



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, July 06, 2026
5:00 PM**

NOTICE IS HEREBY GIVEN that the Sonora City Council will have their regular meeting on July 6, 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 nmccutchen@sonoraca.com.

Public Access Audio and Video Live Streaming

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

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

Mayor Ann Segerstrom

Vice Mayor Andy Merrill

Council Members Bess Levine, Stephen Opie, Mark Plummer

City Administrator Christopher 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 Police Officers' Association (SPOA).

B. Conference with Legal Counsel – Liability Claim - Pursuant to Gov. Code, § 54956.95: One (1) Potential Case, Claimant: Medina; Agency Claimed Against: City of Sonora; Chris Gorsky, City Administrator.

- 5. RECONVENE INTO OPEN SESSION**

OPEN SESSION - 5:00 PM

- 6. REPORT OUT OF CLOSED SESSION**
- 7. PLEDGE OF ALLEGIANCE**
- 8. ROLL CALL**
- 9. CITY CLERK'S REPORT ON AGENDA POSTING**
- 10. APPROVAL OF THE AGENDA**
- 11. PUBLIC COMMENT (NON-AGENDA ITEMS)**

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

- 12. PRESENTATIONS**

A. Receive an Update from Tuolumne County District 1 Supervisor Mike Holland; Chris Gorsky, City Administrator.

B. Receive a Presentation from Visit Tuolumne County - Step into Sonora; Jen Lopez, Visit Tuolumne County Marketing Specialist.

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C. Receive Introduction and Swearing in of Police Explorers Joseph Greene and Destiny Bryan; Turu VanderWiel, Police 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.

A. Consider Approval of the Meeting Minutes from June 15, 2026; Stacy Enos-Del Razo Deputy City Clerk.

B. Consider Approval for Dewberry Engineers Inc. Team (Dewberry) Scope and Fee to Continue to Provide City Engineer Services for Fiscal Year 2026 / 2027 and Approve Task Order No. 27-1 in the Amount of \$350,000; Chris Gorsky, City Administrator

C. Consider Adoption of Resolution 07-06-2026-A, Modifying the City's Recruitment Incentive Plan to Establish Sign-on Bonuses for Experienced Lateral Public Safety Dispatchers; Chris Gorsky, City Administrator.

D. Consider Adoption of Resolution 07-06-2026-B Ordering the November 3, 2026, General Municipal Election, Requesting the Tuolumne County Elections Department Conduct the Election on Behalf of the City, and Requesting Consolidation of the City's Election with the November 3, 2026, Statewide General Election; Nicole McCutchen, Administrative Services Officer/City Clerk.

E. Consider Adoption of Resolution 07-06-2026-C Supporting the Tuolumne County Transportation Council's Submission of Local Authority Recommendations for Opportunity Zones 2.0 Designation of Eligible Tuolumne County Census Tracts, Including Downtown Sonora; Chris Gorsky, City Administrator.

F. Consider Approval of Resolution 07-06-2026-D Amending the Job Description for the Police Records Technician Position to Remove Dispatcher-Related Qualification Requirements and Operational Responsibilities; Turu Vander Wiel, Police Chief.

G. Consider Approval of Resolution 07-06-2026-E Establishing the Job Description for Police Dispatch Records Shift Supervisor through the Reclassification of an Existing Dispatcher-Records Specialist Classification; Turu VanderWiel, Police Chief.

H. Consider Approval of a Contract Extension with CSG Consultants Inc to Provide Professional Services to the Community Development Department for an Additional Two (2) Years; Tyler Summersett, Community Development Director.

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14. NEW BUSINESS

A. Consider Approval of Resolution 07-06-2026-F Accepting the Board of State and Community Corrections (BSCC) Proposition 64 Public Health and Safety Grant Program (Prop 64), Cohort 4 Grant Award in the Amount of \$999,981; Authorize the City Administrator to Execute the Grant Agreement and all Related Grant Documents; and Amend the Fiscal Year 2026/27 Budget to Recognize Unanticipated Grant Revenue; Turu VanderWiel, Police Chief.

B. Consider Authorization for the City Administrator to Execute a Right of Entry Agreement with the Tuolumne Fire Safe Council, Permitting Access to City-owned Property Located at the Intersection of Stockton Road and Highway 108 (APN 056-020-043), for the Purpose of Conducting a California Environmental Quality Act (CEQA) Environmental Review; Brittan Gregory, Fire Chief and Tyler Summersett, Community Development Director.

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, nmccutchen@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).

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CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541
SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: July 6, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Chris Gorsky, City Administrator

SUBJECT: Receive an Update from the Tuolumne County District 1 Supervisor Mike Holland.

RECOMMENDATION:

Receive an Update from Tuolumne County District 1 Supervisor Mike Holland.

DISCUSSION / ANALYSIS:

District 1 Supervisor Mike Holland will Present to the City Council an Update on County-wide Issues at the First Meeting of Each Month.

FISCAL IMPACT:

No Fiscal Impact to the General Fund.

CORE COUNCIL PRIORITIES:

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



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: July 6, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Jen Lopez, Visit Tuolumne County Marketing Specialist

SUBJECT: Receive a Presentation from Visit Tuolumne County - Step into Sonora.

RECOMMENDATION:

Receive a Presentation from Visit Tuolumne County - Step into Sonora.

BACKGROUND:

This Video was developed as part of Visit Tuolumne County's 2025-2026 Marketing Scope of Work for the City of Sonora.

FISCAL IMPACT:

No Fiscal Impact to the General Fund.

ATTACHMENTS:

Step into Sonora.

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Economic Development/Growth



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: July 6, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Turu VanderWiel, Chief of Police

SUBJECT: Introduction and Badge Pinning of Police Explorers

RECOMMENDATION:

Receive Introduction and Swearing in of Police Explorers Joseph Greene and Destiny Bryan.

DISCUSSION / ANALYSIS:

The Sonora Police Department Explorer Post 364 accepts new Explorers throughout the year. After completing the probationary period and training, Explorers become eligible to receive their badge. Police Explorers support officers with community service and non-hazardous duties, attend training meetings, develop leadership skills, and prepare for a career in policing.

Joseph Greene moved to Sonora from Redwood City in 2022 and graduated from Sonora High School in 2023. He completed a Forestry/Firefighting program at Columbia College in 2024 and joined the Sonora Police Explorer Post in April 2025. As a Police Explorer, Joseph has participated in many community events and is focused on being a team player. He will become a Community Service Volunteer at age 21 and plans to pursue a career in policing.

Destiny Bryan, a Tuolumne County native, graduated from Theodore Bird High School in 2024. She studied criminology and emergency response management at the Institute of Technology, graduating in April 2026. During her studies, she gained essential knowledge and skills for a career in law enforcement. Destiny joined the Police Explorer Post in February 2026 to further develop her skills and pursue a career in policing.

FISCAL IMPACT:

There is no fiscal impact to the General Fund.

CORE COUNCIL PRIORITIES:

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



CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541
SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: July 6, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Stacy Enos-Del Razo, Deputy City Clerk

SUBJECT: Meeting Minutes from June 15, 2026

RECOMMENDATION:

Consider Approval of the Meeting Minutes from June 15, 2026.

DISCUSSION / ANALYSIS:

Staff Recommends the City Council Approve the Meeting Minutes from June 15, 2026.

FISCAL IMPACT:

No Fiscal Impact on the General Fund.

ATTACHMENTS:

Meeting Minutes from June 15, 2026.

CORE COUNCIL PRIORITIES:

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



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

**CITY OF SONORA
City Council Regular Meeting
Minutes
Monday, June 15, 2026
3:00 PM**

NOTICE IS HEREBY GIVEN that the Sonora City Council will have their regular meeting on June 15, 2026, at 3:00 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 nmccutchen@sonoraca.com.

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Mayor Ann Segerstrom

Vice Mayor Andy Merrill

Council Members Bess Levine, Stephen Opie, Mark Plummer

City Administrator Christopher Gorsky

City Attorney Douglas White

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OPEN SESSION - 3:00 PM

CALL TO ORDER

Called to order at 3:00 pm.

PLEDGE OF ALLEGIANCE

Councilmember Bess Levine led the Pledge of Allegiance.

ROLL CALL

PRESENT

Mayor Ann Segerstrom

Vice Mayor Andy Merrill

Councilmember Bess Levine

Councilmember Stephen Opie (Arrived after the Gavel)

Councilmember Mark Plummer

CITY CLERK'S REPORT ON AGENDA POSTING

The Agenda was posted on Friday, June 12, 2026, at 9:07 am.

APPROVAL OF THE AGENDA

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

Councilmember Stephen Opie was not in attendance for the vote.

PUBLIC COMMENT (NON-AGENDA ITEMS)

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No public comment.

Mayor Ann Segerstrom read a statement on behalf of Katie Dunn President of the Sonora Chamber of Commerce.

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PRESENTATIONS

1. Consider Appointment of Patricia Perry to City Historian Emerita and Tracy Skelly to City Historian; Chris Gorsky, City Administrator.

Chris Gorsky City Administrator appointed Patricia Perry to Historian Emerita, and Tracy Skelly to City Historian.

Mayor Ann Segerstrom presented Patricia Perry with a framed appreciation.

Patricia Perry addressed and thanked the Council.

Tracy Skelly addressed and thanked the Council.

Kate Segerstrom said kind words and presented Patricia Perry with flowers.

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.

2. Consider Approval of the Meeting Minutes from June 1, 2026; Stacy Enos-Del Razo, Deputy City Clerk.
3. Consider Acceptance of an Informational Report for May 2026 Accounts Payable Payment Register and Void Report; Chris Gorsky, City Administrator
4. Consider Acceptance of Disbursements in the Amount of \$263,301.14 and \$195,359.71 for Payroll, Including Employee Salaries, Employer and Employee Taxes, Retirement Contributions, Miscellaneous Voluntary Employee Deductions, Holiday Pay, and Other Adjustments, Including Retro-Pay, Nicole McCutchen, Administrative Services Officer.
5. Consider Approval of Resolution 06-15-2026-A, Updating the Job Descriptions for the Assistant City Administrator and the Administrative Services Director; Chris Gorsky, City Administrator
6. Consider the Mayor's Re-Appointment of Linda Emerson to Serve as a City of Sonora Planning Commissioner for a Four-Year Term Expiring on July 1, 2030; Tyler Summersett, Community Development Director.

