

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Transfer In	$33,869	$36,295	$24,987	$23,524	$36,000	$31,000	-13.9%
Total Revenue Source:	$33,869	$36,295	$24,987	$23,524	$36,000	$31,000	-13.9%

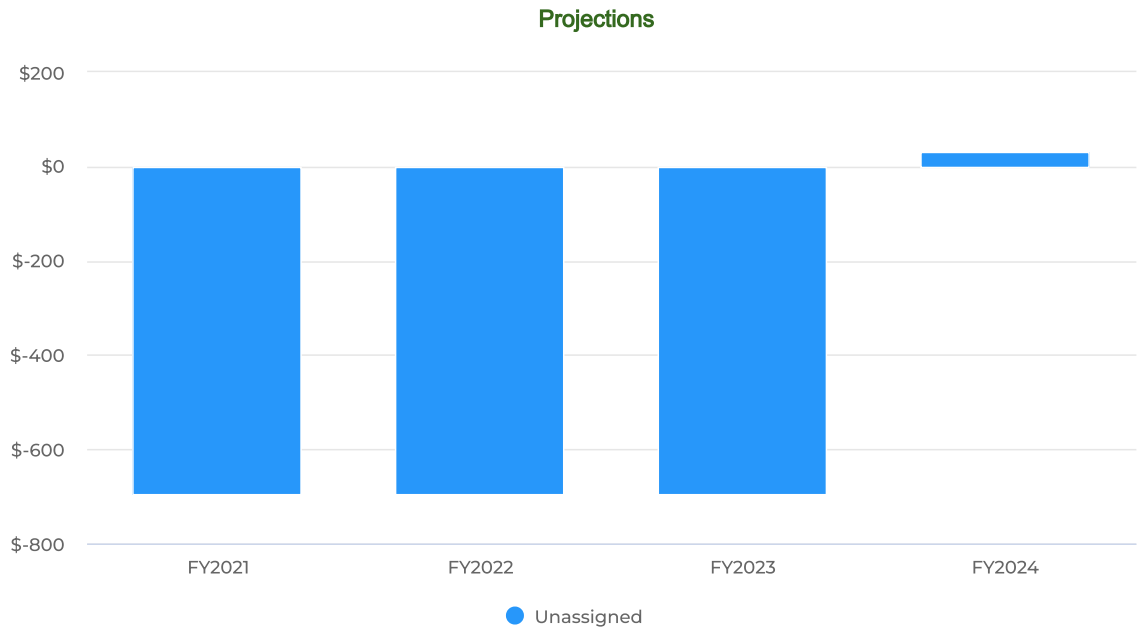
Self Insurance Fund Expenditures by Function

The expenditures for each department represents the departments' use of self-insured dental services and are reflected in their respective budgets as a transfer to this fund.

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
Community Development	$1,735	$1,625	$1,949	$846	$1,000	$3,000	200%
Administration	$8,527	$5,747	$3,879	$4,880	$6,000	$5,000	-16.7%
Fleet Services	$0	$239	$412	$0	$0	$0	0%
Public Safety	$20,099	$27,301	$16,456	$16,037	$26,000	$21,000	-19.2%
Public Works	$2,668	$1,383	$2,291	$1,761	$3,000	$3,000	0%
Total Expenditures:	$33,029	$36,295	$24,987	$23,524	$36,000	$32,000	-11.1%

Fund Balance

The Self Insurance Fund target fund balance is $0, the amount of revenue each year should match the total expenses. Any negative balance from prior years was eliminated in FY23/24.



Self Insurance Fund Balance

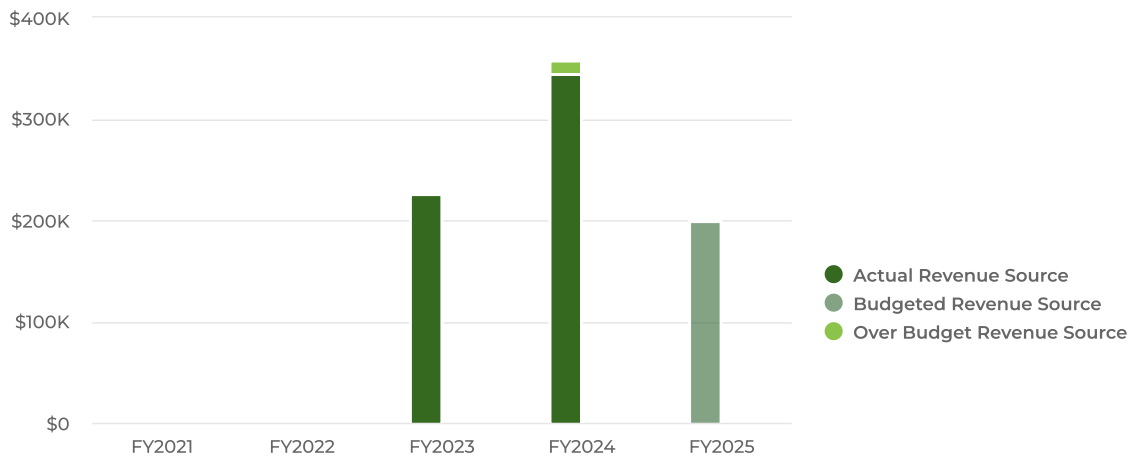
Financial Summary	FY2021	FY2022	FY2023	FY2024
Fund Balance	—	—	—	—
Unassigned	$-696	$-696	$-696	$31
Total Fund Balance:	$-696	$-696	$-696	$31

CalPERS Pension Prefunding Trust

The CalPERS Pension Prefunding Trust was established to account for the City's pension prefunding Section 115 Trust dedicated to prefunding employer contributions to the defined benefit pension plan.
The City of Sonora can help finance future costs in large part from investment earnings provided by CalPERS.
As the City accumulates assets in this fund, they can help defray future increases in the CalPERS required contributions helping to stabilize future budgets.

Summary

Each year the City will contribute additional un-allocated revenues into the pension prefunding trust. At the FY23/24 mid-year budget review, the City Council added an additional contribution of unanticipated revenues to the trust. For FY24/25, the City will complete a mid-year budget review and determine if any additional contribution is warranted at that time.



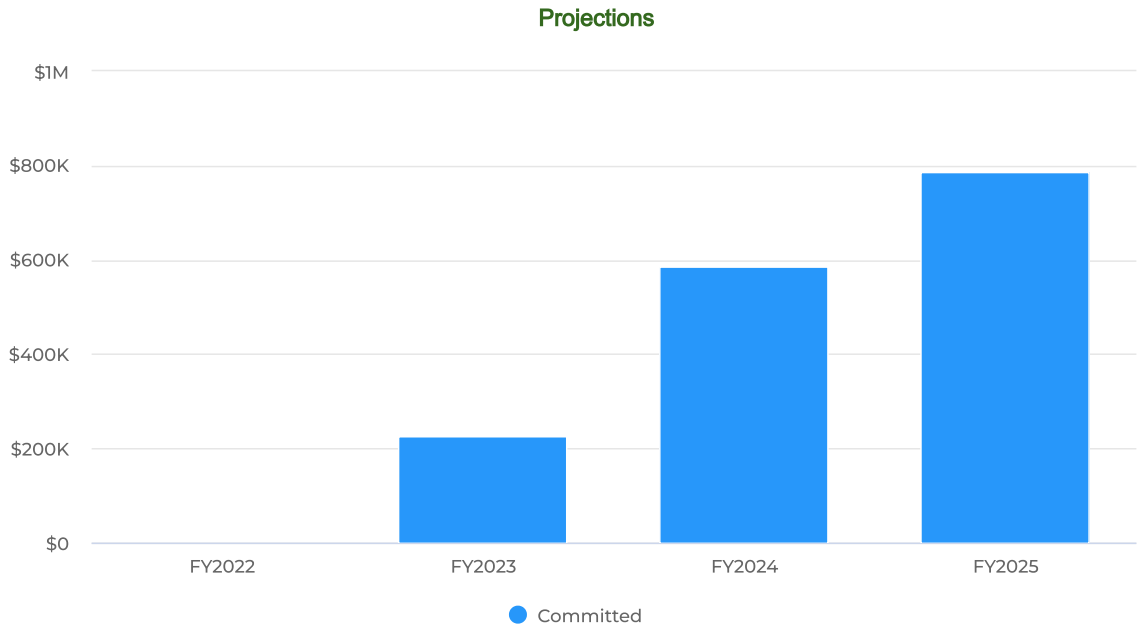
CalPERS Pension Prefunding Trust Revenues by Source

For FY24/25, the City has budgeted an annual contribution of $150,000 as part of the directions of the Organizational Review and Budget Stabilization Study conducted in 2023.

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Use of Money & Property	$0	$0	$1,542	$58,685	$45,000	$50,000	11.1%
Transfer In	$0	$0	$225,000	$300,000	$300,000	$150,000	-50%
Total Revenue Source:	$0	$0	$226,542	$358,685	$345,000	$200,000	-42%

CalPERS Pension Prefunding Trust
Fund Balance

The City established and began funding the Calpers Pension Prefunding Trust in Fiscal Year 2022/23. As the fund balance grows the City will use this funding to manage future pension funding obligations. In the next few years, the unfunded accrued liability (UAL) of the CalPERS pensions will peak, and these funds will be available to moderate that increase protecting the City's budget.



Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Committed	$585,227	$785,227	34.2%
Total Fund Balance:	**$585,227**	**$785,227**	**34.2%**

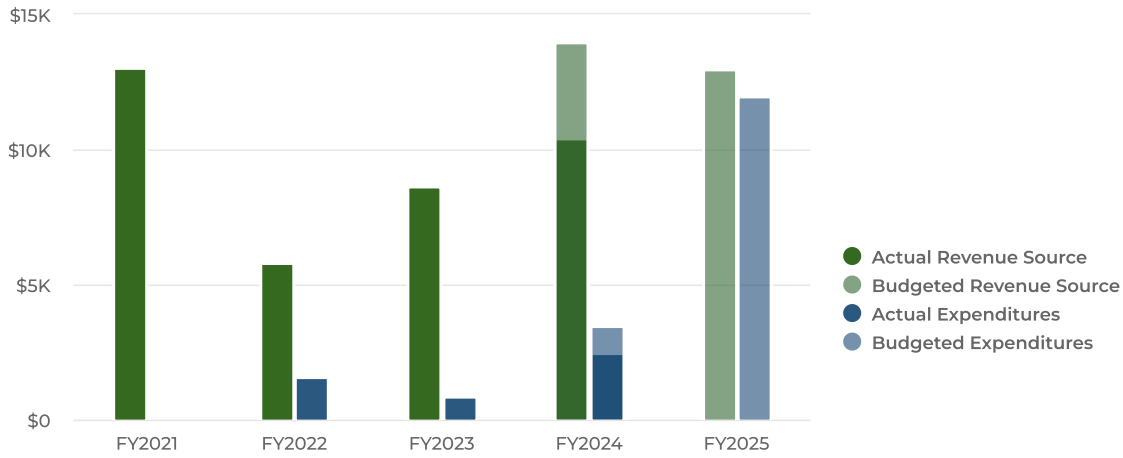
PEG Fees

The Franchise and Public Educational Governmental (PEG) Fees Fund is a 1% fee added to the cable bills of residents of the City of Sonora to provide funding to pay the capital costs of broadcasting local government proceedings.

Summary

The City of Sonora is projecting $13K of revenue in FY2025, which represents a 7.1% decrease over the prior year. Budgeted expenditures are projected to increase by 242.9% or $8.5K to $12K in FY2025.

Revenues in this fund are directly proportional to the use of cable in the City. As many have begun to "cut the cord" cable use has fallen and these revenues will as well.



PEG Fees Revenues by Source

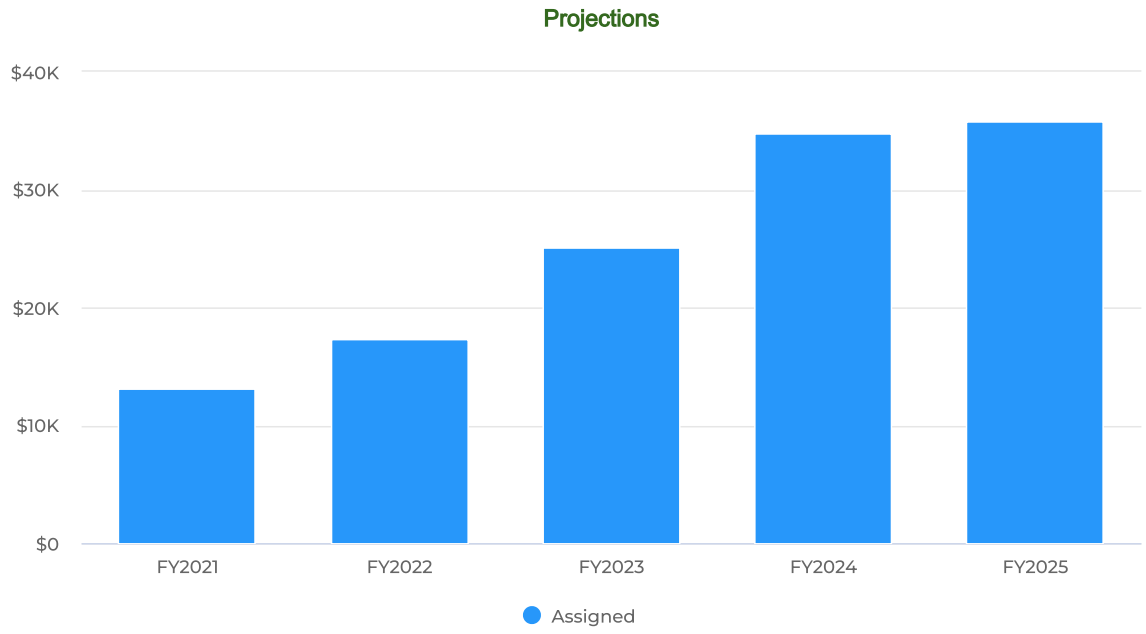
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Licenses, Permits, & Franchises	$13,076	$5,754	$8,250	$8,602	$12,000	$11,000	-8.3%
Use of Money & Property	$0	$54	$441	$1,869	$2,000	$2,000	0%
Total Revenue Source:	$13,076	$5,808	$8,691	$10,471	$14,000	$13,000	-7.1%

Peg Fees Expenditures by Function

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
Public, Educ & Govt Fee	$0	$1,604	$880	$2,492	$3,500	$12,000	242.9%
Total Expenditures:	$0	$1,604	$880	$2,492	$3,500	$12,000	242.9%

Peg Fees
Fund Balance

The fund balance in the PEG fee account will be used, in the future, to modernize the City's Council chambers as technology improves. Ensuring funding is available to make the City's public meetings available to the public.



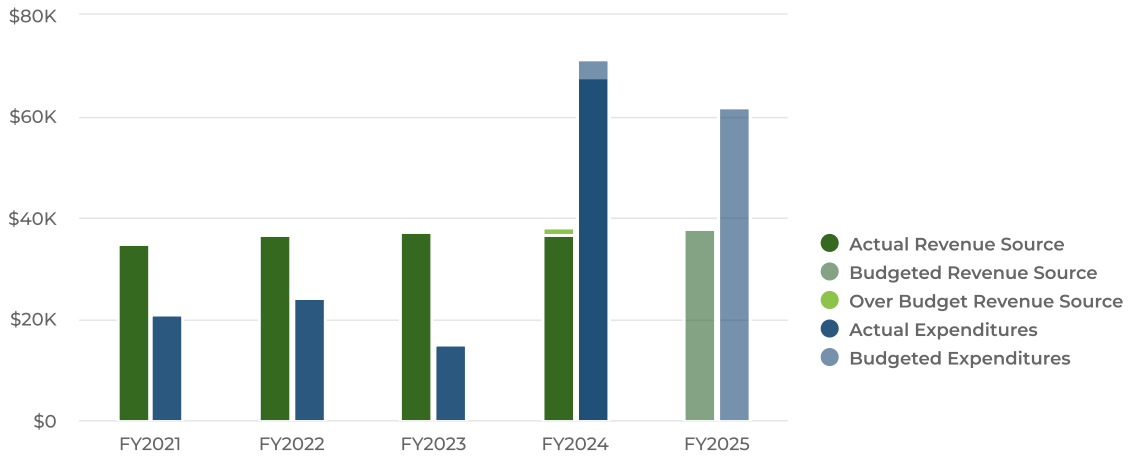
Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Assigned	$34,745	$35,745	2.9%
Total Fund Balance:	**$34,745**	**$35,745**	**2.9%**

Benefit Zones

The Benefit Zone fees were established to finance Sonora's annual events, including the Christmas Parade, to encourage patronage by local residents and tourists, parking lot maintenance and acquisition, and street sweeping.

Summary

The City of Sonora is projecting $37.9K of revenue in FY2025, which represents a 3.0% increase over the prior year. Budgeted expenditures are projected to decrease by 13.2% or $9.45K to $62K in FY2025.



Benefit Zones Revenues by Source

Benefit Zone Fees are charged along with the annual Business License fees based on the Zone where the business is located. Zone A encompasses the downtown area and Zone B encompasses all business activity located outside Zone A.

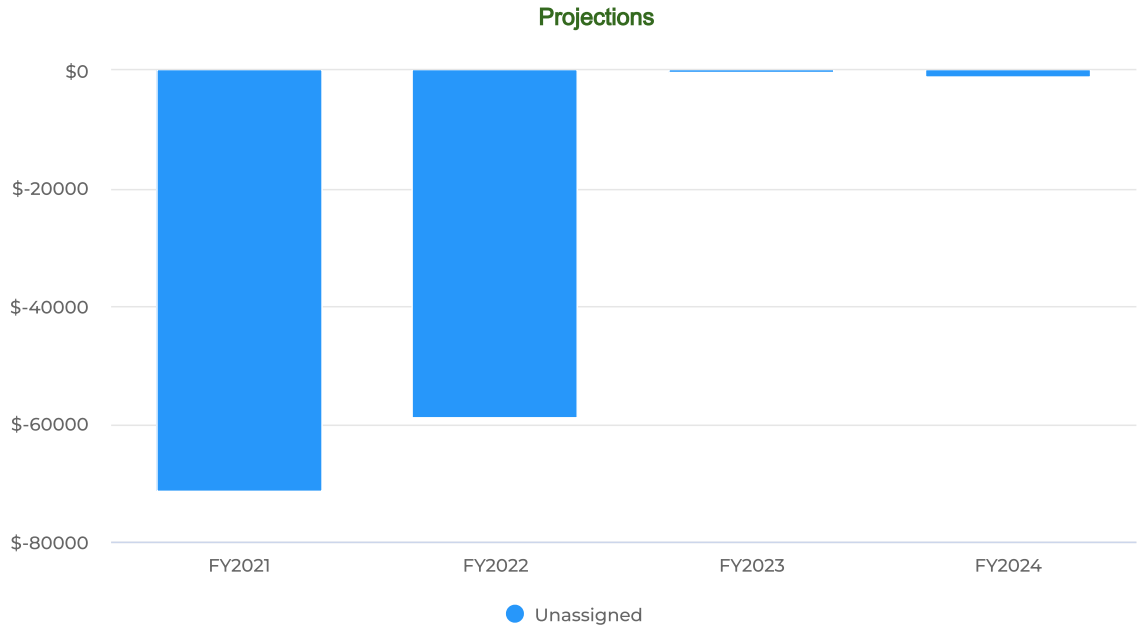
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Licenses, Permits, & Franchises	$35,075	$36,750	$37,394	$38,275	$36,800	$37,900	3%
Total Revenue Source:	**$35,075**	**$36,750**	**$37,394**	**$38,275**	**$36,800**	**$37,900**	**3%**

Expenditures by Expense Type

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expense Objects							
Salaries & Benefits	$14,251	$4,723	$0	$1,680	$1,800	$0	-100%
Operating Expenditures	$6,678	$19,587	$14,997	$66,280	$69,650	$62,000	-11%
Total Expense Objects:	**$20,928**	**$24,310**	**$14,997**	**$67,960**	**$71,450**	**$62,000**	**-13.2%**

Benefit Zones
Fund Balance

The Fund Balance has been negative for several years as the cost of the special events has been higher than the revenues generated. During the pandemic, the City did not conduct many of the normally planned events. This helped to erase a significant budget deficit that had accrued over the past years. As of FY23/24, the City has contracted the special event planning to the Sonora Chamber of Commerce. This contract better aligns with the actual revenues generated by this fund and will prevent future negative fund balances.



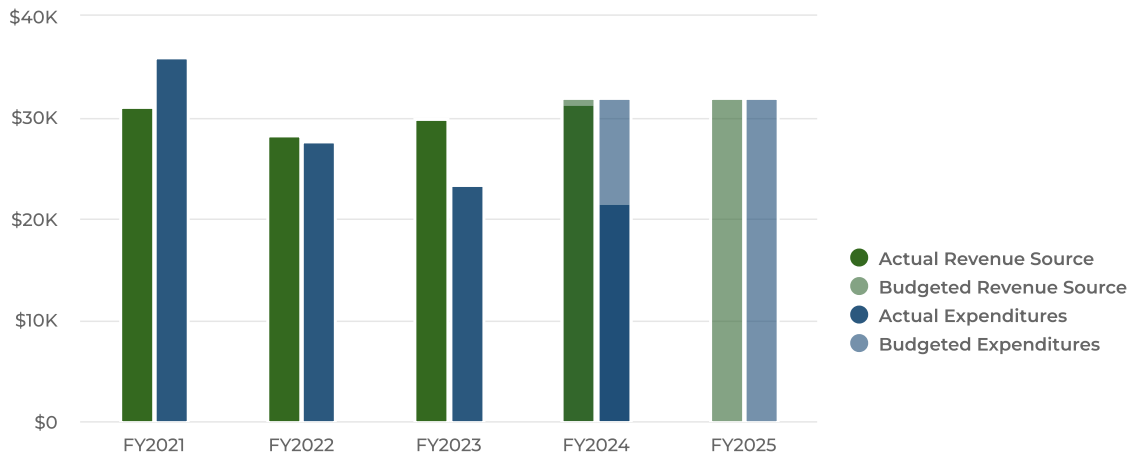
Financial Summary	FY2024
Fund Balance	—
Unassigned	$-1,132
Total Fund Balance:	**$-1,132**

Farmer's Market

The City of Sonora's certified farmers market operates from May to October each year and is located at Theall and Stewart Streets in Sonora. The market came under the oversight of the City in 1997 as a small venue with only seven vendors. Today's market has expanded to over 35 vendors, including agricultural producers, artisans, and food purveyors.

Summary

The City of Sonora is projecting $32K of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or $0 to $32K in FY2025.



Farmer's Market Revenues by Source

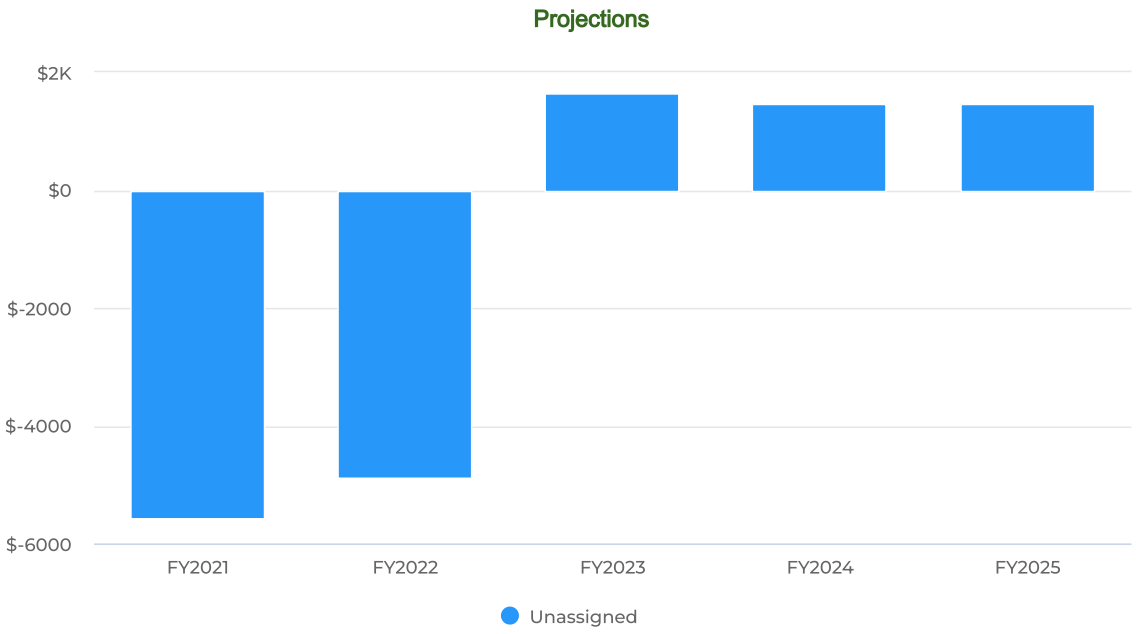
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Charges for Services	$31,140	$28,305	$29,905	$31,395	$32,000	$32,000	0%
Total Revenue Source:	**$31,140**	**$28,305**	**$29,905**	**$31,395**	**$32,000**	**$32,000**	**0%**

Farmer's Market Expenditures by Function

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
Farmer's Market	$36,001	$27,638	$23,383	$21,623	$32,000	$32,000	0%
Total Expenditures:	**$36,001**	**$27,638**	**$23,383**	**$21,623**	**$32,000**	**$32,000**	**0%**

Farmer's Market
Fund Balance

The fund balance in the Farmer's Market Fund will always be close to $0. If there are additional resources available in future years, these funds will be used to improve the market.



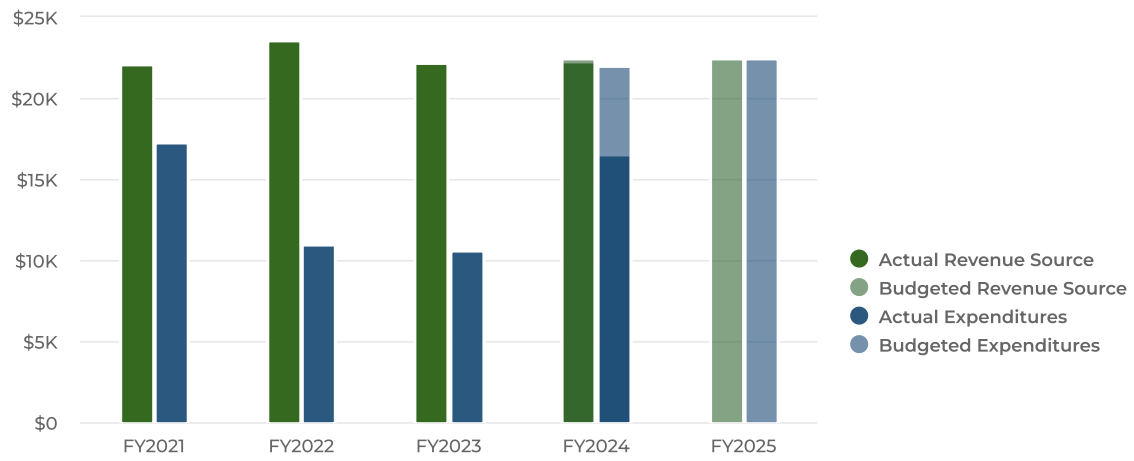
Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Unassigned	$1,470	$1,470	0%
Total Fund Balance:	**$1,470**	**$1,470**	**0%**

Dragoon Gulch

Located in the heart of the City of Sonora, the Dragoon Gulch Trail provides its visitors with a unique opportunity to stroll through Mother Lode's oak woodlands. The Dragoon Gulch Trail provides over 3.1 miles of natural trails. The trails travel along a seasonal creek to vistas that provide spectacular views of the City and its surrounding mountain ranges. The trails vary in difficulty, making it perfect for the casual walker and for those who want a strenuous hike, jog or bike ride.

Summary

The City of Sonora is projecting $22.5K of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 2.3% or $500 to $22.5K in FY2025.



Dragoon Gulch Revenues by Source

Revenues for the Dragoon Gulch Trail includes fees charged for trail events, donations, and rental income from the trail caretaker's house.

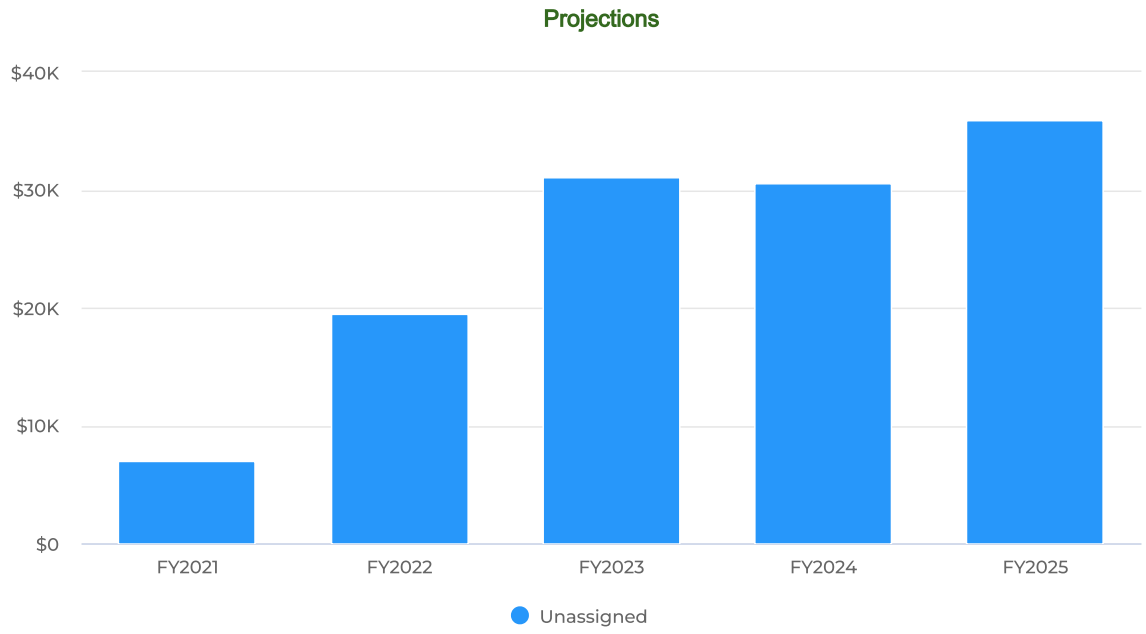
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Charges for Services	$0	$150	$250	$350	$500	$500	0%
Intergovernmental	$10,125	$11,500	$10,000	$10,000	$10,000	$10,000	0%
Use of Money & Property	$12,000	$12,000	$12,000	$12,000	$12,000	$12,000	0%
Total Revenue Source:	$22,125	$23,650	$22,250	$22,350	$22,500	$22,500	0%

Dragoon Gulch Expenditures by Function

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
Dragoon Gulch	$17,343	$11,061	$10,671	$16,560	$22,000	$22,500	2.3%
Total Expenditures:	**$17,343**	**$11,061**	**$10,671**	**$16,560**	**$22,000**	**$22,500**	**2.3%**

Fund Balance

The City rents a house along the trail and uses any funds generated for trail upkeep and improvements. As part of the Supplementary Requests presented with the FY24/25 budget, is trail expansion project.



Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Unassigned	$30,519	$35,898	17.6%
Total Fund Balance:	**$30,519**	**$35,898**	**17.6%**

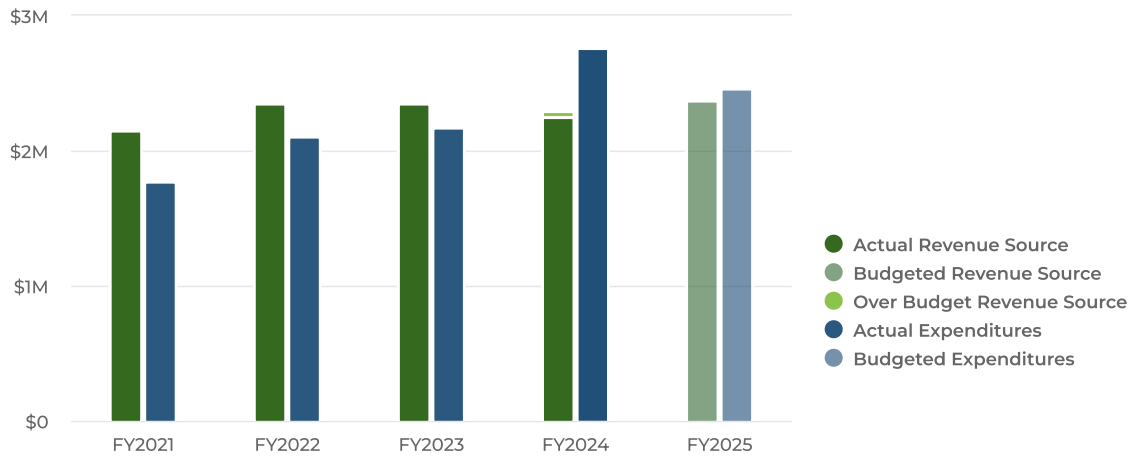
Measure I

The Measure I fund was established as a result of a special sales and use tax increase, passed by voters in 2004, and was effective in 2005. The tax was a special tax of 1/2% applied to sales within the City limits to support the City of Sonora Police Department, Fire Department and Public Works Department. The purpose of the initiative was to improve city services for residents, businesses and visitors to the City of Sonora. This funding is allocated: 60% to the Police Department, 25% to the Fire Department and 15% to Public Works for the purpose of hiring and retaining personnel, updating safety equipment, providing resources for education, and replacing obsolete vehicles and equipment.

Summary

The City of Sonora is projecting $2.38M of revenue in FY2025, which represents a 5.7% increase over the prior year. Budgeted expenditures are projected to decrease by 11.0% or $304.4K to $2.47M in FY2025.

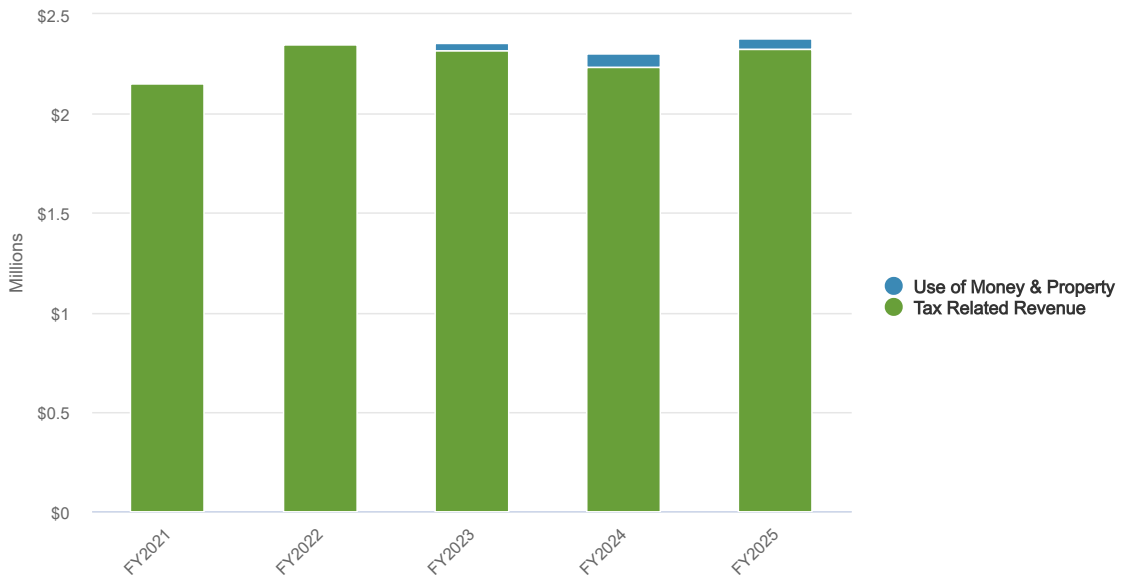
The revenue estimates for each of the City's sales tax revenues are provided by our sales tax consultant. Sales tax has continued to be the largest revenue for the City.



Measure I Revenues by Source

Measure I Sales Tax revenue estimates are provided by the City's sales tax consultant, Muniservices.

Budgeted and Historical 2024 Revenues by Source

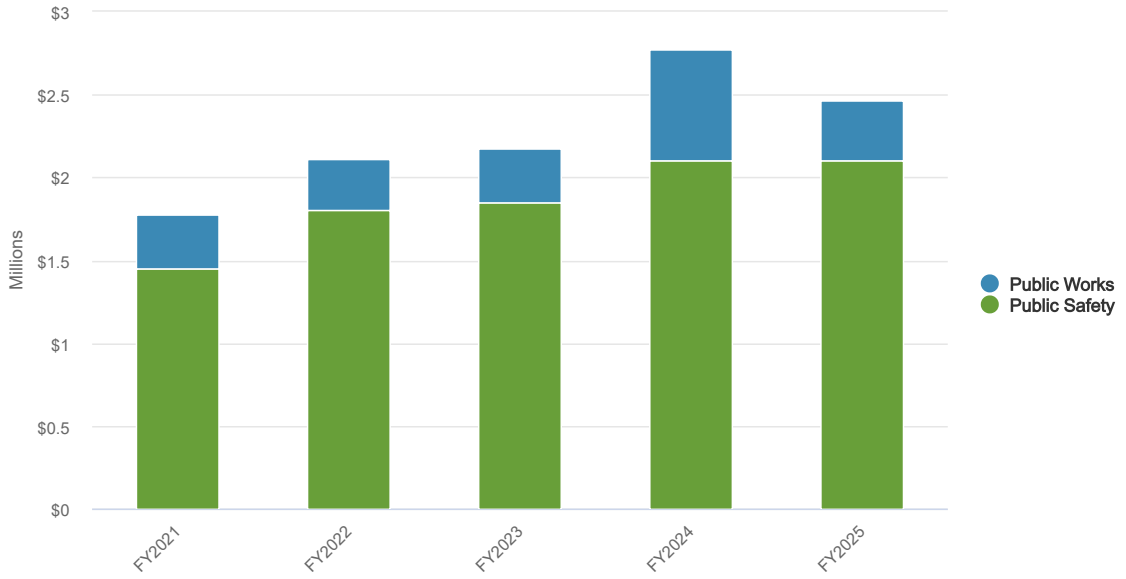


Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Tax Related Revenue	$2,152,433	$2,347,073	$2,316,174	$2,234,209	$2,202,500	$2,323,695	5.5%
Use of Money & Property	$7,379	$5,731	$38,492	$70,417	$49,000	$55,500	13.3%
Total Revenue Source:	$2,159,812	$2,352,804	$2,354,666	$2,304,626	$2,251,500	$2,379,195	5.7%

Measure I Expenditures by Function

In FY23/24, there was an additional transfer-out that was used to purchase a new street sweeper. In FY24/25, the expenditures return to only what is needed to maintain each of the supported departments.

Budgeted and Historical Expenditures by Function



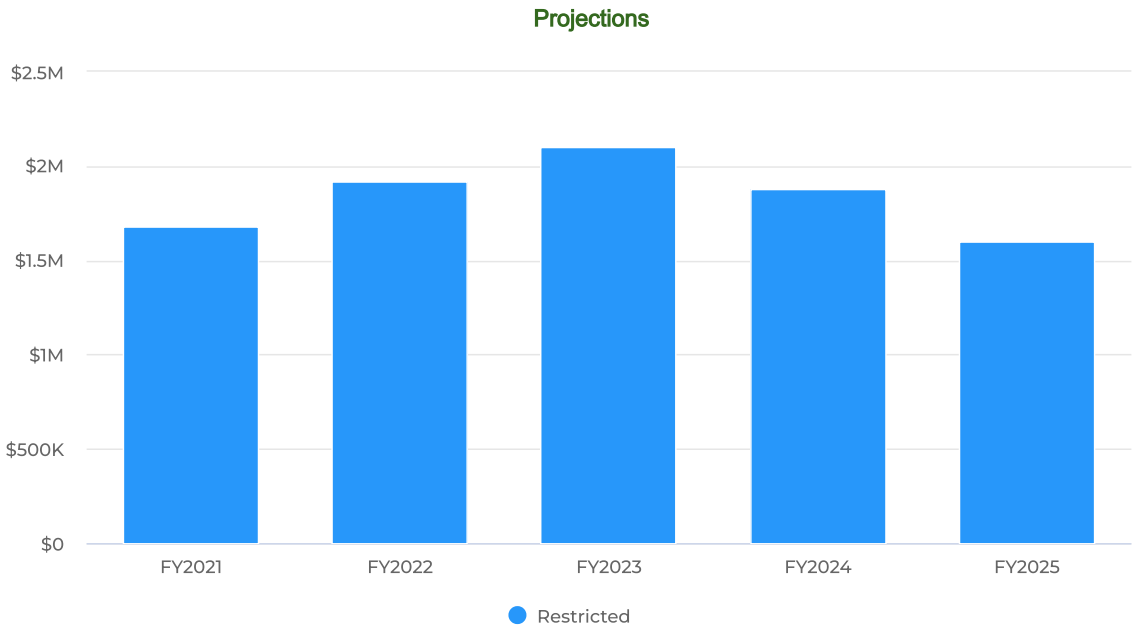
For Fiscal Year 2024/25 the budgeted expenditures from Measure I Funds are allocated to the following departments:

- Sonora Police Department $1,480,000
- Sonora Fire Department $625,000
- Sonora Public Works Department $360,000

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
Public Safety	$1,450,000	$1,800,000	$1,850,000	$2,100,000	$2,100,000	$2,105,000	0.2%
Public Works	$325,000	$315,000	$325,000	$669,400	$669,400	$360,000	-46.2%
Total Expenditures:	$1,775,000	$2,115,000	$2,175,000	$2,769,400	$2,769,400	$2,465,000	-11%

Measure I
Fund Balance

The city has accumulated funding in the Measure I Fund. This has and will be used specifically by the Police Department, the Fire Department and the Public Works Department. The fund balance declined in FY23/24, was a result of using these funds to purchase a new street sweeper for the Public Works Department.



Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Restricted	$1,877,233	$1,603,631	-14.6%
Total Fund Balance:	**$1,877,233**	**$1,603,631**	**-14.6%**

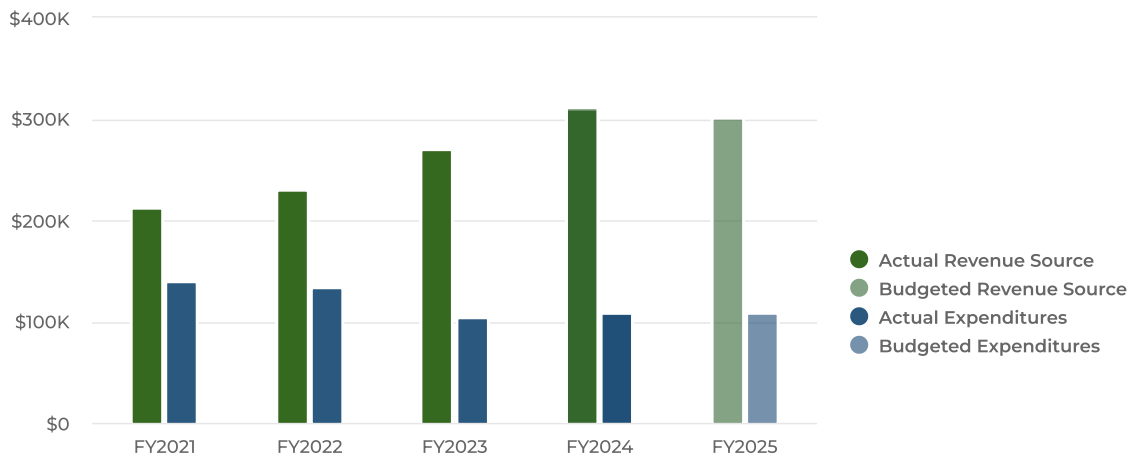
Gasoline Tax

The state of California imposes per-gallon excise taxes on gasoline and diesel fuel, sales taxes on gasoline and diesel fuel and registration taxes on motor vehicles with allocations dedicated to transportation purposes. The local (city and county) portions of these allocations flow through the Highway Users Tax Account (HUTA), the familiar gasoline tax revenues that have been in place for decades, and the Road Maintenance and Rehabilitation Account (RMRA) which allocates much of the revenue from the Road Repair and Accountability Act of 2017 (SB1). The City accounts for all gasoline tax it receives in three separate funds.

Summary

The City of Sonora is projecting $302.4K of revenue in FY2025, which represents a 3.1% decrease over the prior year. Budgeted expenditures are projected to increase by 0% or $0 to $110K in FY2025.

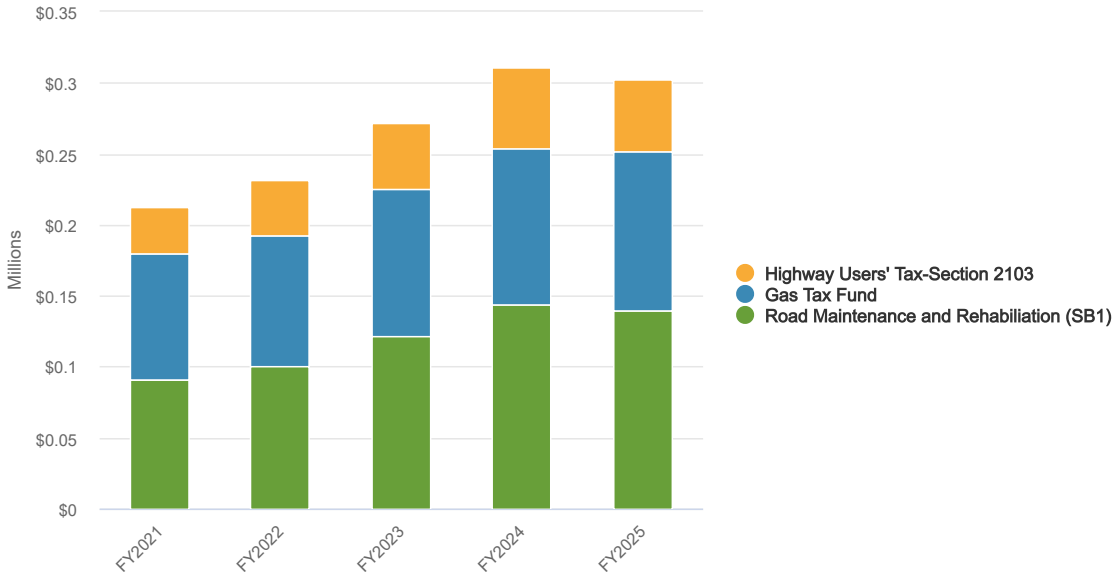
As the State of California has begun the transition to electric vehicles (EV), there has been a marked decline in gasoline tax collected. The City can expect this trend to continue until there is a solution offered. There have been discussions to tax each vehicle by the number of miles driven. As part of the Advanced Clean Cars II regulations, all new passenger cars, trucks, and SUV's sold in California will be zero-emission vehicles by 2035.



Gasoline Tax Revenue by Fund

Each year the California Local Government Finance Almanac provides revenue estimates for Highway User Tax and Road Maintenance and Rehabilitation for each City and County.

Budgeted and Historical 2024 Revenue by Fund

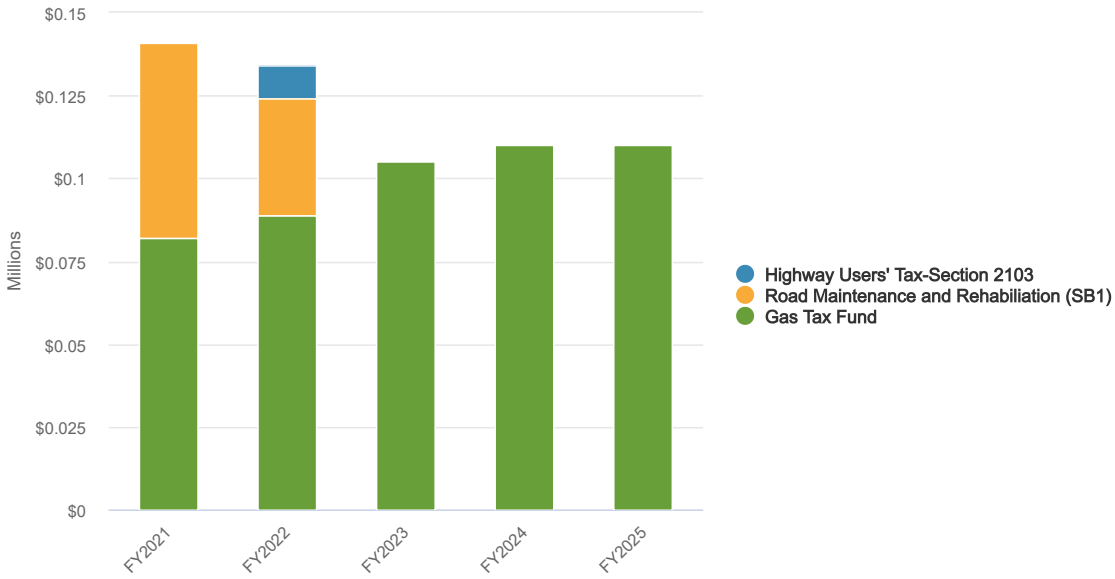


Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2025 Budgeted	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2022 undefined vs. FY2023 Budgeted (% Change)	FY2024 Budget vs. FY2025 Budgeted (% Change)
Gas Tax Fund									
Gas Tax 2105 Fund	$24,979	$27,337	$29,592	$0	$31,542	$34,000	$32,200		-5.3%
Gas Tax 2106 Fund	$28,343	$30,601	$30,853	$0	$32,510	$34,000	$32,500		-4.4%
Gas Tax 2107 Fund	$33,801	$32,709	$40,333	$0	$43,862	$41,000	$44,100		7.6%
Gas Tax 2107.5 Fund	$1,000	$1,000	$2,000	$0	$2,000	$2,000	$2,000		0%
Investment Earnings	$184	$162	$1,063	$0	$328	$1,000	$500		-50%
Total Gas Tax Fund:	$88,307	$91,809	$103,841	$109,650	$110,242	$112,000	$111,300		-0.6%
Highway Users' Tax-Section 2103									
Gas Tax 2103 Fund	$32,711	$38,902	$42,372	$0	$48,700	$51,000	$46,100		-9.6%
Investment Earnings	$651	$551	$3,710	$0	$8,174	$6,000	$5,000		-16.7%
Total Highway Users' Tax-Section 2103:	$33,363	$39,453	$46,082	$50,500	$56,874	$57,000	$51,100		-10.4%
Road Maintenance and Rehabiliation (SB1)									
Road Maintenance & Rehabilitation	$90,045	$99,319	$114,802	$0	$127,400	$128,000	$133,000		3.9%
Investment Earnings	$1,141	$888	$6,896	$0	$16,645	$15,000	$7,000		-53.3%

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2025 Budgeted	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2022 undefined vs. FY2023 Budgeted (% Change)	FY2024 Budget vs. FY2025 Budgeted (% Change)
Total Road Maintenance and Rehabiliation (SB1):	$91,186	$100,207	$121,698	$111,400	$144,045	$143,000	$140,000		-2.1%
Total:	$212,856	$231,469	$271,621	$271,550	$311,161	$312,000	$302,400	N/A	-3.1%

Gasoline Tax Expenditures by Fund

Budgeted and Historical 2024 Expenditures by Fund



Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Gas Tax Fund	$82,000	$89,000	$105,000	$110,000	$110,000	$110,000	0%
Highway Users' Tax-Section 2103	$0	$9,962	$0	$0	$0	$0	0%
Road Maintenance and Rehabiliation (SB1)	$58,865	$35,355	$0	$0	$0	$0	0%
Total:	$140,865	$134,317	$105,000	$110,000	$110,000	$110,000	0%

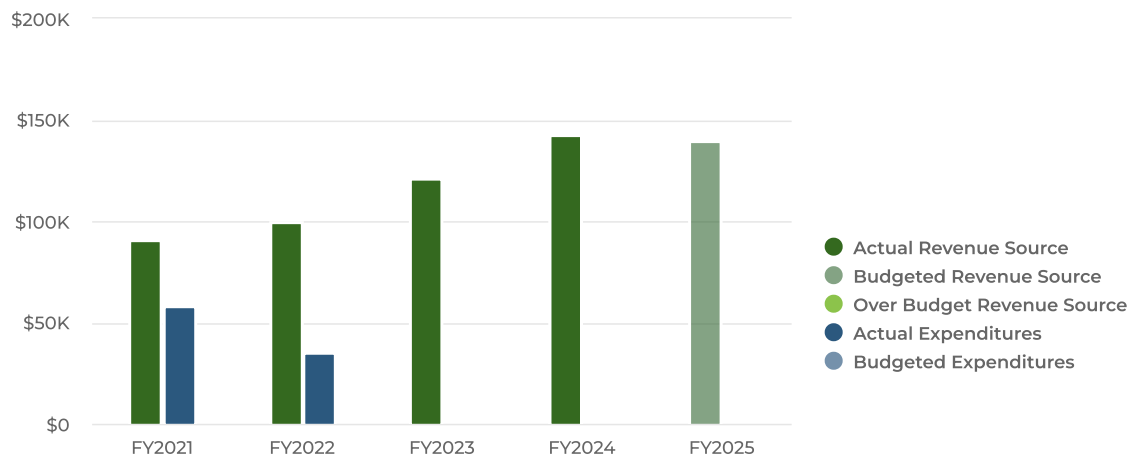
Road Maintenance and Rehabilitation (SB1)

California Senate Bill (SB) 1 created the Road Maintenance and Rehabilitation Account (RMRA) to address deferred maintenance on the State Highway System and the local street and road system. A percentage of this new RMRA funding will be apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system.

Summary

The City of Sonora is projecting $140K of revenue in FY2025, which represents a 2.1% decrease over the prior year. Budgeted expenditures are projected to increase by 100% or $0 to $0 in FY2025.

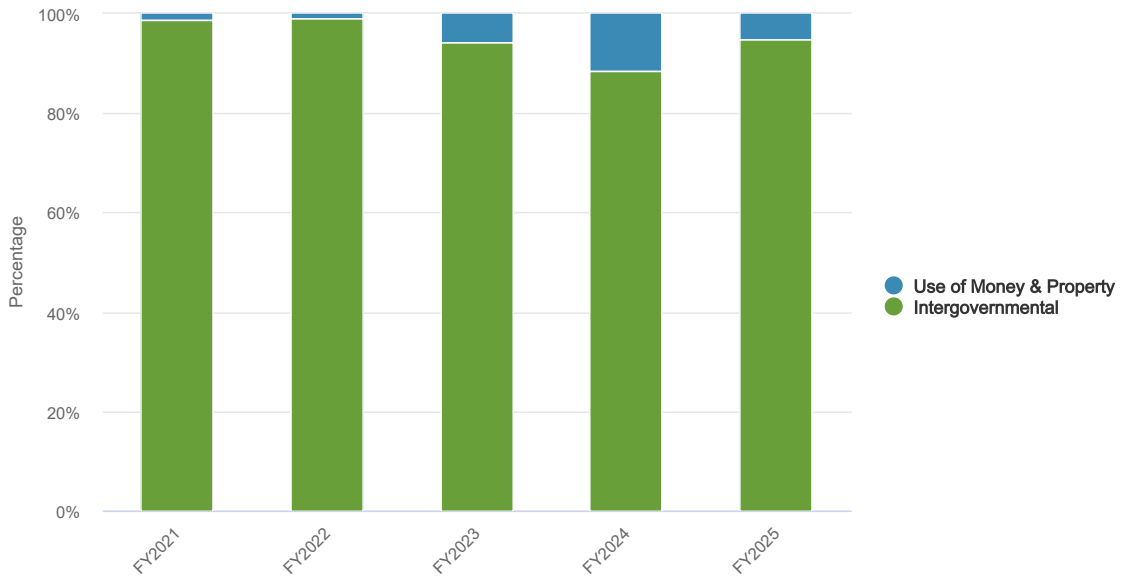
As the State of California has begun the transition to electric vehicles (EV), there has been a marked decline in gasoline tax collected. The City can expect this trend to continue until there is a solution offered. There have been discussions to tax each vehicle by the number of miles driven. As part of the Advanced Clean Cars II regulations, all new passenger cars, trucks, and SUV's sold in California will be zero-emission vehicles by 2035.



Road Maintenance and Rehabilitation Revenues by Source

Each year the City receives estimated revenues for each of the California Gas Tax Funds. The estimated RMRA funding in FY23/24 is $128,000.

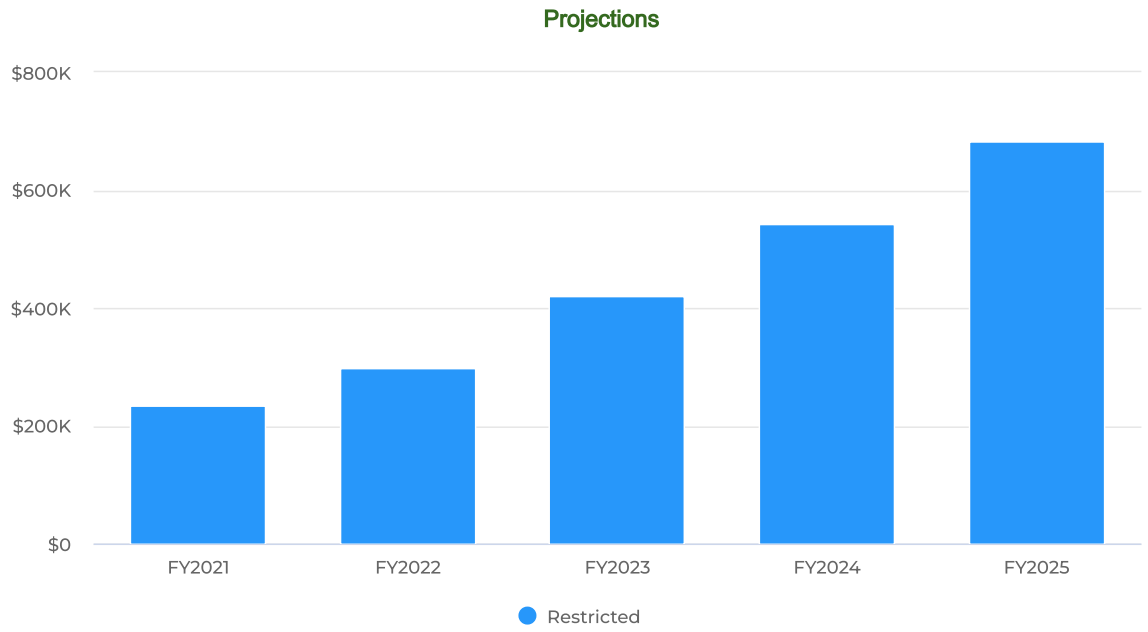
Budgeted and Historical 2024 Revenues by Source



Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Intergovernmental	$90,045	$99,319	$114,802	$127,400	$128,000	$133,000	3.9%
Use of Money & Property	$1,141	$888	$6,896	$16,645	$15,000	$7,000	-53.3%
Total Revenue Source:	$91,186	$100,207	$121,698	$144,045	$143,000	$140,000	-2.1%

Road Maintenance and Rehabilitation
Fund Balance

The City has accumulated approximately $680,000 over the past several years. As part of the FY24/25 budget's supplementary list is the Snell Project, which would be a use these funds.



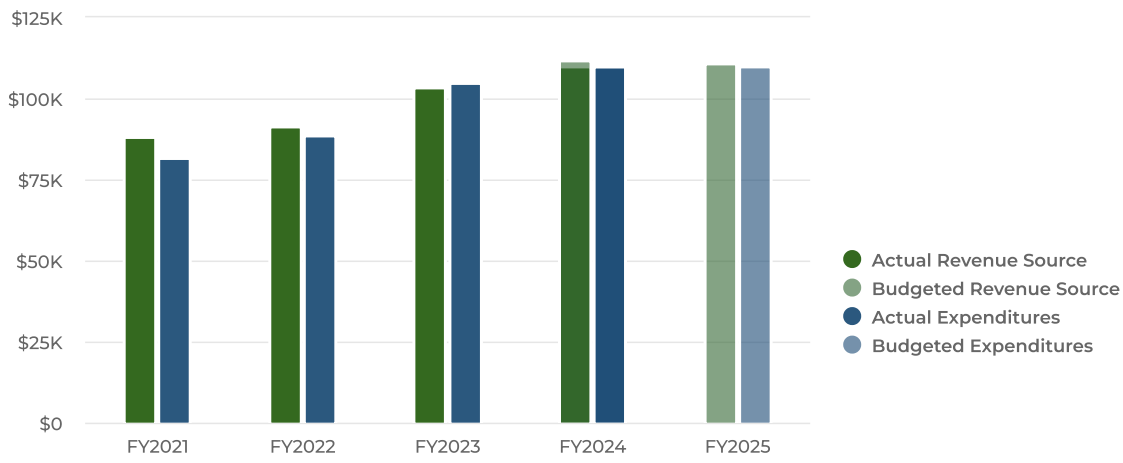
Financial Summary	FY2022	FY2023	FY2024
Fund Balance	—	—	—
Restricted	$298,086	$419,783	$541,984
Total Fund Balance:	**$298,086**	**$419,783**	**$541,984**

Highway User Tax

The state of California imposes per-gallon excise taxes on gasoline and diesel fuel, sales taxes on gasoline and diesel fuel and registration taxes on motor vehicles with allocations dedicated to transportation purposes. The local (city and county) portions of these allocations flow through the Highway Users Tax Account (HUTA), the familiar gasoline tax revenues that have been in place for decades.

Summary

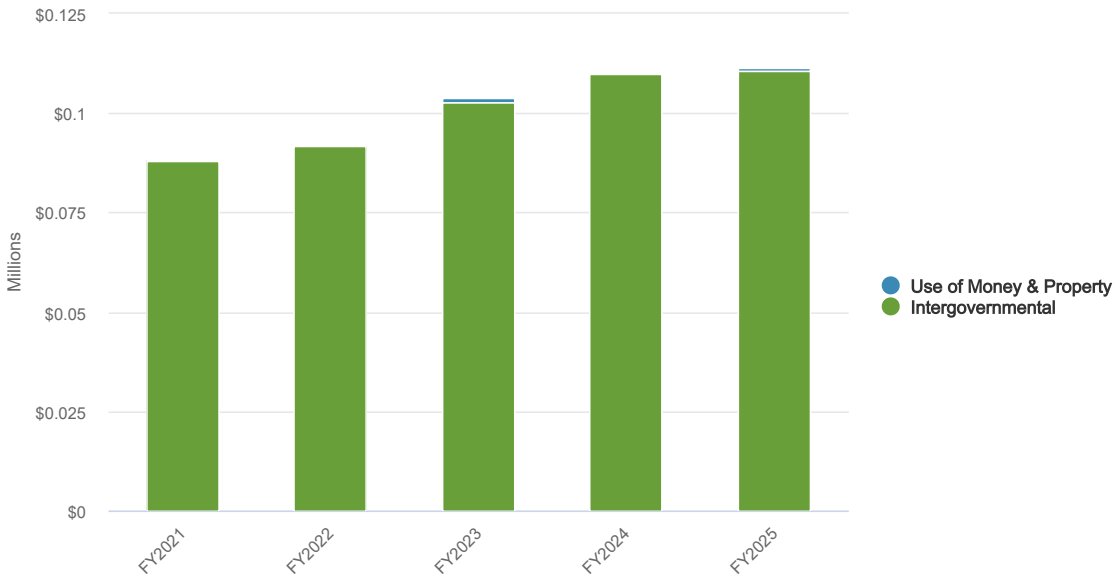
The City of Sonora is projecting $111.3K of revenue in FY2025, which represents a 0.6% decrease over the prior year. Budgeted expenditures are projected to increase by 0% or $0 to $110K in FY2025.



Highway User Tax Revenues by Source

Each year the City receives estimated revenues for each of the California Gas Tax Funds.

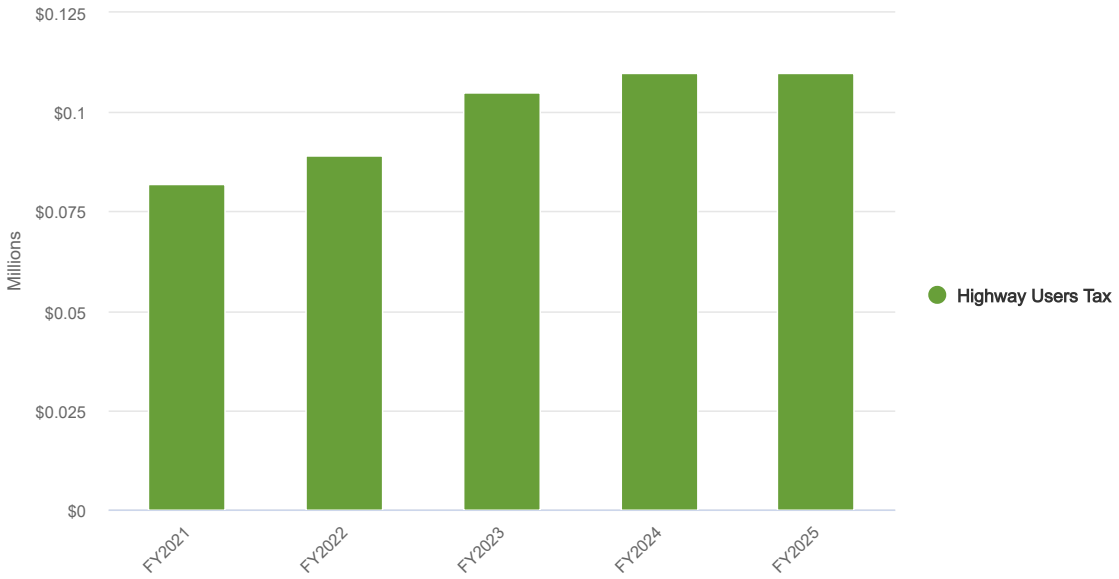
Budgeted and Historical 2024 Revenues by Source



Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Intergovernmental	$88,124	$91,647	$102,778	$109,914	$111,000	$110,800	-0.2%
Use of Money & Property	$184	$162	$1,063	$328	$1,000	$500	-50%
Total Revenue Source:	$88,307	$91,809	$103,841	$110,242	$112,000	$111,300	-0.6%

Highway User Tax Expenditures by Function

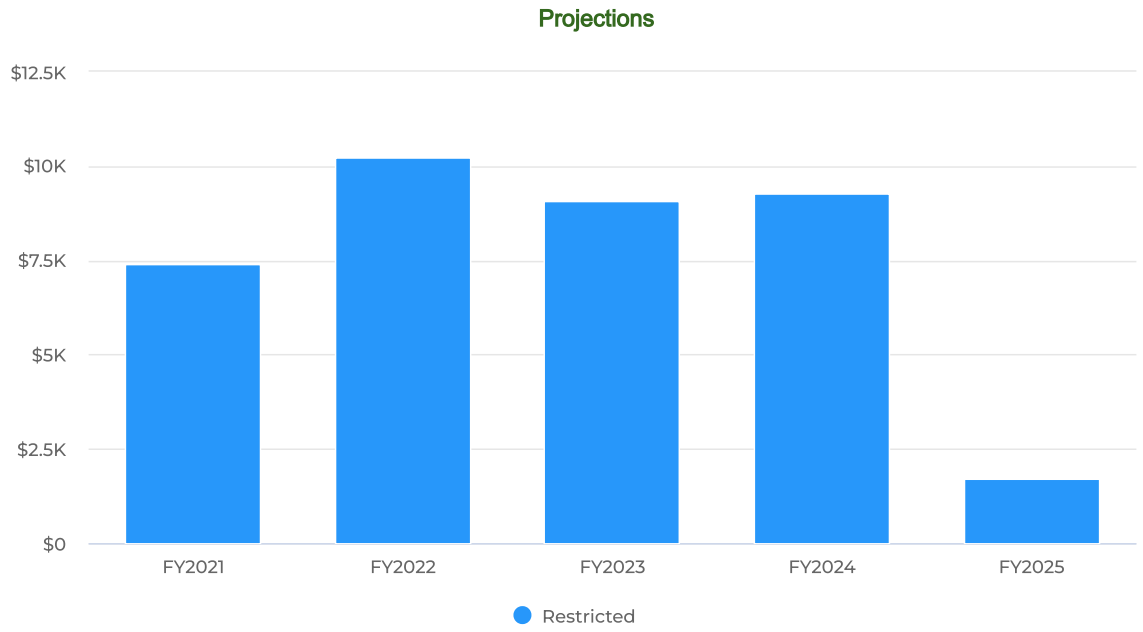
Budgeted and Historical Expenditures by Function



Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
Highway Users Tax	$82,000	$89,000	$105,000	$110,000	$110,000	$110,000	0%
Total Expenditures:	$82,000	$89,000	$105,000	$110,000	$110,000	$110,000	0%

Highway User Tax
Fund Balance

The fund balance in the City's Highway User Tax Fund is normally close to $0. Each year the City allocates approximately $110,000 to the Public Works Department to patch and stripe streets and roads in the City. As the revenues have increased and decreased over the past few years the fund balance has done the same.



Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Restricted	$9,283	$1,699	-81.7%
Total Fund Balance:	**$9,283**	**$1,699**	**-81.7%**

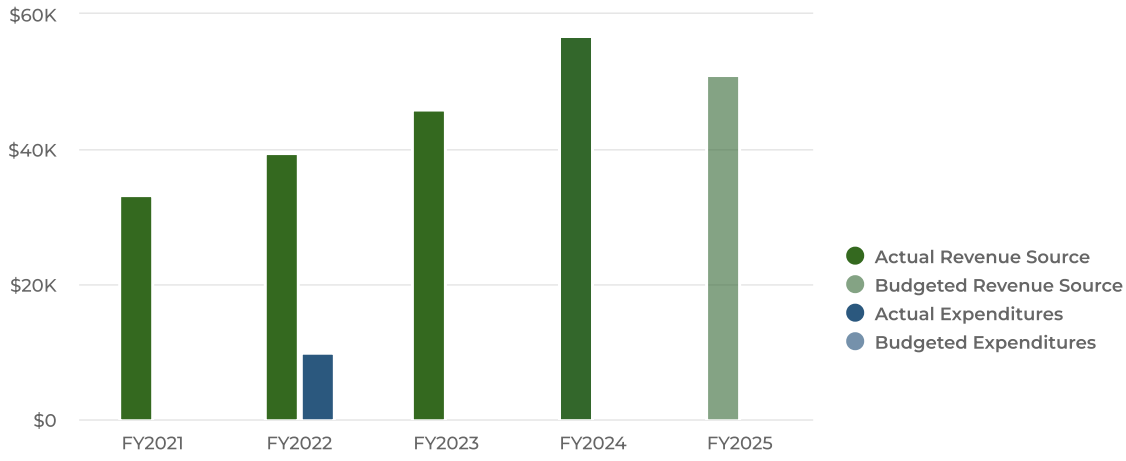
Gas Tax Section 2103

The state of California imposes per-gallon excise taxes on gasoline and diesel fuel, sales taxes on gasoline and diesel fuel and registration taxes on motor vehicles with allocations dedicated to transportation purposes. The local (city and county) portions of these allocations flow through the Highway Users Tax Account (HUTA), the familiar gasoline tax revenues that have been in place for decades.

Summary

The City of Sonora is projecting $51.1K of revenue in FY2025, which represents a 10.4% decrease over the prior year. Budgeted expenditures are projected to increase by 100% or $0 to $0 in FY2025.

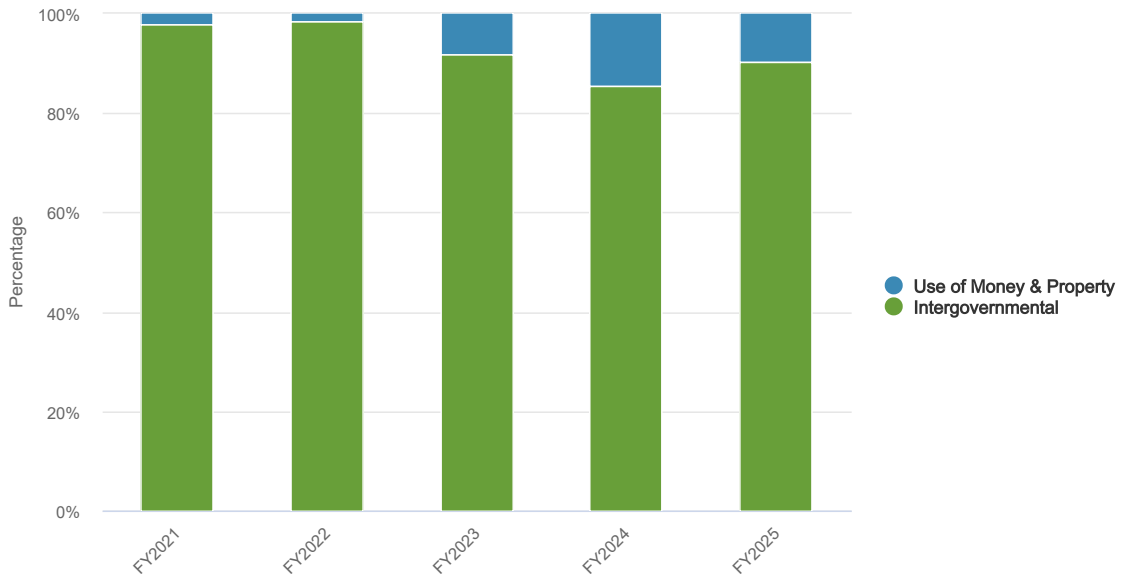
As the State of California has begun the transition to electric vehicles (EV), there has been a marked decline in gasoline taxes collected. The City can expect this trend to continue until there is a solution offered. There have been discussions about taxing each vehicle on the number of miles driven. As part of the Advanced Clean Cars II regulations, all new passenger cars, trucks, and SUV's sold in California will be zero-emission vehicles by 2035.



Gas Tax Section 2103 Revenues by Source

Each year the City receives revenues for each of the California Gas Tax Funds.

Budgeted and Historical 2024 Revenues by Source



Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Intergovernmental	$32,711	$38,902	$42,372	$48,700	$51,000	$46,100	-9.6%
Use of Money & Property	$651	$551	$3,710	$8,174	$6,000	$5,000	-16.7%
Total Revenue Source:	$33,363	$39,453	$46,082	$56,874	$57,000	$51,100	-10.4%

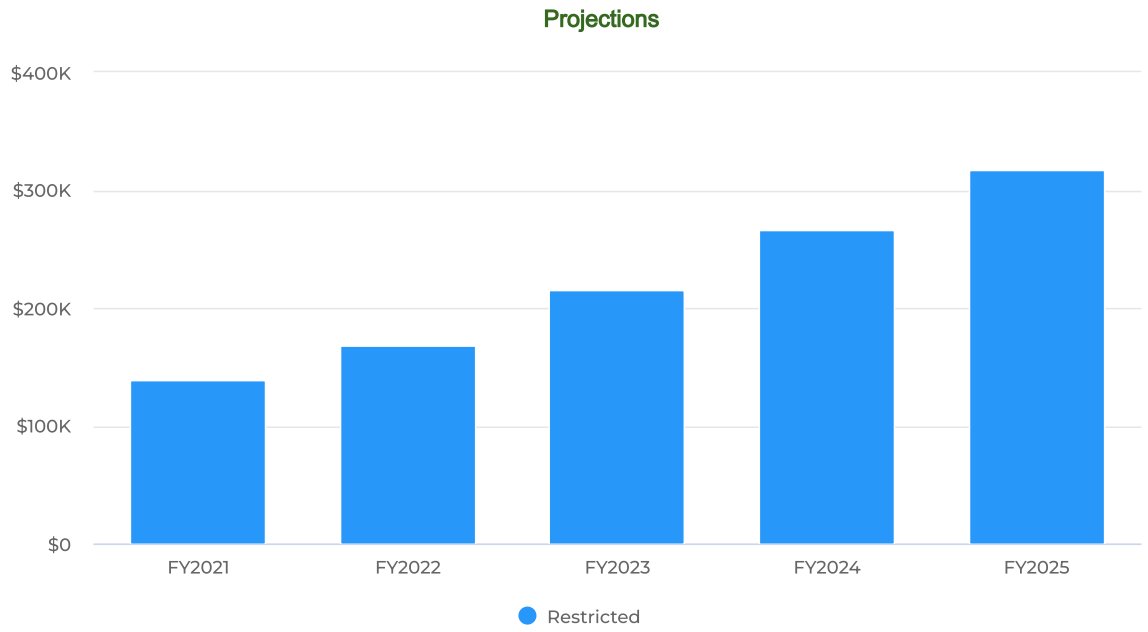
Gas Tax Section 2103 Expenditures by Function

There are no budgeted expenditures for this fund in FY23/24. Once a project is identified, the project will be budgeted and approved by the City Council.

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
Highway Users Tax	$0	$9,962	$0	$0	$0	$0	0%
Total Expenditures:	$0	$9,962	$0	$0	$0	$0	0%

Gas Tax Section 2103
Fund Balance

The City has accumulated approximately $316,000 over the past several years. As part of the FY24/25 budget's supplementary list is the Snell Project, which would be a use these funds.



Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Restricted	$265,954	$316,610	19%
Total Fund Balance:	**$265,954**	**$316,610**	**19%**

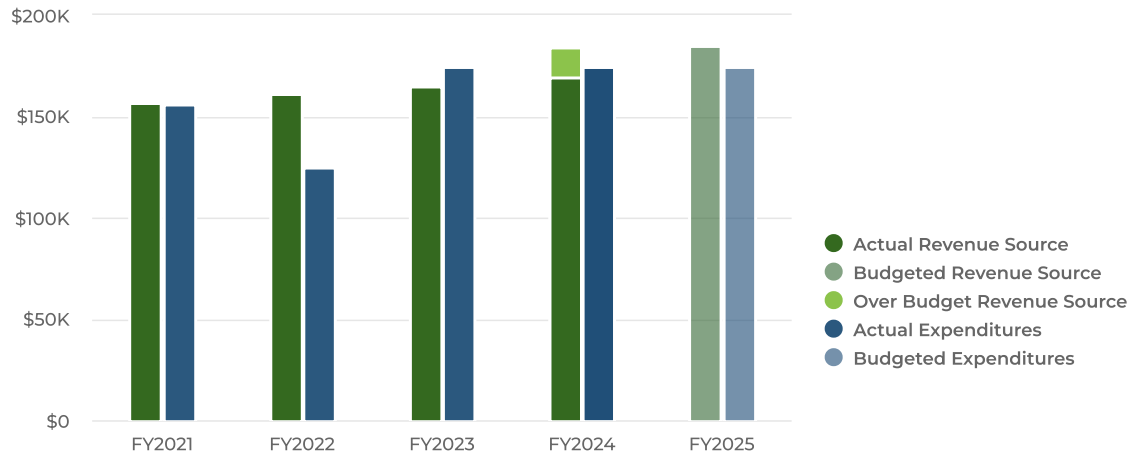
Supplemental Law Enforcement Services Fund

The Supplemental Law Enforcement Service Fund (SLESF), Citizen's Option for Public Safety (COPS) Program, provides monies statewide for local public safety needs. The Police Department is required to spend these funds on front-line police services, including personnel and/or equipment. SLESF monies cannot be allocated to supplant any existing funding of police services Per Government Cost Section 30062, monies allocated for SLESF is to be expended exclusively to provide front line law enforcement services.

Summary

The City of Sonora is projecting $185K of revenue in FY2025, which represents a 8.8% increase over the prior year. Budgeted expenditures are projected to increase by 0% or $0 to $175K in FY2025.

The increase in the forecasted budget is to better reflect actual revenues from the program.



Supplemental Law Enforcement Services Fund Revenue by Fund

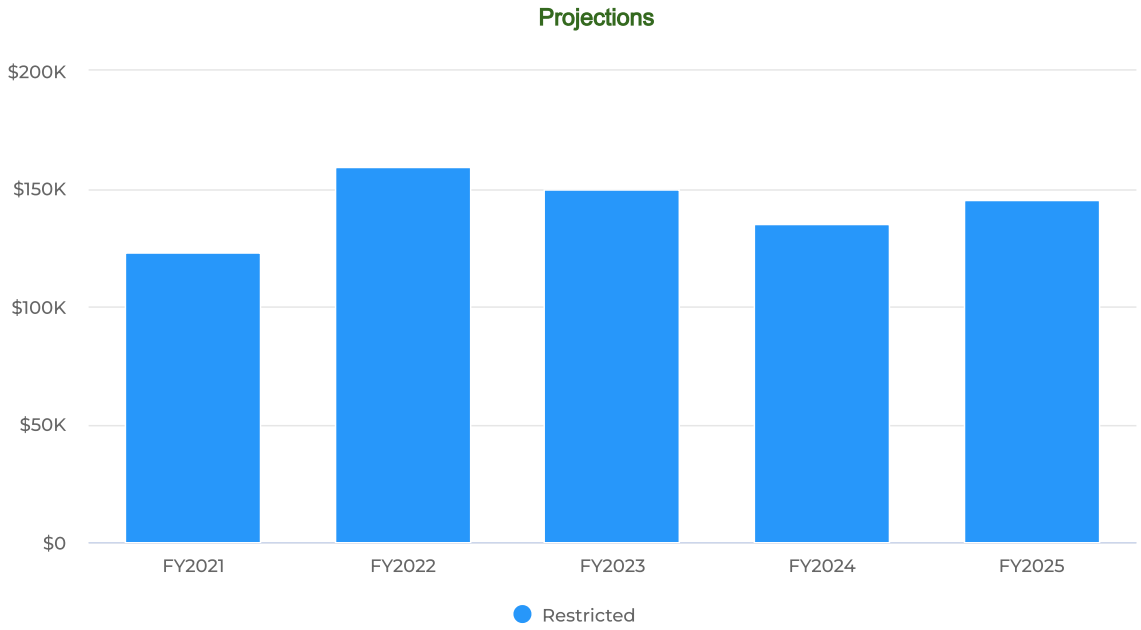
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
SLESF - COPS	$156,727	$161,285	$165,271	$184,721	$170,000	$185,000	8.8%
Total SLESF - COPS:	$156,727	$161,285	$165,271	$184,721	$170,000	$185,000	8.8%

Supplemental Law Enforcement Services Fund Expenditures by Function

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
Public Safety	$156,000	$125,000	$175,000	$175,000	$175,000	$175,000	0%
Total Expenditures:	$156,000	$125,000	$175,000	$175,000	$175,000	$175,000	0%

Supplemental Law Enforcement Services Fund Balance

The City's Supplemental Law Enforcement Services Fund is funding dedicated to the Police Department.



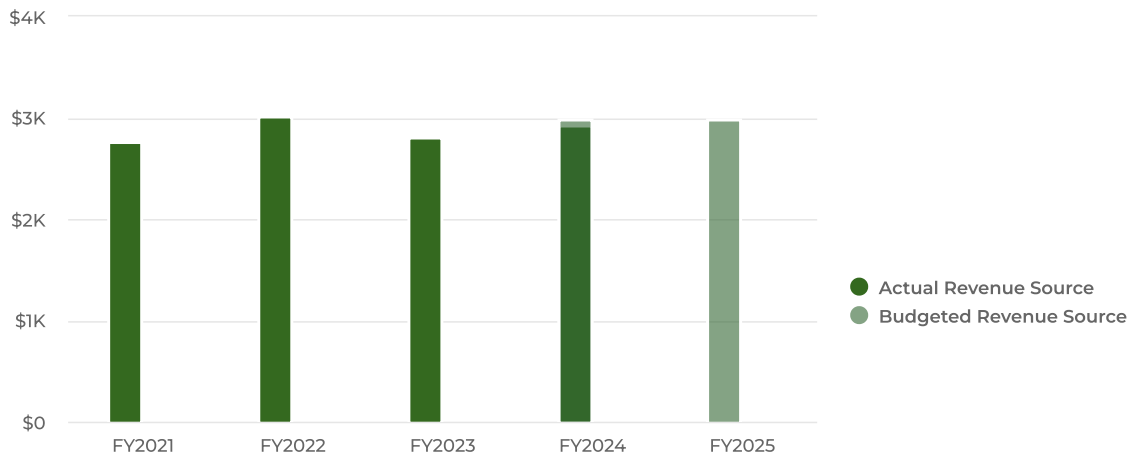
Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Restricted	$135,104	$145,104	7.4%
Total Fund Balance:	**$135,104**	**$145,104**	**7.4%**

Vehicle Abatement

The Vehicle Abatement Fund was established in 1994 as a result of a vehicle registration fee increase for City and County residents. The purpose of this fund is to provide revenue to address vehicle abatement enforcement costs within the City of Sonora. This budget has been established from criteria for the maintenance of the vehicle abatement program. These costs include logistical and equipment needs, and the supplement of salaries for personnel assigned to vehicle abatement services. This program is to be renewed in FY23/24.

Summary

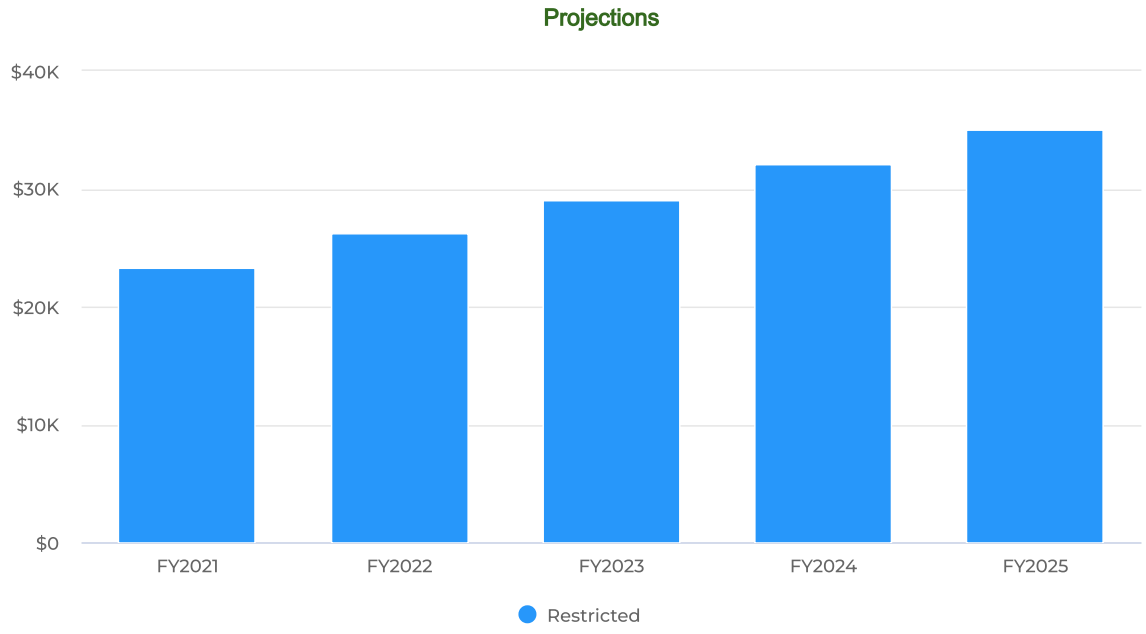
The City of Sonora is projecting $3K of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 100% or $0 to $0 in FY2025.



Vehicle Abatement Revenues by Source

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Charges for Services	$2,772	$3,023	$2,810	$2,937	$3,000	$3,000	0%
Total Revenue Source:	**$2,772**	**$3,023**	**$2,810**	**$2,937**	**$3,000**	**$3,000**	**0%**

Fund Balance



Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Restricted	$32,087	$35,087	9.3%
Total Fund Balance:	**$32,087**	**$35,087**	**9.3%**

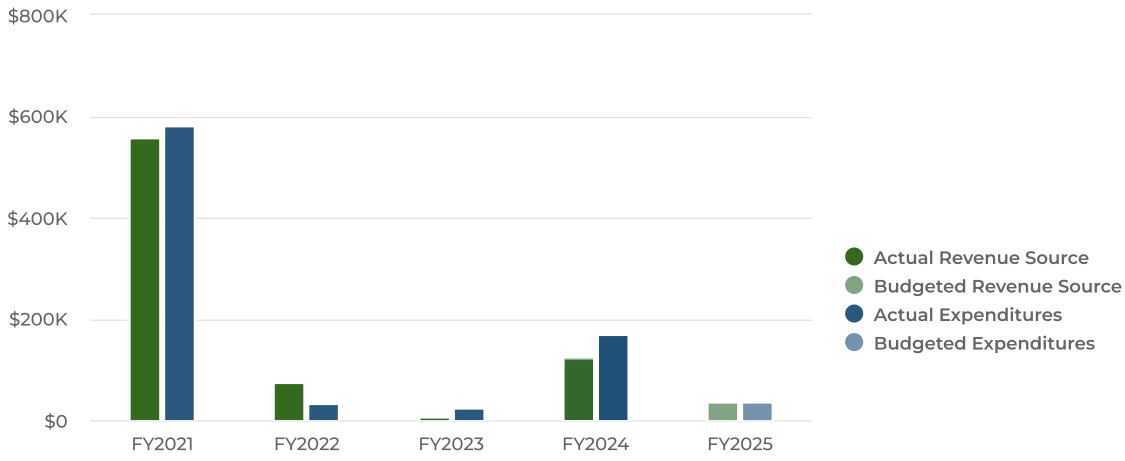
Rural Capacity Grant

The City of Sonora's Fire Department researches and applies for grant funding opportunities. The Rural Capacity Grant is a grant the department will apply for during the year and any awards will be approved by the Council.

Summary

The City of Sonora is projecting $40K of revenue in FY2025, which represents a 68.3% decrease over the prior year. Budgeted expenditures are projected to decrease by 76.8% or $132.5K to $40K in FY2025.

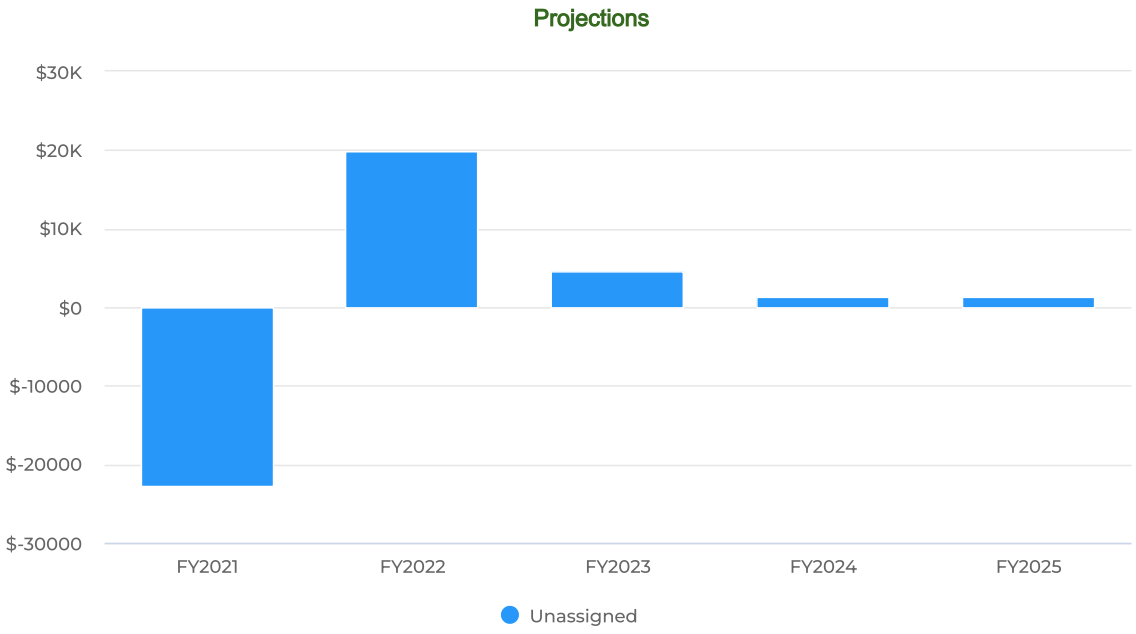
Each year the City applies for this grant. The actual revenues are based on the award and can vary widely.



Rural Capacity Grant Revenues by Source

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Intergovernmental	$392,826	$19,893	$10,000	$39,659	$40,000	$20,000	-50%
Transfer In	$168,083	$58,450	$0	$86,000	$86,000	$20,000	-76.7%
Total Revenue Source:	$560,909	$78,343	$10,000	$125,659	$126,000	$40,000	-68.3%

Fund Balance



Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Unassigned	$1,244	$1,244	0%
Total Fund Balance:	$1,244	$1,244	0%

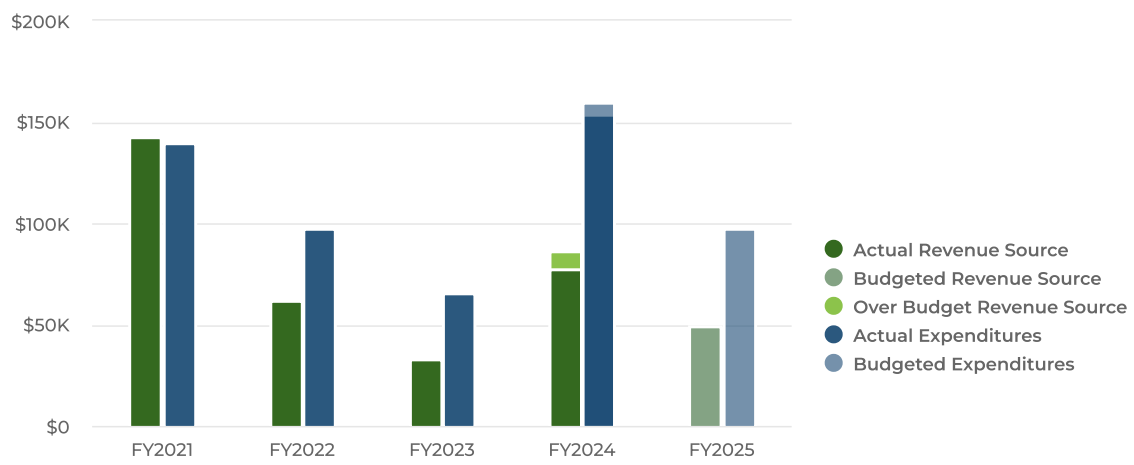
Code 5 Fire Reimbursement

The City of Sonora's Fire Department participates in the statewide California Firefighter Assistance Agreement (CFAA) and the local Tuolumne County Assistance by Hire Agreement (ABH). These agreements allow fire agencies to participate in a statewide mutual aid assistance program and receive reimbursement for the cost of sending equipment and personnel. During FY24/25, the Fire Department will participate in the CFAA and ABH as needed, ensuring that adequate staffing levels are maintained to respond to emergencies within the City of Sonora. Costs are charged to this fund as a placeholder and reimbursed by the State or agency requesting assistance. The typical costs associated with this fund are subsequent to the reimbursement received from the agency requesting assistance and usually are paid within four to six months.

Summary

The City of Sonora is projecting $50K of revenue in FY2025, which represents a 35.9% decrease over the prior year. Budgeted expenditures are projected to decrease by 39.0% or $62.25K to $97.5K in FY2025.

Revenues in this fund are based on the current need for fire personnel and equipment to be deployed. Each year the City provides a base amount of $50,000. This amount will be updated throughout the year as actual deployments occur.



Code 5 Fire Reimbursement Revenues by Source

These are revenue estimates based on the number and length of ther mutual aid deployment.

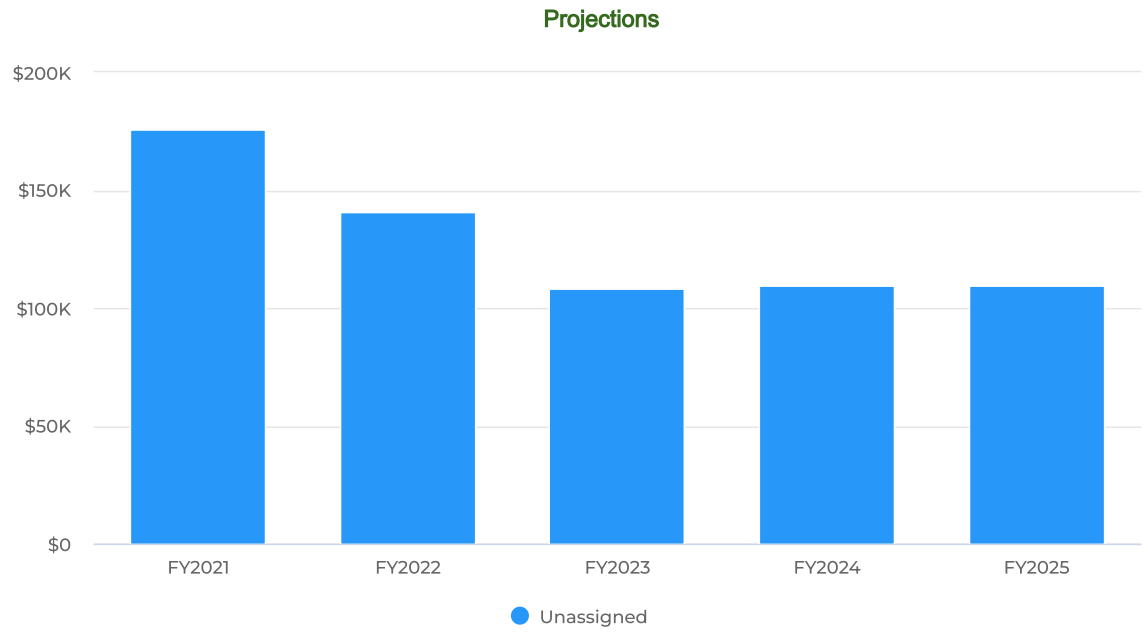
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
All Other Revenue	$142,666	$62,403	$33,689	$86,875	$78,000	$50,000	-35.9%
Total Revenue Source:	$142,666	$62,403	$33,689	$86,875	$78,000	$50,000	-35.9%

Code 5 Reimbursement Expenditures by Function

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
Public Safety	$140,250	$97,629	$65,664	$154,262	$159,750	$97,500	-39%
Total Expenditures:	$140,250	$97,629	$65,664	$154,262	$159,750	$97,500	-39%

Fund Balance

As the City's Fire Department is utilized in mutual aide assistance the revenues are accumulated. The department uses these funds, as necessary, for equipment needs and as matching funds for other grant opportunities.



Financial Summary	FY2024	FY2025	% Change
Total Fund Balance:	$109,591	$109,591	0%

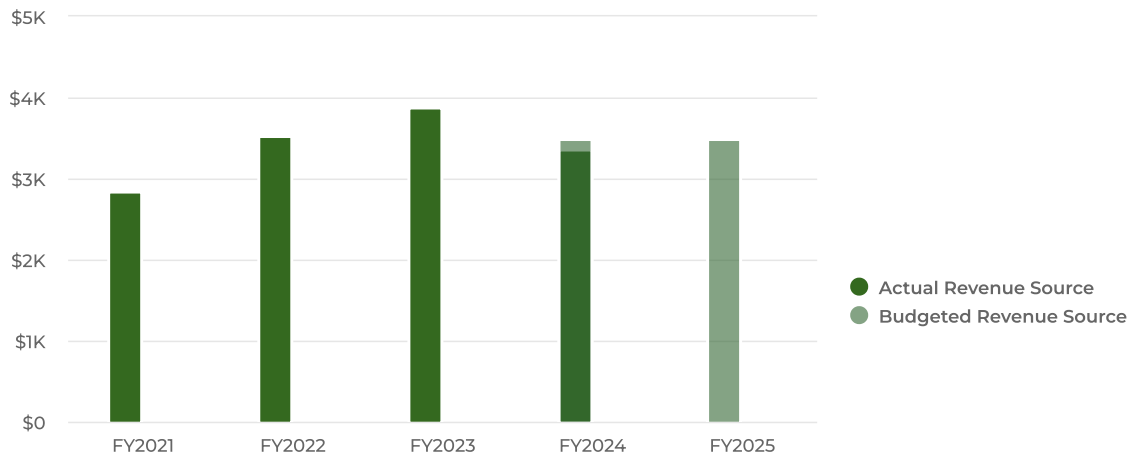
Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Unassigned	$109,591	$109,591	0%
Total Fund Balance:	**$109,591**	**$109,591**	**0%**

Certified Access Specialist Fund

This fund is used to account for receipts of business licenses and building related surcharges and disbursements, which fund ongoing building programs to promote disabled accessibility. The Senate Bill (SB) 1186 fee is applied to business license renewals. Local jurisdictions are required to use the funds to increase certified access specialist (CASp) services and compliance with construction related disability access requirements, primarily for training and retention of CASps to meet the needs of the public.

Summary

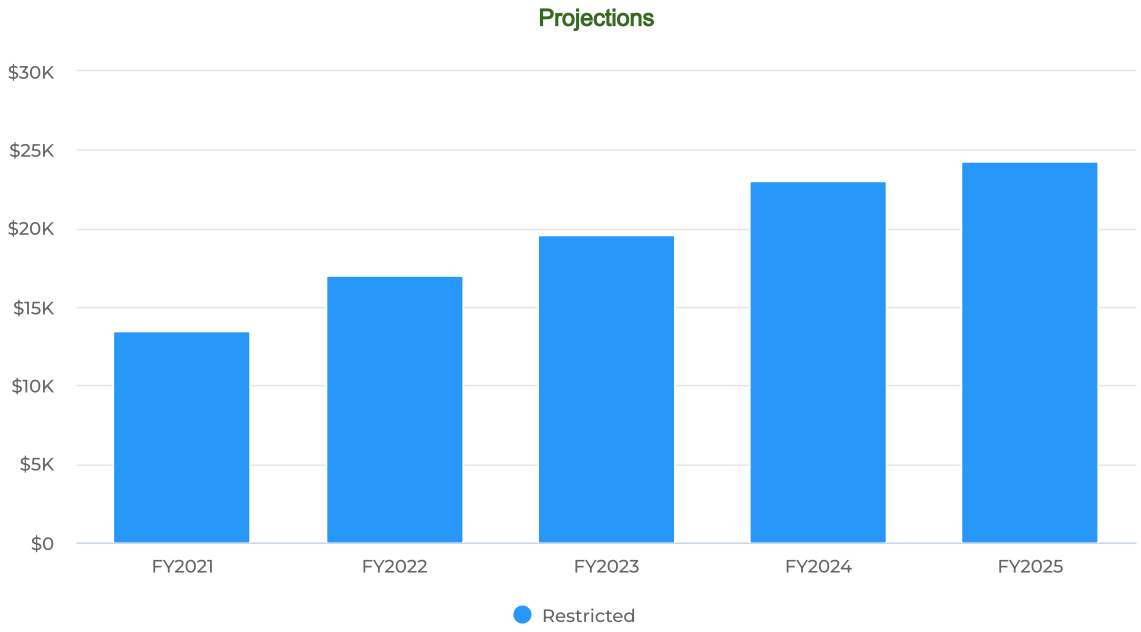
The City of Sonora is projecting $3.5K of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 100% or $0 to $0 in FY2025.



Certified Access Specialist Revenues by Source

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Licenses, Permits, & Franchises	$2,853	$3,539	$3,893	$3,373	$3,500	$3,500	0%
Total Revenue Source:	$2,853	$3,539	$3,893	$3,373	$3,500	$3,500	0%

Certified Access Specialist
Fund Balance



Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Restricted	$23,073	$24,293	5.3%
Total Fund Balance:	**$23,073**	**$24,293**	**5.3%**

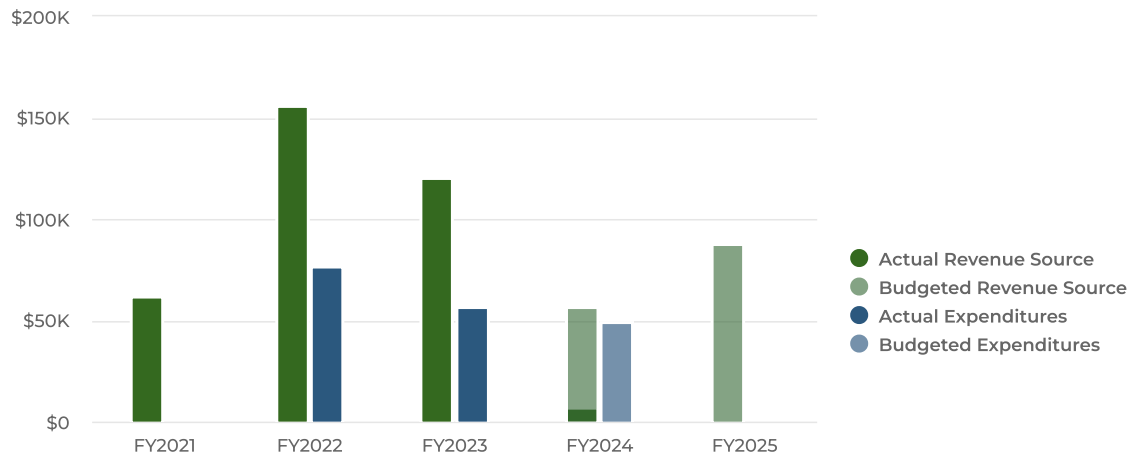
Local Transportation Fund

Local Transportation Funds (LTF) are allocated to the City of Sonora when excess funds are available after meeting the transit needs of the community. During FY22/23, LTF was allocated to the Washington-Elkin Project (Red Church Project).

Summary

The City of Sonora is projecting $88.39K of revenue in FY2025, which represents a 55.1% increase over the prior year. Budgeted expenditures are projected to decrease by 100% or $50K to $0 in FY2025.

The amount the City receives in revenues from the Local Transportation Funds is determined by the amount of excess LTF at the Tuolumne County Transportation Council.



