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, April 21, 2025
5:00 PM

NOTICE IS HEREBY GIVEN that the Sonora City Council will have their regular meeting on April 21, 2025, at 5:00 PM in the City of Sonora Council Chambers located at 94 N. Washington Street Sonora, CA 95370.

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

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

Public Access Audio and Video Live Streaming

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

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

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

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

Mayor Ann Segerstrom

Vice Mayor Andy Merrill

Council Members Bess Levine, Stephen Opie, Mark Plummer

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

CLOSED SESSION - 4:00 PM

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENTS**
4. **ADJOURN INTO CLOSED SESSION**

   A. Conference Regarding Public Employment Pursuant to Government Code Section 54957(b), Title: Interim Fire Chief; Douglas White, City Attorney.

   B. Conference Regarding Potential Litigation Pursuant to Government Code Section 54956.9(d)(3); Douglas White, City Attorney.

5. **RECONVENE INTO OPEN SESSION**

   OPEN SESSION - 5:00 PM

6. **REPORT OUT OF CLOSED SESSION**
7. **PLEDGE OF ALLEGIANCE**
8. **ROLL CALL**
9. **CITY CLERK'S REPORT ON AGENDA POSTING**
10. **APPROVAL OF THE AGENDA**
11. **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.

12. **PRESENTATIONS**

    A. Receive an Introduction of Aubrey Self, Fire Department Office Assistant; Aimee New, Fire Chief. (10 Minutes)

    B. Receive a Presentation on the 2025 City of Sonora Draft Emergency Operations Plan for Council Review, for Subsequent Approval of a Resolution, Adoption of an Ordinance, and Authorization of the Mayor to Sign the Letter of Promulgation; Melissa Eads, City Administrator, Paul Bockrath, Preparative Consulting.

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13. 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 of Sonora Meeting Minutes from April 7, 2025; Stacy Enos-Del Razo, Deputy City Clerk.

B. Consider Approval of Disbursements in the Amount of $191,352.89 and $252,374.89 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.

C. Consider Acceptance of an Informational Report for March 2025 Accounts Payable Payment Register and Void Report; Chris Gorsky, Assistant City Administrator.

D. Receive the Dragoon Gulch Fuels Reduction Project Update; Tyler Summersett, Community Development Director.

E. Receive the 2024 General Plan Annual Progress Report; Tyler Summersett, Community Development Director.

F. Consider Approval of Resolution 04-21-2025-B, Updating the Job Description and Education Requirements for the Fire Chief; Christopher Gorsky, Assistant City Administrator.

G. Consider Approval of the Interim Fire Chief Employment Agreement with Gary Carlson to Serve as Interim Fire Chief for the City of Sonora and Authorize the Mayor to Execute the Agreement on Behalf of the City; Melissa Eads, City Administrator.

14. PUBLIC HEARINGS

A. Waive First Reading, Read by Title Only, and Introduce Ordinance No. 904, an Ordinance of the Sonora City Council Amending Chapter 12.16, Use of Sidewalks for Business, of Title 12, Streets and Sidewalks, of the Sonora Municipal Code Establishing Regulations to Allow Limited Dining and Commercial Displays in City Public Rights-of-Way; Tyler Summersett, Community Development Director.

Consider Approval of Resolution No. 04-21-2025-A, Adopting the City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines and License Agreement; Tyler Summersett, Community Development Director.

15. COUNCIL MEMBER REPORTS

16. ADJOURNMENT

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

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

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

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: April 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Aimee R. New, Fire Chief

SUBJECT: Introduction of Fire Department Office Assistant.

RECOMMENDATION:

Receive an Introduction of Aubrey Self, Fire Department Office Assistant.

BACKGROUND:

The City of Sonora advertised for the classification of Office Assistant. Aubrey successfully completed all related testing and requirements for this position.

DISCUSSION / ANALYSIS:

Aubrey Self was born in Visalia, California, and raised in Tuolumne County. She is a proud graduate of Summerville High School and holds an Associate of Liberal Arts degree from Columbia College. Aubrey is married to Cooper Self, a fifth-generation Calaveras native.

Aubrey's professional career began in 1999, when she entered the IT industry. Over the course of 12 years, she worked with several ISPs and software technology companies. In 2012, she transitioned into hospital administration, where she continued her work until 2024.

Outside of her professional life, Aubrey enjoys a variety of hobbies, including running, fitness, live music, singing, and outdoor adventures. One of her annual highlights is participating in the Bay to Breakers 12k race, which she runs with her husband every May.

Please join me in welcoming Aubrey Self to the City of Sonora. We are excited to have her as part of our community.

FISCAL IMPACT:

No fiscal impact to the General Fund as this position was funded for Fiscal Year 2024 – 2025 Budget.

CITY COUNCIL AGENDA REPORT

CITY HALL

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SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

CORE COUNCIL PRIORITIES:

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: April 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Melissa Eads, City Administrator
Paul Bockrath, Preparative Consulting

SUBJECT: Receive a Presentation on the 2025 City of Sonora Draft Emergency Operations Plan for Council Review, for Subsequent Approval of a Resolution, Adoption of an Ordinance, and Authorization of the Mayor to Sign the Letter of Promulgation

RECOMMENDATION:

Receive a Presentation on the 2025 City of Sonora Draft Emergency Operations Plan for Council Review, for Subsequent Approval of a Resolution, Adoption of an Ordinance, and Authorization of the Mayor to Sign the Letter of Promulgation.

BACKGROUND:

The City of Sonora Emergency Operations Plan is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of extraordinary incidents, disasters, or emergency situations within the City of Sonora. The plan provides the concepts, processes, and structures necessary when carrying out assigned roles and functional responsibilities to departments and agencies consistent with California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS).

This plan was developed in accordance with the best practices, and specifically with guidance from the California Governor's Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG 101).

The Sonora Fire Department worked with representatives from the City of Sonora and other select stakeholders to establish a Core Planning Team. The Core Planning Team led the planning process and drafted the 2025 City of Sonora Emergency Operations Plan based on the contribution and input from the Collaborative Planning Team, who identified the resources and capabilities they may leverage to assist in a City led response effort. The Core and Collaborative Planning Team was comprised of key City Department representatives, other County and State response partners, and service providers who would play an instrumental role during an extraordinary emergency condition requiring the activation of the Emergency Operations Plan.

The planning process was led by the City Administrator and assisted by the Fire Chief, the Police Chief, and other City leaders who are responsible for reviewing and exercising the plan and coordinating the revision of the plan as necessary to meet changing conditions. A complete review of the City's Office of Emergency Services and

CITY COUNCIL AGENDA REPORT

CITY HALL

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SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

preparedness program was initiated to update the current City of Sonora Emergency Operations Plan and improve the City's overall emergency preparedness program.

DISCUSSION / ANALYSIS:

The updated 2025 City of Sonora Emergency Operations Plan being presented for review and subsequent adoption, is an essential document for emergency management. The plan provides a framework for response and emergency management systems, defines roles and responsibilities of the City's emergency response organization, and provides triggers for implementation of this plan during disasters. This document along with training and exercises, will prepare the emergency organization to respond effectively should the City of Sonora be impacted by an extraordinary incident, disaster, or emergency situation. This resolution is required to maintain compliance with the State's Standardized Emergency Management System (SEMS) and the Federal government's National Incident Management System (NIMS) program elements enabling eligibility for State and Federal disaster assistance. This plan also fulfills Federal and State planning requirements for continued Homeland Security Grant and response reimbursement eligibility.

For the 2025 City of Sonora Emergency Operations Plan, the most notable elements are compliance with the Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide (CPG) 101, Developing and Maintaining Emergency Operations Plans to include an Alert, Warning, and Public Information Annex, an Evacuation Annex, and a Debris Management Annex. The Emergency Operations Plan includes additional hazard and functional support annexes to meet changing conditions, community needs, or response actions. This Emergency Operations Plan is considered a living document and may be added to or modified by the City's Emergency Services Coordinator to meet the changing needs of the community and adopt current best practices without future action by City Council as authorized.

California State Government Code 8610 allows for the governing body of a city to provide for the emergency organization, powers and duties, divisions, services, and staff of the jurisdiction. The Sonora Municipal Code provides the legal basis of the emergency organization and must provide for a Disaster Council, specify a chairperson of the Disaster Council, recognize the emergency organization, and must state “Compliance with the Emergency Services Act”. This revision of the City of Sonora City Municipal Code Chapter X.XX - Emergency Services ensures compliance with this requirement and code.

FISCAL IMPACT:

No Fiscal Impact to the General Fund.

ATTACHMENTS:

- 2025 City of Sonora Emergency Operations Plan
- Draft Resolution
- Draft City of Sonora City Municipal Code Chapter X.XX - Emergency Services

CITY COUNCIL AGENDA REPORT

CITY HALL

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

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

CORE COUNCIL PRIORITIES:

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

CITY OF SONORA MUNICIPAL CODE: 8.30 - EMERGENCY SERVICES

8.30 Emergency Services

8.30.010 Purpose

8.30.020 Definitions

8.30.030 Disaster Council Membership

8.30.040 Disaster Council Powers and Duties

8.30.050 Director and Assistant Director of Emergency Services.

8.30.060 Powers and Duties of the Director and Assistant Director of Emergency Services.

8.30.070 Emergency Organization.

8.30.080 Compliance with the California Emergency Services Act.

8.30.090 Emergency Operations Plan.

8.30.100 Expenditures

8.30.110 Violations; Penalty

8.30.120 Repeal of Conflicting Ordinances

8.30.130 Effective Date

8.30.140 Severability

8.30.010 Purpose

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this city with all other public agencies, organizations, and affected private persons.

8.30.020 Definitions

As used in this section, the following terms shall mean:

A. EMERGENCY – Shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this jurisdiction caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities, requiring the combined forces of other political subdivisions to combat.

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B. LOCAL EMERGENCY – Shall mean the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, cyberterrorism, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

C. STATE OF EMERGENCY - Shall mean the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions such as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

D. STATE OF WAR EMERGENCY – Shall mean the condition that exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

8.30.030 Disaster Council Membership

The City of Sonora Disaster Council is hereby created and shall consist of the following:

A. The Director of Emergency Services (City Administrator), who shall be Chair.
B. The Assistant Director of Emergency Services (Fire Chief) who shall be Vice Chair.
C. The Emergency Services Coordinator.
D. Such chiefs of emergency services as are provided for in a current emergency plan of this jurisdiction, adopted pursuant to this ordinance.

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E. Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the director with the advice and consent of the City Council.

8.30.040 Disaster Council Powers and Duties

It shall be the duty of the City of Sonora Disaster Council, and it is hereby empowered, to develop and recommend for adoption by this governing body, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet at least once per year, upon call of the Chair or, upon call of the Vice Chair (in the absence of the chair).

8.30.050 Director and Assistant Director of Emergency Services.

The City Administrator shall be the Director of Emergency Services, and has the discretion, in periods of declared disasters, to create and staff the position of Assistant Director of Emergency Services. The Director of Emergency Services may also, at the discretion of the City Council, staff the position of Assistant Director in non-emergency periods to continue to assist the City in emergency preparedness, as well as the recovery and reconstruction efforts following an emergency.

A. There is hereby created the office of Director of Emergency Services. The City Administrator shall be the Director of Emergency Services.
B. There is hereby created the office of Assistant Director of Emergency Services, who shall be appointed by the director.

8.30.060 Powers and Duties of the Director and Assistant Director of Emergency Services.

A. The Director of Emergency Services is hereby empowered to:

1. Request, within ten (10) days after the actual occurrence of a disaster, if assistance is requested, that the City Council proclaim the existence or threatened existence of a local emergency, if the City Council is in session, or to issue such proclamation if the City Council is not in session. Whenever a local emergency is proclaimed by the Director of Emergency Services, the City Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect. The City Council shall take action to review the need to continue the proclamation at least once every sixty (60) days until terminated.

2. Request that the Governor proclaim a “State Of Emergency” when, in the opinion of the Director of Emergency Services, the locally available resources are inadequate to cope with the emergency situation.

3. Supervise and direct the City emergency organization and efforts to respond to the emergency situation, as provided for in this section and the

City's Emergency Operations Plan.

4. Supervise and direct the cooperation between the coordination of services, resources and staff of the City's emergency organization; and resolve questions of authority and responsibility that may arise between them.

5. Represent the City in all dealings with public or private agencies on matters pertaining to the City's preparedness planning, response, and recovery from an emergency.

B. In the event of a proclamation of a local emergency as provided in this ordinance, the proclamation of a state of emergency by the Governor or the Director of the State Office of Emergency Services, or the existence of a state of war emergency, the Director is hereby empowered to:

1. Appoint the Director of Emergency Operations Center, based on available personnel and the nature of the declared emergency;

2. Make and issue rules and regulations on matters related to the protection of life and property as affected by the emergency, or other actions that would assist in the City's response to the situation. These actions must be approved by the City Council at the earliest practicable time, but no later than thirty (30) days, or the actions will be considered invalid;

3. Procure vital supplies, equipment and other materials and property deemed necessary for the protection of life and property; to bind the City for the fair value of such materials, and if required, commandeer those materials for public use;

4. Require the emergency services of any City officer or employee and, in the event of a proclamation of a state of emergency in Tuolumne County, or the existence of a state of war emergency, to command the aid of as many citizens of this community as deemed necessary in directing the City response efforts; such persons shall be entitled to all privileges, benefits, and immunities as are provided by State law for registered disaster service workers;

5. Requisition of any necessary personnel, equipment, or resources from any City department or agency as deemed necessary and appropriate for the direction of the City's response efforts; and

6. To execute all ordinary power as City Administrator, all of the special powers conferred by this ordinance or by resolution or emergency plan pursuant hereto adopted by the City Council, all powers conferred by any statute, by any agreement approved by the governing body, and by any other lawful authority

C. The Director of Emergency Services shall designate the order of succession to

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that office, to take effect in the event the Director is unavailable to perform the duties of that office in the event of an emergency. The order of succession shall be approved by the City Council.

D. The Assistant Director shall, if the position is staffed in periods where there is no emergency proclamation in effect, under the supervision of the Director of Emergency Services and with the assistance of emergency personnel, develop emergency plans and manage the emergency programs of this City; and shall have such other powers and duties as may be assigned by the Director of Emergency Services.

8.30.070 Emergency Organization.

All officers and employees of this City, together with those volunteers enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of this section, charged with duties incident to the protection of life and property in this City during such emergency, shall constitute the emergency organization of the City of Sonora.

8.30.080 Compliance with the California Emergency Services Act.

This City of Sonora 8.30: EMERGENCY SERVICES shall comply with the California Emergency Services Act**.**

8.30.090 Emergency Operations Plan.

The City of Sonora Emergency Services Coordinator shall be responsible for the development of the Emergency Plan, which plan shall provide for the effective mobilization of all of the resources of this jurisdiction, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such a plan shall take effect upon adoption by resolution of the governing body.

8.30.100 Expenditures

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City of Sonora.

8.30.110 Violations; Penalty

It shall be a misdemeanor, punishable by a fine of not to exceed one thousand dollars ($1,000), or by imprisonment for not to exceed six (6) months, or both, for any person, during an emergency, to:

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A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this ordinance, or in the performance of any duty imposed upon him by virtue of this ordinance.

B. Do any act forbidden by any lawful rule or regulation issued pursuant to this ordinance, if such act is of such a nature as to give or be likely to give assistance to the enemy or imperil the lives or property of inhabitants of this city, or to prevent, hinder, or delay the defense or protection thereof.

C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State.

8.30.120 Repeal of Conflicting Ordinances

It is the intent of the City Council in enacting this chapter that it shall be considered a revision and continuation of the chapter repealed by this chapter, and the status of volunteers shall not be affected by such repeal; nor shall plans and agreements, rules and regulations, or resolutions adopted pursuant to such repealed chapter be affected by such repeal until amended, modified or superseded as provided in this chapter.

8.30.130 Effective Date

This ordinance shall become effective thirty (30) days from and after its passage.

8.30.140 Severability

If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this ordinance are declared to be severable.

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RESOLUTION NO. XX-XX-XXXX-X

A RESOLUTION ADOPTING THE 2025 CITY OF SONORA EMERGENCY OPERATIONS PLAN AND REVISION OF THE CITY OF SONORA CITY MUNICIPAL CODE CHAPTER X.XX - EMERGENCY SERVICES

WHEREAS, the City Council of the City of Sonora recognizes that planning for emergencies in advance can reduce potential harm to people, property, and the environment within our community from the threat of natural, human caused and/or technological hazards; and

WHEREAS, an emergency operations plan and its associated annexes provide the framework for emergency response and emergency management within the City of Sonora during extraordinary incidents, emergencies, or disasters; and

WHEREAS, the City of Sonora seeks to ensure the effective, coordinated, and efficient management and deployment of response resources and capabilities to address potential extraordinary incidents, emergencies, or disasters; and

WHEREAS, the City of Sonora Emergency Operations Plan is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for response and emergency management systems, defines roles and responsibilities of the City's emergency response organization and provides triggers for implementation of this plan during disasters; and

WHEREAS, upon adoption of this plan, the City of Sonora will concurrently be adopting the provisions of the National Incident Management System (NIMS) as directed by the Homeland Security Presidential Directive-5 (HSPD-5), and the State's Standardized Emergency Management System (SEMS) as directed by the State of California Emergency Services Act; and

WHEREAS, the revision of the City of Sonora City Municipal Code Chapter X.XX - Emergency Services to add the statement “Compliance with the Emergency Services Act” will ensure compliance with California State Government Code 8610; and

NOW, THEREFORE , BE IT RESOLVED that the City Council of the City of Sonora does hereby adopt the Emergency Operations Plan as an official plan for the City of Sonora, a political subdivision of the County of Tuolumne and the State of California.

The foregoing Resolution was introduced at a regular meeting of the City Council of the City of Sonora held on the 21st day of April 2025, by Council Member who moved its adoption, which motion was duly seconded by Council Member and the Resolution adopted by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

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RESOLUTION NO. XX-XX-XXXX-X

APPROVED:

_____

Ann Segerstrom, Mayor

ATTEST:

_____

Tracy L. Skelly, City Clerk

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2025 City of Sonora

Emergency Operations Plan

Executive Summary

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LETTER OF PROMULGATION

Adoption Date: _____

To: Officials, Employees, and Citizens of Sonora, California

The preservation of life, property, and the environment is an inherent responsibility of all levels of government. The City of Sonora is primarily responsible for emergency response and recovery activities and will commit all available resources to save lives, minimize injury to persons, preserve the environment, minimize property damage, maintain the local economy, and support recovery. This is best accomplished through a comprehensive Emergency Preparedness Program that includes preparedness measures, planning, training, exercising, and response ready systems.

The City of Sonora Emergency Operations Plan is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of extraordinary incidents, disasters, or emergency situations within the City of Sonora. The plan provides the concepts, processes, and structures necessary when carrying out assigned roles and functional responsibilities to departments and agencies consistent with California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS).

This plan was developed in accordance with best practices, and specifically with guidance from the California Governor's Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG 101).

This Emergency Operations Plan is an extension of the California Emergency Plan. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The Sonora City Council gives its full support to this plan and urges all city officials, employees, and citizens, individually and collectively, to actively support the emergency response and recovery efforts of The City of Sonora.

The concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) by the City of Sonora. This Emergency Operations Plan shall become effective on approval by the Sonora City Council.

_____
Ann Segerstrom, Mayor
City of Sonora, California

RESOLUTION OF APPROVAL

City of Sonora City Council Resolution

ACKNOWLEDGEMENTS

Preparative Consulting would like to acknowledge and thank the Sonora Director of Emergency Services, City Administrator Melissa Eads, the Assistant Director of Emergency Services Chris Gorsky, Fire Chief Aimee New, Police Chief Turu VanderWiel, City Departments, and the various Sonora and Tuolumne County community representatives who helped develop this guidance document. This Emergency Operations Plan was prepared and edited by the Sonora Disaster Council, Preparative Consulting, and the following Sonora and Tuolumne community stakeholders:

- City of Sonora Department Directors
- Sonora Union High School District
- Sonora Elementary School District
- Tuolumne County Superintendent of Schools
- Tuolumne County Office of Emergency Services
- Tuolumne County Emergency Medical Services Authority
- Tuolumne County Fire District
- Tuolumne County Health and Human Services
- Tuolumne County Sheriff's Office
- Tuolumne County Animal Control
- Tuolumne County Transit
- Cal OES Inland Region/ESC

The following vital documents were used as reference information in compiling this plan:

- Federal Emergency Management Agency, Comprehensive Preparedness Guide (CPG) 101, Version 2.0, “Developing and Maintaining Emergency Operations Plans”, September 2021
- California Office of Emergency Services (Cal OES), Emergency Plan Review Crosswalk 2022 Local Government Agencies, September 2022
- Federal Emergency Management Agency, “National Incident Management System”, October 2017
- Federal Emergency Management Agency, “A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action”, September 2017
- Presidential Policy Directive / PPD-8: National Preparedness, March 2011
- The Department of Homeland Security Fusion Center Engagement and Information Sharing Strategy for 2022–2026, July 2022
- National Response Framework, May 2013
- National Preparedness Goal, September 2015
- National Response Framework, October 2019
- California Office of Emergency Services (Cal OES), “Foundation for the Standardized Emergency Management System” (SEMS), 2010
- California Office of Emergency Services (Cal OES), “SEMS Guidelines”, Nov. 2009
- California Office of Emergency Services (Cal OES), “California Implementation Guidelines for the National Incident Management System”, September 2006
- United States Department of Justice, Civil Rights Division, Disability Rights Section, “ADA Checklist for Emergency Shelters”, 2007
- California Government Code 8593.2, 8593.3.3, 8593.3.5.
- California Office of Emergency Services (Cal OES), Integrating Access and Functional Needs within the Emergency Planning Process, Best Practices for Stakeholder Inclusion. June 2020
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The recommendations and guidance included in this plan are intended to improve emergency preparedness, response, and recovery and to satisfy the Standardized Emergency Management System requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System as presented in Presidential Policy Directive/ PPD - 8.

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Emergency Operations Plan

INTRODUCTION

City of Sonora, California
2025

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PREFACE

This City of Sonora Emergency Operations Plan (EOP) addresses the planned response to an actual or threatened extraordinary incident, disaster, or emergency associated with natural, technological, and human caused hazards, or a national security emergency in or affecting the City of Sonora. This plan is not intended to address the recurrent emergency incidents that are addressed through the well-established and routine procedures used in coping with such incidents. Instead, the operational concepts reflected in this plan focus on potential large-scale incidents, disasters, or emergencies that can generate unique situations requiring extraordinary responses and resources.

The Emergency Operations Plan requires planning, training, and exercising prior to an actual or threatened extraordinary incident, disaster, or emergency in order for the city to respond effectively. This plan outlines the roles and responsibilities assigned to city employees for response and short-term recovery activities and is flexible enough for use to address all hazards. This plan is a preparedness document, which should be read, understood, and exercised prior to an incident, disaster, or emergency. It is designed to include the City of Sonora as part of the Cal OES Inland Region. The plan incorporates concepts and principles from the California Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS) into the City's emergency operations.

This plan provides basic planning information. City departments must prepare Standard Operating Procedures (SOPs) and, in most cases, more detailed checklists and job aids that will describe their internal operations under emergency conditions.

Table 1: Department/Agency Plan Concurrence

Department/Agency Plan Concurrence			
Department/Agency	**Signature of Representative**	**Name/ Title**	**Date**
Director of Emergency Services		Melissa Eads City Administrator	
Fire Department		Fire Chief	
Administrative Services		Chris Gorsky Administrative Services Director	
Police Department		Turu VanderWiel Police Chief	
Public Works		Mike Lagomarsino Supervisor	
Community Development		Tyler Summersett Director	

Table 2: Record of Revisions

Record of Revisions			
Date	**Section(s)**	**Page Number(s)**	**Amended By**

Table 3: EOP Distribution List

EOP Distribution List	
DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE EMERGENCY OPERATIONS PLAN	**NO. OF COPIES**
California Office of Emergency Services (Cal OES), Inland Region	1
City of Sonora Emergency Operations Center	1
City Council	1
Director of Emergency Services (City Administrator)	1
Fire Department	1
Emergency Services Coordinator	1
Police Department	1
Public Works	1
Community Development	1
Finance & Administrative Services Department	1

ACTIVATION CONDITIONS OF THE EMERGENCY OPERATIONS PLAN (EOP)

- Ordered by an official authorized by City of Sonora Municipal Code 8.30 - Emergency Services.
- The existence or threatened existence of a Local Emergency has been proclaimed in accordance with the City of Sonora Municipal Code 8.30 - Emergency Services.
- Scheduled and/or unusual events that require centralized management.
- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more City Departments over an extended period of time.
- The Governor has proclaimed a State of Emergency in an area including the County.
- Conditions exist constituting a State of War Emergency as defined in Section 8558 of the California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a National Emergency.
- Automatically on receipt of an attack warning, the observation of a nuclear detonation or act of terrorism.

APPROVAL AND PROMULGATION

This EOP will be reviewed by all departments/agencies assigned a primary function in the Emergency Responsibilities Matrix (**Section 3.0: Emergency Operations**). Upon completion of review and written concurrence by these departments/agencies, (**Table 1: Department/Agency Plan Concurrence**) the City of Sonora Emergency Services Coordinator will submit the plan for review and recommendation to the City Council for approval and adoption. Upon approval, the plan will then be submitted to the Tuolumne County Office of Emergency Services for review and coordination. Upon concurrence by the City Council, the plan will be officially adopted and promulgated (**Letter of Promulgation**). The plan will be distributed to those departments/agencies listed on the EOP Distribution List **(Table 3: EOP Distribution List).**

PLAN MAINTENANCE RESPONSIBILITY

The Director of Emergency Services has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed.

PLAN REVIEW AND UPDATING

This plan and its supporting documents will be reviewed annually to ensure that plan elements are valid and current, with a full document review conducted minimally every five (5) years. Each responsible department, organization, or agency will review and update its portion of the EOP and/or modify its Standard Operating Procedures (SOP) as required based on identified areas of improvement experienced in drills, exercises, or actual occurrences and as required by SEMS and NIMS regulations. Additional changes occurring within the five-year cycle of review will be acted upon independently and brought to the City of Sonora Disaster Council, Emergency Services Coordinator, and the Sonora City Council as necessary to maintain functionality and to meet state and federal requirements.

Changes to the plan not requiring formal adoption will be published and distributed to all appropriate departments/ agencies. Recommended changes will be received by the Emergency Services Coordinator, reviewed and distributed for comment on a regular basis. Non-adoption elements of this plan may also be modified by the Emergency Services Coordinator at the direction of the Director of Emergency Services any time state or federal mandates, operational requirements, or legal statute so require. Once revised the Director of Emergency Services will ensure the changes to the plan are published, recorded (**Table 2: Records of Revisions**), and distributed. New editions to this plan shall supplant older versions and render them inoperable.

TRAINING AND EXERCISES

The Emergency Services Coordinator is responsible for conducting regular training and exercising of City staff in the use of this plan and other specific training as required for EOC position proficiency and compliance with both SEMS and NIMS. The Emergency Services Coordinator is responsible for coordinating, scheduling and documenting training, exercises, and After-Action and Corrective Action Reports.

Exercises conducted on a regular basis maintain the operational readiness and proficiency of City Emergency Services. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities, and systems that will be used in an emergency situation. Annual exercises are recommended by both SEMS and NIMS. The various forms of exercises are as follows:

Discussion Based Exercise

Discussion-based exercises include seminars, workshops, tabletop exercises (TTXs), and games. These types of exercises can be used to familiarize players with, or develop new plans, policies, agreements, and procedures. Discussion-based exercises focus on strategic, policy-oriented issues. Facilitators and/or presenters usually lead the discussion, keeping participants on track towards meeting exercise objectives.

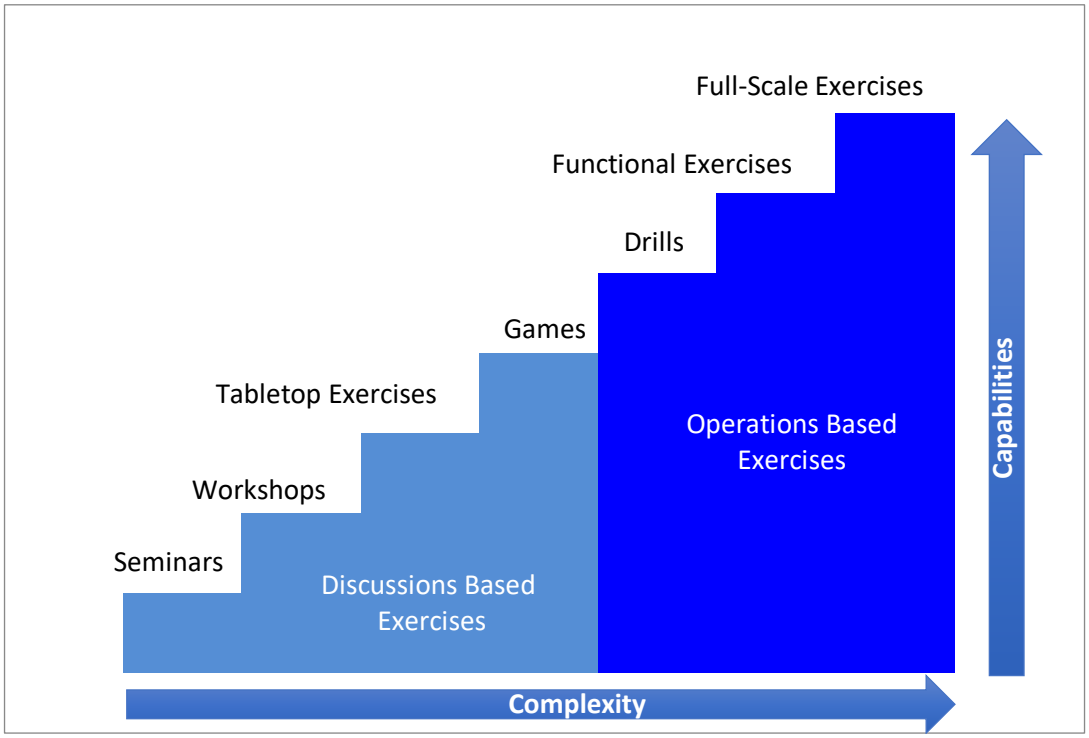
- ***Seminars*** generally orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas.
- ***Workshops****,* although similar to seminars, differ in two important aspects: participant interaction is increased, and the focus is placed on achieving or building a product.
- ***Tabletop Exercises*** provide a convenient and low-cost method designed to evaluate policy, plans, and procedures and resolve coordination and responsibilities. Such exercises are a good way to see if policies and procedures exist to handle certain issues.
- ***Games*** are a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedures designed to depict an actual or hypothetical situation.

Operations Based Exercises

Operations-based exercises include drills, functional exercises (FEs), and full-scale exercises (FSEs). These exercises can be used to validate plans, policies, agreements, and procedures; clarify roles and responsibilities; and identify resource gaps. Operations-based exercises are characterized by actual reaction to an exercise scenario, such as initiating communications or mobilizing personnel and resources.

- ***Drills*** are a coordinated, supervised activity usually employed to validate a specific function or capability in a single agency or organization. Drills are commonly used to provide training on new equipment, validate procedures, or practice and maintain current skills.
- ***Functional Exercises*** are designed to test and evaluate the capability of an individual function such as evacuation, medical, communications, or public information.
- ***Full-Scale Exercises*** simulate an actual emergency. These exercises typically involve the complete emergency management staff and are designed to evaluate the operational capability of the emergency management system.

Figure 1: Exercise Staircase



Emergency Operations Plan

BASIC PLAN

City of Sonora, California
2025

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1.0 OVERVIEW

1.1 PURPOSE

The City of Sonora Emergency Operations Plan is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of extraordinary incident, disaster, or emergency situations associated with natural, technological, and human-caused emergencies affecting the City of Sonora. The plan provides an overview of the operational concepts, processes, and structures; identifies components of the City's emergency management organization; and assigns roles and functional responsibilities to federal, state, and the county consistent with California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS).

1.2 SCOPE

This Emergency Operations Plan (EOP):

- Describes the organizational structures, roles and responsibilities, and protocols for providing emergency response and short-term recovery.
- Is flexible enough for use in all emergencies to address all hazards.
- Describes the purpose, situation and assumptions, concept of operations, organization, assignment of responsibilities, plan development and maintenance, and authorities and references.
- Is supplemented by function-specific operational plans.
- Assigns jurisdictional and/or functional representatives to the Incident Command, Unified Command, and the Emergency Operations Center (EOC) whenever possible to facilitate responsive and collaborative incident management.
- Includes pre-incident and post-incident public awareness, education, and communications plans and protocols.

1.3 SITUATION AND HAZARD SUMMARY

Every city faces their own unique natural, technological, and human caused threats and hazards. The City of Sonora also faces a variety of specific threats and hazards that make it vulnerable due to its geography, population, and residential, commercial, and industrial development. This section of the Emergency Operations Plan consists of an overview threat summary based on an analysis by the City of Sonora Disaster Council and the Local Hazard Mitigation Plan (2024). The purpose is to identify the specific area at risk and the anticipated nature of the situation, which could result should the event threaten or occur.

Table 4: City of Sonora Threats and Hazards

Natural Hazards	
1	Earthquake
2	Flooding
3	Land Subsidence
4	Landslide
5	Public Health Epidemic
6	Severe Weather
7	Volcanic Eruption
8	Wildfire and Urban Fire

Technological Hazards	
1	Critical Infrastructure and Utilities Failure
2	Dam Failure
3	Hazardous Air Quality
4	Transportation Accident

Human Caused Hazards	
1	Active Shooter Attack
2	Civil Disorder
3	Cyber Attack
4	Terrorism/ National Security Emergency

Situation

Sonora is a community of 3.18 square miles, with an elevation of 1,825 feet. Sonora is in the Sierra Nevada Foothills at the intersection of California State Highways 49 and 108. As a city close to Yosemite National Park, Sonora provides services to some of Yosemite's visitors. The city also benefits from its proximity to Railtown 1897 State Historic Park and Columbia State Park. Sonora has a population of 4,963 people (2022, US Census).

Historical

In the beautiful Sierra Nevada Foothills, in the heart of California's "Gold Country" lies Sonora, named after the miners from Sonora Mexico who settled the City in 1848. Known as the "Queen of the Southern Mines", Sonora still holds onto its historic downtown charm while thriving as the commercial, government and cultural center for the region.

Sonora is the county seat and only incorporated City in Tuolumne County.

Geography

There is an average of 75 days annually with highs of 90 °F (32 °C) or higher and an average of 65.5 days annually with lows of 32 °F (0 °C) or lower. The record high temperature was 113 °F (45.0 °C) on June 22, 1961, and July 15, 1972. The record low temperature was 8 °F (−13.3 °C) on December 9, 1972.

Average annual rainfall is 32.79 inches (833 mm), almost all from November through April, although there are occasionally afternoon and evening thunderstorms in the summer months, which drift down from the Sierra Nevada. There is an average of 63.8 days annually with measurable precipitation.

Population Considerations

Sonora has a residential population of 4,963 people. However, the daytime population in the City is over 25,000, since the City of Sonora is the County Seat for Tuolumne County and offers significant retail, commercial, and tourism employment and visitors. Considerations for race, culture, ethnicity, and language should be incorporated into public alert, warning, information, and care and shelter. (2022, US Census)

Table 5: Sonora Ethnicity Distribution[1]

Ethnicity	Total Number	% Percentage of Population
White (non-Hispanic)	4,179	84.2%
Hispanic/ Latino (of any Race)	422	8.5%
Asian (non-Hispanic)	131	2.6%
Two or More Races	74	1.5%
American Indian (non-Hispanic)	64	1.3%
Pacific Islander (non-Hispanic)	45	0.9%
Black (non-Hispanic)	27	0.5%
Other Race	21	0.4%
Total	**4,963**	**100.0%**

Sources: US Census Bureau, 2022: American Community Survey 5-Year Estimates, DP05 Demographic and Housing Estimates

Languages Spoken:

- English
- Spanish

Although the average median age is 41, the highest percentage of the population is between 25 – 34 years of age 802 (16.2%). [1]

Population 65 years of age or over is 1,208 (24.3%). [1]
Population 18 years of age or younger is 1,145 (23.1%).[1]

Households

2,097 households. 2.3 persons per household [1]

Table 6: Sonora Population with Disabilities[2]

Age	Total Number	% Percentage
Under 18 years	249	5.1%
18 – 64 years	400	8.1%
65 years or older	491	9.9%
Total	**1,140**	**23.1%**

Schools

The City of Sonora has 7 school sites as follows:

Table 7: Sonora Schools

Schools	Type
Sonora Elementary School	K-8 Elementary School
Mother Lode Adventist Junior Academy	K-10 Elementary/Middle School
Sonora Union High School	High School
Cassina High School	Continuation High School
Theodore Bird High School	Adult Education
Tuolumne County Learning Center	County Continuation Middle & High School
Columbia College	Community College

Workforce

The area's economy was historically based on the mining and timber industries, but now relies on tourism. One of two active lumber mills in Tuolumne County was shut down in 2009 but reopened in July 2011.

As a city close to Yosemite National Park, Sonora provides services to some of Yosemite's visitors. The city also benefits from its proximity to Railtown 1897 State Historic Park, Stanislaus National Forest, and Columbia State Park.

The average annual Sonora median household income is $60,492.[1]

Transportation

Sonora is in the Sierra Nevada Foothills at the intersection of California State Highways 49 and 108.

Sonora is served by the Tuolumne County Transit and is the predominant provider of public transportation in the Sonora area. The bus fleet includes standard kneeling buses and paratransit bus services that may be utilized for emergency services. Tuolumne County Transit also provides a Dial-A-Lift and Tuolumne TRIP ride services for people with disabilities and access and functional needs.

Access to a personally owned vehicle is a significant advantage for emergency evacuation.

Table 8: Sonora Population Car Ownership[2]

Car Ownership	% Percentage
No Car	1.1%
1 Car	31%
2 Cars	29.5%
3 Cars	18.2%
4 Cars	19%
+5 Cars	1.1%

A 2022 Data USA study found that approximately 1.1% of Sonora residents do not own a vehicle and that approximately 6.5% of residents used public transportation, bicycle, or walked to work.

Table 9: Sonora Population Commute Method[2]

Commute Method	% Percentage
Drove Alone	78.8%
Work at Home	10.4%
Walk	5.74%
Carpool	4.32%
Public Transit	0.76%
Bicycle/ Other	0

Government

The City Council is the legislative body of the City of Sonora and makes policy decisions regarding the governance of the City. The Council consists of five (5) members elected at large. Municipal elections are held every two years at the November general election of even numbered years. The City Council selects one of its members to serve as Mayor who presides over all Council meetings. Council members appoint citizens to the various Commissions and Committees that make recommendations to the Council on a variety of city policies and projects.

Fire Service

The Sonora Fire Department is a full service, all-risk all hazard department providing the community with many diverse services including fire protection, emergency and disaster response, emergency medical services, charity outreach, community education, earthquake preparedness and special events. The Fire Department oversees the City Disaster Preparedness and the Fire Chief or designee serves as the City Emergency Services Coordinator.

Law Enforcement

The Sonora Police Department is committed to providing quality customer service through a Community Oriented Policing and Problem Solving (COPPS) philosophy. Within this philosophy, department members work in partnership with citizens to identify the root causes of crime, disorder, and fear of crime for purposes of making long-term improvements in the safety and quality of life within Sonora. This philosophy is reflected in their mission and vision statements and is characterized by the department's core values.

The Sonora Police Department Operations Division incorporates Patrol and Support Services. Police Department staffing levels include a Chief of Police, Lieutenant, two Sergeants, ten sworn officers, one Records Technician, five full time Dispatch-Records Specialists, two part time Dispatch-Records Specialists and three part time Community Service Officers. These employees of the Sonora Police Department proudly serve their community, working around the clock, seven days a week, to protect lives and property.

The Sonora Police Department Dispatch Center is the Public Safety Answering Point (PSAP) for the City of Sonora and receives and processes all Police, Fire, and medical calls for service.

Sources (September 2024):

1. Sonora city, California - Census Bureau Tables
2. Sonora, CA | Data USA
3. https://en.wikipedia.org/wiki/Sonora,_California

1.4 EMERGENCY MANAGEMENT GOALS

Assumptions

- The City of Sonora is primarily responsible for emergency response and recovery activities and will commit all available resources to save lives, minimize injury to persons, minimize property damage, preserve the environment, provide essential human services, maintain the local economy, and support recovery.
- Emergencies may occur at any time with little or no warning. The occurrence of one or more hazards could result in a situation that could overwhelm City resources requiring a multi-agency and multi-jurisdictional response.
- The City of Sonora will begin utilizing its resources before requesting mutual aid assistance when emergency response or recovery requirements exceed the City's ability to address them.
- The City of Sonora will utilize SEMS and NIMS in emergency response activities.
- The City will use the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS) for all major incidents.
- The Director of Emergency Services (City Administrator) or the Assistant Director of Emergency Services (Fire Chief or Assistant City Administrator) will coordinate the City's disaster response in conformance with the City of Sonora Municipal Code 8.30 - Emergency Services.
- The City of Sonora will coordinate response and recovery activities with the Tuolumne County OES.
- The resources of the City of Sonora will be made available to local agencies and citizens to cope with disasters affecting this area.

Priorities

In evaluating the Mission, Goal, Objectives and Strategies during response to each emergency, the following priorities are evaluated.

Incident Priorities

- Initiate, support and maintain measures that protect life, safety, property, and the environment.
- Isolate and stabilize the incident.
- Monitor events and proactively take steps to eliminate or mitigate potential hazards or threats.
- Provide approved, timely, and consistent public information on conditions and suggested personal protective actions.

- Support the emergency needs of people with disabilities or access and functional needs.
- Support the rapid resumption of essential human services and support community and economic recovery.
- Support the rapid assessment and resumption of critical infrastructure and key resources.

Emergency Management Goals

- Provide support to City departments, Incident Command Posts, or other EOC activities throughout the County.
- Ensure City and Countywide situational awareness to create a common operating picture.
- Coordinate effective use of City resources per situational needs and Citywide policy priorities.
- Acquire and allocate critical resources.
- Maintain coordination with City, County, State, Federal, Private and Non-Governmental Agencies.
- Coordinate City response actions and resources with the Operational Area and other County EOCs, and Policy Group/Multi-Agency Coordination Group.
- Provide accurate documentation and records required for cost recovery efforts.

1.5 AUTHORITIES AND REFERENCE

Defining Emergencies

These terms are often used somewhat interchangeably and, in some cases, are used to both define a situation and to describe a level of response to a situation.

Incident

An incident is an occurrence or event, natural, technical, or human-caused, which requires an emergency response to prevent, protect, or minimize loss of life or damage to property or the environment. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incidents may result in extreme peril to the safety of persons and property and may lead to or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Larger incidents, while not yet meeting disaster level definition, may call for local governments to proclaim, “a Local Emergency.”

Incidents call for a field on-scene response of an Incident Commander and tactical and support resources organized within an Incident Command System structure.

Examples of incidents could be wide-ranging:

- Protest demonstration
- Broken gas line
- Hostage situation
- Multi-casualty accident
- Downed utility lines
- Structure fire

Disaster
A disaster is a calamitous emergency event bringing great damage, destruction, or loss of life. Disasters may occur with advanced warning e.g., tornado, or major storm, with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more cascading incidents e.g., a minor brush fire caused by a traffic accident which results in a major wildland fire.

Major Disaster
“Major disaster” means any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under the [Stafford] Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Emergency
The actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the county caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake, or other conditions, including conditions resulting from war or the threat of war, but other than conditions resulting from a labor controversy, which conditions are likely to be beyond the control of the services, personnel, equipment and facilities of the city, requiring the combined forces of other political subdivisions to combat. (8.30 of the City of Sonora Municipal Code)

The term emergency can also be used to define a conditional state such as proclamation of “Local Emergency.” The California Emergency Services Act describes three states of Emergency:

Local Emergency
"Local emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal

infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the California Public Utilities Commission.

State of Emergency
"State of emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the California Public Utilities Commission.

State of War Emergency
"State of war emergency" means the condition, which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

1.6 AUTHORITIES

The following provides emergency authorities for conducting and/or supporting emergency operations:

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended (Public Law 93-288)(42 U.S.C. §§ 5121).
- Federal Civil Defense Act of 1950, as amended (Public Law 920).
- Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050).
- Homeland Security Act of 2002, as amended (Public Law 107-296) (6 U.S.C. §§ 101-557).
- Volunteer Protection Act of 1997, (Public Law 105-19) (42 U.S.C. §§ 14501-14505).

- U.S. Army Corps of Engineers - Flood Fighting (Public Law 84-99).
- Bio-terrorism Act, June 2002 (Public Law 107-188).
- Office of Homeland Security, October 8, 2001 (Executive Order 13228).
- Critical Infrastructure Protection, October 16, 2001 (Executive Order 13231).
- Citizens Prepared, November 9, 2001 (Executive Order 13234).
- U.S. Policy on Counter-terrorism, June 1995 (Presidential Decision Directive 39).
- Combating Terrorism, May 1998 (Presidential Decision Directive 62).
- Critical Infrastructure Protection, May 1998 (Presidential Decision Directive 63).
- National Strategy to Combat Weapons of Mass Destruction (National Security Presidential Directive 17).

State

- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and Government Code Section 8607(a).
- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- National Incident Management System Integration into the State of California (Executive Order S-2-05).
- Disaster Service Workers (California Government Code, Title 1, Chapter 4, Division 8, Section 3100).
- California Natural Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the Government Code).
- Physician or surgeon, etc., services in emergency (California Government Code, Title 2, Chapter 1, Division 7, Section 8659).
- Hazardous Materials (California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610).
- Continuity of Government (CGC, Title 1, Chapter 4, Division 8, Section 8635).
- Department of Water Resources - Flood Fighting (California Water Code (CWC), § 128).
- Orders and Regulations that may be Selectively Promulgated by the Governor during a State of Emergency.
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency.
- California Planning Guidance for persons with disabilities and others with access and functional needs; California Government Code section 8593.3.

Local

- City of Sonora Municipal Code 8.30 - Emergency Services.
- Resolution adopting the California Disaster and Civil Defense - Master Mutual Aid agreement, adopted December 12, 1950.

1.7 MUTUAL AID AUTHORITY

The basis for mutual aid is the California Disaster Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. Mutual aid assistance may be provided under one or more of the following authorities:

- California Disaster and Civil Defense Master Mutual Aid Agreement.
- California Emergency Managers Mutual Aid Plan.
- California Fire and Rescue Emergency Plan.
- California Law Enforcement Mutual Aid Plan.
- California Statewide Transit Mutual Assistance Compact.
- Federal Disaster Relief Act of 1974 (Public Law 93-288).
- Tuolumne County Fire Authority
- Tuolumne County EMS Authority

1.8 CONTINUITY OF GOVERNMENT/ OPERATIONS AUTHORITY

Continuity of Government is detailed in **SECTION 4.0: CONTINUITY OF GOVERNMENT**. The following portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of State and local government:

- Continuity of Government in California (Article IV, Section 21 of the State Constitution).
- Preservation of Local Government (Article 15 of the California Emergency Services Act).
- Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government Code).

Key authorities include Sections 8635 through 8643 of the Government Code:

- Furnish a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of (City and County) government in the event of an enemy attack, or in the event a State of Emergency or Local Emergency is a matter of statewide concern.
- Authorize political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.
- Authorize governing bodies to designate and appoint three standby officers for each member of governing body and for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision, other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated numbers 1, 2 and 3 as the case may be.
- Authorize standby officers to report ready for duty in the event of a State of War Emergency, State of Emergency or Local Emergency at the place previously designated.

- Authorize local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency or Local Emergency exists, and at a place not within the political subdivision.

1.9 REFERENCES

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended.
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003.
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003.
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency
- Management Agency, October 1, 2007.
- Post Katrina Emergency Management Reform Act of 2006
- National Response Framework (May 2013)
- National Incident Management System (NIMS)
- Comprehensive Preparedness Guide (CPG) 101

State

- California State Emergency Plan (As revised)
- Governor's Office of Emergency Services Disaster Assistance Procedures Manual
- California Emergency Resources Management Plan
- California Law Enforcement Mutual Aid Plan
- California Fire and Rescue Operations Plan
- California Assistance Procedures Manual (Cal OES)
- Natural Disaster Assistance Act Eligibility Guidelines and Claiming Instructions (Cal OES)
- Weapons of Mass Destruction Guidelines for Local Government
- Hazardous Materials Incident Contingency Plan (Cal OES)
- Public Assistance Guide for Applicants (Cal OES DAP-1)
- California Master Mutual Aid Agreement (and supporting mutual aid agreements)
- Standardized Emergency Management System (SEMS) Guidelines.

County/ Local

- Judicial System, Article VI, Section 1, 4, 5 and 10, of the Constitution of California.
- Local Government, Article XI, of the Constitution of California.
- Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- Temporary County Seats, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code.
- City of Sonora Municipal Code 8.30 - Emergency Services.

2.0 CONCEPT OF OPERATIONS

Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor incident to a major disaster, to a nuclear detonation. There are a number of similarities in operational concepts for responding to natural, technical, and human-caused emergencies. Some disasters or emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the public and implement mitigation measures designed to reduce loss of life, property damage or environmental impact. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All departments and agencies of the City must be prepared to respond promptly and effectively to any foreseeable disaster or emergency, including the provision and utilization of mutual aid (**Section 10 - MUTUAL AID**).

Emergency management activities are often associated with the five phases of emergency management as indicated below.

- Prevention Phase
- Mitigation Phase
- Preparedness Phase
- Response Phase
- Recovery Phase

2.1 PREVENTION PHASE

Prevention focuses on preventing death or injury to humans or damage to property and the environment, caused by potential natural or technological hazards or human caused threats. Preventive measures are designed to provide more permanent protection from threats or hazards; however, not all threats or hazards can be prevented. The risk of loss of life and injury can be limited with good evacuation plans, environmental planning, and design standards. Prevention may further be described as:

- Actions taken to avoid an incident
- Stopping an incident from occurring
- Deterrence operations and surveillance

2.2 MITIGATION PHASE

Mitigation efforts occur before, during, and after an incident. Mitigation capabilities are those necessary to reduce or eliminate long-term risk to persons or property, or lessen the actual or potential effects or consequences of an incident. These include:

- Understanding, recognizing, communicating, planning for, and addressing risks.
- Building resilient systems, communities, and infrastructure to reduce

vulnerability to incidents.
- Identifying, analyzing, and planning for area threats and hazards.
- City of Sonora's Local Hazard Mitigation Plan, 2023.
- City codes and ordinances (zoning ordinance, building codes and enforcement, etc.).
- Structural measures.
- Tax levy or abatements.
- Public information and community relations.
- Land use planning.
- Professional training.

Mitigation: FEMA Programs

FEMA's Hazard Mitigation Assistance (HMA) grant programs provide funding for eligible mitigation activities that reduce disaster losses and protect life and property from future disaster damages. FEMA administers the following HMA grant programs:

- ***The Hazard Mitigation Grant Program (HMGP)*** assists in implementing long-term hazard mitigation measures following Presidential disaster declarations.
- ***Building Resilient Infrastructure and Communities (BRIC)*** will support hazard mitigation projects, reducing the risks from disasters and natural hazards through capability- and capacity-building; encouraging and enabling innovation; promoting partnerships; enabling large projects; maintaining flexibility; and providing consistency.
- ***Pre-Disaster Mitigation (PDM)*** provides funds for hazard mitigation planning and the implementation of mitigation projects prior to a disaster.
- ***Flood Mitigation Assistance (FMA)*** provides funds so that measures can be taken to reduce or eliminate risk of flood damage to buildings insured under the National Flood Insurance Program (NFIP).
- ***HMGP Post-Fire Assistance*** grant programs provide funding for eligible activities that reduce or eliminate long-term risk to people and property from future disasters.
- ***Repetitive Flood Claims (RFC)*** provides funds to reduce the risk of flood damage to individual properties insured under the NFIP that have had one or more claim payments for flood damages.
- ***Severe Repetitive Loss (SRL)*** provides funds to reduce the risk of flood damage to residential structures insured under the NFIP that are qualified as severe repetitive loss structures.

2.3 PREPAREDNESS PHASE

The preparedness phase involves activities taken in advance of an emergency. These activities assist in improving operational capabilities and effective responses to a disaster. These actions include mitigation activities, emergency planning, training and exercises, and public education. Those departments and agencies identified in this plan as having either a primary or a support mission relative to response and recovery should prepare Standard Operating Procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs and checklists through periodic training in the activation and execution procedures.

2.3.1 Routine

The preparedness phase involves activities undertaken in advance of an emergency. Disaster plans are developed and revised to guide disaster response and increase available resources.