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7. Waive the Second Reading, Read by Title Only, and Adopt Ordinance No. 916 Amending the City of Sonora Municipal Code to Add Chapter 8.50 to Title 8 Regulating Tobacco Product Sales including a Resolution to Adopt a Fee Schedule for Tobacco Retailer Licenses; Tyler Summersett, Community Development Director.

No public comment.

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

Councilmember Stephen Opie was not in attendance for the vote.

PUBLIC HEARINGS

8. Consider Adoption of Resolution 06-15-2026-B Establishing the FY2026/27 GANN Appropriations Limit for the City of Sonora Chris Gorsky, City Administrator.

Chris Gorsky City Administrator discussed the FY 2026/27 GANN Appropriations Limit.

Councilmembers made comments.

No public comment.

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

Councilmember Stephen Opie was not in attendance for the vote.

9. Receive a Report Regarding the Implementation of Assembly Bill 2561 (AB 2561) – Local Public Employees Vacant Positions; Chris Gorsky, City Administrator.

Chris Gorsky City Administrator discussed Assembly Bill 2561(AB2561) - Local Public Employees Vacant Positions.

No public comment.

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

Councilmember Stephen Opie was not in attendance for the vote.

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10. Review and Adopt the Proposed FY2026/27 Operating Budget and Adopt Resolution 06-15-2026-C, Including any Supplemental Funding Requests Approved by the City Council; Chris Gorsky, City Administrator.

Chris Gorsky City Administrator presented the proposed FY 2026/27 Operating Budget including budget overview, budget challenges, general fund revenues, and general fund expenditures.

Chris Gorsky City Administrator presented the Administration budget, accomplishments, and goals.

Turu VanderWiel Police Chief presented the Police Departments budget, accomplishments, and goals.

Councilmembers asked questions and discussed.

Brittan Gregory Fire Chief presented the Fire Departments budget, accomplishments, and goals.

Councilmembers asked questions and discussed.

Tyler Summersett Community Development Director presented the Community Development budget, and the Community Development Team.

Brian Odom Building Official presented the Building and Planning Departments accomplishments.

Tyler Summersett Community Development Director presented the Community Development accomplishments.

Thomas Mlady code Enforcement Officer presented Code Enforcement statistics.

Tyler Summersett Community Development Director continued the Community Development Department presentation.

Councilmembers asked questions and discussed.

Mike Pugh City Engineer introduced the Engineering Team, Carlye Buchholz, City Engineer and Matt Schmitz, Dewberry Senior Project Manager.

The Engineering Team presented the budget, accomplishments, project initiatives, grant initiatives, and goals.

Councilmembers asked questions and discussed.

Chris Gorsky City Administrator continued the Budget Presentation including City staffing fiscal year Full Time Equivalents (FTE), and supplemental request - available funding.

Councilmembers made comments and discussed.

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No public comment.

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

NEW BUSINESS

11. Authorize the Fire Chief to Apply to the Federal Emergency Management Agency (FEMA) Fiscal Year 2025 Assistance to Firefighters Grant (AFG) Program for the Acquisition of a Replacement Fire Prevention Vehicle and Authorize the City Administrator and Fire Chief to Execute all Necessary Grant Application Documents; Brittan Gregory, Fire Chief.

Brittan Gregory Fire Chief presented information to the Council regarding the Federal Emergency Management Agency (FEMA) Fiscal Year 2025 Assistance to Firefighters Grant (AFG) Program for the acquisition of a replacement fire prevention vehicle.

Councilmembers made comments.

No public comment.

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

COUNCIL MEMBER REPORTS

Councilmember Stephen Opie had nothing to report.

Councilmember Bess Levine will report on the Visit Tuolumne County meeting at the next Council meeting.

Vice Mayor Andy Merrill attended the Tuolumne County Transportation Council meeting (TCTC).

Councilmember Mark Plummer attended TCTC; Local Agency Formation Commission (LAFCO); and the Airport Land Use Commission (ALUC) meetings.

Mayor Ann Segerstrom attended LAFCO.

ADJOURNMENT

Adjourned at 6:55 pm.

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CITY COUNCIL AGENDA REPORT

CITY HALL

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

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: July 6, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Chris Gorsky, City Administrator

SUBJECT: Consider Approval for Dewberry Engineers Inc. Team (Dewberry) Scope and Fee to Continue to Provide City Engineer Services for Fiscal Year 2026 / 2027 and Approve Task Order No. 27-1 in the Amount of \$350,000.

RECOMMENDATION:

Consider Approval for Dewberry Engineers Inc. Team (Dewberry) Scope and Fee to Continue to Provide City Engineer Services for Fiscal Year 2026 / 2027 and Approve Task Order No. 27-1 in the Amount of \$350,000.

DISCUSSION / ANALYSIS:

The Dewberry Engineers Inc. team (Dewberry) has been providing City Engineer Services since July 2025 under Task Order 26-1 that expires at the end of this fiscal year (June 30, 2026). For Dewberry to continue for Fiscal Year 2026 / 2027 a new task order must be initiated.

Dewberry will provide City Engineer Services for the City of Sonora per their existing three-year City of Sonora contract with two (2) 1-year optional extensions executed on December 19, 2023. The scope of work to be provided is outlined in the following bullet items:

1. Provide project management services including evaluation, programming, designing, and construction oversight of capital projects. Prepare reviews and present staff reports and City engineering documents and reports on various projects and programs and attend City Council meetings as necessary.
2. Develop and manage the City's Capital Improvement Program and participate in initiating all capital improvement projects and programs, including defining project scope, determining project budget, and locating financial resources.
3. Assist in the development and oversee consultant requests for proposals and/or construction bids including advertising, evaluating proposals / bids, recommending project award, negotiating, and administering contracts.
4. Provide oversight of Federal and Local funded projects.
5. Identifying grant funding opportunities
6. Represent the City within the community and with outside agencies.
7. Ensure City compliance with all Federal, State, County, and local laws and regulations including monitoring and make recommendations in relation to changes in laws, regulations, and technology that may affect City operations; implement policy and procedure changes as required.



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

8. Provide emergency response services in times of infrastructure failure, unusual weather, and other disasters such as flooding, earthquake, fire, etc.
9. Provide utility interface as necessary with TUD, PG&E, cable, and other utility companies.

FISCAL IMPACT:

Funding for City Engineer Services in the amount of \$350,000 is included in the Fiscal Year 2026/2027 Adopted Budget, which was approved by the City Council on June 15, 2026. Approval of Task Order No. 27-1 authorizes the expenditure of these budgeted funds under the City's existing professional services agreement with Dewberry Engineers Inc. and will not require any additional budget appropriation.

ATTACHMENTS:

- Task Order No. 27-1 Fiscal Year 2026/ 2027 City Engineer Services

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

July 6, 2026

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

Subject: Task Order No. 27-1 Fiscal Year 2026/ 2027 City Engineer Services

Dear Mr. Gorsky,

Thank you for the opportunity to prepare this Task Order to provide City Engineer Services to the City of Sonora for FY 26/27.

Understanding:

The Dewberry team (Dewberry) will provide City Engineer Services for the City of Sonora per a three-year contract with two (2) 1-year optional extensions executed on December 19, 2023. Work under this contract is authorized through the approved annual City Budget via specific task orders.

This task order formally authorizes Dewberry to provide City Engineer services for FY 26/27, starting July 1, 2026, and extending to and including June 30, 2027.

Scope of Work:

The following is a summary of duties that may be requested by the City Administrator and / or Community Development Director. Management of this task order requires regular communication between the Dewberry Team and the City to ensure priority tasks are being delivered within the fiscal constraints of this task order.

The scope outline below is not intended to represent the entire scope of work for this task order but rather a substantial list of tasks identified by the City.

1. Provide project management services including evaluation, programming, designing, and construction oversight of capital projects. Prepare reviews and present staff reports and City engineering documents and reports on various projects and programs and attend City Council meetings as necessary.
2. Develop and manage the City's Capital Improvement Program and participate in initiating all capital improvement projects and programs, including defining project scope, determining project budget, and locating financial resources.
3. Assist in the development and oversee consultant requests for proposals and/or construction bids including advertising, evaluating proposals / bids, recommending project award, negotiating, and administering contracts.
4. Provide oversight of Federal and Local funded projects.
5. Identifying grant funding opportunities
6. Represent the City within the community and with outside agencies.

7. Ensure City compliance with all Federal, State, County, and local laws and regulations including monitoring and make recommendations in relation to changes in laws, regulations, and technology that may affect City operations; implement policy and procedure changes as required.
8. Provide emergency response services in times of infrastructure failure, unusual weather, and other disasters such as flooding, earthquake, fire, etc.
9. Provide utility interface as necessary with TUD, PG&E, cable, and other utility companies.

Fee:

\$350,000 for FY 26/27

Sincerely,



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

Approved by:



Chris Gorsky
City Administrator



CITY COUNCIL AGENDA REPORT

CITY HALL

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

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: July 06, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Chris Gorsky, City Administrator

SUBJECT: Consider Adoption of Resolution 07-06-2026-A, Modifying the Recruitment Incentive Plan to Add Eligibility to Experienced Lateral Public Safety Dispatchers.

RECOMMENDATION:

Consider Adoption of Resolution 07-06-2026-A, Modifying the City's Recruitment Incentive Plan to Establish Sign-on Bonuses for Experienced Lateral Public Safety Dispatchers.

BACKGROUND:

The Sonora Police Department continues to experience a competitive labor market for experienced Public Safety Dispatchers. To remain competitive, staff recommends expanding eligibility to experienced lateral Public Safety Dispatchers.

