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, November 18, 2024
5:00 PM

NOTICE IS HEREBY GIVEN that the Sonora City Council will have their regular meeting on November 18, 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 .

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.

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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 Ann Segerstrom
Vice Mayor Suzanne Cruz
Council Members Bess Levine, Andy Merrill, Stephen Opie
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. **APPROVAL OF THE AGENDA**

5. **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.

6. **PRESENTATIONS**

A. Receive an Introduction and Swearing in of Police Officer Rylan Matyshock; Turu VanderWiel, Police Chief.

7. **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 the City Council Meeting Minutes from October 7, 2024; October 21, 2024; and November 4, 2024; Stacy Enos-Del Razo, Deputy City Clerk.

B. Consider Acceptance of an Informational Report for the October 2024 Accounts Payable Payment Register and Void Report; Chris Gorsky, Administrative Services Director

C. Consider Approval of Disbursements in the Amount of $182,221.85 and $198,603.44 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/City Clerk.

D. Consider Approval of a General Plan Amendment for Assessor Parcel Numbers 056-160-006 and 056-160-008 from Commercial to Heavy Commercial for Consistency with Zoning and Existing Uses in this Area of the City; Tyler Summersett, Community Development Director.

8. NEW BUSINESS

A. Consider Adoption of the City Council Rules and Procedures Handbook; Doug White, City Attorney, Tracy Skelly, Administrative Services Officer/City Clerk.

B. Consider Approval of the Mayor's Change of Appointment to the Central Sierra Economic Development District (CSEDD); Tracy Skelly, Administrative Services Officer/City Clerk.

9. MONTHLY REPORTS

A. Receive the City of Sonora Administrative Services Department Report for September 2024 (FY24/25): Chris Gorsky, Administrative Services Director

B. Receive the City of Sonora Community Development Department Monthly Report for October 2024; Tyler Summersett, Community Development Director.

C. Receive the City of Sonora Fire Department Monthly Report for October 2024; Aimee New, Fire Chief.

D. Receive the City of Sonora Police Department Monthly Report for October 2024; Turu VanderWiel, Police Chief.

E. Receive the City of Sonora Public Works Department Monthly Report for October 2024; Mike Lagomarsino, Public Works Supervisor.

10. COUNCIL MEMBER REPORTS

11. ADJOURNMENT

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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: November 18, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Turu VanderWiel, Chief of Police

SUBJECT: Introduction and Swearing in of Police Officer

RECOMMENDATION:

Receive Introduction and Swearing-in of Police Officer Rylan Matyshock.

DISCUSSION / ANALYSIS:

Rylan Matyshock tested for the position of Police Officer in April of 2023 and graduated from the Police Academy in February of 2024. He successfully completed the Field Training Program and now meets all the requirements to work as a sworn peace officer in California.

Rylan moved to Sonora with his family in 2017 and graduated from Sonora High School in 2021. He was hired as a Community Service Officer in 2021 and is a member of the US Coast Guard Reserve, where he serves as a Maritime Law Enforcement Officer. He looks to further his education and plans on continuing his studies toward a Bachelor's degree.

Rylan is dedicated to serving his community and plans to use his skills and experiences as a Police Officer with the Sonora Police Department to continue to make a positive impact in the community he calls home.

FISCAL IMPACT:

There is no fiscal impact to the General Fund as this position was previously funded.

CORE COUNCIL PRIORITIES:

Public Safety and Disaster Preparedness, 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: November 18, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Stacy Enos-Del Razo, Deputy City Clerk

SUBJECT: Meeting Minutes from October 7, 2024; October 21, 2024; and November 4, 2024.

RECOMMENDATION:

Approve City Council Meeting Minutes from October 7, 2024; October 21, 2024; and November 4, 2024.

BACKGROUND:

Staff Recommends that the City Council Approve Meeting Minutes from October 7, 2024; October 21, 2024; and November 4, 2024.

FISCAL IMPACT:

No Fiscal Impact to the General Fund.

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

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
Minutes
Monday, October 07, 2024
5:00 PM

NOTICE IS HEREBY GIVEN that the Sonora City Council will have their regular meeting on October 7, 2024, at 5:00 PM in the City of Sonora Council Chambers located at 94 N. Washington Street Sonora, CA 95370.

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Vice Mayor Suzanne Cruz
Council Members Bess Levine, Andy Merrill, Stephen Opie
City Administrator Melissa Eads
City Attorney Douglas White

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CLOSED SESSION - 4:00 PM

CALL TO ORDER

Called to order at 4:00 PM.

ROLL CALL

PRESENT
Mayor Ann Segerstrom
Vice Mayor Suzanne Cruz
Councilmember Bess Levine
Councilmember Andy Merrill
Councilmember Stephen Opie

PUBLIC COMMENTS

No public comment.

ADJOURN INTO CLOSED SESSION

Adjourned at 4:01 PM.

1. Conference with Legal Counsel – Anticipated Litigation - Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section § 54956.9: One (1) Potential Case; Doug White, City Attorney, Melissa Eads, City Administrator.

RECONVENE INTO OPEN SESSION

OPEN SESSION - 5:00 PM

Called to order at 5:00 PM.

REPORT OUT OF CLOSED SESSION

Mayor Ann Segerstrom stated direction was given to staff.

PLEDGE OF ALLEGIANCE

Councilmember Bess Levine led the Pledge of Allegiance.

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

ROLL CALL

PRESENT
Mayor Ann Segerstrom
Vice Mayor Suzanne Cruz
Councilmember Bess Levine
Councilmember Andy Merrill
Councilmember Stephen Opie

CITY CLERK'S REPORT ON AGENDA POSTING

The Agenda was posted on Friday, October 4, 2024 at 12:53 PM.

APPROVAL OF THE AGENDA

PUBLIC COMMENT (NON-AGENDA ITEMS)

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Elena Linehan from the Aronos Club informed those in attendance of Coffee with a Cop on Wednesday October 9th from 10:30 AM - 1:30 PM.

Mark Plummer complimented the Sonora Public Works Department for their pothole work on Shepherd Street; and shared concerns over the homeless.

Katie Dunn President of the Sonora Chamber of Commerce informed those in attendance the Parade Applications are now available; Business Watch will have a Zoom meeting for training on the BAND App; there will be a Business Watch meeting Wednesday October 16th from 3:00 - 5:00 PM at City Hall and the guest speaker will be Dore Bietz from the Office of Emergency Services.

A member of the public applauded the Sonora Public Works Department for cleaning up the City; and informed those in attendance that October is Sober October.

PRESENTATIONS

2. Receive an Update from Tuolumne County District 1 Supervisor David Goldemberg; Melissa Eads, City Administrator. (10 minutes)

   Tuolumne County District 1 Supervisor David Goldemberg informed those in attendance the final adopted budget took place on October 1st; the Sherriff continues to make progress on the new Dispatch Center;

gave an update on the County Fire Stations; spoke on the Tax Measure and Community Town Halls; attended the tour with the Governor's Office of External Affairs; and there is a family that has moved into the Navigation Center.

Mayor Ann Segerstrom spoke about the City's concerns with the homeless.

3. Consider Acceptance of a Donation of a Canine Training Suit and Related Equipment Valued at $1,707 from Friends of Sonora Police Department; Turu VanderWiel, Police Chief. (10 minutes)

4. Receive a Presentation from the Central Sierra Economic Development District (CSEDD) Regarding the California Advanced Services Fund – Broadband (CASF); Alex Bloom, Economic Development Manager, Central Sierra Economic Development District. (20 minutes)

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.

5. Consider Approval of the City Council Meeting Minutes from April 3, 2023, July 15, 2024, and August 5, 2024; Stacy Enos-Del Razo, Deputy City Clerk.

6. Consider Recording Two (2) Substitution of Trustee and Full Reconveyance Documents for APN 001-094-009; Tyler Summersett, Community Development Director.

Motion made by Councilmember Andy Merrill, Seconded by Councilmember Stephen Opie. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Suzanne Cruz, Councilmember Bess Levine, Councilmember Andy Merrill, Councilmember Stephen Opie

NEW BUSINESS

7. Consider Approval of Resolution Number 10-07-2024-A, Authorizing the 41st Annual Historic Downtown Sonora Christmas Parade on Friday, November 29th, 2024, and Authorizing the Closure of State Route 49 (Washington Street and Stockton Road), Along with Certain Other City Streets and Designating "No Parking" Locations; Tyler Summersett; Community Development Director.

A member of the public addressed the Council.

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Motion made by Councilmember Stephen Opie, Seconded by Councilmember Andy Merrill. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Suzanne Cruz, Councilmember Bess Levine, Councilmember Andy Merrill, Councilmember Stephen Opie

8. Consider Amending an Existing Lease with the Owner of the Property Located at 10 Calaveras Street to Include Expanded Parking Alternatives Utilizing City Right of Way; Tyler Summersett, Community Development Director.

   Community Development Director Tyler Summersett discussed the parking extension.

   The Council shared their comments and concerns.

   District 1 Supervisor David Goldemberg commented on the County's Facility Department.

   A member of the public shared concerns over the parking extension.

   A member of the public shared concerns over crosswalks and walking ability.

   Motion made by Councilmember Andy Merrill, Seconded by Councilmember Bess Levine. Voting Yea: Mayor Ann Segerstrom, Councilmember Bess Levine, Councilmember Andy Merrill
   Voting Nay: Vice Mayor Suzanne Cruz, Councilmember Stephen Opie

9. Consider Approval of Resolution 10-07-2024-B Authorizing a Construction Contract in the Amount of $443,362.75 Between the City of Sonora and the Sierra Northern Railroad Contractor, G. Hedgecock, Inc. for the Reconstruction of Hospital Road and Consider Approval of Task Order #25-2 in the Amount of $196,000 Between the City of Sonora and Dewberry Engineers Inc. (Dewberry) for Design, Construction Engineering, Construction Management, and Materials Testing for the Reconstruction of Hospital Road; Mike Pugh, City Engineer, Melissa Eads, City Administrator.

   Mike Pugh, City Engineer detailed the Hospital Road Project.

   A member of the public stated the improvement will be fabulous.

   The Council discussed and shared an additional idea for the project.

   Motion made by Councilmember Stephen Opie, Seconded by Vice Mayor Suzanne Cruz. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Suzanne Cruz, Councilmember Bess Levine, Councilmember Andy Merrill, Councilmember Stephen Opie

10. Consider Approval of Dewberry Engineers Inc. (Dewberry) Task Order #25-3 in the Amount of $10,802 to Perform Pre-Work To Apply For Federal Building Resilient Infrastructure & Communities (BRIC) Funding or State Hazard Mitigation Grant Program (HMGP) Funding; Mike Pugh, City Engineer, Melissa Eads, City Administrator

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Mike Pugh, City Engineer explained the process for applying for the grant funding.

The Council discussed the budget with City Administrator Melissa Eads.

No public comment.

Motion made by Vice Mayor Suzanne Cruz, Seconded by Councilmember Stephen Opie. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Suzanne Cruz, Councilmember Bess Levine, Councilmember Andy Merrill, Councilmember Stephen Opie

COUNCIL MEMBER REPORTS

Councilmember Stephen Opie attended the American Loggers Conference at the Tuolumne County Fair Grounds; and YES Council is this week.

Councilmember Bess Levine attended the State of the County District One Town Hall Presentation; and the Natural Resource Advisory Committee.

Councilmember Andy Merrill informed those in attendance that the Tuolumne County Transportation Council (TCTC) is in search of a new Executive Director; and attended Orange Shirt Day.

Vice Mayor Suzanne Cruz informed those in attendance Obi Kaufmann will be speaking at the Stanislaus Nation Forest Service facility on October 13th.

Mayor Ann Segerstrom attended the Natural Resources Fair; met with the Governors Representatives; attended the Chamber Mixers, Christmas Town meeting, Columbia College Foundation recognition of Amy Nilson, the State of the County, League of California Cities Division meeting, Orange Shirt Day; and next week will be the last Farmers Market.

ADJOURNMENT

Adjourned at 7:07 PM.

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CITY OF SONORA
City Council Regular Meeting
Minutes
Monday, October 21, 2024
5:00 PM

NOTICE IS HEREBY GIVEN that the Sonora City Council will have their regular meeting on October 21, 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.

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Vice Mayor Suzanne Cruz
Council Members Bess Levine, Andy Merrill, Stephen Opie
City Administrator Melissa Eads
City Attorney Douglas White

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CLOSED SESSION - 4:00 PM

CALL TO ORDER

Called to order at 4:00 PM.

ROLL CALL

PRESENT
Mayor Ann Segerstrom
Vice Mayor Suzanne Cruz
Councilmember Bess Levine
Councilmember Andy Merrill

ABSENT
Councilmember Stephen Opie

PUBLIC COMMENTS

No public comment.

ADJOURN INTO CLOSED SESSION

Adjourned at 4:01 PM.

1. Conference with Legal Counsel – Initiation of Litigation (Gov Code § 54956.9): One (1) Potential Case; Doug White, City Attorney, Melissa Eads, City Administrator.

2. Conference with Legal Counsel – Anticipated Litigation - (Gov Code § 54956.9): One (1) Potential Case; Doug White, City Attorney, Melissa Eads, City Administrator.

3. Conference with Legal Counsel – Anticipated Litigation - (Gov Code § 54956.9): One (1) Potential Case; Doug White, City Attorney, Melissa Eads, City Administrator.

4. Conference with Legal Counsel – Anticipated Litigation - (Gov Code § 54956.9): One (1) Potential Case; Doug White, City Attorney, Melissa Eads, City Administrator.

RECONVENE INTO OPEN SESSION

OPEN SESSION - 5:00 PM

Called to order at 5:00 PM.

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

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REPORT OUT OF CLOSED SESSION

Mayor Ann Segerstrom stated direction was given to staff.

PLEDGE OF ALLEGIANCE

Mayor Ann Segerstrom led the Pledge of Allegiance.

ROLL CALL

PRESENT
Mayor Ann Segerstrom
Vice Mayor Suzanne Cruz
Councilmember Bess Levine
Councilmember Andy Merrill
Councilmember Stephen Opie

CITY CLERK'S REPORT ON AGENDA POSTING

The Agenda was posted on Friday, October 18, 2024 at 10:30 AM.

