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 21, 2025
5:00 PM

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

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

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

Public Access Audio and Video Live Streaming

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

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

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

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

Mayor Ann Segerstrom

Vice Mayor Andy Merrill

Council Members Bess Levine, Stephen Opie, Mark Plummer

City Administrator Melissa Eads

City Attorney Douglas White

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

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

CLOSED SESSION - 4:30 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: Melissa Eads, City Administrator; Chris Gorsky, Administrative Services Director; Employee Organization: Sonora Fire Fighters Association (SFFA).

5. **RECONVENE INTO OPEN SESSION**

   OPEN SESSION - 5:00 PM

6. **REPORT OUT OF CLOSED SESSION**

7. **PLEDGE OF ALLEGIANCE**

8. **ROLL CALL**

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

10. **APPROVAL OF THE AGENDA**

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

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

12. **PRESENTATIONS**

    A. Receive a Presentation of the Proposed Scope of Work from Visit Tuolumne County for Tourism Marketing Services, Effective July 1, 2025 through June 30, 2026, in the Amount of $100,000, and Authorize Notice to Proceed; Jen Lopez, Visit Tuolumne Marketing Manager.

    B. Receive a Presentation Regarding Pioneer Community Energy's Planned Expansion into the City of Sonora with a Service Launch in October 2027; Gina Stassi-Vanacore, Pioneer Community Energy Director of Communications.

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

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 21, 2022, and July 7, 2025; Stacy Enos-Del Razo, Deputy City Clerk.

B. Consider Acceptance of an Informational Report for May and June Accounts Payable Payment Register and Void Report; Chris Gorsky, Assistant City Administrator

C. Consider Approval of Disbursements in the Amount of $203,385.36, $206,742.10, $203,131.19, $214,137.94, and $245,104.00 for Payroll, Including Employee Salaries, Employer and Employee Taxes, Retirement Contributions, Miscellaneous Voluntary Employee Deductions, Holiday Pay, and Other Adjustments, Including Retro-Pay; Tracy Skelly, Administrative Services Officer.

D. Consider Approval of the Statement of Work No. 3 with Diamond Digital Marketing Co. for Expanded Social Media, Public Relations, and Communications Services, Effective July 1, 2025, Through June 30, 2026, in the Amount of $36,000, and Authorize the City Administrator to Execute the Agreement; Melissa Eads, City Administrator.

E. Consider Adoption of Resolution No. 07-21-2025-A Approving Side Letters to the Memorandum of Understanding (MOUs) with the Sonora Management Employees Association (SMEA) and the Sonora Confidential Employees Association (SCEA) to Comply with California Code of Regulations (CCR) sections 571 and 571.1, and Resolution No. 07-21-2025-B Approving Updated Salary Range Tables for Each Group Reflecting Accurate Reporting of Compensation to CalPERS; Chris Gorsky, Assistant City Administrator, Tracy Skelly, Administrative Services Officer.

F. Waive the Second Reading and Approve Resolution 07-21-2025-C and Ordinance No. 905 Updating the 2025 City of Sonora Emergency Operations Plan and Revision of the City of Sonora Municipal Code Chapter 2.28 – Emergency Services; Paul Bockrath, Preparative Consulting, Melissa Eads, City Administrator.

14. NEW BUSINESS

A. Consider Approval of the Proposed Mutual Aid Agreement Between the City of Sonora and Chicken Ranch Tribal Fire Department and Authorize the Interim Fire Chief to Sign the Agreement and any Related Documents Necessary to Implement the Agreement; Gary Carlson, Fire Chief.

B. Receive a Presentation from Westside Forestry Consulting on Recommended Treatments for Dragoon Gulch and Consider Giving Direction to Project Partners on the Preferred Fuel Treatment for Dragoon Gulch Trail Network; Tyler Summerstt, Community Development Director.

15. COMMUNICATIONS

A. Receive Communications from Citygate Associates, LLC. Regarding the Organizational Review and Budget Stabilization Study Update.

16. COUNCIL MEMBER REPORTS

17. ADJOURNMENT

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

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

CITY COUNCIL AGENDA REPORT

CITY HALL

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

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: July 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Jen Lopez, Marketing Manager

SUBJECT: Receive a Presentation of the Proposed Scope of Work from Visit Tuolumne County for Tourism Marketing Services Effective July 1, 2025 through June 30, 2026, in the Amount of $100,000, and Authorize Notice to Proceed.

RECOMMENDATION:

Receive a Presentation of the Proposed Scope of Work from Visit Tuolumne County for Tourism Marketing Services, Effective July 1, 2025 through June 30, 2026, in the Amount of $100,000, and Authorize Notice to Proceed.

BACKGROUND:

In May 2023, the City of Sonora entered into its first independent contract with Visit Tuolumne County (VTC) to support the dedicated marketing and branding of the City as a unique tourism destination within Tuolumne County. This partnership marked the City's initial investment in specialized tourism services focused exclusively on promoting Sonora's businesses, attractions, events, and community character to both regional and statewide audiences.

Since that time, VTC has implemented targeted strategies, including digital advertising, media placements, and content creation tailored to Sonora's distinct identity. The campaign efforts have aligned with key themes such as historic charm, accessibility, affordability, location, and wellness-based travel.

DISCUSSION / ANALYSIS:

For the 2025–2026 fiscal year, VTC will present a refined scope of work to continue momentum and maximize the City's visibility as a vibrant destination. The proposed services will further strengthen Sonora's position in the marketplace, with an emphasis on:

- Strategic digital ad placements and performance-driven campaigns
- Content creation
- Media and influencer outreach focused on Sonora-specific experiences
- Participation in familiarization (FAM) tours that include Sonora lodging, dining, and attractions
- Continued representation at consumer and trade shows
- Ongoing updates and optimization of the Sonora landing page on VisitTuolumne.com

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

- Promotion of City-sponsored events through regional channels

This next phase of work is designed to leverage what was created through the original contract period and build on the strengths of Sonora's offerings, creating more opportunities for visitor engagement, economic growth, and local business support.

VTC will provide regular reporting to ensure alignment with City goals throughout the year.

FISCAL IMPACT:

There is No Fiscal Impact to the General Fund. Not to exceed the amount based on the percentage of revenue received. Allocation as approved in the FY 2025-26 Budget.

CORE COUNCIL PRIORITIES:

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

SCOPE OF WORK
FOR THE
City of Sonora
2025-2026

Prepared for Sonora City Administrator and City Council
Limited to $100,000

Forward
2024 Visitation
Approximately 513.7k visitors
(home distance is at least 30 miles away)

Top Overnight Visitor Origins:

- San Francisco, Oakland, Berkeley
- Sacramento, Roseville, Folsom
- Los Angeles
- San Jose, Sunnyvale, Santa Clara
- Fresno



Proposed Campaign
"Step Into Sonora"

Experiential, Wellness, Affordability- As consumer travel preferences continue to shift toward experiential engagement, personal well-being, and economic mindfulness, and Sonora is well-positioned to meet the evolving needs of today's traveler.

This tourism marketing plan presents strategically planned tactics to promote Sonora through three primary pillars: experiential travel, wellness, and affordability. By emphasizing authentic experiences—such as cultural events, outdoor recreation, and historical exploration—Sonora appeals to visitors seeking connection and meaning in their travels. The walkable downtown, and proximity to wellness-centric activities offer a restorative escape from the noise of modern life. At the same time, Sonora maintains an exceptional level of accessibility, with diverse lodging and dining options that allow travelers to enjoy quality experiences without compromising their budget.

SPECIAL PROJECTS:

Sonora Paranormal Trail- $5,000

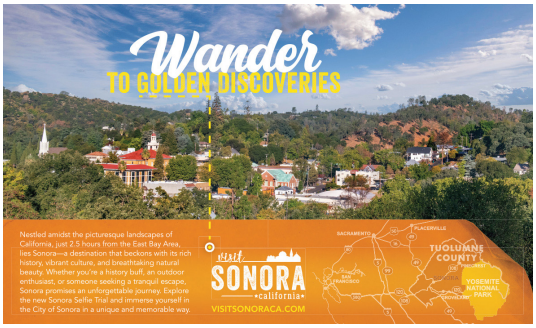
- The VTC team will work with the Sonora Chamber of Commerce and the City of Sonora to identify paranormal locations and VTC will then work with the technology platform, Bandwango, to create a mobile-friendly pass that aligns with the experiential travel pillar.

Sonora Highlight Video- $3,000

- VTC will work with a local videographer to create a Sonora highlight video.

ADVERTISING:

Print Ads- $6,800



- VTC will secure print ads in key markets including the East Bay Area and Sacramento. Some outlets include Diablo Magazine, 209 Magazine, Visit California Travel Guide Co-op.

Digital Ads- $8,200

- Visit Tuolumne County will collaborate with its advertising agency to develop and deploy Sonora-focused digital advertising campaigns. These efforts may include Google Performance Max ads, targeted placements in the San Francisco Chronicle, and other strategic digital channels aimed at reaching key audience segments.

Social Ads- $3,000



- Visit Tuolumne County's social media team will launch dedicated Sonora campaigns designed to inspire extended stays and overnight visitation. In addition, we will work in partnership with our advertising agency to implement targeted Pinterest and YouTube advertisements, leveraging Sonora highlight video to increase destination awareness and engagement.

Digital Billboards- $3,200

- Four months of digital billboard impressions (~1 million) on Highway 108 in Riverbank and Highway 120 in Manteca.

FAMILIARIZATION TOURS

Influencer Partnership- $2,500

- VTC will source and vet an influencer partnership for the City of Sonora. This cost includes a negotiated partnership rate and costs associated with travel.

Familiarization Tour Partnership (Trade or Media)- $1,500

- Visit Tuolumne County will host an upcoming trade/media FAM tour that will feature key experiences throughout the region, with a portion of the itinerary dedicated to showcasing the City of Sonora's unique attractions, dining, and historic charm.

SHARED MARKETING COSTS - COSTS SHARED WITH TUOLUMNE COUNTY

(Sonora: 7% of total VTC budgeted items)

Tuolumne County Travel Guide- $6,600

- Every year VTC distributes the Official Tuolumne County Travel Guide throughout California. This cost includes a small portion of printing, distribution, and mailing costs.



VTC Website- $1,800

- The VTC website saw 685,440 sessions in 2024-2025 and the Sonora page received 8,706 views and had a 75% engagement rate.

International Markets-$4,800

- VTC will continue our international marking in Mexico, Germany, and the UK.

Public Relations-$5,900

- This cost includes the technology platform, Muck Rack, that VTC uses to send out media pitches and press releases. Also included in this cost is media conferences, VTC will attend key conferences to meet with media and pitch Tuolumne County and the City of Sonora to key media representatives.

Creative Design- $200

- VTC works with a contracted graphic designer for all creative designs for advertising.

Education Conferences- $1,400

- To keep up with industry and marketing trends VTC attends industry conferences. These conferences introduce the team to new products, ways of doing business, and of course the latest in market research and tourism trends.

Travel Consumer and Trade Shows- $3,000

- Visit Tuolumne County participates in annual travel consumer and trade shows to promote the region, including dedicated efforts to showcase the City of Sonora as a key destination.

Dues and Subscriptions- $1,100

- To leverage our partnerships and marketing reach, VTC belongs to several important industry associations. Each association is relevant to the success and growth of VTC.

Office Expenses- $7,500

- These costs include rent, utilities, office expenses, and other costs associated with operating the VTC Visitors Center and staff offices which are located in downtown Sonora.

Payroll- $34,000

- This cost is associated with the staff time that will be dedicated to the City of Sonora. This includes salary, benefits, payroll services, and any tax associated costs.

Visit Tuolumne County will continue to support City-hosted events by featuring them on our website's Calendar of Events and in the annual Tuolumne County Travel Guide. We will also maintain our collaborative partnership with the Sonora Chamber of Commerce to promote and enhance local events.

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 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Gina Stassi-Vanacore, Pioneer Community Energy Director of Communications

SUBJECT: Receive a Presentation Regarding Pioneer Community Energy's Planned Expansion into the City of Sonora with a Service Launch in October 2027.

RECOMMENDATION:

Receive a Presentation Regarding Pioneer Community Energy's Planned Expansion into the City of Sonora with a Service Launch in October 2027.

BACKGROUND:

On February 18, 2025, the City of Sonora adopted Ordinance No. 902 and Resolution 02-18-2025-A, Adding Chapter 1.30 – Community Choice Aggregation Program, to Title 1, General Provisions, of the Sonora Municipal Code, and Approve the Amended and Restated Joint Powers Agreement for Pioneer Community Energy ("Pioneer"), Authorizing the Implementation of a Community Choice Aggregation Program Under Public Utilities Code Section 366.2.

On March 11, in compliance with Public Utilities Code ("PUC") section 366(c)(3), Pioneer filed Addendum No. 3 to the Community Choice Implementation Plan and Statement of Intent ("Implementation Plan") with the California Public Utilities Commission ("CPUC") addressing Pioneer's expansion into the 13 new jurisdictions, including the City of Sonora, with a service launch in October 2027.

On June 9, 2025, the CPUC certified the Implementation Plan, and City staff worked with the Pioneer team to complete a signed letter of intent to join Pioneer.

On July 9, 2025, all required documentation was filed with the California Secretary of State and the State Controller's Office for the City of Sonora to join Pioneer Community Energy's JPA.

DISCUSSION / ANALYSIS:

The results of the Fall 2024 Impact Assessment Study determined that the optimal time for a service launch into expansion territories is October 2027. Among the primary considerations for the Council in joining Pioneer was ensuring there is sufficient planning in place to educate area residents about the service launch, answer questions, and address public concerns.

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

Pioneer has repeatedly emphasized its desire to be a strong community partner and plans to work collaboratively with the City to educate stakeholders, influencers, and members of the general public, and will work closely with the City of Sonora to develop a comprehensive education and outreach campaign that ensures a strong public understanding of expansion into the area.

Key to these efforts is creating a strong, accurate, and consistent flow of information during the next 27 months. Pioneer plans to take a phased approach, with communications activity ramping up over time and culminating in multi-dimensional communications and community outreach efforts throughout 2027. While specific tactics may shift over time, the general approach includes:

2025: Research and Planning

- Research and planning to identify stakeholders, influencers, and community organizations for engagement
- Meetings and briefings with City staff and leadership
- Development of outreach and media lists
- Joining local Chambers of Commerce

2026: Early education and plan development

- Working in coordination with City staff and community leaders, Pioneer will develop a comprehensive communications campaign
- Focus on raising awareness about Pioneer's entry into the area
- Earned and paid media
- Sponsorship of key events
- Continued membership in the area Chambers of Commerce

2027: Plan Implementation

- Early in 2027 and through the service launch, Pioneer will use a variety of channels to communicate with businesses and residents about the upcoming service launch.
- Create and send a series of direct mail pieces introducing Pioneer, explaining how Pioneer works, answering frequently asked questions, and familiarizing customers with program offerings
- Paid, earned, and social media
- Town hall meetings

Presentations to civic and fraternal organizations, senior centers, and others

FISCAL IMPACT:

There is no fiscal impact on the City of Sonora for the communications and outreach efforts.

However, city staff will collaborate with Pioneer to provide input on planning to prioritize target audiences and ensure maximum effectiveness of the communications and outreach efforts.

CITY COUNCIL AGENDA REPORT

CITY HALL

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SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

CORE COUNCIL PRIORITIES:

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

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 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Stacy Enos-Del Razo, Deputy City Clerk

SUBJECT: Meeting Minutes from June 21, 2022, and July 7, 2025.

RECOMMENDATION:

Consider Approval of the Meeting Minutes from June 21, 2022, and July 7, 2025.

DISCUSSION / ANALYSIS:

Staff Recommends that the City Council Approve Meeting Minutes from June 21, 2022, and July 7, 2025.

FISCAL IMPACT:

No Fiscal Impact on the General Fund.

ATTACHMENTS:

Meeting Minutes from June 21, 2022, and July 7, 2025.

CORE COUNCIL PRIORITIES:

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

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

CITY OF SONORA
City Council Regular Meeting
Minutes
Tuesday, June 21, 2022
4:00 PM

NOTICE IS HEREBY GIVEN that the Sonora City Council will have their regular meeting on Monday, June 21, 2022 at 4:00 PM in the City of Sonora Council Chambers located at 94 N. Washington Street Sonora, CA 95370.

NOTICE: THIS MEETING WILL BE HELD IN ACCORDANCE WITH GOVERNMENT CODE SECTION 52953(E) AND THE CITY OF SONORA CITY COUNCIL RESOLUTION NO. 05-16-2022-A.

THIS MEETING IS PHYSICALLY OPEN TO THE PUBLIC OR MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE MEETING VIA VIDEO CONFERENCING AT:

Zoom Meeting Link:

https://us06web.zoom.us/j/87460555933?pwd=UFBFZ0EyR3pjcXNXZWtXVlZLQTJoQT09

Dial: (669) 900-6833

Meeting ID: 874 6055 5933

Passcode: 7dY809

MEMBERS OF THE PUBLIC WILL BE GIVEN THE OPPORTUNITY TO PROVIDE PUBLIC COMMENT.

THIS MEETING WILL BE LIVE STREAMED ON THE CITY'S WEBSITE AT www.sonoraca.com.

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 Deputy City Clerk at 94 N. Washington Street Sonora, CA 95370 or via email to administration@sonoraca.org.

Mayor Matt Hawkins
Vice Mayor Mark Plummer
Councilmember Jim Garaventa
Councilmember Ann Segerstrom
Councilmember Colette Such
City Administrator Melissa Eads
City Attorney Douglas White

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

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

CLOSED SESSION - 4:00 PM

ROLL CALL

PRESENT
Vice Mayor Mark Plummer
Councilmember Jim Garaventa
Councilmember Ann Segerstrom
Councilmember Colette Such

ABSENT
Mayor Matt Hawkins

CALL TO ORDER

Called to order at 4:00 PM.

PUBLIC COMMENTS

No public comment.

Councilmember Ann Segerstrom reminded everyone we live in a high fire area and not to randomly burn; and to please pick up after your pets.

ADJOURN INTO CLOSED SESSION

1. Conference Involving a Joint Powers Agency -Tuolumne County Economic Development Authority (TCEDA) (Authority: Government Code Section 54956.96) - Discussion will concern: Anticipated Litigation, Government Code Section 54956.9(d)(2)

2. CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6): Agency Designated representatives: Melissa Eads, City Administrator; Chris Gorsky, Administrative Services Director; Doug White, City Attorney; Employee Organization: Sonora Employees' Association (SEA), and Administrative Services Officer.

RECONVENE INTO OPEN SESSION [City Council Chambers]

OPEN SESSION - 5:00 PM

Called to order at 5:00 PM.

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

PLEDGE OF ALLEGIANCE

Councilmember Colette Such led the Pledge of Allegiance.

ROLL CALL

PRESENT
Vice Mayor Mark Plummer
Councilmember Jim Garaventa
Councilmember Ann Segerstrom
Councilmember Colette Such

ABSENT
Mayor Matt Hawkins

REPORT OUT OF CLOSED SESSION

Vice Mayor Mark Plummer stated direction was given to staff.

