



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, January 05, 2026
5:00 PM**

NOTICE IS HEREBY GIVEN that the Sonora City Council will have their regular meeting on January 5, 2026 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 Chris Gorsky

City Attorney Douglas White

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



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CLOSED SESSION - 4:00 PM

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

A. Conference with Labor Negotiators (Gov. Code Section § 54957.6): Agency Designated Representatives: Chris Gorsky, City Administrator; Employee Organization: Sonora Fire Fighters Association (SFFA).

- 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 the Ceremonial Swearing-In and Reading of the Oath for the City's Newly Appointed Fire Captain Eric Schlarb; Brittan Gregory, Fire Chief.

- 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.

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A. Consider Adoption of Resolution No. 01-05-2026-A Accepting Unanticipated Revenue of \$2,100 from the 2025 Volunteer Fire Assistance (VFA) Grant Award 7FG25711, Appropriating the Funds for Eligible Expenditures, Approving a 50% Local Match of \$2,100 from Fund 730, and Authorizing the Fire Chief to Approve All Required Documents to Accept the Grant; Brittan Gregory, Fire Chief.

B. Consider Adoption of Resolution 01-05-2026-B, Updating the Job Descriptions for the Police Corporal and Administrative Services Officer; Chris Gorsky, City Administrator.

C. Consider Approval of the City of Sonora's Traffic Impact Mitigation Fund Report as presented for the Fiscal Year Ended June 30, 2025; Chris Gorsky, City Administrator, Carlye Buchholz, City Engineer.

14. NEW BUSINESS

A. Receive an Update on Current and Future Parking Lot Projects in the City of Sonora; Carlye Buchholz, City Engineer.

B. Consider Approval of Task Order No. 26-07 for Dewberry Engineers Inc. (Dewberry) to Prepare a 2027 Active Transportation Program (ATP) Cycle 8 Grant Application for the Development of the Sonora Moves – Downtown Plaza and Regional Connectivity Project; Chris Gorsky, City Administrator, Carlye Buchholz, City Engineer.

C. Consider Approval of Task Order No. 26-08 for Dewberry Engineers Inc. (Dewberry) to Provide Engineering Services for the Lyons Parking Lot Improvements; Chris Gorsky, City Administrator, Carlye Buchholz, City Engineer.

15. COUNCIL MEMBER REPORTS

16. ADJOURNMENT

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

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

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: January 5, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Brittan Gregory, Fire Chief

SUBJECT: Receive the Ceremonial Swearing-In and Reading of the Oath for the City's Newly Appointed Fire Captain Eric Schlarb

RECOMMENDATION:

Receive the Ceremonial Swearing-In and Reading of the Oath for the City's Newly Appointed Fire Captain Eric Schlarb.

BACKGROUND:

The City of Sonora conducted an internal recruitment process for the classification of Fire Captain to fill a vacancy created by a recent promotion. Eric Schlarb successfully completed all required components of the selection process, including an interview panel, presentation, and static simulation evaluated by outside proctors, prior to being appointed to the position.

DISCUSSION / ANALYSIS:

Eric was Born in the Bay Area. His Family moved to Arnold, CA when he was in grade school. During High School, Eric joined the Ebbetts Pass Fire District as a fire cadet. There, he discovered a love for the fire service and knew he was going to make it his career.

After graduation, Eric became a firefighter for the CDF and attended Columbia College, where he received his EMT certification and pursued a degree in fire technology. Eric worked two seasons with CDF and attended Columbia during the off seasons.

In 2004, Eric was hired by the Ebbetts Pass Fire District as a full-time firefighter. During that time with EPFD, Eric completed his Degree in Fire Technology. Eric was in charge of the district's power equipment program, repairing equipment such as chainsaws. He also oversaw the yearly power equipment budget. Eric worked part-time for Masarie Construction, working residential construction on his days off, so he also brings trade experience to our department.

In 2014, Eric was hired by the Riverside County Fire Department (Cal Fire) and was assigned as a Firefighter II at Station 37 in Desert Hot Springs. He assisted with the training burn cadre during live burn training. Eric took an Engineering promotion in 2020 in the Tuolumne-Calaveras Ranger Unit to return to his home area. While working



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in TCU, Eric was certified as a C feller and assisted the Tuolumne/Calaveras ranger unit with chainsaw operation and tree-felling training.

Eric says he was happy to earn a position with the City of Sonora. He is excited to work for a smaller, more family and community-oriented fire department, where everyone knows one another and treats each other like family. In his free time, Eric enjoys going camping with his wife, fly fishing, and Hunting.

FISCAL IMPACT:

No Fiscal Impact to the General Fund.

CORE COUNCIL PRIORITIES:

Staffing - Salary, Benefits, Training, and Retention



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SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: January 5, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Brittan Gregory, Fire Chief

SUBJECT: Consider Adoption of Resolution No. 01-05-2026-A Accepting Unanticipated Revenue of \$2,100 from the 2025 Volunteer Fire Assistance (VFA) Grant Award 7FG25711, Appropriating the Funds for Eligible Expenditures, Approving a 50% Local Match of \$2,100 from Fund 730, and Authorizing the Fire Chief to Approve All Required Documents to Accept the Grant

RECOMMENDATION:

Consider Adoption of Resolution No. 01-05-2026-A Accepting Unanticipated Revenue of \$2,100 from the 2025 Volunteer Fire Assistance (VFA) Grant Award 7FG25711, Appropriating the Funds for Eligible Expenditures, Approving a 50% Local Match of \$2,100 from Fund 730, and Authorizing the Fire Chief to Approve All Required Documents to Accept the Grant.

BACKGROUND:

The VFA Grant Program provides financial assistance to Fire Departments for the purpose of improving firefighting capability, firefighter safety, and emergency response effectiveness.

DISCUSSION / ANALYSIS:

Earlier in the year, the City Council accepted an award from the Volunteer Fire Capacity (VFC) Grant Program for \$27,970 to support the purchase of firefighting equipment. Subsequent to that action, the City was notified of the availability of additional funding through the grant program, consisting of remaining program funds.

The City has now been awarded \$2,100 in VFA grant funds, which were not included in the adopted budget and therefore constitute unanticipated revenue. Acceptance of the VFA Grant requires a 50% local match in the amount of \$2,100, resulting in a total project amount of \$4,200. These funds will be used to support the purchase of structural and wildland firefighting equipment.

FISCAL IMPACT:

The VFA grant award provides \$2,100 in unanticipated revenue. A required 50% local match of \$2,100 will be funded from Fund 730, which consists of revenues from Code 5 fire deployments and is designated for grant match purposes. Fund 730 currently has an approximate balance of \$144,000, which is sufficient to cover the required match. There is no impact to the General Fund.



CITY COUNCIL AGENDA REPORT

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SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

ATTACHMENTS:

- Grant agreement
- Budget worksheet
- USDA AD-1048
- Resolution No. 01-05-2026-A

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Public Safety and Disaster Preparedness.

State of California
Department of Forestry and Fire Protection (CAL FIRE)
Cooperative Fire Protection
GRANT AGREEMENT

Item A.

APPLICANT:

PROJECT TITLE: Volunteer Fire Assistance

GRANT AGREEMENT: 7FG25711

PROJECT PERFORMANCE PERIOD is from date upon approval through **September 30, 2026**.

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.

PROJECT DESCRIPTION: Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.

Total State Grant not to exceed **\$2,100.00** (or project costs, whichever is less).

**The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

**STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY
AND FIRE PROTECTION**

City of Sonoma Fire Department
Applicant

By 
Signature of Authorized Representative

Title Fire Chief

Date 01-06-2025

By _____

Title: **David Scheurich**
Staff Chief, Cooperative Fire Protection

Date _____

CERTIFICATION OF FUNDING

GRANT AGREEMENT NUMBER 7FG25711	PO ID	SUPPLIER ID
FUND 0001	FUND NAME General Fund	
PROJECT ID 354025DG2012153	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING \$2,100.00
GL UNIT 3540	BUD REF 001	ADJ. INCREASING ENCUMBRANCE \$ 0.00
PROGRAM NUMBER 9999000FED	CHAPTER 4	ADJ. DECREASING ENCUMBRANCE \$ 0.00
ACCOUNT 5340580	ENY 2025	UNENCUMBERED BALANCE \$2,100.00
REPORTING STRUCTURE 35409206	ALT ACCOUNT 5340580002	SERVICE LOCATION 92802

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

Signature of CAL FIRE Accounting Officer

Date

VOLUNTEER FIRE ASSISTANCE PROGRAM TERMS AND CONDITIONS

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA Natural Resources Agency

Agreement for the Volunteer Fire Assistance Program of the Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and City of Sonoma Fire Department hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as a passthrough agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Volunteer Fire Assistance program in California, hereinafter referred to as VFA, authorized by the Infrastructure Investments and Jobs Act, Public Law 117-58, Section 40803(c)(12) and (f).
2. This is a subaward under the FY25 State of California Volunteer Fire Assistance Grant #25-DG-11052012-153 awarded to STATE by the Forest Service on November 25, 2025. The Federal Assistance Listing for the award is 10.698, Cooperative Fire Program. This subaward is funded solely with Federal funds and is subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400, and under certain terms and conditions to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability.
3. LOCAL AGENCY desires to participate in said VFA and agrees to the terms and conditions specified in the Procedural Guide for Volunteer Fire Capacity Program 2025.