Local Transportation Fund Revenues by Source

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Intergovernmental	$61,590	$155,510	$116,287	$0	$50,000	$83,387	66.8%
Use of Money & Property	$563	$600	$4,700	$7,248	$7,000	$5,000	-28.6%
Total Revenue Source:	$62,152	$156,110	$120,987	$7,248	$57,000	$88,387	55.1%

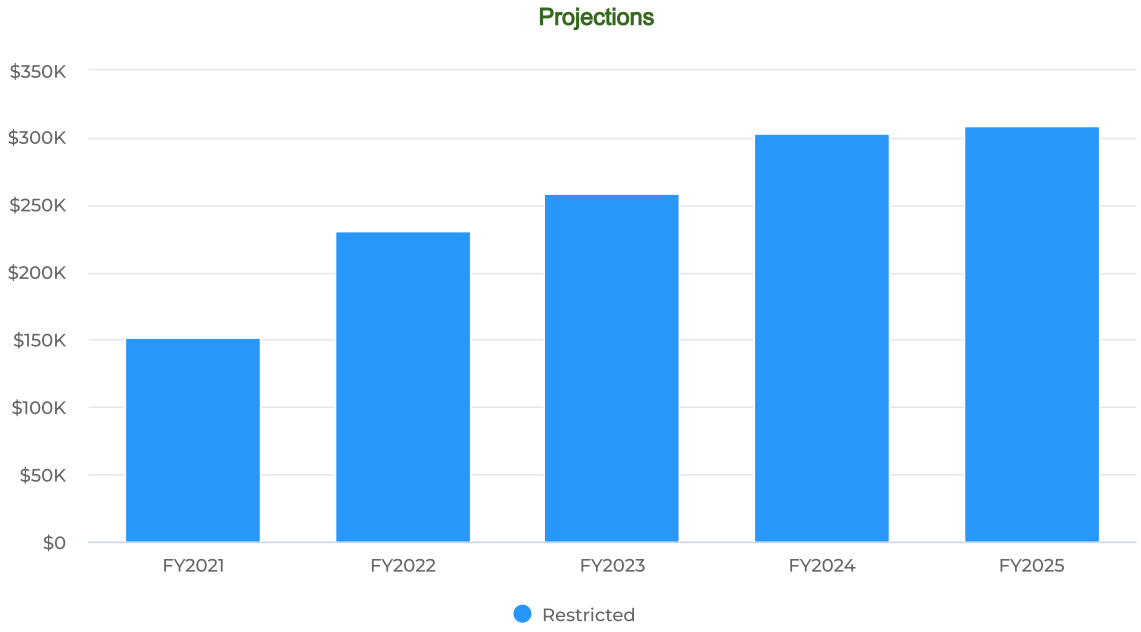
Local Transportation Fund Expenditures by Function

The expenditures for each deparment are reflected in their respective budgets.

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
Road Maintenance	$0	$77,000	$56,862	$0	$50,000	$0	-100%
Total Expenditures:	$0	$77,000	$56,862	$0	$50,000	$0	-100%

Fund Balance

As part of the FY24/25 Budget are supplementary requests. Included in those requests are improvements to the sidewalks near the Farmer's Market site and any fund balance will be used directly on projects.



Financial Summary	FY2024	FY2025	% Change

Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Restricted	$303,590	$308,590	1.6%
Total Fund Balance:	**$303,590**	**$308,590**	**1.6%**

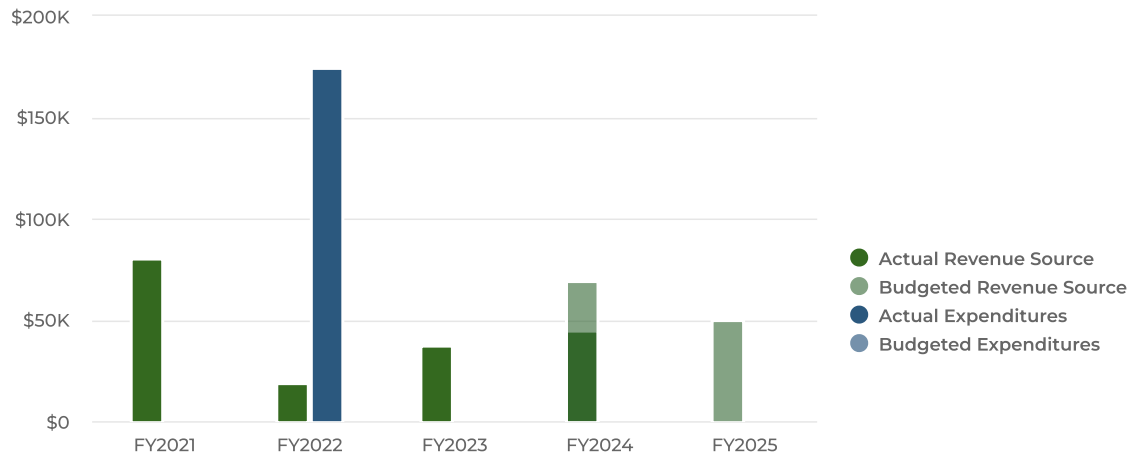
Traffic Mitigation Fund

The Traffic Mitigation Fund is used to account for impact fees which have been received from development projects to mitigate traffic impacts and are used to fund regional transportation improvement projects in the City and County.

Summary

The City of Sonora is projecting $50.5K of revenue in FY2025, which represents a 27.9% decrease over the prior year. Budgeted expenditures are projected to increase by 100% or $0 to $0 in FY2025.

The revenues in this fund are provided by the number of projects constructed in the City. Each year the City provides a base amount of $50,000. The actual amount will be determined by the size and number of projects constructed.



Traffic Mitigation Revenues by Source

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Licenses, Permits, & Franchises	$74,634	$15,920	$17,004	$12,485	$40,000	$12,500	-68.7%
Use of Money & Property	$6,285	$3,677	$20,703	$32,484	$30,000	$38,000	26.7%
Total Revenue Source:	$80,919	$19,597	$37,707	$44,969	$70,000	$50,500	-27.9%

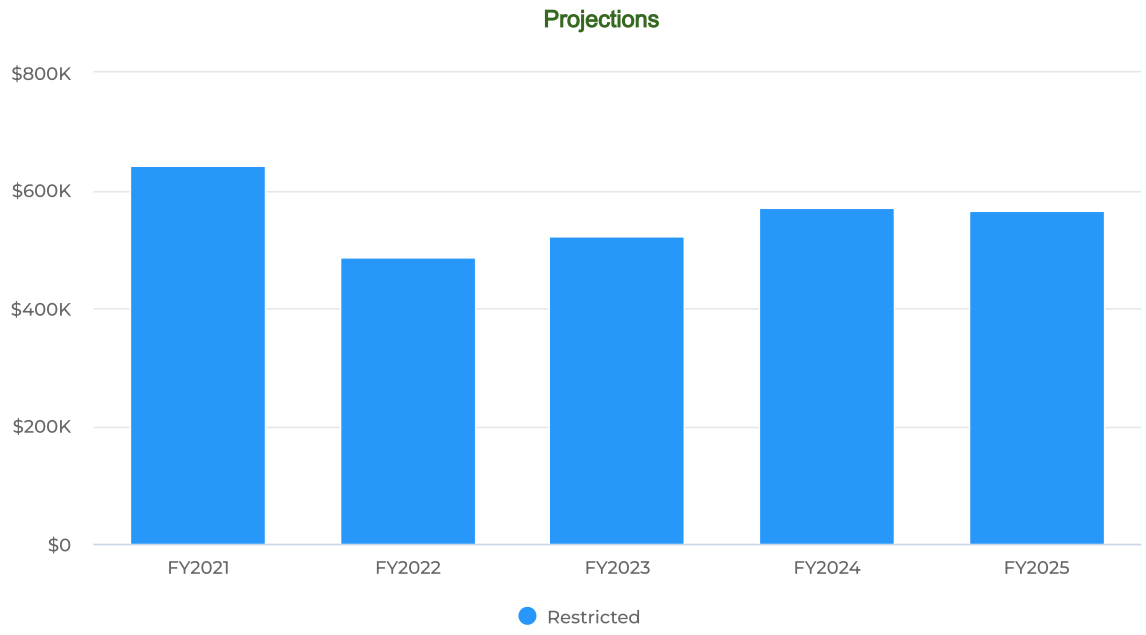
Traffic Mitigation Expenditures by Function

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
Mitigation	$0	$175,000	$0	$0	$0	$0	0%

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Total Expenditures:	$0	$175,000	$0	$0	$0	$0	0%

Fund Balance

Traffic Impact Mitigation Fees are collected pursuant to Chapter 3.50 of the Sonora Municipal Code established
in 1991 and City Council Resolution 11-16-98-A which adopted Traffic Impact Mitigation Fees based on an Updated Study of County Wide Circulation Improvement Needs. These fees are used to mitigate the effects of projects within the City. As part of the fund balance is the encumbered funds for the signalization project of Sanguinette Road and Old Wards Ferry Road.



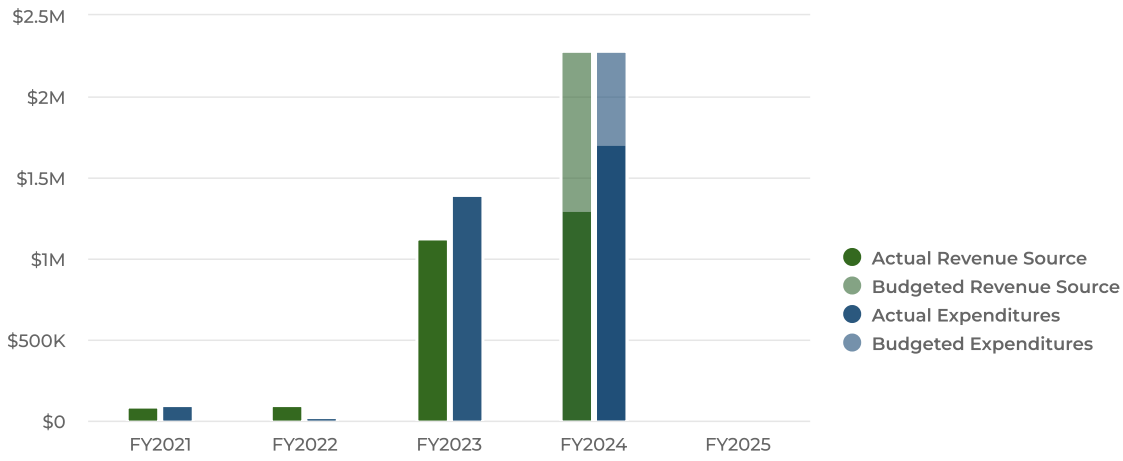
Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Restricted	$570,765	$566,165	-0.8%
Total Fund Balance:	**$570,765**	**$566,165**	**-0.8%**

Stockton-Washington Transit Project

This fund tracks the Stockton Washington Corridor - Downtown Transit and Accessibility Improvement Project. Construction began in Fiscal Year 2022/23 and was completed in Fiscal Year 2023/24.

Summary

The City of Sonora is projecting $0 of revenue in FY2025, which represents a 100% decrease over the prior year. Budgeted expenditures are projected to decrease by 100% or $2.29M to $0 in FY2025.



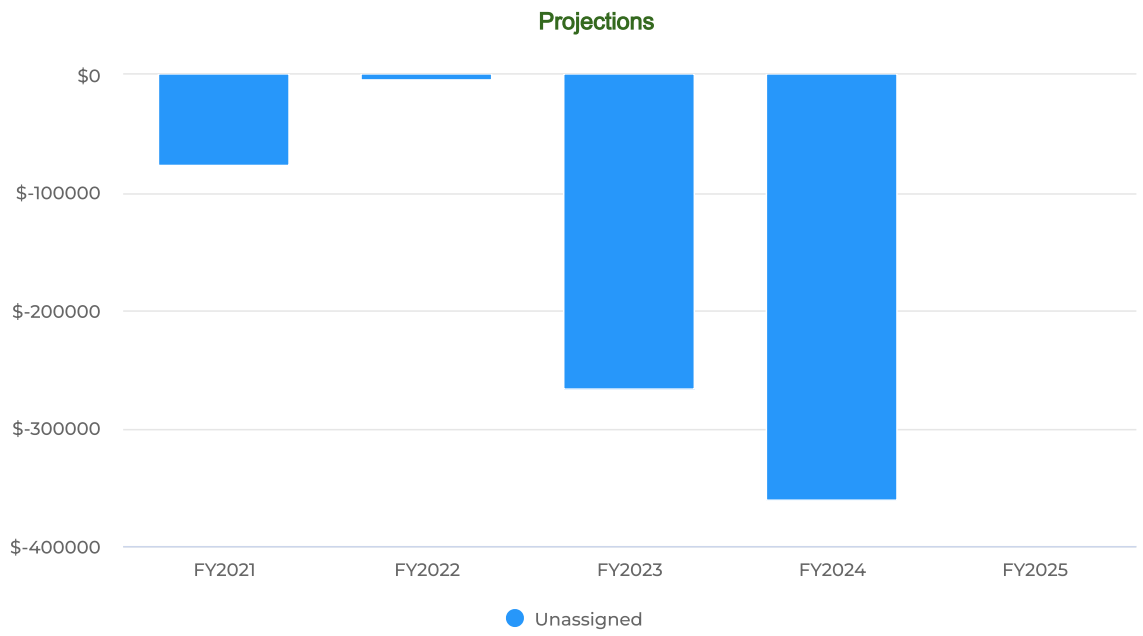
Stockton-Washington Transit Project Revenues by Source

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Intergovernmental	$94,387	$101,248	$1,131,628	$1,301,132	$2,285,000	$0	-100%
Total Revenue Source:	**$94,387**	**$101,248**	**$1,131,628**	**$1,301,132**	**$2,285,000**	**$0**	**-100%**

Stockton-Washington Transit Project Expenditures by Function

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
Capital Projects	$105,313	$28,287	$1,394,747	$1,712,953	$2,285,000	$0	-100%
Total Expenditures:	**$105,313**	**$28,287**	**$1,394,747**	**$1,712,953**	**$2,285,000**	**$0**	**-100%**

Fund Balance



Financial Summary	FY2024	FY2025	% Change
Fund Balance	—	—	
Unassigned	$-360,214	$0	-100%
Total Fund Balance:	**$-360,214**	**$0**	**-100%**

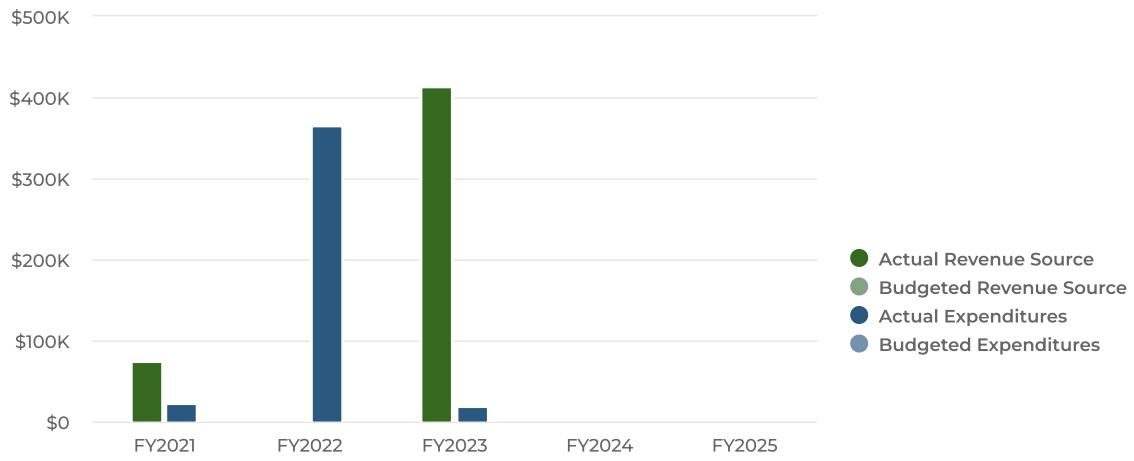
Washington Elkin Project

This fund tracks the Red Church Pedestrian and Circulation Improvement Project which was completed in Fiscal Year 2022/23.

Summary

The City of Sonora is projecting $0 of revenue in FY2025, which represents a 100% increase over the prior year. Budgeted expenditures are projected to increase by 100% or $0 to $0 in FY2025.

The Washington Elkin Project was completed FY22/23. No other activity is expected.



Washington Elkin Project Revenues by Source

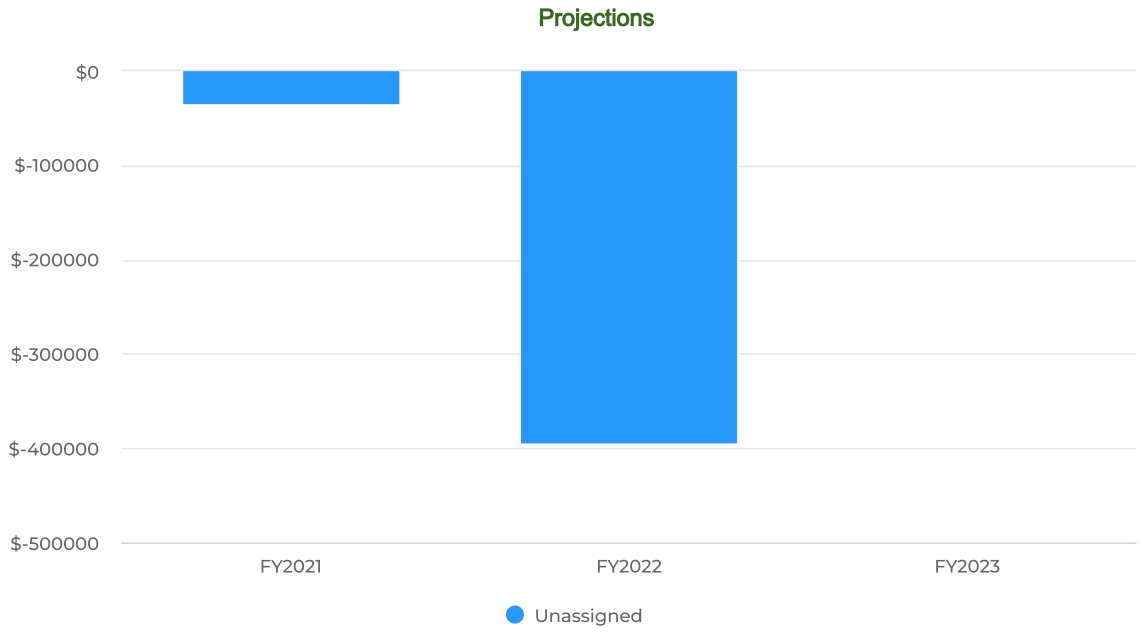
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Intergovernmental	$62,636	$0	$357,164	$0	$0	$0	0%
Transfer In	$12,785	$0	$56,862	$0	$0	$0	0%
Total Revenue Source:	$75,420	$0	$414,026	$0	$0	$0	0%

Washington Elkin Project Expenditures by Function

The expenditures for each deparment are reflected in their respective budgets.

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
Capital Projects	$24,625	$367,274	$19,689	$0	$0	$0	0%
Total Expenditures:	$24,625	$367,274	$19,689	$0	$0	$0	0%

Washington Elkin Project
Fund Balance



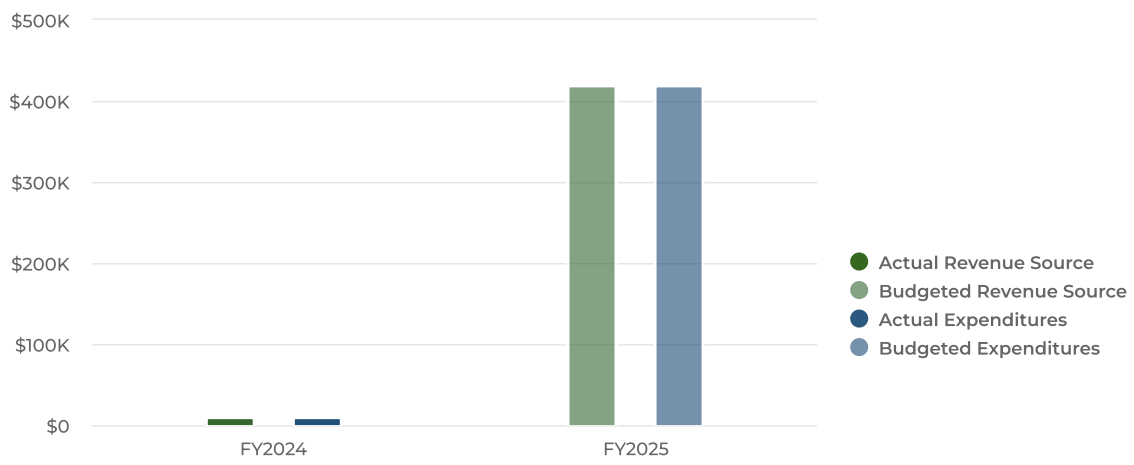
Financial Summary	FY2023
Fund Balance	—
Unassigned	$0
Total Fund Balance:	**$0**

Gold Rush Multi-Use Trail

This fund tracks the Gold Rush Multi-Use Trail. Phase 1 of this project is a 1.5 mile, paved, shared-use path along State Route 49. It will begin on Stockton Street at the South End of the Motherlode Fair Grounds and along Woods Creek Park to Sonora High. The completed trail will extend 14 miles.

Summary

The City of Sonora is projecting $421K of revenue in FY2025, which represents a 3,408.3% increase over the prior year. Budgeted expenditures are projected to increase by 3,408.3% or $409K to $421K in FY2025.



Gold Rush Multi-Use Trail Comprehensive Summary

Name	FY2024 Actual	FY2024 Budget	FY2025 Budget
Beginning Fund Balance:	N/A	N/A	N/A
Revenues			
Intergovernmental	$11,986	$12,000	$421,000
Total Revenues:	$11,986	$12,000	$421,000
Expenditures			
Operating Expenditures	$11,986	$12,000	$421,000
Total Expenditures:	$11,986	$12,000	$421,000
Ending Fund Balance:	N/A	N/A	N/A

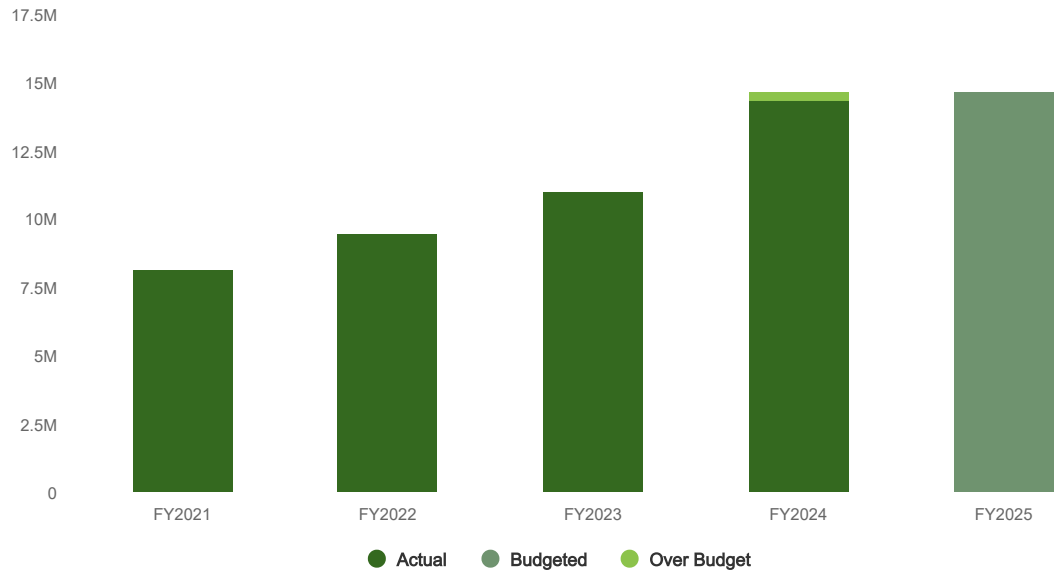
FUNDING SOURCES

General Fund Revenues Summary

The General Fund is used for general purpose government operations. Primary funding sources include property tax revenues, sales tax, public benefit fees, franchise fees, transient occupancy tax, and user fees.

$14,681,700 **$302,150**
(2.10% vs. prior year)

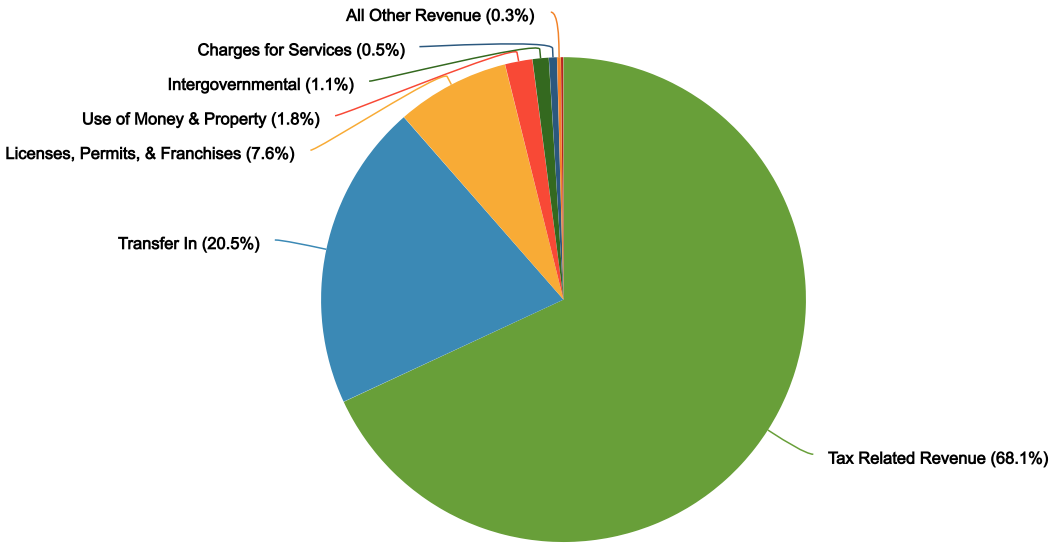
General Fund Revenues Proposed and Historical Budget vs. Actual



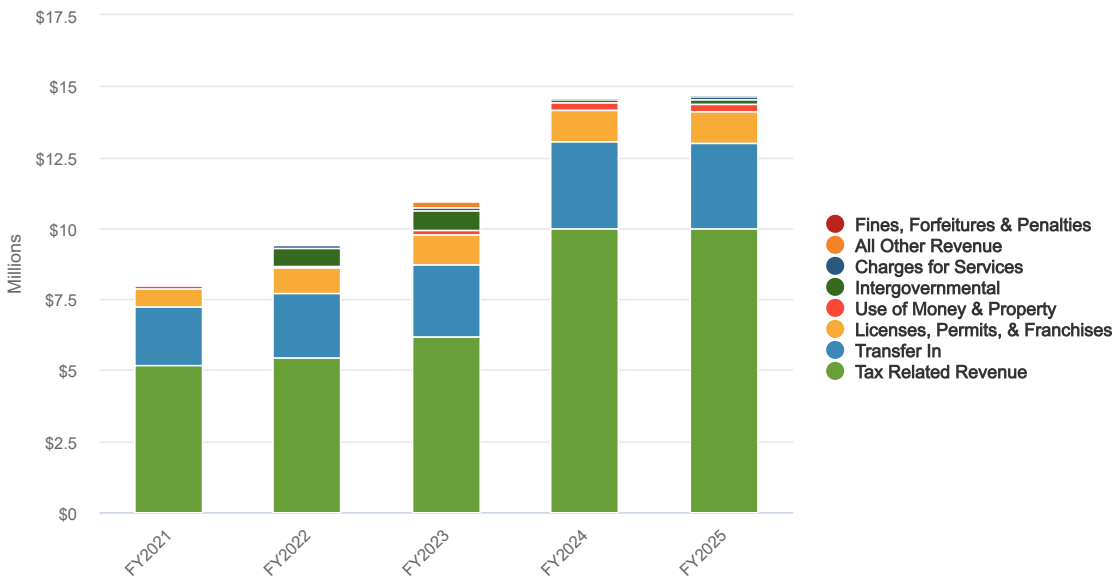
The revenue growth of two-point-eight percent (2.8%) in the General Fund is a reflection of the slow growth of many of the City's revenue sources. Budgeted sales tax increases by approximately five percent (5%) based on the over performance of the City's Measure Y, providing more revenue to the City than originally anticipated. Property tax also increased based on the strong housing market in the State of California.

General Fund Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Tax Related Revenue							
Supplemental Tax Roll	$4,497	$25,955	$25,605	$12,820	$8,000	$12,000	50%
Homeowners Exemption	$9,029	$8,787	$8,488	$3,892	$5,000	$4,000	-20%

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Prop 172 - Public Safety	$25,429	$33,855	$33,198	$32,229	$32,500	$33,200	2.2%
Vehicle License Fee	$3,596	$5,664	$5,329	$6,422	$5,800	$6,800	17.2%
Property Tax Current Secured	$622,732	$649,358	$685,065	$936,197	$907,000	$954,900	5.3%
Property Tax Current UnSecured	$11,608	$14,090	$4,362	$23,540	$11,000	$8,500	-22.7%
Property Tax Prior Years	$465	$15	$282	$0	$500	$500	0%
Property Tax Other	$12,982	$0	$0	$0	$500	$500	0%
Property Tax In Lieu of VLF	$437,762	$448,465	$473,292	$493,427	$478,000	$503,200	5.3%
Sales and Use Tax	$3,280,856	$3,496,261	$4,050,609	$7,845,263	$7,555,600	$7,852,000	3.9%
Transient Occupancy Tax	$518,126	$559,545	$682,579	$602,653	$625,000	$608,000	-2.7%
Real Property Transfer Tax	$21,665	$26,706	$15,759	$14,535	$10,000	$12,000	20%
Pass Through from RDA	$229,573	$188,938	$227,000	$0	$0	$0	0%
Total Tax Related Revenue:	$5,178,317	$5,457,639	$6,211,568	$9,970,978	$9,638,900	$9,995,600	3.7%
Licenses, Permits, & Franchises							
Franchise Fees	$187,883	$141,478	$145,854	$172,538	$155,000	$160,000	3.2%
Cannabis Public Benefit Fees	$216,719	$499,977	$635,347	$709,118	$710,000	$700,000	-1.4%
Business License	$119,581	$127,119	$130,638	$128,840	$126,100	$129,900	3%
Intermittent Food Vendors	$60	$0	$30	$0	$0	$0	0%
Portable Food Vendors Permit	$800	$600	$800	$600	$800	$800	0%
Parking Permits	$0	$1,203	$1,260	$500	$1,300	$500	-61.5%
Building Permits	$102,590	$98,887	$146,104	$90,842	$100,000	$96,000	-4%
Encroachment Permits	$4,818	$2,300	$4,570	$4,980	$4,000	$5,000	25%
Inspection Fees	$0	$2,025	$360	$0	$0	$2,500	N/A
Zoning and Subdivision Fees	$19,329	$13,691	$13,947	$13,248	$16,000	$15,000	-6.2%
Total Licenses, Permits, & Franchises:	$651,779	$887,280	$1,078,910	$1,120,666	$1,113,200	$1,109,700	-0.3%
Fines, Forfeitures & Penalties							
Vehicle Code Fines	$547	$215	$0	$0	$0	$0	0%
Parking Ordinance Fines	$2,624	$4,723	$4,562	$3,123	$4,000	$4,000	0%
Court Fines	$15,846	$17,499	$23,572	$15,265	$15,000	$15,000	0%
Parking Tickets	$4,858	$3,242	$4,355	$4,256	$4,000	$4,200	5%
Booking Fees	$6,397	$20	$0	$0	$0	$0	0%
Total Fines, Forfeitures & Penalties:	$30,271	$25,699	$32,489	$22,644	$23,000	$23,200	0.9%
Charges for Services							
Fingerprint Services	$1,271	$5,631	$3,755	$4,971	$5,000	$5,000	0%
Police Department Services	$18,224	$38,583	$28,311	$18,573	$28,000	$24,000	-14.3%
Street Cleaning State Highway	$9,277	$6,958	$9,277	$9,277	$10,000	$10,000	0%
Fire Department Services	$16,419	$22,282	$33,360	$28,155	$31,000	$31,000	0%
Chicken Ranch Fire Services	$0	$1,797	$2,159	$420	$5,000	$0	-100%

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Debris Pickup	$1,040	$1,960	$1,240	$1,920	$1,800	$1,800	0%
Banner Installation	$1,900	$3,000	$3,100	$4,200	$3,000	$4,000	33.3%
Cemetery Receipts	$6,490	$6,081	$5,390	$4,155	$5,000	$4,000	-20%
Special Events	$0	$350	$300	$400	$400	$500	25%
Total Charges for Services:	$54,621	$86,642	$86,892	$72,071	$89,200	$80,300	-10%
Intergovernmental							
Grants/Donations	$11,414	$28,695	$127,063	$100,522	$149,000	$159,000	6.7%
Intergovernmental Revenues	$0	$581,786	$581,786	$0	$0	$0	0%
Total Intergovernmental:	$11,414	$610,481	$708,849	$100,522	$149,000	$159,000	6.7%
Use of Money & Property							
Investment Earnings	$8,194	$7,636	$65,949	$228,360	$202,000	$225,000	11.4%
Rental Income	$19,200	$19,200	$22,406	$21,160	$21,200	$3,800	-82.1%
Parking Lot Rents	$15,995	$31,574	$23,493	$31,467	$26,000	$31,000	19.2%
Opera Hall Rental	$575	$10,903	$22,060	$2,450	$5,000	$7,100	42%
Sale of Property	$49,457	$0	$11,037	$1,910	$1,000	$1,000	0%
Total Use of Money & Property:	$93,421	$69,313	$144,945	$285,347	$255,200	$267,900	5%
All Other Revenue							
Credit Card Fees	$1,610	$3,065	$3,657	$3,871	$3,650	$4,200	15.1%
Insurance Premium Reimbursement	$22,200	$339	$30,725	$9,296	$10,000	$10,000	0%
Miscellaneous Revenue	$5,562	$8,409	$213,149	$2,207	$13,000	$8,000	-38.5%
Post Training Reimbursement	$11,703	$14,482	$2,520	$10,008	$16,000	$16,000	0%
State Mandated Costs	$73	$0	$36	$0	$0	$0	0%
Total All Other Revenue:	$41,148	$26,295	$250,087	$25,382	$42,650	$38,200	-10.4%
Transfer In	$2,063,560	$2,280,993	$2,488,450	$3,068,400	$3,068,400	$3,007,800	-2%
Total Transfer In:	$2,063,560	$2,280,993	$2,488,450	$3,068,400	$3,068,400	$3,007,800	-2%
Total Revenue Source:	$8,124,531	$9,444,342	$11,002,190	$14,666,010	$14,379,550	$14,681,700	2.1%

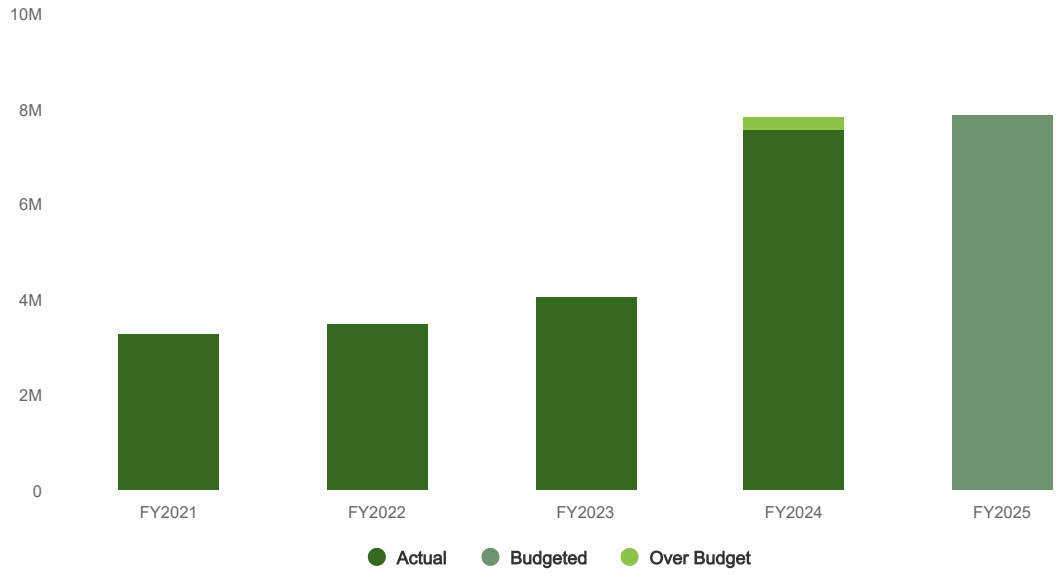
General Fund Sales and Use Tax Summary

Sales and Use Tax is the largest revenue source for the City's General Fund, accounting for 53.3% of budgeted revenues for FY24/25.

- The City also will receive the **Measure Y** sales tax, a 1% transaction and use tax passed by voters in November 2022, which was a general sales tax to help the City maintain essential services.
  - This provides the City with approximately $4,300,000 in revenue, or 29% of General Fund Revenues.
- The City receives .87% of the **Bradley Burns Uniform Sales Tax**, which is 1% of taxable sales within the City, and the County of Tuolumne receives .13%.
  - This provide the City with approximately $3,552,000 in revenue, or 24.3% of General Fund Revenues.

$7,852,000 **$296,400**
(3.92% vs. prior year)

Sales and Use Tax Proposed and Historical Budget vs. Actual



General Fund Sales Tax Revenue

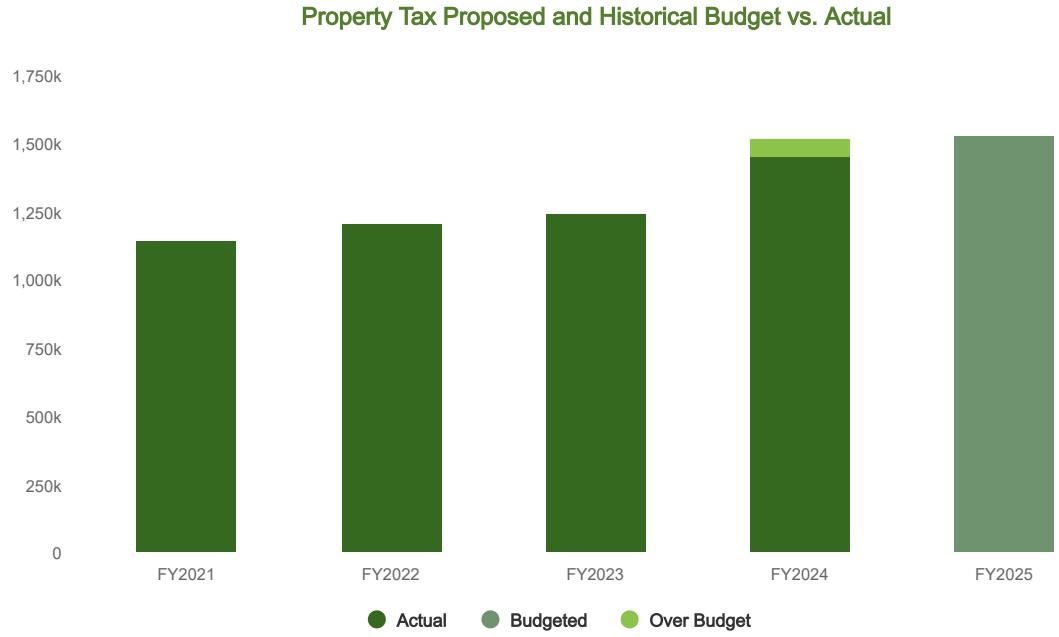
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Sales and Use Tax							
Sales and Use Tax	$3,280,856	$3,496,261	$3,450,446	$3,535,452	$3,355,600	$3,552,000	5.9%
Transaction and Use Tax (Measure Y)	$0	$0	$600,163	$4,309,811	$4,200,000	$4,300,000	2.4%
Total Sales and Use Tax:	$3,280,856	$3,496,261	$4,050,609	$7,845,263	$7,555,600	$7,852,000	3.9%
Total General Fund:	$3,280,856	$3,496,261	$4,050,609	$7,845,263	$7,555,600	$7,852,000	3.9%

Property Tax Summary

After sales tax, property tax revenues are the second-largest source of operating revenues for the City. Accounting for 10% of all operating revenues of the General Fund. There are two sources of property related tax revenue:

- Property Tax Assessed Value revenues: This is the largest share, or $954,900 in FY24/25. These are collected by the Tuolumne County Tax Collector.
- Property Tax In Lieu of Vehicle License Fees: This accounts for $503,200 in FY24/25. The VLF is a tax imposed by the state on the ownership of a registered vehicle in place of taxing vehicles. Cities receive additional property tax to replace VLF revenue that was cut when the state permanently reduced VLF in 2004.

$1,528,800 $76,300
(5.25% vs. prior year)



The increase in property tax is a reflection of the strong housing market in the State of California.

Property Tax Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Supplemental Tax Roll	$4,497	$25,955	$25,605	$12,820	$8,000	$12,000	50%
Homeowners Exemption	$9,029	$8,787	$8,488	$3,892	$5,000	$4,000	-20%
Prop 172 - Public Safety	$25,429	$33,855	$33,198	$32,229	$32,500	$33,200	2.2%
Property Tax Current Secured	$622,732	$649,358	$685,065	$936,197	$907,000	$954,900	5.3%
Property Tax Current UnSecured	$11,608	$14,090	$4,362	$23,540	$11,000	$8,500	-22.7%

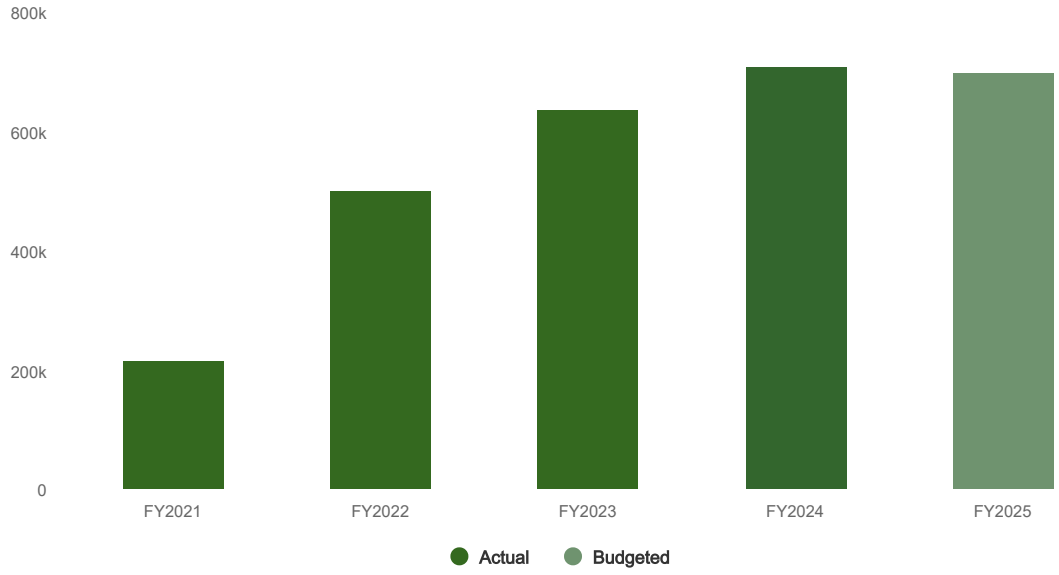
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Property Tax Prior Years	$465	$15	$282	$0	$500	$500	0%
Property Tax Other	$12,982	$0	$0	$0	$500	$500	0%
Property Tax In Lieu of VLF	$437,762	$448,465	$473,292	$493,427	$478,000	$503,200	5.3%
Real Property Transfer Tax	$21,665	$26,706	$15,759	$14,535	$10,000	$12,000	20%
Total General Fund:	$1,146,166	$1,207,231	$1,246,051	$1,516,640	$1,452,500	$1,528,800	5.3%

Cannabis Public Benefit Fees Summary

This program was created after voters approved Proposition 64, entitled the 'Control, Regulate and Tax Adult Use Marijuana Act' (AUMA), legalizing the adult use and possession of cannabis by persons 21 years of age and older. On January 16, 2018, the Sonora City Council adopted Ordinance No.848 to regulate the operation of commercial cannabis business within the City of Sonora. Currently, the city has two operating dispensaries, with the current ordinance allowing up to three dispensaries. This revenue source was budgeted to be approximately 4.8% of General Fund revenues and is now the third-largest revenue source for the City, with only Sales Tax and Property Tax contributing more.

$700,000 **-$10,000**
(-1.41% vs. prior year)

Cannabis Public Benefit Fees Proposed and Historical Budget vs. Actual



Cannabis Public Benefit Fee Revenue

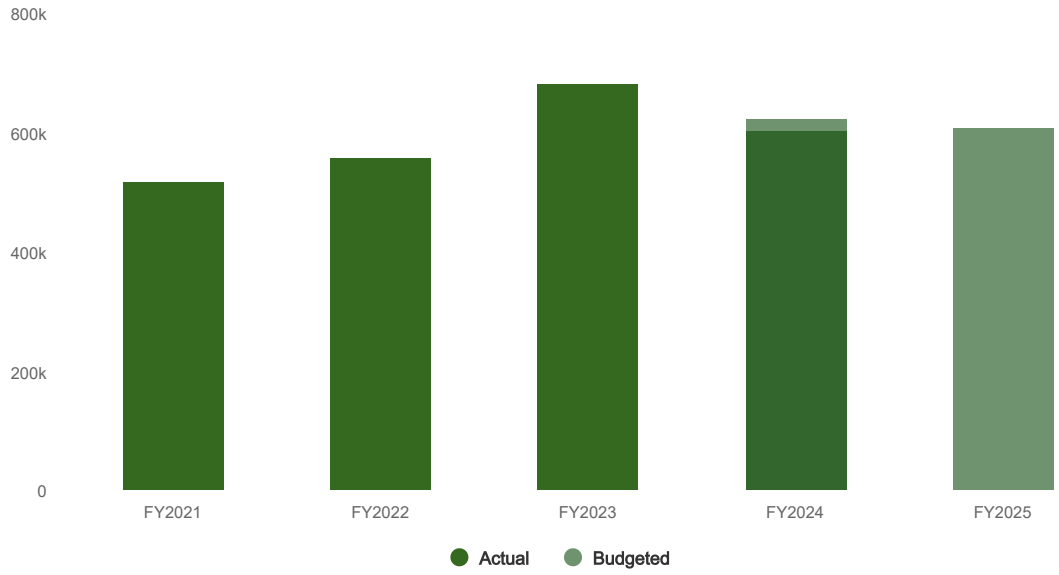
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Cannabis Public Benefit Fees	$216,719	$499,977	$635,347	$709,118	$710,000	$700,000	-1.4%
Total General Fund:	$216,719	$499,977	$635,347	$709,118	$710,000	$700,000	-1.4%

Transient Occupancy Tax Summary

Transient Occupancy Tax (TOT) revenues are the fourth-largest revenue source of the General Fund. TOT revenues are 12% of the rental price for all lodging businesses, including short-term rental properties in the City, for a person staying thirty consecutive days or less. This is paid monthly to the City. This tax helps to fund City services provided by transitory visitors to Sonora and is shared with Visit Tuolumne County, the official Tuolumne County tourism bureau. For FY24/25, this revenue is 4.2% of General Fund Revenues.

$608,000 **-$17,000**
(-2.72% vs. prior year)

Transient Occupancy Tax Proposed and Historical Budget vs. Actual



As recession fears grow, the City has reduced the estimated amount of Transient Occupancy Tax revenues. When revenue estimates are generated, the City tries to be conservative and will adjust the budget at the mid-year update when more information is available.

Transient Occupancy Tax Revenue by Fund

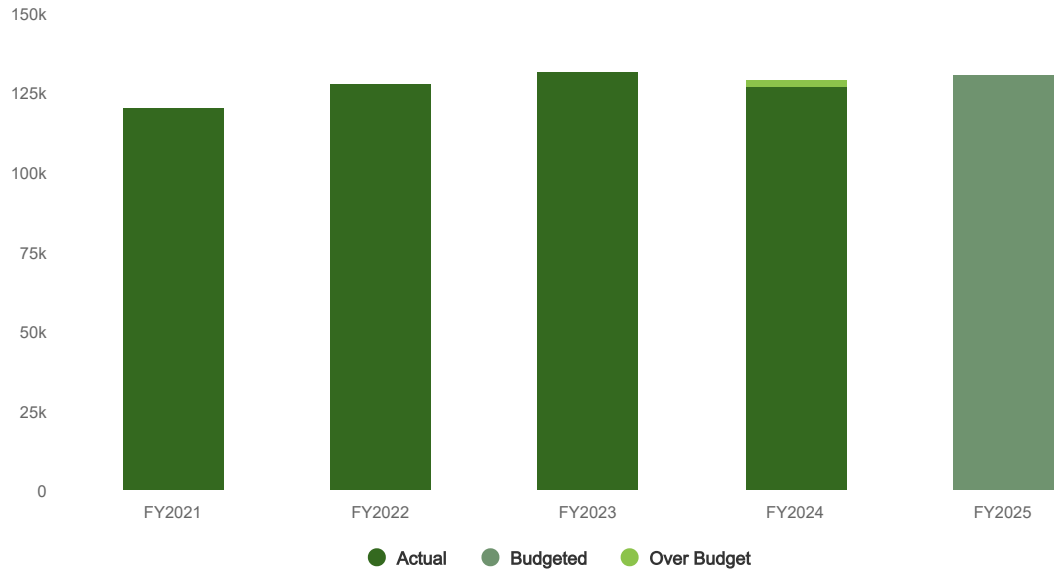
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Transient Occupancy Tax	$518,126	$559,545	$682,579	$602,653	$625,000	$608,000	-2.7%
Total General Fund:	**$518,126**	**$559,545**	**$682,579**	**$602,653**	**$625,000**	**$608,000**	**-2.7%**

Business License Tax Summary

The City requires all businesses located within Sonora, or those that operate within Sonora, to obtain a business license. The amount of business license tax paid by each business is based on the type of business and designated zone the business is in, or operating in, and the number of business employees. These activities account for approximately 1% of annual General Fund operating revenues. Approximately 1,020 annual renewals and associated payments are processed each year.

$130,700 **$3,800**
(2.99% vs. prior year)

Business License Tax Proposed and Historical Budget vs. Actual



Business License Revenue

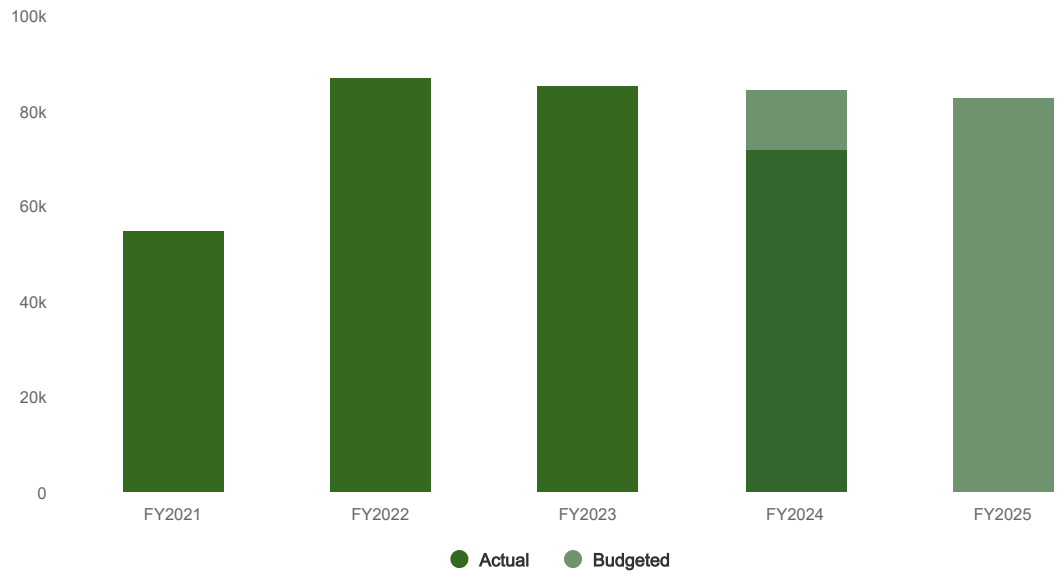
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Business License	$119,581	$127,119	$130,638	$128,840	$126,100	$129,900	3%
Intermittent Food Vendors	$60	$0	$30	$0	$0	$0	0%
Portable Food Vendors Permit	$800	$600	$800	$600	$800	$800	0%
Total General Fund:	$120,441	$127,719	$131,468	$129,440	$126,900	$130,700	3%

Charges for Services Summary

City Service revenue consists primarily of fees, including Zoning and Subdivision fees, police and fire department services, street cleaning, debris removal and banner installation fees. Many of these fees and charges are assessed based on outdated recovery formulas, which should reflect the approximate costs of providing these regulatory services.
As part of the Organizational Review and Budget Stabilization Study, it was recommended that the City review the fee structure and determine if the current charges adequately cover the cost of providing the services.
Included with this budget is a list of fees that have been determined to be less than the actual costs to the City to provide these services.
Fees are set according to the estimated reasonable cost of providing the service. When a fee does not fully cover the cost of service, another City revenue source subsidizes the cost, and in most cases, this is the General Fund. The benefits of reviewing and updating user fees annually include reducing the need for the General Fund to subsidize the loss, provides a pattern of consistency with information for forecasting and decision-making purposes, helps to meet service level expectations by collecting fees to fund existing levels of service, keeps pace with the cost of inflation, and avoids fee spikes that are more likely to occur when municipalities leave fees unchanged for multi-year periods, as the city has done.

$82,800 -$1,400
(-1.66% vs. prior year)

Charges for Services Proposed and Historical Budget vs. Actual



Charges for Services Revenue

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							

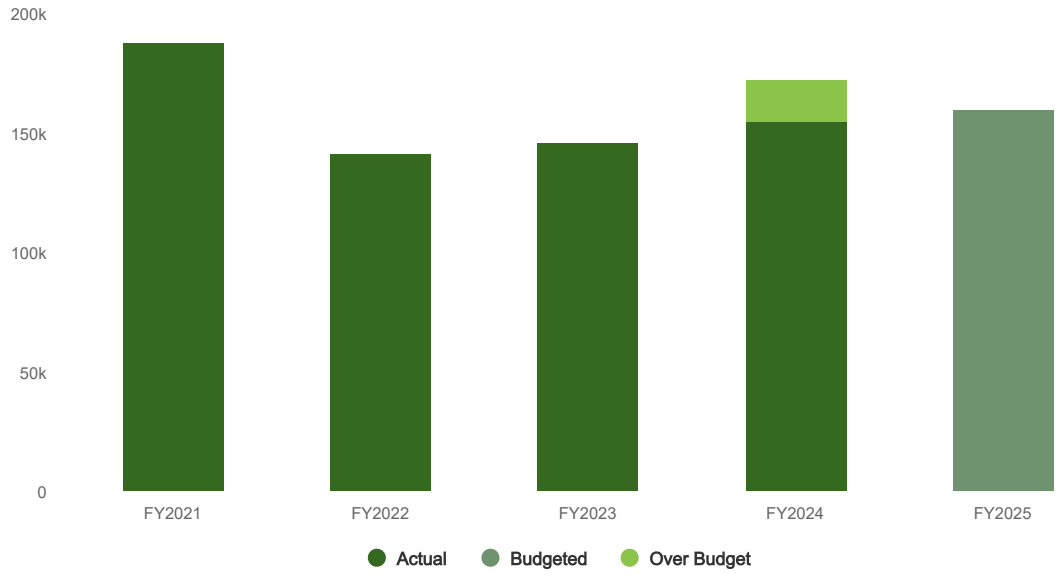
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Inspection Fees							
Inspection Fees	$0	$2,025	$360	$0	$0	$2,500	N/A
Total Inspection Fees:	$0	$2,025	$360	$0	$0	$2,500	N/A
Fingerprint Services							
Fingerprint Services	$1,271	$5,631	$3,755	$4,971	$5,000	$5,000	0%
Total Fingerprint Services:	$1,271	$5,631	$3,755	$4,971	$5,000	$5,000	0%
Police Department Services							
Police Department Services	$18,224	$38,583	$28,311	$18,573	$28,000	$24,000	-14.3%
Total Police Department Services:	$18,224	$38,583	$28,311	$18,573	$28,000	$24,000	-14.3%
Street Cleaning State Highway							
Street Cleaning State Highway	$9,277	$6,958	$9,277	$9,277	$10,000	$10,000	0%
Total Street Cleaning State Highway:	$9,277	$6,958	$9,277	$9,277	$10,000	$10,000	0%
Fire Department Services							
Fire Department Services	$16,419	$22,282	$33,360	$28,155	$31,000	$31,000	0%
Total Fire Department Services:	$16,419	$22,282	$33,360	$28,155	$31,000	$31,000	0%
Debris Pickup							
Debris Pickup	$1,040	$1,960	$1,240	$1,920	$1,800	$1,800	0%
Total Debris Pickup:	$1,040	$1,960	$1,240	$1,920	$1,800	$1,800	0%
Banner Installation							
Banner Installation	$1,900	$3,000	$3,100	$4,200	$3,000	$4,000	33.3%
Total Banner Installation:	$1,900	$3,000	$3,100	$4,200	$3,000	$4,000	33.3%
Cemetery Receipts							
Cemetery Receipts	$6,490	$6,081	$5,390	$4,155	$5,000	$4,000	-20%
Total Cemetery Receipts:	$6,490	$6,081	$5,390	$4,155	$5,000	$4,000	-20%
Special Events							
Special Events	$0	$350	$300	$400	$400	$500	25%
Total Special Events:	$0	$350	$300	$400	$400	$500	25%
Total General Fund:	$54,621	$86,870	$85,093	$71,651	$84,200	$82,800	-1.7%

Franchise Fees Summary

Franchise fees are collected by the City for the privilege of operating a utility service within Sonora, and as a fee in lieu of a business license tax. Franchise fees are currently received from Comcast for cable television, PG&E for electric services, and Waste Management for solid waste collection services. Franchise fees represent 1.6% of budgeted General Fund revenues in FY24/25.

$160,000 **$5,000**
(3.23% vs. prior year)

Franchise Fees Proposed and Historical Budget vs. Actual



Franchise Fee Revenues

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Franchise Fees	$187,883	$141,478	$145,854	$172,538	$155,000	$160,000	3.2%
Total General Fund:	**$187,883**	**$141,478**	**$145,854**	**$172,538**	**$155,000**	**$160,000**	**3.2%**

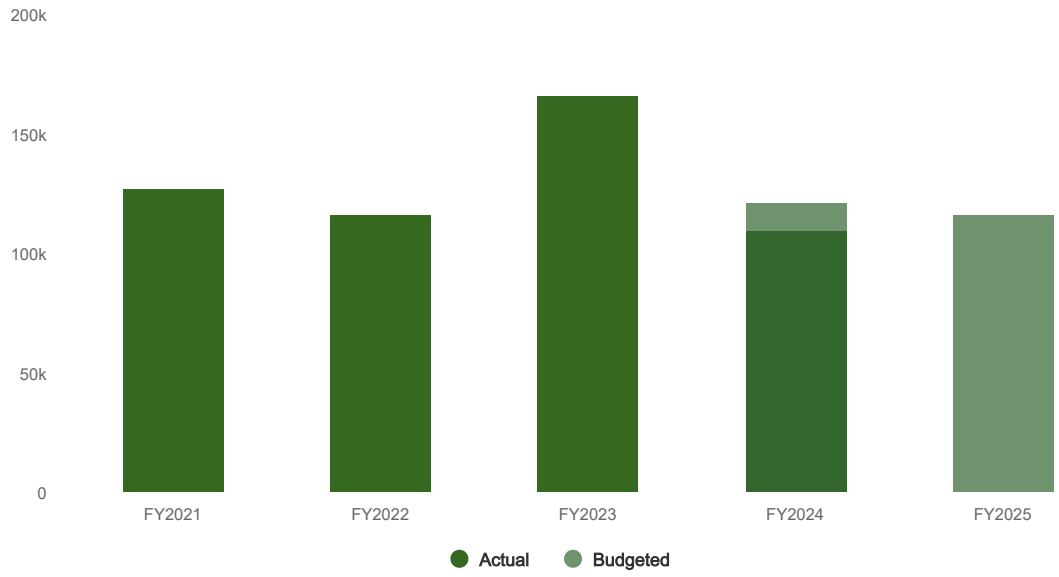
Licenses and Permits Summary

Much of the license and permit revenue is generated from construction permits that occur in the City. In FY22/23, there was a push to complete solar projects before changes were made to the solar reimbursement programs. This has caused a surge in solar construction projects. The estimated revenues will be updated at the City's mid-year budget review.

$116,500 **-$4,800**

(-3.96% vs. prior year)

Licenses and Permits Proposed and Historical Budget vs. Actual



Licenses and Permits Revenue

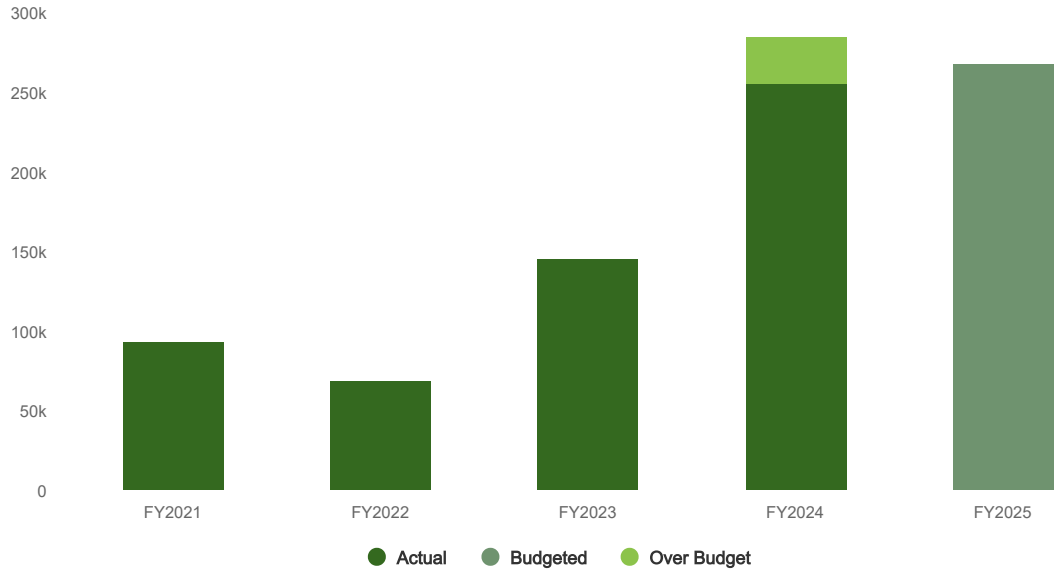
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Parking Permits	$0	$1,203	$1,260	$500	$1,300	$500	-61.5%
Building Permits	$102,590	$98,887	$146,104	$90,842	$100,000	$96,000	-4%
Encroachment Permits	$4,818	$2,300	$4,570	$4,980	$4,000	$5,000	25%
Zoning and Subdivision Fees	$19,329	$13,691	$13,947	$13,248	$16,000	$15,000	-6.2%
Total General Fund:	$126,737	$116,081	$165,881	$109,570	$121,300	$116,500	-4%

Use of Money and Property Summary

Use of Money and Property is primarily earnings from interest on invested City assets. While low interest rates have presented challenges in the past for generating investment income, the City's strategic approach to investment management, coupled with favorable economic conditions and prudent financial management practices, has enabled us to achieve higher interest revenues. Moving forward, continued vigilance and adaptability in our investment strategies will be essential to sustain and maximize returns in an evolving financial landscape.

$267,900 $12,700
(4.98% vs. prior year)

Use of Money and Property Proposed and Historical Budget vs. Actual



Use of Money and Property Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Investment Earnings	$8,194	$7,636	$65,949	$228,360	$202,000	$225,000	11.4%
Rental Income	$19,200	$19,200	$22,406	$21,160	$21,200	$3,800	-82.1%
Parking Lot Rents	$15,995	$31,574	$23,493	$31,467	$26,000	$31,000	19.2%
Opera Hall Rental	$575	$10,903	$22,060	$2,450	$5,000	$7,100	42%
Sale of Property	$49,457	$0	$11,037	$1,910	$1,000	$1,000	0%
Total General Fund:	$93,421	$69,313	$144,945	$285,347	$255,200	$267,900	5%

Measure I Summary

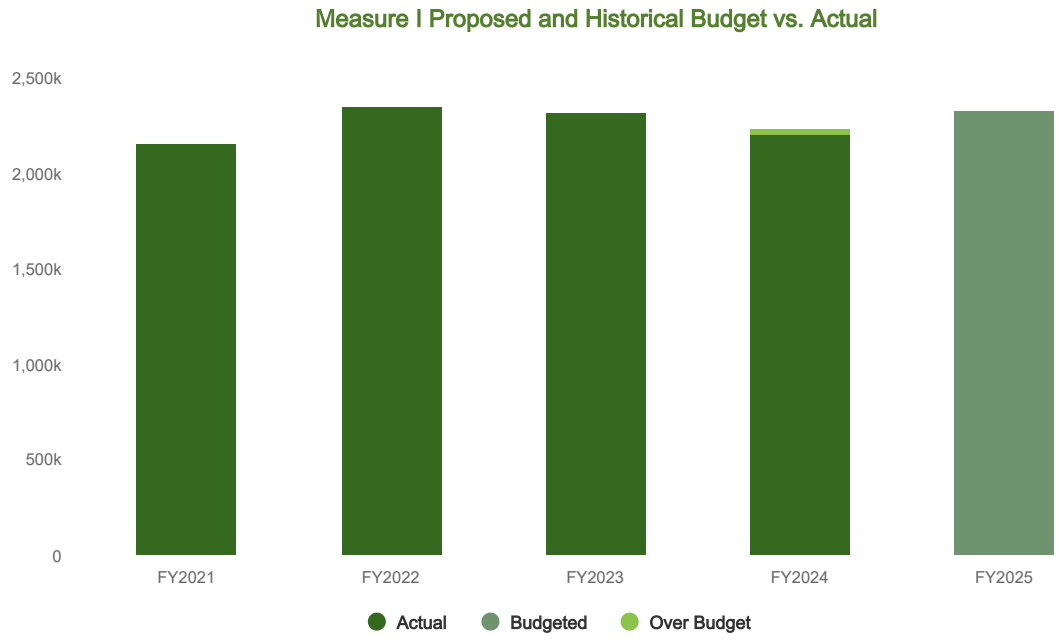
The Measure I fund was established as a result of a 2004 voter approved ½% increase to sales tax within the City limits. With approval of the ballot measure, the sales tax increase took effect January 1, 2005. The purpose of the initiative was to improve city services for residents, businesses, and visitors to the City of Sonora. A large majority of Measure I funds collected are fully expended on ongoing fixed costs to maintain the levels of service in the Police Department, Fire Department, and Public Works Department.

Measure I: Police Department
The Police Department receives sixty percent (60%) of Measure I revenue for the support of the Sonora Police Department for personnel, updating safety equipment and supplies, providing educational funding, replacing expired vehicles, and expanding facilities.

Measure I: Fire Department
The Fire Department receives twenty-five percent (25%) of the Measure I revenue for the support of the Sonora Fire Department for personnel, updating equipment and supplies, and providing educational funding.

Measure I: Public Works
The Public Works Department receives fifteen percent (15%) of the Measure I generated revenue for the purpose of personnel, equipment and facility enhancements and infrastructure improvements.

$2,323,695 $121,195
(5.50% vs. prior year)



The revenue estimates for each of the City's sales tax revenues are provided by our sales tax consultant. Sales tax has continued to be the largest revenue for the City.

Measure I Revenue by Department

Of the total sales tax received for Measure I, public safety receives 85% and Public Works receives 15%. Further details show the Police Department receives 60% of the Measure I sales tax revenues, the Fire Department receives 25% and Public Works receives 15%.

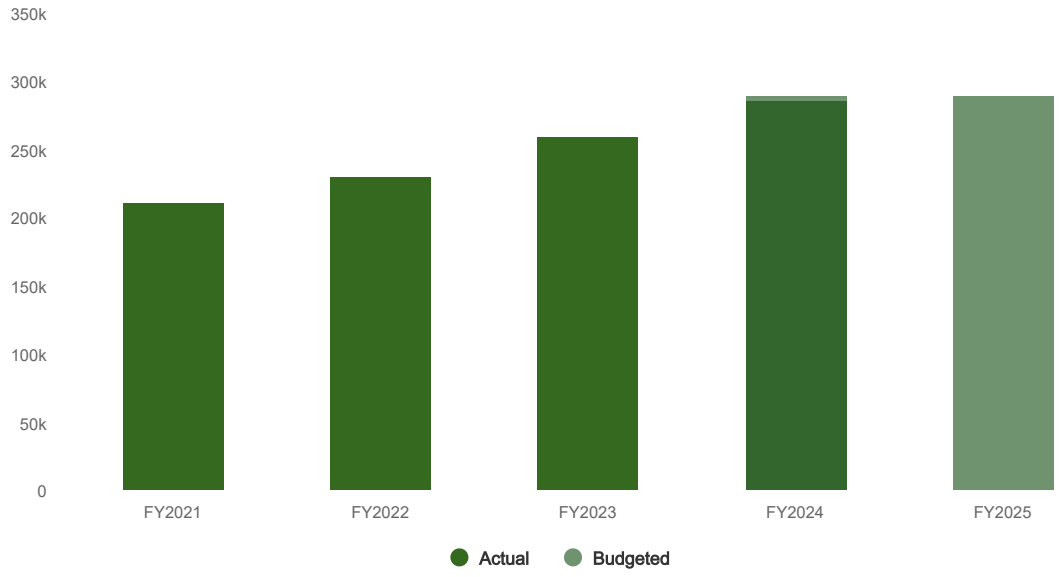
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue							
Public Safety							
Police							
Police Admin	$1,291,460	$1,408,245	$1,389,704	$1,345,609	$1,321,500	$1,394,220	5.5%
Total Police:	$1,291,460	$1,408,245	$1,389,704	$1,345,609	$1,321,500	$1,394,220	5.5%
Fire							
Sonora Fire Department	$538,108	$586,767	$579,044	$548,100	$550,625	$580,925	5.5%
Total Fire:	$538,108	$586,767	$579,044	$548,100	$550,625	$580,925	5.5%
Total Public Safety:	$1,829,568	$1,995,012	$1,968,748	$1,893,709	$1,872,125	$1,975,145	5.5%
Public Works							
Public Works	$322,865	$352,061	$347,426	$340,500	$330,375	$348,550	5.5%
Total Public Works:	$322,865	$352,061	$347,426	$340,500	$330,375	$348,550	5.5%
Total Revenue:	$2,152,433	$2,347,073	$2,316,174	$2,234,209	$2,202,500	$2,323,695	5.5%

Gas Tax Revenues Summary

The State of California imposes a per-gallon excise tax on gasoline and diesel fuel through a Highway User Tax and the Road Maintenance and Rehabilitation tax (SB1). The City receives an allocation dedicated to transportation purposes. Currently, the City receives less than $300,000 in gas taxes annually while the cost of maintaining one (1) mile of road now exceeds $1 million dollars. As the State of California battles climate change, Californians are driving fewer gas-powered cars. Gas tax revenue the City relies on to maintain its streets and roads will decline, making this gap in funding more acute. While electric vehicles (EV) pay a road improvement fee to the state, when electric vehicles are registered, the City does not receive any of this funding. The currently proposed solution is to charge, annually, all vehicles a per mile fee to rectify this decline in gas taxes.

$289,900 -$100
(-0.03% vs. prior year)

Gas Tax Revenues Proposed and Historical Budget vs. Actual



Gas Tax Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Gas Tax Fund							
Gas Tax 2105 Fund							
Gas Tax 2105 Fund	$24,979	$27,337	$29,592	$31,542	$34,000	$32,200	-5.3%
Total Gas Tax 2105 Fund:	$24,979	$27,337	$29,592	$31,542	$34,000	$32,200	-5.3%
Gas Tax 2106 Fund							
Gas Tax 2106 Fund	$28,343	$30,601	$30,853	$32,510	$34,000	$32,500	-4.4%
Total Gas Tax 2106 Fund:	$28,343	$30,601	$30,853	$32,510	$34,000	$32,500	-4.4%

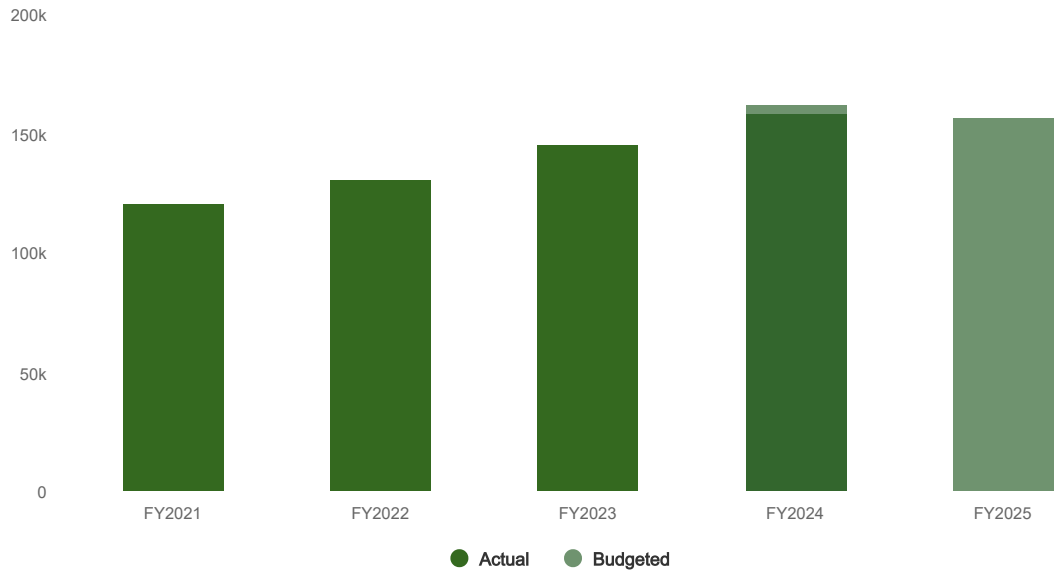
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Gas Tax 2107 Fund							
Gas Tax 2107 Fund	$33,801	$32,709	$40,333	$43,862	$41,000	$44,100	7.6%
Total Gas Tax 2107 Fund:	$33,801	$32,709	$40,333	$43,862	$41,000	$44,100	7.6%
Gas Tax 2107.5 Fund							
Gas Tax 2107.5 Fund	$1,000	$1,000	$2,000	$2,000	$2,000	$2,000	0%
Total Gas Tax 2107.5 Fund:	$1,000	$1,000	$2,000	$2,000	$2,000	$2,000	0%
Total Gas Tax Fund:	$88,124	$91,647	$102,778	$109,914	$111,000	$110,800	-0.2%
Highway Users' Tax-Section 2103							
Gas Tax 2103 Fund							
Gas Tax 2103 Fund	$32,711	$38,902	$42,372	$48,700	$51,000	$46,100	-9.6%
Total Gas Tax 2103 Fund:	$32,711	$38,902	$42,372	$48,700	$51,000	$46,100	-9.6%
Total Highway Users' Tax-Section 2103:	$32,711	$38,902	$42,372	$48,700	$51,000	$46,100	-9.6%
Road Maintenance and Rehabiliation (SB1)							
Road Maintenance & Rehabilitation							
Road Maintenance & Rehabilitation	$90,045	$99,319	$114,802	$127,400	$128,000	$133,000	3.9%
Total Road Maintenance & Rehabilitation:	$90,045	$99,319	$114,802	$127,400	$128,000	$133,000	3.9%
Total Road Maintenance and Rehabiliation (SB1):	$90,045	$99,319	$114,802	$127,400	$128,000	$133,000	3.9%
Total:	$210,880	$229,868	$259,952	$286,014	$290,000	$289,900	0%

Highway Users Tax Summary

Revenues from the gas tax deposited into the Highway Users Tax Account (HUTA) in the Transportation Tax Fund are apportioned to cities and counties. These apportionments are provided in the California Streets and Highways Code sections 2100 through 2127.

$156,900 -$5,100
(-3.15% vs. prior year)

Highway Users Tax Proposed and Historical Budget vs. Actual



As the State of California has begun the transition to electric vehicles (EV), there has been a marked decline in gasoline taxes collected. The City can expect this trend to continue until there is a solution offered. There have been discussions about taxing each vehicle on the number of miles driven. As part of the Advanced Clean Cars II regulations, all new passenger cars, trucks, and SUV's sold in California will be zero-emission vehicles by 2035.

Highway User Tax Revenues by Source

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Intergovernmental							
Gas Tax 2103 Fund	$32,711	$38,902	$42,372	$48,700	$51,000	$46,100	-9.6%
Gas Tax 2105 Fund	$24,979	$27,337	$29,592	$31,542	$34,000	$32,200	-5.3%
Gas Tax 2106 Fund	$28,343	$30,601	$30,853	$32,510	$34,000	$32,500	-4.4%
Gas Tax 2107 Fund	$33,801	$32,709	$40,333	$43,862	$41,000	$44,100	7.6%
Gas Tax 2107.5 Fund	$1,000	$1,000	$2,000	$2,000	$2,000	$2,000	0%
Total Intergovernmental:	$120,835	$130,549	$145,150	$158,614	$162,000	$156,900	-3.1%

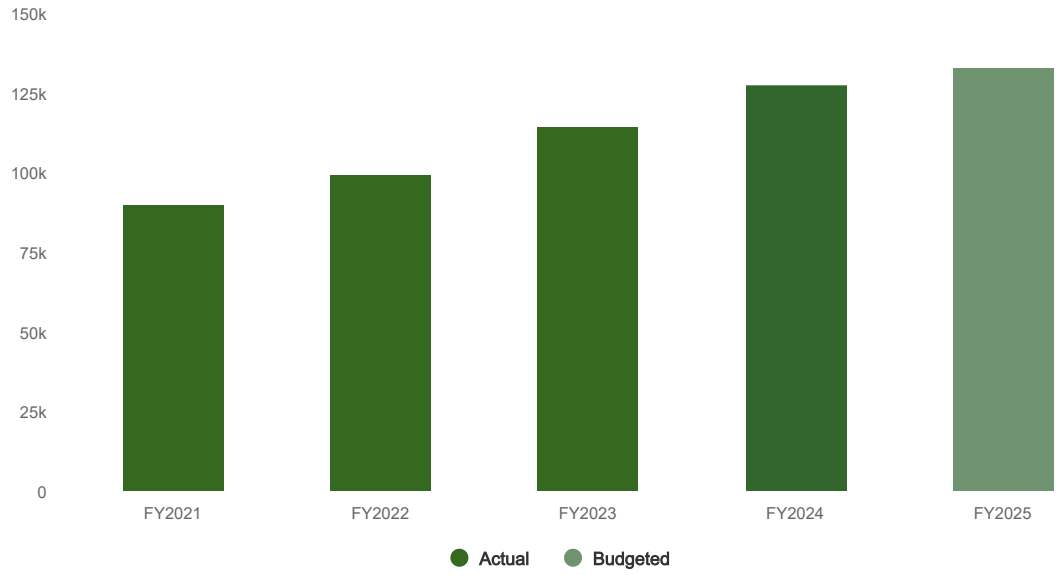
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Total Revenue Source:	$120,835	$130,549	$145,150	$158,614	$162,000	$156,900	-3.1%

Road Maintanence and Rehabilitation Summary

In April 2017 the California Legislature and the Governor approved Senate Bill 1 (SB 1), known as the Road Repair and Accountability Act of 2017, a landmark transportation funding package focused on improving the local and state roadway systems. SB 1 established fuel taxes and vehicle fees which will generate new funding for roadways.

$133,000 **$5,000**
(3.91% vs. prior year)

Road Maintanence and Rehabilitation Proposed and Historical Budget vs. Actual



Road Maintanence and Rehabilitation Revenues by Source

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Intergovernmental							
Road Maintenance & Rehabilitation	$90,045	$99,319	$114,802	$127,400	$128,000	$133,000	3.9%
Total Intergovernmental:	$90,045	$99,319	$114,802	$127,400	$128,000	$133,000	3.9%
Total Revenue Source:	$90,045	$99,319	$114,802	$127,400	$128,000	$133,000	3.9%

DEPARTMENTS

City Administration

Melissa Eads
City Administrator

The City Administration Department provides overall management, administration, and direction for the entire City organization, including reporting to the full City Council. For budget purposes, Administration incorporates the following key programs: City Administration, City Council, City Clerk, Administrative Services (including Finance and Budgeting, Human Resources, Risk Management, Information Technology, Facilities, and Fleet Management) and General Services.

The Administrative Department identifies community issues and needs requiring legislative policy decisions and provides alternative solutions for Council consideration; assures that the Council's policies, programs, and priorities are effectively and efficiently implemented; prepares the City's budget with recommendations on the appropriate resources for Council action; provides research and information necessary for responsible decision making; fosters public awareness of municipal programs, services, and goals; responds to resident and other constituent inquiries by explaining City services and functions; and investigates problems and provides information and specialized assistance on more complex City issues.

The Department is also directly responsible for oversight of legal services, human resources, finance, budgeting, purchasing, labor relations, information technology, City clerk functions, employee and retiree medical insurance, workers' compensation, safety programs, liability and property insurance, records management, customer service management, and other administrative support.

City Administration Staffing

Total Budgeted Full Time Equivalent Employees
Summary Positions by Department

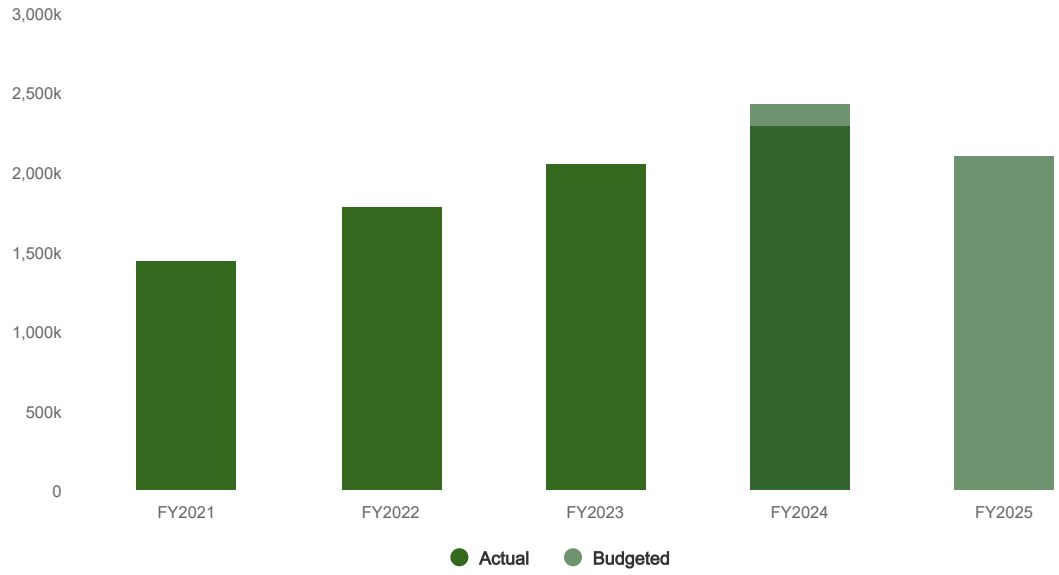
	2020/21 Approved	2021/22 Approved	2022/23 Approved	2023/24 Approved	2024/25 Proposed
City Administration					
City Administrator	1.0	1.0	1.0	1.0	1.0
Assistant City Administrator	0.0	0.0	0.0	0.0	1.0
City Attorney	0.0	0.0	0.0	0.0	0.0
Administrative Svs Director	1.0	1.0	1.0	1.0	0.0
Administrative Svs Officer (City Clerk)	0.0	0.0	1.0	1.0	1.0
Administrative Analyst	1.0	1.0	0.0	0.0	0.0
Finance Assistant	1.6	1.0	1.0	1.0	1.0
Deputy City Clerk	0.0	0.6	0.6	1.0	1.0
Fleet Mechanic Supervisor	1.0	1.0	1.0	0.0	0.0
Total Department FTE's	5.6	5.6	5.6	5.0	5.0

City Administration Expenditures Summary

The Final FY24/25 Administration budget includes much of the General Fund revenues. They include revenues such as Property Tax, Transient Occupancy Tax and Sales and Use Tax.
The FY24/25 Administration Department expenditure budget reflects obligated expenditure enhancements, including increases in medical insurance and benefit rates, such as CalPERS, as well as the effects of changes in employee contracts.

$2,107,650 **-$326,325**
(-13.41% vs. prior year)

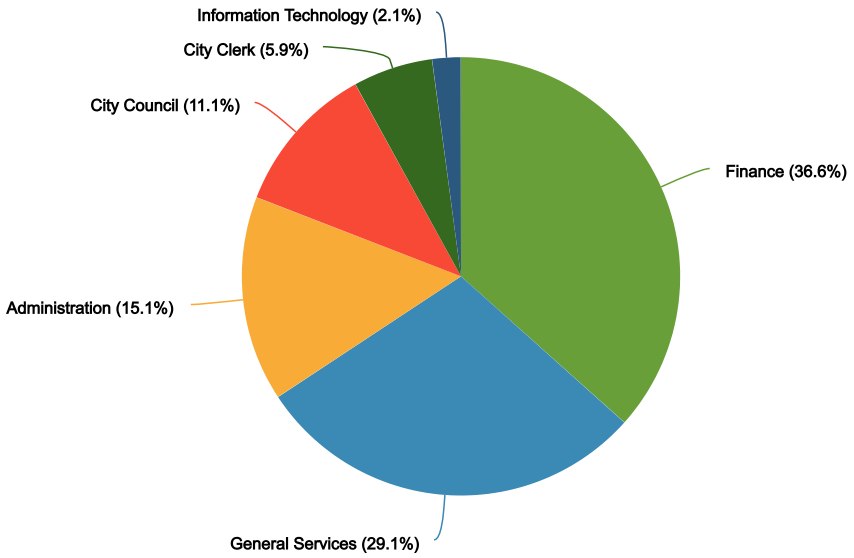
City Administration Proposed and Historical Budget vs. Actual



For FY23/24, the expenditure budget for the Administration budget included several one-time costs. These included a parking lot purchase and other one time costs.

City Administration Expenditures by Function

Budgeted Expenditures by Function

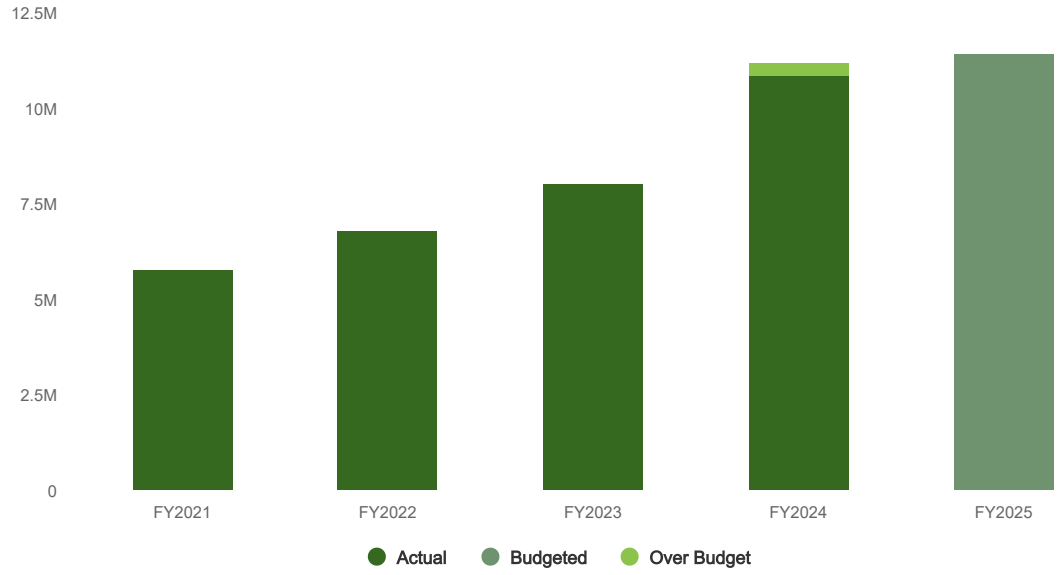


Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
General Government							
City Council	$272,086	$222,175	$163,891	$188,842	$219,200	$234,500	7%
City Clerk	$20,916	$21,867	$20,848	$51,262	$54,100	$124,400	129.9%
Successor RDA	$21,449	$21,450	$21,450	$0	$0	$0	0%
Total General Government:	$314,451	$265,492	$206,189	$240,104	$273,300	$358,900	31.3%
Administration							
Administration	$285,724	$285,643	$302,722	$309,703	$320,950	$319,300	-0.5%
Finance	$523,302	$575,643	$610,208	$751,017	$782,400	$771,800	-1.4%
Information Technology	$0	$37,903	$20,662	$33,729	$44,250	$44,250	0%
General Services	$318,129	$426,518	$702,985	$941,702	$991,075	$613,400	-38.1%
Total Administration:	$1,127,156	$1,325,707	$1,636,577	$2,036,151	$2,138,675	$1,748,750	-18.2%
Fleet Services	$0	$194,641	$210,305	$14,422	$22,000	$0	-100%
Total Fleet Services:	$0	$194,641	$210,305	$14,422	$22,000	$0	-100%
Total Expenditures:	$1,441,606	$1,785,840	$2,053,071	$2,290,677	$2,433,975	$2,107,650	-13.4%

City Administration Revenues Summary

$11,441,200 $590,900
(5.45% vs. prior year)

City Administration Proposed and Historical Budget vs. Actual



City Administration Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Tax Related Revenue	$5,152,888	$5,423,784	$6,178,370	$9,938,749	$9,606,400	$9,962,400	3.7%
Licenses, Permits, & Franchises	$525,043	$770,377	$913,929	$1,011,596	$993,200	$991,200	-0.2%
Intergovernmental	$0	$581,786	$581,786	$3,000	$3,000	$3,000	0%
Use of Money & Property	$76,851	$26,836	$99,392	$251,430	$224,200	$229,800	2.5%
All Other Revenue	$26,626	$9,261	$244,916	$12,846	$23,500	$19,000	-19.1%
Transfer In	$0	$0	$0	$0	$0	$235,800	N/A
Total General Fund:	$5,781,408	$6,812,044	$8,018,393	$11,217,621	$10,850,300	$11,441,200	5.4%

City Council



Mark Plummer
Mayor

The Sonora City Council serves as the governing body of the City, vested with the regulatory power of the municipal corporation. The Council's mission is to develop an overall vision for the community as a whole and is responsible for the scope, direction, and financing of City services; establishing policy based on information provided by staff, advisory boards and commissions, and the general public; and implementing policy through staff under the Council-Manager form of government.

Mission

The City of Sonora's mission is to foster a safe, vibrant, and prosperous community that enhances the quality of life for all.

Vision

With leadership and integrity, the City of Sonora commits to excellent service through collaboration and innovation.

Core Values

Service, Innovation, Integrity, Collaboration, Respect, Leadership.

Community Priorities

Homelessness
Infrastructure Management/Maintenance
Public Safety
Growth and Development
Fiscal Stability

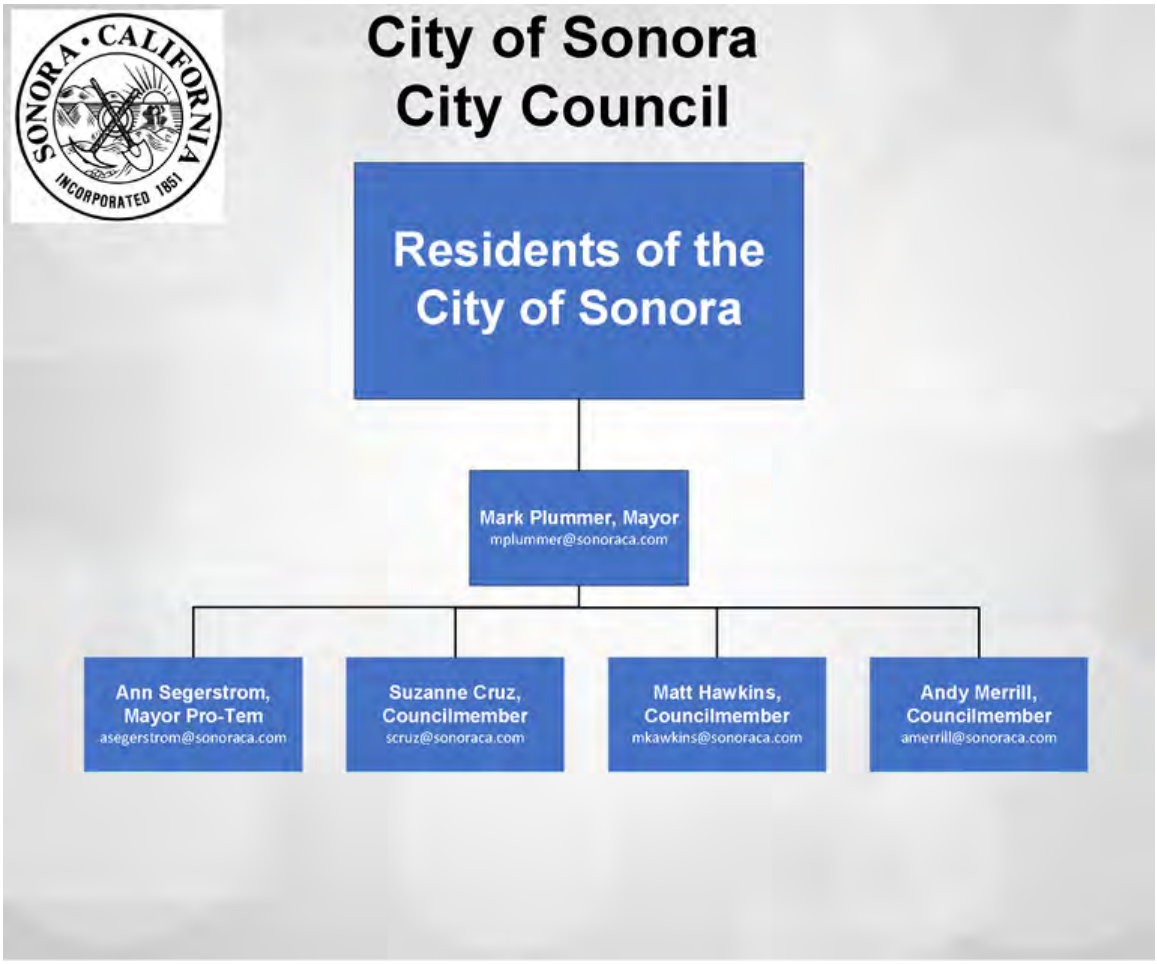
Core Council Priorities

Fiscal Responsibility and Stability
Infrastructure and Engineering
Public Safety/Disaster Preparedness
Economic Development/Growth/General Plan
Homelessness Issues
Staffing - Salary/Benefits/Training/Retention

Core Themes

1. Address challenges with homelessness.
2. Invest in infrastructure maintenance and improvements.
3. Assure strong public safety services (police and fire).
4. Provide effective planning for growth, attainable housing, and business development.
5. Assure the City's ability to meet community needs now and into the long-term future by stabilizing the City's long-term fiscal situation, increasing staff in critical functions, and providing competitive salaries.

City Council Organizational Chart



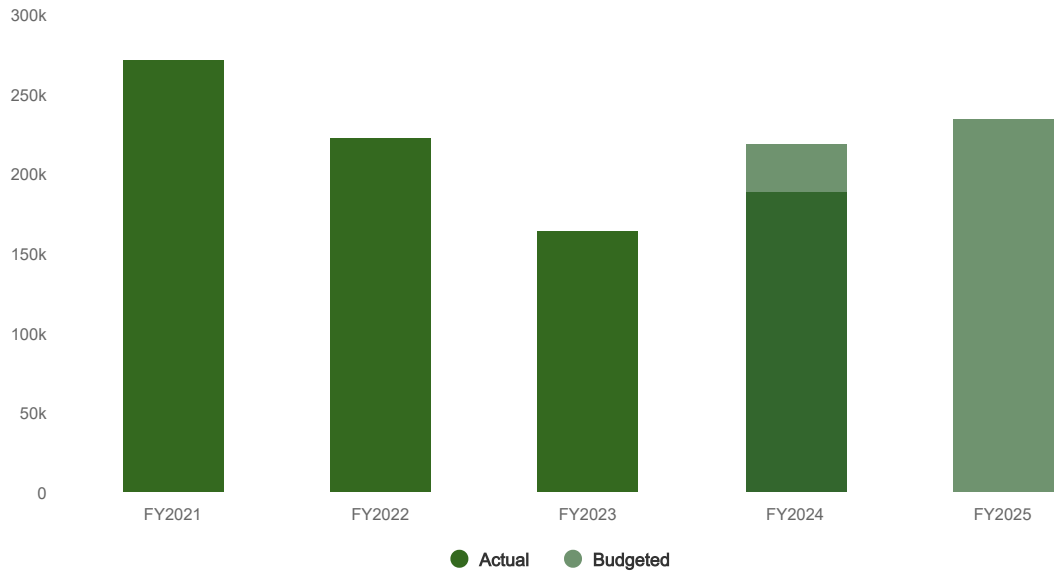
City Council Expenditures Summary

The major budget line items for the City Council Budget include: Stipends for the City Council, the City Attorney Contract, and costs to organize, record, and broadcast the council meetings.

As part of the increased costs starting in July 2024, the stipends paid to council members will increase to $218.75/month and for the Mayor to $262.50/month.

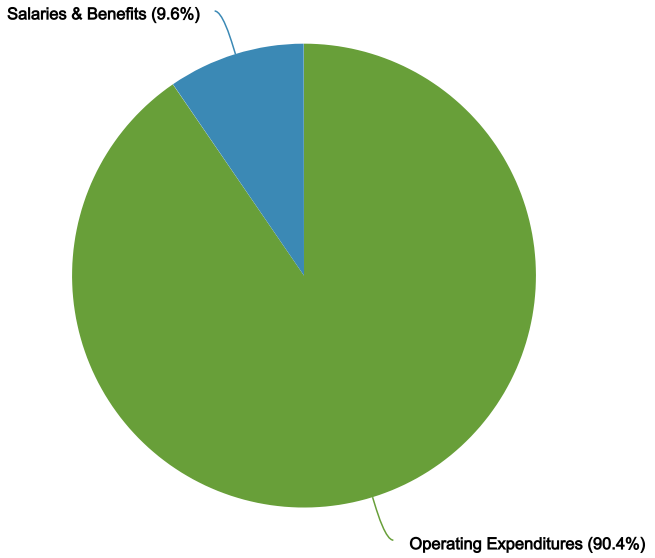
$234,500 $15,300
(6.98% vs. prior year)

City Council Proposed and Historical Budget vs. Actual



City Council Expenditures by Expense Type

Budgeted Expenditures by Expense Type



The City Council budget includes an Outside Services line item that includes expenditures to host and broadcasting online and on the local cable channel provided by Access Tuolumne.

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expense Objects							
Salaries & Benefits							
Stipend	$7,995	$7,926	$7,729	$7,800	$7,800	$14,000	79.5%
F.I.C.A.	$612	$476	$584	$597	$600	$1,100	83.3%
Workers Compensation	$0	$0	$1,200	$1,500	$1,500	$1,800	20%
Travel and Trainings	$725	$1,932	$1,254	$5,000	$5,000	$5,000	0%
Dues, Memberships & Publications	$0	$0	$0	$0	$500	$500	0%
Total Salaries & Benefits:	$9,332	$10,334	$10,766	$14,897	$15,400	$22,400	45.5%
Operating Expenditures							
Supplies	$538	$420	$524	$378	$500	$500	0%
Postage and Shipping	$57	$27	$17	$0	$0	$0	0%
Computer Equipment	$323	$0	$0	$0	$0	$0	0%
Software Maintenance	$35	$0	$0	$0	$0	$0	0%
Communications	$224	$1,998	$0	$471	$1,000	$1,000	0%
Water and Waste	$289	$404	$680	$454	$1,000	$1,000	0%
Power and Propane	$806	$1,299	$1,841	$1,800	$2,000	$2,000	0%
Outside Services	$32,555	$10,917	$7,786	$8,396	$8,500	$15,600	83.5%
Information Tech Services	$40	$5,371	$0	$0	$0	$0	0%

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Legal Fees	$223,125	$181,074	$129,149	$144,709	$173,000	$173,000	0%
General Liability Insurance	$1,605	$5,371	$11,431	$15,895	$15,900	$16,800	5.7%
Public Notices	$846	$2,844	$0	$0	$0	$0	0%
Building Equip Maint & Repair	$26	$766	$113	$342	$400	$500	25%
Buidling Maint and Repair	$2,284	$1,350	$1,583	$1,500	$1,500	$1,700	13.3%
Total Operating Expenditures:	$262,754	$211,841	$153,125	$173,945	$203,800	$212,100	4.1%
Total Expense Objects:	$272,086	$222,175	$163,891	$188,842	$219,200	$234,500	7%

City Clerk

Tracy Skelly
City Clerk

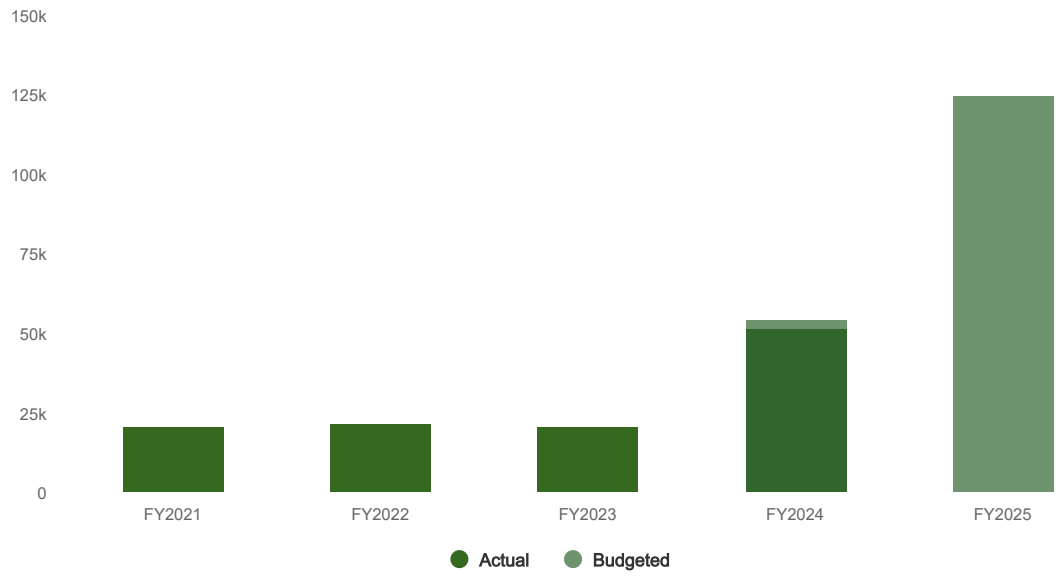
The City Clerk is appointed and provides equal access to open and transparent government. The Clerk prepares the legislative agenda, verifies legal notices have been posted or published, and completes the necessary arrangements to ensure an effective meeting. The City Clerk provides administrative support to the City Council and manages public inquiries and official functions. The Clerk is entrusted with the responsibility of recording the decisions which constitute the building blocks of our representative government.
By statute, the Clerk is required to maintain and index the Minutes, Ordinances and Resolutions adopted by the legislative body. The City Clerk also ensures that other municipal records are readily accessible to the public.

City Clerk Expenditures Summary

In FY23/24, the City recruited a Deputy City Clerk and FY24/25 will mark the first time that the salary covers the entire year, as opposed to only a partial year.

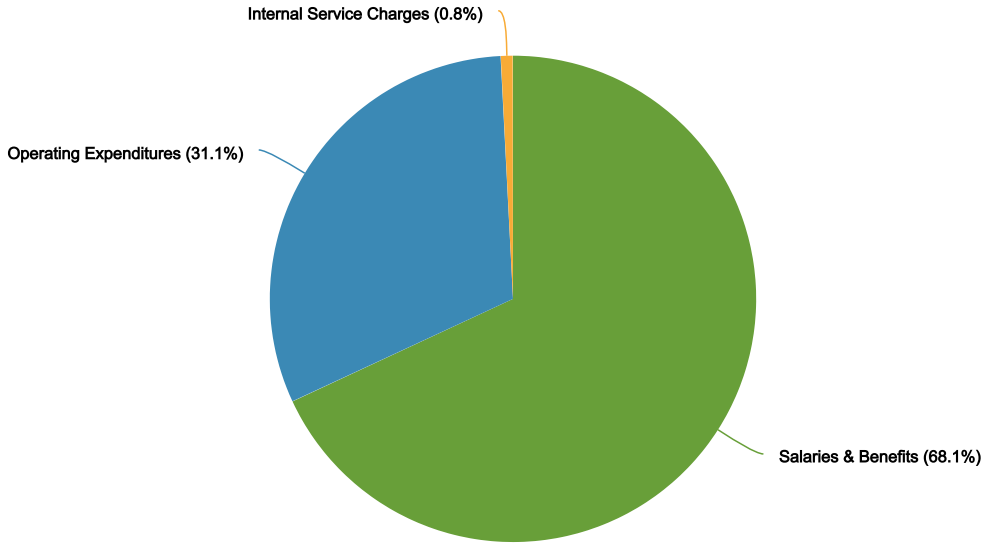
$124,400 **$70,300**
(129.94% vs. prior year)

City Clerk Proposed and Historical Budget vs. Actual



City Clerk Expenditures by Expense Type

Budgeted Expenditures by Expense Type



The City Clerk budget includes an Outside Services line item that includes expenditures to create the agenda's each week and to update and maintain the municipal code.