CITY CLERK'S REPORT ON AGENDA POSTING

The Agenda was posted on Thursday, June 16, 2022, at 3:34 PM.

APPROVAL OF THE AGENDA

A vote was not taken.

Councilmember Ann Segerstrom stated she approved.

PRESENTATIONS

No Presentations.

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. If participating via Zoom, please raise your hand using the Raise Your Hand feature or dial *9 (*6 to unmute).*

No public comment.

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

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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.

3. Adopt Resolution 06-21-2022-A authorizing remote teleconferencing meetings of the City Council and its committees and commissions for 30 days pursuant to Government Code Section 52953(e) Brown Act provisions; Tracy Skelly, Interim City Clerk.

4. Approval of disbursements in the amount of $346,492.45 for payroll, inclusive of employee salaries, employer and employee taxes and retirement contributions, miscellaneous voluntary employee deductions, holiday pay and other adjustments, including retro-pay; Chris Gorsky, Administrative Services Director.

5. Consider Adoption of Resolution 06-21-2022-C authorizing temporary "No Parking" zones along certain City Streets during the 2022 Mother Lode Fair; Turu VanderWiel, Police Chief.

   Motion made by Councilmember Ann Segerstrom, Seconded by Councilmember Jim Garaventa. Voting Yea: Vice Mayor Mark Plummer, Councilmember Jim Garaventa, Councilmember Ann Segerstrom, Councilmember Colette Such

PUBLIC HEARINGS

6. Waive the second reading and adopt Ordinance No. 884 – Amending the zoning map of the City of Sonora; Rachelle Kellogg, Community Development Director.

   Rachelle Kellogg Community Development Director discussed Ordinance Number 884.

   No public comment.

   Motion made by Councilmember Jim Garaventa, Seconded by Councilmember Ann Segerstrom. Voting Yea: Vice Mayor Mark Plummer, Councilmember Jim Garaventa, Councilmember Ann Segerstrom. Councilmember Colette Such

UNFINISHED BUSINESS

No Unfinished Business.

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

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

NEW BUSINESS

7. a. Approve the FY22/23 Proposed Operating and Capital Improvement Budgets as presented.

Chris Gorsky Administrative Services Director presented the 2022/2023 Proposed Operating and Capital Improvements Budgets.

Councilmembers asked questions and discussed.

Rachelle Kellogg Community Development Director presented the Community Development and Public Works 2022/2023 Budget; programs; projects and services; accomplishments; goals; challenges and opportunities.

Councilmembers asked questions and discussed.

Aimee New Fire Chief presented the Fire Departments 2022/2023 Budget; mission statement; programs and services; accomplishments; goals; challenges and opportunities.

Councilmembers asked questions and discussed.

Turu VanderWiel Police Chief presented the Police Departments 2022/2023 Budget; overview; goals and accomplishments; goals and priorities; challenges and opportunities; and Supplemental Requests.

Vice Mayor Mark Plummer called for a five-minute break.

Chris Gorsky Administrative Services Director continued with Future Budgets and Challenges; and shared the American Rescue Plan.

b. Approve the Supplemental Budget Requests.

Melissa Eads City Administrator presented the Supplemental Requests.

Councilmembers asked questions and discussed.

Department Heads addressed Councilmembers on Supplemental Requests priorities.

Councilmembers asked questions and determined the priorities.

Melissa Eads City Administrator and Chris Gorsky Administrative Services Director made final comments.

BZ Smith made a suggestion to increase revenue.

The vote for 7a and 7b is as follows:

Motion made by Councilmember Jim Garaventa, Seconded by Councilmember Colette Such. Voting Yea: Vice Mayor Mark Plummer, Councilmember Jim Garaventa, Councilmember Ann Segerstrom, Councilmember Colette Such

c. Authorize the Contract Extension between the City of Sonora and Visit Tuolumne County.

Motion made by Councilmember Jim Garaventa, Seconded by Councilmember Colette Such. Voting Yea: Vice Mayor Mark Plummer, Councilmember Jim Garaventa, Councilmember Ann Segerstrom, Councilmember Colette Such

8. Consider adoption of Resolution No. 06-06-2022-B establishing the Gann Appropriations Limit for FY22/23 for the City of Sonora; Chris Gorsky, Administrative Services Director.

Chris Gorsky Administrative Services Director presented and explained the GANN Appropriations Limit.

BZ Smith made a suggestion.

Motion made by Councilmember Jim Garaventa, Seconded by Councilmember Colette Such. Voting Yea: Vice Mayor Mark Plummer, Councilmember Jim Garaventa, Councilmember Ann Segerstrom, Councilmember Colette Such

MONTHLY REPORTS

9. Receive the Community Development Department Report for May 2022.

10. Receive the Public Works Department Report for May 2022.

11. Receive the Sonora Police Department monthly report for May 2022.

12. Receive the Fire Department Monthly Report for May 2022.

COMMUNICATIONS

No Communications.

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

COUNCIL MEMBER/DEPARTMENT HEAD REPORTS

Aimee New Fire Chief wished everyone a Happy 4th of July; reminded those in attendance fireworks are illegal in Tuolumne County and the City of Sonora; and thanked the Councilmembers.

Chris Gorsky Administrative Services Director thanked the Department Heads for all their help on the Budget.

Councilmember Ann Segerstrom met with Melissa Eads and Steve Frisch from the Sierra Business Council; attended YES Council; Public Safety Committee; and CERF (Community Economic Resilience Fund) Listening Session.

Councilmember Colette Such attended TCTC (Tuolumne County Transportation Council); Tuolumne County Commission on Homeless; ATCAA (Amador Tuolumne Calaveras Action Agency); IRWM (Integrated Regional Water Management); Vision Sonora; Outdoor Shelter meeting.

Councilmember Jim Garaventa attended TCTC; the Solid Waste meeting was cancelled; and thanked the Councilmembers and Staff.

Vice Mayor Mark Plummer thanked Councilmembers Jim Garaventa and Colette Such; met with Darin Grossi from TCTC; and thanked all the Voters in the election.

ADJOURNMENT

Adjourned at 7:03 PM.

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

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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, July 07, 2025
5:00 PM

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

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

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

Public Access Audio and Video Live Streaming

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

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

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

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

Mayor Ann Segerstrom

Vice Mayor Andy Merrill

Council Members Bess Levine, Stephen Opie, Mark Plummer

City Administrator Melissa Eads

City Attorney Douglas White

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

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

CLOSED SESSION - 4:00 PM

CALL TO ORDER

Called to order at 4:00 PM.

ROLL CALL

PRESENT
Mayor Ann Segerstrom
Councilmember Bess Levine
Councilmember Stephen Opie
Councilmember Mark Plummer

ARRIVING SOON
Vice Mayor Andy Merrill

PUBLIC COMMENTS

No public comment.

ADJOURN INTO CLOSED SESSION

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

2. Public Employment (Government Code Section §54957): Fire Chief; Police Officer; Doug White, City Attorney, Chris Gorsky, Assistant City Administrator, Melissa Eads, City Administrator.

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

4. Public Employee Performance Evaluation (Government Code Section 54957 (b)(1)) - City Administrator; Doug White, City Attorney

5. Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: 1 potential case; Tyler Summersett, Community Development Director.

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

RECONVENE INTO OPEN SESSION

OPEN SESSION - 5:00 PM

Called to order at 5:00 PM.

REPORT OUT OF CLOSED SESSION

Mayor Ann Segerstrom stated the Council will continue with Closed Session after the adjournment of the Regular meeting.

PLEDGE OF ALLEGIANCE

Councilmember Mark Plummer led the Pledge of Allegiance.

ROLL CALL

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

CITY CLERK'S REPORT ON AGENDA POSTING

The Agenda was posted on Thursday, July 3, 2025 at 1:20 PM.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENT (NON-AGENDA ITEMS)

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

A member of the public addressed the Council.

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

Vanessa Barberis Cal Sierra Waste Management introduced Javier Sanchez as the new Recycling Education Representative; would like to speak with the Councilmembers in more detail about the Green Waste Plan for the City; and Javier Sanchez addressed the Council.

Lisa Mayo President and CEO Visit Tuolumne County introduced three new awards that will be presented at the Annual Tourism Summit on October 16th.

Mayor Ann Segerstrom read a statement.

PRESENTATIONS

6. Receive an Update from Tuolumne County District 1 Supervisor Mike Holland; Melissa Eads, City Administrator.

   Mike Holland Tuolumne County District 1 Supervisor informed the Council the preliminary budget was approved; the County will have lots of changes and new directions; Heaven for Kids Playground will be closed for a few days for repairs; and the Environmental Health Town Hall went well.

   Councilmembers asked questions and discussed.

CONSENT CALENDAR

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

7. Consider Approval of the Meeting Minutes from June 2, 2025; June 4, 2025 (Special); June 5, 2025 (Special); June 16, 2025 (Special); June 16, 2025 (Regular); Stacy Enos-Del Razo, Deputy City Clerk.

8. Consider Authorizing the Mayor to Sign and Certify the Environmental Document for 209 S. Stewart Street, Subject to Section 58.5 – Environmental Review; Tyler Summersett, Community Development Director.

   Tyler Summersett Community Development Director made a clarification to the address on the agenda report. The documents attached to the agenda report have the correct address.

   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

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

NEW BUSINESS

9. Consider Adoption of Fees Associated with Implementation of Ordinance No 904, a Text Amendment of Title 12 of the Sonora Municipal Code, Amending Chapter 12.16, Use of Sidewalks for Business; Tyler Summersett, Community Development Director.

   Tyler Summersett Community Development Director presented the three different Fee Options for Ordinance #904.

   Councilmembers made comments and discussed.

   John Williams Mountain Home Gifts spoke in support of Fee Option #3.

   Tracy Skelly City Clerk read an email comment from the Tap Room.

   Motion made by Vice Mayor Andy Merrill to approve Fee Option #3, 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 will be attending YES Council; and Integrated Regional Water Management (IRWM).

Councilmember Bess Levine attended the League of California Cities event and dinner; and will be attending Visit Tuolumne County.

Vice Mayor Any Merrill reported earlier on the Ad Hoc meeting for the Homelessness Committee; and did not have much to update on Tuolumne County Transportation Council (TCTC).

Councilmember Mark Plummer attended Cable 8 - Access Tuolumne; Local Agency Formation Commission (LAFCO); and Tuolumne County Transportation Council (TCTC) will not have a meeting in July.

Mayor Ann Segerstrom toured the facilities and green waste at Cal Sierra; thanked Cal Sierra for attending the Council meeting; attended IRWM; League of California Cities; Amador Tuolumne Calaveras Action Agency (ATCAA); was interviewed on Motherlode Views; and helped to put Flags out on Washington Street.

ADJOURNMENT

Adjourned back into Closed Session.

Reconvened into Open Session.

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

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Mayor Ann Segerstrom stated direction was given to staff.

Adjourned at 6:56 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 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Chris Gorsky, Administrative Services Director

SUBJECT: Consider Acceptance of an Informational Report for May and June 2025 Accounts Payable Payment Register and Void Report.

RECOMMENDATION:

Consider Acceptance of an Informational Report for May and June Accounts Payable Payment Register and Void Report.

BACKGROUND:

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

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

DISCUSSION / ANALYSIS:

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

FISCAL IMPACT:

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

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

CITY COUNCIL AGENDA REPORT

CITY HALL

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

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

ATTACHMENTS:

- Accounts Payable Warrants Report

CORE COUNCIL PRIORITIES:

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

City of Sonora

Check/Voucher Register - Check List - Council

From 5/1/2025 Through 5/31/2025

Check Number	Effective Date	Document Description	ID	Payee	Check Amount	Payment Type	VOID ?
202663	5/1/2025	System Generated Check/Voucher	200005	Amazon Business	234.36	Check	No
202664	5/1/2025	System Generated Check/Voucher	200011	AT&T Calnet 3	189.65	Check	No
202665	5/1/2025	System Generated Check/Voucher	200024	Comcast Business	201.49	Check	No
202666	5/1/2025	System Generated Check/Voucher	200032	Mountain Oasis Water	12.25	Check	No
202667	5/1/2025	System Generated Check/Voucher	200043	Sonora Lumber Company	18.30	Check	No
202668	5/1/2025	System Generated Check/Voucher	200207	Sonora Police Officers Association	973.86	Check	No
202669	5/1/2025	System Generated Check/Voucher	200209	VALIC	25.00	Check	No
202670	5/1/2025	System Generated Check/Voucher	200210	Operating Engineers #3	292.50	Check	No
202671	5/1/2025	System Generated Check/Voucher	200221	California Department of Transportation	743.96	Check	No
202672	5/1/2025	System Generated Check/Voucher	200263	Hunt & Sons LLC	2,454.24	Check	No
202673	5/1/2025	System Generated Check/Voucher	200413	CSG Consultants	4,869.44	Check	No
202674	5/1/2025	System Generated Check/Voucher	200465	Entenmann-Rovin Co.	286.52	Check	No
202675	5/1/2025	System Generated Check/Voucher	200505	Valley Strong Credit Union	1,706.00	Check	No
202676	5/1/2025	System Generated Check/Voucher	200531	California State Disbursement Unit	258.92	Check	No
202677	5/1/2025	System Generated Check/Voucher	200535	Toshiba Financial Services	2,090.48	Check	No
202678	5/1/2025	System Generated Check/Voucher	200616	Granite Peak Alarms LLC	3,549.00	Check	No
202679	5/1/2025	System Generated Check/Voucher	200640	Diamond Digital Marketing Co.	1,000.00	Check	No
202680	5/1/2025	System Generated Check/Voucher	200685	Trace Analytics, LLC	95.00	Check	No
202681	5/1/2025	System Generated Check/Voucher	Emp2026	Turu VanderWiel	271.00	Check	No
202682	5/1/2025	System Generated Check/Voucher	Emp2047	Melissa Eads	271.00	Check	No
202683	5/1/2025	System Generated Check/Voucher	Emp2064	Grant Miller	1,880.65	Check	No
202684	5/2/2025	System Generated Check/Voucher	200672	Caltrans D10	1,038.00	Check	No
202685	5/5/2025	System Generated Check/Voucher	200055	Keenan Associates	81,514.15	Check	No
202686	5/5/2025	System Generated Check/Voucher	200058	Unum Life Insurance Company of Amer	2,658.13	Check	No
202687	5/5/2025	System Generated Check/Voucher	200060	Combined Benefits Administrators	160.00	Check	No
202688	5/5/2025	System Generated Check/Voucher	200074	Vision Service Plan (CA)	814.40	Check	No
202689	5/5/2025	System Generated Check/Voucher	200282	Employee Relations, Inc.	233.97	Check	No
202690	5/8/2025	System Generated Check/Voucher	200005	Amazon Business	1,991.46	Check	No
202691	5/8/2025	System Generated Check/Voucher	200011	AT&T Calnet 3	629.76	Check	No
202692	5/8/2025	System Generated Check/Voucher	200013	JS West Propane Gas	421.84	Check	No
202693	5/8/2025	System Generated Check/Voucher	200016	Tuolumne County Public Power Agency	3,466.45	Check	No
202694	5/8/2025	System Generated Check/Voucher	200024	Comcast Business	163.42	Check	No

City of Sonora

Check/Voucher Register - Check List - Council

From 5/1/2025 Through 5/31/2025

Check Number	Effective Date	Document Description	ID	Payee	Check Amount	Payment Type	VOID ?
202695	5/8/2025	System Generated Check/Voucher	200032	Mountain Oasis Water	31.25	Check	No
202696	5/8/2025	System Generated Check/Voucher	200033	ODP Business Solutions, LLC	118.85	Check	No
202697	5/8/2025	System Generated Check/Voucher	200038	Safeguard Pest Control	338.00	Check	No
202698	5/8/2025	System Generated Check/Voucher	200039	Safe-T-Lite of Modesto, Inc.	2,373.95	Check	No
202699	5/8/2025	System Generated Check/Voucher	200043	Sonora Lumber Company	13.30	Check	No
202700	5/8/2025	System Generated Check/Voucher	200046	TK Elevator	960.84	Check	No
202701	5/8/2025	System Generated Check/Voucher	200047	Tuolumne Utilities District	1,690.96	Check	No
202702	5/8/2025	System Generated Check/Voucher	200065	ProClean Supply	199.72	Check	No
202703	5/8/2025	System Generated Check/Voucher	200072	United Site Services	97.93	Check	No
202704	5/8/2025	System Generated Check/Voucher	200080	JTM Cleaning Co.	800.00	Check	No
202705	5/8/2025	System Generated Check/Voucher	200086	NORMAC	231.72	Check	No
202706	5/8/2025	System Generated Check/Voucher	200094	Sierra Instant Print	413.25	Check	No
202707	5/8/2025	System Generated Check/Voucher	200096	General Supply Company	176.53	Check	No
202708	5/8/2025	System Generated Check/Voucher	200117	Verizon Wireless	38.01	Check	No
202709	5/8/2025	System Generated Check/Voucher	200263	Hunt & Sons LLC	558.92	Check	No
202710	5/8/2025	System Generated Check/Voucher	200402	Viking Shred	119.98	Check	No
202711	5/8/2025	System Generated Check/Voucher	200598	Top Dog Police K9 Training & Consultin	250.00	Check	No
202712	5/8/2025	System Generated Check/Voucher	200732	RoofXperts	11,945.00	Check	No
202713	5/8/2025	System Generated Check/Voucher	200737	TransUnion Risk and Alternative	175.00	Check	No
202714	5/15/2025	System Generated Check/Voucher	200005	Amazon Business	191.97	Check	No
202715	5/15/2025	System Generated Check/Voucher	200011	AT&T Calnet 3	124.00	Check	No
202716	5/15/2025	System Generated Check/Voucher	200013	JS West Propane Gas	108.05	Check	No
202717		VOID - U.S. Bank Corporate - Overflow			0.00	Check	Yes
202718	5/15/2025	System Generated Check/Voucher	200018	U.S. Bank Corporate Payment System	12,331.32	Check	No
202719	5/15/2025	System Generated Check/Voucher	200020	AT&T Mobility (FirstNet)	1,800.18	Check	No
202720	5/15/2025	System Generated Check/Voucher	200020	AT&T Mobility (FirstNet)	86.46	Check	No
202721	5/15/2025	System Generated Check/Voucher	200024	Comcast Business	166.89	Check	No
202722	5/15/2025	System Generated Check/Voucher	200024	Comcast Business	784.13	Check	No
202723	5/15/2025	System Generated Check/Voucher	200026	Department of Justice	228.00	Check	No
202724	5/15/2025	System Generated Check/Voucher	200035	Pacific Gas and Electric	1,215.65	Check	No
202725	5/15/2025	System Generated Check/Voucher	200036	O'Reilly Auto Parts	39.11	Check	No
202726	5/15/2025	System Generated Check/Voucher	200039	Safe-T-Lite of Modesto, Inc.	41.54	Check	No