NOW THEREFORE, it is mutually agreed between the parties as follows:

4. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.
5. **INCORPORATION:** The Procedural Guide for Volunteer Fire Capacity Program 2025, submitted Application for Funding and associated Grant Assurances are hereby incorporated by reference as part of the Grant Agreement.
6. **TIMELINESS:** Time is of the essence in this Agreement.
7. **FORFEITURE OF AWARD:** LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the email address specified in paragraph 12, with a timestamp no later than February 28, 2026 or LOCAL AGENCY will forfeit the funds.

8. GRANT AND BUDGET CONTINGENCY CLAUSE: It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the **State Fiscal Year 2025** for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

9. REIMBURSEMENT: STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$2,100.00** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and SEPTEMBER 30, 2026.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the e-mail address specified in paragraph 12, with a timestamp no later than DECEMBER 1, 2026 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.
10. LIMITATIONS: LOCAL AGENCY shall notify STATE prior to purchase of any Equipment as defined under 2 CFR 200.1 "Equipment." Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFA, upon expenditure of United States Government Funds. Pursuant to 2 CFR 200.313 Equipment, subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$10,000, the federal government may retain a vested interest in accordance with paragraph 17 below.
11. MATCHING FUNDS: Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFA Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

LOCAL AGENCY shall not use VFA Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFA Funds.

12. ADDRESSES: The mailing addresses of the parties hereto under the terms of the Agreement are:

LOCAL AGENCY: City of Sonoma Fire Department
201 S. Shepherd Street
Sonoma, CA 95370
 Attention: Brittan Gregory
 Telephone Number(s): 209-532-7432
 E-mail FireChief@Sonoma.ca.com

STATE: **Department of Forestry and Fire Protection**
Grants Management Unit, Attn: VFA
P. O. Box 944246
Sacramento, California 94244-2460
E-MAIL: CALFIRE.GRANTS@fire.ca.gov

13. PURPOSE: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY. Project funds are not to be used for research and development.
14. COMBINING: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
15. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
16. UNDERRUNS: In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.
17. FEDERAL INTEREST IN EQUIPMENT: Items of equipment with a current fair market value in excess of \$10,000 (per-unit) may be retained or sold by LOCAL AGENCY once it is no longer needed for the original project, program, or for other activities supported by the awarding Federal agency. However, the Federal agency is entitled to an amount calculated by multiplying the percentage of the Federal agency's contribution towards the original purchase by the current market value or proceeds from the sale. If the equipment is sold, the STATE may permit the LOCAL AGENCY to retain, from the Federal share, \$1,000 of the proceeds to cover expenses associated with the selling and handling of the equipment. LOCAL AGENCY will notify STATE of the disposal of such items.

18. EQUIPMENT INVENTORY: Any single item purchased in excess of \$10,000 will be assigned a VFA Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 12. The STATE will advise the LOCAL AGENCY Contact of the VFA Property Number assigned.
19. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the California State Auditor, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
20. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY or audit findings, the dispute will be decided by STATE, and its decision shall be final and binding.
21. MONITORING: LOCAL AGENCY agrees to the monitoring of activities as necessary by STATE to ensure that the award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the agreement; and that performance goals are achieved.
22. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
23. CIVIL RIGHTS: LOCAL AGENCY agrees to comply with civil rights requirements as detailed in the Complying With Civil Rights Requirements brochure (FS-850) and the And Justice For All poster (AD-475A). The poster is to be placed at all public points of contact/reception areas.
24. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

- b. Establish a Drug-Free Awareness Program to inform employees about:
- 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed **Agreement** will:
- 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

25. **TERM:** The term of the Agreement SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through September 30, 2026.
26. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
27. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
28. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.
29. **INDIRECT RATE:** LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or a de minimis rate if LOCAL AGENCY does not have an approved NICRA, not to exceed 15%. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.

30. MEDIA: LOCAL AGENCY shall acknowledge STATE and USDA Forest Service support in any publications, audiovisuals and electronic media developed as a result of this award.

It is encouraged to give public notice of the receipt of this award and announce progress and accomplishments, acknowledging STATE and USDA Forest Service support. Follow direction in USDA Supplemental 2 CFR 415.2.

31. ASSIGNMENT: This Agreement is not assignable by LOCAL AGENCY either in whole or in part.



Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME

City of Sonora Fire Department

PR/AWARD NUMBER OR PROJECT NAME

7FG25711

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

Prefix: First Name:

Middle Name:

Last Name:

Suffix:

Title:

SIGNATURE(S)

DATE

01-06-2026

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Instructions for Certification

Item A.

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

RESOLUTION NO. 01-05-2026-A

A RESOLUTION OF THE CITY OF SONORA APPROVING THE DEPARTMENT OF FORESTRY AND FIRE PROTECTION AGREEMENT #7FG25711 FOR SERVICES FROM THE DATE OF LAST SIGNATORY ON PAGE 1 OF THE AGREEMENT TO JUNE 30, 2026, UNDER THE VOLUNTEER FIRE ASSISTANCE GRANT PROGRAM OF THE COOPERATIVE FORESTRY ASSISTANCE ACT OF 1978.

BE IT RESOLVED by the City Council of the City of Sonora that said council does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Assistance Grant Program of the Cooperative Fire Assistance Act of 1978, during the State Fiscal Year 2025-26, up to and no more than the amount of \$4,200.00.

BE IT FURTHER RESOLVED that the Fire Chief, Brittan Gregory, of the City of Sonora Fire Department, be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the City of Sonora.

The foregoing resolution was duly passed and adopted by the City Council of the City of Sonora, at a regular meeting thereof, held on the 5th day of January 2026, by the following vote:

Ayes: _____

Nays: _____

Absent: _____

Signature, Sonora City Mayor

Ann Segerstrom, Mayor

Printed Name and Title

CERTIFICATION OF RESOLUTION

Attest:

I, Tracy Skelly, City Clerk of the City of Sonora, County of Tuolumne California, do hereby certify that this is a true and correct copy of the original Resolution Number 01-05-2026-A.

Witness my hand and the seal of the City of Sonora on this 5th day of January 2026.

City Clerk , City of Sonora

OFFICIAL SEAL



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: January 5, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Christopher Gorsky, City Administrator

SUBJECT: Consider Adoption of Resolution 01-05-2026-B, Updating the Job Descriptions for the Police Corporal and Administrative Services Officer positions.

RECOMMENDATION:

Consider Adoption of Resolution 01-05-2026-B, Updating the Job Descriptions for the Police Corporal and Administrative Services Officer.

BACKGROUND:

Police Corporal Job Description

The current Police Corporal job description includes an experience requirement stating that candidates must have “two years, which must be with the City of Sonora,” and “Completion of one (1) year in a special assignment within the Sonora Police Department.” This language was originally intended to ensure that candidates for the Corporal position were familiar with the City’s operations, policies, and community.

However, the Sonora Police Department currently employs several newer officers who possess significant prior law enforcement experience from other agencies but have not yet reached two years of service with the City. Under the current requirement, these qualified and experienced officers are ineligible for consideration, which limits the available pool of candidates for this critical leadership role.

Following discussions with the Chief of Police, it has been recommended that the City remove the “two years which must be with the City of Sonora” and “Completion of one (1) year in a special assignment within the Sonora Police Department” portions of the education and experience requirement. This revision will allow the department to consider all qualified applicants based on their overall law enforcement experience, skills, and demonstrated leadership ability—regardless of tenure with the City.

Administrative Services Officer

The Administrative Services Officer job description is proposed to be updated to better reflect the duties currently performed in the position. Over time, the role has evolved to include expanded responsibility for human resources and statutory City Clerk functions, in addition to administrative services responsibilities.



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

Updating the job description will ensure that the classification accurately reflects the current scope of work and responsibilities.

DISCUSSION / ANALYSIS:

The proposed update to the Police Corporal job description is corrective in nature and resolves an inconsistency introduced during a prior revision. The corrected language ensures clarity, consistency, and equitable application of promotional eligibility requirements and is supported by Police Department leadership. The proposed change has been shared with the Sonora Police Officers Association (SPOA) for review and concurrence prior to Council consideration.

The Administrative Services Officer job description update ensures accuracy and transparency in classification documentation and supports effective recruitment and succession planning. Neither update results in changes to salary ranges, bargaining unit status, or position allocations.

This change aligns with the City's broader recruitment goals of attracting a diverse and qualified pool of candidates for key positions by focusing on relevant experience and demonstrated performance rather than rigid tenure-based prerequisites.

FISCAL IMPACT:

There is no direct fiscal impact associated with approval of the updated job descriptions. Any future recruitment or promotional actions will be conducted within existing budget appropriations.