Planning activities include:

- Developing and revising hazard analyses.
- Writing mutual aid plans and agreements.
- Developing department standard operating procedures (SOPs) and checklists.
- Partner with advocacy groups to identify and ensure response capabilities to people with disabilities and other disabilities or access and functional needs.
- Registering volunteers as Disaster Service Worker Volunteers.
- Update the Multi-Year Integrated Preparedness Plan.
- Training and exercising city employees and volunteers.
- Improving public information and communications systems.
- Acquire, test and maintain equipment and technology.
- Developing systems for logistical support and financial accountability, i.e. disaster accounting system, pre-approved disaster contacts, vendor lists.
- Maintain and update photo documentation of pre-disaster condition of public buildings, infrastructure, vehicles and equipment.

2.3.2 Increased Readiness

Increased readiness actions will be initiated upon the receipt of a warning or the observation that a disaster or emergency situation is imminent or likely to occur soon. Actions to be accomplished include, but are not necessarily limited to:

- Review and update of emergency plans, SOPs, and resource lists.
- Dissemination of accurate and timely public information, warning, and desired actions.
- Accelerated training of city employees and volunteers.
- Inspection and preparation of critical facilities.

- Engage advocacy groups to identify and ensure response capabilities to people with disabilities and other access and functional needs.
- Recruitment of additional staff and Disaster Services Workers.
- Mobilization of resources.
- Testing warning and communications systems.

2.3.3 Hazard Identification and Analysis

A hazard analysis has indicated that the City may be at risk of certain types of natural, technological, or human-caused incidents, disasters, or emergencies. For further all-hazards information, also see the City of Sonora's Local Hazard Mitigation Plan, 2024.

2.3.4 Public Awareness and Education

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to improve their ability to prepare for, respond to, and recover from incidents, disasters, or emergencies.

Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state, and federal officials to ensure their contribution to emergency preparedness and response operations. Emergency Public Information procedures are addressed in **Annex 1: ALERT, WARNING, AND PUBLIC INFORMATION** and detailed in department procedures and position checklists regarding public warning.

2.3.5 ADA, Access and Functional Needs, Cultural Competence, and Equity Considerations for Local Government

Emergency preparedness and response programs must be made accessible to people with disabilities and other access and functional needs and is required by the Americans with Disabilities Act of 1990 (ADA). Disabilities include but are not limited to mobility, vision, hearing, cognitive disorders, mental illnesses, and language barriers.

California Government Code § 8593.3 defines access and functional needs as individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

The evacuation of people with disabilities and access and functional needs pose additional requirements with respect to alert and notification, information dissemination, evacuation, emergency transportation, and sheltering requirements. Many people who are otherwise self-sufficient may have special circumstances due to short-term issues such as physical or mental health issues, or have temporary resource shortages (e.g., fuel, transportation, etc.).

It is critical that modes of available transportation are identified that can be used in the evacuation of people with disabilities and others with access and functional needs during an emergency. Transportation that can accommodate wheelchairs, scooters, or other mobility aids will typically be needed in a large-scale evacuation. Lift-equipped buses or vans, maintained by Tuolumne County Transit may be an option. The City of Sonora has established and maintains working relationships with public and private agencies that serve transportation-dependent populations**,** to include Tuolumne County Dial-A-Ride and Tuolumne TRIP Volunteer transportation services for people with disabilities and access and functional needs.

Other potentially at-risk residents include those with cognitive or emotional disabilities that may impair their ability to make decisions during an emergency. It is important to note that individuals with disabilities and others with access and functional needs may not be able to reach designated transportation points without assistance.

Cultural Competence

California Government Code § 8593.3 requires the use of culturally appropriate resources and outreach techniques to provide emergency communications, evacuations, and sheltering services, including the integration of interpreters and translators for culturally diverse communities. This law also requires the use of culturally appropriate resources and outreach techniques to educate and prepare community members for emergencies or disasters. **(For additional Information refer to Evacuation Annex: 2.12 EVACUATION OF INDIVIDUALS WITH DISABILITIES AND OTHERS WITH ACCESS AND FUNCTIONAL NEEDS)**

"**Cultural competence**" means the ability to understand, value, communicate with, and effectively interact with people across cultures in order to ensure that the needs of all community members are addressed, with priority given to "culturally diverse communities." "Cultural competence" includes, but is not limited to, being respectful and responsive to the cultural and linguistic needs of diverse population groups.

"**Culturally diverse communities**" includes, but is not limited to, race and ethnicity, including indigenous peoples, communities of color, and immigrant and refugee communities; gender, including women; age, including the elderly and youth; sexual and gender minorities; people with disabilities; occupation and income level including low income individuals and the unhoused; education level; people with no or limited English language proficiency; as well as geographic location.

Equity

"Equity" is defined as justice according to natural law or right; specifically: freedom from bias or favoritism; something that is equitable; equitable is having equity; dealing fairly and equally with all concerned. FEMA defines equity as "the consistent and systematic fair, just and impartial treatment of all individuals." In other words, equity

recognizes that everyone doesn't begin in the same place in society. Some people face adverse conditions and circumstances making it more challenging with the same effort to achieve the same goals. Equity advocates for those who may have been historically disadvantaged, making it difficult for them to be successful. What is "fair" as it relates to equity isn't a question of what is the same but rather the point from which a person begins. Equity considers historical and other factors in determining what is fair.

Included in the City's planning efforts for those with disabilities are:

- Notification and warning procedures.
- Evacuation considerations.
- Emergency transportation issues.
- Care and sheltering requirements.
- Accessibility for mobility devices or service animals while in transit or at shelters.
- Accessibility to emergency information.

2.3.6 Disaster Animal Care Considerations for Local Government

The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans address the needs of people with pets and service animals after a major disaster, including the rescue, care and sheltering of animals.

The Tuolumne County Animal Control will be the lead agency in planning and response for animal care issues related to disaster preparedness, response, and recovery. The Operations Section, Law Enforcement Branch, Animal Services Unit Leader will oversee this function during an incident, disaster, or emergency and may be assisted by the Tuolumne County Animal Control.

The evacuation and transportation of animals is documented in the Sonora EOP: Evacuation Annex, 2.15 Evacuation of Animals.

Emergency Animal Services Resources

Tuolumne County Animal Control
10040 Victoria Way
Jamestown, CA 95327
(209) 694-2730 or (209) 694-2742

Call Tuolumne County Sheriff's Office Dispatch for the after-hours call out of the Tuolumne County Animal Control.

2.4 RESPONSE PHASE

Response begins when an emergency is imminent or immediately after an event occurs, and encompasses the activities that address the short-term, direct effects of an

incident. Response capabilities focus on saving lives, protecting property and the environment, and meeting basic human needs.

2.4.1 Pre-Emergency Operations

When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

- Brief City officials, department heads, and appropriate EOC staff.
- Review and update Plans and department SOPs.
- Evacuation of threatened populations to safe areas.
- Engage advocacy and community groups to identify and ensure response capabilities to people with disabilities and other access and functional needs **(Refer to DAFN Guidance Documents listed in the Position Specific Checklists)**.
- Notify threatened populations of the emergency and advise them of safety measures to be implemented.
- Notify the Tuolumne County OES of the emergency, if appropriate.
- Identifying the need for and request any needed mutual aid through the appropriate channels.
- Inspecting critical facilities and equipment.
- Test warning and communications systems.
- Mobilizing personnel and pre-positioning resources.
- Accelerating training efforts.
- Consider activating the City EOC.
- Consider a Proclamation of a Local Emergency or request the County proclaim.

2.4.2 Initial Emergency Response Operations

During this phase, emphasis is placed on saving lives, property, and the environment; stabilization of the situation; meeting basic human needs; and minimizing effects of the incident, disaster or emergency. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector.

One of the following conditions will apply to the City during this phase:

- The City is either minimally impacted, or not impacted at all, and is requested to provide mutual aid to other jurisdictions.
- The situation can be controlled without mutual aid assistance from outside the City.
- The situation requires mutual aid from outside the City.
- Evacuations of portions of the City are required due to uncontrollable immediate and ensuing threats.

The City emergency management organization will give priority to the following operations:

- Make necessary notifications and recall appropriate city employees.
- Make necessary notifications to key resources, e.g. American Red Cross and utility providers.
- Dissemination of accurate and timely information, warning, and desired actions to the public.
- Medical care and life safety operations.
- Public health operations.
- Evacuation and rescue operations.
- Identifying and assisting people with disabilities and other access and functional needs.
- Situation analysis (Damage, casualty, and impact or hazard assessments).
- Resource allocation and control.
- Care and shelter operations through the American Red Cross or Tuolumne County OES.
- Access and perimeter control.
- Photographic documentation of all disaster damage to public property.
- Maintenance or restoration of vital services, utilities and critical facilities.

When local resources are committed or anticipated to be and additional resources are required, requests for mutual aid will be initiated through the Tuolumne County OES. Fire and Law Enforcement agencies will request or render mutual aid directly through established channels.

Depending on the severity of the disaster or emergency, the City Emergency Operations Center (EOC) may be activated, and a Local Emergency may be proclaimed. If a Local Emergency is proclaimed, the EOC must be activated. The Tuolumne County OES must be advised when the EOC is activated.

2.4.3 Extended Emergency Operations

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Mutual aid may also be requested during this phase.

In addition to continuing operations to save lives, protect property and the environment, provide care and shelter, relocation and registration of displaced persons, and damage assessment operations, the following actions taken during extended operations may include:

- Preparing and reporting detailed damage and casualty assessments.
- Providing life safety, rescue, and emergency medical needs.
- Operating shelter facilities.
- Providing for the needs of people with disabilities and other access and functional needs.
- Protecting, controlling, and allocating vital resources.
- Assisting with coroner operations.
- Restoring vital utilities and services.

- Developing and implementing EOC Action Plans for extended operations (first 24 hours and beyond).

2.5 RECOVERY PHASE

Recovery is both a short-term activity intended to return critical systems to operation and a long-term activity designed to return life as close to normal pre-emergency conditions in the community as possible. **(Cal OES, California Disaster Recovery Framework, January 2019)**

The City will provide local government leadership in developing economic recovery plans, mitigation plans, and local legislative strategies necessary to promote recovery. City departments will review impacts on programs, and the City will work with Tuolumne County and will aggressively pursue state and federal assistance for local recovery.

Outside agencies and nongovernmental organizations may provide some short-term assistance to disaster victims. A County Local Assistance Centers (LAC) and a recovery website may also be established and maintained by the County and or City, providing a "one-stop" service to begin the process of receiving federal, state, and local recovery assistance for the community.

Local Assistance Centers (LAC) may be established to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The LAC is normally staffed and supported by local, state and federal agencies, as well as non-profit and voluntary organizations. The LAC provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services.

LACs have proven to significantly contribute to a streamlined recovery process and have been field-tested in numerous disasters and emergency events. (***Cal OES, A Guide for Establishing a Local Assistance Center, June 2013***)

When a Presidential Declaration of Emergency or Major Disaster is made, FEMA may establish Disaster Recovery Centers (DRC) to provide direct disaster assistance to victims. The DRC may be co-sponsored by Cal OES and will be self-sufficient, requiring no county support.

The recovery period has major objectives that may overlap, including:

- Reinstatement of personal or family autonomy.
- Reinstatement of essential health and public services.
- Restoration and stabilization of vital services, utilities and critical facilities.
- Restoration of private and public property.
- Identification of residual hazards.
- Plans to mitigate future hazards.

- Recovery of costs associated with response and recovery efforts.

Although recovery is primarily a responsibility of local government, if the emergency or disaster receives a Presidential declaration, a number of assistance programs may be available under the Stafford Act.

- **Public Assistance** is for repair of infrastructure, public facilities, and debris removal, and may include repair or replacement of non-Federal roads, public buildings, and bridges and implementation of mitigation measures.
- **Individual Assistance** is for damage to residences and businesses or for personal property losses and may include: grants to individuals and families for temporary housing, repairs, replacement of possessions, and medical and funeral expenses; Small Business Administration (SBA) loans to individuals and businesses; crisis counseling for survivors and responders; legal services; and disaster unemployment benefits.

  Under a Presidential Declaration the following assistance becomes available:

  Presidential Declaration of Emergency
  IHP – Assistance to Individuals & Households Program
  SSGP – State Supplemental Grant Program
  SBA – Small Business Administration
  USDA – US Department of Agriculture

  Presidential Declaration of Major Disaster
  IHP – Assistance to Individuals & Households Program
  SSGP – State Supplemental Grant Program
  SBA – Small Business Administration
  USDA – US Department of Agriculture
  CCP – Crisis Counseling Programs
  DUA – Disaster Unemployment Assistance
  DLS – Disaster Legal Services
  DCM – Disaster Case Management
  D-SNAP – Disaster Supplemental Nutrition Assistance Program

The following recovery issues are addressed in **Section 10.0: Disaster Recovery**:

- The recovery organization.
- The recovery damage assessment organization and responsibilities.
- Recovery documentation procedures.
- Recovery After-Action Reports.
- Recovery Disaster Assistance (programs, purpose, restrictions and application process)

2.6 INTEGRATING FEDERAL, STATE, AND LOCAL SYSTEMS

Taken together the National Response Framework (NRF), California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the Incident Command System (ICS), and this EOP integrate the capabilities and resources of various governmental jurisdictions, incident management and emergency response disciplines, non-governmental organizations (NGOs), and the private sector into a cohesive, coordinated, and seamless national framework for domestic incident management. Field level emergency responders, Department Operations Center (DOC) staff, Emergency Operations Center (EOC) staff, department executives, elected officials, and public information officers all have a vital role in successful comprehensive incident management and make up the Incident Management.

3.0 EMERGENCY OPERATIONS

This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides information on the City of Sonora emergency management structure and how the Emergency Operations Center and EOC staff are activated.

3.1 EMERGENCY MANAGEMENT ORGANIZATION

3.1.1 City Emergency Services Organization

The City Emergency Services Organization (including emergency preparedness, mitigation, response, and recovery), which is directed by the City Administrator who serves as the Director of Emergency Services and has the responsibility for:

- Implementing the Emergency Operations Plan.
- Working with the City Council, Disaster Council, Emergency Services Coordinator, and appropriate City staff, to execute the powers and duties prescribed per the City of Sonora Municipal Code 8.30 - Emergency Services.
- Proclaim the existence or threatened existence of a local emergency.
- Request the City Council ratify the proclamation of local emergency within 7 days and review every 60 days until terminated.
- Represent the City in all dealings with public and private agencies on matters pertaining to emergencies.
- Control and direct the effort of the emergency organization of the City.
- Oversee all City emergency preparedness, mitigation, response, and short-term recovery efforts.
- Activate the Policy Group or Multi-Agency Coordination Group.

The Emergency Services Director may serve as the EOC Director or may appoint the Emergency Services Coordinator or another qualified city employee to serve in this capacity.

3.1.2 City Disaster Council

In accordance with the California Emergency Services Act, the State of California Emergency Council accredited the City of Sonora as having a Disaster Council. §8610 CA. Gov. Code details the creation; plans; powers; rules and regulations for dealing with local emergencies. The City of Sonora Disaster Council under §8610 CA. Gov. Code shall develop plans for meeting any condition constituting a local emergency or state of emergency. The Disaster Council is empowered to review and recommend for adoption by the City Council emergency services, mutual aid plans and agreements, ordinances, resolutions, rules, and regulations as are necessary to implement such plans and agreements.

The membership of the Disaster Council is designated in the City of Sonora Municipal Code 8.30 - Emergency Services. The membership of the Disaster Council is as follows:

- The Chair of the Disaster Council – Director of Emergency Services/City Administrator.
- The Vice-Chair of the Disaster Council – Fire Chief or Assistant City Administrator as appointed by the Director of Emergency Services.
- The Emergency Services Coordinator – Appointed by the Director of Emergency Services.
- Such Chiefs (Coordinators) of Emergency Services as are provided for in the current Emergency Plan of the city, adopted pursuant to the provisions of this chapter.
- Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility as may be appointed by the Director of Emergency Services with the advice and consent of the City Council.

The Disaster Council shall meet at least annually upon the call of the chair or, in his/her absence from the city or inability to call such a meeting, upon the call of the vice-chair. Given the role assigned to the Disaster Council by State law, it should be convened when a significant change is made to the City's emergency services organization or emergency plans or in the event of a major disaster.

3.1.3 Employee Emergency Responsibilities as Disaster Service Workers

California Labor Code §3211.92(b) identifies all public agency employees as Disaster Service Workers. All City of Sonora employees were sworn in as Disaster Service Workers as part of their employment process.

In the event of an emergency or major disaster, all City employees are eligible to be called upon to assume an emergency assignment (California Government Code 3100, 3101, and 3108). Should that become necessary, the City Administrator may suspend normal City business activities. The EOC Director will coordinate recruiting, orienting, and assigning City employees and volunteers to emergency tasks, as directed by the Director of Emergency Services.

In addition to being available for an emergency assignment, it is the responsibility of all City employees to:

- Be familiar with the City emergency services organization, emergency operations, concept of operations and the procedures outlined in this Emergency Operations Plan.
- Be familiar with department emergency procedures.
- Maintain proficiency in any special skills needed for emergency assignments.

3.1.4 Disaster Service Workers Volunteer Program

California law requires Disaster Service Workers register with an accredited Disaster Council, the Governor's Office of Emergency Services, or an authorized State agency.

A disaster service worker volunteer is "…any person registered with an accredited Disaster Council…for the purpose of engaging in disaster service…without pay or other consideration." Registered DSW volunteers are people who have chosen to volunteer their time to assist a disaster or emergency services agency in carrying out the responsibilities of that agency.

The person must:

- Be officially registered with the accredited Disaster Council; and,
- Not receive any pay, monetary or otherwise, for the service being provided.

The Emergency Services Act (§8657) provides DSW volunteers with limited immunity from liability while providing disaster service as it is defined in §§2570.2 and 2572.2 of the Disaster Service Worker Volunteer Program Regulation (Cal. Code of Regs., Title 19). Additionally, U.S. Public Law 105-19, Volunteer Protection Act of 1997, provides limited protection. Immunity from liability protects the political subdivision or political entity, and the DSW volunteer in any civil litigation resulting from acts of good faith made by the political subdivision or political entity, or the DSW volunteer, while providing disaster service (e.g., damage or destruction of property; injury or death of an individual). Immunity from liability does not apply in cases of willful intent, unreasonable acts beyond the scope of DSW training, or if a criminal act is committed.

The State Compensation Insurance Fund (SCIF) may provide compensation for Disaster Service Worker Volunteers who sustain injuries while performing specific disaster services.

(Functional Annex: Disaster Service Worker Program)

3.2 EMERGENCY OPERATIONS CENTER (EOC) PURPOSE

In a preplanned event or an actual or threatened incident, emergency or disaster, the City will use an Emergency Operations Center to provide a central location of authority and information from which the city may provide coordinated emergency operations, interagency coordination, and executive decision making in support of the response and short-term recovery efforts. The EOC allows for face-to-face coordination among personnel who must make emergency decisions. The level of EOC staffing will vary with the specific situation and positions within the EOC will be staffed as needed. (**Section 6.0 - SEMS**)

The EOC does not command or control the on-scene response, but rather carries out the coordination and support function through:

- Overall management, coordination, and prioritization of emergency response and recovery operations and resources.
- Assess the need for, order, dispatch, and track resources. Establish priorities and resolve any conflicting demands for support or resources.
- Develop emergency policies and procedures, when appropriate consult with the policy group.
- Coordinate, communicate, and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies as appropriate.
- Control and coordinate, within established policy, the operational and logistical support of department resources committed to the emergency.
- Receive, prepare, and disseminate emergency public information to inform, alert, warn and direct the public.
- Provide emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary.
- Compile, evaluate, disseminate, and report damage and casualty information, intelligence, and other essential situational information and reports as required.
- Maintain general and specific maps, information display boards, and other situational data pertaining to operations.

4.0 CONTINUITY OF GOVERNMENT

A major disaster, emergency, or national security emergency could result in the death or injury of key government officials, the partial or complete destruction of established seats of government, and the loss of public and private records essential for continued operations of government and industry.

4.1 RESPONSIBILITY

The City of Sonora takes serious its responsibility to provide continuity of leadership and authority necessary to direct emergency response and recovery operations. Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while other jurisdictions may provide additional resources upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information during any disaster.

4.2 PRESERVATION OF LOCAL GOVERNMENT

The California Government Code Section 8643(b), Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

Article 15 also outlines procedures to ensure continued functioning of political subdivisions in the event the governing body, including standby officers, is unavailable to serve. The Emergency Services Act provides for the preservation of city or county government in the event of a major disaster.

4.3 LINES OF SUCCESSION FOR EMERGENCY OFFICIALS

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, human-caused or national security emergency.

5.0 EMERGENCY PROCLAMATION PROCESS

The California Emergency Services Act provides the basic authority for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act. There are three types of proclamations of emergency in the State of California: local emergency, state of emergency, and state of war emergency.

5.1 LOCAL EMERGENCY (CITY or COUNTY)

A Local Emergency may be proclaimed by the Director of Emergency Services, or their designee as specified by CHAPTER 8.30: EMERGENCY ORGANIZATION AND FUNCTIONS of the Sonora City Municipal Code and Section 8558 (c) of the California Emergency Services Act.

Definition of Local Emergency: "The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat . . ." (California Government Code (Govt. Code) section 8558 (c)). The type of disaster, date of occurrence and area affected are to be identified.

Purpose (Govt. Code sections 8625 and 8634):
The proclamation of a Local Emergency provides the governing body with the legal authority to:

- Request, if necessary, that the Governor proclaim a State of Emergency and/or request a Presidential declaration.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.

- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance (Note: Article 17 of the Emergency Services Act, Section 8655, provides for certain privileges and immunities).

Deadlines:

- **Issuance:** A Local Emergency must be proclaimed within 10 days of the occurrence of a disaster if assistance will be requested through the California Disaster Assistance Act (CDAA), (Govt. Code section 8685.2).
- **Ratification:** A Local Emergency proclaimed by the Director of Emergency Services must be ratified by the City Council within 7 days (Govt. Code section 8630(b)).
- **Renewal:** The City Council must review the need to continue the proclamation at least every 60 days until the Local Emergency is terminated (Govt. Code section 8630(c)).
- If the City Council meets bi-weekly (1st and 3rd Mondays of the month), the need to continue the proclamation should be reviewed every 14 days until terminated.
- **Termination:** The Local Emergency must be terminated by resolution as soon as conditions warrant (Govt. Code section 8630(d)).

Notification:

- The City of Sonora shall notify the Tuolumne Operational Area (OA) and provide a copy of the proclamation.
- The Tuolumne Operational Area (OA) shall notify the Cal OES Inland Region and provide a copy of the proclamation.
- Cal OES Inland Region will notify the Cal OES Director and Deputy Directors; and shall be the primary contact between the Cal OES Director, OA and the local jurisdiction for updates on any requests for assistance.
- Cal OES Director will respond in writing to the local government concerning the status of any requests for assistance included within the local proclamation or accompanying letter.

Initial Damage Estimate (IDE) Requirement:
When the local proclamation of emergency is submitted to Cal OES' Regional Operations, the package should include an IDE. An IDE is the local governments' identification of the impacts and local response and recovery activities. The IDE assists Cal OES to understand the jurisdiction's damages and prioritize Preliminary Damage Assessment (PDA) efforts, which in turn can lead to a state or federal disaster declaration. An Operational Area must include all its affected governing bodies (cities, towns, etc.), special districts (school districts, water districts, community services districts, etc.), and private non-profit organizations within the IDE.

If the City submits a Proclamation of Local Emergency directly to Cal OES, the City shall be responsible for submitting the IDE, usually within 30 days of Proclaiming.

However, if the County submits a Proclamation of Local Emergency, the City shall submit an IDE to the County.

An IDE should include:

- Type and extent of public and private sector damage;
- Estimates of damages and emergency response costs; and
- Any acute public health and environmental issues.

The IDE is evaluated, and if warranted, a State assessment is conducted by Cal OES Recovery.

The Recovery Proclamation Team works with local jurisdictions' emergency management and/or public safety agencies in the Operational Areas affected by the disaster event to accomplish these assessments.

Documentation of Response Efforts:
When a local government requests a Gubernatorial State of Emergency Proclamation, Director's Concurrence, and/or California Disaster Assistance Act funding, local government should provide information describing local response efforts and identify the specific type and extent of state emergency assistance needed, including regulatory waivers necessary to facilitate the protection of life and property during response efforts.

A local emergency proclamation and/or Governor's proclamation is not a prerequisite for mutual aid assistance, Red Cross assistance, the federal Fire Management Assistance Grant Program, or disaster loan programs designated by the U.S. Small Business Administration or the U.S. Department of Agriculture.

When the County proclaims a local emergency, they may request that:

- The Director of Cal OES concur with the local proclamation,
- The Governor proclaim a State of Emergency, and/or
- The Governor requests a Presidential Declaration of an Emergency or Major Disaster.

Reference document:
- Cal OES. *Emergency Proclamations; A quick reference guide for Local Government*, October 2022.
- Cal OES. *California Emergency Disaster Proclamation and CDAA Process*, January 2022.

6.0 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

The Standardized Emergency Management System (SEMS) is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. Under Government Code Section 8607(a), SEMS requires emergency response agencies to use basic principles and components of emergency management, including the Incident Command System (ICS), a statewide Master Mutual Aid Agreement system (MMAA), the Operational Area concept (OA), and Multi-Agency or inter-agency Coordination System (MACS).

The California Emergency Services Act (ESA) requires the use of SEMS for managing multiagency and multijurisdictional responses to emergencies in California. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency/disaster response and recovery. Local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

The City of Sonora has adopted SEMS for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies.

6.1 SEMS ORGANIZATIONAL LEVELS

There are five designated levels in the SEMS organization: field response, local government, operational area, regional, and state. Each level is activated as needed.

Field Response Level

The field response level is where emergency response personnel and resources carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of the Incident Command System (ICS) at the field response level of an incident. The ICS field functions to be used for emergency/disaster management are: Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

When the City's EOC is activated, it will coordinate and manage the overall response and recovery effort, while the Incident Commander uses the Incident Command System to direct field responders. Incident Commanders may report directly to the EOC, usually the Operations Section. Requests for any resources or support that cannot be obtained at the field level are sent to the City EOC.

Local Government Level

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency/disaster response and recovery activities within their jurisdiction.

Local governments are required to use SEMS when their Emergency Operations Center is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. Local governmental levels shall provide the following functions: Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency response and recovery operations through mutual aid (Government Code Section 8618).

Cities request all mutual aid (except fire and law) through the Operational Area. Fire and law mutual aid is coordinated through the designated Regional Fire and Law Coordinators **(Section 10.0 - MUTUAL AID).** All local governments are responsible for coordinating with the field response level, other local governments, and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

Special District Involvement

Special districts are defined as local governments in SEMS. The emergency response role of special districts is generally focused on normal services. During disasters, some types of special districts will be more extensively involved in the emergency response by assisting other local governments.

Coordination and communications should be established among special districts that are involved in emergency response and recovery, other local governments, and the operational area. This may be accomplished in various ways depending on the local situation. Relationships among special districts, cities, county government, and the operational area are complicated by overlapping boundaries and by the multiplicity of special districts. Special districts should work with the local governments in their service areas to determine how best to establish coordination and communications in disasters/emergencies.

When a special district is entirely contained within the City, (i.e., Sonora Unified School District) the special district should have a liaison representative at the City EOC, and direct communications should be established between the special district EOC and the City EOC. An exception may occur when there are many special districts within the City.

Nongovernmental, Private, and Volunteer Organizations

In emergency preparedness, response, and recovery, the City or County partners with nongovernmental agencies, private sector business, and volunteer organizations.

- Nongovernmental Organizations (NGOs) provide vital support services to promote the disaster recovery process for disaster victims and some may provide specialized services that help individuals with disabilities. These groups collaborate with first responders, governments at all levels and other agencies and organizations.

- Key business partners should be involved in the local crisis decision-making process or have a direct link to the EOC during an incident.

- Volunteer Organizations may work directly with the City or County as Disaster Service Workers or augment response and recovery efforts as directed. **(Disaster Service Worker Volunteer Program Annex).**

The City EOC will generally be a focal point for coordination of response activities with many of these nongovernmental organizations and key businesses working directly with the City of Sonora response or recovery efforts. If the nongovernmental organizations and key businesses are working with both the City and the County, then the County/ OA EOC will be the primary point of contact and coordination. The OA EOC should establish communication with private and volunteer agencies providing services within the County.

Organizations that play key roles in the response should have representatives at the EOC or at the Incident Command Post, and their initial contact would be with the Liaison Officer. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element, often in the Operations Section. Some agencies may have several personnel participating in functional elements in the EOC. For example, City volunteer organizations or Disaster Service Worker Volunteers may be assigned several other support tasks or may have representatives located in a specific functional element, while other representatives report to the Liaison Officer to be assigned as needed.

Cities or Counties served by a large number of private and volunteer organizations may not be able to accommodate representatives in the EOC from all agencies that have important response roles. Jurisdictions should develop alternate means of communicating with these agencies (i.e. Videoconferencing, telecommunications, email, shared documents, etc.) or when liaison representation is not practical.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community elected officials that represent several agencies, or involvement of agencies in special multi-agency groups on specific issues.

Operational Area Level

Under SEMS, the operational area is defined in the Emergency Services Act as an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within that county area. Political subdivisions include cities, a city and county, counties, district or other local governmental agency, or public agency as authorized by law.

The operational area is responsible for:

- Coordinating information, resources, and priorities among local governments within the operational area.
- Coordinating information, resources, and priorities between the regional level and the local government level.
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

The Tuolumne County EOC will fulfill the role of the Operational Area EOC. Activation of the Tuolumne Operational Area EOC during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

1) A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
2) Two or more cities within the operational area have proclaimed a local emergency.
3) The county and one or more cities have proclaimed a local emergency.
4) A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b).
5) A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.
6) The operational area is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations that are obtained through existing mutual aid agreements.
7) The operational area has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations that are obtained through existing mutual aid agreements.

6.1.1 Communication, Coordination, and Reporting to the Operational Area

Communications should be established between all cities and the Operational Area. Reports, resource requests, and other communications should be sent to the Tuolumne County OA EOC via email, or other process as established for the incident.

City reports and notifications are to be made to the Operational Area. These reports and notifications include:

- Activation of the City EOC.
- Proclamation of a Local Emergency.
- Situation Reports.
- City Status Reports.
- Initial Damage Estimates.
- Incident Reports.
- Resource Requests.

The City should report its status to the Operational Area EOC whether or not it has any disaster damage.

The City EOC should include representatives from special districts, volunteer agencies, and private agencies with significant response roles.

The Operational Area will use the Multi-Agency Coordinating System (MACS) concept when developing response and recovery operations.

6.1.2 Resource Request Process

When a disaster or emergency occurs, a city will use its own internal assets to provide emergency services. If a city's internal assets are not sufficient, the City will normally make a request to a neighboring jurisdiction for assistance. Internal assets include supplies and equipment available from local vendors.

- If resources are still not available, resource requests should be directed to the Operational Area EOC via the designated countywide emergency reporting systems.
- Existing mutual aid agreements and financial protocols will be followed.

Regional Level

Because of its size and geography, the State has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency/disaster related

activities.

State Cal OES has also established three Administrative Regions (Inland, Coastal and Southern). These Administrative Regions are the means by which State Cal OES maintains day-to-day contact with emergency services organizations at local, county, and private sector organizations. Tuolumne County is within Cal OES Mutual Aid Region IV and the Cal OES Inland Administrative Region, which includes 31 counties. **(Section 9.0 - MUTUAL AID, Figure 4: Cal OES Administrative and Mutual Aid Regions)**

The regional level manages and coordinates information and resources among operational areas within the mutual aid region and also between the operational areas and the State level. The regional level also coordinates overall State agency support for emergency/disaster response activities within the region.

State Level

The State level of SEMS manages state resources in response to the emergency/disaster needs of the other levels and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The State level also serves as the coordination and communication link between the State and the Federal disaster response system.

Federal Level

U.S. Department of Homeland Security (DHS)

The Homeland Security Act of 2002 established the Department of Homeland Security (DHS) to:

- Secure the United States from terrorist threats or attacks.
- Reduce the vulnerability of the United States to terrorism, natural disasters, and other emergencies.
- Minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies.

National Response Framework (NRF)

The Department of Homeland Security has provided the National Response Framework as a guide to how the Nation conducts all-hazards response. The National Response Framework provides structures for implementing nationwide response policy and operational coordination for all types of domestic incidents. It can be partially or fully implemented in the context of a threat, in anticipation of a significant event, or in

response to an incident. Selective implementation allows for a scaled response, delivery of the resources needed, and an appropriate level of coordination.

Incidents include actual or potential emergencies or all-hazards events that range from accidents and natural disasters to actual or potential terrorist attacks. They include events wholly contained within a single jurisdiction and others that are catastrophic in nature and national in their scope or consequences.

National Incident Management System (NIMS)

The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. NIMS works hand in hand with the National Response Framework (NRF). NIMS provides the template for the management of incidents, while the NRF provides the structure and mechanisms for national-level policy for incident management. **(Section 8.0 - NIMS)**

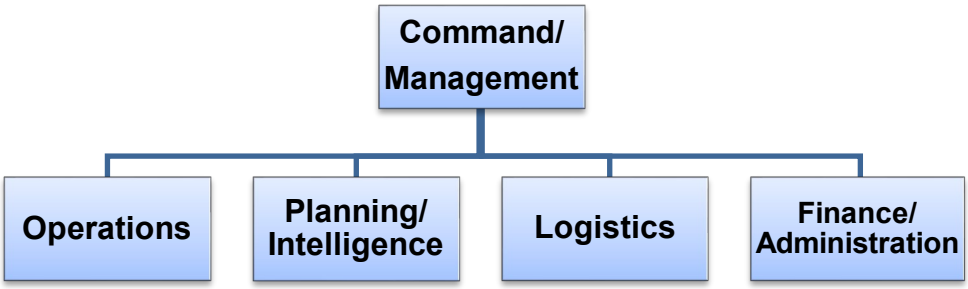
Federal Emergency Management Agency (FEMA)

The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during disasters and national security emergencies. In a disaster, different federal agencies may be involved in the response and recovery operations. Federal disaster assistance is organized under the concept of the Emergency Support Functions (ESFs) as defined in the National Response Framework. All contact with FEMA and other federal agencies must be made through the Operational Area during the response phase. During the recovery phase, there may be direct County contact with FEMA and other federal agencies.

6.2 SEMS FUNCTIONS

SEMS requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified below in Figure 7: SEMS Functions. These functions must be applied at each level of the SEMS organization.

Figure 2: SEMS Functions



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

Command: A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System (ICS), the Incident Commander (IC), with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The IC must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center (DOC) or EOC, when activated.

Management: The EOC serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the EOC, the Management function:

- Facilitates multiagency coordination and executive decision making in support of the incident response,
- Implements the policies established by the governing bodies,
- Facilitate the activities of the Multi-Agency Coordination (MAC) Group

Operations: Responsible for coordinating and supporting all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's EOC Action Plans (EAP). At the Field Level, the Operations Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan (IAP). In the EOC, the Operations Section Coordinator manages Branch Directors and Unit Leaders who share information and decisions about discipline-specific operations.

Planning/Intelligence: Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the IAP at the Field Level or the EAP at an EOC. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the EOC. As needed, Unit Leaders are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems (GIS) priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.

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

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

Figure 3: Comparison of Field and EOC SEMS Functions

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

6.3 MAJOR CONCEPTS OF SEMS

Organization Flexibility - Modular Organization

The five essential SEMS functions will be established as “sections” within the EOC and all other functions will be organized as branches, groups, or units within sections. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions that are needed but not staffed will be the responsibility of the next higher element in the organization.

Management of Personnel - Unity of Command and Span-of-Control

The position title “Section Coordinator” refers to the lead person of each section in the EOC. The position title "Director" refers to the lead person of each organizational branch in the EOC. The position title “Leader” refers to the lead person of each organizational unit in the EOC. Each activated function will have only one person in charge of it (i.e. report to), but a supervisor may be in charge of more than one functional element. Every individual will have a supervisor and each supervisor will generally be responsible for no more than seven employees, with the ideal span-of-control being three to five persons.

The Section Coordinator for Operations, Planning/Intelligence, Logistics, and Finance/Administration constitute the EOC General Staff. The Management Section and General Staff function as the EOC management team. The General Staff are responsible for:

- Overseeing the internal functioning of their section.
- Interacting with each other, Management, and other entities within the EOC to ensure the effective functioning of the EOC organization.

EOC Action Plans

At Local, Operational Area, Regional and State levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans give direction and provide a basis for measuring achievement of objectives and overall performance. Action planning is an important management tool that involves a process for:

- Identifying priorities, objectives, and assignments for emergency response or recovery efforts.
- Documentation of the priorities, objectives, tasks, and personnel assignments in a formal plan.

The action planning process should involve Management and General Staff along with other specific EOC positions, special district representatives, and other agency representatives, as needed. The Planning/Intelligence Section is responsible for coordinating the development of the action plan and for facilitation of action planning meetings.

Action plans are developed for a specified operational period that may range from a few hours to 12 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions.

The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in the **Planning/Intelligence Support Documentation - Action Planning. Also Refer Figure 9: Action Planning Process "Planning P".**

Multi-Agency or Inter-Agency Coordination

Multi-agency or inter-agency coordination inside and outside the EOC is important for:

- Establishing priorities for response.
- Allocating critical resources.
- Developing strategies for handling multi-agency response problems.
- Sharing information.
- Facilitating communications.

Inter-agency coordination is an integral part of the EOC. The EOC is staffed by representatives from the departments and agencies working together to coordinate the emergency response and recovery. Agency representatives from special districts, community based organizations, volunteer services, and private organizations, may also participate with EOC functional elements in coordinating the response and recovery effort. Coordination with agencies not represented in the EOC may be accomplished through telecommunications, satellite, or other electronic means.

Emergency response is coordinated at the EOC through:

- Representatives from the City of Sonora departments and agencies.
- Representatives from outside agencies including special districts, non-governmental organizations, volunteer agencies, and private organizations.
- Coordination with agencies not represented in the EOC may be accomplished through various methods of communications.
- Involvement in the EOC action planning process is essential for effective emergency management.

Multi-Agency or Inter-Agency Coordination Group (MAC Group)

- May be established formally.
- Should develop consensus on priorities, resource allocation, and response strategies.
- May function within the EOC, at another location or through conference calls - but should remain in contact with the EOC.
- EOC Action Plan should incorporate group priorities and objectives.
- Group objectives should be implemented through the EOC.
- City of Sonora may participate with other local governments and agencies in a multi-agency coordination group organized by another local government, operational area, or regional level.

7.0 INCIDENT COMMAND SYSTEM (ICS)

One of the primary components of NIMS/SEMS is the Incident Command System (ICS), which was developed during the 1970s by an inter-agency working group of local, state, and federal fire services in California.

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

7.1 USE OF ICS AT THE FIELD LEVEL

The concepts, principles, and organizational structure of the Incident Command System (ICS) will be used in managing field operations. The size, complexity, hazard environment and objectives of the situation will determine the ICS size and the support that will be required to support field activities. The incident will be managed by objectives to be achieved and those objectives are communicated to field and EOC personnel using the action planning process.

Typically, an Incident Commander (IC) will communicate with the EOC Director as to situation and resource status through established communications channels. Members of the ICS Command and General Staff will communicate with their counterparts in the EOC using the same communications methods. Some members of the EOC Management or General Staff may be asked to attend briefings or planning meetings at the Incident Command Post.

When multiple agencies respond to the incident, the IC will establish a Unified Command/Multi-Agency Coordination System and agency representatives will be asked to report to the Liaison Officer. Outside agencies including those from County, State and Federal agencies will participate in the Unified Command/Multi-Agency Coordination System by assisting in identifying objectives, setting priorities, and allocating critical resources to the incident.

7.2 FIELD/EOC COMMUNICATIONS AND COORDINATION

The City's communication plan outlines the communications channels and protocols to be used during an incident. Typically, field to EOC communications will occur at the Command/Management and General Staff levels or, if they are established, field units

will communicate with a Department Operations Center (DOC) who will, in turn, relay the information to the appropriate section/function in the EOC.

The County OA EOC will communicate situation and resource status information to the Inland Region and other outside agencies via designated countywide emergency reporting systems.

7.3 FIELD/EOC DIRECTION AND CONTROL INTERFACE

The EOC Director will establish jurisdictional objectives and priorities and communicate those to everyone in the organization through the EOC Action Plan. The EOC Action Plan does not direct or control field units but supports their activities. Incident Commander(s) will ensure incident objectives and priorities are consistent with those policies and guidelines established at the city level by the EOC Director.

It is the responsibility of the Incident Commander to communicate critical information to the EOC Director in a timely manner.

7.4 FIELD/EOC COORDINATION WITH DEPARTMENT OPERATIONS CENTERS

If a department (Police, Fire, Public Works, etc.) within the City establishes a DOC to coordinate and support their departmental field activities, its location, time of establishment and staffing information will be communicated to the City EOC. All communications with the field units of that department will be directed to the DOC who will then relay situation and resource information to the EOC. DOCs act as an intermediate communications and coordination link between field units and the City EOC.

7.5 ICS FUNCTIONS

- A standardized management tool for meeting the demands of small or large emergency or nonemergency situations.
- Represents "best practices" and has become the standard for emergency management across the country.
- May be used for planned events, natural disasters, and acts of terrorism.
- Is a key feature of the National Incident Management System (NIMS).

The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management. A basic

premise of ICS is that it is widely applicable. It is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government—Federal, State, local, and tribal—as well as by many private sector and nongovernmental organizations.

ICS is also applicable across disciplines. It is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration.

7.6 INCIDENT COMPLEXITY

"Incident complexity" is the combination of involved factors that affect the probability of control of an incident. Many factors determine the complexity of an incident, including, but not limited to, area involved, threat to life and property, political sensitivity, organizational complexity, jurisdictional boundaries, values at risk, weather, strategy and tactics, and agency policy. Incident complexity is considered when making incident management level, staffing, and safety decisions.

Various analysis tools have been developed to assist consideration of important factors involved in incident complexity. Listed below are the factors that may be considered in analyzing incident complexity:

- Impacts to life, property, and the economy
- Community and responder safety
- Potential hazardous materials
- Weather and other environmental influences
- Likelihood of cascading events
- Potential crime scene (including terrorism)
- Political sensitivity, external influences, and media relations
- Area involved, jurisdictional boundaries
- Availability of resources

7.7 ICS FEATURES

Standardization:

- Common Terminology: Using common terminology helps to define organizational functions, incident facilities, resource descriptions, and position titles.

Command:

- Establishment and Transfer of Command: The command function must be clearly established from the beginning of an incident. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.

- Chain of Command and Unity of Command: Chain of command refers to the orderly line of authority within the ranks of the incident management organization. Unity of command means that every individual has a designated supervisor to whom he or she reports at the scene of the incident. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to control the actions of all personnel under their supervision.

- Unified Command: In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

Planning/Organizational Structure:

- Management by Objectives: Includes establishing overarching objectives; developing strategies based on incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

- Modular Organization: The Incident Command organizational structure develops in a modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.

- Incident Action Planning: Incident Action Plans (IAPs) provide a coherent means of communicating the overall incident objectives in the context of both operational and support activities.

- Manageable Span of Control: Span of control is key to effective and efficient incident management. Within ICS, the span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates.

Facilities and Resources:

- Incident Locations and Facilities: Various types of operational support facilities are established in the vicinity of an incident to accomplish a variety of purposes. Typical designated facilities include Incident Command Posts, Bases, Camps, Staging Areas, Mass Casualty Triage Areas, and others as required.

- Comprehensive Resource Management: Maintaining an accurate and up-to-date picture of resource utilization is a critical component of incident management. Resources are defined as personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of

incident management and emergency response activities.

- Communications/Information Management

    - Integrated Communications: Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures.

    - Information and Intelligence Management: The incident management organization must establish a process for gathering, analyzing, sharing, and managing incident-related information and intelligence.

Professionalism:

- Accountability: Effective accountability at all jurisdictional levels and within individual functional areas during incident operations is essential. To that end, the following principles must be adhered to:

    - Check-In: All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
    - Incident Action Plan: Response operations must be directed and coordinated as outlined in the IAP.
    - Unity of Command: Each individual involved in incident operations will be assigned to only one supervisor.
    - Personal Responsibility: All responders are expected to use good judgment and be accountable for their actions.
    - Span of Control: Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
    - Resource Tracking: Supervisors must record and report resource status changes as they occur.

- Dispatch/Deployment: Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.

7.8 MODULAR ORGANIZATION

Standardization of the ICS organizational chart and associated terms does not limit the flexibility of the system. A key principle of ICS is its flexibility. The ICS organization may be expanded easily from a very small size for routine operations to a larger organization capable of handling catastrophic events.

When an ICS position is not staffed, the responsibility for the tasks associated with that position are assumed by the supervisor over that position. (i.e. if the Finance/

Administration position is not filled, the Incident Commander is responsible for all tasks associated with the Finance/Administration position.)

7.9 POSITION TITLES

At each level within the ICS organization, individuals with primary responsibility positions have distinct titles. Titles provide a common standard for all users.

The use of distinct titles for ICS positions allows for filling ICS positions with the most qualified individuals rather than by seniority. Standardized position titles are useful when requesting qualified personnel. For example, in deploying personnel, it is important to know if the positions needed are Unit Leaders, clerks, etc.

Listed below are the standard ICS titles:

Table 10: Incident Command System Titles

Organizational Level	Title	Support Position
Incident Command/ EOC Director	Incident Commander/ EOC Director	Deputy
Command/Management Staff	Officer	Assistant
General Staff (Section)	Chief	Deputy
Branch	Director	Deputy
Division/Group	Supervisor	N/A
Unit	Leader	Manager
Strike Team/Task Force	Leader	Single Resource Boss

Figure 4: Basic ICS Organization for the City of Sonora
(Incident Command Post or limited EOC Activation)

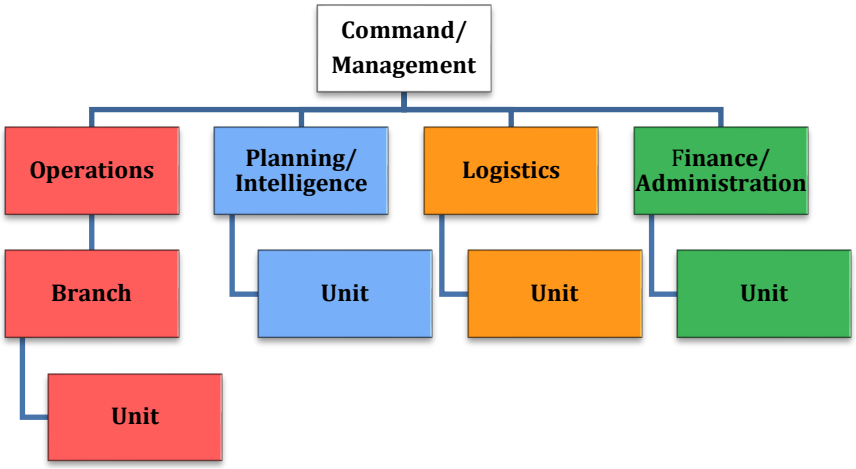
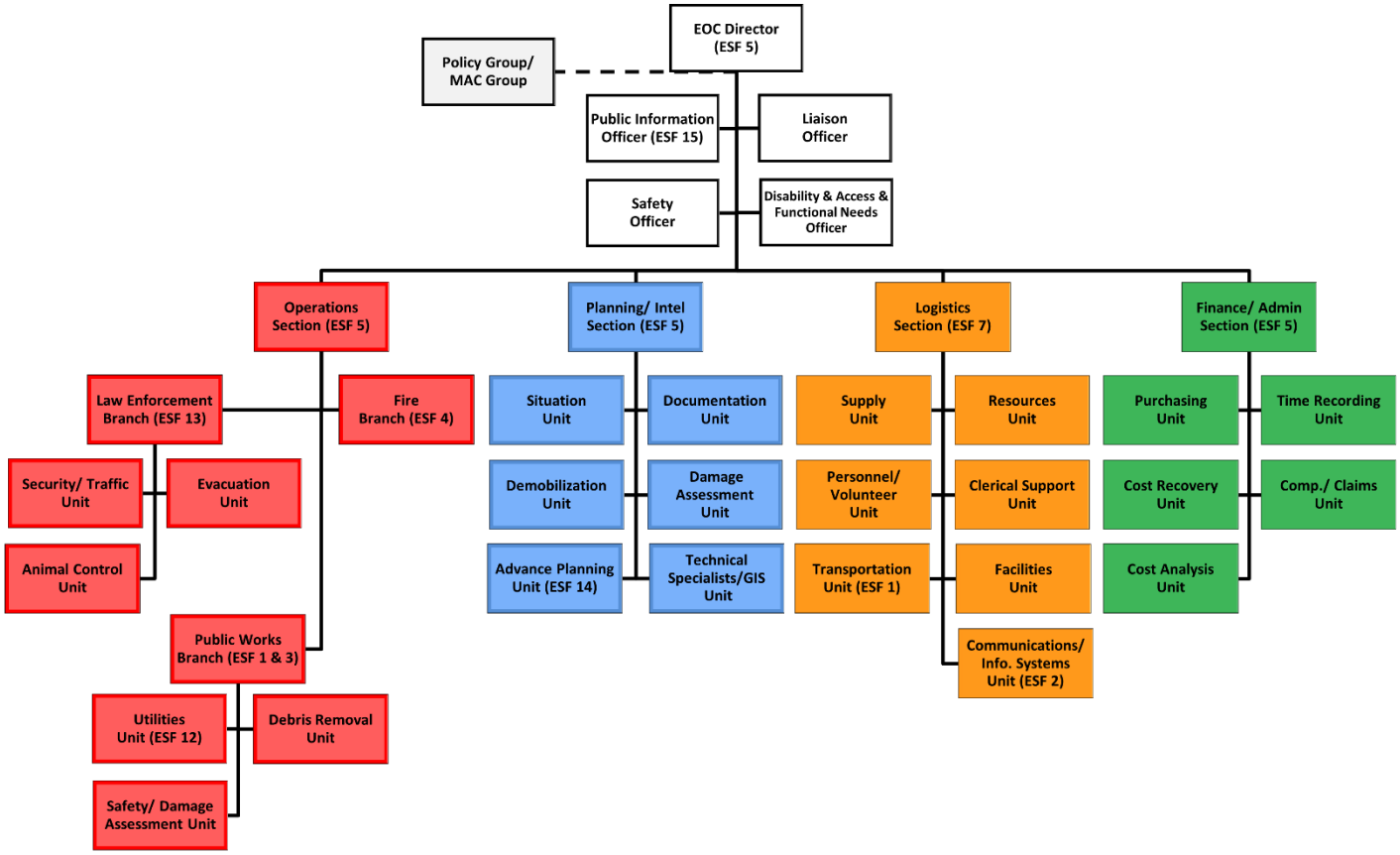


Figure 5: Expanded ICS Organization for the City of Sonora
(Full EOC Activation)



8.0 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Homeland Security Presidential Directive (HSPD)-5 called for a single, comprehensive system to enhance the ability of the United States to manage domestic incidents. The National Incident Management System (NIMS) was created to provide a consistent nationwide template to enable all levels of government, the private sector, and non-governmental organizations (NGOs) to work together during an incident.

Integrating these NIMS principles into all phases of an incident and throughout all levels of government ensures that all stakeholders have a common set of principles from which to operate during an incident.

NIMS is foundationally based on SEMS and ICS, which reflect standardized best practices in incident and emergency management techniques and principles that have been applied effectively for many years. Therefore, the techniques and principles of SEMS and ICS are incorporated into NIMS, making them NIMS compliant.

8.1 NIMS COMPONENTS

Three major components make up the NIMS Framework: Resource Management, Command and Coordination, and Communications and Information Management.

https://training.fema.gov/is/crslist.aspx?all=true - IS-700.B: An Introduction to the National Incident Management System & IS-800.D: National Response Framework, An Introduction.

Resource Management

Resource Management describes standard mechanisms to systematically manage resources, including personnel, equipment, supplies, teams, and facilities, both before and during incidents in order to allow organizations to more effectively share resources when needed.

https://training.fema.gov/is/crslist.aspx?all=true - IS-703.B: National Incident Management System Resource Management

Command and Coordination

Command and Coordination describes leadership roles, processes, and recommended organizational structures for incident management at the operational and incident support levels and explains how these structures interact to manage incidents effectively and efficiently.