City of Sonora

Check/Voucher Register - Check List - Council

From 5/1/2025 Through 5/31/2025

Check Number	Effective Date	Document Description	ID	Payee	Check Amount	Payment Type	VOID ?
202727	5/15/2025	System Generated Check/Voucher	200043	Sonora Lumber Company	420.92	Check	No
202728	5/15/2025	System Generated Check/Voucher	200065	ProClean Supply	1,343.70	Check	No
202729	5/15/2025	System Generated Check/Voucher	200207	Sonora Police Officers Association	1,024.82	Check	No
202730	5/15/2025	System Generated Check/Voucher	200209	VALIC	25.00	Check	No
202731	5/15/2025	System Generated Check/Voucher	200210	Operating Engineers #3	292.50	Check	No
202732	5/15/2025	System Generated Check/Voucher	200226	Rebecca Howard	383.50	Check	No
202733	5/15/2025	System Generated Check/Voucher	200263	Hunt & Sons LLC	3,051.04	Check	No
202734	5/15/2025	System Generated Check/Voucher	200266	Quick Start Fitness Equipment Services	870.00	Check	No
202735	5/15/2025	System Generated Check/Voucher	200292	Baldwin Construction	15,000.00	Check	No
202736	5/15/2025	System Generated Check/Voucher	200318	ParcelQuest	2,399.00	Check	No
202737	5/15/2025	System Generated Check/Voucher	200349	V & V Manufacturing, Inc.	406.28	Check	No
202738	5/15/2025	System Generated Check/Voucher	200402	Viking Shred	119.98	Check	No
202739	5/15/2025	System Generated Check/Voucher	200413	CSG Consultants	310.00	Check	No
202740	5/15/2025	System Generated Check/Voucher	200438	Shrader Investigations	8,147.50	Check	No
202741	5/15/2025	System Generated Check/Voucher	200459	Sign Store	127.15	Check	No
202742	5/15/2025	System Generated Check/Voucher	200505	Valley Strong Credit Union	1,706.00	Check	No
202743	5/15/2025	System Generated Check/Voucher	200514	Computershare Trust Company, N.A.	1,500.00	Check	No
202744	5/15/2025	System Generated Check/Voucher	200531	California State Disbursement Unit	258.92	Check	No
202745	5/15/2025	System Generated Check/Voucher	200723	Preparative Consulting	90,000.00	Check	No
202746	5/15/2025	System Generated Check/Voucher	200724	Core Psychological Corporation	500.00	Check	No
202747	5/15/2025	System Generated Check/Voucher	200734	Freedom Forever Nor Cal LLC	243.00	Check	No
202748	5/15/2025	System Generated Check/Voucher	200741	AT&T	120.00	Check	No
202749	5/15/2025	System Generated Check/Voucher	200742	Mark Stoltenberg	250.00	Check	No
202750	5/15/2025	System Generated Check/Voucher	200745	ICC International Code Council	405.00	Check	No
202751	5/15/2025	System Generated Check/Voucher	EMP2006	Brittan Gregory	131.25	Check	No
202752	5/15/2025	System Generated Check/Voucher	Emp2054	Aaron Jobe	661.60	Check	No
202753	5/22/2025	System Generated Check/Voucher	200005	Amazon Business	499.98	Check	No
202754	5/22/2025	System Generated Check/Voucher	200024	Comcast Business	352.51	Check	No
202755	5/22/2025	System Generated Check/Voucher	200027	Galls, LLC	908.61	Check	No
202756	5/22/2025	System Generated Check/Voucher	200032	Mountain Oasis Water	16.75	Check	No
202757	5/22/2025	System Generated Check/Voucher	200035	Pacific Gas and Electric	146.58	Check	No
202758	5/22/2025	System Generated Check/Voucher	200038	Safeguard Pest Control	194.00	Check	No

City of Sonora

Check/Voucher Register - Check List - Council

From 5/1/2025 Through 5/31/2025

Check Number	Effective Date	Document Description	ID	Payee	Check Amount	Payment Type	VOID ?
202759	5/22/2025	System Generated Check/Voucher	200039	Safe-T-Lite of Modesto, Inc.	2,727.89	Check	No
202760	5/22/2025	System Generated Check/Voucher	200043	Sonora Lumber Company	102.42	Check	No
202761	5/22/2025	System Generated Check/Voucher	200048	The Union Democrat	328.50	Check	No
202762	5/22/2025	System Generated Check/Voucher	200060	Combined Benefits Administrators	1,655.60	Check	No
202763	5/22/2025	System Generated Check/Voucher	200067	Sentry Alarm Systems	126.00	Check	No
202764	5/22/2025	System Generated Check/Voucher	200088	Waypoint Network Solutions LLC	1,560.00	Check	No
202765	5/22/2025	System Generated Check/Voucher	200094	Sierra Instant Print	299.07	Check	No
202766	5/22/2025	System Generated Check/Voucher	200101	Pine Alley Saw Shop	1,065.90	Check	No
202767	5/22/2025	System Generated Check/Voucher	200232	Kevin Anderson	35.00	Check	No
202768	5/22/2025	System Generated Check/Voucher	200263	Hunt & Sons LLC	3,011.71	Check	No
202769	5/22/2025	System Generated Check/Voucher	200266	Quick Start Fitness Equipment Services	21,132.30	Check	No
202770	5/22/2025	System Generated Check/Voucher	200308	Tuolumne County Community Developr	86.00	Check	No
202771	5/22/2025	System Generated Check/Voucher	200413	CSG Consultants	372.00	Check	No
202772	5/22/2025	System Generated Check/Voucher	200500	Nathan Morales	35.00	Check	No
202773	5/22/2025	System Generated Check/Voucher	200616	Granite Peak Alarms LLC	480.00	Check	No
202774	5/22/2025	System Generated Check/Voucher	200699	Linda Emerson	35.00	Check	No
202775	5/22/2025	System Generated Check/Voucher	200700	Thad Waterbury	35.00	Check	No
202776	5/22/2025	System Generated Check/Voucher	200701	Thomas Miller	35.00	Check	No
202777	5/22/2025	System Generated Check/Voucher	200735	Przybyla Advisors	4,500.00	Check	No
202778	5/22/2025	System Generated Check/Voucher	200748	Wendy Warner dba Warner Designs	228.00	Check	No
202779	5/22/2025	System Generated Check/Voucher	Emp2009	Mike Lagomarsino	393.16	Check	No
202780	5/29/2025	System Generated Check/Voucher	200001	Access Tuolumne (Cable 8)	655.00	Check	No
202781	5/29/2025	System Generated Check/Voucher	200005	Amazon Business	424.91	Check	No
202782	5/29/2025	System Generated Check/Voucher	200024	Comcast Business	186.01	Check	No
202783	5/29/2025	System Generated Check/Voucher	200024	Comcast Business	201.28	Check	No
202784	5/29/2025	System Generated Check/Voucher	200028	General Plumbing Supply	10.74	Check	No
202785	5/29/2025	System Generated Check/Voucher	200032	Mountain Oasis Water	46.00	Check	No
202786	5/29/2025	System Generated Check/Voucher	200033	ODP Business Solutions, LLC	65.91	Check	No
202787	5/29/2025	System Generated Check/Voucher	200035	Pacific Gas and Electric	6,083.89	Check	No
202788	5/29/2025	System Generated Check/Voucher	200038	Safeguard Pest Control	281.00	Check	No
202789	5/29/2025	System Generated Check/Voucher	200039	Safe-T-Lite of Modesto, Inc.	1,285.24	Check	No
202790	5/29/2025	System Generated Check/Voucher	200043	Sonora Lumber Company	59.25	Check	No

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Check Number	Effective Date	Document Description	ID	Payee	Check Amount	Payment Type	VOID ?
202791	5/29/2025	System Generated Check/Voucher	200047	Tuolumne Utilities District	1,290.40	Check	No
202792	5/29/2025	System Generated Check/Voucher	200059	Cal.Net Motherlode	54.01	Check	No
202793	5/29/2025	System Generated Check/Voucher	200069	Signal Service	345.00	Check	No
202794	5/29/2025	System Generated Check/Voucher	200075	Waste Management	47.24	Check	No
202795	5/29/2025	System Generated Check/Voucher	200202	Staples	68.82	Check	No
202796	5/29/2025	System Generated Check/Voucher	200207	Sonora Police Officers Association	866.32	Check	No
202797	5/29/2025	System Generated Check/Voucher	200209	VALIC	25.00	Check	No
202798	5/29/2025	System Generated Check/Voucher	200263	Hunt & Sons LLC	1,715.52	Check	No
202799	5/29/2025	System Generated Check/Voucher	200278	Allstar Fire Equipment	7,080.71	Check	No
202800	5/29/2025	System Generated Check/Voucher	200349	V & V Manufacturing, Inc.	109.82	Check	No
202801	5/29/2025	System Generated Check/Voucher	200438	Shrader Investigations	2,300.00	Check	No
202802	5/29/2025	System Generated Check/Voucher	200487	Standard Insurance Company	174.00	Check	No
202803	5/29/2025	System Generated Check/Voucher	200505	Valley Strong Credit Union	1,706.00	Check	No
202804	5/29/2025	System Generated Check/Voucher	200531	California State Disbursement Unit	258.92	Check	No
202805	5/29/2025	System Generated Check/Voucher	200581	Regional Government Services	432.60	Check	No
202806	5/29/2025	System Generated Check/Voucher	200594	SealMaster Bakersfield	961.31	Check	No
202807	5/29/2025	System Generated Check/Voucher	200640	Diamond Digital Marketing Co.	1,000.00	Check	No
202808	5/29/2025	System Generated Check/Voucher	200710	Tuolumne County Transportation Counc	105,512.80	Check	No
202809	5/29/2025	System Generated Check/Voucher	200749	Todd McNeal	5,100.00	Check	No
202810	5/29/2025	System Generated Check/Voucher	200750	Jessica Hodge	438.00	Check	No
202811	5/29/2025	System Generated Check/Voucher	Emp2009	Mike Lagomarsino	98.67	Check	No
202812	5/29/2025	System Generated Check/Voucher	Emp2021	Erik Weber	213.00	Check	No
202813	5/29/2025	System Generated Check/Voucher	Emp2076	Zachary Johnson	836.00	Check	No
ACH164	5/5/2025	System Generated Check/Voucher	200608	Enterprise FM Trust	17,921.00	Voucher	No
ACH165	5/15/2025	System Generated Check/Voucher	200003	Abila	1,598.24	Voucher	No
ACH166	5/15/2025	System Generated Check/Voucher	200010	American Tower	1,549.60	Voucher	No
ACH167	5/15/2025	System Generated Check/Voucher	200301	RingCentral	575.27	Voucher	No
ACH168	5/15/2025	System Generated Check/Voucher	200528	CivicPlus LLC	6,074.46	Voucher	No
ACH169	5/22/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	15,173.50	Voucher	No
ACH170	5/22/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	5,592.55	Voucher	No
ACH171	5/22/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	2,528.06	Voucher	No
ACH172	5/22/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	4,106.06	Voucher	No

City of Sonora

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Check Number	Effective Date	Document Description	ID	Payee	Check Amount	Payment Type	VOID ?
ACH173	5/22/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	1,375.90	Voucher	No
ACH174	5/22/2025	System Generated Check/Voucher	200600	Dewberry Engineers Inc.	18,420.79	Voucher	No
ACH175	5/29/2025	System Generated Check/Voucher	200004	White Brenner LLP	4,461.59	Voucher	No
ACH176	5/29/2025	System Generated Check/Voucher	200004	White Brenner LLP	2,941.65	Voucher	No
ACH177	5/29/2025	System Generated Check/Voucher	200004	White Brenner LLP	66.62	Voucher	No
ACH178	5/29/2025	System Generated Check/Voucher	200004	White Brenner LLP	433.06	Voucher	No
ACH179	5/29/2025	System Generated Check/Voucher	200004	White Brenner LLP	13,510.30	Voucher	No
ACH180	5/29/2025	System Generated Check/Voucher	200004	White Brenner LLP	10,193.62	Voucher	No
ACH181	5/29/2025	System Generated Check/Voucher	200004	White Brenner LLP	9,175.14	Voucher	No
ACH182	5/29/2025	System Generated Check/Voucher	200004	White Brenner LLP	5,356.38	Voucher	No
ACH183	5/29/2025	System Generated Check/Voucher	200004	White Brenner LLP	7,064.59	Voucher	No
ACH184	5/29/2025	System Generated Check/Voucher	200004	White Brenner LLP	99.94	Voucher	No
ACH185	5/29/2025	System Generated Check/Voucher	200004	White Brenner LLP	133.25	Voucher	No
ACH186	5/29/2025	System Generated Check/Voucher	200004	White Brenner LLP	8,753.90	Voucher	No
ACH187	5/29/2025	System Generated Check/Voucher	200004	White Brenner LLP	1,457.12	Voucher	No
ACH188	5/29/2025	System Generated Check/Voucher	200004	White Brenner LLP	7,681.98	Voucher	No
Report Total					608,402.79		

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Check Number	Effective Date	Document Description	ID	Payee	Check Amount	Payment Type	VOID ?
202814	6/5/2025	System Generated Check/Voucher	200005	Amazon Business	2,128.02	Check	No
202815	6/5/2025	System Generated Check/Voucher	200011	AT&T Calnet 3	187.95	Check	No
202816	6/5/2025	System Generated Check/Voucher	200016	Tuolumne County Public Power Agency	3,302.94	Check	No
202817	6/5/2025	System Generated Check/Voucher	200024	Comcast Business	163.42	Check	No
202818	6/5/2025	System Generated Check/Voucher	200032	Mountain Oasis Water	21.75	Check	No
202819	6/5/2025	System Generated Check/Voucher	200043	Sonora Lumber Company	63.19	Check	No
202820	6/5/2025	System Generated Check/Voucher	200055	Keenan Associates	85,453.30	Check	No
202821	6/5/2025	System Generated Check/Voucher	200058	Unum Life Insurance Company of Amer	2,726.88	Check	No
202822	6/5/2025	System Generated Check/Voucher	200060	Combined Benefits Administrators	1,709.05	Check	No
202823	6/5/2025	System Generated Check/Voucher	200066	Muni Sevices / Avenu	505.64	Check	No
202824	6/5/2025	System Generated Check/Voucher	200072	United Site Services	97.93	Check	No
202825	6/5/2025	System Generated Check/Voucher	200074	Vision Service Plan (CA)	875.48	Check	No
202826	6/5/2025	System Generated Check/Voucher	200080	JTM Cleaning Co.	800.00	Check	No
202827	6/5/2025	System Generated Check/Voucher	200091	Adventist Health Sonora	417.00	Check	No
202828	6/5/2025	System Generated Check/Voucher	200228	Barry Dugan Electric, Inc.	899.69	Check	No
202829	6/5/2025	System Generated Check/Voucher	200450	Alley Tree and Landscape, Inc.	16,100.00	Check	No
202830	6/5/2025	System Generated Check/Voucher	200477	Code 3 Technology LLC	3,255.62	Check	No
202831	6/5/2025	System Generated Check/Voucher	200535	Toshiba Financial Services	2,090.48	Check	No
202832	6/5/2025	System Generated Check/Voucher	200598	Top Dog Police K9 Training & Consultin	250.00	Check	No
202833	6/5/2025	System Generated Check/Voucher	200686	San Joaquin Delta College	1,884.00	Check	No
202834	6/5/2025	System Generated Check/Voucher	200714	T-N-T Paving & Excavating	10,000.00	Check	No
202835	6/5/2025	System Generated Check/Voucher	200735	Przybyla Advisors	1,000.00	Check	No
202836	6/5/2025	System Generated Check/Voucher	200737	TransUnion Risk and Alternative	175.00	Check	No
202837	6/5/2025	System Generated Check/Voucher	200751	Big Bear Roofing	360.87	Check	No
202838	6/5/2025	System Generated Check/Voucher	200752	Warren Roofing	656.70	Check	No
202839	6/5/2025	System Generated Check/Voucher	Emp2001	Quinn Vanderwerff	160.80	Check	No
202840	6/5/2025	System Generated Check/Voucher	Emp2021	Erik Weber	0.00	Check	No
202841	6/5/2025	System Generated Check/Voucher	Emp2070	Shane Theilen	334.80	Check	No
202842	6/5/2025	System Generated Check/Voucher	FM2001	Mourad Cherif (Hummus Heaven)	50.00	Check	No
202843	6/5/2025	System Generated Check/Voucher	FM2002	Dambacher Family Farms	17.00	Check	No
202844	6/5/2025	System Generated Check/Voucher	FM2003	Jonathan Anderson dba Tuttletown Far	73.00	Check	No
202845	6/5/2025	System Generated Check/Voucher	FM2004	Sunny Pence dba Pence Farm Sourdou	122.00	Check	No

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Check Number	Effective Date	Document Description	ID	Payee	Check Amount	Payment Type	VOID ?
202846	6/5/2025	System Generated Check/Voucher	FM2005	Sally J Oliver Trial dba Bon Appetit	43.00	Check	No
202847	6/5/2025	System Generated Check/Voucher	FM2006	Rosa's Portuguese Bakery, Inc.	54.00	Check	No
202848	6/5/2025	System Generated Check/Voucher	FM2007	Tyson Hill Farm LLC	197.00	Check	No
202849	6/5/2025	System Generated Check/Voucher	FM2008	J&J Ramos Farms, Inc.	251.00	Check	No
202850	6/5/2025	System Generated Check/Voucher	FM2009	Bulk Farms Inc dba Oakdale Cheese	30.00	Check	No
202851	6/5/2025	System Generated Check/Voucher	FM2010	Engler Ag Enterprises	25.00	Check	No
202852	6/5/2025	System Generated Check/Voucher	FM2011	Oscar A Campos dba Salsa 4 All Seasc	52.00	Check	No
202853	6/5/2025	System Generated Check/Voucher	FM2012	Jamestown Ranch, Inc.	3.00	Check	No
202854	6/12/2025	System Generated Check/Voucher	200005	Amazon Business	580.49	Check	No
202855	6/12/2025	System Generated Check/Voucher	200011	AT&T Calnet 3	711.91	Check	No
202856	6/12/2025	System Generated Check/Voucher	200013	JS West Propane Gas	49.77	Check	No
202857	6/12/2025	System Generated Check/Voucher	200033	ODP Business Solutions, LLC	377.99	Check	No
202858	6/12/2025	System Generated Check/Voucher	200035	Pacific Gas and Electric	1,278.77	Check	No
202859	6/12/2025	System Generated Check/Voucher	200038	Safeguard Pest Control	408.00	Check	No
202860	6/12/2025	System Generated Check/Voucher	200039	Safe-T-Lite of Modesto, Inc.	125.61	Check	No
202861	6/12/2025	System Generated Check/Voucher	200043	Sonora Lumber Company	166.58	Check	No
202862	6/12/2025	System Generated Check/Voucher	200047	Tuolumne Utilities District	169.38	Check	No
202863	6/12/2025	System Generated Check/Voucher	200048	The Union Democrat	391.50	Check	No
202864	6/12/2025	System Generated Check/Voucher	200060	Combined Benefits Administrators	730.20	Check	No
202865	6/12/2025	System Generated Check/Voucher	200067	Sentry Alarm Systems	200.00	Check	No
202866	6/12/2025	System Generated Check/Voucher	200101	Pine Alley Saw Shop	121.41	Check	No
202867	6/12/2025	System Generated Check/Voucher	200102	George Reed Inc.	203.77	Check	No
202868	6/12/2025	System Generated Check/Voucher	200117	Verizon Wireless	38.01	Check	No
202869	6/12/2025	System Generated Check/Voucher	200207	Sonora Police Officers Association	1,024.82	Check	No
202870	6/12/2025	System Generated Check/Voucher	200209	VALIC	25.00	Check	No
202871	6/12/2025	System Generated Check/Voucher	200210	Operating Engineers #3	292.50	Check	No
202872	6/12/2025	System Generated Check/Voucher	200263	Hunt & Sons LLC	3,503.49	Check	No
202873	6/12/2025	System Generated Check/Voucher	200352	Quadient Leasing USA, Inc.	231.20	Check	No
202874	6/12/2025	System Generated Check/Voucher	200423	Bear Electrical Solutions (BES), LLC	210.00	Check	No
202875	6/12/2025	System Generated Check/Voucher	200505	Valley Strong Credit Union	1,706.00	Check	No
202876	6/12/2025	System Generated Check/Voucher	200531	California State Disbursement Unit	258.92	Check	No
202877	6/12/2025	System Generated Check/Voucher	200724	Core Psychological Corporation	500.00	Check	No