ATTACHMENTS:

- Resolution 01-05-2026-B
- Draft Police Corporal Job Description
- Draft Administrative Services Officer Job Description

CORE COUNCIL PRIORITIES:

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

RESOLUTION 01-05-2026-B

A RESOLUTION OF THE SONORA CITY COUNCIL APPROVING THE UPDATED JOB DESCRIPTIONS FOR THE POLICE CORPORAL AND ADMINISTRATIVE SERVICES OFFICER POSITIONS

WHEREAS, the City Council of the City of Sonora has the authority to establish and approve employee classifications and job descriptions for City positions; and

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 Police Corporal includes an experience requirement specifying “two years which must be with the City of Sonora” and “Completion of one (1) year in a special assignment within the Sonora Police Department”, which has limited the eligibility of otherwise qualified and experienced officers; and

WHEREAS, the Administrative Services Officer job description has been updated to accurately reflect the current scope of duties performed in the position, including expanded responsibility for human resources administration and statutory City Clerk functions; and

WHEREAS, the proposed job description updates do not modify compensation, position allocations, or bargaining unit status, and are administrative and corrective in nature; and

WHEREAS, the City Council of the City of Sonora seeks to enhance recruitment efforts by prioritizing relevant professional experience and demonstrated leadership abilities over rigid tenure-based prerequisites;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sonora does hereby approve the updated Police Corporal job description.

PASSED, APPROVED, AND ADOPTED as a Resolution by the Sonora City Council at a meeting held by the City Council on the 5th day of January 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST: _____

Tracy Skelly, City Clerk, City of Sonora

Ann Segerstrom, Mayor, City of Sonora



JOB DESCRIPTION
~~OCTOBER 2021~~
JANUARY 2026
FLSA: NON-EXEMPT

POLICE CORPORAL

DEFINITION

Under general supervision, leads, oversees, and performs law enforcement and related services to safeguard the lives, property, and constitutional rights of citizens in the City. Patrol assigned areas, respond to crime and accident scenes, emergency situations, and requests for assistance. Detect, apprehend, and arrest violators of the law; enforce State, Federal, and Local laws. Enforce City and County ordinances, perform comprehensive criminal investigation work and a variety of specialized duties, as assigned. The Corporal is expected to act in the capacity of a Sergeant, performing supervisory responsibilities in the absence of, or at the direction of the Sergeant, and provide field supervision of patrol activities, as assigned. This has been created to provide opportunities for advancement and are intended as internal promotions only.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Sergeant. Exercises direct and general supervision over sworn and non-sworn staff on an assigned shift in the absence of a Police Sergeant.

CLASS CHARACTERISTICS

The classification represents the first level of supervision in the law enforcement series, in the absence of, or direction of the Sergeant. An incumbent in this class supervises officers engaged in a well-defined departmental activity on a part-time operational basis. Incumbents perform a full range of supervisory and training activities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- A Corporal becomes involved in a variety of activities while responding to public requests for service and crime prevention, detection, and apprehension.
- Prepares and files police reports of crimes and other incidents.
- Is assigned geographical areas in police cars equipped with special equipment for the purpose of controlling traffic, preventing crimes and disturbances of the peace, and for the arrest of persons who violate criminal statutes.
- Notes suspicious persons and reports activities to their superior officers.
- Report hazards and disperse unruly crowds at gatherings.
- Renders First Aid and CPR at accidents and investigates the cause and results of accidents.
- Directs traffic around accidents, fires, and other disruptions.
- Inspects public establishments requiring licenses to ensure compliance with local ordinance and federal rules and regulations.
- Warns, cites, or arrests persons violating local ordinance and state law.

- Conducts preliminary investigations of disturbances, prowlers, burglaries, thefts, holdups, vehicle accidents, and the enforcement of City, County, State and Federal laws.
- Maintains discipline and ensures that department rules and policies are followed.
- Assists officers in follow-up investigations.
- Reviews reports submitted by officers.
- Provides in-service training to police officers and support staff.
- Provide post-academy on-the-job instruction and evaluation to newly hired department employees.

QUALIFICATIONS

Knowledge of:

- Department organization, policies, and directives, after instruction.
- Modern principles, practices, and procedures used in law enforcement.
- Federal, state, county, and city laws and ordinances.
- Recent legislation and court decisions affecting law enforcement.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in court and laws of arrest.
- Criminal investigation techniques and procedures, including crime scene investigation, interrogation, fingerprinting and photography.
- Geography of the city, county, and specific areas of assignment.
- Traffic accident investigation procedures and techniques.
- Traffic and crowd control techniques.
- Crime scene preservation and investigation methods and techniques.
- Proper care and use of police weapons.
- Record-keeping techniques.
- Principles of supervision and training.

Ability to:

- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Analyze situations and adopt effective courses of action.
- Interpret and apply laws and regulations.
- Communicate clearly and concisely both orally and in writing.
- Schedule, organize and supervise the work of subordinates.
- Use interpersonal skills using tact, patience, and courtesy.
- Observe, record, and recall accurately information, direction, or complaints given too received from supervisors, citizens, or suspects, even after long periods of time.
- Use and care for safety equipment and departmental equipment, including officebusiness machines and computers.
- Administer First Aid and CPR.
- Work irregular hours.

Education/Experience/Licenses and Certifications:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Three years' experience in law enforcement work, ~~two of which must be with the City of Sonora.~~
- ~~Completion of one (1) year in a special assignment within the Sonora Police Department.~~
- ~~Must be a full-time non-probationary employee of the City of Sonora at the time of appointment.~~
- At date of application filing, must be a high school graduate or possess a GED equivalent.

- At date of appointment, must possess a valid California Driver's License, current FirstAid card, and current CPR card.
- At date of appointment, must possess a valid California P.O.S.T. approved Police Basic Academy Completion Certificate.
- Possess a minimum of 150 hours of POST-certified in-service training (basic Academy hours would not apply).
- Possess a minimum of 8 hours post certified Crisis Intervention Behavioral Health training.
- Within 12 months of promotion, successfully complete California POST supervisory course.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification 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. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.



JANUARY 2026
FLSA: EXEMPT

ADMINISTRATIVE SERVICES OFFICER/CITY CLERK

DEFINITION

Under general direction, performs a variety of technical and professional duties and services for City administration including, human resources functions, such as employee relations, recruitment and selection, classification, training and development, benefits administration, equal opportunity and affirmative action compliance, and risk management. Ensures compliance with established federal, state, and local laws, regulations, and guidelines. Serves as the City's filing officer to the Fair Political Practices Commission. Coordinates activities with other city officials, departments and outside agencies and organizations; provides highly responsible and complex administrative support to City management and City Council and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Services Director and works closely with the City Administrator. Exercises functional and technical supervision over assigned administrative and clerical staff, including direction of work assignments, training, and performance evaluation, as assigned.

CLASS CHARACTERISTICS

This is a professional, confidential position and is a member of the Sonoma Confidential Employees Association. It is a fully qualified, journey-level classification responsible for performing a broad range of advanced administrative, human resources, and City Clerk functions in support of City operations. Positions in this class require a comprehensive and authoritative understanding of assigned departmental or functional areas and regularly provide professional and technical support to executive management staff in the planning, implementation, and administration of programs, policies, and initiatives.

Incumbents perform complex professional, administrative, and technical assignments that require the frequent use of independent judgment, discretion, and confidentiality, particularly in matters related to personnel, labor relations, risk management, and City governance.

Incumbents are expected to independently establish priorities, objectives, timelines, and work methods to achieve desired outcomes, identify and resolve operational issues, and make recommendations to executive management. The position requires a high level of professionalism, initiative, and accountability in delivering work products and services that support organizational effectiveness and compliance with applicable laws and regulations.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The following duties are illustrative of the typical responsibilities of this classification. Not all incumbents will perform each duty listed, and duties may be modified, added, or reassigned to reflect organizational priorities, operational requirements, and evolving business practices.

- Provides professional-level administrative, human resources, and programmatic support across multiple functional areas, including personnel administration, recruitment and selection, employee relations, classification and compensation support, benefits administration, payroll coordination, workers' compensation and risk management, performance management and employee improvement plans, Fair Political Practices Commission (FPPC) compliance, records retention, and statutory City Clerk functions.

Assists in the development, implementation, and administration of policies, procedures, and programs to ensure compliance with applicable laws, regulations, and City policies.