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expense Objects							
Salaries & Benefits							
Salaries, Regular	$496	$756	$0	$18,138	$18,200	$52,900	190.7%
Overtime	$0	$0	$0	$200	$200	$500	150%
Relief/Reserve	$0	$9,582	$0	$0	$0	$0	0%
CalPERS	$0	$58	$3,600	$4,747	$5,100	$9,100	78.4%
F.I.C.A.	$0	$769	$0	$1,308	$1,400	$4,100	192.9%
Health & Medical Insurance	$0	$0	$0	$4,136	$4,200	$14,500	245.2%
Workers Compensation	$0	$600	$600	$1,800	$1,800	$1,800	0%
Travel and Trainings	$0	$0	$1,806	$135	$1,000	$1,000	0%
Dues, Memberships & Publications	$0	$0	$185	$679	$700	$800	14.3%
Total Salaries & Benefits:	$496	$11,765	$6,191	$31,143	$32,600	$84,700	159.8%
Operating Expenditures							
Supplies	$0	$120	$19	$762	$1,000	$1,000	0%
Postage and Shipping	$57	$79	$254	$290	$500	$500	0%
Printing and Forms	$0	$64	$0	$0	$0	$200	N/A
Rental Equipment	$0	$354	$1,049	$737	$800	$800	0%
Software Maintenance	$14,536	$0	$0	$0	$0	$0	0%

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Communications	$224	$411	$459	$491	$600	$600	0%
Water and Waste	$289	$404	$289	$454	$500	$500	0%
Power and Propane	$806	$1,219	$1,466	$1,440	$1,500	$1,500	0%
Internet	$0	$134	$428	$515	$800	$600	-25%
Outside Services	$385	$1,154	$649	$500	$500	$18,500	3,600%
Information Tech Services	$40	$0	$0	$0	$0	$0	0%
Pre Employment	$0	$906	$200	$2,785	$2,800	$0	-100%
General Liability Insurance	$1,100	$4,053	$8,999	$10,500	$10,500	$12,500	19%
Public Notices	$1,845	$0	$239	$845	$1,000	$1,000	0%
Building Equip Maint & Repair	$0	$0	$0	$300	$500	$500	0%
Buidling Maint and Repair	$1,138	$1,204	$605	$500	$500	$500	0%
Total Operating Expenditures:	$20,419	$10,102	$14,657	$20,119	$21,500	$38,700	80%
Internal Service Charges							
Self-Insured Dental	$0	$0	$0	$0	$0	$1,000	N/A
Total Internal Service Charges:	$0	$0	$0	$0	$0	$1,000	N/A
Total Expense Objects:	$20,916	$21,867	$20,848	$51,262	$54,100	$124,400	129.9%

Fiscal Year 2024/25 Department Goals

- Continued Support of City Council:
  - All required legal postings, including agendas and minutes, are posted in compliance with state law. (Council priority #53, 108)
  - Accurate accumulation, preservation and accessibility of official City documents. (Council priority #53)
  - Accurate and timely preparation of Council meeting packet materials. (Council Priority #53, 108)
  - Advance document accessibility though technology. Council priority #53, 108)
  - Develop Council Handbook. (Council priority #53)
  - Maintain a calendar of deadlines and events. (Council priority #108)
  - Monitor and Maintain City's social media presence. (Council priority #120, 124)



Administrator

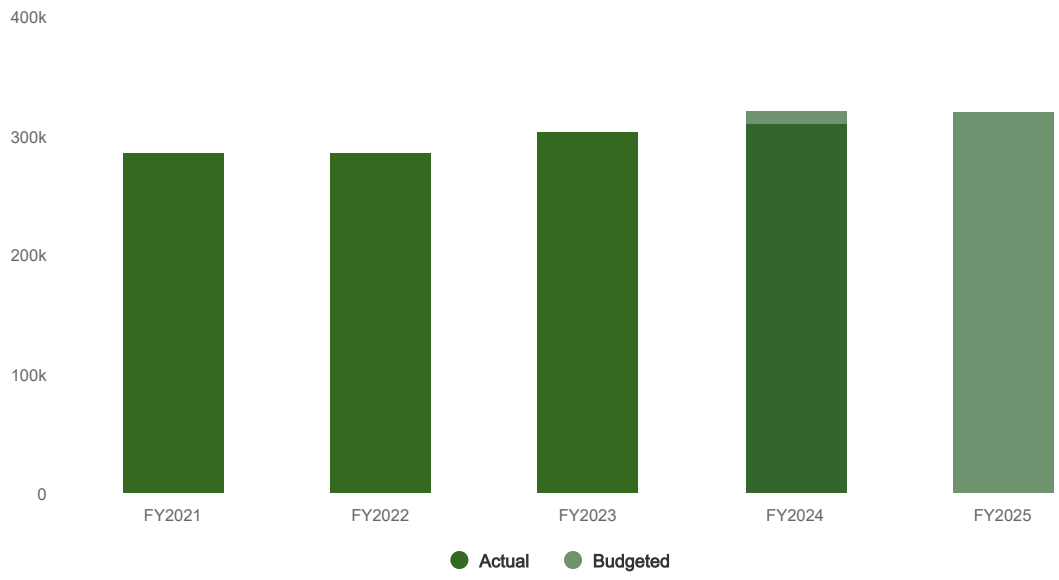
Melissa Eads
City Administrator

The City Administrator is appointed by the City Council and serves as the administrative head of the City organization, providing direction to staff on the implementation of the City Council's goals and objectives on behalf of the community. The City Administrator is responsible for the day-to-day efficient performance of all City operations, implementing Council policy, formulating staff recommendations to Council on policy and other matters, and preparing and submitting the annual budget. The City Administrator also serves as Director of Public Works and Emergency Services, guiding the effective response of City resources during emergency events.

City Administrator Expenditures Summary

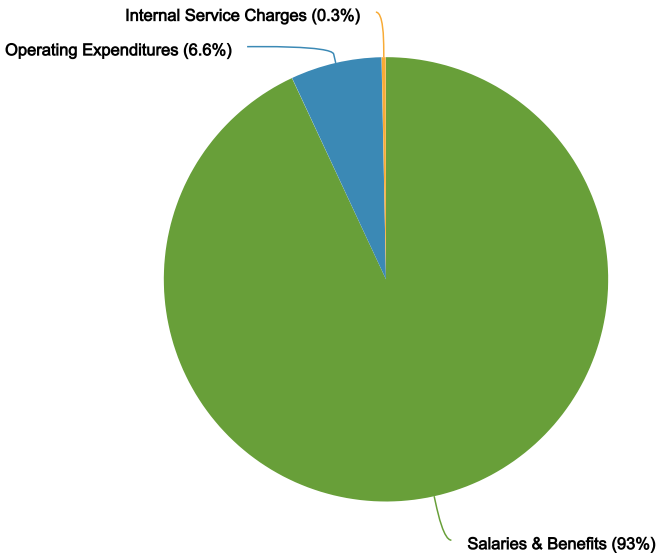
$319,300 -$1,650
(-0.51% vs. prior year)

Administrator Proposed and Historical Budget vs. Actual



City Administrator Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expense Objects							
Salaries & Benefits							
Salaries, Regular	$137,041	$161,924	$166,746	$169,731	$173,700	$180,300	3.8%
Deferred Compensation	$12,670	$2,156	$14,925	$12,310	$12,400	$12,400	0%
CalPERS	$64,081	$60,079	$62,992	$56,249	$58,300	$59,400	1.9%
F.I.C.A.	$11,609	$12,079	$13,033	$12,228	$13,400	$14,300	6.7%
Health & Medical Insurance	$25,304	$20,818	$13,898	$14,262	$14,800	$15,100	2%
Workers Compensation	$1,884	$3,050	$1,800	$2,500	$2,500	$3,000	20%
Other Employee Benefits	$0	$0	$4,900	$4,900	$5,100	$5,100	0%
Travel and Trainings	$1,283	$2,419	$3,742	$7,500	$7,500	$5,000	-33.3%
Dues, Memberships & Publications	$1,130	$1,061	$0	$0	$2,500	$2,500	0%
Total Salaries & Benefits:	$255,002	$263,586	$282,036	$279,680	$290,200	$297,100	2.4%
Operating Expenditures							
Supplies	$620	$1,145	$1,061	$2,449	$2,500	$2,500	0%
Postage and Shipping	$595	$1,117	$636	$667	$800	$800	0%
Printing and Forms	$0	$64	$0	$0	$0	$0	0%
Rental Equipment	$2,058	$3,440	$3,920	$2,424	$2,500	$2,500	0%
Computer Equipment	$1,989	$0	$0	$0	$0	$0	0%
Software Maintenance	$1,682	$0	$0	$0	$0	$0	0%
Communications	$2,171	$1,948	$2,056	$2,157	$2,200	$2,500	13.6%

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Water and Waste	$347	$485	$347	$545	$600	$800	33.3%
Power and Propane	$1,289	$2,151	$3,298	$3,240	$3,400	$3,500	2.9%
Internet	$1,396	$1,411	$1,034	$1,171	$1,200	$1,200	0%
Outside Services	$12,825	$140	$2,326	$9,161	$9,200	$0	-100%
Information Tech Services	$254	$0	$0	$0	$0	$0	0%
Pre Employment	$1,168	$1,141	$0	$618	$750	$0	-100%
General Liability Insurance	$1,487	$4,996	$3,700	$4,600	$4,600	$5,400	17.4%
Public Notices	$0	$1,350	$468	$0	$0	$0	0%
Building Equip Maint & Repair	$26	$163	$113	$884	$1,000	$1,000	0%
Buidling Maint and Repair	$1,300	$1,333	$1,089	$990	$1,000	$1,000	0%
Equipment Maintenance	$375	$472	$0	$0	$0	$0	0%
Total Operating Expenditures:	$29,580	$21,356	$20,047	$28,906	$29,750	$21,200	-28.7%
Internal Service Charges							
Self-Insured Dental	$1,142	$701	$640	$1,117	$1,000	$1,000	0%
Total Internal Service Charges:	$1,142	$701	$640	$1,117	$1,000	$1,000	0%
Total Expense Objects:	$285,724	$285,643	$302,722	$309,703	$320,950	$319,300	-0.5%

Fiscal Year 2024/25 Goals

- Began Organizational Assessment and Strategic planning in FY22/23.
- Continue to monitor and support partnerships with the Sonora Chamber of Commerce and Visit Tuolumne County. (Council priority #18, 21, 108)
- Support reorganization efforts to prioritize facility planning, capital project delivery, and economic development. (Council priority #32, 59)
- Support best practices for workplace culture and invest in employee training, coaching, and moral. (Council priority #53, 114, 123)
- Support Councils efforts to advance response to homelessness. Council priority #81-99)
- Reviewing and negotiating a revenue sharing agreement with the County. (Council priority #6, 42, 43, 44)
- Support City's presence in Social Media. (Council priority #120, 124)



Administrative Services

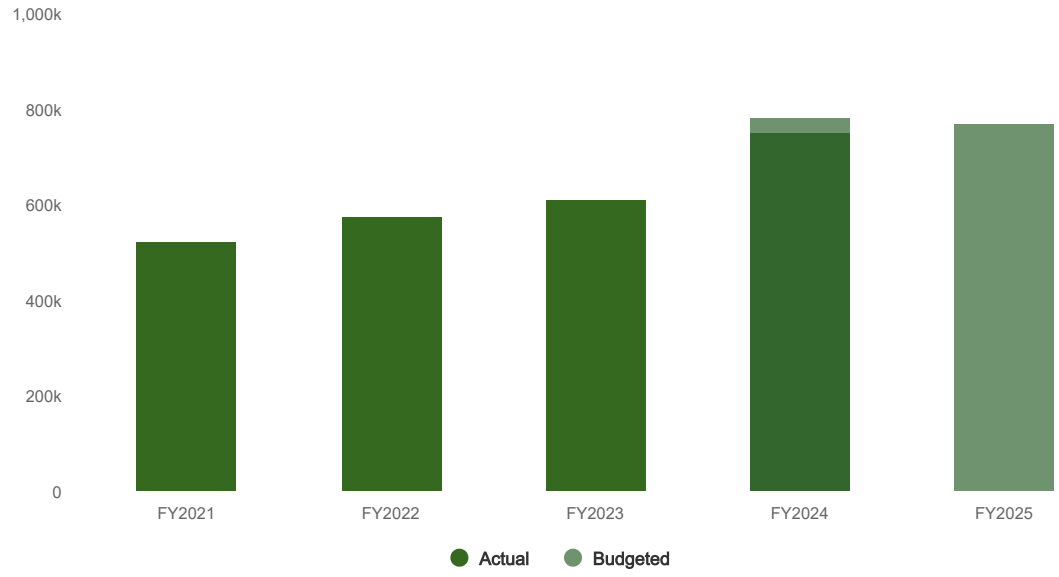
Chris Gorsky
Administrative Services Director

The Administrative Services Department carries out functions that facilitate the operation of other City departments and is responsible for the financial management and control of the City, which includes administering the accounts payable process and ensuring vendors are paid timely and accurately, filing all required regulatory and tax-related documentation in a timely manner, processing bi-weekly payroll for all City employees, reporting and paying tax obligations, and completing all regulatory reporting requirements, coordinating the preparation of the annual comprehensive financial report, the preparation of the State of California's required annual reports, budget development and preparation, managing the City's cash and investments to ensure requirements are met and return on invested funds is aligned with the City's investment policy, administering the business license program and cannabis public benefit fee collections, monitoring and enforcing collections of other City revenue sources, including transient occupancy tax. The department also provides Human Resources functions and is responsible for employer-employee relations, recruitment and selection, classification and compensation, risk management and benefits administration.

Administrative Services Expenditures Summary

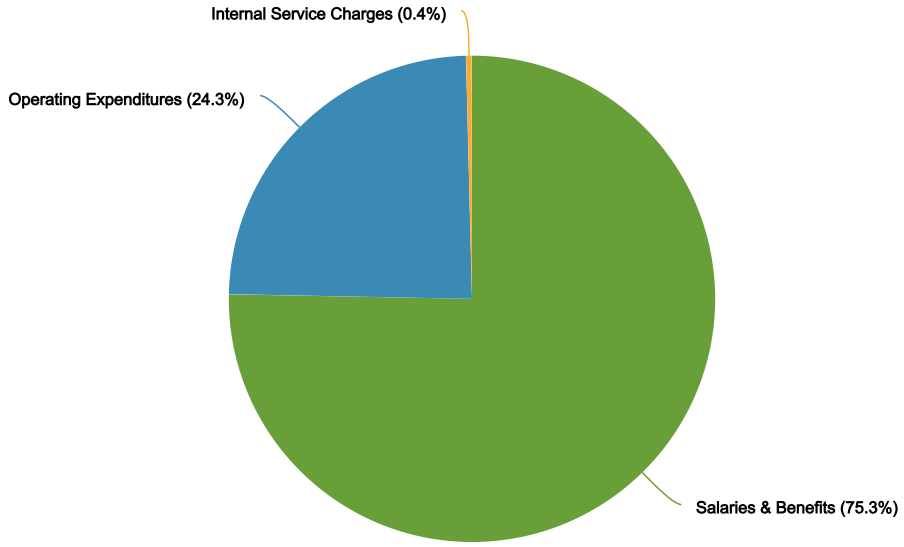
$771,800 -$10,600
(-1.35% vs. prior year)

Administrative Services Proposed and Historical Budget vs. Actual



Administrative Services Expenditures by Expense Type

Budgeted Expenditures by Expense Type



The Administrative Services budget includes an Outside Services line item that includes expenditures for the City's sales tax consultant and auditor, OPEB actuarial reporting, benefit administration, fees related to the CalPERS pension, short-term rental compliance, the annual financial audit, the fund accounting software and services, and other finance related services and fees.

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expense Objects							
Salaries & Benefits							
Salaries, Regular	$222,725	$235,149	$248,278	$296,993	$303,100	$340,800	12.4%
Overtime	$0	$98	$0	$0	$0	$0	0%
Holiday	$2,638	$7,464	$7,752	$14,504	$15,000	$16,300	8.7%
CalPERS	$111,379	$100,222	$111,323	$102,914	$105,600	$108,500	2.7%
F.I.C.A.	$16,873	$18,686	$19,074	$24,269	$25,300	$27,300	7.9%
Health & Medical Insurance	$78,280	$80,734	$63,713	$67,055	$80,100	$73,200	-8.6%
Workers Compensation	$2,304	$2,600	$3,500	$4,184	$5,000	$4,900	-2%
Other Employee Benefits	$983	$1,335	$2,470	$3,600	$3,600	$3,600	0%
Travel and Trainings	$50	$1,841	$3,972	$5,400	$5,400	$5,400	0%
Dues, Memberships & Publications	$796	$1,117	$1,207	$1,190	$1,500	$1,200	-20%
Total Salaries & Benefits:	$436,027	$449,246	$461,290	$520,109	$544,600	$581,200	6.7%
Operating Expenditures							
Supplies	$2,201	$6,029	$4,051	$5,401	$5,400	$8,200	51.9%
Equipment Non Capital	$3,806	$0	$0	$4,329	$4,400	$5,000	13.6%

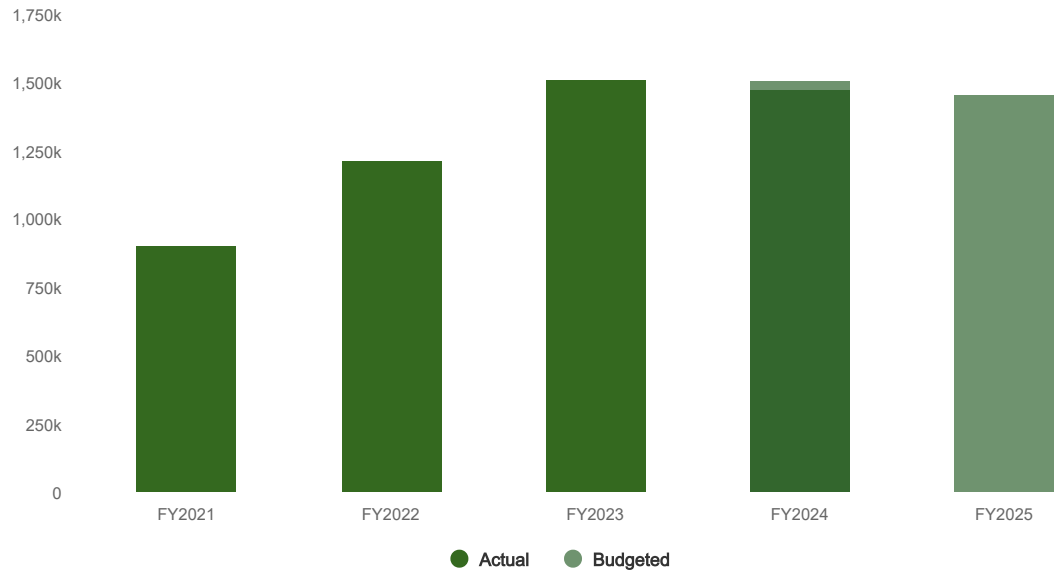
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Postage and Shipping	$690	$1,242	$1,654	$2,386	$2,500	$2,200	-12%
Printing and Forms	$0	$0	$0	$600	$1,000	$1,000	0%
Rental Equipment	$4,477	$5,489	$4,576	$2,812	$5,000	$3,500	-30%
Computer Equipment	$1,655	$0	$0	$0	$0	$0	0%
Software Maintenance	$595	$0	$0	$0	$0	$0	0%
Advertising	$0	$3,600	$0	$0	$0	$0	0%
Communications	$1,823	$2,869	$3,101	$3,767	$4,000	$3,500	-12.5%
Water and Waste	$693	$971	$693	$1,190	$1,600	$1,200	-25%
Power and Propane	$1,934	$3,126	$4,419	$4,554	$6,000	$5,500	-8.3%
Internet	$2,000	$2,066	$1,581	$1,896	$2,100	$2,100	0%
Outside Services	$41,875	$89,575	$117,808	$142,544	$143,500	$143,800	0.2%
Information Tech Services	$5,649	$0	$0	$0	$0	$0	0%
General Liability Insurance	$2,450	$3,600	$4,198	$5,700	$5,700	$6,800	19.3%
Public Notices	$0	$0	$284	$0	$0	$0	0%
Building Equip Maint & Repair	$1,617	$632	$831	$611	$1,000	$1,000	0%
Buidling Maint and Repair	$3,575	$3,725	$3,543	$3,597	$3,600	$3,800	5.6%
Equipment Maintenance	$0	$0	$79	$0	$0	$0	0%
Facility Enhancement	$6,004	$0	$0	$48,378	$49,000	$0	-100%
Total Operating Expenditures:	$81,043	$122,924	$146,817	$227,765	$234,800	$187,600	-20.1%
Internal Service Charges							
Self-Insured Dental	$6,233	$3,473	$2,101	$3,143	$3,000	$3,000	0%
Total Internal Service Charges:	$6,233	$3,473	$2,101	$3,143	$3,000	$3,000	0%
Total Expense Objects:	$523,302	$575,643	$610,208	$751,017	$782,400	$771,800	-1.4%

Administrative Services Revenues Summary

Revenue estimates are lower by three (3%) than in the prior year as the worry over a recession grows and estimates continue to be conservative.

$1,459,500 -$45,900
(-3.05% vs. prior year)

Administrative Services Proposed and Historical Budget vs. Actual



Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Transient Occupancy Tax	$518,126	$559,545	$682,579	$602,653	$625,000	$608,000	-2.7%
Cannabis Public Benefit Fees	$216,719	$499,977	$635,347	$709,118	$710,000	$700,000	-1.4%
Business License	$119,581	$127,119	$130,638	$128,840	$126,100	$129,900	3%
Intermittent Food Vendors	$60	$0	$30	$0	$0	$0	0%
Portable Food Vendors Permit	$800	$600	$800	$600	$800	$800	0%
Parking Permits	$0	$1,203	$1,260	$500	$1,300	$500	-61.5%
Credit Card Fees	$300	$750	$1,045	$1,487	$1,000	$1,500	50%
Rental Income	$19,200	$19,200	$22,406	$21,160	$21,200	$3,800	-82.1%
Miscellaneous Revenue	$4,127	$8,172	$10,140	$2,063	$10,000	$5,000	-50%
Insurance Premium Reimbursement	$22,200	$339	$30,725	$9,296	$10,000	$10,000	0%
Total General Fund:	$901,111	$1,216,905	$1,514,970	$1,475,717	$1,505,400	$1,459,500	-3%

Fiscal Year 2024/25 Goals

- Department modernization: Evaluate technological solutions to maximize efficiency within the department. Including support of modern Human Resource Management Solution (HRMS). (Council priority #108)
- Continued improvement in budget preparation and presentation with improved transparency. (Council priority #53, 55, 108)
- Continue to improve the monthly metrics reported to the Council. (Council priority #108, 123)
- Support the implementation and development of IWorqs, data monitoring, and online bill pay. (Council priority #45, 108)
- Conduct employee surveys to direct culture, training needs and moral. (Council priority #60, 108, 123)
- Coordinate employee best practices and innovative personnel activities, training and workshops. (Council priority #53, 114, 123)



Information Technology

Chris Gorsky
Information Technology

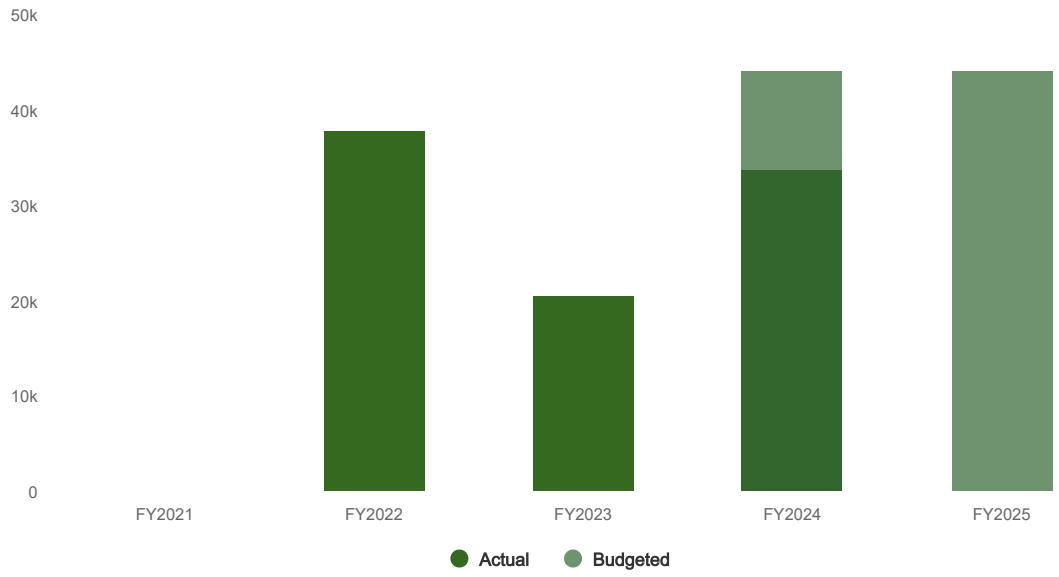
The Information Technology Department (IT) aims to provide meaningful impacts through smart uses of technology in service of employees and the community. IT executes and sustains vital City services through business solutions and cybersecurity. Services are powered by infrastructure and operations, which include a municipal network, compute and storage, and enterprise productivity and collaboration tools. IT provides strategic information technology planning, administers the fiscal and billing services.

Information Technology Expenditures Summary

The Information Technology budget includes technology expenditures to improve the City's use of modern technology to improve efficiencies and to make the City more transparent. This budget is unchanged from FY23/24 with the continued roll out of modern hardware and upgraded infrastructure.

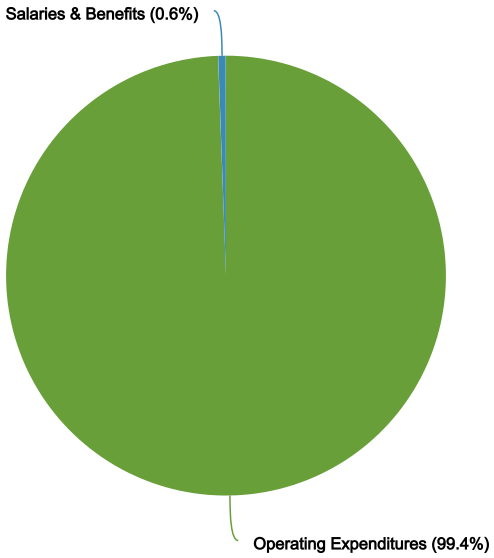
$44,250 **$0**
(0.00% vs. prior year)

Information Technology Proposed and Historical Budget vs. Actual



Information Technology Expenditures by Expense Type

Budgeted Expenditures by Expense Type



The Information Technology budget includes an Outside Services line item that includes expenditures for cloud storage, domain and website security, and the firewall annual license.

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expense Objects							
Salaries & Benefits							
Dues, Memberships & Publications	$0	$0	$0	$250	$250	$250	0%
Total Salaries & Benefits:	$0	$0	$0	$250	$250	$250	0%
Operating Expenditures							
Supplies	$0	$177	$327	$1,039	$1,000	$1,000	0%
Computer Equipment	$0	$12,707	$8,513	$15,064	$20,000	$20,000	0%
Software Maintenance	$0	$20,198	$8,373	$12,424	$14,000	$14,000	0%
Outside Services	$0	$3,495	$3,450	$4,952	$5,000	$5,000	0%
Information Tech Services	$0	$1,326	$0	$0	$4,000	$4,000	0%
Total Operating Expenditures:	$0	$37,903	$20,662	$33,479	$44,000	$44,000	0%
Total Expense Objects:	$0	$37,903	$20,662	$33,729	$44,250	$44,250	0%

Fiscal Year 2024/25 Goals

- Support City goals and department objectives through automation. (Council priority #35, 108)
- Excellent customer service, staff support and training. (Council priority #108)
- Streamline City operations through integration and systems automation. (Council priority #108)
- Keep informed of technology trends, enhancements, and capabilities. (Council priority #108, 123, 124)
- Seek new technology and apply where it is cost effective. (Council priority #35)
- Improve access to City services and information through World Wide Web (WWW) and other online systems. (Council priority #108, 123,124)
- Provide stable and reliable information technology infrastructure. (Council priority #35,120, 123)
- Provide up-to-date hardware and software tools for staff. (Council priority #35, 123)
- Support Human Resources in an end-to-end human resource modernization projects. (Council priority #108, 113, 123)



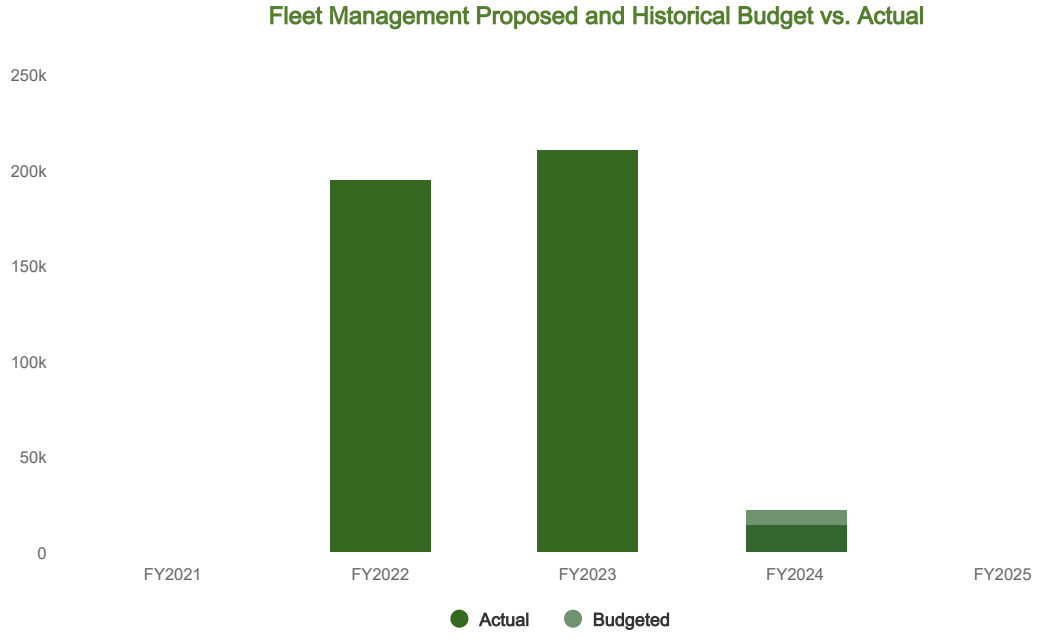
Fleet Management

Chris Gorsky
Administrative Services Director

The Fleet Management Department provides maintenance, repair and replacement of City vehicles and equipment, including police vehicles, light and heavy-duty trucks, trailers, tractors and other miscellaneous equipment. Starting in Fiscal Year 2023/24, the City implemented a leased fleet program which included an integrated maintenance program. The City has had a history of operating vehicles well beyond their useful lives and relying on an in-house mechanic to maintain these older, and expensive to maintain, vehicles. With the leased vehicle program, the City no longer has its own onsite mechanic and takes advantage of a maintenance program, which utilizes local vendors. This model allows the City to retire vehicles that are beyond their useful lives and replace them with newer vehicles and better equipment without large cash outlays. In the past, the City's available resources were insufficient to keep up with replacing the fleet before the vehicles and equipment reached their end of life. This forced the City to spend resources on old, out of date, and inefficient vehicles. Going forward, budgets will allocate the lease payments from the benefiting departments.

Fleet Expenditures Summary

$0 **-$22,000**
(-100.00% vs. prior year)



Fleet Expenditures by Expense Type

In Fiscal Year 2023/24, the department was eliminated, and the City is now providing new vehicles through a Lease vehicle and equipment program.

Fleet Going Forward:
Planning for the conversion to electric vehicles (EV) is crucial for the City to stay ahead in the transition towards sustainable transportation. Embracing EV's not only reduces greenhouse gas emissions but also mitigates air pollution and promotes energy independence. Strategic planning for this transition plays a pivotal role in accomplishing this transition efficiently. In the years ahead, it will be required to prepare a new Fleet Replacement Schedule for all vehicles, giving consideration to integrating electric vehicles where appropriate, to comply with Federal/State mandates.

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expense Objects							
Salaries & Benefits							
Salaries, Regular	$0	$60,265	$65,099	$0	$0	$0	0%
Overtime	$0	$267	$0	$0	$0	$0	0%
Uniform Allowance	$0	$250	$477	$0	$0	$0	0%
CalPERS	$0	$73,955	$81,256	$0	$0	$0	0%
F.I.C.A.	$0	$4,631	$4,859	$0	$0	$0	0%
Health & Medical Insurance	$0	$33,572	$33,856	$0	$0	$0	0%
Workers Compensation	$0	$11,061	$15,800	$0	$0	$0	0%
Unemployment Insurance	$0	$0	$0	$14,422	$22,000	$0	-100%
Travel and Trainings	$0	$40	$28	$0	$0	$0	0%
Total Salaries & Benefits:	$0	$184,041	$201,376	$14,422	$22,000	$0	-100%
Operating Expenditures							
Supplies	$0	$993	$896	$0	$0	$0	0%
Equipment Non Capital	$0	$3,249	$620	$0	$0	$0	0%
Outside Services	$0	$3,322	$3,446	$0	$0	$0	0%
General Liability Insurance	$0	$1,977	$2,014	$0	$0	$0	0%
Building Equip Maint & Repair	$0	$75	$594	$0	$0	$0	0%
Equipment Maintenance	$0	$745	$947	$0	$0	$0	0%
Total Operating Expenditures:	$0	$10,361	$8,516	$0	$0	$0	0%
Internal Service Charges							
Self-Insured Dental	$0	$239	$412	$0	$0	$0	0%
Total Internal Service Charges:	$0	$239	$412	$0	$0	$0	0%
Total Expense Objects:	$0	$194,641	$210,305	$14,422	$22,000	$0	-100%

Fiscal Year FY2024/25 Goals

- Continue to evaluate operations and lease and work to improve efficiencies. (Council priority #27, 30)
- Continue working to take delivery of the remaining police vehicles. (Council priority #27, 30)
- Replace aging Public Works vehicles. (Council priority #30, 35)
- Begin to plan for the eventual transition to electric vehicles. (Council priority #30, 35)



General Services (Non-Departmental)

Melissa Eads
City Administrator

Funds are provided in the General Services Department to account for a variety of City services and activities not specifically attributable to individual departments. The department provides support for the efficient functioning of the City's various departments and systems. Tax revenues, franchise fees, and intergovernmental revenues are generated as a result of overall government operations. Non-Departmental retiree expenditures (OPEB), City-wide organizational costs, City memberships, and joint-agency service agreements benefiting the entire City are also contained in General Services.

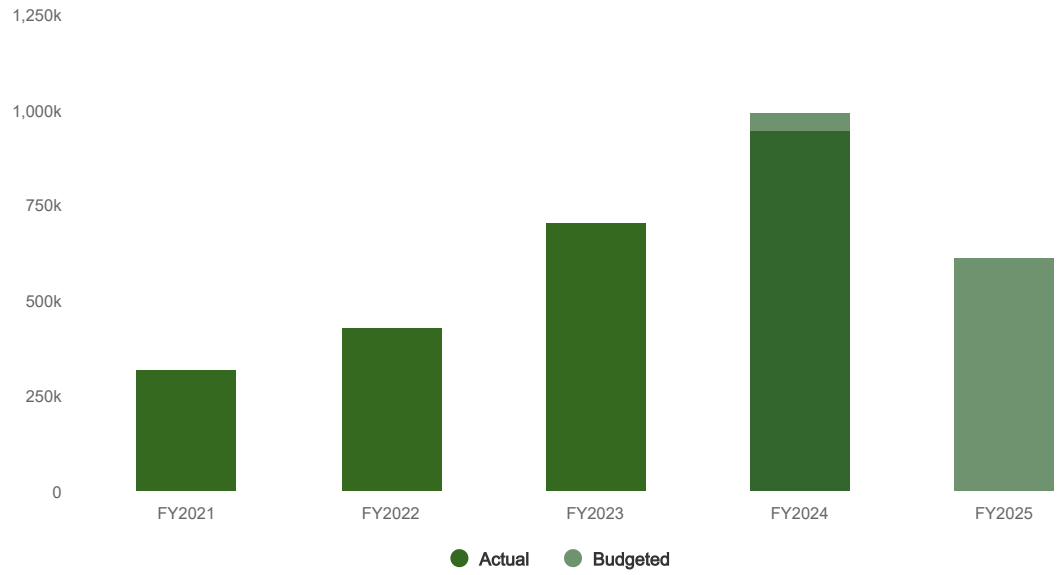
General Services also includes many of the City revenues that are not directly attributable to any department. These revenues include: property tax, vehicle license fees, franchise fees, intergovernmental revenues, and sales tax.

General Services Expenditures Summary

In Fiscal Year 2023/24, there were several one time expenditures including the parking lot purchase. FY24/24 does not include any one time purchases which causes a reduction in expenditures below.

$613,400 **-$377,675**
(-38.11% vs. prior year)

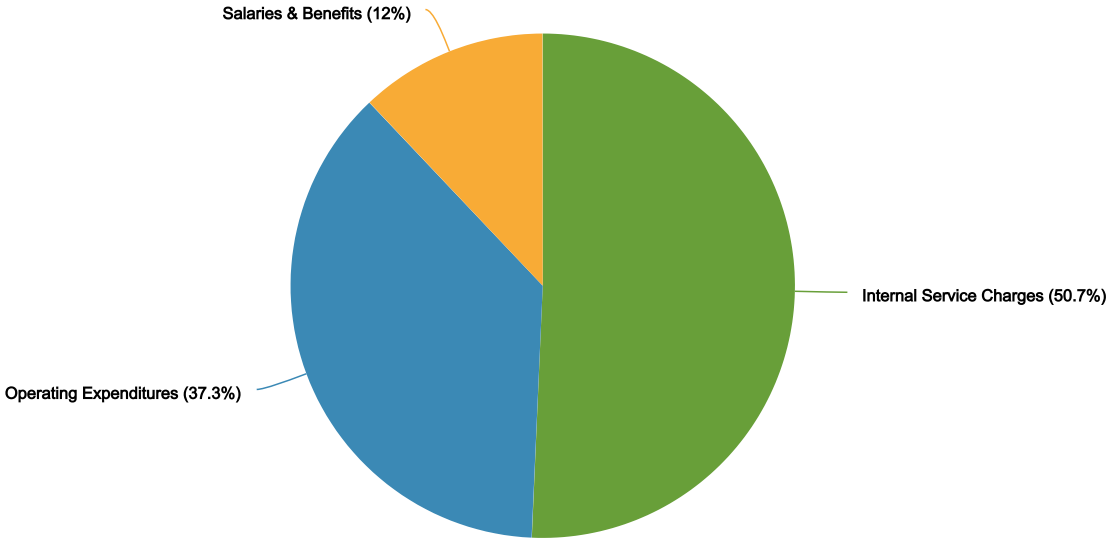
General Services Proposed and Historical Budget vs. Actual



General Services Expenditures by Expense Type

The expenditures in the General Services department include the current cost of the City's Other Post-Employment Benefits (OPEB), memberships, such as League of California Cities, and the Local Agency Formation Commission (LAFCO), the cost of sharing the Transient Occupancy Tax with Visit Tuolumne County.

Budgeted Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expense Objects							
Salaries & Benefits							
Health & Medical Insurance	$47,686	$37,071	$28,381	$44,757	$52,200	$65,000	24.5%
Dues, Memberships & Publications	$5,795	$11,181	$7,463	$8,900	$8,900	$8,900	0%
Total Salaries & Benefits:	$53,480	$48,252	$35,844	$53,657	$61,100	$73,900	20.9%
Operating Expenditures							
Supplies	$0	$0	$448	$0	$0	$0	0%
Outside Services	$19,027	$5,900	$79,167	$313,379	$313,475	$37,500	-88%
Economic Development	$0	$50,000	$0	$0	$0	$0	0%
TOT - Visitors Bureau	$120,507	$110,023	$152,097	$137,148	$150,000	$150,000	0%
LAFCO	$5,360	$3,244	$4,051	$6,930	$7,000	$7,500	7.1%
Historic Preservation	$1,228	$1,039	$1,197	$605	$1,000	$1,000	0%
Settlements Legal/Insurance	$0	$540	$0	$2,900	$3,000	$2,500	-16.7%
Capital Asset	$2,000	$0	$0	$0	$0	$0	0%
Captial Asset: Property	$0	$127,787	$0	$126,616	$127,000	$0	-100%
Donations	$1,750	$0	$0	$0	$0	$0	0%

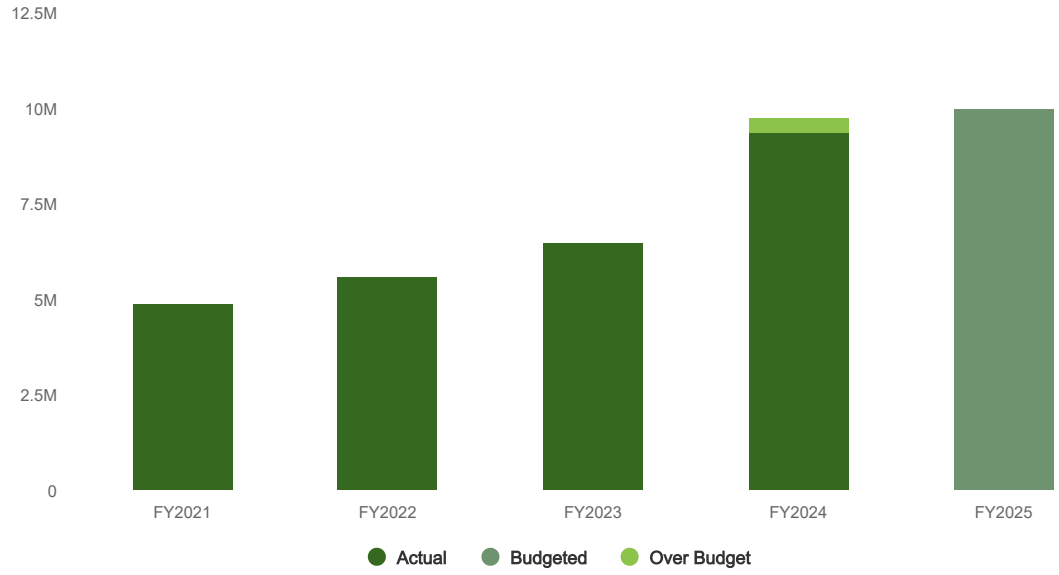
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Washington Fire	$0	$0	$4,042	$0	$0	$0	0%
Contingencies	$0	$0	$0	$0	$27,500	$30,000	9.1%
American Rescue Plan Expenditures	$0	$48,028	$0	$0	$0	$0	0%
Total Operating Expenditures:	$149,872	$346,561	$241,003	$587,578	$628,975	$228,500	-63.7%
Internal Service Charges							
Self-Insured Dental	$114,777	$31,705	$426,138	$300,467	$301,000	$311,000	3.3%
Total Internal Service Charges:	$114,777	$31,705	$426,138	$300,467	$301,000	$311,000	3.3%
Total Expense Objects:	$318,129	$426,518	$702,985	$941,702	$991,075	$613,400	-38.1%

General Services Revenues Summary

The majority of the City's General Fund revenues are accounted for in the General Services Department. The FY24/25 General Fund budget assumes slow growth trends in economically sensitive revenue sources such as Property Tax, Transient Occupancy Tax, Sales Tax, Interest Income on City Funds, and other revenues. However, the Voters of the City of Sonora passed Measure Y in November 2022, a 1% Essential Services Sales Tax, providing the City with a new revenue source of approximately $4.3 million annually, which has performed above our original expectations.

$9,981,700 **$636,800**
(6.81% vs. prior year)

General Services Proposed and Historical Budget vs. Actual



General Services Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Property Tax Current Secured	$622,732	$649,358	$685,065	$936,197	$907,000	$954,900	5.3%
Property Tax Current UnSecured	$11,608	$14,090	$4,362	$23,540	$11,000	$8,500	-22.7%
Property Tax Prior Years	$465	$15	$282	$0	$500	$500	0%
Property Tax Other	$12,982	$0	$0	$0	$500	$500	0%
Supplemental Tax Roll	$4,497	$25,955	$25,605	$12,820	$8,000	$12,000	50%
Homeowners Exemption	$9,029	$8,787	$8,488	$3,892	$5,000	$4,000	-20%
Property Tax In Lieu of VLF	$437,762	$448,465	$473,292	$493,427	$478,000	$503,200	5.3%
Vehicle License Fee	$3,596	$5,664	$5,329	$6,422	$5,800	$6,800	17.2%
Sales and Use Tax	$3,280,856	$3,496,261	$3,450,446	$3,535,452	$3,355,600	$3,552,000	5.9%

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Transaction and Use Tax (Measure Y)	$0	$0	$600,163	$4,309,811	$4,200,000	$4,300,000	2.4%
Real Property Transfer Tax	$21,665	$26,706	$15,759	$14,535	$10,000	$12,000	20%
Franchise Fees	$187,883	$141,478	$145,854	$172,538	$155,000	$160,000	3.2%
Grants/Donations	$0	$0	$0	$3,000	$3,000	$3,000	0%
Intergovernmental Revenues	$0	$581,786	$581,786	$0	$0	$0	0%
Investment Earnings	$8,194	$7,636	$65,949	$228,360	$202,000	$225,000	11.4%
Miscellaneous Revenue	$0	$0	$203,006	$0	$2,500	$2,500	0%
Sale of Property	$49,457	$0	$11,037	$1,910	$1,000	$1,000	0%
Pass Through from RDA	$229,573	$188,938	$227,000	$0	$0	$0	0%
Transfer In	$0	$0	$0	$0	$0	$235,800	N/A
Total General Fund:	$4,880,297	$5,595,139	$6,503,423	$9,741,904	$9,344,900	$9,981,700	6.8%

Opera Hall

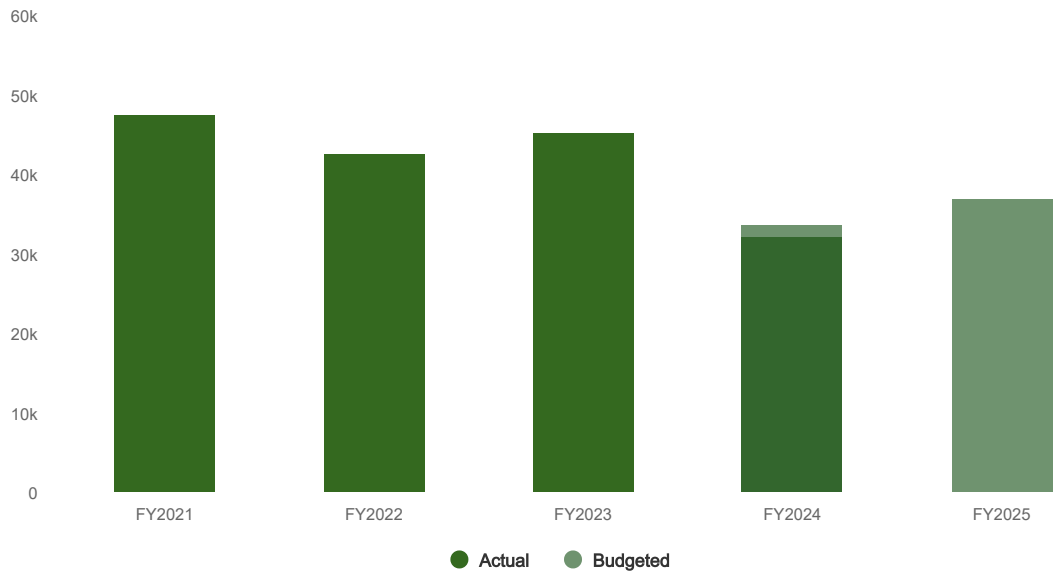
Melissa Eads
City Administrator

In Fiscal Year 2023/24 the Sonora Chamber of Commerce was contracted to run the Opera Hall. The City will continue to maintain the historic building while the Chamber is responsible for everything else. Each quarter the Chamber will split the operating income with the City. This agreement reduces the City's General Fund contribution to opera hall operations.

Expenditures Summary

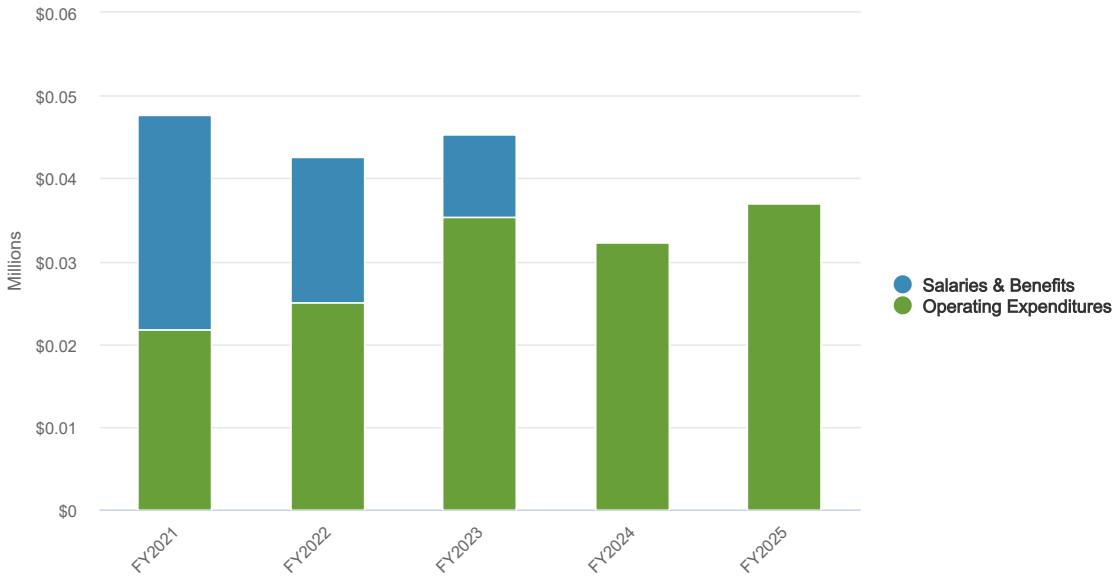
$36,900 **$3,100**
(9.17% vs. prior year)

Opera Hall Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expense Objects							
Salaries & Benefits							
Salaries, Regular	$12,525	$8,121	$1,722	$0	$0	$0	0%
CalPERS	$7,559	$4,208	$3,833	$0	$0	$0	0%
F.I.C.A.	$958	$621	$130	$0	$0	$0	0%
Health & Medical Insurance	$4,829	$4,669	$3,518	$0	$0	$0	0%
Workers Compensation	$70	$100	$600	$0	$0	$0	0%
Total Salaries & Benefits:	$25,941	$17,719	$9,803	$0	$0	$0	0%
Operating Expenditures							
Supplies	$360	$874	$811	$1,122	$1,200	$1,200	0%
Equipment Non Capital	$0	$0	$0	$222	$300	$300	0%
Rental Equipment	$593	$1,198	$1,444	$0	$0	$0	0%
Communications	$663	$526	$580	$995	$700	$500	-28.6%
Water and Waste	$2,160	$2,254	$2,192	$2,976	$2,200	$3,200	45.5%
Power and Propane	$6,527	$5,000	$9,395	$8,710	$9,000	$9,000	0%
Internet	$1,823	$2,072	$2,075	$2,231	$2,200	$2,300	4.5%
Outside Services	$1,638	$3,594	$2,209	$1,233	$1,500	$2,500	66.7%
General Liability Insurance	$3,100	$7,200	$9,786	$9,700	$9,700	$10,900	12.4%
Building Equip Maint & Repair	$776	$851	$3,501	$2,805	$3,000	$3,000	0%

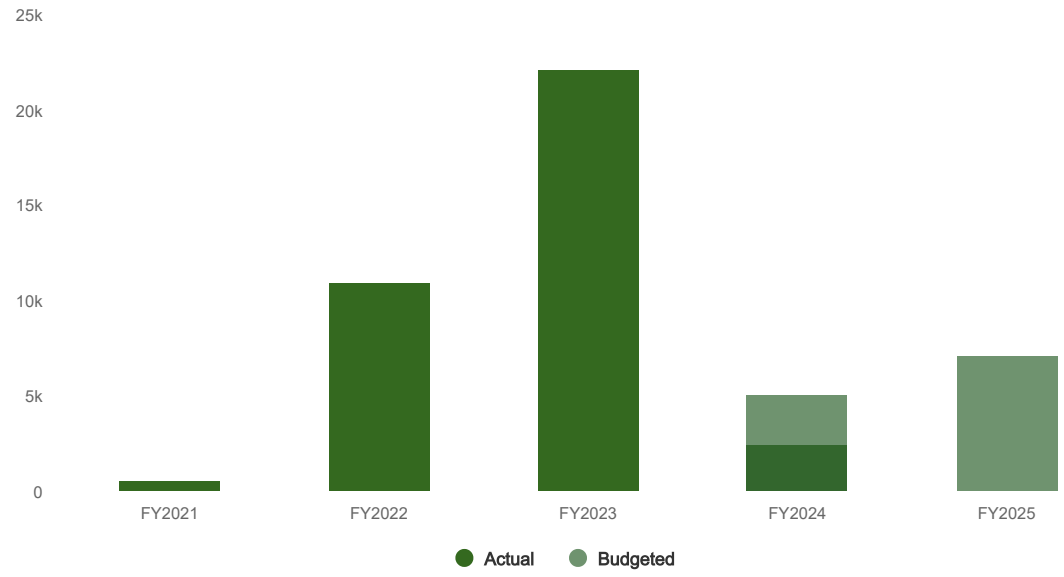
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Buidling Maint and Repair	$4,057	$1,385	$3,435	$2,186	$4,000	$4,000	0%
Total Operating Expenditures:	$21,696	$24,954	$35,428	$32,180	$33,800	$36,900	9.2%
Total Expense Objects:	$47,637	$42,673	$45,231	$32,180	$33,800	$36,900	9.2%

Revenues Summary

In Fiscal Year 2023/24, the Sonora Chamber of Commerce was contracted to run the Opera Hall. The City will continue to maintain the historic building while the Chamber is responsible for everything else. Each quarter the Chamber will split the operating income with the City. This agreement reduces the City's General Fund contribution to opera hall operations.

$7,100 **$2,100**
(42.00% vs. prior year)

Opera Hall Proposed and Historical Budget vs. Actual



Community Development Summary

Tyler Summersett
Community Development Director

The Community Development Department works with elected and appointed officials, other departments, and the community to guide the physical growth, development, and preservation of the City through planning, building, code enforcement and economic development services. Community development helps plan, build, and maintain a thriving City and encompasses many aspects of the City and, as such, the Department oversees several programs and projects designed to benefit its residents and businesses. The Community Development Summary includes planning, building, engineering, economic development, and grants. Also included in Community Development is Enterprise Funds for the City's Certified Farmer's Market and Dragoon Gulch. Currently, the department's personnel includes only the Community Development Director. In the FY24/25 budget, the request includes additional staff, including a City Building Official, and a part-time economic development coordinator.

Community Development Staffing

Total Budgeted Full Time Equivalent Employees
Summary Positions by Department

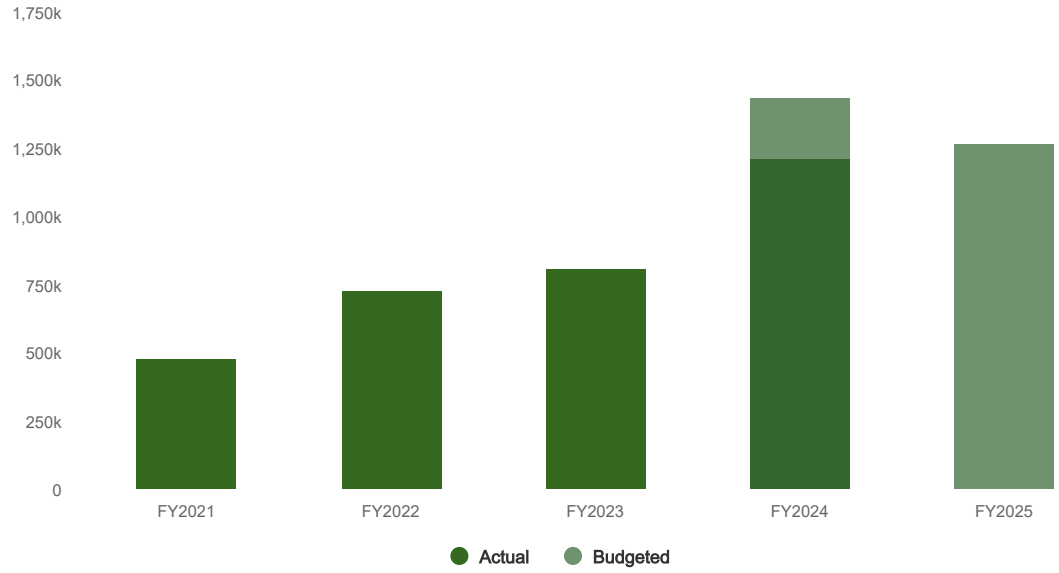
	2020/21 Approved	2021/22 Approved	2022/23 Approved	2023/24 Approved	2024/25 Proposed
Community Development					
Community Development Director	1.0	1.0	1.0	1.0	1.0
Community Development Specialist I	1.0	0.0	0.0	0.0	0.0
Community Development Specialist II	0.0	1.0	1.0	0.0	0.0
City Building Official	0.0	0.0	0.0	0.0	1.0
Building Inspector	0.0	0.0	0.0	0.0	0.0
Special Programs Coordinator	0.0	0.0	0.0	0.0	0.0
Economic Development Coordinator	0.0	0.0	0.0	0.0	0.6
Total Department FTE's	2.0	2.0	2.0	1.0	2.6

Community Development Expenditures Summary

The Community Development Department is supported by a combination of General Fund revenues along with generated fees and grant funding. Also included in this department is City Engineering, and several grant funds, including Per Capita Grant, SB2 Planning Grant, REAP and LEAP grants.

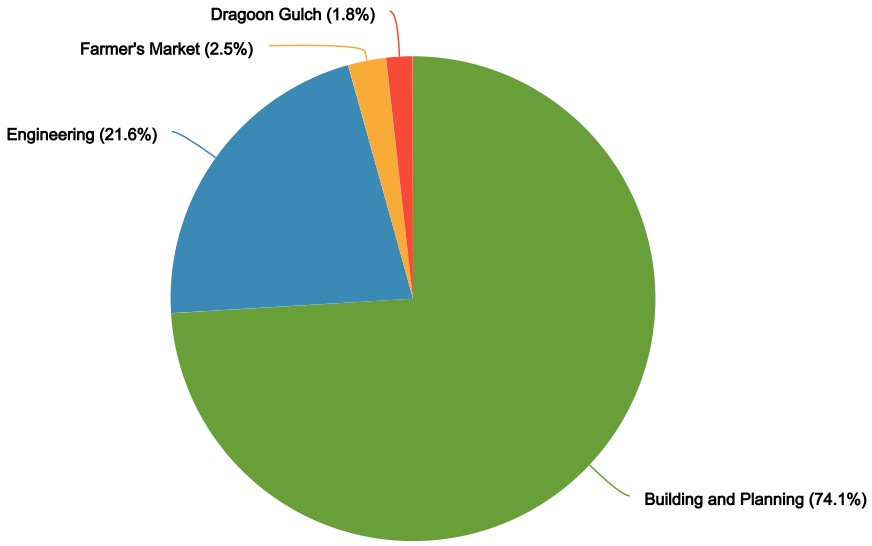
$1,266,000 -$171,300
(-11.92% vs. prior year)

Community Development Proposed and Historical Budget vs. Actual



Community Development Expenditures by Function

Budgeted Expenditures by Function



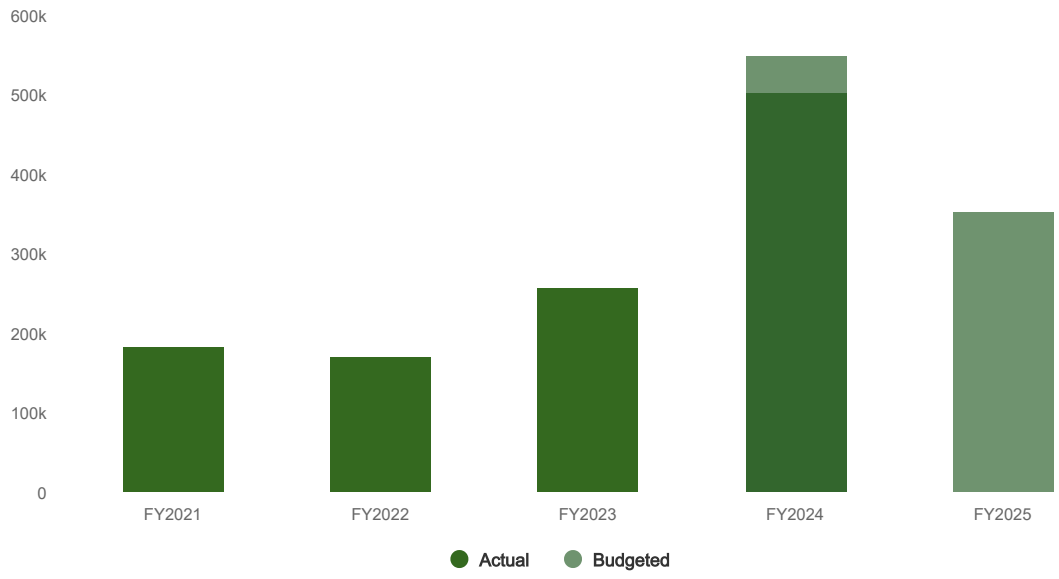
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
Community Development							
Building and Planning	$389,624	$648,320	$684,374	$949,309	$1,158,300	$937,500	-19.1%

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Engineering	$37,700	$36,950	$93,027	$224,600	$225,000	$274,000	21.8%
Total Community Development:	$427,324	$685,270	$777,400	$1,173,909	$1,383,300	$1,211,500	-12.4%
Farmer's Market	$36,001	$27,638	$23,383	$21,623	$32,000	$32,000	0%
Total Farmer's Market:	$36,001	$27,638	$23,383	$21,623	$32,000	$32,000	0%
Dragoon Gulch	$17,343	$11,061	$10,671	$16,560	$22,000	$22,500	2.3%
Total Dragoon Gulch:	$17,343	$11,061	$10,671	$16,560	$22,000	$22,500	2.3%
Total Expenditures:	$480,668	$723,969	$811,454	$1,212,092	$1,437,300	$1,266,000	-11.9%

Community Development Revenues Summary

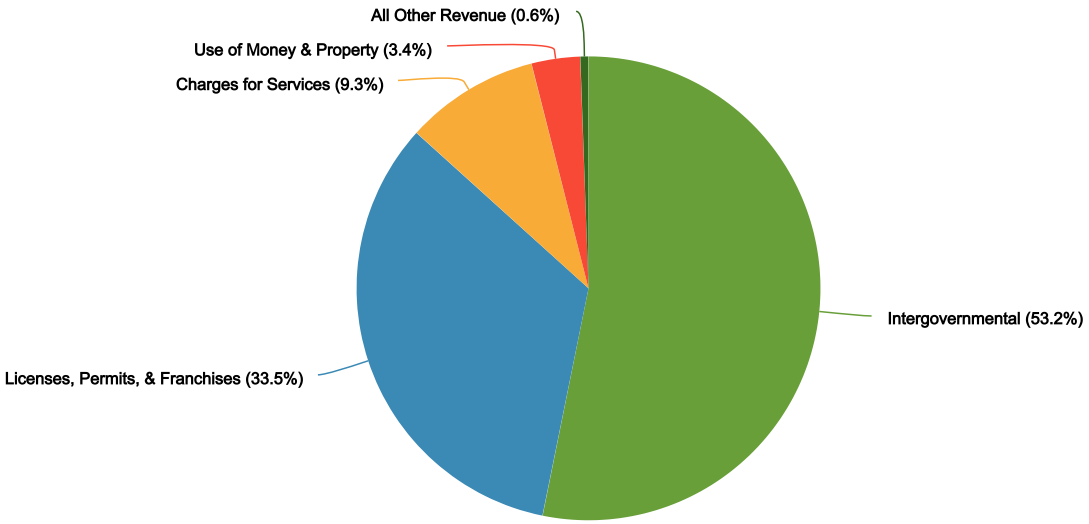
$353,500 -$195,150
(-35.57% vs. prior year)

Community Development Proposed and Historical Budget vs. Actual



Community Development Revenues by Source

Projected 2024 Revenues by Source



Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Licenses, Permits, & Franchises							
Building Permits	$102,590	$98,887	$146,104	$90,842	$100,000	$96,000	-4%
Encroachment Permits	$4,818	$2,300	$4,570	$4,980	$4,000	$5,000	25%
Inspection Fees	$0	$2,025	$360	$0	$0	$2,500	N/A
Zoning and Subdivision Fees	$19,329	$13,691	$13,947	$13,248	$16,000	$15,000	-6.2%
Total Licenses, Permits, & Franchises:	$126,737	$116,903	$164,981	$109,070	$120,000	$118,500	-1.2%
Charges for Services							
Farmer's Market Revenues	$31,140	$28,305	$29,905	$31,395	$32,000	$32,000	0%
Special Events	$0	$500	$550	$750	$900	$1,000	11.1%
Total Charges for Services:	$31,140	$28,805	$30,455	$32,145	$32,900	$33,000	0.3%
Intergovernmental							
Grants/Donations	$10,125	$11,500	$46,865	$348,000	$382,000	$188,000	-50.8%
Total Intergovernmental:	$10,125	$11,500	$46,865	$348,000	$382,000	$188,000	-50.8%
Use of Money & Property							
Rental Income	$12,000	$12,000	$12,000	$12,000	$12,000	$12,000	0%
Total Use of Money & Property:	$12,000	$12,000	$12,000	$12,000	$12,000	$12,000	0%
All Other Revenue							

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Credit Card Fees	$780	$1,015	$1,487	$1,339	$1,250	$1,500	20%
Miscellaneous Revenue	$1,435	$237	$3	$144	$500	$500	0%
Total All Other Revenue:	$2,215	$1,252	$1,490	$1,483	$1,750	$2,000	14.3%
Total Revenue Source:	$182,217	$170,460	$255,791	$502,698	$548,650	$353,500	-35.6%

Fiscal Year 2024/25 Goals

- Provide professional, courteous, and efficient services to the community. (Council priority #42, 43, 44)
- Address the Short Term Rental Use Permit Ordinance. (Council priority #6, 17)
- Deliver grant funded projects: Projects to be delivered include: a new storage facility at the Public Works yard which will house fire apparatus, community decorations (Christmas wreaths, etc.) and public works equipment; a pickleball/basketball court and other improvements to Woods Creek Park; New Fire Engines and equipment to outfit them; Adopt and implement planning documents, such as Housing/Safety Element and Local Hazard Mitigation Plan. (Council priority #1, 5, 10, 16, 25)
- Support economic development in Sonora: In partnership with a consultant and local businesses, Visit Tuolumne County and engaged stakeholders to develop an inventory of vacant properties; create business incentive program(s), evaluate ordinance modifications that support business growth (including "use locals first" ordinance), establish a way-finding strategy for directing motorists to Parking and identify ways to attract tourism. (Council priority #3, 21, 44, 100, 110, 111)
- Code Enforcement: impact adherence to the Sonora Municipal Code through adding another day of staffing per week. With additional resources, the department hopes to help clear out a backlog, support the building department in compliance with permitting for construction activities, tenant improvements and signage. Additionally, more work can be done around nuisance abatement, centering around protecting life and improving safety within the community. (Council priority #6, 12, 15, 45)



Community Development Department (General Fund)

Tyler Summersett
Community Development Director

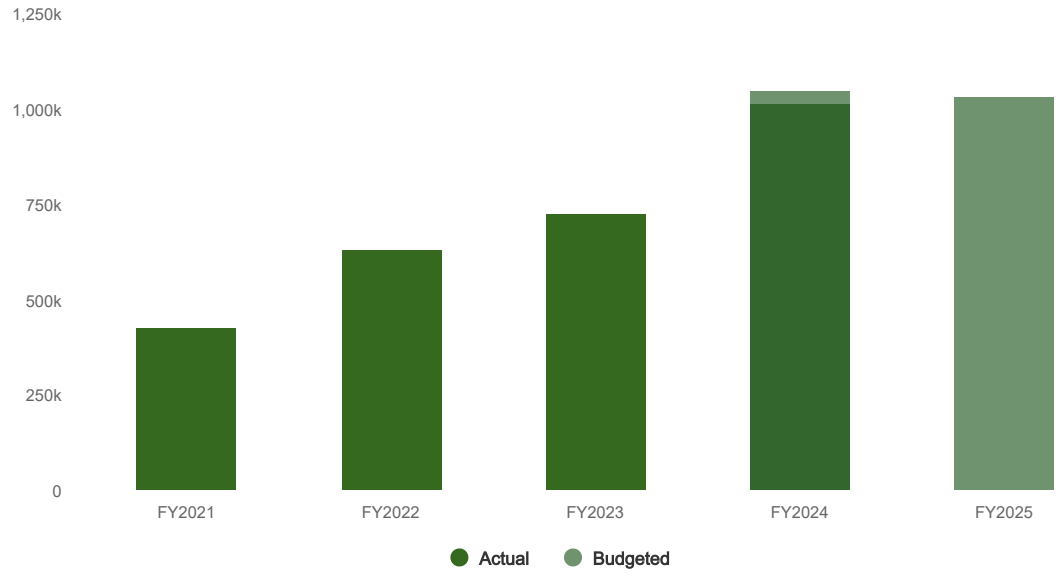
The Community Development Operations is supported by a combination of General Fund revenues and fees generated by department services. The department's operating costs have remained stable even as services have moved from City employee to contract services. Also included in the Community Development General Fund Budget is the contract engineer and the Opera Hall.

Community Development Department (General Fund) Expenditures Summary

The Community Development Department budget is down slightly from last year because in FY23/24 the budget included some overlap when the prior director retired.

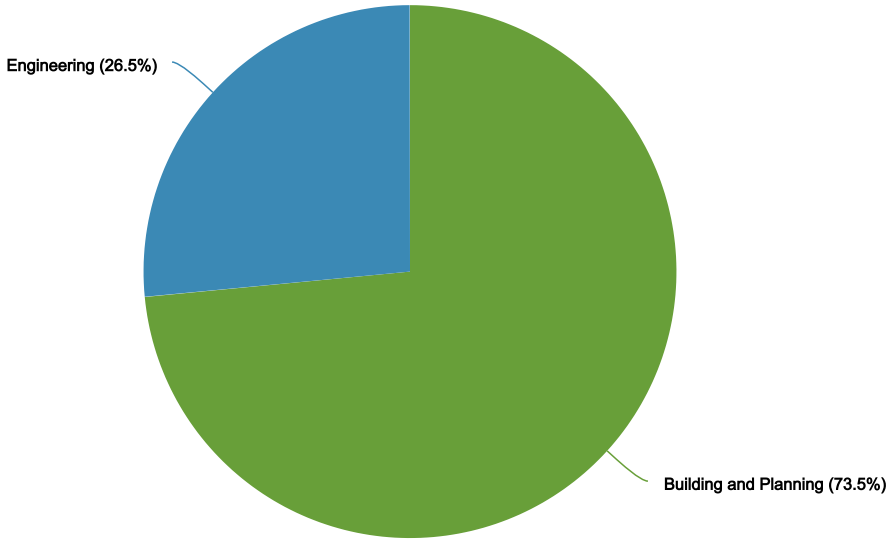
$1,033,500 -$15,200
(-1.45% vs. prior year)

Community Development Department Proposed and Historical Budget vs. Actual



Community Development Department (General Fund) Expenditures by Function

Budgeted Expenditures by Function



The Community Development budget includes an Outside Services line item that includes expenditures for department management, which includes online permitting software, and consultant services for code compliance and planning services.

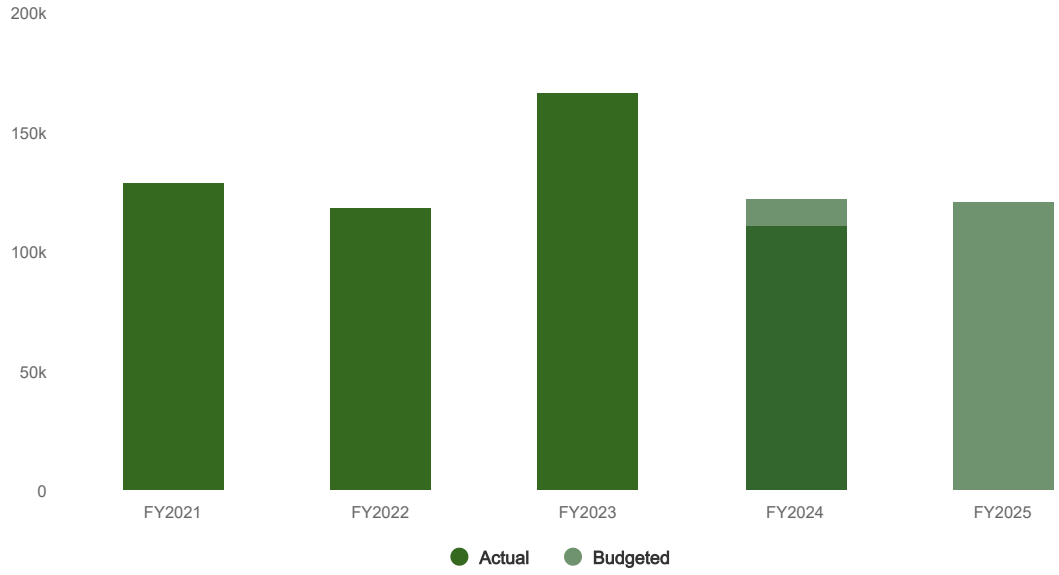
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
Community Development							
Building and Planning							
Salaries & Benefits	$293,772	$328,450	$327,112	$290,683	$354,200	$441,100	24.5%
Operating Expenditures	$93,527	$263,912	$307,015	$496,866	$468,500	$316,400	-32.5%
Internal Service Charges	$2,325	$1,625	$1,949	$1,000	$1,000	$2,000	100%
Total Building and Planning:	$389,624	$593,987	$636,076	$788,549	$823,700	$759,500	-7.8%
Engineering							
Operating Expenditures	$37,700	$36,950	$93,027	$224,600	$225,000	$274,000	21.8%
Total Engineering:	$37,700	$36,950	$93,027	$224,600	$225,000	$274,000	21.8%
Total Community Development:	$427,324	$630,937	$729,102	$1,013,149	$1,048,700	$1,033,500	-1.4%
Total Expenditures:	$427,324	$630,937	$729,102	$1,013,149	$1,048,700	$1,033,500	-1.4%

Community Development Department (General Fund) Revenues Summary

Revenues for the Community Development Operations budget consist of building permits, zoning and inspection fees, and other related revenues.

$121,000 -$1,150
(-0.94% vs. prior year)

Community Development Department Proposed and Historical Budget vs. Actual



Community Development Department (General Fund) Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Licenses, Permits, & Franchises	$126,737	$116,903	$164,981	$109,070	$120,000	$118,500	-1.2%
Charges for Services	$0	$350	$300	$400	$400	$500	25%
All Other Revenue	$2,215	$1,252	$1,490	$1,483	$1,750	$2,000	14.3%
Total General Fund:	$128,952	$118,505	$166,771	$110,953	$122,150	$121,000	-0.9%

Farmer's Market

Tyler Summersett
Community Development Director

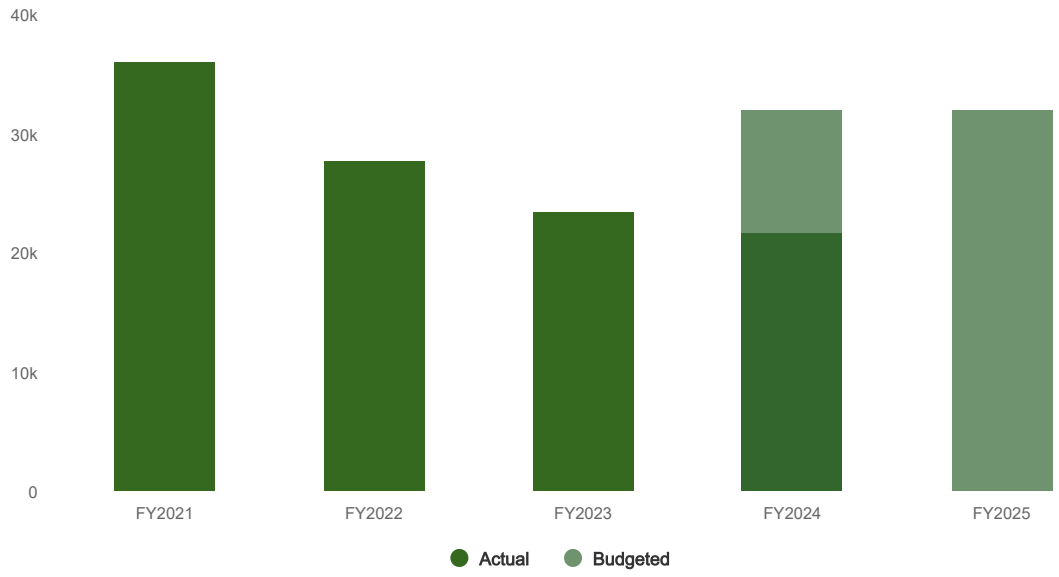
The City of Sonora's certified farmers market operates from May to October each year and is located at Theall and Stewart Streets in Sonora. The market came under the oversight of the City in 1997 as a small venue with only seven vendors. Today's market has expanded to over 35 vendors, including agricultural producers, artisans, and food purveyors.

Farmer's Market Expenditures Summary

The Farmer's Market expenditures include the contracted supervisor and the costs to certify the market.

$32,000 **$0**
(0.00% vs. prior year)

Farmer's Market Proposed and Historical Budget vs. Actual



Farmer's Market Expenditures by Fund

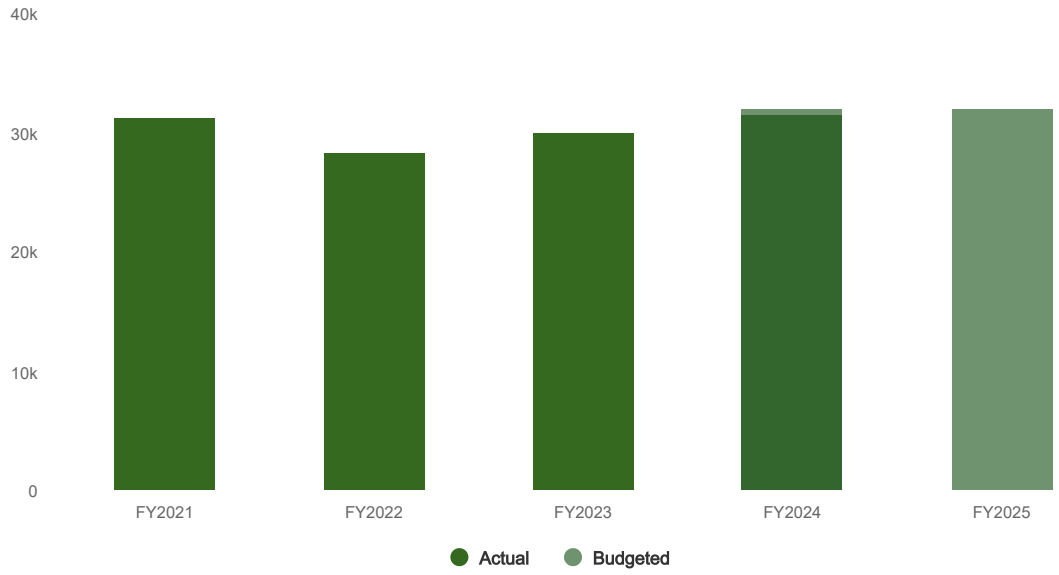
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Farmer's Market							
Salaries & Benefits	$20,877	$8,092	$4,667	$6,126	$7,850	$6,900	-12.1%
Operating Expenditures	$15,124	$19,546	$18,716	$15,497	$24,150	$25,100	3.9%
Total Farmer's Market:	$36,001	$27,638	$23,383	$21,623	$32,000	$32,000	0%

Farmer's Market Revenues Summary

The Farmer's Martket revenues include the fees paid by the vendors for space in the market.

$32,000 **$0**
(0.00% vs. prior year)

Farmer's Market Proposed and Historical Budget vs. Actual



Farmer's Market Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Farmer's Market							
Charges for Services	$31,140	$28,305	$29,905	$31,395	$32,000	$32,000	0%
Total Farmer's Market:	$31,140	$28,305	$29,905	$31,395	$32,000	$32,000	0%

Dragoon Gulch

Tyler Summersett
Community Development Director

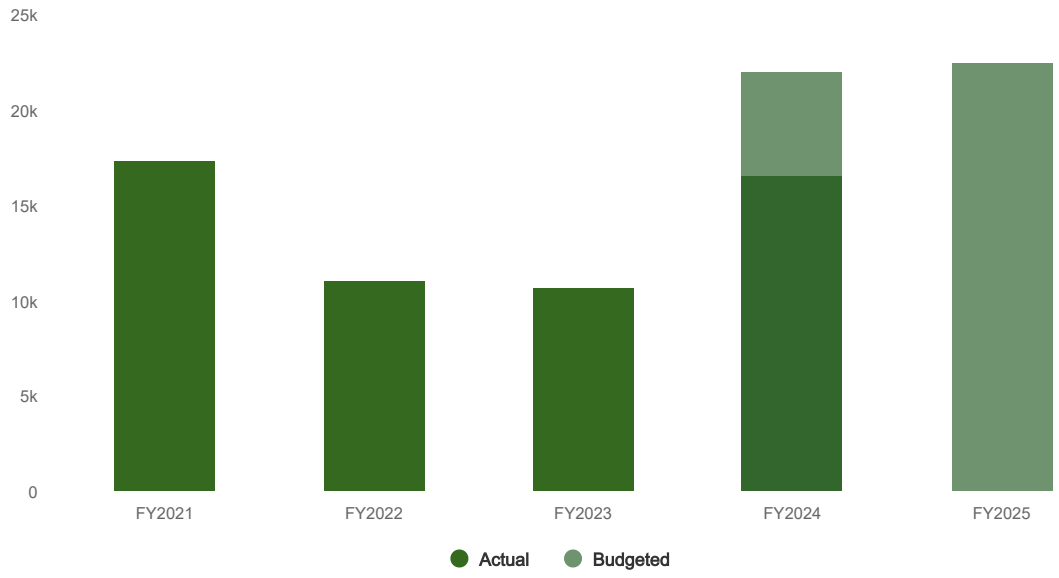
Located in the heart of the City of Sonora, the Dragoon Gulch Trail provides its visitors with a unique opportunity to stroll through the mother lode's oak woodlands. The Dragoon Gulch Trail provides over 3.1 miles of natural trails. The trails travel along a seasonal creek to vistas that provide spectacular views of the City and its surrounding mountain ranges. The trails vary in difficulty, making it perfect for the casual walker and for those who want a strenuous hike, jog, or bike ride.

Dragoon Gulch Expenditures Summary

Included in the Dragoon Gulch expenditures are the costs to maintain the trail.

$22,500 **$500**
(2.27% vs. prior year)

Dragoon Gulch Proposed and Historical Budget vs. Actual



Dragoon Gulch Expenditures by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Dragoon Gulch Trail							
Salaries & Benefits	$0	$0	$0	$750	$750	$3,500	366.7%
Operating Expenditures	$17,343	$11,061	$10,671	$15,810	$21,250	$19,000	-10.6%

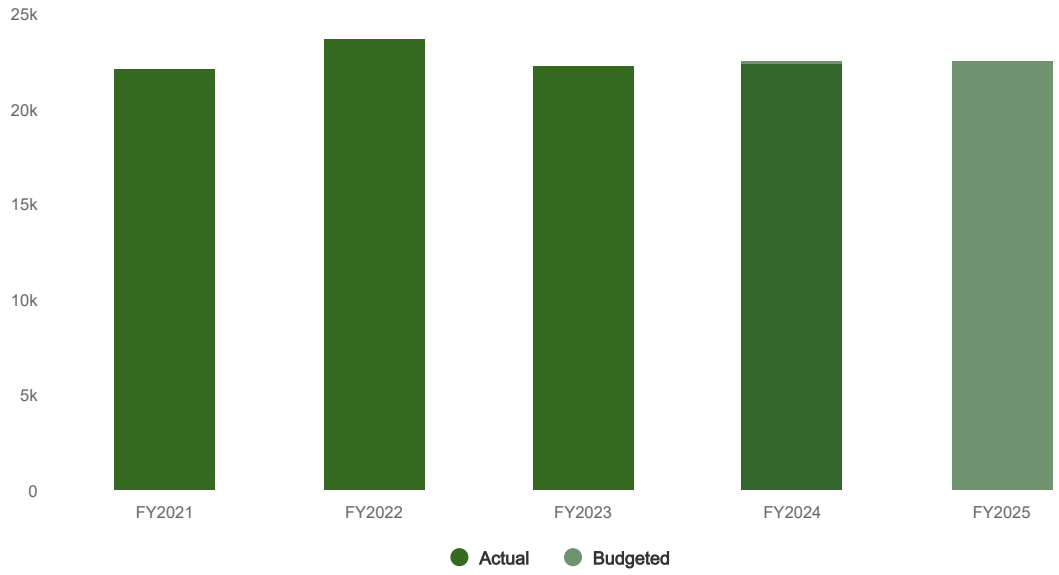
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Total Dragoon Gulch Trail:	$17,343	$11,061	$10,671	$16,560	$22,000	$22,500	2.3%

Dragoon Gulch Revenues Summary

The revenue includes rental payments for City owned house.

$22,500 $0
(0.00% vs. prior year)

Dragoon Gulch Proposed and Historical Budget vs. Actual



Dragoon Gulch Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Dragoon Gulch Trail							
Charges for Services	$0	$150	$250	$350	$500	$500	0%
Intergovernmental	$10,125	$11,500	$10,000	$10,000	$10,000	$10,000	0%
Use of Money & Property	$12,000	$12,000	$12,000	$12,000	$12,000	$12,000	0%
Total Dragoon Gulch Trail:	$22,125	$23,650	$22,250	$22,350	$22,500	$22,500	0%

Benefit Zones

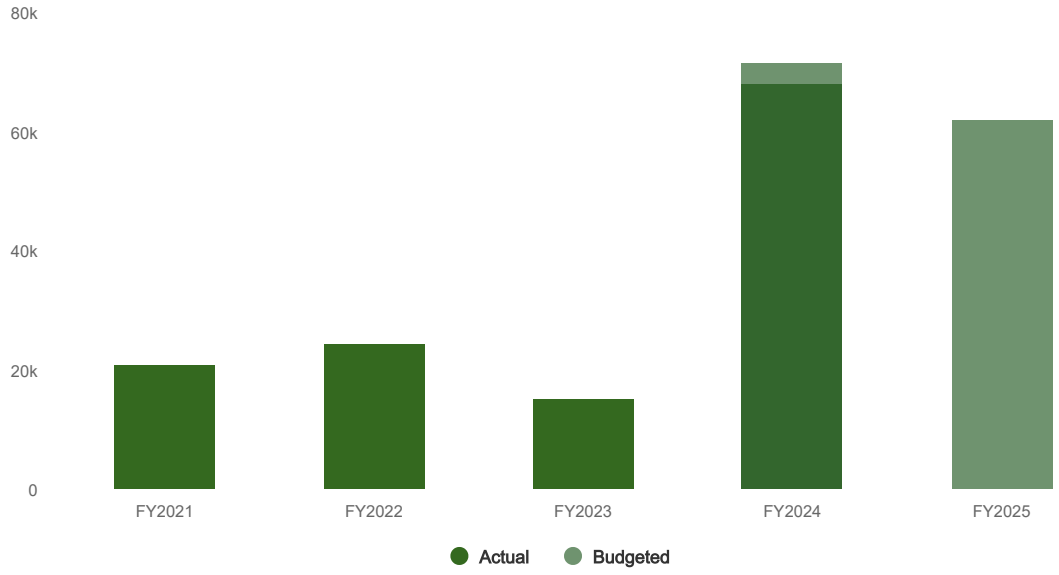
Tyler Summersett
Community Development Director

Benefit Zone Fees are charged along with the annual Business License Fees based on the Zone where the business is located. Zone A encompasses the downtown area and Zone B encompasses all businesses located outside Zone A. The benefit Zones fees were established to finance Sonora's annual events, including the Christmas Parade, to encourage patronage by local residents and tourists. In FY23/24, the City contracted with the Sonora Chamber of Commerce to operate the special events.

Benefit Zones Expenditures Summary

$62,000 -$9,450
(-13.23% vs. prior year)

Benefit Zones Proposed and Historical Budget vs. Actual



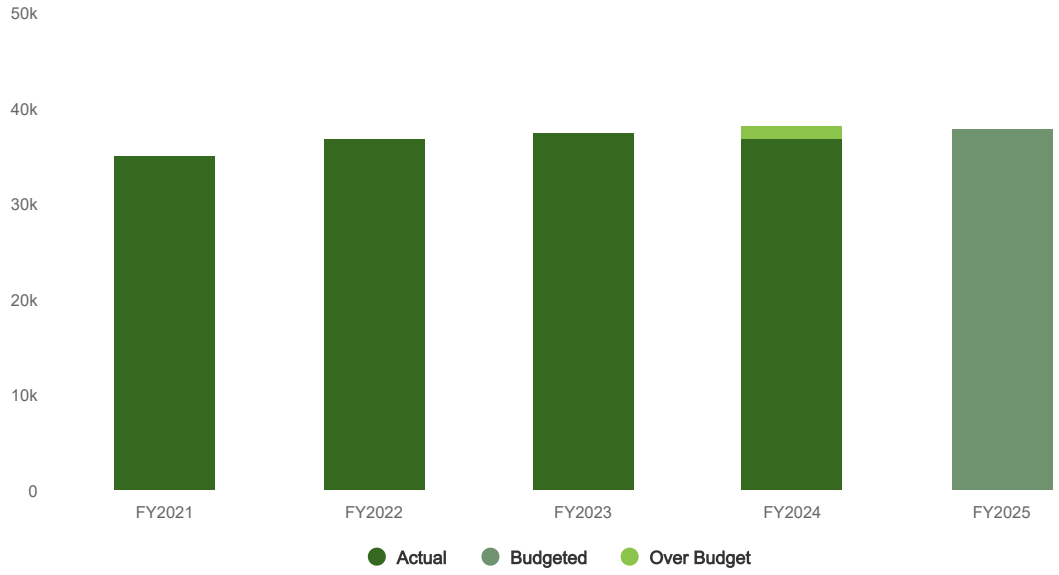
Benefit Zones Expenditures by Function

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
Benefit Zone A							
Salaries & Benefits	$8,064	$4,623	$0	$840	$1,000	$0	-100%
Operating Expenditures	$3,775	$10,769	$7,708	$29,063	$34,050	$26,000	-23.6%
Total Benefit Zone A:	$11,838	$15,392	$7,708	$29,903	$35,050	$26,000	-25.8%
Benefit Zone B							
Salaries & Benefits	$6,187	$100	$0	$840	$800	$0	-100%
Operating Expenditures	$2,903	$8,818	$7,289	$37,217	$35,600	$36,000	1.1%
Total Benefit Zone B:	$9,090	$8,918	$7,289	$38,057	$36,400	$36,000	-1.1%
Total Expenditures:	$20,928	$24,310	$14,997	$67,960	$71,450	$62,000	-13.2%

Benefit Zones Revenues Summary

$37,900 $1,100
(2.99% vs. prior year)

Benefit Zones Proposed and Historical Budget vs. Actual



Benefit Zones Revenues by Source

Benefit Zone Fees are charged along with the annual Business License Fees based on the Zone where the business is located.

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Licenses, Permits, & Franchises							
Benefit Zone Revenues							
Benefit Zone A	$15,400	$16,150	$15,769	$15,300	$15,800	$15,900	0.6%
Benefit Zone B	$19,675	$20,600	$21,625	$22,975	$21,000	$22,000	4.8%
Total Benefit Zone Revenues:	$35,075	$36,750	$37,394	$38,275	$36,800	$37,900	3%
Total Licenses, Permits, & Franchises:	$35,075	$36,750	$37,394	$38,275	$36,800	$37,900	3%
Total Revenue Source:	$35,075	$36,750	$37,394	$38,275	$36,800	$37,900	3%

Per Capita Grant

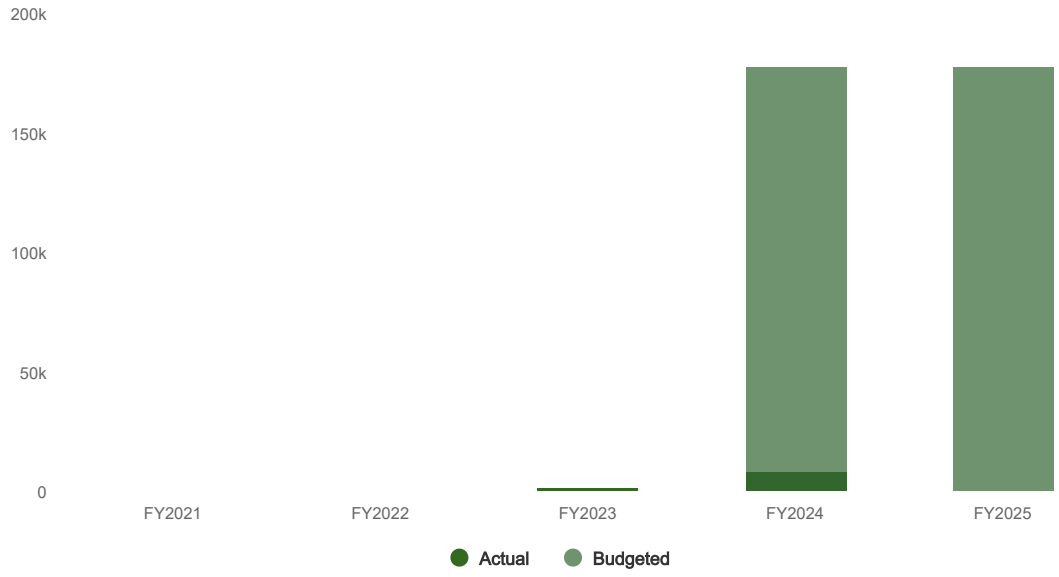
Tyler Summersett
Community Development Director

The Per Capita Grant Program is intended to maintain a high quality of life for California's growing population by providing a continuing investment in parks and recreational facilities. Specifically it is for the acquisition and development of neighborhood, community, and regional parks and recreation lands and facilities in urban and rural areas.

Per Capita Grant Expenditures Summary

$178,000 **$0**
(0.00% vs. prior year)

Per Capita Grant Proposed and Historical Budget vs. Actual



Per Capita Grant Expenditures by Fund

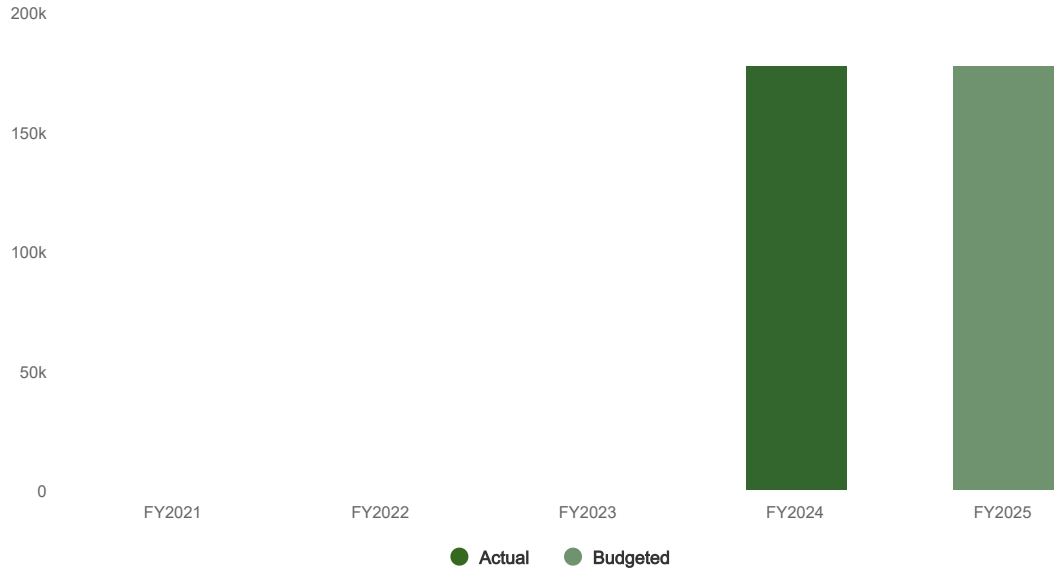
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
CDD Per Capita Grant							
Operating Expenditures	$0	$0	$952	$8,376	$178,000	$178,000	0%
Total CDD Per Capita Grant:	**$0**	**$0**	**$952**	**$8,376**	**$178,000**	**$178,000**	**0%**

Per Capita Grant Revenues Summary

$178,000 $0
(0.00% vs. prior year)

Per Capita Grant Proposed and Historical Budget vs. Actual



Per Capiata Grant Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
CDD Per Capita Grant							
Intergovernmental	$0	$0	$0	$178,000	$178,000	$178,000	0%
Total CDD Per Capita Grant:	$0	$0	$0	$178,000	$178,000	$178,000	0%

SB2 Grant

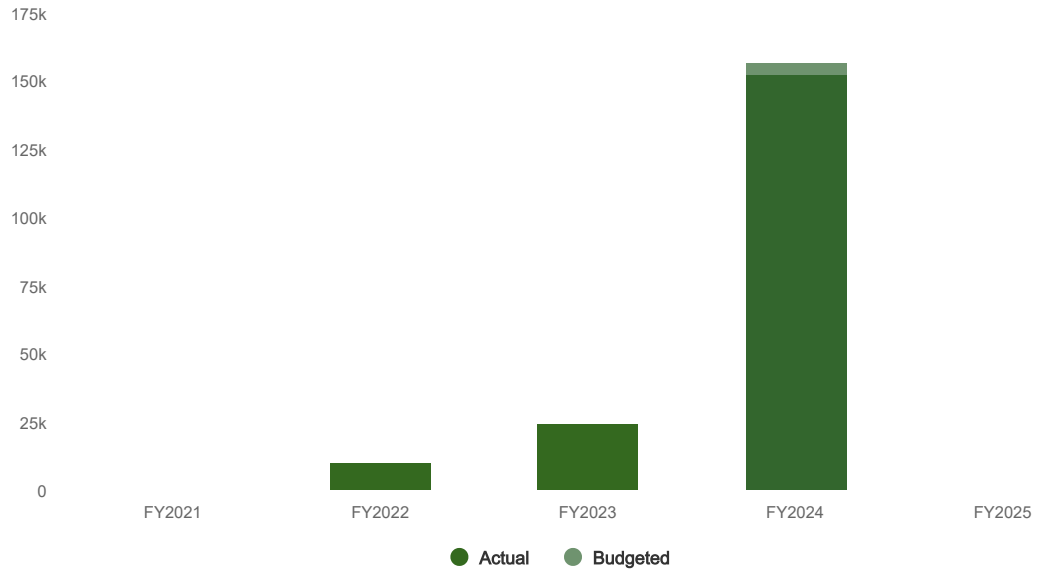
Tyler Summersett
Community Development Director

SB2 Planning Grants fund technical assistance to local governments in California to help cities prepare, adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production.

SB2 Grant Expenditures Summary

$0 **-$156,600**
(-100.00% vs. prior year)

SB2 Grant Proposed and Historical Budget vs. Actual



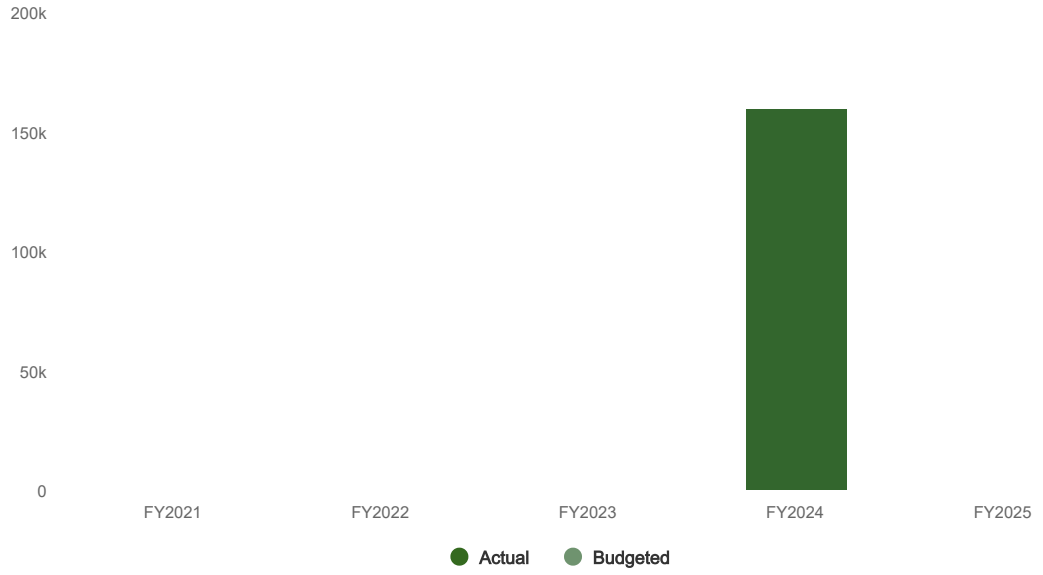
SB2 Grant Expenditures by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
SB2 Grant Programs							
Operating Expenditures	$0	$10,083	$24,036	$152,384	$156,600	$0	-100%
Total SB2 Grant Programs:	$0	$10,083	$24,036	$152,384	$156,600	$0	-100%

SB2 Grant Revenues Summary

$0 **-$160,000**
(-100.00% vs. prior year)

SB2 Grant Proposed and Historical Budget vs. Actual



SB2 Grant Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
SB2 Grant Programs							
Intergovernmental	$0	$0	$0	$160,000	$160,000	$0	-100%
Total SB2 Grant Programs:	$0	$0	$0	$160,000	$160,000	$0	-100%

Local Early Action Planning Grant

Tyler Summersett
Community Development Director

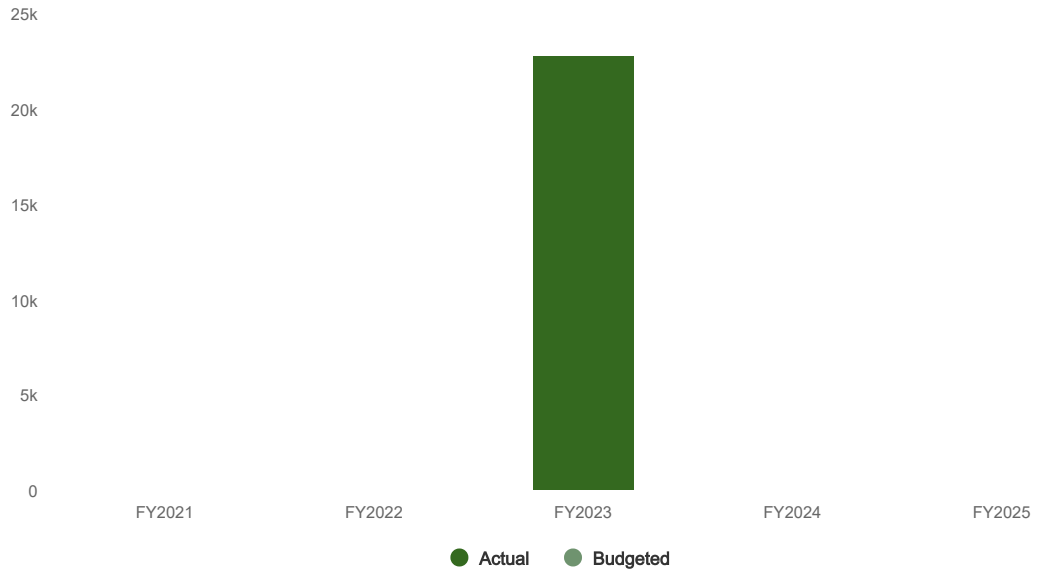
The Local Action Planning Grants (LEAP), provides over-the-counter grants complemented with technical assistance to local governments for the preparation and adoption of planning documents, and process improvements that: accelerate housing production, and facilitate compliance to implement the sixth-cycle Regional Housing Needs Assessment.

Local Early Action Planning Grant Expenditures Summary

Local Early Action Planning Grant funding will be used by the City of Sonora to complete the City's Housing Element and Safety Element.

$0 **$0**
(0.00% vs. prior year)

Local Early Action Planning Grant Proposed and Historical Budget vs. Actual



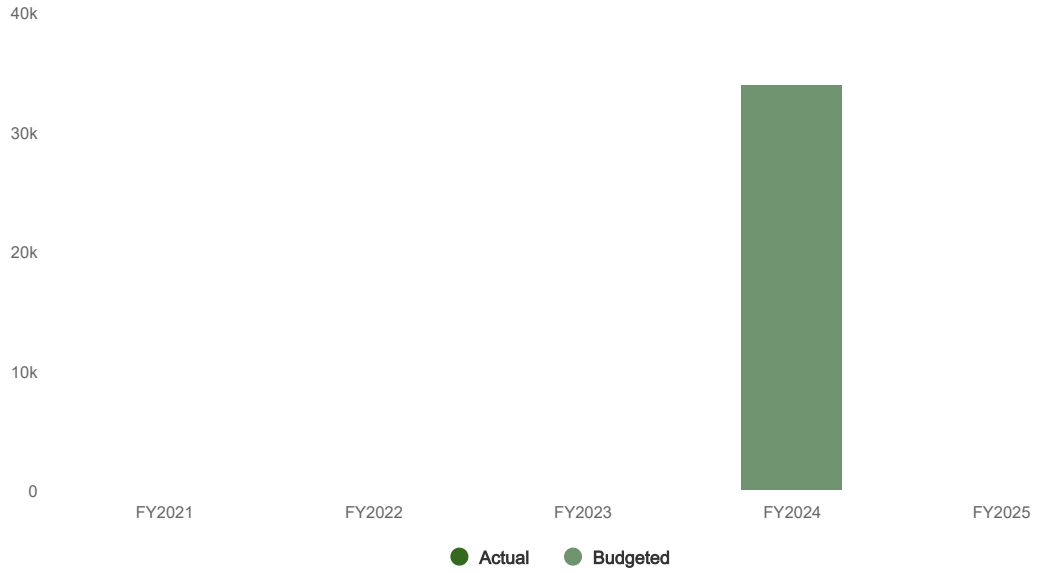
Local Early Action Planning Grant Expenditures by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Local Early Action Planning Grant Fund							
Operating Expenditures	$0	$0	$22,830	$0	$0	$0	0%
Total Local Early Action Planning Grant Fund:	$0	$0	$22,830	$0	$0	$0	0%

Local Early Action Planning Grant Revenues Summary

$0 **-$34,000**
(-100.00% vs. prior year)

Local Early Action Planning Grant Proposed and Historical Budget vs. Actual



Local Early Action Planning Grant Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Local Early Action Planning Grant Fund							
Intergovernmental	$0	$0	$0	$0	$34,000	$0	-100%
Total Local Early Action Planning Grant Fund:	$0	$0	$0	$0	$34,000	$0	-100%

Police Department



Turu VanderWiel
Chief of Police

The Sonora Police Department provides police services for the City of Sonora. The Department's vision is to grow, adapt and evolve to provide the highest level of service and protection to the City's residents as well as visitors. The Department strives to work cooperatively with the community to proactively identify and address areas of needed improvement, plus continually provide the level of service and safety deserved by the City, its residents, and visitors.