APPROVAL OF THE AGENDA

Motion made by Vice Mayor Suzanne Cruz, Seconded by Councilmember Stephen Opie. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Suzanne Cruz, Councilmember Bess Levine, Councilmember Andy Merrill, Councilmember Stephen Opie

PUBLIC COMMENT (NON-AGENDA ITEMS)

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Katie Dunn President Sonora Chamber of Commerce informed those in attendance of the new tables for the Opera Hall, and the donation of a portion of the old tables; Trick or Treat Street, and Spooky Town Park is Saturday from 4:00 - 5:30 PM; applications for the Parade are coming in; and Christmas Town Sonora has three new events.

A member of the public shared concerns over the City sidewalks.

A member of the public mentioned an idea for a park.

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

PRESENTATIONS

5. Receive a Presentation from the Central Sierra Economic Development District (CSEDD) Regarding the Sierra Jobs First Program Update; Alex Bloom, Economic Development Manager, Central Sierra Economic Development District. (20-minutes).

   No public comment.

6. Receive an Overview of the New EPIC Recruitment Video and Website for the Sonora Police Department; Turu VanderWiel, Police Chief (20-minutes).

   No public comment.

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.

7. Consider Approval of the City Council Meeting Minutes from April 17, 2023, May 1, 2023, May 15, 2023, and August 19, 2024; Stacy Enos-Del Razo, Deputy City Clerk.

8. Consider Approval of Disbursements in the Amount of $187,054.80 and $183,123.84 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.

9. Consider Acceptance of an Informational Report for the September 2024 Accounts Payable Payment Register and Void Report; Chris Gorsky, Administrative Services Director.

   No public comment.

   Motion made by Councilmember Andy Merrill, Seconded by Vice Mayor Suzanne Cruz. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Suzanne Cruz, Councilmember Bes Levine, Councilmember Andy Merrill, Councilmember Stephen Opie

NEW BUSINESS

10. Consider Adoption of Resolution 10-21-2024-A, Adopting and Amending the City of Sonora Fee Schedules as Set Forth in Exhibit "A", Effective October 21, 2024; Chris Gorsky, Administrative Services, Director.

    Chris Gorsky Administrative Services Director explained the update to the Fee Schedule.

    The Council discussed certain fees, and the fee schedule with Department Heads.

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

Katie Dunn as a Private Citizen requested clarity on short-term rental fees.

Mike Lemke Local Builder shared concerns about the increase of certain building related fees.

A member of the public shared concerns over the fee increases.

The Council requested clarification on several fees and the effect on the general fund.

Doug White City Attorney discussed the fee schedule with Council.

Tyler Summersett Community Development Director and Brian Odom Deputy Building Official explained the Builder's Fees and how to calculate the fees.

The Council agreed to pull the Transient Use Permit Fee and the Building Permit Fees, all other Fees were approved.

Motion made by Councilmember Stephen Opie, Seconded by Vice Mayor Suzanne Cruz. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Suzanne Cruz, Councilmember Bess Levine, Councilmember Andy Merrill, Councilmember Stephen Opie

MONTHLY REPORTS

11. Receive the City of Sonora Administrative Services Department Monthly Report for August 2024 (FY24/25); Chris Gorsky, Administrative Services Director

12. Receive the City of Sonora Community Development Department Monthly Report for September 2024; Tyler Summersett, Community Development Director.

13. Receive the City of Sonora Fire Department Monthly Report for September 2024; Aimee New, Fire Chief.

    Fire Chief Aimee New informed those in attendance the 164th Annual Fire Fighters Ball is Saturday November 2nd, tickets are available.

14. Receive the City of Sonora Police Department Monthly Report for September 2024; Turu VanderWiel, Police Chief.

15. Receive the City of Sonora Public Works Department Monthly Report for September 2024; Mike Lagomarsino, Public Works Supervisor.

COUNCIL MEMBER REPORTS

Councilmember Stephen Opie attended YES Council; Coffee with a Cop; and the Integrated Regional Water Management (IRWM) went on a field trip.

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

Councilmember Bess Levine attended Coffee with a Cop at the Aronos Club; went on a City Tour with Councilmember Andy Merrill and Historian Pat Perry; attended Brew Fest at the Sonora Fair Grounds; and Second Saturday.

Councilmember Andy Merrill attended the Tuolumne County Transportation Council (TCTC), and Amador Tuolumne Community Action Agency (ATCAA).

Mayor Ann Segerstrom went on a History Walk with Historian Pat Perry; attended Coffee with a Cop; Local Agency Formation Commission (LAFCO); Sonora Chamber Mixer at Black Bomb; Red Cross new agency location; Business Watch; and the Senior Center will have their open house October 22nd from 9:00 am - 1:00 pm.

ADJOURNMENT

Adjourned at 6:30 PM.

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CITY OF SONORA
City Council Regular Meeting
Minutes
Monday, November 04, 2024
5:00 PM

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Vice Mayor Suzanne Cruz
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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

CLOSED SESSION - 4:00 PM

CALL TO ORDER

Called to order at 4:00 PM.

ROLL CALL

PRESENT
Mayor Ann Segerstrom
Vice Mayor Suzanne Cruz
Councilmember Bess Levine
Councilmember Stephen Opie

ARRIVING LATE
Councilmember Andy Merrill

PUBLIC COMMENTS

No public comment.

ADJOURN INTO CLOSED SESSION

Adjourned at 4:01 PM.

1. Conference with Legal Counsel - Liability Claim (Government Code Section §54956.95): Two (2) Potential Cases, Claimant: **Canning**, Claimant: **Thompson**; Agency Claimed Against: City of Sonora; Chris Gorsky, Administrative Services Director.

2. Public Employment (Government Code Section §54957): **Building Official**; Doug White, City Attorney, Melissa Eads, City Administrator.

RECONVENE INTO OPEN SESSION

OPEN SESSION - 5:00 PM

Called to order at 5:00 PM.

REPORT OUT OF CLOSED SESSION

Mayor Ann Segerstrom reported direction was given to staff.

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

PLEDGE OF ALLEGIANCE

Councilmember Andy Merrill led the Pledge of Allegiance.

ROLL CALL

CITY CLERK'S REPORT ON AGENDA POSTING

The Agenda was posted on Thursday, October 31, 2024 at 1:50 PM.

APPROVAL OF THE AGENDA

Motion made by Councilmember Andy Merrill, Seconded by Vice Mayor Suzanne Cruz. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Suzanne Cruz, Councilmember Bess Levine, Councilmember Andy Merrill, Councilmember Stephen Opie

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.

No public comment.

PRESENTATIONS

3. Receive an Update from Tuolumne County District 1 Supervisor David Goldemberg; Melissa Eads, City Manager. (10 minutes)

   Tuolumne County District 1 Supervisor David Goldemberg informed those in attendance on October 29th the City and County had a Leadership meeting; the County is waiting for the votes to come in tomorrow on Measure Z and A; attended a meeting with members from the County, Yosemite National Park Leadership, Visit Tuolumne County and the Lodging Association to discuss the impact of Yosemite National Parks Reservation system; and shared the status of the Sherriff's Office 911 Dispatch Center.

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.

4. Consider Approval of the City Council Meeting Minutes from June 5, 2023; June 20, 2023; September 3, 2024; and September 16, 2024; Deputy City Clerk, Stacy Enos-Del Razo

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

Motion made by Councilmember Andy Merrill, Seconded by Councilmember Stephen Opie. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Suzanne Cruz, Councilmember Bess Levine, Councilmember Andy Merrill, Councilmember Stephen Opie

COUNCIL MEMBER REPORTS

Councilmember Stephen Opie had nothing to report, there have been no committee meetings; and have been working hard at regular life.

Councilmember Bess Levine had nothing to report from committees or commissions; attended Trick or Treat Street, it was wonderful, safe and a great time for families and kids; and the police were out walking the streets making it safe for the kids.

Councilmember Andy Merrill echoed Councilmember Levine's comments; had great group of trick or treaters; the City looked welcoming and safe.

Vice Mayor Suzanne Cruz reminded those in attendance Veteran's Day is Monday November 11th; and if you would like to purchase a flag for a family member or Veteran, please go to the Sonora Sunrise Rotary Field of Honor at Standard Park.

Mayor Ann Segerstrom attended a Special Meeting for Local Agency Formation Commission (LAFCO) and will be attending the next meeting on Wednesday; toured the Senior Center; attended Blue Zones dedication for disc golf course at Cassina High; bought a ticket to the Fire Fighters Ball and asked for a report out on the Ball.

Fire Chief Aimee New informed those in attendance there was a great turn out and a good time, it was a successful event and look forward to the 165th next year.

Councilmember Andy Merrill added additional information he received; Yosemite Community College District is considering turning the Dome into a third campus and Performing Arts Center; and there will be digital meeting on December 14th.

Mayor Ann Segerstrom added the City will have a truck for the Christmas Parade and is looking for Volunteers to ride on the truck, please contact Melissa or myself if you are interested in attending.

ADJOURNMENT

Adjourned at 5:24 PM.

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).

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

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.

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

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: November 18, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Chris Gorsky, Administrative Services Director

SUBJECT: Consider Acceptance of an Informational Report for the October 2024 Accounts Payable Payment Register and Void Report.

RECOMMENDATION:

Consider Acceptance of an Informational Report for the October 2024 Accounts Payable Payment Register and Void Report.

BACKGROUND:

The Administrative Services Department manages the payment processing for all City disbursements. The City has three main types of payments which includes the following:

1. Vendors – These payments are associated with goods received and contractual services provided to the City and payroll benefits paid by the City on behalf of City employees.
2. Refunds – These payments are associated with refunds issued for deposits collected and have been authorized to be released for business licenses, building permits, rental agreements, etc.
3. Employees – These payments are associated with City-related travel advances and reimbursements related to training events or City business reimbursements.

DISCUSSION / ANALYSIS:

On a monthly basis, Administrative Services Staff prepares a monthly warrant report of vendors receiving payment from the City. The informational report of the monthly payments provides Council the oversight and ability to review all spending activity for the City.

FISCAL IMPACT:

No fiscal impact will result from this informational report on the October 2024 Accounts Payable Payment Register and Void report. Expenditures are tracking according to budget authority.

All payments have been approved for payment through the adoption of the fiscal year budget or by an additional item passed by Council.

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:

- Accounts Payable Warrants Report

CORE COUNCIL PRIORITIES:

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

City of Sonora

Check/Voucher Register - Check List - Council

From 10/1/2024 Through 10/31/2024

Check Num...	Effective D...	Document Description	ID	Payee	Check Amount	Payment ...	VOID ?
201822	10/3/2024	System Generated Check/Voucher	200005	Amazon Business	139.14	Check	No
201823	10/3/2024	System Generated Check/Voucher	200006	Central San Joaquin Valley Risk M...	138,817.00	Check	No
201824	10/3/2024	System Generated Check/Voucher	200011	AT&T Calnet 3	180.97	Check	No
201825	10/3/2024	System Generated Check/Voucher	200013	JS West Propane Gas	200.00	Check	No
201826	10/3/2024	System Generated Check/Voucher	200039	Safe-T-Lite of Modesto, Inc.	2,830.25	Check	No
201827	10/3/2024	System Generated Check/Voucher	200043	Sonora Lumber Company	388.05	Check	No
201828	10/3/2024	System Generated Check/Voucher	200088	Waypoint Network Solutions LLC	1,608.75	Check	No
201829	10/3/2024	System Generated Check/Voucher	200104	San Diego Police Equipment Co. I...	830.71	Check	No
201830	10/3/2024	System Generated Check/Voucher	200207	Sonora Police Officers Association	1,024.82	Check	No
201831	10/3/2024	System Generated Check/Voucher	200209	VALIC	25.00	Check	No
201832	10/3/2024	System Generated Check/Voucher	200210	Operating Engineers #3	288.00	Check	No
201833	10/3/2024	System Generated Check/Voucher	200288	Sun Ridge Systems, Inc.	11,314.00	Check	No
201834	10/3/2024	System Generated Check/Voucher	200304	Sonora Chamber of Commerce	25,000.00	Check	No
201835	10/3/2024	System Generated Check/Voucher	200413	CSG Consultants	47,725.00	Check	No
201836	10/3/2024	System Generated Check/Voucher	200423	Bear Electrical Solutions (BES), Inc.	780.00	Check	No
201837	10/3/2024	System Generated Check/Voucher	200454	McClatchy Company LLC	312.50	Check	No
201838	10/3/2024	System Generated Check/Voucher	200487	Standard Insurance Company	145.00	Check	No
201839	10/3/2024	System Generated Check/Voucher	200505	Valley Strong Credit Union	1,706.00	Check	No
201840	10/3/2024	System Generated Check/Voucher	200535	Toshiba Financial Services	2,090.48	Check	No
201841	10/3/2024	System Generated Check/Voucher	200640	Diamond Digital Marketing Co.	1,000.00	Check	No
201842	10/3/2024	System Generated Check/Voucher	200656	Rebecca A. Bell, RN	950.00	Check	No
201843	10/3/2024	System Generated Check/Voucher	Emp2004	Christopher Gorsky	580.96	Check	No
201844	10/3/2024	System Generated Check/Voucher	Emp2072	Stacy Enos-Del Razo	311.69	Check	No
201845	10/3/2024	System Generated Check/Voucher	Emp2073	Tyler Summersett	21.70	Check	No
201846	10/4/2024	System Generated Check/Voucher	Emp2005	Naomi Moran	245.00	Check	No
201847	10/4/2024	System Generated Check/Voucher	Emp2038	Cynthia Nordvik	245.00	Check	No
201848	10/10/2024	System Generated Check/Voucher	200005	Amazon Business	56.60	Check	No
201849	10/10/2024	System Generated Check/Voucher	200011	AT&T Calnet 3	1,057.54	Check	No
201850	10/10/2024	System Generated Check/Voucher	200016	Tuolumne County Public Power A...	4,092.25	Check	No
201851	10/10/2024	System Generated Check/Voucher	200032	Mountain Oasis Water	60.00	Check	No
201852	10/10/2024	System Generated Check/Voucher	200033	ODP Business Solutions, LLC	25.13	Check	No
201853	10/10/2024	System Generated Check/Voucher	200035	Pacific Gas and Electric	616.35	Check	No
201854	10/10/2024	System Generated Check/Voucher	200036	O'Reilly Auto Parts	189.21	Check	No
201855	10/10/2024	System Generated Check/Voucher	200043	Sonora Lumber Company	436.05	Check	No
201856	10/10/2024	System Generated Check/Voucher	200047	Tuolumne Utilities District	169.38	Check	No
201857	10/10/2024	System Generated Check/Voucher	200055	Keenan Associates	77,202.50	Check	No
201858	10/10/2024	System Generated Check/Voucher	200058	Unum Life Insurance Company of ...	2,465.20	Check	No
201859	10/10/2024	System Generated Check/Voucher	200060	Combined Benefits Administrators	408.00	Check	No
201860	10/10/2024	System Generated Check/Voucher	200062	Fastenal	1,070.47	Check	No
201861	10/10/2024	System Generated Check/Voucher	200063	Kellie's Cleaning Service	1,041.25	Check	No