OBJECTIVES:

The primary objectives of the proposed Recruitment Incentive Plan are as follows:

1. Recruit experienced Public Safety Dispatchers by offering competitive recruitment incentives.
2. Improve staffing levels to support effective emergency response, investigations, communications, and other public safety services.
3. Encourage employee retention through milestone-based incentive payments that promote long-term workforce stability.

BENEFITS:

The proposed Recruitment Incentive Plan is expected to provide several benefits to the City and the Sonora Police Department, including:

1. Enhanced Recruitment Competitiveness: Recruitment incentives improve the City's ability to attract experienced Public Safety Dispatchers in an increasingly competitive labor market.
2. Improved Retention and Operational Efficiency: The milestone-based payment structure is designed to encourage long-term employment and reward continued service with the Sonora Police Department.



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

3. Enhanced Public Safety Services: Improved staffing levels and the recruitment of experienced personnel will strengthen the Department's ability to provide timely emergency response, proactive policing, investigations, and communications services.
4. Strengthened Community Relationships: A fully staffed and experienced Police Department is better positioned to engage with residents, businesses, and community organizations through proactive community policing efforts.

DISCUSSION / ANALYSIS:

The proposed modifications are intended to improve the City's competitiveness in recruiting experienced public safety professionals while supporting appropriate staffing levels and maintaining high-quality public safety services.

The program establishes tiered recruitment incentives for experienced Public Safety Dispatchers based on years of qualifying law enforcement agency experience. Candidates with greater experience generally require less field training, become productive more quickly, and can provide immediate operational benefit to the Department. Qualifying experience is defined in the Recruitment Incentive Plan as prior service as a public safety dispatcher employed by a law enforcement agency.

Sign-on bonus payments will continue to be distributed upon completion of established employment milestones, ensuring the program supports both recruitment and retention. By targeting experienced lateral candidates, the City seeks to improve staffing stability while remaining competitive in today's public safety labor market. Staff will periodically evaluate the effectiveness of the Recruitment Incentive Plan and may return to the City Council with recommendations for modifications based on recruitment outcomes, staffing needs, and labor market conditions.

FISCAL IMPACT:

Actual costs will vary depending on the number of successful lateral recruitments. If all currently authorized vacancies are filled by candidates eligible for incentives, annual costs are estimated to range from \$9,000 to \$15,000. Incentive payments are contingent upon continued employment and are distributed over multiple years based upon established employment milestones. For FY2026/27, no budget amendment is required, as the program will be funded through salary savings generated by existing vacancies.

ATTACHMENTS:

- Resolution 07-06-2026-A
- Exhibit "A" Sign-On Bonus Detail



CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541
SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

CORE COUNCIL PRIORITIES:

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

RESOLUTION 07-06-2026-A
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA MODIFYING
THE CITY'S RECRUITMENT INCENTIVE PLAN

WHEREAS, the City Council has a goal to ensure a high performing organization and the City's employees are a primary driver of that goal; and

WHEREAS, from time to time, the labor market for certain critical positions within the City is extremely tight and the demand for individuals with the requisite skills is very high; and

WHEREAS, the City Council of the City of Sonora understands the growing demand across the State of California for experienced police department personnel.

WHEREAS, recruitment incentives such as a sign-on bonuses are common methods used to attract qualified candidates for these critical positions; and

WHEREAS, it is appropriate to offer recruitment incentives to provide a more robust and flexible program to attract a highly qualified and diverse workforce.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Sonora does hereby approve Resolution 07-06-26-A modifying the recruitment incentive plan by including eligibility to experienced Lateral Public Safety Dispatchers as set forth in Exhibit A, attached hereto and made a part hereof.

PASSED, APPROVED AND ADOPTED as a Resolution by the Sonora City Council at a meeting held by the City Council on the 6th day of July 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Ann Segerstrom, Mayor

ATTEST: _____
Nicole McCutchen, City Clerk, City of Sonora

EXHIBIT A

Item C.

City of Sonora Police Department Sign-On Bonus Hiring Incentive

Hiring Incentive for Regular Full-Time Positions

New employees hired into this classification will be eligible for the following hiring incentives.

Lateral Police Dispatcher 1 - 2 Years Experience

(Experience must be gained through employment with a law enforcement agency.)

Paid on 1st Check	\$	3,000
Completion of Probation and meets expectations on evaluation	\$	3,000
Upon Completion of 3 years and meets expectations on evaluation	\$	5,000
Upon Completion of 4 years and meets expectations on evaluation	\$	5,000
Upon Completion of 5 years and meets expectations on evaluation	\$	5,000

Grand Total	\$	21,000
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Lateral Police Dispatcher 3+ Years Experience

(Experience must be gained through employment with a law enforcement agency.)

Paid on 1st Check	\$	4,000
Completion of Probation and meets expectations on evaluation	\$	4,000
Upon Completion of 3 years and meets expectations on evaluation	\$	5,000
Upon Completion of 4 years and meets expectations on evaluation	\$	5,000
Upon Completion of 5 years and meets expectations on evaluation	\$	5,000

Grand Total	\$	23,000
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CITY COUNCIL AGENDA REPORT

CITY HALL

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

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: July 6, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Nicole McCutchen, Administrative Services Officer/City Clerk

SUBJECT: Consider Adoption of Resolution 07-06-2026-B Ordering the November 3, 2026, General Municipal Election, Requesting Election Services from the Tuolumne County Elections Department, and Requesting Consolidation with the Statewide General Election

RECOMMENDATION:

Consider Adoption of Resolution 07-06-2026-B Ordering the November 3, 2026, General Municipal Election, Requesting the Tuolumne County Elections Department Conduct the Election on Behalf of the City, and Requesting Consolidation of the City's Election with the November 3, 2026, Statewide General Election.

DISCUSSION / ANALYSIS:

Resolution 07-06-2026-B accomplishes the following:

- Orders the City of Sonora General Municipal Election to be held on Tuesday, November 3, 2026.
- Requests that the Tuolumne County Board of Supervisors authorize the Tuolumne County Elections Department to conduct the City's election pursuant to Elections Code Section 10002.
- Requests consolidation of the City's General Municipal Election with the November 3, 2026, Statewide General Election pursuant to Elections Code Sections 10400 and 10403.
- Authorizes reimbursement to Tuolumne County for all costs associated with conducting the municipal election.
- Establishes that the Candidates' Statements of Qualifications will be limited to 200 words, with the candidate responsible for payment of the associated publication costs.
- Confirms that there have been no changes to the City's boundaries since the last municipal election.
- Directs the City Clerk to submit certified copies of the adopted resolution to the Tuolumne County Board of Supervisors and the Tuolumne County Elections Department within the statutory deadlines.

If the number of qualified candidates filing nomination papers does not exceed the number of offices to be filled, Elections Code Section 10229 authorizes the City Council to appoint the nominees in lieu of holding an election.



CITY COUNCIL AGENDA REPORT

CITY HALL

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SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

Adoption of this resolution ensures compliance with California election law and allows Tuolumne County Elections to administer the City's election in conjunction with the statewide election, resulting in a more efficient and cost-effective election process.

FISCAL IMPACT:

The City will reimburse the Tuolumne County Elections Department for the City's proportional share of the costs associated with conducting the November 3, 2026, General Municipal Election. Funding for election expenses has been included in the Fiscal Year 2026-2027 budget.

ATTACHMENTS:

1. Resolution No. 07-06-2026-B Ordering the November 3, 2026, General Municipal Election, Requesting County Election Services, and Requesting Consolidation with the Statewide General Election.

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability

RESOLUTION NO. 07-06-2026- B**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA, CALIFORNIA REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF TUOLUMNE TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026 WITH THE GENERAL ELECTION PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE**

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the City relating to the conduct of an election; and

WHEREAS the resolution of the governing body of the City shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections of any legislative or congressional district, public district, county or other political subdivision are called to be held on the same day in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10400, such elections for cities may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called to the right of a City, or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election the City, or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of supervisors may order the consolidation; and

WHEREAS the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, various cities, counties, state and other political subdivision elections may be or have been called to be held on November 3, 2026.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the governing body of the CITY OF SONORA hereby orders an election be called and consolidated with any and all elections also

called to be held on November 3, 2026, insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the City, request the Board of Supervisors of the County of Tuolumne to order such consolidation under Elections Code Section 10400; and

BE IT FURTHER RESOLVED AND ORDERED that the governing body of the CITY OF SONORA hereby request to the Board of Supervisors to permit the Tuolumne County Elections Department to provide any all services necessary for conducting the election and shall reimburse the county for the costs incurred by the Tuolumne County Elections Department in conducting he election for the governing City; and

BE IT FURHTER RESOLVED AND ORDERED that the Tuolumne County Elections Department shall conduct the election for the following office(s) on the November 3, 2026, ballot:

Council Member	4-year full term		
Mark Plumber	x		
Andy Merrill	x		

No election will be held if there are an equal or insufficient number of nominees.

The Candidates Statement or Qualifications shall be limited to 200 words, and the estimated cost will be paid for by the Candidate at the time of filing.

Check all that apply:

☒ There have been no changes to the boundaries of said City since the last election held within the district and the map on file with the County of Tuolumne is true and correct.

☐ Changes to the boundaries of said City have occurred since the last election held within the city and an updated map is attached hereto as Exhibit "A".

BE IT FURTHER RESOLVED AND ORDERED that pursuant to Election code Section 10403, the City Clerk is hereby directed to deliver certified copies of the Resolution and Specifications of the Election Order to the Tuolumne County Board of Supervisors and the Tuolumne County Election Department.

PASSED AND ADOPTED this _____ day of _____ 20____ by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ASTAIN: _____

Ann Segerstrom, Mayor City of Sonora

Attested:

Nicole McCutchen, City Clerk, 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: July 6th, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Chris Gorsky, City Administrator

SUBJECT: Consider Adoption of Resolution 07-06-2026-C Supporting the Tuolumne County Transportation Council's Submission of the Local Authority Recommendation for Opportunity Zones 2.0.

RECOMMENDATION:

Consider Adoption of Resolution 07-06-2026-C Supporting the Tuolumne County Transportation Council's Submission of Local Authority Recommendations for Opportunity Zones 2.0 Designation of Eligible Tuolumne County Census Tracts, Including Downtown Sonora.