The core services provided by the Police Department include responding to emergency and non-emergency calls for service, identification of criminal activity, dispatch services, investigation and prosecution of crimes, training of personnel, crime prevention and community outreach, traffic safety, maintenance of records, property, and evidence, community problem solving, and animal control services.

The Police Department continues to build upon a strong police/community partnership through innovative Department and community programs, implementing school response and readiness processes and the management of programs such as the Police Explorers, Community Service Volunteers, Regional Peer Support, the Homeless Outreach Team, and the Police K9 unit.

The Police Department is focused on community problem solving. Individual officers and patrol teams are responsible for identifying problems and creating and implementing solutions to those problems. In furtherance of this effort, the Department continues to develop relationships with specific segments of our community, such as public and private schools, neighborhood watch groups, and local businesses. All field staff are trained in effective community-based policing tactics and strategies to deescalate and respond appropriately to field situations. All Police Department personnel are committed to these ideals and continue to make significant strides toward eradicating criminal activity and any conditions that have a detrimental impact on public safety.

Police Department Staffing

Fiscal Year 2024/25 Staffing remains the same except for the change from a part-time grant funded Homeless Outreach Coordinator to a full-time position.

Total Budgeted Full Time Equivalent Employees
Summary Positions by Department

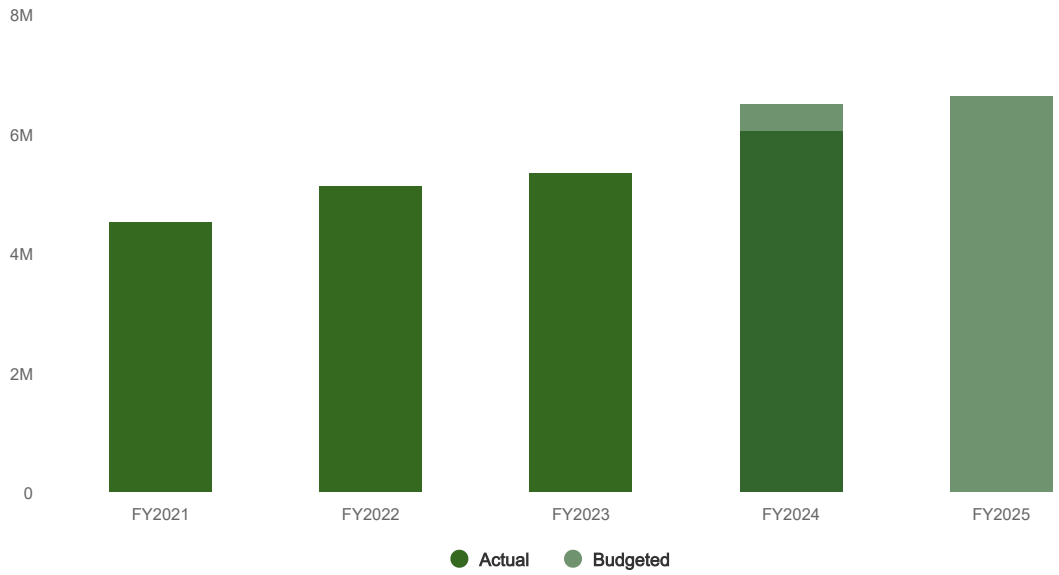
	2020/21 Approved	2021/22 Approved	2022/23 Approved	2023/24 Approved	2024/25 Proposed
Police Department					
Chief of Police	1.0	1.0	1.0	1.0	1.0
Police Lieutenant	1.0	1.0	1.0	1.0	1.0
Police Sergent	2.0	2.0	2.0	2.0	2.0
Police Officer (Includes 2 Corporals)	10.0	10.0	10.0	10.0	10.0
Reserve Police Officer	0.2	0.2	0.2	0.2	0.2
Community Service Officer (FT/PT)	1.6	1.6	1.6	1.6	1.6
School Resource Officer (PT)	1.0	0.0	0.0	0.0	0.0
Communications Dispatcher	5.0	5.0	5.0	5.0	5.0
Communications Dispatcher Relief	1.0	1.0	1.0	1.3	1.3
Police Records Technician	1.0	1.0	1.0	1.0	1.0
Background Investigator	0.1	0.1	0.1	0.0	0.0
Information Technology Tech	0.2	0.2	0.2	0.2	0.2
Homeless Outreach Coordinator	0.0	0.0	0.0	0.6	1.0
Total Department FTE's	24.1	23.1	23.1	23.9	24.3

Police Department Expenditures Summary

The General Fund provides the largest amount of unrestricted funds for the Department's operational needs. This fund supports the majority of the operational costs associated with the Department's services. The balance of the Department's budget is from Measure I and the Supplemental Law Enforcement Services Fund (SLESF) with the exception of direct expenditures to the abandoned vehicle fund or other dedicated funds. This budget has been established based on the personnel, equipment and supplies needed to deliver the services the Department provides.

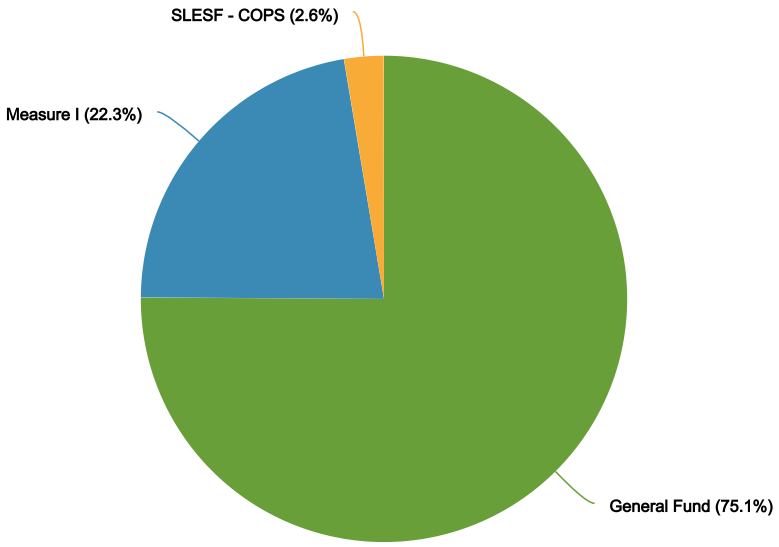
$6,649,000 **$144,350**
(2.22% vs. prior year)

Police Department Proposed and Historical Budget vs. Actual



Police Department Expenditures by Fund

2024 Expenditures by Fund

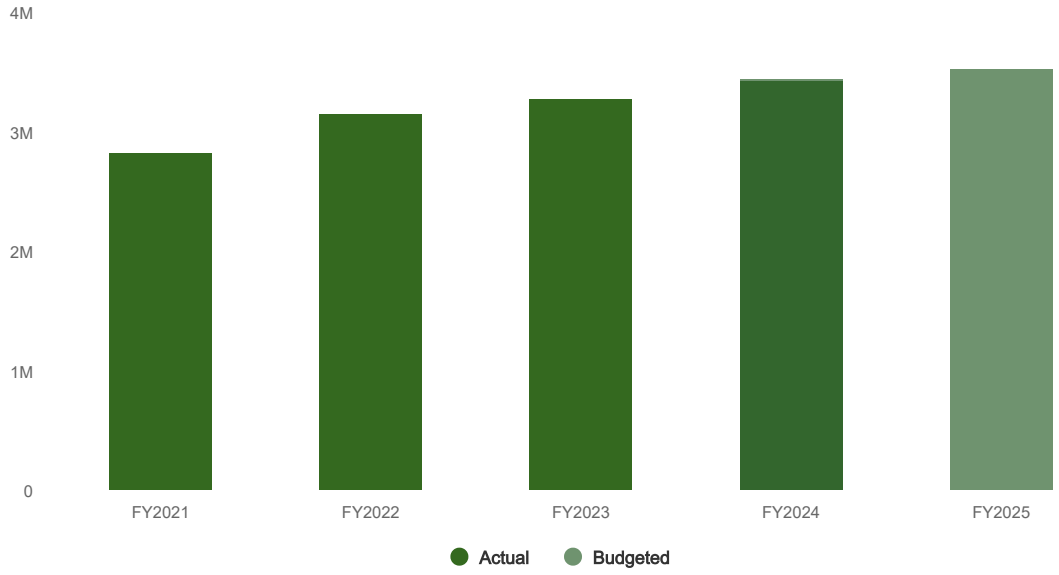


Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Salaries & Benefits	$2,903,913	$3,155,118	$3,266,243	$3,584,991	$3,934,450	$4,247,400	8%
Operating Expenditures	$345,914	$535,984	$612,040	$778,587	$875,200	$730,600	-16.5%
Internal Service Charges	$16,686	$19,400	$11,066	$13,493	$20,000	$16,000	-20%
Total General Fund:	$3,266,512	$3,710,502	$3,889,349	$4,377,071	$4,829,650	$4,994,000	3.4%
Measure I							
Transfer Out	$1,100,000	$1,300,000	$1,300,000	$1,500,000	$1,500,000	$1,480,000	-1.3%
Total Measure I:	$1,100,000	$1,300,000	$1,300,000	$1,500,000	$1,500,000	$1,480,000	-1.3%
SLESF - COPS							
Transfer Out	$156,000	$125,000	$175,000	$175,000	$175,000	$175,000	0%
Total SLESF - COPS:	$156,000	$125,000	$175,000	$175,000	$175,000	$175,000	0%
Total:	$4,522,512	$5,135,502	$5,364,349	$6,052,071	$6,504,650	$6,649,000	2.2%

Police Department Revenues Summary

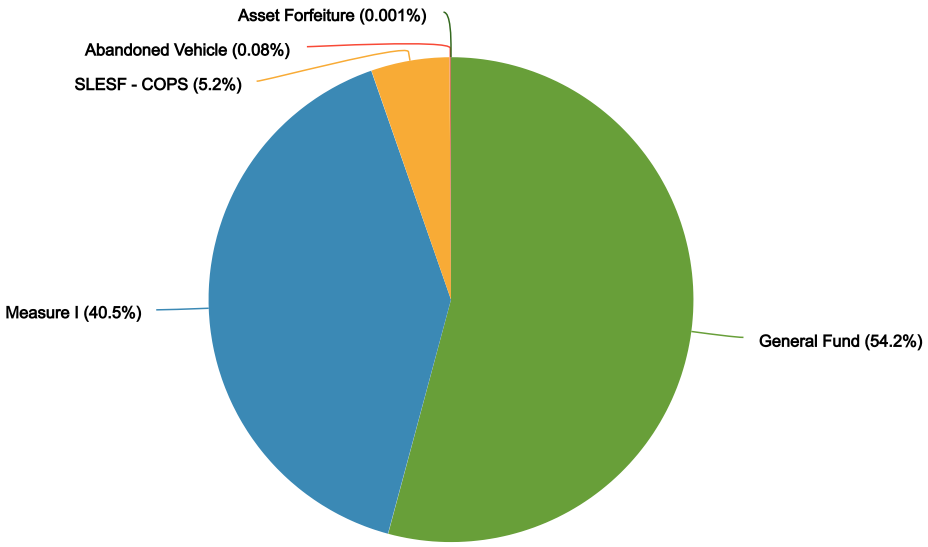
$3,532,670 $80,420
(2.33% vs. prior year)

Police Department Proposed and Historical Budget vs. Actual



Police Department Revenue by Fund

2024 Revenue by Fund



Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Tax Related Revenue	$25,429	$33,855	$33,198	$32,229	$32,500	$33,200	2.2%
Fines, Forfeitures & Penalties	$30,271	$25,699	$32,489	$22,644	$23,000	$23,200	0.9%
Charges for Services	$19,495	$44,214	$32,066	$23,544	$33,000	$29,000	-12.1%
Intergovernmental	$11,114	$27,695	$127,063	$97,522	$145,000	$155,000	6.9%
All Other Revenue	$12,291	$15,747	$3,626	$10,968	$17,200	$17,000	-1.2%
Transfer In	$1,279,134	$1,430,719	$1,475,000	$1,677,000	$1,677,000	$1,657,000	-1.2%
Total General Fund:	$1,377,734	$1,577,929	$1,703,442	$1,863,907	$1,927,700	$1,914,400	-0.7%
Abandoned Vehicle							
Charges for Services	$2,772	$3,023	$2,810	$2,937	$3,000	$3,000	0%
Total Abandoned Vehicle:	$2,772	$3,023	$2,810	$2,937	$3,000	$3,000	0%
Asset Forfeiture							
Use of Money & Property	$7	-$5	$26	$41	$50	$50	0%
Total Asset Forfeiture:	$7	-$5	$26	$41	$50	$50	0%
Measure I							
Tax Related Revenue	$1,291,460	$1,408,245	$1,389,704	$1,345,609	$1,321,500	$1,394,220	5.5%
Use of Money & Property	$3,995	$3,080	$20,398	$38,236	$30,000	$36,000	20%
Total Measure I:	$1,295,455	$1,411,325	$1,410,102	$1,383,845	$1,351,500	$1,430,220	5.8%

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
SLESF - COPS							
Intergovernmental	$156,727	$161,285	$165,271	$184,721	$170,000	$185,000	8.8%
Total SLESF - COPS:	$156,727	$161,285	$165,271	$184,721	$170,000	$185,000	8.8%
Total:	$2,832,695	$3,153,557	$3,281,651	$3,435,451	$3,452,250	$3,532,670	2.3%

Fiscal Year 2024/25 Goals

- Continue to enhance the hiring process: We will work with Epic Recruiting to enhance and formalize our agency's brand, create recruitment videos and a recruitment page, and maximize the use of social media to target qualified applicants. Provide an atmosphere and culture that minimizes turnover and identify special programs to expand career-enhancing opportunities within the agency. (Council priority #32, 51, 60, 75, 77)
- Continue to strengthen the employee development program: the goal is to maintain a 100% achievement on POST continued professional training standards and increase opportunities for in-service training for all staff. (Council priority #77, 121)
- New police facility project: working with administration, professional consultants, and government officials to identify police facility project needs, goals, and achievable outcomes. Also, exploring funding sources and opportunities to drive momentum into subsequent phases of this project. (Council priority #25, 28, 74, 80)
- Complete evidence and property room relocation and upgrade: have outgrown the evidence room and relocating the operation into garage space. This project requires additional storage, upgraded security, and proper screening of identified areas. Council priority #73, 76, 119)
- Enhance information technology security: harden server vulnerability with updated Windows system, improve data backups, update cybersecurity programs, and stabilize equipment and hardware to resist environmental threats. (Council priority #73, 76, 119)
- Private video surveillance registration program: a community policing program that will allow the public to work closely with police to solve crimes. The voluntary program allows residents and businesses to register their video surveillance systems with the Police Department. Doing so will enhance investigative efforts and provide a quick reference for potential video evidence. The program will also empower the community to contribute to the safety and security of the City. (Council priority #73, 76)
- Improve radio communications: repeater installation complete, as well as the upgrading of mobile and portable radios. The final phase is to upgrade the radio console in the dispatch center. Recently, the dispatch center suffered a critical failure, compromising public and officer safety. Emergency funding has been secured, and replacement equipment is being identified and acquired. The transition to the new equipment will require a great deal of planning and coordination between SPD staff, AT&T, and the various equipment vendors to ensure phone and radio communications remain uninterrupted. (Council priority #73, 76)

Police Department Operations (General Fund)

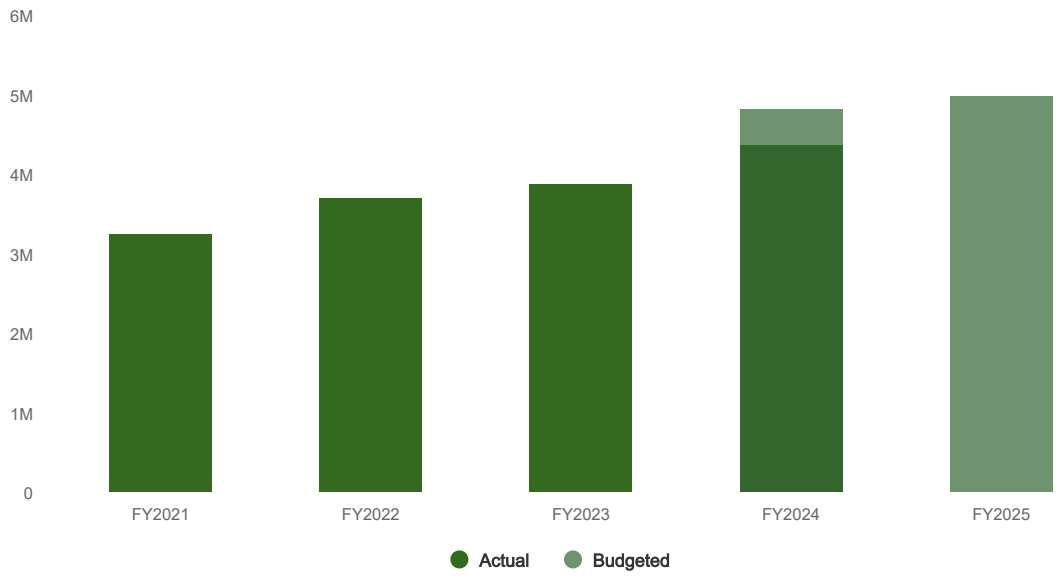
Turu VanderWiel
Chief of Police

The General Fund provides the largest amount of unrestricted funds for the department's operational costs, along with a transfer from the Measure I Fund. These funds support the needs associated with salaries and benefit costs; training for sworn and non-sworn personnel; equipment purchasing and maintenance, and facility maintenance and repair.

Police Department Operations (General Fund) Expenditures Summary

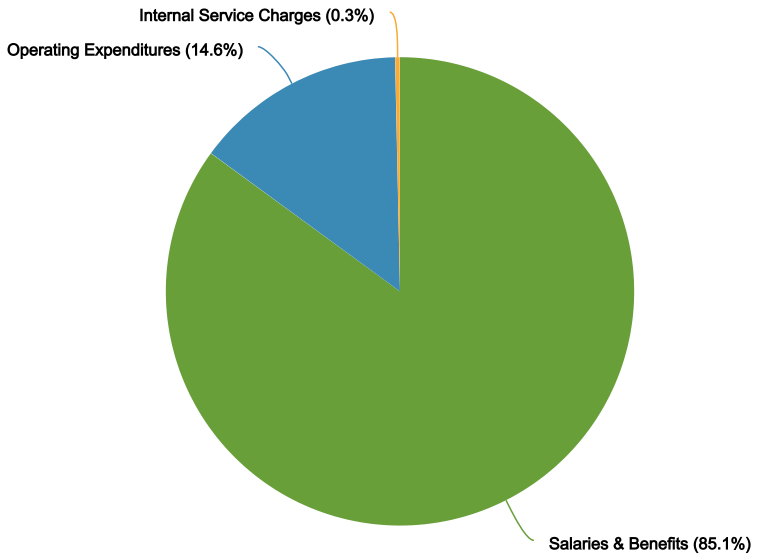
$4,994,000 **$164,350**
(3.40% vs. prior year)

Police Department Operations Proposed and Historical Budget vs. Actual



Police Department Operations (General Fund) Expenditures by Expense Type

Budgeted Expenditures by Expense Type



The Police Department budget includes an Outside Services line item that includes expenditures for the body-worn camera and taser contract, costs for the maintenance of the K-9 officer, and other departmental services.

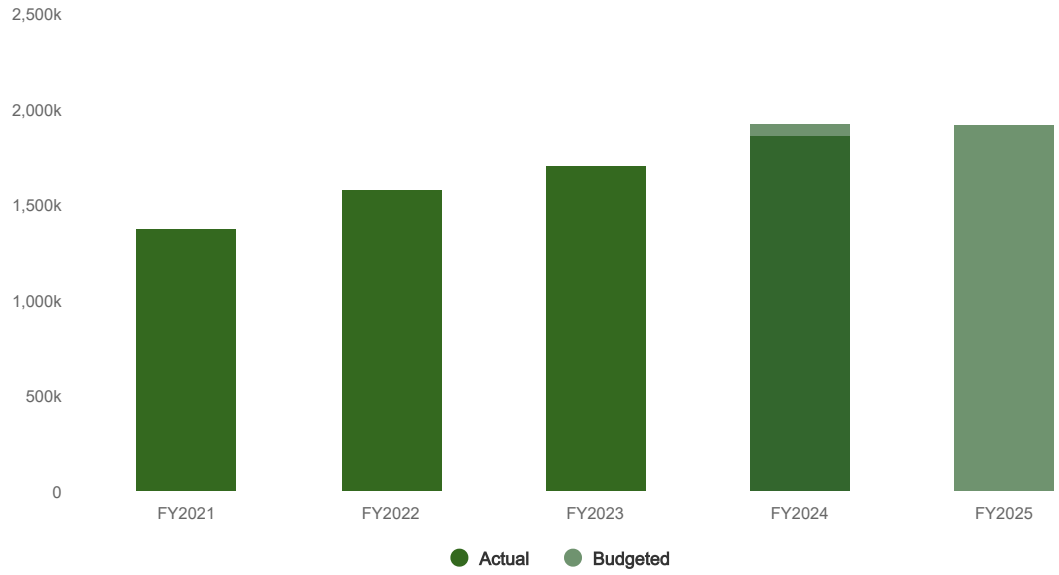
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expense Objects							
Salaries & Benefits							
Salaries, Regular	$1,232,800	$1,392,579	$1,435,769	$1,618,711	$1,818,500	$1,929,100	6.1%
Overtime	$178,236	$219,037	$290,626	$265,456	$266,000	$202,500	-23.9%
Relief/Reserve	$121,866	$97,867	$119,158	$143,853	$156,100	$179,000	14.7%
Holiday	$49,651	$53,094	$53,868	$57,640	$58,000	$71,600	23.4%
Uniform Allowance	$16,600	$20,800	$21,713	$25,000	$25,000	$25,000	0%
Hiring Incentives	$0	$0	$0	$30,000	$30,000	$50,000	66.7%
CalPERS	$623,618	$678,538	$705,439	$726,525	$746,100	$925,200	24%
F.I.C.A.	$142,115	$143,331	$141,272	$155,458	$172,000	$185,700	8%
Health & Medical Insurance	$406,655	$409,539	$338,193	$354,064	$453,400	$476,200	5%
Workers Compensation	$100,230	$95,293	$120,504	$134,100	$134,100	$149,900	11.8%
Unemployment Insurance	$544	$0	$0	$0	$0	$0	0%
Other Employee Benefits	$1,677	$1,671	$3,925	$28,250	$28,250	$4,500	-84.1%
Travel and Trainings	$17,651	$30,287	$26,659	$25,944	$26,000	$28,400	9.2%
Post Reimbursable Training	$10,334	$11,692	$4,302	$15,860	$16,000	$15,300	-4.4%
Dues, Memberships & Publications	$1,936	$1,390	$4,815	$4,130	$5,000	$5,000	0%
Total Salaries & Benefits:	$2,903,913	$3,155,118	$3,266,243	$3,584,991	$3,934,450	$4,247,400	8%

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Operating Expenditures							
Supplies	$9,800	$9,763	$11,279	$10,584	$11,000	$10,000	-9.1%
Safety Supplies	$15,811	$21,398	$35,415	$28,038	$29,000	$27,500	-5.2%
Equipment Non Capital	$1,169	$8,799	$1,383	$7,094	$7,100	$6,000	-15.5%
Postage and Shipping	$1,217	$1,263	$1,227	$1,120	$1,200	$1,000	-16.7%
Printing and Forms	$1,790	$1,657	$1,745	$3,275	$3,300	$2,500	-24.2%
Signage	$0	$494	$0	$394	$400	$500	25%
Rental Equipment	$24,437	$24,062	$24,355	$24,642	$24,300	$24,300	0%
Computer Equipment	$9,383	$21,328	$23,545	$22,200	$22,200	$24,700	11.3%
Software Maintenance	$0	$0	$0	$2,999	$3,000	$3,000	0%
Communications	$7,236	$6,989	$6,189	$8,404	$7,800	$14,700	88.5%
Water and Waste	$1,609	$1,982	$1,691	$2,219	$2,200	$2,000	-9.1%
Power and Propane	$9,399	$11,008	$12,668	$14,459	$14,500	$15,500	6.9%
Transportation Fuel	$22,228	$40,978	$37,848	$41,704	$41,800	$42,000	0.5%
Internet	$11,733	$16,799	$20,456	$25,561	$25,600	$26,000	1.6%
Outside Services	$21,077	$32,391	$69,237	$75,987	$76,000	$76,000	0%
Information Tech Services	$15,097	$25,506	$19,569	$25,545	$25,500	$30,000	17.6%
Pre Employment	$11,428	$17,596	$24,717	$60,711	$61,000	$23,500	-61.5%
County Services	$4,335	$3,867	$4,106	$3,475	$4,200	$4,200	0%
Community Education	$1,205	$6,900	$0	$0	$7,000	$7,000	0%
General Liability Insurance	$63,812	$65,349	$77,501	$92,900	$92,900	$102,800	10.7%
Public Notices	$0	$536	$0	$1,053	$1,100	$1,000	-9.1%
Building Equip Maint & Repair	$688	$2,356	$5,457	$4,365	$9,500	$9,500	0%
Buidling Maint and Repair	$27,891	$6,602	$10,889	$7,620	$8,000	$8,000	0%
Equipment Maintenance	$81,901	$16,377	$27,377	$62,962	$63,000	$45,000	-28.6%
Radio Maintenance	$2,667	$15,166	$10,530	$9,587	$17,600	$11,900	-32.4%
Facility Enhancement	$0	$0	$1,874	$13,399	$14,000	$9,500	-32.1%
Capital Asset	$0	$19,507	$0	$140,618	$160,000	$0	-100%
Capital Asset: Vehicles	$0	$157,311	$182,982	$81,750	$136,000	$179,500	32%
Interest Expense	$0	$0	$0	$5,922	$6,000	$23,000	283.3%
Total Operating Expenditures:	$345,914	$535,984	$612,040	$778,587	$875,200	$730,600	-16.5%
Internal Service Charges							
Self-Insured Dental	$16,686	$19,400	$11,066	$13,493	$20,000	$16,000	-20%
Total Internal Service Charges:	$16,686	$19,400	$11,066	$13,493	$20,000	$16,000	-20%
Total Expense Objects:	$3,266,512	$3,710,502	$3,889,349	$4,377,071	$4,829,650	$4,994,000	3.4%

Police Department Operations (General Fund) Revenues Summary

$1,914,400 **-$13,300** (-0.69% vs. prior year)

Police Department Operations Proposed and Historical Budget vs. Actual



Police Department Operations (General Fund) Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Prop 172 - Public Safety	$25,429	$33,855	$33,198	$32,229	$32,500	$33,200	2.2%
Fingerprint Services	$1,271	$5,631	$3,755	$4,971	$5,000	$5,000	0%
Police Department Services	$18,224	$38,583	$28,311	$18,573	$28,000	$24,000	-14.3%
Credit Card Fees	$515	$1,265	$1,070	$960	$1,200	$1,000	-16.7%
Vehicle Code Fines	$547	$215	$0	$0	$0	$0	0%
Parking Ordinance Fines	$2,624	$4,723	$4,562	$3,123	$4,000	$4,000	0%
Court Fines	$15,846	$17,499	$23,572	$15,265	$15,000	$15,000	0%
Parking Tickets	$4,858	$3,242	$4,355	$4,256	$4,000	$4,200	5%
Booking Fees	$6,397	$20	$0	$0	$0	$0	0%
Grants/Donations	$11,114	$27,695	$127,063	$97,522	$145,000	$155,000	6.9%
State Mandated Costs	$73	$0	$36	$0	$0	$0	0%
Post Training Reimbursement	$11,703	$14,482	$2,520	$10,008	$16,000	$16,000	0%

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Transfers In	$1,279,134	$1,430,719	$1,475,000	$1,677,000	$1,677,000	$1,657,000	-1.2%
Total General Fund:	$1,377,734	$1,577,929	$1,703,442	$1,863,907	$1,927,700	$1,914,400	-0.7%

Measure I: Police Department

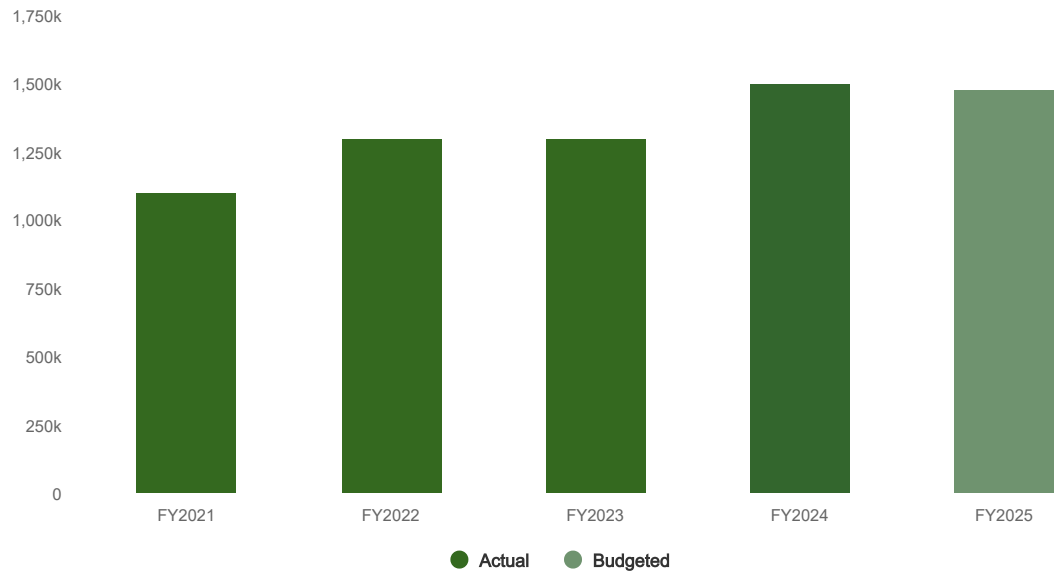
Turu VanderWiel
Chief of Police

The Police Department's Measure I fund was established as a result of a sales tax increase which took effect January 1, 2005. In 2004, the voters passed a special tax initiative for a one-half percent (½%) increase to sales tax within the City limits. The purpose of this initiative was to improve City services for residents, businesses, and visitors to the City of Sonora. The Police Department receives sixty percent (60%) of this revenue for the purpose of hiring additional law enforcement and support personnel, updating safety equipment, providing educational funding, replacing expired vehicles, and expanding police facilities, allowing for departmental growth. The budgeted amount is transferred from the Special Revenue Fund to support the General Fund expenses in this department.

Measure I: Police Department Expenditures Summary

$1,480,000 -$20,000
(-1.33% vs. prior year)

Measure I: Police Department Proposed and Historical Budget vs. Actual



Measure I: Police Department Expenditures by Fund

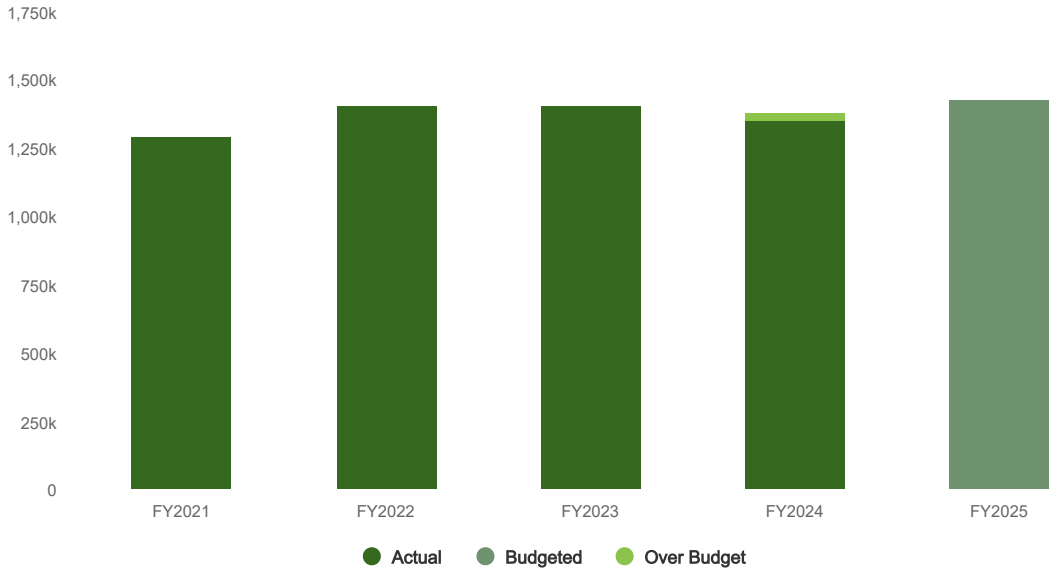
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Measure I							
Transfer Out	$1,100,000	$1,300,000	$1,300,000	$1,500,000	$1,500,000	$1,480,000	-1.3%

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Total Measure I:	$1,100,000	$1,300,000	$1,300,000	$1,500,000	$1,500,000	$1,480,000	-1.3%

Measure I: Police Department Revenues Summary

$1,430,220 $78,720
(5.82% vs. prior year)

Measure I: Police Department Proposed and Historical Budget vs. Actual



Measure I: Police Department Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Measure I							
Tax Related Revenue	$1,291,460	$1,408,245	$1,389,704	$1,345,609	$1,321,500	$1,394,220	5.5%
Use of Money & Property	$3,995	$3,080	$20,398	$38,236	$30,000	$36,000	20%
Total Measure I:	$1,295,455	$1,411,325	$1,410,102	$1,383,845	$1,351,500	$1,430,220	5.8%

Supplemental Law Enforcement Services Fund

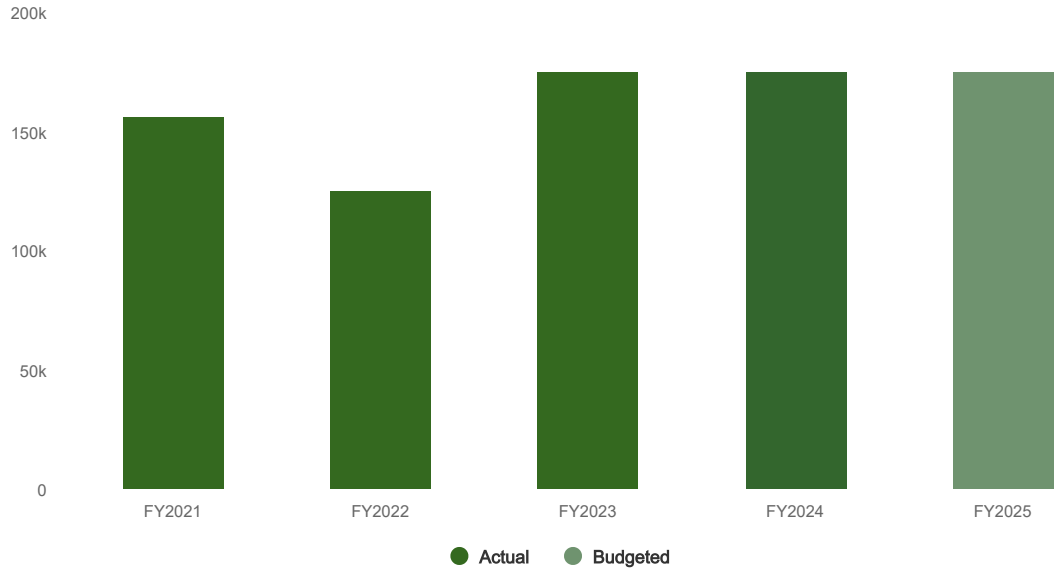
Turu VanderWiel
Chief of Police

The COPS program was initially funded in the 1996-1997 California state budget and has been funded yearly since that date. Government Code section 30061 (c) (1) specifies the details of future funding of the COPS program through the Supplemental Law Enforcement Services Fund (SLESF). SLESF funds are grant funds and the enabling legislation mandates each municipality will receive funds yearly to be spent on “front line law enforcement services.”

Supplemental Law Enforcement Services Expenditures Summary

$175,000 **$0**
(0.00% vs. prior year)

Supplemental Law Enforcement Services Fund Proposed and Historical Budget vs. Actual



Supplemental Law Enforcement Services Expenditures by Fund

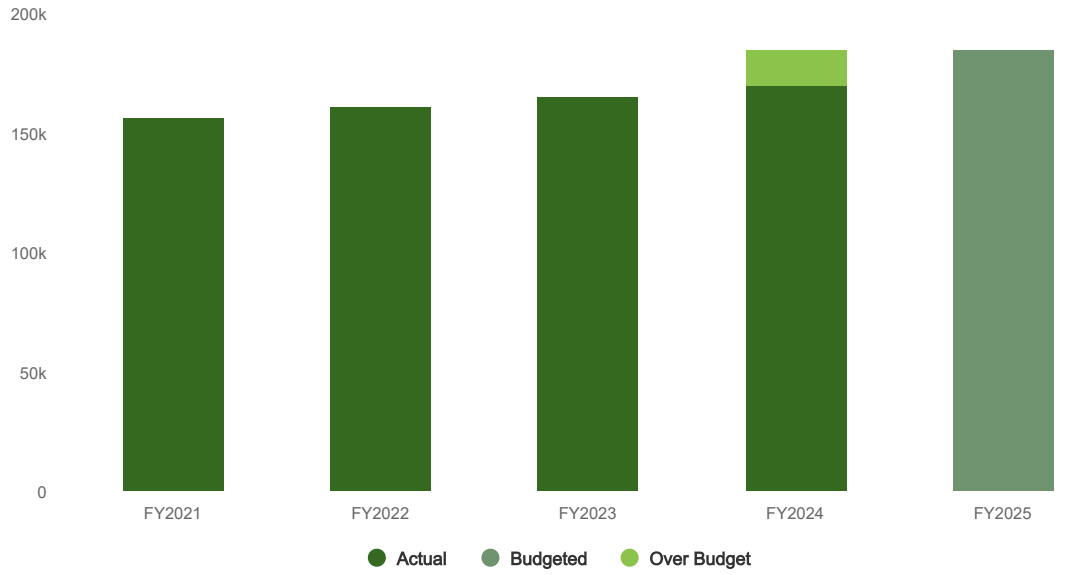
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
SLESF - COPS							
Transfer Out	$156,000	$125,000	$175,000	$175,000	$175,000	$175,000	0%
Total SLESF - COPS:	$156,000	$125,000	$175,000	$175,000	$175,000	$175,000	0%

Supplemental Law Enforcement Services Revenues Summary

$185,000 $15,000

(8.82% vs. prior year)

Supplemental Law Enforcement Services Fund Proposed and Historical Budget vs. Actual



Supplemental Law Enforcement Services Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
SLESF - COPS							
Intergovernmental	$156,727	$161,285	$165,271	$184,721	$170,000	$185,000	8.8%
Total SLESF - COPS:	$156,727	$161,285	$165,271	$184,721	$170,000	$185,000	8.8%

Fire Department



Aimee New
Fire Chief

The Sonora Fire Department provides services to the City of Sonora as first responders, community helpers, and educators. Firefighters play a crucial role in our communities; they are the brave men and women who put their lives on the line to protect us from fires and other emergencies. Sonora Firefighters face numerous dangers and risks while performing their duties, but continue to display bravery and sacrifice to protect lives and property. It is crucial that as a community we support our firefighters in their work by advocating for proper training and resources, promoting fire safety education, and recognizing their heroic acts. By doing so, we can ensure that Sonora firefighters continue to serve our communities effectively and make a positive impact on the lives of those they protect.

Sonora is a wildland urban interface area; it is heavily wooded and has steep terrain, causing a high fire risk to the City. The Sonora Fire Department provides all risk/all hazard emergency services to the City of Sonora and surrounding areas of Tuolumne County. Our primary goal is to ensure the safety of individuals involved in an emergency and to prevent further damage or harm.

Sonora Firefighters not only respond to emergencies, but also actively engage with their communities. They participate in community events, conduct fire safety inspections, and provide assistance during natural disasters. They are trusted members of our community and are always ready to lend a helping hand.

Sonora Firefighters play a crucial role in educating the public about fire safety and prevention. They visit schools, community centers, and other public spaces to teach children and adults about fire safety measures, such as how to escape a burning building or how to use a fire extinguisher. By spreading awareness and knowledge, our firefighters help prevent fires and save lives.

The City of Sonora has one fire station located at 201 South Shepherd Street and is centrally located within the community. The department is staffed with two full-time personnel (Fire Captain, Fire Engineer) and intern/volunteer firefighters when available. The department relies on the participation of volunteers, off duty full-time and part-time personnel and other County fire resources to handle large emergency events.

The Sonora Fire Department responds to approximately 2000 emergency calls for service each year.

Fire Department Staffing

Total Budgeted Full Time Equivalent Employees
Summary Positions by Department

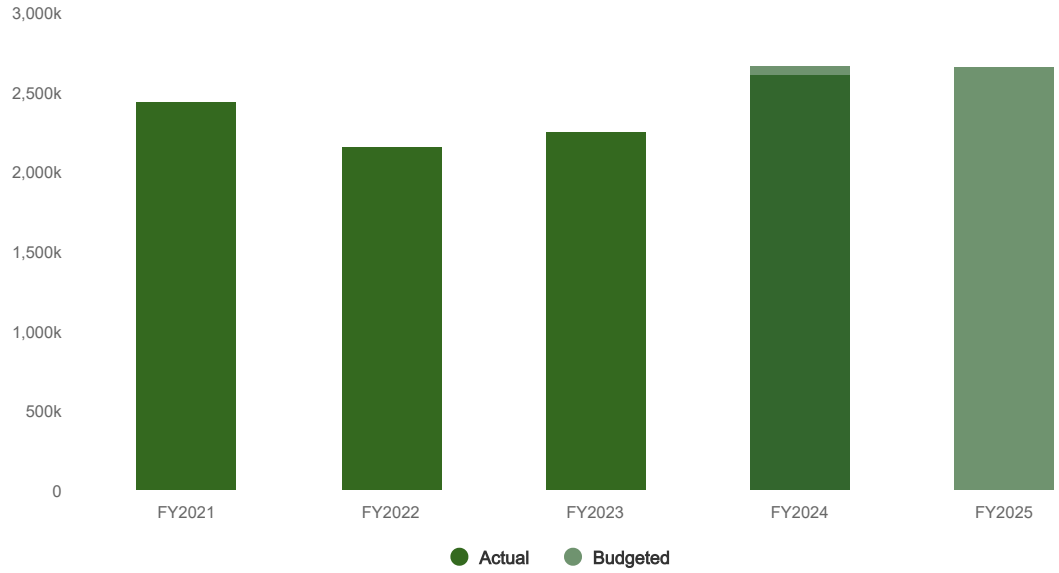
	2020/21 Approved	2021/22 Approved	2022/23 Approved	2023/24 Approved	2024/25 Proposed
Fire Department					
Fire Chief	1.0	1.0	1.0	1.0	1.0
Fire Captain	3.0	3.0	3.0	3.0	3.0
Fire Engineer	2.0	2.0	3.0	3.0	3.0
Fire Engineer Relief	1.6	1.6	0.8	0.8	0.8
Volunteers	0.3	0.3	0.3	0.3	0.3
Interns	0.1	0.1	0.1	0.1	0.1
Office Assistant	0.6	0.6	0.6	0.6	0.6
Total Department FTE's	8.6	8.6	8.8	8.8	8.8

Fire Department Expenditures Summary

The General Fund provides the largest amount of unrestricted funds for the Department's operational needs. This fund supports the majority of the operational costs associated with the department's services. The balance of the Department’s budget is from Measure I. This budget has been established based on the personnel, equipment and supply needed to deliver the services the Department provides.

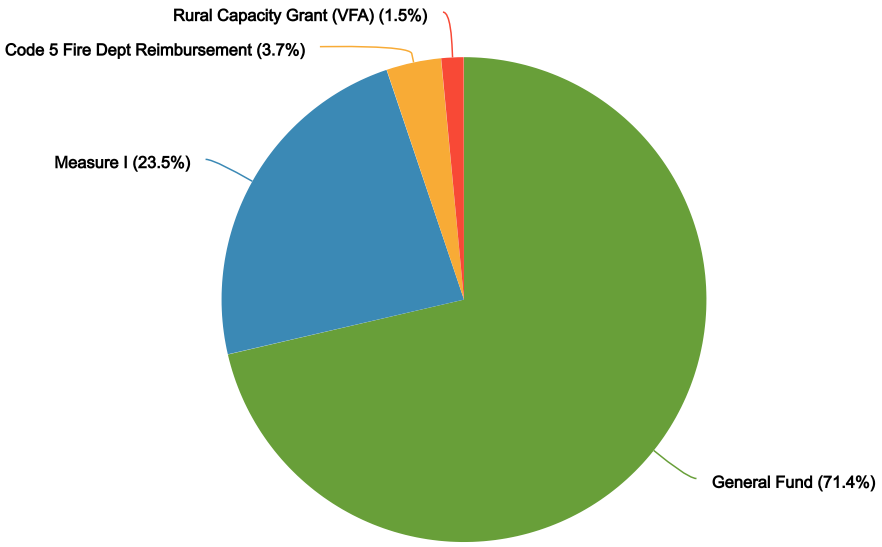
$2,664,600 **-$5,450**
(-0.20% vs. prior year)

Fire Department Proposed and Historical Budget vs. Actual



Fire Department Expenditures by Fund

2024 Expenditures by Fund

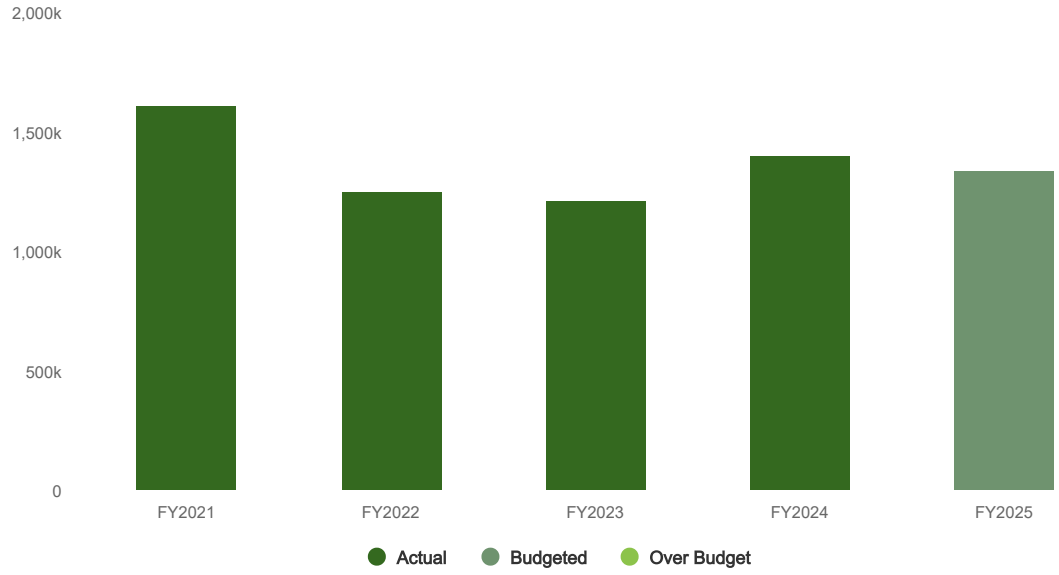


Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Salaries & Benefits	$1,228,889	$1,353,615	$1,436,775	$1,482,733	$1,515,200	$1,672,700	10.4%
Operating Expenditures	$136,597	$161,296	$167,459	$199,773	$219,100	$224,400	2.4%
Internal Service Charges	$3,413	$7,901	$5,390	$3,497	$3,500	$5,000	42.9%
Total General Fund:	$1,368,900	$1,522,812	$1,609,624	$1,686,003	$1,737,800	$1,902,100	9.5%
Code 5 Fire Dept Reimbursement							
Salaries & Benefits	$72,166	$39,013	$55,994	$62,272	$66,250	$69,500	4.9%
Operating Expenditures	$0	$166	$9,670	$5,990	$7,500	$8,000	6.7%
Transfer Out	$68,084	$58,450	$0	$86,000	$86,000	$20,000	-76.7%
Total Code 5 Fire Dept Reimbursement:	$140,250	$97,629	$65,664	$154,262	$159,750	$97,500	-39%
Measure I							
Transfer Out	$350,000	$500,000	$550,000	$600,000	$600,000	$625,000	4.2%
Total Measure I:	$350,000	$500,000	$550,000	$600,000	$600,000	$625,000	4.2%
Rural Capacity Grant (VFA)							
Salaries & Benefits	$0	$0	$1,886	$0	$0	$0	0%
Operating Expenditures	$583,196	$35,747	$23,424	$171,379	$172,500	$40,000	-76.8%
Total Rural Capacity Grant (VFA):	$583,196	$35,747	$25,310	$171,379	$172,500	$40,000	-76.8%
Total:	$2,442,346	$2,156,188	$2,250,598	$2,611,644	$2,670,050	$2,664,600	-0.2%

Fire Department Revenues Summary

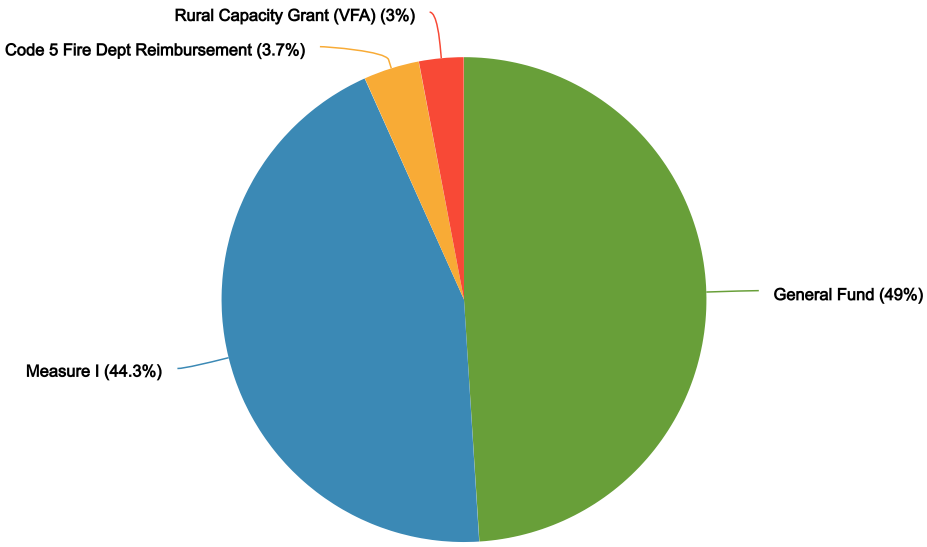
$1,341,025 -$60,800
(-4.34% vs. prior year)

Fire Department Proposed and Historical Budget vs. Actual



Fire Department Revenue by Fund

2024 Revenue by Fund



Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Charges for Services	$16,419	$24,079	$35,519	$28,575	$36,000	$31,000	-13.9%
Intergovernmental	$300	$1,000	$0	$0	$1,000	$1,000	0%
All Other Revenue	$15	$35	$55	$85	$200	$200	0%
Transfer In	$350,000	$500,000	$550,000	$600,000	$600,000	$625,000	4.2%
Total General Fund:	$366,734	$525,114	$585,574	$628,660	$637,200	$657,200	3.1%
Code 5 Fire Dept Reimbursement							
All Other Revenue	$142,666	$62,403	$33,689	$86,875	$78,000	$50,000	-35.9%
Total Code 5 Fire Dept Reimbursement:	$142,666	$62,403	$33,689	$86,875	$78,000	$50,000	-35.9%
Measure I							
Tax Related Revenue	$538,108	$586,767	$579,044	$548,100	$550,625	$580,925	5.5%
Use of Money & Property	$733	$1,058	$7,200	$13,406	$10,000	$12,900	29%
Total Measure I:	$538,841	$587,825	$586,244	$561,506	$560,625	$593,825	5.9%
Rural Capacity Grant (VFA)							
Intergovernmental	$392,826	$19,893	$10,000	$39,659	$40,000	$20,000	-50%
Transfer In	$168,083	$58,450	$0	$86,000	$86,000	$20,000	-76.7%
Total Rural Capacity Grant (VFA):	$560,909	$78,343	$10,000	$125,659	$126,000	$40,000	-68.3%
Total:	$1,609,151	$1,253,685	$1,215,507	$1,402,700	$1,401,825	$1,341,025	-4.3%

Fiscal Year 2024/25 Goals

- Receive approval of LAFCO application for an out of area contract for services with Chicken Ranch Tribe. Hire 9 full-time employees for Chicken Ranch Fire Department contract. (Council priority #68)
- Continue to Strengthen the Employee Development Program. Encourage personal development and training opportunities. (Council priority #51, 60, 67)
- Replace U751 with a new utility response vehicle. Implement the annual fleet replacement program. (Council priority #30, 70)
- Develop and implement a digital fire prevention inspection program and implement an on-site inspection process to increase efficiency. (Council priority #45, 62, 108)
- Facility enhancements: repair or replace roof, patch parking lot asphalt, purchase and install new door locks, paint the exterior of fire station, replace garage doors and openers. (Council priority #26, 52)
- Technology improvements: purchase equipment for Emergency Operations Center (EOC) operations. Research available grants as a potential funding source. (Council priority #45, 62, 63, 108, 120)
- Complete Community Development Block Grant (CDBG): complete purchase of fire equipment through grant. (Council priority #30)
- Additional Programs: research additional services and programs to enhance capabilities for community. (Council priority #69)
- Continue succession planning and mentoring for future Fire Department leadership. (Council priority #59)
- Increase staffing levels: apply for Assistance to Fire Fighter Grant (AFG) and Staffing for Adequate Fire and Emergency Response (SAFER) grants to increase staffing level for operations, fire prevention and office/clerical. Increased staffing will assist in suppression and mitigation efforts. (Council priority #67, 69)



Fire Department Operations (General Fund)

Aimee New
Fire Chief

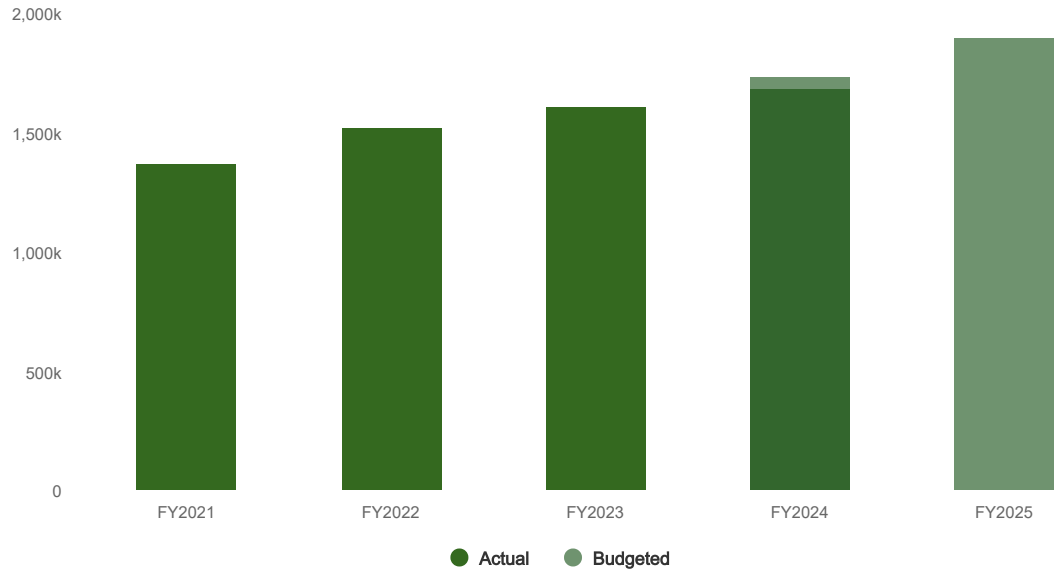
The General Fund provides the largest amount of unrestricted funds for the department's operational costs, along with a transfer from the Measure I Fund. These funds support the needs associated with salaries and benefit costs; training for all personnel; equipment purchasing and maintenance, and facility maintenance and repair.

Fire Department Operations (General Fund) Expenditures Summary

The increase in Fire Department expenditures include negotiated salary adjustments, increases in insurance costs, CalPERS increases, and other inflationary changes.

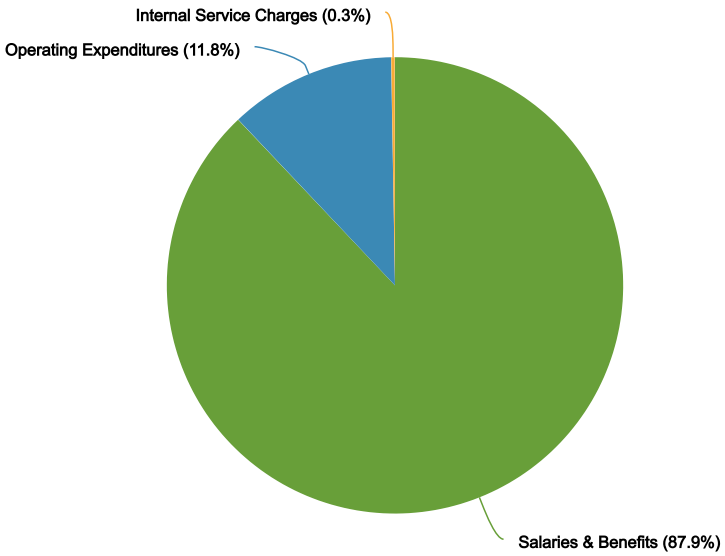
$1,902,100 **$164,300**
(9.45% vs. prior year)

Fire Department Operations Proposed and Historical Budget vs. Actual



Fire Department Operations (General Fund) Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expense Objects							
Salaries & Benefits							
Salaries, Regular	$511,714	$561,930	$668,230	$688,748	$689,300	$726,600	5.4%
Overtime	$98,905	$118,004	$76,356	$93,795	$94,000	$99,300	5.6%
Relief/Reserve	$54,097	$56,207	$22,055	$31,208	$37,200	$37,200	0%
Holiday	$21,068	$27,564	$33,771	$35,250	$35,250	$37,100	5.2%
Uniform Allowance	$10,833	$9,284	$10,492	$9,381	$11,000	$11,000	0%
Intern Fire	$9,660	$16,207	$15,343	$14,386	$31,000	$31,000	0%
CalPERS	$222,936	$250,415	$293,846	$287,081	$290,700	$351,400	20.9%
F.I.C.A.	$53,120	$59,333	$60,675	$62,252	$63,100	$70,900	12.4%
Health & Medical Insurance	$161,289	$172,461	$178,027	$171,575	$172,150	$210,200	22.1%
Workers Compensation	$78,416	$73,562	$72,283	$86,802	$86,800	$90,800	4.6%
Unemployment Insurance	$1,467	$79	$0	$0	$0	$0	0%
Other Employee Benefits	$558	$1,085	$1,407	$1,200	$1,200	$1,200	0%
Travel and Trainings	$2,972	$5,070	$2,637	$273	$2,500	$4,000	60%
Dues, Memberships & Publications	$1,856	$2,414	$1,653	$782	$1,000	$2,000	100%
Total Salaries & Benefits:	$1,228,889	$1,353,615	$1,436,775	$1,482,733	$1,515,200	$1,672,700	10.4%
Operating Expenditures							
Supplies	$3,332	$2,356	$4,219	$4,000	$4,000	$4,000	0%
Safety Supplies	$6,453	$2,818	$2,524	$4,724	$5,000	$5,000	0%

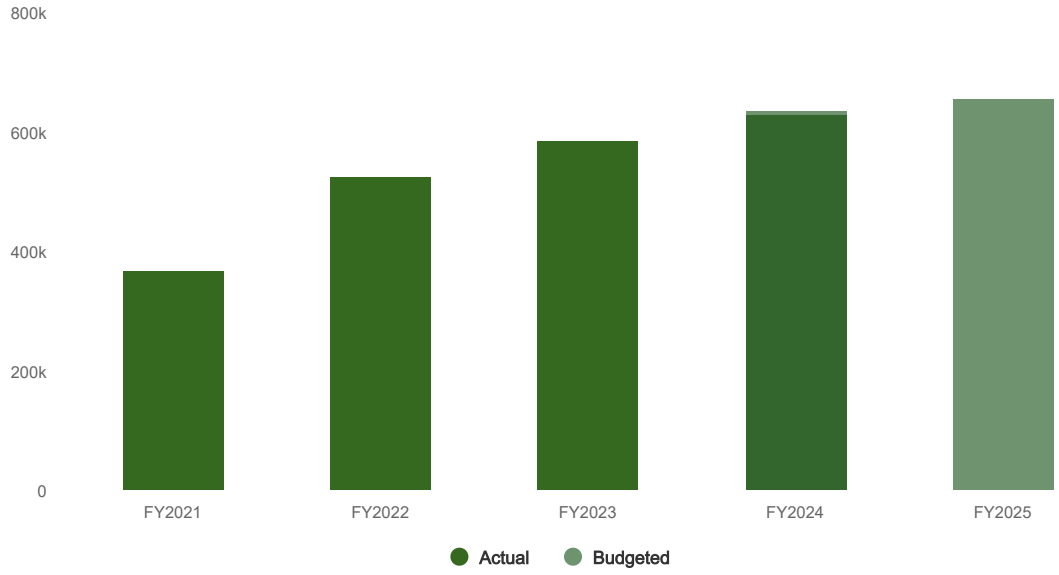
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Equipment Non Capital	$11,996	$10,553	$926	$1,478	$9,100	$9,100	0%
Postage and Shipping	$403	$633	$726	$610	$1,000	$1,500	50%
Printing and Forms	$129	$280	$924	$200	$500	$500	0%
Rental Equipment	$3,979	$3,952	$6,553	$5,168	$5,200	$5,200	0%
Computer Equipment	$1,264	$705	$1,828	$0	$0	$0	0%
Communications	$1,432	$1,552	$1,621	$1,500	$1,500	$1,500	0%
Water and Waste	$3,233	$3,833	$2,810	$3,990	$4,000	$4,000	0%
Power and Propane	$10,303	$11,869	$15,551	$15,638	$16,500	$18,300	10.9%
Transportation Fuel	$12,575	$20,122	$19,493	$19,132	$20,000	$22,000	10%
Internet	$1,595	$1,519	$1,574	$1,733	$2,000	$2,000	0%
Outside Services	$2,174	$1,050	$3,040	$1,901	$2,000	$2,000	0%
Information Tech Services	$2,134	$0	$0	$555	$2,000	$2,000	0%
Pre Employment	$3,894	$5,640	$2,439	$6,000	$6,000	$6,000	0%
General Liability Insurance	$44,680	$66,183	$77,000	$91,800	$91,800	$111,100	21%
Public Notices	$0	$396	$0	$113	$200	$200	0%
Building Equip Maint & Repair	$1,129	$2,802	$3,767	$23,760	$23,800	$3,000	-87.4%
Buidling Maint and Repair	$917	$2,703	$2,836	$2,250	$2,500	$3,500	40%
Equipment Maintenance	$24,297	$19,086	$17,061	$15,110	$20,000	$20,000	0%
Radio Maintenance	$266	$230	$570	$111	$1,000	$1,000	0%
Facility Enhancement	$414	$3,014	$1,999	$0	$500	$2,000	300%
Hydrant Maintenance	$0	$0	$0	$0	$500	$500	0%
Total Operating Expenditures:	$136,597	$161,296	$167,459	$199,773	$219,100	$224,400	2.4%
Internal Service Charges							
Self-Insured Dental	$3,413	$7,901	$5,390	$3,497	$3,500	$5,000	42.9%
Total Internal Service Charges:	$3,413	$7,901	$5,390	$3,497	$3,500	$5,000	42.9%
Total Expense Objects:	$1,368,900	$1,522,812	$1,609,624	$1,686,003	$1,737,800	$1,902,100	9.5%

Fire Department Operations (General Fund) Revenues Summary

Revenues for the Sonora Fire Department Operations consist of a transfer from Measure I, department services, including fire and safety inspections, and grants.

$657,200 $20,000
(3.14% vs. prior year)

Fire Department Operations Proposed and Historical Budget vs. Actual



Fire Department Operations (General Fund) Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Fire Department Services	$16,419	$22,282	$33,360	$28,155	$31,000	$31,000	0%
Credit Card Fees	$15	$35	$55	$85	$200	$200	0%
Grants/Donations	$300	$1,000	$0	$0	$1,000	$1,000	0%
Transfers In	$350,000	$500,000	$550,000	$600,000	$600,000	$625,000	4.2%
Chicken Ranch Fire Services	$0	$1,797	$2,159	$420	$5,000	$0	-100%
Total General Fund:	$366,734	$525,114	$585,574	$628,660	$637,200	$657,200	3.1%

Measure I: Fire Department

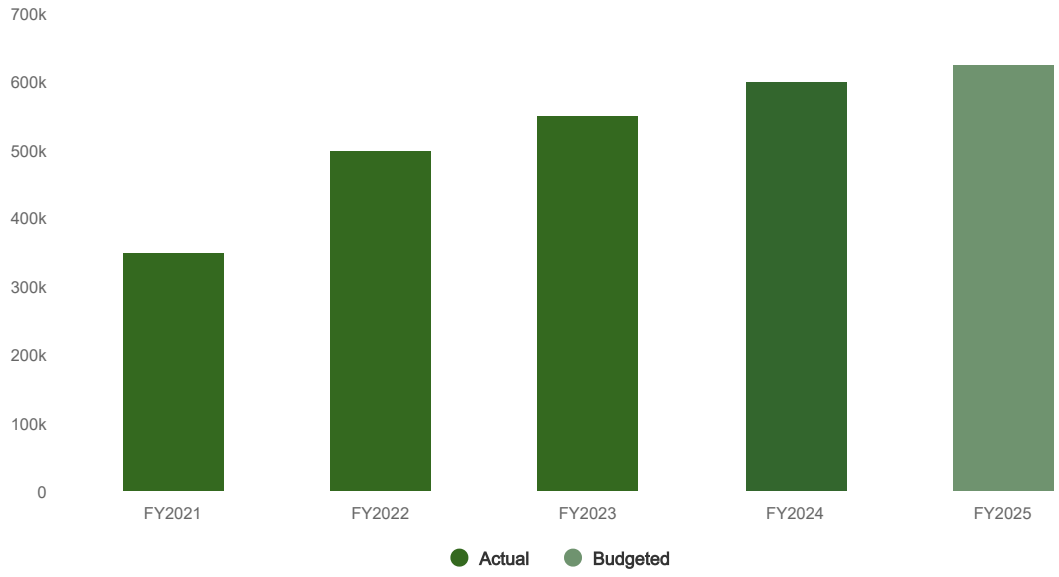
Aimee New
Fire Chief

The Fire Department's Measure I fund was established as a result of a sales tax increase which took effect January 1, 2005. In 2004, the voters passed a special tax initiative for a one-half percent (½%) increase to sales tax within the City limits. The purpose of this initiative was to improve City services for residents, businesses, and visitors to the City of Sonora. The Fire Department receives twenty-five percent (25%) of this revenue for the purpose of hiring and supporting additional personnel, updating safety equipment, providing educational funding, replacing expired vehicles, and expanding facilities, allowing for departmental growth. The budgeted amount is transferred from the Special Revenue Fund to support the General Fund expenses in this department.

Measure I: Fire Department Expenditures Summary

$625,000 $25,000
(4.17% vs. prior year)

Fire Department Measure I Proposed and Historical Budget vs. Actual



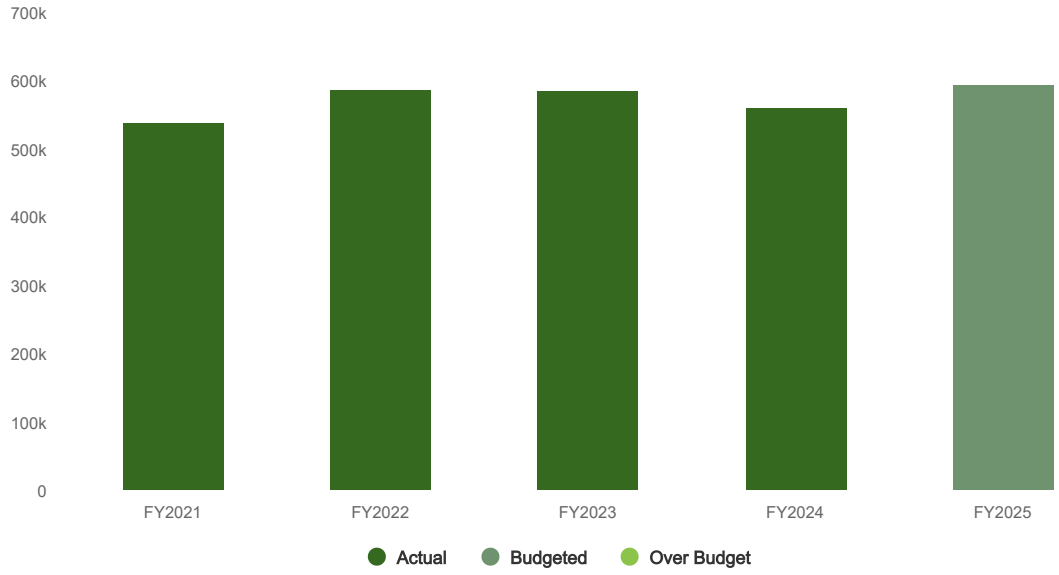
Measure I: Fire Department Expenditures by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Measure I							
Transfer Out	$350,000	$500,000	$550,000	$600,000	$600,000	$625,000	4.2%
Total Measure I:	$350,000	$500,000	$550,000	$600,000	$600,000	$625,000	4.2%

Measure I: Fire Department Revenues Summary

$593,825 $33,200
(5.92% vs. prior year)

Fire Department Measure I Proposed and Historical Budget vs. Actual



Measure I: Fire Department Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Measure I							
Tax Related Revenue	$538,108	$586,767	$579,044	$548,100	$550,625	$580,925	5.5%
Use of Money & Property	$733	$1,058	$7,200	$13,406	$10,000	$12,900	29%
Total Measure I:	$538,841	$587,825	$586,244	$561,506	$560,625	$593,825	5.9%

Code 5 Fire

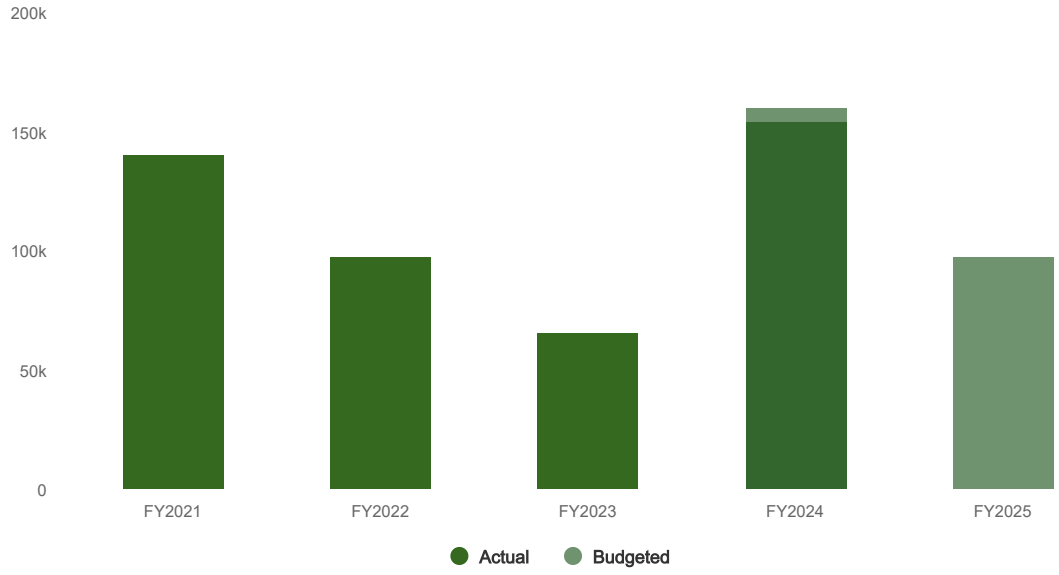
Aimee New
Fire Chief

The City of Sonora's Fire Department participates in the statewide California Firefighter Assistance Agreement (CFAA) and the local Tuolumne County Assistance by Hire Agreement (ABH). These agreements allow fire agencies to participate in a statewide mutual aid assistance program and receive reimbursement for the cost of sending equipment and personnel.
Both the revenues and expenditure budgets are dependent on the activity of the coming fire season.

Code 5 Fire Expenditures Summary

$97,500 -$62,250
(-38.97% vs. prior year)

Code 5 Fire Proposed and Historical Budget vs. Actual



Code 5 Fire Expenditures by Fund

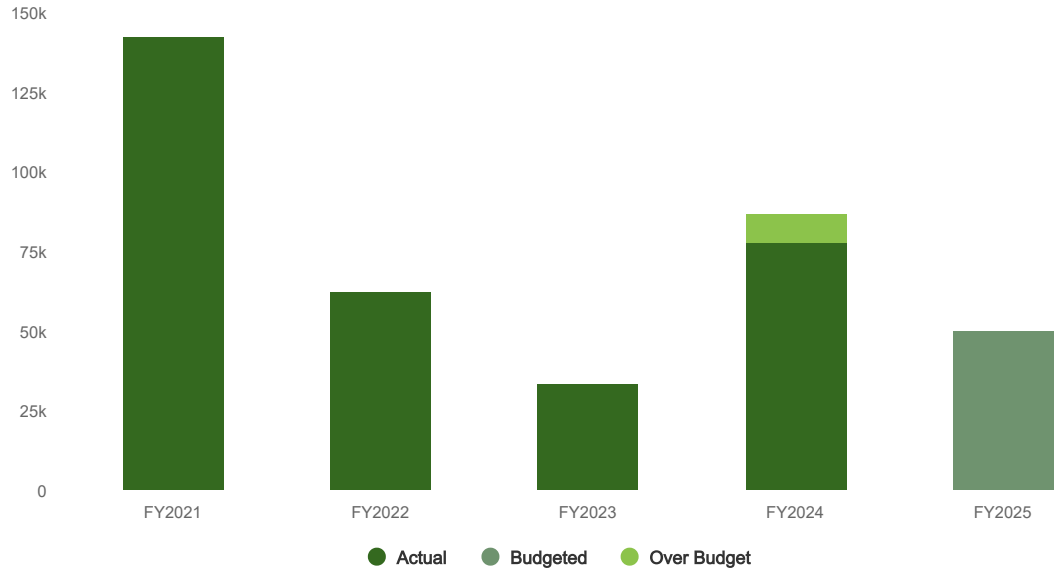
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Code 5 Fire Dept Reimbursement							
Salaries & Benefits	$72,166	$39,013	$55,994	$62,272	$66,250	$69,500	4.9%
Operating Expenditures	$0	$166	$9,670	$5,990	$7,500	$8,000	6.7%
Transfer Out	$68,084	$58,450	$0	$86,000	$86,000	$20,000	-76.7%

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Total Code 5 Fire Dept Reimbursement:	$140,250	$97,629	$65,664	$154,262	$159,750	$97,500	-39%

Code 5 Fire Revenues Summary

$50,000 -$28,000
(-35.90% vs. prior year)

Code 5 Fire Proposed and Historical Budget vs. Actual



Code 5 Fire Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Code 5 Fire Dept Reimbursement							
All Other Revenue	$142,666	$62,403	$33,689	$86,875	$78,000	$50,000	-35.9%
Total Code 5 Fire Dept Reimbursement:	$142,666	$62,403	$33,689	$86,875	$78,000	$50,000	-35.9%

Rural Capacity Grant

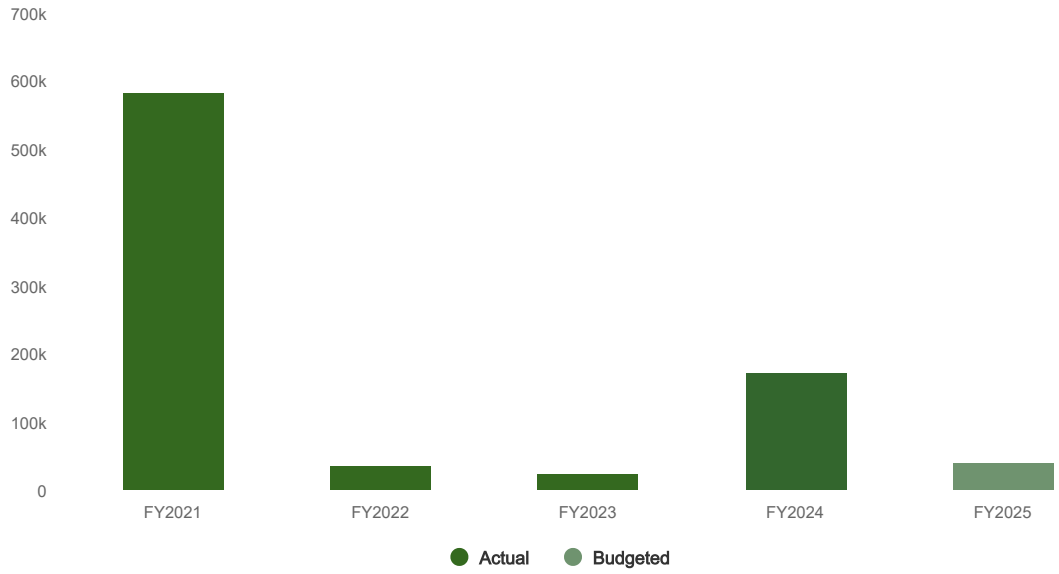
Aimee New
Fire Chief

The City of Sonora's Fire Department researches and applies for funding opportunities sources such as grants. The Rural Fire Capacity Grant is a grant the Department will apply for during the fiscal year. In FY24/25, the Fire department will continue to research and apply for additional grant funding.

Rural Capacity Grant Expenditures Summary

$40,000 -$132,500
(-76.81% vs. prior year)

Rural Capacity Grant Proposed and Historical Budget vs. Actual



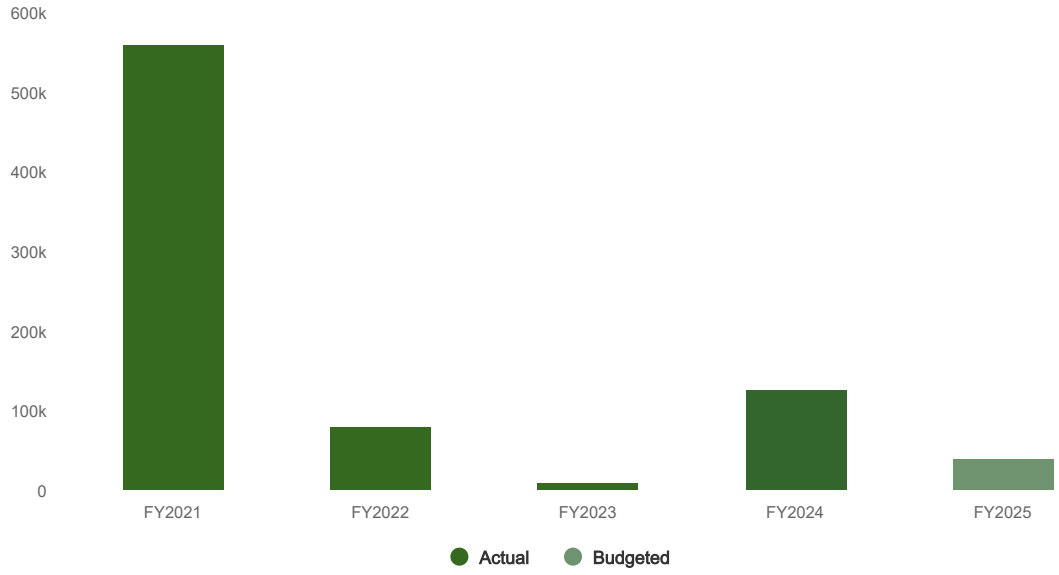
Rural Capacity Grant Expenditures by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Rural Capacity Grant (VFA)							
Salaries & Benefits	$0	$0	$1,886	$0	$0	$0	0%
Operating Expenditures	$583,196	$35,747	$23,424	$171,379	$172,500	$40,000	-76.8%
Total Rural Capacity Grant (VFA):	$583,196	$35,747	$25,310	$171,379	$172,500	$40,000	-76.8%

Rural Capacity Grant Revenues Summary

$40,000 -$86,000
(-68.25% vs. prior year)

Rural Capacity Grant Proposed and Historical Budget vs. Actual



Rural Capacity Grant Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Rural Capacity Grant (VFA)							
Intergovernmental	$392,826	$19,893	$10,000	$39,659	$40,000	$20,000	-50%
Transfer In	$168,083	$58,450	$0	$86,000	$86,000	$20,000	-76.7%
Total Rural Capacity Grant (VFA):	$560,909	$78,343	$10,000	$125,659	$126,000	$40,000	-68.3%

Public Works Department

Melissa Eads
Public Works Director

The Public Works Department is responsible for maintaining the City's infrastructure and facilities, including street repairs, storm drains, buildings, parks, parking lots and cemeteries. The Department's goal is to provide the highest level of service with the staff and resources available. The Department strives to continually provide the level of service and safety deserved by the City, its residents and visitors and works with the community to identify and address areas of needed improvement.
The General Fund provides the bulk of the department's funding, with the addition of a transfer from the Measure I fund. Public Works receives fifteen percent (15%) of all revenues collected from Measure I.

Public Works Staffing

Total Budgeted Full Time Equivalent Employees
Summary Positions by Department

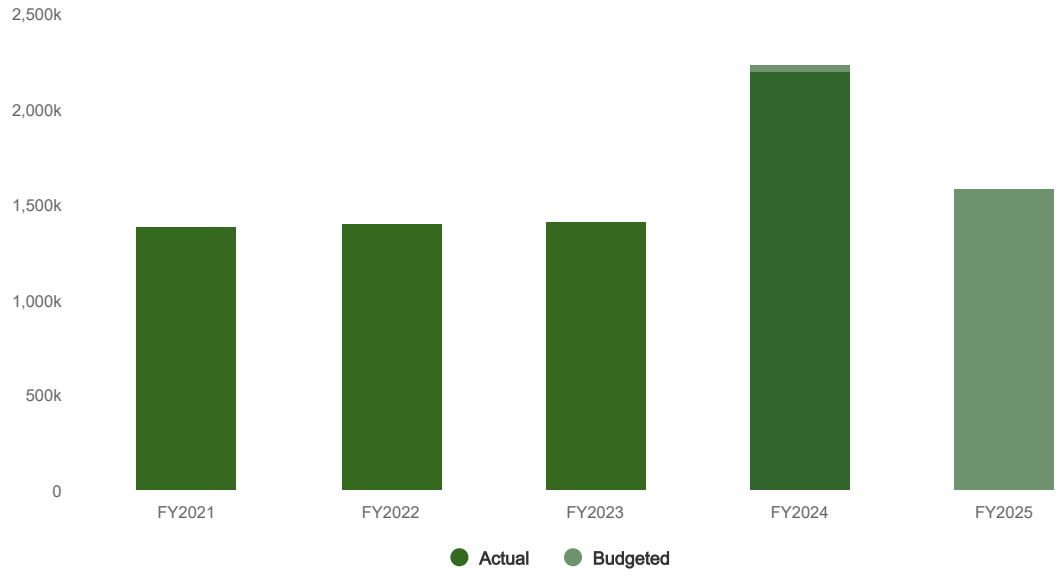
	2020/21 Approved	2021/22 Approved	2022/23 Approved	2023/24 Approved	2024/25 Proposed
Public Works					
Public Works Director	0.0	0.0	0.0	0.0	0.0
Public Works Supervisor	1.0	1.0	1.0	1.0	1.0
Public Works Specialist I/II	3.0	3.0	3.0	3.0	3.0
Public Works Assistant	2.0	2.0	2.0	2.0	2.0
Total Department FTE's	6.0	6.0	6.0	6.0	6.0

Public Works Expenditures Summary

The General Fund provides the largest amount of unrestricted funds for the Department's operational needs. This fund supports the majority of the operational costs associated with the department's services. The balance of the Department’s budget is from Measure I or Highway User Tax funds with the exception of direct charges to Sunrise Hills or other dedicated funds. This budget has been established based on the personnel, equipment and supplies needed to deliver the services the department provides.

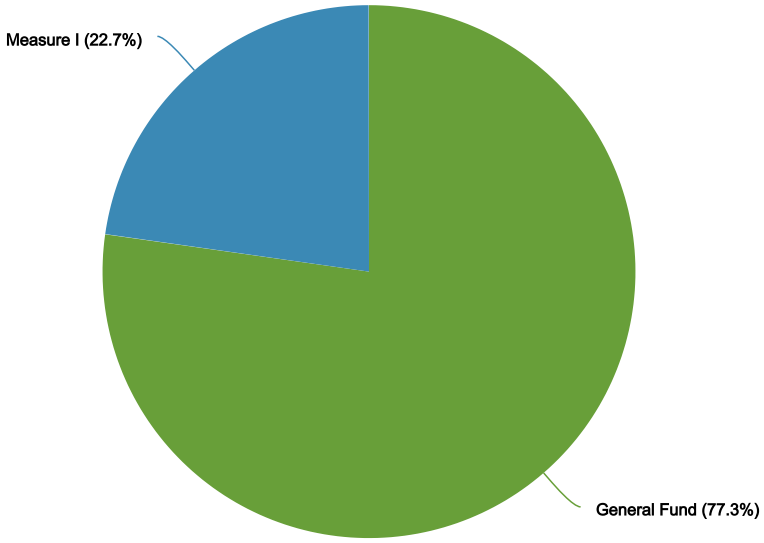
$1,582,700 **-$650,500**
(-29.13% vs. prior year)

Public Works Department Proposed and Historical Budget vs. Actual



Public Works Expenditures by Fund

2024 Expenditures by Fund

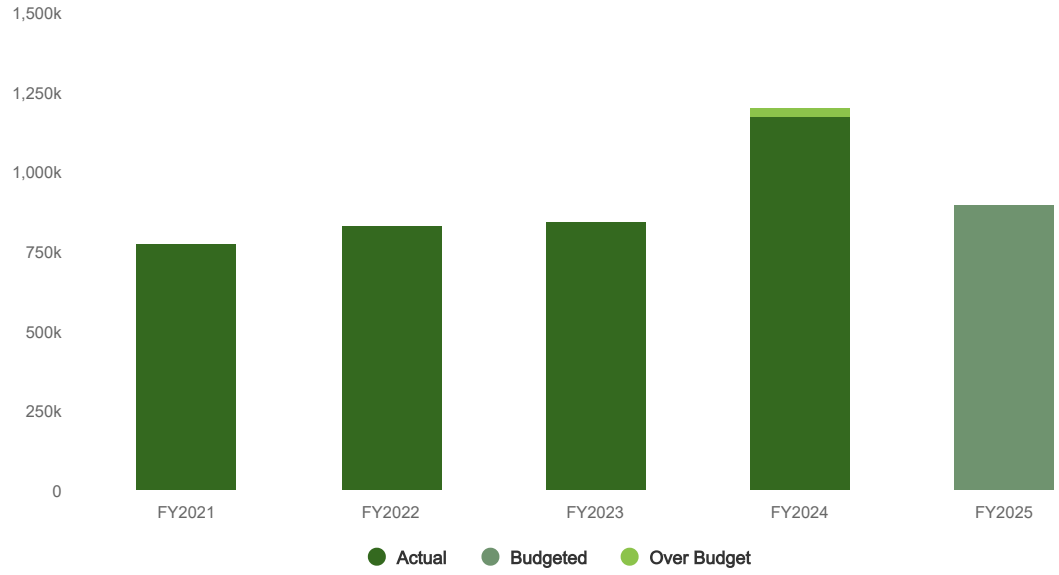


Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Salaries & Benefits	$775,169	$664,880	$707,531	$766,289	$780,250	$825,000	5.7%
Operating Expenditures	$279,429	$417,401	$370,278	$754,120	$780,550	$394,700	-49.4%
Internal Service Charges	$2,668	$1,383	$2,291	$2,460	$3,000	$3,000	0%
Total General Fund:	$1,057,267	$1,083,664	$1,080,100	$1,522,869	$1,563,800	$1,222,700	-21.8%
Measure I							
Transfer Out	$325,000	$315,000	$325,000	$669,400	$669,400	$360,000	-46.2%
Total Measure I:	$325,000	$315,000	$325,000	$669,400	$669,400	$360,000	-46.2%
Total:	$1,382,267	$1,398,664	$1,405,100	$2,192,269	$2,233,200	$1,582,700	-29.1%

Public Works Revenues Summary

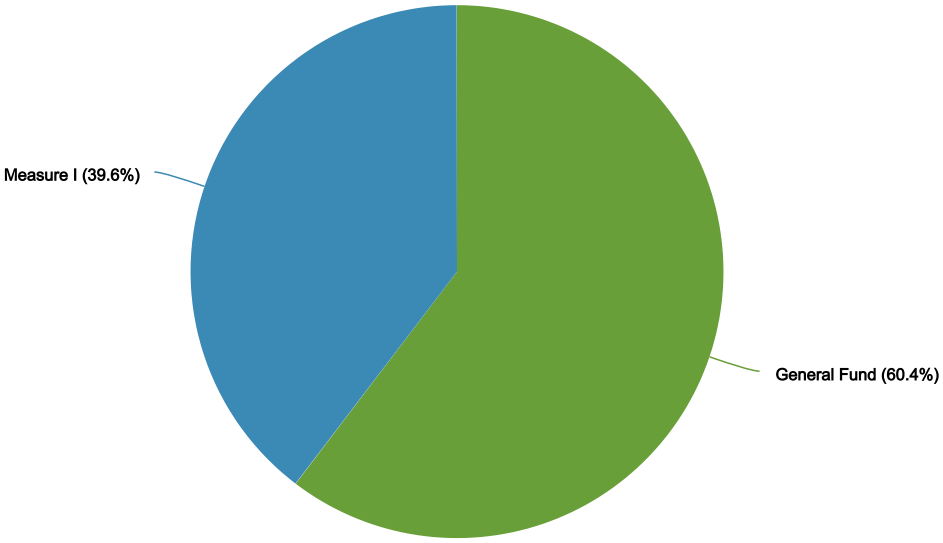
$895,950 -$280,625
(-23.85% vs. prior year)

Public Works Department Proposed and Historical Budget vs. Actual



Public Works Revenue by Fund

2024 Revenue by Fund



Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
General Fund							
Charges for Services	$18,707	$17,999	$19,007	$19,552	$19,800	$19,800	0%
Use of Money & Property	$15,995	$31,574	$23,493	$31,467	$26,000	$31,000	19.2%
Transfer In	$412,976	$424,824	$442,000	$791,400	$791,400	$490,000	-38.1%
Total General Fund:	$447,678	$474,397	$484,500	$842,419	$837,200	$540,800	-35.4%
Measure I							
Tax Related Revenue	$322,865	$352,061	$347,426	$340,500	$330,375	$348,550	5.5%
Use of Money & Property	$2,651	$1,593	$10,894	$18,775	$9,000	$6,600	-26.7%
Total Measure I:	$325,516	$353,654	$358,320	$359,275	$339,375	$355,150	4.6%
Total:	$773,194	$828,051	$842,820	$1,201,694	$1,176,575	$895,950	-23.9%

Fiscal Year 2024/25 Department Goals

- Continue street marking improvements and install Thermo Plastic stop bars, crosswalks, etc. (Council priority #26,
- Continue the Street Sign Replacement Project. (Council priority #11, 26, 112)
- Continue the Vegetation Removal Project to clear vegetation along additional City streets. (Council priority #1, 4, 10, 14,
- Continue a sidewalk ADA/trip hazard improvement program. (Council priority #26, 108)
- Continue with annual potholing and street repairs. (Council priority #26)
- Make curb repairs in the downtown area. (Council priority #14, 26, 100)
- Get the historical water trough/fountain in working condition again. (Council priority #26, 101)
- Rebuild Santas house deck and ramp. (Council Priority #21, 101, 108)
- Seal bricks on Opera Hall. (Council priority #21, 26)
- Continue with pressure washing sidewalks and trash cans. (Council priority #26, 101)
- Replace several trucks in the Public Works Fleet. (Council priority #26, 27, 30)
- Continue with hot ac patchwork on city streets. (Council priority #26)
- Citywide Storm Damage Repairs. (Council priority #63, 64)
- Replace city-owned streetlights with LED bulbs. (Council priority #63)
- Traffic signal battery replacement and maintenance programs. (Council priority #63, 64)
- Paint Transit project streetlight. (Council priority #10, 101)
- Slope stabilization - Church Street. (Council priority #63, 64)
- Hope Lane storm drain debris removal. (Council priority #64)
- Elk Drive storm drain repair. (Council priority #64)
- Sonora civil infrastructure biennial inspection. (Council priority #23, 64)
- Striping S. Washington Street from Highway 49 to 108. (Council priority #26, 112)



Public Works Operations (General Fund)

Melissa Eads
Public Works Director

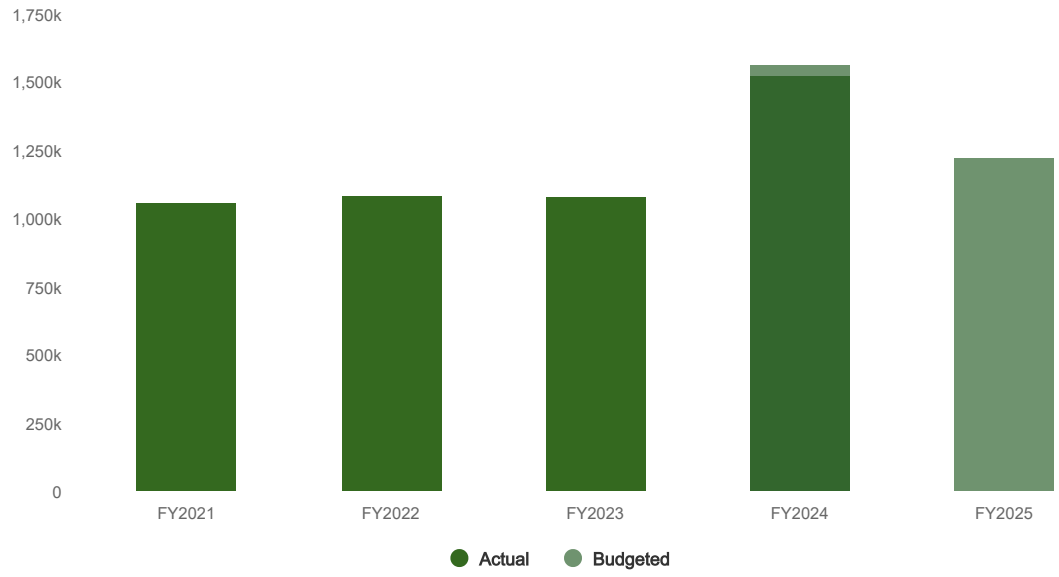
The Public Works Department conducts a variety of activities from its corporation yard at 111 School Street. Street, sidewalk, and storm drain maintenance; building maintenance and repair; park, landscape, and cemetery operations and traffic signal maintenance. Other functions carried out by the department include: the Parks and Landscape budget is to provide maintenance of the City's parks and landscaping, including Woods Creek Rotary Park, Grigsby, Prospector, Old Wards Ferry Road and Coffill Parks, the Parking Lots budget is to provide maintenance for the City's permit, public and leased parking lots, and the Cemetery budget is to provide the maintenance of the City's Mountain Shadow Cemetery.

Public Works Operations (General Fund) Expenditures Summary

The increase in the Public Works department budget includes the leasing of a new leased street sweeper to replace a sweeper well past its useful life.

$1,222,700 **-$341,100**
(-21.81% vs. prior year)

Public Works Operations Proposed and Historical Budget vs. Actual



Public Works Operations (General Fund) Expenditures by Function

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expenditures							
Public Works							
Public Works							
Salaries & Benefits							
Salaries, Regular	$342,197	$291,888	$292,378	$326,956	$328,800	$339,700	3.3%
Overtime	$876	$3,074	$4,820	$3,262	$4,900	$5,000	2%
Relief/Reserve	$0	$0	$0	$61	$200	$200	0%
Holiday	$0	$4,218	$5,362	$0	$0	$0	0%
Uniform Allowance	$4,701	$3,863	$5,127	$5,700	$5,700	$5,700	0%
CalPERS	$184,538	$174,273	$186,263	$195,277	$195,500	$211,200	8%
F.I.C.A.	$25,252	$22,887	$22,809	$27,821	$28,000	$28,500	1.8%
Health & Medical Insurance	$124,129	$103,187	$100,206	$97,642	$100,100	$113,400	13.3%
Workers Compensation	$67,886	$30,236	$64,430	$72,900	$72,900	$76,400	4.8%
Other Employee Benefits	$250	$0	$338	$2,876	$3,200	$5,400	68.8%
Travel and Trainings	$338	$447	$419	$4,991	$5,000	$1,000	-80%
Dues, Memberships & Publications	$461	$726	$349	$402	$750	$500	-33.3%
Total Salaries & Benefits:	$750,628	$634,799	$682,501	$737,888	$745,050	$787,000	5.6%
Operating Expenditures							
Supplies	$5,199	$5,752	$4,214	$5,875	$5,900	$6,500	10.2%
Materials Street	$9,893	$7,646	$9,641	$10,000	$10,000	$10,000	0%
Equipment Non Capital	$2,507	$4,543	$3,691	$9,037	$8,500	$9,500	11.8%
Postage and Shipping	$0	$3	$29	$0	$0	$0	0%
Landscape Materials	$255	$1,036	$984	$898	$1,500	$1,500	0%
Signage	$4,416	$3,728	$6,518	$4,363	$5,000	$5,000	0%
Rental Equipment	$210	$1,078	$210	$240	$1,000	$1,000	0%
Communications	$6,135	$884	$13,425	$1,405	$1,500	$1,500	0%
Power and Propane	$5,747	$6,344	$8,230	$6,819	$7,500	$7,500	0%
Transportation Fuel	$14,172	$21,716	$21,995	$21,394	$24,300	$25,000	2.9%
Street Lighting Power	$60,644	$67,640	$51,553	$87,181	$87,200	$88,000	0.9%
Street Lighting Maintenance	$30,173	$9,075	$20,395	$13,433	$13,500	$14,500	7.4%
Internet	$961	$1,827	$791	$1,600	$2,000	$2,000	0%
Outside Services	$12,477	$15,627	$54,076	$81,246	$87,200	$0	-100%
Pre Employment	$873	$308	$2,316	$175	$200	$0	-100%
General Liability Insurance	$38,000	$52,964	$59,500	$66,250	$66,250	$77,000	16.2%
Public Notices	$0	$0	$0	$77	$250	$250	0%
Building Equip Maint & Repair	$957	$1,894	$1,105	$4,792	$5,000	$6,500	30%
Buidling Maint and Repair	$4,907	$30,272	$1,483	$1,285	$1,500	$1,500	0%
Equipment Maintenance	$21,001	$17,975	$30,227	$34,278	$35,000	$32,000	-8.6%

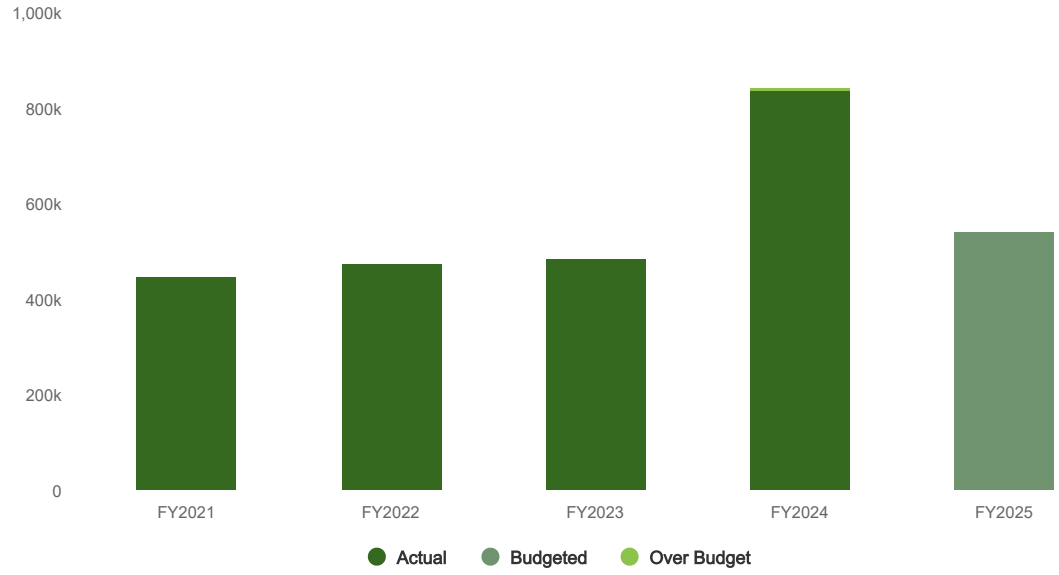
Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Capital Assets	$0	$0	$12,145	$0	$0	$0	0%
Capital Asset: Vehicles	$0	$85,024	$0	$309,379	$309,400	$0	-100%
City Right of Way Cleanup	$0	$0	$996	$0	$0	$0	0%
Total Operating Expenditures:	$218,526	$335,336	$303,524	$659,727	$672,700	$289,250	-57%
Internal Service Charges							
Transfer Out	$2,668	$1,383	$2,291	$2,460	$3,000	$3,000	0%
Total Internal Service Charges:	$2,668	$1,383	$2,291	$2,460	$3,000	$3,000	0%
Total Public Works:	$971,822	$971,518	$988,316	$1,400,075	$1,420,750	$1,079,250	-24%
Facilities							
Operating Expenditures							
Supplies	$0	$31	$0	$135	$250	$250	0%
Materials Street	$0	$139	$0	$0	$0	$0	0%
Landscape Materials	$209	$86	$0	$0	$0	$0	0%
Communications	$0	$4,584	$359	$483	$500	$500	0%
Water and Waste	$5,842	$8,001	$6,716	$9,490	$10,000	$10,000	0%
Power and Propane	$2,016	$4,103	$3,842	$5,401	$6,500	$6,000	-7.7%
Internet	$1,107	$1,675	$2,028	$2,085	$2,100	$2,200	4.8%
Outside Services	$1,624	$1,518	$1,806	$2,213	$5,600	$2,500	-55.4%
General Liability Insurance	$1,700	$2,600	$2,599	$3,152	$3,200	$4,100	28.1%
Building Equip Maint & Repair	$2,663	$2,688	$619	$5,950	$6,000	$6,000	0%
Buidling Maint and Repair	$567	$2,828	$3,597	$5,462	$5,500	$5,000	-9.1%
Property Taxes	$978	$2,173	$121	$121	$200	$200	0%
Total Operating Expenditures:	$16,705	$30,426	$21,687	$34,492	$39,850	$36,750	-7.8%
Total Facilities:	$16,705	$30,426	$21,687	$34,492	$39,850	$36,750	-7.8%
Parks Landscaping							
Operating Expenditures							
Supplies	$736	$676	$534	$790	$1,000	$1,500	50%
Landscape Materials	$2,229	$2,209	$117	$0	$1,000	$1,000	0%
Water and Waste	$18,872	$18,732	$16,337	$21,994	$24,300	$25,000	2.9%
Power and Propane	$508	$821	$610	$909	$1,000	$1,000	0%
Outside Services	$1,885	$5,290	$3,350	$1,198	$1,200	$1,000	-16.7%
General Liability Insurance	$400	$1,978	$3,100	$5,700	$5,700	$6,500	14%
Building Equip Maint & Repair	$116	$558	$870	$0	$300	$500	66.7%
Buidling Maint and Repair	$0	$8	$168	$119	$200	$200	0%
Equipment Maintenance	$509	$2,811	$487	$654	$1,000	$500	-50%
Total Operating Expenditures:	$25,255	$33,083	$25,573	$31,364	$35,700	$37,200	4.2%
Total Parks Landscaping:	$25,255	$33,083	$25,573	$31,364	$35,700	$37,200	4.2%

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Parking Lots							
Operating Expenditures							
Supplies	$96	$78	$13	$338	$500	$500	0%
Materials Street	$223	$484	$497	$419	$500	$500	0%
Landscape Materials	$0	$0	$215	$329	$500	$500	0%
Rental Equipment	$1,440	$0	$0	$0	$0	$0	0%
Water and Waste	$3,674	$3,925	$3,878	$3,746	$3,900	$3,900	0%
Power and Propane	$102	$169	$98	$200	$200	$200	0%
Street Lighting Power	$523	$688	$581	$667	$700	$700	0%
General Liability Insurance	$3,500	$4,200	$4,723	$5,700	$5,700	$6,400	12.3%
Building Equip Maint & Repair	$45	$2,087	$528	$638	$1,000	$1,000	0%
Buidling Maint and Repair	$0	$12	$2	$1,155	$2,000	$2,000	0%
Total Operating Expenditures:	$9,603	$11,643	$10,535	$13,192	$15,000	$15,700	4.7%
Total Parking Lots:	$9,603	$11,643	$10,535	$13,192	$15,000	$15,700	4.7%
Cemetery							
Salaries & Benefits							
Salaries, Regular	$19,492	$25,087	$18,571	$19,072	$25,500	$27,300	7.1%
CalPERS	$2,565	$3,075	$3,758	$5,498	$5,500	$6,100	10.9%
F.I.C.A.	$2,485	$1,919	$1,401	$1,831	$2,200	$2,300	4.5%
Workers Compensation	$0	$0	$1,300	$2,000	$2,000	$2,300	15%
Total Salaries & Benefits:	$24,541	$30,081	$25,030	$28,401	$35,200	$38,000	8%
Operating Expenditures							
Supplies	$76	$107	$89	$158	$200	$200	0%
Equipment Non Capital	$836	$788	$326	$489	$500	$500	0%
Landscape Materials	$4,879	$2,329	$1,130	$2,368	$3,000	$2,500	-16.7%
Rental Equipment	$340	$0	$0	$0	$0	$0	0%
Communications	$462	$460	$484	$517	$500	$500	0%
Water and Waste	$1,074	$1,609	$2,709	$3,047	$3,100	$3,300	6.5%
Power and Propane	$116	$122	$137	$399	$600	$500	-16.7%
General Liability Insurance	$333	$1,246	$3,999	$6,400	$6,400	$7,300	14.1%
Building Equip Maint & Repair	$0	$0	$0	$124	$200	$200	0%
Buidling Maint and Repair	$23	$150	$35	$658	$800	$800	0%
Equipment Maintenance	$103	$102	$50	$241	$500	$0	-100%
Facility Enhancement	$1,097	$0	$0	$944	$1,500	$0	-100%
Total Operating Expenditures:	$9,340	$6,913	$8,959	$15,345	$17,300	$15,800	-8.7%
Total Cemetery:	$33,881	$36,994	$33,989	$43,746	$52,500	$53,800	2.5%
Total Public Works:	$1,057,267	$1,083,664	$1,080,100	$1,522,869	$1,563,800	$1,222,700	-21.8%
Total Expenditures:	$1,057,267	$1,083,664	$1,080,100	$1,522,869	$1,563,800	$1,222,700	-21.8%

Public Works Operations (General Fund) Revenues Summary

$540,800 -$296,400
(-35.40% vs. prior year)

Public Works Operations Proposed and Historical Budget vs. Actual



Public Works Operations (General Fund) Revenues by Source

Revenues for the Public Works Department consist of transfers from the Measure I: Public Works fund along with charges for services, which consist of: State Highway Street Cleaning fees, Banner Installation Fees, Debris Pickup Fees, Parking Lot Rentals, Cemetery Receipts.