City of Sonora

Check/Voucher Register - Check List - Council

From 10/1/2024 Through 10/31/2024

Check Num...	Effective D...	Document Description	ID	Payee	Check Amount	Payment ...	VOID ?
201862	10/10/2024	System Generated Check/Voucher	200072	United Site Services	97.93	Check	No
201863	10/10/2024	System Generated Check/Voucher	200074	Vision Service Plan (CA)	834.76	Check	No
201864	10/10/2024	System Generated Check/Voucher	200080	JTM Cleaning Co.	800.00	Check	No
201865	10/10/2024	System Generated Check/Voucher	200105	County of Tuolumne Information T...	829.83	Check	No
201866	10/10/2024	System Generated Check/Voucher	200111	Division of the State Architect	22.80	Check	No
201867	10/10/2024	System Generated Check/Voucher	200223	Department of Conservation	1,555.68	Check	No
201868	10/10/2024	System Generated Check/Voucher	200228	Barry Dugan Electric, Inc.	3,161.39	Check	No
201869	10/10/2024	System Generated Check/Voucher	200262	California Building Standards Com...	190.80	Check	No
201870	10/10/2024	System Generated Check/Voucher	200263	Hunt & Sons, Inc.	2,894.22	Check	No
201871	10/10/2024	System Generated Check/Voucher	200312	Municipal Maintenance Equipment	1,922.75	Check	No
201872	10/10/2024	System Generated Check/Voucher	200413	CSG Consultants	2,053.00	Check	No
201873	10/10/2024	System Generated Check/Voucher	200493	Crescent Supply	160.01	Check	No
201874	10/10/2024	System Generated Check/Voucher	200598	Top Dog Police K9 Training & Con...	250.00	Check	No
201875	10/10/2024	System Generated Check/Voucher	200698	Stop Stick	9,082.63	Check	No
201876	10/10/2024	System Generated Check/Voucher	200714	T-N-T Paving & Excavating	4,000.00	Check	No
201877	10/17/2024	System Generated Check/Voucher	200005	Amazon Business	754.29	Check	No
201878	10/17/2024	System Generated Check/Voucher	200010	American Tower	1,505.92	Check	No
201879	10/17/2024	System Generated Check/Voucher	200011	AT&T Calnet 3	118.55	Check	No
201880	10/17/2024	System Generated Check/Voucher	200013	JS West Propane Gas	79.46	Check	No
201881	10/17/2024	System Generated Check/Voucher	200018	U.S. Bank Corporate Payment Sy...	9,130.60	Check	No
201882	10/17/2024	System Generated Check/Voucher	200020	AT&T Mobility (FirstNet)	2,077.54	Check	No
201883	10/17/2024	System Generated Check/Voucher	200020	AT&T Mobility (FirstNet)	90.18	Check	No
201884	10/17/2024	System Generated Check/Voucher	200024	Comcast Business	337.51	Check	No
201885	10/17/2024	System Generated Check/Voucher	200024	Comcast Business	134.75	Check	No
201886	10/17/2024	System Generated Check/Voucher	200024	Comcast Business	154.70	Check	No
201887	10/17/2024	System Generated Check/Voucher	200024	Comcast Business	784.13	Check	No
201888	10/17/2024	System Generated Check/Voucher	200033	ODP Business Solutions, LLC	69.37	Check	No
201889	10/17/2024	System Generated Check/Voucher	200035	Pacific Gas and Electric	592.04	Check	No
201890	10/17/2024	System Generated Check/Voucher	200038	Safeguard Pest Control	408.00	Check	No
201891	10/17/2024	System Generated Check/Voucher	200043	Sonora Lumber Company	25.16	Check	No
201892	10/17/2024	System Generated Check/Voucher	200048	The Union Democrat	436.50	Check	No
201893	10/17/2024	System Generated Check/Voucher	200054	GJF Engineering	2,000.00	Check	No
201894	10/17/2024	System Generated Check/Voucher	200060	Combined Benefits Administrators	164.00	Check	No
201895	10/17/2024	System Generated Check/Voucher	200065	ProClean Supply	710.59	Check	No
201896	10/17/2024	System Generated Check/Voucher	200090	American River Benefit Administra...	39.50	Check	No
201897	10/17/2024	System Generated Check/Voucher	200117	Verizon Wireless	38.01	Check	No
201898	10/17/2024	System Generated Check/Voucher	200207	Sonora Police Officers Association	1,024.82	Check	No
201899	10/17/2024	System Generated Check/Voucher	200209	VALIC	25.00	Check	No
201900	10/17/2024	System Generated Check/Voucher	200210	Operating Engineers #3	288.00	Check	No
201901	10/17/2024	System Generated Check/Voucher	200212	Tuolumne County Tax Collector	0.00	Check	No

City of Sonora

Check/Voucher Register - Check List - Council

From 10/1/2024 Through 10/31/2024

Check Num...	Effective D...	Document Description	ID	Payee	Check Amount	Payment ...	VOID ?
201902	10/17/2024	System Generated Check/Voucher	200263	Hunt & Sons, Inc.	3,116.66	Check	No
201903	10/17/2024	System Generated Check/Voucher	200277	CA Dept of Food and Agriculture	900.00	Check	No
201904	10/17/2024	System Generated Check/Voucher	200413	CSG Consultants	22,034.50	Check	No
201905	10/17/2024	System Generated Check/Voucher	200433	SimsUshare	74.95	Check	No
201906	10/17/2024	System Generated Check/Voucher	200441	Willey Printing Co., Inc.	117.91	Check	No
201907	10/17/2024	System Generated Check/Voucher	200505	Valley Strong Credit Union	1,706.00	Check	No
201908	10/17/2024	System Generated Check/Voucher	200618	Aspen Street Architects Inc.	1,500.00	Check	No
201909	10/17/2024	System Generated Check/Voucher	200680	Epic Productions of Phoenix, LLC	95,000.00	Check	No
201910	10/17/2024	System Generated Check/Voucher	200713	360 Pipeline Inspections LLC	2,498.00	Check	No
201911	10/17/2024	System Generated Check/Voucher	200716	Vehicle Registration Collections	339.26	Check	No
201912	10/17/2024	System Generated Check/Voucher	200717	Mallory Safety and Supply LLC	1,155.68	Check	No
201913	10/24/2024	System Generated Check/Voucher	200005	Amazon Business	278.58	Check	No
201914	10/24/2024	System Generated Check/Voucher	200024	Comcast Business	170.91	Check	No
201915	10/24/2024	System Generated Check/Voucher	200026	Department of Justice	759.00	Check	No
201916	10/24/2024	System Generated Check/Voucher	200027	Galls, LLC	1,011.60	Check	No
201917	10/24/2024	System Generated Check/Voucher	200032	Mountain Oasis Water	35.95	Check	No
201918	10/24/2024	System Generated Check/Voucher	200035	Pacific Gas and Electric	2,833.70	Check	No
201919	10/24/2024	System Generated Check/Voucher	200036	O'Reilly Auto Parts	55.43	Check	No
201920	10/24/2024	System Generated Check/Voucher	200043	Sonora Lumber Company	7.33	Check	No
201921		Overflow * Tuolumne Utilities Dist. * Check...			0.00		Yes
201922	10/24/2024	System Generated Check/Voucher	200047	Tuolumne Utilities District	9,100.81	Check	No
201923	10/24/2024	System Generated Check/Voucher	200059	Cal.Net Motherlode	54.01	Check	No
201924	10/24/2024	System Generated Check/Voucher	200060	Combined Benefits Administrators	1,042.00	Check	No
201925	10/24/2024	System Generated Check/Voucher	200062	Fastenal	519.02	Check	No
201926	10/24/2024	System Generated Check/Voucher	200226	Rebecca Howard	1,118.94	Check	No
201927	10/24/2024	System Generated Check/Voucher	200249	Golden Valley Awards	14.04	Check	No
201928	10/24/2024	System Generated Check/Voucher	200263	Hunt & Sons, Inc.	2,823.52	Check	No
201929	10/24/2024	System Generated Check/Voucher	200343	Blue Mountain Minerals	87.68	Check	No
201930	10/24/2024	System Generated Check/Voucher	200453	L. N. Curtis and Sons, Inc.	356.70	Check	No
201931	10/24/2024	System Generated Check/Voucher	200616	Granite Peak Alarms LLC	360.00	Check	No
201932	10/24/2024	System Generated Check/Voucher	200621	American River College	106.50	Check	No
201933	10/24/2024	System Generated Check/Voucher	200625	Suzanne Cruz	200.88	Check	No
201934	10/24/2024	System Generated Check/Voucher	200718	Rick Bacon's Customs and Collision	3,021.37	Check	No
201935	10/24/2024	System Generated Check/Voucher	Emp2058	Eric Nygard	125.00	Check	No
201936	10/24/2024	System Generated Check/Voucher	Emp2069	Michael DaRosa	125.00	Check	No
201937	10/31/2024	System Generated Check/Voucher	200001	Access Tuolumne (Cable 8)	658.00	Check	No
201938	10/31/2024	System Generated Check/Voucher	200005	Amazon Business	113.51	Check	No
201939	10/31/2024	System Generated Check/Voucher	200024	Comcast Business	186.20	Check	No
201940	10/31/2024	System Generated Check/Voucher	200036	O'Reilly Auto Parts	248.51	Check	No
201941	10/31/2024	System Generated Check/Voucher	200039	Safe-T-Lite of Modesto, Inc.	1,368.13	Check	No

City of Sonora

Check/Voucher Register - Check List - Council

From 10/1/2024 Through 10/31/2024

Check Num...	Effective D...	Document Description	ID	Payee	Check Amount	Payment ...	VOID ?
201942	10/31/2024	System Generated Check/Voucher	200043	Sonora Lumber Company	126.63	Check	No
201943	10/31/2024	System Generated Check/Voucher	200050	Vic's Towing, Inc.	125.00	Check	No
201944	10/31/2024	System Generated Check/Voucher	200055	Keenan Associates	76,003.26	Check	No
201945	10/31/2024	System Generated Check/Voucher	200058	Unum Life Insurance Company of ...	2,465.20	Check	No
201946	10/31/2024	System Generated Check/Voucher	200060	Combined Benefits Administrators	160.00	Check	No
201947	10/31/2024	System Generated Check/Voucher	200065	ProClean Supply	479.94	Check	No
201948	10/31/2024	System Generated Check/Voucher	200074	Vision Service Plan (CA)	814.40	Check	No
201949	10/31/2024	System Generated Check/Voucher	200088	Waypoint Network Solutions LLC	585.00	Check	No
201950	10/31/2024	System Generated Check/Voucher	200207	Sonora Police Officers Association	1,024.82	Check	No
201951	10/31/2024	System Generated Check/Voucher	200209	VALIC	25.00	Check	No
201952	10/31/2024	System Generated Check/Voucher	200210	Operating Engineers #3	288.00	Check	No
201953	10/31/2024	System Generated Check/Voucher	200402	Viking Shred	144.98	Check	No
201954	10/31/2024	System Generated Check/Voucher	200413	CSG Consultants	10,511.88	Check	No
201955	10/31/2024	System Generated Check/Voucher	200429	Sierra Veterinary Care	700.66	Check	No
201956	10/31/2024	System Generated Check/Voucher	200505	Valley Strong Credit Union	1,706.00	Check	No
201957	10/31/2024	System Generated Check/Voucher	200640	Diamond Digital Marketing Co.	1,000.00	Check	No
201958	10/31/2024	System Generated Check/Voucher	200719	JLH, Inc.	50.00	Check	No
201959	10/31/2024	System Generated Check/Voucher	200720	Eric Pilson	40.00	Check	No
201960	10/31/2024	System Generated Check/Voucher	Emp2060	Peter Doppe	425.00	Check	No
ACH058	10/17/2024	System Generated Check/Voucher	200003	Abila	1,479.85	Voucher	No
ACH059	10/17/2024	System Generated Check/Voucher	200301	RingCentral	579.13	Voucher	No
ACH060	10/17/2024	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	13,202.53	Voucher	No
ACH061	10/17/2024	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	4,038.71	Voucher	No
ACH062	10/17/2024	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	21,073.92	Voucher	No
ACH063	10/17/2024	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	49,727.96	Voucher	No
ACH064	10/17/2024	System Generated Check/Voucher	200608	Enterprise FM Trust	19,978.86	Voucher	No
Report Total					738,476.38		

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: November 18, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Tracy Skelly, Administrative Services Officer

SUBJECT: Disbursements in the Amount of $182,221.85 and $198,603.44 for Payroll

RECOMMENDATION:

Consider Approval of Disbursements in the Amount of $182,221.85 and $198,603.44 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:

These payrolls were the second (2nd) and first (1st) payrolls of the month, the expected amount of the second payroll was slightly higher due to Local Government Fire and Emergency Assistance to the State of California and Federal Fire Agencies under the California Fire Assistance Agreement.

These were the 8th and 9th payrolls of 26 for FY24-25, we would have expected to expend 34.62% of the budgeted amount. In total, we have expended 31.67% of the Salaries and Wages for the FY24-25 budget.