BACKGROUND:

The federal Opportunity Zone program was established by Congress through the Tax Cuts and Jobs Act of 2017 to encourage long-term private investment in economically distressed communities by providing federal tax incentives for investments made within designated Opportunity Zones.

The original Opportunity Zone designations expire on December 31, 2026. Congress has since established Opportunity Zones 2.0, creating a new ten-year designation cycle for investments made beginning January 1, 2027. California has initiated a statewide nomination process whereby local agencies may submit recommendations to assist the Governor in selecting eligible census tracts for nomination to the United States Department of the Treasury.

Unlike the original designation process, California is encouraging local and regional participation to ensure nominations reflect community priorities, economic development goals, housing needs, infrastructure investments, and regional planning efforts.

DISCUSSION / ANALYSIS:

The Tuolumne County Transportation Council (TCTC) is coordinating a regional recommendation on behalf of local jurisdictions and stakeholders. Because economic activity, housing markets, transportation systems, and workforce patterns extend across jurisdictional boundaries, a coordinated regional recommendation provides a stronger and more comprehensive approach than individual agency submissions.

The proposed recommendation includes three eligible Tuolumne County census tracts, including Census Tract 06109001200, encompassing Downtown Sonora and the surrounding area.



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

Downtown Sonora is the county's primary civic, governmental, commercial, healthcare, and visitor-serving center. The tract includes numerous public facilities, historic commercial buildings, healthcare services, tourism-related businesses, and infrastructure capable of supporting additional private investment.

Staff also recognize that a regional approach, including designation of additional eligible rural census tracts, can create complementary investment opportunities benefiting housing, workforce development, transportation, tourism, education, and economic diversification throughout Tuolumne County.

It is important to note that Opportunity Zone designation does not approve any development project, modify zoning, authorize land use changes, commit City funding, or exempt future projects from environmental review. Rather, designation creates an additional federal financing incentive that private investors may utilize if they choose to invest within designated areas.

Any future development proposals would continue to be subject to all applicable City ordinances, zoning regulations, permitting requirements, environmental review, and City Council approval where required.

FISCAL IMPACT:

There is no direct fiscal impact associated with adoption of the proposed resolution. The resolution expresses the City's support for the regional Opportunity Zones 2.0 recommendation and does not obligate the City to expend funds or commit to future projects. If the designation is approved by the federal government, future private investment may generate long-term economic activity, property rehabilitation, business expansion, housing development, and increased property and sales tax revenues.

ATTACHMENTS:

- Resolution 07-06-2026-C

CORE COUNCIL PRIORITIES:

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

RESOLUTION No. 07-06-2026-C**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA SUPPORTING THE TUOLUMNE COUNTY TRANSPORTATION COUNCIL'S SUBMISSION OF LOCAL AUTHORITY RECOMMENDATIONS FOR OPPORTUNITY ZONE 2.0 DESIGNATION OF ELIGIBLE TUOLUMNE COUNTY CENSUS TRACTS, INCLUDING THE DOWNTOWN SONORA CENSUS TRACT**

WHEREAS, the federal Opportunity Zone program is intended to encourage long-term private investment in economically distressed communities through federal tax incentives for qualifying investments in designated census tracts; and

WHEREAS, Opportunity Zones 2.0 establishes a new ten-year designation cycle for eligible census tracts, with new designations taking effect for investments made on or after January 1, 2027; and

WHEREAS, the State of California, through the Governor's Office of Business and Economic Development and the Department of Finance, has established a local authority recommendation process to inform the Governor's selection of census tracts for nomination to the United States Department of the Treasury; and

WHEREAS, the local authority recommendation process allows recommendations to be submitted by cities, counties, special districts, regional joint powers authorities, councils of governments, and tribal governments; and

WHEREAS, the Tuolumne County Transportation Council is a regional joint powers authority serving the Tuolumne County region and is well positioned to submit a coordinated regional recommendation reflecting local and regional economic development, housing, infrastructure, and investment priorities; and

WHEREAS, the City of Sonora supports a coordinated regional recommendation because Opportunity Zone designation decisions will affect investment patterns, housing opportunities, infrastructure priorities, and economic development prospects across jurisdictional boundaries; and

WHEREAS, Census Tract 06109001200, including Downtown Sonora and its immediate environs, is eligible for Opportunity Zone 2.0 consideration and includes the historic downtown, the county's civic and commercial center, regional healthcare services, government facilities, visitor-serving commercial activity, and infrastructure-served sites appropriate for reinvestment, rehabilitation, mixed-use development, and attainable housing; and

WHEREAS, the Downtown Sonora tract has the highest poverty rate among the county's eligible tracts and is currently designated under the original Opportunity Zone program, making redesignation important for continuity, investor familiarity, and the ability to translate designation into visible and near-term community reinvestment; and

WHEREAS, the City's interest in designation of the Downtown Sonora tract is grounded in the opportunity to support reinvestment in older building stock, adaptive reuse, housing near jobs and services, walkable mixed-use development, small-business activity, historic downtown revitalization, and continued strengthening of Sonora's role as the county's civic, commercial, healthcare, and cultural center; and

WHEREAS, the City further recognizes that Downtown Sonora's impact would be strengthened if paired with designation of other eligible Tuolumne County rural tracts, including nearby Columbia, because a broader regional designation can support linked investment in housing, workforce development, education, tourism, transportation access, airport-adjacent economic activity, and rural infrastructure; and

WHEREAS, the City supports the regional recommendation of three eligible Tuolumne County census tracts, including the Downtown Sonora tract, through a coordinated submission by the Tuolumne County Transportation Council; and

WHEREAS, Opportunity Zone designation does not approve any specific development project, change land use designations or zoning, create an entitlement, waive applicable environmental review, or commit the City to future funding obligations; and

WHEREAS, designation would instead provide an additional federal investment tool that may support locally desired outcomes, including housing production, rehabilitation of underutilized properties, commercial revitalization, infrastructure investment, tourism and outdoor recreation, workforce development, and rural economic resilience.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sonora hereby supports the Tuolumne County Transportation Council serving as the regional local authority recommending entity for eligible Tuolumne County census tracts under the Opportunity Zones 2.0 local authority recommendation process.

BE IT FURTHER RESOLVED that the City Council supports the submission by the Tuolumne County Transportation Council of Local Authority Recommendation Forms for three eligible Tuolumne County census tracts, including Census Tract 06109001200, Downtown Sonora and its immediate environs.

BE IT FURTHER RESOLVED that the City Council specifically supports Opportunity Zone 2.0 designation of Census Tract 06109001200 as a high-priority tract because of its demonstrated economic need, existing infrastructure, reinvestment potential, housing and mixed-use opportunities, civic and healthcare anchors, downtown commercial activity, and ability to generate visible community benefit.

BE IT FURTHER RESOLVED that the City Council supports regional coordination with the County of Tuolumne, the Tuolumne County Transportation Council, local economic development partners, community stakeholders, and state representatives to advance Opportunity Zone 2.0 recommendations that align with local and regional housing, infrastructure, and economic development priorities.

BE IT FURTHER RESOLVED that the City Administrator, or designee, is authorized to provide a copy of this Resolution to the Tuolumne County Transportation Council, the County of Tuolumne, the Governor's Office of Business and Economic Development, the California Department of Finance, state legislative representatives, and other relevant partners in support of the regional Opportunity Zones 2.0 recommendation.

BE IT FURTHER RESOLVED that this Resolution is intended to support regional coordination and does not constitute City approval of any specific project, entitlement, land use change, funding commitment, tax increment financing district, or future development action.

PASSED, APPROVED AND ADOPTED as a Resolution by the Sonora City Council at a meeting held by the City Council on the 6th day of July 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Ann Segerstrom, Mayor

ATTEST: _____
Nicole McCutchen, City Clerk, 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: July 6, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Turu VanderWiel, Chief of Police

SUBJECT: Consider Approval of Resolution 07-06-2026-D Amending the Job Description for Police Records Technician Position within the Sonora Police Department.

RECOMMENDATION:

Consider Approval of Resolution 07-06-2026-D Amending the Job Description for the Police Records Technician Position to Remove Dispatcher-Related Qualification Requirements and Operational Responsibilities.

BACKGROUND:

The Police Department's Dispatch and Records Division is responsible for providing critical public safety communication services, including receiving emergency and non-emergency calls, dispatching police personnel, and maintaining law enforcement records.

The Sonora Police Department is budgeted for one full-time Police Records Technician. Historically, the Police Records Technician position has been filled through promotion from the Dispatcher-Records Specialist classification. As a result, the existing job description includes minimum qualifications requiring prior public safety dispatch experience and operational expectations to provide relief coverage for Dispatcher-Records personnel.

The Police Records Technician position has evolved into a specialized records management role responsible for records oversight, reporting, compliance with state and federal reporting requirements, records systems administration, quality control, and coordination with criminal justice agencies. These responsibilities are distinct from dispatch operations and do not require performing public safety dispatch duties.

DISCUSSION / ANALYSIS:

Staff recommends amending the Police Records Technician job description to remove the requirement for prior police dispatching experience and eliminate the expectation that the position provide relief coverage for Dispatcher-Records Specialist personnel.

Historically, the position was filled from within the Department's Dispatcher-Records Specialist ranks. However, that model is no longer feasible due to the absence of qualified internal candidates available for promotion. Requiring dispatch experience unnecessarily limits the pool of qualified applicants and may hinder the Department's ability to recruit individuals with dedicated records management experience.



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 proposed amendments recognize that the primary function of the Police Records Technician is the management and oversight of police records systems and processes. The revised job description focuses on records administration, compliance, reporting, auditing, and records management functions while removing duties associated with dispatch operations.

Broadening the minimum qualifications will allow the Department to recruit candidates from a wider range of professional backgrounds, including law enforcement records divisions, municipal records programs, and other private-sector administrative environments. This approach is expected to improve recruitment opportunities while ensuring the Department maintains the expertise necessary to manage increasingly complex records management and reporting requirements.