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Revenue Source							
Charges for Services							
Street Cleaning State Highway	$9,277	$6,958	$9,277	$9,277	$10,000	$10,000	0%
Debris Pickup	$1,040	$1,960	$1,240	$1,920	$1,800	$1,800	0%
Banner Installation	$1,900	$3,000	$3,100	$4,200	$3,000	$4,000	33.3%
Cemetery Receipts	$6,490	$6,081	$5,390	$4,155	$5,000	$4,000	-20%
Total Charges for Services:	$18,707	$17,999	$19,007	$19,552	$19,800	$19,800	0%
Use of Money & Property							
Parking Lot Rents	$15,995	$31,574	$23,493	$31,467	$26,000	$31,000	19.2%

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Total Use of Money & Property:	$15,995	$31,574	$23,493	$31,467	$26,000	$31,000	19.2%
Transfer In	$412,976	$424,824	$442,000	$791,400	$791,400	$490,000	-38.1%
Total Transfer In:	$412,976	$424,824	$442,000	$791,400	$791,400	$490,000	-38.1%
Total Revenue Source:	$447,678	$474,397	$484,500	$842,419	$837,200	$540,800	-35.4%

Measure I: Public Works

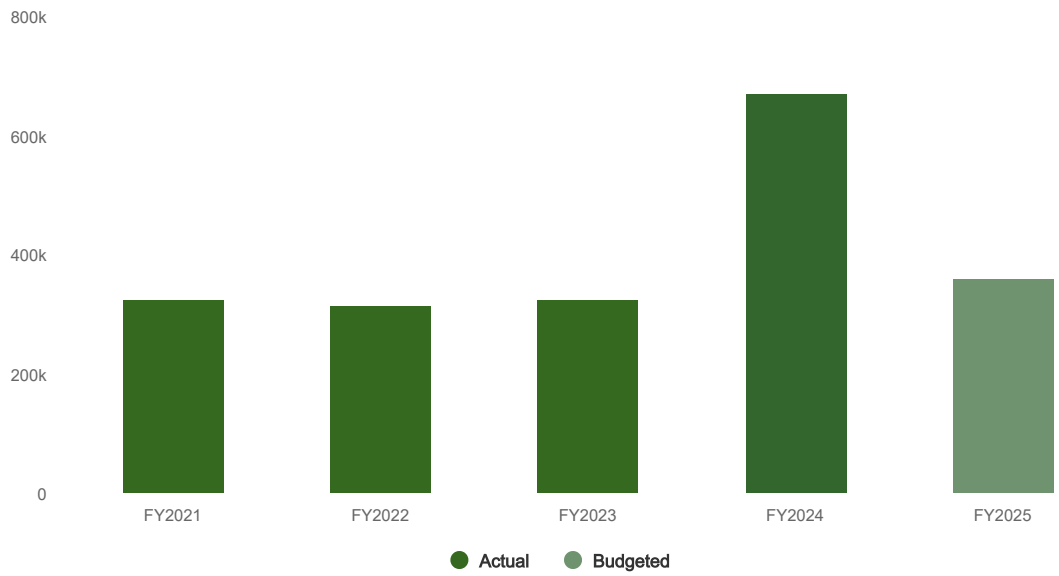
Melissa Eads
Public Works Director

The Public Works Department's Measure I fund was established as a result of a sales tax increase which took effect January 1, 2005. In 2004, the voters passed a special tax initiative for a one-half percent (½%) increase of sales tax within the City limits. The purpose of this initiative was to improve City services for residents, businesses, and visitors to the City of Sonora. The Public Works Department receives fifteen percent (15%) of this revenue for the purpose of hiring additional employees and support personnel, updating equipment, replacing expired vehicles. The budgeted amount is transferred from the Special Revenue Fund to support the General Fund expenses in this department.

Measure I: Public Works Expenditures Summary

$360,000 -$309,400
(-46.22% vs. prior year)

Measure I: Public Works Proposed and Historical Budget vs. Actual



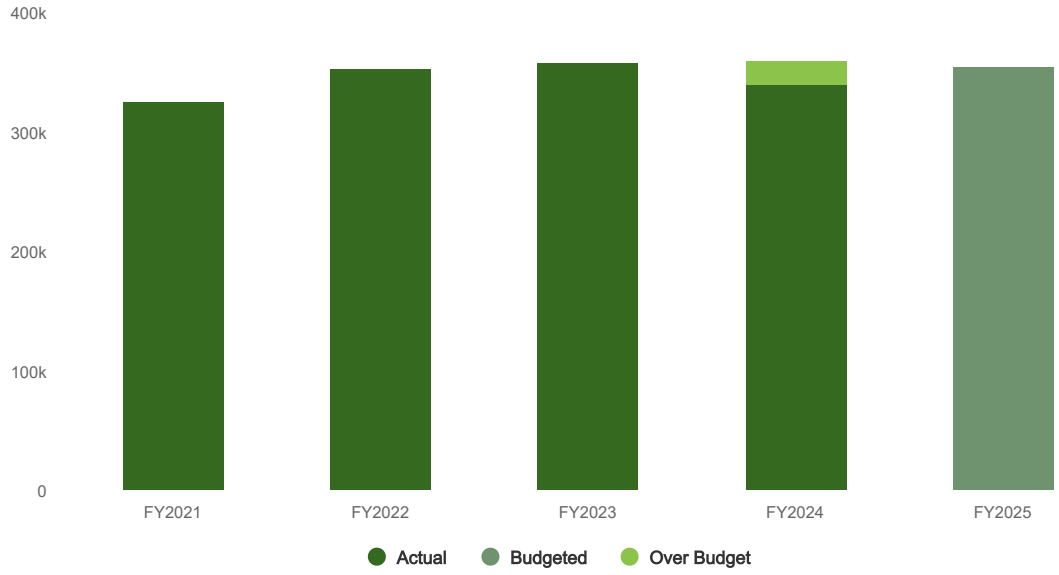
Measure I: Public Works Expenditures by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Measure I							
Transfer Out	$325,000	$315,000	$325,000	$669,400	$669,400	$360,000	-46.2%
Total Measure I:	$325,000	$315,000	$325,000	$669,400	$669,400	$360,000	-46.2%

Measure I: Public Works Revenues Summary

$355,150 $15,775
(4.65% vs. prior year)

Measure I: Public Works Proposed and Historical Budget vs. Actual



Measure I: Public Works Revenue by Fund

Name	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2024 Budget	FY2025 Budget	FY2024 Budget vs. FY2025 Budgeted (% Change)
Measure I							
Tax Related Revenue	$322,865	$352,061	$347,426	$340,500	$330,375	$348,550	5.5%
Use of Money & Property	$2,651	$1,593	$10,894	$18,775	$9,000	$6,600	-26.7%
Total Measure I:	$325,516	$353,654	$358,320	$359,275	$339,375	$355,150	4.6%

CAPITAL IMPROVEMENTS

There are no submitted Capital Requests

FY24/25 Capital Improvement Projects

For Fiscal Year 2024/25, there are several projects reccommended. The source of funds for the listed projects are:

- **General Fund:**
  - Linoberg retaining wall (between Bradford Street and Pine Street): $331,600
  - Hospital Road Reconstruction (between Sierra Railroad and Mono Way): $690,000
  - Sonora Main Drain (Phase I: Gold Street to Stockton Road): $280,000
  - Parking Lot Improvements (Church Street and Stewart Street): $115,000
  - City Road Repaving - Reconstruction Project: $575,000
  - City Road Preservation - Slurry Seal Program: $290,000
- **Gas Tax-SB1:**
  - Snell Street Reconstruction and Drainage (Bonanza St. to City Limits): $204,500
- **Grant Funded:**
  - Vision Sonora/Blue Zone's Pedestrian Project: $540,000
- **Total Capital Improvement Projects: $3,026,000**

City of Sonora Capital Improvement Project Budgets

City of Sonora Capital Project Budgets

Project Name	Project Phase	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Beyond
Snell Road Reconstruction & Drainage Imp. (Between Bonanza Road and County Line)	Design / Env / Permitting	$204,440.00					
	Right of Way						
	Construction		$1,132,025.00				
Linoberg Road Retaining Wall (Between Bradford Street and Pine Street)	Design / Env / Permitting	$210,000.00					
	Right of Way	$121,560.00					
	Construction		$960,324.00	$960,324.00			
Hospital Road Reconstruction (Between Sierra RR and Mono Way)	Design / Env / Permitting	$90,000.00					
	Right of Way						
	Construction	$600,000.00					
Sonora Main Drain (From Gold Street to Stockton Street)	Design / Env / Permitting	$280,000.00		$275,000.00			$850,000.00
	Right of Way		$180,000.00		$180,000.00		$550,000.00
	Construction		$902,500.00	$902,500.00	$877,500.00	$877,500.00	$5,465,000.00
Vision Sonora / Blue Zone Ped Projects (Lioberg, Lioberg West, Washington Street, Stewart Street, Green Street)	Design / Env / Permitting	$540,000.00					
	Right of Way						
	Construction		$1,000,000.00	$1,000,000.00	$700,000.00		
N Stewart Street Retaining Wall Replacement (Between Elkin Street and Wall Street)	Design / Env / Permitting			$285,000.00			
	Right of Way			$130,000.00			
	Construction				$945,000.00	$945,000.00	
Parking Lot Improvements (Church Street & Stewart St - behind Fountain lot)	Design/Env/Permitting	$15,000.00					
	Right of Way						
	Construction	$100,000.00					
Parking Lot Improvements (Above Stewart Street Restroom)	Design/Env/Permitting		$10,000.00				
	Right of Way						
	Construction		$50,000.00				
Parking Lot Improvements Lyons Bowling Alley)	Design/Env/Permitting			$15,000.00			
	Right of Way						
	Construction			$70,000.00			
City Road Repaving / Reconstruction Program	Design / Env / Permitting	$75,000.00		$75,000.00		$75,000.00	
	Right of Way						
	Construction	$500,000.00		$500,000.00		$500,000.00	
City Road Slurry Seal Program	Design / Env / Permitting	$40,000.00	$75,000.00		$75,000.00		
	Right of Way						
	Construction	$250,000.00	$500,000.00		$500,000.00		
Totals:		$3,026,000.00	$4,809,849.00	$4,212,824.00	$3,277,500.00	$2,397,500.00	$6,865,000.00
Available General and Measure Y Budget		$2,000,000.00	$2,000,000.00	$2,000,000.00	$2,000,000.00	$2,000,000.00	
Additional Funds / Grant Funds Needed		$1,026,000.00	$2,809,849.00	$2,212,824.00	$1,277,500.00	$397,500.00	

DEBT

City of Sonora Debt

The City of Sonora has not issued debt.

APPENDIX

Glossary

Abatement: A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

Accounting System: The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

Accrued Interest: The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

Ad Valorem Tax: – A tax computed from the assessed valuation against real (land and buildings) and personal (equipment and furniture) property.

Amortization: The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

Appropriation: A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

Arbitrage: As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

Assessed Valuation: A value assigned to real estate or other property by a government as the basis for levying taxes.

Audit: An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

Audit Report: Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

Available Funds: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

Betterments (Special Assessments): Whenever a specific area of a community receives benefit from a public improvement (e.g., water, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for its proportionate share of the cost of such improvements. The proportionate share may be paid in full or the property owner may request that the assessors apportion the betterment over 20 years. Over the life of the betterment, one year’s apportionment along with one year’s committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.

Bond: A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

Bond and Interest Record: (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

Bonds Authorized and Unissued: Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes, but must be rescinded by the community's legislative body to be removed from community's books.

Bond Issue: Generally, the sale of a certain number of bonds at one time by a governmental unit.

Bond Rating (Municipal): A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

Budget: A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

Capital Assets: All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

Capital Budget: An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

Cash: Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

Cash Management: The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short- term borrowing and investment of idle cash.

Certificate of Deposit (CD): A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

Classification of Real Property: Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

Collective Bargaining: The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union, regarding wages, hours and working conditions.

Consumer Price Index: The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

Cost-Benefit Analysis: A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

Debt Burden: The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

Debt Service: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

Encumbrance: A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

Enterprise Funds: An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

Equalized Valuations (EQVs): The determination of the full and fair cash value of all property in the community that is subject to local taxation.

Estimated Receipts: A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

Exemptions: A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

Expenditure: An outlay of money made by municipalities to provide the programs and services within their approved budget.

Fiduciary Funds: Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private- purpose trust funds, and agency funds.

Fixed Assets: Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

Fixed Costs: Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

Float: The difference between the bank balance for a local government’s account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

Full Faith and Credit: A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Fund Accounting: Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

GASB 34: A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement of the government's financial performance, trends and prospects for the future.

GASB 45: This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

General Fund: The fund used to account for most financial resources and activities governed by the normal appropriation process.

General Obligation Bonds: Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

Governing Body: A board, committee, commission, or other executive or policymaking bodyof a municipality or school district.

Indirect Cost: Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

Interest: Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

Interest Rate: The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

Investments: Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

Line Item Budget: A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

Local Aid: Revenue allocated by the state or counties to municipalities and school districts.

Maturity Date: The date that the principal of a bond becomes due and payable in full.

Municipal(s): (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

Note: A short-term loan, typically with a maturity date of a year or less.

Objects of Expenditures: A classification of expenditures that is used for coding any department disbursement, such as “personal services,” “expenses,” or “capital outlay.”

Official Statement: A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

Operating Budget: A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

Overlapping Debt: A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

Performance Budget: A budget that stresses output both in terms of economy and efficiency.

Principal: The face amount of a bond, exclusive of accrued interest.

Program: A combination of activities to accomplish an end.

Program Budget: A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

Purchased Services: The cost of services that are provided by a vendor.

Refunding of Debt: Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

Reserve Fund: An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

Revaluation: The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors’ analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

Revenue Anticipation Note (RAN): A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

Revenue Bond: A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

Revolving Fund: Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

Sale of Real Estate Fund: A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.

Surplus Revenue: The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

Tax Rate: The amount of property tax stated in terms of a unit of the municipal tax base; for example, $14.80 per $1,000 of assessed valuation of taxable real and personal property.

Tax Title Foreclosure: The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

Trust Fund: In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

Uncollected Funds: Recently deposited checks included in an account’s balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank’s reserves and they are not available for disbursement.)

Undesignated Fund Balance: Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

Unreserved Fund Balance (Surplus Revenue Account): The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders’ equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

Valuation (100 Percent): The legal requirement that a community’s assessed value on property must reflect its market, or full and fair cash value.



Capital Improvement Plan

Fiscal Year 2024 – 2029

City of Sonora



Last Updated: June 12, 2024

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Appendix A: City Asset Fact Inventory

History of Sonora

The City of Sonora (City, Sonora) is a small historic City in Tuolumne County, California. It is situated in the foothills of the Sierra Nevada Mountains and is known for its picturesque scenery and rich history. Sonora was founded in 1848 during the California Gold Rush and named after the miners from Sonora, Mexico, who settled the City. The town's population grew rapidly as miners from all over the world flocked to the area in search of gold. In the following years, Sonora flourished as a center of commerce and agriculture and was incorporated as a town in May of 1851, making it one of the oldest communities in California.

Today, Sonora is a thriving community with a vibrant downtown area, numerous shops and restaurants, and various cultural events throughout the year. Visitors to Sonora can explore the town's rich history by visiting the Tuolumne County Museum, which exhibits the area's mining history, Native American culture, and more. Other popular attractions in the area include hiking and biking trails, nearby lakes and rivers, and historic landmarks like the Sonora Opera Hall and the Red Church. The City of Sonora is also known for its outdoor recreation opportunities. The town is surrounded by beautiful mountains, lakes, and rivers, making it a popular destination for hiking, fishing, camping, and other outdoor activities. Visitors can explore the nearby Yosemite National Park, go skiing or snowboarding at nearby resorts, or simply relax and enjoy the scenic beauty of the area.

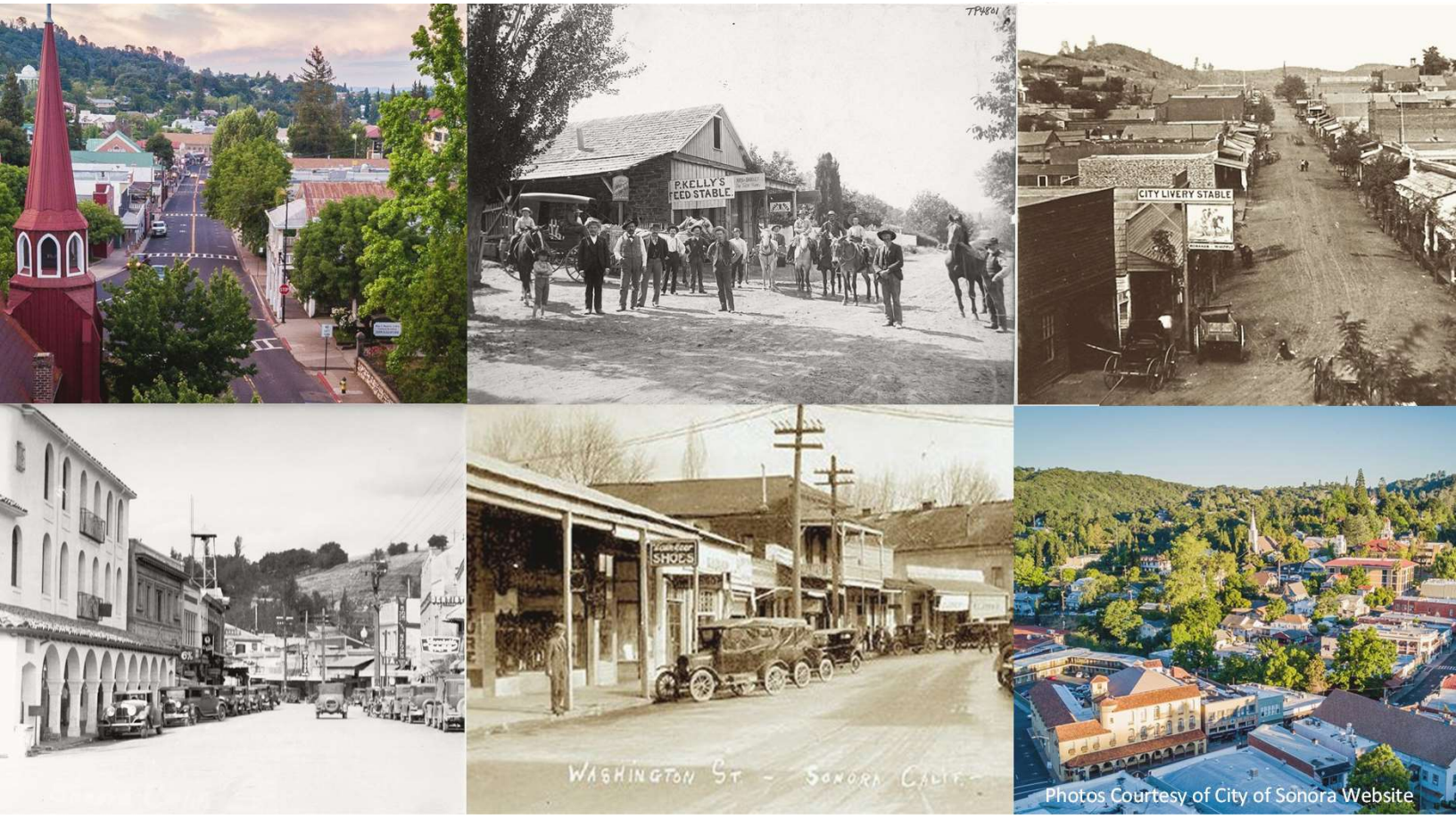


Figure 1. Photos of the City of Sonora

Queen of the Southern Mines

The City of Sonora earned the title "Queen of the Southern Mines" due to its strategic location and importance during California's Gold Rush era. Today, the city continues to honor its heritage and is recognized as a historic destination with a vibrant downtown area full of restaurants, shops, and cultural attractions. The City of Sonora takes great pride in its history and is committed to continuing to preserve, enrich, and improve the community.

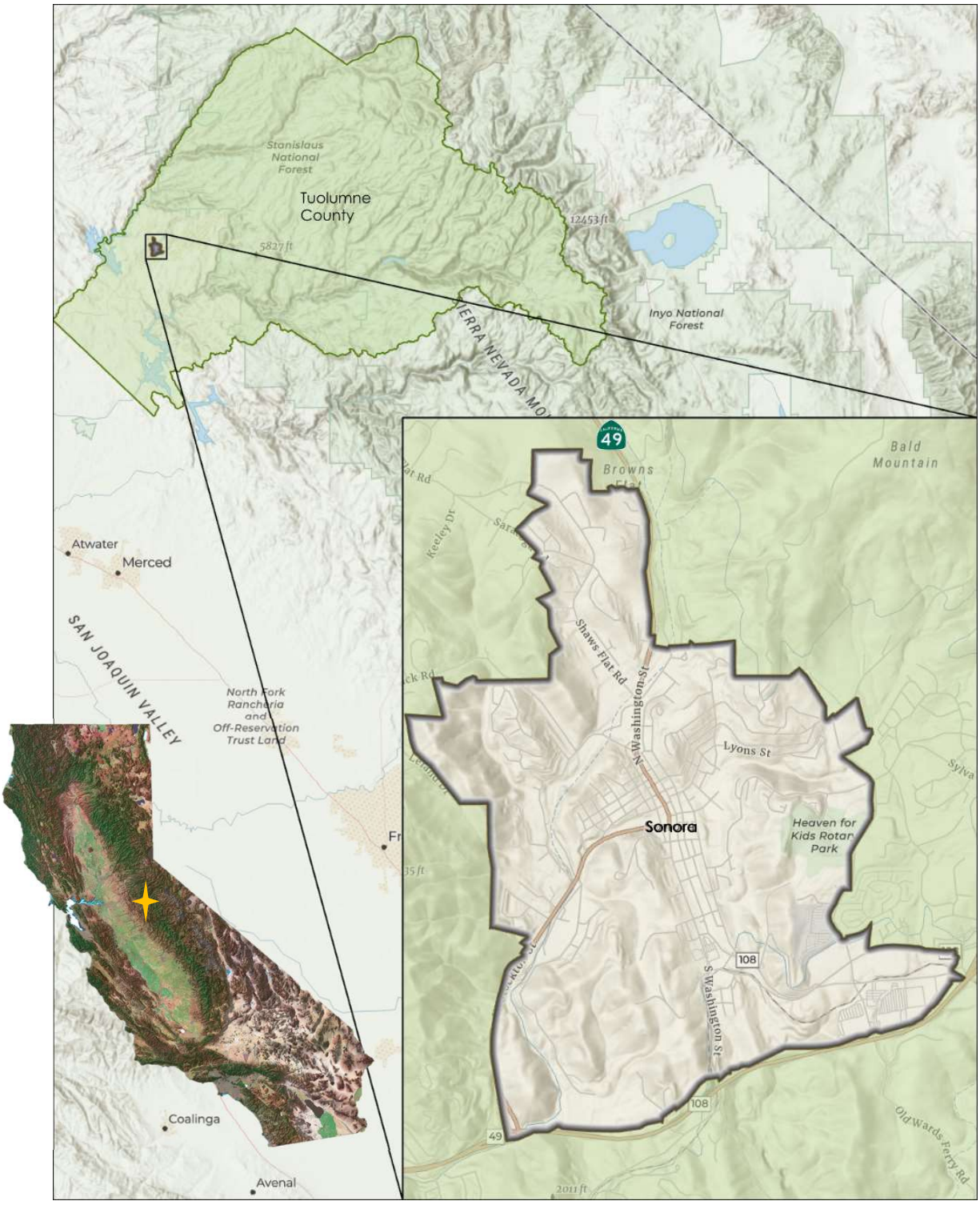


Figure 2. Vicinity Map

Vision, Mission and Core Values



Mission

The City of Sonora's mission is to foster a safe, vibrant, and prosperous community that enhances the quality of life for all

Vision

With leadership and integrity, the City of Sonora commits to excellent service through collaboration and innovation

Core Values

Service, Innovation, Integrity, Collaboration, Respect, Leadership

Community Priorities

Homelessness | Infrastructure Management/Maintenance | Public Safety | Growth and Development | Fiscal Stability

Core Council Priorities

Fiscal Responsibility and Stability | Infrastructure Management/Maintenance | Public Safety | Growth and Development | Fiscal Stability

Core Themes

1. Address challenges with homelessness
2. Invest in infrastructure maintenance and improvements
3. Assure strong public safety services (police and fire)
4. Provide effective planning for growth, attainable housing, and business development
5. Assure the City's ability to meet community needs now and into the long-term future by stabilizing the City's long-term fiscal situation. Increasing staff in critical functions and providing competitive salaries.

City Organizational Chart

The City provides a range of essential municipal services, which include administration, police fire, community development and public works. The historic Eureka Engine Company building houses City Hall and was originally constructed in 1939. The Administrative and most of the Community Development Departments are situated within City Hall, while the Police, Fire, and Public Works Departments operate out of separate facilities. Figure 3, outlines the City's organizational structure.

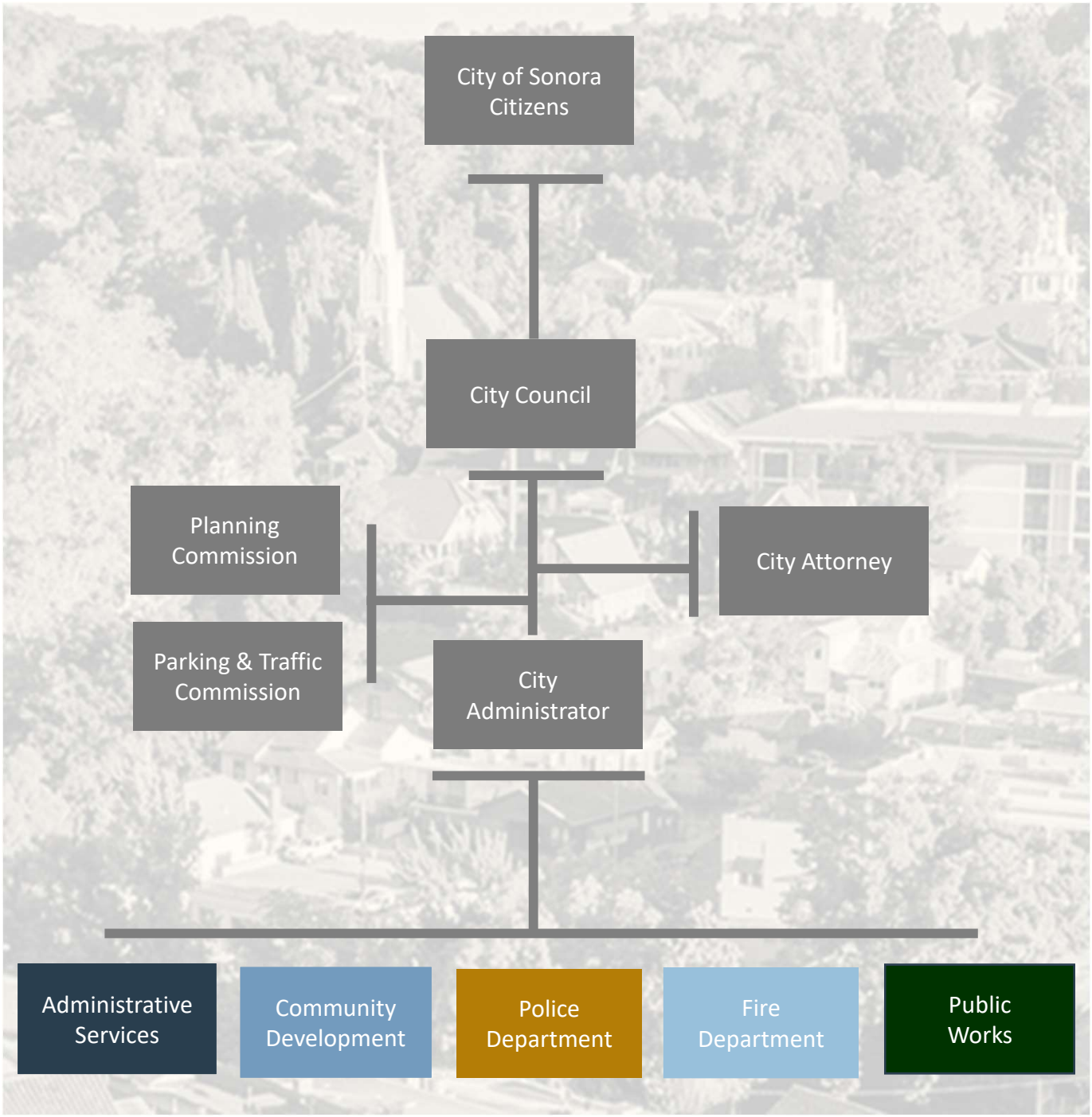


Figure 3. City of Sonora Organizational Chart

Capital Improvement Plan Overview

The Capital Improvement Plan (CIP) is an inventory of existing and future assets needed for the long-term sustainability and resilience of the City of Sonora. It is an indispensable planning tool that aims to develop and maintain infrastructure capable of supporting existing residents, businesses, and anticipated future development.

The CIP is a comprehensive multi-year plan that forecasts spending on all anticipated capital projects and links the City's vision and fiscal planning process. The capital budget, which represents only the first year of the CIP, is included in the plan. The CIP lists first-year and future projects that are not financed or legally authorized. Therefore, the CIP's "future years" are subject to change, and the City must update the plan accordingly.

The CIP provides valuable information to private sector decision-makers by providing a planned schedule, cost estimates, and locations of public sector investments. Additionally, the plan offers vital details regarding proposed public facilities and associated costs to local elected officials and the public.

The CIP is a critical tool for the City of Sonora and plays a crucial role in the City's long-term physical development. The plan provides a clear roadmap for growth and ensures that the City can maintain and develop infrastructure capable of supporting existing residents, businesses, and future development.

Each chapter contains information on recently completed capital projects, status updates for ongoing and planned projects, and pictures, diagrams, maps, and other illustrations where appropriate. This CIP is organized into seven functional areas – Priority Capital Project, City Overview, Administrative Services, Community Development, Police Department, Fire Department and Public Works Department. This structure groups similar projects while maximizing coordination among each City department.

Capital Improvement Plan Goals

The 2024-2029 Capital Improvement Program was based on the following goals:

1. Maintain and replace existing infrastructure to ensure its proper functioning.
2. Initiate new capital projects to cater to the community.
3. Use the CIP as a blueprint for promoting economic development in the community.
4. Develop and upkeep recreational facilities for the benefit of the community.
5. Collaborate with citizens and businesses to make Sonora an attractive destination for living, working, and leisure activities.
6. Ensure public health and safety is not compromised.
7. Foster strong relationships with city government.
8. Implement city goals, policies, and plans to drive progress and development.

Capital Improvement Plan Development

The City of Sonora's 2021 Strategic Plan prioritized the development of a Capital Improvement Plan under Goal 2. A Capital Improvement Plan involves funding and planning for capital improvements such as equipment purchases, infrastructure projects, and major studies.

Coordinating with city staff and department leads was essential in developing a CIP that aligns with the City's needs and goals. City assets, locations, and current conditions needed to be identified to determine the areas where capital funding should be utilized. This information also helped focus future funding and budgeting efforts.

Fact sheets were meticulously developed for city assets, providing key information such as age, location, and condition. These fact sheets not only indicated the department responsible for managing and maintaining assets but how they serve the City. The first year (2024) required a comprehensive inventory check, setting a precedent for the years to come.

Projects were evaluated on short—and mid-range schedules to ensure that the 2024-2029 CIP provides a realistic, solid foundation for the budgeting process.

Annually updating the Capital Improvement Plan

Since the 2024-2029 Capital Improvement Plan was the first one developed for the City of Sonora, the layout and plan updates were carefully considered. Figure 4 below illustrates the yearly process of updating the CIP.

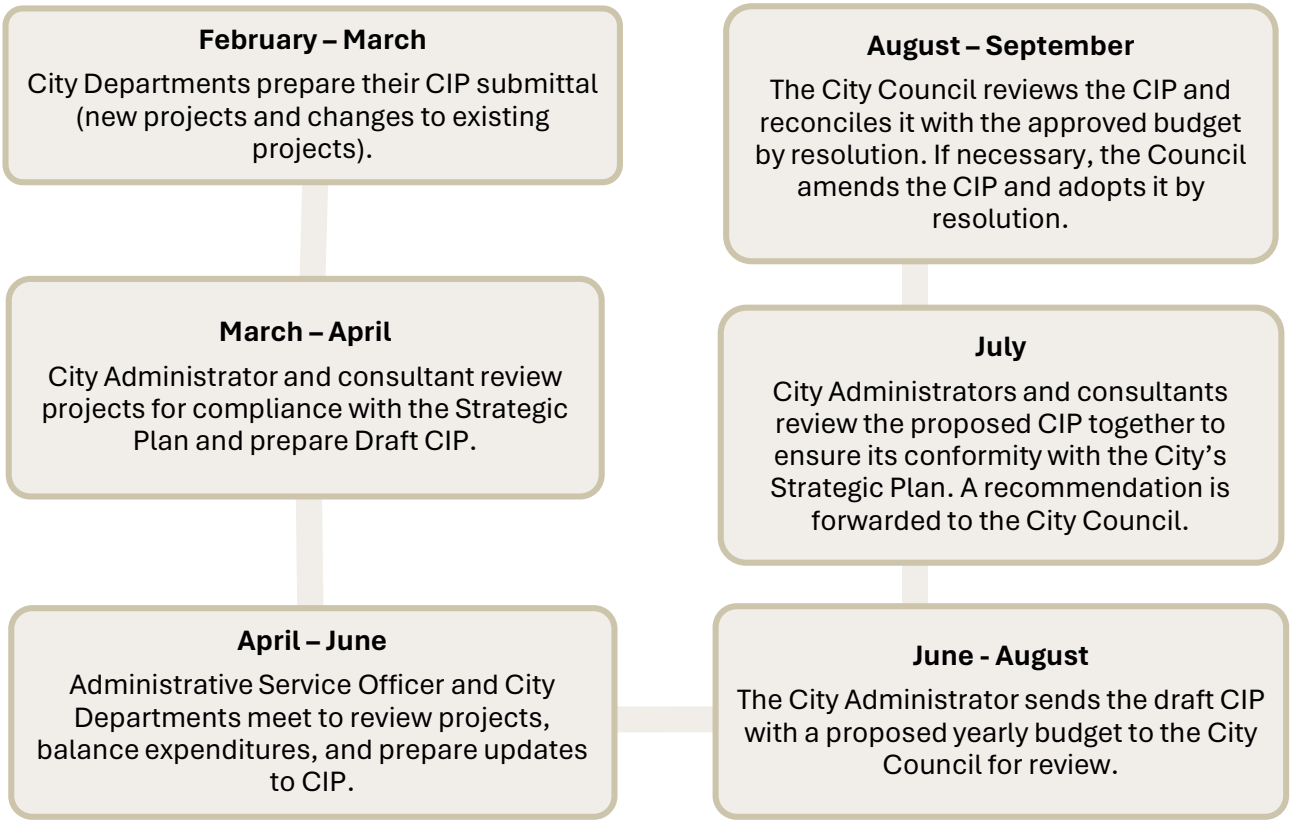


Figure 4. Annual Update of the CIP

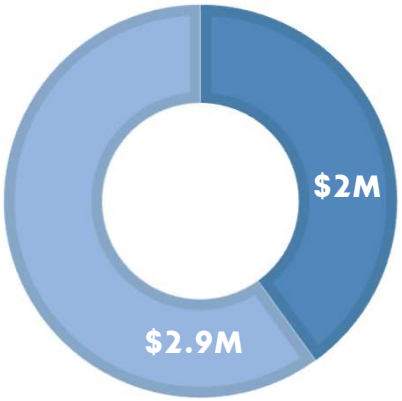
Priority Capital Projects



Priority Capital Projects

Summary

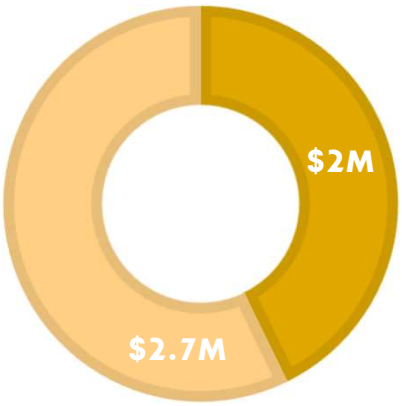
In 2024, seven capital projects were identified as a high priority for the upcoming fiscal year budget in the City of Sonora. The priority projects aim to improve and develop new facilities and maintain and repair existing city-owned infrastructure. These projects include the Snell Road Reconstruction & Drainage Improvement, Linoberg Retaining Wall, Sonora Main Drain, Vision Sonora/Blue Zone Pedestrian Projects, a Parking Lot Improvement project, and the Farmers Market Sidewalk Repair Project. Additionally, projects such as the Hospital Road Reconstruction, N Stewart Street Retaining Wall Replacement, a parking lot improvement project, and the City-wide road repaving and reconstruction program are budgeted for future years. The estimated cost for each project is summarized in Table 1, and detailed information about each project can be found in the succeeding project fact sheets.



FY 25/26 Budget

Total $4,996,409

- Additional Funds/Grant Funds Needed
- Available General and Measure Y Budget



FY 26/27 Budget

Total $4,665,324

- Additional Funds/Grant Funds Needed
- Available General and Measure Y Budget

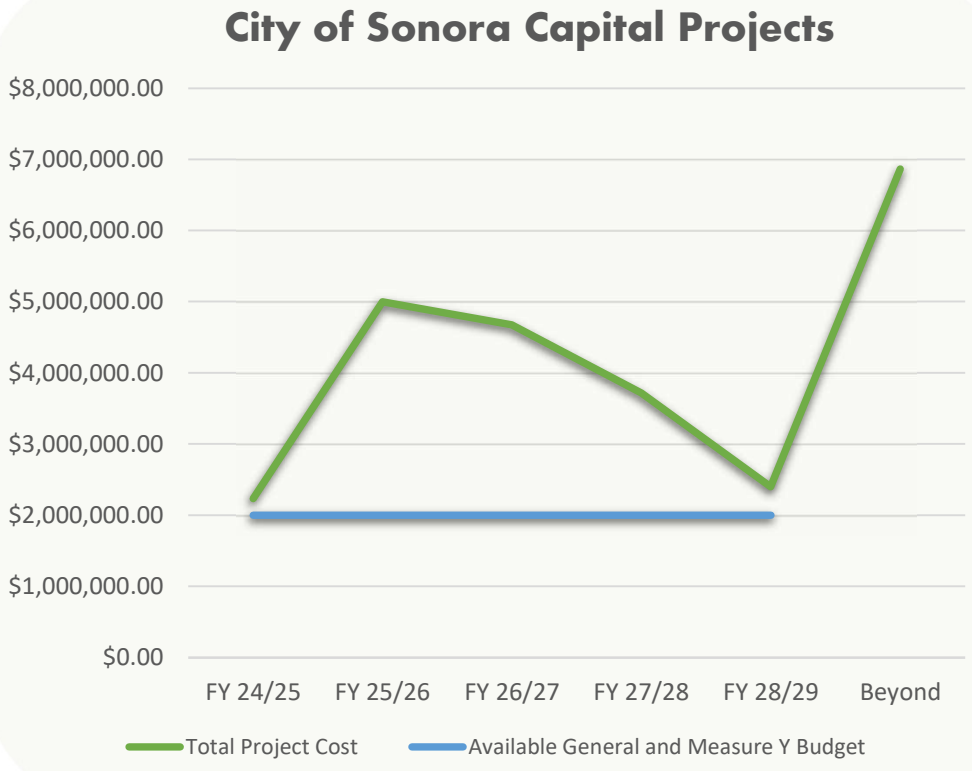


Table 1. City of Sonora Capital Project Budget

Project Name	Project Phase	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Beyond
Snell Road Reconstruction & Drainage Imp. (Between Bonanza Road and County Line)	Design / Env / Permitting	$204,440.00					
	Right of Way						
	Construction		$1,132,025.00				
Linoberg Road Retaining Wall (Between Bradford Street and Pine Street)	Design / Env / Permitting	$210,000.00					
	Right of Way		$121,560.00				
	Construction		$960,324.00	$960,324.00			
Hospital Road Reconstruction (Between Sierra RR and Mono Way)	Design / Env / Permitting	$90,000.00					
	Right of Way						
	Construction	$600,000.00					
Sonora Main Drain (From Gold Street to Stockton Street)	Design / Env / Permitting	$280,000.00		$275,000.00			$850,000.00
	Right of Way		$180,000.00		$180,000.00		$550,000.00
	Construction		$902,500.00	$902,500.00	$877,500.00	$877,500.00	$5,465,000.00
Vision Sonora / Blue Zone Ped Projects (Lioberg, Lioberg West, Washington Street, Stewart Street, Green Street)	Design / Env / Permitting	$540,000.00					
	Right of Way						
	Construction		$1,000,000.00	$1,000,000.00	$700,000.00		
N Stewart Street Retaining Wall Replacement (Between Elkin Street and Wall Street)	Design / Env / Permitting			$285,000.00			
	Right of Way			$130,000.00			
	Construction				$945,000.00	$945,000.00	
Hope Lane Storm Drain Improvements (Between E Oakside Dr and E Jackson St)	Design/Env/Permitting		$65,000.00				
	Right of Way						
	Construction			$435,000.00			
Parking Lot Improvements (Church & Stewart - Behind Fountain Lot)	Design/Env/Permitting	$15,000.00					
	Right of Way						
	Construction	$100,000.00					
Parking Lot Improvements (Above Stewart Street Restrrom)	Design/Env/Permitting		$10,000.00				
	Right of Way						
	Construction		$50,000.00				
Parking Lot Improvements (Lyons Bowling Alley)	Design/Env/Permitting			$10,000.00			
	Right of Way						
	Construction			$67,500.00			
Farmers Market Sidewalk Repair Project	Design/Env/Permitting	$15,000.00					
	Right of Way						
	Construction	$70,000.00					
Barretta Street Upper Retaining Wall Rep (Near Church Street at Dome Building)	Design / Env / Permitting				$70,000.00		
	Right of Way				$10,000.00		
	Construction				$360,920.00		
Barretta Street Church Street Intersection Study	Design / Env / Permitting			$25,000.00			
	Right of Way						
	Construction						
City Road Repaving / Reconstruction Program	Design / Env / Permitting			$75,000.00		$75,000.00	
	Right of Way						
	Construction			$500,000.00		$500,000.00	
City Road Slurry Seal Program	Design / Env / Permitting		$75,000.00		$75,000.00		
	Right of Way						
	Construction		$500,000.00		$500,000.00		
SS4A Transportation Safety Action Plan Local Match	Design/Env/Permitting	$112,500.00					
	Right of Way						
	Construction						
Totals:		$2,236,940.00	$4,996,409.00	$4,665,324.00	$3,718,420.00	$2,397,500.00	$6,865,000.00
Available General, Measure Y and LTF Budget		$2,000,000.00	$2,000,000.00	$2,000,000.00	$2,000,000.00	$2,000,000.00	
Additional Funds / Grant Funds Needed		$236,940.00	$2,996,409.00	$2,665,324.00	$1,718,420.00	$397,500.00	

Priority Capital Projects Directory

FY 2025/2026 Projects	
Snell Street Road Reconstruction & Drainage Improvement Project	Pg. 16
Linoberg Road Retaining Wall	Pg. 17
Hospital Road Reconstruction	Pg. 18
Sonora Main Drain	Pg. 19
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Farmers Market Sidewalk Repair Project	Pg. 32
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City Road Maintenance Programs	
City Road Repaving/Reconstruction Program	Pg. 35
City Road Preservation Program	Pg. 36

Snell Street Road Reconstruction & Drainage Improvement Project

Between Bonanza Road and County Line

Project Description

The storm drain system for Snell Street currently consists of an open roadside ditch between Spring Hill Road and the City of Sonora / Tuolumne County line. This ditch drains into a culvert pile that crosses under Spring Hill Road and into a storm drain box, which allows the storm water to bubble up onto Snell Street and sheet flow down the road and into an existing drainage system on Bonanza Road. However, over the years, the sheet flowing water on Snell Street has saturated the roadway structural section, causing the road to disintegrate. This has also created dangerous icy conditions on the road during winter.

To address this issue, the City of Sonora has obtained Senate Bill 1 (SB1) funds for the construction of new storm drain system and pipeline, along with the necessary road repairs. Additionally, the location of this project has led to the inclusion of other features such as the construction of a continuous sidewalk on Snell Street from Spring Hill Road to Bonanza Road and the undergrounding of the existing PG&E power lines. The sidewalk would provide safe pedestrian access from the neighborhoods off of Spring Hill Road to Sonora High School and serve as a connection point to the future Gold Rush Trail that is currently under design. The undergrounding of the PG&E lines would also help reduce the fire hazard within this portion of the City.

Project Cost	Project Status
$1,336,465	Design Phase partially Funded through Senate Bill 1 (SB1). (**Project funding deficit of $567,935**).







Linoberg Road Retaining Wall

Between Bradford Street and Pine Street

Project Description

The existing 600-foot-long retaining wall along Linoberg Road between Bradford Street and Pine Street is in an advanced state of degradation and is starting to fail at various locations. The failures are causing the roadway to settle and drainage from the wall to enter the Save Mart complex parking lot, which subsequently flows to the new EV recharging station located approximately 200 feet east of Bradford Street and Stockton Street. The existing wall is in need of replacement within two years.

Project Cost	Project Status
$2,252,208	Design Phase – Funding Needed









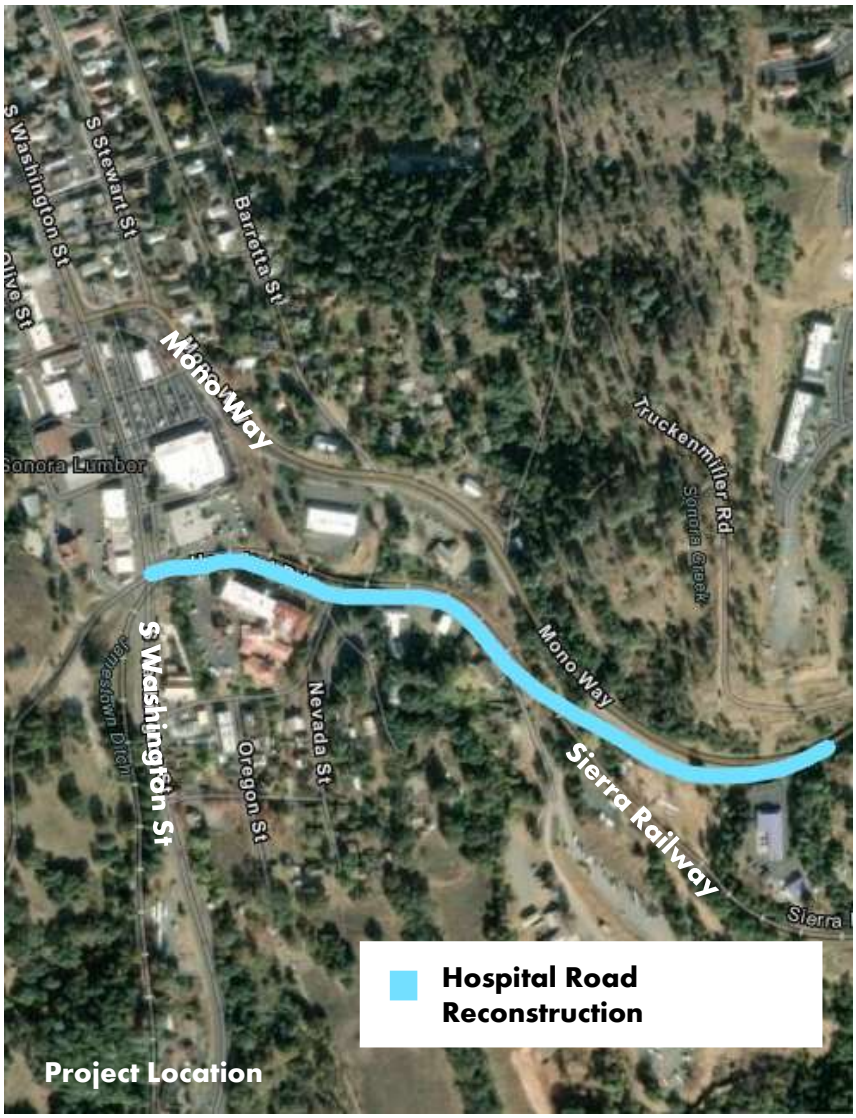
Hospital Road Reconstruction

Between Sierra RR and Pine Street

Project Description

Hospital Road between Washington Street and Mono Way is in an advanced state of degradation with large areas of full road structural section failure. The condition of this portion of the road has the potential to cause damage to vehicles traveling through this area. Sierra Northern Railroad is scheduled to replace the at-grade crossing on Hospital Road in the summer of 2024 and repair the damage caused by the recent train derailment along Hospital Road that occurred in late January of 2024. It would be in the best interest of the City of Sonora to join forces with Sierra Northern Railroad this summer and reconstruct Hospital Road to the limits described and provide a complete project.

Project Cost	Project Status
$690,000.00	Design Phase – Funding Needed.









Sonora Main Drain

From Gold Street to Stockton Street

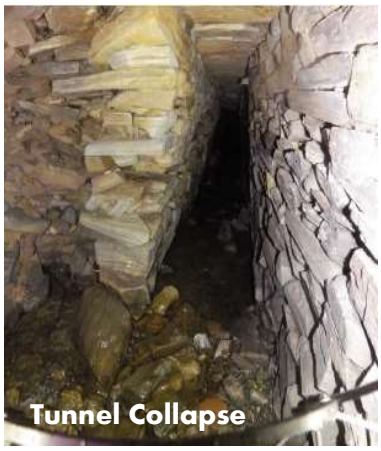
Project Description

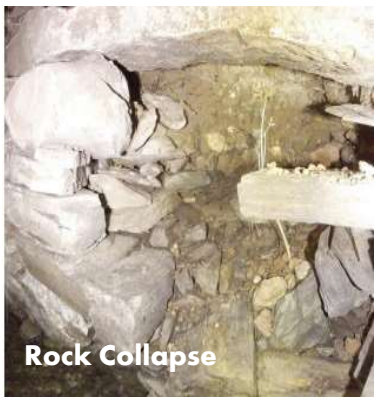
The Sonora Main Drain (Main Drain) serves as the primary stormwater conveyance system for large areas within the City of Sonora. It is located southeast of Stockton Street (SR-49) and on either side of Washington Street, Stewart Street, and Restano Way. The Main Drain comprises about 1,200 ft of stacked rock (stone) tunnel, 650 ft of 18-inch high-density polyethylene (HDPE) pipe, 3,100 ft of 24–36-inch corrugated metal pipe (CMP), 75 ft of 36-inch reinforced concrete pipe (RCP), and 100 ft of concrete culvert. The stone tunnel element of the Main Drain is over 150 years old and is located below a state highway (SR-49), parking areas, buildings, and City streets.

In June and July of 2023, the Main Drain stone tunnel and storm drain pipelines underwent inspection. The inspection identified areas of concern, including several minor collapses, one collapse area of concern, and a settlement in the roadway above the tunnel. Therefore, the Sonora Main Drain project is essential to perform the necessary fixes to the Main Drain and prevent future system failures. The Sonora Main Drain project will cover the limits from Gold Street to Stockton Street, including the stone tunnel, corrugated metal pipe, and a concrete culvert.

Project Cost	Project Status
$11,340,000	Design Phase Funding Needed.







Sonora Main Drain (continued)

From Gold Street to Stockton Street

Summary of Probable Constructions Costs for Recommended Improvements

Project Designation	Title	Description	Probably Construction Cost. $
ST-1	**West Stone Tunnel Rehabilitation[a]**	**Reconstruction of stone tunnel at collapsed areas and steel door replacement areas**	**400,000**
ST-2	**West Stone Tunnel Replacement**	**Replacement of 250 ft of stone tunnel**	**1,625,000**
ST-3	**East Stone Tunnel Rehabilitation**	**Reconstruction of stone tunnel at collapsed areas and steel door replacement areas**	**400,000**
ST-4	**East Stone Tunnel Replacement**	**Replacement of 200 ft of stone tunnel**	**1,360,000**
ST-5	**Washington Street Stone Tunnel Replacement**	**Replacement of 380 ft of stone tunnel**	**2,580,000**
ST-6	**Stone Tunnel Bypass[b]**	**Construction of 530 ft of 36-inch CMP**	**425,000**
SDP-1	**Church Street/Stewart Street Relief Storm Drain**	**Construction of 1,100 ft of 24-inch HDPE**	**715,000**
SDP-2	**Washington Street Relief Storm Drain**	**Construction of 440 ft of 24-inch HDPE**	**290,000**
SDP-3	**William Street Storm Drain Replacement**	**Replacement of 20ft of 12-inch RCP**	**10,000**
SDP-4	**Central Storm Drain Replacement**	**Replacement of 150 ft of 36-inch CMP**	**120,000**
SDP-5	**Washington Street Storm Drain Replacement Phase 1**	**Replacement of 30 ft of 24-inch CMP**	**20,000**
SDP-6	**Stewart Street Storm Drain Rehabilitation[c]**	**Rehabilitation of 90ft of 12- to 18- inch storm drain**	**45,000**
SDP-7	**Washington Street Storm Drain Replacement Phase 2**	**Replacement of 150 ft of 24-inch CMP**	**100,000**

[a] Construction of 3ft by 3 ft box culvert is assumed for stone tunnel rehabilitation or replacement, Construction of box culvert is estimated at $6,500/ft.

[b] Installation cost of storm drain pipelines estimated as follows:
36-inch CMP: $800/lf
24-inch HDPE: $650/LF
12-inch RCP: $450/LF

[c] Pipeline rehabilitation cost: $500/LF

Sonora Main Drain (continued)

From Gold Street to Stockton Street

Suggested Phasing of Improvements

Tier	Project Designation	Title	Timeline, years
1	ST-1	West Stone Tunnel Rehabilitation	1-2
	SDP-1	Church Street/ Stewart Street Relief Storm Drain	1-2
	SDP-2	Washington Street Relief Storm Drain	1-2
	ST-3	East Stone Tunnel Rehabilitation	1-2
2	ST-2	West Stone Tunnel Replacement	3-4
	SDP-3	William Street Storm Drain Replacement	3-4
	SDP-4	Central Storm Drain Replacement	3-4
3	SDP-5	Washington Street Storm Drain Replacement Phase I	5-6
	SDP-6	Stewart Street Storm Drain Rehabilitation	5-6
	ST-4	East Stone Tunnel Replacement	7-8
4	SDP-7	Washington Street Storm Drain Replacement Phase 2	9-10
	ST-5	Washington Street Stone Tunnel Replacement	9-10
	ST-6	Stone Tunnel Bypass	9-10

Vision Sonora/Blue Zone Pedestrian Projects

Linoberg Street, Linoberg Street West, Washington Street, Stewart Street, Green Street

Project Description

In 2013, the City of Sonora finalized the Vision Sonora Plan. The plan was developed to create a more vibrant community by directing physical improvements along the Highway 49 and Washington Street corridors. The Vision Sonora Plan covered various aspects, including circulation and congestion management, parking management, gateway features and wayfinding signs, transit facilities, streetscapes and landscaping, multi-modal connectivity, and finance/implementation. Several projects were identified in various corridors, including Linoberg Street, Washington Street, Stewart Street, West Linoberg Street and Green Street. In 2023, the concepts included in Vision Sonora were further refined and revealed in a Refined Concepts Report.

The projects resulting from both the Vision Sonora Plan and Refined Concepts Report are focused on creating an environment that supports the use of multimodal transit options, including walking and biking. These projects include improving sidewalks along all corridors, retrofitting Linoberg Street and West Linoberg Street in Paseo's, and improving the walkability of Stewart Street by installing dedicated areas for things that typically become hazards on the existing sidewalk, such as trash and recycling receptacles.

Project Cost	Project Status
$3,240,000	ATP Planning Grant to be submitted Cycle 7







North Stewart Street Retaining Wall Replacement

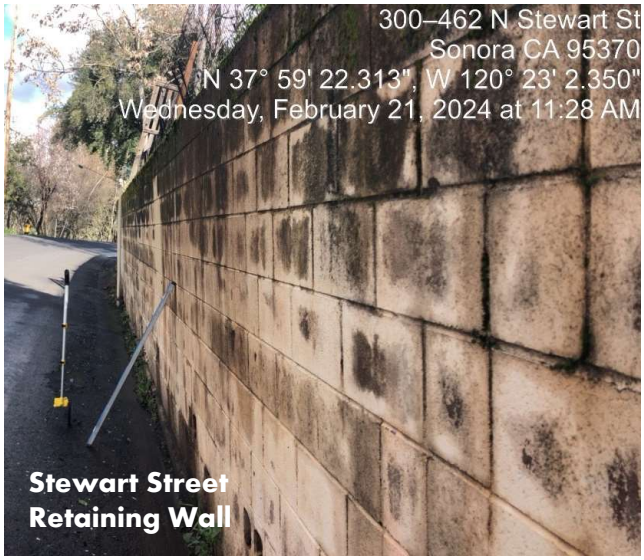
Between Elkin Street and Wall Street

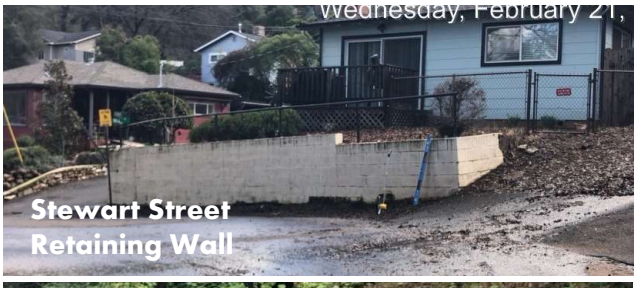
Project Description

The existing retaining wall along North Stewart Street between Elkin Street and Wall Street is starting to fail. The existing wall is approximately 850 feet in length and varies in height from 2 feet to 10 feet with the bulk of the wall being approximately 6 to 7 feet in height. The existing retaining wall is beginning to lose its structural stability and is leaning (up to 14.5% out of plumb in some locations) allowing the upslope fill to move and distress private balcony supports on houses that are located upslope of the wall. The existing retaining wall is in need of replacement within four years.

Project Cost	Project Status
$2,305,000	Design Phase- Funding Needed.









Parking Lot Improvements

Project Description

The City of Sonora plans to rehabilitate 3 parking lots along Stewart and Shepherd Street in the downtown area. One of the parking lots is newly acquired, located on the Southwest Corner of Church and Stewart Street, and will add an estimated 13 new public parking spots to downtown Sonora. Each parking lot will receive new asphalt and striping. The parking lots near Lyons and Mehun will include ADA stall upgrades to comply with the State and Federal Code.

Church Street & Stewart Street Parking Lot

The City of Sonora acquired a new parking lot located on the Southwest corner of Church and Stewart Streets. The lot is 4,535 square feet and has 13 spaces, including one ADA stall. The existing parking lot surface has large cracks and failing pavement sections. Reconstructing the base and asphalt surfacing will be required. Striping will be placed over the new asphalt to delineate the limits of each parking stall and drive aisle.

Project Cost	Project Status
$115,000	Design Phase- Funding Needed.







Mehun & Stewart Street/Shepherd Street Parking Lot

The existing parking lot located North of Mehun Street between Stewart and Shepherd Streets has approximately 9,710 square feet of parking area. The project will include a grind and overlay to rehabilitate the pavement surface. The parking lot will receive new striping to delineate parking stalls and drive aisles and arrow pavement markings to direct traffic through the one-way-direction parking lot. One ADA-compliant parking stall will be included in this project. A public restroom is attached to the parking lot's West side.

Project Cost	Project Status
$60,000	Design Phase- Funding Needed.







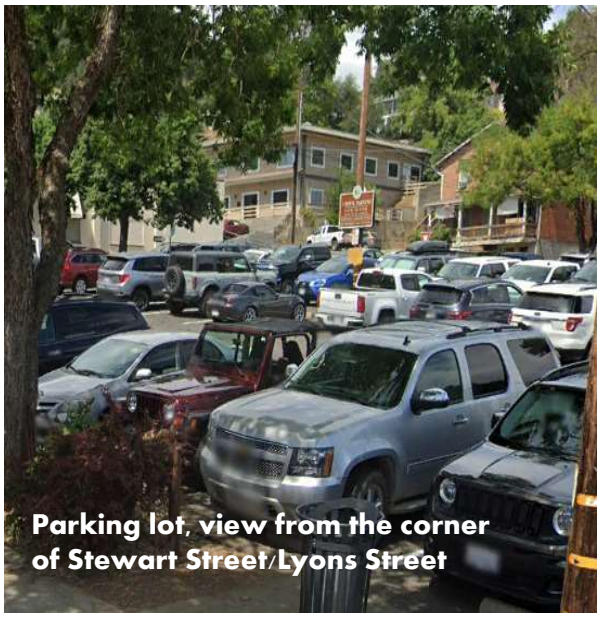
Lyons & Stewart Street/Sheperd Street Parking Lot

The existing parking lot boarded by Lyons, Bradford, S. Stewart, and S. Shepherd Streets has approximately 15,175 square feet of parking area. A total of 52 stalls will trigger the need to install three ADA stalls. The project will include a grind and overlay to rehabilitate the pavement surface. The parking lot will receive new striping to delineate parking stalls and drive aisles and arrow pavement markings to direct traffic through the one-way-direction parking lot. Three ADA-compliant parking stalls will be included in this project.

Project Cost	Project Status
$85,000	Design Phase- Funding Needed.







Snell Street Road Reconstruction and Sidewalk Improvements

Bonanza Road to N Washington St

Project Description

The Snell Street Road Reconstruction and Sidewalk Improvement Project will address the deteriorating conditions of Snell Street, an important and heavily traveled route leading to Sonora High School. The project will focus on repairing the worn-out pavement caused by heavy usage and making sidewalk improvements along the stretch of Snell Street between Bonanza Road and N Washington Street. By implementing the Snell Street Road Reconstruction Project, safety and accessibility for pedestrians and motorists using Snell Street will be improved.

Project Cost	Project Status
$1,200,000	Design Phase- Funding Needed.









Hope Lane Storm Drain Improvements

Between E Oakside Drive and E Jackson Street

Project Description

The main storm drain pipeline between E Oakside Drive and E Jackson Street consists of a 15” pipe flowing into a 12” pipe, which in turn flows into an 8” pipe and back into a 15” pipe. The crown elevations of all of these pipes are flush, creating steps in the pipe invert elevations. Over the years, the invert steps have silted over, and blockages in the overall pipeline have occurred. To address this issue, this project would replace all of the pipes along this stretch of roadway with a 15” pipe, approximately 400 feet of new 15” pipe. This project would also construct improvements to the drain inlets at E Oakside Drive, E Jackson Street, and along Hope Lane to alleviate the local street flooding.

Project Cost	Project Status
$500,000	Design Phase- Funding Needed.



City Parking Garage Repair and Improvements

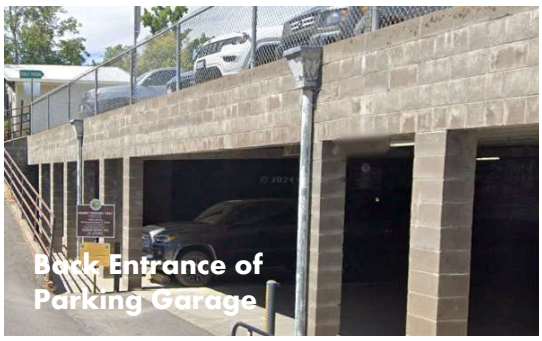
94 North Washington Street

Project Description

The three-story parking garage was built around 1985 using precast concrete components. Excessive cracking was noticed on the top deck (third floor), which allowed excess water to seep through to the second deck below. Consequently, the City hired Weatherby-Reynolds-Fritson (WRF), a structural engineering and design firm, to assess and make recommendations for maintenance and repairs. WRF suggested repairs including cleaning and patching the damaged, deteriorating, and spalling topping concrete slab using an epoxy resin solution. Additionally, WRF recommended abandoning the twenty-foot on-center north-south expansion joints and using the north-south double-tee joist panel joints for temperature expansion.

Project Cost	Project Status
$750,000	Design Phase- Funding Needed.







City Parking Study

City-wide

Project Description

The streets in Sonora are often congested during normal hours and can become gridlocked during evacuation events. To ensure a smooth evacuation process, it is recommended to take the most direct route to Highway 108 and Highway 49, which is typically South Washington Street from central Sonora.

To reduce congestion and ensure free-flowing traffic during evacuations and in general, a proposal has been put forward to remove all on-street parking along South Washington and other parallel routes commonly used during evacuation events. The removal of on-street parking will allow vehicles to move more freely, and the existing lanes that are used for parking could serve as additional lanes during an emergency event.

A city-wide parking study has been suggested to better understand the impact of removing on-street parking spots. This study will address the need for parking after the removal of on-street parking spots and provide alternative parking solutions.

Project Cost	Project Status
Pending.	Unfunded.

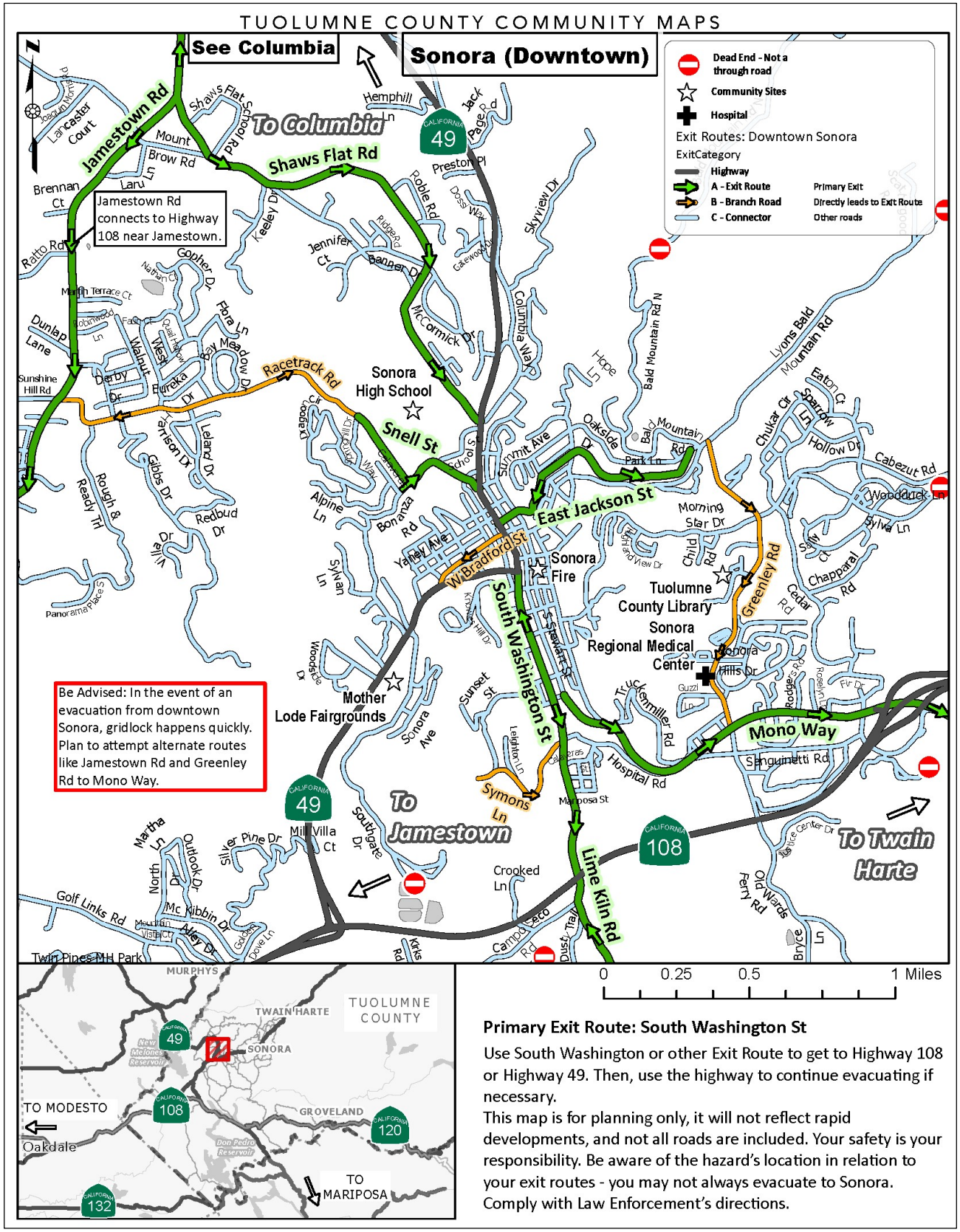

Existing On-Street Parking


Existing On-Street Parking


Existing On-Street Parking

City Parking Study (continued)

City-wide



Primary Exit Route: South Washington St

Use South Washington or other Exit Route to get to Highway 108 or Highway 49. Then, use the highway to continue evacuating if necessary.

This map is for planning only, it will not reflect rapid developments, and not all roads are included. Your safety is your responsibility. Be aware of the hazard's location in relation to your exit routes - you may not always evacuate to Sonora. Comply with Law Enforcement's directions.

Farmers Market Sidewalk Repair Project

Stewart Street and intersection with Theall Street

Project Description

The sidewalk on the eastern side of Stewart Street, north of the intersection with Theall Street, is damaged and poses a tripping hazard to pedestrians. It requires repairs. Specifically, approximately 55 feet of sidewalk slabs between Theall Street and the main driveway to the parking lot need to be replaced. In addition, the concrete entrance apron to the main driveway needs replacement, and about 84 feet of rolled concrete curb and sidewalk north of the main driveway entrance also need to be replaced.

Project Cost	Project Status
$87,500	Implementation - LTF




Large Crack Sidewalk Crack


Driveway Patching and Cracking


Sidewalk Patching

Barretta Street Upper Retaining Wall Replacement

Eastside of Barretta Street

Project Description

The retaining wall on the east side of Baretta Street, by the Sonora Dome Building, is leaning because of pressure from the nearby large trees' root systems. The lower retaining wall is still structurally sound. The trees must be removed, and the upper retaining wall needs to be replaced.

Project Cost	Project Status
$440,920	Planning Phase- Funding Needed









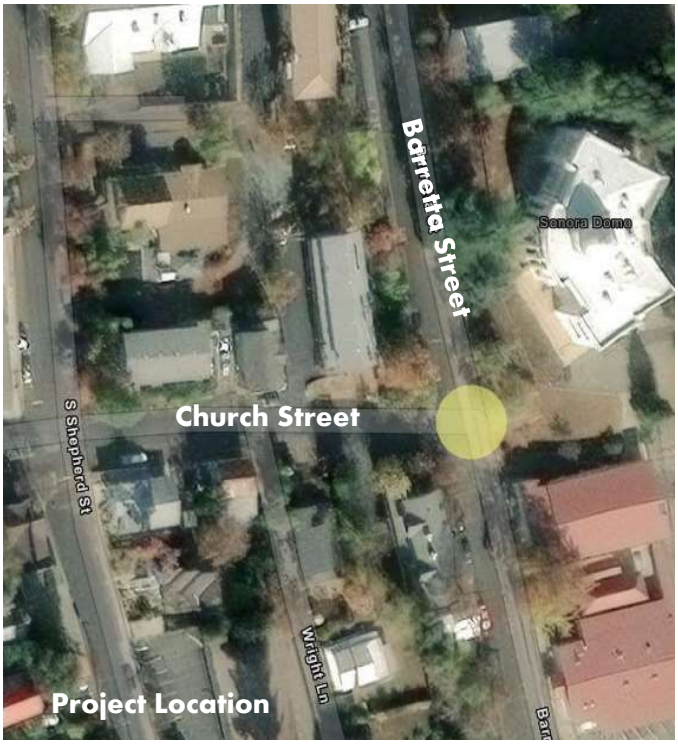
Barretta Street/Church Street Intersection Improvements

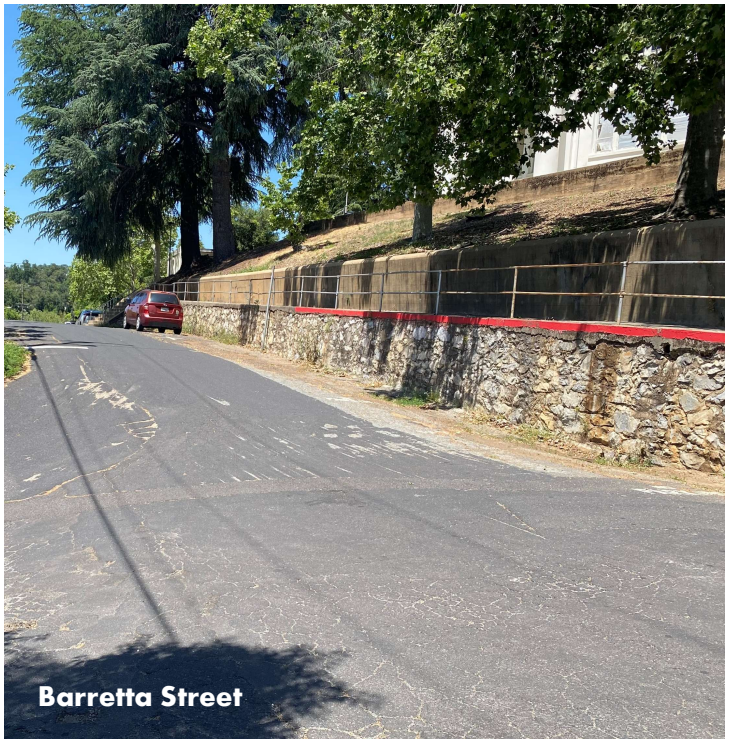
The intersection of Barretta Street and Church Street

Project Description

The intersection of Barretta Street and Church Street has steep grades, which creates safety concerns due to the limited visibility of oncoming traffic. Currently, there is only one stop sign on the north leg of Barretta Street. An intersection study is necessary to identify and address the existing safety issues at this intersection.

Project Cost	Project Status
$25,000	Planning Phase- Funding Needed









City Road Maintenance Programs

The City of Sonora has many roads that are currently in poor condition or are on their way to becoming poor. It's important to have regularly scheduled maintenance programs in place to ensure that the city's roads are well-maintained. This includes repairing roads that need immediate attention and keeping the existing good roads in good condition. To achieve this, the City needs to implement a **City Road Repaving/Reconstruction Program** and a **City Road Preservation Program**. These projects will be budgeted for biennially to keep the City of Sonora roads in a state of good repair.

City Road Repaving/Reconstruction Program

Project Description

This program will repave and /or reconstruct roads throughout the City of Sonora with Pavement Condition Index (PCI) values less than 50. The work under this program can include full road structural section reconstruction and /or full-depth pavement overlays. City roads will be repaved/reconstructed in order based on their condition and their Average Daily Traffic (ADT) count. Roads in poor condition with a high ADT will be given priority. This program will be implemented during the off years of the Biennial Road Preservation Program.

Project Cost	Project Status
$575,000 Biennial (Opposite Years from the Road Preservation Program)	Implementation


Hospital Road


N Stewart Street



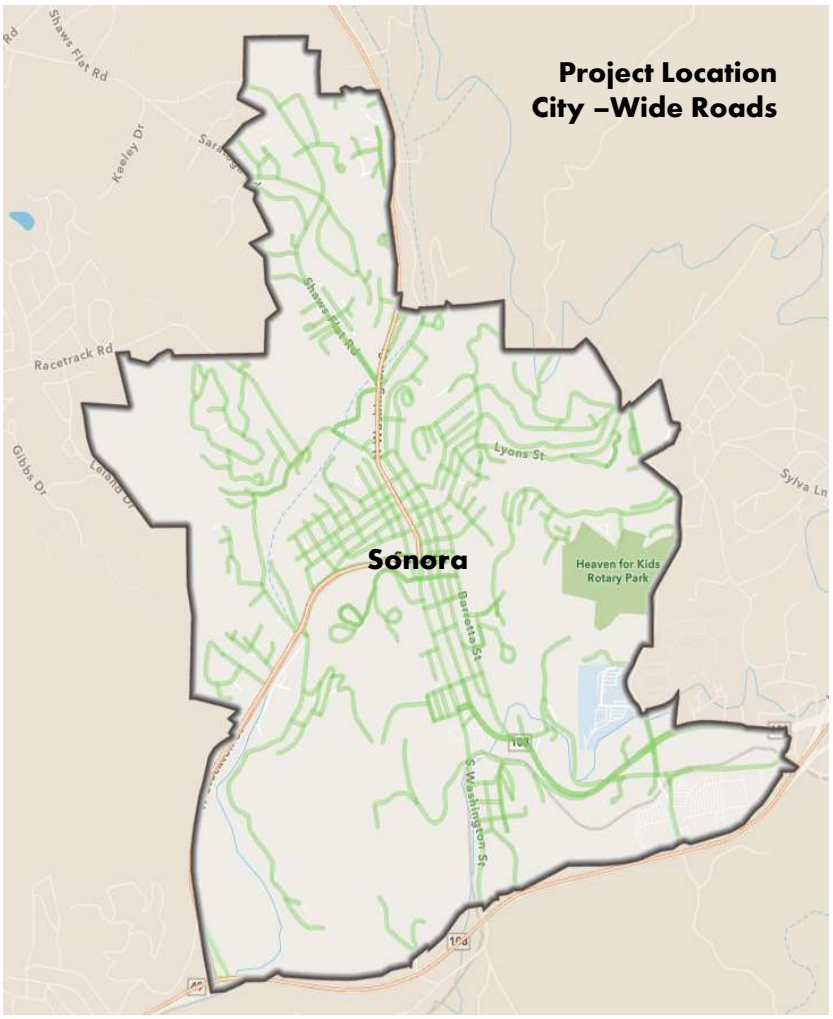
N Green Street

City Road Preservation Program

Project Description

This program will perform road preservation work on roads throughout the City of Sonora with Pavement Condition Index (PCI) values greater than or equal to 51. The work under this program can include pavement patching, milling, thin overlays, crack sealing, and seal coating. City roads will receive preservation work in order based on their condition, their Average Daily Traffic (ADT) count and the likelihood that the road preservation work will substantially extend the service life of the roadway. Roads that rank high in these three criteria will be prioritized. This program will be implemented during the off years of the Biennial Road Repaving / Reconstruction Program.

Project Cost	Project Status
$575,000/biennially (Opposite Years from the Road Repaving/Reconstruction Program)	Planning Phase- Funding Needed









I. City Overview





City of Sonora Overview

June 2024

City Administrator
Melissa Eads

Full-Time Employees
In 2023/24, the City had **44** full-time employees. See Table 2.

City Owned Buildings
The City owns **21** buildings, for a total of **90,909** in square footage. A list of buildings owned by the City are summarized in Table 3.

Parks and Trails
Within the City of Sonora, there are **4** Parks and **1** large trail system for a total of **105** acres. Table 6 summarizes the parks and trails owned by the City.

Vehicles
The City has a total of **57** vehicles, **43** of which are leased through Enterprise. A list of City vehicles are included in Table 4.

Parking Lots & Garages
The City owns **6** parking lots and **1** parking garage, providing more than **152** parking spaces for City employees and the community. See Figure 10.

Roads
The City owns and is responsible for maintaining **177** roads. A list of roads are summarized in Table **5**.

Public Restrooms
The City owns and maintains **3** public restrooms. Locations of restrooms are shown IN Figure 11.

Drainage
The City owns **5,125** feet of a complex drainage system that travels through Historic Sonora. Figure 8 shows the general location of the Main Drain.

Cemeteries
The City owns and maintains **3** cemeteries. Totaling **12.77** acres. See Table 8.

City Staff

Table 2 below summarizes City staff. Additional details regarding specific Department staff can be found in the following chapters of this plan.

Table 2. Total City Staff based on Department	
Staff Type	**No.**
Administrative Department	5.0
Community Development	1.0
Police Department	24.1
Fire Department	8.8
Public Works Department	6.0
Total City FTE's	**44.9**

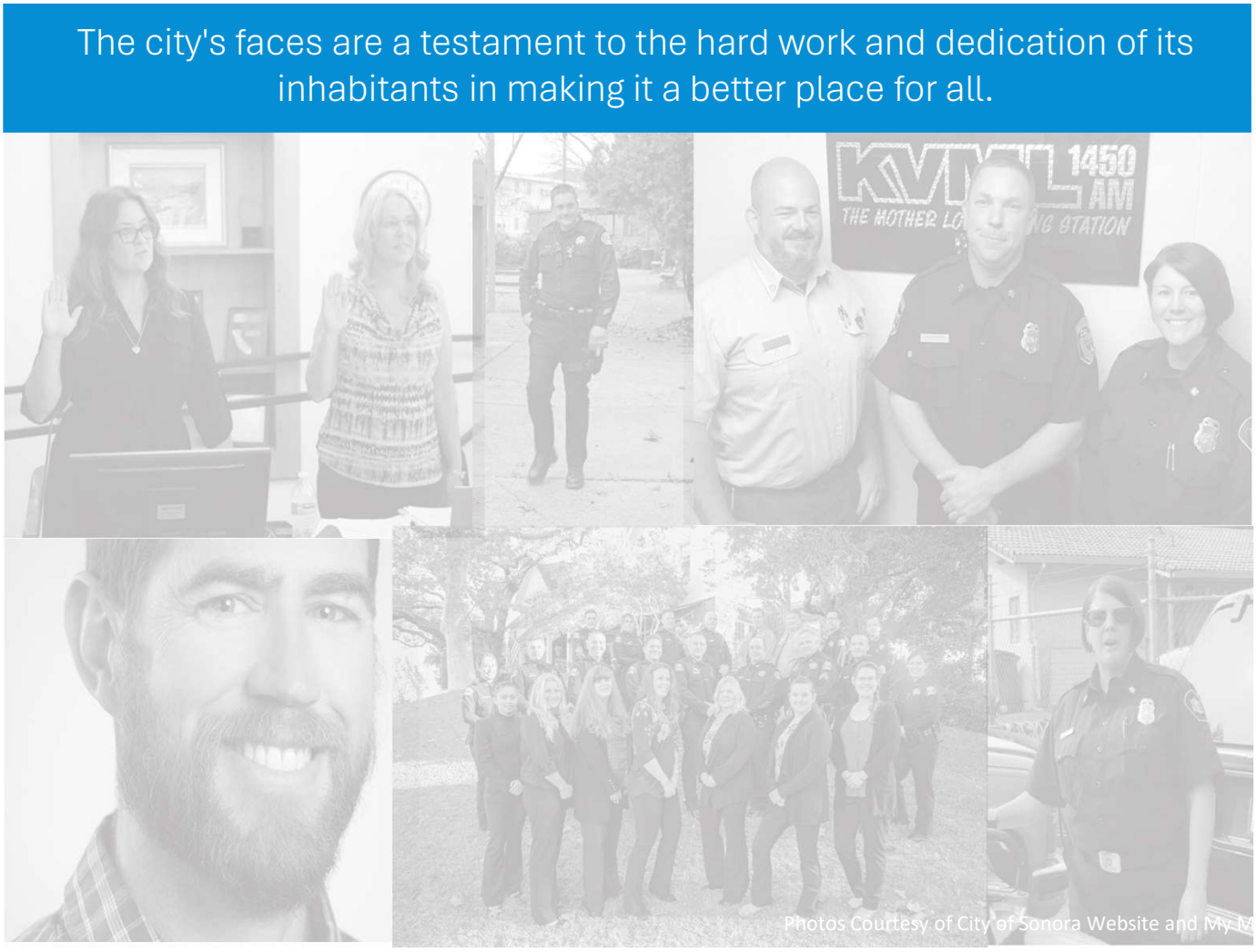


Figure 5. City of Sonora Staff (2024)

City Owned Buildings

Table 3 below summarizes all the city-owned buildings and their corresponding fact sheet numbers. Fact sheets, located in Appendix A, include detailed information about the building's condition, age, and maintenance requirements. Additionally, Figure 6 presents the locations of all the city-owned buildings. Insurance appraisals were performed on all buildings in July 2023.

Table 3. City Owned Buildings

Building	Square Footage	Fact Sheet No.
City Hall	9,318	AS-B1
City Hall Parking Garage	30,784	PL-1
Public Works Carport Shed	990	B3
Public Works Maintenance Office & Shop	7,143	PW-B2
Public Works Tool Room & Parking Shed	3,256	PW-B3
Cemetery Office & Storage	825	PW-B4
Education Center	5,576	AS-B8
Farmers Market Office & Restroom	1,210	CD-B1
Fire Station	9,564	FD-B1
Grigsby Restroom	96	AS-B9
Opera Hall	7,240	AS-B10
Police Station	6,606	PD-B1
Fire Museum & Senior Lounge	2,754	AS-B11
Visitors Center	1,851	AS-B12
Woods Creek Pavilion	870	PW-B5
Woods Creek Park Restroom	360	PW-B6
Cutler House, barn, carport & storage shed	2,466 (total)	AS-B3, AS-B4, AS-B5, AS-B6
Stewart Street House	2,600	AS-B7
Total Number of City Owned Buildings - 21	**Total Square Footage – 90,909**	



Figure 6. Map showing the location of City-owned Buildings

Vehicles

In 2024, the City of Sonora engaged Enterprise Fleet Management to develop a tailored fleet management program. The program evaluated the fleet, identified vehicle replacements, and suggested certain vehicles to meet the state's electric vehicle mandate. Enterprise Fleet Management provides a comprehensive solution to manage fleets effectively, including vehicle acquisition, financing, maintenance, and disposal. The program helped the city streamline fleet management, save money, and make informed decisions using data analytics. Both vehicles that were acquired through the Enterprise program and vehicles who are owned by the City are summarized in Table 4.

Table 4. City Vehicles

Vehicle	Fact Sheet No.
2003 Ford Expedition XLT	AD-V52100
2004 Buick Century	AD-V16096 **(S)**
2006 Ford Taurus	AD-V36964 **(S)**
1996 Spartan Ladder Truck	FD-V20048 **(FT)**
1997 HME Central State Pumper	FD-V18376 **(FT)**
2002 HME Fire Truck Pumper	FD-20106 **(FT)**
2009 Ford F150 Supercrew 4WD	FD-73418
2020 Chevrolet Tahoe	FD-V64050
2021 Spartan Metro-Pumper	FD-V19886 **(FT)**
2020 International Rosenbauer Pumper Apparatus Fire Truck	FD-V73813 **(FT)**
2024 International BME Fire Truck Targhee 4WD Model 34	FD-V31059 **(FT)**
1988 Chevrolet 3500 Flat Bed 2WD	PD-V63339
2002 Ford Ranger	PD-96685
2001 Ford Crown Victoria	PD-V97053 **(S)**
2004 Ford Crown Victoria	PD-V40718 **(S)**
2005 Ford Explorer	PD-V54090
2005 Ford Crown Victoria	PD-V23851
2005 Ford Crown Victoria	PD-V27176
2010 Dodge Charger	PD-04166 **(S)**
2010 Dodge Charger	PD-04165
2012 Chevrolet Tahoe RWD	PD-91355
2014 Chevrolet Caprice	PD-V44873
2014 Chevrolet Caprice	PD-V44864
2015 Chevrolet Tahoe	PD-V27211
2016 Chevrolet Colorado	PD-V91256

(S) – Surplus, (FT) –Fire Truck, (TR)- Tractor, (OC) – Out of Compliance

2016 Chevrolet Tahoe	PD-48838
2016 Chevrolet Tahoe	PD-V52346
2019 Chevrolet Tahoe	PD-V49815
2019 Chevrolet Tahoe	PD-V53518
2022 Ford Explorer V6 4WD	PD-28704
2022 Ford Explorer V6 4WD	PD-V28697
2022 Ford Explorer XLT 4WD	PD-V68161
2023 Ford Police Interceptor AWD	PD-V62382
2023 Ford Police Inceptor AWD	PD-V62328
2023 Ford Police Inceptor AWD	PD-62273
2023 Ford Police Inceptor AWD	PD-V62345
2023 Ford Police Inceptor AWD	PD-V62381
2022 Ford Explorer	PD-V43027
1966 GMC 8500 Water Truck	PW-V1566H **(S)**
1987 Drexel R40 S-L-L	PW-V **(FL)**
1993 Chevrolet S-10 Pickup	PW-69544
1994 Case 580-SK 4WD	PW-84695 **(TR)**
2000 Chevrolet F-150	PW-27295
2000 Chevrolet F-3500 Dually 4WD	PW-99133 **(S)**
2000 Ford F-550 Super Duty Aerial Truck	PW-V68018
2001 Elgin Pelican	PW-V3506S **(S)**
2001 Chevrolet Sierra	PW-V77673
2003 Peterbilt Dump Truck 330	PW-V09375 **(OC)**
2005 Kubota R.T.V.	PW-V48402 **(TR)**
2006 GMC HD-2500 4WD	PW-V77161
2007 Ford F-550 Dump Truck	PW-V60652 **(OC)**
2008 Ford Ranger Pickup 2WD	PW-03635
2008 Chevrolet Silverado 2WD	PW-V43555
2008 Ford F-550 Dump Truck	PW-V75625
2010 GMC Sierra 1500	PW-V33629
2013 Kubota BT39	PW-V **(TR)**
2021 Chevrolet 4500 Dump Truck	PW-V51939
Total Number of Vehicles	**57**
Total Number of Vehicles in EFLEETS Program	**43**

(S) – Surplus, (FT) –Fire Truck, (TR)- Tractor, (OC) – Out of Compliance

Roads

In 2024, the City of Sonora hired IWORQ to perform a Pavement Condition Assessment (PCI) on city-owned roads. This project will help the City evaluate the road inventory and determine where to focus effort and what to budget for. Road conditions and their ‘to be determined' associated fact sheet numbers are summarized in Table 5. More information will be available after the PCI project is completed. Within the City boundary, there are 177 local roads and 2 State Highways.

Table 5. City Roads

Road	Fact Sheet No.
N Norlin St	TBD
N Washington St	TBD
N Stewart St	TBD
N Washington St	TBD
N Poplar St	TBD
N Seco St	TBD
N Green St	TBD
N Sheperd St	TBD
N Forest Rd	TBD
N Park Ln	TBD
N Reservoir Rd	TBD
S Washington St	TBD
S Knowles Dr	TBD
S Poplar St	TBD
S Nevada St	TBD
S Stewart St	TBD
S Palemone St	TBD
S High St	TBD
S Forest St	TBD
S Green St	TBD
E Oakside Dr	TBD
E Church Ln	TBD
E Lytton St	TBD
E Otis St	TBD
E Bald Mountain Road	TBD
E Live Oak Drive	TBD
E Jackson St	TBD

Table 5. City Roads (continued)	
Road	**Fact Sheet No.**
E Dodge Ln	TBD
E Rose St	TBD
E Cowan St	TBD
W Jackson St	TBD
W Court St	TBD
W Snell St	TBD
W Lytton St	TBD
W Church Ln	TBD
W Bonanza Rd	TBD
W Church Ln	TBD
W Banner Drive	TBD
W School St	TBD
W Dodge St	TBD
W Sunset St	TBD
W Church Ln	TBD
Old Bald Mountain Rd	TBD
Old Wards Ferry Road	TBD
Mono Way	TBD
Sonora Pass Hwy	TBD
Cameron Ln	TBD
Shaws Flat Rd	TBD
Banner Dr	TBD
McCormick Dr	TBD
Palemone St	TBD
Theall St	TBD
Ayba St	TBD
State Route 49	TBD
Mehun St	TBD
Gold St	TBD
Monte Vista Ln	TBD
Greenley Rd	TBD

Table 5. City Roads (continued)	
Road	**Fact Sheet No.**
Delnero Dr	TBD
Roble Rd	TBD
Snell St	TBD
Southgate Dr	TBD
O'Hara Dr	TBD
Braida Way	TBD
Mountain View Rd	TBD
School Street	TBD
Hillcrest Dr	TBD
Ash St	TBD
Upper Sunset Dr	TBD
Bradford St	TBD
Cemetery Ln	TBD
Church St	TBD
Colombia Way	TBD
Tuolumne St	TBD
Oregon St	TBD
Wall St	TBD
Child Rd	TBD
Steffen Ln	TBD
Mariposa Dr	TBD
Sanguinetti Rd	TBD
Roselyn Ln	TBD
Rogers Rd	TBD
Tidall St	TBD
Elk Dr	TBD
Yaney Ave	TBD
Golden St	TBD
Olive St	TBD
Spring Hill Road	TBD
Live Oak Terrace	TBD

Table 5. City Roads (continued)	
Road	**Fact Sheet No.**
Alpine Ln	TBD
Eagle Dr	TBD
Crooked Ln	TBD
Daybreak Ct	TBD
Morning Star Dr	TBD
Cemetery Ln	TBD
Fairview Ln	TBD
Ponderosa Ln	TBD
Sonora Ave	TBD
Pesce Way	TBD
Symons Ln	TBD
Toby Ln	TBD
Knowels Hill Dr	TBD
Fair St	TBD
Leighton Ln	TBD
Rodgers Rd	TBD
State Route 108	TBD
Shangri-la Ln	TBD
Barretta St	TBD
Livingston St	TBD
Bulwer St	TBD
Elkin St	TBD
Calaveras Way	TBD
Cielo Vista Way	TBD
Alley Way	TBD
Dust Ln	TBD
Sylvan Dr	TBD
Corte del Encino	TBD
Hospital Rd	TBD
West Ln	TBD
Maple St	TBD

Table 5. City Roads (continued)	
Road	**Fact Sheet No.**
Solinsky St	TBD
Woods Creek Ssr	TBD
Southgate Dr	TBD
Gerrymander Ave	TBD
Oak St	TBD
Truckenmiller Road	TBD
Bourbon St	TBD
Twilight Ln	TBD
Wright Ln	TBD
Racetrack Rd	TBD
Wyckoff St	TBD
Theall St	TBD
St James Ln	TBD
Summit Ave	TBD
Brookside Pl	TBD
Lower Sunset Dr	TBD
El Dorado St	TBD
June St	TBD
Highlands View Drive	BD
Morning Star Dr	TBD
Cottage Ct	TBD
Macomber St	TBD
Orchard Ave	TBD
Rose St	TBD
Saratoga Rd	TBD
Pasadena Ave	TBD
Hope Ln	TBD
Terrace Ave	TBD
Maiden Ln	TBD
Elm St	TBD
Willam St	TBD

Table 5. City Roads (continued)	
Road	**Fact Sheet No.**
Nevada St	TBD
Circle Dr	TBD
Leonard Addition Rd	TBD
Sundown Ln	TBD
Cemetery Ln	TBD
Otis St	TBD
Preston Pl	TBD
Golden Gate Ct	TBD
Silver Pine Rd	TBD
Hill St	TBD
Dossi Way	TBD
Terrace Ave	TBD
Short Ln	TBD
Stockton St	TBD
Dragoon Cir	TBD
Corky Ln	TBD
Twilight Ct	TBD
Stemler Ln	TBD
Gatewood Dr	TBD
Briarwood Dr	TBD
Ruth Ln	TBD
State Highway 108	TBD
Arbona Circle S	TBD
Arbona Circle S	TBD
Total Number of City Roads	**177**
State Routes	**2**

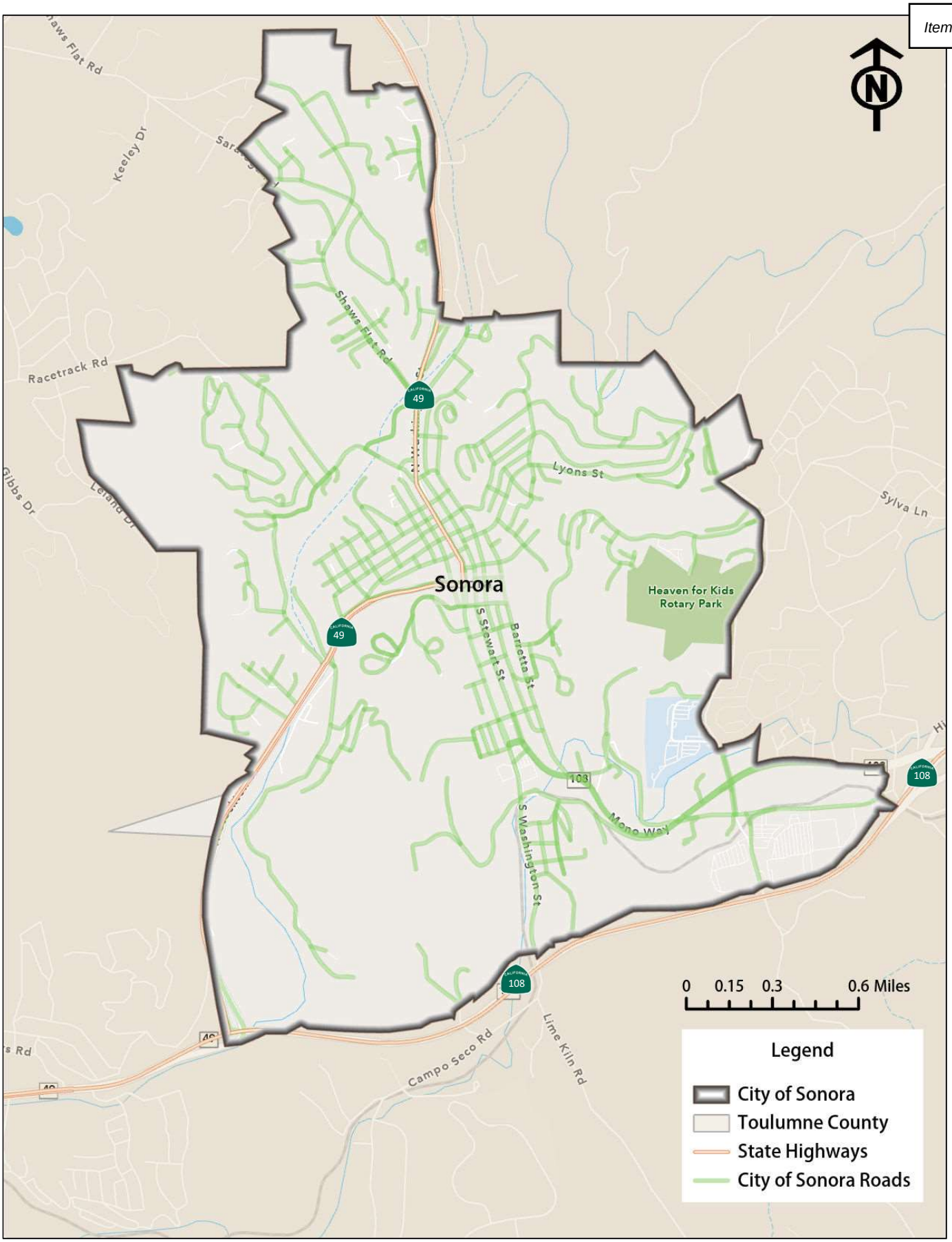


Figure 7. City of Sonora Roads

Drainage

The Sonora Main Drain (Main Drain) is a crucial system that carries stormwater for large areas within the City of Sonora. It covers the southeastern part of Stockton Street (SR-49) and both sides of Washington Street, Stewart Street, and Restano Way. The Main Drain comprises approximately 1,200 feet of stacked rock (stone) tunnel, 650 feet of 18-inch high-density polyethylene (HDPE) pipe, 3,100 feet of 24-36-inch corrugated metal pipe (CMP), 75 feet of 36-inch reinforced concrete pipe (RCP), and 100 feet of concrete culvert. The stone tunnel component of the Main Drain is more than 150 years old and is located beneath a state highway (SR-49), parking areas, buildings, and City streets.

A field inspection of the Main Drain was conducted in June of 2023; from the inspection, many needed improvements to the Main Drain were identified and summarized in the ***Main Drain Field Inspection and Condition Assessment***, included in Appendix B.

It is important to note that the wastewater conveyance and drinking water conveyance systems are located below the streets of Sonora, but they are owned and maintained by Tuolumne Utilities District and not by the City of Sonora.



Figure 8. Map of Main Drain in City of Sonora

Parks & Trails

The City of Sonora owns and maintains four parks, including Coffill Park, Woods Creek Rotary Park, Grigsby Park, and Prospector Park. They are all situated west of Washington Street and offer residents and tourists a place for leisure and recreation. Additionally, there are two county-owned parks within the City limits, including Courthouse Square and Heaven for Kids Rotary Park. The total area of all City-owned parks is approximately 3.08 acres.

Apart from the City parks, there is Dragoon Gulch Trail, which provides 3.1 miles of natural trails. These trails follow a seasonal creek and lead to viewpoints that offer a glimpse of the city and its surrounding mountain ranges. The trail system covers an area of 102 acres.

Current Project - Gold Rush Multi-Use Path Phase I

In October of 2022, the Gold Rush Multi-Use Path Phase I received an Active Transportation Planning (ATP) grant that will fund the project through construction. The project will install 1.5 miles of Class I Pedestrian and Cyclists path separated by a landscape buffer beginning at the new bus stops on Stockton Street and stretching to the end of Mother Lode Fairgrounds. Then, also, from the entrance of Woods Creek Rotary Park, up through the park, to connect near Sonora High on the other side.

Table 6. City owned Parks and Trails

Staff Type	Fact Sheet No.
Coffil Park	PW-P1
Woods Creek Rotary Park	PW-P2
Grigsby Park	PW-P3
Prospector Park	PW-P4
Dragoon Gulch Trail	PW-T1
Total City owned Parks & Trails	**5**

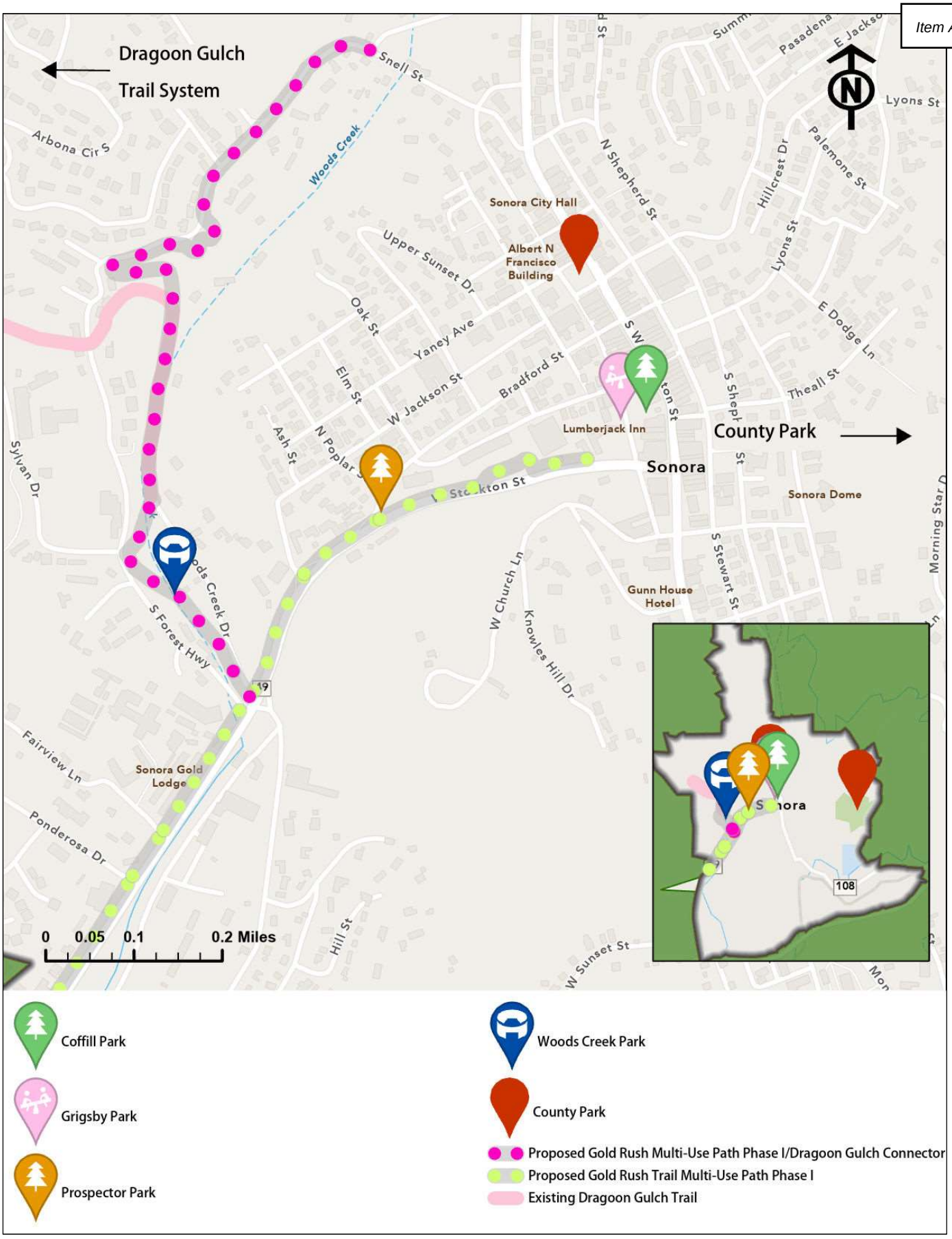


Figure 9. Map of Parks and Trails in the City of Sonora

Parking Lots & Garages

The City of Sonora owns and maintains 7 parking lots and 1 parking structure. In addition to the parking lots and structure, many on-street parking spots are available to the public. The parking lots and garage provide the public with more than **152** parking spaces.