FISCAL IMPACT:

Disbursements are part of the approved FY24-25 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: November 19, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Summersett, Community Development Director

SUBJECT: General Plan Amendment for APN's 056-160-006 and 056-160-008 (355/359 Hospital Road)

RECOMMENDATION:

Consider Approval of a General Plan Amendment for Assessor Parcel Numbers 056-160-006 and 056-160-008 from Commercial to Heavy Commercial for Consistency with Zoning and Existing Uses in this Area of the City

BACKGROUND:

Land use and zoning regulations are a function of the City's general police power. This power allows cities to establish land use and zoning laws which govern the development and use of the community.

In accordance with State law there is a mandate for consistency between the General Plan land use designations and Zoning Code. During the project review for a site plan application for a propane distribution facility on Hospital Road, an inconsistency was discovered between the site's General Plan designation and the zoning. Currently, the property's General Plan designation is Commercial (C), while the site is zoned as General Commercial (CG). This disconnect would not allow for the proposed use. The General Plan's Commercial (C) designation is more consistent with lower-intensity commercial and retail-oriented uses, while the CG zone allows for a greater intensity of commercial uses and certain industrial uses. The General Plan designation is proposed for amendment to a designation better suited for the project uses, for compatibility with the CG zone.

DISCUSSION / ANALYSIS:

The applicant, Jeff Willis, is seeking to develop the property at 355/359 Hospital Road for a propane bulk storage and sales business. The applicant proposes to install three new concrete pads for up to three 30,000-gallon tanks. The applicant only plans to install one 30,000-gallon tank in the near term. The project will also include associated site work, such as landscaping and grading for a driveway, vehicle storage areas, and a staff parking area.

Staff is proposing a General Plan Map Amendment to Heavy Commercial (HC), given the project use and to conform the site with surrounding land use designations, which are also Heavy Commercial (HC). The property's current Commercial (C) designation is limited to lower-intensity retail uses. Existing uses surrounding the property consist of a pest control company, lumber storage/tree service company, gas station, and propane distribution center. In

CITY COUNCIL AGENDA REPORT

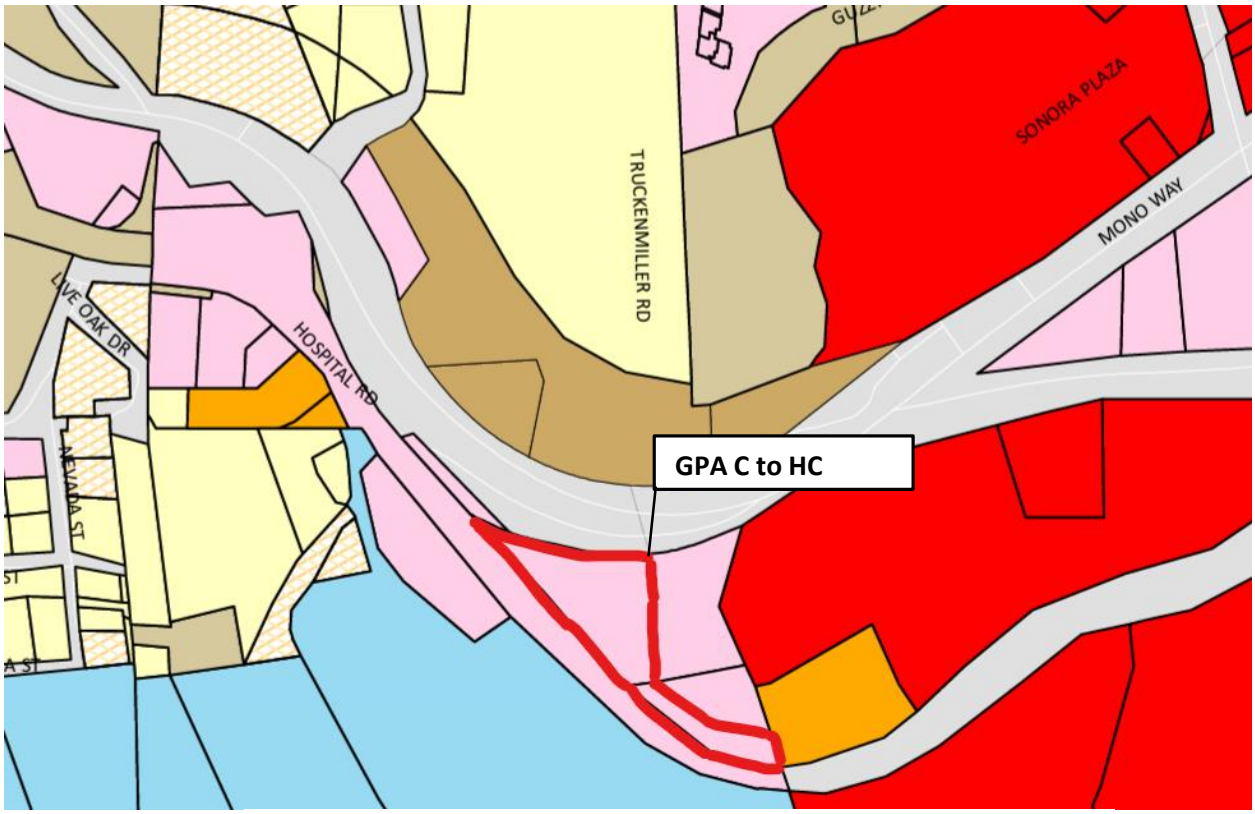
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addition, the property directly abuts an active rail line, which makes it less desirable for retail uses. A General Plan Amendment will ensure consistency between the proposed use of the property and the property's existing zoning designation (General Commercial – CG).

General Plan Designation and Proposed Map Amendment



Legend
General Plan Designations

- C : Commercial
- ER : Estate Residental
- HC : Heavy Commercial
- HDR : High Density Residental
- HMR : Historic Mixed Density Residental
- HMU : Historic Mixed Use
- LM : Light Manufacturing
- MDR : Medium Density Residental
- MU : Mixed Use
- P : Public / Quasi Public
- PRO : Park/Recreation/Resource/Open Space
- SFR : Single Family Residental

CITY COUNCIL AGENDA REPORT

CITY HALL

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Public Comment

Notice of the intent to consider changing the land use designation was sent to property owners within a 300-foot radius of the proposed project. One comment letter was received and has been included as an attachment.

Planning Commission

The Planning Commission considered the site plan application and General Plan land use amendment at their October 24, 2024, meeting. There was a 4-0 vote in favor of approving the project and General Plan Amendment.

Next steps will include updating the City General Plan Land Use Designation map and filing a notice of exemption for the action with the State Clearinghouse.

FISCAL IMPACT:

No fiscal impact other than staff time to prepare the item(s).

ATTACHMENTS:

Attachment A: Resolution

Attachment B: General Plan Land Use Designations and Compatible Zoning Classifications

Attachment C: Comment Letter

RESOLUTION 11-19-2024-A

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA APPROVING A GENERAL PLAN AMENDMENT TO THE LAND USE DESIGNATION MAP FROM COMMERCIAL (C) TO HEAVY COMMERCIAL (HC) FOR ASSESOR'S PARCEL NUMBERS 056-160-006 AND 056-160-008

WHEREAS, the City has received an application for development of a propane storage tank project at Assessor's Parcel Numbers 056-160-006 and 056-160-008 (355 and 359 Hospital Road); 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, the Sonora Planning Commission recommended to the Sonora City Council at its Special meeting on October 24, 2024, based on the findings contained herein and all documents and testimony in the record, the General Plan Map Amendment for Assessor's Parcel Numbers 056-160-006 and 056-160-008 from Commercial (C) to Heavy Commercial (HC); and

WHEREAS, the proposed General Plan Map Amendment from Commercial (C) to Heavy Commercial (HC) will also improve consistency with the corresponding zoning designation for the parcels of General Commercial (CG); 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 per CEQA Guidelines § 15303 (new construction or conversion of small structures), CEQA Guidelines § 15332 (in-fill development projects), and CEQA Guidelines § 15061(b)(3) (commonsense exemption); and

WHEREAS, the project is in all other respects consistent with the objectives, policies, and programs specified in the General Plan; is in conformity with the public convenience and good land use practice; will not be detrimental to the health, safety and general welfare; and will not adversely affect the orderly development of the area or the preservation of property values; and

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

Approve Resolution 11-19-2024-A amending the General Plan Land Use Map from Commercial (C) to Heavy Commercial (HC) for Assessor Parcel Numbers 056-160-006 and 056-160-008.

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 November 18, 2024, by the following votes:

AYES: _____

NOES: _____

ABSENT: _____

Signed and dated: _____

_____

Ann Segerstrom
Mayor, City of Sonora

ATTEST: _____

Tracy Skelly
City Clerk, City of Sonora

Table 3: *General Plan 2020* Land Use Designations & Compatible Title 17 Zoning Classifications

General Plan 2020 Designation	Compatible Zoning
Park/Recreation/Resource/Open Space	O: Open Space
ER: Estate Residential	RE: Residential Estate AR: Agricultural/Residential
SFR: Single-family residential	R-1: Single-family Residential
MDR: Medium density residential	R-2: Limited Multi-Family residential
HDR: High density residential	R-3: Multi-family Residential
HMU: Historic Mixed Use	R2: Limited Multi-Family Residential R3; Multi-Family Residential C: Commercial CO: Tourist and Administrative
HC: Heavy Commercial	CG: General Commercial
C: Commercial	C: Commercial CO: Tourist and Administrative
P: Public and Quasi Public	P: Public
LM: Light Manufacturing	M-L: Light Manufacturing
All Designations	O: Open Space PD: Planned Development Combining Districts : :PD Planned Development :MRZ Mineral Reserve Combining District (reflecting state law)

Attachment C

This letter is in response to the Notice of Public Hearing scheduled for October 24, 2024 regarding redesignating the above mentioned property from Commercial to Heavy Commercial. My wife and I are elderly, reside in a retirement community in Manteca and are unable to drive at night, so we are not able to attend the hearing. We were Sonora residents for 34 years, currently own properties in Sonora and have a vested interest in the community.

We are Gerald and Susan Turnshek and have owned the adjacent property known as 323 and 343 Hospital Rd. (APN 056-150-006-000) for over 30 years. There are 2 small single family residences on the parcel. We are retired and depend on these rental properties as part of our retirement income. We are very much opposed to having three 30,000 gallon propane tanks situated right next to our property. We feel this would pose grave danger to our tenants and to downtown Sonora as a whole. We are concerned that a catastrophic event could occur due to equipment failure, wildfire or lightening. Our fire department is probably not equipped to handle an explosion and fire of this magnitude. Hospital Road is a narrow one-way road and access for emergency vehicles is very limited. The internet is full of examples of this very thing happening. One Blue Rhino plant in Tavares Florida exploded due to equipment failure in July 2013. Another in Washington Township, Pennsylvania in March 2014, also due to equipment failure. And yet another in Phoenix in July 2023. Are we willing to take the chance in our little town?

We would like to thank you for listening to our opposition to the proposal and hope you will take our concerns into consideration before making this General Plan Amendment.

Regards,

Gerald and Susan Turnshek

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: November 18, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Doug White, City Attorney
Tracy Skelly, Administrative Services Officer/City Clerk

SUBJECT: City Council Rules and Procedures Handbook

RECOMMENDATION:

Consider Adoption of the City Council Rules and Procedures Handbook**.** The Handbook outlines standardized procedures for the efficient conduct of City Council meetings, establishes clear guidelines for Councilmember behavior, and ensures consistency and transparency in the decision-making process.

BACKGROUND:

The City Council Rules and Procedures Handbook is a foundational document that serves as a guide to ensure fair, orderly, and effective meetings. Currently, the City Council operates under basic guidelines that have been developed informally over time. The new Handbook will formalize these guidelines, incorporating best practices for parliamentary procedure and aligning with state and local regulations.

DISCUSSION / ANALYSIS:

The proposed City Council Rules and Procedures Handbook was developed by a subcommittee of the City Council in consultation with legal experts. This document will provide:

- **Clarity**: A clear, organized structure for meetings and decision-making processes, ensuring that all participants, including the public, understand the expectations.
- **Consistency**: Standardized practices to guide the conduct of meetings and decision-making, reducing ambiguity and fostering trust in the process.
- **Transparency**: Clear rules for public participation and Councilmember behavior, ensuring an open and inclusive government.
- **Accountability**: A framework that holds Councilmembers accountable for their roles and duties, helping to maintain order and decorum during meetings.

The Handbook is intended to be a living document, which the City Council may revisit and amend as necessary. The approval of the Handbook will mark an important step toward fostering a more organized and efficient local government.

CITY COUNCIL AGENDA REPORT

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SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

It is recommended that the City Council:

1. Review and discuss the draft City Council Rules and Procedures Handbook.
2. Adopt the City Council Rules and Procedures Handbook as the official guide for conducting City Council meetings.
3. Direct Staff to implement the procedures outlined in the Handbook starting with the next scheduled Council meeting.
4. Schedule a Review of the Handbook within one year to assess its effectiveness and make any necessary amendments.

FISCAL IMPACT:

No Fiscal Impact to the General Fund.

ATTACHMENTS:

Draft City Council Rules and Procedures Handbook

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

City Council

RULES AND PROCEDURES

DRAFT

November 2024

PREFACE

As provided by California Government Code Section 36813, the City Council of the City of Sonora establishes the Sonora City Council Rules and Procedures contained herein. This document shall be in effect upon adoption by the City Council and shall remain in effect until such time as it is amended, or new rules are adopted in the manner provided herein.

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SONORA CITY COUNCIL
RULES AND PROCEDURES

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CHAPTER I

GENERAL, POWERS and DUTIES

A. Legislative Body:

The governing legislative body of the City of Sonora is a City Council consisting of a Mayor and four Councilmembers. When reference to all the City Council members, including the Mayor and Councilmembers, is intended, the use of the term "City Council" is an appropriate substitute for the term "Mayor and Councilmembers." On June 17, 2024, the City Council passed Ordinance 899, which changed the date of the next general municipal election held in the City from March to November.

B. City Council Basic Power:

All powers of the City are and shall be vested in the City Council, subject to the provisions of the Sonora Municipal Code and to the Constitution and statutes of the State of California.