NIMS Command and Coordination is comprised of four key organizational structures:

The Incident Command System (ICS) – ICS is a standardized, all-hazard incident management concept. Its organizational structure allows its users to match the

complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

https://training.fema.gov/is/crslist.aspx?all=true - IS-100.C: Introduction to the Incident Command System, ICS 100

Emergency Operations Center (EOC): The purpose, authorities, and composition of EOCs vary widely, but EOCs generally perform the following primary functions:

- Collecting, analyzing and sharing information.
- Supporting resource needs and requests, including allocation and tracking.
- Coordinating plans and determining current and future needs.
- In some cases, providing coordination and policy direction.

https://training.fema.gov/is/crslist.aspx?all=true - IS-2200: Basic Emergency Operations Center Functions

Multiagency Coordination Groups (MAC Group) - Are part of the off-site incident management structure of NIMS. MAC Groups are also sometimes referred to as Policy Groups. MAC Group members are typically agency administrators, executives or their designees from stakeholder agencies or organizations impacted by and with resources committed to the incident. The MAC Group may also include representatives from non-governmental organizations such as businesses and volunteer organizations.
During incidents, MAC Groups:

- Act as a policy-level body.
- Support resource prioritization and allocation.
- Make cooperative multi-agency decisions.
- Enable decision making among elected and appointed officials and the Incident Commander responsible for managing the incident.

https://training.fema.gov/is/crslist.aspx?all=true - IS-908: Emergency Management for Senior Officials

The Joint Information System (JIS) - Integrates incident information and public affairs into a unified organization that provides consistent, coordinated, accurate, accessible, timely and complete information to the public and stakeholders during incident operations.

JIS operates across and supports the other NIMS Management and Coordination structures: ICS, EOC and MAC Group.

JIS activities include:

- Developing and delivering coordinated interagency messages.
- Developing, recommending, and executing public information plans and strategies.
- Advise on public affairs issues that could affect the incident management effort.
- Addressing and managing rumors and inaccurate information that could undermine public confidence.

The JIS performs these activities in support of the Incident Commander or Unified Command, the EOC Director, and the MAC Group.

https://training.fema.gov/is/crslist.aspx?all=true - IS-29.A: Public Information Officer Awareness

Communications and Information Management

Communications and Information Management describes systems and methods that help to ensure that incident personnel and other decision makers have the means and information they need to make and communicate decisions.

The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information sharing at all levels of incident management. These elements are briefly described as follows:

Incident Management Communications − Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.

Information Management − Information management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the incident management effort. Effective information management enhances incident management and response and helps ensure that crisis decision-making is better informed.

Supporting Technologies

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

NIMS Compliance

The State of California's NIMS Advisory Committee issued "California Implementation Guidelines for the National Incident Management System" to assist State agencies, local governments, tribes and special districts to incorporate NIMS into already existing programs, plans, training and exercises. The County is following this document to ensure NIMS compliance.

Additional information on the National Incident Management System, including training, credentialing and compliance requirements can be found on the FEMA NIMS web site at http://www.fema.gov/nims/. A complete copy of the NIMS manual in Adobe PDF format is available from the FEMA NIMS web site and is also located in the electronic version of this plan.

As NIMS standards and practices are further defined and refined, this emergency plan will be updated to incorporate them as required. The Cal OES maintains current SEMS/NIMS Integration guidance. For updates reference the Cal OES website at: https://www.caloes.ca.gov/cal-oes-divisions/california-specialized-training-institute/training-exercise-programs/emergency-management-training-program

8.2 NATIONAL RESPONSE FRAMEWORK (NRF)

NIMS works hand in hand with the National Response Framework (NRF). NIMS provides the template for the management of incidents, while the NRF provides the structure and mechanisms for national-level policy for incident management.

The National Response Framework is a guide to how the Nation conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation. It describes specific authorities and best practices for managing incidents of all size, scale, or scope. The NRF is intended to strengthen, organize, and coordinate response actions across all levels. The doctrine of tiered response emphasizes that response to incidents should be handled at the lowest jurisdictional level capable of handling the work.

Preparedness is essential for effective response. The NRF identifies the six essential activities for responding to an incident:

Figure 6: Preparedness Cycle

- Planning
- Organizing
- Training
- Equipping
- Exercising
- Evaluating and Taking Corrective Action



Planning

Planning makes it possible to manage incidents, determine capability requirements, and identify roles. It includes the collection and analysis of intelligence and information, as well as the development of policies, plans, procedures, mutual aid and assistance agreements, and strategies to perform missions and tasks. Governments at all levels

have a responsibility to develop detailed, robust, all-hazards response plans. These plans should have clearly defined leadership roles and responsibilities. They should be integrated, operational, and incorporate the whole community.

Organizing

Organizing to execute response activities includes developing an overall organizational structure, strengthening leadership at each level, and assembling well-qualified teams of paid and volunteer staff for essential response and recovery tasks. The National Incident Management System (NIMS) provides standard command and management structures that apply to response. This common system enables responders from different jurisdictions and disciplines to work together to respond to incidents.

Governments at all levels should organize to support effective response and use the NIMS resource management principles as follows to enhance response capabilities.

Individual Resources. Resources are organized by category, kind, size, capacity, skill, and other characteristics. This organization makes resource management more efficient and ensures that similar resources from different agencies are organized according to standard principles.

Emergency Support Functions. The Federal Government and many State governments organize much of their resources and capabilities under 15 Emergency Support Functions (ESFs). ESFs align categories of resources and provide strategic objectives for their use. ESFs utilize standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident. ESF coordinators and primary agencies are identified on the basis of authorities and resources. Support agencies are assigned based on the availability of resources in a given functional area. ESFs provide the greatest possible access to Federal department and agency resources regardless of which organization has those resources. **(Table 15: Federal Emergency Support Functions and Table 16: California Emergency Support Functions).**

Pre-Scripted Mission Assignments. The Federal Government uses pre-scripted mission assignments to assist in planning and to reduce the time it takes to deploy response resources. Pre-scripted mission assignments identify resources or capabilities of government organizations that are commonly called upon during response to an incident. Pre-scripted mission assignments allow primary and supporting ESF agencies to organize resources that can be tailored to develop, train, and exercise rosters of deployable response personnel.

Advanced Readiness Contracting. While the Federal Government has tremendous resources on hand to support local governments, certain resources are more efficiently deployed when procured from the private sector. Advanced readiness contracting

ensures that contracts are in place before an incident for commonly needed commodities and services.

Pre-Positioned Resources. The Federal Government pre-positions resources close to those localities most at risk for particular types of events.

Training

Building essential response capabilities nationwide requires a systematic program to train individual teams and organizations – to include governmental, nongovernmental, private-sector, and voluntary organizations – to meet a common baseline of performance and certification standards. Professionalism and experience are the foundation upon which successful response is built. Rigorous, ongoing training is thus imperative.

Equipping

Jurisdictions at all levels need to establish a common understanding of the capabilities of distinct types of response resources. This facilitates planning before an incident, as well as rapid scaling and flexibility in meeting the needs of an incident. A critical component of preparedness is the acquisition of equipment that will perform to established standards, including the capability to be interoperable with equipment used by other jurisdictions and/or participating organizations.

Exercising

Exercises provide opportunities to test plans and improve proficiency in a risk-free environment. Exercises assess and validate proficiency levels. They also clarify and familiarize personnel with roles and responsibilities. Well-designed exercises improve interagency coordination and communications, highlight capability gaps, and identify opportunities for improvement.

Evaluating and Taking Corrective Action

Evaluation and continual process improvement are cornerstones of effective preparedness. Upon concluding an exercise, jurisdictions should evaluate performance against relevant capability objectives, identify deficits, and institute improvement plans. Improvement planning should develop specific recommendations for changes in practice, timelines for implementation, and assignments for completion.

Table 11: Federal Emergency Support Functions

ESF #1 – Transportation ESF Coordinator: Department of Transportation
Coordinates the support of management of transportation systems and infrastructure, the regulation of transportation, management of the Nation's airspace, and ensuring the safety and security of the national transportation system. Functions include but are not limited to the following: ▪ Transportation modes management and control; ▪ Transportation safety; ▪ Stabilization and reestablishment of transportation infrastructure; ▪ Movement restrictions; and ▪ Damage and impact assessment.
ESF #2 – Communications **ESF Coordinator: DHS/ Cybersecurity and Infrastructure Security Agency**
Coordinates government and industry efforts for the reestablishment and provision of critical communications infrastructure and services, facilitates the stabilization of systems and applications from malicious activity (e.g., cyber), and coordinates communications support to response efforts (e.g., emergency communication services and emergency alerts and telecommunications). Functions include but are not limited to the following: ▪ Coordination with telecommunications and information technology industries; ▪ Coordination of the reestablishment and provision of critical communications infrastructure; ▪ Protection, reestablishment, and sustainment of national cyber and information technology resources; ▪ Oversight of communications within the federal response structures; and ▪ Facilitation of the stabilization of systems and applications from cyber events.
ESF #3 – Public Works and Engineering **ESF Coordinator: DOD/U.S. Army Corps of Engineers**
Coordinates the capabilities and resources to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to prepare for, respond to, and recover from a disaster or an incident. Functions include but are not limited to the following: ▪ Infrastructure protection and emergency repair; ▪ Critical infrastructure reestablishment; ▪ Engineering services and construction management; and ▪ Emergency contracting support for life-saving and life-sustaining services.
ESF #4 – Firefighting **ESF Coordinator: USDA/U.S. Forest Service and DHS/FEMA/U.S. Fire Administration**
Coordinates the support for the detection and suppression of fires. Functions include but are not limited to supporting wildland, rural, and urban firefighting operations.
ESF #5 – Information and Planning **ESF Coordinator: DHS/FEMA**
Supports and facilitates multiagency planning and coordination for operations involving incidents requiring federal coordination. Functions include but are not limited to the following: ▪ Deliberate and crisis action planning; and ▪ Information collection, analysis, visualization and dissemination.

ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services ESF Coordinator: DHS/FEMA

Coordinates the delivery of mass care and emergency assistance. Functions include but are not limited to the following:

- Mass care;
- Emergency assistance;
- Temporary housing; and
- Human services.

ESF #7 – Logistics
ESF Coordinator: General Services Administration and DHS/FEMA

Coordinates comprehensive incident resource planning, management, and sustainment capability to meet the needs of disaster survivors and responders. Functions include but are not limited to the following:

- Comprehensive national incident logistics planning, management, and sustainment capability; and
- Resource support (e.g., facility space, office equipment and supplies, and contracting services).

ESF #8 – Public Health and Medical Services
ESF Coordinator: Department of Health and Human Services (HHS)

Coordinates the mechanisms for assistance in response to an actual or potential public health and medical disaster or incident. Functions include but are not limited to the following:

- Public health;
- Medical surge support, including patient movement;
- Behavioral health services;
- Mass fatality management; and
- Veterinary, medical, and public health services.

ESF #9 – Search and Rescue
ESF Coordinator: DHS/FEMA

Coordinates the rapid deployment of search and rescue resources to provide specialized life-saving assistance. Functions include but are not limited to the following:

- Structural collapse (urban) search and rescue;
- Maritime/coastal/waterborne search and rescue; and
- Land search and rescue.

ESF #10 – Oil and Hazardous Materials Response
ESF Coordinator: Environmental Protection Agency

Coordinates support in response to an actual or potential discharge and/or release of oil or hazardous materials. Functions include but are not limited to the following:

- Environmental assessment of the nature and extent of oil and hazardous materials contamination; and
- Environmental decontamination and cleanup, including buildings/structures and management of contaminated waste.

ESF #11 – Agriculture and Natural Resources
ESF Coordinator: Department of Agriculture

Coordinates a variety of functions designed to protect the Nation's food supply, respond to pest and disease incidents impacting agriculture, and protect natural and cultural resources. Functions include but are not limited to the following:

- Nutrition assistance;
- Agricultural disease and pest response;
- Technical expertise, coordination, and support of animal and agricultural emergency management;
- Meat, poultry, and processed egg products safety and defense; and
- Natural and cultural resources and historic properties protection.

ESF #12 – Energy
ESF Coordinator: Department of Energy

Facilitates the reestablishment of damaged energy systems and components, and provides technical expertise during an incident involving radiological/nuclear materials. Functions include but are not limited to the following:

- Energy infrastructure assessment, repair, and reestablishment;
- Energy industry utilities coordination; and
- Energy forecast.

ESF #13 – Public Safety and Security
ESF Coordinator: Department of Justice/Bureau of Alcohol, Tobacco, Firearms, and Explosives

Coordinates the integration of public safety and security capabilities and resources to support the full range of incident management activities. Functions include but are not limited to the following:

- Facility and resource security;
- Security planning and technical resource assistance;
- Public safety and security support; and
- Support to access, traffic, and crowd control.

ESF #14 – Cross-Sector Business and Infrastructure
ESF Coordinator: DHS/Cybersecurity and Infrastructure Security Agency

Coordinates cross-sector operations with infrastructure owners and operators, businesses, and their government partners, with particular focus on actions taken by businesses and infrastructure owners and operators in one sector to assist other sectors to better prevent or mitigate cascading failures between them. Focuses particularly on those sectors not currently aligned to other ESFs (e.g., the Financial Services Sector). Functions include but are not limited to the following:

- Assessment, analysis, and situational awareness of cross-sector challenges; and
- Facilitates operational coordination with critical infrastructure sectors.

ESF #15 – External Affairs
ESF Coordinator: DHS

Coordinates the release of accurate, coordinated, timely, and accessible public information to affected audiences, including the government, media, NGOs, and the private sector. Works closely with state and local officials to ensure outreach to the whole community. Functions include but are not limited to the following:

- Public affairs and the Joint Information Center;
- Intergovernmental (local, state, tribal, territorial, nongovernmental, and private sector) affairs; and
- Congressional affairs.

Table 12: California Emergency Support Functions

CA-ESF Title	Definition	Lead Agency	Federal ESF
ESF 1 Transportation	Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents.	California Transportation Agency (Caltrans)	ESF #1 – Transportation
ESF 2 Communications	Provide resources, support, and restoration of government emergency telecommunications, including voice and data.	California Governor's Office of Emergency Services	ESF #2 – Communications
ESF 3 Construction and Engineering	Organizes the capabilities and resources of the State government to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to local jurisdictions.	California Government Operations Agency-Dept. of General Services	ESF #3 – Public Works and Engineering
ESF 4 Fire and Rescue	Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural, and wildland fires and emergency incident scene rescue activities and provide personnel, equipment, and supplies to support local jurisdictions.	California Governor's Office of Emergency Services	ESF #4 – Firefighting
ESF 5 Management	Coordinates and resolves issues among the CA-ESFs in the four phases of emergency management to ensure consistency in the development and maintenance of the SEP annexes. During emergencies, serves in an advisory capacity to the EOC Director.	California Governor's Office of Emergency Services	ESF #5 – Emergency Management

ESF 6 **Care and Shelter**	Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification, and victim recovery.	California Health and Human Services Agency	ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services
ESF 7 **Resources**	Coordinates plans and activities to locate, procure, and pre-position resources to support emergency operations.	California Government Operations Agency-Dept. of General Services	ESF #7 – Logistics Management and Resource Support
ESF 8 **Public Health and Medical**	Coordinates Public Health, Environmental Health, and Emergency Medical Services activities statewide in support of local jurisdiction resource needs for preparedness, response, recovery, and mitigation from emergencies and disasters.	California Health and Human Services Agency	ESF #8 – Public Health and Medical Services
ESF 9 **Search and Rescue**	This Emergency Support Function was merged into CA-ESF 4 Fire and Rescue for Urban Search and Rescue requests and CA-ESF 13 Law Enforcement for Wilderness Search and Rescue.	California Governor's Office of Emergency Services	ESF #9 – Search and Rescue
ESF 10 **Hazardous Materials**	Coordinates State resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to, and recover from a threat to the public or environment by actual or potential hazardous materials releases, including oil spills.	California Environmental Protection Agency	ESF #10 – Oil and Hazardous Materials Response
ESF 11 **Food and Agriculture**	Supports the responsible jurisdiction and coordinates activities during and immediately following a disaster, impacting the agriculture and food industry, and supports the recovery of impacted industries and resources post disaster.	California Department of Food and Agriculture	ESF #11 – Agriculture and Natural Resources
ESF 12 **Utilities**	Provide resources and support to responsible jurisdictions and in partnership with the private sector to restore gas, electric, water, wastewater and telecommunications.	California Natural Resources Agency-California Energy Commission and California Utilities Emergency Association	ESF #12 – Energy

ESF 13 Law Enforcement	Coordinates State law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities, Wilderness Search and Rescue, and public safety in accordance with Law Enforcement and Coroner's Mutual Aid Plans.	California Governor's Office of Emergency Services	ESF #13 – Public Safety and Security
ESF 14 Recovery	Supports and enables economic recovery of communities and California from the long-term consequences of extraordinary emergencies and disasters.	California Governor's Office of Emergency Services	ESF #14 – Long-Term Community Recovery
ESF 15 Public Information	Supports the accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including the special needs population.	California Governor's Office of Emergency Services	ESF #15 – External Affairs
ESF 16 Evacuation	This Emergency Support Function was merged into CA-ESF 13 Law Enforcement in August 2013.	N/A	N/A
ESF 17 Volunteer and Donations Management	Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources to support incidents requiring a State response.	Office of the Governor - California Volunteers	N/A
ESF 18 Cybersecurity	Coordinates resources to prepare, mitigate, respond to, and recover from a significant cybersecurity event.	California Governor's Office of Emergency Services	N/A

9.0 MUTUAL AID

The foundation of California's emergency planning and response is a statewide mutual aid system that is structured to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and has been adopted by the State, all 58 counties, and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the State. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate, and prepare mutual aid agreements.

Mutual aid agreements exist in:

- Law Enforcement /Coroners
- Fire Services
- Medical
- Public Health
- Emergency Management
- Hazardous Materials
- Public Utilities
- Engineers

9.1 STATEWIDE MUTUAL AID SYSTEM

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from local governments, operational areas, regions, and State to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in **Figure 13: Mutual Aid System Flow Chart.**

The system includes several discipline-specific mutual aid agreements, such as fire and rescue, law, medical, building and safety, coroners, emergency managers and public works. These systems are consistent with SEMS and NIMS at all levels.

In addition to the mutual aid agreements that are in place within the state of California, the Governor signed the Emergency Management Assistance Compact (EMAC) that allows the State of California to participate with the other states in a nationwide mutual aid system. Interstate mutual aid may be obtained through direct state-to-state contacts,

pursuant to interstate agreements and compacts, or may be coordinated through federal agencies (www.emacweb.org).

9.2 MUTUAL AID REGIONS

Mutual aid regions I-VI were established in California under the Emergency Services Act and each contains designated counties. Tuolumne County is in Mutual Aid Region IV which is in the Cal OES Inland Administrative Region. **Figures 16 and 17** depict the State mutual aid and administration regions, respectively.

9.3 MUTUAL AID COORDINATORS

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and State levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility, and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the Emergency Management Mutual Aid (EMMA) system by emergency management staff at the local government, operational area, regional and State levels. In the Operational Area, this would be coordinated through the Tuolumne County Office of Emergency Services. The flow of resource requests and information among mutual aid coordinators is illustrated in **Figure 13: Mutual Aid System Concept: General Flow of Requests and Resources** and **Figure 14: Mutual Aid Coordinators Flow Chart Discipline Specific Mutual Aid Systems**. The discipline-specific mutual aid is coordinated through the Inland Regional Mutual Aid Coordinators for the specific discipline as illustrated in **Figure 17: Inland Region Operational Area Mutual Aid Coordinator Map**.

Mutual aid system coordinators at an EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on how the EOC is organized, and the extent to which it is activated.

9.4 VOLUNTEER, NON-GOVERNMENTAL, AND PRIVATE ORGANIZATIONS

Volunteer, non-governmental, and private organizations may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. The County's emergency preparedness partnerships, including volunteer agencies such as the American Red Cross, Sheriff's Office volunteer programs, community, and faith-based organizations and others are an essential element of Local, State, and National emergency response to meet the needs of disaster victims. Volunteer and non-governmental organizations mobilize volunteers and other resources

through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer and non-governmental organizations with extensive involvement in the emergency response should be represented in OA EOC or the City EOC if the agency is only assigned to work with the City. For County wide incidents, the OA EOC will be the lead and coordinate all volunteer, non-governmental, or private organizational assistance.

Some private agencies have established mutual aid arrangements to assist other private agencies and government within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal, and private agencies. Mutual aid arrangements may include both governmental and private agencies.

The City of Sonora coordinates and maintains two Pre-Registered DSW Volunteer Classification programs: The Police Explorer Program, and Community Service Volunteers (CSV).

- The Police Explorer Program - The Sonora Police Department actively supports the Law Enforcement Explorer Program. The Law Enforcement Explorer Program is an important asset for today's youth that allows them to explore the career opportunities offered in the law enforcement profession. In addition, Explorers are exposed to and learn correct information about the criminal justice system, which often is a topic of conversation among their peers.

  The Explorer program is a very important community-based program that provides educational and practical information to its participants. In return, the Explorers provide a valuable asset to the community by working at special events, such as the Mother Lode Round-Up, Christmas Parade, Spring Festival, and football games, as well as assisting officers on ride-a-longs. They assist with searches, traffic control, allowing sworn officers to address more critical situations.

- Community Service Volunteers (CSV) - Volunteers perform many important functions for the police department. Their participation allows police officers and other criminal justice employees to spend more time conducting proactive law enforcement activities.

  Volunteers perform primarily in two areas: administration and patrol. Administrative duties include, but are not limited to, data entry, record keeping, filing, and reception work. Patrol duties include, but are not limited to, traffic control, special events, business checks, and home vacation checks.

Liaisons should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information

exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

9.5 SAFETY ASSESSMENT PROGRAM (SAP)

The Safety Assessment Program (SAP) utilizes volunteers and mutual aid resources to provide professional engineers and architects and certified building inspectors to assist local governments in safety evaluation of their built environment in the aftermath of a disaster. The program is managed by Cal OES, with cooperation from professional organizations. SAP produces two resources: SAP Evaluators, described above, and SAP Coordinators, which are local government representatives that coordinate the program. Cal OES issues registration ID cards to all SAP Evaluators that have successfully completed the program requirements. Training for this program is now eligible for Homeland Security Grant Program funding.

Certified building inspectors, licensed engineers and architects who are part of the SAP are divided into two resource pools:

- Volunteers.
- Public Resources.
    - Local government employees.
    - State government employees.

All SAP participants must be activated by Cal OES through the State Operations Center (SOC). Requests for SAP mutual aid must be made through the Inland Region or State Operating Center.

9.6 EMERGENCY FACILITIES USED FOR MUTUAL AID

Incoming mutual aid resources may be received and processed at several types of facilities including: marshaling areas, mobilization centers, and incident facilities. Each type of facility is described briefly below.

Marshaling Area

Defined in the National Response Framework as an area used for the complete assemblage of personnel and other resources prior to their being sent directly to the disaster affected area. Marshaling areas may be established in other states for a catastrophic California earthquake.

Mobilization Center

Off-incident location at which emergency or disaster service personnel and equipment are temporarily located pending assignment, release, or reassignment. For major area-wide disasters, mobilization centers may be located in or on the periphery of the disaster area.

Incident Facilities/Staging Areas

Incoming resources may be sent to staging areas, other incident facilities or directly to an incident, depending on the circumstances. Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

9.7 POLICIES AND PROCEDURES

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- During a proclaimed emergency/disaster, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.
- Make sure a communications plan is in place for response activities.
- Because different radio frequencies are in use among most agencies, local agencies should provide incoming mutual aid forces with portable radios having local frequencies.
- Law and Fire Mutual aid requests will be made through established regional reporting systems **(See Figure 17: Inland Region Operational Area Mutual Aid Coordinator Map).**
- The Tuolumne County will make all non-law and non-fire mutual aid requests via the Inland Region IV mutual aid systems or the State Operations Center (SOC). Requests should specify, at a minimum:
    - Number and type of personnel needed.
    - Type and amount of equipment needed.
    - Reporting time and location.
    - To whom resources should report.
    - Access routes.
    - Estimated duration of operations.
    - Risks and hazards.

9.8 AUTHORITIES AND REFERENCES

Mutual aid assistance may be provided under one or more of the following authorities:

- State of California Emergency Managers Mutual Aid Plan.
- California Fire and Rescue Emergency Plan.
- California Fire Assistance Agreement.
- California Law Enforcement Mutual Aid Plan.
- California Law Enforcement Guide for Emergency Operations.
- California Master Mutual Aid Agreement.
- Emergency Management Assistance Compact.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Public Law 93-288, as amended: provides federal support to state and local disaster activities).
- Emergency Management Mutual Aid, Cal OES, November 2012.

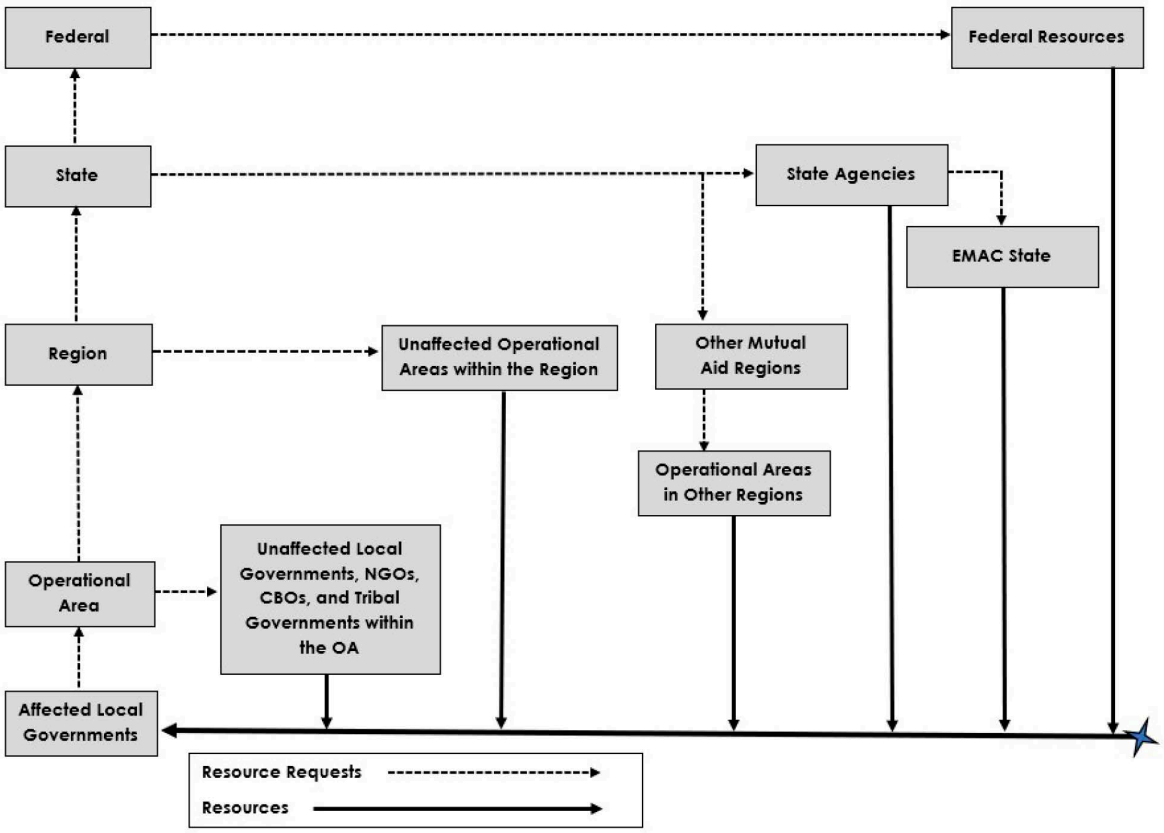
Figure 7: Mutual Aid System Concept: General Flow of Requests and Resources
Flow of Requests and Resources

State of California
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7.7.7. Flow of Mutual Aid and Other Resource Requests

Exhibit 7.7-3 Flow of Requests and Resources below depicts the resource management process for the state under SEMS. In this model, the affected local government can access all stakeholders at all levels of the system.

Exhibit 7.7-3 Flow of Requests and Resources



OA- Operational Area
NGO-Non-Governmental Organization
CBO-Community Based Organization

Notes: Local governments may request mutual aid directly from other local governments where local agreements exist.

Figure 8: Discipline Specific Mutual Aid Coordinators Flow Chart

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Cal OES will analyze and coordinate resource requests and assign mission tasking to the appropriate state agency or department to fill the need.

Exhibit 7.7-2 Discipline-Specific Mutual Aid System below documents the flow of information, resource requests, and resources within specific mutual aid agreements relative to the SEMS organization levels.

Exhibit 7.7-2 Discipline-Specific Mutual Aid System

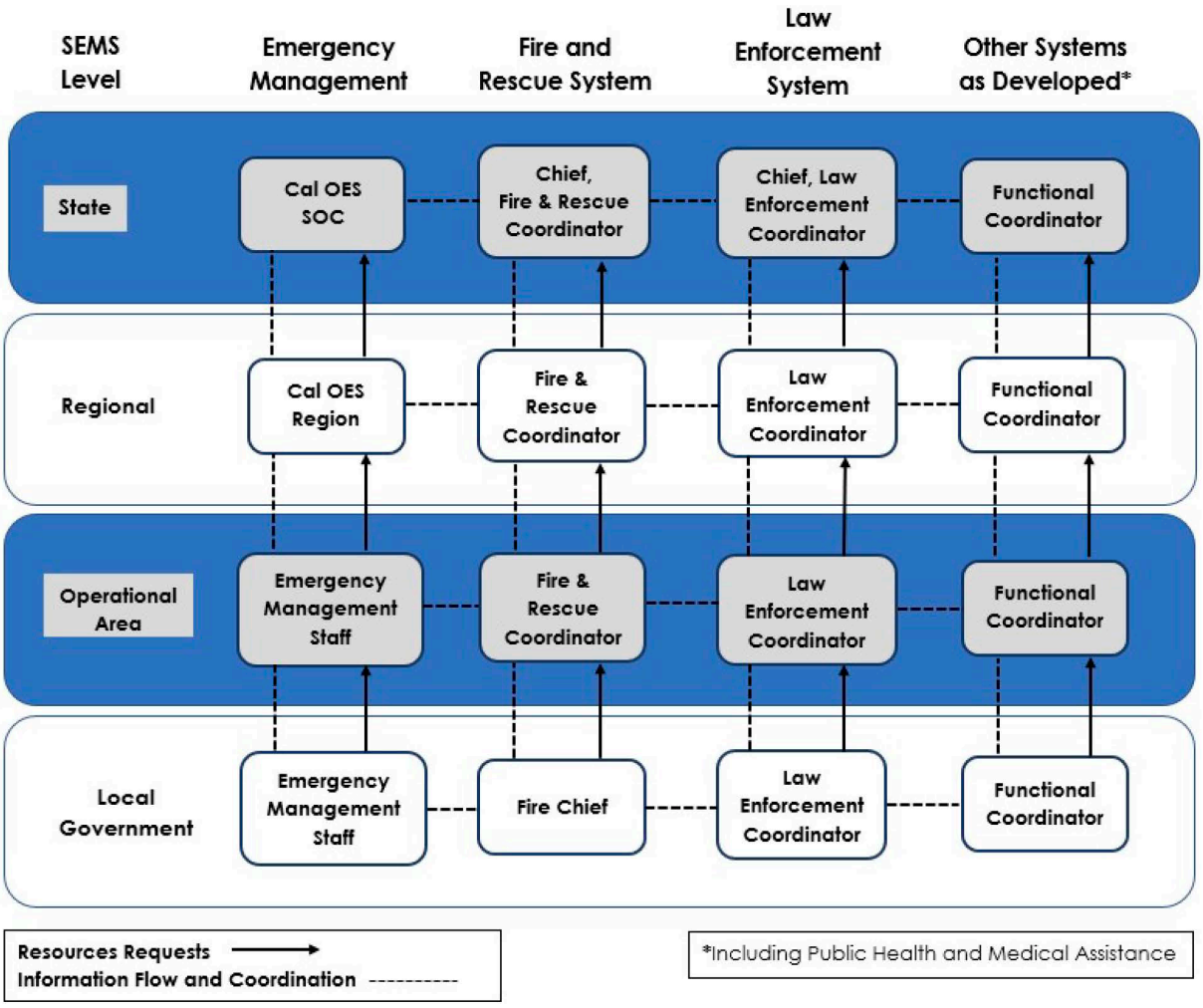
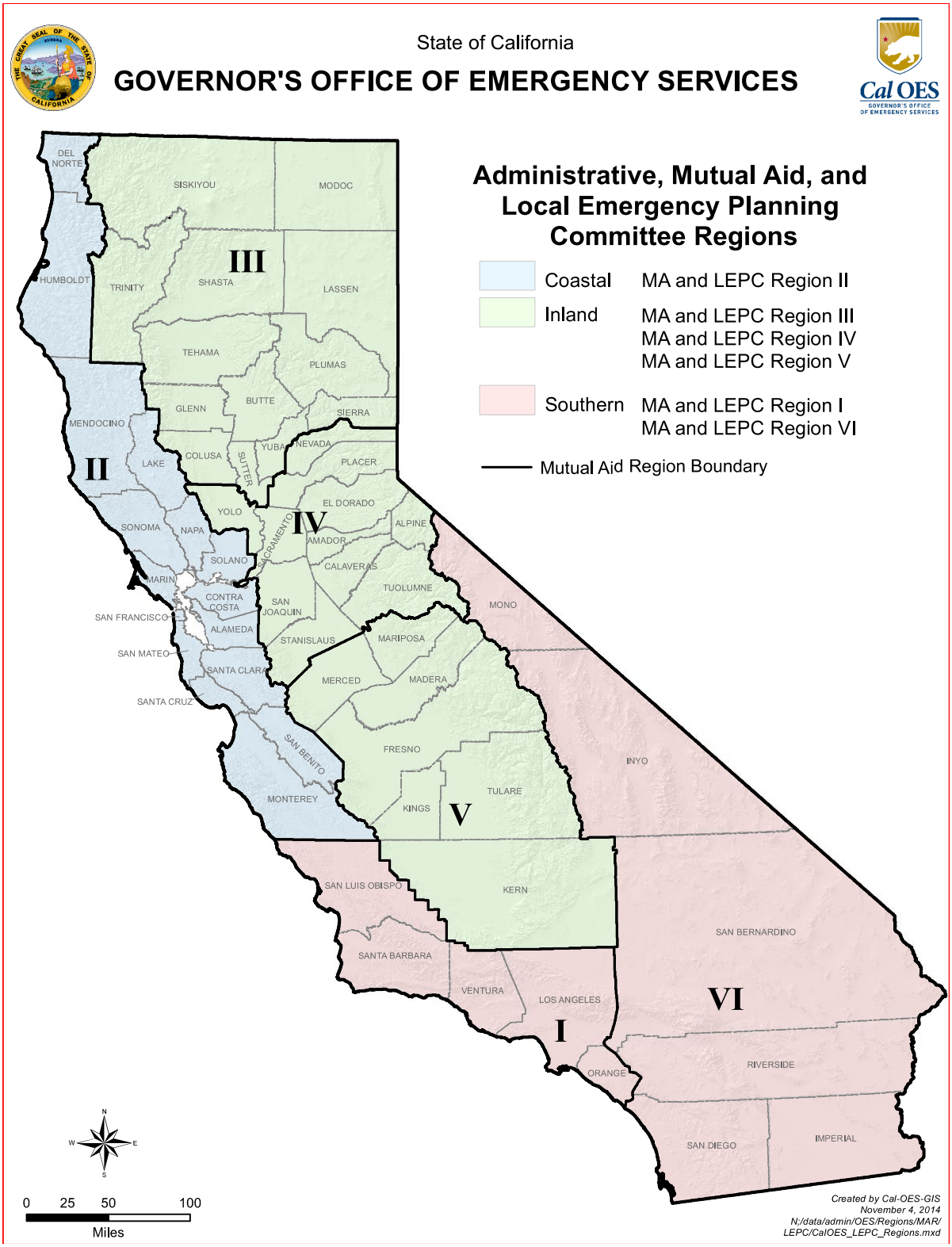


Figure 9: State Cal OES Administrative Regions Map



Figure 10: State Mutual Aid Regions Map



10.0 DISASTER RECOVERY

The recovery phase of an emergency or disaster is often defined as restoring a community to its pre-disaster condition. More realistically, recovery is the process of re-establishing a state of normalcy in the affected communities. The location, type, magnitude and effects of the incident will determine the specific approach to recovery operations following a disaster.

Immediately after the onset of an emergency or disaster, the Advance Planning Unit within the Planning/Intelligence Section, with the support and coordination of the Finance/Administration Section, will begin the initial recovery planning.

As the incident progresses and begins to shift from the response phase to the actual recovery phase, the Director of Emergency Services will determine the appropriateness of establishing a separate section from the EOC to focus on recovery operations. The Director of Emergency Services and the Management Section within the EOC will determine which units should be activated for the recovery effort. The following Recovery functions may be established as the need arises and their primary responsibilities include:

- Planning/Intelligence Section
  - Land use and zoning for redevelopment of damaged areas
  - Environmental assessment
  - Housing programs and assistance

- Public Works Branch
  - Building and safety inspections
  - Demolition and debris removal
  - Restoration of utility services

- Finance/Administration Section
  - Accounting and claims processing
  - Contracting for recovery service and supplies
  - Applications for disaster financial assistance
  - Liaison with assistance providers

Staffing for these units will be provided from other Sections within the EOC. In most incidents, pre-existing positions within other Sections, Branches, and Units will simply transition into these positions as the incident progresses from the response phase to the recovery phase.

10.1 RECOVERY COMPONENTS

Transition to Recovery

While the immediate lifesaving activities are occurring, emergency managers are simultaneously assessing how soon the response phase can transition to recovery. Critical response phase operations will gradually shift to assisting individuals, households, businesses and governments in meeting basic needs and returning to self-sufficiency.

Short Term Recovery

Short-term recovery operations begin during or shortly after the response operations. Although referred to as “short-term” recovery, these activities may last for weeks. Short-term recovery includes actions required to:

- Stabilize the situation.
- Rapidly remove debris and cleanup.
- Restore essential services.
- Implement critical infrastructure recovery plans to maintain operations during emergencies and the recovery phase.
- Commence the planning for the restoration of the community, including economic functions.

Long Term Recovery

Long-term recovery continues the short-term recovery actions but focuses on community restoration. Long-term recovery may continue for a number of months or years depending on the severity and extent of the damage sustained. These activities include those necessary to restore a community to a state of normalcy, given the inevitable changes that result from a major disaster. Long-term recovery activities require significant planning to maximize opportunities and mitigate risks after a major incident and may include the following:

- Reconstruction of facilities, infrastructure and essential services necessary for restoration of all operations functions.
- Community planning including the development of long-term housing plans.
- Implementation of waivers, zoning changes and other land use legislation to promote recovery.
- Assistance to displaced families, which may include financial support as well as social and health services.
- Restoration of the local economic system.
- Integration of mitigation strategies into recovery efforts.
- Documentation of eligible disaster-related costs for reimbursement through federal grant programs.
- Complete after-action reporting and improvement plan reports.

Individuals and Households

Individuals and households will try to stabilize their circumstances by seeking adequate shelter, assessing damage to their property, resuming work and other regular activities, applying for federal assistance and obtaining insurance proceeds.

The Private Sector

The private sector engages in activities necessary to resume business operations, including assessing damage, implementing continuity of business plans, caring for employees, shifting operations to temporary facilities or other locations, applying for federal assistance and obtaining insurance proceeds. In coordination with Cal OES and local governments, businesses also may play a key role in donating goods and services for community recovery.

Non-Government Organizations

Non-Government Organizations (NGO's) and community-based organizations, such as the American Red Cross and the Salvation Army, will provide support to individuals and households who are displaced by a disaster and work with governmental organizations to support the transition from care and shelter operations to interim housing arrangements. Community organizations active before a disaster may expand their services to meet increased needs. Such groups include churches, neighborhood health clinics and food distribution agencies. NGO and community based organizations may provide a range of services such as donations management, emergency food, clothing and shelter, as well as support of housing reconstruction. They provide these services independently or in coordination with federal, state and local efforts.

Local Governments Actions

The city organizes recovery operations according to established priorities and mechanisms for conducting business. The city may work with neighboring jurisdictions to share resources or address common problems. Regional entities may also play a role in setting priorities and obtaining resources for recovery within their respective areas of authority. The city may undertake the following actions to stimulate recovery:

- Conduct damage and safety assessment.
- Assess the housing situation, identify potential solutions and request support.
- Assess damage to public facilities and initiate temporary repairs.
- Assess damage to private property and issue permits for repairs and demolition.
- Remove debris.
- Open transportation routes.
- Restore services such as power, water, sewer and transportation.
- Activate Local Assistance Centers to assist individuals and households.
- Coordinate program assistance to individuals, businesses, farmers and

ranchers.
- Document disaster-related costs for reimbursement through federal grant programs.
- Work with state and federal officials to assess damage, identify needs and secure financial assistance.
- Resume governmental functions.
- Begin planning for long-term community recovery.
- Enact appropriate zoning variances to accommodate business and commercial repairs.
- Assist with the identification of temporary housing and business space.

State Government Actions

When a State of Emergency is proclaimed in the impacted counties, Cal OES will lead California's recovery operations and coordinate assistance provided by other state agencies and the federal government. When federal assistance is required, Cal OES will work together with the FEMA and other federal agencies to ensure effective delivery of services.

Safety Assessment Program (SAP)

It is necessary to plan for increased assistance to building inspection by local government in order to rapidly assess facility safety following a disaster. Mutual aid and volunteer assistance through the Safety Assessment Program is part of this planning.

Safety assessment is the evaluation of facilities following a disaster to determine the condition of buildings and infrastructure for use and occupancy. These assessments are not intended to identify or quantify damage, but to categorize facilities as to their safety.

The Safety Assessment Program (SAP) utilizes volunteers and mutual aid resources to provide professional engineers and architects and certified building inspectors to assist local governments in safety evaluation of their built environment in the aftermath of a disaster. The program is managed by Cal OES, with cooperation from professional organizations. SAP produces two resources: SAP Evaluators, described above, and SAP Coordinators, which are local government representatives that coordinate the program. Cal OES issues registration ID cards to all SAP Evaluators that have successfully completed the program requirements. Training for this program is now eligible for Homeland Security Grant Program funding.

Certified building inspectors, licensed engineers and architects who are part of the SAP are divided into two resource pools:
- Volunteers
- Public Resources
    - Local government employees
    - State government employees

All SAP participants must be activated by Cal OES through the State Operations Center (SOC). Requests for SAP mutual aid must be made through the Tuolumne Operational Area or Inland Region Emergency Operational Center (REOC).

State Coordinating Officer (SCO)

The Governor appoints a State Coordinating Officer (SCO) to coordinate the state's requests for federal assistance.

Federal Coordinating Officer (FCO)

In accordance with the Stafford Act, the President appoints a Federal Coordinating Officer (FCO) to manage federal operations and coordinate recovery programs.

SOC and REOC Operations

Initially, Cal OES coordinates recovery operations through the SOC and its REOC. The recovery organization will include functions added to the existing EOC organization.

Local Assistance Centers (LAC)

Cal OES often encourages local governments to establish Local Assistance Centers (LACs) in which services for disaster survivors can be centralized. LACs are staffed with representatives of local and state agencies and NGOs and provide a convenient "one-stop shop" for disaster survivors who can access recovery assistance and referrals to other programs and assistance that may not be represented. LACs may also host representatives of organizations that provide other services such as the U.S. Postal Service, utilities and property tax officials who can help survivors begin the process of recovery. Federal agencies may also provide representatives who can provide information regarding federal disaster assistance programs.

LACs are managed by the local government and are staffed by Private non-Profit (PNPs), local, state and federal government, as appropriate. In addition to assisting local governments with the establishment of LACs, Cal OES coordinates the participation of state agency personnel. Cal OES publishes "**A Guide for Establishing Local Assistance Centers**", January 2021.

FEMA Disaster Recovery Centers (DRC)

FEMA may establish Disaster Recovery Centers (DRCs) to centralize public outreach operations for federal agencies and their respective assistance programs and to supplement LAC operations. DRC's are managed by FEMA and are staffed by FEMA, Cal OES, Small Business Administration (SBA), and other federal, state and local agencies as appropriate. Cal OES, FEMA and the local jurisdiction(s) coordinate on the locations of LAC and DRC to best meet the needs of the communities affected by the disaster. Establishment of a DRC is recommended for Presidential Declared disasters.

Transition to the Joint Field Office

As resources and conditions allow, Cal OES and FEMA establish the JFO to manage and coordinate recovery operations. In general, all Emergency Support Functions (ESFs) that support federal response and recovery efforts operate from the JFO once it is activated. Cal OES and other state agencies deploy staff to the JFO to ensure effective coordination with federal counterparts as part of the joint state/federal operation.

JFO Operations

State and federal officials will coordinate directly with other state agencies, other states and FEMA to provide recovery resources requested by local governments. Under the direction of the SCO, Cal OES will implement Stafford Act assistance programs with FEMA and coordinate the implementation of long-term recovery operations. Cal OES is responsible for:

- Requesting federal assistance.
- Setting priorities for federal assistance in conjunction with local government requirements.
- Ensuring effective implementation of assistance programs.
- Managing grants under the Public Assistance Program, and Coordinating with state agencies that have responsibility for managing grant programs.

Multiagency Coordination Groups

The JFO may establish a Multiagency Coordination (MAC) Group to facilitate coordination among various agencies, technical groups, private sector and NGO. The MAC will develop recommendations on criteria for prioritizing limited resources, the need for technical specialist groups and will provide these recommendations to the SOC and REOC Directors, FCO and SCO as appropriate.

State Agency Assistance

Other state agencies may provide support to local governments under their respective authorities, or under other federal programs. These state agencies coordinate their activities with Cal OES but may direct operations from their respective Department Operations Centers.

Long-Term Recovery Efforts

Cal OES will coordinate long-term recovery efforts within the state. Long-term recovery may include the implementation of Emergency Support Function (ESF) #14, Long-Term Community Recovery whereby federal agencies help affected communities identify recovery needs and potential sources of recovery funding and provide long-term community recovery planning support, as appropriate.

10.2 PUBLIC ASSISTANCE PROGRAMS (PAP)

Public Assistance, oriented to public entities, can fund the repair, restoration, reconstruction, or replacement of a public facility or infrastructure, which is damaged or destroyed by a disaster. Eligible applicants include State governments, local governments and any other political subdivision of the State, Native American tribes and Alaska Native Villages.

Certain private nonprofit (PNP) organizations may also receive assistance. Eligible PNPs include educational, utility, irrigation, emergency, medical, rehabilitation, and temporary or permanent custodial care facilities (including those for the aged and disabled), and other PNP facilities that provide essential services of a governmental nature to the general public. PNPs that provide “critical services” (power, water--including water provided by an irrigation organization or facility, sewer, wastewater treatment, communications and emergency medical care) may apply directly to FEMA/EPR for a disaster grant. All other PNPs must first apply to the Small Business Administration (SBA) for a disaster loan. If the PNP is declined for a SBA loan or the loan does not cover all eligible damages, the applicant may reapply for FEMA/EPR assistance.

As soon as practicable after the declaration, the State, assisted by FEMA/EPR, conducts the Applicant Briefings for State, local and PNP officials to inform them of the assistance available and how to apply for it. A Request for Public Assistance must be filed with the State within 30 days after the area is designated eligible for assistance. Following the Applicant’s Briefing, a Kickoff Meeting is conducted where damages will be discussed, needs assessed, and a plan of action put in place. A combined Federal/State/local team proceeds with Project Formulation, which is the process of documenting the eligible facility, the eligible work, and the eligible cost for fixing the damages to every public or PNP facility identified by State or local representatives. The team prepares a Project Worksheet (PW) for each project.

Projects fall into the following categories:

- Category A: Debris removal
- Category B: Emergency protective measures
- Category C: Road systems and bridges
- Category D: Water control facilities
- Category E: Public buildings and contents
- Category F: Public utilities
- Category G: Parks, recreational, and other facilities
- Category Z: Administrative cost

For insurable structures within special flood hazard areas (SFHA), primarily buildings, assistance from FEMA/EPR (Emergency Preparedness and Response) is reduced by the amount of insurance settlement that could have been obtained under a standard

NFIP policy. For structures located outside of a SFHA, FEMA/EPR will reduce the amount of eligible assistance by any available insurance proceeds.

FEMA/EPR reviews and approves the PWs and obligates the Federal share of the costs (which cannot be less than 75 percent) to the State. The State then disburses funds to local applicants.

Projects falling below a certain threshold are considered 'small.' The threshold is adjusted annually for inflation. For fiscal year 2024, that threshold is $1,037,000. (https://www.fema.gov/assistance/public/tools-resources/per-capita-impact-indicator) For small projects, payment of the Federal share of the estimate is made upon approval of the project and no further accounting to FEMA/EPR is required. For large projects, payment is made on the basis of actual costs determined after the project is completed, although interim payments may be made as necessary. Once FEMA/EPR obligates funds to the State, further management of the assistance, including disbursement to subgrantees is the responsibility of the State. FEMA/EPR will continue to monitor the recovery progress to ensure the timely delivery of eligible assistance and compliance with the law and regulations.

State Assistance

The California Disaster Assistance Act (CDAA) authorizes the state to provide financial assistance for costs incurred by local governments as a result of a disaster. CDAA assistance may be implemented in circumstances when local resources are exceeded but the President does not declare an emergency or major disaster under the Stafford Act. In general, the state's share of work that is eligible under CDAA is no more than 75 percent of total state eligible costs. However, funding may vary with the type of disaster at the discretion of the Legislature.

There are two levels of CDAA assistance:

- Director's Concurrence: Under CDAA, the Cal OES Director may concur with a local government request for state assistance independently of a Governor's Proclamation of a State of Emergency. A Director's Concurrence is limited to eligible permanent repair work. There is generally a 75%-25% cost share between state and local governments.

- Governor's Proclamation of State of Emergency: When the Governor proclaims a State of Emergency, both emergency and permanent work are eligible for assistance. Again, there is generally a 75%-25% cost share between state and local governments.

Federal Assistance

Under a declaration of emergency or major disaster, the President may designate certain counties in the affected areas as eligible for the Public Assistance (PA).

Major assistance programs available under the Stafford Act are managed by FEMA.

- FEMA Public Assistance Grant Program: FEMA provides state agencies, local governments, tribal governments and certain private non-profit entities with federal grants to cover eligible disaster recovery work on a cost-share basis. In accordance with the Stafford Act, the federal cost share is a minimum of 75 percent. The State of California shares the remaining cost with the applicant. Federal share 75%, state share 18.75% and local share 6.25%. Eligible costs must be associated with:

    - Debris removal.
    - Emergency work necessary to save lives, protect public health and safety and protect property.
    - Restoration of damaged facilities, including buildings, equipment and infrastructure and also to pre-disaster design and function.
    - Implementation of cost-effective hazard mitigation measures during repairs to damaged facilities to reduce the risk of future damage to those facilities.

- Assistance to Tribal Governments: In accordance with the National Response Framework, the state coordinates with impacted tribal governments within the State and initiates requests for a Stafford Act Presidential declaration of an emergency or major disaster on behalf of an impacted tribe when appropriate. Within California, tribal governments may submit Requests for Public Assistance to Cal OES, which reviews the requests and submits them to FEMA. FEMA may then work directly with the tribal governments as grantees.

Non-Stafford Act Programs

The federal government provides recovery assistance through authorities and programs outside of the Stafford Act. These programs may be implemented in conjunction with Stafford Act programs under a disaster declaration or separately. Depending on the program, the agencies may provide assistance directly to recipients or through another state agency besides Cal OES. Examples include:

- The Fire Management Assistance Grant (FMAG) program was authorized by the Disaster Mitigation Act of 2000 and provides for the mitigation, management, and control of fires that threaten such destruction as would constitute a major disaster. The purpose of FMAG is to provide supplemental federal assistance to states and local government to fight fires burning on public (non-federal) or privately-owned forest or grassland.

A Local or State fire agency must request an FMAG through the Cal OES Fire and Rescue Branch or the California State Warning Center (CSWC) while the fire is burning uncontrolled. There are four criteria used to evaluate the threat posed by a fire or fire complex:

- Threat to lives and improved property, including threats to critical facilities/infrastructure, and critical watershed areas;
- Availability of State and local firefighting resources;
- High fire danger conditions, as indicated by nationally accepted indices such as the National Fire Danger Ratings System;
- Potential major economic impact.

The entire process is accomplished on an expedited basis and a decision is rendered in a matter of hours.

- Federal Highway Administration: Under the Emergency Relief Program, the Federal Highway Administration (FHWA) provides assistance to the Department of Transportation (Caltrans) and local governments for damage to roads, bridges and other facilities on the federal-aid system. Caltrans implements this program on behalf of FHWA.

- Natural Resources Conservation Service: Under the Emergency Watershed Protection Program, the Natural Resources Conservation Service (NRCS) provides assistance to state agencies and local governments for emergency work necessary to protect life, property and public health and safety in watersheds that have been damaged by a disaster, such as a wildfire or flood.

- U.S. Army Corps of Engineers: Under the Rehabilitation and Inspection Program, the United State Army Corps of Engineers (USACE) provides assistance for flood fighting, emergency repair and repairs to damaged facilities. The USACE provides this assistance for levees and other flood control works that meet pre-disaster criteria for participation in the program.

- U.S. Department of Housing and Urban Development: The United States Department of Housing and Urban Development's (HUD) Community Development Block Grants may be requested by state, local and tribal governments for a wide range of recovery purposes.

- Congressional Appropriations: The U.S. Congress may make disaster-specific appropriations that allow federal agencies to provide assistance beyond existing authorities and programs. State coordination of this assistance depends on the nature of the appropriation and the federal agency that is charged with its implementation.