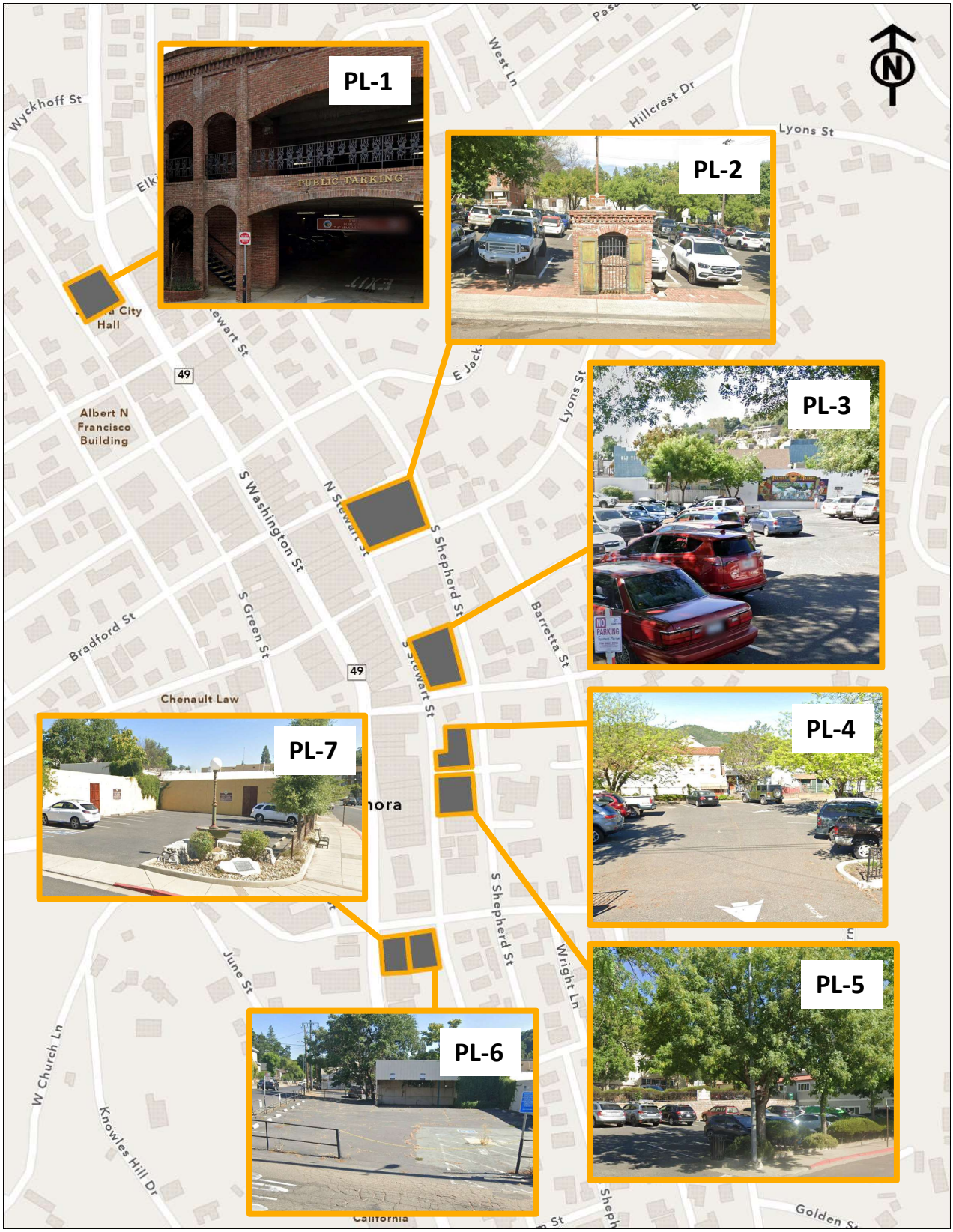


Figure 10. Map of City owned Parking Lots and Structures located in the City of Sonora

Public Restrooms

The City of Sonora owns three restrooms that are open to the public, including the Grigsby Park restroom, the Woods Creek Park restroom, and the restroom located on Stewart Street that is primarily used for the Farmers Market.

Table 7. City Owned Public Restrooms	
Restroom Name	**Fact Sheet No.**
Grigsby Park Restroom	AS-B9
Woods Creek Park Restroom	PW-B6
Stewart Street Restroom	CD-B1
Total No. Public Restrooms	**3**

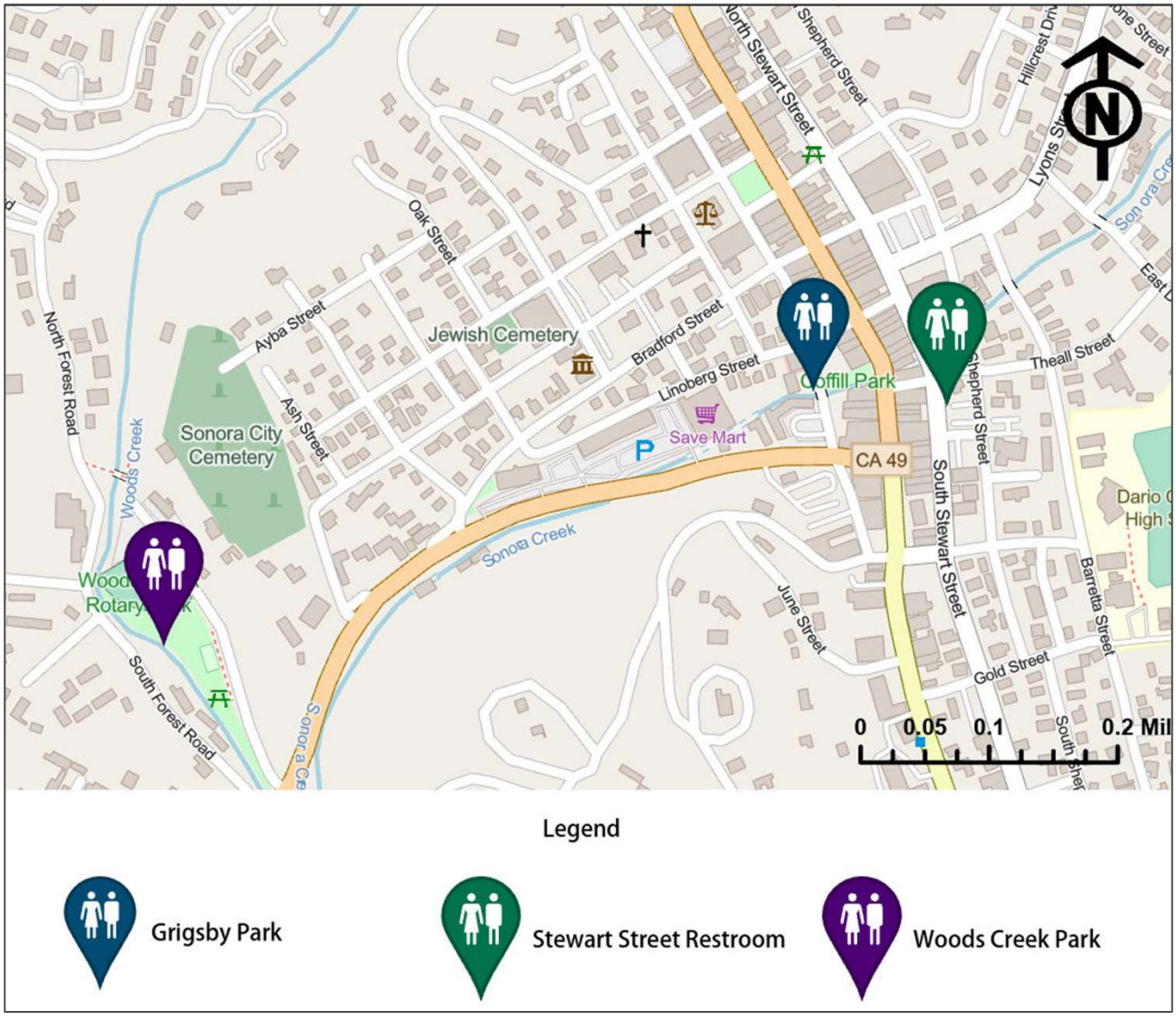


Figure 11. Map of City-owned Public Restrooms located within the City of Sonora

Cemeteries

The City of Sonora owns and maintains three cemeteries: Sonora City Cemetery, Sonora Hebrew Cemetery, and Mountain Shadow Cemetery. Together, they cover approximately 12.77 acres. Mountain View Cemetery is approximately 4.58 acres and is located right outside of the City border across from Mountain Shadow Cemetery.

Table 8. City Owned Cemeteries	
Restroom Name	**Fact Sheet No.**
Sonora City Cemetery	PW-C1
Sonora Hebrew Cemetery	PW-C2
Mountain Shadow Cemetery	PW-C3
Total No. Public Restrooms	**3**

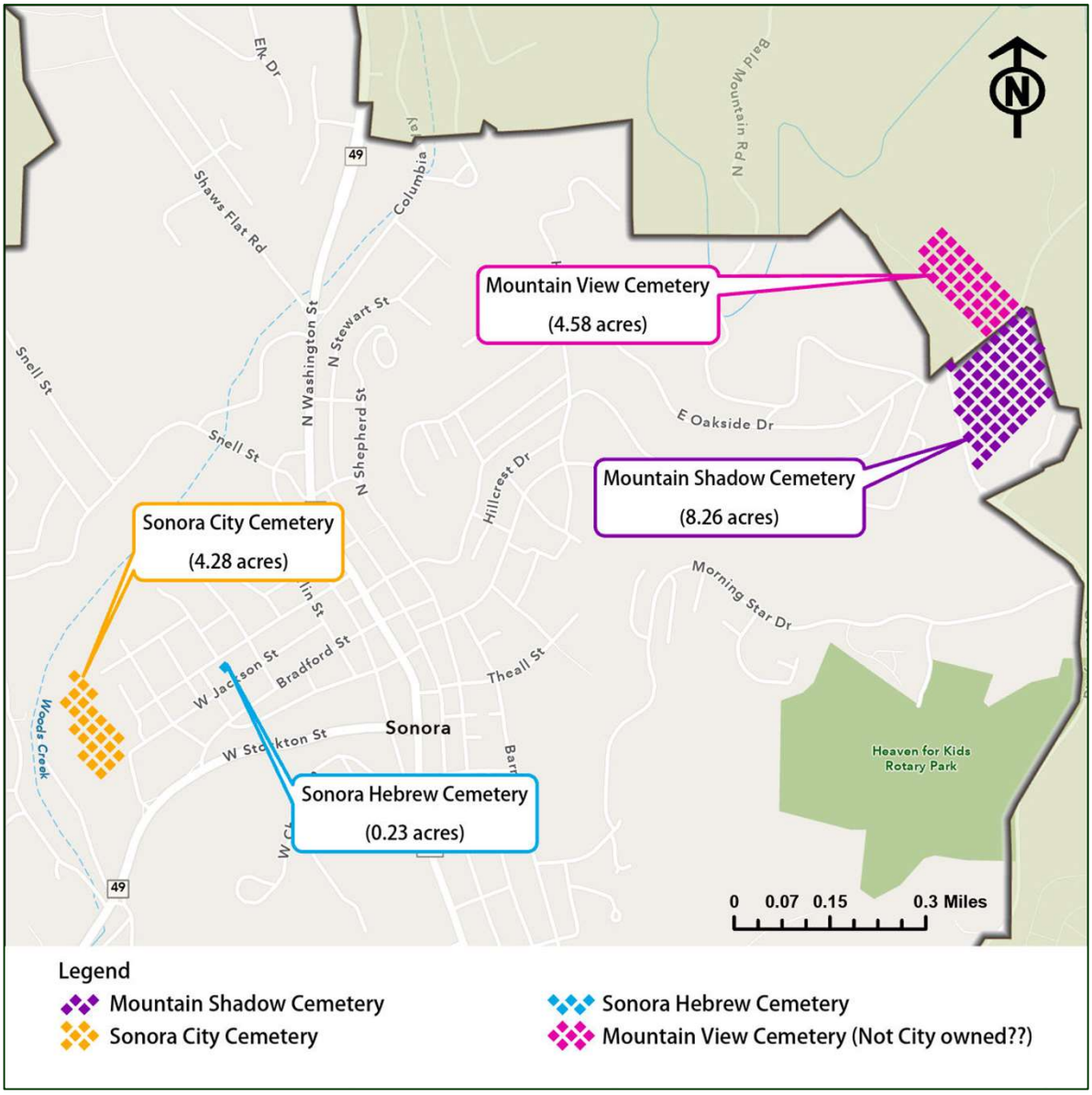


Figure 12. Map of City-owned Cemeteries

II. Administrative Services



Administrative Services Overview

June 2024

City Administrator
Melissa Eads

City Hall
94 Washington Street
Sonora CA, 95370

The Administrative Department is responsible for managing and overseeing the entire City organization. This department incorporates several key programs, including City Council, City Clerk, City Administration, Finance, Human Resources, Risk Management, Information Technology and Fleet Management, General Services, and Medical Self-Insurance (Dental).

Full-Time Employees

In 2023/24, the Department had 5 full-time employee, see Table 8.

Vehicles

3 vehicles are leased for the Administrative Department.

Funding

General Fund revenues, along with revenues such as Property Tax, Transient Occupancy Tax, and Sales and Use Tax, support the Administrative Department.

Table 9. Community Department Staff

Staff Type	No.
City Administrator	1.0
City Attorney	0.0
Administrative Svs Director	1.0
Administrative Svs Officer (Clerk)	1.0
Administrative Analyst	0.0
Finance Assistant	2.0
Deputy City Clerk	0.0
Office Assistant – Accounting Tech	0.0
Fleet Mechanic Supervisor	0.0
Total Department FTE's	**5.0**

Administrative Services Project List

In late 2023 and early 2024, the Department leads were given a questionnaire that asked them about their knowledge of the City-owned assets related to their respective departments. The responses provided by the department leads were analyzed to determine what the city owns and what it needs. This was the initial step in the process of assessing the city's assets.

Table 10. Summary of Administrative Services Department Projects	
Repair/Replace Projects	
Public Works Maintenance and Shop Roof Replacement	B
Stewart Street Parking Lot Drainage Repair	R
City Hall Building Repair (first floor sheetrock cracking and air quality test)	R
Education Center HVAC update and Replacement	R
S. Washington St (Red Church towards Shaw's Flat) Repair/Replacement	R
City Hall Server Replacement	T
Public Works Bucket Truck Replacement	V
Public Works Light Duty Vehicle Replacement (2 trucks)	V
Public Works Dump Truck Replacement	V
Parking Garage Repair	B
Fire Museum Improvement Project (repair drainage problem and paint exterior)	B
Maintenance & Inspection Projects	
City of Sonora Parking Lot and Garage Maintenance Program	R
City Wide Sidewalk Inspection and Maintenance Program	R
City-wide Bridge Inspection Program	R
Main Drain Annual Inspection	D
City of Sonora Cemetery Building Inspection	B
Grigsby Restroom Building Inspection	B
Police Station Annual Building Inspection	B
Stewart Street House Annual Building Inspection	B
Opera Hall Annual Building Inspection	B
Stewart Street Restroom and Parking Lot Annual Inspection	B
CNVC Annual Building Inspection	B
City Hall Annual Building Inspection	B
Education Center Annual Inspection	B
'Cutler House"/ Dragoon House Annual Site Inspection	B
Fire Station Annual Inspection	B

III. Community Development



Community Development Overview

June 2024

Department Lead
Tyler Summersett

City Hall
94 Washington Street
Sonora CA, 95370

The Community Development Department works with elected and appointed officials, other departments, and the community to guide the city's physical growth, development, and preservation. Community development helps plan, build, and maintain a thriving city and encompasses many aspects. As such, the Department oversees several programs and projects designed to benefit its residents and businesses.

Full-Time Employees

In 2023/24, the Department had 1 full-time employee, see Table 11.

Vehicles

No vehicles are leased for the Community Development Department.

Funding

A combination of general fund revenues, generated fees, and grant funding support the Community Development Department.

Table 11. Community Department Staff

Staff Type	No.
Community Development Director	1.0
Community Development Specialist I	0.0
Community Development Specialist II	0.0
City Planner I/II	0.0
Building Inspector	0.0
Special Programs Coordinator	0.0
Total Department FTE's	**1.0**

Community Development Project List

In late 2023 and early 2024, the Department leads were given a questionnaire that asked them about their knowledge of the City-owned assets related to their respective departments. The responses provided by the department leads were analyzed to determine what the city owns and what it needs. This was the initial step in the process of assessing the city's assets.

Table 12. Community Development Department Projects	
Bicycle, Pedestrian & Beautification Projects	
S Stewart St Pedestrian Facility	-
Linoberg St Pedestrian Facility	-
Red Church Pedestrian and Traffic Improvement Project	-
Stockton – Washington Beautification & Transit Project	-
Stockton Street – West Gateway Project (Phase I)	-
Stockton Street – West Gateway Project (Phase II)	-
South Washington Gateway Project (S. Washington – 108 to Hospital Rd)	-
Hwy 49 North Gateway Project	-
Washington Street & Hospital Road	-
Roadway Projects	
Linoberg St Retaining Wall	-
N Stewart Retaining Wall	-
Snell St Improvements	-
Washington St & Hospital Road	-
South Washington St Corridor	-
Washington Street Downtown Core	-
Linoberg Paseo	-
Stewart Street Improvements	-
Park Projects	
Coffill Park Improvement Project	-
Stewart Street Plaza (Stewart St & Shepherd St. and Theall St.)	-

Table 12. Community Development Department Projects (Continued)	
Miscellaneous Projects	
Parking Structure Project (Within Stewart Street Plaza)	-
Stewart Street Public Restroom Project (Corner of Stewart St & Theall St.)	-
Railroad Bridge Enhancement (Hwy 108 at S. Washington St)	-
Bus Transfer Station (Corner of Shepard St. 7 Church St)	-
Public Spaces & Parklets	-
Signage & Wayfinding	-

IV. Police Department



Police Department Overview

June 2024

Police Department
Chief Turu VanderWiel

Police Station
100 S Green St
Sonora, CA 95370

The Sonora Police Department provides police services to the City of Sonora. This entails offering prompt responses to both emergency and non-emergency calls for service, identification of criminal activity, dispatch services, investigation and prosecution of crimes, personnel training, crime prevention and community outreach initiatives, traffic safety, records maintenance, property and evidence management, community problem-solving, and animal control services.

Full-Time Employees

In 2023/24, the Department had 24.1 full-time employees, see Table 13.

Vehicles

27 vehicles are leased for the Police Department (funds through xx)

Funding

The General Fund provides the largest amount of unrestricted funds for the Department's operational needs. The balance of the Department's budget is from Measure I and the Supplemental Law Enforcement Fund (SLESF).

Table 13. Police Department Staff

Staff Type	No.
Chief of Police	1.0
Police Lieutenant	1.0
Police Sargent	2.0
Police Officer (includes Corporal Max 2)	10
Reserve Police Officer (PT)	0.2
Community Service Officer (PT)	1.6
Communication Dispatcher	5.0
Communications Dispatcher Relief	1.3
Police Records Technician	1.0
Information Technology Tech	0.2
Homeless Outreach Coordinator	0.8
Total Department FTE's	**24.1**

Police Department Project List

In late 2023 and early 2024, the department leads were given a questionnaire asking them about their knowledge of the city-owned assets related to their respective departments. The responses provided by the department leads were analyzed to determine what the city owns and what it needs. This was the initial step in the process of assessing the city's assets.

While the Capital Improvement Plan (CIP) was being developed, a Needs Assessment of the existing Police Station was performed. The City Council had approved a $50,000 contract with the company Vanir to conduct the Needs Assessment. The project was necessary due to the existing building being insufficient in size and lacking room for expansion. All of the Police Department's operations are housed at 100 South Green Street in a 2,418 square-foot facility. Additional projects are assumed to be coming as a result of the Condition Assessment.

Table 14. Police Department Projects

Current Needs	
Police Station Exterior Hardening, including updated camera systems, secure parking lot, updated key cards, and building protection system.	T
Repair/Replace Project Future Needs	
New Police Station Building and Parking Lot	B
Police Rifles, Firearms and Tactical Equipment	E
Portable and Mobile Radios	E
Mobile Data Computers	E
Additional Support Vehicles	V
Updated City-Wide Evacuation Plan	P
Police Department Firing Range	O
Maintenance Projects	
Existing Police Department Facility Inspection and Maintenance	B
Police Department Vehicle Inspections	V
Technology Needs	
Operating Server System Upgrade	T

V. Fire Department



Fire Department Overview

June 2024

Fire Department
Chief Aimee New

Fire Station
201 South Shepherd St
Sonora, California

The Sonora Fire Department provides fire services and offers all-risk/all-hazard emergency services to the city and surrounding areas of Tuolumne County. The department is staffed with two full-time personnel and intern/volunteer firefighters when available. It relies on the participation of volunteers, off-duty full-time and part-time personnel, and other County fire resources to handle large emergency events. The Fire Department responds to over 2000 emergency calls for service each year.

Full-Time Employees

In 2023/24, the Department had **2** full-time personnel and intern/volunteer firefighters when available.

Vehicles

The Fire Department currently has 9 vehicles. The City's contract with Enterprise does not include the department's Fire Trucks.

Funding

The General Fund provides the largest amount of unrestricted funds for the Department's operational needs. This fund supports most of the operational costs associated with the department's services. The balance of the Department's budget is from Measure I. This budget has been established based on the personnel, equipment, and supplies needed to deliver the Department's services.

Table 15. Fire Department Staff

Staff Type	No.
Fire Chief	1.0
Fire Captain	3.0
Fire Engineer	3.0
Fire Engineer Relief	0.8
Volunteers	0.3
Interns	0.1
Office Assistant	0.6
Total Department FTE's	**8.8**

Fire Department Project List

In late 2023 and early 2024, the department leads were given a questionnaire asking about their knowledge of the city-owned assets related to their respective departments. The responses provided by the department leads were analyzed to determine what the city owns and needs. This was the initial step in assessing the city's assets.

Fire Department Chief Aimee New actively searches for and applies for grants to help fund the department's essentials, including vehicles, radios, protective gear, and other necessities. Her dedication to locating funds recently helped acquire the department's new fire trucks, as shown in Figure 13. Capital projects identified for the Fire Department are summarized in Table 16.



Figure 13. Recently purchased Sonora Fire Department Trucks

Table 16. Fire Department Projects	
Maintenance and Replacement Projects	
Fire Station Facility Inspection and Maintenance	M
Fire Department Vehicle Inspections	V
Utility Vehicle Replacement (a truck with no camper shell is preferred due to functionality)	V
Fire Station Roof Replacement	B
Fire Station Exterior Paint Project	B
Parking Lot Resurfacing, Painting and Reconfiguration	P
Roll-Up Door and Motor Repair and Replacement	B
Type 1 (T1) Fire Truck Replacement	V
Patrol Vehicle Replacement	V

VI. Public Works



Public Works Department Overview

June 2024

Department Lead
Melissa Eads

Public Works Department
111 W School St
Sonora, California

The Public Works Department is tasked with maintaining the city's infrastructure and facilities. This includes repairing streets, fixing storm drains, maintaining buildings, parks, parking lots, and cemeteries. The Department consistently delivers high-quality services with the available staff and resources.

Full-Time Employees

In 2023/2024, the Public Works Department had **6** full-time employees. See Table 15.

Vehicles

19 vehicles are leased for the Public Works Department.

Funding

General Fund revenues, along with Measure I funds, support the Department. Public Works receives 15% of all revenue collected from Measure I.

Table 17. Public Works Department Staff

Staff Type	No.
Public Works Director	0.0
Public Works Supervisor	1.0
Public Works Supervisor I/II	3.0
Public Works Assistant	2.0
Total Department FTE's	**6.0**

Public Works Project List

In late 2023 and early 2024, the Department leads were given a questionnaire that asked them about their knowledge of the City-owned assets related to their respective departments. The responses provided by the department leads were analyzed to determine what the city owns and what it needs. This was the initial step in the process of assessing the city's assets.

Table 18. Public Works Projects	
Parking Lot Improvements Project/Studies	
Church Street & Stewart Street Parking Lot	P
Mehun Street & Stewart Street/Shepherd Parking Lot	P
Lyons Street & Stewart Street/Shepherd Street Parking Lot	P
City-Wide Parking Study	P
City Parking Garage Repair and Improvements	P
Road & Drainage Projects	
Hospital Road Reconstruction Project	R
City Road Preservation Program	R
City Road Repaving and Reconstruction Program	R
Barretta Street/Church Street Intersection Improvements	R
Snell Street Road Reconstruction and Sidewalk Improvements	R
Snell Street Road Reconstruction & Drainage Improvement Project	R
Sonora Main Drain	R
Hope Lane Storm Drain Improvements	R
Farmers Market Sidewalk Repair Project	R
Retaining Wall Project	R
Linoberg Road Retaining Wall Project	
North Stewart Street Retaining Wall Project	RW
Barretta Street Upper Retaining Wall Replacement	RW

Appendix A - City Asset Inventory



Buildings

CITY OF SONORA CIP
INVENTORY SHEET

BUILDING NAME & ADDRESS	City Hall – 94 North Washington Street, Sonora CA 95370
RESPONSIBLE DEPARTMENT:	Administrative Services
DATE PREPARED:	4/1/2024
SQUARE FOOTAGE:	9,318
SCOPE OF WORK RECOMMENDED **A FEW SENTENCES ABOUT KNOWN BUILDING ISSUES, HISTORY OF REPAIRS, AND BASIS OF ESTIMATES.**	Inspection needed.

	AGE/TYPE	CONDITION	COST TO REPAIR/REPLACE
OVERALL BUILDING	85	Average	$3,036,000 (2023 appraisal)
ROOF	Single Membrane/ Clay Tile		
HVAC	Rooftop		
EXTERIOR PAINT	Stucco/Metal Glass Curtain		
FLOORING	Carpeting		
RESTROOMS			
PARKING LOT	City Hall Parking Garage (Next Door)		
OTHER:	This building has not been inspected for some time. There is a large superficial crack in the sheetrock on the first floor. Also, the building needs an air quality test to ensure it is safe to work there. There is a history of water intrusion downstairs. $15,000 allocated annually for minor repairs.		



Building Name & Address	Opera Hall, 250 South Washington Avenue, Sonora CA 95370
Responsible Department:	Public Works
Date Prepared:	4/1/2024
Square Footage:	7,240
Scope of Work Recommended **A few sentences about known building issues, history of repairs, and basis of estimates.**	Inspection Needed.

	Age/Type	Condition	Cost to Repair/Replace
Overall Building	139	Good	$2,190,000 (2023 appraisal)
Roof	Metal		
HVAC	Central Heat and Air		
Exterior Walls	Brick on studs, wood siding on studs		
Flooring	Carpeting, wood		
Restrooms			
Parking Lot	n/a		
OTHER:	Only minor repairs are made as problems occur.		



Building Name & Address	Fire Museum and Senior Lounge– 125 North Washington Street, Sonora CA 95370
Responsible Department:	Administrative Services
Date Prepared:	4/1/2024
Square Footage:	2,754
Scope of Work Recommended **A few sentences about known building issues, history of repairs, and basis of estimates.**	Inspection Needed. The roof must be replaced as it has leaked for years, and the exterior must be painted as it has been an eyesore to downtown for years.

	Age/Type	Condition	Cost to Repair/Replace
Overall Building	40	Average	$781,200(2023 appraisal)
Roof	Single membrane		
HVAC	Rooftop		
Exterior Paint	Wood siding on studs, glass metal curtain		
Flooring	Sealer		
Restrooms			
Parking Lot	13 parking spots available, parking lot shows minor wear and cracking		
OTHER:	The drainage has always been an issue as other properties above drain into this property, and the building has not been painted in more than 39 years.		



Building Name & Address	Visitors Center–542 West Stockton Avenue, Sonora CA 95370
Responsible Department:	Administrative Services
Date Prepared:	4/1/2024
Square Footage:	1,851
Scope of Work Recommended **A few sentences about known building issues, history of repairs, and basis of estimates.**	Inspection Needed.

	Age/Type	Condition	Cost to Repair/Replace
Overall Building	40	Average	$446,000(2023 appraisal)
Roof	Asphalt Shingles		
HVAC	Central Heat/Air		
Exterior Paint	Wood Siding on Block		
Flooring	Carpeting, Vinyl		
Restrooms			
Parking Lot			
OTHER:			



Building Name & Address	Farmers Market Office & Restroom, 37 Theall Street, Sonora CA 95370
Responsible Department:	Public Work
Date Prepared:	4/1/2024
Square Footage:	1,210
Scope of Work Recommended **A few sentences about known building issues, history of repairs, and basis of estimates.**	Inspection Needed.

	Age/Type	Condition	Cost to Repair/Replace
Overall Building	41	Average	$340,900 (2023 appraisal)
Roof	Concrete		
HVAC	Heat/Air Conditioning Pump		
Exterior Walls	Stucco on studs, reinforced concrete		
Flooring	Sealer		
Restrooms			
Parking Lot	n/a		
OTHER:	It was remodeled in 2021, primarily to repair water intrusion. It must be inspected to determine future maintenance needs and determine whether the repairs have stopped the water intrusion.		



Building Name & Address	Fire Station, 201 South Shepherd Street, Sonora CA 95370
Responsible Department:	Public Work
Date Prepared:	4/1/2024
Square Footage:	9,564
Scope of Work Recommended **A few sentences about known building issues, history of repairs, and basis of estimates.**	Inspection Needed.

	Age/Type	Condition	Cost to Repair/Replace
Overall Building	26	Average	$127,200 (2023 appraisal)
Roof	Metal		
HVAC	Rooftop		
Exterior Walls	Wood siding on studs, glass metal curtain		
Flooring	Carpeting, Sealer		
Restrooms			
Parking Lot	n/a		
OTHER:	Has a Fire Alarm and Sprinkler System. Built-in cabinets, lockers, and bookcases. Bays (3) The roof has leaked for years and needs exterior paint.		



Building Name & Address	City Hall Parking Garage– 94 North Washington Street, Sonora CA 95370
Responsible Department:	Administrative Services
Date Prepared:	4/1/2024
Square Footage:	30,784
Scope of Work Recommended **A few sentences about known building issues, history of repairs, and basis of estimates.**	The structure was inspected in 2023. See the Asset Fact Sheet included under the "Parking Lot" section. Repairs identified during the inspection are included as a project in the 2024 CIP.

	Age/Type	Condition	Cost to Repair/Replace
Overall Building	~40	Average	$2,900,000 (2023 appraisal)
Roof	Built-up smooth		
HVAC	n/a		
Exterior Paint	Brick on concrete block, concrete block		
Flooring	Sealer		
Restrooms			
Parking Lot			
OTHER:	The structure has leaked from the top parking floor to floors below as the expansion joints have widened. There are also concrete chunks sluffing off, which is a possible hazard to people and property.		





Building Name & Address	Maintenance Office & Shop, 111 School Street, Sonora CA 95370
Responsible Department:	Public Works
Date Prepared:	4/1/2024
Square Footage:	7,143
Scope of Work Recommended **A few sentences about known building issues, history of repairs, and basis of estimates.**	Inspection Needed.

	Age/Type	Condition	Cost to Repair/Replace
Overall Building	30	Good	$682,600 (2023 appraisal)
Roof	Metal		
HVAC	Rooftop Heat and Air		
Exterior Walls	Metal Sidings/Studs		
Flooring	Sealer		
Restrooms			
Parking Lot	n/a		
OTHER:			



Building Name & Address	Cemetery Office & Storage Building, Lyons Bald Mountain, Sonora CA 95370
Responsible Department:	Public Works
Date Prepared:	4/1/2024
Square Footage:	825
Scope of Work Recommended **A few sentences about known building issues, history of repairs, and basis of estimates.**	Inspection Needed.

	Age/Type	Condition	Cost to Repair/Replace
Overall Building	74	Average	$127,200 (2023 appraisal)
Roof	Asphalt Shingles		
HVAC	n/a		
Exterior Walls	Native Stone		
Flooring	Sealer		
Restrooms			
Parking Lot	n/a		
OTHER:	Small building, not understanding of annual costs or what will be needed.		



BUILDING NAME & ADDRESS	Cutler House, 11291 Racetrack Road, Sonora CA, 95370
RESPONSIBLE DEPARTMENT:	
DATE PREPARED:	4/1/2024
SQUARE FOOTAGE:	1,298
FLOORS:	1
SCOPE OF WORK RECOMMENDED A FEW SENTENCES ABOUT KNOWN BUILDING ISSUES, HISTORY OF REPAIRS, AND BASIS OF ESTIMATES.	

	AGE	TYPE	CONDITION	COST TO REPAIR/REPLACE
OVERALL BUILDING	81	Wood Frame/Combustible	Average	$258,900 (2023 appraisal)
ROOF		Asphalt Shingles		
HVAC		Heat pump		
EXTERIOR PAINT		Wood siding on studs/Brick on studs		
FLOORING		Carpeting		
FIRE ALARM	N/A			
SPRINKLER TYPE	N/A			
SECURITY SYSTEM	N/A			
FOUNDATION	81	Concrete Slab on the ground		
RESTROOMS				
PARKING LOT				
OTHER:				



BUILDING NAME & ADDRESS	Cutler Property Storage Shed, 11291 Racetrack Road, Sonora CA, 95370
RESPONSIBLE DEPARTMENT:	Administrative Services
DATE PREPARED:	4/1/2024
SQUARE FOOTAGE:	672
FLOORS:	1
SCOPE OF WORK RECOMMENDED A FEW SENTENCES ABOUT KNOWN BUILDING ISSUES, HISTORY OF REPAIRS, AND BASIS OF ESTIMATES.	

	AGE	TYPE	CONDITION	COST TO REPAIR/REPLACE
OVERALL BUILDING	81	Wood Frame/Combustible	Average	$52,100 (2023 appraisal)
ROOF		Metal		
HVAC	N/A			
EXTERIOR PAINT		Wood siding on studs		
FLOORING	N/A			
FIRE ALARM	N/A			
SPRINKLER TYPE	N/A			
SECURITY SYSTEM	N/A			
FOUNDATION	81	Raised wood foundation		
RESTROOMS				
PARKING LOT				
OTHER:				



BUILDING NAME & ADDRESS	Cutler Property Carport, 11291 Racetrack Road, Sonora CA, 95370
RESPONSIBLE DEPARTMENT:	
DATE PREPARED:	4/1/2024
SQUARE FOOTAGE:	256
FLOORS:	1
SCOPE OF WORK RECOMMENDED A FEW SENTENCES ABOUT KNOWN BUILDING ISSUES, HISTORY OF REPAIRS, AND BASIS OF ESTIMATES.	

	AGE	TYPE	CONDITION	COST TO REPAIR/REPLACE
OVERALL BUILDING	81	Wood Frame/Combustible	Average	$22,400 (2023 appraisal)
ROOF		Asphalt Shingles		
HVAC	N/A			
EXTERIOR PAINT		Wood siding on studs		
FLOORING		Sealer		
FIRE ALARM	N/A			
SPRINKLER TYPE	N/A			
SECURITY SYSTEM	N/A			
FOUNDATION	81	Concrete Slab on the ground		
RESTROOMS				
PARKING LOT				
OTHER:				



BUILDING NAME & ADDRESS	Cutler Property Storage Shed, 11291 Racetrack Road, Sonora CA, 95370
RESPONSIBLE DEPARTMENT:	Administrative Services
DATE PREPARED:	4/1/2024
SQUARE FOOTAGE:	240
FLOORS:	1
SCOPE OF WORK RECOMMENDED A FEW SENTENCES ABOUT KNOWN BUILDING ISSUES, HISTORY OF REPAIRS, AND BASIS OF ESTIMATES.	

	AGE	TYPE	CONDITION	COST TO REPAIR/REPLACE
OVERALL BUILDING	28	Wood Frame/Combustible	Average	$12,600 (2023 appraisal)
ROOF		Metal		
HVAC	N/A			
EXTERIOR PAINT		Wood siding on studs		
FLOORING		Sealer		
FIRE ALARM	N/A			
SPRINKLER TYPE	N/A			
SECURITY SYSTEM	N/A			
FOUNDATION	28	Concrete Slab on the ground		
RESTROOMS				
PARKING LOT				
OTHER:				

BUILDING NAME & ADDRESS	Stewart Street House, 290 South Stewart St, Sonora CA, 95370
RESPONSIBLE DEPARTMENT:	
DATE PREPARED:	4/1/2024
SQUARE FOOTAGE:	2,600
FLOORS:	2
SCOPE OF WORK RECOMMENDED A FEW SENTENCES ABOUT KNOWN BUILDING ISSUES, HISTORY OF REPAIRS, AND BASIS OF ESTIMATES.	Inspection Needed.

	AGE	TYPE	CONDITION	COST TO REPAIR/REPLACE
OVERALL BUILDING	122	Wood Frame/Combustible	Average	$197,700 (2023 Appraisal)
ROOF		Metal		
HVAC	N/A			
EXTERIOR PAINT		Wood siding on studs, glass metal curtain		
FLOORING	N/A	Wood		
FIRE ALARM	N/A			
SPRINKLER TYPE	N/A			
SECURITY SYSTEM	N/A			
FOUNDATION	122	Concrete slab on ground, Raised wood foundation		
RESTROOMS				
PARKING LOT				
OTHER:	This dilapidated house was to be a homeless shelter. Those plans have fallen through, but the structure needs to be examined to ensure there are no other potential liabilities, as it has been abandoned.			



BUILDING NAME & ADDRESS	Education Center, 326 North Washington St, Sonora CA, 95370
RESPONSIBLE DEPARTMENT:	
DATE PREPARED:	4/1/2024
SQUARE FOOTAGE:	5,576
FLOORS:	2
SCOPE OF WORK RECOMMENDED A FEW SENTENCES ABOUT KNOWN BUILDING ISSUES, HISTORY OF REPAIRS, AND BASIS OF ESTIMATES.	Inspection Needed. This needs HVAC updates/replacements and has failed an air quality test. This needs to be remediated.

	AGE	TYPE	CONDITION	COST TO REPAIR/REPLACE
OVERALL BUILDING	103	Wood Frame/Combustible	Average	$1,247,000 (2023 Appraisal)
ROOF		Metal		
HVAC	N/A	AC Unit/Heater Unit		
EXTERIOR PAINT		Wood siding on studs		
FLOORING		Sealer		
FIRE ALARM	N/A	Automatic 100%		
SPRINKLER TYPE	N/A	System 100%		
SECURITY SYSTEM	N/A			
FOUNDATION	103	Concrete slab on ground		
RESTROOMS				
PARKING LOT				
OTHER:	Building has (1) passenger elevator (2 stops) and 608 sq.ft canopy. Building was renovated in 2020.			



BUILDING NAME & ADDRESS	Grigsby Restroom, 100 S Green St, Sonora CA, 95370
RESPONSIBLE DEPARTMENT:	
DATE PREPARED:	4/1/2024
SQUARE FOOTAGE:	96
FLOORS:	1
SCOPE OF WORK RECOMMENDED A FEW SENTENCES ABOUT KNOWN BUILDING ISSUES, HISTORY OF REPAIRS, AND BASIS OF ESTIMATES.	Inspection Needed.

	AGE	TYPE	CONDITION	COST TO REPAIR/REPLACE
OVERALL BUILDING	21	Joisted Masonry	Average	$33,300 (2023 Appraisal)
ROOF		Metal		
HVAC	N/A			
EXTERIOR PAINT		Decorative Concrete Block		
FLOORING		Carpeting/Ceramic tile		
FIRE ALARM	N/A			
SPRINKLER TYPE	N/A			
SECURITY SYSTEM	N/A			
FOUNDATION	21	Concrete slab on the ground		
RESTROOMS				
PARKING LOT				
OTHER:	Small Restroom/Park. No understanding of annual costs to maintain or what will be needed.			



BUILDING NAME & ADDRESS	Police Station, 100 S Green St, Sonora CA, 95370
RESPONSIBLE DEPARTMENT:	
DATE PREPARED:	4/1/2024
SQUARE FOOTAGE:	6606
FLOORS:	1
SCOPE OF WORK RECOMMENDED A FEW SENTENCES ABOUT KNOWN BUILDING ISSUES, HISTORY OF REPAIRS, AND BASIS OF ESTIMATES.	A Needs Assessment is currently being developed for the Police Department. It will examine the Station's existing condition and the option of expanding the building to meet the department's needs.

	AGE	TYPE	CONDITION	COST TO REPAIR/REPLACE
OVERALL BUILDING	43	Joisted Masonry	Average	$2,010,000 (2023 Appraisal)
ROOF		Single Membrane		
HVAC	N/A	AC Unit/Heating Unit		
EXTERIOR PAINT		Wood siding on block		
FLOORING		Carpeting/Ceramic tile		
FIRE ALARM	N/A			
SPRINKLER TYPE	N/A			
SECURITY SYSTEM	N/A	Video Surveillance, Keypad doors/locks		
FOUNDATION	43	Concrete slab on the ground		
RESTROOMS				
PARKING LOT		Located above Section of Building		
OTHER:	The current police station only addresses maintenance as needed. The building needs to be inspected to determine the costs of future maintenance.			



BUILDING NAME & ADDRESS	Carport Shed, 111 School St, Sonora CA, 95370
RESPONSIBLE DEPARTMENT:	Public Works
DATE PREPARED:	4/1/2024
SQUARE FOOTAGE:	990
FLOORS:	1
SCOPE OF WORK RECOMMENDED A FEW SENTENCES ABOUT KNOWN BUILDING ISSUES, HISTORY OF REPAIRS, AND BASIS OF ESTIMATES.	

	AGE	TYPE	CONDITION	COST TO REPAIR/REPLACE
OVERALL BUILDING	83	Wood Frame/Combustible	Average	$43,300 (2023 Appraisal)
ROOF		Metal		
HVAC	N/A			
EXTERIOR PAINT		Metal Siding		
FLOORING		Sealer		
FIRE ALARM	N/A			
SPRINKLER TYPE	N/A			
SECURITY SYSTEM	N/A			
FOUNDATION	83	Concrete Slab on the ground		
RESTROOMS				
PARKING LOT				
OTHER:				



BUILDING NAME & ADDRESS	Tool Room and Parking Shed, 111 School St, Sonora CA, 95370
RESPONSIBLE DEPARTMENT:	Public Works
DATE PREPARED:	4/1/2024
SQUARE FOOTAGE:	3,256
FLOORS:	1
SCOPE OF WORK RECOMMENDED A FEW SENTENCES ABOUT KNOWN BUILDING ISSUES, HISTORY OF REPAIRS, AND BASIS OF ESTIMATES.	

	AGE	TYPE	CONDITION	COST TO REPAIR/REPLACE
OVERALL BUILDING	83	Wood Frame/Combustible	Average	$226,200 (2023 Appraisal)
ROOF		Metal		
HVAC	N/A			
EXTERIOR PAINT		Metal Siding		
FLOORING		Sealer		
FIRE ALARM	N/A			
SPRINKLER TYPE	N/A			
SECURITY SYSTEM	N/A			
FOUNDATION	83	Concrete Slab on the ground		
RESTROOMS				
PARKING LOT				
OTHER:				

BUILDING NAME & ADDRESS	Woods Creek Park Pavilion, Sonora CA, 95370
RESPONSIBLE DEPARTMENT:	
DATE PREPARED:	4/1/2024
SQUARE FOOTAGE:	870
FLOORS:	1
SCOPE OF WORK RECOMMENDED A FEW SENTENCES ABOUT KNOWN BUILDING ISSUES, HISTORY OF REPAIRS, AND BASIS OF ESTIMATES.	

	AGE	TYPE	CONDITION	COST TO REPAIR/REPLACE
OVERALL BUILDING	43	Wood	Average	$65,900 (2023 Appraisal)
ROOF		Metal		
HVAC	N/A			
EXTERIOR PAINT		Open		
FLOORING		Sealer		
FIRE ALARM	N/A			
SPRINKLER TYPE	N/A			
SECURITY SYSTEM	N/A			
FOUNDATION	43	Concrete slab on the ground		
RESTROOMS				
PARKING LOT				
OTHER:				



BUILDING NAME & ADDRESS	Woods Creek Restroom, Woods Creek Drive, Sonora CA, 95370
RESPONSIBLE DEPARTMENT:	
DATE PREPARED:	4/1/2024
SQUARE FOOTAGE:	360
FLOORS:	1
SCOPE OF WORK RECOMMENDED A FEW SENTENCES ABOUT KNOWN BUILDING ISSUES, HISTORY OF REPAIRS, AND BASIS OF ESTIMATES.	

	AGE	TYPE	CONDITION	COST TO REPAIR/REPLACE
OVERALL BUILDING	51	JM Joisted Masonry	Average	$109,100 (2023 Appraisal)
ROOF		Metal		
HVAC	N/A			
EXTERIOR PAINT		Wood siding on studs		
FLOORING		Sealer		
FIRE ALARM	N/A			
SPRINKLER TYPE	N/A			
SECURITY SYSTEM	N/A			
FOUNDATION	51	Concrete slab on ground		
RESTROOMS	51			
PARKING LOT				
OTHER:				



City of Sonora

FISCAL YEAR 2024-2025 PROPOSED BUDGET

FY24/25 Budget Overview

- The Budget has been developed and reviewed by the Administrative team, including the City's Finance Committee, Department Heads, Finance Director and City Administrator.

- The City has prioritized funding based on City Council's strategic goals and priorities.
  - The FY24/25 Budget includes total City Revenues of $18.3 million.
  - Total General Fund Revenues of $14.7 million.
  - The FY24/25 Budget includes total City Expenditures of $14.8 million.
  - Total General Fund Expenditures of $11.3 million.

- The FY24/25 Budget includes estimated Measure Y revenues of $4,300,000, the Essential Services Tax, passed by voters in November 2022.

- The budget represents a primarily "status-quo" budget which includes only CalPERS increases, inflation affected expenditures and negotiated bargaining unit increases.

- As part of this presentation, we refer to Council Priorities. These were determined in the Organization Review and Budget Stabilization Study. They were numbered priorities and tie to each of the budget requests.

- The Budget Presentation Includes a list of *Supplemental Requests that were outside the Status-Quo Budgets.

*The supplemental requests will be presented at the end

FY2024-25 General Fund Revenues

FY 2024/25 Revenues by Category

	2022/23 Actuals	2023/24 Est./Act.	2023/24 Final Budget	2024/25 Proposed Budget	% Change
Sales and Use Tax	$ 4,050,609	$ 7,845,263	$ 7,555,600	$ 7,852,000	3.9%
Property Tax	$ 956,130	$ 997,406	$ 974,800	$ 999,200	2.5%
VLF Backfill Property Tax	$ 473,292	$ 493,427	$ 478,000	$ 503,200	5.3%
Franchise Fees	$ 145,854	$ 172,538	$ 155,000	$ 160,000	3.2%
Business License	$ 132,728	$ 129,940	$ 128,200	$ 131,200	2.3%
Transient Occupancy Tax	$ 682,579	$ 602,653	$ 625,000	$ 608,000	-2.7%
Cannabis Revenues	$ 635,347	$ 709,118	$ 710,000	$ 700,000	-1.4%
Licenses & Permits	$ 164,981	$ 109,070	$ 120,000	$ 118,500	-1.3%
Intergovernmental	$ 127,063	$ 3,000	$ 149,000	$ 159,000	6.7%
American Rescue Plan	$ 581,786	$ -	$ -	$ -	100.0%
Charges for Services	$ 107,900	$ 109,613	$ 57,200	$ 80,300	40.4%
Fines & Forfeitures	$ 32,489	$ 22,644	$ 26,000	$ 23,200	-10.8%
Interest	$ 65,949	$ 227,567	$ 202,000	$ 225,000	11.4%
Other Sources	$ 345,033	$ 175,371	$ 130,350	$ 114,300	-12.3%
Total Revenues	$ 8,501,740	$ 11,597,610	$ 11,311,150	$ 11,673,900	3.2%
Transfers In					
Transfer In	$ 2,500,450	$ 3,068,400	$ 3,068,400	$ 3,007,800	-2.0%
General Fund Reserves	$ -	$ -	$ -	$ -	-
Total Transfers In	$ 2,500,450	$ 3,068,400	$ 3,068,400	$ 3,007,800	-2.0%
Total Revenue & Transfers In	$ 11,002,190	$ 14,666,010	$ 14,379,550	$ 14,681,700	2.1%

Revenues

- Sales and Use Tax growth rate forecasts for the next year have started to moderate as recession fears grow.

- Measure Y was effective April 1, 2023, and in FY24/25 the City will receive approximately $4,300,000 in revenues.

- Transient Use revenues had returned to pre-pandemic levels but concerns about inflation and the economy continue. A revised short term rental ordinance could increase the transient use revenues going forward.

- City Fees no longer cover costs to provide services. A fee update is being presented along with the budget.
  - When a fee does not fully cover the cost for service another City revenue source subsidizes the cost, and in most cases, this is the General Fund.

- The Cannabis Public Benefit Fee is now the 3rd largest revenue for the City after sales tax and property tax.
  - For fiscal year 2024-25 revenues of approximately $700,000 annually.

FY2024-25 General Fund Expenditures

FY 2024/25 Expenditures by Category

	2022/23 Actuals	2023/24 Est./Act.	2023/24 Final Budget	2024/25 Proposed Budget	% of Total
Salaries and Benefits					
Salaries and Wages	$ 3,770,896	$ 4,042,787	$ 4,237,350	$ 4,549,300	7.4%
Other Benefits	$ 2,995,521	$ 2,996,067	$ 3,312,900	$ 3,696,450	11.6%
Total Salaries and Benefits	$ 6,766,417	$ 7,038,854	$ 7,550,250	$ 8,245,750	9.2%
Operating Expenditures					
Supplies	$ 342,035	$ 430,916	$ 467,300	$ 479,750	2.7%
Services	$ 1,386,205	$ 2,150,993	$ 2,182,275	$ 1,648,850	-24.4%
Utilities	$ 266,707	$ 363,262	$ 375,500	$ 378,000	0.7%
Total Operating Expenditures	$ 1,994,947	$ 2,945,171	$ 3,025,075	$ 2,506,600	-17.1%
Capital Projects					
Capital Projects	$ 195,127	$ 612,747	$ 738,400	$ 202,500	-72.6%
Total Capital Projects	$ 195,127	$ 612,747	$ 738,400	$ 202,500	-72.6%
Total Expenditures	$ 8,956,491	$ 10,596,772	$ 11,313,725	$ 10,954,850	-3.2%
Transfers Out					
Transfer Out	$ 449,986	$ 325,177	$ 334,000	$ 342,000	102.4%
Total Transfers Out	$ 449,986	$ 325,177	$ 334,000	$ 342,000	102.4%
Total Expenditure & Transfers Out	$ 9,406,477	$ 10,921,949	$ 11,647,725	$ 11,296,850	-3.0%

Expenditures

Salaries and Benefits

- Personnel accounts for 73% of General Fund Expenditures.
- The City completed a compensation study in FY23/24, which was used to negotiate new five (5) year contracts with the Sonora Police Officers Association (SPOA), Sonora Management Employees Association (SMEA), and the Sonora Confidential Employees Association (SCEA).
- These studies help public sector organizations achieve human resource objectives such as employee recruitment, retention, pay satisfaction and can help to contain labor costs.
  - The chronically under market pay has been a contributing factor in the City's difficulty when recruiting for talent.
- The City set aside funding for a Labor Reserve Fund to account for the costs of these contracts over the next five years.

Expenditures (Cont.)

Status-Quo

- As part of the budget process, each department was asked to provide a status-quo budget.
  - This a no change budget, with the only increases due to contracted changes, increases in CalPERS and insurance costs, and effects of inflation.

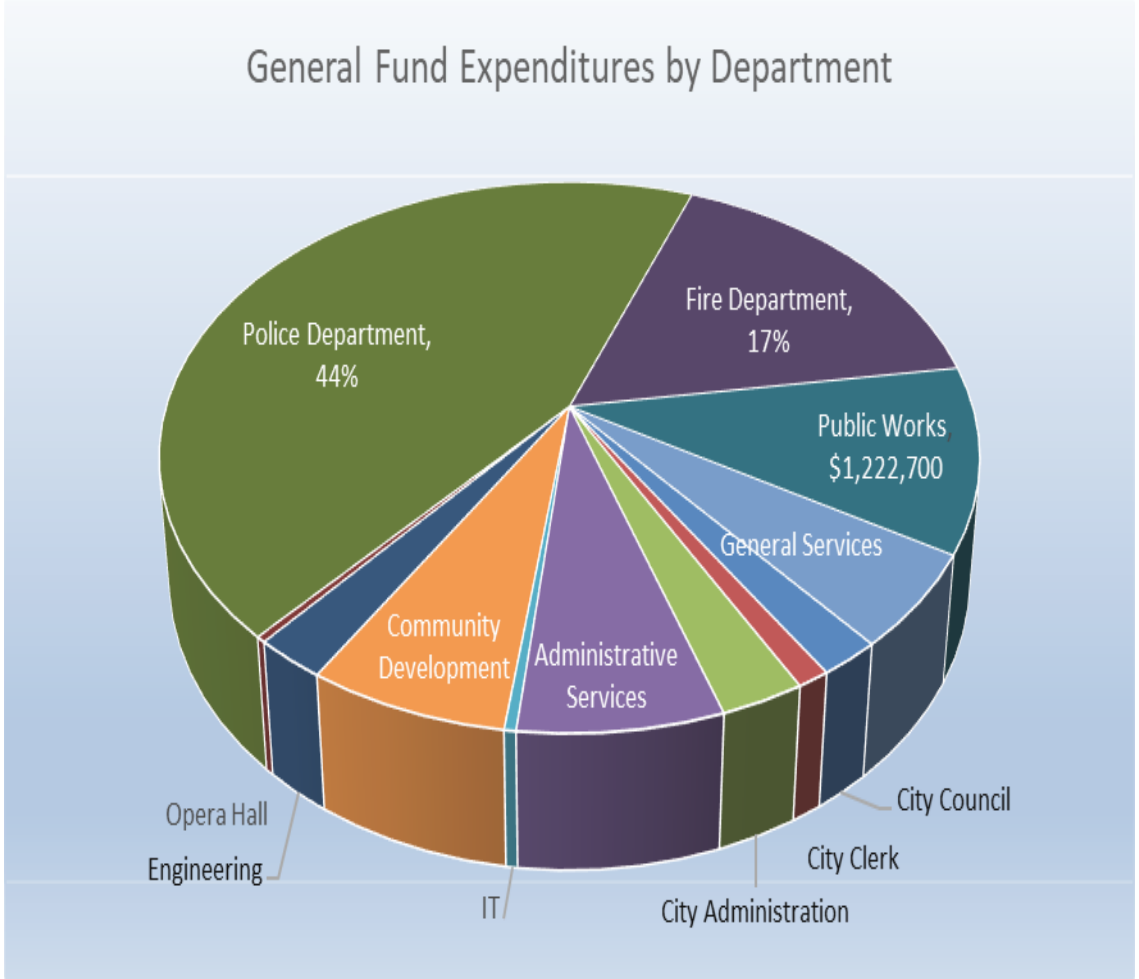
- Energy Costs; fuel and electricity continue to increase.

- Insurances; Liability and Workers Compensation: Over the past few years, there has been a consistent trend of rising costs within the insurance marketplace.
  - Insurances Increase 13% for FY24/25, an increase of $87,395.

- In Fiscal Year 2024/25, CalPERS annual required unfunded contribution increases due to CalPERS investment losses in FY21/22, (6.1%).
  - This increased the annual CalPERS payment by $174,305.

FY2024-25 General Fund Expenditures By Department

Departments	2022/23 Actuals	2023/234 Est./Act.	2023/24 Final Budget	2024/25 Proposed Budget	% of Total
City Council	$ 163,891	$ 188,842	$ 219,200	$ 234,500	2.1%
City Clerk	$ 20,848	$ 51,262	$ 54,100	$ 124,400	1.1%
City Administration	$ 302,722	$ 309,703	$ 320,950	$ 319,300	2.8%
Administrative Services	$ 610,208	$ 751,017	$ 782,400	$ 771,800	6.8%
Information Technology	$ 20,662	$ 33,729	$ 44,250	$ 44,250	0.4%
Community Development	$ 636,076	$ 788,549	$ 823,700	$ 759,500	6.7%
Engineering	$ 93,027	$ 224,600	$ 225,000	$ 274,000	2.4%
Opera Hall	$ 45,231	$ 32,180	$ 33,800	$ 36,900	0.3%
Police Department	$ 3,889,349	$ 4,377,071	$ 4,829,650	$ 4,994,000	44.2%
Fire Department	$ 1,609,624	$ 1,686,003	$ 1,737,800	$ 1,902,100	16.8%
Public Works	$ 1,080,100	$ 1,522,869	$ 1,563,800	$ 1,222,700	10.8%
Fleet Services	$ 210,305	$ 14,422	$ 22,000	$ -	0.0%
General Services	$ 702,984	$ 941,702	$ 991,075	$ 613,400	5.4%
Successor Agency	$ 21,450	$ -	$ -	$ -	0.0%
Total General Fund Expense	$ 9,406,477	$ 10,921,949	$ 11,647,725	$ 11,296,850	100.0%



Department Budgets

City Administration

Includes the Following Departments:

- The City Council
- The City Clerk
- The City Administrator
- Administrative Services
- Information Technology
- Fleet Management
- General Services
- Opera Hall

City Council

	FY22-23 Actual	FY23-24 Est./Actual	FY23-24 Budget	FY24-25 Proposed Budget
Expenditures				
Salaries and Benefits				
Salaries and Wages	$ 7,729	$ 7,800	$ 7,800	$ 14,000
Other Benefits	$ 3,038	$ 7,097	$ 7,600	$ 8,400
Total Salaries and Benefits	$ 10,767	$ 14,897	$ 15,400	$ 22,400
Operating Expenditures				
Supplies	$ 541	$ 2,220	$ 2,400	$ 2,700
Services	$ 148,562	$ 169,000	$ 197,400	$ 205,400
Utilities	$ 4,021	$ 2,725	$ 4,000	$ 4,000
Total Operating Expenditures	$ 153,124	$ 173,945	$ 203,800	$ 212,100
Total Expenditures	$ 163,891	$ 188,842	$ 219,200	$ 234,500
Total Expenditures & Other Financing Uses	$ 163,891	$ 188,842	$ 219,200	$ 234,500
Net Gain (Cost) to Fund	$ (163,891)	$ (188,842)	$ (219,200)	$ (234,500)

City Clerk

	FY22-23 Actual	FY23-24 Est./Actual	FY23-24 Budget	FY24-25 Proposed Budget
Expenditures				
Salaries and Benefits				
Salaries and Wages	$ 3,600	$ 18,338	$ 18,400	$ 53,400
Other Benefits	$ 2,591	$ 12,805	$ 14,200	$ 31,300
Total Salaries and Benefits	$ 6,191	$ 31,143	$ 32,600	$ 84,700
Operating Expenditures				
Supplies	$ 1,927	$ 2,589	$ 3,300	$ 3,500
Services	$ 10,088	$ 14,630	$ 14,800	$ 32,000
Utilities	$ 2,642	$ 2,900	$ 3,400	$ 3,200
Total Operating Expenditures	$ 14,657	$ 20,119	$ 21,500	$ 38,700
Total Expenditures	$ 20,848	$ 51,262	$ 54,100	$ 123,400
Other Financing Uses				
Transfers	$ -	$ -	$ -	$ 1,000
Total Expenditures & Other Financing Uses	$ 20,848	$ 51,262	$ 54,100	$ 124,400
Net Gain (Cost) to Fund	$ (20,848)	$ (51,262)	$ (54,100)	$ (124,400)

Administrator

	FY22-23 Actual	FY23-24 Est./Actual	FY23-24 Budget	FY24-25 Proposed Budget
Expenditures				
Salaries and Benefits				
Salaries and Wages	$ 181,671	$ 182,041	$ 186,100	$ 192,700
Other Benefits	$ 100,365	$ 97,639	$ 104,100	$ 104,400
Total Salaries and Benefits	$ 282,036	$ 279,680	$ 290,200	$ 297,100
Operating Expenditures				
Supplies	$ 6,818	$ 7,414	$ 7,800	$ 7,800
Services	$ 6,493	$ 14,379	$ 14,550	$ 5,400
Utilities	$ 6,735	$ 7,113	$ 7,400	$ 8,000
Total Operating Expenditures	$ 20,046	$ 28,906	$ 29,750	$ 21,200
Total Expenditures	$ 302,082	$ 308,586	$ 319,950	$ 318,300
Other Financing Uses				
Transfers	$ 640	$ 1,117	$ 1,000	$ 1,000
Total Other Financing Uses	$ 640	$ 1,117	$ 1,000	$ 1,000
Total Expenditures & Other Financing Uses	$ 302,722	$ 309,703	$ 320,950	$ 319,300
Net Gain (Cost) to Fund	$ (302,722)	$ (309,703)	$ (320,950)	$ (319,300)

Administrative Services

	FY22-23 Actual	FY23-24 Est./Actual	FY23-24 Budget	FY24-25 Proposed Budget
Revenues				
Taxes Related Revenues				
Transient Occupancy Tax	$ 682,579	$ 602,653	$ 625,000	$ 608,000
Total Taxes Related Revenues	$ 682,579	$ 602,653	$ 625,000	$ 608,000
Licenses, Permits and Franchises				
Licenses and Permits	$ 132,728	$ 129,940	$ 128,200	$ 131,200
Cannabis Public Benefit Fees	$ 635,347	$ 709,118	$ 710,000	$ 700,000
Total Licenses, Permits and Franchises	$ 768,075	$ 839,058	$ 838,200	$ 831,200
Use of Money or Property				
Rental Income	$ 22,406	$ 21,160	$ 21,200	$ 3,800
Total Use of Money or Property	$ 22,406	$ 21,160	$ 21,200	$ 3,800
All Other Revenues				
Miscellaneous Revenues	$ 41,910	$ 12,846	$ 21,000	$ 16,500
Total All Other Revenues	$ 41,910	$ 12,846	$ 21,000	$ 16,500
Total Revenues & Other Financing Sources	$ 1,514,970	$ 1,475,717	$ 1,505,400	$ 1,459,500
Expenditures				
Salaries and Benefits				
Salaries and Wages	$ 256,030	$ 311,497	$ 318,100	$ 357,100
Other Benefits	$ 205,259	$ 208,612	$ 226,500	$ 224,100
Total Salaries and Benefits	$ 461,289	$ 520,109	$ 544,600	$ 581,200
Operating Expenditures				
Supplies	$ 14,734	$ 19,736	$ 22,900	$ 24,700
Services	$ 122,290	$ 196,622	$ 198,200	$ 150,600
Utilities	$ 9,794	$ 11,407	$ 13,700	$ 12,300
Total Operating Expenditures	$ 146,818	$ 227,765	$ 234,800	$ 187,600
Total Expenditures	$ 608,107	$ 747,874	$ 779,400	$ 768,800
Other Financing Uses				
Transfers	$ 2,101	$ 3,143	$ 3,000	$ 3,000
Total Other Financing Uses	$ 2,101	$ 3,143	$ 3,000	$ 3,000
Total Expenditures & Other Financing Uses	$ 610,208	$ 751,017	$ 782,400	$ 771,800
Net Gain (Cost) to Fund	$ 904,762	$ 724,700	$ 723,000	$ 687,700

Information Technology

	FY22-23 Actual	FY23-24 Est./Actual	FY23-24 Budget	FY24-25 Proposed Budget
Expenditures				
Operating Expenditures				
Supplies	$ 17,212	$ 28,777	$ 35,250	$ 35,250
Services	$ 3,450	$ 4,952	$ 9,000	$ 9,000
Total Operating Expenditures	$ 20,662	$ 33,729	$ 44,250	$ 44,250
Total Expenditures	$ 20,662	$ 33,729	$ 44,250	$ 44,250
Total Expenditures & Other Financing Uses	$ 20,662	$ 33,729	$ 44,250	$ 44,250
Net Gain (Cost) to Fund	$ (20,662)	$ (33,729)	$ (44,250)	$ (44,250)

Fleet Management

	FY22-23 Actual	FY23-24 Est./Actual	FY23-24 Budget	FY24-25 Proposed Budget
Expenditures				
Salaries and Benefits				
Salaries and Wages	$ 65,576	$ 14,422	$ 22,000	$ -
Other Benefits	$ 135,771	$ -	$ -	$ -
Total Salaries and Benefits	$ 201,347	$ 14,422	$ 22,000	$ -
Operating Expenditures				
Supplies	$ 1,544	$ -		$ -
Services	$ 7,002	$ -		$ -
Total Operating Expenditures	$ 8,546	$ -	$ -	$ -
Total Expenditures	$ 209,893	$ 14,422	$ 22,000	$ -
Other Financing Uses				
Transfers	$ 412	$ -	$ -	$ -
Total Other Financing Uses	$ 412	$ -	$ -	$ -
Total Expenditures & Other Financing Uses	$ 210,305	$ 14,422	$ 22,000	$ -
Net Gain (Cost) to Fund	$ (210,305)	$ (14,422)	$ (22,000)	$ -

General Services

	FY22-23 Actual	FY23-24 Est./Actual	FY23-24 Budget	FY24-25 Proposed Budget
Revenues				
Taxes Related Revenues				
Property Tax	$ 1,429,422	**$ 1,490,833**	$ 1,752,800	$ 1,502,400
Sales and Use Tax	$ 4,050,609	**$ 7,845,263**	$ 7,455,600	$ 7,852,000
Total Taxes Related Revenues	$ 5,480,031	$ 9,336,096	$ 9,208,400	$ 9,354,400
Licenses, Permits and Franchises				
Franchise Fees	$ 145,854	**$ 172,538**	$ 155,000	$ 160,000
Total Licenses, Permits and Franchises	$ 145,854	$ 172,538	$ 155,000	$ 160,000
Intergovernmental Revenues				
Intergovernmental Revenues	$ 581,786	**$ 3,000**	$ 3,000	$ 3,000
Total Intergovernmental Revenues	$ 581,786	$ 3,000	$ 3,000	$ 3,000
Use of Money or Property				
Investment Income	$ 65,949	$ 227,567	$ 202,000	$ 225,000
All Other Revenues	$ 229,803	$ 1,910	$ 3,500	$ 239,300
Total Use of Money or Property	$ 295,752	$ 229,477	$ 205,500	$ 464,300
Total Revenues	$ 6,503,423	$ 9,741,111	$ 9,571,900	$ 9,981,700
Expenditures	$ -	$ (327,000)	$ -	$ -
Salaries and Benefits				
Other Benefits	$ 28,381	$ 44,757	$ 52,200	$ 65,000
Total Salaries and Benefits	$ 28,381	$ 44,757	$ 52,200	$ 65,000
Operating Expenditures				
Supplies	$ 7,911	$ 8,900	$ 8,900	$ 8,900
Services	$ 88,458	$ 323,814	$ 351,975	$ 78,500
TOT Visitors Bureau 25%	$ 152,097	$ 137,148	$ 150,000	$ 150,000
Total Operating Expenditures	$ 248,466	$ 469,862	$ 510,875	$ 237,400
Capital Projects				
Capital Projects	$ -	$ 126,616	$ 127,000	$ -
Total Capital Projects	$ -	$ 126,616	$ 127,000	$ -
Total Expenditures	$ 276,847	$ 641,235	$ 690,075	$ 302,400
Other Financing Uses				
Transfers	$ 426,138	$ 300,467	$ 301,000	$ 311,000
Total Other Financing Uses	$ 426,138	$ 300,467	$ 301,000	$ 311,000
Total Expenditures & Other Financing Uses	$ 702,985	$ 941,702	$ 991,075	$ 613,400
Net Gain (Cost) to Fund	$ 5,800,438	$ 8,799,409	$ 8,580,825	$ 9,368,300

Opera Hall

	FY22-23 Actual	FY23-24 Est./Actual	FY23-24 Budget	FY24-25 Proposed Budget
Revenues				
Use of Money or Property				
Rental Income	$ 22,250	$ 2,450	$ 5,000	$ 7,100
Total Use of Money or Property	$ 22,250	$ 2,450	$ 5,000	$ 7,100
Total Revenues	$ 22,250	$ 2,450	$ 5,000	$ 7,100
Total Revenues & Other Financing Sources	$ 22,250	$ 2,450	$ 5,000	$ 7,100
Expenditures				
Salaries and Benefits				
Salaries and Wages	$ 1,722	$ -	$ -	$ -
Other Benefits	$ 8,081	$ -	$ -	$ -
Total Salaries and Benefits	$ 9,803	$ -	$ -	$ -
Operating Expenditures				
Supplies	$ 9,191	$ 6,335	$ 8,500	$ 8,500
Services	$ 11,995	$ 10,933	$ 11,200	$ 13,400
Utilities	$ 14,242	$ 14,912	$ 14,100	$ 15,000
Total Operating Expenditures	$ 35,428	$ 32,180	$ 33,800	$ 36,900
Total Expenditures	$ 45,231	$ 32,180	$ 33,800	$ 36,900
Total Expenditures & Other Financing Uses	$ 45,231	$ 32,180	$ 33,800	$ 36,900
Net Gain (Cost) to Fund	$ (22,981)	$ (29,730)	$ (28,800)	$ (29,800)

Community Development

CITY OF SONORA

COMMUNITY DEVELOPMENT

Community Development

	FY22-23 Actual	FY23-24 Est./Actual	FY23-24 Budget	FY24-25 Proposed Budget
Revenues				
Licenses, Permits and Franchises				
Licenses and Permits	$ 164,981	$ 109,070	$ 120,000	$ 118,500
Total Licenses, Permits and Franchises	$ 164,981	$ 109,070	$ 120,000	$ 118,500
Charges for Services				
Department Services	$ 300	$ 400	$ 400	$ 500
Total Charges for Services	$ 300	$ 400	$ 400	$ 500
All Other Revenues				
Miscellaneous Revenues	$ 1,490	$ 1,483	$ 1,750	$ 2,000
Total All Other Revenues	$ 1,490	$ 1,483	$ 1,750	$ 2,000
Total Revenues	$ 166,771	$ 110,953	$ 122,150	$ 121,000
Total Revenues & Other Financing Sources	$ 166,771	$ 110,953	$ 122,150	$ 121,000
Expenditures				
Salaries and Benefits				
Salaries and Wages	$ 170,679	$ 154,632	$ 212,900	$ 274,900
Other Benefits	$ 156,434	$ 136,051	$ 141,300	$ 166,200
Total Salaries and Benefits	$ 327,113	$ 290,683	$ 354,200	$ 441,100
Operating Expenditures				$ -
Supplies	$ 6,108	$ 12,288	$ 13,600	$ 14,500
Services	$ 292,993	$ 475,483	$ 445,000	$ 292,200
Utilities	$ 7,913	$ 9,095	$ 9,900	$ 9,700
Total Operating Expenditures	$ 307,014	$ 496,866	$ 468,500	$ 316,400
Total Expenditures	$ 634,127	$ 787,549	$ 822,700	$ 757,500
Other Financing Uses				
Transfers	$ 1,949	$ 1,000	$ 1,000	$ 2,000
Total Other Financing Uses	$ 1,949	$ 1,000	$ 1,000	$ 2,000
Total Expenditures & Other Financing Uses	$ 636,076	$ 788,549	$ 823,700	$ 759,500
Net Gain (Cost) to Fund	$ (469,305)	$ (677,596)	$ (701,550)	$ (638,500)

COMMUNITY DEVELOPMENT DEPARTMENT

The Team



Irma Gomez, Code Enforcement



Brian Odom, Building/Permits



Emma Goldsmith, Contract Planner

PROGRAMS, PROJECTS, AND SERVICES

- Public Assistance Related to Department Responsibilities
- Building, Landscape, Signage & Encroachment Permits
- Planning & Land Division Permits
- Home Occupation, Transient Use and Special Event Permits
- Planning Commission Meetings
- Parks, Recreation & Beautification Committee Meetings
- Zoning /Municipal Code Compliance & Updates
- General Plan Compliance & Updates
- Housing Programs & Projects
- Mandated State & Grant Reporting
- Dragoon Gulch Trail – Projects & Caretaker Coordination
- Grant Funded Project Implementation
- Farmers Market

FY 24-25 Priorities per Strategic Plan

ECONOMIC DEVELOPMENT

Hire Economic Development Coordinator (Council Priority #20) to assist with:

- More Shops + Restaurants, Improve Tourism. (Black Bomb Entertainment, Pence Sourdough) (Council Priority #2)
- Business Incentives/Programs- Forgivable Loans, New Business Assistance. (Allen's Auto Detailing) (Council Priority #3)
- Opportunities for Shared Spaces. (Parks) (Council Priority #16)
- Support Sonora Chamber/Others for Community Events (In Progress)

FY 24-25 Strategic Plan Priorities

GENERAL PLAN/COMMUNITY DEVELOPMENT

- Software/Technology Upgrades for Permitting–In Progress. (Council Priority #45)
- Further Buildout of Dragoon Gulch. (Council Priority #16, 19)
- Update Short Term Rental Ordinance. (Council Priority #17) (complete!)
- Support Sonora Chamber/Others for Community Events (In Progress)
- Additional Hours for Code Enforcement (2 days a week)
- Linoberg Street Development (East and West)
- Stewart Street Concepts/Demonstrations: Farmers Market Closure/Garbage

FY 24-25 Strategic Plan Priorities

GENERAL PLAN/COMMUNITY DEVELOPMENT

- Update GENERAL PLAN. (Council priority #46)
- Graffiti Reduction. (Council priority #100)
- City Sponsored Projects. (Council priority #111)
- Dining in Downtown, Encroachment Ordinance. (Council priority #116)
- Development of Use Locals First Ordinance/Program. (Council priority #110) (in coordination with Economic Development position goals)

GOALS

- Complete the four projects for the Sonora Fire Department funded under the City's CDBG Program Income grant contract and submit all required reports and closeout documents to the State.
- Foster a reputation that the City is friendly to the building community, ready to serve, happy to help and partners in making compliance with Sonora Municipal Code as seamless as possible.
- Identify a path forward for the Stewart Street house and partner with community organizations to make this restoration a success
- Create a strategy for updating the General Plan that delivers short term results and long-term benefits
- Move Gold Rush Trail Project through the environmental planning phase
- EBT for Farmers Market

CHALLENGES & OPPORTUNITIES

- The major challenge faced by the Community Development Department is staffing.
- The Community Development Department serves a vital function for the City and the community. It will be important to have in place staffing that can continue to provide the level of services expected and needed by the public, ongoing community development functions and meet State/local requirements.
- With a strategic plan in place and Measure Y passed, there is an opportunity for the City to deliver projects and services individually and in partnership in a meaningful way that residents (and visitors) will use and appreciate
- Efficiency and convenience improvements– online services

Community Development Visualized





Community Development Visualized





Community Development Visualized



Community Development Visualized



Community Development Visualized





Community Development Visualized



Community Development Visualized





Community Development Visualized





Community Development Visualized





Community Development Visualized



Community Development Department –
Supplemental Requests

- Dragoon Gulch Trail Expansion $25,000- Recommended for Funding
- Linoberg Buildout- Public Art $50,000- Not Recommended for Funding
- Economic Development $50,000- Recommended for Funding
- Business Incentive Plan $50,000- Recommended for Funding

Public Works

CITY OF SONORA

PUBLIC WORKS DEPARTMENT

Public Works

	FY22-23 Actual	FY23-24 Est./Actual	FY23-24 Budget	FY24-25 Proposed Budget
Revenues				
Charges for Services				
Department Services	$ 42,500	$ 51,019	$ 45,800	$ 50,800
Total Charges for Services	$ 42,500	$ 51,019	$ 45,800	$ 50,800
Total Revenues	$ 42,500	$ 51,019	$ 45,800	$ 50,800
Other Financing Sources				
Transfers				
Transfer In	$ 442,000	$ 791,400	$ 791,400	$ 490,000
Total Other Financing Sources	$ 442,000	$ 791,400	$ 791,400	$ 490,000
Total Revenues & Other Financing Sources	$ 484,500	$ 842,419	$ 837,200	$ 540,800
Expenditures				
Salaries and Benefits				
Salaries and Wages	$ 326,258	$ 355,051	$ 365,100	$ 377,900
Other Benefits	$ 381,273	$ 429,238	$ 446,100	$ 447,100
Total Salaries and Benefits	$ 707,531	$ 784,289	$ 811,200	$ 825,000
Operating Expenditures				
Supplies	$ 91,082	$ 95,860	$ 100,050	$ 97,350
Services	$ 133,278	$ 162,346	$ 164,250	$ 119,550
Utilities	$ 133,773	$ 168,535	$ 175,900	$ 177,800
Total Operating Expenditures	$ 358,133	$ 426,741	$ 440,200	$ 394,700
Capital Projects				
Capital Projects	$ 12,145	$ 309,379	$ 309,400	$ -
Total Capital Projects	$ 12,145	$ 309,379	$ 309,400	$ -
Total Expenditures	$ 1,077,809	$ 1,520,409	$ 1,560,800	$ 1,219,700
Other Financing Uses				
Transfers	$ 2,291	$ 2,460	$ 3,000	$ 3,000
Total Expenditures & Other Financing Uses	$ 1,080,100	$ 1,522,869	$ 1,563,800	$ 1,222,700
Net Gain (Cost) to Fund	$ (595,600)	$ (680,450)	$ (726,600)	$ (681,900)

PUBLIC WORKS DEPARTMENT



- Under City Administrator.
- Public Works Supervisor Day-to-Day Ops.
- Develop, Coordinate, and Implement Programs, Projects, and Services.
- Current Staffing:
  - 3 Public Works Specialist.
  - 2 Public Works Assistants.
- Staffing Losses (Since 2008)
  - 3 Full-Time Staff Positions and 1 Seasonal Staff Position.

DEPARTMENT PROJECTS & SERVICES

The Public Works Department is responsible for the following City programs, projects, and services:

- Cemetery Plot Sales, Funeral Home/Owner Coordination, Improvements, Irrigation, Maintenance & Repairs
- Street, Sidewalk, Signal, and Light Maintenance- City Owned Facilities
- City Facility Maintenance & Repair.
- Park & Landscape Installation, Maintenance, and Irrigation.
- Parking Lot Striping, Signage & Maintenance.
- Storm Drain Clearing, Repair & Maintenance.
- Striping, Street Marking & Signage.
- Vegetation Removal & Clearing.
- Paid & Free Pile Pickup Programs.
- Garbage Removal from City Facilities & Along City Right-of-Ways.
- Public Restroom Cleaning & Repairs.
- Street Sign Installations, Replacement & Repairs.
- Removal of Hazards within City Property & Right-of-Ways.
- Assistance with Road Closures, No Parking Signage & Special Events.



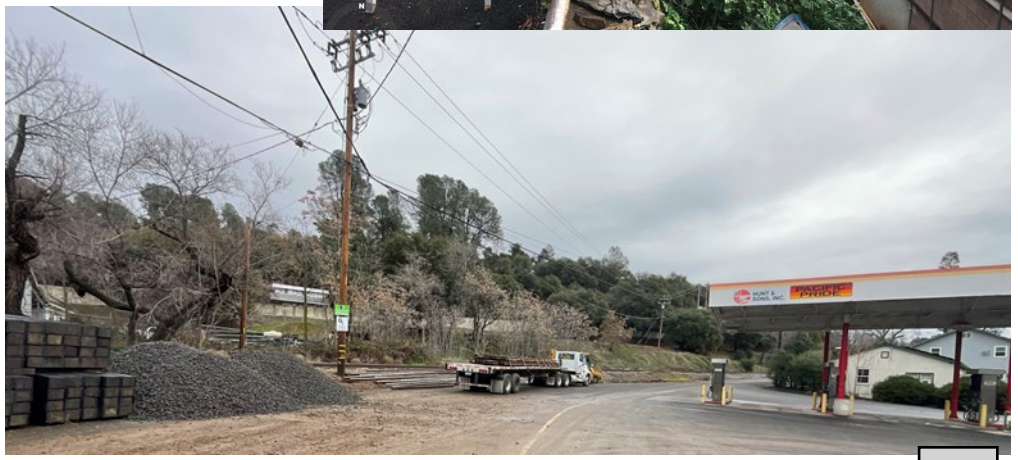
ACCOMPLISHMENTS

- New City Engineer Secured.
- Infrastructure Evaluated & Budgeted For Repair/Replacement:
  - Snell Road Reconstruction and Drainage Improvements.
  - Sonora Main Drain Replacement.
  - Linoberg Retaining Wall.
  - Sonora Moves (Vision Sonora).
  - Farmer's Market Sidewalk Repair.
  - Hospital Road Repaving.
- Emergency Response- Sierra Railroad, January 2024.
- Road Maintenance Projects Completed:
  - Leonard Addition Rd and Shangrila Pothole Repair.
  - Drainage Issues on Bradford and S. Washington.









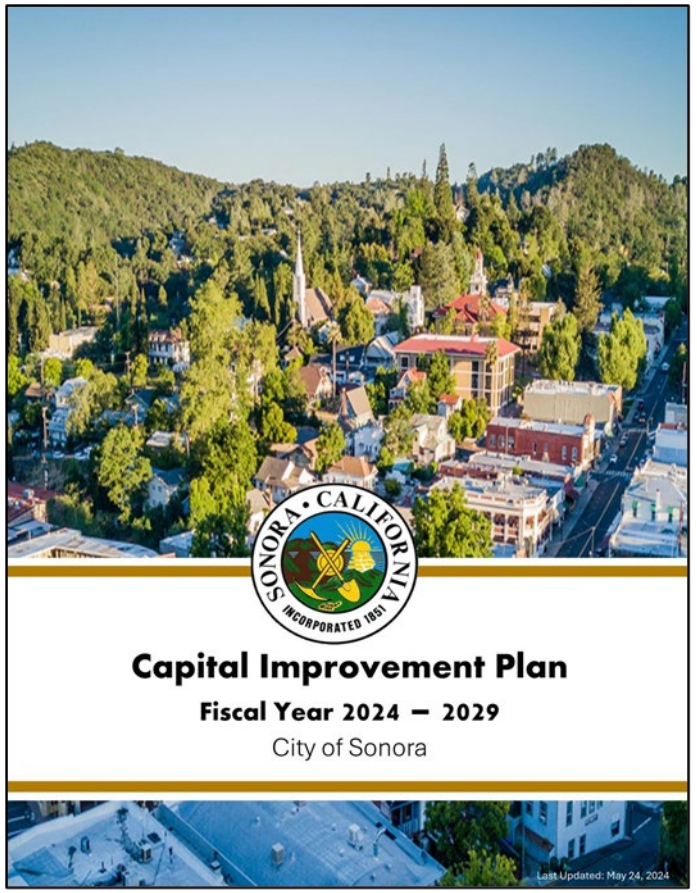
ACCOMPLISHMENTS (Cont.)

- Parking and Traffic Issues Addressed:
  - Compliance with AB 413 (Red Curb).
  - Yield at Elkin and N. Stewart Streets.
  - Cross Traffic Does Not Stop Sign at Green and Church St.

- On-Line Program and Data Base Secured and Being Developed:
  - iWORQ: Public Works, Community Development.

- Obtained Approved Overhead (De Minimis) Indirect Cost Rate.

- Capital Improvement Plan Developed.
- Grants Applied For:
  - Carbon Reduction Program.
  - Safe Streets and Routes for All.
  - Active Transportation Program Cycle 7.



ACCOMPLISHMENTS (Cont.)

Field Work

- Street Sign Replacement Program Continued
- Vegetation Removal on Vegetation Encroaching Into Public Right-of-Way.
- Annual Clearing of Woods Creek and Sonora Creek.
- Annual Weed Abatement Program.
- Asphalt Patch Repairs on Various City Streets.
- Invasive Mistletoe Removal in 30 City Trees - Morningstar Drive.
- Pressure Washing Program on Sidewalks and Trash Cans Started.
- East Oakside Collapsed Drainage Culvert Replaced
- Re-Painted Street Markings and Curbs
- Cleaned Hundreds of Storm Drains Pipes and Ditches
- Implemented Red Curb (No Parking) Program Near Crosswalks - Pedestrian Safety.
- Repairs on Curbs and Sidewalks Throughout Downtown.

GOALS

Capital Projects

Snell Street :

Seek Carbon Reduction Grant. Sidewalk Portion FY 23/24.

Complete Design FY 24/25.

Construction FY 25/26.

City of Sonora Capital Project Budgets							
		Anticipated Expenditures					
Project Name	Project Phase	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Beyond
Snell Road Reconstruction & Drainage Imp.	Design / Env / Permitting	$204,440.00					
(Between Bonanza Road and County Line)	Right of Way						
	Construction		$1,132,025.00				
Linoberg Road Retaining Wall	Design / Env / Permitting	$210,000.00					
(Between Bradford Street and Pine Street)	Right of Way		$121,560.00				
	Construction		$960,324.00	$960,324.00			
Hospital Road Reconstruction	Design / Env / Permitting	$90,000.00					
(Between Sierra RR and Mono Way)	Right of Way						
	Construction	$600,000.00					
Sonora Main Drain	Design / Env / Permitting	$280,000.00		$275,000.00			$850,000.00
(From Gold Street to Stockton Street)	Right of Way		$180,000.00		$180,000.00		$550,000.00
	Construction		$902,500.00	$902,500.00	$877,500.00	$877,500.00	$5,465,000.00
Vision Sonora / Blue Zone Ped Projects	Design / Env / Permitting	$540,000.00					
(Linoberg, Linoberg West, Washington Street,	Right of Way						
Stewart Street, Green Street)	Construction		$1,000,000.00	$1,000,000.00	$700,000.00		
N Stewart Street Retaining Wall Replacement	Design / Env / Permitting			$285,000.00			
(Between Elkin Street and Wall Street)	Right of Way			$130,000.00			
	Construction				$945,000.00	$945,000.00	

Sonora Main Drain:

Advance Phase Design and Construction Documents FY 24/25.

Investigate Grant Funding Opportunities FY 24/25.

Linoberg Retaining Wall:

- Advance Phase Design and Construction Documents FY 24/25.
- Investigate Grant Funding Opportunities FY 24/25.

GOALS (Cont.)

Capital Projects (Cont.)

Sonora Moves (Vision Sonora)

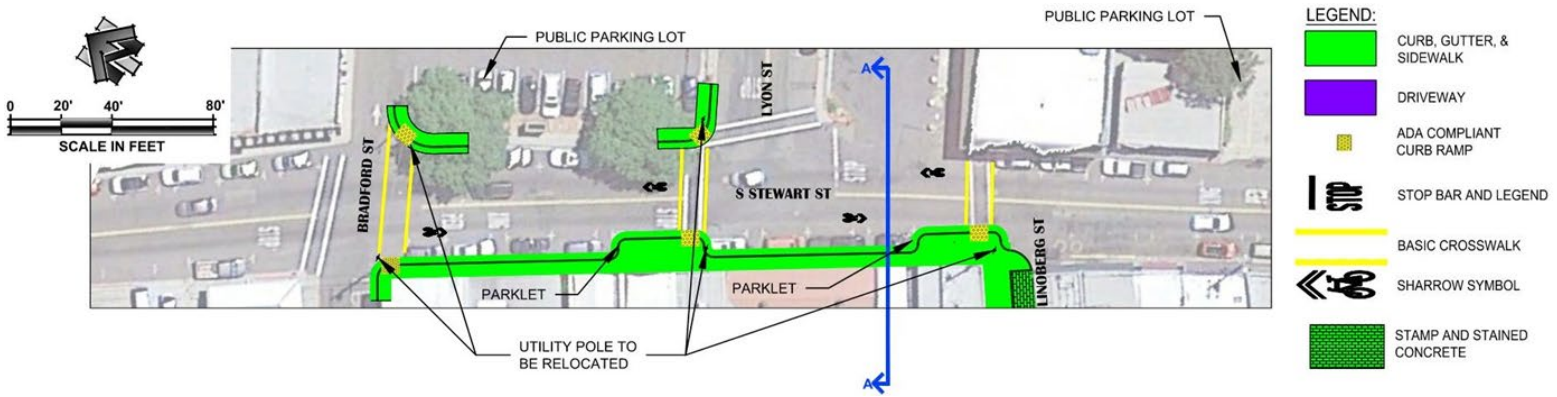
Apply for ATP Cycle 7 Grant Funding FY 24/25

Farmer's Market Sidewalk Repair:

Construct Repairs FY 24/25 Using Excess LTF .

Hospital Road Repaving:

Repave Road Through Sierra RR Contractor FY24/25.





GOALS (Cont.)

Maintenance Projects and Programs

- Establish Annual Striping Program
- Restripe S. Washington from Hwy 49 to Hwy 108
- Slope Stabilization at Church Street
- Elk Drive Storm Drain Repair
- Hope Lane Storm Drain Debris Removal
- Remove Vegetation Encroaching on City
- Right-of-Way
- Paint Transit Hub Streetlights
- Convert Streetlights to LED bulbs



GOALS (Cont.)

Maintenance Projects and Progr





- Establish Pre-Qualified Contractors
- List for Job Order Contracting
- Pavement Condition Survey
- Parking and Traffic
- Perform a Parking Study to Optimize Public Parking.
- Grant Funding
- Continue to Pursue Grant Funding for Capital Improvement Projects.
- Continue to Pursue Grant Funding for Maintenance Projects.
- Continue with Pothole and Street Repairs
- Maintain Traffic Signals and Battery Backups

GOALS (Cont.)

Field Work

- Continue Street Marking Improvements - Plastic Stop Bars, Crosswalks, Etc.
- Continue Street Sign Replacements
- Continue Vegetation Removal Along City Streets.
- Continue Sidewalk ADA/Trip Hazard Removal Program.
- Continue Annual Pothole Street Repairs.
- Continue Curb and Sidewalk Repairs - Downtown
- Rehabilitate Historical Water Trough/Fountain to Working Condition
- Rebuild Santa's House Deck and Ramp.
- Seal Bricks on Opera Hall.
- Continue Pressure Washing Sidewalks and Trash Cans
- Replace Several Public Works Fleet Trucks.
- Continue Hot AC Patching.

Engineering & Public Works Department – Supplemental Requests

Staffing Increases

- Extra Hires Downtown Beautification- $76,000- Recommended for Funding
- Painting Rig- $4,000- Not Recommended for Funding
- Changeable Message Sign $12,500- Not Recommended for Funding
- Barricades, Cones, Signs for Events $7,500- Recommended for Funding
- Vehicle Lease Dump Truck, 2 Pick Up Trucks $51,100- Recommended for Funding

Maintenance

- Citywide Storm Damage Repairs $30,000- Recommended for Funding
- Vegetation and Creek Clearing $135,000- Recommended for Funding
- Citywide Patching Force Account $5,000- Recommended for Funding
- Citywide Patching Contract $20,000- Recommended for Funding
- Replacement of City Owned Lights to LED $5,000- Recommended for Funding
- Traffic Signal Battery Backup Replacement $2,500- Recommended for Funding
- Traffic Signal Maintenance $10,000 Recommended for Funding
- Paint Transit Center Streetlights $5,000- Recommended for Funding
- Slope Stabilization Church Street $40,000- Recommended for Funding
- Elk Drive Storm Drain Repair $155,000- Recommended for Funding
- Hope Lane Storm Drain Repair $25,000 – Recommended for Funding
- Sonora Civil Infrastructure Biennial Inspection $30,000 – Recommended for Funding
- Striping S Washington $72,000- Recommended for Funding
- Striping Mono Way- Not Recommended for Funding

Engineering & Public Works Department –
Supplemental Requests- Cont.

CIP

- Parking Lot Improvements Church Street $115,000- Recommended for Funding
- Parking Lot Improvements S. Shepard, Lyons Rd, Fire Department- Not Recommended for Funding
- Farmers Market Sidewalk Repairs $85,000- Recommended for Funding
- City Road Repaving Annual Allocation $575,000- Not Recommended for Funding
- City Road Preservation Slurry Seal $290,000- Not Recommended for Funding
- Sonora Main Drain Repairs $280,000- Recommended for Funding
- Linoberg Retaining Wall $210,000- Recommended for Funding
- Hospital Road Reconstruction $690,000- Recommended for Funding
- SS4A Transportation Action Plan Local Grant Match $112,000- Recommended for Funding
- N Stewart Retaining Wall- Not Recommended for Funding

Fire Department



Fire Department

	FY22-23 Actual	FY23-24 Est./Actual	FY23-24 Budget	FY24-25 Proposed Budget
Revenues				
Charges for Services				
Department Services	$ 33,360	$ 28,155	$ 31,000	$ 31,000
Total Charges for Services	$ 33,360	$ 28,155	$ 31,000	$ 31,000
Intergovernmental Revenues				
Grant Revenues	$ -	$ -	$ 1,000	$ 1,000
Total Intergovernmental Revenues	$ -	$ -	$ 1,000	$ 1,000
All Other Revenues				
Miscellaneous Revenues	$ 55	$ 85	$ 200	$ 200
Total All Other Revenues	$ 55	$ 85	$ 200	$ 200
Total Revenues	$ 33,415	$ 28,240	$ 32,200	$ 32,200
Other Financing Sources				
Transfers				
Transfer In	$ 550,000	$ 600,000	$ 600,000	$ 625,000
Total Other Financing Sources	$ 550,000	$ 600,000	$ 600,000	$ 625,000
Total Revenues & Other Financing Sources	$ 583,415	$ 628,240	$ 632,200	$ 657,200
Expenditures				
Salaries and Benefits				
Salaries and Wages	$ 815,755	$ 863,387	$ 886,750	$ 931,200
Other Benefits	$ 621,020	$ 619,346	$ 628,450	$ 741,500
Total Salaries and Benefits	$ 1,436,775	$ 1,482,733	$ 1,515,200	$ 1,672,700
Operating Expenditures				
Supplies	$ 17,700	$ 57,411	$ 73,100	$ 55,300
Services	$ 108,710	$ 100,369	$ 102,000	$ 121,300
Utilities	$ 41,049	$ 41,993	$ 44,000	$ 47,800
Total Operating Expenditures	$ 167,459	$ 199,773	$ 219,100	$ 224,400
Total Expenditures	$ 1,604,234	$ 1,682,506	$ 1,734,300	$ 1,897,100
Other Financing Uses				
Transfers Out	$ 5,390	$ 3,497	$ 3,500	$ 5,000
Total Other Financing Uses	$ 5,390	$ 3,497	$ 3,500	$ 5,000
Total Expenditures & Other Financing Uses	$ 1,609,624	$ 1,686,003	$ 1,737,800	$ 1,902,100
Net Gain (Cost) to Fund	$ (1,026,209)	$ (1,057,763)	$ (1,105,600)	$ (1,244,900)

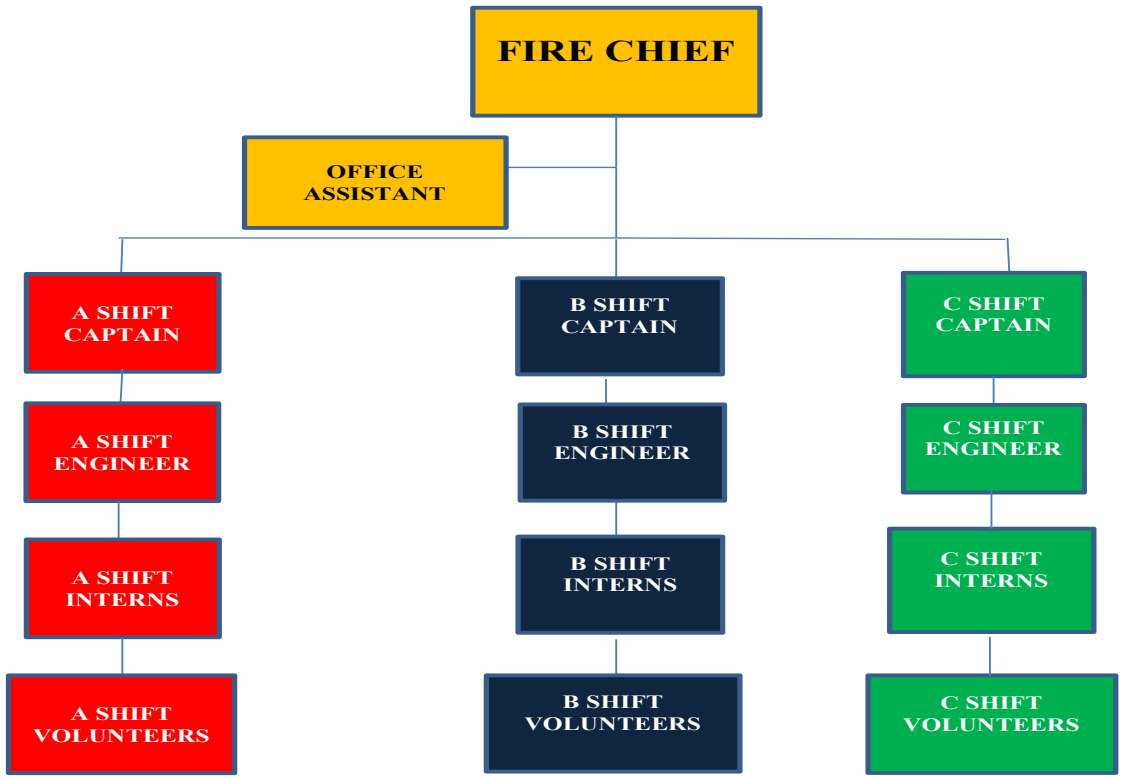
SONORA FIRE DEPARTMENT

MISSION STATEMENT

To protect the quality of life for present and future generations through interaction with our community, compassionate service and an atmosphere that encourages innovation, and professionalism.

Sonora Fire Department
Policies

Organizational Structure



The Sonora Fire Department is under the direction of the Fire Chief supported by one Part-time Administrative Assistant. To carry out the mission, the Fire Department operates 24/7/365 with full-time staff of 3 Fire Captains and 3 Fire Engineers divided into three working shifts. The full-time staff is supplemented by Part-Time Relief Engineers, Intern and Volunteer Firefighters. The staff is responsible for the development, coordination, and implementation of the Department programs and services.







PROGRAMS AND SERVICES

All Risk, All Hazard Emergency Response within the City of Sonora

Operations: 2023 Total Responses 1799

- Automatic Aid Response Area Incidents: responses (approximately 32% of annual calls)

  Columbia Area– 60

  Standard Area– 305

  Jamestown Area – 187

Prevention

- Community Risk Reduction – 300 Defensible Space Inspections, 2 Fire Wise Communities, 2 Green Waste Program Events
- Fire and Life Safety Inspections – 150 Business Inspections, 59 Apartment Inspections, 334 Self-Inspections, 69 Burn Permits, 36 Hazardous Operational Permits, Plan Review, and Construction Inspections.

Training

- Training – Annual Firefighter Mandated State and Federal Requirements Public Education – School/Senior Programs, Smoke Detector, Public Fairs.

ACCOMPLISHMENTS

GRANTS

- Regional AFG Self Contained Breathing Apparatus completed.
- Rural Capacity grant for Structural and Wildland Equipment.
- CDBG Grant Type 3 and Type 6 Fire Engines, Exhaust Systems, and Misc. Fire Equipment.
- Applied California Fire Foundation Grant Lucas Device – Awaiting Award Results.



FEMA/California Office of Emergency Services (CalOES) recovery

- Washington Fire recovery – Storage Building Replacement
- January and March Storm Recovery in Process

Hired Vacant Fire Captain Position

Upgrade IT Equipment – Computer Equipment

Hosted County-wide Bi-annual Career Day for Columbia College Fire Academy

Participate in Community Events: Host 163rd Annual Firefighter Ball, Area 12, Human Trafficking Training, Motherlode Roundup, Christmas Parade, Sonora Homecoming, Every 15 Minutes, Town Halls, Extinguisher Training, Strike Team Leader Training, etc.

ACCOMPLISHMENTS (CONT.)

- Committees and Commissions
  - Traffic Commission, CWPP Development, Fire Safety Advisory Committee, Safety Committee, Local Hazard Mitigation Plan, Emergency Operation

- Plan, CalOES Region IV 1st Alternate Coordinator and CalOES Region IV Operational Area Coordinator, Tuolumne County Fire Chief's Association, Homeland Security Grant Member

- Professional Skill Development and Management Training.



- Outreach Videos for Fire Safety and Public Education.

- Initiated the Update of Standard Operating Procedures (SOP)
  - Now in the Meet and Confer Process.

- Respond as Part of the Master Mutual Aid Agreement
  - Pre-positioned Strike Teams in County for Additional Resources During Storm Events and Red Flag Warning Days.

GOALS

- Hire Fire Prevention/Building Inspector Position. (Council Priority #67, 69)
- Collaborate with Local Agencies to Support Growth and Increase Efficiencies in Fire Services (JPA's). (Council Priority #63)
- Develop Fire Safe Preparedness and Safety Ordinances. (Council Priority #62, 63, 66)
- Collaborate with PD on Homeless Task Force Project. (Council Priority #84, 87, 88, 96)
- Encourage Professional Development Workshop Attendance. (Council Priority #51, 60, 67)
- Analyze the Desirability and Feasibility of Annexation of Certain Unincorporated Areas of Tuolumne County into the City. (Council Priority #43)
- Continue Collaboration with Chicken Ranch Rancheria for Cooperative Fire Protection Reimbursement Agreement. (Council Priority #68)
- Implement Cloud-based Inspection Program for all Fire Inspections. (Council Priority #108)
- Complete CDBG Grant Funding Projects and Place In-Service:
  - Type 6 engine, Type 3 engine, New SCBA's, and Exhaust Removal System. (Council priority #30, 70)

GOALS (CONT.)

- Complete Meet and Confer Process on Standard Operating Procedures. (Council Priority #51, 123)
- Prioritize and Complete Identified Capital Improvement Projects. (Council Priority #30, 70)
- Fleet Replacement Schedule for Staff Vehicles. (Council Priority #30)
- Analyze ALS Emergency Response Programs. (Council Priority #69)
- Complete Cost Recovery FEMA/CalOES.
- Test and Hire Vacant Fire Engineer Position. (Council Priority #67)
- Research and Apply for Hazardous Fuel Reduction Grants.
- Work with Public Works to Identify and Manage Fuel Reduction Projects
- Community Outreach Programs for Fire Wise Communities. (Council Priority #69)



CHALLENGES & OPPORTUNITIES

- 1 Full-time Fire/Building Inspector
- 6 Full-time Firefighters (SAFER GRANT)
- 1 Full-time Administrative Assistant
- 1 Full-time Information & Technology Specialist for the City
  - Technology updates: payroll, City intergraded computer system, etc.

- General Plan Development for Annexation and Growth

- Legislative Regulations and Requirements (Unfunded Mandates)
  - Board of Forestry Defensible Space and Wildland Urban Interface Regulations
  - Real Estate Transaction Now Require Defensible Space Inspections
  - State Required Inspection Reporting

- Capital Projects
  - Fire Station: Exterior Paint, Roof Replacement, Garage doors, Kitchen remodel, Parking lot updates
  - Fire Museum: Exterior Paint and Building Repair, Roof Replacement

Fire Department – Supplemental Requests

Equipment

- Lease Replacement Utility Vehicle $18,000- Recommended for Funding
- Analysis of ALS Program at Fire Department $10,000- Recommended for Funding



Hazards threaten the City of Sonora every year.
The Sonora Fire Department works diligently to reduce this threat by providing public education, fire prevention, fuel reduction programs, collaboration with allied agencies, and professional emergency response.