The proposed amendments do not alter the position's classification, compensation, or budgeted staffing level.

FISCAL IMPACT:

The proposed amendments to the Police Records Technician job description have no fiscal impact. The revisions do not change the position's classification, compensation, or authorized staffing level. Funding for the position is included in the Fiscal Year 2026/2027 Adopted Budget, which was approved by the City Council on June 15, 2026, and no additional appropriation or budget amendment is required.

ATTACHMENTS:

- Resolution 07-06-2026-D
- Revised Police Records Technician Job Description

CORE COUNCIL PRIORITIES:

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

RESOLUTION 07-06-2026-D

A RESOLUTION OF THE SONORA CITY COUNCIL APPROVING THE UPDATED JOB DESCRIPTION FOR THE POLICE RECORDS TECHNICIAN

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 positions within municipal government and public safety; and

WHEREAS, the City of Sonora Police Department provides essential records management services; and

WHEREAS, the Police Records Technician position is responsible for records oversight, records systems administration, reporting, compliance, quality control, and records management functions essential to the operation of the Police Department; and

WHEREAS, the existing job description for the Police Records Technician position reflects a practice of promoting employees from the Dispatcher-Records Specialist classification and includes minimum qualifications requiring dispatch experience and operational expectations related to dispatch functions; and

WHEREAS, the primary duties of the Police Records Technician position are records management and administrative functions that do not require the performance of public safety dispatch duties; and

WHEREAS, amending the job description to remove dispatch experience requirements and expectations to provide relief coverage for Dispatcher-Records Specialist personnel will broaden recruitment opportunities and better align the position qualifications and duties with the operational needs of the Department.

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

PASSED, APPROVED, AND ADOPTED as a Resolution by the Sonora City Council at a meeting held by the City Council on the 6th day of July 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Ann Segerstrom, Mayor, City of Sonora

ATTEST: _____
Nicole McCutchen, City Clerk, City of Sonora



JULY 2026
FLSA: NON-EXEMPT

POLICE RECORDS TECHNICIAN

DEFINITION

Under general supervision, performs specialized technical and administrative work in the maintenance, management, processing, and release of confidential law enforcement records; ensures compliance with federal, state, and local recordkeeping requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Performs a wide variety of general and/or specialized office support, technical and administrative support work for the Police Department; collects, indexes, processes, maintains, retrieves, copies, and distributes confidential law enforcement data and information; performs a variety of record keeping functions including processing police reports; receives and provides assistance to the public in person and over the telephone; serves as a liaison between the Police Department and various other local, state, and federal agencies; and provides other support and assistance to other non-sworn functions and activities of the Police Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Performs a wide variety of technical and clerical duties in support of departmental operations, including those related to collecting, indexing, processing, maintaining, retrieving, copying, and distributing technical and confidential law enforcement data and information, including police reports, citations, protective orders, and subpoenas.
- Oversees and performs compliance monitoring of various computer network and database systems, such as CLETS.
- Enters, maintains, and retrieves data, reports, and information into and from a variety of automated law enforcement records systems; enters police reports and citations, including names, vehicle information, charges, property, dispositions, and classification of charges.
- Processes, reproduces electronically, scans, and distributes crime, incident, arrest, and accident reports, subpoenas, and related paperwork to various agencies, including departmental staff, other local and state law enforcement personnel, insurance companies, and other agencies and organizations; processes and distributes police reports to the District Attorney's Office for prosecution.
- Assists, provides information, and responds to questions and concerns from the general public, departmental staff, and other agencies in person and by telephone; forwards calls to appropriate personnel; takes and provides phone messages; responds to public inquiries for information

regarding police reports and other matters; ensures that the release of records follows state, federal, and local laws.

- Conducts background checks on individuals for outside law enforcement agencies; pulls and copies reports and other information as necessary.
- Processes traffic collision reports; pulls, copies, and reviews incoming reports.
- Processes and maintains traffic citations; enters citation information into system; copies citations for department files; sends original citation to Traffic Court.
- Maintains the integrity of the Department's Records Management System (RMS) by reviewing, scanning, indexing, entering, auditing, and maintaining police reports and related documents to ensure accuracy, completeness, and compliance with Department policies and applicable laws.
- Assists with police file and record management, including their destruction; shreds old files; assists in the implementation of file record management systems and programs.
- Processes towed vehicles; enters data from reports into the RMS system; sends notification letters to legal owners of vehicles.
- Performs general clerical duties including typing, distributing mail, and filing; types correspondence, reports, forms, statements, petitions, complaints, and other confidential and specialized documents from drafts, notes, dictated tapes, or brief instructions; composes letters and other documents as necessary. Compiles and totals police statistics, including spreadsheets
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Modern office procedures, methods, and equipment, including computers.
- Computer applications such as word processing, spreadsheet, and database applications.
- Law enforcement terminology.
- Public and agency desk procedures and methods for providing services and information, including those related to collecting, maintaining, and releasing information, files, and documents.
- Pertinent Federal, State, and Local laws, codes, and regulations, and department rules, policies, and procedures.
- Customer service principles and practices.
- Methods and techniques of proper phone etiquette.
- Principles and procedures of record keeping and filing.
- Mathematical principles.
- Basic principles of business letter writing and basic report preparation.
- English usage, spelling, grammar, and punctuation.
- Geography of the City of Sonora.

Ability to:

- Understand the organization, operation, and services of the City, the Police Department, and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general administrative and departmental policies and procedures.
- Use sound judgment in following and applying pertinent laws, regulations, policies, and procedures.

- Perform a variety of office support and clerical duties and activities of a general and specialized nature in support of departmental operations.
- Compile, maintain, process, and prepare a variety of records and reports.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person; exercise good judgment, and make sound decisions in emergency situations.
- Meet critical deadlines.
- Exercise good judgment in maintaining critical and sensitive information, records, and reports.
- Use applicable office terminology, forms, documents, and procedures in the course of the work.
- Organize and prioritize work assignments.
- Deal successfully with the public, in person and over the telephone.
- Understand and follow oral and written instructions.
- Operate and use modern office equipment, including a computer and various software packages.
- Operate specialized automated law enforcement information systems, including public safety computer systems, to access and maintain data.
- Type and enter data accurately at a speed necessary for successful job performance.
- Maintain confidentiality of records.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training and/or experience which is equivalent to:

- High School diploma or equivalent.
- Two years of general clerical experience that demonstrates a general aptitude for working with the public in a multi-task environment.

REQUIRED SPECIAL QUALIFICATIONS

- Possess or obtain a Notary Public commission within one year of employment.
- Possess a valid State of California Class C Driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions. Environment: Work is performed primarily in a standard office setting and at a public counter with extensive public contact and constant interruptions. Physical: Primary functions require sufficient physical ability and mobility to work in a office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.



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: July 6, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Turu VanderWiel, Chief of Police

SUBJECT: Consider Approval of Resolution 07-06-2026-E Establishing the Job Description for Police Dispatch Records Shift Supervisor Position within the Sonora Police Department.

RECOMMENDATION:

Consider Approval of Resolution 07-06-2026-E Establishing the Job Description for Police Dispatch Records Shift Supervisor through the Reclassification of an Existing Dispatcher-Records Specialist Classification.

BACKGROUND:

The Police Department's Dispatch and Records Division is responsible for providing critical public safety communication services, including receiving emergency and non-emergency calls, dispatching police personnel, and maintaining law enforcement records.

The Sonora Police Department is budgeted for five full-time and two part-time Dispatcher-Records Specialists, and one full-time Police Records Technician. Dispatch Records staff are responsible for both dispatch operations and lower-level records functions.

The Police Records Technician is responsible for overall records oversight, reporting, and records systems management. There is no secondary support for the Records Technician position.

Currently, there is no dedicated first-line supervisor for dispatch operations, leaving training, workload distribution, and operational oversight divided among patrol supervisors and administrative staff, who have limited expertise in dispatch records processes. Additionally, there is no staff dedicated to supporting the Police Records Technician.

Industry best practices, including POST and Citygate recommendations, support civilian supervisory positions to improve operational effectiveness, accountability, employee development, and retention.

DISCUSSION / ANALYSIS:

Staff recommends creating a Police Dispatch Records Shift Supervisor position to provide dedicated supervision of dispatch and records operations, improve training consistency and accountability, ensure reliable support for records functions, and create a career advancement opportunity for experienced Dispatcher-Records personnel.



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 Police Dispatch Records Shift Supervisor would be selected from the existing Dispatcher-Records II classification and assigned to a regular operational shift. The primary responsibilities include first-line supervision of dispatch operations; oversight of records functions; coordination and evaluation of employee training; ensuring compliance with policies, procedures, and operational standards; and providing relief coverage for the Police Records Technician during absences or periods of increased workload.

This proposed job description requires no new full-time positions as it reclassifies an existing Dispatcher-Records role.

FISCAL IMPACT:

The estimated annual cost of the Police Dispatch Records Shift Supervisor position is between \$10,000 and \$12,000, representing the salary differential associated with reclassifying an existing Dispatcher-Records Specialist position. Funding for this additional cost will be absorbed within the Fiscal Year 2026/2027 Adopted Budget, which was approved by the City Council on June 15, 2026, through salary savings generated by currently vacant positions. As a result, no additional General Fund appropriation or budget amendment is required at this time.

ATTACHMENTS:

- Resolution 07-06-2026-E
- Police Dispatcher Records Shift Supervisor Job Description

CORE COUNCIL PRIORITIES:

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

RESOLUTION 07-06-2026-E

A RESOLUTION OF THE SONORA CITY COUNCIL APPROVING THE JOB DESCRIPTION FOR THE POLICE DISPATCH RECORDS SHIFT SUPERVISOR

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 positions within municipal government and public safety; and

WHEREAS, the City of Sonora Police Department provides critical public safety communication services, including emergency dispatch and law enforcement records management; and

WHEREAS, the Sonora Police Department is budgeted for five full-time and two part-time Dispatcher-Records Specialists, and one full-time Police Records Technician; and

WHEREAS, there is currently no dedicated first-line supervisor for dispatch operations; and

WHEREAS, there are no identified staff dedicated to supporting the Police Records Technician during absences or periods of increased workload; and

WHEREAS, industry best practices, including POST and Citygate recommendations, support civilian supervisory positions to improve operational effectiveness, accountability, employee development, and retention; and

WHEREAS, establishing a Police Dispatch Records Shift Supervisor position provides dedicated supervision of dispatch and records operations, improves training consistency and accountability, ensures reliable support for records functions, and creates a career advancement opportunity for experienced personnel

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sonora does hereby approve and adopts the job description for the position of Police Dispatch Records Shift Supervisor.