C. City Council:

1. **Appointed Mayor:**
   The Mayor shall hold office for a term of two years. The Mayor shall be sworn into office following the certification of the general municipal election and continue in office until a successor qualifies.

2. **Councilmembers:**
   Councilmembers shall hold office for a term of four years. Each Councilmember elected shall be sworn into office following the certification of the general municipal election and continue in office until a successor qualifies.

D. Appointed Mayor:

1. In addition to the powers and duties authorized by State law, the Mayor shall be recognized as the official head of the City of Sonora local government, and shall be the City's official representative for all ceremonial functions.

2. In the time of public danger or emergency, the Mayor may, with the consent of the City Council, cause order to be maintained and enforce laws.

3. The Mayor shall be the Presiding Officer at all the meetings of the City Council, and perform that duty in accordance with the rules and procedures set forth in Chapter IV.

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4. The Mayor of the City is expected to exercise a leadership role with the other members of the City Council. To the extent that time permits, the Mayor generally works more closely with the Sonora City Administrator than other Councilmembers, being mindful that all information is shared equally with other Councilmembers. In this regard, the Mayor, working in conjunction with the City Council and the City Administrator, assumes a significant role in establishing the City's policy direction and priorities.

5. The Mayor, as well as other Councilmembers, may elect to become an active participant in the various League of California Cities groups and meetings for elected officials.

6. Under Government Code 40602 the Mayor is required to sign all warrants drawn on the City Treasury; all written contracts and conveyances; and all instruments requiring the City seal; unless the Council by ordinance authorizes signature by an officer other than the Mayor.

   In the City of Sonora, our ordinance provisions allow warrants and checks to be signed by at least two (2) of the following persons: City Administrator, Assistant City Administrator, City Clerk; City Treasurer; or Director of Finance.

   Contracts for supplies, equipment, and services may be signed by the City Administrator or his designee.

   Therefore, the Mayor still must sign the following documents:

   a) Contracts conveying, encumbering, or otherwise affecting City property (Deeds, Trust Deeds, etc…)
   b) All instruments requiring the City Seal, which would include:
      (1) Ordinances
      (2) Resolutions
      (3) Bond related documents
      (4) Contracts for the Construction of public works, depending on the value of the project.

7. The Mayor shall make all appointments to boards, commissions, and committees with the approval of the City Council. (Govt. Code 40605)

E. Vice Mayor:

In the absence of the Mayor, the Vice Mayor shall possess and perform the power and duties of the Mayor. In that capacity, the Vice Mayor shall sign ordinances and resolutions adopted in the Mayor's absence.

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F. Vice Mayor Selection:

The Vice Mayor shall be appointed by the City Council for a two-year term at the first meeting in December. If, in any year in which an election for Mayor or Council takes place, and the first meeting in December occurs prior to the certification of the election results, then action under this section shall be delayed to the next meeting of the City Council, either regular or special.

G. Rules of Procedures:

The City Council shall determine its own rules of procedures and amend them from time to time, or adopt new rules as it deems necessary. Amendment to or adoption of new City Council Rules shall be accomplished by a majority vote of the entire Council membership.

H. Interference in Staff Functions:

The City Council shall deal with the administrative services of the City only through the City Administrator, except for the purpose of inquiry, and neither the City Council nor any member thereof, shall give orders to subordinates of the City Administrator. No member of the City Council shall publicly criticize or censure any staff member of the City and shall instead relay any criticism of a staff member privately through the City Administrator. The Council should notify the Administrator before speaking with a Director; the Director will then update the Administrator.

I. Council Position on Ballot Measure(s) or Legislative Proposals:

A majority vote of the entire Council membership will be required for support or opposition of legislative proposals or ballot measures.

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CHAPTER II

CITY COUNCIL MEETINGS

A. Regular Meetings:

Regular meetings of the City Council shall be open to the public and held on the first and third Mondays of every month at the hour of 5:00 p.m.

Whenever the day fixed for any regular meeting of the City Council falls upon a day designated as a holiday, such meeting may be held at the same hour on the next succeeding day not a holiday.

B. Special Meetings:

A special meeting may be ordered at any time by the Mayor whenever the public business may require it or upon the request of three members of the City Council. Only matters listed in the Notice of Special Meeting may be considered at the meeting. Whenever a special meeting shall be called, notice of such meeting shall be provided pursuant to State law. (Cal Govt. Code §54956)

C. Emergency Meetings:

Emergency meetings may be called in "emergency situations." An emergency exists when a majority of the members of the legislative body determines a "work stoppage, crippling activity or other activity" or a "crippling disaster, mass destruction, terrorist act, or threatened terrorist activity" has occurred that severely impairs or threatens to impair the public health or safety. Notice of an emergency meeting is required by may be waived in certain instances, (Cal Govt. Code §54956.5)

D. Study Sessions:

The City Council may meet in a "study session" called a special meeting or an adjoined regular meeting for the purpose of acquiring information on a particular subject(s). Study sessions shall be open to the public. Study sessions are not public hearings, however public input will be received. The City Council may not vote or take any final action at a study session. The City Council may by consensus give direction to City Staff regarding matters considered in a study session. Final action on all study session items shall be taken at regular or special meetings with an opportunity for public comment.

E. Adjournment of Meetings: (Govt. Code §54955)

1. The City Council may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the motion to adjourn.

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2. Less than a quorum may adjourn any meeting.

3. If all members are absent, the City Clerk may adjourn the meeting to a stated time and place, and the notice required by Govt. Code §54956 must be given by the City Clerk.

4. When a Council meeting is adjourned to a specific time, date, and place, a notice of adjournment must be posted near the door where the meeting was held within 24-hours after the adjournment.

F. Continuance of Hearings: (Govt. Code §54955.1)

1. Any hearing being held by the City Council may by motion be continued or re-continued to any subsequent meeting of the City Council.

2. Notice of the continued hearing must be posted near the door where the meeting was held within 24-hours after the continuance.

3. If the hearing is continued to a time less than 24-hours the notice must be posted immediately following the meeting.

G. Voting Requirements:

1. Regular Motions or Resolutions. (Those for most all items of City business).
   A simple majority of a quorum (two votes if only three members are present) or a simple majority of the members present.

2. Resolutions or Motions Authorizing the Expenditure of Public Funds.
   A majority vote of the total Council membership is required (i.e. three votes).
   Govt. Code §36936

3. Regular Ordinances.
   A majority vote of the total Council membership is required (i.e. three votes).
   Govt. Code §36936

4. Urgency Ordinances. (Ordinances for the immediate preservation of the peace, health, or safety). A 4/5 vote of the total Council membership is required. Govt. Code §36937(b)

5. Interim Urgency Ordinances Regarding Land Use Matters.
   A 4/5 vote of the total Council membership is required. Govt. Code §65858

6. Motions to Add Items to Agenda.
   A 2/3 vote of members present is required, or a unanimous vote if less than 2/3 of members are present.

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H. Cancellation of Meeting:

If the City Council considers and then decides to cancel a future regularly scheduled or special meeting it should take such action at the earliest prior meeting possible. If the action to cancel a meeting is taken more than one regular meeting prior to the date of the canceled meeting, the fact of any such cancellation shall also appear as an informative item on the agenda for the meeting immediately preceding the canceled meeting date.

I. Agenda:

In order to facilitate the orderly conduct of the business of the citizens of Sonora, the City Administrator shall arrange an agenda of such matters as may have been timely provided for inclusion in the agenda. In normal circumstances, the Council will be provided with a copy of the City Council agenda on the Wednesday prior to the City Council meeting. To meet this schedule the City Administrator shall establish deadlines for the submittal of staff reports for inclusion in agendas.

J. Agenda Format for Regular Meetings:

1. Order of Business:

Promptly at the hour set for any meeting, the members of the City Council, City Administrator, City Attorney, and City Clerk shall take their regular stations in the Council Chambers and the business of the City Council shall be taken up for consideration and disposition in the following order:

a. Preliminary:
   - Call to Order
   - Roll Call
   - Invocation
   - Pledge of Allegiance
   - Presentations/Ceremonial Items
   - Citizen Communications to Council on Non-Agenda Items
   - -
   - Declaration of Conflict of Interest

b. Appointments to Boards, Commissions
c. Consent Calendar (including the approval of the Minutes and Certification of Posting)
d. Consideration of Item(s) Removed from the Consent Calendar
e. Unfinished Business
f. Public Hearings
g. New Business
h. Discussion Items
i. Councilmember Referrals

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j. Reports:
- Mayor
- City Council
- City Administrator
- City Attorney
- City Department Heads

K. Selective Components of a Regular Meeting:

The published agenda shall consist of an agenda and summary reports providing sufficient information needed for deliberation and action.

1. Citizen Communications:

Subject to the time limits described in this document, any member of the public or their authorized representative, may address the City Council on any matter concerning the City's business, or any matter over which the City Council has control, whether on its posted agenda or not. Comments on items included on the agenda shall be reserved until the Council considers those items. However, the City Council is prohibited from extensively discussing, or taking action, on an item not appearing on its posted agenda under the provisions of the Brown Act. Any issue raised under "Citizen Communications" will therefore be limited to a determination whether it should be placed on a future agenda for discussion, action, or report. The City Council can, however, allow its members or staff to briefly respond to statements made and to ask questions for clarification.

2. Minutes:

a. Description:

The minutes of a City Council meeting shall be "action minutes" which include the motions made, actions taken, and a brief summary of public comments and City Council comments germane to the outcome of the item.

b. Reading of Minutes:

If each Councilmember has been furnished with a copy of the minutes prior to the meeting, the minutes may be approved without reading. If a Councilmember raises a point of correction to the minutes of a City Council meeting, that correction may be approved at that meeting.

c. Voting on Approval of Minutes:

City Council minutes may be approved by a majority vote of a quorum of the Council membership. Councilmembers who were not present at the meeting for which the minutes were prepared should abstain from voting. If a quorum of Councilmembers who were present at the meeting for which the minutes were prepared is not present, action on the minutes shall be continued to a future meeting.

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d. Including Reasons for Dissent or Protest:
The Mayor and any Councilmember shall have the right to have the reasons for his or her dissent from or protest against, any action of the City Council entered into the minutes. In such case, the member dissenting or protesting shall deliver to the City Clerk within five (5) days of the meeting at which action was taken a written statement of the reasons for dissent or protest. The City Clerk shall include such statement in the minutes of the meeting. Failure to submit the written statement within the time required shall be deemed a waiver of the right to have the statement included in the minutes.

3. Approval of Agenda as Posted (or Amended) / Adding Matters to the Agenda:

a. The Brown Act requires that the agenda for regular City Council meetings must be posted at least 72 hours prior to the meeting. (Govt. Code, Section 54954.2(a)) Except in very limited circumstances, the City Council may not discuss or take action on any item not appearing on the posted agenda.

The posted agenda may be amended at the meeting to include statutorily defined emergency items or matters which require immediate action subject to certain required findings.

b. An emergency item is defined as a work stoppage, crippling activity that severely impairs public health, safety, or both, as determined by a majority vote of the entire membership of the Council (Govt. Code §54956.5)

c. Matters requiring immediate action by the City Council may be added to the agenda by a 2/3 vote of the Council members present at the meeting if the Council finds: (i) that there is a need to take action immediately; and (ii) that the need to take action came to the attention of the City after the agenda was posted. (Govt. Code §54954.2(b)(2))

4. Declaration of Conflict of Interest:

If a Councilmember has a conflict of interest with regard to any item on the agenda as posted (or amended) and certified, the Councilmember must declare that conflict publicly prior to consideration of the item. The circumstances creating the conflict must be stated and the Councilmember must leave the room when the matter is under consideration and not return until after the decision is made. However, should a Councilmember have a conflict of interest on a matter which appears on the consent calendar, the Councilmember is not required to leave the room when the item is considered, but public disclosure of the conflict is still required.

5. Consent Calendar:

Items of a routine, non-controversial nature may be placed on the consent calendar at the City Administrator's discretion. Consent calendar items may include the second reading and adoption of City ordinances. When such ordinance matters are placed on the consent calendar they shall be listed in the following manner:

"Waive the Second Reading and Adopt Ordinance No. _____ (complete title of ordinance)."

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All items may be approved by one motion and one vote. Any Councilmember, the City Administrator, the City Attorney, or member of the public or their representative may request any item be withdrawn from the consent calendar for separate consideration in its regular order of business. Prior to consideration of the Consent Calendar, the Mayor shall advise the public that they may request the removal of a matter from the Consent Calendar for separate consideration by the Council. Prior to the approval of the Consent Calendar, corrections to item(s) on the Consent Calendar may be stated and corrected. Councilmembers may register a "No" vote on a specific item(s) without removal from the Consent Calendar. As part of the roll call voting, the Council member wishing to vote "No" on a particular item shall indicate it as part of their roll call vote and the Clerk shall cause all items for which "no votes" have been registered to be reflected in the minutes of the meeting.

6. Unfinished Business:

   Matters continued by the City Council for further consideration by the City Council. Such matters may include formal public hearings that are continued by the City Council to a specific date or other matters where the Council desires further information or materials from City Staff prior to making a decision on the matter.

7. City Council Referrals/Determination of Items for Agenda:

   a. Any Councilmember may, prior to the posting of the agenda for a regular City Council meeting, bring any matter to the attention of the City Council which is not otherwise scheduled on a City Council agenda. The matter will be placed on the agenda in the Council Referral section. The sponsoring Councilmember shall give the City Administrator a brief description of the subject to be printed in the agenda, sufficient to inform the City Council and the public of the nature of the referral.

   b. The City Council, after considering the referral, may do any of the following:

      (1) Reject the request.

      (2) Refer the matter to staff to schedule as a future City Council agenda item.

   c. The Councilmember who requested the referral has the privilege of speaking first on the item.

   d. No matter which has previously been brought before the Council under Council referral, and which a majority of the Council has declined to schedule as a future City Council agenda matter, shall be again brought before the Council under Council referral unless it is brought by a Councilmember other than the Councilmember who originally brought it.

   e. The City Administrator shall have the responsibility for determining all other matters which are placed on the agenda for the City Council meetings, including regular meetings or special meetings. In the exercise of his discretion, the City Administrator shall place on the Agenda: (i) those matters which are necessary, in the judgment of the City Administrator, to implement the stated policies, goals, priorities or objectives of the City Council; (ii) those matters which are

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necessary to implement the orderly day to day functioning of City affairs; (iii) those matters which are required by law to be considered or determined by the City Council.