City of Sonora

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From 6/1/2025 Through 6/30/2025

Check Number	Effective Date	Document Description	ID	Payee	Check Amount	Payment Type	VOID ?
202878	6/12/2025	System Generated Check/Voucher	200740	Softchoice Corporation	1,790.00	Check	No
202879	6/12/2025	System Generated Check/Voucher	Emp2011	Matthew Lewallen	816.33	Check	No
202880	6/12/2025	System Generated Check/Voucher	Emp2041	Tracy Skelly	201.28	Check	No
202881	6/12/2025	System Generated Check/Voucher	FM2002	Dambacher Family Farms	15.00	Check	No
202882	6/12/2025	System Generated Check/Voucher	FM2003	Jonathan Anderson dba Tuttletown Far	38.00	Check	No
202883	6/12/2025	System Generated Check/Voucher	FM2004	Sunny Pence dba Pence Farm Sourdou	106.00	Check	No
202884	6/12/2025	System Generated Check/Voucher	FM2005	Sally J Oliver Trial dba Bon Appetit	25.00	Check	No
202885	6/12/2025	System Generated Check/Voucher	FM2006	Rosa's Portuguese Bakery, Inc.	37.00	Check	No
202886	6/12/2025	System Generated Check/Voucher	FM2007	Tyson Hill Farm LLC	54.00	Check	No
202887	6/12/2025	System Generated Check/Voucher	FM2008	J&J Ramos Farms, Inc.	68.00	Check	No
202888	6/12/2025	System Generated Check/Voucher	FM2009	Bulk Farms Inc dba Oakdale Cheese	8.00	Check	No
202889	6/12/2025	System Generated Check/Voucher	FM2010	Engler Ag Enterprises	243.00	Check	No
202890	6/12/2025	System Generated Check/Voucher	FM2011	Oscar A Campos dba Salsa 4 All Seasc	33.00	Check	No
202891	6/12/2025	System Generated Check/Voucher	FM2013	David Pish dba Gold Country Honey Fa	29.00	Check	No
202892	6/12/2025	System Generated Check/Voucher	FM2014	Schnoogs Cafe	42.00	Check	No
202893	6/18/2025	System Generated Check/Voucher	200005	Amazon Business	118.45	Check	No
202894	6/18/2025	System Generated Check/Voucher	200018	U.S. Bank Corporate Payment System	8,563.74	Check	No
202895	6/18/2025	System Generated Check/Voucher	200020	AT&T Mobility (FirstNet)	1,800.38	Check	No
202896	6/18/2025	System Generated Check/Voucher	200020	AT&T Mobility (FirstNet)	66.30	Check	No
202897	6/18/2025	System Generated Check/Voucher	200024	Comcast Business	162.17	Check	No
202898	6/18/2025	System Generated Check/Voucher	200024	Comcast Business	352.51	Check	No
202899	6/18/2025	System Generated Check/Voucher	200024	Comcast Business	784.13	Check	No
202900	6/18/2025	System Generated Check/Voucher	200032	Mountain Oasis Water	106.40	Check	No
202901	6/18/2025	System Generated Check/Voucher	200035	Pacific Gas and Electric	522.20	Check	No
202902	6/18/2025	System Generated Check/Voucher	200036	O'Reilly Auto Parts	65.14	Check	No
202903	6/18/2025	System Generated Check/Voucher	200043	Sonora Lumber Company	112.96	Check	No
202904	6/18/2025	System Generated Check/Voucher	200065	ProClean Supply	418.27	Check	No
202905	6/18/2025	System Generated Check/Voucher	200081	CNA SURETY DIRECT BILL	100.00	Check	No
202906	6/18/2025	System Generated Check/Voucher	200105	County of Tuolumne Information Tech D	829.83	Check	No
202907	6/18/2025	System Generated Check/Voucher	200113	Nate's Tree Service	18,250.00	Check	No
202908	6/18/2025	System Generated Check/Voucher	200226	Rebecca Howard	1,604.13	Check	No
202909	6/18/2025	System Generated Check/Voucher	200228	Barry Dugan Electric, Inc.	1,511.51	Check	No

City of Sonora

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Check Number	Effective Date	Document Description	ID	Payee	Check Amount	Payment Type	VOID ?
202910	6/18/2025	System Generated Check/Voucher	200402	Viking Shred	119.98	Check	No
202911	6/18/2025	System Generated Check/Voucher	200413	CSG Consultants	21,185.25	Check	No
202912	6/18/2025	System Generated Check/Voucher	200493	Crescent Supply	334.22	Check	No
202913	6/18/2025	System Generated Check/Voucher	200515	The Hartford	996.00	Check	No
202914	6/18/2025	System Generated Check/Voucher	200536	Power Business Technology	2,053.18	Check	No
202915	6/18/2025	System Generated Check/Voucher	200640	Diamond Digital Marketing Co.	4,500.00	Check	No
202916	6/18/2025	System Generated Check/Voucher	200724	Core Psychological Corporation	1,000.00	Check	No
202917	6/18/2025	System Generated Check/Voucher	200754	Rands Mobile Welding	5,973.09	Check	No
202918	6/18/2025	System Generated Check/Voucher	200755	Selman & Company, LLC	229.10	Check	No
202919	6/18/2025	System Generated Check/Voucher	Emp2076	Zachary Johnson	76.00	Check	No
202920	6/18/2025	System Generated Check/Voucher	FM2001	Mourad Cherif (Hummus Heaven)	20.00	Check	No
202921	6/18/2025	System Generated Check/Voucher	FM2002	Dambacher Family Farms	58.00	Check	No
202922	6/18/2025	System Generated Check/Voucher	FM2003	Jonathan Anderson dba Tuttletown Far	73.00	Check	No
202923	6/18/2025	System Generated Check/Voucher	FM2004	Sunny Pence dba Pence Farm Sourdou	46.00	Check	No
202924	6/18/2025	System Generated Check/Voucher	FM2005	Sally J Oliver Trial dba Bon Appetit	26.00	Check	No
202925	6/18/2025	System Generated Check/Voucher	FM2006	Rosa's Portuguese Bakery, Inc.	29.00	Check	No
202926	6/18/2025	System Generated Check/Voucher	FM2007	Tyson Hill Farm LLC	83.00	Check	No
202927	6/18/2025	System Generated Check/Voucher	FM2008	J&J Ramos Farms, Inc.	185.00	Check	No
202928	6/18/2025	System Generated Check/Voucher	FM2009	Bulk Farms Inc dba Oakdale Cheese	7.00	Check	No
202929	6/18/2025	System Generated Check/Voucher	FM2013	David Pish dba Gold Country Honey Fa	13.00	Check	No
202930	6/18/2025	System Generated Check/Voucher	FM2014	Schnoogs Cafe	55.00	Check	No
202931	6/18/2025	System Generated Check/Voucher	FM2016	Sweet Water Farm & Ranch Co	25.00	Check	No
202932	6/26/2025	System Generated Check/Voucher	200005	Amazon Business	202.22	Check	No
202933	6/26/2025	System Generated Check/Voucher	200024	Comcast Business	186.01	Check	No
202934	6/26/2025	System Generated Check/Voucher	200028	General Plumbing Supply	224.46	Check	No
202935	6/26/2025	System Generated Check/Voucher	200036	O'Reilly Auto Parts	36.95	Check	No
202936		VOID - Tuolumne Utilities Dist. - Overflow			0.00		Yes
202937	6/26/2025	System Generated Check/Voucher	200047	Tuolumne Utilities District	5,828.42	Check	No
202938	6/26/2025	System Generated Check/Voucher	200059	Cal.Net Motherlode	54.01	Check	No
202939	6/26/2025	System Generated Check/Voucher	200060	Combined Benefits Administrators	396.20	Check	No
202940	6/26/2025	System Generated Check/Voucher	200084	Hi-Tech Emergency Vehicle Service, In	9,908.32	Check	No
202941	6/26/2025	System Generated Check/Voucher	200088	Waypoint Network Solutions LLC	2,486.25	Check	No

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Check Number	Effective Date	Document Description	ID	Payee	Check Amount	Payment Type	VOID ?
202942	6/26/2025	System Generated Check/Voucher	200101	Pine Alley Saw Shop	538.37	Check	No
202943	6/26/2025	System Generated Check/Voucher	200107	Level One Web Design, Inc.	429.00	Check	No
202944	6/26/2025	System Generated Check/Voucher	200202	Staples	548.08	Check	No
202945	6/26/2025	System Generated Check/Voucher	200207	Sonora Police Officers Association	1,024.82	Check	No
202946	6/26/2025	System Generated Check/Voucher	200209	VALIC	25.00	Check	No
202947	6/26/2025	System Generated Check/Voucher	200210	Operating Engineers #3	292.50	Check	No
202948	6/26/2025	System Generated Check/Voucher	200263	Hunt & Sons LLC	4,326.13	Check	No
202949	6/26/2025	System Generated Check/Voucher	200303	Pat Perry	588.90	Check	No
202950	6/26/2025	System Generated Check/Voucher	200304	Sonora Chamber of Commerce	25,000.00	Check	No
202951	6/26/2025	System Generated Check/Voucher	200423	Bear Electrical Solutions (BES), LLC	4,122.50	Check	No
202952	6/26/2025	System Generated Check/Voucher	200496	Victoria Arduengo	529.00	Check	No
202953	6/26/2025	System Generated Check/Voucher	200505	Valley Strong Credit Union	2,106.00	Check	No
202954	6/26/2025	System Generated Check/Voucher	200531	California State Disbursement Unit	258.92	Check	No
202955	6/26/2025	System Generated Check/Voucher	200581	Regional Government Services	4,317.50	Check	No
202956	6/26/2025	System Generated Check/Voucher	200682	Aerial & Crane Experts, Inc.	825.00	Check	No
202957	6/26/2025	System Generated Check/Voucher	200746	Nor-Cal Glass	1,972.95	Check	No
202958	6/26/2025	System Generated Check/Voucher	200756	Active911, Inc.	226.80	Check	No
202959	6/26/2025	System Generated Check/Voucher	200758	Ward Diesel Filter Systems	345.29	Check	No
202960	6/26/2025	System Generated Check/Voucher	Emp2044	Ronald Watson	20.00	Check	No
202961	6/26/2025	System Generated Check/Voucher	Emp2070	Shane Theilen	20.00	Check	No
202962	6/26/2025	System Generated Check/Voucher	FM2001	Mourad Cherif (Hummus Heaven)	14.00	Check	No
202963	6/26/2025	System Generated Check/Voucher	FM2003	Jonathan Anderson dba Tuttletown Far	30.00	Check	No
202964	6/26/2025	System Generated Check/Voucher	FM2006	Rosa's Portuguese Bakery, Inc.	32.00	Check	No
202965	6/26/2025	System Generated Check/Voucher	FM2007	Tyson Hill Farm LLC	45.00	Check	No
202966	6/26/2025	System Generated Check/Voucher	FM2008	J&J Ramos Farms, Inc.	68.00	Check	No
202967	6/26/2025	System Generated Check/Voucher	FM2009	Bulk Farms Inc dba Oakdale Cheese	4.00	Check	No
202968	6/26/2025	System Generated Check/Voucher	FM2010	Engler Ag Enterprises	48.00	Check	No
202969	6/26/2025	System Generated Check/Voucher	FM2011	Oscar A Campos dba Salsa 4 All Seasc	16.00	Check	No
202970	6/26/2025	System Generated Check/Voucher	FM2014	Schnoogs Cafe	30.00	Check	No
ACH189	6/12/2025	System Generated Check/Voucher	200003	Abila	1,598.24	Voucher	No
ACH190	6/12/2025	System Generated Check/Voucher	200010	American Tower	1,549.60	Voucher	No
ACH191	6/12/2025	System Generated Check/Voucher	200608	Enterprise FM Trust	17,924.89	Voucher	No

City of Sonora

Check/Voucher Register - Check List - Council

From 6/1/2025 Through 6/30/2025

Check Number	Effective Date	Document Description	ID	Payee	Check Amount	Payment Type	VOID ?
ACH192	6/18/2025	System Generated Check/Voucher	200301	RingCentral	575.27	Voucher	No
ACH193	6/26/2025	System Generated Check/Voucher	200004	White Brenner LLP	4,491.18	Voucher	No
ACH194	6/26/2025	System Generated Check/Voucher	200004	White Brenner LLP	4,072.38	Voucher	No
ACH195	6/26/2025	System Generated Check/Voucher	200004	White Brenner LLP	9,586.21	Voucher	No
ACH196	6/26/2025	System Generated Check/Voucher	200004	White Brenner LLP	466.38	Voucher	No
ACH197	6/26/2025	System Generated Check/Voucher	200004	White Brenner LLP	33.31	Voucher	No
ACH198	6/26/2025	System Generated Check/Voucher	200004	White Brenner LLP	799.50	Voucher	No
ACH199	6/26/2025	System Generated Check/Voucher	200004	White Brenner LLP	5,594.85	Voucher	No
ACH200	6/26/2025	System Generated Check/Voucher	200004	White Brenner LLP	3,564.44	Voucher	No
ACH201	6/26/2025	System Generated Check/Voucher	200004	White Brenner LLP	4,563.81	Voucher	No
Report Total					347,750.04		

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 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Tracy Skelly, Administrative Services Officer

SUBJECT: Disbursements in the Amount of $203,385.36, $206,742.10, $203,131.19, $214,137.94, and $245,104.00 for Payroll

RECOMMENDATION:

Consider Approval of Disbursements in the Amount of $203,385.36, $206,742.10, $203,131.19, $214,137.94, and $245,104.00 for Payroll, Including Employee Salaries, Employer and Employee Taxes, Retirement Contributions, Miscellaneous Voluntary Employee Deductions, Holiday Pay, and Other Adjustments, Including Retro-Pay.

DISCUSSION / ANALYSIS:

These were the payrolls for the months of May, June, and July. The first payroll of the month of May was higher due to extra overtime, and the first payroll of the month of June was higher due to a leave payout and uniform allowance.

This was the 23rd, 24th, 25th, and 26th payrolls of 26 for FY24-25, and the 1st payroll of 26 for FY25-26; we would have expected to expend 1.38% of the current fiscal year budgeted amount. In total, we have expended 0.038% of the Salaries and Wages for the FY25-26 budget.

FISCAL IMPACT:

Disbursements are part of the approved FY24-25 and FY25-26 Budgets.

CORE COUNCIL PRIORITIES:

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

CITY COUNCIL AGENDA REPORT

CITY HALL

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

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: July 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Melissa Eads, City Administrator

SUBJECT: Consider Approval of the Statement of Work No. 3 with Diamond Digital Marketing Co. for Expanded Social Media, Public Relations, and Communications Services, Effective July 1, 2025, Through June 30, 2026, in the Amount of $36,000, and Authorize the City Administrator to Execute the Agreement.

RECOMMENDATION:

Consider Approval of the Statement of Work No. 3 with Diamond Digital Marketing Co. for Expanded Social Media, Public Relations, and Communications Services, Effective July 1, 2025, Through June 30, 2026, in the Amount of $36,000, and Authorize the City Administrator to Execute the Agreement.

BACKGROUND:

The City of Sonora has contracted with Diamond Digital Marketing Co. since December 28, 2023, for professional social media services. This partnership has proven successful in enhancing the City's online engagement and public outreach.

Statement of Work No. 3 reflects an expansion of services to support a more strategic and proactive communications approach. The expanded scope will improve how the City communicates projects funded by Measure Y, foster stronger collaboration with departments such as Police and Fire, enhance City Council communication, and implement regular press coordination efforts to keep the public well-informed.

Key services include:

1. Social Media Management

- Platforms: Facebook, Instagram, TikTok, Twitter/X, YouTube, LinkedIn
- Post Frequency:
  - Posts: 32–38 per month
  - Stories (Facebook/Instagram): 12–18 per month
  - Short-form videos: Up to 6/month for Reels, TikTok, YouTube Shorts, etc.
- Engagement and Monitoring:
  - Comment/DM responses, social listening, 48-hour max response time
  - Outbound engagement (20 minutes/week)

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

- Monthly analytics reports
- One paid ad campaign per month (up to $200 ad spend)
- Weekly check-ins via email and one (1) monthly meeting with City staff

2. Quarterly Newsletter

- Full management, creation, and distribution of the City of Sonora's Quarterly Newsletter

3. Public Relations Services

- Up to two (2) press releases or press coordination services per month

This expanded approach is designed to keep residents more informed, support transparency, and increase visibility for City initiatives, particularly those funded through Measure Y.

FISCAL IMPACT:

All costs were approved in the FY 2025-26 Budget.

ATTACHMENTS:

1. Professional Services Agreement (dated December 28, 2023)
2. Statement of Work No. 3

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

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this "Agreement") sets forth our understanding and agreement with respect to the engagement of Diamond, Inc., a California corporation, doing business as Diamond Digital Marketing Co. (the "Consultant"), for the benefit of City of Sonora (the "Client"), to provide professional services. Consultant and Client may be referred to individually as a "Party" and collectively as the "Parties."

RECITALS

A. Client desires to receive professional consulting services from Consultant and obtain the benefit of Consultant's experience in social media marketing generally and its knowledge of the Client and the Client's social media marketing needs in particular; and

B. Consultant is willing to provide professional social media marketing services to the Client, and the compensation arrangements set forth in this Agreement are designed to compensate Consultant for such services.