10.3 INDIVIDUAL ASSISTANCE PROGRAM (IAP)

- Non-Governmental Organizations Assistance: Many NGOs, such as the American

Red Cross, the Mennonite Disaster Services and the Salvation Army, provide recovery assistance to individuals, families and community organizations. This may include assistance for shelter, food, clothing, and housing reconstruction.

- State Assistance: The state does not have authority to offer financial assistance to private sector disaster victims under the California Disaster Assistance Act (CDAA). However, Cal OES actively coordinates with federal, state, local and NGOs to provide other types of recovery assistance to individuals, households, businesses and the agricultural community. Under the Welfare and Institutions Code, the California Department of Social Services (CDSS) is authorized to assist those who receive the maximum grant under the Federal Individuals and Households Program (IHP) and still have eligible losses as identified by the FEMA inspector.

  The State also has a variety of other programs and services to assist individuals, businesses, and farmers in recovering from a disaster.

- FEMA Assistance: Under the Stafford Act, FEMA provides a wide range of programs for individuals and households. This assistance includes:

The Individuals and Households Program (IHP)

The Individuals and Households Program - is a combined FEMA/EPR and State program. The IHP provides financial and direct assistance to eligible homeowners and renters displaced from their pre-disaster primary residence. When a major disaster occurs, this program provides money and services to people in the declared area whose property has been damaged or destroyed and whose losses are not covered by insurance. In every case, the disaster victim must register for assistance and establish eligibility. The toll-free telephone registration number is 1-800-621-FEMA (or TTY 1-800-462-7585 for the hearing or speech impaired). FEMA/EPR (or the providing agency) will verify eligibility and need before assistance is offered.

- Housing Assistance:

  - The IHP - Housing Assistance assures that people whose homes are damaged by disaster have a safe place to live. The IHP - Other Needs Assistance (ONA) provides financial assistance to individuals and households who have other disaster-related necessary expenses or serious needs and do not qualify for a low interest loan from Small Business Administration (SBA). These programs are designed to provide funds for expenses that are not covered by insurance. They are available only to homeowners and renters who are United States citizens, non-citizen nationals, or qualified aliens affected by the disaster. The following is a list of the types of assistance available through this program and what each provides.

- Temporary Housing - homeowners and renters receive funds to rent a different place to live or a temporary housing unit when rental properties are not available.

- Repair - homeowners receive grants to repair damage from the disaster that is not covered by insurance. The goal is to make the damaged home safe and sanitary.

- Replacement - under rare conditions, homeowners receive limited funds to replace their disaster damaged home.

- Permanent Housing Construction - homeowners and renters receive direct assistance or a grant for the construction of a new home. This type of assistance occurs only in very unusual situations, in insular areas or remote locations specified by FEMA/EPR where no other type of housing is possible.

- Other Needs Assistance (ONA): The IHP provides financial assistance for uninsured disaster related necessary expenses and serious needs, including personal property, medical, dental, and transportation expenses. Applicants receive grants for necessary and serious needs caused by the disaster. This includes medical, dental, funeral, personal property, transportation, moving and storage, and other expenses that FEMA/EPR approves. The homeowner may need to apply for an SBA loan before receiving assistance.

U.S. Small Business Administration (SBA)

Low-Interest Loans: The U.S. Small Business Administration provides low-interest disaster loans to homeowners, renters, businesses and private non-profit organizations in declared disaster areas. Loans may be made for uninsured physical damage to homes, businesses and other properties, or for economic losses. Following Presidential disaster declarations, SBA implements its program in conjunction with FEMA's IA Stafford Act programs. When a Presidential disaster declaration is not viable or warranted or does not include IA due to the scope of the disaster, it may be appropriate for Cal OES to coordinate requests for SBA assistance, since this can be done independently of a FEMA declaration. In order to pursue SBA assistance, the damage incurred by the community must meet certain minimum thresholds. The Small Business Administration can provide three types of disaster loans to qualified homeowners and businesses:

- Home disaster loans to homeowners and renters to repair or replace disaster-related damages to home or personal property,
- Business physical disaster loans to business owners to repair or replace disaster-damaged property, including inventory, and supplies; and
- Economic injury disaster loans, which provide capital to small businesses and to small agricultural cooperatives to assist them through the disaster recovery period.

For many individuals the SBA disaster loan program is the primary form of disaster assistance.

Agricultural Assistance

The U.S. Department of Agriculture (USDA) provides low interest loans to farmers, ranchers, and aquaculturists for physical and/or crop production losses in areas designated a disaster by the Secretary of Agriculture. This designation may also follow a Presidential disaster declaration. As a result, the SBA may also provide economic injury disaster loans to small non-farm businesses, small agricultural cooperatives, and most private non-profit organizations of any size.

Disaster Unemployment Assistance (DUA)

The Disaster Unemployment Assistance program provides unemployment benefits and reemployment services to individuals who have become unemployed because of major disasters. Benefits begin with the date the individual was unemployed due to the disaster incident and can extend up to 26 weeks after the Presidential declaration date. These benefits are made available to individuals not covered by other unemployment compensation programs, such as self-employed, farmers, migrant and seasonal workers, and those who have insufficient quarters to qualify for other unemployment compensation.

All unemployed individuals must register with the State's employment services office before they can receive DUA benefits. However, although most States have a provision that an individual must be able and available to accept employment opportunities comparable to the employment the individual held before the disaster, not all States require an individual to search for work.

Disaster Legal Services (DLS)

When the President declares a disaster, FEMA/EPR, through an agreement with the Young Lawyers Division of the American Bar Association, provides free legal assistance to disaster victims. Legal advice is limited to cases that will not produce a fee (i.e., these attorneys work without payment). Cases that may generate a fee are turned over to the local lawyer referral service.

The assistance that participating lawyers provide typically includes:

- Assistance with insurance claims (life, medical, property, etc.)
- Counseling on landlord/tenant problems
- Assisting in consumer protection matters, remedies, and procedures

- Replacement of wills and other important legal documents destroyed in a major disaster

Disaster legal services are provided to low-income individuals who, prior to or because of the disaster, are unable to secure legal services adequate to meet their needs as a consequence of a major disaster.

Crisis Counseling Programs (CCP)

The Crisis Counseling Assistance and Training Program (CCP), authorized by §416 of the Stafford Act, is designed to provide supplemental funding to States for short-term crisis counseling services to people affected in Presidentially declared disasters.

There are two separate portions of the CCP that can be funded: immediate services and regular services. A State may request either or both types of funding. The immediate services program is intended to enable the State or local agency to respond to the immediate mental health needs with screening, diagnostic, and counseling techniques, as well as outreach services such as public information and community networking.

The regular services program is designed to provide up to nine months of crisis counseling, community outreach, and consultation and education services to people affected by a Presidentially declared disaster. Funding for this program is separate from the immediate services grant.

To be eligible for crisis counseling services funded by this program, the person must be a resident of the designated area or must have been located in the area at the time the disaster occurred. The person must also have a mental health problem which was caused by or aggravated by the disaster or its aftermath, or he or she must benefit from services provided by the program.

Disaster Supplemental Nutrition Assistance Program (D-SNAP)

Through the Disaster Supplemental Nutrition Assistance Program (D-SNAP), the USDA Food and Nutrition Service (FNS) is able to quickly offer short-term food assistance benefits to families suffering in the wake of a disaster. Eligible households receive one month of benefits, equivalent to the maximum amount of benefits normally issued to a SNAP household of their size. Benefits are issued via an electronic benefits transfer (EBT) card, which can be used to purchase food at most grocery stores.

Through D-SNAP, affected households use a simplified application. D-SNAP benefits are issued to eligible applicants within 72 hours, speeding assistance to disaster victims and reducing the administrative burden on State agencies operating in post-disaster conditions. Households not normally eligible for SNAP may qualify for D-SNAP as a result of their disaster- related expenses, such as loss of income, damage to property,

relocation expenses, and, in some cases, loss of food due to power outages. When States operate a D-SNAP, ongoing SNAP clients can also receive disaster food assistance. Households with disaster losses whose SNAP benefits are less than the monthly maximum can request a supplement. The supplement brings their benefits up to the maximum for the household size. This provides equity between D-SNAP households and SNAP households receiving disaster assistance.

FNS approves D-SNAP operations in an affected area under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act when the area has received a Presidential disaster declaration of Individual Assistance (IA) from the Federal Emergency Management Agency (FEMA). State agencies request FNS approval to operate a D-SNAP within the disaster area. FNS approves program operations for a limited period of time (typically 7 days) during which the State agency may accept D-SNAP applications.

Disaster Case Management (DCM)

Technical assistance for the development of the State DCM Grant Program application may be requested, in writing, to the Individual Assistance Branch Director (IABD) in the JFO. A pre-application of the grant request may be submitted to FEMA within 45 days of the date of declaration for technical review and negotiation. This option will allow the State to avoid potential delays in the grant award process caused by incomplete information, inaccurate budgets or the need to revise the State's DCM plan. The final DCMP grant application must be submitted by the State within 60 days of the Presidential declaration. Pre-application and final applications should be submitted to the IABD in the JFO.

Once the State submits the application, it is forwarded to the FCO for review. The FCO will provide a written recommendation of approval/denial to the FEMA Regional Office for concurrence and then will forward the package to FEMA HQ. FEMA HQ DCM staff will review and approve/disapprove the State's DCMP application. The HQ review will include the programmatic approval/disapproval as well as the grant business review carried out by a Regional Grants representative to ensure compliance with grant administration standard requirements and to ensure the review is documented in the official grant file via the Grant Application Checklist.

If the application is approved, FEMA HQ will notify the Senate Appropriations Committee for the statutorily required notification process for grants over $1M. Once the notification is complete, the FEMA Regional Office grants staff will complete an award package to include the Notice of Grant Award (NOGA) either via eSystem (e.g. NEMIS) or manually following standard grant administrative practices.

A State DCM Grant Program Application package should include the following:

- Completed application, including budgets

- Standard Form 424, Application for Federal Assistance
- Standard Form 112-0-3, Standard Assurances (Non-construction)
- Standard Form 112-0-8, Budget Information (Non-construction)
- FEMA Form 089-0-9, Budget Detail Worksheet
- State Administrative Plan for Disaster Case Management Services

Special Tax Considerations

Taxpayers who have sustained a casualty loss from a declared disaster may deduct that loss on the federal income tax return for the year in which the casualty actually occurred, or elect to deduct the loss on the tax return for the preceding tax year. In order to deduct a casualty loss, the amount of the loss must exceed 10 percent of the adjusted gross income for the tax year by at least $100. If the loss was sustained from a federally declared disaster, the taxpayer may choose which of those two tax years provides the better tax advantage.

The Internal Revenue Service (IRS) can expedite refunds due to taxpayers in a federally declared disaster area. An expedited refund can be a relatively quick source of cash, does not need to be repaid, and does not need an Individual Assistance declaration. It is available to any taxpayer in a federally declared disaster area.

10.4 DEBRIS MANAGEMENT PROGRAMS

Disasters may create significant quantities of debris that must be removed and disposed of to reduce threats to public health and safety and allow for the recovery of the community. Debris management poses challenges for state, local and tribal agencies in terms of available resources for: debris management operations, appropriate Purchasing and management of contractors, reduction of debris volume, disposal and segregation, handling and disposal of household hazardous waste and other hazardous materials. There are also legal requirements to recycle applicable waste streams and specific environmental issues that need to be evaluated for compliance issues.

- Local Responsibility: Debris management operations are the responsibility of the affected jurisdiction; however, at the request of the state, the federal government may provide assistance for debris management following a Presidential declaration of emergency or major disaster.

- State Assistance: Cal OES can provide Debris Management Technical Assistance to local governments in the development of pre-disaster debris management plans. When a disaster occurs, Cal OES coordinates requests for federal assistance with debris removal and provides state agencies and local governments with guidance regarding requirements that must be met to ensure eligibility of debris management activities for funding.

- Recycling of Debris: To conserve California's landfill capacity and, in keeping with state policy to maximize all diversion options in order to reduce the amount of solid waste that must be disposed, it is the state's intent that disaster-related debris be recycled or centrally held until it can be processed for maximum recycling. The Integrated Waste Management Disaster Plan provides guidance on this topic.

- State Environmental Requirements: FEMA is responsible for ensuring compliance with federal laws, regulations and Executive Orders for Stafford Act programs. At the state level, Cal OES ensures that the state's management of these programs proceeds in accordance with these requirements, as well as with applicable state environmental laws and regulations. Cal OES provides guidance to communities regarding the California Environmental Quality Act (CEQA). Additionally, the Cal OES provides technical assistance to Cal OES Environmental Compliance Program applicants.

- Federal Assistance: The following federal debris management assistance programs are coordinated by FEMA:

  - Technical Assistance: The federal, state, local and tribal governments coordinate as a team to identify, evaluate and provide the most appropriate technical assistance available. FEMA may be requested to task another federal agency to provide specific technical expertise to accomplish debris management tasks.

  - Direct Federal Assistance: FEMA, coordinating directly with the FCO, SCO and the Public Assistance Officer (PAO), may task another federal agency, such as the U.S. Army Corps of Engineers (USACE) to perform debris management activities directly on behalf of the state, local government, or tribe when that entity does not have the resources for the work.

  - Financial Assistance: Under the Public Assistance Program (PA), FEMA provides financial assistance to state, local and tribal governments for eligible debris management activities completed by those entities. Cal OES is responsible for providing the technical program assistance for those entities eligible to apply for reimbursement assistance.

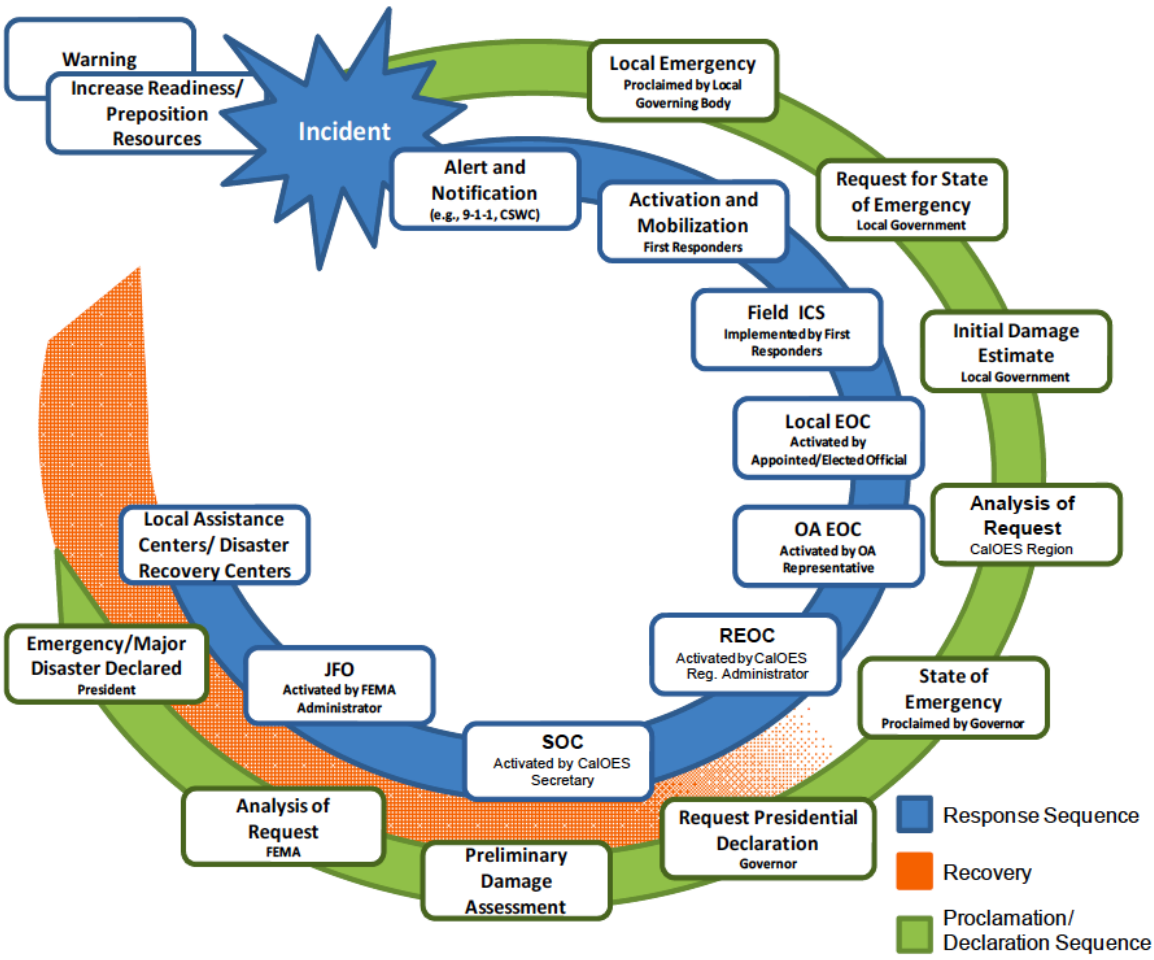
  - Federal Environmental Requirements: FEMA and other federal agencies that provide assistance must ensure that all actions comply with applicable federal environmental laws, regulations and Executive Orders (EO). For Stafford Act assistance programs, FEMA ensures compliance with the following, depending on the type and scope of the project:

    - National Environmental Policy Act (NEPA)
    - National Historic Preservation Act
    - Endangered Species Act
    - Clean Water Act

- Executive Order 11988, Floodplain Management and Executive Order 11990, Protection of Wetlands
- Executive Order 12898, Environmental Justice

- Exemptions: The Stafford Act and its implementing regulations in 44 Code of Federal Regulations (CFR) Part 9 provide FEMA with exclusions that exempt certain actions from the NEPA review process, including debris removal, emergency protective measures, repairs of damaged facilities to pre-disaster condition and minor mitigation measures. Although a project may be excluded from NEPA review, compliance with other laws, such as the Endangered Species Act and the National Historic Preservation Act, is still required. Additionally, the project must comply with all applicable state environmental laws and regulations.

Figure 11: Response Phase Sequence of Events



11.0 HAZARD MITIGATION

11.1 OVERVIEW

Hazard Mitigation refers to sustained measures enacted to reduce or eliminate long-term risk to people and property from natural hazards and their effects. In the long term, mitigation measures reduce personal loss, save lives, and reduce the cost to the nation of responding to and recovering from disasters.

Two sections of the Stafford Act, §404 and §406, can provide hazard mitigation funds when a Federal disaster has been declared. In each case, the Federal government can provide up to 75 percent of the cost, with some restrictions.

Through the Hazard Mitigation Grant Program (HMGP), authorized by §404 of the Act, communities can apply for mitigation funds through the State. The State, as grantee, is responsible for notifying potential applicants of the availability of funding, defining a project selection process, ranking and prioritizing projects, and forwarding projects to FEMA for funding. The applicant, or subgrantee carries out approved projects. The State or local government must provide a 25 percent match, which can be fashioned from a combination of cash and in-kind sources. Federal funding from other sources cannot be used for the 25 percent non-federal share with one exception. Funding provided to States under the Community Development Block Grant program from the Department of Housing and Urban Development can be used for the non-federal share.

The amount of funding available for the HMGP under a disaster declaration is finite and is limited to 7.5 percent of FEMA/EPR's estimated total disaster costs for all other categories of assistance (less administrative costs). Section 322 of the Disaster Mitigation Act of 2000 emphasizes the importance of planning in reducing disaster losses. States will be required to develop a State Mitigation Plan that provides a summary of the hazards facing them, an assessment of the risks and vulnerabilities to those hazards, and a strategy for reducing those impacts. These plans will be required by November 1, 2004 as a condition of non-emergency assistance under the Stafford Act, and must be reviewed and updated every three years. States may choose to develop an Enhanced State Mitigation Plan in order to receive an increased amount of 20 percent for Hazard Mitigation Grant Program funding. By November 1, 2004, local jurisdictions also must develop mitigation plans in order to be eligible for project grant funding under the Hazard Mitigation Grant Program. In addition, States may use a set-aside of up to five percent of the total HMGP funds available for mitigation measures at their discretion. To be eligible, a set-aside project must be identified in a State's hazard mitigation plan and fulfill the goal of the HMGP, this is, to reduce or prevent future damage to property or prevent loss of life or injury.

Eligible mitigation measures under the HMGP include acquisition or relocation of property located in high hazard areas; elevation of flood prone structures; seismic rehabilitation of existing structures; strengthening of existing structures against wildfire; dry floodproofing activities that bring a structure into compliance with minimum NFIP

requirements and State or local code. Up to seven percent of the HMGP funds may be used to develop State and/or local mitigation plans.
All HMGP projects, including set-aside projects, must comply with the National Environmental Policy Act and all relevant Executive Orders. HMGP grants cannot be given for acquisition, elevation, or construction purposes if the site is located in a designated SFHA and the community is not participating in the NFIP.

FEMA/EPR's primary emphasis for HMGP funds, where appropriate, is the acquisition and demolition, relocation, elevation, or floodproofing of flood damaged or floodprone properties (non-structural measures).

- Acquisition and demolition: Under this approach, the community purchases the flood-damaged property and demolishes the structure. The property owner uses the proceeds of the sale to purchase replacement housing on the open market. The local government assumes title to the acquired property and maintains the land as open space in perpetuity.

- Relocation: In some cases, it may be viable to physically move a structure to a new location. Relocated structures must be placed on a site located outside of the 100-year floodplain, outside of any regulatory erosion zones, and in conformance with any other applicable State or local land use regulations.

- Elevation/Floodproofing: Depending upon the nature of the flood threat, elevating a structure or incorporating other floodproofing techniques to meet NFIP criteria may be the most practical approach to flood damage reduction. Floodproofing techniques may be applied to commercial properties only; residential structures must be elevated. Communities can apply for funding to provide grants to property owners to cover the increased construction costs incurred in elevating or floodproofing the structure.

Funding under §406 that is used for the repair or replacement of damaged public facilities or infrastructure may be used to upgrade the facilities to meet current codes and standards. It is possible for mitigation measures to be eligible for funding under both the HMGP and §406 programs; however, if the proposed measure is funded through §406, the project is not eligible for funds under the HMGP as well.

11.2 SONORA LOCAL HAZARD MITIGATION PLAN

The Tuolumne County and the City of Sonora are required to have a Federal Emergency Management Agency (FEMA) approved Hazard Mitigation Plan to be eligible for certain disaster assistance and mitigation funding. The City of Sonora Hazard Mitigation Plan document fulfills FEMA requirements and provides direction and guidance on implementing hazard mitigation action items on a hazard-level, probability, and cost-priority basis. The overall goal of the Local Hazard Mitigation Plan is to reduce the potential for damage to critical assets from natural hazards. In addition, the plan

describes past and current hazard mitigation activities and philosophies, and outlines future mitigation goals and strategies.

Hazard mitigation planning is a dynamic process built on realistic assessments of past and present information that enables Sonora to anticipate future hazards and provide mitigation strategies to address possible impacts and identified needs. The overall approach to the Local Hazard Mitigation Plan included developing a baseline understanding of the natural hazards, determining ways to reduce those risks, and prioritizing mitigation recommendations for implementation.

The **"City of Sonora Local Hazard Mitigation Plan", July 2024** is a document maintained as an appendix of this Emergency Operations Plan.

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Emergency Operations Plan

POSITION SPECIFIC CHECKLISTS

City of Sonora, California
2025

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POSITION SPECIFIC CHECKLISTS

POLICY GROUP/ MAC GROUP

Mayor Position Checklist
City Council Member Position Checklist
Legal Advisor Position Checklist

MANAGEMENT SECTION

EOC Director Position Checklist
Public Information Officer Position Checklist
Liaison Officer Position Checklist
Safety Officer Position Checklist
Disabilities and Access and Functional Needs Officer Position Checklist

OPERATIONS SECTION

Law Enforcement Branch Director Position Checklists
Security/Traffic Control Unit Leader Position Checklist
Evacuation Unit Leader Position Checklist
Animal Services Unit Leader Position Checklist

Fire Branch Director Position Checklist

Public Works Branch Director Position Checklists
Utilities Unit Leader Position Checklist
Safety/ Damage Assessment Unit Leader Position Checklist
Debris Removal Unit Leader Position Checklist

PLANNING AND INTELLIGENCE SECTION

Situation Unit Leader Position Checklist
Documentation Unit Leader Position Checklist
Damage Analysis Unit Leader Position Checklist
Demobilization Unit Leader Position Checklist
Advance Planning Unit Leader Position Checklist
Technical Specialists/ GIS Unit Leader Position Checklist

LOGISTICS SECTION

Supply Unit Leader Position Checklist
Resources Unit Leader Position Checklist
Personnel/ Volunteers Unit Leader Position Checklist
Clerical Support Unit Leader Checklist
Facilities Unit Leader Position Checklist
Transportation Unit Leader Position Checklist
Communications/ Information Systems Unit Leader Position Checklist

FINANCE AND ADMINISTRATION SECTION

Purchasing Unit Leader Position Checklist
Time Recording Unit Leader Position Checklist
Cost Recovery Unit Leader Position Checklist
Compensation/ Claims Unit Leader Position Checklist
Cost Analysis Unit Leader Position Checklist

Emergency Operations Plan

ANNEX 1: ALERT, WARNING, AND PUBLIC INFORMATION

City of Sonora, California
2025

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1.0 PURPOSE, SCOPE, SITUATION, ASSUMPTIONS

1.1 PURPOSE

Providing Emergency Alerts, Warnings, and Public Information is a priority during a real or threatened disaster or emergency. The City of Sonora has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures.

This Alert, Warning, and Public Information Annex establishes guidelines for use in partnership with the City of Sonora, the County of Tuolumne, and the surrounding jurisdictions. The alert and warning program provides public notification of protective actions to take before, during, and after a threat or an emergency; and to disseminate other kinds of messages to community members who have opted in to receive such messages.

1.2 SCOPE

This Alert, Warning, and Public Information Annex details procedures, processes, and provides tools and resources for the function of emergency notifications and communications during an incident or disaster.

1.3 ASSUMPTIONS

- Natural and manmade disasters can occur with or without warning, at any time of the day or night, and can affect multiple jurisdictions.
- The succession of events in an emergency is not predictable.
- To avoid conflicts and confusion, the Emergency Alert, Warning and Public Information function operates best when centralized and coordinated through the Tuolumne County Office of Emergency Services and is coordinated among all involved jurisdictions, agencies, and organizations within Tuolumne County.
- Joint Information Center staffing and activities will depend on the nature and demands of the emergency, and will usually be coordinated by the Tuolumne County Office of Emergency Services.
- Emergency communications during an incident will require use of multiple channels that include mass media (TV, radio, and print), social media, a city emergency website, email, town halls and community meetings, door-to-door canvassing, signage, and the Tuolumne County Emergency Alert Notification System which reaches people via their cell phone, landline or email.
- Critical information will be made accessible in accordance with local, State and federal ADA guidelines.

2.0 CONCEPT OF OPERATIONS

2.1 CENTRALIZED AND COORDINATED EMERGENCY MESSAGING

Centralized and coordinated messaging is through the Tuolumne County Office of Emergency Services.

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

The following information describes the various systems available to fulfill this responsibility.

2.2 TRANSMITTING AN EMERGENCY ALERT AND WARNING MESSAGE

A comprehensive alert and warning program is a critical component to a community's ability to effectively respond to emergencies. Most Alert and Warning messages are associated with evacuation advisories and are often the result of a no-notice or short notice incident. Without proper information, people may evacuate towards a hazard, putting them in greater danger, or may evacuate unnecessarily and create additional congestion on identified evacuation routes.

A **Public Alert** is a communication intended to attract public attention to an unusual situation and motivate individual awareness. The measure of an effective alert message is the extent to which the intended audience becomes attentive, takes the intended action, and searches for additional information from the sources you direct them to.

A **Public Warning** is a communication intended to persuade members of the public to take one or more protective actions to reduce losses or harm. The measure of an effective public warning message is the extent to which the intended audience receives the message and takes the intended protective action.

Emergency Operations Plan

ANNEX 2: EVACUATION

City of Sonora, California
2025

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1.0 PURPOSE, SCOPE, SITUATION, ASSUMPTIONS

1.1 PURPOSE

The purpose of this City of Sonora Evacuation Annex is to provide strategies and procedures for the City, Tuolumne County, and other supporting agencies and organizations' response to emergencies that involve the evacuation of people from an impacted area.

This involves coordination and support for the safe and effective evacuation of some or all of the City's population, including people with disabilities and access and functional needs who may require additional support to evacuate. Focus areas within this evacuation annex include evacuation triggers; public alert, warning, and information; and evacuation transportation and traffic control. The annex outlines organizational roles and responsibilities, operational concepts, and a documented process to accomplish an evacuation.

This Annex was developed as an Annex to the City of Sonora Emergency Operations Plan (EOP); and is consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). The development of this Evacuation Annex was coordinated with the Tuolumne County Office of Emergency Services, California Governor's Office of Emergency Services (Cal OES) and other local and regional jurisdictions, agencies, community organizations and representatives of the whole community. This Annex is also consistent with the Tuolumne County and State emergency plans and is applicable to all locations and to all agencies, organizations, and personnel with evacuation and evacuation support function responsibilities.

1.2 SCOPE

The City of Sonora Evacuation Annex applies to mass evacuation preparedness, response, and recovery operations during local emergencies or major disasters and to all City of Sonora public, private, and nongovernmental organizations (NGOs) with operational responsibilities in a mass evacuation event.

This document is intended to provide evacuation strategies and protocols for Medium-Level (Partial) to High-Level (Multi-Zone or Complete), as defined in **2.5 EVACUATION LEVELS**, evacuation events in the City of Sonora and is developed with consideration to predominant threats and hazards impacting the City of Sonora.

This Annex is intended to support activation of the City of Sonora Emergency Operations Centers (EOC) and the Tuolumne County Operational Area (OA) Emergency Operations Center (EOC). For Medium-Level (Partial) to High-Level (Multi-Zone or Complete) Evacuations, the evacuation will be coordinated by the Tuolumne

County OA EOC. The City EOC may activate separate from the Tuolumne County OA EOC or may activate as a joint EOC with the Tuolumne County OA EOC. Should the City EOC activate separate from the Tuolumne County OA EOC, the City EOC must coordinate with and make all resource requests through the Tuolumne County OA EOC. This plan also provides overall operational guidance for public alert, warning and public information, movement of evacuees; it provides a concept of operations and provides the roles of key departments and agencies during an evacuation. It does not provide or replace operational plans for specific departments or specific functions, such as shelter management.

In Low-Level (Local) evacuations, as defined in **2.5 EVACUATION LEVELS**, such as those occurring during isolated local structure fire(s), at crimes scenes, or due to a localized hazardous materials spill. This annex assumes that such events will be managed by local first responders in the field Incident Command Post (ICP), typically without an activation of the City EOC and without an activation of this Annex.

2.0 CONCEPT OF OPERATIONS

2.1 OVERVIEW

The Evacuation Annex will follow basic protocols set forth in the City of Sonora EOP and the California Master Mutual Aid Agreement, which dictate who is responsible for an evacuation effort and how county and regional resources will be requested and coordinated. The overall objectives of emergency evacuation operations and notifications are to:

- Expedite the timely movement of persons from hazardous areas and entry access for first responders and evacuation support transportation.
- Institute access control measures to prevent unauthorized persons from entering vacated, or partially vacated areas. The Sonora Police Department may use discretion in allowing access for caregivers, personal care assistants, or other support personnel on a case-by-case basis as determined by the incident commander.
- Provide for evacuation to temporary evacuation points, evacuation centers, and shelters.
- Support the transportation of vulnerable populations including individuals with disabilities and access and functional needs, older adults, children, and individuals who are transportation disadvantaged.
- Provide for the procurement, allocation, and use of necessary transportation and law enforcement resources by means of mutual aid or other agreements.
- Control evacuation traffic.
- Account for the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency.
- Provide initial notification, ongoing, and re-entry communications to the public through the Joint Information Center (JIC).
- Ensure the safe re-entry of the evacuated persons.

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Emergency Operations Plan

ANNEX 3: CARE AND SHELTER

City of Sonora, California
2025

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1.0 INTRODUCTION

Care and Shelter is a term used to describe an organized way of providing temporary relief and services, including shelter, food, liquids, basic health care, information, communications with family and friends, and other human services, for large numbers of people temporarily displaced or cut off from normal access to life-sustaining supplies or services by emergencies or disasters.

Under the Standardized Emergency Management System (SEMS), the City of Sonora is the primary jurisdiction for the initial emergency evacuation services that may be needed during the onset of an emergency impacting their population. However, through a mutual agreement with the Tuolumne County Office of Emergency Services, Tuolumne County Health and Human Services Agency, and the American Red Cross, all Care and Shelter responsibilities are assumed by these agencies, who are the lead agencies for Care and Shelter in Tuolumne County. Under SEMS Tuolumne County is also referred to as the Tuolumne Operational Area (OA).

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Emergency Operations Plan

ANNEX 4: DEBRIS MANAGEMENT PROGRAM

City of Sonora, California
2025

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1.0 PURPOSE, SCOPE, SITUATION, ASSUMPTIONS

1.1 PURPOSE

- To provide policies and guidance to the City of Sonora for the removal and disposition of debris caused by a major disaster.
- To facilitate and coordinate the management of debris following a disaster in order to mitigate against any potential threat to the lives, health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

1.3 ASSUMPTIONS

- A natural disaster that requires the removal of debris from public or private lands and waters could occur at any time.
- The amount and type of debris resulting from an event or disaster could exceed the local government's ability to properly and safely dispose of it.
- If the natural disaster requires, the Governor will declare a state of emergency that authorizes the use of State resources to assist in the removal and disposal of debris. In the event Federal resources are required, the Governor would request through FEMA a Presidential Disaster Declaration.
- Private contractors will play a significant role in the debris removal, collection, reduction and disposal process.
- The debris management program implemented by the local government will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration and landfilling.

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Emergency Operations Plan

ANNEX 5: ACTIVE SHOOTER

City of Sonora, California
2025

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1.0 INTRODUCTION

1.1 PURPOSE

This annex to the City of Sonora Emergency Operations Plan (EOP) is intended to ensure an effective and coordinated response to an Active Shooter Incident. It provides for interagency coordination among city departments, Tuolumne County, special districts, public safety agencies, and community stakeholders in accordance with the City EOP, the California Emergency Services Act, the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS).

The plan is designed to:

- Provide an overview of the threats that Active Shooter Incidents pose to the City and define the potential range of impacts.
- Outline policies and procedures for responding to an Active Shooter Incident.
- Support development of additional supporting preparedness plans by City and County departments and agencies.
- Provide the Emergency Operations Center with contextual information to guide initial response planning.

1.2 SCOPE

This annex has been developed in accordance with the City of Sonora EOP. In keeping with the EOP's "all-hazards" approach for local emergency management, the response policies and protocols for an active shooter incident will align with those established in the EOP.

The annex supplements but does not alter EOP policy and directions, such as for activating and managing the EOC. It does provide additional guidance that may be used to complement the EOP within the context of an active shooter Incident.

The location, scale, and type of active shooter incidents that Sonora may face are by their nature highly unpredictable. No plan can possibly identify all considerations for a response. Given this, the annex is focused on providing broad considerations to guide overall response, not detailed procedures for the tactical execution of response tasks.

This annex is primarily focused on readiness and response operations. Elements related to preparedness, long-term recovery, and mitigation are addressed in the City's EOP.

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Emergency Operations Plan

ANNEX 6: DAM FAILURE – PHOENIX DAM

Dam No. 550-007

National Inventory of Dams No. CA00389

REFER TO TUOLUMNE UTILITY DISTRICT EMERGENCY ACTION PLAN

City of Sonora, California
2025

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1.0 INTRODUCTION

1.1 PURPOSE

The Phoenix Dam is located northeast of the City of Sonora and flows downstream along Sullivan Creek. The Phoenix Dam is maintained and operated by the **Tuolumne Utilities District (TUD).**

The Department of Water Resources (DWR), Division of Safety of Dams (DSOD) has given Phoenix Dam a "High Hazard" rating based on the downstream hazard classification.

If unusual conditions are detected by either human observation or failure codes from sensors on the integrity and safety of the structure, the TUD will enact safety and alert and warning actions consistent with their Dam Emergency Action Plan (EAP).

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Emergency Operations Plan

ANNEX 7: MAJOR EARTHQUAKE

City of Sonora, California
2025

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1.0 INTRODUCTION

1.1 PURPOSE

An earthquake is the result of a sudden release of energy in the Earth's crust that creates seismic waves. Earthquakes could cause a significant amount of damage to the local roads, infrastructure, residential areas and many other structures.

Earthquakes usually occur along known fault lines, however, there is a possibility of an earthquake occurring along a previously unknown fault line that may cause significant damage to the City of Sonora. According to the US Geological Survey (USGS), “Research shows that many earthquakes occur on small, un-named faults located near well-known faults”.

According to the City of Sonora 2024 Local Hazard Mitigation Plan (LHMP), although there is a low probability of fault rupture occurring within the City of Sonora, there is a pre-quaternary fault mapped within the City of Sonora that is considered to be inactive, thus the probability of a future occurrence is considered minimal.

Similarly, ground shaking from earthquakes originating outside of the City of Sonora is also considered a low probability hazard for the reasons listed below. While Tuolumne County is located within a seismically active area, previous earthquake occurrences were reported with low magnitudes and little to no impacts to the City. Fault zones known to be active are mapped with considerable distance from the City. Historically, ground shaking due to major earthquakes on regional fault zones has largely dissipated by the time seismic energy reaches the planning area. Thus, the probability for future occurrences is considered low.

This Earthquake Annex is a hazard-specific annex to the City of Sonora Emergency Operations Plan (EOP) and provides a framework for coordinating actions to be taken prior to and during an earthquake event that may result in evacuations and notifications.

1.2 SCOPE

This Annex addresses preparedness, response, and limited recovery activities during a major earthquake event impacting the City. It applies to all public, private, non-governmental organizations (NGOs), and community-based organizations (CBOs) within the Operational Area (OA).

All activities are in accordance with the state Standardized Emergency Management System (SEMS), which has been integrated with the federal National Incident Management System (NIMS). SEMS principles will be followed during multi-agency or multi-jurisdictional emergency management activities.

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Emergency Operations Plan

ANNEX 8: FLOOD

City of Sonora, California
2025

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1.0 INTRODUCTION

1.1 PURPOSE

Most extreme weather disasters that occur globally every year are floods. For many parts of the U.S., 2024's onslaught of severe storms caused extensive flooding.

From 1980 to October 2024, there have been 44 floods in the U.S. that caused more than a billion dollars in damage each. The average cost is $4.5 billion per year. At least 738 people died from these events, and many more in other smaller floods. At least five of 2024's billion-dollar disasters included floods.

Many areas of the U.S. have dealt with some level of drought in the past few years. When the ground dries out, it cannot easily absorb the influx of water from an intense storm, causing flooding. Similarly, when water falls on already saturated ground, it cannot be readily absorbed.

Tree roots and soil can weaken in a flood, leading to falling trees (which often destroy telecommunications) and mudslides (which block transportation access).

When a wildfire has damaged an area, the rainfall cannot be absorbed by the ground and can cause debris flows, where the fire-damaged debris and water mix and begin moving like an avalanche.

This Flood Annex is a hazard-specific annex to the City of Sonora Emergency Operations Plan (EOP) and provides a framework for coordinating actions to be taken prior to and during a wildfire event that may result in evacuations and notifications. (https://disasterphilanthropy.org/disasters/2024-us-floods/).

1.2 SCOPE

This Annex addresses preparedness, response, and limited recovery activities during Flood events in the County. It applies to all public, private, non-governmental organizations (NGOs), and community-based organizations (CBOs) within the OA.

All activities are in accordance with the state Standardized Emergency Management System (SEMS), which has been integrated with the federal National Incident Management System (NIMS). SEMS principles will be followed during multi-agency or multi-jurisdictional emergency management activities.

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Emergency Operations Plan

ANNEX 9: WILDFIRE

City of Sonora, California
2025

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1.0 INTRODUCTION

1.1 PURPOSE

The fire season in California typically occurs from late April through late October. During this time, the Tuolumne Operational Area (OA) and the City of Sonora are highly susceptible to wildfire events. The City of Sonora is especially vulnerable to wildfire because portions of the City and the surrounding area are heavily wooded with a number of populated areas, homes and development located within and directly adjacent to wildland urban interface areas. While each fire season varies slightly from year to year the variety of fuels in and around the City make fire seasons a year-long event. We should prepare our community to be ready to evacuate year-round for wildfires with early indicators of likely increased fire activity, such as Red Flag Warnings. The National Weather Service (NWS) is more likely to issue Red Flag Warnings during California's drier seasons.

This Wildfire Annex is a hazard-specific annex to the City of Sonora Emergency Operations Plan (EOP) and provides a framework for coordinating actions to be taken prior to and during a wildfire event that may result in evacuations and notifications.

1.2 SCOPE

This Annex addresses preparedness, response, and limited recovery activities during wildfire events in the County. It applies to all public, private, non-governmental organizations (NGOs), and community-based organizations (CBOs) within the OA.

All activities are in accordance with the state Standardized Emergency Management System (SEMS), which has been integrated with the federal National Incident Management System (NIMS). SEMS principles will be followed during multi-agency or multi-jurisdictional emergency management activities.

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Emergency Operations Plan

ANNEX 10: APPENDIXES

City of Sonora, California
2025

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APPENDIX 6: ACRONYMS

AA/CA	After Action/Corrective Action
AADT	Annual Average Daily Traffic
AAR	After Action Report
AAR/IP	After Action Report/ Improvement Plan
AC	Area Command
ADA	Americans with Disabilities Act
ADC	Area Disaster Center
ADT	Animal Disaster Team
AFN	Access and Functional Needs
AO	Administrative Order
AQI	Air Quality Index
AQMD	Air Quality Management District
ARC	American Red Cross
ASL	American Sign Language
ATC	Applied Technology Council
ATSDR	Agency for Toxic Substances and Disease Registry
BOS	Board of Supervisors
CA	California
Cal EPA	California Environmental Protection Agency
CAL FIRE	California Department of Forestry and Fire Protection
Cal OES	California Governor's Office of Emergency Services
Cal Recycle	California Department of Resources Recycling and Recovery
CalTrans	California Department of Transportation
CALWAS	California Warning System
CAP	Corrective Action Planning
CARES	California Animal Response Emergency System
CAVMRC	California Veterinary Medical Reserve Corps
CBO	Community Based Organization
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CCC	Tuolumne County
CCP	Crisis Counseling Programs
CCR	California Code of Regulations
C&D	Construction and Demolition
CD	Civil Defense
CDAA	California Disaster Assistance Act
CDBG	Community Development Block Grant
CDC	Centers for Disease Control and Prevention
CDFA	California Department of Food and Agriculture
CDPH	California Department of Public Health
CDSS	California Department of Social Services
CEPEC	California Earthquake Prediction Evaluation Council

CEQA	California Environmental Quality Act
CERS	Cal EPA California Environmental Reporting System
CERT	Community Emergency Response Team
CESFRS	California Emergency Service Fire Radio System
CESRS	California Emergency Services Radio System
CFR	Code of Federal Regulations
CGC	California Government Code
CGS	California Geological Survey
CHEMTREC	Chemical Transportation Emergency Center
CHP	California Highway Patrol
CIKR	Critical Infrastructures and Key Resources
CISD	Critical Incident Stress Debriefing
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
CM	Consequence Management
CMS	Changeable Message Signs
CNRFC	California Nevada River Forecast Center
Co.	County
COE	Corps of Engineers (US Army)
COG	Continuity of Government
COOP	Continuity of Operations
CPG	Comprehensive Planning Guide
CST	Civil Support Teams
CT	Contact Team
CSWC	California State Warning Center
CVERT	UC Davis California Veterinary Emergency Team
CWA	Clean Water Act
CWPP	Community Wildfire Protection Plan
Cy	Cubic Yard
D-SNAP	Disaster Supplemental Nutrition Assistance Program
DA	Damage Assessment
DAFN	People with Disabilities and others with Access and Functional Needs
DAP	Disaster Assistance Programs
DCM	Disaster Case Management
DCS	Disaster Communications Service
DHS	Department of Homeland Security
DLS	Disaster Legal Services
DMH	California Department of Mental Health
DMTF	Debris Management Task Force
DOC	Department Operations Center
DOD	Department of Defense
DOE	Department of Energy

DOJ	Department of Justice
DOP	Department Operations Plan
DOT	Department of Transportation
DPH	Department of Public Health
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DSS	California Department of Social Services
DSW	Disaster Service Worker
DSWVP	Disaster Service Worker Volunteer Program
DUA	Disaster Unemployment Assistance
DWR	California Department of Water Resources
EAP	Emergency Action Plan
EAS	Emergency Alert System
EDIS	Emergency Digital Information System
EF	Emergency Function
EHSD	Employment and Human Services Department
EIDL	Economic Injury Disaster Loan Program (SBA)
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EMMA	Emergency Managers Mutual Aid
EMP	Electromagnetic Pulse
EMS	Emergency Medical Services
EMSA	Emergency Medical Services Authority
ENN	Emergency News Network
EO	Executive Orders
EOC	Emergency Operations Center
EOP	Emergency Operating Procedures
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPI	Emergency Public Information
E-PREP	Emergency Preparedness
ER	Emergency Relief
ERT	Emergency Response Team
ESA	Emergency Services Act
EOC	Emergency Operations Center
EOC	Emergency Services Coordinator
ESF	Emergency Support Functions
ETA	Estimated Time of Arrival
FAA	Federal Aviation Administration
FAC	Family Assistance Center
FBI	Federal Bureau of Investigation
FBO	Faith-Based Organization

FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FD	Fire Department
FE	Functional Exercise
FEAT	Flood Emergency Action Team
FEMA	Federal Emergency Management Agency
FHSZ	Fire Hazard Severity Zones
FHWA	Federal Highway Administration
FMA	Flood Mitigation Assistance
FMAG	Fire Management Assistance Grant
FNS	Food and Nutrition Service
FOC	Flood Operations Center
FOSC	Federal On-Scene Coordinator
FPD	Fire Protection District
FPV	First Person View
FSE	Full Scale Exercise
FTS	Field Treatment Sites
GIS	Geographic Information System
GSA	General Services Administration
HAR	Highway Advisory Radio
HAZMAT	Hazardous Materials
Hazus-MH	Hazards U.S. Multi-Hazard
HHW	Household Hazardous Waste
HI	Heat Index
HM	Hazard Mitigation
HMGP	Hazard Mitigation Grant Program
HQ	Headquarters
HSPD	Homeland Security Presidential Directive
HSAS	Homeland Security Advisory System
HSEEP	Homeland Security Exercise Evaluation Program
HSPD	Homeland Security Presidential Directive
HUD	Housing and Urban Development Program
IAP	Incident Action Plan
IAP	Individual Assistance Program
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDE	Initial Damage Estimate
IDLH	Immediate Danger to Life or Health
IED	Improvised Explosive Device
IHP	Federal Assistance to Individuals and Households Program
IHSS	In-Home Support Services
IMT	Incident Management Team

IND	Improvised Nuclear Device
IPAWS	Integrated Public Alert and Warning System
IRS	U.S. Internal Revenue Service
IT	Information Technology
JDIC	Justice Data Interface Controller
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JPA	Joint Powers Agreement
LAC	Local Assistance Center
LECC	Local Emergency Communications Committees
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
LHMP	Local Hazard Mitigation Plan
LNO	Liaison Officer
LOS	Level of Service
LP	California Local Area Primary Stations
LRA	Local Responsibility Area
MAA	Mutual-Aid Agreements
MAC	Multi-Agency Coordination
MACS	Multi-Agency Coordination System
MBO	Management by Objectives
MC	Mobilization Center
MHOAC	Medical and Health Operational Area Coordinator
MOU	Memorandum of Understanding
MRC	Medical Reserve Corps
MSA	Multi-Purpose Staging Area
MYTEP	Multi-Year Training and Exercise Program
NAWAS	National Warning System
NCRIC	Northern California Regional Intelligence Center
NCS	National Communications System
NDMS	National Disaster Medical System
NEMIS	National Emergency Management Information System
NEPA	National Environmental Policy Act
NFIP	National Flood Insurance Program
NGO	Non-Governmental Organizations
NHPA	National Historic Preservation Act
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NOGA	Notice of Grant Award
NRC	Nuclear Regulatory Commission
NRCS	Natural Resources Conservation Service

NRF	National Response Framework
NSHM	National Seismic Hazard Maps
NTAS	National Terrorism Advisory System
NW	Neighborhood Watch
NWR	National Weather Service Radio
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OEM	Office of Emergency Management
OES	Office of Emergency Services
OHS	Office of Homeland Security
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PA	Public Assistance
PAO	Public Assistance Officer
PAP	Public Assistance Programs
PD	Police Department
PDD	Presidential Decision Directive
PDM	Pre-Disaster Mitigation
PHS	The Pets Evacuation & Transportation Standards (PETS) Act of 2006
PETS	Public Health Service
PG&E	Pacific Gas & Electric
PIO	Public Information Officer
PL	Public Law
PNP	Private Nonprofit Organization
POC	Point of Contact
PPE	Personal Protective Equipment
PSI	Pounds per Square Inch
PSPS	Public Safety Power Shutoff
PUC	California Public Utilities Commission
PW	Project Worksheet
RACES	Radio Amateur Civil Emergency Services
RAN	Radio Alert Network
RDMHC	Regional Disaster Medical and Health Coordinator
REOC	Regional Emergency Operations Center
RESTAT	Resources Status
RFC	Repetitive Flood Claims
RTF	Rescue Task Force
SA	Salvation Army
SAC	Special Agent in Charge
SAP	Safety Assessment Program
SAR	Search and Rescue
SARA	Superfund Amendment Reauthorization Act (Title III)

SAT	Safety Assessment Team
SBA	Small Business Administration
SCAQMD	South Coast Air Quality Management District
SCBA	Self-Contained Breathing Apparatus
SCO	State Coordinating Officer
SDARS	Satellite Digital Audio Radio
SEMS	Standardized Emergency Management System
SEP	State Emergency Plan
SITREP	Situation Report
SNAP	Specific Needs Disaster Voluntary Registry
SNS	Strategic National Stockpile
SO	Safety Officer
SO	Sheriff's Office
SOC	State Operations Center
SOP	Standard Operating Procedure
SRA	State Responsibility Area
SRL	Severe Repetitive Loss
SSGP	State Supplemental Grant Program
START	Superfund Technical Assistance Response Team
SUV	Spontaneous Unaffiliated Volunteer
TCARES	Tuolumne County Amateur Radio Emergency Services
TCCC	Tactical Casualty Combat Care
TECC	Tactical Emergency Casualty Care
TDA	NTSB Transportation Disaster Assistance Division
TDSR	Temporary Debris Storage and Reduction
TEP	Temporary Evacuation Point
TH	Temporary Housing
TLO	Terrorism Liaison Officers
TMC	Transportation Management Center
TTX	Table Top Exercise
UAS	Unique Alert System
UC	Unified Command
UCERF 2	Uniform California Earthquake Rupture Forecast, Version 2
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USDA	United States Department of Agriculture
USGS	United States Geological Survey
VAR	Values-At-Risk
VHFHSZ	Very High Fire Hazard Severity Zones
VIPS	Very Important Persons
VOAD	Volunteer Organizations Active in Disaster
VSAT	Very Small Aperture Terminal
WCAG	Web Content Accessibility Guidelines

WEA	Wireless Emergency Alert System
WERT	Watershed Emergency Response Team
WGCEP	Working Group of California Earthquake Probabilities
WMD	Weapons of Mass Destruction
WMD-CST	Weapons of Mass Destruction Civil Support Team
WUI	Wildland Urban Interface

APPENDIX 7: TABLES AND FIGURES

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CITY OF SONORA
EMERGENCY OPERATIONS PLAN

Welcome and Introductions

Presentation By:

Paul Bockrath

Preparative Consulting

Emergency Operations Plan Purpose

The Emergency Operations Plan (EOP) addresses the City of Sonora's planned response to extraordinary emergency situations associated with natural, technological, and human caused emergencies or disasters within or affecting the city.

EOP Planning Process

- Comprehensive Preparedness Guide (CPG 101)
- Cal OES Planning Crosswalk
- California State Auditor’s Report
- Project Approach/ Project Steps
- Project Timeline

EOP Planning Guidance Documents



Developing and Maintaining Emergency Operations Plans

Comprehensive Preparedness Guide (CPG) 101

September 2021, Version 3.0

FEMA

EMERGENCY PLAN REVIEW CROSSWALK 2022
LOCAL GOVERNMENT AGENCIES

Introduction

The California Governor's Office of Emergency Services (Cal OES) maintains the State Emergency Plan (SEP), and the coordination of local emergency plans with the SEP in accordance with:

- **Government Code § 8568** making the State Emergency Plan effective in each of the state's political subdivisions and requiring each governing body to carry out the provisions of that plan.
- **GC § 8569** giving the Governor the responsibility to "coordinate the preparation of plans and programs for the mitigation of the effects of an emergency by the political subdivisions of this state, such plans and programs to be integrated into and coordinated with the State Emergency Plan."
- **GC § 8570 (d)** permitting the Governor to "provide for the approval of local emergency plans".
- **GC § 8586** permitting the Governor to "...assign part or all of his powers and duties under this chapter to the Office of Emergency Services".
- **GC § 8593.3.2** requires counties to send a copy of its emergency plan to Cal OES on or before March 1, 2022, and upon any update to the plan after that date.
- **GC § 8607 (e)** to be eligible for any funding of response-related costs under disaster assistance programs, each local agency shall use the standardized emergency management system.