- Serves as Executive Secretary to the City Council and serves as the municipal filing officer for the purpose of fulfilling the statutory responsibilities of the City Clerk; prepares and publishes City Council public hearing notices, agendas, and informational packets.
- Performs statutory and operational City Clerk functions, including preparation, processing, and maintenance of official City records; agenda preparation and distribution; coordination and support of City Council, commission, and committee meetings; administration of elections-related activities; and ensures compliance with applicable legal, procedural, and retention requirements, with the support and assistance of the Deputy City Clerk.
- Ensures City agreements and contracts comply with Risk Management Authority requirements; verifies execution and recording of contracts and other legal documents; ensures associated records are obtained; and coordinates publication of required public notices and ordinances.
- Oversees and administers the City's public records request process, including receiving, tracking, coordinating, and responding to requests in compliance with the California Public Records Act; identifies requests requiring legal review and coordinates submission to the City Attorney prior to release.
- Processes and administers a broad range of personnel and employment-related documentation, including industrial injury and workers' compensation claims, wage garnishments, claims against the City, employment and wage verifications, unemployment insurance claims, recruitment materials, and website updates, ensuring compliance with applicable labor laws, Government Code requirements, and City policies while maintaining confidentiality and accuracy.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of administrative services; responds to and resolves sensitive and complex community and organization inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, city management and staff and the public.
- Inputs CalPERS retirement information and submits required retirement contributions to ensure accurate member reporting and timely payment; processes payroll adjustments as needed.
- Serves as a representative to the Central San Joaquin Valley Risk Management Association and ensures timely submission of reports, census, applications, etc. to same.
- Serves as a liaison to staff, responding to inquiries and providing information in support of effective employee relations.
- Performs and conducts studies and special projects; collects and analyzes data; prepares draft reports to support departmental programs and makes recommendations for change in departmental procedures, policies, and programs.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of human resources administration, including recruitment and selection, classification and compensation, employee relations, performance management, benefits administration, and equal employment opportunity principles; California labor and employment laws and regulations, including but not limited to the Fair Employment and Housing Act (FEHA), Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Fair Labor Standards Act (FLSA), wage and hour laws, and workplace safety requirements; risk management and workers' compensation practices; and payroll administration principles and procedures.
- Modern office management practices, procedures, and technologies, including the use of computer hardware, standard office equipment, and software applications such as word processing, database management, spreadsheets, and other business and records management systems.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and City policies and procedures relevant to the assigned area of responsibility, including the Ralph M. Brown Act, California Public Records Act, and basic federal and California labor and employment laws.
- Methods of preparing and processing various records, reports, forms, and other documents specific to

assigned program, department, or division.

- English usage, grammar, spelling, vocabulary, and punctuation as applied to the preparation of professional correspondence, reports, and official records.
- Current principles, practices, and emerging developments related to public sector human resources and risk management, including changes in applicable laws, regulations, policies, and best practices.
- Techniques for providing a high level of customer service, including effectively and professionally interacting with the public, vendors, contractors, elected officials, and City staff with tact, diplomacy, and responsiveness.

Ability to:

- Perform advanced and complex professional, technical, and administrative support work with accuracy, efficiency, and attention to detail, exercising sound independent judgment and discretion in the performance of assigned duties.
- Understand the organization, functions, and operations of the City and relevant external agencies in order to effectively assume and carry out assigned responsibilities.
- Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and City policies and procedures relevant to the assigned area of responsibility.
- Gather, analyze, interpret, summarize, and effectively present administrative, technical, and programmatic information and data, both orally and in writing.
- Prepare, review, and present reports and written communications clearly, concisely, and accurately.
- Maintain accurate, complete, and secure records and information using modern electronic systems, software applications, and records management practices.
- Maintain confidentiality and exercise appropriate discretion when handling and processing sensitive and confidential information.
- Organize, prioritize, and manage multiple projects and competing tasks effectively; plan and organize work, set priorities, and meet critical deadlines in a dynamic work environment.
- Use tact, initiative, prudence, and sound independent judgment within established policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive, professional, and effective working relationships with City officials, employees, elected officials, external agencies, vendors, and members of the public encountered in the course of work.

Education and Experience:

Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical and preferred way to obtain the required qualifications is outlined below:

- Associate's degree with course work in public or business administration, risk management, or related field and/or five (5) years' experience in risk management or human resource services. A bachelor's degree from an accredited college or university with major course work in business administration, risk management, or related field and experience in a governmental setting is preferred.

Licenses and Certifications:

- None required. Professional human resources certification (e.g., IPMA-HR, PHR/SPHR, SHRM-CP/SHRM-SCP) is desirable.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions of the classification.



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: January 5th, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Christopher Gorsky, City Administrator
 Carlye Buchholz, City Engineer

SUBJECT: Fiscal Year 2025 Traffic Impact Mitigation Report

RECOMMENDATION:

Consider Approval of the City of Sonora's Traffic Impact Mitigation Fund Report as presented for the Fiscal Year Ended June 30, 2025.

DISCUSSION / ANALYSIS:

California Government Code Title 7. Division 1. Chapter 5. Section 66006. requires that a local agency requiring the payment of a fee in connection with the approval of a development project make available to the public certain information for each fund or separate account established by the collection of such fees within 180 days after the last day of each fiscal year.

The information available to the public shall include:

1. A brief description of the type of fee in the account or fund.
2. The amount of the fee.
3. The beginning and ending balance of the account or fund.
4. The amount of fees collected, and the interest earned.
5. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.
6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete.
7. A description of each interfund transfer or loan made from the account or fund.
8. The amount of refunds made.

The local agency shall review the information made available to the public at the next regularly scheduled public meeting, not less than 15 days after this information is made available to the public.



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 Fiscal Year 2025 Traffic Impact Mitigation Fund Report is set forth in Attachment A. Project information related to the Traffic Impact Mitigation Fund is listed in Attachment B. This report was made available to the public on December 15, 2025.

A complete copy of the report is available for review at City Hall Administration located at 94 N. Washington Street Monday through Friday between the hours of 8:00 AM and 4:00 PM and on the City's website.

FISCAL IMPACT:

No Fiscal Impact to the General Fund.

ATTACHMENTS:

- Attachment "A" – Annual Report on Traffic Mitigation Fund FY 2025
- Attachment "B" - Project Information Related to Traffic Impact Mitigation Fund
- Resolution 11-16-98

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

Attachment A

CITY OF SONORA ANNUAL REPORT ON TRAFFIC IMPACT MITIGATION FUND FISCAL YEAR 2024-25

Beginning Cash Balance July 1, 2024	1,157,836.58
Fees Collected	4,092.26
Interest Received	50,586.52
Ending Cash Balance June 30, 2025	<u>1,212,515.36</u>
Less encumbered amount (Signalization Sanguinette/Old Wards Ferry)	(353,650.00)
Net Funds Available for Projects	<u><u>858,865.36</u></u>

Traffic Impact Mitigation Fees are collected pursuant to Chapter 3.50 of the Sonora Municipal Code established in 1991 and City Council Resolution 11-16-98-A which adopted Traffic Impact Mitigation Fees based on an Updated Study of County Wide Circulation Improvement Needs.

Traffic Impact Mitigation Fees for individual development projects are determined by the Community Development Director from Exhibit B (Fee Schedule) of Resolution 11-16-98-A. The number of new trips per day for the development project is determined from the Fee Schedule and multiplied by the escalated fee per trip at the time of the Building Permit application in accordance with Resolution 11-16-98-A.

There were no loans made from the Traffic Impact Mitigation Fund during Fiscal Year 2025.

There were no refunds made from the Traffic Impact Mitigation Fund during Fiscal Year 2025.

ATTACHMENT B**Fiscal Year 2024-2025 Traffic Impact Mitigation Fund Report**

This attachment addresses items 5) and 6) of the main report on the subject matter, and project expenditures listed on Attachment A

5) An identification of each public improvement on which fees were expended, and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.

1. NONE

6) An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, and the public improvement remains incomplete. Projects listed under the County-wide Traffic Impact Mitigation Fee Program which are within the County are programmed by the County, and those projects which are within the City are programmed by the City, all based upon available funding. For those incomplete projects on the list of improvements which are within the City, the following projects are scheduled based upon available funding, environmental, and anticipated property acquisition:

2. Other signalization projects and projects listed in the Traffic Impact Mitigation Fee program will be scheduled as traffic warrants are met and funding is available.

RESOLUTION NO. 11-16-98-A

A RESOLUTION OF THE SONORA CITY COUNCIL ESTABLISHING TRAFFIC IMPACT FEES BASED UPON AN UPDATED STUDY OF COUNTY WIDE CIRCULATION IMPROVEMENT NEEDS

WHEREAS, Ordinance No 669 adding Chapter 3.50 to the City of Sonora Ordinance Code has been adopted to establish traffic impact mitigation fees for development projects; and whereas a public hearing has been held on April 11, 1991, with notice having been provided pursuant to Government Code Section 6062; and

WHEREAS, a detailed study of the costs of providing traffic circulation facilities to future development projects and a projection of traffic facility needs throughout the next fifteen years has been prepared titled "Study of County-Wide Circulation Improvement Needs, " as supplemented by City and County Staff, in the document titled "County-wide Road Maintenance, Circulation and Financial Program" which was reviewed and approved by the Sonora City Council on February 21, 1991; and

WHEREAS, an update study known as the County-wide Traffic Circulation System Model, Transportation Improvement Program, and Funding Strategy, by TJKM Transportation Consultants was conducted in 1996; and

WHEREAS, said updated study was considered at a public hearing held jointly by the Sonora City Council and the Tuolumne County Board of Supervisors and the Tuolumne County and Cities Area Planning Council on July 22, 1997 and September 23, 1997; and

WHEREAS, on September 23, 1997, the Sonora City Council adopted, along with the Board of Supervisors and the Tuolumne County and Cities Area Planning Council, a "Tier I" Road Capacity Improvement Program Project List pursuant to said updated study, and deferred the adoption of a financial program to a future date; and

WHEREAS, after numerous public hearings and meetings of the Tuolumne County Board of Supervisors, on August 18, 1998, said Board adopted Tuolumne County Ordinance No. 2254 and Board Resolution No. 187-98, providing for updated traffic mitigation fees, elimination of a fee waiver program, amendment of a traffic impact fee exemption program , and adoption of a County-wide Circulation Program; and

WHEREAS, it is necessary and desirable that the City of Sonora as a member of the Tuolumne County and Cities Area Planning Council adopt the same program and traffic

mitigation fees as was adopted by the Tuolumne County Board of Supervisors; and

WHEREAS, notice and supporting data were made available to the public at least ten (10) days prior to the public hearing on the action herein.