PASSED, APPROVED, AND ADOPTED as a Resolution by the Sonora City Council at a meeting held by the City Council on the 6th day of July 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Ann Segerstrom, Mayor, City of Sonora

ATTEST: _____
Nicole McCutchen, City Clerk, City of Sonora



JULY 2026
FLSA: NON-EXEMPT

POLICE DISPATCH RECORDS SHIFT SUPERVISOR

DEFINITION

Under administrative direction, supervises and coordinates the daily operations of the Police Department's Communications and Records Division; performs the full range of Dispatcher-Records Specialist duties; provides first-line supervision, training, scheduling, and operational oversight of dispatch and records personnel; oversees police records management activities; ensures compliance with applicable laws, policies, and procedures; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification serves as the first-line supervisor for the Communications and Records Division while performing the full range of Dispatcher-Records Specialist duties. The position provides work direction to Dispatcher-Records Specialists, functional oversight of the Police Records Technician, and is responsible for coordinating the daily operations of the Communications and Records Division.

This is a working supervisor classification. Incumbents are expected to maintain proficiency in and regularly perform the full range of duties assigned to the Police Dispatcher-Records Specialist classification while exercising supervisory responsibility for communications and records operations. In addition to performing operational dispatch and records functions, the incumbent is responsible for staff training, scheduling, work assignment, quality assurance, policy implementation, records compliance, and operational oversight.

This classification is distinguished by responsibility for first-line supervision of dispatch operations, coordination of records management functions, staff scheduling, training, quality assurance, and operational compliance.

The incumbent also provides relief coverage for the Police Records Technician during absences, vacancies, leave periods, and periods of increased workload.

The work requires establishing and maintaining effective working relationships with department personnel, public safety agencies, court personnel, governmental agencies, and members of the public. The principal duties of this class are performed in a police department environment with

possible exposure to criminal offenders, mentally ill individuals, and persons infected with communicable diseases.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Performs all duties and responsibilities of the Police Dispatcher-Records Specialist classification, including emergency and non-emergency dispatching, police records processing, records maintenance, records release, customer service, administrative support, cash handling, subpoena processing, citation processing, and criminal justice information system transactions.
- Provides work direction, training, mentoring, technical assistance, and coordination for Dispatcher-Records Specialists and general oversight of the Police Records Technician.
- Develops, maintains, and adjusts work schedules to ensure adequate staffing coverage and operational continuity of communications and records functions.
- Monitors work quality and productivity to ensure compliance with departmental policies, procedures, and applicable legal requirements.
- Assists with employee recruitment, onboarding, training, evaluation, and performance management activities.
- Receives emergency service calls, including determining the nature and location of emergencies and prioritizing calls for service prior to dispatching emergency units.
- Dispatches emergency units in accordance with established procedures and policies using computerized dispatch systems.
- Maintains contact with field personnel, monitors unit status and location, and maintains records of field activities and calls for service.
- Enters, validates, audits, and maintains records within CLETS, NCIC, CJIS, and other applicable law enforcement databases, including stolen vehicles, firearms, property, warrants, and missing persons records.
- Performs warrant checks, criminal history inquiries, vehicle registration checks, and other law enforcement database transactions and relays information to field personnel.
- Contacts public and private agencies and requests mutual assistance, including law enforcement agencies, hospitals, towing services, utilities, and emergency service providers.
- Provides relief coverage for the Police Records Technician during absences, vacancies, leave periods, and high-volume workload situations.
- Performs and oversees advanced police records management functions, including auditing, quality control, records retention, report review, records release, records research, records system administration, document preparation, indexing, maintenance, storage, retrieval, and destruction in accordance with applicable laws and departmental policies.
- Receives, records, tracks, and distributes subpoenas and court-related documents and coordinates responses with courts and other agencies.
- Processes parking citations, citation revenue, arbitrations, and collections activities and ensures accuracy of associated records.
- Indexes and enters traffic citations, reports, and related documents into applicable records management systems.
- Maintains and balances cash drawers and records monies received in accordance with departmental and City financial procedures.

- Responds to requests for police reports, public records, subpoenas, restraining orders, and other law enforcement documents; provides information to the public and coordinates with courts, law enforcement agencies, governmental agencies, hospitals, utilities, and other organizations.
- Researches, analyzes, and prepares statistical, operational, and regulatory reports and recommends improvements to communications, records management, workflows, and technologies.
- May be required to testify in criminal, civil, administrative, and personnel proceedings.
- Attends meetings, conferences, workshops, and training sessions to remain current on developments in public safety communications, records management, and supervisory practices.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, regulations, and standards governing public safety communications and police records management.
- California Vehicle Code, Penal Code, Welfare and Institutions Code, Health and Safety Code, Government Code, and applicable municipal codes.
- Police records management systems, records retention requirements, records release procedures, and criminal justice information systems.
- CLETS, NCIC, CJIS, and related law enforcement databases.
- Principles, practices, and procedures of public safety dispatching and emergency communications.
- Supervisory principles and practices, including staff training, work coordination, scheduling, and performance management.
- Modern office methods, practices, and procedures.

Ability to:

- Train, coordinate, and provide work direction to assigned staff.
- Develop and maintain work schedules to ensure adequate staffing coverage and operational continuity.
- Perform advanced and specialized police records management functions.
- Provide relief and backup support for the Police Records Technician as operational needs require.
- Interpret and apply laws, regulations, policies, and procedures related to communications and records operations.
- Maintain professionalism during emergency and difficult situations.
- Communicate effectively with others, both orally and in writing.
- Prepare and present accurate reports and recommendations.
- Maintain complete and accurate records and files.
- Operate public safety telecommunications equipment and records management systems.
- Exercise sound independent judgment and decision-making.
- Work effectively with individuals from a variety of socioeconomic and cultural backgrounds.

- Perform multiple tasks accurately under pressure and within strict deadlines.
- Quickly learn and apply new technologies, procedures, and regulations.

EDUCATION AND EXPERIENCE

Any combination of training and/or experience which is equivalent to:

- High School diploma or equivalent.
- Four (4) years of progressively responsible public safety dispatch experience, including substantial experience in police records management.
- Lead worker, training officer, scheduling, or supervisory experience in a public safety communications, law enforcement records, or closely related environment is highly desirable.
- An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

REQUIRED SPECIAL QUALIFICATIONS

- Possess and maintain a California P.O.S.T. Basic Public Safety Dispatcher Certificate.
- Possess and maintain CLETS certification and any required recertifications.
- Possess and maintain a valid First Aid and CPR certification.
- Successful completion of NIMS 100, 200, and 700 training.
- Possess and maintain a valid Class C California Driver's License.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions. Environment: Work is performed primarily in a standard office setting and at a public counter with extensive public contact and constant interruptions. Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.



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: July 6, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Summersett, Community Development Director

SUBJECT: Consider Approval of a Contract Extension with CSG Consultants Inc to Provide Professional Services to the Community Development Department for an Additional Two (2) Years.

RECOMMENDATION:

Consider Approval of a Contract Extension with CSG Consultants Inc to Provide Professional Services to the Community Development Department for an Additional Two (2) Years.

BACKGROUND:

Since 1991, CSG has exclusively served public agencies. CSG focuses on building long-term relationships with our client communities and stands by its commitment to the time-honored values of quality of service, integrity and responsiveness.

Our employees—with extensive career experience serving directly in local government roles— have created within CSG a valuable institutional knowledge base, a unique perspective, and contribute to an organizational culture sensitive to public agency challenges, expectations, standards and constraints. From our broad and deep pool of licensed and certified professionals in our eight offices throughout California, we can select and readily commit team members for contract staff support roles or project-specific assignments who are ideally suited to deliver the exact services requested and customized, cost-effective results to meet our clients' unique and changing needs.

The City originally contracted with CSG Consultants in 2021, contracting for Building Official, Building Inspector, Plan Check Services, Fire Plan Review, Code Enforcement and a Planner/Permit Tech.

DISCUSSION / ANALYSIS:

The City's agreement with CSG Consultants Inc to provide professional services to the Community Development Department (CDD) expired on June 30, 2026. Staff have been happy with services provided by CSG and wish to extend the contract for an additional two (2) period. Currently, CSG provides CDD with Thomas Mlady, a code enforcement officer, one day a week, and Lance Lowe a Senior Planner on an as needed basis. CSG continues to provide Fire/Plan Check services for development projects submitted to the Building department. CSG also



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

assisted the City in updating the Hazard Mitigation Plan, Housing Element, Safety Element and several ordinances since 2024.

Staff has included deliverables in the 2026-2027 budget that CSG will be integral in helping to deliver, including a growth strategy for the City, additional ordinances, and Planning/Development assistance.

Although the contract will have a lapse of a few days there will be no interruption to current services. The new agreement is set to expire June 30, 2028.

With a full time staff of two (2) in the Community Development Department, the flexible expertise that CSG offers to the City are critical to delivering timely and professional service to those who live, work and do business in Sonora.

FISCAL IMPACT:

The 2026-2027 Community Development Budget already includes anticipated costs for CSG services. This includes roughly \$300,000 in the Outside Services line item which will cover Code Enforcement services, Planning/Building support, Ordinance development, Housing Element follow-up requirements and other tasks on an as assigned basis.

ATTACHMENTS:

Attachment A- Amendment to CSG Professional Services Agreement

CORE COUNCIL PRIORITIES:

Economic Development/Growth and General Plan

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT BETWEEN THE
CITY OF SONORA AND CSG CONSULTANTS, INC.