A local government's Emergency Operations Plan (EOP) establishes an emergency management organization to provide a basis for the jurisdiction's coordinated actions before, during and after a disaster. The primary purpose of the EOP is to outline the jurisdiction's all-hazard approach to emergency operations to protect the safety, health, and welfare of its citizens. The jurisdiction's EOP and Continuity Plan (continuity of operations and continuity of government) complement each other. This crosswalk is designed for reviewing local government EOPs and not continuity plans. More information on continuity planning can be found on the Cal OES Continuity Planning website.

California Is Not Adequately Prepared to Protect Its Most Vulnerable Residents From Natural Disasters

December 2019



EOP Project Approach

Project Approach

- Step 1: Define the Project/ Form a Core Planning and Collaborative Planning Teams
- Step 2: Threat and Hazard Assessment
- Step 3: Review and Analyze Existing Plans, Policies, Protocols, and Agreements
- Step 4: Develop and Present Draft of Plan
- Step 5: Plan Review and Refinement
- Step 6: Presentation and Approval of Final Plan and Training

Role of the Planning Teams



Role of the Planning Teams – Core and Collaborative

- **Core Planning Team**
  - Small Group Representing the City Departments
  - Tasked with Drafting the Plan
- **Collaborative Planning Team**
  - Represents the Tuolumne County Departments and Agencies
  - Response and Recovery Partners
  - Technical and Subject Matter Experts

Core Planning Team

- City Administrator
- Fire Department
- Police Department
- Administrative Services
- Community Development Department
- Finance
- Public Works

Collaborative Planning Team

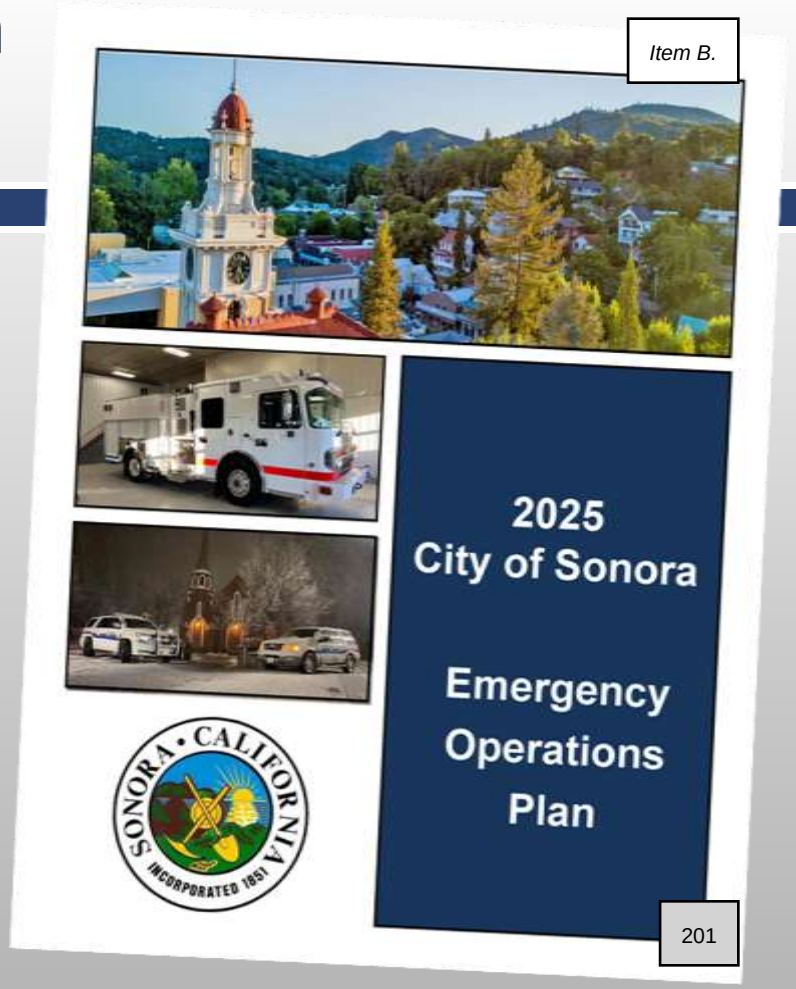
- Tuolumne County Office of Emergency Services
- Tuolumne County Emergency Medical Services Authority
- Tuolumne County Health and Human Services
- Tuolumne County Sheriff's Office
- Tuolumne County Fire District
- Tuolumne County Animal Control
- Tuolumne County Transit
- Tuolumne County Superintendent of Schools
- Sonora Union High School District
- Sonora Elementary School District

Emergency Operations Plan Outline





Emergency Operations Plan Outline



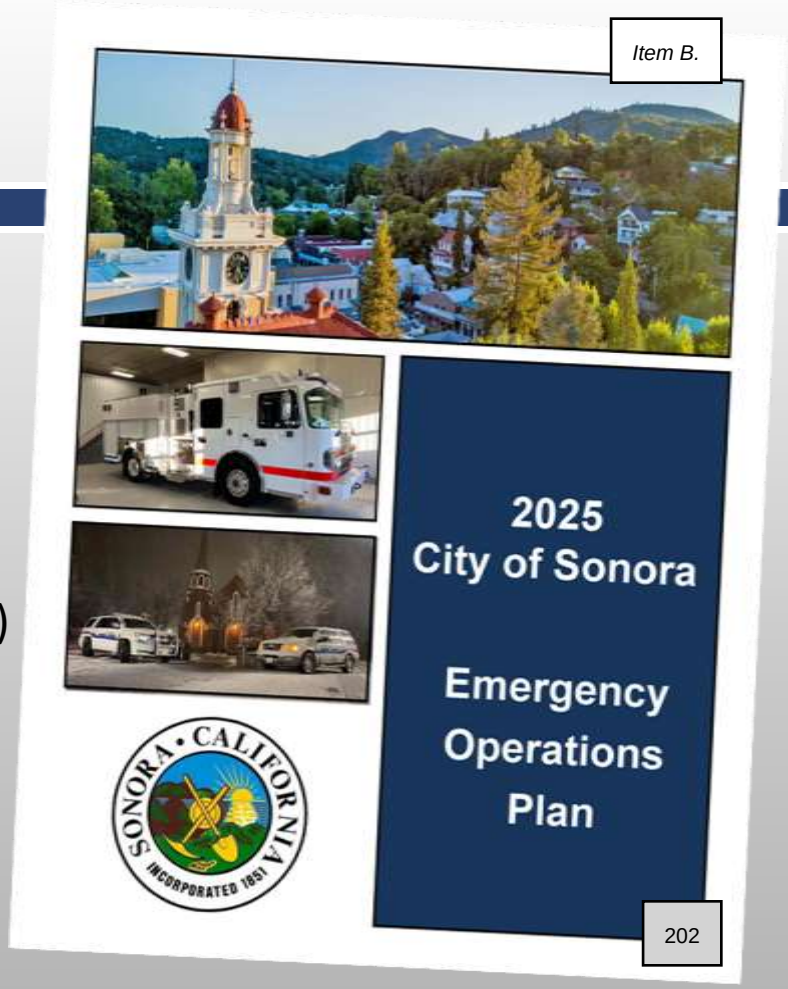
Letter of Promulgation
Letter of Approval
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Preface
Department/Agency Plan Concurrence
Record of Revisions
EOP Distribution List
Activation Conditions of the Emergency Operations Plan (EOP)
Approval and Promulgation
Plan Maintenance Responsibility
Plan Review and Updating

Emergency Operations Plan Outline

BASIC PLAN

1. Overview
2. Concept Of Operations
3. Emergency Operations
4. Continuity Of Government
5. Emergency Proclamation Process
6. Standardized Emergency Management System (SEMS)
7. Incident Command System (ICS)
8. National Incident Management System (NIMS)
9. Mutual Aid
10. Disaster Recovery
11. Hazard Mitigation



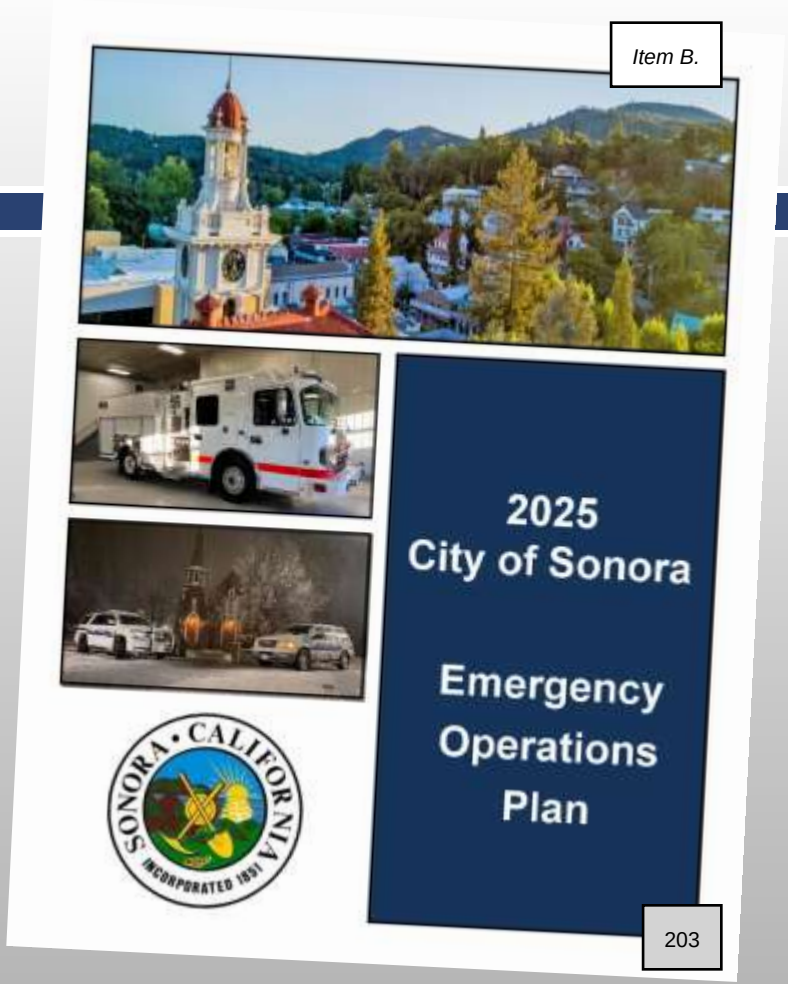
Emergency Operations Plan Outline

EOC POSITION SPECIFIC CHECKLISTS

FUNCTIONAL ANNEXES
Alert and Warning
Evacuation
Debris Management

HAZARD ANNEXES
Active Shooter
Major Earthquake
Flooding
Wildfire

APPENDIX
EOC Quick Activation Guide



City of Sonora Disaster Council

Sonora Municipal Code 8.30 - Emergency Services

Revision of the Sonora Municipal Code 8.30 - Emergency Services

Counties and cities may create disaster councils by ordinance (CA G.C. §8610). In the ordinance or by resolution adopted pursuant to the ordinance, the governing body of a county or city may provide for the emergency organization, powers and duties, divisions, services, and staff of the organization.

The Emergency Ordinance provides the legal basis of the emergency organization and must address the following:

- The ordinance must **provide for a Disaster Council**
- A **chairperson** or director of the Disaster Council **must be specified**
- The emer**gency organization** must be recognized
- **Compliance with the Emergency Services Act** must be stated

Next Steps

- **Adoption of the City of Sonora Emergency Operations Plan**
- **Public Hearing on Revision to the Municipal Code**

Questions and Concluding Remarks

PREPARATION IS THE KEY TO SUCCESS



Preparative Consulting

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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: April 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Stacy Enos-Del Razo

SUBJECT: Meeting Minutes from April 7, 2025

RECOMMENDATION:

Consider Approval of the City of Sonora Meeting Minutes from April 7, 2025.

DISCUSSION / ANALYSIS:

Staff Recommends that the City Council Approve Meeting Mintes from April 7, 2025.

FISCAL IMPACT:

No Fiscal Impact on the General Fund.

ATTACHMENTS:

Meeting Minutes April7, 2025.

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, April 07, 2025
5:00 PM

NOTICE IS HEREBY GIVEN that the Sonora City Council will have their regular meeting on April 7, 2025, at 5:00 PM in the City of Sonora Council Chambers located at 94 N. Washington Street Sonora, CA 95370.

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

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

Public Access Audio and Video Live Streaming

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

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

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

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

Mayor Ann Segerstrom

Vice Mayor Andy Merrill

Council Members Bess Levine, Stephen Opie, Mark Plummer

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

CLOSED SESSION - 3:00 PM

CALL TO ORDER

Called to order at 3:04 PM.

ROLL CALL

PRESENT
Mayor Ann Segerstrom
Councilmember Stephen Opie
Councilmember Mark Plummer

ARRIVING LATE
Councilmember Bess Levine
Councilmember Andy Merrill

PUBLIC COMMENTS

No public comments.

ADJOURN INTO CLOSED SESSION

1. Conference with Labor Negotiators (Gov. Code Section § 54957.6): Agency Designated Representatives: Melissa Eads, City Administrator; Chris Gorsky, Administrative Services Director; Employee Organization: Sonora Management Association (SMEA), Sonora Confidential Association (SCEA); Sonora Police Officers' Association (SPOA); Sonora Fire Fighters Association (SFFA); Sonora Employees Association (SEA).

2. Conference with Legal Counsel – Anticipated Litigation - Initiation of Litigation Pursuant to Gov. Code, § 54956.9(d)(4): One (1) Potential Case; Douglas White, City Attorney, Melissa Eads, City Administrator.

RECONVENE INTO OPEN SESSION

OPEN SESSION - 5:00 PM

REPORT OUT OF CLOSED SESSION

Mayor Ann Segerstrom stated direction was given to staff.

PLEDGE OF ALLEGIANCE

The Council and attendees recited the Pledge of Allegiance.

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

ROLL CALL

PRESENT
Mayor Ann Segerstrom
Vice Mayor Andy Merrill
Councilmember Bess Levine
Councilmember Stephen Opie
Councilmember Mark Plummer

CITY CLERK'S REPORT ON AGENDA POSTING

The Agenda was posted on Friday, April 4, 2025, at 11:51 AM.

APPROVAL OF THE AGENDA

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

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.

A member of the public informed those in attendance of the Tuolumne County Volunteer Fair, April 17th at the Fair Grounds.

Mayor Ann Segerstrom shared with those in attendance the items received from the Mayor of our Sister City in Kirishima, Kagoshima, Japan.

PRESENTATIONS

3. Receive an Update from the President of the Sonora Chamber of Commerce Katie Dunn; Melissa Eads, City Administrator. (10 Minutes)

   Katie Dunn President of the Sonora Chamber of Commerce informed those in attendance of the 2nd Saturday Art Night and After Eight Concert Series line up and dates; El Campo de Sonora is June 7th at Court House Park; and the next mixer is at Rustic Mood Artisan Gifts April 17th.

4. Receive the Sonora Employee's Association (SEA) Employee of the Year for 2024; Chris Gorsky, Administrative Services Director. (10 Minutes)

   Chris Gorsky Administrative Services Director announced Darlene Gibson as the Sonora Employee's Association (SEA) Employee of the Year for 2024.

5. Receive the Sonora Police Department's 2024 Employee Recognitions; Turu VanderWiel, Police Chief. (15 Minutes)

   Turu VanderWiel Police Chief announced Jessica Reibin as the Ronald Billings II Explorer of the Year; Steven Effisimo as the Marshall McMaster Community Service Volunteer of the Year; Ashley Brandow as the Reserve/Part-Time Employee of the Year; Cyndi Nordvik as the Civilian Employee of the Year; and Ron Watson as the Officer of the Year.

6. Recognize and Celebrate National Public Safety Telecommunications Week; Turu VanderWiel, Police Chief. (10 Minutes)

   Turu VanderWiel Police Chief thanked the men and women of Public Safety Telecommunications.

7. Recognition of Fire Chief Aimee New's Retirement and 10 Years of Service; Melissa Eads, City Administrator. (10 Minutes)

   Melissa Eads City Administrator celebrated and recognized Aimee New Fire Chief on her retirement.

   Aimee New Fire Chief addressed and thanked the Council.

8. Receive a Presentation on the Pre-Project Application Readiness Evaluation (PrePARE) Report for the Main Drain and Provide Direction to Apply for a Building Resilient Infrastructure and Communities (BRIC) Program Grant; Mike Pugh, City Engineer, Carlye Buchholz, City Engineer, Rebecca Neilon, Dewberry Engineers, Inc. (15 Minutes)

   Rebecca Neilon Dewberry Engineers Inc presented to those in attendance the PrePARE Report.

   Mike Holland Tuolumne County District 1 Supervisor suggested two ideas.

   LeeAnn Hatton asked the Council and staff about grant applications, the parking structure and flooding zones.

   Tamara Blankenship Tuolumne County Transportation Council (TCTC) offered to be a resource and partner.

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

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.

9. Consider Approval of the City of Sonora Meeting Minutes from March 17, 2025, and June 6, 2022; Stacy Enos-Del Razo, Deputy City Clerk.

10. Receive a Proclamation Recognizing March 7–14, 2025, as California Arbor Week in the City of Sonora; Ann Segerstrom, Mayor.

11. Consider Approval of the Transfer of $122,054 in Budget Savings from the TO 25-2 – Hospital Road Rehabilitation Engineering Services Project to TO 25-1 for City Engineer Services; Mike Pugh, City Engineer.

12. Consider Approval of Dewberry Engineering Inc. Task Order No. 25-7 for Professional Engineering and Surveying Support Services to Assist the City of Sonora (City) Community Development Department in Reviewing and Processing Development Applications and Associated Tasks; Mike Pugh, City Engineer.

13. Consider Approval of Dewberry Engineers Inc. Task Order No. 25-8 to Survey, Design, and Provide Construction Support for the Rehabilitation of the Newly Acquired Parking Lot Located on the Southwest Corner of Church Street & Stewart Street; Mike Pugh, City Engineer.

14. Consider Approval of Dewberry Engineers Inc. Task Order No. 25-9 FY 24/25 Annual Striping Project to Provide Engineering Design and Construction Support for the Re-striping on S. Washington Street; Mike Pugh, City Engineer.

    Councilmember Mark Plummer requested to discuss Item E (Minutes Item #13), then stated it was Item F (Minutes Item #14).

    Carlye Buchholz Dewberry Engineers Inc clarified the scope of the project.

    No public comment.

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

PUBLIC HEARINGS

15. Conduct a Public Hearing for Sonora Police Department's Military Equipment Use Report as Required by Assembly Bill 481; Turu VanderWiel, Police Chief.

    Turu VanderWiel Police Chief presented the Sonora Police Department Military Equipment Use Report.

Councilmembers asked questions and discussed.

No public comment.

No action required.

NEW BUSINESS

16. Receive and Accept the City of Sonora's Audited Financial Statements and Uniform Guidance for Fiscal Year Ended June 30, 2024, Prepared by Harshwal & Company, Certified Public Accountants; Chris Gorsky, Administrative Services Director

    Chris Gorsky Administrative Services Director presented the results of the City's financial audit for the year ending in June 2024.

    Garim Jha Harshwal & Company addressed the Council.

    No public comment.

    No action required.

17. Consider Approval of Thurmond Consulting LLC's Proposal to Retain the Firm as an On Call Resource for Future Projects, with Work Being Requested via Task Orders to be Approved by the Council, and Consider Approval of a Task Order to Write an Application for Funding the Rehabilitation of the City-Owned Structure at 290 S. Stewart Street, Along with an Environmental Document for the Project; Tyler Summersett, Community Development Director.

    Tyler Summersett Community Development Director detailed Thurmond Consulting LLC's proposal, the Task Order and the Environmental Document.

    Councilmembers discussed the proposal and 290 S. Stewart Street with staff.

    No public comment.

    A vote was taken for Thurmond Consulting LLC's Proposal to Retain the Firm and an On Call Resource for Future Projects with Work Being Requested via Task Orders:

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

A vote was taken for a Task Order to Write an Application for Funding the Rehabilitation of the City-Owned Structure at 290 S. Stewart Street, along with an Environmental Document:

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

18. Receive the Updated Fire Hazard Severity Zones; Aimee New, Fire Chief.

Aimee New Fire Chief updated those in attendance on the Fire Hazard Severity Zones.

Councilmembers asked questions and discussed.

No public comment.

No action required.

COMMUNICATIONS

19. Green Waste Disposal Days - April 12, 2025, and April 26, 2025.

20. Wildfire Preparedness Town Hall Series - April 28, 29, and 30, 2025.

COUNCIL MEMBER REPORTS

Councilmember Stephen Opie had nothing to report.

Councilmember Bess Levine attended the Visit Tuolumne County Board meeting.

Vice Mayor Andy Merrill attended a fundraiser at the Game Room for Stand Up Speak Up Speak Out for Cal Pride Sierras.

Councilmember Mark Plummer attended two Chamber mixers; Biomass Workshop; Tuolumne County Transportation Council (TCTC); and Access Tuolumne is going to celebrate the 175th Anniversary of Tuolumne County.

Mayor Ann Segerstrom attended the State of the City presentation in Modesto; Cal Cities Central Valley Division meeting; El Campo de Sonora meeting; and the Biomass Workshop.

ADJOURNMENT

Adjourned at 7:15 PM.

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

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

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

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: April 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Tracy Skelly, Administrative Services Officer

SUBJECT: Disbursements in the Amount of $191,352.89 and $252,374.89 for Payroll

RECOMMENDATION:

Consider Approval of Disbursements in the Amount of $191,352.89 and $252,374.89 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 first payroll of the month was higher due to hiring bonuses and step increases.

This was the 19th and 20th payrolls of 26 for FY24-25, we would have expected to expend 76.92% of the budgeted amount. In total, we have expended 69.01% 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: April 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Chris Gorsky, Administrative Services Director

SUBJECT: Consider Acceptance of an Informational Report for March 2025 Accounts Payable Payment Register and Void Report.

RECOMMENDATION:

Consider Acceptance of an Informational Report for March 2025 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 March 2025 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 3/1/2025 Through 3/31/2025

Check Number	Effective Date	Document Description	ID	Payee	Check Amount	Payment Type	VOID ?
202421	3/3/2025	System Generated Check/Voucher	Emp2020	Thomas Brickley	154.00	Check	No
202422	3/3/2025	System Generated Check/Voucher	Emp2073	Tyler Summersett	332.00	Check	No
202423	3/6/2025	System Generated Check/Voucher	200005	Amazon Business	147.20	Check	No
202424	3/6/2025	System Generated Check/Voucher	200011	AT&T Calnet 3	818.16	Check	No
202425	3/6/2025	System Generated Check/Voucher	200013	JS West Propane Gas	707.21	Check	No
202426	3/6/2025	System Generated Check/Voucher	200015	Silke Communications	2,560.79	Check	No
202427	3/6/2025	System Generated Check/Voucher	200035	Pacific Gas and Electric	38.84	Check	No
202428	3/6/2025	System Generated Check/Voucher	200036	O'Reilly Auto Parts	49.42	Check	No
202429	3/6/2025	System Generated Check/Voucher	200043	Sonora Lumber Company	36.55	Check	No
202430	3/6/2025	System Generated Check/Voucher	200055	Keenan Associates	87,974.36	Check	No
202431	3/6/2025	System Generated Check/Voucher	200058	Unum Life Insurance Company of Amer	2,787.47	Check	No
202432	3/6/2025	System Generated Check/Voucher	200060	Combined Benefits Administrators	1,707.96	Check	No
202433	3/6/2025	System Generated Check/Voucher	200072	United Site Services	97.93	Check	No
202434	3/6/2025	System Generated Check/Voucher	200074	Vision Service Plan (CA)	916.20	Check	No
202435	3/6/2025	System Generated Check/Voucher	200101	Pine Alley Saw Shop	107.19	Check	No
202436	3/6/2025	System Generated Check/Voucher	200207	Sonora Police Officers Association	989.71	Check	No
202437	3/6/2025	System Generated Check/Voucher	200209	VALIC	25.00	Check	No
202438	3/6/2025	System Generated Check/Voucher	200210	Operating Engineers #3	292.50	Check	No
202439	3/6/2025	System Generated Check/Voucher	200221	California Department of Transportation	773.01	Check	No
202440	3/6/2025	System Generated Check/Voucher	200263	Hunt & Sons LLC	3,179.36	Check	No
202441	3/6/2025	System Generated Check/Voucher	200462	Questica Ltd.	21,498.75	Check	No
202442	3/6/2025	System Generated Check/Voucher	200505	Valley Strong Credit Union	1,706.00	Check	No
202443	3/6/2025	System Generated Check/Voucher	200531	California State Disbursement Unit	258.92	Check	No
202444	3/6/2025	System Generated Check/Voucher	200535	Toshiba Financial Services	2,090.48	Check	No
202445	3/6/2025	System Generated Check/Voucher	200542	Stanislaus County Sheriff's Office	2,052.67	Check	No
202446	3/6/2025	System Generated Check/Voucher	200598	Top Dog Police K9 Training & Consultin	250.00	Check	No
202447	3/6/2025	System Generated Check/Voucher	200640	Diamond Digital Marketing Co.	1,000.00	Check	No
202448	3/6/2025	System Generated Check/Voucher	200675	iWorQ	12,500.00	Check	No
202449	3/6/2025	System Generated Check/Voucher	200692	Vanir Construction Management, Inc.	23,550.55	Check	No
202450	3/6/2025	System Generated Check/Voucher	200716	Vehicle Registration Collections	352.00	Check	No
202451	3/6/2025	System Generated Check/Voucher	200728	MR. Diesel Repair LLC	1,912.87	Check	No
202452	3/6/2025	System Generated Check/Voucher	200732	RoofXperts	1,000.00	Check	No

City of Sonora

Check/Voucher Register - Check List - Council

From 3/1/2025 Through 3/31/2025

Check Number	Effective Date	Document Description	ID	Payee	Check Amount	Payment Type	VOID ?
202453	3/6/2025	System Generated Check/Voucher	Emp2020	Thomas Brickley	358.00	Check	No
202454	3/6/2025	System Generated Check/Voucher	Emp2074	Dominic Bertalotto	188.00	Check	No
202455	3/13/2025	System Generated Check/Voucher	200005	Amazon Business	24.06	Check	No
202456	3/13/2025	System Generated Check/Voucher	200010	American Tower	1,505.92	Check	No
202457	3/13/2025	System Generated Check/Voucher	200011	AT&T Calnet 3	123.48	Check	No
202458	3/13/2025	System Generated Check/Voucher	200013	JS West Propane Gas	210.31	Check	No
202459	3/13/2025	System Generated Check/Voucher	200016	Tuolumne County Public Power Agency	4,320.89	Check	No
202460		VOID - U.S. Bank Corporate - Overflow			0.00		YES
202461	3/13/2025	System Generated Check/Voucher	200018	U.S. Bank Corporate Payment System	9,757.22	Check	No
202462	3/13/2025	System Generated Check/Voucher	200020	AT&T Mobility (FirstNet)	1,905.43	Check	No
202463	3/13/2025	System Generated Check/Voucher	200020	AT&T Mobility (FirstNet)	90.16	Check	No
202464	3/13/2025	System Generated Check/Voucher	200024	Comcast Business	163.42	Check	No
202465	3/13/2025	System Generated Check/Voucher	200024	Comcast Business	162.14	Check	No
202466	3/13/2025	System Generated Check/Voucher	200032	Mountain Oasis Water	50.50	Check	No
202467	3/13/2025	System Generated Check/Voucher	200035	Pacific Gas and Electric	684.15	Check	No
202468	3/13/2025	System Generated Check/Voucher	200036	O'Reilly Auto Parts	156.67	Check	No
202469	3/13/2025	System Generated Check/Voucher	200039	Safe-T-Lite of Modesto, Inc.	265.04	Check	No
202470	3/13/2025	System Generated Check/Voucher	200043	Sonora Lumber Company	24.07	Check	No
202471	3/13/2025	System Generated Check/Voucher	200047	Tuolumne Utilities District	1,704.34	Check	No
202472	3/13/2025	System Generated Check/Voucher	200066	Muni Sevices / Avenu	1,198.65	Check	No
202473	3/13/2025	System Generated Check/Voucher	200080	JTM Cleaning Co.	800.00	Check	No
202474	3/13/2025	System Generated Check/Voucher	200094	Sierra Instant Print	1,158.19	Check	No
202475	3/13/2025	System Generated Check/Voucher	200117	Verizon Wireless	38.01	Check	No
202476	3/13/2025	System Generated Check/Voucher	200223	Department of Conservation	113.41	Check	No
202477	3/13/2025	System Generated Check/Voucher	200249	Golden Valley Awards	56.30	Check	No
202478	3/13/2025	System Generated Check/Voucher	200262	California Building Standards Commissi	95.69	Check	No
202479	3/13/2025	System Generated Check/Voucher	200263	Hunt & Sons LLC	1,494.47	Check	No
202480	3/13/2025	System Generated Check/Voucher	200282	Employee Relations, Inc.	533.78	Check	No
202481	3/13/2025	System Generated Check/Voucher	200352	Quadient Leasing USA, Inc.	231.20	Check	No
202482	3/13/2025	System Generated Check/Voucher	200493	Crescent Supply	10.88	Check	No
202483	3/13/2025	System Generated Check/Voucher	200656	Rebecca A. Bell, RN	1,127.00	Check	No
202484	3/13/2025	System Generated Check/Voucher	200675	iWorQ	10,500.00	Check	No

City of Sonora

Check/Voucher Register - Check List - Council

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Check Number	Effective Date	Document Description	ID	Payee	Check Amount	Payment Type	VOID ?
202485	3/13/2025	System Generated Check/Voucher	200733	Bright Planet Solar	145.30	Check	No
202486	3/13/2025	System Generated Check/Voucher	200734	Freedom Forever Nor Cal LLC	762.58	Check	No
202487	3/13/2025	System Generated Check/Voucher	200735	Przybyla Advisors	1,500.00	Check	No
202488	3/13/2025	System Generated Check/Voucher	200736	Christina Cuhna	135.00	Check	No
202489	3/13/2025	System Generated Check/Voucher	Emp2001	Quinn Vanderwerff	203.30	Check	No
202490	3/20/2025	System Generated Check/Voucher	200005	Amazon Business	392.42	Check	No
202491	3/20/2025	System Generated Check/Voucher	200013	JS West Propane Gas	985.29	Check	No
202492	3/20/2025	System Generated Check/Voucher	200024	Comcast Business	186.32	Check	No
202493	3/20/2025	System Generated Check/Voucher	200024	Comcast Business	352.51	Check	No
202494	3/20/2025	System Generated Check/Voucher	200024	Comcast Business	784.13	Check	No
202495	3/20/2025	System Generated Check/Voucher	200026	Department of Justice	491.00	Check	No
202496	3/20/2025	System Generated Check/Voucher	200035	Pacific Gas and Electric	773.28	Check	No
202497	3/20/2025	System Generated Check/Voucher	200043	Sonora Lumber Company	118.07	Check	No
202498	3/20/2025	System Generated Check/Voucher	200048	The Union Democrat	634.50	Check	No
202499	3/20/2025	System Generated Check/Voucher	200059	Cal.Net Motherlode	54.01	Check	No
202500	3/20/2025	System Generated Check/Voucher	200060	Combined Benefits Administrators	931.40	Check	No
202501	3/20/2025	System Generated Check/Voucher	200063	Kellie's Cleaning Service	551.25	Check	No
202502	3/20/2025	System Generated Check/Voucher	200065	ProClean Supply	253.18	Check	No
202503	3/20/2025	System Generated Check/Voucher	200069	Signal Service	200.70	Check	No
202504	3/20/2025	System Generated Check/Voucher	200086	NORMAC	410.12	Check	No
202505	3/20/2025	System Generated Check/Voucher	200207	Sonora Police Officers Association	922.90	Check	No
202506	3/20/2025	System Generated Check/Voucher	200209	VALIC	25.00	Check	No
202507	3/20/2025	System Generated Check/Voucher	200210	Operating Engineers #3	292.50	Check	No
202508	3/20/2025	System Generated Check/Voucher	200242	L.K. Lehman Trucking	321.75	Check	No
202509	3/20/2025	System Generated Check/Voucher	200263	Hunt & Sons LLC	307.38	Check	No
202510	3/20/2025	System Generated Check/Voucher	200265	Tuolumne County Public Works Departr	135.00	Check	No
202511	3/20/2025	System Generated Check/Voucher	200402	Viking Shred	119.98	Check	No
202512	3/20/2025	System Generated Check/Voucher	200413	CSG Consultants	3,237.25	Check	No
202513	3/20/2025	System Generated Check/Voucher	200429	Sierra Veterinary Care	458.11	Check	No
202514	3/20/2025	System Generated Check/Voucher	200505	Valley Strong Credit Union	1,706.00	Check	No
202515	3/20/2025	System Generated Check/Voucher	200531	California State Disbursement Unit	258.92	Check	No
202516	3/20/2025	System Generated Check/Voucher	200536	Power Business Technology	634.15	Check	No

City of Sonora

Check/Voucher Register - Check List - Council

From 3/1/2025 Through 3/31/2025

Check Number	Effective Date	Document Description	ID	Payee	Check Amount	Payment Type	VOID ?
202517	3/20/2025	System Generated Check/Voucher	200567	Winton Ireland Strom & Green	494.70	Check	No
202518	3/20/2025	System Generated Check/Voucher	200616	Granite Peak Alarms LLC	1,233.30	Check	No
202519	3/20/2025	System Generated Check/Voucher	200716	Vehicle Registration Collections	588.00	Check	No
202520	3/20/2025	System Generated Check/Voucher	Emp2043	Chuck Shadle	374.45	Check	No
202521	3/27/2025	System Generated Check/Voucher	200024	Comcast Business	201.61	Check	No
202522	3/27/2025	System Generated Check/Voucher	200032	Mountain Oasis Water	34.00	Check	No
202523	3/27/2025	System Generated Check/Voucher	200035	Pacific Gas and Electric	6,053.45	Check	No
202524	3/27/2025	System Generated Check/Voucher	200036	O'Reilly Auto Parts	13.57	Check	No
202525	3/27/2025	System Generated Check/Voucher	200038	Safeguard Pest Control	405.00	Check	No
202526	3/27/2025	System Generated Check/Voucher	200043	Sonora Lumber Company	77.27	Check	No
202527	3/27/2025	System Generated Check/Voucher	200046	TK Elevator	823.68	Check	No
202528	3/27/2025	System Generated Check/Voucher	200047	Tuolumne Utilities District	1,363.95	Check	No
202529	3/27/2025	System Generated Check/Voucher	200048	The Union Democrat	756.00	Check	No
202530	3/27/2025	System Generated Check/Voucher	200065	ProClean Supply	321.16	Check	No
202531	3/27/2025	System Generated Check/Voucher	200101	Pine Alley Saw Shop	163.00	Check	No
202532	3/27/2025	System Generated Check/Voucher	200102	George Reed Inc.	421.27	Check	No
202533	3/27/2025	System Generated Check/Voucher	200107	Level One Web Design, Inc.	598.00	Check	No
202534	3/27/2025	System Generated Check/Voucher	200118	Pet Waste Eliminator	361.89	Check	No
202535	3/27/2025	System Generated Check/Voucher	200263	Hunt & Sons LLC	2,788.05	Check	No
202536	3/27/2025	System Generated Check/Voucher	200303	Pat Perry	151.63	Check	No
202537	3/27/2025	System Generated Check/Voucher	200413	CSG Consultants	5,412.00	Check	No
202538	3/27/2025	System Generated Check/Voucher	200487	Standard Insurance Company	174.00	Check	No
202539	3/27/2025	System Generated Check/Voucher	200640	Diamond Digital Marketing Co.	1,000.00	Check	No
202540	3/27/2025	System Generated Check/Voucher	Emp2060	Peter Doppe	237.50	Check	No
202541	3/27/2025	System Generated Check/Voucher	Emp2076	Zachary Johnson	836.00	Check	No
ACH123	3/6/2025	System Generated Check/Voucher	200004	White Brenner LLP	1,943.44	Voucher	No
ACH124	3/6/2025	System Generated Check/Voucher	200004	White Brenner LLP	1,500.86	Voucher	No
ACH125	3/6/2025	System Generated Check/Voucher	200004	White Brenner LLP	93.07	Voucher	No
ACH126	3/6/2025	System Generated Check/Voucher	200004	White Brenner LLP	8,290.70	Voucher	No
ACH127	3/6/2025	System Generated Check/Voucher	200004	White Brenner LLP	8,261.50	Voucher	No
ACH128	3/6/2025	System Generated Check/Voucher	200004	White Brenner LLP	8,661.25	Voucher	No
ACH129	3/6/2025	System Generated Check/Voucher	200004	White Brenner LLP	4,663.75	Voucher	No

City of Sonora

Check/Voucher Register - Check List - Council

From 3/1/2025 Through 3/31/2025

Check Number	Effective Date	Document Description	ID	Payee	Check Amount	Payment Type	VOID ?
ACH130	3/6/2025	System Generated Check/Voucher	200004	White Brenner LLP	7,697.79	Voucher	No
ACH131	3/6/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	2,197.37	Voucher	No
ACH132	3/6/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	5,332.79	Voucher	No
ACH133	3/6/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	1,427.00	Voucher	No
ACH134	3/6/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	15,574.94	Voucher	No
ACH135	3/6/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	1,208.21	Voucher	No
ACH136	3/6/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	1,398.72	Voucher	No
ACH137	3/6/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	12,525.89	Voucher	No
ACH138	3/6/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	13,926.40	Voucher	No
ACH139	3/13/2025	System Generated Check/Voucher	200301	RingCentral	580.84	Voucher	No
ACH140	3/13/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	3,365.59	Voucher	No
ACH141	3/13/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	12,479.01	Voucher	No
ACH142	3/13/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	3,218.45	Voucher	No
ACH143	3/13/2025	System Generated Check/Voucher	200608	Enterprise FM Trust	11,512.16	Voucher	No
ACH144	3/20/2025	System Generated Check/Voucher	200004	White Brenner LLP	7,744.01	Voucher	No
ACH145	3/20/2025	System Generated Check/Voucher	200004	White Brenner LLP	1,708.25	Voucher	No
ACH146	3/20/2025	System Generated Check/Voucher	200004	White Brenner LLP	232.68	Voucher	No
ACH147	3/20/2025	System Generated Check/Voucher	200004	White Brenner LLP	1,943.22	Voucher	No
ACH148	3/20/2025	System Generated Check/Voucher	200004	White Brenner LLP	2,798.25	Voucher	No
ACH149	3/20/2025	System Generated Check/Voucher	200004	White Brenner LLP	10,793.25	Voucher	No
ACH150	3/20/2025	System Generated Check/Voucher	200004	White Brenner LLP	3,792.40	Voucher	No
ACH151	3/20/2025	System Generated Check/Voucher	200004	White Brenner LLP	6,923.43	Voucher	No
ACH152	3/27/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	7,186.14	Voucher	No
ACH153	3/27/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	11,651.28	Voucher	No
ACH154	3/27/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	2,915.58	Voucher	No
ACH155	3/27/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	3,068.24	Voucher	No
ACH156	3/27/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	4,225.54	Voucher	No
ACH157	3/27/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	565.10	Voucher	No
ACH158	3/27/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	13,944.76	Voucher	No
ACH159	3/27/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	8,113.49	Voucher	No
ACH160	3/27/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	4,165.35	Voucher	No
Report Total					471,715.96		

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: April 21, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Summersett, Community Development Director

SUBJECT: Dragoon Gulch Fuels Reduction Project Update

RECOMMENDATION:

Receive the Dragoon Gulch Fuels Reduction Project Update.

BACKGROUND:

Dragoon Gulch is a vital community resource that is one of the gems of the City. The area is nearly a hundred acres with approximately 4 miles of natural surface and paved trails available. This oak studded woodland is centrally located and widely appreciated by surrounding neighbors, visitors and those coming to and through the downtown, in addition to cross country participants at Sonora High and local mountain bike club Sonora MTB. The City has a caretaker who helps manage and maintain the area and an agreement with Columbia College to utilize the area for student training and development.

DISCUSSION / ANALYSIS:

The Dragoon Fuels Reduction is a 90-acre project in the interface of the Local Responsibility Area (City of Sonora) and the State Responsibility Area. Dragoon Fuels Reduction is located approximately half in the City of Sonora, including City-owned and private property, and half in the surrounding SRA. The Dragoon Gulch area is high wildfire risk for wildfire ignition and the greatest risk in the City of Sonora. The project has three treatment components—maintenance/mastication of the existing fire break/dozer line that was constructed to protect Sonora during the 2021 Washington Fire; a 17 acre, approximately 200 feet wide Shaded Fuel Break along Dragoon Circle/Ponderosa Lane/Cottage Court to protect those homes and the Sonora Knolls Subdivision; and fuels reduction, mainly mastication, along the ridge from the edge of the dozer line to Race Track Road. Mastication treatment is 73 acres and hand treatment 17 acres. The Dragoon Fuels Reduction will provide protection to a minimum of 6,000 habitable structures.

Project Timeline-

Landowner access – current
Environmental surveys – to start by end of April
CEQA (environmental) approval by Fall
Treatment to begin late Fall if all goes well (ambitious)

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

FISCAL IMPACT:

No fiscal impact, this project is being funded by Cal Fire and managed by the Fire Safe Council, along with the Tuolumne County Resource Conservation District. Some staff time will be involved in reviewing and approving of final fuels reduction proposal for Dragoon Gulch, but these costs will be covered in existing budgets.

The Project award is $510,496.00

ATTACHMENTS:

Landowner Agreement and Cover Letter

TUOLUMNE FireSafe COUNCIL

Landowner Agreement

Dragoon Fuels Reduction Project

THIS AGREEMENT is between the Tuolumne Fire Safe Council and the landowner for the purpose of doing work to create a Shaded Fuel Break for **Dragoon Fuels Reduction Project**. The undersigned, hereinafter designated Property Owner and the Tuolumne Fire Safe Council Inc., hereinafter designated TFSC.

The execution of this agreement represents that the Property Owner supports the efforts described herein and hereby authorizes the TFSC, their agents, officers, contractors, subcontractors, and vendors the authority and permission to enter in and onto said property(s) and/or right-of-way for **Dragoon Fuels Reduction Project**.

FSC agents, officers, contractors, subcontractors, or vendors will be allowed access to the referenced property to accomplish the various tasks associated with the **Dragoon Fuels Reduction Project.** Property Owner will be notified at least 24 hours prior to entry onto the property via the phone and/or email address included at the end of this form.

The tasks to be performed and ***approximate*** timeframes are as follows:

Conduct environmental studies that satisfy the California Environmental Quality Act (CEQA) prerequisite for forest health activities intended to increase forest resilience to wildfire, drought and disease, while maintaining wildlife habitat and soil cover. (March 2025 – July 2025)

Create accurate maps of the project footprint and determine access points and landing areas for equipment and vegetation affected during the project. (May 2025 – September 2025)

Implementation of prescriptive Treatment Plans (November 2025 - February 2027)

Treatment Plan may include any or all of the following: A shaded fuel break approximately 200 feet wide will be created using a combination of mechanical mastication machinery and/or hand crews with chainsaws, pole saws and other appropriate hand tools, **at no cost to the Property Owner.** The fuel break will exclude the area around the principle

TUOLUMNE FireSafe COUNCIL

structures required by PRC 4291 (100') commonly known as "Defensible Space" which will be the property owner's responsibility. The goal is to have 50% open canopy where maximum firefighting techniques may be deployed.

Some trees up to 12-inch DBH (diameter at breast height) may be shredded/cut with landowner permission if they may compromise the fuel break. Oak tree clusters from a common root will be thinned to leave the healthiest stems. Brush within the designated areas shall be shredded or cut and piled. No openings larger than 25 ft x 25 ft spacing will be created. All existing slash shall be shredded or cut and piled for pile burning when conditions are permissible.

Vegetation to be retained will include the largest, healthiest, most fire resistant trees and shrubs available. The largest, healthiest, most fire resistant trees will be selected for retention in the following order beginning with the most desirable, deciduous oaks, live oaks, commercial conifers (Ponderosa Pine), and non-commercial conifers (Gray Pine). All retained trees shall be pruned to a minimum height of 12 feet to the ground or maintain at least 2/3 of the live crown on trees less than 36 feet in total height. In areas where no trees exist, individual specimens of fire resistant shrubs will be retained, pruned, and properly spaced (Buckbrush and Manzanita are most desirable for retention). All bug killed trees will be cut, piled, chipped, burned, or removed from the site.

Cut vegetation will be piled for wildlife habitat, for later burning or lopped, or masticated, or chipped with chips broadcast on site.

This work is funded by a grant though the Department of Forestry and Fire Protection (CAL FIRE) and administered by the Tuolumne Fire Safe Council to reduce danger from wildland fire. This work, however, does not guarantee the protection of the Property Owner's property or safety from fire.

Parcel specific conditions which supersede contradictory statement(s) elsewhere in this agreement:

_____

_____

_____

_____

TUOLUMNE FireSafe COUNCIL

This page is the signature page which references to the previous two pages of the Landowner Agreement for **Dragoon Fuels Reduction Project**.

This Agreement is accepted subject to the following:

1) To the extent that they can legally do so, both parties to this Agreement agree to hold each other harmless against any and all claims for injury to the person or damage to the property arising from the uses herein stated, except where such injury or damage is proximately caused by the negligent or willful acts of the others, its contractors, agents, or employees.
2) The TFSC shall have the right to terminate this Agreement with **30 days written** notice.
3) Each property owner shall individually have the right to terminate this Agreement with **30 days written notice.**
4) This agreement shall terminate **three years** from the date of execution by the Property Owner unless otherwise mutually agreed.

PROPERTY OWNER: City of Sonora

034-090-004; 034-100-003; 034-090-007; 034-100-004
Accessor's parcel number(s)

(Dragoon Gulch) 94 N. Washington St
Physical Street Address

209.532.4541
Phone Number

Meads@sonoraca.com; tsummerset@sonoraca.com
Email

Melissa Eads
Name

Signature

4.14.25
Date

Please return this agreement by email to info@tuolumnefiresafe.org
Or by mail to TFSC, PO Box 4394, Sonora, CA 95370

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: April 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Summersett, Community Development Director

SUBJECT: Review of 2024 General Plan Annual Progress Report

RECOMMENDATION:

Receive the 2024 General Plan Annual Progress Report.

BACKGROUND:

Government Code Section 65400 mandates that cities and counties submit an annual progress report (APR) on the General Plan and progress on its implementation to the legislative body (e.g. City Council), the Governor's Office of Planning and Research (OPR) and the State Department of Housing and Community Development Department (HCD). The four purposes of the annual report are to:

- Provide information to assess progress on implementation of the General Plan in accordance with the stated goals, policies, and implementation measures.
- Provide information to identify necessary course adjustments or modifications to the General Plan to improve implementation.
- Provide a clear correlation between land use decisions made during the reporting period, and the goals, policies, and implementation measures of the General Plan.
- Provide information regarding local agency progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to the development of housing.

The purpose of the APR is to provide the public and decision makers with an update of the City's progress in implementing its General Plan vision. This annual assessment provides an opportunity to adjust or modify its policies, goals, and objectives to ensure that the City meets its stated vision. A secondary purpose of the APR is to fulfill the housing element statutory requirements regarding the City's progress in meeting its share of regional housing needs and its efforts to remove government constraints to the development of housing in accordance with Government Code Section 65584.3(c) and 65584.5(b)(5). The Housing Element APR has separate reporting requirements and forms, which will be submitted electronically by the City by the April 1, deadline.

DISCUSSION / ANALYSIS:

This General Plan APR does not meet any specific or general goal or objective within the City's General Plan, rather it is mandated by the CA State Department of Housing and Community Development as a tool to help keep the municipalities focus on the goals and objectives that have been adopted.

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

FISCAL IMPACT:

No Fiscal Impact on the General Fund.

ATTACHMENTS:

2024 General Plan Annual Progress Report with Attachments.

CORE COUNCIL PRIORITIES:

Economic Development/Growth and General Plan.

City of Sonora





General Plan 2020



CITY OF SONORA
2024 GENERAL PLAN
ANNUAL PROGRESS REPORT

April 1, 2024

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ATTACHMENTS:
Table B – Regional Housing Needs Allocation Progress Permits Issued by Affordability
Table D – Program Implementation Status Pursuant to GC Section 65583

PURPOSE OF GENERAL PLAN ANNUAL REPORT

California Government Code Section 65400 mandates that cities and counties submit an annual progress report (APR) on the General Plan and progress on its implementation to the legislative body, the Governor's Office of Planning and Research (OPR) and the Housing and Community Development Department (HCD) on the status of the General Plan and progress in its implementation. The four purposes of the annual report are to:

- Provide information to assess progress on implementation of the General Plan in accordance with the stated goals, policies, and implementation measures.
- Provide information to identify necessary course adjustments or modifications to the General Plan to improve implementation.
- Provide a clear correlation between land use decisions made during the reporting period, and the goals, policies, and implementation measures of the General Plan.
- Provide information regarding local agency progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to the development of housing.

This document fulfills Government Code Section 65400. The purpose of the APR is to provide the public and decision makers with an update of the City's progress in implementing its General Plan vision. This annual assessment provides an opportunity to adjust or modify its policies, goals, and objectives to ensure that the City meets its stated vision. A secondary purpose of the APR is to fulfill housing element statutory requirements regarding the City's progress in meeting its share of regional housing needs and its efforts to remove government constraints to the development of housing in accordance with Government Code Section 65584.3(c) and 65584.5(b)(5). The Housing Element APR has separate reporting requirements and forms, which have been submitted electronically by the City for the April 1, deadline.

CITY OF SONORA GENERAL PLAN BACKGROUND

The Sonora General Plan Update commenced October 13, 2000, with a "kickoff" meeting at the Sonoma City Hall. From the onset, the Sonoma General Plan Update was aided by the leadership of an appointed Advisory Committee. The Advisory Committee members were appointed by the City Council. The Advisory Committee guided General Plan activities through periodic meetings with staff and consultants; sponsored Public Workshops designed to afford members of the public opportunity to participate in the General Plan development; and served as the City's decision-making body throughout General Plan formulation.

The following is a list of meetings held in conjunction with the planning process:

- **City Council:** 8/20/01
- **Joint City Council/Planning Commission**:11/09/00, 9/03/02, 4/13/05, 4/27/05, 5/30/07
- **Planning Committee:** 4/03/01, 6/06/01, 7/31/01, 10/24/01, 11/05/01, 12/03/01, 12/10/01, 3/04/02, 3/11/02, 3/14/02, 3/19/02, 3/28/02, 8/12/02, 8/21/02, 9/09/02, 5/19/03, 6/26/03,

11/4/03, 11/14/03, 3/1/04, 3/5/04, 3/24/04, 4/14/04, 5/10/04, 7/28/04, 8/11/04, 8/25/04, 7/13/05, 8/23/05, 9/8/05, 5/1/07

- **Open Houses:** 11/13/02, 5/30/07

- **Landowner Meetings:** 3/21/06, 3/22/06, 3/23/06, 3/24/06

- **Other Meetings:**
  - Kick-off meeting with City staff - 10/13/00
  - Meetings with Advisory Agencies - 3/22/01-4/15/01 (and throughout process) EIR Scoping Meeting – 7/31/06
  - Consultant/Staff meetings (throughout)

GENERAL PLAN ELEMENTS

The City's General Plan addresses State General Plan requirements. California law requires that every city and county adopt a long-term General Plan that addresses seven specific topics or "elements." (Note seven elements were required when the Sonora General Plan was adopted. State law now requires eight elements including an Environmental Justice Element). The General Plan must be internally consistent and contain the State Government Code requirements required by State law, the 2020 Sonora General Plan includes the following General Plan Elements:

- **Land Use Element**
- **Circulation Element** [included as two separate elements in *Sonora General Plan 2020*: Circulation (Transportation) and Public Facilities and Services]
- **Housing Element**
- **Conservation Element** (included as the Conservation & Open Space Element in Sonora General 2020 Plan)
- **Open Space Element** (included as the Conservation & Open Space Element in *Sonora General Plan 2020*)
- **Noise Element**
- **Safety Element**

In addition to these mandatory elements, the *Sonora General Plan 2020* includes five non-mandatory elements:

- **Air Quality**
- **Cultural Resources**
- **Economics**
- **Community Identity**
- **Recreation**

CITY'S RESPONSIBLITY

The effectiveness of the General Plan ultimately depends on how it is implemented and maintained over time. State law requires that most actions of local governments affecting the physical environment be consistent with the General Plan. This implementation of the Plan is the responsibility

of numerous departments and divisions including:

- City Manager's Office (City Clerk, Economic Development and Communications)
- Administrative Services Department (Finance & Human Resources)
- Community Development Department (Planning, Building, Housing & Code Compliance)
- Public Works & Engineering (Community Services, Facilities and Maintenance)
- Fire Department (Fire abatement) and,
- Police Department (Community Services, Information Technology & Animal Control)

Additionally, several other governmental agencies provide services within the City. While these agencies are neither part of the City's operational structure nor directly responsible for implementation of the General Plan, the City does coordinate its activities with these other agencies and relies upon their assistance for full implementation of the General Plan. These agencies include, but are not limited to the following:

- Tuolumne Utilities District (water & sewer)
- Sonora Union High School
- Tuolumne County Local Agency Formation Commission
- Tuolumne County Community Development Agency
- Tuolumne County Resources Conservation District
- County-wide County Services Area No. 21 (ambulance)

AMENDMENTS TO THE GENERAL PLAN

State law allows the City to amend its General Plan no more than four times per year (Charter Cities are Exempt from this requirement). Amendments may be proposed and acted upon at any time during the year and one action may include multiple amendments. Any changes to the General Plan require a public hearing by the City Council upon recommendation by the Planning Commission and include evaluation of the environmental impacts as required by the California Environmental Quality Act. (CEQA).