THEREFORE, BE IT RESOLVED, the City Council of the City of Sonora determines as follows:

1. This resolution sets fee amounts for the purpose of funding traffic circulation facilities necessary to provide services to the population increases expected County-wide including the City through the year 2015. The payment of these fees is also necessary to comply with policies of the General Plan;
2. The fees will be used to finance Regional traffic circulation facilities identified in the aforementioned study;
3. Based on the updated study, and the public testimony at the hearings, future development in the City will generate additional demands for Regional traffic circulation facilities;
4. There is a reasonable relationship between the fee's use and the development projects on which the fee is imposed because the fee will be expended solely on Regional traffic circulation facilities that will provide services to the residents and employees occupying that development;
5. Continued growth and development without mitigating the cumulative impacts and providing for adequate roads is contrary to the expressed policies of the City of Sonora General Plan;
6. Continued growth and development without mitigation of impacts and without providing for adequate roads is also contrary to the general welfare of the citizens of the City of Sonora;
7. The County-wide Traffic Circulation System Model, Transportation Improvement Program, and Funding Strategy indicates that improvements are needed to the City's circulation system on a Regional basis. This study also demonstrates that a fair share of the funding for those improvements will have to come from fees charged to new development;
8. A reasonable relationship exists between the need for traffic facilities and the impacts caused by the type of development projects on which fees are imposed given that : a) trip generation tables sensitive to the variation in the amount of traffic generated by different types of developments were used in projecting

future year traffic loads on the road system; b) such traffic projections were used to determine circulation deficiencies; and c) the study's list of Regional traffic facility improvements was developed to mitigate identified circulation deficiencies;

9. A reasonable relationship exists between the amount of the fee and the cost of the Regional traffic facility improvements attributable to the development on which the fee is imposed, given that: a) the total cost of said improvements attributable solely to the new development was determined; b) said total cost was then divided by the projected increase in vehicle trips determined by the updated study to arrive at a cost per vehicle trip; c) the trip rates utilized to set the fee for the various uses and types of new development have been adjusted to consider pass by trips, diverted trips, trip length, peak hour impacts and other factors consistent with the computation of the projected increase in vehicle trips determined by the updated study.
10. The fee amount imposed on each project has a fair and reasonable relationship to that project's expected burden on, and benefit from, the Regional traffic circulation facilities to be funded by the fee;
11. The fees will be collected and deposited into a City Regional Road Fund from which funds may annually be appropriated to advance work towards the delivery of traffic facilities listed herein;
12. The City Council hereby adopts the list of Regional Traffic Facilities Improvements identified as Table 1 "County-wide Traffic Circulation Improvement Program", attached hereto as Exhibit A, as the list of projects eligible for the appropriation of traffic impact mitigation fee collected pursuant to this Resolution.

BE IT FURTHER RESOLVED that the amount of fees imposed on each type of project shall be the applicable sum computed by the Planning and Building Department based on the schedule attached hereto as Exhibit B and administered as follows:

1. THE FEE; the fee shall be applied to all structures, and in addition to such other improvements with the potential to generate traffic as determined by the Planning and Building Department. Where more than one use is included within any one building or on any single parcel, the fee shall be the sum total of the requirements for the various uses; provided, however, where the operation of these different uses is such that the operation of uses complement each other insofar as traffic generation is concerned, the Community Development Director may authorize a reduction in these fees.

2. **CREDIT FOR CERTAIN IMPROVEMENTS:** A credit against payment of the fee shall be granted based on the value of (1) transportation improvements, or (2) donation or dedication of land or facilities, which improvements, land or facilities are included in the County-wide Traffic Circulation Improvement Program, or directly reduce the costs of any improvement identified in that program. Transportation improvements are any improvements associated with a roadway widening, roadway extension, capacity improvement or traffic signal installation on the County-wide Traffic Circulation Improvement Program, and includes, grading, paving, curb and gutter, sidewalks, transit stops, median islands, channelization, interchanges, relocation of utilities, over crossings, sound walls, bridges, lighting, landscaping, right of way and mitigation of environmental impacts. The eligibility for and amount of credit shall be determined by the Community Development Director.
3. **ALTERNATIVE TO REQUIRED FEES:** No fee shall be imposed on a development project if (1) a traffic study, approved by the City Engineer and the Community Development Director has been completed which identifies and addresses the project's direct and cumulative impacts on traffic, and (2) all measures (including any improvements and monetary payments), identified in the study as necessary to mitigate traffic impacts, are implemented. The scope, form and content of said traffic study shall be pre-approved by the City Engineer and the Community Development Director.
4. **AUTOMATIC ADJUSTMENT OF FEES:** On July 1, of each year, the fee shall be automatically increased or decreased by the percentage increase or decrease in the San Francisco Consumer Price Index, All Items, all Urban Consumers, published by the U. S. Department of Labor, for the preceding 12 month period.
5. **STATEMENT OF FEES:** The Planning and Building Department shall issue or cause to be issued to the project applicant a written notice at the time of final approval which shall state the fee amount (including the automatic adjustment factor) and notification of the commencement of the protect period as required by Government Code 66020 (d) (1).
6. **ADMINISTRATIVE FEE:** An additional amount of 1% of the traffic mitigation fee is established for administration of the fee program. Said additional 1% shall be deposited in the City's General Fund account.
7. **EXEMPTIONS TO TRAFFIC MITIGATION FEE:** The following projects are exempt from a fee:
 - A. Accessory buildings to residential development.

- B. A facility owned by a "Public Agency" and built with public funds, or a facility leased to and occupied by a "Public Agency". This exemption does not apply to a project constructed on county owned or leased land unless it qualifies as provided herein.
- C. Crisis Center providing free temporary services to individuals or families to assist them in responding to a physical, emotional, or family emergency.
- D. State or Federal facilities exempt from local fees by law.
- E. Homeless Shelter providing free temporary housing and ancillary services for one or more individuals or families who are otherwise homeless.
- F. Medical clinic providing exclusively out patient medical services, and which is constructed exclusively with government funding.
- G. Museum for the procurement, care or study of objects of historical or other lasting interest which also exhibits the objects for public viewing.
- H. Nursing Home or Convalescent Home providing medical and ancillary care services for ill or injured persons who are unable to care for themselves, and which is constructed exclusively with government funding.
- I. Park or recreational facility owned by Tuolumne County, or City, or a Special District which district is located within the City.
- J. Public library where literary, musical, artistic or educational materials are maintained for public use, but not for sale.
- K. Religious facility designed, constructed, intended and used primarily for conducting organized religious activities.
- L. School providing one or more courses of study in any branch of knowledge, that is operated on a non-profit basis.
- M. Youth recreational facility providing recreational opportunities for minors that is operated on a non-profit basis.
- N. The substantially equivalent reconstruction, on the same parcel, of any development that was unintentionally damaged or destroyed; provided, and reconstruction which is not substantially equivalent (within the meaning of Government Code 66011), other than a single family

residential development project, shall be deemed to be a new development project and subject to the applicable fee for the excess portion.

- O. The replacement, on the same parcel, of an existing development unless the development replaced had been unoccupied for 18 months or more.
 - P. The relocation on a different parcel, of any development without a net increase in size (except single family residential), provided the existing development, on the parcel from which the relocation occurs, is demolished within six months of the date of project commencement, or the ownership or possession of which has been transferred to the federal, state, county or city government.
 - Q. Buildings, structures, growing areas, and open space related to the production, raising, or storage of agricultural products and which do not include retail sales or an agricultural manufacturing or processing facility.
8. **APPEALS:** Any discretionary determinations of the Planning and Building Department as described above may be appealed to the Sonora City Council within ten (10) days of the Department's decision. Such appeal shall set forth in writing the reasons for the appeal and shall be submitted to the City Clerk. A copy of the appeal shall be sent to the Planning and Building Department and the City Administrator. The City Clerk shall schedule the matter for a public meeting before the City Council within thirty (30) days and send a notice to the appealing person at least ten (10) days before the meeting. Within, forty five (45) days of receipt of the appeal, the City Council shall approve, conditionally approve or deny the appeal.

IT IS FURTHER RESOLVED that the impact fee computed by the Planning and Building Department shall be paid to the Planning and Building Department by the applicant for a development project prior to the issuance of a building permit or other entitlement to construct a development, unless otherwise specified in a contract in accordance with Sonora Municipal Code 3.50.050 (B);

IT IS FURTHER RESOLVED that the payment of these fees does not exempt a development project from payment of additional fees or from additional exactions necessary to mitigate impacts not provided for by payment of the fees set forth herein;

IT IS FURTHER RESOLVED that the fee amount shall be reviewed on a yearly basis. The City Finance Director shall, sixty (60) days before the review date, provide to the Community Development Director a report of the traffic facilities paid for. The

Community Development Director shall report to the Council on these matters, whether a modification of the fee amount is recommended and if so what costs, traffic facility needs, or inflation factors support the proposed modification. If such a recommendation is made, the Community Development Director shall notify the City Clerk who shall set the matter on a public hearing and provide the notice set forth above. After a public hearing, the City Council may modify the fee amount.