NOW, the Parties agree as follows:

AGREEMENT

SECTION 1 SERVICES

Consultant will provide Client with the professional services described in the statement(s) of work (each, a **"Statement of Work"**) agreed to by the parties from time-to-time in substantially the same form attached as Exhibit A. Each Statement of Work may include: (a) an incorporation by reference of the terms of this Agreement; (b) the start date, location, and duration of the Services (defined below) to be performed; (c) a description of the services to be performed by Consultant and any deliverables to be delivered by Consultant to Client (the **"Services"**); (d) the fees to be charged by Consultant to Client; and (e) and such other information as may be pertinent to the Services to be performed by Consultant.

SECTION 2 FEES.

The fees payable by Client to Consultant for the Services shall be set forth in a Statement of Work. Changes to the Statement of Work may result in changes to the fees payable by Client. Client shall be responsible for any fees and expenses of Consultant, as set forth in the applicable Statement of Work. Consultant shall invoice Client monthly in arrears for Services rendered and expenses incurred under this Agreement by Consultant in the prior month. Client shall submit payment to Consultant within 15 days of receipt of each invoice.

SECTION 3 TRAVEL EXPENSES

Client understands and agrees that reasonable travel expenses, as evidenced by appropriate receipts, shall be reimbursed by Client only when incurred with the prior written approval of Client.

SECTION 4 TERM AND TERMINATION

The term of this Agreement shall commence on the Commencement Date (as defined in the Statement of Work) and shall continue until there has been no active Statement of Work pursuant to this Agreement, unless terminated earlier as provided herein. This Agreement and all Statements of Work may be terminated by:

(i) Client upon 45-days written notice; or by

(ii) Consultant for (a) nonpayment of fees set forth in a Statement of Work when due, or (b) unless otherwise provided in the applicable Statement of Work, Consultant may, for any reason, in its sole discretion, terminate any Statement of Work upon 1-week prior written notice. With respect to any termination hereunder, final payment by Client to Consultant will consist of the amounts due for Services performed up and through the termination date.

Upon expiration or termination of this Agreement, any provision of this Agreement related to confidentiality, publicity, limitation of liability or indemnification, or which by its terms provides for survival, shall survive the termination of this Agreement.

SECTION 5 CONFIDENTIAL INFORMATION; DATA

The parties recognize that, in connection with this Agreement, they may obtain Confidential Information of the other party. The party receiving the Confidential Information (the "**Receiving Party**") from the party who owns or holds in confidence such Confidential Information (the "**Owning Party**") may use the Confidential Information solely for the purpose of performing its obligations or enforcing its rights under this Agreement, and shall not disclose any Confidential Information of the other party other than to those persons having a need to know such information for purposes of carrying out the terms of this Agreement.

SECTION 6 WORK PRODUCT.

Unless otherwise specified in a Statement of Work, Client hereby agrees that Client shall own all rights, title and interest, including, but not limited to, copyright, patent, trademarks, trade secrets, and all other intellectual property rights, in all Work Product. For purposes of this Agreement, **"Work Product"** means all work product created by Consultant whether during the Term of this Agreement or prior, including, but not limited to, any marketing materials, graphic design, layout, systems, processes, technical information, design documents, training materials, documentation, reports, findings, evaluations, review sheets, inventions, business processes, marketing plans and strategies, methods, technical information, HTML files, graphics files, animation files, data files, technology, scripts, programs, works of authorship, creative works, content, concepts, residual knowledge, or data, written, oral or otherwise developed in the performance of this Agreement.

The Work Product is deemed to be Confidential Information hereunder and, except as permitted herein, shall not be used or disclosed without Consultant's express written approval.

SECTION 7 MUTUAL LIMITATION OF LIABILITY.

EXCEPT IN THE CASE OF A CLAIM SUBJECT TO INDEMNIFICATION UNDER THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR CONSEQUENTIAL, EXEMPLARY, INDIRECT, SPECIAL OR INCIDENTAL DAMAGES, SUCH AS LOSS OF PROFITS OR LOSS OF USE, WHETHER BASED ON CONTRACT, TORT OR ANY OTHER LEGAL THEORY, ARISING OUT OF OR RELATED TO THIS

AGREEMENT, EVEN IF IT IS APPRISED OF THE LIKELIHOOD OF SUCH DAMAGES OCCURRING.

SECTION 8 INDEMNIFICATION.

Each party (the "**indemnitor**") shall indemnify, defend and hold harmless the other party and its affiliates, directors, officers, employees and agents (collectively, the **"indemnitee"**) against any and all losses, liabilities, judgments, awards and costs (including legal fees and expenses) arising out of or related to any third-party claim for breach of privacy and confidentiality obligations, regulatory non-compliance, personal injury and property, including, in each case, any damages finally awarded attributable to such claim and any reasonable expense incurred by indemnitee in assisting indemnitor in defending against such claim, that arises out of any action or inaction by the indemnitor or its employees or agents; provided, however, that indemnitee gives indemnitor: (i) prompt written notice that indemnitee has been served with legal process in an action asserting such claims, provided that the failure or delay to notify indemnitor shall not relieve indemnitor from any liability that it may have to indemnitee hereunder so long as the failure or delay shall not have prejudiced the defense of such claim; (ii) reasonable assistance in defending the claim; and (iii) sole authority to defend or settle such claim. In the event indemnitor elects not to defend any such claim, indemnitee shall have the option, but not the duty, to reasonably settle or defend the claim at its cost and indemnitor shall indemnify indemnitee for such settlement or any damages finally awarded against indemnitee attributable to such claim, reasonable costs and expenses (including attorneys' fees), and interest on such recoverable funds advanced.

SECTION 9 INSURANCE.

Consultant shall secure and maintain at all times during the Term, at Consultant's sole expense, commercial general liability insurance, covering Consultant and Consultant's employees. Such policy shall include coverage for blanket contractual liability, and personal/advertising injury at the following limits: $1,000,000 per occurrence; $2,000,000 general aggregate.

SECTION 10 INDEPENDENT CONTRACTOR STATUS.

Nothing in this Agreement or any Statement of Work shall cause or be deemed to cause the parties to be partners or joint venturers with, or agent or employees of, each other. Consultant, in its performance of this Agreement, is acting as an independent contractor and shall have the exclusive control of the manner and means of performing the work contracted for hereunder. Neither party shall have any right or power to create any obligation or responsibility on behalf of the other party.

SECTION 11 GOVERNING LAW.

This Agreement shall be governed by, and construed and enforced in accordance with the laws of the State of California.

SECTION 12 ENTIRE AGREEMENT.

This Agreement constitutes the entire agreement of the parties and supersedes and cancels all prior oral and written agreements relating to the subject matter herein. No change or modification of any of the provisions of this Agreement will be effective unless in writing and signed by both parties.

SECTION 13 NO WAIVER.
No failure or delay on the part of either party to exercise any right, power or remedy under this Agreement will operate as a waiver thereof.

SECTION 14 NOTICES.
All notices required or permitted under this Agreement shall be in writing and sent to the other party as directed below or as otherwise directed by either party, from time to time, by written notice to the other. All such notices shall be deemed validly given upon receipt of such notice by certified mail, postage prepaid, or personal or courier delivery:

If to Consultant: Diamond, Inc.
c/o Tiffany Phillips
20760 W. Willow Springs Dr.
Soulsbyville, CA 95372

If to Client: City of Sonora
94 Washington Street
Sonora, CA 95370

SECTION 15 COUNTERPARTS.
This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement may be maintained in electronic form and an electronic version of this Agreement shall be just as valid and enforceable as an original.

///signatures on following page///

EXECUTION

If you are in agreement with the foregoing, please sign this Agreement in the space provided below.

CONSULTANT	**CLIENT**:
Diamond, Inc., a California corporation, doing business as Diamond Digital Marketing Co.	City of Sonora
By: _____ Tiffany Phillips, CEO	_____

EXHIBIT A
Form of Statement of Work

Statement of Work NO. 1
[SOWs are to be consecutively numbered]

This Statement of Work No. 1 ("SOW") between Diamond Digital Marketing Co. (the "Consultant"), for the benefit of City of Sonora (the "Client"), is effective as of December 23, 2023 and is attached to and part of that certain Professional Services Agreement entered into between the parties on December 28, 2023 (the "**Agreement**"). All of the terms and conditions of the Agreement are incorporated herein by reference. Capitalized terms used herein without definition shall have the meanings ascribed to them in the Agreement. To the extent of any conflict between this SOW and the Agreement, the terms of this Statement of Work shall prevail.

(A) Description of Services.

Creation of branding guide, digital/social media strategy, and social media management.

(B) Deliverables.

1. Social Media Strategy including Goals, Target Markets, Platforms Used, Content Pillars/Themes, Hashtag and Keyword Strategy, Paid Ad Strategy, establish KPIs. Includes two (2) one hour meetings with Tiffany.
2. Branding Guideline including:
    a. Brand Voice
    b. Color Palette
    c. Typography
    d. Elements
    e. Proper Logo Use
    f. Up to 6 Templates for flyers or social media
    g. One (1) Initial Meeting up to one (1) hour prior to the creation of guide
    h. One (1) Recap Meeting up to one (1) hour in order to review the handover of assets
3. Social media management for 6 months.
    a. Maintain City of Sonora Facebook, Instagram, TikTok, Twitter/X, YouTube and LinkedIn
    • Minimum number of posts per month on the various platforms: 12
    • Maximum number of posts per month on the various platforms: 18
    • Minimum number of stories on Facebook and Instagram per month: 10
    • Maximum number of stories on Facebook and Instagram per month: 15
    • Create and upload up to 3 Short Videos per month to be uploaded to Instagram reels, Facebook reels, TikTok, YouTube Shorts and other platforms (as see fit)
    • Monitor all accounts and interact with audiences via comments and DMs
    • 15 minutes of outbound engagement per week on Facebook, Instagram and TikTok
    • Monthly analytics report
    • Create and run up to 1 paid ad campaign.*
    • One (1) meeting with Tiffany per month, up to 1 hour
        i. Included:

• Copy writing for all posts and ads
• Hashtag and key word strategy
• Social listening and moderation to posts, events, ads etc with maximum response time of 48 hours

(C) Timetable for Performance of Services.

Branding and social media strategy will be a one time project. Social media management will be a 6 month contract with option to renegotiate contract upon completion.

(D) Fees and Expenses.

Branding: $1500

Social Media Strategy: $1000

Social Media Management: $1000/month. $6000 total

TOTAL COST: $8500

All additional work beyond this scope of work will be billed at hourly rate of $125.

(E) Commencement Date

December 28, 2023.

///signatures on following page///

This Scope of Work Agreed to by the undersigned:

CONSULTANT	**CLIENT**:
Diamond, Inc., a California corporation, doing business as Diamond Digital Marketing Co.	City of Sonora
By: _____ Tiffany Phillips, CEO	_____

EXHIBIT B
Form of Statement of Work

Statement of Work NO. 2

This Statement of Work No. 2 ("SOW") between Diamond Digital Marketing Co. (the "Consultant"), for the benefit of City of Sonora (the "Client"), is effective as of October 28, 2024 and is attached to and part of that certain Professional Services Agreement entered into between the parties on October 28, 2024 (the "**Agreement**"). All of the terms and conditions of the Agreement are incorporated herein by reference. Capitalized terms used herein without definition shall have the meanings ascribed to them in the Agreement. To the extent of any conflict between this SOW and the Agreement, the terms of this Statement of Work shall prevail.

(A) Description of Services.

Social media management for City of Sonora including but not limited to Facebook, Instagram, Twitter and LinkedIn.

(B) Deliverables.

Social media management- Maintain City of Sonora Facebook, Instagram, TikTok, Twitter/X, YouTube and LinkedIn.

a. Maintain City of Sonora Facebook, Instagram, TikTok, Twitter/X, YouTube and LinkedIn
   • Minimum number of posts per month on the various platforms: 12
   • Maximum number of posts per month on the various platforms: 18
   • Minimum number of stories on Facebook and Instagram per month: 10
   • Maximum number of stories on Facebook and Instagram per month: 15
   • Create and upload up to 3 Short Videos per month to be uploaded to Instagram reels, Facebook reels, TikTok, YouTube Shorts and other platforms (as see fit)
   • Monitor all accounts and interact with audiences via comments and DMs
   • 15 minutes of outbound engagement per week on Facebook, Instagram and TikTok
   • Monthly analytics report
   • Create and run up to 1 paid ad campaign.*
   • One (1) meeting with Tiffany per month, up to 1 hour
      i. Included:
         • Copy writing for all posts and ads
         • Hashtag and key word strategy
         • Social listening and moderation to posts, events, ads etc with maximum response time of 48 hours

(C) Timetable for Performance of Services.

Social media management will be through June 2025 with option to renegotiate contract terms and length.

(D) Fees and Expenses.

Social Media Management: $1000/month. Billed Net 15 at the end of every month for that month's services.

All additional work beyond this scope of work will be billed at hourly rate of $150.

(E) Commencement Date

November 1, 2024.

///signatures on following page///

This Scope of Work Agreed to by the undersigned:

CONSULTANT	**CLIENT**:
Diamond, Inc., a California corporation, doing business as Diamond Digital Marketing Co.	City of Sonora
By: _____ Tiffany Phillips, CEO	_____

EXHIBIT C
Form of Statement of Work

Statement of Work NO. 3
[SOWs are to be consecutively numbered]

This Statement of Work No. 3 ("SOW") between Diamond Digital Marketing Co. (the "Consultant"), for the benefit of City of Sonora (the "Client"), is effective as of July 1, 2025 and is attached to and part of that certain Professional Services Agreement entered into between the parties on December 28, 2023 (the "**Agreement**"). All of the terms and conditions of the Agreement are incorporated herein by reference. Capitalized terms used herein without definition shall have the meanings ascribed to them in the Agreement. To the extent of any conflict between this SOW and the Agreement, the terms of this Statement of Work shall prevail.

(A) Description of Services.

Management of paid and organic social media marketing; creation and distribution of press releases and press communication services; creation, management and distribution of Quarterly Newsletter.

The goal of expanded services would be to have a greater emphasis on Measure Y funded projects, increase collaboration with other city agencies such as Police Department and Fire Department, improve City Council communication, and implement regular press coordination and communication to keep the public better informed.

(B) Deliverables.

1. Social media management
    a. Maintain City of Sonora Facebook, Instagram, TikTok, Twitter/X, YouTube and LinkedIn
        • Minimum number of posts per month on the various platforms: 32
        • Maximum number of posts per month on the various platforms: 38
        • Minimum number of stories on Facebook and Instagram per month: 12
        • Maximum number of stories on Facebook and Instagram per month: 18
        • Create and upload up to 6 Short Videos per month to be uploaded to Instagram reels, Facebook reels, TikTok, YouTube Shorts and other platforms (as see fit)
        • Monitor all accounts and interact with audiences via comments and DMs
        • Monthly analytics report
        • Create and run up to 1 paid ad campaign.*
        • Weekly Check-ins via email

• One (1) meeting with Tiffany per month, up to 1 hour

Included:

• Copy writing for all posts and ads
• Hashtag and key word strategy
• Social listening and moderation to posts, events, ads etc with maximum response time of 48 hours

2. Management, organization, coordination, creation and distribution of City of Sonora Quarterly Newsletter

3. Public Relations Services:

• Up to two (2) press releases/press coordinations per month

(C) Timetable for Performance of Services.

July 1, 2025 – June 30, 2025

(D) Fees and Expenses.

Total Service Fees: $2600/month

Up to $200/month ad spend (to be invoiced after spent as reimbursable expense item)

Max Monthly Cost for Above Scope of Work: $2,800

All services beyond this scope of work will be billed at hourly rate of $150.

TOTAL YEARLY ESTIMATED COST: $33,600. Not to exceed $36,000.

(E) Commencement Date

July 1, 2025.

///signatures on following page///

This Scope of Work Agreed to by the undersigned:

CONSULTANT	**CLIENT**:
Diamond, Inc., a California corporation, doing business as Diamond Digital Marketing Co.	City of Sonora
By: _____ Tiffany Phillips, CEO	_____ Melissa Eads, City of Sonora 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 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Tracy Skelly, Administrative Services Officer
Chris Gorsky, Assistant City Administrator

SUBJECT: Consider Adoption of Resolution No. 07-21-2025-A Approving Side Letters to the Memorandum of Understanding (MOUs) with the Sonora Management Employees Association (SMEA) and the Sonora Confidential Employees Association (SCEA) to Comply with California Code of Regulations (CCR) sections 571 and 571.1, and Resolution No. 07-21-2025-B Approving Updated Salary Range Tables for Each Group Reflecting Accurate Reporting of Compensation to CalPERS.

RECOMMENDATION:

Consider Adoption of Resolution No. 07-21-2025-A Approving Side Letters to the Memorandum of Understanding (MOUs) with the Sonora Management Employees Association (SMEA) and the Sonora Confidential Employees Association (SCEA) to Comply with California Code of Regulations (CCR) sections 571 and 571.1, and Resolution No. 07-21-2025-B Approving Updated Salary Range Tables for Each Group Reflecting Accurate Reporting of Compensation to CalPERS.

BACKGROUND:

The City of Sonora is a participating agency in the California Public Employees' Retirement System (CalPERS). Under CalPERS regulations—specifically CCR §571 (applicable to classic members) and §571.1 (applicable to PEPRA members)—only compensation that is properly defined, agreed upon, and publicly posted may be reported for retirement purposes.

To ensure full compliance, the City conducted a review of its pay schedules and compensation reporting practices. As a result, staff has worked with both SMEA and SCEA to develop side letters clarifying which pay elements are reportable to CalPERS. In conjunction, the City has updated the official salary range tables to reflect accurate base salary data for each classification, and required CalPERS-compliant formatting for transparency and audit readiness.

DISCUSSION / ANALYSIS:

The side letters ensure that all reportable compensation items are clearly defined and mutually agreed upon, in line with CalPERS standards. These agreements do not introduce any new compensation but instead formalize existing practices to improve transparency and avoid compliance risks.

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 updated salary range tables have been reformatted to meet CalPERS' requirement for a "publicly available pay schedule," including:

- Clear job titles and classification listings
- Monthly and hourly base salary figures
- Consistent date of Council adoption

Both associations have reviewed and accepted the proposed side letters and revised pay schedules. These updates reflect administrative and compliance corrections only—there are no fiscal changes resulting from these actions.

FISCAL IMPACT:

There is no fiscal impact associated with this action. The updates are administrative in nature and intended to ensure continued compliance with CalPERS rules.