Sonora Police

FISCAL YEAR 2024-2025 BUDGET

Sonora Police Department

	FY22-23 Actual	FY23-24 Est./Actual	FY23-24 Budget	FY24-25 Proposed Budget
Revenues				
Taxes Related Revenues				
Prop. 172 Public Safety	$ 33,198	$ 32,229	$ 34,500	$ 33,200
Total Taxes Related Revenues	$ 33,198	$ 32,229	$ 34,500	$ 33,200
Fines, Forfeitures and Penalties				
Fees and Fines	$ 32,489	$ 22,644	$ 26,000	$ 23,200
Total Fines, Forfeitures and Penalties	$ 32,489	$ 22,644	$ 26,000	$ 23,200
Charges for Services				
Department Services	$ 32,066	$ 23,544	$ 28,000	$ 29,000
Total Charges for Services	$ 32,066	$ 23,544	$ 28,000	$ 29,000
Intergovernmental Revenues				
Grant Revenues	$ 127,063	$ 97,522	$ 145,000	$ 155,000
Total Intergovernmental Revenues	$ 127,063	$ 97,522	$ 145,000	$ 155,000
All Other Revenues				
Miscellaneous Revenues	$ 1,106	$ 960	$ 1,200	$ 1,000
Post Reimbursements	$ 2,520	$ 10,008	$ 16,000	$ 16,000
Total All Other Revenues	$ 3,626	$ 10,968	$ 17,200	$ 17,000
Total Revenues	$ 228,442	$ 186,907	$ 250,700	$ 257,400
Other Financing Sources				
Transfers	$ 1,475,000	$ 1,677,000	$ 1,677,000	$ 1,657,000
Total Other Financing Sources	$ 1,475,000	$ 1,677,000	$ 1,677,000	$ 1,657,000
Total Revenues & Other Financing Sources	$ 1,703,442	$ 1,863,907	$ 1,927,700	$ 1,914,400
Expenditures				
Salaries and Benefits				
Salaries and Wages	$ 1,899,421	$ 2,085,660	$ 2,298,600	$ 2,382,200
Other Benefits	$ 1,366,822	$ 1,499,331	$ 1,635,850	$ 1,865,200
Total Salaries and Benefits	$ 3,266,243	$ 3,584,991	$ 3,934,450	$ 4,247,400
Operating Expenditures				
Supplies	$ 155,076	$ 198,279	$ 213,600	$ 183,400
Services	$ 195,130	$ 259,671	$ 267,700	$ 244,500
Utilities	$ 78,852	$ 92,347	$ 91,900	$ 100,200
Total Operating Expenditures	$ 429,058	$ 550,297	$ 573,200	$ 528,100
Capital Projects				
Capital Projects	$ 182,982	$ 228,290	$ 302,000	$ 202,500
Total Capital Projects	$ 182,982	$ 228,290	$ 302,000	$ 202,500
Total Expenditures	$ 3,878,283	$ 4,363,578	$ 4,809,650	$ 4,978,000
Other Financing Uses				
Transfers	$ 11,066	$ 13,493	$ 20,000	$ 16,000
Total Other Financing Uses	$ 11,066	$ 13,493	$ 20,000	$ 16,000
Total Expenditures & Other Financing Uses	$ 3,889,349	$ 4,377,071	$ 4,829,650	$ 4,994,000
Net Gain (Cost) to Fund	$ (2,185,907)	$ (2,513,164)	$ (2,901,950)	$ (3,079,600)

Police Department - Overview



Mission

- Deliver Policing Services to the Residents, Merchants, and Visitors of Sonora. Safeguarding Life and Property with Compassion, Dignity, and Equality through Professionalism, Fairness, and Diligence.

Authorized Staffing

- 24.3 Paid Positions, 14 sworn

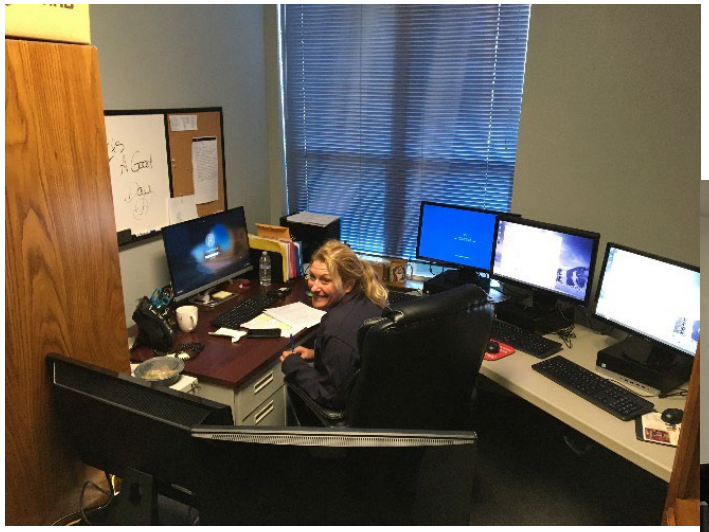
Budget

- $4.9 Million

Police Department - Overview

Functions

- Patrol
- Investigations
- Dispatch and Records
- Animal Control
- Training Unit
- Professional Standards
- Vehicle Abatement
- Parking Enforcement
- Property and Evidence
- Homeless Outreach
- Public Information
- Information and Technology
- Volunteer Unit





Coverage

- 3.5 Square Miles
- 5,100 Residential Population (25,000 Daytime Population)
- 2 High Schools and 2 Elementary Schools
- Regional Hospital and Cancer Center
- 4 Shopping Centers
- 2 Gaming Casinos within proximity to the City

Police Department - Overview

Workload

- 24 Hours Per Day / 7 Days Per Week Operation
- 17,700 – 19,300 Incidents Per Year
- 3,000(+) 9-1-1 Calls Per Year:
  - Rapes – 3
  - Sexual Assaults - 15
  - Aggravated Assaults – 37
  - Robberies - 0
  - Burglaries – 11
  - Auto Thefts – 13
  - Arson - 1
  - Larcenies – 166
  - Vandalism– 58
  - DUIs – 29
  - Homeless – 14-24%



Police Department – Goals and Accomplishments

2023/24 Accomplishments

Goal #1 - Enhance Hiring Process
- Salary Increases
- Hiring Bonuses
- Recruitment Strategies
- Implemented Employee Survey

Goal #2 - Strengthen Employee Development
- Goal Not Met– Staffing Challenges

Goal #3 - Explore Police Facility Options
- Vanir Contract
- Engaged State Officials
- Scouting Site Opportunities

Goal #4 – Complete Public Safety Surveillance
- Goal not met.
  - ✓ Two Surveillance Cameras Installed.
    - Not yet activated.

Goal #5 - Fill vacant Dispatch Position.
- ✓ All full-time and part-time positions filled









Police Department – Goals and Accomplishments

2023/24 Accomplishments

Goal #6 – Building Improvements and Security.
- ✓ Additional Lobby Camera Installed.
- ✓ Vanir Needs Assessment Initiated.
- ○ No Additional Progress – Staffing challenges.

Goal #7 – Technology Improvements.
- ✓ 11 of 13 MDCs Replaced.
- ✓ 50% of Fleet MAV Units Replaced.
- ✓ Completed Firewall Upgrade.
- ○ Upgrades to Server Room Pending.

Goal #8 - Private Surveillance Registration Program.
- ○ Goal Not Met – Staffing Challenges.

Goal #9 - Improve Radio Communications.
- ✓ New Repeater Project Complete - $60K.
- ✓ Completed Portable Radio Upgrade.
- ○ Dispatch Radio Console Pending.



Police Department – Goals and Accomplishments

2023/24 Accomplishments

Goal #10 – Homeless Outreach Support Team.
- ✓ Homeless Outreach Coordinator Hired.
- ✓ HOST Formalized by MOU.
- ✓ Over 160 Interactions.

Goal #11 – Evaluate City Parking Enforcement Needs.
- ➢ Goal not met – Staffing Challenges.
  - ✓ Hired Full-Time CSO.

Goal #12 – Expand Public Information Officer Capability.
- ➢ Goal not met – Staffing Challenges.
  - ✓ Identified Full-Time CSO as Supplemental PIO.
  - ✓ PIO Training Underway.



Police Department – Proposed Goals and Priorities



2024/25 Goals

Goal #1 - Enhance Recruitment and Retention, Council Priorities (#51, 60, 75, 77, 80)

- Establish Brand – Epic
- Maximize Social Media Opportunities
- Reduce/Eliminate Turnover – Culture

Goal #2 - Continue to Strengthen Employee Development, Council Priorities (#75, 77)

- Achieve 100% POST Required CPT Level
- Re-Establish In-House Training Opportunities
- Enhance Leadership Mentorship and Succession Planning

Goal #3 – Police Facility Project, Council Priorities (#80)

- Vanir Consultants
  - Needs Assessment
  - Project Conception / Design
  - Responsible Use of Measure Y Funds
- Explore Funding Opportunities
  - Existing City Assets
  - Grant Opportunities
  - State and Federal Budget Requests

Police Department – Proposed Goals and Priorities

Goal #4 - Property and Evidence Relocation / Upgrade, Council Priorities #76,80

- Improved Storage Equipment.
  - Shelving, Containers/Packaging.
- Security Upgrades.
  - Security Camera, Commercial Grade Locks.
- Screening.

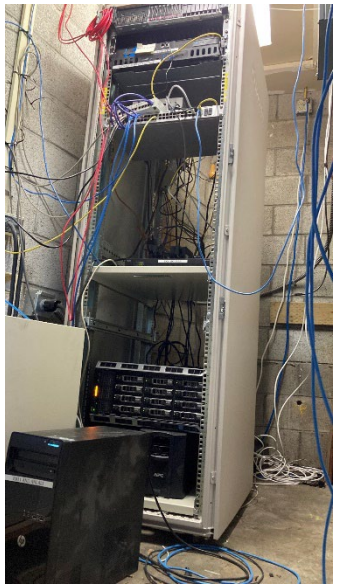
Goal #5 - Enhance Information and Technology Security, Council Priorities #76, 80

- Update Server operating Systems Backups.
- Update Cyber Security Programs.
- Stabilize Hardware.

Goal #6 – Private Video Surveillance Registration Program, Council Priorities (#76, 78).

- Partner with Community for Crime Prevention.
- Enhance Investigative Efforts.
- Quicker Identification of Suspects/Vehicles.







Police Department – Proposed Goals and Priorities

Goal #7 - Improve Radio Communications, Council Priorities (#76, #80).

- Complete Radio Console Installation.
  - Temporary Dispatch Center.
  - Transition and Installation.

Goal #8 - Evaluate Residential Parking Enforcement Needs

- RVs, Boats, Trailers.
- Narrow Roadways, Fire Lanes.
- Ordinances, Resources, Best Practice.
- Taskforce; City Admin, Fire Department, Code Enforcement.
- Council Priorities 1 of 6 (#78).

Goal #9 - Expand PIO Capability

- Prioritized Tasks During Critical Incidents.
- Reduce Delay for PSAs.
- Full-Time CSO.
- Council Priorities 1 of 6 (#75).

Goal # 10- Create and Expand an Officer Wellness Program



Police Department – Challenges / Opportunities

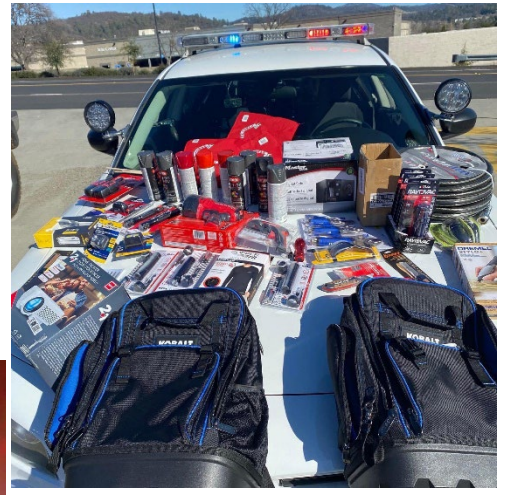
Challenges

Staffing Shortages

- 67 % Patrol Readiness – (8/12 Line Staff).
- Training.
- Longevity / Experience.
- Applicant Pool – Generational, Political, and Social Influences.
- Inadequate Police Facility.

Legislation.

- AB 109 -Prison Realignment.
- Proposition 47 - Reclassification of Offense Levels.
- Reduced Prison Sentences.
- Police Reform Bills.
  - CPRA, Data Collection, and Reporting.
  - Internal Affairs, Backgrounds, and Certifications.





Police Department – Challenges / Opportunities



Challenges

Homeless Crisis:

- Highest Population in the Region.
- Frequency of Interactions.

Opportunities

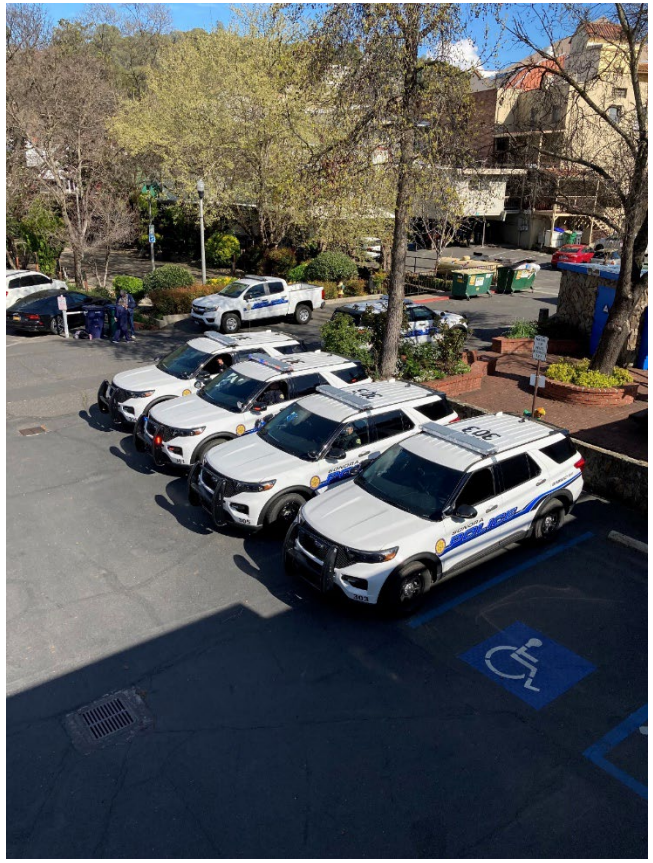
Vanir Facility Consultants:

- Needs Assessment.
- Program Management.
- Government Relations.

Epic Recruitment Consultants:

- Branding.
- Marketing.
- Hiring Practices.

Police Department – Challenges / Opportunities



Opportunities

- Staffing Enhancers:
  - Enterprise Fleet Program - Updated Equipment.
  - Hiring Bonuses.
  - Competitive Wages.
  - Leadership.

- Employee Retention Survey:
  - Staffing Levels.
  - Leadership.
  - Policy.
  - Facility.
  - Compensation.
  - Special Assignments.

Police Department – Challenges / Opportunities

Opportunities

- Homeless Outreach – CSCOC/HHAP:
  - Homeless Outreach Support Team (HOST).
  - Homeless Outreach Coordinator.

- Community Partnerships:
  - Adventist Health.
  - Health and Human Services.
  - Sonora High School.
  - Chicken Ranch Rancheria.
  - Sonora Area Foundation.
  - Visitors Bureau.
  - Chamber of Commerce.
  - Center for a Non-Violent Community.
  - Tuolumne County Business Council.



Police Department – Supplemental Requests

- **ATV Response Vehicle - $31,000**
  - Dragoon Trail and Encampment Management and Response.
  - Special Program Opportunity – Recruitment/Retention.



- **Stop Sticks for Pursuit Intervention, (14ea) - $8,000**
  - Reduced Risk to Involved Parties and Bystanders.
  - Reduced Damage to Vehicle.
  - Slow Tire Deflation.





Police Department – Supplemental Requests

Staffing Increases

- Two Full Time Police Officer Positions. $259,800- Not Recommended for Funding at this Time
- One Full-Time Records/Dispatch Supervisor. $125,900- Not Recommended for Funding at this Time
- One Full-Time Administrative Assistant to the Chief of Police. $$106,000- Not Recommended for Funding at this Time
- One Full-Time Records/Dispatch Technician. $ 95,100- Not Recommended for Funding at this Time.
- Change from a Part-Time Position to a Full-Time Homeless Outreach Coordinator; $76, 600- Recommended for Funding
- Side-by-Side $31,000- Recommended for Funding
- Stop Sticks $8,000- Recommended for Funding

City Staffing
Fiscal Year Full Time Equivalents (FTE)

	2015/16 Approved	2016/17 Approved	2017/18 Approved	2018/19 Approved	2019/20 Approved	2020/21 Approved	2021/22 Approved	2022/23 Approved	2023/24 Approved	2024/25 Proposed
City Administration										
City Administrator	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Assistant City Administrator						0.0	0.0	0.0	0.0	1.0
Administrative Svs Director	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0
Administrative Svs Officer (City Clerk)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0
Administrative Analyst	1.0	1.0	0.0	1.0	1.0	1.0	1.0	0.0	0.0	0.0
Finance Assistant	1.0	1.0	2.0	1.0	1.0	1.6	1.0	1.0	1.0	1.0
Deputy City Clerk	1.0	1.0	1.0	1.0	0.0	0.0	0.6	0.6	1.0	1.0
Office Assistant-Accounting Tech	1.2	1.2	1.2	1.2	1.2	0.0	0.0	0.0	0.0	0.0
Fleet Mechanic Supervisor	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0
Total Department FTE's	7.2	7.2	7.2	7.2	6.2	5.6	5.6	5.6	5.0	5.0
Community Development										
Community Development Director	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Community Development Specialist I	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0
Community Development Specialist II	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	0.0	0.0
City Building Official	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
Building Inspector	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Economic Development Coordinator	1.0	1.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0	0.6
Total Department FTE's	3.0	3.0	3.0	3.0	3.0	2.0	2.0	2.0	1.0	2.6
Police Department										
Chief of Police	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Police Lieutenant	0.0	1.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0
Police Sergent	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Police Officer (Includes 2 Corporals)	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
Reserve Police Officer	0.6	0.0	0.5	0.2	0.2	0.2	0.2	0.2	0.2	0.2
Community Service Officer (FT/PT)	1.8	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6
School Resource Officer (PT)	0.0	0.0	0.0	0.0	1.0	1.0	0.0	0.0	0.0	0.0
Communications Dispatcher	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Communications Dispatcher Relief	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.3	1.3
Police Records Technician	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Background Investigator	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.0	0.0
Information Technology Tech	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2
Homeless Outreach Coordinator	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.6	1.0
Total Department FTE's	22.7	22.9	22.4	22.1	24.1	24.1	23.1	23.1	23.9	24.3
Fire Department										
Fire Chief	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Fire Captain	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Fire Engineer	3.0	3.0	3.0	3.0	2.0	2.0	2.0	3.0	3.0	3.0
Fire Engineer Relief	0.2	0.2	1.6	1.6	1.6	1.6	1.6	0.8	0.8	0.8
Volunteers	0.2	0.2	0.2	0.2	0.3	0.3	0.3	0.3	0.3	0.3
Interns	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
Office Assistant	0.4	0.6	0.4	0.6	0.6	0.6	0.6	0.6	0.6	0.6
Total Department FTE's	7.9	8.1	9.3	9.5	8.6	8.6	8.6	8.8	8.8	8.8
Public Works										
Public Works Director	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Public Works Supervisor	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Public Works Specialist I/II	4.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Public Works Assistant	1.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Total Department FTE's	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0
Total City FTE's	46.8	47.2	47.85	47.75	47.85	46.25	45.25	45.45	44.7	46.7

Summary of Organizational and Staffing Changes

There are additional positions included in the recommended budget. These include the following:

- Assistant City Administrator. This was Council Priority #59.
  - This is not an additional position but will replace the Administrative Services Director position.
- Building Official. This is Council Priority #47.
  - This is a new position but has a neutral budget effect as it will reduce the use of contracted staff.
- Increase the Part-Time Homeless Outreach Coordinator to Full-Time. This is Council Priority #84,85,88,89)
  - This is a grant funded part-time position. To increase to a full-time position requires some General Fund Allocation.
- Economic Development Coordinator, Part-time, Limited Duration. This is Council Priority #20, 108, 110

In FY22/23, the City signed a lease agreement with Enterprise Fleet Management.

- This was Council Priority #27 and #30.
- In FY23/24 we have taken delivery of the first four (4) vehicles and will take delivery of an additional six (6) police cars in FY24/25.
- The lease will also provide new equipment for Public Works, including a new dump truck.

All included budgets are “status-quo.” All additional budget requests are part of the Supplemental Budget and Includes Capital Improvement Budget Requests.

The City’s Budget:

- Available on the City’s website or a direct link:
- https://city-sonora-ca-budget-book.cleargov.com/10840

Supplemental Requests – 1/2

Department	Description	Frequency	Source of Funding	Available Funding	Amount of Request for FY24/25
Administration	Climate Action Plan	One-Time	General Fund	Grant	$ 50,000
Administration	General Plan Reserve/Growth Strategy Development	Annually	General Fund	Fund Balance	$ 300,000
Administration	Labor: Reserve (Part of the Negotiated MOUs)	One-Time	General Fund	Fund Balance	$ 3,965,000
Administration	Labor: Annual Contribution to Labor Reserve	Annually	General Fund	Fund Balance	$ 50,000
Administration	Risk Mitigation Reserve	Replenish as Needed	General Fund	Fund Balance	$ 250,000
Administration	Capital Improvement Plan (CIP) Reserve	Replenish as Needed	General Fund	Fund Balance	$ 250,000
Administration	Fleet Replacement Fund	Replenish as Needed	General Fund	Fund Balance	$ 75,000
Information Technology	City Hall Network Upgrades	One-Time	General Fund	Fund Balance	$ 35,000
Information Technology	City Website - Complete Redesign	One-Time	General Fund	Fund Balance	$ 14,000
Information Technology	Council Meeting-Audio Visual Room	One-Time	PEG Fees	$34,000	$ 12,000
Human Resources	Recruitment Management System	Annually	General Fund	Fund Balance	$ 8,500
Human Resources	Employee Appreciation	Annually	General Fund	Fund Balance	$ 7,500
Human Resources	Employee Training	Annually	General Fund	Fund Balance	$ 25,000
Facilities	Building Assessment	One Time	General Fund	Fund Balance	$ 45,000
Facilities	Fire Station - Replace Roof	One Time	General Fund	Fund Balance	$ 100,000
Facilities	Fire Station - Paint Exterior (Original 30 Years Old)	One Time	General Fund	Fund Balance	$ 120,000
Facilities	Fire Station - Kitchen Remodel Phase 2	One Time	General Fund	Fund Balance	$ 35,000
Facilities	Fire Station - Replace Garage Door Operators	One Time	General Fund	Fund Balance	$ 100,000
Facilities	Fire Museum - Repair Roof (Drainage)	One Time	General Fund	Fund Balance	$ 85,000
Facilities	City Hall - New Chairs for City Hall (Council Chambers & Meeting Room)	One Time	General Fund	Fund Balance	$ 11,000
Facilities	City Hall - Building Safety Remodel	One Time	General Fund	Fund Balance	$ 215,000
Facilities	Public Works - Roof Repair/Replacement	One Time	General Fund	Fund Balance	$ 85,000
Facilities	Public Works - Bathroom Upgrade	One Time	General Fund	Fund Balance	$ 45,000
Facilities	Opera Hall - Podium Replacement	One Time	General Fund	Fund Balance	$ 900
Facilities	Opera Hall - Replace Tables + Table Dolly	One Time	General Fund	Fund Balance	$ 7,800
Facilities	Opera Hall - Flooring Resurface	One Time	General Fund	Fund Balance	$ 3,000
Facilities	Cemetery - Roof Repair - Mountain Shadow	One Time	Cemetery Fund	$158,274	$ 15,000
Facilities	Cemetery - Raise Headstones - Mountain Shadow	On Going	Cemetery Fund	$158,274	$ 10,000
Community Development	Dragoon Gulch Trail Expansion	One Time	Dragoon Gulch Fund	$38,000	$ 25,000
Community Development	Linoberg Street Buildout - Public Art	One Time	Vision Sonora-General Fund	$25,000	$ 50,000
Community Development	Economic Development	Annually	General Fund	Fund Balance	$ 50,000
Community Development	Business Incentive Plan	Annually	General Fund	Fund Balance	$ 50,000
Police Department	Side-By-Side ATV	One Time	General Fund	Fund Balance	$ 31,000
Police Department	Stop Sticks x 14	One Time	General Fund	Fund Balance	$ 8,000
Police Department	Full Time Police Officers x 2	On Going	General Fund	Fund Balance	$ 259,800
Police Department	Dispatch Supervisor	On Going	General Fund	Fund Balance	$ 125,900
Police Department	Administrative Assistant to the Chief	On Going	General Fund	Fund Balance	$ 106,900
Police Department	Records Tech/Dispatcher	On Going	General Fund	Fund Balance	$ 95,100
Police Department	Homeless Outreach Coordinator to Full Time	On Going	General Fund	Fund Balance	$ 76,600
Fire Department	Lease Replacement Utility Vehicle	On Going	General Fund	Fund Balance	$ 18,000
Fire Department	Analysis of ALS Program at Fire Department	One Time	General Fund	Fund Balance	$ 10,000
Public Works	Extra Hires - City Beautification Project	On Going	General Fund	Fund Balance	$ 76,000
Public Works	Painting Rig	One Time	General Fund	Fund Balance	$ 4,000

Supplemental Requests – 2/2

Department	Description	Frequency	Source of Funding	Available Funding	Amount of Request FY24/2
Public Works	Changeable Message Sign	One Time	General Fund	Fund Balance	$ 12,500
Public Works	Barricades, Cones, Signs (For Events)	One Time	General Fund	Fund Balance	$ 7,500
Public Works	Vehicle Lease - Dump Truck + 2 Pickup Trucks	On Going	General Fund	Fund Balance	$ 51,100
Maintenance	Citywide Storm Damage Repairs (General)	On Going	General Fund	Fund Balance	$ 30,000
Maintenance	Vegetation Clearing (Includes Creek Clearing)	On Going	General Fund	Fund Balance	$ 135,000
Maintenance	Citywide Road/Patching - Force Account	On Going	General Fund	Fund Balance	$ 5,000
Maintenance	Citywide Road/Patching - Contract	On Going	General Fund	Fund Balance	$ 20,000
Maintenance	Replace City Owned Street Lights to LED	One Time	General Fund	Fund Balance	$ 5,000
Maintenance	Traffic Signal Battery Backup Replacement	On Going	General Fund	Fund Balance	$ 2,500
Maintenance	Traffic Signal Maintenance	On Going	General Fund	Fund Balance	$ 10,000
Maintenance	Paint Transit Project Streetlights	One Time	General Fund	Fund Balance	$ 5,000
Maintenance	Slope Stabilization Church Street	One Time	General Fund	Fund Balance	$ 40,000
Maintenance	Elk Drive Storm Drain Repair	One Time	General Fund	Fund Balance	$ 155,000
Maintenance	Hope Lane Storm Drain Debris Removal	One Time	General Fund	Fund Balance	$ 25,000
Maintenance	Sonora Civil Infracture Biennial Inspection	Biennial	General Fund	Fund Balance	$ 30,000
Maintenance	Main Drain Biennial Inspection	Biennial	General Fund	Fund Balance	$ -
Maintenance	Striping S. Washington (From Highway 49 to Highway 108)	One Time	General Fund	Fund Balance	$ 72,000
Maintenance	Striping Mono Way (Greenley to Flynn)	One Time	General Fund	Fund Balance	$ -
Maintenance	Annual Striping Program	Annual	General Fund	Fund Balance	$ -
CIP	Parking Lot Improvements - Church-Stewart (Behind Fountain Lot)	One Time	General Fund	Fund Balance	$ 115,000
CIP	Parking Lot Improvements - S. Shepherd St. Above Stewart St. Restroom	One Time	General Fund	Fund Balance	$ 60,000
CIP	Parking Lot Improvements - Lyons Rd (Bowling Alley Lot)	One Time	General Fund	Fund Balance	$ 77,500
CIP	Parking Lot Improvements - Fire Department Rear	One Time	General Fund	Fund Balance	$ 85,000
CIP	Parking Lot Improvements - Fire Department Front	One Time	General Fund	Fund Balance	$ 75,000
CIP	Farmer's Market Sidewalk Repairs	One Time	Local Transportation Fund	Fund Balance	$ 85,000
CIP	City Road Repaving - Reconstruction (Annual Allocation)	Biennial	General Fund	Fund Balance	$ 575,000
CIP	City Road Preservation Program - Slurry Seal (Annual Allocation)	Biennial	General Fund	Fund Balance	$ 575,000
CIP	Hope Lane Storm Drain Improvements	One Time	General Fund	Fund Balance	$ 500,000
CIP	Barretta Street Upper Retaining Wall (Near Church Street at Dome)	One Time	General Fund	Fund Balance	$ 440,100
CIP	Barretta Street -Church Street Intersection Study	One Time	General Fund	Fund Balance	$ 25,000
CIP	Sonora Main Drain Repairs (Phased Repairs per Engineering Report)	On Going	General Fund	Fund Balance	$ 280,000
CIP	Linoberg Road Retaining Wall (Bradford to Pine Streets)	Multi Year	General Fund	Fund Balance	$ 210,000
CIP	Hospital Road Reconstruction (Sierra RR and Mono Way)	One Time	General Fund	Fund Balance	$ 690,000
CIP	SS4A Transportation Safety Action Plan (Local Match)	One Time Match	General Fund	Fund Balance	$ 112,500
CIP	N. Stewart Street Retaining Wall Replacement (Elkin to Wall Street)	One Time	General Fund	Fund Balance	$ 415,000
CIP	Vision Sonora/Blue Zones Pedestrian Projects	Multi Year	Grant	-	$ 540,000
CIP	Snell Road Reconstruction & Drainage Imp. (Bonanza to City Limits)	Multi Year	SB1(RMRA) Gas Tax	Fund Balance	$ 204,500
CIP	Snell Road Reconstruction & Drainage Imp. (Bonanza to Washington St.)	Multi Year	SB1(RMRA) Gas Tax	Fund Balance	$ -
	TOTAL				$ 12,576,2

QUESTIONS?

Supplemental Budget Requests
Attachment "A"

Item A.

Fiscal Year 2024/25 Budget

Department	Description	Frequency	Source of Funding	Available Funding	Amount of Request for FY24/25
Administration	Climate Action Plan	One-Time	General Fund	Grant	$ 50,000
Administration	General Plan Reserve/Growth Strategy Development	Annually	General Fund	Fund Balance	$ 300,000
Administration	Labor: Reserve (Part of the Negotiated MOUs)	One-Time	General Fund	Fund Balance	$ 3,965,000
Administration	Labor: Annual Contribution to Labor Reserve	Annually	General Fund	Fund Balance	$ 50,000
Administration	Risk Mitigation Reserve	Replenish as Needed	General Fund	Fund Balance	$ 250,000
Administration	Capital Improvement Plan (CIP) Reserve	Replenish as Needed	General Fund	Fund Balance	$ 250,000
Administration	Fleet Replacement Fund	Replenish as Needed	General Fund	Fund Balance	$ 75,000
Information Technology	City Hall Network Upgrades	One-Time	General Fund	Fund Balance	$ 35,000
Information Technology	City Website - Complete Redesign	One-Time	General Fund	Fund Balance	$ 14,000
Information Technology	Council Meeting-Audio Visual Room	One-Time	PEG Fees	$34,000	$ 12,000
Human Resources	Recruitment Management System	Annually	General Fund	Fund Balance	$ 8,500
Human Resources	Employee Appreciation	Annually	General Fund	Fund Balance	$ 7,500
Human Resources	Employee Training	Annually	General Fund	Fund Balance	$ 25,000
Facilities	Building Assessment	One Time	General Fund	Fund Balance	$ 45,000
Facilities	Fire Station - Replace Roof	One Time	General Fund	Fund Balance	$ 100,000
Facilities	Fire Station - Paint Exterior (Original 30 Years Old)	One Time	General Fund	Fund Balance	$ 120,000
Facilities	Fire Station - Kitchen Remodel Phase 2	One Time	General Fund	Fund Balance	$ 35,000
Facilities	Fire Station - Replace Garage Door Operators	One Time	General Fund	Fund Balance	$ 100,000
Facilities	Fire Museum - Repair Roof (Drainage)	One Time	General Fund	Fund Balance	$ 85,000
Facilities	City Hall - New Chairs for City Hall (Council Chambers & Meeting Room)	One Time	General Fund	Fund Balance	$ 11,000
Facilities	City Hall - Building Safety Remodel	One Time	General Fund	Fund Balance	$ 215,000
Facilities	Public Works - Roof Repair/Replacement	One Time	General Fund	Fund Balance	$ 85,000
Facilities	Public Works - Bathroom Upgrade	One Time	General Fund	Fund Balance	$ 45,000
Facilities	Opera Hall - Podium Replacement	One Time	General Fund	Fund Balance	$ 900
Facilities	Opera Hall - Replace Tables + Table Dolly	One Time	General Fund	Fund Balance	$ 7,800
Facilities	Opera Hall - Flooring Resurface	One Time	General Fund	Fund Balance	$ 3,000
Facilities	Cemetery - Roof Repair - Mountain Shadow	One Time	Cemetery Fund	$158,274	$ 15,000
Facilities	Cemetery - Raise Headstones - Mountain Shadow	On Going	Cemetery Fund	$158,274	$ 10,000
Community Development	Dragoon Gulch Trail Expansion	One Time	Dragoon Gulch Fund	$38,000	$ 25,000
Community Development	Linoberg Street Buildout - Public Art	One Time	Vision Sonora-General Fund	$25,000	$ 50,000
Community Development	Economic Development	Annually	General Fund	Fund Balance	$ 50,000
Community Development	Business Incentive Plan	Annually	General Fund	Fund Balance	$ 50,000
Police Department	Side-By-Side ATV	One Time	General Fund	Fund Balance	$ 31,000
Police Department	Stop Sticks x 14	One Time	General Fund	Fund Balance	$ 8,000
Police Department	Full Time Police Officers x 2	On Going	General Fund	Fund Balance	$ 259,800
Police Department	Dispatch Supervisor	On Going	General Fund	Fund Balance	$ 125,900
Police Department	Administrative Assistant to the Chief	On Going	General Fund	Fund Balance	$ 106,900
Police Department	Records Tech/Dispatcher	On Going	General Fund	Fund Balance	$ 95,100
Police Department	Homeless Outreach Coordinator to Full Time	On Going	General Fund	Fund Balance	$ 76,600
Fire Department	Lease Replacement Utility Vehicle	On Going	General Fund	Fund Balance	$ 18,000
Fire Department	Analysis of ALS Program at Fire Department	One Time	General Fund	Fund Balance	$ 10,000
Public Works	Extra Hires - City Beautification Project	On Going	General Fund	Fund Balance	$
Public Works	Painting Rig	One Time	General Fund	Fund Balance	$

Supplemental Budget Requests
Attachment "A"

Fiscal Year 2024/25 Budget

Department	Description	Frequency	Source of Funding	Available Funding	Amount of Request for FY24/25
Public Works	Changeable Message Sign	One Time	General Fund	Fund Balance	$ 12,500
Public Works	Barricades, Cones, Signs (For Events)	One Time	General Fund	Fund Balance	$ 7,500
Public Works	Vehicle Lease - Dump Truck + 2 Pickup Trucks	On Going	General Fund	Fund Balance	$ 51,100
Maintenance	Citywide Storm Damage Repairs (General)	On Going	General Fund	Fund Balance	$ 30,000
Maintenance	Vegetation Clearing (Includes Creek Clearing)	On Going	General Fund	Fund Balance	$ 135,000
Maintenance	Citywide Road/Patching - Force Account	On Going	General Fund	Fund Balance	$ 5,000
Maintenance	Citywide Road/Patching - Contract	On Going	General Fund	Fund Balance	$ 20,000
Maintenance	Replace City Owned Street Lights to LED	One Time	General Fund	Fund Balance	$ 5,000
Maintenance	Traffic Signal Battery Backup Replacement	On Going	General Fund	Fund Balance	$ 2,500
Maintenance	Traffic Signal Maintenance	On Going	General Fund	Fund Balance	$ 10,000
Maintenance	Paint Transit Project Streetlights	One Time	General Fund	Fund Balance	$ 5,000
Maintenance	Slope Stabilization Church Street	One Time	General Fund	Fund Balance	$ 40,000
Maintenance	Elk Drive Storm Drain Repair	One Time	General Fund	Fund Balance	$ 155,000
Maintenance	Hope Lane Storm Drain Debris Removal	One Time	General Fund	Fund Balance	$ 25,000
Maintenance	Sonora Civil Infracture Biennial Inspection	Biennial	General Fund	Fund Balance	$ 30,000
Maintenance	Main Drain Biennial Inspection	Biennial	General Fund	Fund Balance	$ -
Maintenance	Striping S. Washington (From Highway 49 to Highway 108)	One Time	General Fund	Fund Balance	$ 72,000
Maintenance	Striping Mono Way (Greenley to Flynn)	One Time	General Fund	Fund Balance	$ -
Maintenance	Annual Striping Program	Annual	General Fund	Fund Balance	$ -
CIP	Parking Lot Improvements - Church-Stewart (Behind Fountain Lot)	One Time	General Fund	Fund Balance	$ 115,000
CIP	Parking Lot Improvements - S. Shepherd St. Above Stewart St. Restroom	One Time	General Fund	Fund Balance	$ 60,000
CIP	Parking Lot Improvements - Lyons Rd (Bowling Alley Lot)	One Time	General Fund	Fund Balance	$ 77,500
CIP	Parking Lot Improvements - Fire Department Rear	One Time	General Fund	Fund Balance	$ 85,000
CIP	Parking Lot Improvements - Fire Department Front	One Time	General Fund	Fund Balance	$ 75,000
CIP	Farmer's Market Sidewalk Repairs	One Time	Local Transportation Fund	Fund Balance	$ 85,000
CIP	City Road Repaving - Reconstruction (Annual Allocation)	Biennial	General Fund	Fund Balance	$ 575,000
CIP	City Road Preservation Program - Slurry Seal (Annual Allocation)	Biennial	General Fund	Fund Balance	$ 575,000
CIP	Hope Lane Storm Drain Improvements	One Time	General Fund	Fund Balance	$ 500,000
CIP	Barretta Street Upper Retaining Wall (Near Church Street at Dome)	One Time	General Fund	Fund Balance	$ 440,100
CIP	Barretta Street -Church Street Intersection Study	One Time	General Fund	Fund Balance	$ 25,000
CIP	Sonora Main Drain Repairs (Phased Repairs per Engineering Report)	On Going	General Fund	Fund Balance	$ 280,000
CIP	Linoberg Road Retaining Wall (Bradford to Pine Streets)	Multi Year	General Fund	Fund Balance	$ 210,000
CIP	Hospital Road Reconstruction (Sierra RR and Mono Way)	One Time	General Fund	Fund Balance	$ 690,000
CIP	SS4A Transportation Safety Action Plan (Local Match)	One Time Match	General Fund	Fund Balance	$ 112,500
CIP	N. Stewart Street Retaining Wall Replacement (Elkin to Wall Street)	One Time	General Fund	Fund Balance	$ 415,000
CIP	Vision Sonora/Blue Zones Pedestrian Projects	Multi Year	Grant	-	$ 540,000
CIP	Snell Road Reconstruction & Drainage Imp. (Bonanza to City Limits)	Multi Year	SB1(RMRA) Gas Tax	Fund Balance	$ 204,500
CIP	Snell Road Reconstruction & Drainage Imp. (Bonanza to Washington St.)	Multi Year	SB1(RMRA) Gas Tax	Fund Balance	$ -
	TOTAL				$ 12,576,200

APPENDIX A

FIVE-YEAR STRATEGIC AND IMPLEMENTATION PLAN

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APPENDIX A—FIVE-YEAR STRATEGIC AND IMPLEMENTATION PLAN

This Five-Year Strategic and Implementation Plan covers priorities and recommendations gleaned from both community and employee surveys, stakeholder interviews, historical data, the General Plan, previous strategic plans, and point-in-time items. This Strategic Plan includes "Combined Priorities" (items of importance to the City Council, City staff, and community) and "Citygate Recommendations" (recommendations developed by Citygate as part of Citywide organization review). There are 125 total Combined Priorities and Citygate Recommendations in the following areas.

- Economic Development
- Infrastructure
- General Plan | Community Development
- Budget
- Fire
- Police
- Homelessness
- Arts and Culture (Program)
- Innovation
- Honorable Mentions
- Communication

The Strategic and Implementation Plan includes priorities to be considered for implementation over a five-year period, which we recommend begin in January 2024. Organizing the priorities in tiers, each representing an 18-month period, provides time for planning and resource allocation. The Strategic and Implementation Plan includes the following three tiers.

- **Tier 1** is high priority (first 18 months; January 1, 2024 – June 30, 2025)
- **Tier 2** is mid-level priority (second 18 months; July 1, 2025 – December 31, 2026)
- **Tier 3** is lower priority (third 18 months; January 1, 2027 – June 30, 2028)

The following table shows each Combined Priority and Citygate Recommendation, the estimated cost (if applicable), notes on implementation, and the recommended implementation tier in grey. Votes for priority tier of each item are shown by "C" representing votes from a City Council member, or by "X" representing combined votes from the Council, City staff, and community. These votes were one consideration in determining the recommended implementation tier; other considerations were feasibility of implementation (cost and staff effort) and other factors identified in Table 9 within the Executive Summary (Top Ten Prioritization Methodologies). An asterisk (*) has been added to items that appear within the report Executive Summary (Table 2 and Table 3) where high-priority Tier 1 items have an associated cost that has not already been funded by the City.

Table 1—Five-Year Strategic and Implementation Plan

Priority/Recommendation	Tier 1 *(1/1/24–6/30/25)*	Tier 2 *(7/1/25–12/31/26)*	Tier 3 *(1/1/27–6/30/28)*	Cost	Notes
Economic Development (Combined Priorities)					
1. Use Creek as Amenity					TBD "as appropriate"
2. More Shops and Restaurants (Improve Tourism)	**C**	**X**		$20,000 See Rec. 108	Contract for Economic Development (marketing assessment)
3. Business Incentives/Programs (i.e., Façade, Forgivable Loans)*	**C**	**C**	**X**	$25,000	Loans, incentives, etc. (Economic Development)
4. City Entrance	**C**			$75,000	City share of infrastructure cost (explore grant possibility—need Engineer to manage)
5. Entertainment/Activities	**C**	**C**	**X**	See Rec. 21	Cost for partnership with Chamber (in process)
6. Consultant for Efficient Processes and Regulations for Permitting*		**C**	**XCC**	$100,000	Contractors to analyze and draft Ordinance changes ($100,000 is just the start as City has been stagnant for years/decades)
7. DOME / Bike Rentals / Bikeability				See Rec. 108	
8. Outdoor Dining				See Rec. 108	
9. Tourism Tax (Not Locals)					TBD
10. Trees and Landscape				$75,000	Explore costs for beautification campaign. need City Engineer (explore grant possibility)
11. Parking Signage		**C**		$25,000	Signage design, production of signage, staff time to install
12. Noise Downtown (Possible Ordinance) – New				$25,000	Contract to analyze and draft potential ordinance

Priority/Recommendation	Tier 1 *(1/1/24–6/30/25)*	Tier 2 *(7/1/25–12/31/26)*	Tier 3 *(1/1/27–6/30/28)*	Cost	Notes
13. Branded Hotel		**C**		See Rec. 108	Contract for Economic Development
14. Cleanliness		**XCC**	**C**	$20,000	Staff time including time to organize volunteers
15. Vacant Property			**XC**	See Rec. 108	Contract for Economic Development
16. Increase and Evaluate Opportunities for Shared Spaces (Including Parks)	**XCC**	**C**		$25,000 See Rec. 108	Reflects start-up cost if location is determined
17. Evaluation of Airbnb Ordinance and Developing Vacant Property Registration and Ordinance*****	**XCC**			$25,000	Contractors to analyze and draft ordinance changes
Economic Development (Citygate Recommendations)					
18. Downtown Mini-Specific Plan (Possible within General Plan)			**C**	$50,000	Contract to design and implement (explore grant possibility); staff time to manage
19. Utilize Volunteer Groups, Chamber, or Partnerships	**CC**	**C**	**XCC**	$75,000 See Rec. 21	Staff time – Chamber partnership – other
20. Staff Support (1 FTE Economic Development Specialist/Coordinator, Management Analyst, or Initial Consultant) (Including Staff Support for Implementation of Strategic Plan)*****	**C**	**C**		$140,000	All-in cost for 1 FTE
21. Support from Sonora Chamber and Others for Community Events / Opera Hall with Funding (Including Support for Arts and Culture)*****	**CCCC**	**C**		$50,000	Includes Opera Hall maintenance and utilities with revenue going to Chamber
Infrastructure (Combined Priorities)					
22. Walkability		**C**		Undetermined	Contract to design and implement (grants, other funding)
23. Bridges					TBD

Priority/Recommendation	Tier 1 *(1/1/24–6/30/25)*	Tier 2 *(7/1/25–12/31/26)*	Tier 3 *(1/1/27–6/30/28)*	Cost	Notes
Infrastructure (Citygate Recommendations)					
24. Partner with Regional Transportation Council to Leverage Funding to Develop a City Pavement Management System*	**XCC**	**XC**		$75,000+	City share to partner with Tuolumne County Transportation Council (City Engineer)
25. Use Contract City Engineer to Leverage Federal / State Funding for Capital Projects*	**X**	**X**		$250,000	IN PROCESS; budget is approved for FY 23/24
26. Infrastructure CIP (Capital Improvement Plan – Roads, Sidewalks, Curbs, Crosswalks, Gutters)*	**XC**	**XCC**		$225,000	Contractor to study, design, and implement plus cost of project (grants, other funding); need City Engineer
27. Pursue Contract Services for City Engineer and Fleet Maintenance	**XCC**	**X**		$250,000	IN PROCESS; total cost annually
28. Facilities Assessment and Plan*	**X**	**XCCC**		$50,000	Part of the above "vacant properties"; contract to analyze City space usage, etc.
29. Coordinate with Tuolumne Utilities District on its Water and Sewer Capital Improvement Program (Economic Development and General Plan)	**XC**	**X**		Undetermined	May require funding allocation; TBD
30. Vehicle and Equipment Replacement Plan (Leasing)	**XCC**	**XC**		$150,000	IN PROCESS; total cost annually ($300,000)
31. Review Public Works Related Fees for Full Cost Recovery (Engineering, Development, Stormwater)	**X**	**XCC**		See Rec. 50	Fee study needs to be completed
32. Forecast Staffing/Contract Needs	**XC**	**X**	**C**	$425,000	Additional Administrative staffing (1 FTE), PD staffing (2 FTE), FD staffing (3 FTE)
33. Review Compensation for Public Works Staff	**X**	**XC**	**CC**	$30,000 See Rec. 63	IN PROCESS; compensation plan underway for all City staff which will add costs (maybe as much as $150,000)
34. Determine Baseline Staffing for Essential Public Works Services and Emergency Preparedness	**X**	**X**	**CC**	See Rec. 60	Current staffing seems appropriate; not sewer/water

Priority/Recommendation	Tier 1 *(1/1/24–6/30/25)*	Tier 2 *(7/1/25–12/31/26)*	Tier 3 *(1/1/27–6/30/28)*	Cost	Notes
35. Assets Inventory and Replacement Program	**X**	**X**	**CC**	$150,000	IN PROCESS; since all equipment is so old, this will require significant effort for the next 2–3 years
36. Explore Feasibility of Expanding the Solid Waste Collection Agreement to Include Street Sweeping	**X**	**X**	**CC**	$0	Unsure of feasibility, waste management does not do any sweeping in County
37. Explore Contracting for Snowplow Equipment	**X**	**XC**	**C**	$0	Decided to try the next year with current operations; this could be the backup plan and pursued in 1 year
38. Explore Opportunity for Shared Equipment Agreement with Tuolumne Utility District (Vacuum Track)	**X**	**X**	**C**	$50,000	Possibly split cost of equipment
39. Continue the use of Community Facilities and Lighting and Landscape Districts in New Development	**XC**	**X**	**C**	$25,000	This should be included in any new annexation, developments as appropriate, and in the General Plan Update. Annual report requires engineering time thus consultant or staff allocation. Plan may also require updating related to fees. Potential $25,000 for consulting services and/or marketing to community.
40. Consider Energy Action Plan and Elements as Items are Developed/Implemented					
General Plan | Community Development (Combined Priorities)					
41. Workforce for Affordable Housing					
42. Thoughtful Growth (Workshops)			**C**	$25,000	Contractor; tie in with timing of General Plan launch
43. Annexations		**CC**	**XC**	See Rec. 46	This requires a General Plan Update and is budgeted as part of the General Plan Update (will need help with County controlling LAFCO)

Priority/Recommendation	Tier 1 *(1/1/24–6/30/25)*	Tier 2 *(7/1/25–12/31/26)*	Tier 3 *(1/1/27–6/30/28)*	Cost	Notes
44. Standard Conditions of Approval with Community Benefits			**CC**	See Rec. 46	Community or economic development staff to draft. If consultant, then estimated $25,000 not including community workshop cost.
45. Software/Technology Upgrades for Permitting	**C**		**XC**	$40,000	This has been researched previously (OpenGov – annual license)
General Plan | Community Development (Citygate Recommendations)					
46. Update General Plan (Utilizing Five-Year Strategic Plan as Baseline)*****	**XC**	**XC**	**C**	$1,000,000	Has been discussed and will need to budget this over next 2–3 years (total cost spread over 2–3 years: $750,000 to $1,250,000)
47. Utilize Consultant for 1 Year, Then Determine FTE for City Community Development Director (Recommend both Economic Development and Community Development Experience)	**C**	**X**	**X**	$213,000	Contract at fully loaded rate of a Community Development Director
Budget/Fiscal (Combined Priorities)					
48. Revenue Opportunities	**XC**	**C**		See Rec. 50	City already has 1.5% use tax, increase cannabis dispensaries, fee study, etc. If consultant is needed, then cost is approximately $35,000
49. Unfunded Liability*****	**XC**	**X**	**XCC**	$150,000	IN PROCESS; 115 Trust with a minimum annual contribution of $150,000
50. Fee Study*****	**XC**	**C**	**C**	$75,000	Contract for fee study (could be more)

Priority/Recommendation	Tier 1 *(1/1/24–6/30/25)*	Tier 2 *(7/1/25–12/31/26)*	Tier 3 *(1/1/27–6/30/28)*	Cost	Notes
Budget/Fiscal (Citygate Recommendations)					
51. Multi-year Labor Agreements			**C**	$250,000	All current MOUs are multi-year through 2025; in 2025, this will be difficult without a compensation adjustment (based on compensation study)
52. CIP (Otherwise Leads to Inefficient Capital Expenditures)	**XC**	**C**	**C**	See Rec. 24	Contract for CIP, plus in-house engineer
53. Policies and Procedures Manual Enhanced for Best Practices					
54. Administrative Services Understaffed – 1 FTE or Consulting Support	**X**			$94,000	IN PROCESS; 1 position (FUNDED)
55. Forecasting Methodology – Understanding and Acceptance by Council	**On-going**				Current staff will work on this
56. Contingency Budget (Reflecting Budget Reductions) for Public	**C**	**C**			Current staff will work on this
57. Review of TOT Ordinance	**XCC**			See Rec. 17	Contract for expertise and ordinance
58. Action Plan to Reflect Measure Y Funds Usage and Monitoring Going Forward	**XCCC**			See Rec. 17	Revisit Airbnb ordinance
59. Succession Planning*****		**C**	**XCC**	$25,000	Add a Deputy Administrator versus Administrative Services Director
60. Classification and Compensation Study for Recruitment and Retention Plan*		**X**	**XCC**	$360,000 See Rec. 33	IN PROCESS; compensation plan underway for all City staff
61. Staffing Levels Assessment (Accountant Position, Floater/Limited-Term/Cross-Trained)	**C**	**C**	**C**	See Rec. 54	IN PROCESS; 1 position (FUNDED)
Fire (Combined Priorities)					
62. Suppression and Mitigation Efforts*****	**XCCC**	**X**	**X**	$50,000	IN PROCESS; Citywide fuel mitigation, some G/G funding (use grants)

Priority/Recommendation	Tier 1 *(1/1/24–6/30/25)*	Tier 2 *(7/1/25–12/31/26)*	Tier 3 *(1/1/27–6/30/28)*	Cost	Notes
63. Disaster Plan and Preparation with Evacuation Routes*	C		XCC	$75,000	Estimated initial cost of $75,000 to develop plan. The contract cost going forward needs to be determined.
64. Flooding Mitigation	XCC	X	C	$0	Main drain improvement; grants would be required; real improvements could be millions of dollars
65. Public Works (Barricades for Disasters)			C	$0	IN PROCESS; several barricades purchased—limited by how many staff can deploy during any one event
66. Parking for Emergency Vehicles (Traffic Study, Evacuation Routes)		C	X	$50,000	Contract for traffic study
Fire (Citygate Recommendations)					
67. Increase Minimum Daily Response Staffing (Continue to Seek SAFER Grant Funding); Regional	X	XCCC			Fire applies each year for the Safer Grant (requires "new" hires)
68. Finalize and Implement Chicken Ranch Fire Station Staffing Agreement	XC	XCCC		$0	Waiting on resolution to LAFCO denial (attorney costs unknown)
69. Fill Fire Inspection Position / Current Staff / CSG*	C	XC	X	$0	IN PROCESS—was part of last MOU
70. Identify Long-Term Capital Facility/Equipment Needs and Funding	CXC	C		See Rec. 25	Facilities Assessment Plan
71. Increase Office Assistant to Full-Time*	C	XCCC		$31,000	Cost to increase part-time to full-time
72. Hire 1 FTE Fire Prevention and Disaster Prevention Officer/Investigator				$84,000	
Police (Combined Priorities)					
73. Equipment (Radio Repeater / CarCams / Guns / Technology)*	XCC	XC		$61,000	IN PROCESS (with more expensive items for future years)

Priority/Recommendation	Tier 1 *(1/1/24–6/30/25)*	Tier 2 *(7/1/25–12/31/26)*	Tier 3 *(1/1/27–6/30/28)*	Cost	Notes
74. New Police Building – Range and Conference Capabilities	**XC**	**XCCC**	**X**	See Rec. 25	Facilities Assessment Plan plus possible grants, bond measure, public private partnership, etc. This may require separate assessment of $25,000.
Police (Citygate Recommendations)					
75a. Increase Staffing: 2 Police Officers (1 Detective)		**C**		$247,000	Cost for 2 additional officers; City is moving forward with hiring bonuses—cannot fill the positions City has
75b. Increase Staffing: 1 Records/Dispatch Supervisor		**C**		$135,000	Cost for 1 FTE Supervising Records Technician
75c. Increase Staffing: 1 Administrative Assistant		**C**		$88,000	Cost for 1 FTE; Tier 1 priority but need facility capacity for position
75d. Increase Staffing: 1 Records/Dispatch Technician		**C**		$104,000	Cost for 1 FTE
75e. Increase Staffing: .25 Community Services Officer for Property/Evidence	**X**	**C**		$65,000	IN PROCESS; changes to CSO in FY 23/24 budget
75f. Fill Current Vacancies Before New Positions					
76. Refresh Dispatch Consoles and Ensure Radio Interoperability*	**XC**	**XC**		$175,000	Understanding is that a new console is $50,000 but would trigger other needed upgrades
77a. Address Recruitment and Retention Issues—Seek and Maintain Competitive Compensation Packages	**C**	**XC**		See Rec. 33	IN PROCESS; compensation plan underway and working on hiring bonus for officers
77b. Address Recruitment and Retention Issues—Explore Regional Opportunities to Expand Professional Development (e.g., SWAT, Narcotics Task Force)		**C**		Undetermined	
78. Code Enforcement Support (Consulting)*					Eventually this should become an FTE
79. Consider a Hybrid Contracting Model Such as After-Hours Dispatch and/or Patrol Coverage					

Priority/Recommendation	Tier 1 *(1/1/24–6/30/25)*	Tier 2 *(7/1/25–12/31/26)*	Tier 3 *(1/1/27–6/30/28)*	Cost	Notes
80. Fund and Develop a Facilities Assessment and Implementation Plan				$50,000	
Homelessness (Combined Priorities)					
Note that many of the Tier 2 priorities can be addressed by implementing Recommendation #99.					
81. Education Information*		**CC**		$10,000	Grants / County support
82. Reunite Homeless with their Families	**C**	**C**		$10,000	Costs for outreach plus travel vouchers
83. Mental Health Care and Facilities (Access and New)	**C**	**C**	**CC**	$0	IN PROCESS with PD Homeless Outreach Coordinator Grant
Homelessness (Citygate Recommendations)					
84. Make Public Commitment to Ending/Preventing Homelessness		**C**		$0	Costs undetermined
85. Set Community-Wide Measurable Goal for Number of Homeless Reduction	**CC**		**C**	$0	Possibly use grants and state/County Support
86. Sign a Joint Services Agreement or MOU with Tuolumne County Supervisors		**CC**		$0	Costs undetermined
87. Establish Inter-Departmental Task Force for Ending Homelessness with Coordination with Tuolumne County					
88. Treat Responding to Homelessness like a Disaster		**CC**		Undetermined	Possibly use grants; FEMA should get involved
89. Appoint or Hire Lead City Staff for Ending Homelessness Efforts				$50,000	Part-time position (initially can be a limited term of 1 to 2 years)
90. Get Seat on Central Sierra Continuum of Care Governing Board		**C**		$0	Costs undetermined
91. Sign Central Sierra Continuum of Care MOU for Partnership and HMIS Access		**C**		$0	Costs undetermined

Priority/Recommendation	Tier 1 *(1/1/24–6/30/25)*	Tier 2 *(7/1/25–12/31/26)*	Tier 3 *(1/1/27–6/30/28)*	Cost	Notes
92. Make Use of By-Name List and Participate in Case Conferencing					
93. Support Establishment of Housing Navigation Center (Possible Wet Shelter)					
94. Work with Tuolumne County on Distributive Housing Program					
95. Homeless Outreach Support Team (HOST) 4 Times Per Month		**C**	**C**	$0	IN PROCESS with grant funding – County project
96. Code City Services like Fire and Police for Homelessness (17 Percent Homeless Related)	**C**			Undetermined	
97. Continue to Include Emergency Shelter and Supportive Housing in Sonora Housing Element	**C**			Undetermined	Costs to create shelter; staff time for project; partner with ATCA
98. Address Stigma of People Experiencing Homelessness					
99. Write Homelessness Strategic Plan: Align Work of Nonprofit and Faith-Based Service Providers Towards Ending Homelessness*****				$75,000	Consulting services
Arts & Culture (Program) (Combined Priorities)					
100. Additional Cleaning of Downtown—Graffiti Reduction, Sidewalks, Benches, Garbage Cans—Supported by Internal and/or external Resources*****	**C**	**CC**		$75,000 one-time and $75,000 ongoing	Current staff address graffiti with 24 hours; possibly add Public Works staffing to be more proactive
101. Beautification Program			**CC**	See Rec. 100	Possibly force account
102. Jobs/Volunteers	**C**		**C**	See Rec. 100	
103. Increase Activities (Senior and Youth Priority)			**C**		County provides Elders Center within City limits
104. Music	**C**		**C**	See Rec. 21	City-sponsored events – see Chamber

Priority/Recommendation	Tier 1 *(1/1/24–6/30/25)*	Tier 2 *(7/1/25–12/31/26)*	Tier 3 *(1/1/27–6/30/28)*	Cost	Notes
105. More Events			**CC**	$25,000	Current business license fee for events requires a General Fund contribution; more events would increase that contribution
106. Window Art					
Arts & Culture (Program) (Citygate Recommendations)					
107. Review, Consolidate, Revamp Current and/or New Volunteer Groups/Committees to Support Arts and Culture as Actionable Committees		**C**			Possibly utilize volunteers
Innovation (Combined Priorities)					
108. Process Improvements, Creating Efficiencies, Attracting Tourism, Motivation (Community and Economic Development)*****	**C**	**C**	**C**	$30,000	Contract for Economic Development; potential to impact Rec. 2, 13, 15, and 115
Innovation (Citygate Recommendations)					
See Recommendation 120 and 125					
Honorable Mentions (Combined Priorities)					
109. Youth Mentorship Program			**C**		
110. Development of “Use Locals First” Ordinance/Program*****	**CCCC**		**C**	$35,000	When a purchase agreement includes items subject to sales tax, City will lower that bid by the amount of the local share of the sales tax when comparing it to bids submitted by businesses not located in the City of Sonora
111. City-Sponsored Projects (Buy-a-Brick, Adopt-a-Wall)	**C**				Staff time undetermined
112. Public Signs, Decals, and City Logos Identifying City Workers and Equipment and Showing Where all Measure Y Funds are Being Utilized*****		**CC**	**CC**	$25,000	Costs of signs, deployment

Priority/Recommendation	Tier 1 *(1/1/24–6/30/25)*	Tier 2 *(7/1/25–12/31/26)*	Tier 3 *(1/1/27–6/30/28)*	Cost	Notes
113. On-Boarding (Shadowing)					
114. AEDs at Public Facilities	**C**			$0	COMPLETED. Each facility currently has AEDs
115. More Latino Heritage Stories (Marketing and Tourism)		**C**		See Rec. 108	Contract for Economic Development
116. Dining in Downtown / Rooftop Amenities	**C**	**C**		$25,000 See Rec. 3	Business incentives/programs. May require additional business program grants. Startup costs are $25,000.
117. Colored, Innovative, Artistic Sidewalks					
Honorable Mentions (Citygate Recommendations)					
118. Incorporate Recommendations Into Individual Smartsheet Type Work Plans for Staff	**C**	**C**	**C**	Undetermined	
119. Cybersecurity Risk Assessment*					
Communication (Combined Priorities)					
120. Public Information Officer (PIO); Increase Transparency		**C**	**C**	$50,000–$100,000 See Rec. 125	New FTE or PT position
121. Training for Volunteers and Community	**C**		**C**	See Rec. 123	Increase training budgets x 2 (Tier 1 was $40,000 thus increase to $75,000-$100,000.)
122. Evacuate, Capitalize, and Increase – Marketing and Branding	**C**	**C**		$150,000	IN PROCESS with contract with Visit Tuolumne County
Communication (Citygate Recommendations)					
123. Citywide Training Budget (Personnel Development, Certifications, Conferences)*****	**CC**	**C**		$50,000	Increase training budgets x 2
124. Social Media / Communication*				$12,000	One-time funds

Priority/Recommendation	Tier 1 *(1/1/24–6/30/25)*	Tier 2 *(7/1/25–12/31/26)*	Tier 3 *(1/1/27–6/30/28)*	Cost	Notes
125. 1 PIO (Consultant is an Option) Including: Disaster Preparedness and Response, Website, Newsletters, Marketing and Branding, Coordination with Volunteers, Social Media	**C**	**C**		See Rec. 120 $50,000–$100,000	New FTE or PT

CITY COUNCIL AGENDA REPORT

MEETING DATE: June 23, 2024

TO: City Council Members

FROM: Chris Gorsky, Administrative Services Administrator

SUBJECT: Approve Resolution No.06-17-24-A Creating and Approving the Job Descriptions for an Assistant City Administrator, Building Official, Homeless Outreach Coordinator, and Economic Development Coordinator (Part-Time, Limited Duration) and direct the City Administrator to negotiate the additions with the effected employee associations.

RECOMMENDATION

Consider Adoption Resolution No.06-17-2024-A Creating and Approving the new Job Descriptions and Direct the City Administrator to Meet with the Affected Employee Associations.

DISCUSSION

- The Assistant Administrator position is not additive to the total FTE's approved and budgeted and will replace the active position of Administrative Services Director. The overall budgetary effects have been recognized in the City Classification and Compensation Study that was completed in Fiscal Year 2023.
- The Building Official position was recommended in the City's Organizational Review and Budget Stabilization Study. The budget for this position will be requested in the Fiscal Year 2024/25 Budget and the expenditures will be offset with an amount nearly equal to what has been budgeted for the contracted help within the Community Development Department.
- The Economic Development Coordinator position was also part of the recommendation from the Organization Review. This position would provide direction for the City's to begin planning, developing, and implementing programs and initiatives to enhance economic growth and vitality in the community.
- The Homeless Outreach Coordinator position is currently a grant funded, part-time position. As part of the Organizational review study, it was recommended that the city increase the funding from the General Fund to make this a full-time position. This will help the City in its goals of making an impact on homelessness in the City.

FISCAL IMPACT

The fiscal impact of the positions presented is a part of the Fiscal Year 2024/25 budget request. These costs have been discussed in the Organizational Review and Budget Stabilization study.

ATTACHMENTS

- Job Description Assistant City Administrator
- Job Description Building Official
- Job Description Homeless Outreach Coordinator
- Job Description Economic Development Coordinator (Part-Time, Limited Duration)

RESOLUTION 06-17-2024-A

A RESOLUTION OF THE SONORA CITY COUNCIL APPROVING THE JOB DESCRIPTIONS FOR THE ASSISTANT CITY ADMINISTRATOR, BUILDING OFFICIAL, HOMELESS OUTREACH COORDINATOR, AND ECONOMIC DEVELOPMENT COORDINATOR (PART-TIME, LIMITED DURATION) POSITIONS EFFECTIVE JULY 1, 2024

WHEREAS, The City Council recognizes the need for the positions of Assistant City Administrator, Building Official, Homeless Outreach Coordinator, and Economic Development Coordinator (Part-Time, Limited Duration), and:

WHEREAS, the duties of the Assistant City Administrator, Building Official, Homeless Outreach Coordinator, and Economic Development Coordinator have been developed to fill a need missing in the current staffing structure of the City Departments; and

WHEREAS, the City Council of the City of Sonora approves the Job Descriptions of Assistant City Administrator, Building Official, Homeless Outreach Coordinator, and Economic Development Coordinator, and to provide greater efficiencies and opportunities within the City; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Sonora does hereby approve the job descriptions for the following positions:

Assistant City Administrator
Building Official
Homeless Outreach Coordinator
Economic Development Coordinator (Part-Time, Limited Duration)

PASSED, APPROVED AND ADOPTED as a Resolution by the Sonora City Council at a meeting held by the City Council on the 17th day of June 2024, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

_____
Mark Plummer, Mayor, City of Sonora

ATTEST: _____
Tracy Skelly, City Clerk, City of Sonora

JUNE 2024
FLSA: EXEMPT

ASSISTANT CITY ADMINISTRATOR

DEFINITION

Assists the City Administrator in managing and directing the overall administrative activity and operations of the City. Plans, organizes, manages, and provides direction and oversight for all functions and activities of the Administrative Services Department, including finance, general accounting, business licenses, purchasing, information technology, human resources, facilities, fleet and risk management; directs and administers the fiscal operations and activities of the City, which include investments, financial transaction processing, record keeping and reporting, and payroll; coordinates the production and the administration of the City's budget; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups. Serves as Acting City Administrator in the absence of the City Administrator.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Administrator. Exercises general direction and supervision over professional, technical, and administrative support staff within the Administrative Services Department.

CLASS CHARACTERISTICS

This is a department head classification that oversees, directs, and participates in all activities of the Administrative Services Department, including short and long-term planning, development, and administration of departmental policies, procedures, and services. Assists in the development, planning, and implementation of City-wide goals, objectives, policies, and procedures. Participate in the City's labor relations activities; assist in developing labor relations objectives and strategies. Perform or supervise comprehensive management analyses in a wide range of municipal policies, organizations, procedures, budgetary and finance areas; prepare and present staff reports and other necessary correspondence. Assume overall administrative responsibility for all City activities in the absence of the City Administrator.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serve as a member of the City Administrator's Department Head Staff, involved in the formulation and execution of citywide policies and long and short-term strategies.
- Assist the City Administrator in planning, organizing, and directing the services and activities of City departments and programs.
- Assumes full management responsibility for all Administrative Services Department programs, services, and activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Administrative Services Department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the Administrative Services Department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs the Administrative Services Departments personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the Administrative Services Department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Coordinates the administration of the annual budget for the entire City, provides for financial forecasting and planning; tracks the adopted budget and prepares periodic budget reviews for submission to City departments.
- Establishes the City's central budgeting, accounting, and financial reporting practices; evaluates accounting procedures and financial controls; responds to and implements audit recommendations.
- Manages the City's investment portfolio; ensures that investments meet the City's policy guidelines, and that adequate cash is available to meet obligations.
- Manages revenue collection programs including tax assessments, subventions, license or user fees, and other sources.
- Oversees the City's Information Technology resources and function, including the purchase and implementation of new computer hardware and software, the management of all computer servers, and ensuring the security of the City's IT system; oversees and manages technical services to keep the City's IT system technologically up-to-date and operating efficiently and reliably.
- Oversees the City's human resources functions, including recruitment and selection, benefits administration, and payroll.
- Oversees the City's risk management functions, including City contracts with vendors of risk management functions.
- Manages the fleet needs of the City. Meets with department heads to determine the needs and requirements.
- Oversees the facility needs of the City. Creates and oversees the development of a facility assessment and plans the future space requirements.
- Negotiates contracts and agreements; coordinates with legal counsel and City department representatives to determine City needs and requirements for contractual services.

- Represents the Administrative Services Department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates on and makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of administrative services and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs, principles and practices of municipal government administration.
- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, reconciliation; Federal and State regulations and guidelines as they pertain to municipal finance, grant administration, municipal taxation and revenue management.
- Public agency budgetary, contract administration, citywide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Practices and techniques of automated and manual financial and accounting document processing and record keeping.
- Basic terminology, methods, techniques and practices of the operation and maintenance of computer servers, network systems, and personal computer hardware and software.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Generally Accepted Accounting Principles (GAAP).
- Government Accounting Standards Board (GASB) pronouncements.
- Government Finance Officers Association (GFOA) recommendations.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Manage and direct a comprehensive Finance Department including accounts payable, accounts receivable, budget development, cash management, cash receipts, payroll, financial analysis, general ledger, benefits, investments, purchasing, and utility billing programs.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Plan, direct, and oversee the financial activities of the City including the preparation of the Annual Comprehensive Financial Report (ACFR).
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of professional and technical personnel within assigned area of responsibility; delegate authority and responsibility; select, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of administrative services programs and administrative activities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Identify and respond to community and City Council issues, concerns, and needs.

Education and Experience:

Graduation from an accredited four-year college or university with major coursework in finance, accounting, business or public administration, or a related field and seven (7) years of increasingly responsible experience, including supervisory experience, preferably in municipal administration or in a finance office. At least six (6) years of increasingly responsible experience in public accounting or municipal finance, including three (3) years of management and administration responsibility.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to attend meetings and other activities outside of normal working hours.

JUNE 2024
FLSA: EXEMPT

BUILDING OFFICIAL

DEFINITION

Under the general supervision of the Community Development Director, coordinates, manages and reviews the plans and specifications of proposed residential, commercial, and industrial buildings; issues building, electrical, plumbing, mechanical and fire permits; inspects all work for compliance with codes; insures adherence to City building and related codes and ordinances; provides detailed step-by-step assistance and guidance to Customers for project applications, plans/document submittals, and permitting needs. Serves as an Ombudsman between the City and its Customers for issuance of permits, building and fire inspections; provides detailed building and fire inspections as warranted. Responds to citizen complaints as directed; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Community Development Director. Supervises community development staff, as required.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

General

- Acts as the initial point of contact for the Community Development Department.
- Assist Community Development Director with grant administration activities and reports.
- Coordinates City inspections for Building and Fire Inspection Services.
- Issues various permits and collects fees.
- Track timelines for project review, project permit development, project completion and takes corrective action for any delay in processing a project.
- Identifies and calculates appropriate permit fees and issues permits.
- Expands web access for permit applications and enhances communication for building and fire code related projects.
- Attends meetings of the City Council, Planning Commission, Technical Advisory Committee, and professional organizations as required.
- Performs other duties as assigned.

Building Division Activities

- Organizes daily workload and performs the more complex inspections and resolves building code questions.
- Investigates complaints of buildings, housing, and zoning violations.
- Reviews the plans and specifications of proposed residential, commercial, and industrial buildings for compliance with the uniform codes, zoning regulations, and pertinent provisions of the state and county regulations.
- Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.
- Enforces building related codes, including California Building Code, California Plumbing Code, California Mechanical Code, Residential Code, Cal-Green Building and Code, California Fire Code, NFPA CTitle 24 Code, California Housing Code, California Abatement of Dangerous Buildings Code, and local codes such as sprinkling, nuisance, clearing, grading, filling, floodplain, zoning, etc.
- Schedules and performs on-site inspections of buildings, including footing, foundations, framing, and electrical, plumbing, mechanical systems, and fire inspection projects.
- Maintains records of building and inspection activities and completes related reports.
- Administers the permitting function, plan review, permit application processing, fee assessment, and permit issuance.

Fire Code Services

- Manages fire inspections; organizes daily workload.
- Responsible for fire system plan checks and manages all fire issued permits.
- Manages all fire code violations to include appropriate follow-up documentation for code compliance.
- Inspects a variety of structures and facilities ensuring compliance with all State and Local fire codes including NFPA, new construction, tenant improvements, day care centers and hazardous occupancies and resolves fire code issues.
- Ensures corrections are made to violations of the applicable codes and standards in a timely manner, and minimum fire safety practices are put into effect.
- Prepares and keeps accurate logs, reports and records regarding fire inspections, violations notices and other related data which are legible, complete, up-to-date, and descriptive of problems encountered and resolved.
- Establishes rapport with the community by providing useful and helpful information to building owners, developers, contractors and others regarding applicable codes and standards and ensures that questions and concerns are appropriately resolved.
- Maintains current knowledge of fire education goals and service objectives and the fire problems within the community and tailors the education delivery to these problems by informative education and awareness to field contact.
- Inspects fire protections systems for new and existing occupancies for serviceability and code compliance requirements.
- Attends and successfully completes any Building and Fire Department sponsored training classes.
- This position may assist as staff support at large emergency incidents or in the Emergency Operations Center
- Works closely with the Fire Chief to ensure prevention objectives are met.

Code Enforcement Services

- Coordinates Community Code Enforcement Complaints with Code Enforcement Officer.

- Partners with Code Enforcement division to support, inform and help move code cases towards compliance with Sonora Municipal Code.

QUALIFICATIONS

Knowledge of:

- Thorough knowledge of California Building, Plumbing, Mechanical, Electrical, Fireand energy codes, and considerable knowledge in related construction trades.
- Construction methods, materials, and accepted safety standards.
- State and Municipal codes, ordinances and regulations relating to zoning, building construction, electrical, plumbing and mechanical installations.
- Americans with Disabilities Act (ADA).
- Inspection procedures.
- Technical resource materials and information sources applicable to building inspection.
- Principles practices and technics of modern municipal fire inspection activities.

Ability to:

- Meet the public using tact, communication skills, and job knowledge to assist with applications and answer inquiries.
- Explain codes and requirements for building permits to citizens, both in person and by telephone.
- Maintain clear and accurate records and make difficult arithmetical computations accurately.
- Review plans for completeness in accordance with all applicable laws, ordinances, and policies.
- Operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports.
- Operate and use modern office equipment.
- Plan, organize, and implement duties and responsibilities defined by desired outcomes and objectives.
- Exercise sound independent judgment within policy guidelines.
- Work with diverse groups of people.
- Communicate clearly and concisely, both orally and in writing.

EDUCATION AND EXPERIENCE

- Five years of journey level combination building inspection experience, education equivalent to an Associate of Arts degree in construction technology.
- Certification as a Building and Combination Inspector by the International Code Conference.
- At least one year work experience as a Fire Inspector conducting inspections for a Municipality, Local Jurisdiction, County, State, or government agency or department.
- Possession of a valid California Driver's License.
- California State Fire Marshal Certification as a Fire Inspector 1 or successful completion of Fire Inspector lA, IB, 1C, 1D and Hazardous Materials First Responder Awareness. (Possession of Fire Inspector 2 or Fire Marshal is highly desirable.) Certification as a Fire Prevention Officer under the previous State Fire Training track is acceptable.

- Possession of a current CPR certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both in office and outdoor settings. Outdoor work is required in the inspection of various land use developments and construction sites. Must be able to operate various pieces of office equipment, tools, or controls. The employee is required to climb stairs, balance, stoop, kneel, crouch, crawl, see, talk, and hear for inspections.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS

While performing the duties of this job, the employee is frequently exposed to outside weather conditions.
The employee works in inside environmental conditions and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.
Must be able to attend meetings and other activities outside of normal working hours.

JUNE 2024
FLSA: NON-EXEMPT

ECONOMIC DEVELOPMENT COORDINATOR
(PART-TIME, LIMITED DURATION)

DEFINITION

Under the general supervision of the Community Development Director, oversees and coordinates the City's Economic Development and Business Support Services programs; performs a full range of varied and responsible professional and technical duties involving research, design, implementation and monitoring of programs encouraging economic development; participate and coordinate a variety of economic and community development activities relating to business attraction, expansion, retention and development; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Community Development Director.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and coordinates economic development and business attraction, expansion, and retention projects; develops and implements programs to stimulate commercial and industrial development in the City.
- Develops, implements, and coordinates targeted marketing strategies for business attraction, retention, and development programs; provides input into the design, development, and production of marketing tools for professional publication; works to develop and/or prepare City ads and written narrative for publication.
- Serves as liaison and facilitates communication amongst City departments, community groups, developers, business owners/operators, and outside agencies regarding community-wide economic development initiatives.
- Coordinates and conducts public meetings and project presentations to interested businesses, groups and individuals; participates in public relations tasks and special campaign projects.
- Collects, compiles, and analyzes information for dissemination to potential business clients, including economic, statistical, financial, population, growth, demographic and other information.
- Assists in the research for policies, analyzes, and recommends changes and improvements to existing municipal codes and ordinances.
- Researches, analyzes, and prepares a variety of studies and reports on economic development

including labor market trends; evaluates and responds to request for proposals; prepares and evaluates contracts, and scope of work for economic feasibility; negotiates, prepares, and administers contracts and agreements.

- Develops, implements, and tracks economic development efforts to maximize the efficiency and effectiveness of the City's economic development program.
- Monitors legislation related to economic development and makes recommendations concerning policy and procedural improvements.
- Identifies grant funding opportunities, includes writing, submitting and managing grant proposals.
- Prepares comprehensive reports, proposals, and studies related to economic development and development objectives.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of assigned program area.
- Principles, structure, and organization of public sector agencies.
- Principles and practices of project management.
- Professional and/or technical knowledge of business/industry principles and practices for the area of responsibility.
- Methods and techniques of data collection, research, and report preparation.
- Recent developments, research methods, current literature, and sources of information related to assigned programs and service areas.
- Grant application and administration principles and practices.
- Principles and applications of critical thinking and analysis.
- Pertinent federal, state, and local laws, codes and regulations.
- Modern office procedures, methods and equipment including computers and supporting applications.

Ability to:

- Participate in the coordination of a comprehensive economic development program.
- Participate in the development and administration of goals, objectives, and procedures.
- Prepare a variety of analytical and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Manage multiple projects simultaneously.
- Plan and organize work to meet schedules and timelines.
- Participate in planning, organizing, directing, coordinating, and evaluating assigned programs, projects, events, or technical area.
- Properly interpret and make recommendations in accordance with laws, regulations, and policies.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

- Identify and respond to community and organizational issues, concerns, and needs and inquiries from the general public.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Interpret and apply federal, state, and local policies, laws and regulations.
- Represent the City in a professional and highly credible manner.

EDUCATION AND EXPERIENCE

Education and Experience Guidelines: Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: A bachelor's degree from an accredited college or university with major coursework in public administration, business administration, economic development, marketing, or a related field.
- Experience: Three years of increasingly responsible experience in public administration, economic development, or a related field.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions. Some travel will be required.

WORKING CONDITIONS

Must be able to attend meetings and other activities outside of normal working hours.

JUNE 2024
FLSA: NON-EXEMPT

HOMELESS OUTREACH COORDINATOR

DEFINITION

Under general supervision, the Homeless Outreach Coordinator will partner with staff from city departments, including police department and fire department, to provide outreach services to individuals experiencing homelessness. The Homeless Outreach Coordinator will engage persons experiencing homelessness by helping them to identify programs which can assist with permanent housing, treatment, and services to rehabilitate. The functions below are those that represent the majority of the time spent working in this job. Management may assign additional functions related to the type of work of the job, as necessary; perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Sergeant. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a full-time journey-level classification in the Police Department involving detailed duties relating to case management for homeless services. The main responsibility of this position is to accompany law enforcement and other outreach personnel during field interventions to establish clients and assist them in connecting them with services and housing opportunities to foster self-reliance. This position involves collaborating with local homeless service providers and reporting collected program data using automated databases.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Identify community members who are housing insecure, housing unstable, unhoused, or unsheltered through direct outreach activities and through reports/referrals from community partners.
- Coordinates and leads outreach efforts by the City of Sonora.
- Works with City Police, City Fire, and Administration on issues surrounding homelessness.
- Works with other city, county, and non-profit organizations on issues surrounding those experiencing homelessness.

- Meets, engages, and assists homeless individuals in person to connect them with employment opportunities, substance abuse treatment and or mental health counseling resources, and housing opportunities.
- Responds to requests from the public, City of Sonora staff, and other area partners regarding programs, resources, and referrals.
- Completes assessments of each client and enters information into the Homeless Management Information System (HMIS) database.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Collaborates and considers guidance with Amador Tuolumne Community Action Agency (ATCAA).
- Attends trainings, workshops, and classes to keep abreast of client engagement theories and practices.
- Maintain a log of outreach activities and street contacts.
- Participates in community events such as the Homeless Point in Time Count and other related functions.
- Assists with grant writings and submissions, as needed.
- Completes and meets all required program reporting deadlines.
- Adheres to all local, state, and federal guidelines and laws.
- Collects, compiles, and reports data required by the associated grant funding.

QUALIFICATIONS

Knowledge of:

- Commitment to improving the lives of the homeless and under-resourced in the City of Sonora.
- A professional attitude and the ability to manage time and organize work demands, work effectively in stressful situations, think critically, and exercise discretion and independent judgement.
- Basic knowledge of computers, word processing and spreadsheet programs, and basic office equipment.
- Strong verbal and written communication skills.
- Ability to do community outreach.
- Be able to work independently and as a team.
- Possess record-keeping techniques.
- Principles of resource management.

Ability to:

- Read instructions, fine print, and a computer screen; and operate vehicles/equipment.
- Converse on the telephone and in person.
- Stand, sit, walk, kneel, bend, and twist; use hands and fingers for use of computer keyboard, copy machine, filing, writing, operating equipment, and telephones.
- Lift equipment and office supplies, as necessary.
- Navigate steep and unsteady terrain.
- Withstand harsh elements.

- Learn and manage the HIMS.

Education/Experience/Licenses and Certifications:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- At date of application filing, must be a high school graduate or possess a GED equivalent.
- At date of appointment, must possess a valid California Driver's License.
- Experience related to homeless programs, resources, and homeless community challenges, including life experience and personal achievement, is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. The job involves fieldwork requiring frequent walking on uneven terrain and to access homeless people in and around encampments. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, and reach, to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives. The principal duties of this class are performed in a field environment with exposure to homeless activity, mentally ill individuals, and persons potentially infected with communicable diseases.

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: June 17, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Chris Gorsky, Administrative Services Director

SUBJECT: Approval of Resolution No.06-17-2024-B which approves the salary schedules for the Sonora Management Employees Association (SMEA) and the Sonora Confidential Employees Association (SCEA).

RECOMMENDATION:

Staff recommends the City Council approve Resolution No.06-17-2024-B approving the SMEA and the SCEA salary schedules as presented.

DISCUSSION / ANALYSIS:

Over the past several years, the City of Sonora has had continued difficulty recruiting and retaining qualified staff. In Fiscal Year 2023/24, the City completed a citywide compensation study to provide information and recommendations that would be used for discussion during negotiations with the City's bargaining units. As part of the negotiations that followed the salary schedules presented were agreed to by the City and the two bargaining units.

FISCAL IMPACT:

The Impact to the General Fund is part of the FY24/25 budget. The budget includes a labor reserve set aside for all increases negotiated over the associated five-year contracts.

ATTACHMENTS:

- Resolution No.06-17-2024-B
- Salary Schedule SMEA
- Salary Schedule SCEA

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Public Safety and Disaster Preparedness, Economic Development/Growth and General Plan, Homelessness Issues, Staffing - Salary, Benefits, Training, and Retention

RESOLUTION No. 06-17-2024-B
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA APPROVING THE SALARY SCHEDULES FOR THE SONORA MANANGEMENT EMPLOYEES ASSOCIATION (SMEA) AND THE SONORA CONFIDENTIAL EMPLOYEES ASSOCIATION (SCEA) EFFECTIVE JULY 1, 2024.

WHEREAS, the City Council has a goal to ensure a high performing organization and the City's employees are a primary driver of that goal; and

WHEREAS, the City Council directed staff to complete a compensation study to determine market wages for the City of Sonora.

WHEREAS, the completed City of Sonora Compensation Study Report was presented to Council in November 2023 and the results were used to inform during the negotiations that followed.

WHEREAS, the salary schedules are based on the compensation study and were agreed to by the City and the employee associations.

WHEREAS, Section 570.5 of California Code of Regulations, Title 2 requires formal Council approval and adoption of salary and compensation plans; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Sonora does hereby approve Resolution No.06-17-24-B, hereby adopts the salary schedules for the Sonora Management Employees Association and the Sonora Confidential Employees Association effective July 1, 2024.

PASSED, APPROVED AND ADOPTED as a Resolution by the Sonora City Council at a meeting held by the City Council on the 17th day of June 2024, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Signed and approved on: _____

_____
Mark Plummer, Mayor, City of Sonora

ATTEST: _____
Tracy Skelly, City Clerk, City of Sonora

RESOLUTION 06-17-2024-B

SONORA CONFIDENTIAL EMPLOYEES ASSOCIATION
EFFECTIVE July 1, 2024

Adders:

2.5% Longevity Pay After 10 Years of Service, Then For Every 5 Years Thereafter

2.5% for AA; 5.0% for BA/BS; 7.5% for Masters or CPA; 10.0% for Doctorate.

		Step A			Step B			Step C			Step D			Step E			Step F		
		Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly
Admin Svs Officer	**4152**	$ 7,196.80	$ 3,321.60	$ 41.52	$ 7,557.33	$ 3,488.00	$ 43.60	$ 7,935.20	$ 3,662.40	$ 45.78	$ 8,332.13	$ 3,845.60	$ 48.07	$ 8,748.13	$ 4,037.60	$ 50.47	$ 9,184.93	$ 4,239.20	$ 52.99
	4256	$ 7,377.07	$ 3,404.80	$ 42.56	$ 7,746.27	$ 3,575.20	$ 44.69	$ 8,132.80	$ 3,753.60	$ 46.92	$ 8,540.13	$ 3,941.60	$ 49.27	$ 8,966.53	$ 4,138.40	$ 51.73	$ 9,415.47	$ 4,345.60	$ 54.32
	4362	$ 7,560.80	$ 3,489.60	$ 43.62	$ 7,938.67	$ 3,664.00	$ 45.80	$ 8,335.60	$ 3,847.20	$ 48.09	$ 8,751.60	$ 4,039.20	$ 50.49	$ 9,188.40	$ 4,240.80	$ 53.01	$ 9,647.73	$ 4,452.80	$ 55.66
	4471	$ 7,749.73	$ 3,576.80	$ 44.71	$ 8,138.00	$ 3,756.00	$ 46.95	$ 8,545.33	$ 3,944.00	$ 49.30	$ 8,973.47	$ 4,141.60	$ 51.77	$ 9,422.40	$ 4,348.80	$ 54.36	$ 9,893.87	$ 4,566.40	$ 57.08
	4583	$ 7,943.87	$ 3,666.40	$ 45.83	$ 8,340.80	$ 3,849.60	$ 48.12	$ 8,758.53	$ 4,042.40	$ 50.53	$ 9,197.07	$ 4,244.80	$ 53.06	$ 9,656.40	$ 4,456.80	$ 55.71	$ 10,140.00	$ 4,680.00	$ 58.50

SONORA MANAGEMENT EMPLOYEES' ASSOCIATION SALARY RANGE TABLE
EFFECTIVE JULY 1, 2024

Adders:

2.5% Longevity Pay After 10 Years of Service, Then For Every 5 Years Thereafter

2.5% for AA; 5.0% for BA/BS; 7.5% for Masters or CPA; 10.0% for Doctorate.

Police Personnel Cert Pay: 2.5% For Basic Cert (if hired prior to July 1, 2013)/2.5% for Intermediate Cert./2.5% for Supervisor Cert (if designated)

Fire Personnel Cert Pay: 2.5% For EMT-1A; EMT-P (if hired prior to January 3, 2015) and/or Fire Officer

2.5% State Fire Training Officer Cert.

		Step A			Step B			Step C			Step D			Step E			Step F		
		Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly
Police Lieutenant	**5451**	$ 9,448.40	$ 4,360.80	$ 54.51	$ 9,921.60	$ 4,579.20	$ 57.24	$ 10,417.33	$ 4,808.00	$ 60.10	$ 10,939.07	$ 5,048.80	$ 63.11	$ 11,486.80	$ 5,301.60	$ 66.27	$ 12,060.53	$ 5,566.40	$ 69.58
	5587	$ 9,684.13	$ 4,469.60	$ 55.87	$ 10,167.73	$ 4,692.80	$ 58.66	$ 10,675.60	$ 4,927.20	$ 61.59	$ 11,209.47	$ 5,173.60	$ 64.67	$ 11,769.33	$ 5,432.00	$ 67.90	$ 12,358.67	$ 5,704.00	$ 71.30
	5727	$ 9,926.80	$ 4,581.60	$ 57.27	$ 10,422.53	$ 4,810.40	$ 60.13	$ 10,944.27	$ 5,051.20	$ 63.14	$ 11,492.00	$ 5,304.00	$ 66.30	$ 12,067.47	$ 5,569.60	$ 69.62	$ 12,670.67	$ 5,848.00	$ 73.10
	5870	$ 10,174.67	$ 4,696.00	$ 58.70	$ 10,684.27	$ 4,931.20	$ 61.64	$ 11,218.13	$ 5,177.60	$ 64.72	$ 11,779.73	$ 5,436.80	$ 67.96	$ 12,369.07	$ 5,708.80	$ 71.36	$ 12,987.87	$ 5,994.40	$ 74.93
	6017	$ 10,429.47	$ 4,813.60	$ 60.17	$ 10,951.20	$ 5,054.40	$ 63.18	$ 11,498.93	$ 5,307.20	$ 66.34	$ 12,074.40	$ 5,572.80	$ 69.66	$ 12,677.60	$ 5,851.20	$ 73.14	$ 13,312.00	$ 6,144.00	$ 76.80
Comm Development Director/ADS	**6167**	$ 10,689.47	$ 4,933.60	$ 61.67	$ 11,223.33	$ 5,180.00	$ 64.75	$ 11,784.93	$ 5,439.20	$ 67.99	$ 12,374.27	$ 5,711.20	$ 71.39	$ 12,993.07	$ 5,996.80	$ 74.96	$ 13,643.07	$ 6,296.80	$ 78.71
Fire Chief	**6321**	$ 10,956.40	$ 5,056.80	$ 63.21	$ 11,504.13	$ 5,309.60	$ 66.37	$ 12,079.60	$ 5,575.20	$ 69.69	$ 12,682.80	$ 5,853.60	$ 73.17	$ 13,317.20	$ 6,146.40	$ 76.83	$ 13,982.80	$ 6,453.60	$ 80.67
Assitant Administrator	**6479**	$ 11,230.27	$ 5,183.20	$ 64.79	$ 11,791.87	$ 5,442.40	$ 68.03	$ 12,381.20	$ 5,714.40	$ 71.43	$ 13,000.00	$ 6,000.00	$ 75.00	$ 13,650.00	$ 6,300.00	$ 78.75	$ 14,332.93	$ 6,615.20	$ 82.69
Chief of Police	**6641**	$ 11,511.07	$ 5,312.80	$ 66.41	$ 12,086.53	$ 5,578.40	$ 69.73	$ 12,691.47	$ 5,857.60	$ 73.22	$ 13,325.87	$ 6,150.40	$ 76.88	$ 13,991.47	$ 6,457.60	$ 80.72	$ 14,691.73	$ 6,780.80	$ 84.76
	6807	$ 11,798.80	$ 5,445.60	$ 68.07	$ 12,388.13	$ 5,717.60	$ 71.47	$ 13,006.93	$ 6,003.20	$ 75.04	$ 13,656.93	$ 6,303.20	$ 78.79	$ 14,339.87	$ 6,618.40	$ 82.73	$ 15,057.47	$ 6,949.60	$ 86.87
	6977	$ 12,093.47	$ 5,581.60	$ 69.77	$ 12,698.40	$ 5,860.80	$ 73.26	$ 13,332.80	$ 6,153.60	$ 76.92	$ 14,000.13	$ 6,461.60	$ 80.77	$ 14,700.40	$ 6,784.80	$ 84.81	$ 15,435.33	$ 7,124.00	$ 89.05
	7151	$ 12,395.07	$ 5,720.80	$ 71.51	$ 13,015.60	$ 6,007.20	$ 75.09	$ 13,665.60	$ 6,307.20	$ 78.84	$ 14,348.53	$ 6,622.40	$ 82.78	$ 15,066.13	$ 6,953.60	$ 86.92	$ 15,820.13	$ 7,301.60	$ 91.27
	7330	$ 12,705.33	$ 5,864.00	$ 73.30	$ 13,341.47	$ 6,157.60	$ 76.97	$ 14,008.80	$ 6,465.60	$ 80.82	$ 14,709.07	$ 6,788.80	$ 84.86	$ 15,444.00	$ 7,128.00	$ 89.10	$ 16,217.07	$ 7,484.80	$ 93.56
	7513	$ 13,022.53	$ 6,010.40	$ 75.13	$ 13,674.27	$ 6,311.20	$ 78.89	$ 14,357.20	$ 6,626.40	$ 82.83	$ 15,074.80	$ 6,957.60	$ 86.97	$ 15,828.80	$ 7,305.60	$ 91.32	$ 16,620.93	$ 7,671.20	$ 95.89
	7701	$ 13,348.40	$ 6,160.80	$ 77.01	$ 14,015.73	$ 6,468.80	$ 80.86	$ 14,716.00	$ 6,792.00	$ 84.90	$ 15,452.67	$ 7,132.00	$ 89.15	$ 16,225.73	$ 7,488.80	$ 93.61	$ 17,036.93	$ 7,863.20	$ 98.29
	7894	$ 13,682.93	$ 6,315.20	$ 78.94	$ 14,367.60	$ 6,631.20	$ 82.89	$ 15,085.20	$ 6,962.40	$ 87.03	$ 15,839.20	$ 7,310.40	$ 91.38	$ 16,631.33	$ 7,676.00	$ 95.95	$ 17,463.33	$ 8,060.00	$ 100.75
	8091	$ 14,024.40	$ 6,472.80	$ 80.91	$ 14,726.40	$ 6,796.80	$ 84.96	$ 15,463.07	$ 7,136.80	$ 89.21	$ 16,236.13	$ 7,493.60	$ 93.67	$ 17,047.33	$ 7,868.00	$ 98.35	$ 17,900.13	$ 8,261.60	$ 103.27
	8293	$ 14,374.53	$ 6,634.40	$ 82.93	$ 15,093.87	$ 6,966.40	$ 87.08	$ 15,847.87	$ 7,314.40	$ 91.43	$ 16,640.00	$ 7,680.00	$ 96.00	$ 17,472.00	$ 8,064.00	$ 100.80	$ 18,345.60	$ 8,467.20	$ 105.84
	8500	$ 14,733.33	$ 6,800.00	$ 85.00	$ 15,470.00	$ 7,140.00	$ 89.25	$ 16,243.07	$ 7,496.80	$ 93.71	$ 17,056.00	$ 7,872.00	$ 98.40	$ 17,908.80	$ 8,265.60	$ 103.32	$ 18,804.93	$ 8,679.20	$ 108.49

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: June 17, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Melissa Eads, City Administrator
Chris Gorsky, Administrative Services Director

SUBJECT: Approve Resolution No. 06-17-24-F Approving the Tentative agreements with the Sonora Police Officers' Association (SPOA), the Sonora Management Employees' Association (SMEA), and the Sonora Confidential Employees' Association (SCEA)

RECOMMENDATION:

Staff recommends the City Council adopt Resolution No. 06-17-24-F approving the tentative agreements with the Sonora Police Officers' Association (SPOA), the Sonora Management Employees' Association (SMEA), and the Sonora Confidential Employees' Association (SCEA) and authorize the City Administrator to finalize the memorandums of understandings.

BACKGROUND:

As approved in the Organizational Assessment and Budget Stabilization Study, the City prioritized competitive wages. To guide the decision-making, a Compensation Study was completed in FY23/24. The role of studies like these is to help public sector organizations achieve human resource objectives such as employee recruitment, retention, pay satisfaction, and containment of labor costs. The City's history of paying below market wages helps to explain the difficulty the City has faced when recruiting staff to fill vacant positions.

The last several months has included negotiations with every employee association with the stated goal of increasing pay rates to market and finding ways to limit future costs on extraneous items. The tentative agreements below are the fruit of those negotiations. The City has secured agreements with the SPOA, SMEA, and the SCEA and we had hoped to have the final Memorandums of Understanding's available for approval but there are several additional aspects that will need to be addressed as meet and confer items, include the City personnel policy update and the final MOU language. Staff recommends approving the tentative agreements as the City and the associations work to finalize the MOUs. Once this process is completed the MOU's will be agendized for Council Approval.

FISCAL IMPACT:

The impact to the General Fund has been budgeted in the FY24/25 budget.

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

ATTACHMENTS:

- **Exhibit "A" - Sonora Police Officers Association (SPOA) Tentative Agreement**
- **Exhibit "B" - Sonora Management Employees Association (SMEA) Tentative Agreement**
- **Exhibit "C" - Sonora Confidential Employees Association (SCEA) Tentative Agreement**

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Public Safety and Disaster Preparedness, Economic Development/Growth and General Plan, Homelessness Issues, Staffing - Salary, Benefits, Training, and Retention

RESOLUTION No. 06-17-2024-F
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA APPROVING TENTATIVE AGREEMENTS WITH THE SONORA POLICE OFFICERS' ASSOCIATION (SPOA), THE SONORA MANAGEMENT EMPLOYEES' ASSOCIATION (SMEA), AND THE SONORA CONFIDENTIAL EMPLOYEES' ASSOCIATION (SCEA)

WHEREAS, California Government Code Section 36506 requires the City Council to determine by resolution the compensation of all officers and employees; and

WHEREAS, pursuant to the City Council's direction, the City bargaining team has negotiated in compliance with the Meyers-Milias-Brown Act and all other applicable requirements to reach these tentative agreements with the SPOA, SMEA, and the SCEA that meets the needs of all parties and covers the period from July 1, 2024, to June 30, 2029; and

WHEREAS, the tentative agreements have been recommended for approval by the City Administrator; and

WHEREAS, the City Council authorizes the City Administrator to finalize the Memorandums of Understanding with the SPOA, SMEA, and the SCEA and to agendize them on a future City Council meeting for Council adoption.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Sonora does hereby approve the tentative agreements between the City of Sonora and the SPOA, SMEA, and the SCEA for the period between July 1, 2024, and June 30, 2029 and attached hereto as Exhibit A, B, C.

PASSED, APPROVED AND ADOPTED as a Resolution by the Sonora City Council at a meeting held by the City Council on the 17th day of June 2024, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

_____
Mark Plummer, Mayor

ATTEST: _____
Tracy Skelly, City Clerk, City of Sonora

Exhibit "A"

Sonora Police Officers' Association (SPOA)

Tentative Agreement

Negotiated Items:

- 5 Year Agreement: July 1, 2024, to June 30, 2029.
- Wages moved to new pay scale effective December 23, 2023.
    - July 1, 2024, 2.5% COLA has been included in the Sworn Officers new pay scale, for non-sworn positions the July 2024 2.5% COLA will be honored.
- The City has a stated intention for Sonora Police Officer pay to remain approximately 5% above the Tuolumne County Sheriff's Department.
- Add: Canine Incentive @ 5%.
- Reopener in 3rd year of this agreement to determine in there is a need for an 11th officer with the understanding there would need to be substantial overtime reductions as a benefit to the City.
- Update the City's out of date Personell Policies (Still need to Meet and Confer).
- Update the Memorandum of Understanding Language (Still need to Meet and Confer).
- The City will complete a Compensation Study in Year 4 of the new agreement. Study to be conducted after September 1st 2028. (To be available for the next negotiation.)

Union Concessions:

- Wage incentives (certificate pay) capped at a maximum of 20%. Agree to monitor Tuolumne County Sheriff for changes in certificate pay. If Sheriff caps incentive pay below 20% SPOA agrees to maintain alignment.
- Union will provide seniority language cleanup for final MOU.

Side Letters:

- None

Exhibit "B"

Sonora Management Employee Association (SMEA)

Tentative Agreement

Negotiated Items:

- 5 Year Agreement: July 1, 2024 to June 30, 2029.
- The currently negotiated COLA will take effect July 1, 2024.
- Wages move to new pay scale based on the Compensation Study once the Taxpayer Protection Act is resolved.
    - July 1, 2024 COLA is included in the new pay scale's and will not be in addition to the new PayScale.
- Add: Assistant Administrator Position (This replaces the Administrative Services Director position).
- Update the City's out of date Personell Policies (Still need to Meet and Confer).
- Update the Memorandum of Understanding Language (Still need to Meet and Confer).
- The City will complete a Compensation Study in Year 4 of the new agreement. Study to be conducted after September 1st 2028. (To be available for the next negotiation.)
- If City reserves drop below 25% of budgeted appropriation the union agrees to meet and confer.

Union Concessions:

- New employees that start after July 1, 2024:
    - Sunset Other Post Employment Benefits (OPEB).
    - Sick leave conversion at separation changes From**:** 480 hours @ 100% + 240 hours @ 50% To**:** 240 hours @ 100% + 240 hours @ 50%.
    - Cap on incentive pay for certificates and education to 15% max.

Side Letters:

- One time payout of vacation and administrative leave for the Chief of Police and the Police Lieutenant. As the department has been understaffed it has been impossible to use accrued leave time.
- Current employee in the Police Lieutenant position pay increases 2.5% above pay scale. Once the current employee in Police Lieutenant position separates or takes a new position this incentive ends.
- Existing MOU had increases for the Fire Chief that included up to 12% pay incentive while Chicken Ranch Fire Department was operating. It has been agreed to tier those increases to: Year 1 – 4%, Year 2 – 4%, Year 3 – 2%, Year 4 – 2%. Once the current employee in the Fire Chief position separates this incentive will end.

Exhibit "C"

Sonora Confidential Employee Association (SCEA)

Tentative Agreement

Negotiated Items:

- 5 Year Agreement: July 1, 2024 to June 30, 2029.
- The currently negotiated COLA will take effect July 1, 2024.
- Wages move to new pay scale based on the Compensation Study once the Taxpayer Protection Act is resolved.
    - July 1, 2024 COLA is included in the new pay scale's and will not be in addition to the new pay scale.
- Update the City's out of date Personell Policies (Still need to Meet and Confer).
- Update the Memorandum of Understanding Language (Still need to Meet and Confer).
- The City will complete a Compensation Study in Year 4 of the new agreement. Study to be conducted after September 1st 2028. (To be available for the next negotiation.)
- If City reserves drop below 25% of budgeted appropriation the union agrees to meet and confer.

Union Concessions:

- New employees that start after July 1, 2024:
    - Sunset Other Post Employment Benefits (OPEB).
    - Sick leave conversion at separation changes From: 480 hours @ 100% + 240 hours @ 50% To: 240 hours @ 100% + 240 hours @ 50%.
    - Cap on incentive pay for certificates and education to 15% max.

Side Letters:

- None

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: June 17, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Chris Gorsky, Administrative Services Director

SUBJECT: Adopt Resolution No.06-17-24-D Adopting and Amending a City of Sonora Fee Schedule as set forth in Exhibit "A," effective July 1, 2024.

RECOMMENDATION:

Staff recommends the City Council adopts Resolution No.06-17-24-D adopting and amending a City of Sonora Fee Schedule as set forth in Exhibit "A," effective July 1, 2024

DISCUSSION / ANALYSIS:

Under Prop 26 the City can change the fees charged by the City, but a tax would require the City to go back to the voters. The definition of tax is, every charge is a tax unless it fits into an exception as below:

- A fee for a benefit, privilege, service, or product.
- A regulatory fee.
- A charge for use of property.
- A fine or penalty.
- A charge imposed as a condition of property development.
- Assessments.
- Property-related fees.

The City charges fees for a variety of specific services provided. Many of these fees have not been updated for many years and this has led to a mismatch in the cost of providing these services and the actual revenues received. The City conducted an analysis of the costs of various services, such that general revenues are not diverted to subsidize these services, while the City continues to have many unfunded needs.

User and regulatory fees are set according to the estimated reasonable cost of service. A fee for service ensures that an individual or entity bears most, if not all, of the costs incurred by the City to provide that service. When a fee does not fully cover the cost of service, another City revenue source subsidizes the cost, and in most cases, this is the General Fund.

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

The benefits of reviewing and updating user fees include reducing the need for the General Fund to subsidize, providing a pattern of consistency with information for forecasting and decision-making purposes, helping to meet service level expectations by collecting fees to fund existing levels of service, keeping pace with the cost of inflation, and avoiding fee spikes that are more likely to occur when municipalities leave fees unchanged for multi-year periods, as the City has done.

FISCAL IMPACT:

The fiscal impact of the increased revenues for fiscal year 2024/25 is approximately $40,000 which has been subsidized by other General Fund revenues in past years.

ATTACHMENTS:

- Exhibit “A” - City Fee Schedule 2024

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Economic Development/Growth and General Plan, Staffing - Salary, Benefits, Training, and Retention

RESOLUTION No. 06-17-2024-D
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA ADOPTING AND AMENDING A CITY FEE SCHEDULE EFFECTIVE JULY 1, 2024.

WHEREAS, State law authorizes local agencies to collect fees to defray the costs of providing programs and services; and

WHEREAS, User fees in California are required to conform to the California Constitution including Proposition 26 and statutory requirements including Government Code Sections 66014 through 66018.5. User fees imposed to provide specific services, to cover reasonable regulatory costs to issue licenses and permits, and fines for violating the City Code are generally excluded from the definition of "tax" under Proposition 26. Section 1 (e) of article XIIIC of the California Constitution describes these exceptions.

WHEREAS, The City of Sonora has conducted an analysis of the costs of its services, and wishes to recover the costs of providing services, such that general revenues are not diverted from general services to subsidize services.; and,

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Sonora does hereby approve Resolution No.06-17-24-D, hereby adopting and amending a City of Sonora fee schedule as set forth in Exhibit “A” effective July 1, 2024.