IT IS FURTHER RESOLVED that for each separate account or fund established for these fees, the City Finance Director shall, within forty five (45) days of the close of each fiscal year, make available to the Community Development Director and to the public upon request, a report on the beginning and ending balances for the fiscal year and the fee, interest, and other income and the amount of each expenditure by traffic facility and the amount of refunds (if any) made during the fiscal year. The Community Development Director shall schedule this matter for review by the City Council within fifteen (15) days of the availability of this information.

Passed and adopted as a resolution of the Sonora City Council at a regular meeting held on the 16th day of November, 1998 by the following vote:

AYES: Mayor Ronald Stearn, Mayor Pro-Tem Elizabeth Bass, and

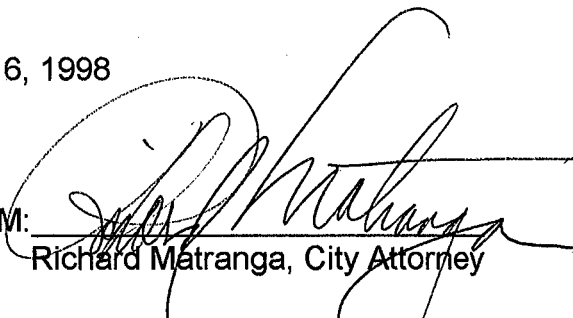
Councilmembers Claude Addison and Marlee Powell

NOES: None

ABSENT: Councilmember John Rucker

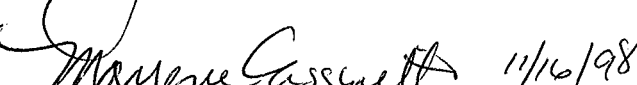
Dated: November 16, 1998

APPROVED AS TO FORM:


Richard Matranga, City Attorney


Ron Stearn, Mayor

Date


Marijane Cassinetta, City Clerk

Date



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: January 5, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Carlye Buchholz, City Engineer

SUBJECT: Receive an Update on Current and Future Parking Lot Projects in the City of Sonora

RECOMMENDATION:

Receive an Update on Current and Future Parking Lot Projects in the City of Sonora.

DISCUSSION / ANALYSIS:

This presentation will update the City Council on the following projects:

- Church/Stewart Parking Lot Improvements Project
- Lyons/Stewart Parking Lot Improvements Project
- Farmers Market Sidewalk Enhancement Project

FISCAL IMPACT:

No fiscal impact on the General Fund.

ATTACHMENTS:

- Upcoming Parking Lot and Sidewalk Repair Projects Presentation

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Public Safety and Disaster Preparedness.



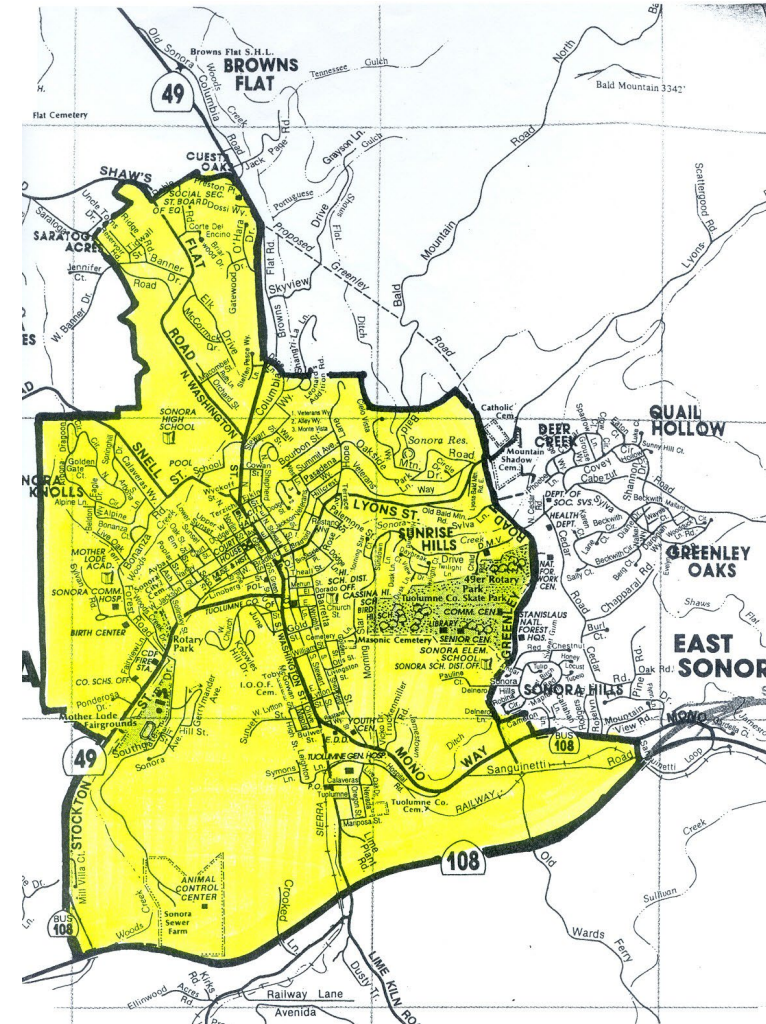
City of Sonora

Upcoming Parking Lot and Sidewalk Repair Projects

January 5, 2026

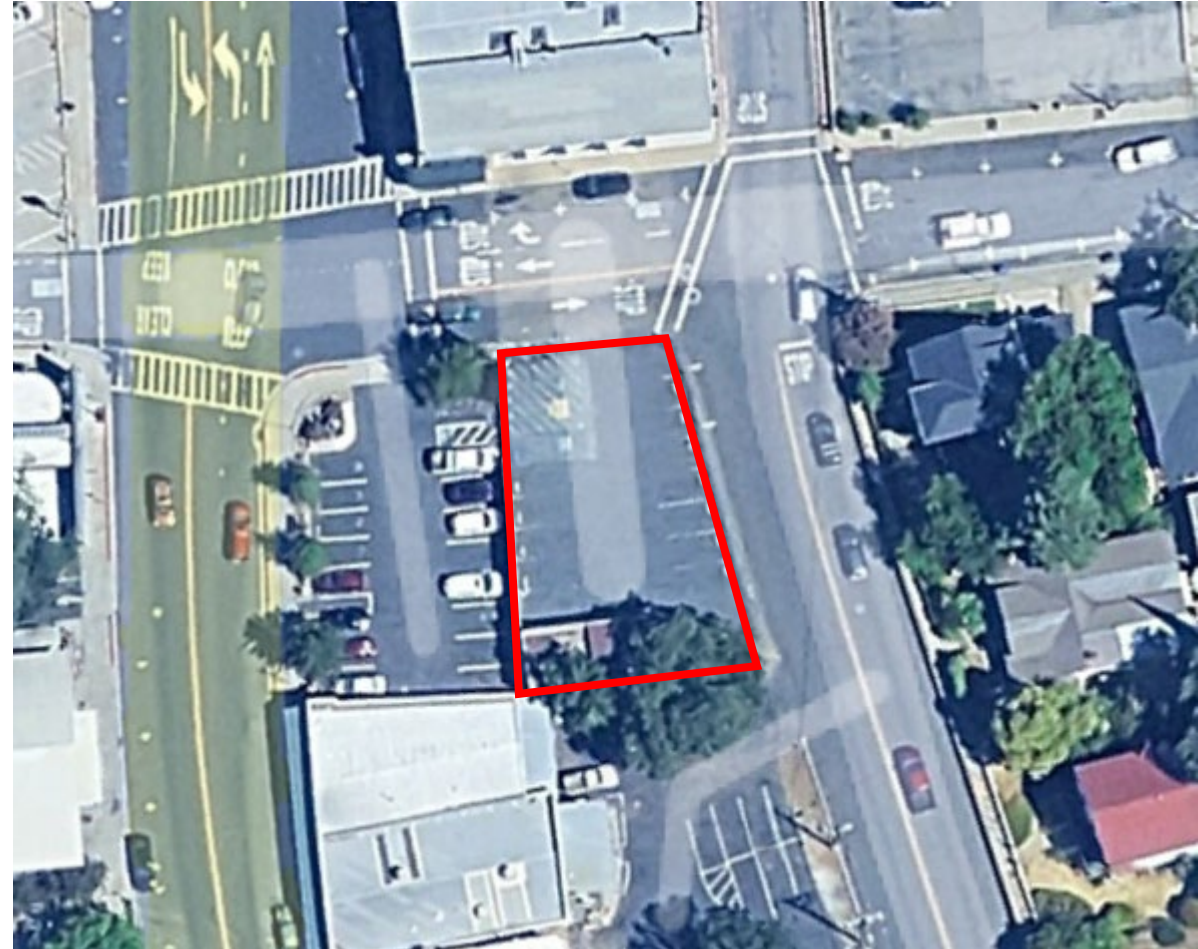
Overview

- Church/Stewart Parking Lot Improvements Project
- Lyons/Stewart Parking Lot Improvements Project
- Farmers Market Sidewalk Enhancement Project