This First Amendment to the Professional Services Agreement ("Amendment") is entered into as of June 30, 2026, by and between the CITY OF SONORA, a municipal corporation ("City"), and CSG CONSULTANTS, INC. ("Consultant").

RECITALS

A. City and Consultant entered into that certain Professional Services Agreement effective August 23, 2021 ("Agreement"), for Building Safety, Inspection and Plan Check, Fire Plan Review, Planning, Code Enforcement, and Engineering Services.

B. Pursuant to Section 28 of the Agreement, the Agreement may be amended by a written instrument executed by both Parties.

C. The Parties desire to extend the term of the Agreement and continue Consultant's services under the same terms and conditions set forth in the Agreement, except as expressly modified herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, City and Consultant agree as follows:

1. TERM EXTENSION

Section 4 ("Term") of the Agreement is hereby amended to replace the termination date of June 30, 2026, with June 30, 2028.

The revised Section 4 shall read as follows:

"4. Term. The term of this Agreement commences on the Effective Date and terminates on June 30, 2028, unless sooner terminated in accordance with this Agreement."

2. COMPENSATION

Except as otherwise approved by the City pursuant to the Agreement, compensation for services performed during the extended term shall continue to be paid in accordance with Exhibit B, including any annual Consumer Price Index (CPI) adjustments authorized therein.

3. CONTINUING EFFECT

Except as expressly modified by this Amendment, all terms, conditions, covenants, and provisions of the Agreement shall remain unchanged and in full force and effect and are hereby ratified and confirmed by the Parties.

4. AUTHORITY

Each person executing this Amendment represents and warrants that he or she has the authority to execute this Amendment on behalf of the Party for whom he or she signs.

5. COUNTERPARTS

This Amendment may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Electronic signatures shall be deemed original signatures for all purposes.

IN WITNESS WHEREOF, the Parties have executed this First Amendment to the Professional Services Agreement as of the date first written above.

CITY OF SONORA

By: _____
Chris Gorskey,
City Administrator

Date: _____

APPROVED AS TO FORM:

By: _____
City Attorney

Date: _____

CSG CONSULTANTS, INC.

By: _____
Name: _____
Title: _____

Date: _____



Exhibit A

Fee Schedule

Effective August 23, 2025

CSG Consultants' hourly rates for its current contract, as well as adjusted rates for the coming year are provided in the table below.

REVIEW TYPE / ROLE	CURRENT ALL INCLUSIVE FEE / HOURLY RATE	08/23/2025 - 06/30/2026 ALL INCLUSIVE FEE / HOURLY RATE
Engineering		
2 Person Survey Crew	\$345	\$353
Admin Assistant	\$75	\$77
Analyst	\$124	\$127
Assistant Engineer	\$151	\$155
Assistant Resident Engineer	\$178	\$182
Associate Engineer	\$173	\$177
Construction Inspector	\$157	\$161
Engineering Design - CASp	\$140	\$143
Engineering Trainee	\$54	\$55
Principal Engineer	\$232	\$238
Resident Engineer	\$216	\$221
Senior Analyst	\$151	\$155
Senior Construction Inspector	\$167	\$171
Senior Engineer	\$211	\$216
Senior Land Surveyor	\$211	\$216
Senior Principal Engineer	\$254	\$260
Senior Project Manager	\$221	\$226
Senior Structural Engineer	\$221	\$226
Structure Representative	\$216	\$221
Sustainability Program Analyst	\$124	\$127
Sustainability Program Manager	\$184	\$188
Sustainability Program Senior Analyst	\$151	\$155
Holiday and Weekends	2 x Hourly Rate	2 x Hourly Rate

REVIEW TYPE / ROLE	CURRENT ALL INCLUSIVE FEE / HOURLY RATE	08/23/2025 - 06/30/2026 ALL INCLUSIVE FEE / HOURLY RATE
Overtime	1.5 x Hourly Rate	1.5 x Hourly Rate
Building		
Building Official	\$173	\$177
CASp Consultation	\$146	\$150
Certified Permit Technician	\$75	\$77
Combo Building Inspector	\$102	\$104
Plan Review Engineer	\$140	\$143
Plan Review Examiner	\$124	\$127
Building Plan Review by Percentage	75% of Jurisdiction's Fee	75% of Jurisdiction's Fee
Expedited Review by Percentage	95% of Jurisdiction's Fee	95% of Jurisdiction's Fee
Structural Only Review by Percentage	50% of Jurisdiction's Fee	50% of Jurisdiction's Fee
Holiday and Weekends	2 x Hourly Rate	2 x Hourly Rate
Overtime	1.5 x Hourly Rate	1.5 x Hourly Rate
A 2-hour minimum will be charged for all on-site services		
Fire		
Fire Inspector	\$124	\$127
Fire Marshal	\$162	\$166
Fire Plan Review	\$124	\$127
Holiday and Weekends	2 x Hourly Rate	2 x Hourly Rate
Overtime	1.5 x Hourly Rate	1.5 x Hourly Rate
Planning		
Assistant Planner	\$114	\$117
Associate Planner	\$129	\$132
Planning Director	\$194	\$199
Planning Manager	\$178	\$182
Planning Technician	\$97	\$99
Principal Planner	\$162	\$166
Senior Planner	\$146	\$150
Holiday and Weekends	2 x Hourly Rate	2 x Hourly Rate

REVIEW TYPE / ROLE	CURRENT ALL INCLUSIVE FEE / HOURLY RATE	08/23/2025 - 06/30/2026 ALL INCLUSIVE FEE / HOURLY RATE
Overtime	1.5 x Hourly Rate	1.5 x Hourly Rate
Code Enforcement		
Code Enforcement Officer II	\$119	\$122
Holiday and Weekends	2 x Hourly Rate	2 x Hourly Rate
Overtime	1.5 x Hourly Rate	1.5 x Hourly Rate

Terms

All hourly rates include benefits, Workers Compensation Insurance, and office expenses. Should the scope of work change or circumstances develop which necessitate special handling, CSG will notify the City prior to proceeding. On each July 1st or anniversary of the contract start date, CSG will initiate a rate increase based on the change in CPI for the applicable region. CSG will invoice on a monthly basis for services rendered during the prior month. Unless otherwise agreed, payment terms are 30- days from receipt of invoice.



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: July 6, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Turu VanderWiel, Chief of Police

SUBJECT: Consider Approval of Resolution 07-06-2026-F Accepting the Board of State and Community Corrections (BSCC) Proposition 64 Public Health and Safety Grant Program (Cohort 4) Award in the Amount of \$999,981; Authorizing the City Administrator as the Signing Authority to Execute the Grant Agreement and all Related Documents; Recognizing Unanticipated Revenues for Fiscal Year 2026/27; and Increasing Appropriations by the Same Amount.

RECOMMENDATION:

Consider Approval of Resolution 07-06-2026-F Accepting the Board of State and Community Corrections (BSCC) Proposition 64 Public Health and Safety Grant Program (Prop 64), Cohort 4 Grant Award in the Amount of \$999,981; Authorize the City Administrator to Execute the Grant Agreement and all Related Grant Documents; and Amend the Fiscal Year 2026/27 Budget to Recognize Unanticipated Grant Revenue.

BACKGROUND:

The Board of State and Community Corrections (BSCC) administers the Proposition 64 Public Health and Safety Grant Program to assist local law enforcement agencies in addressing public health and public safety issues associated with the legalization of adult-use cannabis.

The Sonora Police Department submitted a competitive grant application under the Proposition 64 Public Health and Safety Grant Program, Cohort 4, seeking funding to establish a School K9 Officer program dedicated to enhancing school safety through the detection of illegal controlled substances and proactive youth engagement.

The City has been awarded \$999,981 through the BSCC Proposition 64 Public Health and Safety Grant Program. Grant funds become available on July 1, 2026, and must be expended in accordance with the grant agreement no later than June 30, 2031.

DISCUSSION / ANALYSIS:

The grant funding will allow the establishment and sustainment of a dedicated School K9 Officer program within the Sonora Police Department to improve school safety through proactive enforcement, early intervention, and education. This grant was submitted in partnership with the Tuolumne County Public Health Department to enhance prevention, education, and evaluation efforts, including project tracking and reporting. Program funding



CITY COUNCIL AGENDA REPORT

CITY HALL

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SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

will support hiring an officer, acquiring and training a narcotics-detection canine, purchasing and outfitting a K9 patrol vehicle, and covering ongoing grant evaluation costs.

FISCAL IMPACT:

The City will receive up to a total of \$999,981 from the Board of State and Community Corrections between FY2026/27 to FY2030/31. The City will recognize unanticipated revenues of \$299,123 and increase appropriations by the same amount for FY2026/27. The grant does not require a local match and will not result in a net cost to the General Fund.

ATTACHMENTS:

- Resolution 07-06-2026-F

CORE COUNCIL PRIORITIES:

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

RESOLUTION 07-06-2026-F

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA, ACCEPTING A FIVE-YEAR GRANT AWARD FROM THE BOARD OF STATE AND COMMUNITY CORRECTIONS (BSCC) PROPOSITION 64 PUBLIC HEALTH AND SAFETY GRANT PROGRAM (COHORT 4) AWARD IN THE AMOUNT OF \$999,981; AUTHORIZING THE CITY ADMINISTRATOR AS THE SIGNING AUTHORITY TO EXECUTE THE GRANT AGREEMENT AND ALL RELATED DOCUMENTS; RECOGNIZE UNANTICIPATED REVENUES FOR FISCAL YEAR 2026/27 AND INCREASING APPROPRIATIONS BY THE SAME

WHEREAS, the Board of State and Community Corrections (“BSCC”) administers the Proposition 64 Public Health and Safety Grant Program to support local governments in addressing public health and public safety impacts associated with the legalization of adult-use cannabis; and

WHEREAS, the BSCC has awarded the City of Sonora a Proposition 64 Public Health and Safety Grant in the amount of Nine Hundred Ninety-Nine Thousand Nine Hundred Eighty-One Dollars (\$999,981) for the grant period beginning July 1, 2026, and ending June 30, 2031; and

WHEREAS, grant funds will be used for eligible personnel, canine acquisition, training, equipment, vehicle outfitting, program administration, and other allowable costs necessary to implement the School K9 Officer Program in accordance with the grant agreement; and

WHEREAS, it is appropriate to offer recruitment incentives to provide a more robust and flexible program to attract a highly qualified and diverse workforce.