8. Appointments:

   Appointments to the City Boards, Committees, and Commissions shall be made as described in Chapter V of this document.

9. Reports:

   On the Reports section of the agenda the Mayor, Councilmembers, City Administrator, City Attorney, and City Staff shall report on all committee meetings which they have attended as the official City representative and all conferences they have attended. They may also report on various community events and activities they have attended and other matters related to the operations of the City and the general well-being of the community.

   Reports should be brief summaries of activities and concerns and generally should not exceed three minutes in length. Since these matters are not on the posted agenda, the Brown Act prohibits the City Council from making any formal decision or reaching a consensus regarding any issue that might be raised. There should be no significant discussion regarding such matters. If the City Council believes that the matter deserves the attention of the Council, it should direct the City Administrator to place the matter on a future City Council agenda.

10. Closed Session:

    On this portion of the agenda the City Council may discuss and decide certain types of matters which are authorized by the Brown Act to be considered in closed session. The Brown Act prescribes specific descriptions of the various types of closed-session matters which must appear on the posted agenda. The Mayor should adjourn the public meeting to closed session to consider such matters. In doing so, it is not necessary to read the agenda description. It is sufficient to simply refer to the numbered agenda item. The Brown Act requires that when certain decisions are made in closed session those decisions must be reported to the public. Some decisions must be reported in public session immediately after the conclusion of the closed session. The City Attorney will advise the City Council regarding the time and manner of publicly reporting their closed-session decisions.

    Information provided and discussions held in closed session are confidential and must not be disclosed to the public by any persons attending the closed session unless specifically authorized by a majority vote of the City Council. Violations of this rule of confidentiality may be punished by public censure, and may also be subject to prosecution by the District Attorney as a misdemeanor criminal violation.

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CHAPTER III

DECORUM

A. Enforcement of Decorum:

The City Administrator shall assign a sergeant-at-arms when necessary to attend City Council meetings for the purpose of maintaining order and decorum in the City Council Chambers and in the lobby. Upon instructions from the Mayor, the sergeant-at-arms shall eject any member of the public present at the meeting from the City Council Chambers, whose conduct is in violation of any of the following adopted rules of order and decorum (see Govt. Code, §36813):

1. Persons attending meetings of the City Council shall at all times conduct themselves in a courteous manner with regard to other members of the public attending the meeting and to Councilmembers and City Staff.

2. Persons attending the meeting shall refrain from the use of profanity and rude or derogatory remarks.

3. No person attending the meeting shall engage in disorderly conduct which disturbs the peace and good order of the meeting. Continuation of such conduct after an admonition from the Mayor will result in removal from the Council chambers.

4. Any person who willfully disturbs or breaks up any assembly or meeting is guilty of a misdemeanor and will be subject to arrest. (Cal. Penal Code, §403.)

5. Nothing in these rules prohibits the right of the public to criticize the policies, procedures, programs or services of the City or of the acts or omissions of members of the City Council or City staff (Cal Govt. Code §54954.3(c))

B. Courtesy:

1. *Councilmembers:*
   Councilmembers shall accord the utmost courtesy to each other, City employees and the public appearing before the City Council, and shall refrain at all times from rude and derogatory remarks, public criticism of staff, remarks as to integrity, abusive comments and statements as to motives and personalities.

2. *City Employees:*
   Employees of the City shall observe the same rules of order and decorum applicable to the City Council.

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3. *Appointed Members of Boards, Commissions and Committees:*
   Appointed members of Boards, Commissions and Committees of the City shall observe the same rules of order and decorum applicable to the City Council.

4. *Cell Phone Usage:*
   Cell phone usage is prohibited in the Council Chambers while a meeting is in session.

C. Noise in the Lobby:

Noise emanating from the lobby outside the City Council Chambers which disrupts City Council meetings shall not be permitted.

D. Crowd Control in Council Chambers:

If the City Administrator, or the City Administrator's designee, anticipates in advance a large number of attendees in the City Council Chambers, he or she shall provide for appropriate crowd control.

If a crowd larger than the maximum number of attendees is anticipated, the meeting shall be relocated to a more appropriate venue.

E. Smoking:

It is unlawful for any person to smoke in the City Council Chambers.

F. Letters of Support Approval

All letters of support issued by the City Council must receive formal approval from the Council before being sent out. The process for approval involves:

1. Submission for Review: Council members wishing to issue a letter of support must submit a draft of the letter to the City Administrator at least 10 days before a scheduled Council meeting.

2. Review and Discussion: Council members will review the content of the letter, discuss its implications, and suggest any necessary revisions.

3. Approval: Following the discussion, the Council will vote to approve the letter of support. A majority vote is required for approval. If the letter is not approved, it may be revised and resubmitted at a future meeting.

   This process ensures that all letters of support accurately reflect the Council's position and adhere to official city policies.

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G. Flag Display Policy

At City Hall and during Council meetings, only the United States and State flags are permitted to be flown. This policy ensures that the display of flags remains consistent and respectful, adhering to national and state standards. The guidelines are as follows:

1. Flag Placement: The United States flag and the State flag should be prominently displayed in designated areas of City Hall and at Council meetings. These flags must be maintained in good condition and follow proper flag etiquette.

2. Prohibition of Other Flags: The display of any other flags, banners, or symbols is not permitted inside City Hall or during Council meetings. This policy is in place to maintain a neutral and official atmosphere.

H. Signage Policy

Signs are permitted outside of the Council chambers but are restricted from being displayed inside. This policy is implemented to maintain decorum and ensure that the focus remains on the proceedings within the Council chambers. The guidelines are as follows:

1. External Signs: Signs may be displayed in designated areas outside of the Council chambers. These signs must not obstruct pathways or cause safety hazards.

2. Internal Signage Restrictions: No signs, posters, or banners are allowed inside the Council chambers during meetings. This restriction helps to preserve the formality and focus of Council discussions.

I. Agenda Item Request Procedure

Councilmembers who wish to have an item added to the agenda must follow the procedure outlined below:

1. Consent Calendar Submission: Requests for new agenda items must be submitted through the Consent Calendar at a prior meeting. Council members should provide a brief description of the item and its relevance.

2. Review by Council: The item will be reviewed and discussed during the Consent Calendar section of the subsequent Council meeting. If there are no objections or further questions, the item will be added to the agenda for the next meeting.

3. Agenda Confirmation: The item will be included in the official agenda if approved by the Council. Council members will be notified of its inclusion and prepared for discussion at the scheduled meeting. This procedure ensures that all agenda items are reviewed and approved in an orderly and timely manner.

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CHAPTER IV

PROCEDURAL RULES FOR CONDUCTING MEETINGS OF THE CITY COUNCIL

A. Adoption of Procedural Rules:

These procedural rules are adopted by the City Council to assist the Council in conducting its meetings in an orderly and efficient manner. The rules are intended to facilitate and expedite a full and adequate consideration and debate, by elected officials and the public, of all matters that come before the City Council for decision. Except with respect to matters that are mandated by State law, any failure of the City Council to confirm to these rules shall not, in any instance, be deemed to invalidate the action taken.

B. Call to Order:

The meetings of the City Council shall be called to order by the Mayor, or in the Mayor's absence, by the Mayor Pro-Tempore. In the absence of the Mayor and the Mayor Pro-Tempore, the meeting shall be called to order by the most senior Councilmember present. This person shall serve as the Council's presiding officer until the arrival of the Mayor or Mayor Pro-Tempore, or until the adjournment of the meeting.

C. Roll Call:

Before proceeding with the business of the City Council, the City Clerk shall call the roll of the City Council and the names of those present and those absent shall be entered into the minutes of the meeting. The Presiding Officer shall announce that a late Councilmember has arrived for the benefit of the television audience.

D. Quorum:

Three members of the City Council shall constitute a quorum for the transaction of business. A majority of a quorum shall be sufficient to pass any action taken by the City Council except on such matters, which, by law or ordinance, require a greater majority. All ordinances and all orders for the payment of money require at least three (3) affirmative votes.

E. Lack of Quorum:

If a majority of the City Council are absent from any meeting, the remaining members of the City Council may declare the meeting adjourned to a stated time and place and the City Clerk shall cause to be prepared a written notice of the adjournment and conspicuously post it at the entrance to the Council Chambers within 24 hours of adjournment. If all members of the City Council are absent from a regular or adjourned regular meeting, the City Clerk may adjourn the meeting to a stated time and place, and cause a notice to be posted in the same manner as above.

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F. Format for Processing Public Hearings/Appeals:

Generally, public hearings shall be conducted in the following order:

1. Regular Public Hearings: (no specific applicant or City is applicant)
   - Staff presentation
   - Questions of staff by Councilmembers
   - Hearing opened by Mayor
   - Public Comments
   - Hearing closed by Mayor
   - Questions by Councilmembers
   - Discussion by Councilmembers
   - Action by City Council

2. Appeals:
   - Staff presentation
   - Questions of staff by Councilmembers
   - Hearing opened by Mayor
     - Appellant's comments
     - Public comments
     - Rebuttal by Appellant (limited to addressing public comments)
   - Questions by Councilmembers of appellant or other public participants
   - Hearing closed by Mayor
   - Discussion by Councilmembers
   - Action by City Council

3. Public Hearing Involving a Specific Applicant
   (i.e. land use matters and other matters proposed by a specific applicant)
   - Staff presentation & recommendations
   - Questions of Staff by Councilmembers
   - Hearing opened by Mayor
     - Applicant's presentation
     - Comments from members of the public supportive of the matter
     - Comments from members of the public opposed to the matter
     - Rebuttal by Applicant (limited to comment or arguments made in opposition)
   - Questions by Councilmembers of Applicant or other public participants
   - Hearing closed by Mayor
   - Discussion by Councilmembers
   - Action by City Council

G. Mayor as Presiding Officer:

The Mayor shall be the Presiding Officer at all the meetings of the City Council. The Presiding Officer may move, second, and debate from the Chair, subject to such limitations of debate as are imposed on all Councilmembers by these rules, and shall not be deprived of any of the rights and privileges of a Councilmember as such Presiding Officer. The Presiding Officer shall possess no veto power.

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The Presiding Officer shall preserve strict order and decorum at all times. The Presiding Officer may announce special rules for the consideration of a particular item on the agenda, such as, but not limited to: the length of time persons may speak; require that, if desirable, a spokesperson address the Council on behalf of a group of persons; and, in the event of a hearing, provide time for arguments and rebuttals from proponents and opponents.

The Presiding Officer shall decide all questions of order, subject, however, to an appeal to the City Council, in which event a majority vote of the City Council shall govern and conclusively determine such question of order. The Presiding Officer is eligible to vote on all matters coming before the Council for decision, and shall direct the order of participation of Councilmembers. The Presiding Officer shall, in all instances, have the last chance to speak. The Presiding Officer shall sign all ordinances and resolutions adopted by the City Council during the Presiding Officer's presence.

H. Recognition to Speak, Councilmember:

Every Councilmember desiring to speak shall address the Presiding Officer and, upon recognition by the Presiding Officer, shall confine his or her remarks to the question under debate.

1. Interruptions:

   A Councilmember, once recognized, shall not be interrupted while speaking unless called to order; unless a motion to raise a point of order is raised by another Councilmember, or unless the Councilmember speaking chooses to yield to questions from another Councilmember.

2. Challenged While Speaking:

   A Councilmember, challenged while speaking, shall cease speaking until the point of order is determined. The Councilmember shall be permitted to proceed if ruled to be in order. Conversely, the Councilmember shall remain silent or alter any remarks to comply with the rules of the City Council if found not to be in order.

3. Public Hearings:

   Councilmembers should not speak to the merits of an issue, other than to ask questions, until the public hearing has been closed.

I. Addressing the City Council:

1. Speaker Card and Speaker Time:

   Depending upon the extent of the agenda and the number of persons desiring to speak on an issue, the Presiding Officer may, at the beginning of the hearing, limit the time for individual comments. When deemed necessary, the Presiding Officer may allocate a longer speaker time without objection from the City Council. The following time limits apply unless modified by the Presiding Officer.

   Applicant/appellant - 10 minutes
   Individual speakers - 3 minutes

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Rebuttal by applicant/appellant - 5 minutes
Person speaking on non-agenda items – 3 minutes

Each person shall stand at the podium, if one is available, and is requested to give his or her name and address for the record. All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than the City Council and person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the City Council, without the permission of the Presiding Officer. No question shall be asked of a Councilmember or a member of City staff except through the Presiding Officer.

2. One Speaker at a Time:

   No person, other than the person having the floor, shall be permitted to enter into any discussion without the permission of the Presiding Officer. All discussions shall be through the Presiding Officer, and no question shall be asked of a Councilmember except through the Presiding Officer.

3. Questions and Comments from the Public:

   Questions and comments from the public shall be limited to the subject under consideration, except for Citizen's Communication on non-agenda items.

4. Addressing the City Council after a Motion is Made:

   No person in the audience may address the City Council after a motion is made without first securing permission to do so. Upon recognition by the Presiding Officer and permission being granted by the City Council, the person so recognized shall confine him or herself to the question under discussion.

J. Continued Agenda Item:

It is City Council practice and policy that matters scheduled on an agenda will be heard at the meeting scheduled. When unforeseen circumstances mandate a request for continuance of an agenda item by an applicant, appellant, or other interested parties, the request must be made to the City Council at the outset of the consideration of the item. In addition, any person intending to make a request for a continuance shall inform the City Clerk, in writing; as soon as possible prior to the meeting that such a request for continuance will be made. The City Clerk shall inform the Mayor. The City Council will consider the request for continuance prior to discussing the substance or merits of the agenda item. The interested parties may speak to the issue of a continuance without forfeiting the right to speak later to the merits of the issue if a majority of the Council so rules. Comments may be presented by persons not able to attend the meeting for which the item is finally scheduled if the City Council agrees to continue the item.