Church & Stewart Street Parking Lot

- Located on the SW corner of Church & Stewart St
- Purchased by City in FY23/24 for \$126,638
 - To Improve Parking Downtown and Opera Hall
- 12 public parking stalls (1 ADA, 1 compact)
- 4 parking stalls for the Stewart House development
- Requires expansion to meet City of Sonora Municipal Code drive aisle width
- Full removal and replacement of asphalt and base
- Demolish old structure
- Protect trees in place
- Free-standing wall to be partially removed to reduce height
- City monument or art to be installed
- Preliminary design was budgeted for in FY 25/26 and has begun
- Include sidewalk & curb ramp upgrades around perimeter of lot



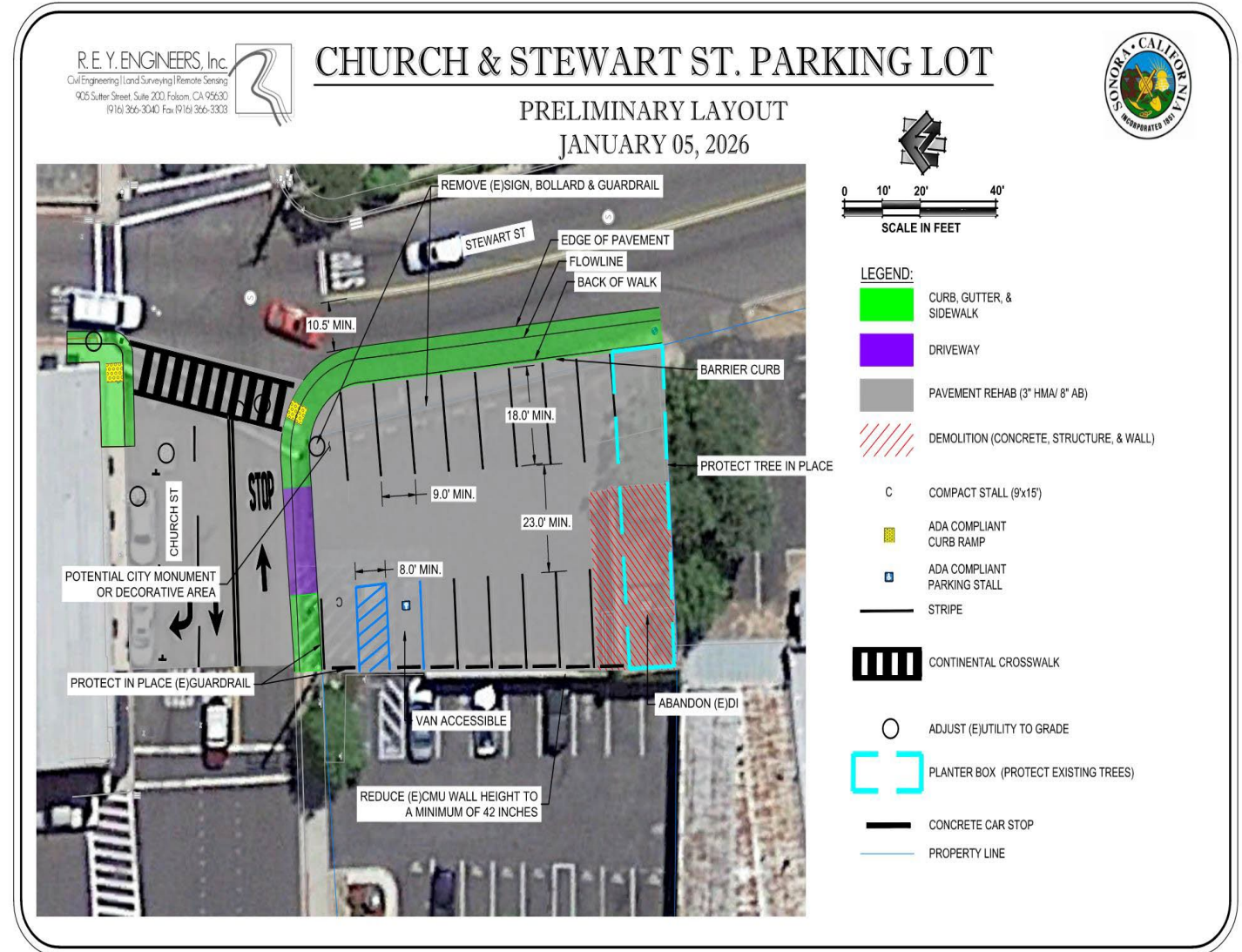




Item A.

Church & Stewart Street Parking Lot

- Construction Cost = \$510,000
- Budgeted as Part of the FY25/26 Budget \$155,000
 - \$355,000 Funding Shortfall
- Added scope
 - Wall
 - Church Street roadway improvements
 - Sidewalk
 - Curb ramps
- Potential to Reallocate Budget in FY25/26:
 - Elk Drive Repairs Under Budget by \$93,000
 - Sidewalk Repair & Maintenance \$55,000
 - Budget Savings to be presented at Mid-Year: \$105,000
 - Use \$102,000 of the \$401,451 Citywide Road Reconstruction Program
 - These Budget Adjustments would Fund this Project



Lyons & Stewart St Parking Lot

- Located on NE Corner of Lyons & Stewart St
- 52 current public parking stalls
- 50 proposed public parking stalls
 - Requires 2 ADA stalls (Van Accessible)
- Removal and replacement of asphalt and base
- New striping and pavement markings
- No roadway reconstruction on Bradford
- Design Funding: \$175,000
 - Task Order #26-08 for \$63,599 requested
- Construction Cost: \$450,000
- Total Project Budget: \$650,000
 - Approved as part of the FY25/26 Adopted Budget



Farmer's Market Sidewalk Enhancement

- Sidewalk requires reconfiguration and repairs due to cracking
- In heavily trafficked area for users going to Farmer's Market
- Adjacent property owners utilize sidewalk for ingress/egress
 - Requires redesign of parking area to avoid cars driving over existing sidewalk
- Ultimate Project Includes Sidewalk up to Lyons Street
- Budgeted FY25/26 funds for design: \$80,000
- Estimated FY 26/27 for construction: \$575,000
- ATP Cycle 8 Funding Opportunity



Estimated Total Construction Cost

- Church & Stewart St Parking Lot • \$510,000
- Lyons & Stewart St Parking Lot • \$650,000
- Farmer's Market Sidewalk Enhancement • \$575,000
- TOTAL = \$1.735M



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: January 5, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Chris Gorsky, City Administrator

SUBJECT: Consider Approval of Task Order No. 26-07 for Dewberry Engineers Inc. (Dewberry) to Prepare a 2027 Active Transportation Program (ATP) Cycle 8 Grant Application for the Development of the Sonora Moves – Downtown Plaza and Regional Connectivity Project

RECOMMENDATION:

Consider Approval of Task Order No. 26-07 for Dewberry Engineers Inc. (Dewberry) to Prepare a 2027 Active Transportation Program (ATP) Cycle 8 Grant Application for the Development of the Sonora Moves – Downtown Plaza and Regional Connectivity Project. This project will provide important, community-supported active transportation improvements in downtown Sonora from public parking lots along S Stewart Street to the new transit hub and Gold Rush Path at S Green Street and SR 49.

BACKGROUND:

Many areas of Downtown Sonora currently lack continuous, safe, and ADA-compliant pedestrian and bicycle facilities. The need for this project was first documented in the City's 2013 revitalization plan, Vision Sonora, where the public chose to convert Linoberg Street into a pedestrian-only facility as the #1 priority for the City. Based on the findings of Vision Sonora, Tuolumne County Blue Zones spearheaded a three-day design charrette focused on gathering information from community members about permanently converting Linoberg Street to a pedestrian-only street and determining what steps should be taken toward making this vision a reality. Other concerns expressed by the public were specifically related to the lack of safety in walking or biking downtown, too narrow sidewalks with trash cans and propane tanks in the walking space, and safety concerns regarding crossing SR 49 and S Stewart Street.

The Sonora Moves – Downtown Plaza and Regional Connectivity Project builds upon and refines the concepts for Linoberg Street and extends the project area to/from logical termini, providing additional improvements outside of Linoberg Street and aligning the project to be competitive for ATP grant funding. The cost of design and construction is currently estimated at approximately \$4.0 million, and without grant funds, this project is unlikely to be built in the near future.

The project will construct a new, continuous, safe, and ADA-compliant bicycle and pedestrian passage to/from public parking lots at the intersection of S Stewart and Bradford Street to the newly constructed transit hub and planned Gold Rush Path at the intersection of S Green Street and SR 49. This will be accomplished through improvements on three connecting streets: S Stewart Street, Linoberg Street, and S Green Street:



CITY COUNCIL AGENDA REPORT

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

Linoberg Street from S Stewart Street to SR 49: Permanently close Linoberg Street to vehicular traffic, creating a pedestrian and bicycle (Class I) paseo and community event venue.

Linoberg Street from SR 49 to S Green Street: Remove on-street parking and create a pedestrian and bicycle (Class I) multi-use path. Include improvements that allow this stretch of roadway to be temporarily closed to vehicular traffic during community events.