ATTACHMENTS:

1. Side Letters – Sonora Management Employees Association, FY2021-2025 and FY2024-2029
2. Side Letters – Sonora Confidential Employees Association, FY2021-2025 and FY2024-2029
3. Updated Salary Range Table – Management
4. Updated Salary Range Table – Confidential
5. Resolution 07-21-2025-A – Approving Side Letters
6. Resolution 07-21-2025-B – Approving Salary Tables

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 07-21-2025-A

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA APPROVING SIDE LETTER AGREEMENTS TO THE MEMORANDA OF UNDERSTANDING WITH THE SONORA MANAGEMENT EMPLOYEES ASSOCIATION (SMEA) AND THE SONORA CONFIDENTIAL EMPLOYEES ASSOCIATION (SCEA) TO CLARIFY REPORTABLE COMPENSATION FOR CALPERS' PURPOSES

WHEREAS, the City of Sonora ("City") is committed to ensuring compliance with CalPERS regulations concerning compensation for its employees; and

WHEREAS, the City of Sonora is a contracting agency with the California Public Employees' Retirement System (CalPERS); and

WHEREAS, CalPERS initiated a service retirement review for an employee on April 9, 2025, which identified ambiguities in the Uniform Allowance, Longevity pay, Education pay, and Certification pay ("Special Compensation") within the Memorandum of Understanding ("MOU"); and

WHEREAS, the review found that the FY 2021–2025 and FY 2024–2029 MOU for the Sonora Management Employees Association ("SMEA") and the Sonora Confidential Employees Association ("SCEA") language did not adequately describe the compounding nature of the special compensation; and

WHEREAS, the special compensation did not meet the California Code of Regulations requirements, leading to its exclusion from final compensation; and

WHEREAS, the City, in collaboration with CalPERS, SMEA, and SCEA, have drafted a Letter of Agreement for each of the MOUs to clarify the provisions of the MOUs concerning special compensation pay; and

WHEREAS, formal adoption of this updated language is required to request a new final compensation review for the employee, and future employees under the clarified provisions; and

WHEREAS, these side letters do not introduce any new compensation or benefits, but memorialize existing practices in a manner consistent with CalPERS regulations (CCR §571 and §571.1);

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

1. The Letter of Agreement with the Sonora Management Employees Association (SMEA) is hereby approved and adopted.
2. The Letter of Agreement with the Sonora Confidential Employees Association (SCEA) is hereby approved and adopted.

PASSED AND ADOPTED by the City Council of the City of Sonora on this 21st day of July, 2025, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Ann Segerstrom, Mayor, City of Sonora

ATTEST:

Tracy Skelly, City Clerk, City of Sonora

Resolution 07-21-2025-A

Letter of Agreement
Between
The City of Sonora
And
Sonora Management Employees Association (SMEA)

Regarding FY **2021–2025 Sonora Management Employees' Association ("SMEA") Memorandum of Understanding ("MOU")** Sections: Longevity – Section 2.5, #6; Education Incentive – Section 4, #1–3; Uniform Allowance – Section 11, #1–3; Certificate Pay – Section 21, #1.

This Letter of Agreement is entered into by and between the City of Sonora ("City") and the Sonora Management Employees Association ("SMEA"), collectively referred to as "the Parties."

The purpose of this Agreement is to clarify specific provisions within the FY 2021–2025 Memorandum of Understanding (MOU) to ensure that certain forms of compensation meet the criteria for reportable "Special Compensation" under the California Code of Regulations (CCR), Title 2, Sections 571 (Classic Members) and 571.1 (PEPRA Members) in conformity with past practice of the Parties, and to reaffirm the City's and SMEA's mutual intent that these benefits are administered in compliance with applicable CalPERS rules.

Sections Clarified:

- **Section 2.5 – Longevity Pay**
- **Section 4 – Education Incentive**
- **Section 11 – Uniform Allowance**
- **Section 21 (renumbered as Section 4.5) – Certificate Pay**

The Parties agree to amend the Sections at issue as follows:

SECTION 2.5 - INCREASE WITHIN RANGE – LONGEVITY

6. Employees shall receive a longevity benefit after the completion of ten (10) years of service (from the service date), and each five (5) years thereafter. Such benefit shall be at two and one-half percent (2.5%) of the adjusted base pay for each five-year increment. The longevity benefit is automatic and is not based on merit. Percentages shall be compounded**.**

For example: Each 2.5% longevity increase is applied to the adjusted base pay. Percentages shall be compounded**.**

10-Year Longevity: $50,000 x 2.5% = $1,250. Adjusted Salary = $51,250
15-Year Longevity: $51,250 x 2.5% = $1,281.25. Adjusted Salary = $52,531.25
20-Year Longevity: $52,531.25 x 2.5% = $1,313.28. Adjusted Salary = $53,844.53

SECTION 4. MANAGEMENT EDUCATION INCENTIVE

1. The City agrees to provide an increase to Association employees' adjusted base pay as an education incentive. Employees shall receive compensation for educational achievements that enhance their ability to perform their job duties. Degrees and certificates must be approved through a formal evaluation program and must not be required for the employee's current job classification. Eligible achievements and their corresponding pay increases are as follows:

- Associate's Degree - 2.5%
- Bachelor's Degree - 5.0 %
- Master's Degree/Certified Public Accountant 7.5%
- Doctorate - 10.0%

2. Employee shall only be compensated for the highest degree obtained from a public or private post-secondary institution that has received state approval to award the above degrees and that has been approved by the City Administrator; the incentive shall not be cumulative. Percentages shall be compounded.

Multiple degrees at the same educational level will not be recognized. For example, an employee who has two Bachelor's Degrees will only receive compensation for one degree.

3. Verification of the degree must be made to the City Administrator. The original degree or an original letter from the college granting said degree must be produced to qualify for the educational incentive benefit. Upon receipt of an employee's verified degree, the City Administrator will evaluate and approve the degree through a formal program designed to ensure that the degree enhances the employee's ability to perform their job.

For example: Each 2.5% education pay increase is applied to the adjusted base pay. Percentages shall be compounded.

Associate's Degree: $50,000 x 2.5% = $1,250. Adjusted Salary = $51,250
Bachelor's Degree: $50,000 x 5.0% = $2,500. Adjusted Salary = $52,500
Master's Degree: $50,000 x 7.5% = $3,750. Adjusted Salary = $53,750

Section 7.2 Fire Certificates

Fire Inspector and Investigator Education Incentives

Employees shall receive an increase in their adjusted base pay as set forth below for possessing the following Certificates when the City Administrator, using a formal program or system to evaluate and approve such Certificates, determines the Certificate enhances the employee's ability to do their job:

1. Fire Inspector: 2.5%
2. Fire Investigator: 5.0%
3. State Fire Training Officer: 2.5%
4. Company Officer: 2.5%

SECTION 11. UNIFORM ALLOWANCE

The Fire Chief will receive an annual uniform allowance of $1,200.00, and the Police Chief and Police Lieutenant will receive an annual uniform allowance of $1,500.00. These allowances shall be paid in a lump sum during the first full pay period in December and issued separately from regular earnings. This uniform allowance meets the definition of reportable compensation under 2 CCR §571(a)(5) and §571.1(b)(4) when the uniform is required as a condition of employment and is worn during the performance of official duties.

SECTION 21. BENEFITS (Certification Incentives) will be replaced with the following:

SECTION 4.5. MANAGEMENT CERTIFICATE AND ASSIGNMENT INCENTIVES

1. P.O.S.T. Certificates
   The current Police Lieutenant and Police Chief as of the execution of this Agreement shall receive a two and one-half percent (2.5%) increase in their adjusted base pay (percentages shall be compounded) for possession of any of the following valid P.O.S.T. Certificates, however, as of July 1, 2024, Certificates required for the employee's position, as specified in the applicable job description, shall not be eligible for incentive pay:

   a. Basic P.O.S.T. (only for Employees whose first date of paid service within the SMEA Unit was prior to July 1, 2013. Certificate eliminated for all Employees whose first date of employment was on or after July 1, 2013.)
   b. Intermediate P.O.S.T. Certificate
   c. Advanced P.O.S.T. Certificate
   d. Supervisory P.O.S.T. Certificate
   e. Management P.O.S.T. Certificate

Police Employees hired after July 1, 2024, shall be entitled to the two and one-half percent (2.5%) incentive for possessing any P.O.S.T. Certificate(s) identified above that are not required pursuant to the applicable job description, even if subordinate to the Certificate required.

For example: Each 2.5% certificate pay increase is applied to the adjusted base pay**.** Percentages shall be compounded**.**

Intermediate P.O.S.T. Cert: $50,000 x 2.5% = $1,250. Adjusted Salary = $51,250
Advanced P.O.S.T. Cert: $51,250 x 2.5% = $1,281.25. Adjusted Salary = $52,531.25
Supervisory P.O.S.T. Cert: $52,531.25 x 2.5% = $1,313.28. Adjusted Salary = $53,844.53

*Note: The Basic P.O.S.T. Certificate is only applicable to employees hired before July 1, 2013. It is not available to employees hired on or after that date.

SECTION 7.5.5

Subject to any applicable restrictions, Longevity, Education, Certificate, and Assignment incentive compensation shall be compounded based on the order in which the employee is eligible for the incentives. Compounding means that each percentage increase is applied to the employees' adjusted base pay after any prior increases have been added.

For example: Total Compensation = Base Pay + Educational Pay + Certificate Pay + Longevity Pay

The compensation is paid as earned for normally required duties performed during normal work hours. It is not compensation in lieu of overtime or in lieu of other benefits that are excluded from consideration under the statutes and regulations of the Public Employees Retirement System. If a salary adjustment occurs during a fiscal year, the longevity incentive, education incentive, and certificate pay incentive shall be recalculated as of the effective date of the adjustment. All special compensation shall be administered as per 2 C.C.R. 571(a)(1). All percentages shall be compounded. See attached Salary Schedule.

The City and SMEA affirm that this Letter of Agreement is intended to clarify, not modify, the original intent of the MOU and is not intended to change the past practice of the Parties.

Except as expressly modified by this Side Letter, all terms, conditions, and provisions of the Memorandum of Understanding (MOU) between the City of Sonora and the SMEA bargaining unit, effective 2021 - 2025, shall remain in full force and effect.

This Agreement shall be effective upon execution by both Parties.

Signature Page to Follow

Letter of Agreement
Between
The City of Sonora
And
Sonora Management Employees Association (SMEA)

SONORA MANAGEMENT EMPLOYEES' ASSOCIATION

_____

Aimee New, President

CITY OF SONORA

_____

Ann Segerstrom, Mayor

_____

Melissa Eads, City Administrator

ATTEST:

_____

Tracy Skelly, City Clerk

Signed and dated:_____

Letter of Agreement
Between
The City of Sonora
And
Sonora Management Employees Association (SMEA)

Regarding FY **2024–2029 Sonora Management Employees' Association ("SMEA") Memorandum of Understanding ("MOU")** Sections: Longevity – Article 5;
Education Incentive – Article 7; Certificate Pay – Article 7.1.

This Letter of Agreement is entered into by and between the City of Sonora ("City") and the Sonora Management Employees Association ("SMEA"), collectively referred to as "the Parties."

The purpose of this Agreement is to clarify specific provisions within the FY 2024–2029 Memorandum of Understanding (MOU) to ensure that certain forms of compensation meet the criteria for reportable "Special Compensation" under the California Code of Regulations (CCR), Title 2, Sections 571 (Classic Members) and 571.1 (PEPRA Members) in conformity with past practice of the Parties, and to reaffirm the City's and SMEA's mutual intent that these benefits are administered in compliance with applicable CalPERS rules.

Sections Clarified:

- **Article 5 – Longevity Pay**
- **Article 7 – Section 7.2 and Section 7.4**
- **Article 7.1 – Certificate Pay**

The Parties agree to clarify the Sections at issue as follows:

ARTICLE 5 - INCREASE WITHIN RANGE – LONGEVITY

6. Employees shall receive a longevity benefit after the completion of ten (10) years of service (from the service date), and each five (5) years thereafter. Such benefit shall be at two and one-half percent (2.5%) of the adjusted base pay for each five-year increment. The longevity benefit is automatic and is not based on merit. Percentages shall be compounded**.**

For example: Each 2.5% longevity increase is applied to the adjusted base pay. Percentages shall be compounded**.**

10-Year Longevity: $50,000 x 2.5% = $1,250. Adjusted Salary = $51,250
15-Year Longevity: $51,250 x 2.5% = $1,281.25. Adjusted Salary = $52,531.25
20-Year Longevity: $52,531.25 x 2.5% = $1,313.28. Adjusted Salary = $53,844.53

Section 7.4 Degree Incentive Pay

1. The City agrees to provide an increase to Association employees' adjusted base pay as an education incentive. Employees shall receive compensation for educational achievements that enhance their ability to perform their job duties. Degrees and certificates must be approved through a formal evaluation program and must not be required for the employee's current job classification. Eligible achievements and their corresponding pay increases are as follows:

- Associate's Degree - 2.5%
- Bachelor's Degree - 5.0 %
- Master's Degree/Certified Public Accountant 7.5%
- Doctorate - 10.0%

2. Employee shall only be compensated for the highest degree obtained from a public or private post-secondary institution that has received state approval to award the above degrees and that has been approved by the City Administrator; the incentive shall not be cumulative. Percentages shall be compounded.

Multiple degrees at the same educational level will not be recognized. For example, an employee who has two Bachelor's Degrees will only receive compensation for one degree.

3. Verification of the degree must be made to the City Administrator. The original degree or an original letter from the college granting said degree must be produced to qualify for the educational incentive benefit. Upon receipt of an employee's verified degree, the City Administrator will evaluate and approve the degree through a formal program designed to ensure that the degree enhances the employee's ability to perform their job.

For example: Each 2.5% education pay increase is applied to the adjusted base pay. Percentages shall be compounded.

Associate's Degree: $50,000 x 2.5% = $1,250. Adjusted Salary = $51,250
Bachelor's Degree: $50,000 x 5.0% = $2,500. Adjusted Salary = $52,500
Master's Degree: $50,000 x 7.5% = $3,750. Adjusted Salary = $53,750

Section 7.2 Fire Certificates

Fire Inspector and Investigator Education Incentives

Employees shall receive an increase in their adjusted base pay as set forth below for possessing the following Certificates when the City Administrator, using a formal program or system to evaluate and approve such Certificates, determines the Certificate enhances the employee's ability to do their job:

1. Fire Inspector: 2.5%
2. Fire Investigator: 5.0%
3. State Fire Training Officer: 2.5%
4. Company Officer: 2.5%

1. P.O.S.T. Certificates
   The current Police Lieutenant and Police Chief as of the execution of this Agreement shall receive a two and one-half percent (2.5%) increase in their adjusted base pay (percentages shall be compounded) for possession of any of the following valid P.O.S.T. Certificates, however, as of July 1, 2024, Certificates required for the employee's position, as specified in the applicable job description, shall not be eligible for incentive pay:

   a. Basic P.O.S.T. (only for Employees whose first date of paid service within the SMEA Unit was prior to July 1, 2013. Certificate eliminated for all Employees whose first date of employment was on or after July 1, 2013.)

   b. Intermediate P.O.S.T. Certificate

   c. Advanced P.O.S.T. Certificate

   d. Supervisory P.O.S.T. Certificate

   e. Management P.O.S.T. Certificate

Police Employees hired after July 1, 2024, shall be entitled to the two and one-half percent (2.5%) incentive for possessing any P.O.S.T. Certificate(s) identified above that are not required pursuant to the applicable job description, even if subordinate to the Certificate required.

For example: Each 2.5% certificate pay increase is applied to the adjusted base pay**.** Percentages shall be compounded**.**

Intermediate P.O.S.T. Cert: $50,000 x 2.5% = $1,250. Adjusted Salary = $51,250
Advanced P.O.S.T. Cert: $51,250 x 2.5% = $1,281.25. Adjusted Salary = $52,531.25
Supervisory P.O.S.T. Cert: $52,531.25 x 2.5% = $1,313.28. Adjusted Salary = $53,844.53

*Note: The Basic P.O.S.T. Certificate is only applicable to employees hired before July 1, 2013. It is not available to employees hired on or after that date.

SECTION 7.5.5

Subject to any applicable restrictions, Longevity, Education, Certificate, and Assignment incentive compensation shall be compounded based on the order in which the employee is eligible for the incentives. Compounding means that each percentage increase is applied to the employees' adjusted base pay after any prior increases have been added.

For example: Total Compensation = Base Pay + Educational Pay + Certificate Pay + Longevity Pay

The compensation is paid as earned for normally required duties performed during normal work hours. It is not compensation in lieu of overtime or in lieu of other benefits that are excluded from consideration under the statutes and regulations of the Public Employees Retirement System. If a salary adjustment occurs during a fiscal year, the longevity incentive, education incentive, and certificate pay incentive shall be recalculated as of the effective date of the adjustment. All special compensation shall be administered as per 2 C.C.R. 571(a)(1). All percentages shall be compounded. See attached Salary Schedule.

The mandated order of application shall be Education Pay, Certificate Pay, and then Longevity Pay.

The City and SMEA affirm that this Letter of Agreement is intended to clarify, not modify, the original intent of the MOU and is not intended to change the past practice of the Parties.

Except as expressly modified by this Side Letter, all terms, conditions, and provisions of the Memorandum of Understanding (MOU) between the City of Sonora and the SMEA bargaining unit, effective 2024 - 2029, shall remain in full force and effect.

This Agreement shall be effective upon execution by both Parties.

Signature Page to Follow

Letter of Agreement
Between
The City of Sonora
And
Sonora Management Employees Association (SMEA)

SONORA MANAGEMENT EMPLOYEES' ASSOCIATION

_____

Aimee New, President

CITY OF SONORA

_____

Ann Segerstrom, Mayor

_____

Melissa Eads, City Administrator

ATTEST:

_____

Tracy Skelly, City Clerk

Signed and dated:_____

Letter of Agreement
Between
The City of Sonora
And
Sonora Confidential Employees Association (SCEA)

Regarding FY **2021–2025 Sonora Confidential Employees' Association ("SCEA") Memorandum of Understanding ("MOU")** Sections: Longevity – Section 2.4; Education Incentive – Section 4

This Letter of Agreement is entered into by and between the City of Sonora ("City") and the Sonora Confidential Employees Association ("SCEA"), collectively referred to as "the Parties."

The purpose of this Agreement is to clarify specific provisions within the FY 2021–2025 Memorandum of Understanding (MOU) to ensure that certain forms of compensation meet the criteria for reportable "Special Compensation" under the California Code of Regulations (CCR), Title 2, Sections 571 (Classic Members) and 571.1 (PEPRA Members) in conformity with past practice of the Parties, and to reaffirm the City's and SCEA's mutual intent that these benefits are administered in compliance with applicable CalPERS rules.