PASSED, APPROVED AND ADOPTED as a Resolution by the Sonora City Council at a meeting held by the City Council on the 17th day of June 2024, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

_____
Mark Plummer, Mayor, City of Sonora

ATTEST: _____
Tracy Skelly, City Clerk, City of Sonora

RESOLUTION 06-17-2024-D

City Fee Schedule

Exhibit "A"

FEE DESCRIPTION	Current	New
Copies	$0.10	- $1 first page -$.80 for each additional page
Credit Card Processing	$5 or 2.5% over $1,000	$6 or 3% over $1,000
Business License Late Fees - Per Month	$20	$40
Business License Late Interest - Per Month	1.00%	1.50%
Business License - Change of Address	$20	$30
Business License - Copy of Cert	$20	$30
Parking Lot Fees - Terzich - Per Month	$35	$60
Parking Lot Fees - Bradford/Norlin - Per Month	$25	$60
Parking Daily Fees - Per Day	$10	$20
Pile Pickup	$40	$125
Transient Use Permit Fee	$140	$398
Outside Tire Storage Permit >5000 sq. ft.	$60	$120/Annually
Operational Permits required by California Fire Code: See CFC 105.6 for Complete List	$60	$120/Annually
Fire Sprinkler Inspection (for commercial and residential < 3000 sq. ft.)	$60	$100
Fire Sprinkler Inspection (for commercial and residential > 3000 sq. ft.)	$60	$150
Fire Alarm Inspection	$60	$100
Fire and Life Safety Inspection	$60	$100
Fire Inspection of Commercial Hood System	$60	$100
Above Ground Fuel Storage Permit, including LPG Tanks	$60	$120
Fire Flow Test on Commercial, Industrial, and Residental Developments (1 Hour Minimum)	$60	$75/Hour
Pyrotechnic Special Effect Display Permit (plus standby fees - see stand by fees)	$60	$250/per event
Residential Inspections (Initial Inspection & One Follow Up)	$60	0-25 Units - $100 26-50 Units - $200 51-75 Units - $300 76-100 Units - $400 Additional Inpection - $100

City Fee Schedule

Exhibit "A"

FEE DESCRIPTION	Current	New
All Other Occupancy Inspections (Initial Inspection and One Follow Up)	$60	0-3000 sq. ft - $100 3,001 - 6,000sq. ft. - $200 6,001-10,000 sq. ft. -$300 10,001-15,000 sq. ft.-$400 15,001-20,000 sq. ft. -$500 20,001 sq. ft. - over -$600
Standby Fees (Will be charged at one (1) hour minimums and 15 minute increments)	-	Engine: $90/hour Squad: $76/hour Staff Vehicle: $76/hour Personnel: $62/hour (OT Time Applies)
Burn Permit	$20	$60.00
Candle and Open flame device in an assembly occupancy Permit	$20	$60/per event
Hazardous Materials Permit	$120	$150
False Alarms Penalty	-	4th Alarm: $150 5th Alarm: $240 6th+ Alarm: $360
After Hours or Weekend Inspections	$60	$200/per inspection
Occupancy Permit	$30	$100
Home Occupation Permit	$50	$125
Special Event Permit	$50	$100
Encroachment Permit	$100	$200
Banner Installation (Inside City Limits)	$100	$150
Banner Installation (Outside City Limits)	$200	$240
Returned Check Fee	$20	$30
CEMETERY	Current	New
Setting Headstones	$25	$175
	$35	$245
	$45	$315

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: June 17, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Chris Gorsky, Administrative Services Director

SUBJECT: Adopt Resolution No. 06-17-2023-C Establishing the FY24/25 GANN Appropriations Limit for the City of Sonora

RECOMMENDATION:

Adopt Resolution No. 06-17-2023-C establishing the Gann Appropriations Limit for FY24/25 for the City of Sonora.

BACKGROUND:

On November 6, 1979, California voters approved Proposition 4, commonly known as the Gann Spending Limitation Initiative, establishing Article XIIIB of the California State Constitution. This proposition, which became effective in FY 1980/81, mandated an appropriations (spending) limit on the amount of tax proceeds that the State and most local government jurisdictions may appropriate within a fiscal year. Charges for services, fees, grants, loans, donations, and other non-tax proceeds are excluded. Exemptions are also made for voter-approved debt prior to January 1, 1979 and the cost of court-related or Federal government mandates.

The initiative was later modified by two propositions - Proposition 98 in 1988 and Proposition 111 in 1990. Proposition 98 established the return of tax revenues exceeding appropriation limit levels to the State or citizens through a process of refunds, rebates, or other means. Proposition 111 allowed more flexibility in the appropriation calculation factors.

DISCUSSION / ANALYSIS:

Attached for Council consideration is a resolution establishing an appropriations limit for FY 2024/25. The City may select either the percentage change in California per capita personal income or the percentage change in the local assessment role due to the addition of local non-resident new construction. This City has elected to use the change in California per capita income of 3.62%.

In addition, the City may elect to use either the Department of Finance's annual population percent change for the City or for the entire County. This year the City's percentage increase of .3% will be used rather than the County's percentage increase of (.4%). Local jurisdictions are allowed to choose whichever factors are most beneficial for them each year.

CITY COUNCIL AGENDA REPORT

CITY HALL

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SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

The Calculation of the FY24/25 Gann Appropriations Limit is as follows:

City of Sonora
GANN Appropriations Limit Calculation
FY 2024/25

Fiscal Year 2023/24 Appropriations Limit (Resolution No.06-05-2023-A)	$	54,751,496
Adjustment Factors for Current Year:		
2024 to 2025 Change in California Per Capita Income[1]		3.62%
2024 to 2025 Change in Population[1]		0.30%
Total Adjustments Factor		1.0393
2024/25 Appropriations Limit	$	56,903,230
Estimated Proceeds from Taxes Subject to Limit[2]	$	13,302,500

1 California Department of Finance Price Factor and Population Information May 2024

2 Fiscal Year 2024/25 Projected Budget

FISCAL IMPACT:

The City's FY24/25 appropriations funded by tax revenues are within the required GANN Limit.

ATTACHMENTS:

1. Resolution Establishing the FY24/25 Appropriations Limit for the City of Sonora

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Public Safety and Disaster Preparedness, Economic Development/Growth and General Plan, Homelessness Issues

RESOLUTION 06-17-2024-C
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA
ESTABLISHING THE FY 2024/25 GANN APPROPRIATIONS LIMIT
FOR THE CITY OF SONORA

WHEREAS, Article XIIIB of the California Constitution (Limitation of Government Appropriations) was passed by the California electorate on November 6, 1979, and became effective on July 1, 1980; and

WHEREAS, the California Department of Finance has determined the California Personal Income Index of 3.62%; which the City Council has elected to use instead of using the percentage change in the local assessment roll; and

WHEREAS, the City Council has elected to use the population change for the City of Sonora, a positive .3%, instead of the County of Tuolumne, a negative (.4%), now,

THEREFORE, BE IT RESOLVED, that the formula for determination of the Appropriations Limitation for Fiscal Year 2024/25 is hereby adopted as follows:

FY 2024/25 Calculation

% Change in California per capita personal income		% Increase in City Population		Appropriation Factor		2023/24 Appropriations Limit		2024/25 Appropriations Limit
3.62%	X	0.30%	=	1.0393	X	$ 54,751,496	=	$ 56,903,230

The foregoing Resolution of the City Council of the City of Sonora was PASSED AND ADOPTED by the City Council, State of California, at a public hearing held on this 17th day of June, 2024, by _____, who moved its adoption, which motion was duly seconded by _____, and the Resolution adopted by the following vote:

AYES: _____

NOES: _____

EXCUSED: _____

APPROVED:

_____
Mark Plummer, Mayor, City of Sonora

ATTEST: _____
Tracy Skelly, City Clerk, City of Sonora

RESOLUTION 06-17-2024

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: June 17, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Summersett, Community Development Director

SUBJECT: Appeal Hearing and Rezoning Ordinance for 956 Oregon Street, Multi-Use Residential and Commercial Project

RECOMMENDATION:

1. Adopt Resolution No. 06-17-24-_, to uphold the May 13, 2024 decision of the Sonora Planning Commission approving, based on the identified findings and conditions, the Design Review, Site Plan, and Use Permit to allow a 40-foot residential and commercial mixed-use building at 956 Oregon Street (APNs: 056-106-004 and 056-108-015).

2. Introduce by title Ordinance No. 896, amending the Zoning Map through the rezoning of Assessor's Parcel Numbers 056-106-004 and 056-106-001 from General Commercial (CG) to Commercial (C), and waive the first reading.

SUMMARY OF PROJECT ITEMS BEFORE THE CITY COUNCIL:

The proposed project is a three (3) story multi-use residential and commercial project located at 956 Oregon Street. The project involves twelve (12) residential units and six (6) commercial spaces, accompanied by parking, landscaping, and street improvements. The total project area is 31,198 square feet (~0.72 acres). Before the Council are two (2) items for consideration of the project.

The first item is an appeal hearing for the Planning Commission decision on May 13, 2024 to approve the Design Review, Site Plan, and Use Permit application for the project. Three (3) appeal forms were filed for the Planning Commission decision, and as such, the decision of the Planning Commission is forwarded to the Council for its review.

The project also requires a rezoning from General Commercial (GC) to Commercial (C). At the same meeting on May 13, 2024, the Planning Commission recommended that the City Council introduce an ordinance to rezone the property to the Commercial (C) zoning designation. Of note is that the adjacent property at 11 Tuolumne Street (APN 056-106-001) is also included in the ordinance to be rezoned from General Commercial (GC) to Commercial (C) to conform both properties to the corresponding General Plan designation of Commercial (C). The rezoning ordinance is not part of the appeal hearing. The rezoning ordinance is a stand-alone item based on the Commission's recommendation.

CITY COUNCIL AGENDA REPORT

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The Council should also be aware that this project involves conveyance from the City of a small strip of right-of-way (ROW) along S. Washington Street. This strip of ROW is 3,831 square feet and is included in the project area. A condition is included in the project that conveyance of this ROW area will occur after the City complies with the Surplus Land Act, a statute that requires the City to comply with certain procedures before it transfers surplus parcels of land. The ROW has little value to the City and is better used for the project. Staff will bring a future item to the Council to consider approving conveyance of the ROW area to the project applicant.

It is recommended that the City Council first conduct the appeal hearing and decide to uphold or overturn the Planning Commission decision (Design Review, Site Plan, Use Permit), followed by consideration of the rezoning ordinance. The Council may decide to introduce the rezoning ordinance, regardless of its action on the Planning Commission decision subject to appeal.

REVIEW OF APPEAL BY THE CITY COUNCIL:

The City Council's review of this appeal is a de novo action, which means the City Council is not bound by the action of the Planning Commission. By filing an appeal, the project is forwarded to the City Council for its review. The City Council has the ability to review the entire project, as well as the specific grounds for appeal cited by the Appellants. The City Council can take any action that could have been taken by the Planning Commission (that is, to deny, approve, or approve the project with conditions).

BACKGROUND OF PLANNING COMMISSION DECISION:

On November 13, 2023, a public hearing was scheduled for the Sonora Planning Commission for a Design Review, Site Plan, Use Permit, Rezone, and Variance to develop a three (3) story multi-use residential and commercial project on the vacant lot located at 956 Oregon Street. The Planning Commission voted to continue the item due to the high number of comments received. In total, City Staff received thirteen (13) comment letters for the project proposed at the November 13 Planning Commission meeting.

After reviewing all comments, staff identified concerns about the high number of entitlements (including the proposed variance), the high number of parking spaces, site conditions, and environmental considerations. City Staff continued working with the project applicant to address the concerns. During this time, the applicant revised the site plan to comply with setback requirements and withdrew the variance application. The project was modified to provide only the minimum number of parking spaces required by the Sonora Municipal Code. Staff also conducted further analysis for the CEQA exemption for the project and refined the conditions of approval.

On May 13, 2024, the item was brought back to the Planning Commission where it voted 3-2 to approve the Design Review, Site Plan, and Use Permit for the project and to recommend rezoning of the site for Council's approval.

CITY COUNCIL AGENDA REPORT

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APPEALS FILED AND STAFF ANALYSIS OF APPEALS:

Following the Planning Commission's approval of the project, the City received three (3) appeals of the Planning Commission's decision. The appeal documents reflect the general tenor of the public comments received at the Planning Commission meetings. Below is a table that describes the concerns identified by the appeals and responses from staff:

Concern Identified by Appellants	Staff Response
Inadequate notice provided for the project.	300-foot notifications were sent to surrounding property owners. Notices are sent to the owner of record based on the Assessor Roll. Notices regarding the project were placed in the Union Democrat advertising the public hearings. The City met its legal obligation for the noticing requirement.
The project is not in compliance with the California Environmental Quality Act (CEQA).	CEQA exempts certain in-fill development projects from comprehensive environmental analysis. To qualify, the project must meet the following five criteria: • Within City Limits and the site is smaller than five (5) acres ☑ • General Plan and Zoning Consistency ☑ • Rare or endangered species at the site – None identified • Significant effects relating to traffic, noise, air quality, or water quality— None identified, the impacts do not meet the City's thresholds for significant impacts. • All utilities available ☑ As further explained in this report, staff believes all the findings can be made to support use of the identified CEQA exemption.
	The historic Sonora/Downtown area along Washington Street is a unique and vibrant part of the Sonora community because it represents a mix

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The project is not consistent with the historic character of Sonora.	of coexisting uses (commercial, residential, retail, parks, multi-story, multi-family). This project is consistent with the historic development of the town. The project provides homes within walking distance of many locations while also providing neighborhood serving retail/business maintaining a development pattern found along Washington Street currently.
Planning Commission approved the project despite comments received from the City Engineer, who provided comments on drainage, traffic access, removal of trees and vegetation, and plan submittal.	The City Engineer highlighted specific concerns in his comment letter for the project. Staff addressed each of these concerns in the Conditions of Approval for the project, which were approved by the Planning Commission. The Conditions of Approval are included in the Planning Commission staff report attached with this item. Below are staff's responses to the City Engineer's comments with references to the applicable Condition of Approval. • Drainage plans and drainage improvements will be required, including installation of a culvert. Drainage will be addressed through plan review and identifying necessary improvements. *(COA # 12, 13, 14)* • Parking and circulation plans will be provided to ensure there is adequate traffic access to and from the site. *(COA 8, 9, 15, 17, 18)*. Traffic access will be addressed through further plan submittal and review by the City Engineer prior to issuance of a building permit. The project also includes widening Oregon Street to two lanes, and Mariposa Street will be a paved

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	fire access road. Also of note is that the project is exempt from CEQA. VMT analysis was conducted to confirm that the project qualifies for the CEQA exemption. • Trees and vegetation will be removed, but the project landscape plan shall include trees, address design of the retaining walls, and be approved by the Parks, Recreation, and Beautification Committee. *(COA 23)* • Professional drainage, grading, and site plans will be submitted. *(COA 12, 14, 15, 18.)* These plans are not yet required at the planning review stage.
Planning Commission approved the project despite the comments received by nearby property owners.	The Planning Commission's role in development approvals is to make findings regarding the project's consistency with City plans and rules. This includes making the required findings under the General Plan and the Sonora Municipal Code. The Planning Commission found that the project is consistent with the General Plan and meets the required findings for the Design Review, Site Plan Review, and Use Permit. Review of the project is guided by the findings required for each project approval.
Project will remove trees without mitigation.	Some existing trees along the frontage of the project (S. Washington) will be removed (along with invasive Himalayan Blackberry). The project will be required to submit a landscape plan which includes trees along the frontage and in the parking area. The landscape plan is subject to approval by the Parks, Recreation, and Beautification Committee, as required by the Municipal Code. *(See COA #23).*

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CEQA ANALYSIS (IN-FILL EXEMPTION)

The project qualifies for the in-fill exemption under CEQA, where projects on sites smaller than five (5) acres, consistent with the General Plan and Zoning, near available utilities, and with minimal environmental impacts do not require comprehensive environmental study. After the November 2023 Planning Commission meeting, staff conducted further analysis of each criteria under the exemption. The additional analysis included utilizing a mapping tool developed for the City to ensure the project was located in low-travel area. One of the criteria of the exemption is that the project would not result in significant impacts to traffic. The Planning Commission, based on staff's recommendation, did not find that the project causes significant traffic impacts under CEQA. The Planning Commission also found that the project will not cause significant impacts to noise, air quality, or water quality. The project is subject to the City's noise ordinance, involves residential and commercial uses on a site smaller than one (1) acre, and the drainage plans and improvements will address water quality impacts.

Council may refer to the full analysis of the CEQA in-fill exemption in the attached staff report from the Planning Commission approval on May 13, 2024 (Attachment 1).

SUMMARY OF APPEAL HEARING

The application approved by the Planning Commission on May 13, 2024, was for the Design Review, Site Plan, Use Permit application for the project. The following provides a summary of the different approvals for the project and the findings made by the Planning Commission:

- The Design Review was approved, based on the architectural review of the structures, materials, colors, and compatibility with the surrounding area.
- The Site Plan was approved, based on review of environmental impacts, public and emergency vehicle access, traffic, public improvements and utilities, health and safety impacts, landscaping, and conformance of screening and parking to the Sonora Municipal Code.
- A Use Permit is required to extend the height five (5) feet above the height limit. The Use Permit was approved, based on findings of minimal impacts to surrounding buildings and public safety.

For further review of all findings made by the Planning Commission in regard to the project approvals and the CEQA in-fill exemption, the Council may refer to the attached staff report and resolution from May 13, 2024.

REZONING ORDINANCE

The second item before the Council for the project is a rezoning ordinance, which rezones two (2) adjacent parcels from General Commercial (GC) to Commercial (C). The project is on one of the parcels proposed for rezoning.

On May 13, 2024, the Planning Commission also recommended a rezone of the property from General Commercial (GC) to Commercial (C). A rezone is required because multifamily dwelling projects with units above ground level are allowed by right in the Commercial (C) zoning district, but not in the General Commercial (GC) zoning district.

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The Commercial zoning district is also more compatible with the site's General Plan designation of Commercial. A rezone from General Commercial (GC) to Commercial (C) will ensure project consistency with the applicable zoning district and improve consistency with the corresponding General Plan designation.

Under the Commercial (C) Zoning designation, the project is also subject to the land and structure regulations under the Tourist and Administrative (CO) Zoning District. The project meets all the land and structure regulations under the CO Zoning District.

Additionally, staff has included rezoning of the adjoining property at 11 Tuolumne Street (APN 056-106-001) from General Commercial (GC) to Commercial(C) to improve conformity with the General Plan. The 11 Tuolumne Street property is not part of the project proposal.

FINDINGS TO APPROVE A REZONE. Based on the preceding discussion, staff recommends Council make the following findings that the rezone ordinance:

A. Is compatible with, and physically suited for, the uses authorized in, and the regulations prescribed for, the proposed zoning district in which the real property is located;

B. Is consistent with the objectives, policies, general land uses and programs specified in the General Plan;

C. Is in conformity with public convenience, general welfare and good land use practice;

D. Will not be detrimental to health, safety and general welfare;

E. Will not adversely affect the orderly development of property or the preservation of property values; and

E. Project has been reviewed in compliance with CEQA and is exempt from further review pursuant to the California Environmental Quality Act.

CEQA ANALYSIS FOR REZONE:

The rezoning of the project at 956 Oregon Street is included in the CEQA determination for the project application approval (In-fill Exemption).

The rezoning ordinance for both parcels also qualifies for the commonsense exemption (CEQA Guidelines, § 15061(b)(3)). The rezone to the adjacent parcel at 11 Tuolumne Street is proposed by the City to improve conformity with the corresponding General Plan designation. No development is proposed on this parcel. The changes in zoning do not have potential to cause significant impacts to the environment. The rezoning reduces the allowed uses on the parcels and improves conformity with the General Plan. As a result of the rezone, the parcels

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will be more restricted to commercial/retail-oriented land uses. Any future development application received for the 11 Tuolumne Street property will be subject to further review at that time.

FISCAL IMPACT:

No Fiscal Impact to the General Fund.

OPTIONS FOR COUNCIL:

The following are available options for the City Council to consider:

1. Uphold the Planning Commission decision to approve the Design Review, Site Plan, and Use Permit approved for the project;
2. Overturn the Planning Commission and deny the Design Review, Site Plan, and Use Permit approved for the project;
3. Uphold the Planning Commission's approval of the project, subject to modifications;
4. Continue the appeal hearing to a future hearing date;
5. Regarding the rezoning ordinance, the Council may consider the rezoning ordinance independently of the appeal of the Planning Commission decision. The rezoning ordinance is required for the project to proceed as proposed.

ATTACHMENTS:

1. Planning Commission Staff Report (Conditions of Approval for the project begin on page 14)
2. Planning Commission Resolution
3. Lee Pagni Appeal
4. Fred and Rhonda Buess Appeal
5. Lee Brooks Appeal
6. Comment Letter from City Engineer (dated September 20, 2023)
7. Memo from the Project Applicant (Timothy Miller, on behalf of William Canning)
8. Resolution of Approval
9. Resolution of Denial
10. Rezone Ordinance

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Economic Development/Growth and General Plan

Community Development Department

PLANNING COMMISSION

Staff Report

MEETING DATE:	May 13, 2024	**GENERAL PLAN:**	Commercial (C)
TO:	Planning Commissioners	**ZONING:**	General Commercial (CG)
APPLICANT/ OWNER:	William Canning, Trustee		
PROJECT:	956 Oregon Street, Multi-Use Residential and Commercial Project		
PROJECT DESCRIPTION:	Design Review, Site Plan, and Use Permit for a Multi-Use Residential and Neighborhood Serving Commercial Project. The project also includes a rezone from CG to C for conformity with the General Plan. The project is located at 956 Oregon Street (APN 056-106-004-000). The City is also including APN 056-106-001-000 (11 Tuolumne Street) to rezone the parcel from CG to C for conformity with the General Plan.		

PROJECT DESCRIPTION:

The applicant, William Canning, is seeking to develop a three-story multi-use residential and neighborhood serving commercial project on the vacant lot located at 956 Oregon Street. The project consists of one structure approximately 40 feet tall with six commercial spaces (1057 square feet per unit) located on the first floor and six two-bedroom units (1073 square feet per unit) on the second and third floors, for a total of 12 market-rate residential apartments. The commercial spaces will include a dark bronze aluminum storefront. The project also proposes 49 parking spaces, landscaping and street improvements including the widening of Oregon Street along the project site, a new fire access lane on Mariposa Street and a new encroachment/driveway onto S. Washington Street.

The applicant is seeking approval for the following entitlements for the proposed project:

- Design Review approval;
- Site Plan approval;
- A Use Permit to increase the allowable building height from 35 to 40 feet; and
- A Rezone from General Commercial (CG) to Commercial (C).

Additionally, the City has included the rezoning of the adjoining property owned by Janice L. Quinn, TR located at 11 Tuolumne Street (APN 056-106-001) from CG to C to improve conformity with the General Plan.



Existing Site (looking west from Oregon Street)



Existing Site (looking east from S. Washington Street)

BACKGROUND:
The development site consists of two parcels:

1. APN 056-106-004 (27,367 sq. ft.), currently owned by the Applicant; and
2. A portion of APN 056-108-015 (3,831 sq. ft.), currently owned by the City for which the Applicant is seeking to acquire from the City.

Thus, the total project area is 31,198 sq. ft. (0.716 acre). As provided in the project's conditions of approval, the City will have to approve the acquisition of this portion of APN 056-108-015 for the project to move forward as proposed.

Both parcels front S. Washington Street and Oregon Street and are currently vacant. However, a demolition permit for the residence that was on the lot owned by the applicant was issued in 1997.

The surrounding zoning includes General Commercial (CG) to the North, Limited Manufacturing (ML) to the west, Limited Multifamily Residential (R-2) to the south, and Single-Family Residential (R-1) to the east.

A portion of the property along with the City's property contains a drainage channel which is fed by City storm drains onto the site. The storm water runoff flow from areas north of the project into this channel has caused flooding north of the site in the past, primarily due to issues with blockage caused by the existing vegetation within the channel. The City's Public Works Department has cleared vegetation in this area in the past to address these issues. This clearing will continue as long as the existing conditions remain on the property. Vegetation on the project site is within this drainage channel and includes an oak, Himalayan blackberry (invasive), and willows. The project proposes to remove existing vegetation and replace the drainage channel with a culvert.



Planning Commission Action:
The project was scheduled for a public hearing at the November 13, 2023 Planning Commission meeting, but the item was continued due to the high number of comments received. After reviewing all comments, staff identified concerns about the high number of entitlements, including the proposed variance, as well as concerns due to the number of parking spaces, site conditions, and environmental considerations. For these reasons, city staff has continued working with the project applicant to address these concerns.

As a result, the previously proposed setback variance has been withdrawn and the number of parking spaces has been reduced from 54 to 49 spaces, the minimum necessary to comply with the Sonora Municipal Code (SMC) section 17.42.060. In response to these changes, the project site plan has been revised to comply with the requisite setback standards and the project will include a condition of approval limiting the number of parking spaces to 49, which will comply with the minimum standards set by code. Additionally, staff has carefully reviewed the environmental criteria under Section 15332 pursuant to the California Environmental Quality Act (CEQA). In

accordance with Section 15332, consideration was given to ensure that the project qualifies for this CEQA exemption and is further analyzed in the CEQA determination section of this report.

SITE PLAN CONSIDERATION/ANALYSIS:
Section 17.52.010 requires Site Plan review for this project. In considering approval of a Site Plan, the Planning Commission must make the following findings:

A. The proposal is consistent with all applicable provisions of the Sonora Municipal Code and other local, state and federal laws; and

B. The proposal is consistent with the Sonora General Plan; and

C. The project is in compliance with the requirements of the California Environmental Quality Act (CEQA) and there will be no potentially significant adverse effects upon environmental quality and natural resources that cannot be properly mitigated and monitored, unless a Statement of Overriding Considerations is adopted; and

D. There are adequate provisions for public and emergency vehicle access, fire and police protection, sanitation, water, and public utilities and services to ensure that the proposed development will not be detrimental to public health and safety. Adequate provisions shall mean that distribution and collection facilities and other infrastructure are installed at the time of development and in operation prior to occupancy of buildings and the land, and all development fees have been paid prior to occupancy of buildings and the land; and

E. The subject site is:

    1. Adequate in size and shape to accommodate the use and all fences and walls, landscaping, loading, parking, yards, and other features required by the Sonora Municipal Code; and

    2. Served by streets adequate in width and surfacing type to carry the quantity and type of traffic generated by the proposed development.

F. The use will not produce odors, gas, fumes, dust, smoke, noise, vibrations, glare, heat, electrical interference, hazardous or waste materials beyond the confines of the property onto contiguous properties or into the air or watercourses to an extent constituting a nuisance and does not constitute a physical hazard to persons or properties beyond the confines of the property by reason of fire, explosion or similar cause.

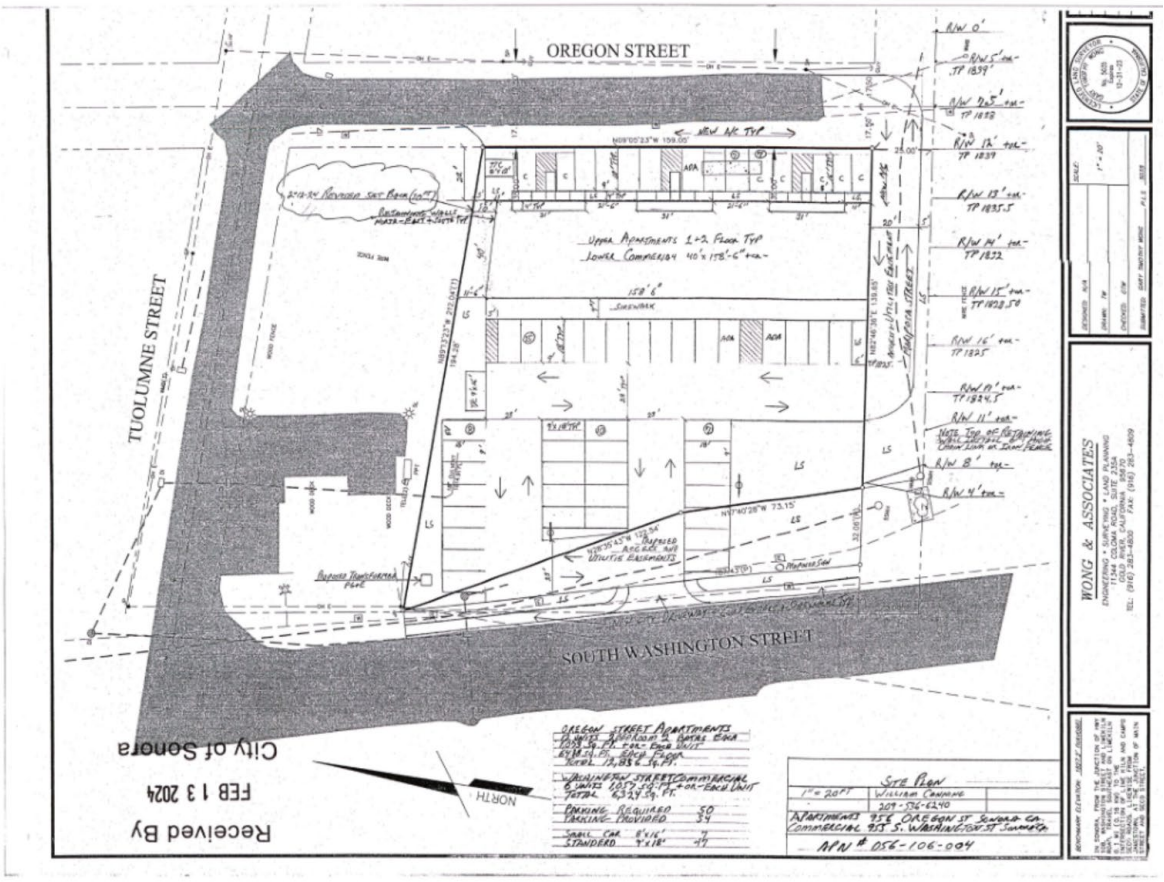
The proposed building is to be located along the eastern side of the parcel. Due to the topography of the parcel and the proposed grading, there will be retaining walls on three sides of the building. The first floor will be for the small commercial suites and will back up to these retaining walls. The 2nd and 3rd floor apartments will be at street level along Oregon Street.

The main access for the commercial element of project will be from S. Washington Street with the main residential access from Oregon Street with required fire access from Oregon Street onto Mariposa Street. Road widening for Oregon Street is part of the project. The project includes widening the paved area of Oregon Street, along the project frontage, from 20 ft. to 31 ft. S. Washington Street is categorized as a City Minor Arterial Street. In addition to the main driveway, the frontage along S. Washington Street is to include an ADA compliant sidewalk, curbs, and gutters. The applicant is required under the conditions to submit an analysis for the encroachment and access roads to consider the existing and proposed encroachments and driveways, sight lines, access roads, and any operation and safety functions.

The project includes 49 parking spaces with 23 ft drive aisles in compliance with the Sonora Municipal Code and Fire Code requirements. Under Section 17.42.060 of the Sonora Municipal Code, the minimum number of parking spaces required is 49 spaces, as 18 parking spaces are required for the residential units and 31 spaces are required for the commercial units. Previously, the project exceeded the minimum number of parking spaces by 5 spaces. However, in response to public comments, the City incorporated a condition of approval that the project cannot exceed the minimum number of parking spaces under the City's code.

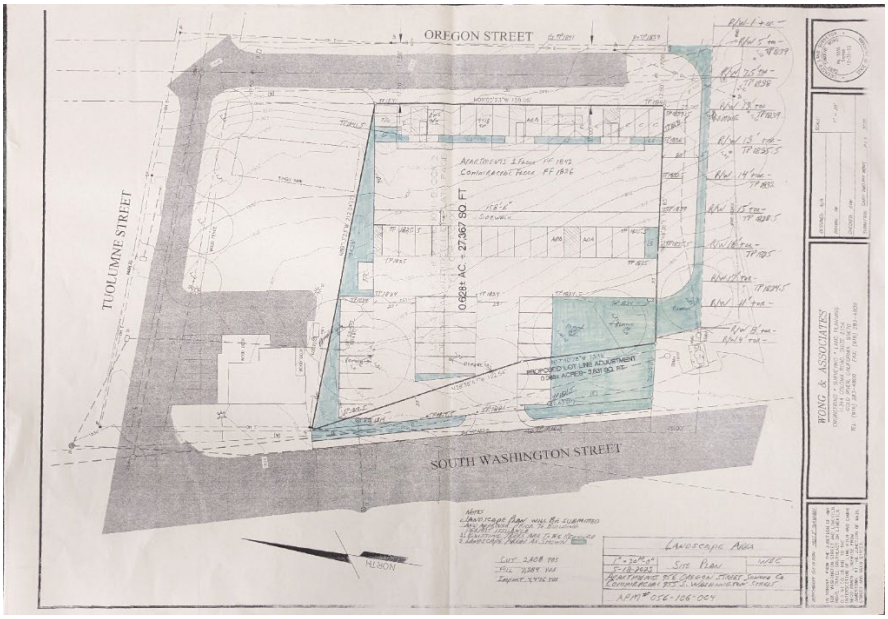


Existing Condition (Oregon Street)



Preliminary Site Plan

The areas highlighted in green below will include the landscape areas for the project. A landscape plan is to be submitted for review and approval by the Parks, Recreation, and Beautification Committee as required under SMC Section 12.20.130 and will also be subject to ongoing maintenance and the State's Model Water Efficient Landscape Ordinance (MWELO) requirements. Project conditions also require street trees along the S. Washington Street property frontage and trees within the parking lot area.

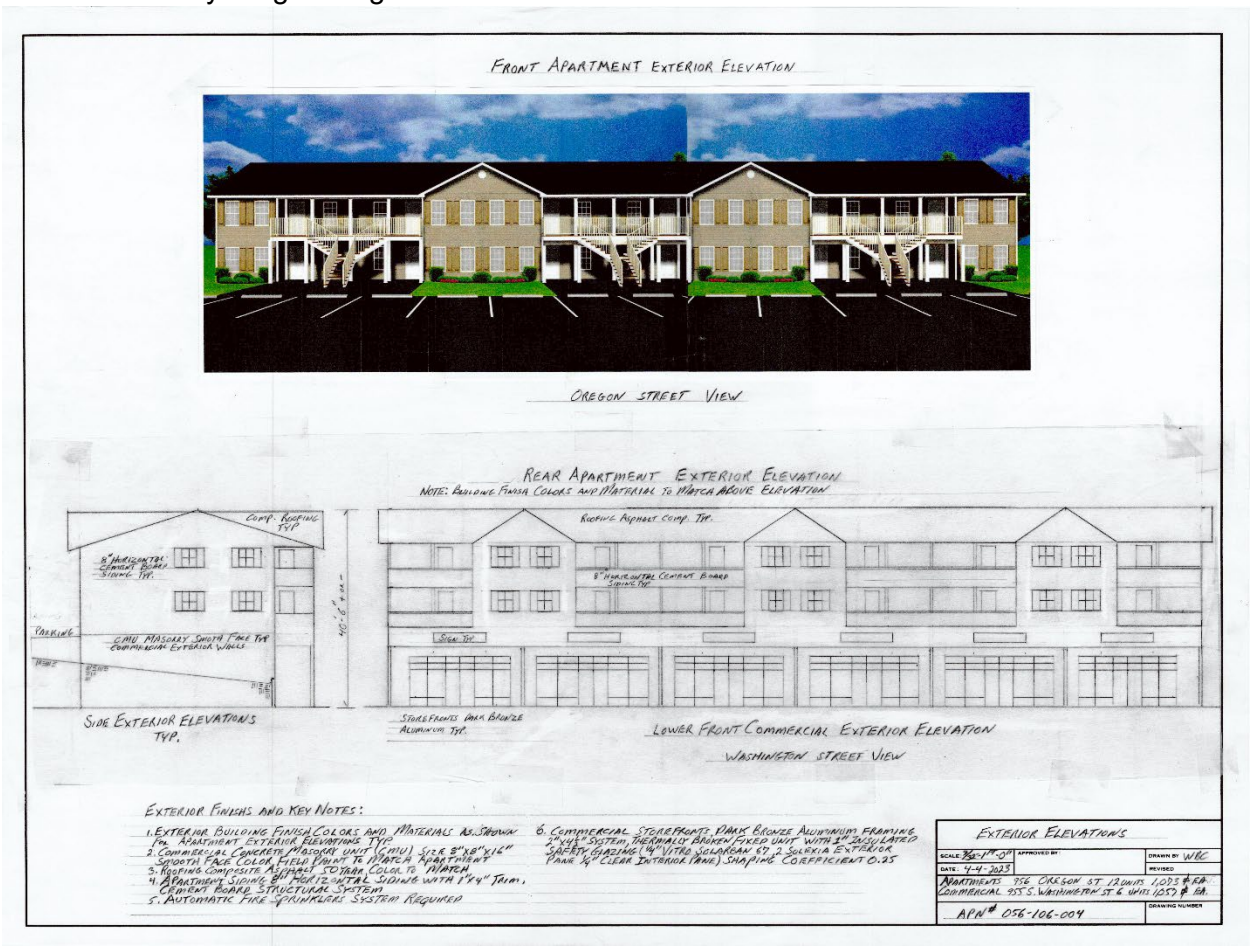


DESIGN REVIEW CONSIDERATION/ANALYSIS:

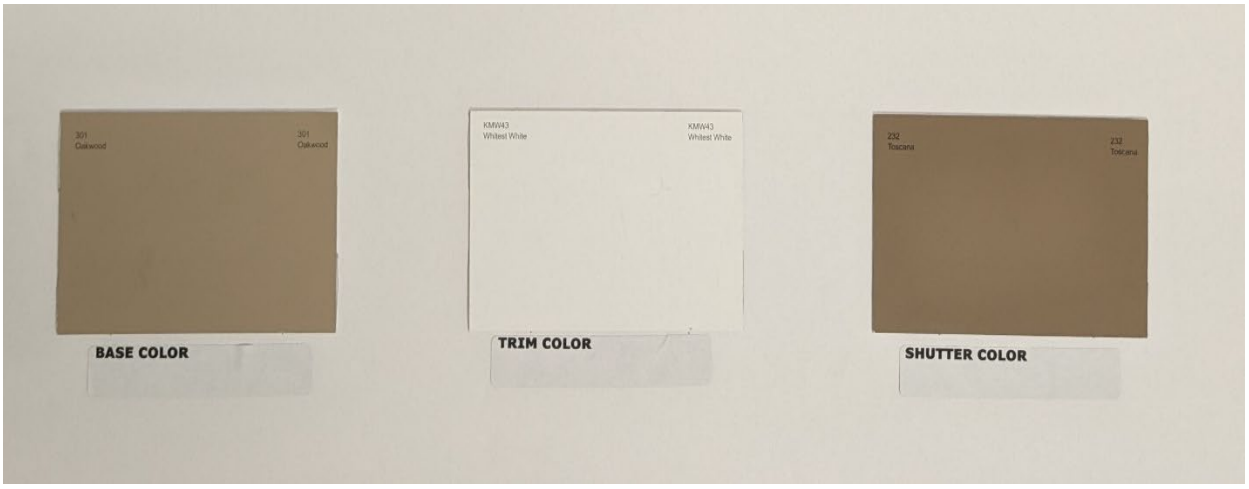
The project is subject to Design Review under Section 17.32.070 of the Sonora Municipal Code. When considering the plans for structures outside of the historic area the Planning Commission shall consider the following finding in their review of a project:

1. All structures shall be in good proportions; have simplicity of mass and detail and shall not be inharmonious with other buildings in the City of like class and type; there shall be an appropriate and fitting use of materials; colors shall be in good taste and never harsh or garish, but in harmony with themselves and their environment.

The project design includes a 3-story mixed-use structure with 6 commercial units on the first floor and 6 two-bedroom apartments on both the second and third floor (a total of 12 residential units). The commercial storefronts will be a dark bronze system with 1" insulated safety glazing as shown below. The exterior of the commercial area will be smooth face concrete masonry. The exterior of the residential portion of the building will be 8" cement lap siding. The proposed colors indicated below include Oakwood for all siding, Whitest White for all trim, and Toscana for the shutters. The windows for the residences will be from the Milgard Tuscany Series and will be white vinyl single hung.



Elevations



Exterior Color Palette



Proposed Storefronts

USE PERMIT CONSIDERATION/ANALYSIS:
Under Section 17.60.030 of the Sonora Municipal Code, a building or structure may exceed thirty-five feet in height if the Planning commission grants a Use Permit. When considering the request for the Use Permit, the Planning Commission shall consider the following finding in their review of a project:

1. The increase in height is necessary and desirable after having considered the impact on surrounding buildings and on public safety.

To accommodate the three-story structure, the Applicant is seeking a Use Permit to exceed the maximum building height of 35 ft. by an additional 5 ft. not to exceed a total height of 40 ft. This request is based on the need for the additional space to accommodate the ducting HVAC and duct work, and the required fire suppression system between the commercial and the residential units. Staff finds the impact on surrounding buildings and public safety to be insignificant given the increase is only 5 feet and the surrounding area is sparsely populated with low-density residential and commercial uses.

CONSISTENCY WITH ZONING:

The project site is currently zoned as General Commercial (CG) and is proposed to be rezoned as Commercial (C). While the Commercial and General Commercial zoning districts are similar in that they both allow service-oriented land uses, where they differ is in the intensity of allowed uses. The CG Zone allows for a greater intensity of commercial uses, such as industrial land uses, whereas the C zone is more restricted to commercial/retail-oriented land uses. The project as proposed would be allowed in the C zoning district, but not in the GC zoning district because it does not allow mixed-use development. The commercial zoning district is also more compatible with the site's General Plan Designation of Commercial. A rezone from CG to C will reduce the intensity of allowed uses and ensure project consistency with the applicable zoning district.

Under the Commercial Zoning District, multi-family dwellings above ground level commercial with no maximum limitation of the number of units is a permitted use allowed by right subject to land and structure regulations under the Tourist and Administrative (CO) Zoning District. The project meets all the land and structure regulations under the CO Zoning District.

CONSISTENCY WITH GENERAL PLAN:

The project site is designated Commercial (C) per the Sonora General Plan 2020. The present zoning of the project site is General Commercial (CG). Zoning is tool to implement the vision and policies laid out on the General Plan. It is not uncommon for cities to update the zoning for properties to ensure vertical consistency with the General Plan. The rezoning to C will better reflect the goals and vision laid out in the General Plan. Rezoning the site will ensure greater consistency between the zoning for the property and the City's General Plan.

Under the General Plan 2020, the purpose of the C land use designation is to:

> "Maintain and enhance the present and future needs of city and county residents and visitors while maintaining and enhancing the city's economic base and conserving the city's social, economic, cultural, environmental, and aesthetic resources."

The Commercial designation promotes the inclusion of multi-family dwelling units above ground level. The purpose of the allowance of multi-family units above commercial is to support the City's historical development style, which can be seen throughout the City's downtown area along Washington Street. The project site is along the commercial corridor that connects into the historic downtown area. The project will be a continuation of the look and feel of the downtown area while being compatible with the existing pattern of development in the area; which includes a mix of existing residential and commercial uses.

The project conforms to the applicable Goals/Policies of the General Plan, including:

> *1.C.c*: Continue to maintain a provision within the city's municipal code allowing residential uses as permitted uses above ground level within all commercial zones, including those within historic commercial districts.
>
> *1.D.2:* Encourage higher density housing in areas served by a full range of urban services, preferably along collector, arterial, and major arterial streets, and within walking distance of shopping areas.
>
> *1.D.3:* Recognize the need to supply affordable housing in close proximity to commercial centers to serve the city and county's high number of service-oriented, minimum wage workers.

1.E.5: Encourage a mixture of uses and activities that will maintain the vitality of the downtown area.

1.E.6: Promote integrated, rather than scattered, visitor-serving commercial developments.

2.B.5: Promote and encourage pedestrian-oriented development.

ADVISORY/PUBLIC COMMENTS

Advisory agencies were notified of the proposed project in September of 2023. At that time, staff received project comments from the City Engineer, Sonora Fire Chief, Tuolumne Heritage Committee, and TUD. Copies of written comments are attached to the staff report and conditions have been included.

Prior to the November 2023 All property owners within 300 feet of the properties were also provided notification about the meeting and project. Staff received 13 comment letters from members of the public. After the November 2023 Planning Commission Meeting, Staff received an additional letter. Comment letters were received from the following individuals:

- Bill Allie
- Fred Buess
- Judith Chalmers
- Janette De Giobbi
- Linda Fuller
- Veronica Hemphill
- Therese Mallen
- David Pagni
- Lee Pagni (provided 2 separate submittals and email correspondence)
- Sharon Pagni
- Arlene Paxton
- Kayla Weldon

In advance of the May 2024 Planning Commission Meeting, all property owners within 300 feet of the properties were also provided notification about the meeting and project. At the time of the report preparation, Staff have received XX written comments. If additional comments are received, they will be presented to the Planning Commission at the meeting.

CEQA DETERMINATION

Class 15332 In-Fill Exemption

Article 19, Section 15332 of CEQA exempts certain in-fill development projects from environmental analysis, which are consistent with the exemption criteria. In general, in-fill development is defined as projects that develop vacant or underutilized land in urban areas. Under Section 15332 of CEQA, the project must meet the following five criteria:

CEQA In-Fill Criteria	956 Oregon Street In-Fill Criteria Analysis
1. The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.	Yes. The project is consistent with the General Plan as described in this report. The proposed project rezone will improve alignment between the General Plan and zoning district. After the rezone, the proposed

	project will be consistent with all applicable zoning requirements, as described in previous sections.
2. The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.	Yes. The project is within the City of Sonora and located on an approximately 0.72-acre site substantially surrounded by commercial and residential uses.
3. The project site has no value as habitat for endangered, rare or threatened species	Yes. There is no valuable habitat for endangered, rare, or threatened species. Special status species are most widely associated with the wetland habitats along Woods Creek, Sonora Creek, and Dragoon Gulch, which are outside of the project area. The project area is substantially surrounded by other urban uses. The site is mostly vacant and the vegetation on the site is not considered valuable habitat for endangered or threatened species.
4. Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality	Yes. As described in the discussion which follows, the project would not result in any significant impacts for traffic, noise, air quality and water quality.
5. The site can be adequately served by all required utilities and public services.	Yes, the proposed project would be adequately served by existing dry and wet utilities, including water supply, sewer service, and solid waste services. The project site is within the service area of applicable utilities and surrounding parcels are all served by adequate utilities.

The following provides an evaluation and justification for why the 956 Oregon Project meets the infill exemption requirements for traffic, noise, air quality, and water quality.

Traffic

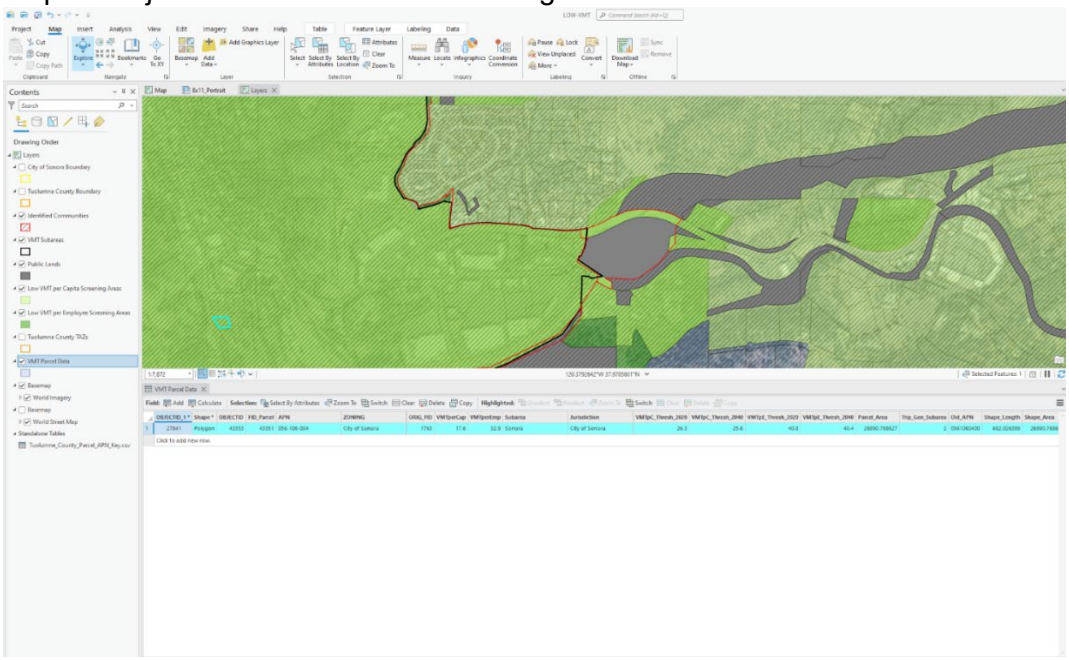
In 2021, Sonora adopted seven “screening criteria” to exempt projects from traffic analysis under CEQA. These criteria were developed to assist complying with Senate Bill 743, which requires using the “Vehicle Miles Traveled” metric, which measures the total miles induced by a project, for all traffic CEQA analysis. The purpose of screening tools is to quickly identify projects that could be determined to have a less than significant impact. To be exempted from CEQA analysis, a project must meet at least one of the following criteria:

Sonora Screening Criteria for Traffic CEQA Analysis	Does Project Meet Criteria?
1. Residential or Employment-Based Office/Commercial/Industrial Projects Located within a Low VMT Area: Residential or employment-based office/commercial/industrial projects located within a low-VMT area.	☑
2. Small Project: Projects that would generate less than 110 trips per day and are consistent with the City General Plan.	☑
3. Local-Serving Retail: Local-serving retail projects that are 50,000 square feet or less.	☑
4. Local-Serving Public Facility: Public facility projects that serve the local community or operate as passive facilities. Public facilities that serve the local community include	☒

public K-12 schools, local parks, libraries, post offices, police stations, fire stations, transit centers, and park-and-ride lots. Public facilities that operate as passive facilities include utility, communication, water sanitation, and waste management buildings.	
5. Affordable Housing: Projects that consist of 100% affordable housing.	☒
6. Mixed-Use Project: Each project land use type should be considered separately and compared against the appropriate screening criteria above. It is possible for some land use types in a mixed-use project to be screened out, and other land use types to not be screened out and require additional analysis. When applying the "Small Project" screening criteria to a mixed-use project, the criteria should only be applied to the trip generation for the portion of the mixed-use project that is not screened out due to other screening criteria.	☑
7. Redevelopment Project: Projects that would generate less total VMT than the existing land use they are replacing, unless the project is replacing affordable housing with other land use types.	☒

Using the City of Sonora's VMT Screening procedure above, a project located in a low-VMT area can be determined exempt from CEQA analysis. In 2021, Sonora and Tuolumne County created a map that identified low-VMT areas in the County. Using the map of low-VMT areas, staff identified that the proposed project is located in a low-VMT area, as pictured below.

Map of Project Site in Low-VMT Screening Area



Furthermore, in addition to meeting criteria 1, the proposed project also meets screening criteria 2,3, and 6 due to the fact that the project proposes 6,342 sq ft of neighborhood serving commercial and the estimated traffic generated for 12 units of residential would be less than 110 trips based on annual daily traffic, adjusted for A.M and P.M. trips.

In addition to meeting the City's screening criteria, staff utilized the "Tuolumne County Vehicle Miles Traveled (VMT) Sketch Tool" which was developed for conducting traffic analysis under CEQA. Adopted by the City 2021, the VMT Sketch Tool determines what quantity of VMT constitutes a significant impact under CEQA. After applying the VMT sketch tool to this project, the proposed project location does not meet the threshold for significant impacts.

According to the established criteria, the proposed project would not create a significant destination land use that would exacerbate VMT and the parcel is not identified as high traffic area.

Noise

Staff reviewed the proposed project against the city's noise standards and evaluated the potential impacts generated by the project's proposed land uses against the existing surrounding land uses. Based on this analysis, the project will not rise to the level of a CEQA significant impact. Analysis on the construction and operational noise impacts are provided below.

Construction

The applicant will comply with the existing noise ordinance on construction noise, Section 8.20.04 of the Sonora Municipal Code. This measure is reflected in the staff report as a condition of approval. Therefore, construction noise impacts will not rise to a threshold of significance under CEQA.

Operation

Currently, the project site is located near noise generators such as highway 108 and an operational Sierra Pacific Rail line which are in close proximity to general commercial, commercial, and residential uses. Although the project's proposed uses will be developed at a higher density than the existing setting, the site proposes similar low-intensity uses. The proposed project includes six units of neighborhood-serving commercial (total of 6,342 sqft) and 12 units of residential (total of 12,876 sqft) that could impact noise in the existing neighborhood. The six commercial units of neighborhood-serving uses will be small-scale retail such as eating/drinking establishments, professional offices, and professional services. Unlike large-scale retail, it will not be a large destination or create significant noise impacts, when compared to industrial uses, manufacturing uses, or full-service restaurants or large shopping centers. Similarly, the 12 units of residential uses will be small, two-bedroom apartments that will generate similar noise levels to the existing residential in the vicinity of the project. Therefore, operational noise impacts will not rise to a significant impact under CEQA.

Air Quality

The proposed project will not include any significant land uses that will contribute to air pollution, such as industrial land uses. Air quality impacts caused by the project would most likely be limited to fuel combustion emissions from space and water heating, fuel combustion emissions from landscape maintenance equipment, volatile organic compounds (VOC) emissions from periodic repainting of interior and exterior surfaces, and standard uses of natural gas. Due to the less than significant impacts generated by traffic, it is unlikely that significant air quality impacts would be generated by vehicle trips. Therefore, air quality impacts will not be significant under CEQA.

Water Quality

To prevent impacts to water quality, the project conditions require approval of a drainage plan prior to approval of grading permits. With the development of a drainage plan that addresses

project run-off and the effect to drainages, it is unlikely that significant impacts to water quality would occur.

In reviewing the proposed project, staff finds that the project is exempt under CEQA pursuant to 15332, In-fill Development Projects (Class 32).

CEQA Guidelines, § 15061(b)(3) (Commonsense Exemption)

The rezone to the adjacent parcel at 11 Tuolumne Street is proposed by the City to improve conformity with the corresponding General Plan designation. No development is proposed on this parcel. This change in zoning does not have potential to cause significant impact to the environment. The rezoning reduces the allowed uses on the parcel and improves conformity with the General Plan. As a result of the rezone, the parcel will be more restricted to commercial/retail-oriented land uses. Any future development application received for the site will be subject to further review at that time.

RECOMMENDATION:
Based on the preceding, it is recommended that the City Planning Commission approve the Design Review Permit, Site Plan Permit, and Use Permit with the findings above and subject to the following project conditions. Staff also recommends that the City Planning Commission adopt the attached Resolution 5-13-2024-A recommending to the Sonora City Council approval of the attached ordinance rezoning APN's 056-106-004 and 056-106-001 from General Commercial (CG) to Commercial (C), based on the findings included within the Resolution.

Design Review Permit, Site Plan Permit, Zoning Amendment, and Use Permit
956 Oregon Street

GENERAL CONDITIONS:

1. The Design Review Permit, Site Plan Permit, Zoning Amendment, and Use Permit are issued for a Multi-Use Residential and Commercial Project. Project plans, design and construction shall be in accordance with the plans approved by the Sonora Planning Commission on May 13, 2024. The Community Development Director may approve minor changes to the project that are in substantial compliance with the plans approved by the Planning Commission.

2. Acquisition and transfer of the portion of APN 056-108-015 included within the project area shall be subject to approval from the City and after compliance with the Surplus Land Act.

3. The number of parking stalls shall not exceed the minimum required under SMC 17.42.060. The project shall incorporate 18 parking stalls allocated to the proposed residential units and 31 stalls allocated to the proposed commercial units. The final parking layout shall not change the total number of residential designated stalls and commercial designated stalls.

4. A City Encroachment Permit shall be obtained from the Community Development Department prior to any work within all City right-of-ways or lane closures.

5. Applicant shall comply with Section 8.20.040, Construction Noise, of the Sonora Municipal Code.

6. City streets adjacent to the construction site shall be cleaned as necessary to limit track out and prevent fugitive dust.

7. The Applicant and contractors shall be responsible for dust abatement during grading, construction and development operations. A water truck or other approved watering device shall be on the project site on all working days when natural precipitation does not provide adequate moisture for complete dust control. Said watering device shall be used at the end of each day and at other intervals as needed to control dust.

8. Mariposa Street shall be designed and maintained by the Applicant to support the imposed loads of fire apparatus and shall be paved to provide all-weather driving capabilities. Mariposa Street shall not be blocked in any manner including the parking of vehicles.

9. Project-related improvements to Oregon Street cannot impede future access to the adjacent parcels south of the project area.

10. The property owner or authorized applicant, their successors and assigns, will defend, indemnify, and hold harmless the city and its agents, officers, attorneys and employees from any claim, action, or proceedings brought against the city or its agents, officers, attorneys or employees within the applicable statute of limitations to:

    a. Attack, set aside, void, or annul any action approving an application (including any action to provide environmental clearance in compliance with the California Environmental Quality Act (CEQA), by city staff any city planning or advisory agency, any city appeal board, or the city council; or

b. Seek damages for property damage or personal injuries resulting from development authorized by the city pursuant to the application. [SMC Section 17.69.010 (Ordinance 776)]

11. Applicant shall comply with all local, state and federal regulations, permitting, and requirements.

CONDITIONS TO BE MET PRIOR TO GRADING PERMIT ISSUANCE:

12. The applicant shall prepare and submit a drainage plan that addresses the following:

    a. The entire project site including the parking lot drainage.
    b. The increased runoff and effect to downstream drainages, culverts and adjacent property.
    c. Culvert along S. Washington Street sized to accommodate the water flow from the City's storm drain system that currently flows into and through the existing drainage channel.
    d. Drainage improvements shall be installed in accordance with the approved drainage plans.

13. The applicant shall submit an erosion control plan.

14. The applicant shall submit an engineered grading plan which clearly shows the proposed parking lot and roadway grades, cuts and fills as well as retaining walls, on a topographic map.

CONDITIONS TO BE MET PRIOR TO BUILDING PERMIT ISSUANCE:

15. The applicant shall prepare a parking and circulation site plan subject to review and approval by the Community Development Director. The parking and circulation site plan shall include the following:
    a. How parking stalls will be assigned for residents and allocated for commercial spaces.
    b. A path of travel clearly denoting pedestrian access points; including how the public could access the commercial spaces fronting Washington from Oregon Street.

16. Civil plans to show that all utilities will be installed underground onsite.

17. The applicant shall submit an analysis for the encroachment and access roads prepared by a qualified professional and approved by the City Engineer. The analysis will consider the existing and proposed encroachments and driveways, sight lines, access roads, and any operation and safety functions.

18. The applicant shall submit an engineered site plan which clearly shows the proposed parking lot and roadway grades, cuts and fills, and retaining walls. Plans shall address internal traffic circulation, stall layout, striping/marking and signage.

19. All parking areas and traveled ways on the site shall be paved.

20. The applicant shall ensure the turning radius is met for the local fire apparatus within the parking lot, access off S. Washington, and Mariposa Street onto Oregon Street.

21. Project is to include ADA-compliant sidewalk, curb and gutters along the S. Washington Street frontage along with any additional non-motorized improvements included within approved/adopted transportation plans.

22. A lighting plan shall be submitted prior to the installation of any exterior lighting. Exterior lighting is to direct the light downward to the area to be illuminated, install shields to direct light and reduce glare. The lighting plan shall comply with the International Dark Sky Association standards.

23. A landscape plan is to be submitted for review and approval by the Parks, Recreation, and Beautification Committee as required under SMC Section 12.20.130 including ongoing maintenance and MWELO requirements. Landscape plan is to include street trees along the S. Washington Street property frontage, trees within the parking lot area, and details on the design of the retaining wall.

24. The applicant shall meet 904.3.1.1 (a full NDPA 13 system) to ensure that there are fire sprinklers throughout the building, including attic space and void spaces.

25. Project is approved with the Authority having Jurisdiction (AHJ) for FDC/riser location.

26. Project will be required to meet fire flow and hydrant spacing per CFC Chapter 5 and Appendix B and C.

27. The applicant shall coordinate with TUD regarding the water and sewer connections and capacity at the site and in the surrounding lines. TUD engineers shall approve the plan. The project shall subject to all conditions and standards required by TUD as shown in the comment letter attached.

CONDITIONS TO BE MET PRIOR TO OCCUPANCY:

28. The project is to include a centralized garbage and recycling area which is to be screened from public view. Containers are to be continuously closed, watertight and vector-resistant that are of adequate size and in sufficient numbers to contain all refuse without overflowing or impact to the storm drain system. The garbage and recycle area, and containers, shall be kept in good repair and sanitary condition.

29. Landscape permit is issued and all landscaping is installed and approved by the City. Landscape Maintenance Agreement and bonding (Section 12.20.135 of the SMC) has been executed and MWELO requirements have been complied with.

30. The applicant will pay all impact fees that are due prior to building permit or occupancy, as applicable.

Attachments:

Attachment 1 – Resolution No. 5-13-2024-A

Attachment 2 – Ordinance 893

Attachment 3 – Site Plan

Attachment 4 – Elevations

Attachment 5 – TUD Advisory Notice Comment Letter

Attachment 6 – City Engineer Comment Letter

Attachment 7 – Tuolumne Heritage Committee Comment Letter

PLANNING COMMISSION RESOLUTION

RESOLUTION NO. 05-13-2024-A
A RESOLUTION RECOMMENDING TO THE SONORA CITY COUNCIL
adoption of an ordinance rezoning
Assessor's Parcel Numbers 056-106-004 and 056-106-001
from General Commercial (CG) to Commercial (C)

WHEREAS, the City of Sonora Planning Commission is formed by Chapter 2.32 of the Sonora Municipal Code (SMC); and

WHEREAS, pursuant to Section 2.32.080(B) of the SMC, the Planning Commission shall investigate and make recommendations to the City Council upon reasonable and practicable means for putting the General Plan into effect, in order that it will serve as a pattern and guide for the orderly physical growth and development of the City; and

WHEREAS, zoning is one of the primary means for promoting the comprehensive and adequate planning of the City and for implementing the General Plan; and

WHEREAS, at its regular meeting conducted on November 13, 2023, the Planning Commission opened the public hearing to consider the rezoning of APNs 056-106-004 and 056-106-001 from General Commercial (CG) to Commercial (C), and voted to continue the public hearing to a future date upon further review of project impacts; and

WHEREAS, at its regular meeting conducted on May 13, 2024, the Planning Commission conducted the public hearing to reconsider the rezoning of APNs 056-106-004 and 056-106-001 from General Commercial (CG) to Commercial (C); and

WHEREAS, the proposed rezoning from General Commercial (CG) to Commercial (C) will improve consistency with the corresponding General Plan designation of Commercial (C). The proposed rezoning will also allow and advance the project proposed in conjunction with this rezoning, by conforming the zoning district to the uses and standards of the proposed project; and

WHEREAS, City staff recommends that the Planning Commission make the following findings, that the proposed rezoning:

A. Is compatible with, and physically suited for, the uses authorized in, and the regulations prescribed for, the proposed zoning district in which the real property is located;

B. Is consistent with the objectives, policies, general land uses and programs specified in the General Plan;

C. Is in conformity with public convenience, general welfare and good land use practice;

D. Will not be detrimental to the health, safety and general welfare;

E. Will not adversely affect the orderly development of property or the preservation of property values; and

WHEREAS, the project has been reviewed in compliance with the California Environmental Quality Act ("CEQA"), and it was determined that the project is exempt from environmental review pursuant to CEQA Guidelines section 15332 (In-Fill Exemption) and CEQA Guidelines section 15061(b)(3) (Commonsense Exemption), as further described in the record for this action.

NOW, THEREFORE, BE IT RESOLVED THAT THE SONORA PLANNING COMMISSION HEREBY RECOMMENDS to the Sonora City Council the rezoning of Assessor's Parcel Numbers 056-106-004 and 056-106-001, from General Commercial (CG) to Commercial (C), as contained in the attached Ordinance and based on the findings contained herein and all documents and testimony in the record.

PASSED AND ADOPTED as a resolution by the Sonora Planning Commission on this 13th day of March 2024, by the following vote:

Members of the Commission:

AYES:_____

NOES:_____

ABSENT:_____

ABSTAIN: _____

SIGNED:

_____

Kevin Anderson, Chair
Planning Commission

ATTEST:

_____

Tyler Summersett, Secretary

City of Sonora
Community Development Department
94 N. Washington Street
Sonora, CA 95370
(209) 532-3508
(209) 532-3511 *fax*
sonoraca.com

Received By
MAY 21 2024
City of Sonora

Item G.

Rachelle Kellogg, Community Development Director
rkellogg@sonoraca.com

REQUEST FOR PLANNING COMMISSION DECISION APPEAL TO THE CITY COUNCIL

Community Development Director
City of Sonora
94 N. Washington Street
Sonora, CA 95370

WARNING!
Your appeal must be filed within TEN (10) calendar days after the date of the decision of the Planning Commission

DECISION BEING APPEALED: 956 OREGON ST. - 3 STORY MULTI-USE RESIDENTIAL AND COMMERCIAL PROJECT

Date of Planning Commission Approval: MAY 13 2024

1. Name of Appellant: LEE PAONI
2. Address: (Street) [redacted]
   (City) [redacted] (State) [redacted] (Zip Code) [redacted]
3. Telephone: (Home) _____ (Cell) [redacted] Email: [redacted]
4. Notice of Hearing to be sent to: (If different than above address)
   Name: _____ Relation to Appellant: _____
   Address: (Street) _____
   (City) _____ (State) _____ (Zip Code) _____
5. What is the reason for your appeal request? PLANNING COMMISSION DID NOT ADEQUATELY ADDRESS MULTIPLE SERIOUS ISSUES RAISED BY CITY ENGINEER AND NEIGHBORS OF THIS PROPOSED PROJECT WHICH WILL HAVE CONSEQUENCES FOR THIS NEIGHBORHOOD, THE CITY, AND SONORA'S RESIDENTS AND VISITORS
6. Explain how you are personally, directly and adversely affected by the decision of the Planning Commission. WE THE UNDERSIGNED LIVE IN CLOSE PROXIMITY TO THIS DEVELOPMENT. THE DESIGN BY THE PLANNING COMMISSION COULD DIRECTLY AFFECT OUR SAFETY WITH INCREASED TRAFFIC, IT COULD DAMAGE OUR WELL-BEING BY DESTROYING OUR LIMITED TREES AND GREENSPACE, AND IT WOULD BE INJURIOUS TO THE HARMONY AND VIEWS IN OUR HISTORIC NEIGHBORHOOD.

The City Council shall consider the appeal at its next regular meeting, and if such appeal is validly made, shall set a time and place for a public hearing thereon. The City Clerk shall cause notice of such hearing to be mailed to the appellant or appellants by United States mail to their address shown on this application or appeal filed with the City, or other address designated by such appellant to the Clerk.

Date: 5-21-24

PERSONAL COMMUNICATION / EMAIL
Signature of Appellant

Fee Received: Yes / No [redacted]

Amount $155.00

Rev. 3-8-2021

City of Sonora
Community Development Department
94 N. Washington Street
Sonora, CA 95370
(209) 532-3508
(209) 532-3511 *fax*
sonoraca.com

Received By
MAY 21 2024
City of Sonora

Item G.

Rachelle Kellogg, Community Development Director
rkellogg@sonoraca.com

REQUEST FOR PLANNING COMMISSION DECISION
APPEAL TO THE CITY COUNCIL

Community Development Director
City of Sonora
94 N. Washington Street
Sonora, CA 95370

WARNING!
Your appeal must be filed within TEN (10) calendar days after the date of the decision of the Planning Commission

DECISION BEING APPEALED: 956 OREGON STREET - 3 STORY MULTI-USE RESIDENTIAL AND COMMERCIAL PROJECT

Date of Planning Commission Approval: MAY 13 - 2024

1. Name of Appellant: FRED & RHONDA BUESS
2. Address: (Street) [redacted]
   (City) [redacted] (State) [redacted] (Zip Code) [redacted]
3. Telephone: (Home) [redacted] Cell) [redacted] Email [redacted]
4. Notice of Hearing to be sent to: (If different than above address)
   Name: FRED BUESS Relation to Appellant: SAME
   Address: (Street) [redacted]
   (City) [redacted] (State) [redacted] (Zip Code) [redacted]
5. What is the reason for your appeal request? PLANNING COMMISSION APPROVED DEVELOPMENT AGAINST RECOMMENDATION OF CITY ENGINEER AND ALL NEIGHBORS TO PROJECT
6. Explain how you are personally, directly and adversely affected by the decision of the Planning Commission: THE HOME AT 911 OREGON STREET HAS BEEN RESTORED FOR THE LIFELONG CARE AND RESIDENCE OF OUR SEVERLY DISABLED SON. THE INCREASED TRAFFIC, NOISE, ACTIVITY & LIGHTING WILL FOREVER ALTER THE NATURE OF THIS QUIET NEIGHBORHOOD THAT IS CURRENTLY IDEALLY SUITED TO HIS SEVERE AUTISM

The City Council shall consider the appeal at its next regular meeting, and if such appeal is validly made, shall set a time and place for a public hearing thereon. The City Clerk shall cause notice of such hearing to be mailed to the appellant or appellants by United States mail to their address shown on this application or appeal filed with the City, or other address designated by such appellant to the Clerk.

Date: MAY 20 - 2024

Signature of Appellant

Fee Received: Yes / No

Amount $155.00

Rev. 3-8-2021

[redacted]

City of Sonora
Community Development Department
94 N. Washington Street
Sonora, CA 95370
(209) 532-3508
(209) 532-3511 *fax*
sonoraca.com

Received By
MAY 23 2024
City of Sonora

Item G.

Rachelle Kellogg, Community Development Director
rkellogg@sonoraca.com

REQUEST FOR PLANNING COMMISSION DECISION APPEAL TO THE CITY COUNCIL

Community Development Director
City of Sonora
94 N. Washington Street
Sonora, CA 95370

WARNING!
Your appeal must be filed within TEN (10) calendar days after the date of the decision of the Planning Commission

DECISION BEING APPEALED: Approval of Design Review, Site Plan Use Permit, Rezone for APN 056-106-004 + 001

Date of Planning Commission Approval: May 13, 2024

1. Name of Appellant: Lee Brooks owner [redacted]
2. Address: (Street) [redacted]
   (City) [redacted] (State) [redacted] (Zip Code) [redacted]
3. Telephone: (Home [redacted] (Cell) [redacted] Email [redacted]
4. Notice of Hearing to be sent to: (If different than above address)
   Name: Same as above Relation to Appellant: _____
   Address: (Street) _____
   (City) _____ (State) _____ (Zip Code) _____
5. What is the reason for your appeal request? Please see attached

6. Explain how you are personally, directly and adversely affected by the decision of the Planning Commission.
Please see attached

The City Council shall consider the appeal at its next regular meeting, and if such appeal is validly made, shall set a time and place for a public hearing thereon. The City Clerk shall cause notice of such hearing to be mailed to the appellant or appellants by United States mail to their address shown on this application or appeal filed with the City, or other address designated by such appellant to the Clerk.

Date: 5/23/24

Lee Brooks
Signature of Appellant

Fee Received: (Yes) / No [redacted]

Amount $155.00

Rev. 3-8-2021

REQUEST FOR PLANNING COMMISSION DECISION APPEAL TO CITY COUNCIL

5 and 6. I am a third owner of parcels APN 056-107-004 and 001. First and foremost the reason for this appeal is that this project significantly detrimentally affects my property. The City Engineer, Gerald Fuccillo, in his report states that the lack of a secondary sewer access to my property would be detrimental. This report has been completely ignored by the Planning Commission where the Mr. Fuccillo's recommendation was for the City to reject this project due to various concerns laid out in his report. The Planning Commission devalued my property by their approval of the development and by cutting off access to secondary sewer for my property. This also has happened **without any notice** to me whatsoever!! The city has already previously promised us that we will have access to a secondary sewer for future developments. How can the city devalue by property without notice, that could be considered a taking. I received notice of this development by some of my neighbors, not the city!! Furthermore, this development would cut off access to Oregon street for my property. Again, this would devalue my property by limiting access for any future development. And again, this is **without any notice** from the City of Sonora. Therefore, the approval of this development without notice to me has majorly devalued my property and endangered any potential future development on this property. The approval of this development by the City **without giving me notice** of any kind as owner of the neighboring property has also violated my right to due process.

In past meetings with the City of Sonora, the city referred to my property as the "Entrance to Sonora". With the approval of this project, the aesthetics of my property have been diminished.

Another reason for the appeal is that this project is not in compliance with CEQA. An independent unbiased environmental analysis should have been done by an outside EIR consultant that does not have any interest in the outcome of this project. The City of Sonora has a conflict of interest because one of the parcels to be developed is currently owned by the City of Sonora.

This project proposes to remove a significant amount of trees without any mitigation measures. The trees make for such a beautiful entrance to our historic Sonora.

This development is not consistent with the historic nature of Sonora. This development would place a shopping center and apartments at the entrance of Sonora destroying Sonora's historic beauty and charm.

This is an extensive development that has substantial issues with drainage and tree and vegetation removal. There should also be a traffic study done that analysis the impact of 49 parking spaces and people driving in and out and the corresponding safety issues. There should have also been a thorough study of the effects of the proposed grading, noise and the dirt and dust from the construction.

In conclusion, a project of this size, scale and location demands an EIR prepared by an independent consultant, without a conflict of interest, with a comprehensive analysis of the

various environmental concerns that arise out of the construction of this project along with the project itself. Therefore, this project is not in compliance with CEQA and should not go forward until all required studies have been completed. Additionally, I have not had any notice of this project until this week and the issues that are substantially destroying my property value due to the proposed development need to be resolved prior to this project going forward.

Date: 5/23/24 Signature of Appellant: Lee Brooks

PROJECT: 956 Oregon Street – Multi-Use Residential and Commercial Project

Date: September 20 2023

Agency Responding: City of Sonora City Engineer

Contact Person: Gerard J. Ficcillo

Contact Phone/E-mail: gjfeng@sbcglobal.net

COMMENTS:

See attached staff memorandum date 9/20/2023

If you do not already receive agenda notices from the City of Sonora; please indicate below if you wish to be notified of public hearings scheduled for this project. If you do not indicate your preference, we will assume you do not want notification or copies of the environmental documents.

Public Hearing Notification ✓ Yes _____ No

Signed by: [signature] Date: 9/20/2023

Please submit your comments **on or before Monday, September 25, 2023** to the following:

Emma Goldsmith, Contract Planner
City of Sonora
94 N. Washington Street
Sonora, CA 95370
Phone (209)532-3508 ext 2 *Fax (209) 532-3511*
emmagoldsmith@csgengr.com

City of Sonora

Tuolumne County
"Queen of the Southern Mines"
94 N. Washington Street
Sonora, California 95370
www.sonoraca.com

Area Code 209

Administration/Finance/City Clerk	532-4541
Community Development	532-3508
Building Department	532-3508
Public Works Department	532-2922
Police Department	532-8143
Fire Department	532-7432
Opera Hall/Redevelopment-Grants	532-7725
City Engineer	532-1867

Date: September 20, 2023

To: Emma Goldsmith, Contract Planner
From: Gerard J. Fuccillo, City Engineer

Subject: **Advisory Agency Response from the City Engineer to your Notice of September 11, 2023; RE: 956 Oregon Street, APN 056-106-004, Design Review, Site Plan Review, Zoning Amendment, Use Permit and Variance to Permit a Multi-Use Residential and Commercial Project**

Project Description: The project consists of a three story building with 12 apartments on the second and third floors fronting on Oregon Street, with the first floor basement fronting on a parking lot below Oregon Street which proposes 6 commercial units. Total gross square foot of the building from dimensions shown on the Site Plan is 19,020 SF (40 x 158.5 x 3). The project is on a .64 acre assessor parcel, although it uses a portion of the S. Washington Street right of way for its parking lot and entrance, as well as an undeveloped section of Mariposa Street, which is used as an access from the parking lot to Oregon St. The project includes major grading for the parking lot and an entrance from S. Washington Street over a vegetated drainage area running along the S. Washington Street frontage.

Project Plans: Project plans included in the notice are:

1. A Site Plan showing the location of the new apartment building on Oregon Street with commercial under it, the entrance on Washington Street, parking lot, access driveway to Oregon St on the Mariposa Street Right of Way, and adjacent parcels to Tuolumne Street. The site plan appears to be sketched by the owner/applicant on a Land Surveyors plan of the assessor parcel and adjacent areas.

2. For Design Review, a color elevation photo of the proposed elevation of the apartment building along Oregon Street with photos of the siding materials and colors. The elevation photo appears to be a brochure photo of an 8 unit apartment frontage, which has been cut apart and pasted together to be a 12 unit apartment frontage, and without any relationship the site grades.

Review Comments: In review of the project plans, area topography and a field review, I would like to make the following comments:

1. Grading. This project will require major grading of the entire assessor parcel, portions of S. Washington Street right of way as well as the undeveloped portion of Mariposa Street right of way presently used by TUD for a public sewer line. The submitted Site Plan indicates the requirement of retaining walls along 3 sides of the building and portions of the site, as well as a major retaining wall along the southerly right of way of Mariposa Street for the access driveway between the parking lot and Oregon St.

As is shown on the Site Plan, the height of the retaining wall on Mariposa St along adjoining property varies in height from 8' to 17' at the drainage channel to 12' at the westerly right of way of Oregon Street. The retaining wall then crosses the right of way of Oregon St with a height of 12' to 5'. The construction and backfill of this particular retaining wall will render the existing public sewer along Mariposa Street unserviceable and eliminate access to adjoining large parcels to the south of the Mariposa Street which are presently zoned R-2. Although the sewer line can be replaced, the lack of secondary access would seem detrimental to the development of two adjoining parcels to the south of the project totaling 7.5 acres (APN 056-107-02&05).

2. Drainage. The project the would fill in a natural drainage channel through the site and along the S. Washington Street right of way which receives piped storm drainage from upstream areas. The drainage basin to this drainage channel is fairly large and includes areas northerly of the site to Hospital Road, Symons Lane, the old County Hospital and intervening residential areas. We have had flooding in the area of Tuolumne Street just upstream of the project due to blockage of the storm drainage through the site.

The Site Plan submitted does not address drainage through and from the site. For construction on the site , a drainage study should be required to size a culvert through the site and site drainage, as well as access effects downstream. As the vegetated channel presently acts as a detention basin, improvements onsite may also require improvement to the driveway crossing culvert downstream of the project.

3. Tree and vegetation removal. For environmental review of this project, a biological study of the tree and vegetation removal should be conducted for potential riparian vegetation and tree replacement.

4. A Traffic Study should be conducted in regard to the new commercial use entrance on S. Washington Street. S. Washington Street is a two lane Minor Arterial Street in the City with fairly heavy traffic at times. The ultimate active transportation plan for Washington Street is to add bike lanes or a path. and sidewalks similar to Mono Way, which is in the same Minor Arterial category. The Traffic Study should address the safety of the new entrance onto S. Washington Street and access the need for lane widening or a turn lane for the subject use.

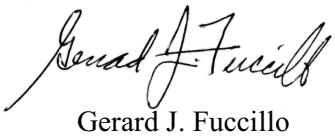
5. Plans Submitted. Considering the size and type of this project as a multifamily/commercial mix and with major grading, I feel that we should have more professional level plans for Planning Commission approval of a Site Plan and Design Review. Considering the grading of the site, the Site Plan should include a preliminary Grading Plan which clearly shows the proposed parking lot and roadway grades, cuts and fills as well as retaining walls, on a topographic map. Design Review elevations should show elevations of the 4 sides of the building as related to a profile of the site, not just a pieced together brochure photo of the Oregon Street frontage.

Considering the number of residential units, and commercial usage with major grading, this project is far beyond the exemptions included in the California Business and Code Section 5500 (Architects Practice Act) and 6700 (Professional Engineers Act) where anyone can prepare plans for approval or construction. B&P Code Sections 5537, 5538 and 6737.1 list the type of projects exempt from the requirements of having plans prepared by a California licensed Architect or Engineer, With 12 residential units combined with over 6000 SF of commercial space in one building, this project far exceeds the exemptions and should have had plans prepared by an Architect or Civil Engineer, even for the preliminary approvals such as Site Plan and Design Review prior to building permits.

Summary:
In summary, the plans submitted for this notice should be rejected for Site Plan/Design Review and more professional level plans which address the concerns noted above, be submitted for this proposal.

It is suggested that the proposal be less in density so that the project does not take up the entire frontage of Oregon Street and that a driveway from Oregon Street to the parking area below be provided onsite without changing the grade across Oregon Street. The grade along the Mariposa Street sewer easement should remain the same and Oregon Street should not be blocked for a future extension southerly to adjacent properties.

A reduction in density could also eliminate the need for a side setback variance. Side setback for a two story multi-family residential should be 10' as is noted in the C zone reference to CO zone regulation. A reduction in density would also provide more open space and landscape areas for replacement of the trees and vegetation removed by the project, as well as add some common space for the future residents.



Gerard J. Fuccillo
City Engineer

DATE: June 13, 2024

TO: City of Sonora

FROM: Timothy A. Miller, AICP, MCRP, MPA

SUBJECT: Appeal Hearing – 956 Oregon Street Project

Honorable Mayor, Council members and City Staff,

I have prepared this memorandum on behalf of the applicant in response to the appeals that have been submitted regarding the above project. Based on the following, it is the applicant's position that the appeals are without merit and the Planning Commission approval should be sustained.

The subject property is zoned General Commercial. The General Plan land use designation is Commercial. The conforming zoning is Commercial. State statute requires the zoning ordinance to be consistent with the general plan. When a development application is submitted that is consistent with the general plan where the zoning is not, the City is required to rezone the property within 180 days or process the development application based on the general plan standards. (Govt Code 65860) In this case, a rezoning request is accompanying the Site Plan, Design Review, and Use Permit applications.

The permitted uses in the Commercial zoning district are less intense than the General Commercial district uses and are to be "located near residential or some public use areas, mainly along arterial roadways" (General Plan Land Use page 38). Commercial retail, office and "light commercial activities" and "multifamily dwellings above ground level with no maximum limitation of number of units', are uses allowed by right in the Commercial zoning district. (Sonora Municipal Code 17.24.010 Purpose and 17.24.020 Uses Allowed by Right).

The proposed mixed-use development reflects the historic character of the City's original downtown which had living spaces above the ground floor commercial uses. Further, this project serves as one example of the New Urbanism live/work concept which is recognized as one of the most viable forms of market rate development.

The application submittals also include a Use Permit to allow the building to exceed the maximum building height of thirty-five feet as provided for in Sonora Municipal Code 17.60.030 R. The requirement for this application submittal is based on the overall height of the structure measured from ground level to the ridge being approximately forty feet six inches as shown on the site plan.

However, as defined in the Sonora Municipal Code, 17.04.010, *"Building height" means the vertical dimension measured from the ground level to the highest point of the coping of a flat roof; or to the deck line of a mansard roof; or to the average height between eaves and the highest ridge of a gable, hip or gambrel roof or between eaves and the highest point of an arch roof.*

The distance between the eave and the ridge of the proposed building is six feet eight inches, with the midpoint being three feet 4 inches below the ridge, resulting in a building height of thirty-seven feet two inches. Only two feet two inches over the height otherwise allowed by the zoning code. However, the lot has a significant grade change. When viewing from Oregon Street the structure height would be approximately twenty-four feet. If the structure heights were averaged, the height would be just over thirty-two feet (40' 6" + 24/2 = 32' 3").

The Sonora Municipal Code is silent on calculating building height when building on a sloped property. Standard practice on sloped sites is to measure the building height from the average finished grade. There is at least a sixteen-foot grade difference between the finished floor of the commercial spaces and the Oregon Street grade. If this eight-foot average were deducted from the thirty-seven foot two inch building height measured at a level grade, the calculated height, allowing for the slope, would be just over twenty nine feet. The International Building Code (IBC) and the California Building Code (CBC,) which the City adopts, have provisions for determining building height based on the difference in elevation of sloped properties. Using these code standards, the calculated building height would be less than thirty-five feet. If these standards were utilized, a Use Permit application would not have been necessary.

PROJECT BENEFITS

- Rezoning

The applicant is responsible for the rezoning application and processing fees, which would otherwise have been a City obligation and cost.

- Property Tax

Development costs are estimated at $4,000,000 dollars. At the overall 1% tax rate, the project would generate $40,000 per year with the City's share being approximately $5,000.

- Sales Tax

The six commercial spaces total just over 6,000 square feet. Based on comparable businesses of similar square footage, the City estimates sales tax income to range between $20,000 and $25,000.

- Housing Units

The project includes 12 market rate multi-family residential units. The 2019-2024 Housing Element projects an overall need of 115 residential units including 20 moderate units. This project will meet 60% of the moderate rate goal and over 10% of the overall housing goal.

- Employment Opportunities

While the exact numbers will depend on the commercial businesses that occupy the rental spaces, the project provides opportunities for job creation.

- Investment/Revitalization

An investment of this magnitude will serve as an example for others and hopefully encourage them to invest in the revitalization of this area

- Streets/Infrastructure

The project will include the widening and frontage improvements on Oregon, frontage improvements on South Washington, a paved fire apparatus access road on Mariposa and improvements to the existing drainage channel and the Washington Street storm drain system

- Building Plan Check and Inspection Fees

The applicant will be responsible for the costs associated with the review, approval and permitting of the project including grading, on-site and off-site improvements and building construction plans.

APPEAL ISSUES

- Environmental Review – "EIR should be prepared"

The CEQA review determined the project qualified for a "Class 15332 In-Fill Exemption", had met the five qualifying criteria and exemption requirements for traffic, noise, air quality, and water quality. (See pages 14-18 Planning Commission staff report)

- Historic/Neighborhood Character and Views – "not consistent with historic nature" "injurious to harmony and views in our historic neighborhood"

The project meets the General Plan Goals/Policies with respect to residential uses above commercial uses including historic commercial districts; higher density housing along major streets within walking distance of shopping areas; providing affordable housing proximate to commercial centers; having a mixture of uses and activities to enhance downtown; promote integrated visitor serving commercial development; and, promoting pedestrian oriented development. (See pages 13-14, Planning Commission staff report)

The mixed-use development proposed, with a live/work potential as was discussed before, is the modern-day version of a historic property owner living above their place of business. The multi-family units front Oregon Street which is more residential in character while the commercial spaces front on South Washington Street which is an existing commercial district.

- Noise/Light/Activity – "increased noise, activity, lighting will alter nature of this quiet neighborhood"

The City has an existing Noise Ordinance limiting noise levels by time of day and type of use. Noise impacts were addressed in the CEQA Determination (page 17 of the Planning Commission staff report). The Commercial zone district provides for less intense noise generating uses than currently allowed by the existing zoning. A lighting plan is required that direct lights, reduce glare and comply with International Dark Sky Association standards (General Condition 22, Page21)

- Oregon Street Access – "development would cut off access to Oregon street"

Oregon Street improvements will include widening and frontage improvements per the City standards. "Project related improvements to Oregon Street cannot impede future access to the adjacent parcels south of the project area (General Condition 9, page 19)

- Sewer – "cutting off access to secondary sewer"

TUD comment letter – "The District would require the project proponent to relocate the District's sewer main" (See page 31, Planning Commission staff report)

- Traffic – 'increased traffic, traffic safety"

The traffic analysis met four of the seven screening criteria to be exempt from CEQA analysis, including being in a low VMT area. The other qualifying exemptions were local serving retail project of less than 50,000 square feet; a project consistent with the general plan generating less than 110 trips per day; and, a mixed used project. Only one criterion needed to be met to be exempt. (See Pages 15-17, Planning Commission staff report)

The project fronts on two streets which assist in dispersing the traffic with residential traffic using a local street (Oregon) and commercial traffic using an arterial (Washington). Both streets will be improved as part of the development which will enhance safety and better accommodate any increased traffic volume.

- Vegetation – "vegetation removal/loss of green space"

The City does not have a heritage tree protection or preservation ordinance. The environmental review concluded "there is no valuable habitat for endangered, rare or threatened species" (See page 15 Planning Commission staff report). The development will provide landscaping in accordance with the requirements of the City code (General Condition 23, page 21).

In summary,

The project rezone will bring the property zoning into conformance with the General Plan.

The project provides for much needed sales tax revenue, property tax revenue, housing and jobs.

The project satisfies many of the General Plan goals and Policies regarding second story residential, mixture of uses and housing proximate to commercial and major streets.

The project resolves an existing drainage issue.

The project completes street improvements along the South Washington and Oregon street frontages, and enhances fire access by paving Mariposa Street

The project, as an infill development, qualifies for a Categorical Exemption and as such, does not have any environmental impacts that would otherwise require mitigation including, but not limited to, noise, traffic and vegetation.

The project does not impede access by the southerly property to Oregon Street or the Mariposa Street sewer main (as relocated).

The project is subject to existing ordinances regulating noise and on-site lighting.

The project complies with the zoning code building height on Oregon Street and would comply with the building height on South Washington should the property slope is considered.

The City staff has been very thorough in their analysis of this project and has recommended appropriate conditions of approval to protect the City's and its citizens interests.

RESOLUTION NO. 06-17-2024-_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA APPROVING THE APPEALS OF AND OVERTURNING THE PLANNING COMMISSION'S APPROVAL FOR THE DESIGN REVIEW, SITE PLAN, AND USE PERMIT TO ALLOW A 40-FOOT RESIDENTIAL COMMERICAL MIXED USE BUILDING AT 956 OREGON STREET (APNs: 056-106-004 and 056-108-015)

WHEREAS, on November 13, 2023, the City of Sonora Planning Commission continued the public hearing for the Design Review, Site Plan, Use Permit, and Variance for a 40-foot residential and commercial mixed-use building at 956 Oregon Street; and

WHEREAS, on May 13, 2024, the Planning Commission approved the Design Review, Site Plan, and Use Permit for a 40-foot residential and commercial mixed-use building at 956 Oregon Street; and

WHEREAS, on May 21, 2024, the City received two appeals of the Planning Commission decision from Lee Pagni and Fred and Rhonda Buess; and

WHEREAS, on May 23, 2024, the City received one appeal of the Planning Commission decision from Lee Brooks; and

WHEREAS, the appeals filed describe different concerns about the project, including but not limited to, the City's analysis under the California Environmental Quality Act (CEQA), traffic impacts, drainage, and removal of existing vegetation; and

WHEREAS, pursuant to Sonora Municipal Code 17.32.120, 17.52.050, and 17.62.100, the appeals are subject to review and consideration by the City Council; and

WHEREAS, on June 3, 2024, staff notified the City Council of the appeals filed and the City Council scheduled the public hearing for the appeals on June 17, 2024; and

WHEREAS, on June 17, 2024, the City Council held a public hearing regarding the appeals at which time the appellants, project applicant, and all other persons wishing to testify in connection with the appeals were heard and the matter was considered; and

WHEREAS, the Planning Commission made the following findings for approval of the Design Review:

A. All structures are in good proportions; have simplicity of mass and detail and are not inharmonious with other buildings in the City of like class and type;

there is an appropriate and fitting use of materials; colors shall be in good taste and never harsh or garish, but in harmony with themselves and their environment.

WHEREAS, the Planning Commission made the following findings for approval of the Site Plan Review:

A. The proposal is consistent with all applicable provisions of the Sonora Municipal Code and other local, state and federal laws; and

B. The proposal is consistent with the Sonora General Plan; and

C. The project is in compliance with the requirements of CEQA and there will be no potentially significant adverse effects upon environmental quality and natural resources that cannot be properly mitigated and monitored, unless a Statement of Overriding Considerations is adopted; and

D. There are adequate provisions for public and emergency vehicle access, fire and police protection, sanitation, water, and public utilities and services to ensure that the proposed development will not be detrimental to public health and safety. Adequate provisions shall mean that distribution and collection facilities and other infrastructure are installed at the time of development and in operation prior to occupancy of buildings and the land, and all development fees have been paid prior to occupancy of buildings and the land; and

E. The subject site is

1. Adequate in size and shape to accommodate the use and has all fences and walls, landscaping, loading, parking, yards, and other features required by the Sonora Municipal Code; and

2. Served by streets adequate in width and surfacing type to carry the quantity and type of traffic generated by the proposed development.

F. The use will not produce odors, gas, fumes, dust, smoke, noise, vibrations, glare, heat, electrical interference, hazardous or waste materials beyond the confines of the property onto contiguous properties or into the air or watercourses to an extent constituting a nuisance and does not constitute a physical hazard to persons or properties beyond the confines of the property by reason of fire, explosion or similar cause.

WHEREAS, the Planning Commission made the following findings for approval of the Use Permit:

A. The increase in height is necessary and desirable after having considered the impact on surrounding buildings and on public safety.

WHEREAS, based on the concerns and comments raised by the appellants, documentation and exhibits, and testimony presented at the public hearing, the City Council does not concur with the findings made by the Planning Commission in connection with the project approvals.

WHEREAS, the determination by the City Council shall be final and conclusive and not subject to further appeal.

NOW, THEREFORE, BASED ON ITS REVIEW OF ALL DOCUMENTS AND EXHIBITS CONTAINED HEREIN, TESTIMONY PRESENTED AT THE PUBLIC HEARING, AND AFTER DUE DELIBERATION, THE SONORA CITY COUNCIL DOES HEREBY APPROVE THE APPEALS FILED AND OVERTURN THE DECISION OF THE PLANNING COMMISSION ON MAY 13, 2024 TO APPROVE THE DESIGN REVIEW, SITE PLAN REVIEW, AND USE PERMIT APPLICATION TO ALLOW A 40-FOOT RESIDENTIAL AND COMMERCIAL MIXED-USE BUILDING AT 956 OREGON STREET (APNs: 056-106-004 and 056-108-015).

PASSED AND ADOPTED as a resolution by the Sonora City Council on this 17th day of June 2024, by the following vote:

Members of the City Council:

Signed and dated: 06/17/2024

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Signed and Dated 06/17/2027

SIGNED:

_____

ATTEST: Mark Plummer, Mayor City of Sonora

_____

Tracy Skelly, City Clerk, City of Sonora

RESOLUTION 06-17-2024-I

RESOLUTION NO. 06-17-2024-_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA DENYING THE APPEALS OF AND UPHOLDING THE PLANNING COMMISSION'S APPROVAL FOR THE DESIGN REVIEW, SITE PLAN, AND USE PERMIT TO ALLOW A 40-FOOT RESIDENTIAL COMMERICAL MIXED USE BUILDING AT 956 OREGON STREET (APNs: 056-106-004 and 056-108-015)

WHEREAS, on November 13, 2023, the City of Sonora Planning Commission continued the public hearing for the Design Review, Site Plan, Use Permit, and Variance for a 40-foot residential and commercial mixed-use building at 956 Oregon Street; and

WHEREAS, on May 13, 2024, the Planning Commission approved the Design Review, Site Plan, and Use Permit for a 40-foot residential and commercial mixed-use building at 956 Oregon Street; and

WHEREAS, on May 21, 2024, the City received two appeals of the Planning Commission decision from Lee Pagni and Fred and Rhonda Buess; and

WHEREAS, on May 23, 2024, the City received one appeal of the Planning Commission decision from Lee Brooks; and

WHEREAS, the appeals filed describe different concerns about the project, including but not limited to, the City's analysis under the California Environmental Quality Act (CEQA), traffic impacts, drainage, and removal of existing vegetation; and

WHEREAS, pursuant to Sonora Municipal Code 17.32.120, 17.52.050, and 17.62.100, the appeals are subject to review and consideration by the City Council; and

WHEREAS, on June 3, 2024, staff notified the City Council of the appeals filed and the City Council scheduled the public hearing for the appeals on June 17, 2024; and

WHEREAS, on June 17, 2024, the City Council held a public hearing regarding the appeals at which time the appellants, project applicant, and all other persons wishing to testify in connection with the appeals were heard and the matter was considered; and

WHEREAS, City staff recommends that the City Council uphold the Planning Commission approvals for the Design Review, Site Plan Review, and Use Permit for the project and affirm the findings contained therein, subject to the conditions of approval; and

WHEREAS, the determination by the City Council shall be final and conclusive and not subject to further appeal.

NOW, THEREFORE, BASED ON ITS REVIEW OF ALL DOCUMENTS AND EXHIBITS CONTAINED HEREIN, TESTIMONY PRESENTED AT THE PUBLIC HEARING, AND AFTER DUE DELIBERATION, THE SONORA CITY COUNCIL DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council hereby finds and determines that the project is exempt from CEQA, as indicated in the record for the Planning Commission approval on May 13, 2024.

Section 2. The City Council hereby concurs with the Planning Commission findings for its approval of the Design Review, Site Plan Review, and Use Permit application, as indicated in the record for the Planning Commission approval on May 13, 2024.

Section 3. The appeals filed for the Design Review, Site Plan Review, and Use Permit for the residential and commercial mixed-use project at 956 Oregon Street (APNs: 056-106-004 and 056-108-015), incorporated herein by this reference, are hereby denied in their entirety. The Planning Commission approval on May 13, 2024 is hereby upheld by the City Council, including the findings and conditions of approval contained therein, and deemed the effective approval for the project.

PASSED AND ADOPTED as a resolution by the Sonora City Council on this 17th day of June 2024, by the following vote:

Members of the City Council:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Signed and dated 06/17/2024 SIGNED:

_____
Mark Plummer, Mayor, City of Sonora

ATTEST:

_____
Tracy Skelly, City Clerk, City of Sonora

RESOLUTION 06-17-2024-J

ORDINANCE NO. 896

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SONORA REZONING ASSESSOR'S PARCEL NUMBERS 056-106-004 AND 056-106-001 FROM GENERAL COMMERCIAL (CG) TO COMMERCIAL (C)

WHEREAS, at its regular meeting conducted on November 13, 2023, the Planning Commission opened the public hearing to consider the rezoning of APNs 056-106-004 and 056-106-001 from General Commercial (CG) to Commercial (C), and voted to continue the public hearing to a future date upon further review of project impacts; and

WHEREAS, at its regular meeting conducted on May 13, 2024, the Planning Commission conducted the public hearing to reconsider the rezoning of APNs 056-106-004 and 056-106-001 from General Commercial (CG) to Commercial (C); and

WHEREAS, the proposed rezoning from General Commercial (CG) to Commercial (C) will improve consistency with the corresponding General Plan designation of Commercial (C). The proposed rezoning will also allow and advance the project proposed in conjunction with this rezoning by conforming the zoning district to the uses and standards of the proposed project; and

WHEREAS, City staff recommends that the City Council make the following findings, that the proposed rezoning:

A. Is compatible with, and physically suited for, the uses authorized in, and the regulations prescribed for, the proposed zoning district in which the real property is located;

B. Is consistent with the objectives, policies, general land uses and programs specified in the General Plan;

C. Is in conformity with public convenience, general welfare and good land use practice;

D. Will not be detrimental to the health, safety and general welfare;

E. Will not adversely affect the orderly development of property or the preservation of property values; and

WHEREAS, the project has been reviewed in compliance with the California Environmental Quality Act (CEQA), and it was determined that the project is exempt from environmental review pursuant to CEQA Guidelines section 15332 (In-Fill Exemption) and CEQA Guidelines section 15061(b)(3) (Commonsense Exemption), as further described in the record for the project.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SONORA DOES ORDAIN AS FOLLOWS:

Section One: The City Council hereby finds and determines, upon its review of all documents and testimony contained in the record, that the foregoing recitals, which are incorporated herein by reference, are true and correct.

Section Two: The zoning districts for Assessor's Parcel Numbers 056-106-004 and 056-105-001 are hereby amended from General Commercial (CG) to Commercial (C). The zoning map for the City of Sonora, as provided by Section 17.10.010 of the Sonora Municipal Code, is hereby amended through the rezoning of the parcels described herein.

Section Three: This Ordinance shall take effect thirty (30) days after its passage and shall be published or a summary thereof within (15) days after its final passage as required by law.

Said Ordinance was introduced at a regular meeting of the City Council of the City of Sonora held on _____, and passed and adopted as an Ordinance of said City at a regular meeting of said Council held on _____ , by the following vote:

AYES: _____

NOES: _____

ABSENT OR ABSTAIN: _____

_____
Mark Plummer, Mayor

ATTEST: _____

Approved as to Form:

_____
Douglas L. White, City Attorney

Publish: The Union Democrat, Sonora
_____, 2024

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: June 17, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Douglas L. White, City Attorney

SUBJECT: Waive First Reading, Read by Title Only, and Introduce an Ordinance of the Sonora City Council Amending Chapter 1.16, Elections, of Title One, General Provisions, to Change the Date of General Municipal Elections to Coincide with Statewide General Elections.

RECOMMENDATION:

Waive first reading, read by title only, and introduce Ordinance 899, Amending Chapter 1.16, Elections, of Title One, General Provisions, to change the date of general municipal elections to coincide with statewide general elections.

BACKGROUND:

The City of Sonora's ("City") Municipal Code states that the City's municipal general elections occur on the day of statewide direct primary elections. Recently, the City Council directed Staff to determine how that date may be changed, in order to promote greater voter participation in municipal general elections.

DISCUSSION / ANALYSIS:

The procedure for changing the date of municipal general elections is governed by Elections Code sections 1301 and 10403.5.

A city council can pass an ordinance changing the election date for municipal general elections to any of the options listed in Elections Code section 1000, including the November statewide general election.[1] No term of office may be increased by more than 12 months by the change in date.[2] A city council may not amend or repeal the ordinance until at least one election has occurred under the new schedule.[3]

In order for an ordinance changing the date of municipal general elections to go into effect, it must be approved by the county board of supervisors.[4] The county board of supervisors is required to approve the ordinance unless "the ballot style, voting equipment, or computer capability is such that additional elections or materials cannot be

[1] Elections Code § 1301.
[2] Elections Code § 10403.5(b).
[3] Elections Code § 1301(d).
[4] Elections Code §§ 1301(d), 10403.5(a).

CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

handled."[5] If the county board of supervisors approves such an ordinance and it becomes operative, the city's elections official must within 30 days send notice by mail to all registered voters of both the change in election date and the extension of any term of office thereby.[6]

Here, the Ordinance, if passed and approved by the Tuolumne County Board of Supervisors, would change the date of the next general municipal election held in the City from March of 2026 to November of 2026. This Ordinance would lengthen the term of office of those Councilmembers up for election in 2026 by approximately eight months, well within the permissible range of twelve months. The City Clerk, as city elections official, would have to oversee the mail notification of registered voters.

FISCAL IMPACT:

If the County Board of Supervisors approves the Ordinance and the Ordinance becomes effective, the City must pay for the mail notification of all registered voters.

ENVIRONMENTAL:

The Ordinance is not a "project" under the California Environmental Quality Act since it does not have the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Pub. Res. Code, § 21065)

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Public Safety and Disaster Preparedness, Economic Development/Growth and General Plan, Homelessness Issues, Staffing - Salary, Benefits, Training, and Retention

[5] Elections Code § 10403.5(a).
[6] Elections Code § 10403.5(e).

ORDINANCE NO. 899

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SONORA, AMENDING CHAPTER 1.16, ELECTIONS, OF TITLE ONE, GENERAL PROVISIONS, TO CHANGE THE DATE OF GENERAL MUNICIPAL ELECTIONS TO COINCIDE WITH STATEWIDE GENERAL ELECTIONS

WHEREAS, general municipal elections in the City of Sonora ("City") were established by the City of Sonora City Council ("City Council") as falling on the day of the statewide direct primary election in 1981; and

WHEREAS, Elections Code sections 1301 and 10403.5 authorize the City Council to reschedule the City's general municipal elections to the day of the statewide general election, pending approval by the Tuolumne County Board of Supervisors, as long as doing so will not extend City Councilmembers' terms by more than twelve (12) months; and

WHEREAS, the City Council finds it to be in the best interest of the City to hold general municipal elections on the day of the statewide general election, in order to promote broader voter participation.

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF SONORA DOES ORDAIN AS FOLLOWS:

SECTION 1. AMENDMENT. Chapter 1.16, Elections, of Title 1, General Provisions, of the Sonora Municipal Code is repealed in its entirety and replaced with a new Chapter 1.16, to read as follows:

Chapter 1.16
ELECTIONS

Sections:

1.16.010 General Municipal Election Date
1.16.020 City Elections Official

1.16.010 General Municipal Election Date

The general municipal election of the City shall be held on the same day, from year to year, as the statewide general election held on the first Tuesday after the first Monday in November of each even numbered year, pursuant to Government Code section 36503 and Elections Code sections 1000 and 1301.

1.16.020 City Elections Official

For the purposes of receiving and certifying nomination papers, canvassing the results of all municipal elections, signing and delivering certificates of election, and administering the oath to all elected municipal officers, the City Clerk shall act as the City Elections Official.

The City Administrator shall act as the City Elections Official during the period of a vacancy in the City Clerk position or Interim City Clerk appointment.

SECTION 2. ADJUSTMENT TO TERMS OF OFFICE. In accordance with Elections Code sections 1301 and 10403.5(d), due to the change of election date, the terms of office of those members of the City Council whose terms would previously have expired in March 2026, will instead, vacate their office upon certification of the results and administration of oaths of office after the November 2026 General Municipal Election.

SECTION 3. REQUEST TO THE COUNTY. The City Clerk is directed to forward, without delay, a certified copy of this Ordinance to the Tuolumne County Board of Supervisors and the County Election Department.

SECTION 4. NOTICE TO VOTERS. Pursuant to Elections Code section 10403.5, within thirty (30) days after this Ordinance becomes effective, the City Clerk must cause a notice to be mailed to all registered voters of the City of Sonora (pursuant to the last report of registration by the County Clerk to the Secretary of State) informing the voters of the change in the election date. The notice must also inform the voters that as a result of the change in election date, elected city officeholders' terms in office will be changed.

SECTION 5. SEVERABILITY. If any section, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 6. PUBLICATION AND EFFECTIVE DATE. The Ordinance will only become effective upon approval by the Tuolumne County Board of Supervisors pursuant to Elections Code section 1301(b)(1).

This Ordinance was introduced at a regular meeting of the City Council of the City of Sonora, held on the ___ day of _____, 2024, and given its first reading at said meeting. Said Ordinance was given a second reading at a regular meeting of the City Council held on ___ day of ____, 2024, and after such reading, Councilmember _____, who moved its adoption, seconded by Councilmember ____, said Ordinance was thereupon adopted by the following vote:

AYES:
NOES:
EXCUSED:

APPROVED:

_____
Mark Plummer
Mayor of the City of Sonora

ATTEST:

_____
Tracy Skelly
City Clerk of the City of Sonora