K. Public Hearing Closed:

Once a hearing is closed it is inappropriate for the public to speak except to answer an inquiry of a Councilmember addressed through the Presiding Officer. However, a public hearing may be re-opened by the Presiding Officer to hear new information.

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L. Division of Question:

If the question contains two or more propositions, each of which is capable of standing as a complete proposition if the others are removed, the Presiding Officer may, and upon request of a Councilmember shall, divide the question.

M. Withdrawal of Motion:

A motion may not be withdrawn by the maker of the motion without the consent of the Councilmember who seconded the motion.

N. Voting:

All votes of the City Council be made by roll call and the results shall be announced and recorded in the minutes by the City Clerk.

O. Failure to Vote:

Absent a disqualification under State law, including conflict of interest provisions and prohibitions on participating when personal bias would prohibit a fair decision, it is the responsibility of every Councilmember to vote. Failure to vote that is not compelled by a legal disqualification shall constitute an affirmative vote. A Councilmember who fails to vote shall nonetheless be counted towards making up a quorum, unless the failure to vote is compelled by a legal disqualification.

P. Abstention/Recuse: Conflict of Interest:

Councilmembers shall disqualify themselves and abstain from voting if they have a financial conflict of interest or any other disqualification prescribed by law in a matter before the City Council. In such event, they may not participate in the discussion or the vote. Councilmembers shall state the specific reason for such disqualification. Unless the matter is on the consent calendar, the abstaining Councilmember shall leave the Council dais until the conclusion of the agenda item. The matter will then proceed as though the member is not present, and the member shall not be counted toward making up a quorum.

Q. Tie Votes:

All tie votes shall be deemed to be a denial of the matter that is before the Council for decision, unless the Council by a majority vote of the members present elects to continue the matter to the next Council meeting when it is reasonably known that all Council members will be present.

R. Appeal from the Presiding Officer's Decision:

When the rules are silent, the Presiding Officer shall decide all questions of order, subject to appeal by any Councilmember. When in doubt, the Presiding Officer may submit the question to the City Council. Any decision or ruling of the Presiding Officer may be appealed by request of any Councilmember. The Presiding Officer shall immediately call for a vote to determine if the Presiding Officer's ruling shall stand.

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S. Parliamentary Motions and Procedures for the Processing of Council Business:

The City Council adopts Rosenberg's Rules of Order, as modified by the provisions stated in these rules, as the parliamentary procedures and motions to be used as a guide for conducting the City's business at meetings of the City Council. A copy of Rosenberg's Rules of Order is attached hereto as EXHIBIT A. Strict adherence to these suggested parliamentary procedures and motions is not required, but their use is encouraged to the extent that such use helps to promote an orderly and efficient public meeting of the City's elected officials. No provisions in these administrative processing procedures are intended to override State law or local ordinance provisions.

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T. Summary of Rosenberg's Basic Format for Agenda Item Discussion and Decision:

1. Announcement of Agenda Item.
   The Presiding Officer (P/O) should announce the agenda item number and read the agenda description of the item under consideration.

2. Reports Concerning the Agenda Item.
   The P/O should request report(s) on the item from City staff or other person(s) who have submitted a report to the Council on the agenda item.

3. Questions by Council.
   The P/O should invite questions by the Council of those person(s) who have presented reports(s).

4. Public Comment.
   The P/O should invite public comment on the agenda item, and upon the conclusion of public comment, announce that public comment has concluded. In the case of public hearings and appeals, the format in Chapter IV, F shall be followed.

5. Motion by City Council.
   The P/O should invite a motion from any member of the Council. In most circumstances, this will be a motion to approve or deny the proposed agenda item.

6. Seconding of Motion.
   The P/O should determine if any member of the Council wishes to second the motion. If there is no second to the motion, the P/O shall have the discretion to proceed with the motion in the absence of a second.

7. Repeat the Motion.
   The P/O, for clarity, should repeat the motion (i.e. "A motion has been made and seconded to….")

8. Discussion of Motion.
   The P/O should invite discussion of the motion by the City Council.
   - If there is no discussion the matter should proceed to a vote.
   - If the discussion is lengthy P/O should repeat the motion.

9. Council Vote.
   After discussion of the Council is concluded (and no motion to amend or substitute the motion has been made) the P/O should call for the roll call vote.

10. Announcement of Vote.
    City Clerk should announce the result of the vote.

U. Summary of Rosenberg's Common Motions:

1. Motion to Amend.

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Used to change or modify a motion that is before the Council.
- Retains the basic motion on the floor but modifies it in some way.
- Requires a second.
- Debatable.
- Simple majority.

2. Substitute Motion.
Completely discards the motion on the floor and puts a new motion before the Council.
- Requires a second.
- Debatable.
- Simple majority.

3. Motion to Adjourn.
Requires immediate adjournment to the next regularly scheduled meeting.
- Requires a second.
- Not debatable.
- Simple majority.

4. Motion to Recess.
Requires an immediate recess with length determined by P/O.
- Requires a second.
- Not debatable.
- Simple majority.

5. Motion to Fix Time to Adjourn.
Requires adjournment at a specific time stated in motion.
- Requires a second.
- Not debatable.
- Simple majority.

6. Motion to Table or Continue.
Requires discussion of item to be halted.
- May contain a specific time at which item can come back to Council.
- Requires a second.
- Debatable.
- Simple majority.

7. Motion to Limit Debate.
Stops debate on the item and in effect calls for a vote.
- Requires a second.
- Not debatable.
- Should include a time limit.
- Requires a 2/3 vote.

8. Motion to Object to Consideration of Item.
Requires removal of item from the agenda.

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- Requires a second.
- Not debatable.
- Requires a 2/3 vote.

9. Motion to Suspend the Rules.
   Allows Council's existing rules to be suspended for a particular purpose.
   - Requires a second.
   - Debatable.
   - Requires a 2/3 vote.

10. Motion to Reconsider.
    Allows a matter voted upon to be reopened for further debate.
    - Applies only to extent existing law or ordinance provision does not prohibit reconsideration (i.e. an ordinance states that Council action on a particular type of item is final.)
    - Requires a second.
    - Debatable
    - Requires a 2/3 vote.
    - Must be made at meeting where item was voted upon or at very next meeting of Council.
    - Must be made by a member who voted with the majority.

V. Processing of Multiple Motions:

1. Only three (3) motions may be on the floor simultaneously.
2. A fourth motion is out of order and would not be permitted.
3. The Council should first consider and vote on the last motion made.

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CHAPTER V

BOARDS, COMMISSIONS & COMMITTEES
CITY REPRESENTATIVES & STANDING COMMITTEE

A. Boards, Commissions, and Committees – City Representatives – Standing Committee:

1. Definitions:

   a. Boards, Commission, and Committees:

   The City Council may establish by ordinance or resolution all boards and commissions, including ad hoc committees, which shall advise the City Council and perform such other functions and duties as prescribed by the City Council.

   b. City Representatives:

   Councilmembers and citizens may be appointed by the Mayor to serve on County, regional or multi-purpose agencies, committees and commissions to represent the City, with confirmation by the City Council.

   c. Standing Committees:

   Standing committees are those created by ordinance or resolution of the City Council which have a continuing subject matter jurisdiction, or a meeting schedule fixed by formal action of the City Council. Membership of such committees may consist of Council members and/or citizens who shall be appointed by the Mayor with confirmation of the Council. All standing committees are subject to the requirements of the Brown Act.

   d. Ad Hoc Committees:

   Ad hoc committees are those committees created by ordinance, resolution, or motion of the City Council which are formed for a limited time and purpose and without any continuing subject matter jurisdiction. Such committees are not subject to the requirements of the Brown Act unless their membership includes a quorum of the City Council.

2. Application and Appointment Process:

All members of boards, commissions, and committees, except Council members, shall be appointed by the Mayor with the confirmation of the City Council, in accordance with the following procedure:

   a. Vacancy, Announcement, Interview and Applicant Pool:

   The City Clerk shall maintain records of membership status of boards, commissions, and committees. The Clerk shall notify the Mayor of each vacancy.

   When a vacancy occurs, the vacancy shall be announced at a Council meeting and invite the public to apply for the position or positions. The notice of vacancy shall be

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posted in the Union Democrat and on the City's website with notice of the closing date. The final date for receipt of applications and the final date for receiving applications shall be at least one week following the Mayor's announcement. At the meeting scheduled where the Mayor makes appointments, the City Clerk shall provide a copy of all applications received to the City Council.

b. Application Required:

No person shall be appointed to a board, commission, or committee without filing a written application for appointment with the City Clerk prior to 4:00 p.m. on the date of the deadline for receipt of applications.

c. Scheduling of Appointment:

The City Clerk will schedule, on the regular City Council meeting agenda, as designated by the Mayor, a notice of the Mayor's intention to make an appointment to a board, commission, or committee.

d. All Applications Provided to All Councilmembers:

The City Clerk shall include in the City Council's agenda packet for the Council meeting at which the Mayor's appointment is scheduled, all current applications filed for appointment to the board, commission, or committee designated in the Appointments section of the Agenda. In the event there are multiple vacancies on the same board, commission, or committee the Mayor shall schedule the appointment and name the appointees of all vacant positions of any one board, commission, or committee on the same Council meeting.

e. Applications: Current List:

A current list of applicants is established each year. Applications may be submitted to the City Clerk at any time between January 1 and December 31. These applications may be considered for various vacancies throughout the year; however, on December 31, any remaining applications of these persons not appointed will be void. In order to be considered in the following year, new applications will need to be submitted starting January 1.

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3. Councilmember Appointment:

   The Mayor shall, instead of nominating, simply announce the appointment of the designated Councilmember as a member of a City, County, regional, multi-public agency, or other outside agency, committee or board at the time the matter is considered at the City Council meeting. If no motion is made by a Councilmember, immediately following the Mayor's announcement, to submit the Mayor's intended appointment to a formal vote of the City Council, the Mayor's announced appointment is deemed approved.

B. Inability to Attend/Notification of Alternate:

If circumstances arise which prevent a member of a board, commission, or committee from attending a meeting of said body, and an alternate representative has been designated by the City, the member who will be unable to attend the meeting shall, to the extent reasonably possible, advise the alternate representative of his or her absence.

C. Removal of Member of Board or Commission or Committee or City Representative:

Any member of a board, commission, or committee and any City representative or liaison to an outside agency, serve at the pleasure of the City Council, and may be removed, without cause, by a vote of not less than three (3) Councilmembers, initiated by either the Mayor or a Councilmember. Any proposed removal shall be scheduled as a Council Referral on the agenda of a regular Council meeting, with the name of the person proposed to be removed printed on the agenda.

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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: November 18, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Tracy Skelly, Administrative Services Officer/City Clerk

SUBJECT: City Committees and Community/Government Committees Appointment

RECOMMENDATION:

Consider Approval of the Mayor's Change of Appointment to the Central Sierra Economic Development District (CSEDD).

BACKGROUND:

Council Members represent the City on regional boards and organizations, act as liaisons to City Council advisory committees, and represent the City Council on community organizations, and Council subcommittees.

The appointments shall be made by the Mayor, with confirmation from a majority of the Council Members. If there is no official appointment made, there shall be a temporary appointment made to any City Committees and Community/Government Committees that require a quorum.

The Central Sierra Economic Development District partners with Mother Lode Job Training and local economic development offices to bring workforce and economic development assistance to businesses and residents throughout the Mother Lode region.

DISCUSSION / ANALYSIS:

The committee members for the Central Sierra Economic Development District (CSEDD) will change to Ann Segerstrom as the Primary committee member and Bess Levine as the Alternate committee member.

FISCAL IMPACT:

No Fiscal Impact to the General Fund.

CORE COUNCIL PRIORITIES:

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

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: November 18, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Chris Gorsky, Administrative Services Director

SUBJECT: Administrative Services Department Report for September 2024

RECOMMENDATION:

Receive the Administrative Services Department Report for September 2024 (FY24/25)

DISCUSSION / ANALYSIS:



The Administrative Services Department provides a wide range of comprehensive support services which include: accounting, finance administration and reporting, budgeting, audit, compliance, treasury management, payroll, human resources, recruitments, accounts receivable, local tax collection, accounts payable, procurements, business license management, risk management, information technology for the City.

Monthly Report to the City Council

September '24 (FY24/25)

Highlights of General Fund Revenues:

	Current Period	YTD	FY24/25 Budget	% of Budget
Property Tax	$ 25,540	$ 28,348	$ 992,400	2.9%
Sales Tax	$ 310,286	$ 762,122	$ 3,552,000	21.5%
Measure Y	$ 341,574	$ 1,003,428	$ 4,300,000	23.3%
Transient Occupancy Tax	$ 62,164	$ 148,102	$ 608,000	24.4%
Cannibis Public Benefit Fees	$ 55,072	$ 170,401	$ 700,000	24.3%
Building & Encroachment Permits	$ 10,639	$ 44,422	$ 101,000	44.0%
Business Licenses	$ 1,401	$ 3,237	$ 129,900	2.5%

Highlights of General Fund Expenditures:

	Current Period	YTD	FY24/25 Budget	% of Budget
Salaries and Benefits	$ 559,654	$ 1,731,011	$ 8,307,600	20.8%
Operating Expenditures	$ 277,669	$ 905,739	$ 3,902,650	23.2%
Capital Improvement Projects	$ -	$ -	$ 1,380,000	0.0%
Transfers	$ 6,255	$ 1,046,255	$ 1,072,000	97.6%

	A/P	YTD	H/R	YTD
Total Number of Checks/DD Processed:	117	390	97	296

Business License Activity:	Current Month Zone A	Current Month Zone B	YTD Zone A	YTD Zone B
Licenses Issued	3	32	6	64

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, Economic Development/Growth and General Plan, 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: November 16, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Summersett, Community Development Director

SUBJECT: Community Development Department Monthly Report for October 2024

RECOMMENDATION:

Receive the Community Development Department Monthly Report for October 2024.