Sections Clarified:

- **Section 2.4 – Longevity Pay**
- **Section 4 – Education Incentive**

The Parties agree to amend the Sections at issue as follows:

SECTION 2.4 - INCREASE WITHIN RANGE – LONGEVITY

6. Employees shall receive a longevity benefit after the completion of ten (10) years of service (from the service date), and each five (5) years thereafter. Such benefit shall be at two and one-half percent (2.5%) of the adjusted base pay for each five-year increment. The longevity benefit is automatic and is not based on merit. Percentages shall be compounded**.**

For example: Each 2.5% longevity increase is applied to the adjusted base pay. Percentages shall be compounded**.**

10-Year Longevity: $50,000 x 2.5% = $1,250. Adjusted Salary = $51,250
15-Year Longevity: $51,250 x 2.5% = $1,281.25. Adjusted Salary = $52,531.25
20-Year Longevity: $52,531.25 x 2.5% = $1,313.28. Adjusted Salary = $53,844.53

SECTION 4. EDUCATION INCENTIVE

1. The City agrees to provide an increase to Association employees' adjusted base pay as an education incentive. Employees shall receive compensation for educational achievements that enhance their ability to perform their job duties. Degrees and certificates must be approved through a formal evaluation program and must not be required for the employee's current job classification. Eligible achievements and their corresponding pay increases are as follows:

- Associate's Degree - 2.5%
- Bachelor's Degree - 5.0 %
- Master's Degree/Certified Public Accountant 7.5%
- Doctorate - 10.0%

2. Employee shall only be compensated for the highest degree obtained from a public or private post-secondary institution that has received state approval to award the above degrees and that has been approved by the City Administrator; the incentive shall not be cumulative. Percentages shall be compounded.

Multiple degrees at the same educational level will not be recognized. For example, an employee who has two Bachelor's Degrees will only receive compensation for one degree.

3. Verification of the degree must be made to the City Administrator. The original degree or an original letter from the college granting said degree must be produced to qualify for the educational incentive benefit. Upon receipt of an employee's verified degree, the City Administrator will evaluate and approve the degree through a formal program designed to ensure that the degree enhances the employee's ability to perform their job.

For example: Each 2.5% education pay increase is applied to the adjusted base pay. Percentages shall be compounded.

Associate's Degree: $50,000 x 2.5% = $1,250. Adjusted Salary = $51,250
Bachelor's Degree: $50,000 x 5.0% = $2,500. Adjusted Salary = $52,500
Master's Degree: $50,000 x 7.5% = $3,750. Adjusted Salary = $53,750

SECTION 4.4

Subject to any applicable restrictions, Longevity and Education incentive compensation shall be compounded based on the order in which the employee is eligible for the incentives. Compounding means that each percentage increase is applied to the employees' adjusted base pay after any prior increases have been added.

For example: Total Compensation = Base Pay + Educational Pay + Longevity Pay

The compensation is paid as earned for normally required duties performed during normal work hours. It is not compensation in lieu of overtime or in lieu of other benefits that are excluded from consideration under the statutes and regulations of the Public Employees Retirement System. If a salary adjustment occurs during a fiscal year, the longevity incentive, education incentive, and certificate pay incentive shall be recalculated as of the effective date of the adjustment. All special

compensation shall be administered as per 2 C.C.R. 571(a)(1). All percentages shall be compounded. See attached Salary Schedule.

The mandated order of application shall be Education Pay, and then Longevity Pay.

The City and SCEA affirm that this Letter of Agreement is intended to clarify, not modify, the original intent of the MOU and is not intended to change the past practice of the Parties.

Except as expressly modified by this Side Letter, all terms, conditions, and provisions of the Memorandum of Understanding (MOU) between the City of Sonora and the SCEA bargaining unit, effective 2021 - 2025, shall remain in full force and effect.

This Agreement shall be effective upon execution by both Parties.

Signature Page to Follow

Letter of Agreement
Between
The City of Sonora
And
Sonora Confidential Employees Association (SCEA)

SONORA CONFIDENTIAL EMPLOYEES' ASSOCIATION

_____

Tracy Skelly, President

CITY OF SONORA

_____

Ann Segerstrom, Mayor

_____

Melissa Eads, City Administrator

ATTEST:

_____

Tracy Skelly, City Clerk

Signed and dated:_____

Letter of Agreement
Between
The City of Sonora
And
Sonora Confidential Employees Association (SCEA)

Regarding FY **2024–2029 Sonora Confidential Employees' Association ("SCEA") Memorandum of Understanding ("MOU")** Sections: Longevity – Article 5; Education Incentive – Article 7

This Letter of Agreement is entered into by and between the City of Sonora ("City") and the Sonora Confidential Employees Association ("SCEA"), collectively referred to as "the Parties."

The purpose of this Agreement is to clarify specific provisions within the FY 2024–2029 Memorandum of Understanding (MOU) to ensure that certain forms of compensation meet the criteria for reportable "Special Compensation" under the California Code of Regulations (CCR), Title 2, Sections 571 (Classic Members) and 571.1 (PEPRA Members) in conformity with past practice of the Parties, and to reaffirm the City's and SCEA's mutual intent that these benefits are administered in compliance with applicable CalPERS rules.

Sections Clarified:

- **Article 5 – Longevity Pay**
- **Article 7 – Education Incentive**

The Parties agree to amend the Sections at issue as follows:

ARTICLE 5 - INCREASE WITHIN RANGE – LONGEVITY

6. Employees shall receive a longevity benefit after the completion of ten (10) years of service (from the service date), and each five (5) years thereafter. Such benefit shall be at two and one-half percent (2.5%) of the adjusted base pay for each five-year increment. The longevity benefit is automatic and is not based on merit. Percentages shall be compounded**.**

For example: Each 2.5% longevity increase is applied to the adjusted base pay. Percentages shall be compounded**.**

10-Year Longevity: $50,000 x 2.5% = $1,250. Adjusted Salary = $51,250
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20-Year Longevity: $52,531.25 x 2.5% = $1,313.28. Adjusted Salary = $53,844.53

ARTICLE 7. EDUCATION INCENTIVE

1. The City agrees to provide an increase to Association employees' adjusted base pay as an education incentive. Employees shall receive compensation for educational achievements that enhance their ability to perform their job duties. Degrees and certificates must be approved through a formal evaluation program and must not be required for the employee's current job classification. Eligible achievements and their corresponding pay increases are as follows:

- Associate's Degree - 2.5%
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- Master's Degree/Certified Public Accountant 7.5%
- Doctorate - 10.0%

2. Employee shall only be compensated for the highest degree obtained from a public or private post-secondary institution that has received state approval to award the above degrees and that has been approved by the City Administrator; the incentive shall not be cumulative. Percentages shall be compounded.

Multiple degrees at the same educational level will not be recognized. For example, an employee who has two Bachelor's Degrees will only receive compensation for one degree.

3. Verification of the degree must be made to the City Administrator. The original degree or an original letter from the college granting said degree must be produced to qualify for the educational incentive benefit. Upon receipt of an employee's verified degree, the City Administrator will evaluate and approve the degree through a formal program designed to ensure that the degree enhances the employee's ability to perform their job.

For example: Each 2.5% education pay increase is applied to the adjusted base pay. Percentages shall be compounded.

Associate's Degree: $50,000 x 2.5% = $1,250. Adjusted Salary = $51,250
Bachelor's Degree: $50,000 x 5.0% = $2,500. Adjusted Salary = $52,500
Master's Degree: $50,000 x 7.5% = $3,750. Adjusted Salary = $53,750

ARTICLE 7.6

Subject to any applicable restrictions, Longevity and Education incentive compensation shall be compounded based on the order in which the employee is eligible for the incentives. Compounding means that each percentage increase is applied to the employees' adjusted base pay after any prior increases have been added.

For example: Total Compensation = Base Pay + Educational Pay + Longevity Pay

The compensation is paid as earned for normally required duties performed during normal work hours. It is not compensation in lieu of overtime or in lieu of other benefits that are excluded from consideration under the statutes and regulations of the Public Employees Retirement System. If a salary adjustment occurs during a fiscal year, the longevity incentive, education incentive, and certificate pay incentive shall be recalculated as of the effective date of the adjustment. All special

compensation shall be administered as per 2 C.C.R. 571(a)(1). All percentages shall be compounded. See attached Salary Schedule.

The mandated order of application shall be Education Pay, and then Longevity Pay.

The City and SCEA affirm that this Letter of Agreement is intended to clarify, not modify, the original intent of the MOU and is not intended to change the past practice of the Parties.

Except as expressly modified by this Side Letter, all terms, conditions, and provisions of the Memorandum of Understanding (MOU) between the City of Sonora and the SCEA bargaining unit, effective 2024 - 2029, shall remain in full force and effect.

This Agreement shall be effective upon execution by both Parties.

Signature Page to Follow

Letter of Agreement
Between
The City of Sonora
And
Sonora Confidential Employees Association (SCEA)

SONORA CONFIDENTIAL EMPLOYEES' ASSOCIATION

_____

Tracy Skelly, President

CITY OF SONORA

_____

Ann Segerstrom, Mayor

_____

Melissa Eads, City Administrator

ATTEST:

_____

Tracy Skelly, City Clerk

Signed and dated:_____

RESOLUTION 07-21-2025-B

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA APPROVING UPDATED SALARY RANGE TABLES FOR THE SONORA MANAGEMENT EMPLOYEES ASSOCIATION (SMEA) AND THE SONORA CONFIDENTIAL EMPLOYEES ASSOCIATION (SCEA) IN COMPLIANCE WITH CALPERS REGULATIONS

WHEREAS, Section 570.5 of California Code of Regulations, Title 2, requires formal Council approval and adoption of employee salaries and compensation schedules; and

WHEREAS, the City of Sonora participates in the California Public Employees' Retirement System (CalPERS); and

WHEREAS, CalPERS regulations require that compensation subject to retirement reporting be listed on a publicly available pay schedule that meets the formatting, posting, and transparency requirements outlined in CCR §570.5, §571, and §571.1; and

WHEREAS, the City has updated its salary range tables for the Sonora Management Employees Association (SMEA) and the Sonora Confidential Employees Association (SCEA) to ensure that base salary information is clearly presented, accurately described, and publicly available; and

WHEREAS, these updated pay schedules reflect no new compensation changes but serve to document existing authorized compensation levels in a CalPERS-compliant format, including the inclusion of all classifications, salary steps, and footnotes indicating special compensation where applicable;

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

1. The updated Salary Range Table for the Sonora Management Employees Association is hereby approved.
2. The updated Salary Range Table for the Sonora Confidential Employees Association is hereby approved.

PASSED AND ADOPTED by the City Council of the City of Sonora on this 21st day of July, 2025, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

_____
Ann Segerstrom, Mayor, City of Sonora

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

SONORA MANAGEMENT EMPLOYEES' ASSOCIATION SALARY RANGE TABLE
EFFECTIVE NOVEMBER 11, 2024

Percentage to apply to all salaries	0.00%
Percentage between steps	5.00%
Percentage between grades	2.50%
Hours worked bi-weekly	80

2.5% Longevity Pay After 10 Years of Service, Then For Every 5 Years Thereafter
2.5% for AA; 5.0% for BA/BS; 7.5% for Masters or CPA; 10.0% for Doctorate.
Police Personnel Cert Pay: 2.5% For Basic Cert (if hired prior to July 1, 2013)/2.5% for Intermediate Cert./2.5% for Supervisor Cert (if designated)
Fire Personnel Cert Pay: 2.5% For EMT-1A; EMT-P (if hired prior to January 3, 2015) and/or Fire Officer
2.5% State Fire Training Officer Cert.

Classification	**Step A**
Community Development Director/Administrative Services Director	$61.67
Fire Chief	$63.21
Police Chief	$66.41
Police Lieutenant	$54.51
Assistant City Administrator	$64.79
Building Official	$50.61

Notes: Based on Results of the Compensation Study

	Range		Step A			Step B			Step C			Step D			Step E			Step F		
				0%			5%			10%			15%			20%			25%		
		% Adder	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly
Community Development Director/Administrative Services Director	6167	0.0%	$10,689.5	$4,933.60	$ 61.67	$ 11,223.33	$5,180.00	$64.75	$11,784.93	$5,439.20	$67.99	$12,374.27	$5,711.20	$71.39	$12,993.07	$5,996.80	$74.96	$13,643.07	$6,296.80	$78.71
Fire Chief	6321	0.0%	$10,956.4	$5,056.80	$ 63.21	$ 11,504.13	$5,309.60	$66.37	$12,079.60	$5,575.20	$69.69	$12,682.80	$5,853.60	$73.17	$13,317.20	$6,146.40	$76.83	$13,982.80	$6,453.60	$80.67
Police Chief	6641	0.0%	$11,511.1	$5,312.80	$ 66.41	$ 12,086.53	$5,578.40	$69.73	$12,691.47	$5,857.60	$73.22	$13,325.87	$6,150.40	$76.88	$13,991.47	$6,457.60	$80.72	$14,691.73	$6,780.80	$84.76
Police Lieutenant	5451	0.0%	$9,448.4	$4,360.80	$ 54.51	$ 9,921.60	$4,579.20	$57.24	$10,417.33	$4,808.00	$60.10	$10,939.07	$5,048.80	$63.11	$11,486.80	$5,301.60	$66.27	$12,060.53	$5,566.40	$69.58
Assistant City Administrator	6479	0.0%	$11,230.3	$5,183.20	$ 64.79	$ 11,791.87	$5,442.40	$68.03	$12,381.20	$5,714.40	$71.43	$13,000.00	$6,000.00	$75.00	$13,650.00	$6,300.00	$78.75	$14,332.93	$6,615.20	$82.69
Building Official	5061	0.0%	$8,772.4	$4,048.80	$ 50.61	$ 9,210.93	$4,251.20	$53.14	$9,672.00	$4,464.00	$55.80	$10,155.60	$4,687.20	$58.59	$10,663.47	$4,921.60	$61.52	$11,197.33	$5,168.00	$64.60

Revised: 7/21/2025

SONORA CONFIDENTIAL EMPLOYEES' ASSOCIATION SALARY RANGE TABLE
EFFECTIVE NOVEMBER 11, 2024

Percentage to apply to all salaries	0.00%	2.5% Longevity Pay After 10 Years of Service, Then For Every 5 Years Thereafter
Percentage between steps	5.00%	2.5% for AA; 5.0% for BA/BS; 7.5% for Masters or CPA; 10.0% for Doctorate.
Percentage between grades	2.50%	
Hours worked bi-weekly	80	

Classification	**Step A**	**Notes: Based on Results of the Compensation Study**
Administrative Services Officer	$42.56	

	Range		Step A			Step B			Step C			Step D			Step E			Step F		
				0%			5%			10%			15%			20%			25%		
		% Adder	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly	Monthly	Bi-Weekly	Hourly
Administrative Services Officer	4256	0.0%	$7,377.07	$3,404.80	$42.56	$7,746.27	$3,575.20	$44.69	$8,132.80	$3,753.60	$46.92	$8,540.13	$3,941.60	$49.27	$8,966.53	$4,138.40	$51.73	$9,415.47	$4,345.60	$54.32

Revised: 7/21/2025

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 21, 2025

TO: Honorable Mayor and Members of the City Council

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

SUBJECT: Waive the Second Reading and Approve Resolution 07-21-2025-C and Ordinance No. 905 Updating the 2025 City of Sonora Emergency Operations Plan and Revision of the City of Sonora Municipal Code Chapter 2.28 – Emergency Services.

RECOMMENDATION:

Waive the Second Reading and Approve Resolution 07-21-2025-C and Ordinance No. 905 Updating the 2025 City of Sonora Emergency Operations Plan and Revision of the City of Sonora Municipal Code Chapter 2.28 – Emergency Services.

BACKGROUND:

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

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

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

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

CITY COUNCIL AGENDA REPORT

CITY HALL

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SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

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

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

DISCUSSION / ANALYSIS:

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

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

California State Government Code 8610 allows for the governing body of a city to provide for the emergency organization, powers and duties, divisions, services, and staff of the jurisdiction. The Sonora Municipal Code provides the legal basis of the emergency organization and must state “Compliance with the Emergency Services Act”. This revision of the City of Sonora City Municipal Code Chapter 2.28 - Emergency Services adds this statement to ensure compliance with this code.

City of Sonora Municipal Code Chapter 2.28 – Emergency Services replaces City of Sonora Municipal Code Chapter 8.30 – Emergency Services.

FISCAL IMPACT:

No Fiscal Impact to the General Fund.

ATTACHMENTS:

- Resolution 07-21-2025-C
- Ordinance No. 905

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

- 2025 City of Sonora Emergency Operations Plan
- City of Sonora City Municipal Code Chapter 2.28 - Emergency Services

CORE COUNCIL PRIORITIES:

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

RESOLUTION 07-21-2025-C

A RESOLUTION ADOPTING THE 2025 CITY OF SONORA EMERGENCY OPERATIONS PLAN AND REVISION OF THE CITY OF SONORA CITY MUNICIPAL CODE CHAPTER 2.28 - EMERGENCY SERVICES

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

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

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

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

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

WHEREAS, City of Sonora Municipal Code Chapter 2.28 – Emergency Services replaces City of Sonora Municipal Code Chapter 8.30 – Emergency Services; and

WHEREAS, the revision of the City of Sonora City Municipal Code Chapter 2.28 - Emergency Services to add the statement “Compliance with the Emergency Services Act” will ensure compliance with California State Government Code 8610; and

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

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

AYES: _____

NOES: _____

ABSENT: _____

APPROVED:

_____

Ann Segerstrom, Mayor

ATTEST:

_____

Tracy L. Skelly, City Clerk

RESOLUTION 07-21-2025-C

CITY OF SONORA ORDINANCE NO. 905

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SONORA AMENDING CHAPTER 8.30, "EMERGENCY SERVICES," OF THE SONORA MUNICIPAL CODE TO UPDATE EMERGENCY SERVICES PROVISIONS AND ADOPT THE 2025 CITY OF SONORA EMERGENCY OPERATIONS PLAN

WHEREAS, the City of Sonora is committed to maintaining a comprehensive emergency management framework consistent with California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS); and

WHEREAS, the California Emergency Services Act (Government Code Section 8610 et seq.) authorizes cities to provide for an emergency organization and establish powers, duties, and procedures to effectively respond to emergencies and disasters; and

WHEREAS, the City of Sonora has developed the 2025 City of Sonora Emergency Operations Plan ("EOP") in compliance with best practices and guidance provided by the California Governor's Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG 101); and

WHEREAS, the City's Disaster Council and Core Planning Team have reviewed and updated the EOP to enhance the City's preparedness and ensure eligibility for state and federal disaster assistance; and

WHEREAS, the City Council wishes to adopt the updated Emergency Operations Plan by replacing 8.30 and adding Chapter 2.28 of the Sonora Municipal Code to reflect current standards, procedures, and organizational structures for emergency management.

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

Section 1. Replacement of Chapter 8.30

Chapter 2.28 of the Sonora Municipal Code ("Emergency Services") is hereby added to:

1. **Update Definitions** to align with the California Emergency Services Act and incorporate references to SEMS, NIMS, and ICS.
2. **Clarify the Organization and Membership of the Disaster Council**, specifying roles for the Director of Emergency Services (City Administrator), Assistant Director (Fire Chief), Emergency Services Coordinator, and key stakeholders.
3. **Designate the City Administrator as the Director of Emergency Services**, responsible for leading emergency preparedness, response, recovery, and mitigation efforts, and adopting the order of succession for emergency leadership roles.
4. **Authorize the Director of Emergency Services** to implement the Emergency Operations Plan and, during an emergency, to issue necessary rules, regulations, and orders for the protection of life and property, subject to subsequent City Council review and ratification as required by law.
5. **Formally Adopt the 2025 City of Sonora Emergency Operations Plan**, including annexes for Alert and Warning, Evacuation, Debris Management, and other hazard-specific and functional annexes, recognizing the plan as a living document that may be amended administratively by the Emergency Services Coordinator to address changing conditions, risks, and best practices.