General Plan Amendments:

1. Commercial (C) to Heavy Commercial (HC), APN's 056-160-006 and 056-160-008 (Propane Storage project)
2. General Commercial (CG) to Commercial (C), APN's 056-106-004 AND 056-106-001 (Multi-Use Project- Commercial/Housing)
3. Multi-Family Residential (R-3)/Commercial (C) to Multi-Family Residential (R-3), APN 001-216-011-000

The following construction projects were approved, initiated, or completed within the City of Sonora for the following major projects during the 2024 planning year:

- Hospital Road Phase 1 reconstructed (cooperative effort with Sierra RR).

Annexation Projects:
The City had no annexation projects during the 2024 General Plan planning period.

City Projects:

- Secured $54,000 funds from TCTC to help offset construction management costs related to the Transit project. Transit Project near completion – Working on final invoice and closeout.

- Started preliminary engineering for the Snell Street Phase 1 reconstruction and storm drainage improvement project.

- Addressed flooding - storm drainage issue at numerous locations throughout the City including:
  - Steet flooding at 416 East Oakwood Drive.
  - Street flooding at Candy Store at Bradford Street and Washington Street.
  - Hope Lane Drainage Pipe between East Oakside Drive and East Jackson Street.
  - Secured loose manhole cover at 10 Calaveras Street (Bract House).

- Worked with Public Works Maintenance staff to eliminate a tripping hazard at the Candy Store at Bradford Street and Washington Street

- Worked with TUD to have N Stewart Street repaired at the water main

- Snell Road Reconstruction & Drainage Project – Design/Environmental/Permitting

- Linoberg Road Retaining Wall – Design/Environmental/Permitting

- Sonora Main Drain – Design/Environmental/Permitting

- Citywide Parking Lot Improvements – Design/Environmental/Permitting

- Farmers Market Sidewalk Repairs – Design/Environmental/Permitting

Commercial Projects:

- 1194 Highway 49, Educational Facility Use Permit for change of use to lease a portion of the commercial building for a educational facility.

- Design Review Permit – Masonic Hall Exterior Improvements to 12 S. Washington Street in the commercial zone.

- Design Review Permit – Wall Mural at 242 S. Washington Street.

- Use Permit – Use Permit to operate a gym within an existing building at 280 Mono Way.

- Design Review – Design Review for exterior improvements for Grocery Outlet located at 685 S. Washington Street.

- Design Review Permit – Addition of a Shed Dormer to the Roof at 94 N. Green Street.

Mixed-Use Projects:

- Design Review, Site Plan Review, Use Permit and Rezone to develop a three-story multi-use residential

and commercial project located at 956 Oregon Street.

Residential Projects:

- Rezone from a split-zoned Multi-Family Residential (R-3) and Commercial (C) parcel to an entirely Multi-Family (R-3) zoned parcel for property located at 104 Barretta Street.

STATUS OF GENERAL PLAN IMPLEMENTATION ACTIONS

The following table outlines selected General Plan policies and action items that the City made notable progress towards in 2024. The table is not a comprehensive list of all policies and action items in the General Plan; many policies/actions are under ongoing implementation and may not be listed. As most of the General Plan policies and related action items have been implemented through the adoption of ordinances and resolutions, incorporated into the regular governmental activities of the applicable departments, or included in development proposals as they are reviewed for consistency with the City's policies, the purpose of providing the policy implementation below is simply to streamline the review and highlight the annual progress efficiently.

The City's General Plan has always been built around central themes; all are key focus points of the City's current vision:

- Preserve Sonoma's historical character and encourage restoration.
- Expand public services to serve its population.
- Encourage variety in residential building types and environments.
- Include higher density housing areas in the town center.
- Provide better regional connections.
- Improve the circulation patterns within the City.
- Protect and improve the Downtown Historic area.
- Diversify the economy and locate industry to avoid undue land use conflicts traffic.
- Preserve scenic beauty and character.

2020 ADOPTED GENERAL PLAN IMPLEMENTATION MEASURES

2020 Adopted General Plan Implementation Measures	Implementation Progress
Land Use:	
1.A.a Establish and Maintain Zoning Districts: Establish and maintain zoning districts consistent with the density and intensity standards established in the Housing Element. 1.A.c *Monitor Land Availability:* Monitor the supply of land available within the city for future development to ensure that there is an adequate supply available to implement the goals, policies and implementation programs of the general plan. Monitoring may be accomplished by updating the city's Geographic Information System land use files when rezoning or general plan amendments are approved. 1.A.d *Establish Criteria for General Plan Amendments:* In reviewing an application to amend the Sonora General Plan 2020 Land Use Map, the Sonora Planning Commission and Sonora City Council shall consider the overall consistency of the proposal with the goals, objectives and policies of Sonora General Plan 2020. 1.A.a *Continue to Reflect on the General Plan 2020 Land Use Maps the Non-Availability of State-Designated Mineral Resources in Locations where Development Already Exists:* Those areas designated as MRZ-2 by the State Mining and Geology Board within the city limits which already have existing structures have not been designated as mineral reserve zones on the Sonora General Plan 2020 land use maps because the mineral reserves as described in DMG Open-File Report 97-09 Mineral Land Classification of a Portion of Tuolumne County, California for Precious Metals, Carbonate Rock, and Concrete- Grade Aggregate, are no longer available because of encroachment by development. The city shall continue to reflect on its Sonora General Plan 2020 land use map, those locations where mineral resources are no longer available due to existing development. The city shall continue to assign land use designations other than Mineral Reserve in those areas.	• The Community Development Department revises the zoning map and text, as needed, to reflect changes in State law and any approved General Plan amendments. The Community Development Department processed one Zoning Map Amendment in 2024 for the 104 Barretta Street Residential Project. • The Community Development Department staffs advisory committees, Planning Commission and City Council to ensure that land availability, development regulations and programs adequately assess housing units and mitigate environmental and fiscal impacts. • In accordance with the General Plan goals, policies, and objectives, the Community Development Department updates the City's Municipal Code and other programs as needed to reflect State law including Short Term Rentals, Accessory Dwelling Units (ADUs), Density Bonus law, ADU standard plans, etc. Several amendments are anticipated in 2025 to reflect and be consistent with recently enacted State laws. • The City annually reviews development programs, goals, and objectives of the General Plan to ensure that goals, policies and objectives of the General Plan are implemented and relevant. The City is anticipating to comprehensively update the City General Plan, including all technical studies to support such an update. The City plans to seek grant funding for a consultant to prepare the General Plan Update, EIR, technical studies, and community outreach. • The City conducted public hearings in 2024 to discuss updating the City's General Plan and potential annexation areas. Further discussion will ensure in 2025. • The Community Development Department has maintained the Sonora General Plan 2020 land use map for those locations where mineral resources are no longer available due to existing development. With the exception of Open Space and Recreation designations, all lands within the City are designated for urban development consistent with the 2020 Sonora General Plan and Zoning designations. No, Mineral Reserve designations are slated for existing developed areas.

Land Use: Community Design:	
1B.a *Consider Designating Scenic-Gateway Corridors:* Consider designation of the following transportation routes as scenic-gateway corridors in coordination with state and county agencies, as necessary: State Highway Route 49 – School Street North. This highway is currently included in *California's Master Plan for State Scenic Highways* and is designated as eligible for scenic highway status. State Highway 49/108 Business (Stockton Rd.) – Washington Street south/southwest to Highway 108 State Highway Route 108 – All. This highway is currently included in *California's Master Plan for State Scenic Highways* and is designated as eligible for scenic highway status. South Washington Street – Hospital Road South to Highway 108 Business Route 108/Mono Way – East entrance to the city; from the by-pass off-ramp to Sanguinetti *1.B.b Consider Establishing Scenic-Gateway Corridor Overlay (Combining) Zones on Lands Located Along Designated Scenic-Gateway Corridors and Adopt Development Standards for that Zone:* Consider establishing a Scenic-Gateway Corridor Overlay (Combining) Zone along lands designated scenic-gateway corridors. Adopt development standards within these overlay (combining) zones which do not prohibit new development and, at a minimum: comply with the city's hillside preservation ordinance, include landscaping requirements, promote vegetation retention, include design guidelines for construction emphasizing the blending of structures with the existing landscape, require under grounding of utilities (including power lines), promote retention of historic structures, promote non-glare lighting, include standards for sign design, establish minimum setbacks for buildings, and similar standards.	• On December 2, 2013, Vision Sonora; a collaboration between the City of Sonora, Caltrans and Tuolumne County Transportation Council, was adopted by the Tuolumne County Transportation Council. The Vision Sonora project was initiated to provide Sonora with a plan for a more vibrant community by directing physical improvements in the City's right-of-way. Among other improvements, Vison Sonora plans to create downtown Public Spaces including creation of a plaza and park on Steward Street and a network of pedestrian-oriented streets between this plaza and Coffill Park that can be converted into event space. The conversion of Linoberg Street into a pedestrian-only passageway and gathering space between Green and Stewart Streets has been completed. Additionally, the City proposes the construction of small gathering spaces along Washington including "parklets" that convert two parking spaces into seating/dining areas in front of businesses. Use excess roadway width to create other landscaped seating areas on Washington Street. An Encroachment Permit Process with Design Standards is proposed to implement Vision Sonora. • The City has not adopted a Scenic-Gateway Corridor Overlay (Combining) Zone for properties located along Scenic-Gateway Corridors. However, the City requires that a Design Review Permit be reviewed by the Planning Commission as provided in Chapter 17.32 of the City's Municipal Code. Design Review ensures that aesthetic oversight of Scenic-Gateway Corridors is maintained. • The City has not adopted a Master Plan for Context Sensitive Solutions. However, the Community Development Department administers the City's Municipal Code, which contains the following applicable Chapters: - Title 8 – Health & Safety, which addresses Defensible Space (8.12), Nuisances ((8.20), Graffiti (8.22), Mining in Waterways (8.28) and Unlawful Open Burning (8.32); - Title 15 – Building Codes Adopted

1.B.c Develop a Master Plan for Context Sensitive Solutions: Identifying locations throughout the city which might benefit from the application of context sensitive solutions. *1.B.d Consider Establishing an Annexation Priority for Scenic Corridors:* Consider establishing, as priorities for annexation, main corridors into the City of Sonora. For example, consider annexing the area contained within the city's sphere of influence to encompass that area north of the city extending from Highway 49, east to the Shaw's Flat ditch as a priority to ensure conservation of the scenic qualities of this corridor. *1.B.h Consider Expanding the City's Hillside Preservation Ordinance to Include All Land Uses:* The city's hillside preservation ordinance currently addresses new development on residentially-zoned lands. Consider expanding the ordinance to address new development in all zoning districts. In the absence of a Hillside Preservation Ordinance, or equivalent, applications for new non-residential development of one acre or more on slopes averaging 10% or greater, will, at a minimum, be accompanied by a grading plan indicating, at a minimum, the amount of soil to be disturbed; a tree plan indicating the number, size, species and location of trees to be removed and proposals for replacing trees; a vegetation management plan and revegetation plans. 1.B.i *Continue to Implement the City's Hillside Preservation Ordinance:* The density standards of the city's hillside preservation ordinance are reflected on the Sonora General Plan 2020 Land Use Maps and are based on the Sonora General Plan 2020 Slope Maps. Whenever the city annexes new land, land use designations shall reflect the density standards of the hillside preservation ordinance per the Sonora General Plan 2020 Slope Maps.	- Title 15.36 Floodplain Management - Title 16 – Subdivisions - Chapter 17.32 – Design Review - Chapter 17.34 - Hillside Preservation - Chapter 17.42 – Parking & Loading • The City has conducted public hearings in 2024 to discuss options for updating the City's 2020 General Plan. Further discussion(s) and public hearings will be conducted in 2025. • Although, the City's Hillside Preservation Ordinance only applies to: 1) Major residential subdivisions as defined in Section 16.02.030; 2) Residential projects requiring a site plan review; and 3) Minor land divisions for residential purposes, only when the minor land division includes a hilltop, all applicable development within the City requires a Design Review Permit, including grading and improvement plans. Through this discretionary entitlement process, the City provides oversight on all hillside development and tree removal. Accordingly, safeguards are in place to ensure that the City's hillsides and heritage trees are protected. • The Community Development Department maintains the density standards of the city's hillside preservation ordinance and are reflected on the Sonora General Plan 2020 Land Use Maps. Upon annexation of any lands into the City, the land use designations and pre-zoning shall reflect the density standards of the hillside preservation ordinance per the Sonora General Plan 2020 Slope Maps.
Land Use: Historic Preservation:	
1.C.b Encourage Off-Site Parking Areas in Historic Neighborhoods: Encourage development of alternatives to on-site parking requirements for those historic neighborhoods where multi-family zoning conditionally permits	• Vision Sonora Appendix D includes a parking needs assessment for the City. Under existing conditions, the City of Sonora downtown district includes 1,130 total public parking spaces, 433 off-street and 697 on-street.

non-residential uses. Consider development of community parking areas within these areas as an alternative to on-site parking. Pursue acquisition of public lands and vacant lots within these areas, as feasible, to develop landscaped community parking areas, consistent with the character of the historic neighborhoods as an alternative to on-site parking. Encourage re-use plans for public properties to include community parking areas. Consider expanding the area in which in-lieu parking fees may be collected to include those areas of historic neighborhoods which may conditionally permit non-residential uses. *1.C.b Continue to Permit Residential Uses in Commercial Zones, Including Historic Commercial District Zones:* Continue to maintain a provision within the city's municipal code allowing residential uses as permitted uses above ground level within all commercial zones, including those within historic commercial districts. 1.C.e *Develop a Historic Mixed Use (HMU) District:* Develop a Historic Mixed Use District (HMU) to be applied to those parcels carrying the Historic Mixed Use general plan land use designation. The HMU district should allow, but is not limited to allowing: professional offices, single-family residential uses, multi-family residential uses, museums, public uses, bed and breakfast establishments, restaurants, art galleries, tourist information facilities, libraries, churches, cemeteries (generally less than one-half acre in size) and related and accessory uses. As compatible with State law and the city's Housing Element, the district is expected to allow residential care homes, day care and similar facilities. The district also is expected to allow storage within existing structures (of non-hazardous materials) where high-volume multiple vehicle pick-ups for warehouses and deliveries are not anticipated (i.e., distribution centers are not expected to be a permitted use). Low-volume traffic retail may be considered.	Off-street parking is provided in 12 parking lots and 2 parking structures. An existing parking inventory and utilization survey was conducted on November 6, 2012, to determine the number of parking spaces available and occupied in the City of Sonora Parking District. In addition to the publicly available spaces, there are a total of 496 parking spaces that are provided on individual developed properties and are reserved for business employees and visitors/patrons. A total number of parking spaces in the Sonora downtown district is 1,626 spaces. The City continues to implement the recommendations of the Parking Needs Assessment. • In accordance with Section 17.24.020 of the Commercial Zone District Uses Allowed by Right, the City permits: Multifamily dwelling above ground level with no maximum limitation of number of units, motels and hotels, bed and breakfasts; all subject to all land and structure regulations of the CO zone; Mixed residential and commercial use, in a single story structure; Transient residential use in conformance with Chapter 17.64; and Rest homes, convalescent homes, tri-level senior communities, senior housing facilities are permitted. • The City has not adopted a Historic Mixed Use (HMU) Zone. However, the City's Tourist and Administrative Zone permits one-family or multifamily dwellings with no limitation on the number of units, rooming house or boarding house; motel, hotel, bed and breakfast, public park or playground, offices, clubs, and associations, churches, clinics, hospitals, banks, transient residential uses, rest homes, convalescent homes, tri-level senior communities, senior housing facilities, eating and drinking establishments, retail, and related and accessory uses. As compatible with State law and the city's Housing Element, the district allows residential care homes, day care and similar facilities.

Land Use: Residential, Jobs & Housing Balance:	
1.D.b Maintain Moderate and High-Density Residential Land Use Designations Near the City's Commercial Centers and Encourage their Development for Affordable Housing: Maintain the HDR (High Density Residential) and MDR (Medium Density Residential) general plan land use designations and their compatible zoning districts on vacant land within walking distance to the city's commercial centers. Encourage the development of these lands for affordable housing through implementation of the following programs: i. Amend the Sonora Municipal Code to encourage new development on lands zoned R-2 and R-3 (MDR and HDR land use designations) by allowing the following densities : • Medium Density Residential (R-2): 6 du/acre • High Density Residential (R-3): 11 du/acre 1.D.c *Maintain and Promote the City's Density Bonus Program:* Promote the availability of density bonuses through handouts at the public counter, and by including information related to density bonuses on the city's website. 1.D.d *Facilitate Compact Development Patterns:* Maintain minimum performance standards for development on adjoining multiple-family and industrial or commercially-designated lands for Sonora General Plan 2020 as necessary to ensure that new employee housing is included in close proximity to new commercial or industrial development.	• According to the General Plan Land Use Map, the City maintains Moderate and High-Density Residential Land Use Designations Near the City's Commercial Centers. • The City's Residential land uses include the following densities: - Low Density Residential (R-1): 7.26 du/ac - Medium Density Residential (R-2): 10.9 du/ac - High Density Residential (R-3): 21.8 du/ac - Historic Mixed-Use: 7.26 du/ac - Historic Mixed-Use Residential: 10.9 du/ac - Commercial: No residential limit above 1st floor • The City's Density Bonus Ordinance is contained in Chapter 17.56 and was last updated on 11/16/15. The Community Development Department will be updating the City's Density Bonus Ordinance in 2025 consistent with State Density Bonus law. • The City will continue to update its website to contain housing information including approved and pending projects, Accessory Dwelling Unit information, ADU standard plans, Density Bonus Incentives, etc. in 2025. • The City continues to review development proposals via the City's Design Review Permit entitlement process to ensure that development is consistent with the City's regulations including the General Plan, Zoning, Subdivision, Hillside Development and Historic Design Review Guidelines.
Land Use: Commercial:	
1.E.a Continue to Maintain and Update Commercial Development Standards and the Site Plan Review Process: Continue to maintain and update the city's landscaping, design review, sign and parking design criteria and apply	• The City's Development Review Ordinance was last updated on 10/07/2019 and has served the City and development community well. The Community Development Department will be continuously

them through the city's site plan review process.	updating various chapters of the City's Municipal Code consistent with the City's General Plan and State law in 2025.
Land Use: Industrial:	
1.F.a *Pursue Development of a Sonora Business/Industrial Park(s):* Consider establishing an annexation priority within the city's sphere of influence to add appropriate land to the city for the establishment of a business/industrial park where the city's industrial development can be concentrated and protected from incompatible land uses. 1.F.b *Encourage the Relocation and Concentration of Existing Industrial Uses to Business/Industrial Parks:* Establish an incentive program for existing industrial developments within the city limits or for quasi-industrial developments with extensive outside storage visible from public transportation routes to relocate to newly established business and industrial parks within the city in conjunction with the establishment of new business or industrial parks within the city limits.	• The City has conducted public hearing(s) in 2024 to discuss the various options for future growth and annexation. However, the City's Local Agency Formation Commission (LAFCO) Municipal Services Review (MSR) is dated 2018 and should be updated to provide further analysis of infrastructure feasibility including any constraints. Future annexations are dependent upon the LAFCO MSR being updated timely. • Considering the intensity of development and other priorities, the City has not established an incentive program for existing industrial or quasi-industrial developments. Many of the properties adjoining the industrial zones lands are less developed with Agricultural Residential Uses. Accordingly, the land use conflict between Industrial/Residential uses with more intense land uses has not occurred to date. The City however, intends to keep this program as future infill development occurs.

Land Use: Sphere of Influence, Planning Review Area and Annexations: 1.G.a *Maintain Planning Review Area Boundaries and Coordination of review of County projects:* Maintain a map of the City of Sonora Planning Review Area Boundaries indicating those areas in which the city formally requests that the county undertake referrals and consultations with the city Pursuant to California Government Code Section 65919.2. 1.G.b *Establish an Annexation Plan/Amend Sphere of Influence:* Consider establishing an annexation plan which addresses policies for evaluating annexation priorities and which identifies potential annexation areas which assist in the implementation of the Sonora General Plan 2020's goals, policies and implementation programs. Annexations will be undertaken in consultation with Tuolumne County.	• The City's Community Development Department coordinates with Tuolumne County Community Development Agency regarding County development proposals in the City's Sphere of Influence. The City's Community Development Department responds to the County Development proposals to ensure that the County projects are consistent with the City's General Plan, Zoning and Design Review Guidelines considering that the development will eventually be annexed into the City limits in the future. • Considering the level of growth and development activity, as an outgrowth of the "Great Recession", the Community Development Department has not established an Annexation Plan/Amended Sphere of Influence to date. As noted, the LAFCo Municipal Services Review is dated 2018 and any future annexations are reliant upon the MSR being updated in the near future. The update of the MSR together with an updated City/County Tax Sharing Agreement is essential for future annexations. • The priority of lands to be annexed are those listed as a priority in the Sonora 2020 General Plan. No changes to the priority list has occurred since 2020. However, the City is having preliminary discussions regarding the City's General Plan Update, including areas on where the City should expand/grow. Further discussions will occur in 2025. • Upon completion of LAFCos MSR and Fiscal Impact Analysis prepared for the MSR. The City will request formal adoption of the City of Sonora's amended sphere of influence by LAFCo as necessary to reflect annexation priorities pursuant to this program. The effort will likely occur concurrently with update of the City's General Plan.

Land Use: Interjurisdictional Coordination:	
1.I.b *Continue City of Sonora Representation on the Local Agency Formation Commission (LAFCo):* Continue to maintain city representation as a member of the Local Agency Formation Commission. Investigate the potential benefits of expanding the city's representation on LAFCo. 1.I.c*Consider Facilitating an Annual City/County Coordination Event:* Consider facilitating an annual city/county staff meeting, luncheon or similar activity to facilitate coordinated land use planning between city and county staff members. Senior staff from the various city and county staffs should, at a minimum, be present at the coordination event.	• LAFCo is comprised of six members. The City of Sonora continues to have LAFCo representation to ensure that City of Sonora interests are maintained. Two City Council members are appointed by the City Council to represent the City's interests. City representation provides reporting updates to the City Council at its regularly scheduled meetings, as appropriate. • The City continues to coordinate with County staff periodically throughout the year. Continued coordination is necessary as the City seeks to consider annexations in the coming years, particularly with ratification of a City/County Tax Sharing Agreement.
Land Use: Planned Development:	
1.J.c *Establish Incentives for Coordinated Planning:* Develop incentives to encourage multiple landowners to coordinate their planning and development efforts to create well-design projects. 1.J.d *Preparation of a Fiscal Impact Report:* Require the preparation and submittal of a Municipal Fiscal Impact Report prepared by a professional real estate economic analyst for proposed annexations or large development projects that result in expansion of existing or planned city facilities. Report shall address some or all of the following: i. The property and other municipal tax and fee revenue that may be generated ii. The municipal expenses and burdens that may be generated from expanding services and facilities (both capital and operating/maintenance expenses) iii. The impact of ancillary business to be generated in existing business centers by the population of and visitors to the project, and the demand for ancillary development to be generated.	• Although the City has not established incentives to encourage multiple landowners to coordinate their planning and development efforts, development pre-application consultation is recommended by the City. Pre-application consultation includes cost saving recommendations to assist applicants navigate the City's development review processes. These development pre-application consultations are aimed at saving the applicant/developer time and money throughout the City's development review and subdivision processes. • Prior to or concurrent with future annexation and large development proposals, as applicable, the City requires the preparation of a Municipal Fiscal Impact Report to ensure that annexation and/or development proposals are fiscally prudent for the City. For annexation projects, the preparation of a Fiscal Impact Report will be prepared together with LAFCo's Municipal Services Review.

Noise: *5.A.h Adopt a Program for Addressing Noise Complaints from Other Identified Noise Sources:* The Noise Element identifies the following other sources of noise complaints within the city limits: barking dogs, loud car stereos, noisy vehicles at Sonora High School, Motorcycles, and the Mother Lode Fairgrounds. The city shall adopt a program, as part of its Noise Ordinance, for addressing noise complaints from these sources.	• The City employes a Community Development Director, Building Official and part-time Code Compliance Officer to address complaints, including noise. The Community Development Department reviews potential noise issues associated with development proposals on a case-by-case basis consistent with the City's Noise Element of the General Plan.
Geologic Hazards: *6.A.a Investigate the Cost of Mapping Potential Underground Hazards which May Pose a Risk to Public Property:* Investigate the cost of mapping mines and tunnels beneath city buildings and city streets and evaluate whether or not the risk posed by potential subsidence is such that the cost of mapping these potential hazards may provide sufficient benefits or future cost- savings to offset the costs of underground mapping. Consider cost- sharing with the county and Caltrans to evaluate the potential risks of tunnel collapse beneath public properties.	• The Community Development Department staffs code compliance duties on a complaint basis. In 2024, the City addressed 61 code compliance cases. 39 cases closed in 2024 (8 were at the request of fire) 15 from 2024 or prior, which remain open to date (7 of which are at the request of fire). 7 were found not to be code cases. • The Community Development Department has established an online database for code enforcement, violations, and inspection procedures.
6.A.b *Acquire Maps of Areas Posing a Potential Hazard from Mine or Tunnel Collapse:* Acquire a set of maps of historical mines within the city limits to supplement the Sonora General Plan 2020 Geotechnical Maps and assist in identifying potential hazards to existing and new development. Examples of maps which may assist in identifying historic mines include: Government Land Office (GLO) maps, US Geological Survey topographical maps, 1882 Beauvais Map, 1906 Thom Map, 1879 Dart Map, and Sanborn Maps.	• The City has not investigated the cost of mapping underground hazards; however, on a project-by-project basis, the City investigates potential land subsidence issues and requires soils and geologic reports, in accordance with the Subdivision Map Act, for tentative subdivision maps prior to approval of the tentative subdivision map. • Concurrent with review of development proposals, the City reviews maps which may assist in identifying historic mines. The review includes Government Land Office (GLO) maps, US Geological Survey topographical maps, 1882 Beauvais Map, 1906 Thom Map, 1879 Dart Maps, and Sanborn Maps.
6.A.c *Require New Development to Evaluate Geotechnical Hazards:* Require new development located within an area identified on the Sonora General Plan 2020 Geotechnical Maps as having potentially unstable slopes, limestone soils, underground tunnels, located within 100 feet of a fault rupture zone, or exhibiting evidence of significant subsidence, erosion	• The City completed a confined space drone inspection of the lower Main Drain (stone tunnel). The first four of these collapse areas are minor in nature. The fifth collapse area is of concern because this section of failed tunnel is approximately 10 to 12 ft and the west wall and lid of the tunnel at this location are missing. It appears that only the arching effect of the soil above the tunnel is supporting Stockton Street/ SR-49. At this same location, settlement in the

potential or similar geologic hazard to conduct an evaluation of potential geotechnical hazards. 6.A.f *Continue to Inspect Old Buildings in Conjunction with Rehabilitations:* Continue to inspect the city's older buildings in conjunction with rehabilitations. Inspections should focus on trim or other ornamental or functional structures overhanging sidewalks and roadways to evaluate the potential risk to human safety posed by heavy objects falling during earthquakes. 6.A.g *Designate Identified Hazard Areas Through Appropriate Zoning Where Feasible:* Zone areas within 100 feet of capable fault areas or other identified geological hazard areas as Open Space, Parks and Recreation or, if appropriate, Public (e.g., land owned by the U.S. Bureau of Land Management). Allow recreational uses without structures (e.g., trails) within hazard zones where appropriate. 6.A.h *Continue to Implement the City's Hillside Preservation Ordinance's Best Management Practices:* Continue to implement the best management practices for construction on hillsides as contained (and referenced) in the city's hillside preservation ordinance. 6.A.i *Require Engineering Studies for Development in Unstable Areas:* Continue to require engineering studies to evaluate development in unstable areas (e.g., slopes exceeding 30%). Evaluate the effects of grading on slope stability including standards limiting fill slopes to 1½:1 unless registered civil engineer or certified engineering geologist can demonstrate that the fill slope will be stable and not prone to erosion. 6.A.k *Adopt Standard Erosion Control Measures:* Adopt standardized measures for protecting soil stability and to prevent erosion. 6.A.l *Keep Appraised of New Information:* Continue to monitor the Department of Conservation, California Geological Survey website for release of ground shaking maps for City of Sonora and Tuolumne County.	roadway above the tunnel can be seen and has been previously marked by the City as a location of potential tunnel failure. • On a project-by-project basis, the City is considering using ground penetrating radar to map historic underground tunnels/mines for use in evaluating sinkhole risk/vulnerability. The City may integrate digital as-built conditions with historic data and mining maps. • Development applications located in areas identified on the Sonora General Pan 2020 as having potentially unstable slopes, limestone soils, underground tunnels, are required to provide a geotechnical report to assure that no geotechnical hazards exist. The Community Development Department will continue this practice in accordance with CEQA. • The City employs a full time Building Official that inspects Old Buildings in conjunction with remodel/rehabilitation permits. Should any visible evidence exist that the structure may be substandard, the Building Official requires a Structural Engineer to provide an assessment of the structural integrity of the building. • On an on-going basis, the City's Building Official identifies historic structures in need of seismic retrofit and prioritizes implementation as funding becomes available. • The City's General Plan and Zoning Maps reflect hazardous areas in the City of Sonora. These areas are preserved from development with the zoning designations such as Open Space and Parks and Recreation designations. The City will continue to preserve these areas with the appropriate zoning nomenclature. • The Community Development Department continues to administer Chapter 17.34 Entitled Hillside Protection. The provisions of the Chapter 17.34 et. seq. apply to: - Major residential subdivisions as defined in Section 16.02.030;

Update emergency plans and the Safety Element, as necessary in response to the release of new data. **Flood Hazard & Dam Failure:** 6.B.a *Facilitate Assessment of Hazards Associated with Dam Failure at Phoenix Reservoir:* Gather information on ballpark cost estimates to prepare an inundation map in the event of failure of the Phoenix Lake Dam. Initiate contact with Tuolumne County and the Phoenix Lake Homeowners Association to discuss potential funding to map the potential inundation area resulting from failure of the Phoenix Lake Dam, along Sullivan Creek and associated tributaries and on the City of Sonora. Incorporate the findings of that study, if completed, into the city's Emergency Operations Plan including methods for notifying affected landowners of the threat and, if necessary, preparation of a dam failure evacuation plan. 6.B.b *Facilitate Identification and Mapping of Flood Zones in the City:* In conjunction with preparation of or updates to the city's FEMA- mandated Local Hazards Mitigation Plan, identifying funding sources for and facilitate mapping of the city's flood zones. Make this information available at the public counter. 6.B.c *Consider Preparation of a Flood Damage Prevention Ordinance:* Consider preparation of a flood damage prevention ordinance to guide development within flood zones identified pursuant to **Program 6.B.b**. In the absence of maps identifying flood zones and flood elevations (or equivalent) along waterways within the city. 6.B.d *Continue to Maintain and Upgrade Drainage Facilities*: Continue to address maintenance and upgrades of the city's drainage facilities. Consider preparation of a Drainage Facilities Management Plan to forecast when systems may require replacement and the potential costs and funding sources necessary to maintain the city's drainage facilities. Continue to pursue sources of funding to ensure ongoing maintenance of	- Residential projects requiring a site plan review as defined in Section 17.52.020; and, - Minor land divisions as defined in Section 16.02.030 for residential purposes only when the minor land division includes a hilltop. • The Community Development Department requires grading and improvement plans to be prepared by a registered Engineer for all development projects. The grading and improvement plans are prepared in accordance with the soils report prepared for the project. • • For projects larger than one acre, the City implements via standard conditions of approval, standard erosion control measures for development projects consistent with the States's Regional Water Quality Control Storm Water Pollution Prevention Plans (SWPPP) requirements. • The City continues to include provisions for earthquake preparedness and response and for response to volcanic eruptions in updates of the city and county Emergency Services and Operations Plans. • The City prepared a Local Hazards Mitigation Plan (LHMP) dated February 2024. The purpose of the LHMP is to provide the City with clear direction for hazard mitigation action planning. This LHMP identifies natural and human-caused hazards that threaten City infrastructure operations, and people. This LHMP also provides resources, information, and strategies to reduce this risk. • The City is a participant of the National Flood Insurance Program (NFIP) and implements the requirements of NFIP through Sonora Municipal Code Chapter 15.36, Floodplain Management Procedures. Specific administration and enforcement regulations are outlined in Sections 15.36.070, Basis for Establishing the Areas of Special Flood Hazard, states: "The areas of special hazard identified by the Federal Emergency Management Agency (FEMA) in the 'Flood Insurance Study (FIS) for Tuolumne County, California and incorporated areas' dated

the city's storm drains. 6.B.e *Mitigate Impacts on Downstream Drainage Facilities and Property:* Address requirements for preparation of drainage plans addressing potential impacts on downstream drainage facilities and properties and requiring implementation of measures identified to reduce or eliminate those impacts. 6.B.g *Coordinate with the County to Address the Impacts of Upstream Development on the City:* Consider requesting that the county send notifications of all development projects located within the city's watershed to the city for response. Continue to comment on county projects with the potential to increase runoff, increase flood hazards and tax drainage systems within the city. Meet with the county to consider preparation of a retention basin master plan or standardized mitigation requirements to offset cumulative impacts of individual projects occurring upstream of the City of Sonora and resulting in increased runoff, increased flood hazards and overtaxing of drainage systems within the city. **Fire Protection:** 6.C.a *Strive to Maintain an ISO Classification of 4 or Less:* Strive to maintain a level of service for fire protection within the city of Sonora consistent with an ISO rating of 4 or less. 6.C.b *Update Chapter 15.12 of the City of Sonora Municipal Code (Fire Protection) Including Very High Fire Hazard Severity Zone Map (VHFHSZ) Vegetation Management Plans, Guidelines for New Development in Urban/Wildland Interface Areas, Public Resources Code 4291:* Update Chapter 15.12 of the City of Sonora Municipal Code to reference those codes currently enforced by the Sonora Fire Department (e.g., Current versions of the California Fire Code and/or national fire codes) as adopted by the State of California to guide fire safe development standards and to eliminate outdated references to fire hazard areas within the city.	January 25, 2008, with accompanying flood insurance rate maps (FIRM's) and flood boundary and floodway maps (FBFM's), dated January 25, 2008, as revised by said maps dated July 2, 2008, and all subsequent amendments and/or revisions, are hereby adopted by reference and declared to be a part of this chapter." The latest FIRM maps adopted for the City are dated effective April 16, 2009. The Sonora Municipal Code designates the City's Community Development Director as the Floodplain Administrator responsible for administering and implementing the provisions of the NFIP. All development within designated special flood hazards must be in full compliance with Chapter 15.36. These standards are applicable both at the time of initial improvement and would be applicable after any flood event. Significant flood events are rare within the City, even during heavy precipitation years. To date, the City does not have any repetitive loss properties or severe repetitive loss properties within the jurisdiction • The City coordinates with the County Community Development Agency on any project that may impact the potential increase of runoff, increase flood hazards and potentially tax the City's drainage systems. • As part of the City's Capital Improvement Program, the City continues to identify opportunities to expand capacity of Woods Creek such as riprap, dredging, or vegetation clearance programs to avoid overtopping or flooding at critical facilities. Coordination of stormwater capacity efforts with Main Drain Improvements is also evaluated. • The City administers Chapter 15.36 entitled Floodplain Management Procedures for properties designated within the "Special flood hazard area (SFHA). "Special flood hazard area (SFHA) means an area in the floodplain subject to a one percent or greater chance of flooding in any given year as shown on the FHBM or FIRM as Zone A, AO, A1-A30, AE, A99, or, AH. • In order to maintain an ISO Classification of 4 or Less the Sonora Fire

6.C.c *Support Circulation Improvements:* Continue to support local and regional circulation improvements which facilitate the response of emergency resources during emergencies. 6.C.d *Continue to Require Fire Safe Design Standards for New Development:* Continue to require fire safe design standards for new development consistent with the provisions of Chapter 15.12 of the municipal code and applicable state and federal regulations. 6.C.f *Continue to Mitigate Impacts to City Fire Protection Resources:* Continue to mitigate impacts of new development on the city's ability to maintain a level of service equivalent to an ISO classification of 4 or less. For example, require built-in fire suppression equipment in new development which may directly or cumulatively impact the City of Sonora Fire Department's ability to maintain its current level of service. 6.C.g *Continue to Maintain and Expand Fire Prevention Inspection Activities:* Continue to maintain and expand fire prevention inspection activities as necessary to reduce the risk of loss of life and property to fire. 6.C.h *Continue to Maintain State-of-the Art First Responder Equipment and Trained Personnel for Life Support and Fire Suppression:* Continue to maintain state-of-the art first responder equipment and trained personnel for life support and fire suppression levels of service consistent with an ISO Classification of 4 or less. 6.C.i *Continue to Provide Fire Prevention Education*: Continue to provide fire prevention education to schools, public interest groups and other interested parties. 6.C.j *Continue to Implement the Citywide Weed Abatement Program:* Continue to implement the citywide weed abatement program. 6.C.k *Continue to Work Cooperatively with CAL FIRE, the Tuolumne County Fire Department (TCFD)*, and U.S. Bureau of Land Management (BLM) Lands: Continue to work cooperatively with the Tuolumne County Fire	Department continues to Strengthen the Employee Development Program. The Fire Department encourages personal development and training opportunities. Personnel completed development and training to enhance their knowledge, skills, and abilities in 2024. • The Fire Department completed the Community Development Block Grant (CDBG) Fire Equipment Project: purchased fire trucks and equipment through grant funding. • Fire Hazard Severity Zones Maps 2025 – The City will update Chapter 15.12 of the City of Sonora Municipal Code (Fire Protection) to reflect the State Fire Marshal's Fire Hazard Severity Zone Maps Update in 2025. • • The City will continue to work with Caltrans to establish sufficient defensible space and vegetation management programs along major evacuation corridors, including State Route 49 (SR 49) and State Route 108 (SR 108). Seek grant funding to complete roadside clearing within the City right-of-way. • The Fire Department will establish two or three critical facilities within the City that are suitable for a designated shelter in place during a wildfire scenario. Facilities for consideration include: Sonora High School, Sonora Elementary School, Adventist Health Pavilion Laboratory, and commercial centers/surface parking lots at the intersection of SR 108 and Old Wards Ferry Road. Identify opportunities to make each designated shelter in place location more resistant to wildfire hazards, such as expanding defensible space around the property, upgrading construction materials to be ignition resistant, and proactively staging emergency response equipment/materials. Seek grant funding for such improvements. • The City continues to secure grant funding to implement a community wildfire retrofit program for property owners within Very High Fire Hazard Severity Zones. The City will replicate the California Wildfire Mitigation Program pilot Home Hardening project, where FEMA grant funding is distributed through the local jurisdiction to eligible private

Department, CAL FIRE, the United States Forest Service and BLM in matters of mutual aid, automatic aid regionalization of services to the benefit of all parties. Meet with BLM to formulate and implement a plan for reducing fire hazards on BLM wildlands adjacent to the city consistent with the agency's resources management goals. 6.C.l *Assess the Need for a Second Fire Station in Conjunction with Annexations:* The city should analyze whether or not a second fire station will be necessary to serve the city in conjunction with future annexations. The analysis should address when and where such a station might be needed and how the station might be funded. 6.C.m *Consider Reimbursement for Fire Services In Future Annexations:* Include provisions for reimbursement of City of Sonora fire services during consideration of annexation agreements between the City of Sonora and the county to provide reimbursement to the city by the county for the expansion of services which will be required in conjunction with the annexation. 6.C.n *Continue to Seek/Maintain Funding for Fire Protection:* Continue to seek and maintain a reliable source of funding for fire protection within the city limits. 6.C.o *Reevaluate Automatic Aid Agreements if CAL FIRE/TCFD Relocate Outside the City Limits*: If the CAL FIRE and/or the Tuolumne County Fire Department relocate outside of their present location within the city limits (e.g., to Standard); reevaluate existing automatic aid agreements to assess the affects of the move on the Sonora Fire Department's response time and requests for service outside of the city limits. 6.C.s *Coordinate with Local Fire Safe Councils:* Participate in the planning efforts of and work cooperatively with the local Fire Safe Councils undertaking fuel load reduction efforts in areas within and adjacent to the city including, but not limited to, working with the Highway 108 Fire Safe Council to address fuel load reduction along the Highway 108 corridor (www.tuolumnefiresafe.org).	property owners to conduct wildfire retrofits. Wildfire retrofits could include ignition resistant siding, roofs, decks, eaves, attic vents, fencing, windows and gutters. Retrofits could also be used to establish a defensible space around property, including removal of flammable vegetation, mulch, or tree branches within five feet of the property. The City will establish a system to prioritize retrofits for residents with social-vulnerability characteristics, such as poverty status, disability status or aged over 65. • The City proposes to establish a comprehensive vegetation management and fuel reduction program applicable to the entirety of the City. The Fire Department will work with the City Fire Department to identify areas with high wildfire hazard risk as top priority for fuel clearance and reduction. The Fire Department will prioritize the removal of hazardous vegetation and trees that are confirmed invasive (non-native species), dead, dying or infested with bark beetles. Work with a contractor to estimate fuel reduction pricing to apply for Cal FIRE or Cal OES/FEMA grant funding. • The City is considering the establishment of a Social Services Impact Fee, development fees to fund increased demands on police and fire department services, and help public safety agencies maintain adequate personnel and response times during emergency incidents. • The City continues to work with Caltrans to establish sufficient defensible space and vegetation management programs along major evacuation corridors, including State Route 49 (SR 49) and State Route 108 (SR 108). The City will continue to seek grant funding to complete roadside clearing within the City right-of-way. • The City will continue to seek grant funding for a City-wide evacuation study, to evaluate the local roadway system capacity and limitations during a hazard incident. The City will identify roadways that do not meet current code width and turning-radius standards, and neighborhoods with limited opportunities for ingress/egress. The City will identify areas where on-street parking could be reduced or limited to allow for improved

6.C.t *Maintain Vegetation Clearances along Emergency Access Routes:* Continue to maintain vegetation clearances along emergency access transportation routes encompassing, at a minimum, the existing width of the roadway.	emergency access. The City will use the planning process to identify recommended transportation improvements, implementation, and phasing.
Law Enforcement:	
6.D.c *Identify and Implement Land Use Planning Techniques to Reduce Crime:* Incorporate land use planning techniques to identify high-crime land uses and to integrate design methods to deter crime (e.g., hours of operation; lighting consistent with community character, use of private patrols and security personnel in large residential and commercial development).	• The City will integrate City-wide evacuation considerations and best practices into the City Emergency Operations Plan Update. The City will identify areas where traffic lanes can accommodate one way egress out of the planning area, or roadway shoulders could be utilized as emergency evacuation lanes. Include considerations for evacuations during business hours or holiday weekends, when City population can peak at 25,000 individuals.
6.D.d *Consider Criminal Justice Reimbursement In Future Annexations*: Include provisions for reimbursement of City of Sonora police services in during consideration of annexation agreements between the City of Sonora and the county to provide reimbursement to the city by the county for the expansion of services which will be required in conjunction with the annexation	• The City is considering building a new or renovated Police Station and Emergency Dispatch, that meets both the department's requirements and community safety needs. The City will ensure new or renovated construction incorporates current building code requirements, security concerns, and updated technology that would ensure the Police Station would withstand natural disasters. • The City's Police Department will continue to identify operational and functional deficiencies with the current Police Station (Critical Facility #3) to inform key upgrade components in the new or renovated Police Station.
Emergency Services:	
6.E.b *Periodically Update Chapter 8.30 of the Municipal Code (Emergency Preparedness)* Update Chapter 8.30 of the Sonora Municipal Code (Emergency Preparedness) in conjunction with updates of the city's Emergency Operations Plan or more frequently, if necessary.	• The Community Development Department continues to coordinate with the Police Department and incorporates recommendations for approval for all development projects as well as any General Plan and ordinance updates.
6.E.c *Continue to Coordinate with Tuolumne County in Preparation and Implementation of the Tuolumne County Operations Area Emergency Services Plan:* Continue to participate in the preparation and implementation of the Tuolumne County Operations Area Emergency Services Plan and promote consistency between that Plan and the city's Emergency Operations Plan. Continue to emphasize the need to recognize the role of city personnel and	• Prior to annexation by LAFCo, the City of Sonora and County of Tuolumne are required to ratify a Tax Sharing Agreement for critical services, which would include provisions for reimbursement of City of Sonora police services and other requisite services. • The City continues to identify and maintain reliable sources of funding

agencies, as well as county personnel and agencies, in the Tuolumne County Operations Area Emergency Services Plan. 6.E.d *Sponsor Emergency Training for City Personnel:* Enlist the aid of the American Red Cross to conduct a training day to teach (or provide a refresher course) all city employees CPR, basic first aid, the operation of an automatic external defibrillator and blood borne pathogen training. Coordinate with Tuolumne County emergency services personnel to conduct a joint training event. 6.E.e *Continue to Conduct Emergency Training Exercises:* Continue to conduct joint city/county emergency response training exercises. 6.E.f *Continue to Maintain a City Safety Committee:* Continue to maintain and hold regular meetings of the City of Sonora Safety Committee to reinforce emergency preparedness. 6.E.g *Provide Emergency Response/Preparation Guidelines for Citizens, Website Link:* Provide a link from the city's website to the Federal Emergency Management Agency (FEMA) website for emergency response procedures for citizens for emergencies. Provide handouts to the public for emergency response procedures for citizens available from FEMA. **Hazardous Materials:** 6.F.a *Implement the Multi-Jurisdictional Household Hazardous Waste Element:* Continue to implement the programs adopted in the Multi-Jurisdictional Household Hazardous Waste Element designed to reduce the amount of household hazardous waste (HHW) generated within Tuolumne County, including periodic drop-off days for all household hazardous wastes, on-going drop-off program for recyclable household hazardous waste, public education regarding household hazardous waste reduction, and monitoring the success of these selected programs. 6.F.b *Continue to Provide Public Information Related to Household*	for police protection within the City limits. • The City last updated Chapter 8.30 entitled Emergency Preparedness in 1996. The City will consider an update in the next planning period in conjunction with updates of the City's Emergency Operations Plan, as required. • The City continues to participate in the preparation and implementation of the Tuolumne County Operations Area Emergency Services Plan and promotes consistency between that Plan and the City's Emergency Operations Plan. The City continues to emphasize the need to recognize the role of city personnel and agencies, as well as county personnel and agencies, in the Tuolumne County Operations Area Emergency Services Plan. • The City continues to purchase equipment for the City Emergency Operations Center in accordance with FEMA's Authorized Equipment List. High priority equipment includes: computers, phones, portable dispatch modules, radios, personal protective equipment, office supplies, and tools. • The City enlists the aid of the American Red Cross to conduct a training day to teach (or provide a refresher course) all city employees CPR, basic first aid, the operation of an automatic external defibrillator and blood borne pathogen training. The City also coordinates with Tuolumne County emergency services personnel to conduct a joint training event. • Encourage residents and community leaders to participate in Red Cross training programs, including basic shelter training and shelter supervisor training. Partner with local and County Community Emergency Response Teams (CERT) and Search and Rescue Teams to participate in Red Cross training programs, such as first aid and CPR. • The City continues to maintain and hold regular meetings with the City of Sonora Safety Committee to reinforce emergency preparedness.