BACKGROUND:

See previous months reports

DISCUSSION / ANALYSIS:

The following activities were undertaken by the Community Development Department:

DAILY ACTIVITIES

- Answer Phones
- Staff Office hours
- Issue Permits
- Conduct Inspections

** IWORQ electronic permit submittal and issuance launches. Now Accepting permits online! **

SPECIAL EVENT PERMITS

Special Event Permits for the following Community Events:

1. Linoberg St (West) Closure, private event (11.16.24)
2. Mutz Bean Feed (12.20.24)
3. Pop Hudson (Christmas) Sing (12.20.24)
4. Turkey Trot (Nov. 29)
5. Christmas Town Sonora (11.29-12.24.24)
6. 2nd Saturday Street Market (April-October 2025)

CITY COUNCIL AGENDA REPORT

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SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

FARMERS MARKET

- Coordination meeting to discuss EBT roll out at Market this year. Initial discussion on changes for next year. Another planning meeting to be scheduled.

LINOBERG STREET

- Deliver notices to deliver to surrounding property owners outlining proposed activities on Stewart/Linoberg streets
- Investigate street trees/planters/mosaic/cross walk improvement

CODE ENFORCEMENT

- Fire hazard notices, delinquent Business Licenses, abandoned vehicles, case load followup

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) MANAGEMENT

- Quarterly Report submitted with reimbursements totaling $69,365
- Begin work to close out CDBG project (acquisition of fire engines and supporting apparatus)

CALOES PROJECT

- Lighting plan reviewed and approved
- Extension request granted—new project delivery date is June 2025

PER CAPITA (STATE PARKS) GRANT

- Project Status Report submitted identifying projected delivery and expenditures
- Pickleball/Basketball court—Staff reviewed preliminary design documents and provided comment. Bid documents to follow approved designs. Fall project bid is anticipated with construction potentially being delayed until Spring 2025.

STOCKTON-WASHINGTON CORRIDOR PROJECT

- Staff is submitting final paperwork for the project and pursuing reimbursements for project expenditures.

ORDINANCE UPDATE(S)

- First draft of new Encroachment Ordinance reviewed internally by staff and stakeholders. The draft ordinance will go to the Planning Commission, public outreach will be held and ultimately it will come to City Council for consideration. The encroachment ordinance will govern activities in City right of way, such as outdoor dining, live music, outdoor landscaping, decorations, speakers, trash bins, etc.

CITY COUNCIL AGENDA REPORT

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SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

PLANNING COMMISSION

- October 14 meeting—Design, Site Plan Review and General Plan Amendment for Propane storage tanks and distribution from 359 Hospital Road

USE PERMIT

- N/A

HOUSING ELEMENT

- Final Draft comments received from Housing and Community Development (HCD). Staff and consultants working to address comments and re-submit for approval. Likely on Council agenda for November 2024.

CALAVERAS STREET PARKING

- Existing lease amendment to create more parking along Calaveras Street approved at October 7th City Council meeting

ENCROACHMENT PERMITS

- Sonora Christmas Parade Application- submitted October 18, 2024

FISCAL IMPACT:

No Fiscal impacts to the General Fund.

CORE COUNCIL PRIORITIES:

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

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: October 21, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Aimee New, Fire Chief

SUBJECT: Fire Department - Monthly Report – October 2024

RECOMMENDATION:

Receive the Fire Department Monthly Report – October 2024

DISCUSSION / ANALYSIS:

Receive the Fire Department Monthly Report – October 2024

FISCAL IMPACT:

No Fiscal Impact to the General Fund

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

1. City of Sonora Fire Department responded to 155 calls for service in October 2024.
2. Sonora City units responded to emergency calls as follows:

111 - Building fire	3
114 - Chimney or flue fire, confined to chimney or flue	1
130 - Mobile property (vehicle) fire, other	1
131 - Passenger vehicle fire	1
142 - Brush or brush-and-grass mixture fire	1
143 - Grass fire	1
173 - Cultivated trees or nursery stock fire	1
321 - EMS call, excluding vehicle accident with injury	102

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322 - Motor vehicle accident with injuries	7
324 - Motor vehicle accident with no injuries.	4
531 - Smoke or odor removal	1
551 - Assist police or other governmental agency	1
554 - Assist invalid	6
611 - Dispatched & cancelled en route	14
622 - No incident found on arrival at dispatch address	7
651 - Smoke scare, odor of smoke	1
730 - System malfunction, other	5
745 - Alarm system activation, no fire - unintentional	2
Total	**159**

3. Monthly dollar loss in the City, resulting from fire: **0**
4. The average response time during the month: **4.37**
5. Automatic or mutual aid given: **58**

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: November 18, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Turu VanderWiel, Chief of Police

SUBJECT: Sonora Police Department Monthly Report

RECOMMENDATION:

Receive the City of Sonora Police Department Monthly Report for October 2024.

BACKGROUND:

Each month, the Sonora Police Department reports on general police activity for the previous month. This list is not all-inclusive and is guided by City Council interest. The reporting format allows for a comparison of activity with the prior month and with the same period during the previous year.

The City is divided into two areas of responsibility, each monitored by our two Police Sergeants. The Sergeants monitor their assigned areas and proactively apply problem-solving community policing principles to address crime trends and other quality-of-life concerns related to public safety.

Most categories in our report reflect criminal case investigation reporting, providing a comprehensive view of our law enforcement efforts. However, it's important to note that these categories primarily indicate the number of criminal cases investigated, rather than the actual number of incidents occurring in the City. Select categories, such as Larceny and Homeless Activity, have dual reporting numbers which reflect both the number of reported occurrences and the number of criminal case investigations. Similarly, the Total Phone Calls / 911 Calls category reflects the number of 911 calls included in the total number of incoming calls to the Sonora Police Department in a given month, offering a more nuanced understanding of our emergency response.

DISCUSSION / ANALYSIS:

The chart below summarizes activities for October 2024.

Activity	**October 2024**	**September 2024**	**October 2023**
Total Incidents	1,219	1,307	1,118
Calls for Service	771	880	707

CITY COUNCIL AGENDA REPORT

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SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

Officer Initiated	448	427	411
Total Arrests	58	50	47
Felony Arrests	18	13	7
Misd. Arrests	40	37	40
Total Reports	138	130	116
Parking Citations	79	36	22
Moving Citations	21	12	15
Domestic Violence	2	4	2
Larceny Inc./Inv.	20/9	17/11	16/5
Total Collisions/Inv.	35/8	28/5	24/9
Homeless Activity	180/38	197/28	140/29
Animal Calls	37	32	34
Public Intox and UID	6	9	5
DUI Arrests	7	4	5
Total Phone Calls / 911 Calls	1,855/291	2,193/356	2,085/273
Average Per Day	60	73	67
Vehicle Releases	12	7	5

FISCAL IMPACT:

There is no Fiscal Impact on 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

ATTACHMENTS (3):

Crimes by Area Report

Area 1 Supervisor Report

Area 2 Supervisor Report.

CORE COUNCIL PRIORITIES:

Public Safety and Disaster Preparedness, Homelessness Issues, Training, and Retention

October 2024 - Crimes by Area

AREA 1 REPORTS:

Violent Crimes:

1 – Felony Child Abuse (with possession of a narcotic controlled substance)
3 – Felony Domestic Violence (one with force likely to cause serious bodily injury and false imprisonment, one with assault with a deadly weapon, other than a firearm)
2 – Felony Battery resulting in Serious Bodily Injury
1 – Felony Criminal Threats
1 – Misdemeanor Domestic Battery
1 – Misdemeanor Violation of a Domestic Violence Order
1 – Misdemeanor Battery on a Person

Burglaries / Other Larceny:

1 – Felony Burglary at a Residence Location
1 – Misdemeanor Business Burglaries (Shoplifting)
1 – Misdemeanor Petty Theft from a Business Location

AREA 2 REPORTS:

Violent Crimes:

1 – Felony Child Abuse
1 – Felony Assault with a firearm (including felony discharge of a firearm at a person and shooting at an inhabited vehicle)

Burglaries / Other Larceny:

1 – Felony Burglary from a Business (including felony vandalism)
1 – Felony Grand Theft from a Residence
2 – Misdemeanor Business Burglary (Shoplifting)
2 – Misdemeanor Petty Theft from a Residence

Area 1 Supervisor Report October 2024

Neighborhood Watch:

ELKS HILL:

- Sonora PD Officers met with the Elks Hill association to discuss community related issues.

SONORA KNOWLES:

- No updated activity.

Case(s) for discussion:

24-1089-On 10/25/2024, Sonora PD Officers were dispatched to investigate a domestic violence call. The victim stated she was strangled by her boyfriend after the two of them were engaged in a verbal argument. Officers arrested the boyfriend for felony domestic violence and booked him into the county jail.

24-994-On 10/03/2024, Sonora PD Officers were dispatched to Rotary Park for a report of a physical fight between two males. Officers arrived on scene and noticed one of the subjects bleeding from the mouth and face. The victim stated the suspect attacked him with a metal pipe and knife during an argument. The suspect was arrested and charged with attempted murder. The suspect was later booked into the county jail.

Investigations:

- No notable activity

Range:

- Range qualification is scheduled for December 18th

Fleet:

- No updated activity

Property and Evidence:

- Sergeant Nygard and CSO DaRosa attended the Property and Evidence course in Sacramento.

Respectfully submitted,

Sergeant Eric Nygard

Area 2 Monthly Supervisor Report
October 2024

Neighborhood Watch:

MYERS HILL:

- No updated activity.

NORTH STEWART:

- No updated activity.

HIGHLAND VIEW:

- No updated activity

Case(s) for discussion:

24-1023- Officers were dispatched to reports of a child possibly under the influence of a controlled substance. Officers conducted an investigation and had the child tested at the local hospital. The child tested positive for being under the influence. The child and their siblings were taken and placed under the care and custody of Child Welfare Services. The child's parents were placed under arrest for child endangerment and probation violation

24-1047- Officers conducted a traffic stop for a vehicle code violation. During the initial contact, Officers suspected the driver to be under the influence of alcohol. The Officers conducted an investigation and determined the driver to be operating a motor vehicle while under the influence of alcohol. The driver was arrested for driving under the influence, driving on a suspended license, and violation of probation.

K-9:

- The Sonora PD K-9 Handler has continued to utilize his partner for narcotics and has had positive results.
- The K-9 team is actively training twice a month and consistently showing progress.

Reserves/Volunteers/Explorers:

- Sonora PD has completed two backgrounds and are bringing two new volunteers on board. We are happy to have them and look forward to working with them.
- We held training on handcuffing. We are running scenarios with the volunteers and explorers to incorporate everything they are learning in trainings.

Recruitment:

- We currently have new officers and dispatchers in the background process with our agency.

Training:

- We sent two civilian staff members to the annual RIMS conference to get the newest updates for our operating system.
- We sent two Officers to Sacramento for Property and Evidence management training.
- In-house training is continually being held during briefings.

Respectfully Submitted,

Sgt. Dominic Bertalotto

CITY COUNCIL AGENDA REPORT

CITY HALL

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SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: November 18, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Michael Lagomarsino, Public Works Supervisor

SUBJECT: City of Sonora Public Works Department Monthly Report for October 2024

RECOMMENDATION:

Receive the City of Sonora Public Works Department Monthly Report for October 2024.

DISCUSSION / ANALYSIS:

Events

- Deployed changeable message boards and signage for Trick or Treat Street.

Streets

- Loaded and hauled twelve pay piles from city streets.
- Cleaned out weep holes for proper drainage on the block wall on Stewart Street.
- Made repairs to a damaged curb on Stewart Street.
- Made repairs to damaged sidewalks on Bradford and Lyons Streets.
- Repaired numerous damaged street signs around the city.
- Spent several days pot-holing City Streets.
- Returned numerous shopping carts to businesses abandoned on City Streets.
- Spent three days removing leaf piles from city streets.
- Continued making repairs to the city sidewalks.
- Removed two deceased deer from the city right of way.

Facilities

- Delivered, and stored new tables at the Opera Hall.
- Spent several days cleaning rain gutters on City Facilities buildings.
- Cleaned out the ditch behind the Opera Hall.
- Got the heaters functioning for the winter at the Opera Hall.
- Removal of graffiti in the restrooms at the Farmers Market on several different occasions.

Parks/Landscapes/Parking Lots

- Monthly inspection of playground equipment at Rotary Park.
- Removed damaged glass panel in the Stockton Rd Bus Stop.
- Re-bolted down trash cans in Rotary Park.

CITY COUNCIL AGENDA REPORT

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SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

- Pressure-washed the stairs in the Mehun Parking lot.
- Removed additional trash cans for the Farmers Market.
- Used a blower on city lots weekly.
- Continued with weed spraying in City Parks and Landscapes.
- Repainted the storage building door at Rotary Park following graffiti tagging.

Storm Drains

- Cleaned numerous storm drain ditches throughout the city.
- Continued cleaning storm drain inlets/outlets with new street sweeper vacuum attachment.
- Flushed and viewed via camera the storm drain at Rotary Park.
- Excavated debris-filled storm drain ditch on S. Washington St.
- Removed trees and vegetation as well as excavated drainage in the wetlands on Old Wards Ferry Rd.
- Cleaned out numerous concrete ditches in the Morningstar Dr. area.
- Flushed out, and viewed via camera the storm drain culvert following repairs on Hope Ln.

Cemeteries

- Continuing with annual weed spraying at Mountain Shadow.
- Spent numerous days weed-eating headstones at Mt Shadow Cemetery.
- Pruned numerous Oleander shrubs at Mt Shadow Cemetery.
- Filled a sunken plot at Mt Shadow Cemetery.
- Daily-Check messages at Mountain Shadow, and return calls as needed.
- Daily Clean irrigation filters during irrigation season.
- Marked out plots as requested by the Funeral Home as needed.
- Set headstones as requested by the Funeral Home.
- Mowed and edged lawns weekly during spring and summer months.

Miscellaneous

- Daily unlock, and service all public restrooms.
- Removed numerous Chamber of Commerce banners from city streetlight poles.
- Put up weekly event banners downtown.
- Collected garbage twice a week in all City parking lots, Landscapes, and Parks.
- Monthly fleet vehicle inspections.
- Twice weekly- Run Street sweeper early morning on a rotating street schedule throughout the city.

FISCAL IMPACT:

No Fiscal Impact to the General Fund.

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Public Safety and Disaster Preparedness, Homelessness Issues