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

In 2024, the City submitted an ATP Cycle 7 Small Project application for the Sonora Moves – Downtown Plaza and Regional Connectivity Project. The application scored 93 points out of 100 and fell short by two (2) points of being funded. We believe this project is a strong candidate to compete for funding again.

DISCUSSION / ANALYSIS:

Under Dewberry's City Engineering Services Contract for the City of Sonora, the Dewberry team will provide the engineering and grant writing services necessary to prepare the grant application and supporting documents for the Sonora Moves – Downtown Plaza and Regional Connectivity Project ATP Cycle 8 grant application.

The ATP Cycle 8 Call for Projects is anticipated to be released mid-January 2026. Dewberry prepared an ATP Cycle 7 Small Project application for this project, which will be used as the basis for preparing the ATP Cycle 8 Medium Project application. With the transition from the small to medium project classification, it is anticipated that new application questions will need to be addressed, and the Cycle 7 application narratives will need to be modified to correspond to the Cycle 8 Medium Project scoring rubric. The ATP Cycle 8 Medium Project application will be due to the California Transportation Commission in mid-June 2026.

This Task Order includes:

Task 1 – Project Management

- Biweekly check-ins with City staff on project progress
- General project management
- Kick-off Meeting



CITY COUNCIL AGENDA REPORT

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Task 2 – Public Outreach

- Assist the City with hosting one (1) public meeting

Task 3 – ATP Cycle 8 Medium Project Application

- Application narratives
- Preliminary design
- Supporting documents
- Quality assurance and quality control

FISCAL IMPACT:

Funds for this engineering task order were approved by the City Council as part of the FY 2025/26 budget adopted on June 16, 2025. All costs associated with this item will be funded within the existing budget appropriation. Approval of this item will have no additional fiscal impact on the General Fund beyond what was previously authorized.

ATTACHMENTS:

- Task Order 26-07 Active Transportation Program Cycle 8 Grant Application

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Public Safety and Disaster Preparedness.

December 30, 2025

City of Sonora
Attn: Chris Gorsky, City Administrator
94 N. Washington Street
Sonora, CA 95370

Subject: Task Order No. 26-07 Active Transportation Program Cycle 8 Grant Application

Dear Mr. Gorsky,

Thank you for the opportunity to prepare Task Order 26-07 to provide engineering and grant writing services to the City of Sonora for the preparation of an Active Transportation Program (ATP) Cycle 8 grant application for the Sonora Moves – Downtown Plaza and Regional Connectivity Project.

Understanding

Under Dewberry Engineers City Engineering Services Contract for the City of Sonora, the Dewberry team (Dewberry) will provide the engineering and grant writing services necessary to prepare the grant application and supporting documents for the Sonora Moves – Downtown Plaza and Regional Connectivity Project ATP Cycle 8 grant application.

The ATP Cycle 8 Call for Projects is anticipated to be released mid-January 2026. Dewberry prepared an ATP Cycle 7 Small Project application for this project, which will be used as the basis for preparing the ATP Cycle 8 Medium Project application. With the transition from the small to medium project classification, it is anticipated that new questions will need to be addressed and the Cycle 7 application narratives will need to be modified to correspond to the Medium Project scoring rubric. The ATP Cycle 8 Medium Project application will be due mid-June 2026.

Scope of Work

Task 1 –Project Management

- Biweekly check-ins with City staff on project progress
- General Project Management
- Kick-off Meeting

Task 2 – Public Outreach

- Assist the City with hosting one (1) public meeting.

Task 3 – ATP Cycle 8 Medium Project Application

- Application narratives
- Preliminary design
- Supporting documents
- QA/QC

Fee for Services

Task 1 – Project Management =	\$ 6,058
Task 2 – Public Outreach =	\$ 8,323
Task 3 – ATP Cycle 8 Medium Project Application =	<u>\$15,574</u>
NTE Total	\$29,955

Sincerely,



Mike Pugh, P.E.
Contract Manager
Associate Vice President

Approved by:

Chris Gorsky
City Administrator
City of Sonora



CITY COUNCIL AGENDA REPORT

CITY HALL

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

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: January 5, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Chris Gorsky, City Administrator

SUBJECT: Consider Approval of Task Order No. 26-08 for Dewberry Engineers Inc. (Dewberry) to Provide Engineering Services for the Lyons Parking Lot Improvements

RECOMMENDATION:

Consider approval of Task Order 26-08 for Engineering Services to prepare the design, project plans, construction estimate, and construction support to reconstruct the City-owned parking lot at the intersection of Lyons Street and N. Stewart Street.

BACKGROUND:

The City of Sonora plans to reconstruct a failing City-owned parking lot located on the Northeast corner of Lyons and South Stewart Street. The parking lot has deteriorated to a state that will require full removal and replacement of the existing asphalt and base. The parking lot has four (4) rows containing approximately 13 parking spaces each, for a total of 52 parking spaces. The existing conditions include one parking stall designated for handicapped parking, but it does not meet the current requirements of the Americans with Disabilities Act (ADA). During the reconstruction and reconfiguration of the parking lot, we will need to include at least two (2) ADA-compliant parking spaces, which will reduce the total number of parking spaces to 50 spaces.

DISCUSSION / ANALYSIS:

The Lyons Parking Lot requires full reconstruction of the asphalt and base, which will trigger the need to add at least two (2) ADA-compliant stalls. New thermoplastic striping and pavement markings will also be added.

This Task Order includes:

Task 1 – Project Management

- Biweekly check-ins with City staff on project progress
- General project management

Task 2 – Engineering Design

- 90% Improvement Plans, Specifications, and Engineers' Estimate
- Final Improvement Plans, Specifications, and Engineer's Estimate

Task 3 – Bid Support

- RFP and advertisement
- Submittal and RFI review



CITY COUNCIL AGENDA REPORT

CITY HALL

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

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Task 4 – Construction Management

- Up to 80 hours of on-site inspection
- Daily logs and quantities
- Photo album of construction progress
- Record Drawings

This task order does not include the reconstruction of Bradford Street or the associated ADA curb ramps.

FISCAL IMPACT:

Funds for this engineering task order were approved by City Council as part of the FY 2025/26 budget adopted on June 16, 2025. All costs associated with this item will be funded within the existing budget appropriation. Approval of this item will have no additional fiscal impact on the General Fund beyond what was previously authorized.

ATTACHMENTS:

- Task Order 26-08 Lyons Parking Lot Improvements – Engineering Services

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Public Safety and Disaster Preparedness.

December 30, 2025

City of Sonora
Attn: Chris Gorsky, City Administrator
94 N. Washington Street
Sonora, CA 95370

Subject: Task Order No. 26-08 Lyons Parking Lot Improvements - Engineering Services

Dear Mr. Gorsky,

Thank you for the opportunity to prepare Task Order 26-08 to provide design, bid support, and construction management services for the Lyons Parking Lot Improvements.

Understanding

The City of Sonora plans to rehabilitate a failing parking lot located on the Northeast corner of Lyons and South Stewart Street. The parking lot has almost turned into gravel which will require full removal and replacement of the existing asphalt and base. The parking lot has approximately 4 rows each containing 13 total parking spaces for a total of 52 parking spaces, which will require 3 ADA parking stalls to become compliant. However, during the reconfiguration we will limit this parking area to 50 spaces to only need 2 ADA stalls.

The City of Sonora seeks to rehabilitate this parking lot with the following improvements:

- Removal and replacement of the existing parking lot surface. Replace with 3" HMA / 8" Aggregate Base.
- Re-stripe of all stalls and installation of pavement markings for ADA locations.
- Include two (2) ADA compliant parking stalls with one being standard size and the other being accessible.

Scope of Work

Task 1 –Project Management

- Biweekly check-ins with City staff on project progress
- General Project Management

Task 2 – Engineering Design (Utilizing field Visit and Google Aerial)

- 90% Improvement Plans
- 90% Engineers Estimate
- 90% Specifications
- Final Improvement Plans
- Final Engineers Estimate
- Final Specifications

Task 3 – Bid Support

- RFP and Advertisement
- Submittal and RFI Review

Task 4 – Construction Management

- Up to 80 hours of on-site inspection
- Daily logs and quantities
- Photo album of construction progress

Assumptions:

- Project is locally funded.
- No Topographic Survey will be conducted.
- Construction Duration of 10 working days used for Task 4 price.
- No community meetings or outreach will be necessary.
- No utility coordination will be required.
- The fee for a City of Sonora Encroachment Permit will be waived for any field work.
- All field work and proposed improvements will be within the City's right-of-way.
- Dewberry will prepare the front ends and will utilize Caltrans specifications.
- Traffic Control and Water pollution control plan will be performed by the contractor.

Fee for Services

Task 1 – Project Management =	\$ 6,340
Task 2 – Engineering Design =	\$24,895
Task 3 – Bid Support =	\$11,577
Task 4 – Construction Management =	<u>\$20,787</u>
NTE Total	\$63,599

Sincerely,

Approved by:



Mike Pugh, P.E.
Contract Manager
Associate Vice President

Chris Gorsky
City Administrator
City of Sonora