Hazardous Waste Drop Off Days: Continue to provide handouts (available from the county) listing upcoming dates and locations for Household Hazardous Waste Drop- Off Days. 6.F.c *Continue to Participate in Updates of the Comprehensive Hazardous Waste Management Plan:* Continue to participate with the county in preparation of the Comprehensive Waste Management Plan. 6.F.d *Continue to Participate on the County Solid Waste Committee:* Continue to provide city representation on the Tuolumne County Solid Waste Committee. 6.F.e *Maintain an Inventory of Sites Storing or Using Hazardous Materials:* The Sonora Fire Department should continue to update General Plan 2020 annually. The Sonora Fire Department should consider mapping the sites included in General Plan 2020 **Appendix 6A** with accompanying hazardous material information to facilitate access hazardous materials information during spills or releases.	• According to the Department of Toxic Substances Control EnviroStor database, three sites are classified as "Evaluation Needed". The sites are listed as Tanzy Mine (201 Barretta Street) and Manufactured Gas Plant – Sonora (NE Corner of Shepard & Lyon Streets). These sites are listed as inactive, with historic uses related to mining and gas manufacturing. Tanzy Mine is a former "pocket" gold mine, and historic mining operations were small in scale. Potential contaminants of concern include arsenic and elemental mercury. Although information on the historical use of the mine is limited, the mine operated as recently as 1909 to 1928 and was determined unlikely to generate significant quantities of hazardous waste. • The City of Sonora has a limited history of hazardous materials spills. The majority of historical incidents identified by Department of Toxic Substances Control and the State Water Resources Control Board are historic been leaking underground storage tanks. Such incidents in the City have received remediation activities, and did not pose substantial health and safety risks to the community. • The City continues to participate and have representation on the County Solid Waste Committee. • The Sonora Fire Department maintains an inventory of sites storing and/or using hazardous materials. Although these sites have not been mapped, the City Fire Department has on file the requisite information of hazardous materials should spills or releases occur.
Public Facilities and Services: 9.B.a *Maintain Public Facilities Funding:* Continue to seek and maintain a reliable source of funding in support of public facilities within the city limits. 9.B.b *Participate in School Expansion/Relocation Planning Efforts:* Participate in planning efforts to expand or relocate school facilities within the city limits. 9.B.c *Continue to Participate in the County Services Impact Mitigation Fee Program*: Continue to participate in the Tuolumne County Services Impact Mitigation Fee Program, or equivalent, to support the continued provision of county services which benefit city residents. 9.B.d *Review Water and Sewer Master Plans:* Continue to review water and	• The City will continue to seek grant funding to implement the Main Drain Improvement Project, as identified in the Main Drain Field Inspection and Condition Assessment Technical Memorandum. Main Drain improvements are anticipated to enhance stormwater flows and reduce flooding in Downtown Sonora but may convey stormwater flows beyond system capacity downstream in Sonora Creek. In addition to Main Drain Improvements, also identify and fund solutions to mitigate flooding at the Main Drain outlet structure on the 100 block of W Stockton Street

sewer master plans prepared by the Tuolumne Utilities District (TUD) to ensure that projected water needs, repairs, replacements and additions to water and sewer *infrastructure and distribution facilities are compatible with city land use plans.*	(SR 49) and other downstream facilities. • The City provides representative on 7/11 Committees for the potential expansion and/or relocation of school facilities.
9.B.e *Require Public Water Service for all New Development:* Continue to require public water service for all new development, except as otherwise provided in the municipal code. Continue to require new development to confirm the availability of an adequate water supply and adequate facility capacity for wastewater treatment and disposal for new development by requiring written confirmation from affected utility agencies prior to approving new development.	• The City continues to cooperate with applicable agencies on the location of an education center in the City through active participation by the City on the Board of Directors. • The City continues to participate in the Tuolumne County Services Impact Mitigation Fee Program, or equivalent, to support the continued provision of county services which benefit city residents. Update of City and County fees are completed on an as needed basis.
9.B.f *Require Connections to Public Sewer:* Require connections to public sewer for new development where reasonably available or where potential harmful area wide impacts to groundwater exist based on known hazards as a result of outdated private systems.	• The City continually provides the Tuolumne Utilities District (TUD) with updated land use data from Sonora General Plan 2020 in conjunction with updates of the Land Use Element to ensure that appropriate data is used by Tuolumne Utilities District (TUD) in planning for future water and sewer needs of the city.
9.B.g *Facilitate the Establishment of New or Expansion of Existing Water Storage Facilities and Support Upgrading the Water Distribution System within the City's Sphere of Influence for Emergency Services:* Support proposals to create new or expand existing water storage facilities for the purposes of improving emergency services and emergency preparedness. Support proposals to improve the city's water distribution system for the purposes of improving emergency services and emergency preparedness.	• The City continues to review water and sewer master plans prepared by the Tuolumne Utilities District (TUD) to ensure that projected water needs, repairs, replacements and additions to water and sewer infrastructure and distribution facilities are compatible with city land use plans.
7.A.o *Investigate Establishment of New Water Storage Facilities and Upgrades to the City's Water Delivery Infrastructure:* In cooperation with the Sonora Fire Department and the Tuolumne Utilities District (TDU), assess the benefits of and identify additional locations for new water storage facilities.	• The City requires public water service for all new development. The Community Development Department consults with applicable service providers to confirm the availability of an adequate water supply and adequate facility capacity for wastewater treatment and disposal for new development by requiring written confirmation from affected utility agencies prior to approving new development.
Air Quality:	
8.A.a Promote Construction, Establishment and Use of Alternative	• The City requires connections to public sewer for new development where reasonably available or where potential harmful area wide impacts to groundwater exist based on known hazards as a result of outdated

Transportation Facilities: Promote and facilitate the construction of pedestrian facilities and bike paths connecting schools and high-density residential areas and between commercial centers and nearby high-density residential areas. Provide bike racks and/or bike storage facilities in downtown Sonora. Require new commercial development located adjacent to designated non-motorized trails and bike paths to provide bike racks. *8.A.f Support Energy Conservation:* Promote residential and commercial construction design which incorporates passive solar heating, supplemental solar water heaters, energy efficient lighting, additional weather stripping, additional insulation or similar energy-conserving features. Promote incentive programs for projects which incorporate these features at a level which contributes to the maintenance of the area's air quality. *8.A.g Partner with ATCAA and Energy Providers to Attain State and Federal Air Quality Standards:* Establish a partnership with the Amador-Tuolumne Community Action Agency (ATCAA) and energy providers to expand the use of EPA- Certified heating devices and to replace or repair stoves which do not meet state and federal air quality standards within the City of Sonora (i.e., those reducing smoke emissions) through ATCAA's energy program. Include provisions *within Community Development Block Grants and similar funding proposals for* residential rehabilitation programs which improve air quality by reducing emissions through the installation of EPA-Certified heating devices or which repair or replace existing heating units as necessary to achieve EPA air quality standards. *8.A.i Participate in Regional Planning Efforts and Implement Adopted Plans where Mandated by Law:* Provide representation from the City of Sonora at regional planning events which address the issues and opportunities available for effective air quality management. Participate in planning efforts to prepare and implement a regional Air Quality Plan or State Implementation Plan (SIP) and implement those components applicable to the City of Sonora and as prescribed by state and federal regulations	private systems. • In cooperation with the Sonora Fire Department and the Tuolumne Utilities District (TDU), assess the benefits of and identify additional locations for new water storage facilities. The City continues to estimate the costs of establishing these new facilities and estimate the capacity needed within new water storage facilities sufficient to meet the demands of the city during emergency situations. In addition, the City will continue to identify those locations where water lines are insufficient to deliver adequate fire flow and evaluate the cost and potential funding sources to enlarge, extend, looping, rehabilitate or undertake related actions as necessary to deliver sufficient fire flow within the city limits. • Through the City's design review processes, the City continues to promote construction, establishment and use of alternative transportation facilities. The City promotes the use of bike racks and/or bike storage facilities in downtown Sonora and commercial developments, as applicable. • The City plans to install gasoline and electric vehicle charging stations at the City Public Works Yard (Critical Facility #7) for use by City owned police and fire vehicles. • The City has adopted the latest edition of the California Energy Code to promote residential and commercial construction design which incorporates passive solar heating, supplemental solar water heaters, energy efficient lighting, additional weather stripping, additional insulation or similar energy-conserving features. The City continues to promote incentive programs for projects which incorporate these features at a level which contributes to the maintenance of the area's air quality. • The City has established a partnership with the Amador-Tuolumne Community Action Agency (ATCAA) and energy providers to expand the use of EPA- Certified heating devices and to replace or repair stoves which do not meet state and federal air quality standards within the City of Sonora (i.e., those reducing smoke emissions) through ATCAA's energy program.

and continue to comply with the rules set forth by the *TCAPCD.* 9.B.h *Participate in Regional Planning Efforts and Implement Adopted Plans where Mandated by Law:* Provide representation from the City of Sonora at regional planning events which address the issues and opportunities available for effective air quality management. Participate in planning efforts to prepare and implement a regional Air Quality Plan or State Implementation Plan (SIP) and implement those components applicable to the City of Sonora and as prescribed by state and federal regulations and continue to comply with the rules set forth by the TCAPCD. **Cultural Resources:** *9.A.b Establish Professional Standards:* In conjunction with preparation of a Cultural Resources Management Ordinance, include a provision requiring that cultural resources studies be conducted by qualified professionals as established in General Plan 2020. *9.A.e Establish a Sonora Register of Cultural Resources:* Establish a Sonora Register of Cultural Resources for the purposes of implementing incentive programs pursuant to the Cultural Resources Management Ordinance. *9.A.j Update the City's Historic District Boundaries:* As the city completes historic inventories and evaluations, enlist a qualified professional to provide the city with recommendations for establishing historic districts within the city. *9.A.k Include Inventoried Properties in an Electronic Database:* To facilitate the use of the city's cultural resources inventories, establish an electronic database, tied to parcel, which includes information pertaining to cultural resources on individual parcels. It is recommended that the city incorporate *inventory data for individual parcels using the city's Geographic Information System (GIS) Database.*	The City will include provisions *within Community Development Block Grants and similar funding proposals for* residential rehabilitation programs which improve air quality by reducing emissions through the installation of EPA-Certified heating devices or which repair or replace existing heating units as necessary to achieve EPA air quality standards. • The City plans to partner with the local Resource Conservation District (RCD) to acquire US Department of Agriculture Natural Resource Conservation Service EQIP funding to sponsor an Air Quality Demonstration Show utilizing area merchants and local, state and federal agencies to provide demonstrations of equipment, materials and provide education which facilitates the use of alternatives to open-burning for biomass disposal. Demonstrations may include alternative dust control methods (road sealants, crushed pistachio hulls), chipping/brushing and shredding machines and funding sources for these activities, low emission yard equipment, electric vehicles, and use and sale of wood chip products. • The City continues to provide representation from the City of Sonora at regional planning events which address the issues and opportunities available for effective air quality management. The City will continue to participate in planning efforts to prepare and implement a regional Air Quality Plan or State Implementation Plan (SIP) and implement those components applicable to the City of Sonora and as prescribed by state and federal regulations and continue to comply with the rules set forth by the *TCAPCD*. • The City has not adopted a Cultural Resources Management Ordinance; however, discretionary development applications are subject to review and compliance with the California Environmental Quality Act (CEQA) and Guidelines prior to or concurrently with consideration of the project. CEQA compliance includes the preparation of a cultural resources study by qualified professionals should evidence indicate potential cultural resource impacts. • The Community Development Department will establish a Sonora

9.A.l Encourage Interpretive Programs: Identify funding sources for and establish programs to identify and promote the city's cultural resources. Plaques or similar identifying structures installed on buildings or structures pursuant to interpretive programs within the historic district will be subject to design review. *9.B.a Prepare a Cultural Resources Management Ordinance (CRM):* Prepare a Cultural Resources Management Ordinance (CRM) using the guidelines provided by the State Offices of Historic Preservation (OHP) for format and content of a Cultural Resources Management Ordinance (General Plan 2020 **Appendix 9F).** It is anticipated that the CRM will address. *9.B.b Provide Historic Preservation Incentives:* Adopt an incentive program for historic properties that qualify for local, state and federal historic designation. *9.B.c Maintain a Façade Easement Program:* Maintain a façade easement program allowing the city, or appropriate nonprofit to purchase, or to accept through donation, easements on building facades. *9.B.d Allow Modified Development Standards:* Allow modified development standards with a determination that waiver or reduction of the development standard furthers Historic Preservation. Modified development standards shall not alter conformance requirements of appropriate building, construction or fire codes (e.g., State Historic Building Code, Uniform Building Code, Uniform Fire Code, Uniform Code for Building Conservation). City building officials and fire officials are encouraged to liberally construe pertinent portions of the codes in furtherance of this element to the extent that interpretations do not endanger health and safety. *9.B.f Adopt Demolition and Relocation Procedures for Buildings and Structures 50 Years of Age and Older:* Adopt demolition and relocation procedures for structures 50 years of age or older. 9.B.g *Design Review and Design Assistance Program for Historic Structures*:	Register of Cultural Resources for the purposes of implementing incentive programs pursuant to the Cultural Resources Management Ordinance upon completion of the ordinance. • The City has prepared an inventory of historic resources in accordance with the Secretary of Interior Standards for Historic Buildings. Upon consideration of the City's General Plan and Zoning updates, the City will enlist a qualified professional to provide the city with recommendations for establishing historic districts within the city, based upon the inventory of historic resources. • The City is in the process of digitizing its records into *IWORQ (online permitting system)* to facilitate the use of the city's cultural resources inventories, establish an electronic database, tied to parcel, which includes information pertaining to cultural resources on individual parcels. Digitizing the City's records is ongoing. • The Community Development Department continues to identify funding sources for and establish programs to identify and promote the City's cultural resources. Plaques or similar identifying structures installed on buildings or structures pursuant to interpretive programs within the historic district will be subject to design review and approval. • As an outgrowth of the City's update to the General Plan and Zoning Ordinance, preparation of a Cultural Resources Management Ordinance (CRM) using the guidelines provided by the State Offices of Historic Preservation (OHP) for format and content of a Cultural Resources Management Ordinance will be prepared**.** It is anticipated that the CRM will include an incentive program for historic properties that qualify for local, state and federal historic designation. • The City has prepared an Inventory of Historic Resources and will implement an incentive program for historic properties that qualify for local, state and federal historic designation. • The City maintains a façade easement program allowing the City, or

Establish a procedure for reviewing restorations, alterations or additions to historic structures.	appropriate nonprofit to purchase, or to accept through donation, easements on building facades.
9.B.h Consider Establishment of an Historic Resources Committee: Consider establishment of an Historic Resources Committee (HRC). *9.B.i Pursue Certified Local Government (CLG) Designation:* Investigate the pros and cons of seeking city designation as a Certified Local Government (CLG) consistent with the standards established by the U.S. Department of the Interior, National Park Service. Provide a report to the Sonora Planning Commission and Sonora City Council with the findings of the investigation and recommendations. If the city proceeds with seeking CLG designation, then membership of the HRC will reflect the membership requirements of a CLG.	• The City has adopted the CA Historic Building Code, CA Fire Code, and CA Building Code which, contains provisions to allow modified development standards with a determination that waiver or reduction of the development standard for historic properties.
9.Ba Adopt the Mills Act: Adopt the Mills Act for implementation in the City of Sonora in compliance with California Government Code, Article 12, Sections 50280-50290 for the reduction of property taxes through historic preservation.	• The City adopted Chapter 17.75 of the City of Sonora Municipal Code entitled Demolition of Buildings and Structures. Chapter 17.75 establishes demolition and relocation procedures for structures 50 years of age or older. • The City's Design Review Permit processes establish a procedure for reviewing restorations, alterations or additions to historic structures to ensure that the historical integrity of the buildings is maintained in accordance with the Secretary of the Interior Standards for Historic Buildings and local ordinances enacted thereto.
9.B.a *Review of Projects Involving Federal Assistance (Section 106)* Maintain a procedure for city review of projects for consistency with Section 106 of the National Historic Preservation Act (NHPA). Designate the Historic Resources Committee as the appropriate advisory agency for these reviews if the city pursues Certified Local Government Designation.	• The City's Planning Commission acts on all discretionary land use matters, including projects identified on the City's Historic Resources Survey. Accordingly, the City has not established a Historic Resources Committee (HRC) to date.
9.B.a *Procedures for Addressing Unanticipated Cultural Resources:* Include, for projects with conditions of approval related to the management of cultural resources, a requirement for preconstruction meetings with project contractors, the developer, or his representative, Native American representative, the project's qualified cultural resources professional, the Planning Department and other agencies responsible for overseeing the construction phase of a development project (including demolitions).	• The City has investigated the pros and cons of seeking city designation as a Certified Local Government (CLG) consistent with the standards established by the U.S. Department of the Interior, National Park Service. The National Park Services' oversight into the City's maintenance of its historic resources outweighs the incentive provided by the CLG program. A report to the Sonora Planning Commission and Sonora City Council with the findings of the investigation and recommendations is forthcoming in 2025.
9.B.a *Review Telecommunications Facilities:* Amend the municipal code to require a conditional use permit for telecommunication facilities within	• The City has not adopted the Mills Act for implementation in the City of Sonora in compliance with California Government Code, Article 12, Sections 50280-50290 for the reduction of property taxes through historic

the city's designated historic districts to minimize their effects on the city's historic character.	preservation. However, the City is interested in pursuing the Mills Act program. A report to the Sonora Planning Commission and Sonora City Council with the findings of the investigation and recommendations is forthcoming in 2025.
Economic:	
10.A.e *Monitor Jobs-Housing Balance:* Establish and maintain a program to monitor the jobs-housing balance in the City of Sonora in conjunction with updates to the city's housing element.	• The City has prepared a list of properties in the City of Sonora, which could benefit from the 1986 Tax Reform Act and will notify and assist property owners with information for taking advantage of this Act, which provides federal income tax credit for income producing properties on or eligible for the National Register of Historic Places.
10.A.e *Consider Adopting Bonding Standards for Non-Historic Large Retail Facilities:* Consider adopting a provision in the Sonora Municipal Code to require bonding for large retail facilities sufficient to fund the removal of non-historic large, vacant retail space and adaptive reuse of large buildings and spaces should they become vacant.	• The City utilizes the Design Review Permit processes to maintain a procedure for city review of projects for consistency with Section 106 of the National Historic Preservation Act (NHPA). The Planning Commission review all discretionary projects in lieu of a Historic Resources Committee.
10.A.f *Continue to Provide Funding Assistance for Small Businesses* Continue to earmark funds in the city's Community Development Block Grant Program Income Reuse Plan in support of small business development (e.g., small business revolving loan fund)	• The City includes standard inadvertent discovery of cultural resources conditions of approval. The conditions of approval are consistent with Native American requests for inadvertent discovery conditions. The Community Development Department and other agencies responsible for overseeing the construction phase of a development project (including demolitions) ensure that all conditions of approval are met.
10.A.g *Maintain Provisions Allowing Home Occupations:* Continue to allow home occupations pursuant to an in-house permitting process subject to the standards established in the Municipal Code. Continue to provide public handouts summarizing the requirements for home occupations.	• In 2017, the City updated its Wireless Telecommunications Facilities Ordinance to require a conditional use permit for telecommunication facilities within the city's designated historic districts to minimize their effects on the city's historic character.
10.A.h*Continue to Promote and Support Special Events:* Continue to promote and support special events (e.g., Farmer's Market, Christmas Parade, Magic of the Night, Mother Lode Fair and similar events) which bring visitors and residents downtown and support the economic development objectives of the city.	• The Community Development Department updated its Housing Element in 2024. The City's Regional Housing Needs Assessment (RHNA) for the 2024-2029 planning period required the City to allocate two units during the Housing Element Planning Period. The units consisted of one very-low and one low-income unit. Concurrenlty, the City's job-housing balance was analyzed noting that an adequate job-housing balance exists in the City.
10.A.i *Maintain a Façade Improvement Program:* Continue to implement the city's business façade improvement program.	
10.Aq Continue to Support Economic Development Organizations: Continue to	

support organizations which enhance economic development which benefits the City of Sonora (e.g., Tuolumne County Visitor's Bureau, Historic Sonora Chamber of Commerce, Tuolumne County Chamber of Commerce)	• The City has not adopted provisions in the Sonora Municipal Code to require bonding for large retail facilities sufficient to fund the removal of non-historic large, vacant retail space and adaptive reuse of large buildings and spaces should they become vacant. However, the City has a listing of vacant and available properties on the City's webpage to assist perspective buyers/lessees.
Parks & Recreation:	
12.A.a *Consider Formation of a New or Participation in an Existing Recreation District:* Consider the formation of a city park district or similar entity exclusive of existing community recreation and park districts and community services districts which provide public recreational facilities, to oversee the acquisition, construction and maintenance of recreational facilities. Alternatively, participate in a regional recreation district if one is established for implementation of the county's park and recreation master plan.	• The City continues to support the efforts of the Economic Development Company of Tuolumne County, Columbia College, Job Connection Tuolumne County, Mother Lode Job Training, Amador-Tuolumne Community Action Agency, Sonora High School Regional Occupation Program, and other regional employment and education centers to provide training for low-wage earners to move up to moderate-wage jobs consistent with the city's employment needs.
12.A.b *Investigate Formation of a Landscaping and Lighting District:* Investigate the feasibility of establishing a Landscaping and Lighting Assessment District for the purpose of financing the installation, construction and maintenance of landscaping, park and recreational improvements and for the purchase of land improvements related to parks, lighting and landscaping in compliance with state law governing the formation of Landscaping and Lighting Districts.	• The City continues to support organizations such as the Chamber of Commerce and special events. The City lists special events on their webpage and provides contact and permit information for the public.
	• The City continues to allow home occupations in all residential zones pursuant to an in-house permitting process and subject to the operational standards established in Chapter 17.59 of the City's Municipal Code.
12.A.d *Consider the Impacts of New Development on the City's Recreational Facilities:* Revise the city's ordinance code pertaining to land dedications and/or payment of in-lieu fees for new development's contribution to providing recreational facilities consistent with Government Code Section 66477 et seq.	• The City continues to promote and support special events (e.g., Farmer's Market, Christmas Parade, Magic of the Night, Mother Lode Fair and similar events) which bring visitors and residents downtown and support the economic development objectives of the City.
	• The City will continue to earmark funds in the city's Community Development Block Grant Program Income Reuse Plan in support of small business development (e.g., small business revolving loan fund).
12.A.e *Promote Shared Use to Expand the Variety and Quantity of Available Facilities and Distribute Costs and Manpower to Acquire and Maintain Facilities:* Promote partnerships with schools, utility agencies community groups, the county, state and federal agencies and others to share the costs, management and maintenance of existing and new facilities for mutually beneficial recreational use. Link or incorporate recreational	• The City has not formed a new recreation district; however, the City participates in the Tuolumne County Parks and Recreation District. Additionally, prior to filing final maps, the City collects Quimby Act Fees

facilities from other entities with city facilities whenever feasible. **Recreation General:** 12.B.a *Develop and Adopt a Park and Recreation Master Plan:* Develop and adopt a Park and Recreation Master Plan describing the general locations, designs, costs, priorities, potential funding sources, management agencies, strategies for protecting future trail corridors, and uses for 5.4± acres of future park and recreation facilities in the city. 12.B.b *Establish a Trail System Integrated with Regionally-Planned Facilities Located Within the City's Sphere of Influence:* Integrate new trails located within the city's sphere of influence with trails in the county's proposed regional trail system. Continue coordination with the county to ensure recognition of proposed city trails in the county's recreation master plan (see 4.E.f.). The Draft Tuolumne County Recreation Master Plan proposes the following regional trails located in the city's sphere of influence: Woods Creek Trail, Sierra Railroad Trail, Dragoon Gulch Trail, Shaw's Flat Saratoga Rd. Trail, Bald Mountain Rd. Trail, Jamestown Ditch Trail, Campo Seco Road Trail, Shaw's Flat Ditch Trail, and the Racetrack Road Trail. *12.B.d Support Establishment of a Regional Park Facility Within or Near the City's Sphere of Influence:* Support partnerships with the county and/or other agencies to establish a regional park facility serving city and county residents located near or within the city's sphere of influence. Based *on population projections for the city and the county through 2020; the city's estimated pro rata share of such a facility (or facilities) would be approximately 7.9 % – 9.1%.* 12.B.e *Update Facility Inventory and Needs Projections:* Update the Sonora Park and Recreation Master Plan at least once every ten years. Updates shall address, at a minimum, the changing park and recreation needs of city residents and visitors, new potential funding sources, revised cost estimates for proposed park facilities, population projections, changes in	for park acquisition in accordance with the Subdivision Map Act (Government Code Section 66477). The City's Park acreage standard is 5 acres per 1,000 residents. • The City has not investigated the formation of a Landscaping and Lighting District for the purposes of financing the installation, construction, and maintenance of landscaping, park and recreational improvements. However, the City collaborates with the Tuolumne County Parks and Recreation District for recreational facilities in the City. • The City evaluates the potential impacts of new development on the City's recreational facilities via the California Environmental Quality Act (CEQA) and Guidelines. Should any development project: a) Increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated; or b) would the project require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment are evaluated. • There are several Parks, a recreational trail and public use facilities within the City of Sonora. They range from a small "tot lot" with little children's playground equipment to the 35 acre natural trail call Dragoon Gulch. The City coordinates parks use and maintenance of park facilities with the Tuolumne County Community Development Department, 29th Agricultural District Fair Board, Sonora Elementary School, Sonora Union High School, Tuolumne County Department of Parks and Recreation and Central Sierra Resource Conservation and Development District. • The City of Sonora has not adopted a Park and Recreation Master Plan. However, the City and Tuolumne County Transportation Council, in partnership with the Department of Public Health, are anticipating the expansion of the current Dragoon Gulch Trail by creating a master plan that will guide development of the recently purchased 65-acre expansion. This project will build on the existing and very successful 2.5-mile trail network. Development may include additional natural surface trails, and short sections of paved multi-use trails (for cycling and pedestrian use) extending

population composition, new opportunities for partnerships and updates to the inventory of park facilities including both acreages removed from recreational use and acreages added for recreational use.	the current trail network to a total of approximately 10 miles. This length would place approximately .1 mile of trail per acre, allowing the majority of the 100-acre park to remain relatively untouched. This length would also create a destination experience that may draw walkers, hikers, and mountain bikers from the local region. • The City continues to support partnerships with the county and/or other agencies to establish a regional park facility serving city and county residents located near or within the city's sphere of influence. • The City is conducting preliminary discussions in preparation of the City's 2020 General Plan, which would include an update to the City's Open Space and Recreation Elements. Updates shall address, at a minimum, the changing park and recreation needs of city residents and visitors, new potential funding sources, revised cost estimates for proposed park facilities, population projections, changes in population composition, new opportunities for partnerships and updates to the inventory of park facilities including both acreages removed from recreational use and acrees added for recreational use.

2024 - 2029 ADOPTED HOUSNG ELEMENT IMPLEMENTATION MEASURES

HOUSING ELEMENT ANNUAL PROGRESS REPORT

The State Department of Housing and Community Development (HCD), acting as the City's Council of Governments, has determined the amount of affordable housing assigned to the City of Sonora for the planning period. Known as the Regional Housing Needs Assessment (RHNA). The 2024 – 2029 RHNA adopted by HCD allocates 2 housing units to the City of Sonora. This represents the number of housing units the City is responsible for accommodating during this planning period. The RHNA identified two units are broken down with one unit for very low income and one unit for low income households.

Over the past several years, the Planning Division has processed an average of ____ planning and zoning applications annually. Applications include General Plan Amendments, Rezones, Development Review Permits, Tentative Maps, Planned Developments, Use Permits, Lot Line Adjustments, etc.

Building permits during this timeframe have also averaged ±_____ permits with the City averaging generally _____ permits annually for residential projects. Although building permits in 2024, have been less, several residential project sites, including the 956 Oregon Street mixed-use and 104 Barretta Street projects are slated for development with many lots available for the 2025 construction season.

State law requires the city to complete a review of the implementation of the programs in the State Certified Housing Element. Table D attached lists each of the programs in the Housing Element and indicates the timeframe to complete the program and the City's efforts to date. As the table illustrates, the City is on track with implementation of its 2024 – 2029 State Certified Housing Element.

The following information is a summary of the housing unit activity of the City of Sonora during 2024. The information is an excerpt summary of Tables of the State Department of Housing and Community Development.

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: April 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Christopher Gorsky, Administrative Services Director

SUBJECT: Consider Approval of Resolution 04-21-2025-B, Updating the Job Description and Education Requirements for the Fire Chief.

RECOMMENDATION:

Consider Approval of Resolution 04-21-2025-B, Updating the Job Description and Education Requirements for the Fire Chief.

BACKGROUND:

Historically, the City has required a California Chief Fire Officer Certification for the Fire Chief Position. The California State Fire Training Office has recently updated the requirements for this certification, changing the required classes and added a highly evolved task book. Many highly skilled candidates with relevant experience, and training could be excluded solely due to the lack of this State of California certification.
This approach aligns with evolving industry trends, where practical experience and job-related skills are increasingly recognized as essential hiring factors.

Expanding the Applicant Pool

- Allowing the requirement to be completed during the probationary period will allow qualified applicants with relevant experience but without the formal certification to be considered.
- This change could improve recruitment efforts, especially for positions that have historically been difficult to fill due to Changes to the California State Fire training requirements.

Recognizing Experience and Certifications

- By modifying the certification requirement, the City can prioritize practical expertise, leadership abilities, and industry-specific training.
- Updating this requirement could help retain valuable internal employees who may be eligible for promotion based on experience but lack a degree.

Aligning with Industry Trends and Equity Initiatives

- Many organizations, including state and federal agencies, are shifting toward skills-based hiring to improve workforce diversity and equity.

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SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

- This approach helps remove barriers for candidates from underrepresented backgrounds who may not have access to these education requirements, but possess the skills needed to perform the job effectively.

FISCAL IMPACT:

There is no direct financial impact to the General Fund. However, this could lead to lower vacancy rates and reduced recruitment costs.

ATTACHMENTS:

- Resolution 04-21-2025-B
- Updated job description for the Fire Chief position is included for review.

CORE COUNCIL PRIORITIES:

Staffing - Salary, Benefits, Training, and Retention

RESOLUTION 04-21-2025-B

A RESOLUTION OF THE SONORA CITY COUNCIL APPROVING THE UPDATED JOB DESCRIPTION FOR THE FIRE CHIEF POSITION

WHEREAS, the City of Sonora recognizes the importance of attracting a diverse and qualified pool of candidates for key leadership positions within municipal government and public safety; and

WHEREAS, the current job description for the position of Fire Chief include education requirements that may limit the pool of qualified applicants; and

WHEREAS, removing certain education requirements will allow for a more inclusive recruitment process while ensuring that candidates are evaluated based on experience, skills, and professional accomplishments; and

WHEREAS, the City of Sonora City Council seeks to enhance recruitment efforts by prioritizing relevant professional experience and demonstrated leadership abilities over rigid educational prerequisites; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Sonora does hereby approve the updated job descriptions for the following position:

Fire Chief

PASSED, APPROVED AND ADOPTED as a Resolution by the Sonora City Council at a meeting held by the City Council on the 21st day of April 2025, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

_____
Ann Segerstrom, Mayor, City of Sonora

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

MARCH 2025
FLSA: EXEMPT

FIRE CHIEF

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Fire Department, including fire prevention and inspection programs, response to fires, medical emergency, rescue, hazardous materials, natural and man-made incidents, and other public services; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides responsible professional assistance to the City Administrator in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Administrator. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over supervisory, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the Fire Department, including short- and long-range planning, development, and administration of departmental policies, procedures, and services. This class provides assistance to the City Administrator in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Fire Department programs, services, and activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Fire Department.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and

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performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

- Administers, coordinates, manages, and personally performs work in support of a variety of departmental programs and activities such as fire administration, prevention, public education, inspection, rescue, emergency medical treatment, hazardous material response, fleet equipment maintenance, inventory, training, or other aspects of the fire prevention and suppression programs.
- Establishes incident command system at emergencies; directs firefighting operations, including commanding tactical and safety activities to ensure all response activities are conducted in a manner consistent with prescribed policies and procedures.
-
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Directs all activities of the pre-fire inspection, including administration of City codes/ordinances as adopted, and permit procedures.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Participates in response to all risk emergency calls; directs regular and part-time staff at incident scenes.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire safety and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Administrator.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of fire safety program development, management in a municipal setting, and fire safety program planning and budgeting.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

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- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public works programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

An associate's degree in fire science, business or public administration or related field is required. A minimum of seven (7) years of progressively responsible experience, including two (2) years management experience at a Fire Captain level or above. A bachelor's degree from an accredited college or university with major course work in fire science, business or public administration or closely related courses is preferred.

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Licenses and Certifications:

- Possession of a valid California Class C Driver's License with a Firefighter endorsement and have a responsible driving record. If applying from out of state, must possess a valid driver's license with a responsible driving record, and be able to obtain a California Class C Driver's License with a Firefighter endorsement within 6 months of appointment.
- Possess and maintain a valid EMT-I certification, or possess and maintain a valid EMT-P issued by the State of California.
- Federal Emergency Management Association's National Incident Management System (NIMS) IS700 and National Response Framework (NFR) IS800, ICS 100 and 200 courses.
- California State Chief Fire Officer Certification or Completion of California State Fire Training Educational requirements for Chief Fire Officer, initiation and completion of task book by end of 12 - month probation.
- Ability to obtain within 24 months California State Fire Marshal Certification is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility, physical strength, and stamina to respond to all risk emergency situations and use all emergency apparatus and equipment; perform medium to heavy physical work, to work in confined spaces, around machines, and to climb and descend ladders; to operate a motor vehicle and to visit various City and meeting sites; vision to discern colors and assess emergency situations, including medical incidents and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. This is partially a sedentary, partially a field classification that requires operating in emergency situations and identifying and assessing problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, operate standard office equipment, and to operate above-mentioned apparatus and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials, objects, and individuals necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The work also involves work in the field with exposure to loud noise levels, extreme temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays and monitor radio traffic on 24-hour shifts as assigned.

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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: April 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Melissa Eads, City Administrator

SUBJECT: Consider Approval of the Interim Fire Chief Employment Agreement with Gary Carlson

RECOMMENDATION:

Consider Approval of the Interim Fire Chief Employment Agreement with Gary Carlson to Serve as Interim Fire Chief for the City of Sonora and Authorize the Mayor to Execute the Agreement on Behalf of the City.

BACKGROUND:

The City's current Fire Chief is set to retire in April 2025. To ensure continuity of leadership and emergency services during the transition, the City is seeking to appoint a qualified interim Fire Chief while recruitment for a permanent replacement is underway.

Gary Carlson has over 28 years of municipal fire service experience, including prior service as a Fire Chief. His extensive background in fire administration, operations, and emergency response makes him well-qualified to support the department during this transition period.

DISCUSSION / ANALYSIS:

The proposed agreement appoints Mr. Carlson as Interim Fire Chief under the status of a CalPERS retired annuitant. This is a temporary, at-will position authorized under Government Code Sections 7522.56 and 21221(h), which allows the City to employ a retiree without reinstatement during recruitment for a permanently vacant position.

Key terms of the agreement include:

- **Start Date:** Upon Council approval and execution of the agreement (anticipated April 22, 2025)
- **Hourly Rate:** $69.69 per hour (aligned with CalPERS requirements and the City's approved salary range for Fire Chief)
- **Maximum Hours:** Not to exceed 960 hours in a fiscal year (as per CalPERS regulations)
- **At-Will Status:** The appointment is temporary and may be terminated at any time by either party
- **No Benefits:** Per CalPERS rules, the retired annuitant is not eligible for benefits, incentives, or severance

This appointment will help the City maintain operational continuity and leadership during the search for a permanent Fire Chief.

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

FISCAL IMPACT:

The cost for this temporary appointment will be funded within the existing Fire Department budget.

ATTACHMENTS:

- Interim Fire Chief Employment Agreement with Gary Carlson

CORE COUNCIL PRIORITIES:

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

INTERIM FIRE CHIEF

EMPLOYMENT AGREEMENT-LIMITED TERM RETIRED ANNUITANT

This INTERIM FIRE CHIEF EMPLOYMENT AGREEMENT-LIMITED TERM RETIRED ANNUITANT ("Agreement") is effective on the ____ day of April 2025 and is made by and between the CITY OF SONORA ("City"), a municipal corporation and GARY CARLSON ("Employee"), an individual. The City and Employee may be referred to individually as a "Party" or collectively as "the Parties."

R E C I T A L S

WHEREAS, City of Sonora ("City") desires to hire Employee as a temporary, at-will employee for a definite period of time to serve in the position of Interim Fire Chief for the City of Sonora, California, which is a position that requires specialized skills, and Employee desires to perform and assume responsibility as the Interim Fire Chief on a temporary basis subject to the terms and conditions set forth in this Agreement; and

WHEREAS, the parties wish to have Employee perform the services of Interim Fire Chief, while the City conducts its recruitment for a permanent Fire Chief, and will terminate such services upon the City's selection and hiring of a permanent Fire Chief; and

WHEREAS, the City is actively conducting a recruitment for a permanent Fire Chief; and

WHEREAS, Government Code Sections 7522.56 and 21221(h) permit retired annuitants under the California Public Employees' Retirement System ("CalPERS") to be employed without reinstatement from retirement upon appointment by a public agency to fill a vacant position on an interim basis during the recruitment to permanently fill the vacant position, if approved by the City Council; and

WHEREAS, Employee has served as a Fire Chief and in various other management positions with over twenty eight years of Municipal experience, and those specialized skills are necessary to support the continuing operations of the City during the recruitment; and

WHEREAS, the City wishes to establish the terms and conditions of Employee's services to the City through this Agreement, in compliance with Government Code section 7522.56 and 21221(h).

NOW, THEREFORE, in consideration of the mutual covenants contained herein, City and Employee hereby agree as follows:

A G R E E M E N T

1.0 EMPLOYMENT & DUTIES

1.1 Duties. City hereby employs Employee as Interim Fire Chief for the City to perform the functions and duties of the Fire Chief, as otherwise provided by law, ordinance, or regulation, and such further lawful duties as directed by the City Administrator. Employee shall devote their best efforts and attention to the performance of these duties.

1.2 Work Schedule. Employee's work hours under this Agreement generally will be limited to normal business hours of the City (Monday through Friday, from 8:00 a.m. to 5:00 p.m.). Employee will be required to keep accurate time records of his hours worked and be enrolled in the myCalPERS system as a retired annuitant to ensure that he does not exceed 960 hours worked within the fiscal years that occur during the term of this Agreement. In the position of Interim Fire Chief, work before or after normal business hours may be required. Employee is expected to respond to major City emergencies from non-work locations during non-business hours, as needed. Employee shall attempt to flex his hours (starting late or ending early or scheduling time off during the week) so that he does not work over 40 hours in a work week. If Employee determines that work over 40 hours per work week is required, Employee is required to notify the City Administrator, so that the matter may be reviewed as deemed necessary.

1.3 Employment Status. Employee shall serve at the will and pleasure of the City Administrator and understands he is an "at-will" employee subject to summary dismissal without any right of notice or hearing, including any "*Skelly"* hearing. City may terminate the employment of Employee at any time, as set forth in Section 2.2 below. Employee will not acquire a property interest in the position of Interim Fire Chief. Employee is a temporary employee employed to perform specialized services in accordance with Government Code sections 7522.56 and 21221(h).

2.0 TERM

2.1 Term. This Agreement shall become effective upon the date executed both by Employee and the City Council. Employee shall commence the performance of his duties under this Agreement on April 22, 2025 ("Commencement Date"). This Agreement shall expire as of the first of the following to occur: (i) upon the employment commencement date of a permanent Fire Chief; (ii) upon Employee working 960 hours combined for any CalPERS Agencies during any fiscal year 2025-2026 or 960 hours in any subsequent fiscal year; or (iii) upon termination of the Agreement by either Employee or the City as provided below.

2.2 Termination by City or Employee. The City may terminate this Agreement at any time with or without cause and with or without notice. At the time of termination, Employee shall not be entitled to any pay or benefits, except that which is owed for those hours already worked. Additionally, Employee may terminate this Agreement at any time with or without cause, provided, however, he shall reasonably provide the City with at least two (2) weeks' advance written notice prior to the effective date of termination, if practicable unless a shorter period is acceptable to the City.

2.3 Transfer of Responsibilities. After a Notice of Resignation or Termination, Employee shall cooperate with the City, as requested by the City Administrator, to effect a transition of Employee's responsibilities and duties and to ensure that the City is aware of all matters being handled by Employee.

2.4 No Reappointment or Extension of Term. In accordance with state law and the requirements of the PERL, Employee may only be appointed to this position one time (single appointment).

2.5 No Severance Pay. Upon termination, Employee shall not be entitled to severance pay, payment of any benefits, or any other form of compensation, and Employee expressly waives any and all rights with respect to severance pay.

3.0 COMPENSATION AND REIMBURSEMENT

3.1 Compensation and Compensation Cap. For the services rendered pursuant to this Agreement, City agrees to pay Employee as Employee's sole compensation, the amount of **$69.69 per hour**, which amount is in conformance with the requirements of Government Code Section 7522.56(d). The hourly rate is not more than the maximum nor less than the minimum monthly base salary paid to other employees performing comparable duties as listed on the City's publicly approved pay schedule, reflected as an hourly rate by dividing the monthly base pay of $12,079.60 by 173.333. Because Employee is paid on an hourly basis, and in accordance with the FLSA, if Employee works over 40 hours per workweek, Employee will be paid for additional hours at the legally required overtime rate.

3.2 Social Security and Medicare. Employee shall pay his own required Social Security and Medicare contributions. (Required Social Security and Medicare contributions are currently at 7.65%.)

3.3 Deferred Compensation. If allowed by law, Employee will be authorized to voluntarily participate in Employer's 457(b) supplemental retirement savings plan, provided, however, that Employer shall not make any contributions thereto.

3.4 No Other Benefits. Employee shall not receive any benefits, incentives, compensation in lieu of benefits, or any other forms of compensation.

3.5 Reimbursable Expenses. Employee shall be entitled to use of City vehicle for travel required in the course of his work, in accordance with City policies for all employees. Employee shall not be entitled to reimbursement for any other costs or expenses incurred in the performance of Employee's duties under this Agreement unless said job-related costs and expenses have received prior approval by the City Council and are supported by written documentation in accordance with the established policies and customary practices of the City. Employee shall be reimbursed for any pre-approved job-related costs and expenses on a dollar-for-dollar basis.

4.0 CONDITIONS OF EMPLOYEE'S SERVICES AND ACKNOWLEDGMENT OF NO BENEFITS

4.1 Conflicts Prohibited. During the term of this Agreement, Employee shall not engage in any business or transaction or maintain a financial interest which conflicts, or reasonably might be expected to conflict, with the proper discharge of Employee's duties under this Agreement. Employee shall comply with all requirements of law, including but not limited to, Sections 87100 *et seq*., Section 1090 and Section 1125 of the Government Code, and all other similar statutory and administrative rules.

4.2 Provision of Benefits Prohibited. Employee is a CalPERS retiree and will thus not be enrolled in CalPERS, other than as a retired annuitant solely for administrative recording keeping purposes (Employee will remain in retired status) and will report both the hours worked by Employee and pay pursuant to this Agreement. Employee understands and acknowledges that Government Code Section 21221(h) provides that a retired annuitant appointed to a vacant position pursuant to this subdivision shall not receive any benefits, incentives, compensation in lieu of benefits, or any other forms of compensation in addition to the hourly rate of compensation. Therefore, Employee will receive only the hourly wages described above, unless otherwise required by applicable law

5.0 ANNUITANT'S REPRESENTATIONS AND WARRANTIES

5.1 Employee warrants that he has been retired for service from state service, as defined in the Public Employees' Retirement Law, for at least 180 days and that he therefore is eligible to be employed as a retired annuitant by the City.

5.2 Employee represents that he is currently not employed by any other CalPERS employer.

5.3 Employee warrants that he has not received any unemployment insurance compensation arising out of prior public employment during the prior 12-month period prior to appointment.

6.0 INDEMNIFICATION

6.1 Indemnification. For the purposes of indemnification and defense of legal actions, Employee shall be considered an employee of the City and entitled to the same rights and subject to the same obligations as are provided for all other employees of the City, as required by the Government Code. Accordingly, to the extent mandated by the Government Code, the City shall defend, hold harmless, and indemnify Employee against any tort, professional liability, claim or demand, or other legal action arising out of an alleged act or omission occurring within the course and scope of Employee's services under this Agreement, subject to the exceptions and exclusions provided by law.

7.0 NOTICES

Any notice required or permitted by this Agreement shall be in writing and shall be personally served or shall be sufficiently given when served upon the other party as sent by the United States Postal Service, postage prepaid and addressed as follows:

To City:

Melissa Eads
City Administrator
City of Sonora
94 N. Washington Street
Sonora, CA 95370

To Employee:

Notices shall be deemed given as of the date of personal service or upon the date of deposit in the course of transmission with the United States Postal Service.

8.0 GENERAL PROVISIONS

8.1 Entire Agreement. This Agreement represents the entire agreement between the parties and supersedes any and all other agreements, either oral or in writing, between the parties with respect to Employee's employment by City and contains all of the covenants and agreements between the parties with respect to such employment. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by either party, or anyone acting on behalf of either party, which are not embodied herein, and that no other agreement, statement or promises not contained in this Agreement shall be valid or binding upon either party.

8.2 Assignment. This Agreement is not assignable by either the City or Employee.

8.3 Severability. In the event any provision of this Agreement is finally held or determined to be illegal or void by a court having jurisdiction over the Parties, the remainder of this Agreement shall remain in full force and effect unless the parts found to be illegal or void are wholly inseparable from the remaining portions of this Agreement.

8.4 Effect of Waiver. The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

8.5 Governing Law and Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of California, which are in full force and effect as of the date of execution. Any action to interpret or enforce the terms of this Agreement shall be held exclusively in a state court in Tuolumne County, California. Employee expressly waives any right to remove any such action from Tuolumne County.

8.6 Effective Date. This Agreement shall become effective April ___, 2025, provided that by such date it has been approved by the City Council and signed by Employee and the Mayor.

8.7 Effect of Agreement on Employee's CalPERS Retirement Benefits. City and Employee make this Agreement in compliance with applicable law for the hiring of a retired annuitant without reinstatement from retirement. However, the ultimate determination of this matter rests with CalPERS, and as such the City makes no representation on the impact, if any, this Agreement shall or may have upon his CalPERS retirement benefits, status, duties, and/or obligations. Employee acknowledges that in entering into this Agreement, he has not relied upon any such representations (none of which being in existence) in assessing the CalPERS-related impact of his employment. Therefore, Employee releases the City from any and all related claims or liabilities that may arise in connection with his employment pursuant to this Agreement.

8.8 Interpretation. This Agreement shall not be construed against the party or its representatives who drafted it or who drafted any portion thereof.

8.9 Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

8.10 Independent Legal Advice. City and Employee represent and warrant to each other that each has received legal advice from independent and separate legal counsel with respect to the legal effect of this Agreement, or has voluntarily chosen not to consult legal counsel, and, City and Employee further represent and warrant that each has carefully reviewed this entire Agreement and that each and every term thereof is understood and that the terms of this Agreement are contractual and not a mere recital.

[Signatures on following page]

IN WITNESS WHEREOF, the City of Sonora has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested by its officers thereunto duly authorized, and Employee has signed and executed this Agreement, all in triplicate.

CITY OF SONORA

ATTEST:

Dated: _____ _____

Ann Segerstrom
Mayor

_____

Tracy Skelly
City Clerk

APPROVED AS TO FORM:

_____

Douglas White
City Attorney

EMPLOYEE

In signing this Agreement, Employee understands and agrees that he is an **at-will, temporary employee** and that his rights to employment with the City are governed by the terms and conditions of this Agreement rather than the ordinances, resolutions, and policies of the City of Sonora which might otherwise apply to classified or other employees of the City. Employee further acknowledges that he was given the opportunity to consult with an attorney prior to signing this Agreement.

Dated: _____ Signed: _____

Employee

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: April 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Summersett, Community Development Director

SUBJECT: Waive First Reading, Read by Title Only, and Introduce Ordinance No. 904, an Ordinance of the Sonora City Council Amending Chapter 12.16, Use of Sidewalks for Business, of Title 12, Streets and Sidewalks, of the Sonora Municipal Code; and Approve City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines and License Agreement

RECOMMENDATION:

Waive First Reading, Read by Title Only, and Introduce Ordinance No. 904, an Ordinance of the Sonora City Council Amending Chapter 12.16, Use of Sidewalks for Business, of Title 12, Streets and Sidewalks, of the Sonora Municipal Code Establishing Regulations to Allow Limited Dining and Commercial Displays in City Public Rights-of-Way.

Consider Approval of Resolution No. 04-21-2025-A, Adopting the City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines and License Agreement.

BACKGROUND:

On December 2, 2013, Vision Sonora, a collaboration between the City of Sonora ("City"), the California Department of Transportation ("Caltrans"), and Tuolumne County Transportation Council ("TCTC") was initiated. Vision Sonora was funded by a grant from Caltrans and awarded to TCTC and sub allocated to the City. The Vision Sonora project was initiated to provide Sonora with a plan for a more vibrant community by directing physical improvements in the City's right-of-way. Vision Sonora can be viewed at: https://sonoraca.com/vision-sonora/. Specifically, among other improvements, Vision Sonora proposed:

> Creating Downtown Public Spaces – Create a plaza and park on Stewart Street and a network of pedestrian-oriented streets between this plaza and Coffill Park that can be converted into event space. Convert Linoberg Street into a pedestrian-only passageway and gathering space between Green and Stewart Streets. Construct small gathering spaces along Washington including "parklets" that convert two parking spaces into seating/dining areas in front of businesses. Use excess roadway width to create other landscaped seating areas on Washington Street.

CITY COUNCIL AGENDA REPORT

CITY HALL

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

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

The existing Chapter 12.16 of the Sonora Municipal Code does not provide a streamlined mechanism to allow use of public right-of-way for private businesses. Hence, revision to the existing Chapter 12.16 is intended to streamline implementation of Vision Sonora public facility recommendations as well as facilitate business expansion in the City's Historic Downtown areas.

DISCUSSION / ANALYSIS:

Ordinance No. 904

To implement the Vision Sonora goals, policies and objectives, and to accommodate business demand for outdoor use, which was jump-started by COVID 19 in many smaller communities, the proposed Ordinance incorporates a ministerial approval process for the issuance of encroachment permits in the City's right-of-way. The encroachment permits would allow private businesses to utilize public rights-of-way for dining, marketing and visual improvements. The proposed Ordinance incorporated the encroachment permit process into the existing Title 12, Streets and Sidewalks, of the Sonora Municipal Code. The Ordinance amends Chapter 12.16, Use of Sidewalks for Business, to allow the Community Development Department ("CDD") to approve encroachment permits under the specified conditions. Encroachment permits allow the extension of outdoor private commercial uses tied to brick-and-mortar establishments into the City's right-of-way. The encroachment permit will be issued for a period of one year unless a longer or shorter duration is specified; thereafter, the CDD may renew the permit for additional periods, following review and approval of the operation. If during the renewal review the Community Development Director considers added or revised conditions desirable based on impacts of the initial approval, such new conditions may be imposed upon the renewal or at any time should issues arise with the permit operation.

Allowable outdoor uses include those permitted in the *Tourist and Administrative, Commercial, General Commercial,* and *Planned Development Zones*. Use examples include, but are not limited to, display and sale of merchandise, outdoor dining, pop-up shops, art installations/decorations, A-frames/marketing, outdoor music, outdoor landscaping/decorations and similar uses.

The issuance of the encroachment permit will be subject to the City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines, attached with proposed Resolution No. 04-21-2025-X . The City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines provide development standards and design guidelines consistent with Vision Sonora for the establishment of outdoor uses, including parklets.

Encroachment permits will be categorized as one of two types: 1) a standard encroachment permit for businesses wanting to display and sell merchandise where no permanent physical improvements are proposed and where the items are removed daily; or, 2) an encroachment permit for more permanent physical improvements (e.g. seating and dining areas) or a more exclusive use in the City's right-of-way (either sidewalk and/or street), subject to a license agreement which will outline the cost and conditions associated with an approval. (See **Attachment 3** – Draft License Agreement)

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

An encroachment permit application may be denied if the use or design may have deleterious and/or aesthetic impacts not in compliance with the City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines. The Community Development Director's ministerial approval may also be appealed to the Planning Commission and further appealed to the City Council as provided in the City's Municipal Code.

The intent of the proposed Ordinance and approval of the proposed Resolution is to provide a streamlined approval process for outdoor uses in the City's right-of-way while ensuring aesthetic control to ensure that a semblance of design consistency throughout the City's downtown, particularly the City's Historic District, is maintained. Ultimately, the goal of the project is to allow businesses expansion onto the City's right-of-way while preserving the aesthetic integrity of the City of Sonora consistent with Vision Sonora.

Resolution 04-21-2025-A

City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines

The proposed Resolution No. 04-21-2025-A adopts the draft City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines, which provide the standards and design guidelines for which encroachment permits may be issued. The resolution also identifies a license agreement as the tool for more intense use of public rights of way.

Encroachment Permit Application Fees

Staff is also presenting a fee schedule for encroachment permit applications, including application process and use fees. Application fees are intended to cover the direct cost associated with the average staff time for permit review and inspection including review by the Planning Commission, if required. Staff is proposing a fee based upon the average time anticipated to process the application at $60.00 per hour. This fee includes staff time to review the application for completeness, including any design elements associated with fixture improvements in accordance with the City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines. The application fee will be due when a new encroachment permit application is submitted and when renewed. The proposed fee structure includes various types of encroachment permits as reflected in the table below:

Encroachment Permit	Rate
Parklet Dining/Street/Right of Way Encroachment Permit	$600.00 application fee; monthly fee up to $1.55 per sq. ft.
Sidewalk Dining/Selling Encroachment Permit	$360.00 application fee; monthly fee up to $1.55 per sq. ft.
Planning Commission Review (Design Review)	$805.00

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

Encroachment Permit Fee (no physical improvements)	$200.00 application fee
Hourly Administrative Fee	$60.00 hr.

The parklet and sidewalk dining encroachment permit includes both the permit processing fee of either $600.00 and $360.00, depending on the requested use, and an annual square foot license rate of $1.55 per square foot. The Parklet vs. Sidewalk dining fees are differentiated by fixed improvements on the City's Street vs. sidewalk. For example, a sidewalk dining application of 200 square feet of sidewalk would be calculated at $360.00 for a one-time review of the application and monthly payments of up to $310.00.

A parklet dining encroachment encompassing two 9-foot by 18-foot parking spaces totaling 324 sq. ft. and 200 sq. ft. of City sidewalk use would be calculated at $600.00 for a one-time review of the application plus $812.20 per month at $1.55 per square feet. The license fees will be due monthly. Accordingly, the above example would be charged $812.20 per month or $9,746.40 per year.

The City's existing encroachment permit fee of $200.00 is adequate for retail businesses where no permanent improvements are proposed, including A-frame signs, landscaping, decorations and other

Planning Commission Review

Staff presented this strategy for managing activities in the City's right-of-way to the Planning Commission on March 31, 2025, so that they could assess consistency with the General Plan and existing Sonora Municipal Code. The Planning Commission made the following findings:

A. The text amendments to chapter 12.16 of the Sonora Municipal Code are consistent with the goals, policies and objectives of the City's General Plan.
B. The project is in conformity with public convenience, general welfare and good land use practice.
C. The project will not be detrimental to the health, safety and general welfare.
D. The project will not adversely affect the orderly development of property or the preservation of property values.
E. The project is in compliance with the California Environmental Quality Act (CEQA) and is exempt from further review.

One of the discussions the Planning Commission had was a sensitivity to the fees being proposed, the concern being if the fees were perceived to be too much by downtown businesses, they might decide to stop offering outdoor dining and withdraw landscaping and other exterior decorations. Commissioners recognize the need for the City to cover its costs and is supportive of recouping staff time and ultimately voted unanimously in favor of the item.

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

LICENSE AGREEMENT(S):

For those businesses desiring an encroachment permit with fixed (semi-permanent) improvements such as outdoor dining, a License Agreement may be required at the discretion of the Community Development Department. The License Agreement provides requirements for liability insurance, indemnity, license rates, responsibility for sidewalk maintenance, etc. and will be required to be executed by the applicant and CDD Director/City Administrator concurrently with the issuance of an encroachment permit.

EXISTING OUTDOOR SEATING FACILITIES:

Once new standards are adopted as part of the Outdoor Use Encroachment Permit Development Standards and Design Guidelines, existing activities in the City right-of-way will need to bring their operations into compliance. Staff recommends a transitionary period of 45 days to allow existing outdoor sidewalk activities time to apply for an encroachment permit.

CALTRANS- HIGHWAY 49 / WASHINGTON St:

Early in the ordinance update, staff discussed the project with Caltrans regarding potential encroachments on State Highway 49. The discussion and conclusions were:

- As a matter of policy, Caltrans does not allow private use of their public right-of-way for individual businesses. Hence, no encroachment permits will be issued to private businesses by Caltrans.
- The City could request relinquishment and take ownership of all or various segments of Caltrans right-of-way provided the right-of-way is not diminished for Caltrans transportation purposes. The City would have to undertake maintenance and responsibility for those segments of right-of-way relinquished by Caltrans.
- If obtained, the City could incorporate right-of-way segments into the City's Encroachment Permit Processes for private outdoor use purposes.