WHEREAS, acceptance of the grant does not require the City to provide any local matching funds; and

WHEREAS, the City acknowledges that grant funds shall be used to supplement, and not supplant, existing local funds that would otherwise be made available for the activities funded under the grant, and that the City will comply with all applicable non-supplantation requirements contained in the grant agreement; and

WHEREAS, grant revenues and expenditures will be incorporated into the City’s Fiscal Year 2026/27 Budget and future annual budgets, as necessary, throughout the term of the grant.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SONORA DOES HEREBY RESOLVE THE FOLLOWING SUPPORT OF THE BSCC PROPOSITION 64 PUBLIC HEALTH AND SAFETY GRANT PROGRAM (COHORT 4) AS FOLLOWS:

Section 1. The City Council of the City of Sonora hereby approves and adopts the resolution accepting the Board of State and Community Corrections Proposition 64 Public Health and Safety Grant Program (Cohort 4) award in the amount of \$999,981.

Section 2. The City Council authorizes the City Administrator, or the City Administrator’s designee, to execute the grant agreement with the Board of State and Community Corrections, and any amendments, certifications, assurances, reimbursement requests, reports, and all other documents necessary to accept, administer, and implement the grant, subject to approval as to form by the City

Attorney where required. The City Council further authorizes the City Administrator to execute the grant agreement on behalf of the City and agrees to the terms and conditions set forth therein, including all fiscal, reporting, audit, and record retention requirements applicable to the grant.

Section 3. The City Council certifies that grant funds awarded under the Proposition 64 Public Health and Safety Grant Program shall be used to supplement existing services and shall not supplant existing funding that would otherwise be available for the same purposes. The City shall comply with all non-supplantation requirements and other conditions of the grant agreement.

Section 4. The City Council hereby appropriates grant revenues and corresponding expenditures in the amount of \$999,981 into the Fiscal Year 2026-27 and future budgets, and authorizes the City Administrator to make any necessary budget adjustments to account for grant revenues and expenditures throughout the grant term, consistent with the approved grant agreement.

Section 5. The City Administrator and designated City staff are authorized and directed to take all actions necessary to carry out the intent of this Resolution and to ensure compliance with all applicable federal, state, and local laws, regulations, grant requirements, and the terms and conditions of the BSCC Proposition 64 Public Health and Safety Grant Program Grant Agreement.

PASSED, APPROVED AND ADOPTED as a Resolution by the Sonora City Council at a meeting held by the City Council on the 6th day of July 2026, by the following votes:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST: _____
Nicole McCutchen, City Clerk, City of Sonora

Ann Segerstrom, Mayor, 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: July 20, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Brittan Gregory, Fire Chief
Tyler Summerset, Community Development Director

SUBJECT: Consider Authorization for the City Administrator to Execute a Right of Entry Agreement with Tuolumne Fire Safe Council for Environmental Review of City of Sonora Property at Stockton Road and Highway 108 (APN 056-020-043)

RECOMMENDATION:

Consider Authorization for the City Administrator to Execute a Right of Entry Agreement with the Tuolumne Fire Safe Council, Permitting Access to City-owned Property Located at the Intersection of Stockton Road and Highway 108 (APN 056-020-043), for the Purpose of Conducting a California Environmental Quality Act (CEQA) Environmental Review.

BACKGROUND:

The Tuolumne Fire Safe Council (TFSC) is a non-profit organization dedicated to reducing wildfire risk in Tuolumne County. The City of Sonora previously partnered with the TFSC on the Dragoon Gulch Trail Fuel Reduction Project, which resulted in defensible space improvements along the Dragoon Gulch corridor. That project was funded in part through a grant, and a balance of funds remains unspent. City-owned property located at the corner of Stockton Road and State Highway 108 has been identified by TFSC as a candidate for vegetation management and fire risk reduction treatment. Before any ground disturbing work or formal project planning can proceed, a CEQA environmental review must be completed to identify potential environmental impacts and ensure compliance with California state law.

DISCUSSION / ANALYSIS:

The Tuolumne Fire Safe Council has requested a Right of Entry from the City of Sonora to access the City-owned property at Stockton Road and Highway 108 to conduct site assessments and complete the required CEQA environmental review. This review will evaluate existing vegetation conditions, potential environmental sensitivities, and feasible treatment options for the property. The CEQA process will determine the appropriate level of environmental documentation required (e.g., Categorical Exemption, Negative Declaration, or Mitigated Negative Declaration) based on the proposed scope of work. Remaining grant funds from the completed Dragoon Gulch Project will be utilized to cover the cost of the environmental review, resulting in no new financial obligation to the City at this time. Upon completion of the CEQA review, staff will return to the City Council with a presentation of findings and a range of treatment options for Council consideration and direction. Potential



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treatment approaches may include manual, mechanical, or prescribed methods of fuel reduction and vegetation management, consistent with applicable fire safety standards and environmental requirements.

FISCAL IMPACT:

No direct fiscal impact to the City General Fund is anticipated at this time. The cost of the CEQA environmental review will be funded using remaining grant funds from the Dragoon Gulch Trail Fuel Reduction Project. Staff will return to Council for authorization before any treatment is started.

ATTACHMENTS:

- Right of Entry Agreement

CORE COUNCIL PRIORITIES:

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



Landowner Agreement

Dragoon Fuels Reduction Project

Stockton Road Additional Treatment Area

THIS AGREEMENT is between the Tuolumne Fire Safe Council and the landowner for the purpose of doing work to create a Shaded Fuel Break for **Dragoon Fuels Reduction Project – Stockton Road Additional Treatment Area**. The undersigned, hereinafter designated Property Owner and the Tuolumne Fire Safe Council Inc., hereinafter designated TFSC.

The execution of this agreement represents that the Property Owner supports the efforts described herein and hereby authorizes the TFSC, their agents, officers, contractors, subcontractors, and vendors the authority and permission to enter in and onto said property(s) and/or right-of-way for **Dragoon Fuels Reduction Project**, specific to the Stockton Road Additional Treatment Area (APN 056-020-043).

FSC agents, officers, contractors, subcontractors, or vendors will be allowed access to the referenced property to accomplish the various tasks associated with the **Dragoon Fuels Reduction Project**. Property Owner will be notified at least 24 hours prior to entry onto the property via the phone and/or email address included at the end of this form.

The tasks to be performed and **approximate** timeframes are as follows:

Conduct environmental studies that satisfy the California Environmental Quality Act (CEQA) prerequisite for forest health activities intended to increase forest resilience to wildfire, drought and disease, while maintaining wildlife habitat and soil cover. (August 2026 – October 2026)

Create accurate maps of the project footprint and determine access points and landing areas for equipment and vegetation affected during the project. (September 2026-December 30, 2026)

Implementation of prescriptive Treatment Plans (January 2027 - March 2027)

Treatment Plan may include any or all of the following: A shaded fuel break using a combination of mechanical mastication machinery and/or hand crews with chainsaws,



pole saws and other appropriate hand tools, **at no cost to the Property Owner.** The fuel break will exclude the area around the principle structures required by PRC 4291 (100') commonly known as "Defensible Space" which will be the property owner's responsibility. The goal is to have 50% open canopy where maximum firefighting techniques may be deployed.

Some trees up to 12-inch DBH (diameter at breast height) may be shredded/cut with landowner permission if they may compromise the fuel break. Oak tree clusters from a common root will be thinned to leave the healthiest stems. Brush within the designated areas shall be shredded or cut and piled. All existing slash shall be shredded or cut and piled for pile burning when conditions are permissible.

Vegetation to be retained will include the largest, healthiest, most fire resistant trees and shrubs available. The largest, healthiest, most fire resistant trees will be selected for retention in the following order beginning with the most desirable, deciduous oaks, live oaks, commercial conifers (Ponderosa Pine), and non-commercial conifers (Gray Pine). All retained trees shall be pruned to a minimum height of 12 feet to the ground or maintain at least 2/3 of the live crown on trees less than 36 feet in total height. In areas where no trees exist, individual specimens of fire resistant shrubs will be retained, pruned, and properly spaced (Buckbrush and Manzanita are most desirable for retention). All bug and/or fire killed trees will be cut, piled, chipped, burned, or removed from the site.

Cut vegetation will be piled for wildlife habitat, for later burning or lopped, or masticated, or chipped with chips broadcast on site.

This work is funded by a grant though the Department of Forestry and Fire Protection (CAL FIRE) and administered by the Tuolumne Fire Safe Council to reduce danger from wildland fire. This work, however, does not guarantee the protection of the Property Owner's property or safety from fire.

Parcel specific conditions which supersede contradictory statement(s) elsewhere in this agreement:



This page is the signature page which references to the previous two pages of the Landowner Agreement for **Dragoon Fuels Reduction Project – Stockton Road Additional Treatment Area** (APN 056-020-043).

This Agreement is accepted subject to the following:

- 1) To the extent that they can legally do so, both parties to this Agreement agree to hold each other harmless against any and all claims for injury to the person or damage to the property arising from the uses herein stated, except where such injury or damage is proximately caused by the negligent or willful acts of the others, its contractors, agents, or employees.
- 2) The TFSC shall have the right to terminate this Agreement with 30 days written notice.
- 3) Each property owner shall individually have the right to terminate this Agreement with 30 days written notice.
- 4) This agreement shall terminate **three years** from the date of execution by the Property Owner unless otherwise mutually agreed.

PROPERTY OWNER:

Accessor's parcel number(s)

Physical Street Address

Phone Number

Email

Name

Signature

Date

Please return this agreement by email to al.alt@tuolumnefiresafe.org
 Or by mail to TFSC, PO Box 4394, Sonora, CA 95370