To date, staff's focus has been coordinating with Caltrans in making improvements to the Caltrans rights-of-ways consistent with Vision Sonora as part of a State Highway Operations and Pavement Protection (SHOPP) funded effort referred to as the "Anchor" project. This project is planning comprehensive improvements for State Route 49 from Jamestown through Sonora's downtown.

The proposed modifications to Chapter 12.16 of the Sonora Municipal Code and the City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines apply to the City's public rights-of-way and do not apply to State Highway 49.

CITY COUNCIL AGENDA REPORT

CITY HALL

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

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

ENVIRONMENTAL:

The project qualifies for a "common sense" exemption in accordance with Section 151061 (b)(3) of the California Environmental Quality Act (CEQA) and Guidelines. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. A Notice of Exemption will be filed with the County Recorder's Office upon approval of the project.

FISCAL IMPACT:

The City's administrative costs are expected to be offset by the encroachment permit fees.

ATTACHMENTS:

- Ordinance No. 904
- Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines
- Resolution 04-21-2025-A
- License Agreement

CORE COUNCIL PRIORITIES:

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

THE CITY COUNCIL
OF THE CITY OF SONORA

ORDINANCE NO. 904

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SONORA REPEALING AND REPLACING CHAPTER 12.16, USE OF SIDEWALKS FOR BUSINESS, OF TITLE 12, STREETS AND SIDEWALKS, OF THE SONORA MUNICIPAL CODE TO REVISE REGULATIONS FOR USE OF THE CITY'S PUBLIC RIGHT-OF-WAY.

WHEREAS, the City of Sonora (the "City") adopted Title 12 of the Sonora Municipal Code to allow use of public sidewalks for private use subject to certain requirements; and

WHEREAS, the City recognizes that outdoor uses such as dining within the City right-of-way pose special issues of equitable use of public space and community health and safety concerns and therefore warrant additional permitting to ensure continued public use within health and safety provisions; and,

WHEREAS, on December 2, 2013, the City of Sonora adopted the Vision Sonora plan which, among other goals, aims to create downtown public spaces and networks of pedestrian oriented streets that can be connected to event spaces; and

WHEREAS, event spaces include the construction of small gathering spaces including "parklets" that may convert parking spaces into seating/dining areas in front of business; and

WHEREAS, parklets and outdoor use areas create more space for pedestrian activity and increase foot traffic and revenue for local businesses, especially those that offer outdoor dining; and

WHEREAS, parklets and outdoor use areas provide aesthetic elements to the streetscape and improve the overall quality of life for Sonora residents and tourists; and

WHEREAS, based upon the economic benefits and additional sales tax to be generated with the expansion of business with outdoor dining and retail display space, a streamlined permitting process is necessary to facilitate the goals and objectives of Vision of Sonora; and

WHEREAS, the City derives significant revenue from the collection of sales tax, which enables the City to provide critical services; and

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

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

WHEREAS, this Ordinance is consistent with the actions, goals, objectives, policies, and programs of the City of Sonora General Plan and incorporating provisions to allow permanent outdoor uses, such as dining in the public right-of-way, responds to the preference of the community while protecting residents from safety hazards and maintaining a standard consistent with existing aesthetics.

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

SECTION 1. **AMENDMENT.** Chapter 12.16, Use of Sidewalks for Business, of Title 12, Streets and Sidewalks, of the Sonora Municipal Code shall be amended to read as follows:

Chapter 12.16
Use of Sidewalks

Sections:

12.16.010 Purpose and Intent .
12.16.015 Definitions.
12.16.020 Width of Sidewalk; Pedestrian Traffic.
12.16.030 Space for Pedestrian Traffic Required.
12.16.040 Removal of Display by Chief of Police.
12.16.050 Liability Insurance.
12.16.060 Merchant Required to Clean Sidewalk.
12.16.070 Review Process
12.16.080 Encroachment Permit.
12.16.090 License Terms and Renewal
12.16.100 Enforcement

NOTES

For statutory provisions authorizing cities to prevent encroachment and obstruction of city streets, see Gov. Code § 38775.

12.16.010 Purpose and Intent

The purpose of this chapter is to establish regulations allowing limited dining and commercial displays to encroach into the public right-of-way as an ancillary component of an adjacent primary business which is located on private property. It is intended that such outdoor dining and displays shall not unduly restrict public access or utilize a design that detracts from the image and appearance of the surrounding area.

Upon approval of an encroachment permit application, the merchants of the City may use the sidewalks of the City as provided and regulated in accordance with the City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines adopted by Resolution.

Right-of-way and parklet uses include those permitted in the Tourist and Administrative, Commercial, General Commercial, and Planned Development zones. Examples include, but are not limited to, display, sale of merchandise, outdoor dining, pop-up shops, A-frames,

decorations, art installations, outdoor music, outdoor landscape planters, commodities for sale, and similar uses. Each place of business displaying and selling in front of the business, shall comply with the City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines y, and such further rules and regulations as may be made by the City Council for the protection of the public by resolution, from time to time. (Ord. 339 § 1(b), 1964.)

12.16.015 Definitions.

For the purposes of this Chapter, the following words or phrases shall have the following meanings:

1. "Qualifying Business" means any business establishment that will operate both indoors and outdoors in compliance with local and State regulations.

2. "Encroachment" means the temporary or permanent nonexclusive use of a public right-of-way in such a manner as to prevent, obstruct, or interfere with its normal use as a vehicular and pedestrian way, or to impair safe sight distances for the operation of motor vehicles.

3. "Encroachment Permit" means any permit issued by the Community Development Director to a qualifying business operating in the building adjacent to the public right-of-way where services are occurring.

4. "Parklet" means a fixed encroachment place in the curbside parking space that is used principally for commercial activity under an encroachment permit during business hours.

5. "Public right-of-way" means the surface of and the space above and below any street, road, highway, freeway, bridge, lane, path, alley, court, sidewalk, parkway, drive, or right-of-way or easement primarily dedicated to travel, now or hereafter existing within the City.

12.16.020 Encroachment Permit

A. An encroachment permit must be obtained from the City before any encroachment may occur on a City public right-of-way.

B. When filing an application for an encroachment permit, a non-refundable fee shall be paid for the purpose of defraying the costs incidental to processing the application. Monthly license fees shall also apply to approved encroachment permits for parklet or sidewalk dining. The fees shall be established by City Council resolution.

C. The encroachment permit is valid for a period of one year unless a longer duration is specified in a separate agreement. Thereafter, the Community Development Director may renew the permit for additional periods following review. If the Community Development Director considers added or revised conditions desirable, such new conditions may be imposed on the

renewed encroachment permit. The City reserves the right to temporarily suspend any encroachment permit issued under this chapter because of anticipated or actual conflicts in the use of sidewalk areas due to street repairs, parades, festivals, and other similar events.

D. Any encroachment permit issued pursuant to this chapter is non-transferable. Only the qualifying business for which the encroachment permit was issued shall be permitted to operate under the encroachment permit.

E. Encroachment permits issued under this chapter are subject to the provisions of this chapter, any resolutions specified in this chapter, and the conditions set forth in the encroachment permit.

12.16.030 Width Of Sidewalk; Pedestrian Traffic

No more than one-third the width of the sidewalk shall be utilized for display and sale of merchandise on any City sidewalk. No more than one half of the sidewalk shall be utilized for outdoor dining on any City sidewalk, where at least 8 feet exists between face of curb and storefront. There shall be left at all times at least four feet of width of such sidewalk for use by pedestrian traffic; provided, that, if any such sidewalk is at any place five feet or less in width, no part of such sidewalk shall be used for any display or sale of merchandise, or be obstructed in any other manner as prohibited in Chapter 8.20, Nuisances, of this Code. At all times, adequate space shall be left in the sidewalk area at any place of business for pedestrian travel on such sidewalk so that pedestrians are not forced to walk on the street for lack of sidewalk space for pedestrian traffic.

(Ord. 339 § 1(c), 1964.)

12.16.040 Removal Of Display By Chief Of Police

If, at any time, in the judgment of the Community Development Director, and/or Chief of police, there is not enough space on such sidewalk for the number and volume of pedestrian traffic thereon due to the presence of display of merchandise on such sidewalk, the Community Development Director and/or Chief of police will forthwith cause the removal of sufficient or all of such display of merchandise and business fixtures or furniture used therefor to make adequate space for such pedestrian travel on any such sidewalk.

(Ord. 339 § 1(e), 1964.)

12.16.050 Liability Insurance Requirements

A. The permittee shall be responsible for any and all claims and liabilities for damages caused by any use permitted in this chapter or caused by permittee's failure to perform their obligations under the encroachment permit. In the event any such claim or liability for damages is made against or imposed upon the City or any department, officer, employee, volunteer, or agent thereof, the permittee shall, by acceptance of the encroachment permit, agree to defend, indemnify and hold each of them harmless from any such claim or liability.

The permittee must, at permittee’s expense, provide and keep in force during the life of the encroachment permit a policy of comprehensive general liability and worker's compensation insurance, as well as the necessary endorsements specified by the City, in the amounts specified in the encroachment permit. Permittee’s insurance must provide coverage for personal injury,

including accidental death, as well as liability for property damage, which may arise in any way out of the exercise of the rights granted by the encroachment permit.

The policy of insurance shall name the City, its agents, officers, employees, and volunteers as additional insureds and shall be in an amount to be determined by the City based upon the nature and extent of liability exposure to the City, its officers, agents, employees, and volunteers after evaluating the nature and extent of the use pursuant to the encroachment permit granted under this chapter.

B. The policy of insurance so provided shall contain a contractual liability endorsement covering the liability assumed by the permittee by the terms of the encroachment permit and shall contain a provision that such policy may not be cancelled except after ten days' notice in writing to the Community Development Director.

1. C. A copy of the policy or certificate of insurance evidencing the insurance coverage shall be filed with the City Clerk.

(Ord. 339 § 1(f), 1964.)

12.16.060 Requirement To Clean Right-of-Way

All refuse, waste, litter and garbage occasioned by or resulting from the use of a City right-of-way pursuant to an encroachment permit under this chapter shall be cleaned up by the permittee daily.

(Ord. 339 § 1(h), 1964.)

12.16.070 Review process.

A. Review Authority.

1. The Community Development Director shall consider any application submitted for an encroachment permit under this chapter and may approve or deny the application in accordance with the City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines. The Community Development Director may issue an encroachment permit on any terms the Community Development Director deems necessary to protect public health, safety, and welfare. Applications for a Parklet will have a more significant impact on the aesthetics of the community and shall be initially reviewed and approved by the Planning Commission. Applications should include a diagram or illustration of the proposed use of City right of way with sufficient detail for the Community Development Director to determine the proposed encroachment is consistent with design guidelines and this ordinance. Submittals, at a minimum, should identify the sidewalk width in front of the business, proposed improvements with length and widths, any existing barriers such as City placed benches or trash cans or posts supporting a second story balcony/floor. The submittal needs to indicate whether the request is for daily removal of

the items placed in City right or way or are to remain for the duration of the encroachment period. If multiple designs are proposed throughout the year, this should be stipulated.

B. Conditions of Approval. Any approved encroachment permit may impose reasonable conditions of approval to ensure that outdoor dining and display areas operate in a manner that is not detrimental to the public health, safety and welfare; are consistent with all applicable codes, policies and Outdoor Use Encroachment Permit Development Standards and Guidelines; and enhance the image, appearance and vitality of the area in which the use is located. This includes but is not limited to authority to regulate the design, layout, materials, colors, quality and appearance of outside dining and display areas; to require security deposits, insurance and other reasonable financial guarantees; and to prescribe operating terms which the permittee must follow.

C. Appeal.

1. The decision of the Community Development Director may be appealed to the Planning Commission.

2. The decision of the Planning Commission may be appealed to the City Council.

3. The above decisions must be appealed in writing to the City Clerk's Office within 10 days after the decision is made.

D. Fees. When requesting an appeal, a non-refundable fee shall be paid for the purpose of defraying the costs incidental to the proceedings. The fees shall be determined by the City Council and adopted by resolution which may be amended from time to time.

12.16.090. License Terms and Renewal.
A license agreement for outdoor dining or public right of way use may be required subject to the approval of the City Administrator.

12.16.100 Enforcement.
A. Penalties. Any violation of this chapter will be administered in accordance with Chapter 1.08.010 of the Sonora Municipal Code. In addition, the City may seek civil remedies for any violation including, but not limited to, the recovery of reasonable costs for the enforcement and correction of the violation.

B. Revocation. Violation of any of provisions of this chapter, the standards in this code, or any of the conditions imposed under Chapter 1.08.10 shall be grounds for revocation of the encroachment permit.

SECTION 2. SEVERABILITY. If any section, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent

jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof and shall continue to be in full force and effect.

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

SECTION 4. CERTIFICATION OF COUNCIL ADOPTION AND APPROVAL. This Ordinance was introduced at a regular meeting of the City Council held on April 21, 2025, and passed and adopted as Ordinance No. 904 at a regular meeting of the City Council held on April 5, 2025, by the following vote:

AYES: _____

NOES: _____

ABSENT OR ABSTAIN: _____

_____
Ann Segerstrom, Mayor City of Sonora

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

Approved as to Form:

_____
Douglas L. White, City Attorney

Publish: The Union Democrat, Sonora
_____, 2025

City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines

Adopted by the City Council on XX/XX/XXXX (Resolution No. XXXXXX)



Parklet on Washington

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Introduction

Background

On December 2, 2013, Vision Sonora, a collaboration between the City of Sonora ("City"), the California Department of Transportation ("Caltrans"), and the Tuolumne County Transportation Council, was adopted by the Tuolumne County Transportation Council. Funded by a grant from Caltrans awarded to the Tuolumne County Transportation Council and sub-allocated to the City, the Vision Sonora project was initiated to provide the City with a plan for a more vibrant community by directing physical improvements in the City's right-of-way.

Vision Sonora provides public facility recommendations to facilitate business expansion in the City's Historic Downtown areas. To this end, the Vision Sonora plan includes the following goals, policies and objectives:

- **Strengthen Sonora's Identity History** – Improve gateways and corridors to enhance Sonora's unique character and sense of history.
- **Attract and Welcome Visitors** – Improve tourism marketing strategies and provide more information for visitors.
- **Create Places to Enjoy** – Create new public spaces as well as several smaller gathering spaces and pedestrian streets.
- **Boost Downtown Appeal and Commerce** – Increase pedestrian activity in historic downtown core through streetscape improvements and new public spaces.
- **Enable Pedestrian and Bicycle Travel** – Create better connections for walking and biking, as well as a better pedestrian environment.
- **Take Care of Locals** – Tourism, Local Economy, & Community – Create a better quality of life for Sonora's residents by strengthening the economy, providing for resident health and well-being promoting use of the historic downtown core, and encouraging local arts and culture.

To implement Vision Sonora goals, policies and objectives, and to accommodate business demand for outdoor use, a ministerial approval process for the issuance of encroachment permits in the City's right-of-way for fronting private businesses has been established.

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Purpose

This document provides development standards and design guidelines consistent with *Vision Sonora* for the establishment of outdoor uses including parklets, thereby allowing the extension of outdoor private commercial uses tied to brick-and-mortar establishments into the City's right-of-way. Right-of-way uses include those permitted in the *Tourist and Administrative, Commercial, General Commercial and Planned Development Zone Districts*. Examples include but are not limited to outdoor dining, commercial display, pop up shops, art installations, outdoor music, outdoor landscape planters, commodities for sale, and similar uses.

Commercial Encroachments and Parklets

Commercial encroachments are any commercial use of the public right-of-way. These can include but are not limited to display of merchandise, sidewalk sales, and outdoor dining areas.

The following definitions will apply in the interpretation of these City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines ("Design Guidelines"):



Example of sidewalk Outdoor Dining

"Outdoor dining" is defined as a use of an adjacent, outside area by a food or beverage establishment for the same eating and drinking activities that occur within the establishment. The outdoor dining area may be located in the public right-of-way in accordance with these guidelines.



Example of "Outdoor Display"

"Outdoor display area" is defined as the area in which goods are placed outside a building for display or sale purposes, and in conjunction with permanent commercial uses located inside adjacent buildings. The display area may be located in the public right-of-way or on private property in accordance with these guidelines.

Commercial encroachments like these are not complex and do not typically require the construction of barriers or platforms.

"Parklets" are outdoor seating and use areas and associated facilities (often temporary) that extend into the public street and may be placed on a deck and include an enclosure. They

are typically used for additional seating for restaurants and similar outdoor uses. A request for a parklet will need to be presented to and approved by the City of Sonora Planning Commission initially. Parklets intersect with street traffic and can be more complex due to the need for traffic barriers and platform structures. This type of improvement may also require a License Agreement with the City.

When located in the public right-of-way, commercial encroachments require an encroachment permit issued by the City's Community Development Department, before their establishment. When they are located on private property, no encroachment permit will be required; however, the facilities shall comply with these Design Guidelines.



Encroachments such as A-frame signs, tables, chairs, and landscaping affixed to the right-of-way requires an Encroachment Permit.

Outdoor Use Encroachment Permit Program Goals

Enhance Pedestrian Enjoyment

By providing aesthetically pleasing and accessible seating and gathering spaces, the Outdoor Use Encroachment Permit Program seeks to make the City's commercial districts more business, pedestrian-friendly and enjoyable. The use of the City's right-of-way and establishment of parklets will add to the City's already vibrant community spaces by offering shaded seating, landscaping, and on-street dining.

Support Restaurants, Small Businesses and Active, Social Streets

The private use of the City's right-of-way and establishment of parklets may include the elimination of existing parking. By converting parking spaces into outdoor seating areas, parklets offer additional dining, retail and social spaces, which can attract more customers and increase business visibility. The expansion of usable space is particularly valuable for small businesses that rely on foot traffic. The Outdoor Use Encroachment Permit Program aims to improve the City's public spaces for all by



Example of Outdoor Dining Spaces

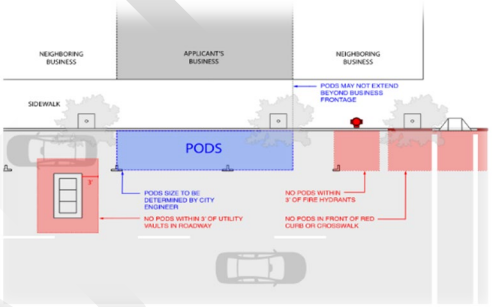
establishing public/private partnerships for the City's restaurants, taprooms, breweries and small businesses.

Development Standards

This section details the specific rules and regulations that all right-of-way and parklet uses shall comply with to contribute positively to the public realm. These standards include key aspects such as location, traffic safety, and accessibility. By following these standards, the City can create right-of-way and parklet uses that are not only visually appealing but also safe and accessible for all community members.

Location

1. Commercial encroachment uses shall be located directly fronting or adjacent to the commercial establishment it serves, as shown. Encroachments are not allowed to use the frontage of adjacent storefronts to expand their territory. Encroachments shared with adjacent businesses may be filed through a joint application and will be considered on a case-by-case basis. The shared encroachment area cannot exceed the frontage of the combined businesses. Parklets may be located in parking spaces directly fronting the retail businesses they serve.



Example of adjoining/fronting use with Permitted Outdoor Dining Structure (PODS)/Parklet.

2. No more than one-third the width of the sidewalk shall be utilized for display and sale of merchandise on any City sidewalk. No more than one half of the sidewalk shall be utilized for outdoor dining on any City sidewalk, where at least 8 feet exists between face of curb and storefront. There shall be left at all times at least four feet of width of such sidewalk for use by pedestrian traffic; provided, that, if any such sidewalk is at any place five feet or less in width, no part of such sidewalk shall be used for any display or sale of merchandise, or be obstructed in any other manner.



Example of outdoor display exceeding 80% of store frontage and sidewalk.

3. A single-space parklet may not exceed more than 18 feet of curb length. A single business may not occupy more than two on-street parking spaces or 36 feet. Parklet

annual fees for the rental of these spaces are based on single space dimensions of nine feet by eighteen feet and will be adjusted accordingly should a larger parklet be proposed.

4. Parklets shall be limited to public streets with a posted limit of 25 miles per hour or less, except where curved street sections with limited visibility exist. In these instances an improvement will not be considered safe and therefore not viable.
5. Commercial encroachment uses shall be located no closer than 3 feet from all surface utilities including man-holes, water meters, water valve covers, underground vaults, and fire hydrants.
6. Commercial encroachments and parklets shall not block or restrict access to City-maintained street trees.
7. Parklets shall not be located in Americans with Disabilities Act (ADA) accessible parking spaces or their loading zones.
8. Where parking spaces are not delineated, the parklet may extend the length of the business frontage up to a maximum of 40 feet.
9. No more than one-third the width of the sidewalk may be utilized for display and sale of merchandise on any city sidewalk.
10. All outdoor displays shall be placed so as not to obstruct business entrances, pedestrian pathways and driveways.
11. Outdoor displays shall be placed so that the clear sidewalk space for passage of pedestrians is at least four feet.



Linoberg converted into a pedestrian space

12. Outdoor displays shall be placed so as to not interfere with the reasonable use of storefront windows for display purposes by adjacent businesses.
13. Outdoor displays shall not unreasonably obstruct the visibility of other businesses.
14. Outdoor displays shall not create a vehicle or pedestrian hazard.
15. All outdoor displays shall be limited to artwork and pottery, flowers and plants, general merchandise related to the adjoining business or other items which are determined by the Community Development Director to be consistent with the intent of these Encroachment Permit Standards and Guidelines.

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16. All outdoor displays shall be maintained in a clean, neat and attractive condition, and in good repair at all times.
17. Outdoor displays shall not include signage or contain advertising materials unless specifically allowed herein.
18. Outdoor displays shall be limited to the hours of operation of the originating business.
19. Outdoor displays shall be limited to no more than one-third the width of the sidewalk shall be utilized for display and sale of merchandise on any City sidewalk. No more than one half of the sidewalk shall be utilized for outdoor dining on any City sidewalk, where at least 8 feet exists between face of curb and storefront. There shall be left at all times at least four feet of width of such sidewalk for use by pedestrian traffic; provided, that, if any such sidewalk is at any place five feet or less in width, no part of such sidewalk shall be used for any display or sale of merchandise or be obstructed in any other manner. Only one outdoor display is permitted for each business.
20. The design and configuration of outdoor displays shall be attractive, compatible with the architecture of the building and incorporate themes, colors, and materials that are consistent with the standards herein.



Example of un-maintained landscaping planter box which has attracted cigarette butts.

Accessibility

1. All parklets and commercial encroachment accessibility features shall meet the relevant federal, state, and local accessibility laws, including the California Building Code and the Americans with Disabilities Act.
2. Parklets and other commercial encroachments shall not block sidewalk access or required accessible paths of travel as required under the California Building Code. Seating enclosures on private parking lots and/or in shopping centers shall not block or encroach upon drive aisles.
3. The ADA accessible path of travel shall connect the sidewalk to an accessible entry, platform surface, wheelchair turning space, and wheelchair resting space.
4. Accessible entry routes to parklet or other commercial encroachment shall be a minimum of 48 inches wide.



Example of A-Frame potentially infringing on path of travel.

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5. The top of a parklet platform shall be flush with the sidewalk grade. A cover, expansion joint, or other type of connector between the parklet surface and curb may also be required, if necessary, to provide a safe transition surface.

Traffic Safety (Parklets)

This section applies to parklets and similar structures that would use a City parking space. This section does not apply to commercial encroachments limited to use of the City sidewalk.

1. Parklets shall provide a buffer between users and the adjacent traffic lane. This may take the form of planters, railings, cabling, or another appropriate buffer that is structurally fortified to meet the approval of these Design Guidelines.
2. Parklets shall be subject to structural standards to ensure a minimum level of crash safety, which shall be either incorporated into the parklet design or provided by using crash barriers. If crash barriers are used, they shall be either positioned on the inside of the enclosure and subsequently screened from view with a solid enclosure or just outside the wall. If placed outside the parklet, the barrier should be enclosed within a wooden box structure built around it. Potted plants or a planter box shall be placed on top of the box.
3. Traffic barricades weighing a minimum of 1,000 pounds shall be placed at the ends of the parklet and parallel to the driving lane where oncoming traffic enters. Examples of traffic barricades include but are not limited to bollards placed on the platform, planters meeting the weight requirement, concrete barricades, etc. that comply with the California Manual on Uniform Traffic Control Devices guidelines.
4. Parklets shall not protrude, cantilever, or otherwise encroach within the adjacent travel lane or bicycle lane.
5. All Parklets shall maintain the following minimum setbacks to ensure traffic safety, emergency access, and access for services.
    a. 20-foot setback from any street corner.
    b. 18-inch separation from Class 2 (Striped) bicycle lanes.
    c. 15-foot setback from the centerline of the street.
    d. 10-foot setback from driveways.
    e. For Parallel parking spaces:
        i. Parking wheel stops shall be placed four feet from the end of each side of the parklet and shall be affixed to the road surface.
        ii. Reflective, flexible post delineators shall be placed two feet from each of the parklet's streetside corners.

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f. The City Engineer may require specific barrier placement and materials based on traffic volume and road conditions determined through the application review process. The City Engineer may also provide variances from the distances provided herein based on characteristics of the specific application submitted for review.

Platforms / Structures (Parklets)

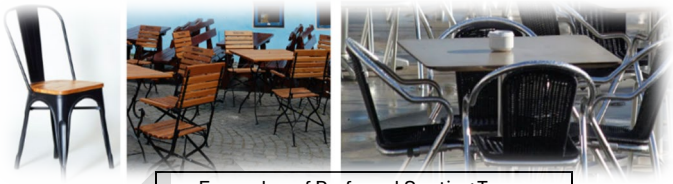
The standards for platforms and structures only apply to commercial encroachments proposing to build a parklet or similar structure, where topography demands for ADA compliance. Other encroachments such as outdoor sales and dining areas are not required to adhere to these guidelines.

1. Parklets shall be built with materials that are consistent with the architectural style of the surrounding area. Designs should reflect a gold rush architectural style. Where appropriate, parklets should incorporate materials and styles consistent with the adjacent building façade.
2. Parklets shall be designed so as not to negatively impact existing street drainage. Water shall be able to flow freely off the street surface and along any existing gutter.
3. Parklets shall not be permanently affixed to the right-of-way in any manner. Bolting or anchoring the enclosure to the roadway, curb, gutter, or sidewalk is prohibited.
4. Parklet railings or fence panels shall be visually "permeable" with a maximum height of 42-inches and a minimum height of 36 inches.
5. Poles, canopy supports, or roofs may not exceed eight feet in height above grade.
6. The platform surface shall be built of materials that prevent mold and allow easy access to the space underneath the platform surface, which shall be accessible for maintenance through access panels, removable flooring, or other methods.
7. Public spaces including parklets shall incorporate soft scape features including planter boxes and pots into the public space and parklet design.
8. For shopping centers on private property, an encroachment permit is not required. However, improvements within the public spaces and parklet designs shall be consistent with these Design Guidelines and the architectural character of the center they are located in.

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Design Principles

This section outlines the design principles for the physical improvements and structures within the City's right-of-way. These improvements include but are not limited to: outdoor furniture and seating; shades and umbrellas; lighting; heating facilities and signage. By adhering to these design principles, the City aims to create aesthetically pleasing public spaces that reflect the City's historic charm while providing functional and inviting spaces for the community.



Examples of Preferred Seating Types

Furniture and Seating

1. Commercial encroachments may include permanent and/or moveable seating.
2. No televisions will be allowed within commercial encroachments.
3. All furniture shall be durable and of sufficiently sturdy construction so as not to blow over in the wind.



Examples of Prohibited Seating Types

4. All furniture and fixtures shall be maintained in good visual appearance, without visible dents, tears, corrosion, fading, or chipped or peeling paint.
5. Tables and chairs may be a dark or earth-tone color, or a natural unpainted material such as wood or metal.
6. No bright colored or white plastic chairs or tables are permitted.
7. Upholstered furniture is permitted but may not have any fluorescent or strikingly bright or vivid colors.



Example of approved seating and planters.

8. All chairs used within a single commercial encroachment shall have a visually similar design, construction, and color.
9. Requests for outdoor speakers will be evaluated as part of an encroachment application but need to be associated with outdoor dining or other approved activity.

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Heating

1. Heating devices shall be limited to propane heaters with automatic fall shut-off protection. Electrical/open flame heating units are prohibited.
2. Propane tanks shall be secured, used, and stored in a manner approved by the City Fire Department.

Prohibited heating unit types





Preferred heating unit types

Shade

1. Tents and other temporary shade structures are not permitted.
2. Any fabric, membrane shade, or other weather protection, including umbrellas, shall be constructed of fire-resistant materials and stamped with the California State Fire Marshal seal.
3. Portable umbrellas are permitted in outdoor spaces provided they do not obstruct the public right-of-way or walkway, subject to the following requirements.



Preferred Umbrella Types

   a. Umbrellas shall be free of advertising and product names, wording, logos, drawings, or similar identifying characteristics.
   b. Umbrella fabric shall be of one solid color and shall not have fluorescent or other strikingly bright or vivid color.
   c. Umbrella fabric shall be canvas type and suitable for outdoor use.



Restricted Umbrella types

   d. All parts of any umbrella shall be contained entirely within the outdoor use or parklet.
   e. When extended, the umbrella shall measure at least 7 feet above the surface of the outdoor use or parklet area.

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f. Umbrellas shall have a maximum height of 10 feet above the surface of the outdoor use or parklet area in order not to cause visual barriers to nearby businesses.

Lighting

1. Lighting is required for outdoor dining areas where food will be served during the evening hours. The lighting fixtures shall be decorative and complement the architectural character of the building and area. Lights mounted on the building shall not cause direct glare or other visual obstruction to pedestrians or vehicle drivers along the street and public walkway and shall illuminate only the sidewalk area.

Preferred lighting types



2. All lighting elements shall be properly rated for outdoor use.
3. Solar or battery powered lighting is recommended due to ease of installation and use.
4. Moveable solar and battery powered lights such as tabletop lights are permitted so long as they are secured outside of operating hours. No open flame devices are permitted.
5. Electrical connections will be allowed if the connections meet all National Electrical Code (NEC) requirements and do not negatively affect the aesthetic appearance of the public space or parklet.

Prohibited lighting types



6. All lighting shall be securely hung over the public space or parklet area or affixed to railings. No lighting is permitted to extend over the sidewalk or street unless otherwise approved by the City.
7. Lighting shall not be permitted to cast directly into vehicular or pedestrian traffic or otherwise interfere with vehicular traffic.
8. No open flame lighting such as torches, candles, or lanterns are permitted.

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Signage

Preferred Signage Types



1. Signage shall comply with the provisions of the City's zoning ordinance (Sonora Municipal Code Section 15.28). No extra or additional signage is permitted solely as a result of having a permitted outdoor space or parklet.
2. Temporary signage such as A-frame signs and banner signs as shown shall not be permitted.

Prohibited Signage Types



3. Signage shall be designed to complement the design of the outdoor seating area or Parklet and shall not be made of vibrant or bright colored materials.



Examples of approved A-Frame Signs and Sign Locations.

4. Outdoor seating areas, dining areas, and parklets shall have at least one prominent "No Smoking" sign.

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Operation

Maintenance

1. All commercial encroachments shall be maintained in a clean and orderly fashion. Daily removal of garbage and debris, cleaning of flooring, surfaces, and rails are required.
2. At least one permanent trash receptacle shall be maintained and serviced in the outdoor space or parklet.
3. Patrons of the outdoor spaces or parklet shall not be permitted to sit on the parklet railings or edges nor balance food or drinks on railings or edges.



Example of un-maintained landscaping planter box.

4. Securing furniture and other moveable items at night is required.
5. Smoking is prohibited within outdoor spaces and parklets.
6. Use of outdoor spaces and parklets shall be consistent with the regular hours of operation for the business they are associated with and in no event shall operate past 10 p.m.
7. Parklets shall be closed or gated when not in use.
8. Street maintenance, paving, resurfacing, utility undergrounding, or related work is periodically required of the City. In such instances, the Parklet's operator shall be required to remove the enclosure at their own expense until the work is complete.
9. Parklets shall be maintained so as not to restrict access to solid waste collection. No garbage receptacles or garbage shall be allowed in the public right-of-way or placed in locations that may impact neighboring businesses.



Example of approved trash receptacle, bench and A-Frame Sign design and location.

10. Parklets shall be maintained so leaf litter and other debris do not gather and obstruct the flow of water against or under the parklet.

Dining and Alcohol

1. A sign shall be posted in a conspicuous place at the entrance and exit of the parklet onto any public areas, saying "NO ALCOHOLIC BEVERAGES PAST THIS POINT."

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2. Borders shall be placed between outdoor seating areas and public space to provide separation between alcohol service areas and public areas.
3. When alcohol service is available, an employee shall monitor activity within the outdoor use or parklet area on a regular basis, but no less than once every thirty (30) minutes.
4. Operators shall obtain the appropriate license from the State Department of Alcohol Beverage Control (ABC) prior to serving.
5. Outdoor food preparation including barbecues, hot pot, grills, hot plates, open flame cooking, and heating of food is prohibited in outdoor spaces and parklets.
6. Outdoor dining areas shall be operated in a manner that meets all requirements of the health department and all other applicable regulations, laws, ordinances and standards.

Other requirements

1. An encroachment permit may impose reasonable conditions of approval to ensure that outdoor dining and display areas operate in a manner that is not detrimental to the public health, safety and welfare; are consistent with all applicable codes, policies, and guidelines; and enhance the image, appearance and vitality of the area in which the use is located. This includes but is not limited to authority to regulate the design, layout, materials, colors, quality and appearance of outside dining and display areas; to require security deposits, insurance and other reasonable financial guarantees; and to prescribe operating terms which the permittee shall follow.
2. The City reserves the right to temporarily suspend the encroachment permit because of anticipated or actual conflicts in the use of sidewalk areas due to street repairs, parades, festivals, maintenance and other similar activities.
3. All encroachment permits require evidence of public liability insurance naming the City as also insured.

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Outdoor Music/Performances/Speakers

Outdoor music and other live performances are desired in Sonora. Hours of operation shall be in accordance with the hours of operation of the associated food or beverage establishment and the Sonora Municipal Code.



Street Musician

a. All musical equipment shall be set up in a safe manner, avoiding obstruction of sidewalks.
b. Cable covers or mats shall be used to cover any cables to prevent the creation of tripping hazards.
c. Outdoor music or performances are not permitted prior to 7 AM or past 10 PM, regardless of the adjacent business hours, to minimize disturbances.
d. Music shall be kept at a reasonable volume so as not to disturb nearby businesses or residences.
g. The playing of musical instruments on the City's right-of-way not associated with an adjacent brick and mortar store is prohibited from including amplified sound.
h. Musicians shall not display any signage requesting tips or donations.
i. Businesses with speakers mounted to the building should offer outdoor dining or other amenities serving the public.
j. Music shall not contain profanity and volume shall be set to a background sound/ambiance level.
k. Noise levels or activity that does not follow these Design Guidelines may be deemed a public nuisance. Complaints from surrounding businesses, residences or City representative will be addressed by the most appropriate City department.
l. Activities operating under a Special Event Permit or other City permitted activity may be exempt from some or all of these requirements.

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Administration

Permit Procedures

Encroachment Permit:

An **encroachment permit** shall be secured through the City's Community Development Department before the establishment of any outdoor space or parklet in the public right-of-way. An application fee, as adopted by City Council Resolution, shall be paid upon application submittal. Application and encroachment permit fees will be determined based on whether the intended use is: 1) a parklet with fixed improvements; 2) sidewalk dining with removable improvements; or 3) other outdoor uses with no physical improvements.

The encroachment permit is not transferable. Any new business shall reapply for an encroachment permit and demonstrate compliance with all applicable provisions of these Design Guidelines.

Building Permit:

A **building permit** shall be secured through the City's Building Department before the installation of a parklet or any similar structures. Consult with the City Building Department regarding application requirements, fees, and review timeframes.

Use of public space policy

Businesses that obtain encroachment permits for the use of public space for dining, beer garden, live music or other exclusive use of City right of way shall enter into a license agreement with the City of Sonora. The agreement shall outline the terms and conditions for the use of the public area, ensuring compliance with City regulations. Additionally, use fees will accompany agreements of this nature.

Penalties for noncompliance

Failure to comply with the conditions of the encroachment permit may result in administrative citation in accordance with the Sonora Municipal code. Noncompliance with the conditions of the encroachment permit will be grounds for revocation of the permit. If the permit is revoked, the parklet shall be removed immediately at the owner's expense.

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RESOLUTION 04-21-2025-A

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA, CALIFORNIA, ADOPTING THE CITY OF SONORA ENCROACHMENT PERMIT DEVELOPMENT STANDARDS AND DESIGN GUIDELINES AND LICENSE AGREEMENT

WHEREAS, the City recognizes that outdoor uses, including outdoor dining in the City's right-of-way, pose special issues of equitable use of public space and community health and safety concerns and therefore warrant additional permitting to ensure continued public use within health and safety provisions; and

WHEREAS, on December 2, 2013, the City of Sonora adopted the Vision Sonora plan which, among other goals, aims to create downtown public spaces and networks of pedestrian oriented streets that can be connected to event spaces; and

WHEREAS, event spaces include the construction of small gathering spaces including "parklets" that may convert parking spaces into seating and dining areas in front of business; and

WHEREAS, parklets and outdoor use areas create more space for pedestrian activity and increase foot traffic and revenue for local businesses, especially those that offer outdoor dining; and

WHEREAS, outdoor use areas provide aesthetic elements to the streetscape and improve the overall quality of life for Sonora residents and tourists; and

WHEREAS, based upon the economic benefits and additional sales tax to be generated with the expansion of business with outdoor dining and retail display space, a streamlined permitting process is necessary to facility the goals and objectives of Vision of Sonora; and

WHEREAS, the City has received input from downtown businesses at a community outreach meeting conducted on February 11, 2025, about appropriate City regulations for permanent outdoor uses and dining within public sidewalks and public parking spaces in a manner that promotes public health, safety, and welfare; and

WHEREAS, the City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines provide development standards and design guidelines consistent with Vision Sonora for the establishment of outdoor uses including parklets, thereby allowing the extension of outdoor private commercial uses tied to brick-and-mortar establishments into the City's right-of-way; and

WHEREAS, the City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines provide standards and guidelines to protect the public health, safety, and welfare; and

WHEREAS, the license agreement is a tool for the City to formalize use of public rights of way, collect fees for said uses and demonstrate to the community its efforts to facilitate more vibrant public spaces; and

WHEREAS, pursuant to Section 2.32.080 of the Sonora Municipal Code, the Planning Commission is required to 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, on March 31, 2025, the Planning Commission of the City of Sonora held a publicly noticed hearing to discuss and review the Ordinance, Outdoor Use Development Standards and Design Guidelines and the License Agreement and recommended approval by the City Council;

NOW THEREFORE LET IT BE RESOLVED, that the City Council of Sonora hereby adopts the attached City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines and License Agreement.

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 April 21, 2025, by the following votes:

AYES: _____

NOES: _____

ABSENT: _____

Signed and dated: _____

_____
Ann Segerstrom
Mayor, City of Sonora

ATTEST: _____
Tracy Skelly
City Clerk, City of Sonora

ADDRESS: _____
ASSESSOR'S PARCEL NUMBER (APN): _____
BUSINESS NAME: _____

OUTDOOR DINING LICENSE AGREEMENT

This License Agreement ("License Agreement") is made and entered into as of the ____ day of , 20___ ("Effective Date"), by and between the City of Sonora, a Common Law City ("City") and_____
_____
_____("Licensee").
City and Licensee may individually be referred to herein as "Party" or collectively as "Parties." There are no other parties to this License Agreement.

RECITALS

A. Licensee owns or leases real property in the City of Sonora, County of Tuolumne County, State of California, located at _____ ("Licensee Property"), in which Licensee operates a business.

B. Licensee Property is adjacent to the City public sidewalk, public parking, street or right of way area(s).

C. Licensee wishes to operate on the City public sidewalk, public parking, street or right of way area(s) adjacent to Licensee Property ("License Area").

C. City agrees to allow Licensee to use the City public sidewalk, public parking, street or right of way area(s) immediately adjacent to the Licensee Property .

D. City and Licensee desire to enter into this License Agreement to provide a license for Licensee to use the License Area, on the terms and conditions hereinafter set forth in this License Agreement.

NOW THEREFORE, in consideration of the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, City and Licensee do hereby agree as follows:

AGREEMENT

1. Recitals. The recitals set forth above ("Recitals") are incorporated herein by reference and made part of this License Agreement. In the event of any inconsistencies between the Recitals and Sections 1 through 18 of this License Agreement, Section 1 through 18 will prevail.

2. License. On the terms and subject to the conditions of this License Agreement, City hereby grants to Licensee and its employees, agents, consultants, contractors, and subcontractors (collectively, "Licensee's Agents"), a revocable, non-exclusive license

("License") to enter onto, occupy, and use that portion of the City's public sidewalk or parking space area immediately adjacent to the City sidewalk and Licensee's food services establishment for outdoor dining purposes (the "License Area"), and to place certain approved personal property and removable improvements thereon, in accordance with the Plan attached hereto as **Exhibit A**. This License is granted subject to Licensee's compliance with the standards set forth in City of Sonora Municipal Code section 12.16, the City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines attached as **Exhibit B,** , and compliance with such regulations heretofore or hereafter deemed necessary by the Community Development Director to protect the public health, safety and welfare, and approved by the City Council by Resolution. In the case of the use of parking spaces immediately adjacent to Licensee's food services establishment, this License is also granted subject to Licensee's compliance with any City rules or regulation adopted and conditioned. Any obligation or restriction, if any, imposed by this License Agreement on City shall be limited to City's capacity as a licensor and shall not relate to or otherwise affect any activity of City in its governmental capacity, including but not limited to enacting laws, inspecting structures, reviewing and issuing permits, or all other legislative, administrative, or enforcement functions of City pursuant to federal, state, or local law. Nothing in this License shall be construed as abrogating or limiting any immunity or exemption to which City is entitled under law. This License authorizes Licensee to use the property under a license only and does not confer any rights of possession to the License Area to Licensee.

3. Acceptance of License Area. Licensee shall take License Area in its "as-is, where-is, with-all-faults" condition as of the Effective Date of this License Agreement. Licensee acknowledges that City has not made, directly or indirectly, any express or implied representation regarding the License Area, including without limitation the condition or suitability of the License Area for any use. Licensee represents that Licensee relies solely on its own knowledge and independent investigation of the License Area in entering into this License. Licensee acknowledges that City has afforded Licensee a full opportunity to conduct such investigation of the License Area as Licensee deemed necessary to satisfy itself as to the condition and suitability of the License Area.

4. Termination. This License Agreement shall commence on the Effective Date and terminate _____. The City may terminate this License Agreement before the termination date with or without cause, and such termination shall become effective immediately upon City giving notice to Licensee.

In no event shall City be liable to Licensee for any costs, liabilities, or loss of revenues related to or arising from City's termination of this License hereunder.

5. License Personal. The license herein granted is person to Licensee and no right hereunder may be assigned, sublet or otherwise transferred in whole or in part.

6. Sidewalk Maintenance. Licensee, at its own expense, shall keep the License Area in a clean and sanitary condition and upon expiration of this License, or upon earlier termination of this License Agreement, shall return the License Area to the City in substantially the same condition as the License Area was at the time of the issuance of the License Agreement.

7. Sidewalk Deposit. If required by the Community Development Director, prior to issuance of this License Agreement, Licensee shall remit a sidewalk maintenance deposit. Said deposit shall be held by the City, without liability for interest, as security for the faithful performance by Licensee of the terms, covenants and conditions of this License Agreement. The City shall have the right at its option to appropriate and apply the entire sidewalk maintenance deposit or so much thereof as may be necessary to compensate City for any and all repairs to the sidewalk caused by Licensee or due to a violation of this License Agreement. Should the entire deposit or any portion thereof be appropriated and applied by the City hereunder, upon written demand of the City, Licensee shall remit to City sufficient amount in case to restore said maintenance deposit to the original sum deposited. Failure by Licensee to remit said cash within ten (10) business days after receipt of such demand shall constitute a violation of this License Agreement. The rights and remedies granted to City pursuant to this paragraph are in addition to City's other remedies as provided in this License Agreement or by law. After termination of this License Agreement, the deposit will be refunded within thirty (30) days of completion of an inspection of the License Area by City's Community Development Department. This inspection will occur within two (2) weeks of termination of this License Agreement. However, if after thirty (30) days of the termination of this License Agreement, or thirty (30) days after Licensee has ceased use of the License Area for outdoor dining purposes, Licensee has not repaired the sidewalk and removed the furniture/fixtures within said License Area, Licensee shall forfeit the sidewalk maintenance deposit.

8. Surrender and Restoration. Upon termination of this License Agreement, Licensee, at its sole cost and expense, shall remove any improvements placed on the License Area, remove any personal property there from, restore the License Area to its original condition, and cease any further use of the License Area as provided herein. Should Licensee neglect to restore the License Area to a condition satisfactory to City, City may perform such work or have such work performed, and Licensee shall immediately reimburse City for all direct and indirect costs associated with such work upon receipt of a statement therefore.

9. Indemnification. Licensee shall indemnify, release, defend and hold harmless the City, its officers, agents, employees and volunteers, against any claim, demand, suit, judgment, loss, liability or expense of any kind, including attorney's fees and administrative costs, arising out of or resulting in any way, in whole or in part, from any acts or omissions, intentional or negligent, of the Licensee's owners officers, agents and employees or from any claim, demand, suit, judgment, loss, liability or expense of any kind, including attorneys fees and administrative costs arising out of, resulting in any way, or connected with, in whole or in part, this License Agreement or Licensee's occupancy, use or misuse of the License Area, including any improvements or personal property located thereon. Upon receiving notice of a claim, Licensee shall assume the defense of the claim, action, or proceeding through the prompt payment of all attorneys' fees and costs, incurred in good faith and in the exercise of reasonable discretion, of City's counsel in defending such an action. City shall have the absolute and sole authority to control the litigation and make litigation decisions, including, but not limited to, selecting counsel to defend City and settlement or other disposition of the matter. Neither termination of this License Agreement nor completion of the acts to be performed under this License Agreement

shall release Licensee from its obligations to indemnify the City and City's Agents. Submission of insurance Certificates or other proof of compliance with the insurance requirements in this License Agreement does not relieve Licensee from liability under this indemnification clause. The obligations of this indemnity shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

10. Insurance. Licensee shall maintain in effect during the term of this License Agreement, at no expense to City, insurance in a form approved by the City Attorney, as follows:

(a) Worker's Compensation insurance with statutory limits as required by the Labor Code of the State of California. Licensee shall give the City written notice of any cancellation of said insurance immediately after receiving notification of such cancellation by Licensee's insurance company.

(b) Comprehensive General Liability Insurance, in the minimum amount of one million dollars ($1,000,000) per occurrence, three million dollars ($3,000,000) aggregate, for death, bodily injury, personal injury, and property damage.

(c) Said policy shall include a separate endorsement for use of the sidewalk and parking space area immediately adjacent to the City sidewalk and food services establishment, where applicable, with no exclusions to the coverage containing the following specific language or substantially similar language:

(1) "The City of Sonora, its officers, employees and volunteers, are named as additional insured's under this policy."

(2) "The insurance provided herein is primary coverage to the City of Sonora with respect to any insurance or self-insurance maintained by the City, and shall not call upon City's insurance or coverage for any contribution."

(3) "This policy shall not be canceled or materially changed without first giving ten (10) days prior written notice to the City of Sonora, Community Development Director."

(d) Licensee shall submit to the City properly executed Certificates of Insurance evidencing all coverage, limits and endorsements as required above, and renewal certificates during the term of this License Agreement. Within thirty (30) days of City's request, Licensee shall submit to City certified copies of the insurance policies and endorsements.

11. Compliance with Laws. Licensee shall observe and comply with all applicable federal, state, City, or other governmental statutes, ordinances, and regulations now in force or which hereafter may be in force, including the regulations of the State Alcoholic Beverage Control and the County of Tuolumne County Department of Environmental Health.

12. Inspection. No more than two business days after completing the installation of any new outdoor dining facilities, the Licensee shall contact the City's Community Development Department for final inspection and approval. A copy of the License Agreement shall be kept at the permitted restaurant at all times and shall be made available for review upon

the request of any City official or enforcement officer. The City reserves the right to inspect the outdoor dining facility with prior notice to the Licensee.

13. Suspension of License. City may temporarily suspend this license, from time to time, upon reasonable advance notice to Licensee in the event that License's use of the public sidewalk or parking space area immediately adjacent to the City sidewalk and Licensee's food services establishment will interfere with any special public event, or if City, any utility or any other easement holder requires access to the public sidewalk area or adjacent parking space area covered by the License for construction or maintenance work.

14. Notices. Any notice required or permitted to be given under this License Agreement shall be in writing. Delivery of such written notice shall be deemed sufficiently given forty-eight (48) hours after deposit in the United States mail, registered or certified, return receipt requested, with postage thereon fully prepaid, or upon personal delivery, addressed as follows:

If to City: Community Development Director
Community Development Department
City of Sonora
94 N. Washington Street
Sonora, CA 95370

Copy to: White Brenner LLP
1608 T Street
Sacramento, CA 95811
Attn: Douglas White

If to Licensee: _____
_____
_____
_____

Either party may at any time change its address for notices by giving written notice of such change in the manner provided above.

15. Possessory Interest; Taxes. Licensee expressly recognizes and understands that this License Agreement may create a possessory interest subject to property taxes, and that Licensee may be subject to the payment of property taxes levied upon such interest. Licensee hereby acknowledges that the notice required under California Revenue and Taxation Code section 107.6 has been provided.

16. Risk of Loss. Licensee shall assume all risk of loss, damage, or injury to Licensee, or its property, arising out of or connected to its use or occupation of the License Area pursuant to this License Agreement.

17. License Fees. The Licensee shall pay current annual Outdoor Dining License Fee, as approved by Resolution of the City Council. Prior to City entering into this License Agreement, the Licensee shall pay the first year's Outdoor Dining License Fee, prorated for the remaining months of the calendar year. Beginning on January 1st of the following year, the Licensee shall remit the entire year's Outdoor Dining License Fee, as determined by Resolution of the City Council, either as a lump sum payment or in monthly installments. Monthly payments also require the payment of an administrative processing fee, as approved by Resolution of the City Council.

18. Miscellaneous.

(a) **Governing Law and Venue.** This License Agreement is to be governed by, and construed in accordance with, the laws of the State of California. The venue of all legal proceedings arising from or in connection to this License Agreement shall be in the Superior Court of California, in and for the County of Tuolumne.

(b) **Modification.** This License Agreement may be modified only through a written amendment signed by both Parties.

(c) **Legal Costs**. If any action at law or in equity, including action for declaratory relief, is brought to enforce or interpret the provisions of this License Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such Party may be entitled.

(d) **Severability.** If this License Agreement in its entirety is determined by a court of competent jurisdiction to be invalid or unenforceable, this License Agreement shall automatically terminate as of the date of final entry of judgment. If any term or provision of this License Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this License Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each such term and provision of this License Agreement shall be valid and be enforced to the fullest extent permitted by law.

(e) **Entire Agreement**. This License Agreement contains the entire understanding between the Parties. All previous proposals, offers, and other communications relative to this License Agreement, whether oral or written, are hereby superseded except to the extent that they have been incorporated into this License Agreement.

(f) **Construction**. This License Agreement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties had prepared the same.

(g) **Further Assurances**. The parties hereto agree to execute all such additional instruments and documents and take all such additional actions, as may be reasonable and necessary to carry out the provisions of this License Agreement.

(h) **Survival**. Licensee's obligations hereunder shall survive the termination of this License Agreement.

(i) **Counterparts.** This License Agreement may be executed in counterparts and all so executed shall constitute an agreement which shall be binding upon the Parties hereto, notwithstanding that the signatures of all Parties and Parties' designated representatives do not appear on the same page.

(j) **Authority.** All parties to this License Agreement warrant and represent that they have the power and authority to enter into this License Agreement and the names, titles, and capacities herein stated on behalf of any entities, persons, states, or firms represented or purported to be represented by such entities, persons, states, or firms and that all former requirements necessary or required by state or federal law in order to enter into this License Agreement had been fully complied with. Further, by entering into this License Agreement, no party hereto shall have breached the terms or conditions of any other contract or agreement to which such party is obligated, which such breach would have a material effect hereon.

(k) **Headings.** The headings in this License Agreement are included for convenience only and neither affect the construction or interpretation of any section in this License Agreement nor affect any of the rights or obligations of the Parties to this Agreement.

(l) **Necessary Acts and Further Assurances.** The Parties shall, at their own cost and expense, execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this License Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this License Agreement as of the day and year first written above.

CITY OF SONORA
A Municipal Corporation

_____
Melissa Eads
City Administrator

LICENSEE

_____
Signature

_____
Type or print name and title

Approved as to form:

_____
City Attorney