6. **Ensure Compliance with the California Emergency Services Act**, SEMS, NIMS, and FEMA guidance, maintaining eligibility for federal and state disaster assistance programs and grants.
7. **Reaffirm the Authority of the City Council** to review, amend, or replace the Emergency Operations Plan as needed, and require periodic review and exercises to maintain operational readiness.

Section 2. Severability

If any section, subsection, sentence, clause, or phrase of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 3. Effective Date

This ordinance shall become effective thirty (30) days following its adoption by the City Council.

Section 4. Publication

The City Clerk shall certify to the adoption of this ordinance and shall cause the same to be published and/or posted pursuant to the provisions of the Government Code of the State of California.

PASSED AND ADOPTED by the City Council of the City of Sonora this 21st day of July, 2025, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

APPROVED:

_____

Ann Segerstrom, Mayor, City of Sonora

ATTEST:

_____

Tracy L. Skelly, City Clerk

APPENDIX 2: SONORA MUNICIPAL CODE: 2.28 - EMERGENCY SERVICES

§ 2.28 EMERGENCY SERVICES

Section

§ 2.28.1. Purposes.
§ 2.28.2. Definitions.
§ 2.28.3. Disaster Council Membership
§ 2.28.4. Disaster Council Powers and Duties
§ 2.28.5. Disaster Preparedness and Community Engagement.
§ 2.28.6. Powers and Duties of the Director and Assistant Director of Emergency Services.
§ 2.28.6. Emergency Organization.
§ 2.28.7. Compliance with the California Emergency Services Act.
§ 2.28.8. Expenditures.
§ 2.28.9. Violations; Penalty.

§ 2.28.1. Purposes.

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

§ 2.28.2. Definitions.

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

a. COUNCIL – Shall means the City of Sonora City Council.

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

c. DIRECTOR OF EMERGENCY SERVICES – Shall mean the City Administrator, and if unavailable or unable to respond, the Director will be either the Police or Fire Chief. The Director of Emergency Services reports directly to the City Council and is over the Director of the Emergency Operations Center.

d. ASSISTANT DIRECTOR OF EMERGENCY SERVICES – At the discretion of the Director, an Assistant Director of Emergency Services may be appointed. The employee shall be from the Fire Chief, or the Police Chief, or Administration Departments, or other city employee as determined suitable by the Director.

e. EMERGENCY OPERATIONS CENTER – Shall mean the primary facility for directing and responding to situations of an emergency nature as described above or similar in nature, including communications and the allocations of personnel and equipment needed to respond to the situation.

f. EMERGENCY OPERATIONS CENTER DIRECTOR – May also be called the Emergency Operations Center Director, this individual is responsible for the City's coordinated operational efforts to respond to the emergency situation. The Director of the EOC is in charge of the functional response divisions and reports to the Director of Emergency Services.

§ 2.28.3. Disaster Council Membership

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

a. The director of emergency services (City Administrator), who shall be chair.
b. The assistant director of emergency services (Fire Chief) who shall be vice chair.
c. The emergency services coordinator.
d. Such chiefs of emergency services as are provided for in a current emergency plan of this jurisdiction, adopted pursuant to this ordinance.
e. Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the director with the advice and consent of the governing body.

§ 2.28.4. Disaster Council Powers and Duties

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

§ 2.28.5. Director and Assistant Director of Emergency Services.

The City Administrator shall be the Director of Emergency Services, and has the discretion, in periods of declared disasters, to create and staff the position of Assistant Director of Emergency Services. The Director of Emergency Services may also, at the discretion of the City Council, staff the position of Assistant

Director in non-emergency periods to continue to assist the City in emergency preparedness, as well as the recovery and reconstruction efforts following an emergency.

§ 2.28.6. Powers and Duties of the Director and Assistant Director of Emergency Services.

a. The Director is hereby empowered to:

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

2. Request that the Governor proclaim a state of emergency when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency situation.

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

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

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

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

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

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

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

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

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

6. Direct and implement actions as requested by the City Council, whose superseding authority remains in effect.

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

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

§ 2.28.7. Emergency Organization.

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

§ 2.28.8. Compliance with the California Emergency Services Act

This City of Sonora § 2.28: EMERGENCY SERVICES shall comply with the California Emergency Services Act**.**

§ 2.28.9. Emergency Operations Plan

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

§ 2.28.10. Expenditures

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

§ 2.28.11 Violations; Penalty

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

a. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this ordinance, or in the performance of any duty imposed upon him by virtue of this ordinance.
b. Do any act forbidden by any lawful rule or regulation issued pursuant to this ordinance, if such act is of such a nature as to give or be likely to give assistance to the enemy or imperil the lives or property of inhabitants of this city, or to prevent, hinder, or delay the defense or protection thereof.
c. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State.

§ 2.28.12 Repeal of Conflicting Ordinances

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

§ 2.28.13 Effective Date

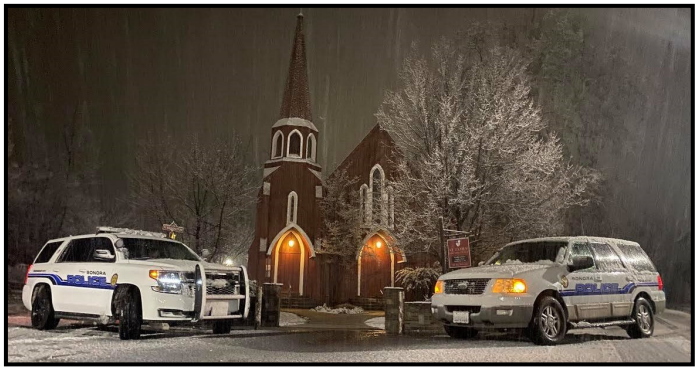
This ordinance shall become effective thirty (30) days from and after its passage.

§ 2.28.14 Severability

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







2025 City of Sonora

Emergency Operations Plan

Executive Summary

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LETTER OF PROMULGATION

Adoption Date: _____

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

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

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

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

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

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

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

_____
Ann Segerstrom, Mayor
City of Sonora, California

RESOLUTION OF APPROVAL

City of Sonora City Council Resolution

ACKNOWLEDGEMENTS

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

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

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

- Federal Emergency Management Agency, Comprehensive Preparedness Guide (CPG) 101, Version 2.0, “Developing and Maintaining Emergency Operations Plans”, September 2021
- California Office of Emergency Services (Cal OES), Emergency Plan Review Crosswalk 2022 Local Government Agencies, September 2022
- Federal Emergency Management Agency, “National Incident Management System”, October 2017
- Federal Emergency Management Agency, “A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action”, September 2017
- Presidential Policy Directive / PPD-8: National Preparedness, March 2011
- The Department of Homeland Security Fusion Center Engagement and Information Sharing Strategy for 2022–2026, July 2022
- National Response Framework, May 2013
- National Preparedness Goal, September 2015
- National Response Framework, October 2019
- California Office of Emergency Services (Cal OES), “Foundation for the Standardized Emergency Management System” (SEMS), 2010
- California Office of Emergency Services (Cal OES), “SEMS Guidelines”, Nov. 2009
- California Office of Emergency Services (Cal OES), “California Implementation Guidelines for the National Incident Management System”, September 2006
- United States Department of Justice, Civil Rights Division, Disability Rights Section, “ADA Checklist for Emergency Shelters”, 2007
- California Government Code 8593.2, 8593.3.3, 8593.3.5.
- California Office of Emergency Services (Cal OES), Integrating Access and Functional Needs within the Emergency Planning Process, Best Practices for Stakeholder Inclusion. June 2020
- California Office of Emergency Services (Cal OES), Updates to County Emergency Plan Legislation Content, Submission, and Review Fact Sheet, July 2022
- California Office of Emergency Services (Cal OES), California Disaster Recovery Framework, January 2019
- Federal Emergency Management Agency, “Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters”, 2010
- American Red Cross, “American Red Cross Sheltering Handbook”, 2013
- City of Sonora, CA Local Hazard Mitigation Plan, 2024

The recommendations and guidance included in this plan are intended to improve emergency preparedness, response, and recovery and to satisfy the Standardized Emergency Management System requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System as presented in Presidential Policy Directive/ PPD - 8.

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Emergency Operations Plan

INTRODUCTION

City of Sonora, California
2025

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PREFACE

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

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

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

Table 1: Department/Agency Plan Concurrence

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

Table 2: Record of Revisions

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

Table 3: EOP Distribution List

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

ACTIVATION CONDITIONS OF THE EMERGENCY OPERATIONS PLAN (EOP)

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

APPROVAL AND PROMULGATION

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

PLAN MAINTENANCE RESPONSIBILITY

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

PLAN REVIEW AND UPDATING

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

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

TRAINING AND EXERCISES

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

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

Discussion Based Exercise

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

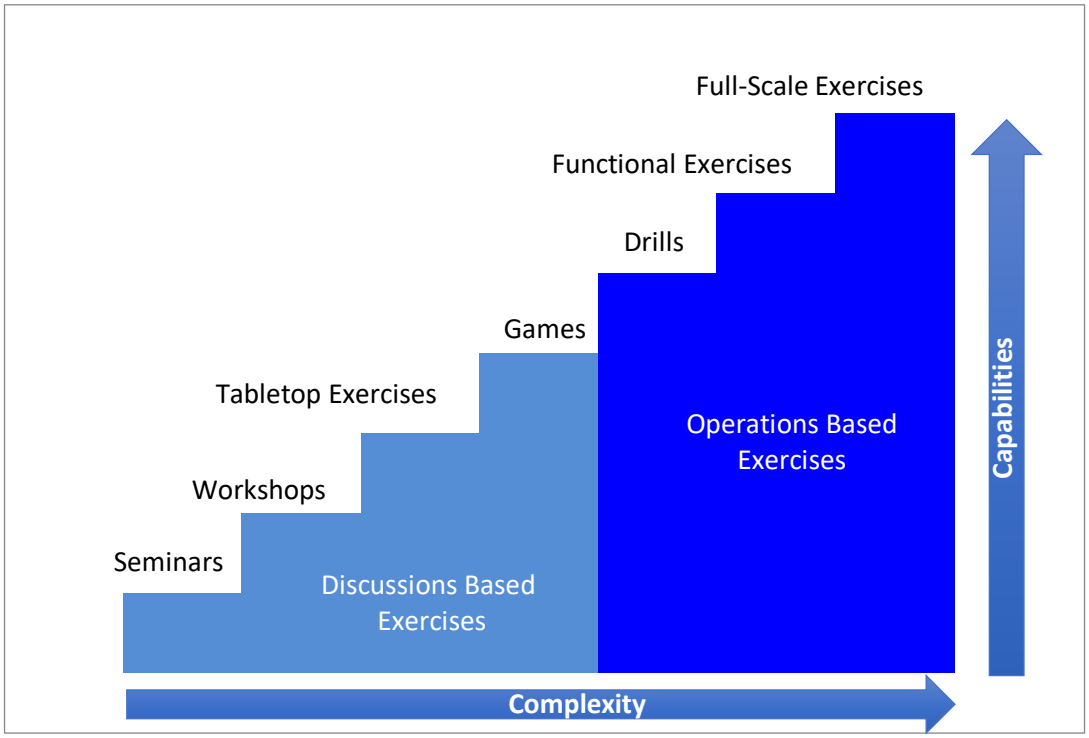
- ***Seminars*** generally orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas.
- ***Workshops****,* although similar to seminars, differ in two important aspects: participant interaction is increased, and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

Operations Based Exercises

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

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

Figure 1: Exercise Staircase



Emergency Operations Plan

BASIC PLAN

City of Sonora, California
2025

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1.0 OVERVIEW

1.1 PURPOSE

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

1.2 SCOPE

This Emergency Operations Plan (EOP):

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

1.3 SITUATION AND HAZARD SUMMARY

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

Table 4: City of Sonora Threats and Hazards

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

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

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

Situation

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

Historical

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

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

Geography

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

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

Population Considerations

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

Table 5: Sonora Ethnicity Distribution[1]

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

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

Languages Spoken:

- English
- Spanish

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

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

Households

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

Table 6: Sonora Population with Disabilities[2]

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

Schools

The City of Sonora has 7 school sites as follows:

Table 7: Sonora Schools

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

Workforce

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

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

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

Transportation

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

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

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

Table 8: Sonora Population Car Ownership[2]

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

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

Table 9: Sonora Population Commute Method[2]

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

Government

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

Fire Service

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

Law Enforcement

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

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

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

Sources (September 2024):

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

1.4 EMERGENCY MANAGEMENT GOALS

Assumptions

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

Priorities

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

Incident Priorities

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

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

Emergency Management Goals

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

1.5 AUTHORITIES AND REFERENCE

Defining Emergencies

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

Incident

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

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

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

Examples of incidents could be wide-ranging:

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

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

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

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

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

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

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

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

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

1.6 AUTHORITIES

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

Federal

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

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

State

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

Local

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

1.7 MUTUAL AID AUTHORITY

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

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

1.8 CONTINUITY OF GOVERNMENT/ OPERATIONS AUTHORITY

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

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

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

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

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

1.9 REFERENCES

Federal

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

State

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

County/ Local

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

2.0 CONCEPT OF OPERATIONS

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

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

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

2.1 PREVENTION PHASE

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

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

2.2 MITIGATION PHASE

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

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

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

Mitigation: FEMA Programs

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

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

2.3 PREPAREDNESS PHASE

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

2.3.1 Routine

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

Planning activities include:

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

2.3.2 Increased Readiness

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

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

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

2.3.3 Hazard Identification and Analysis

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

2.3.4 Public Awareness and Education

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

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

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

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

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

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

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

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

Cultural Competence

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

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

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

Equity

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

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

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

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

2.3.6 Disaster Animal Care Considerations for Local Government

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

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

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

Emergency Animal Services Resources

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

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

2.4 RESPONSE PHASE

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

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

2.4.1 Pre-Emergency Operations

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

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

2.4.2 Initial Emergency Response Operations

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

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

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

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

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

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

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

2.4.3 Extended Emergency Operations

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

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

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

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

2.5 RECOVERY PHASE

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

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

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

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

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

When a Presidential Declaration of Emergency or Major Disaster is made, FEMA may establish Disaster Recovery Centers (DRC) to provide direct disaster assistance to victims. The DRC may be co-sponsored by Cal OES and may require city and/or county support.

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

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

- Recovery of costs associated with response and recovery efforts.

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

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

  Under a Presidential Declaration the following assistance becomes available:

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

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

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

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

2.6 INTEGRATING FEDERAL, STATE, AND LOCAL SYSTEMS

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

3.0 EMERGENCY OPERATIONS

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

3.1 EMERGENCY MANAGEMENT ORGANIZATION

3.1.1 City Emergency Services Organization

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

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

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

3.1.2 City Disaster Council

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

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

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

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

3.1.3 Employee Emergency Responsibilities as Disaster Service Workers

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

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

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

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

3.1.4 Disaster Service Workers Volunteer Program

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

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

The person must:

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

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

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

(Functional Annex: Disaster Service Worker Program)

3.2 EMERGENCY OPERATIONS CENTER (EOC) PURPOSE

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

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

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

4.0 CONTINUITY OF GOVERNMENT

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

4.1 RESPONSIBILITY

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

4.2 PRESERVATION OF LOCAL GOVERNMENT

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

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

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

4.3 LINES OF SUCCESSION FOR EMERGENCY OFFICIALS

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

5.0 EMERGENCY PROCLAMATION PROCESS

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

5.1 LOCAL EMERGENCY (CITY or COUNTY)

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

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

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

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

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

Deadlines:

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

Notification:

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

Initial Damage Estimate (IDE) Requirement:

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

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

An IDE should include:

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

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

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

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

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

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

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

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

6.0 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

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

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

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

6.1 SEMS ORGANIZATIONAL LEVELS

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

Field Response Level

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

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

Local Government Level

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

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

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

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

Special District Involvement

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

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

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

Nongovernmental, Private, and Volunteer Organizations

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

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

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

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

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

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

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

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

Operational Area Level

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

The operational area is responsible for:

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

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

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

6.1.1 Communication, Coordination, and Reporting to the Operational Area

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

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

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

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

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

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

6.1.2 Resource Request Process

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

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

Regional Level

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

activities.

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

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

State Level

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

Federal Level

U.S. Department of Homeland Security (DHS)

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

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

National Response Framework (NRF)

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

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

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

National Incident Management System (NIMS)

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

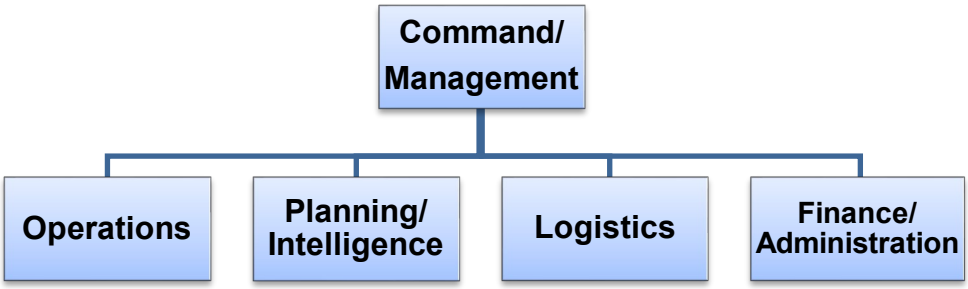
Federal Emergency Management Agency (FEMA)

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

6.2 SEMS FUNCTIONS

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

Figure 2: SEMS Functions



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

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

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

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

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

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

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

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

Figure 3: Comparison of Field and EOC SEMS Functions

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

6.3 MAJOR CONCEPTS OF SEMS

Organization Flexibility - Modular Organization

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

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

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

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

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

EOC Action Plans

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

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

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

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

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

Multi-Agency or Inter-Agency Coordination

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

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

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

Emergency response is coordinated at the EOC through:

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

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

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

7.0 INCIDENT COMMAND SYSTEM (ICS)

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

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

7.1 USE OF ICS AT THE FIELD LEVEL

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

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

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

7.2 FIELD/EOC COMMUNICATIONS AND COORDINATION

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

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

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

7.3 FIELD/EOC DIRECTION AND CONTROL INTERFACE

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

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

7.4 FIELD/EOC COORDINATION WITH DEPARTMENT OPERATIONS CENTERS

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

7.5 ICS FUNCTIONS

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

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

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

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

7.6 INCIDENT COMPLEXITY

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

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

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

7.7 ICS FEATURES

Standardization:

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

Command:

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

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

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

Planning/Organizational Structure:

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

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

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

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

Facilities and Resources:

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

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

incident management and emergency response activities.

- Communications/Information Management

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

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

Professionalism:

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

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

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

7.8 MODULAR ORGANIZATION

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

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

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

7.9 POSITION TITLES

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

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

Listed below are the standard ICS titles:

Table 10: Incident Command System Titles

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

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

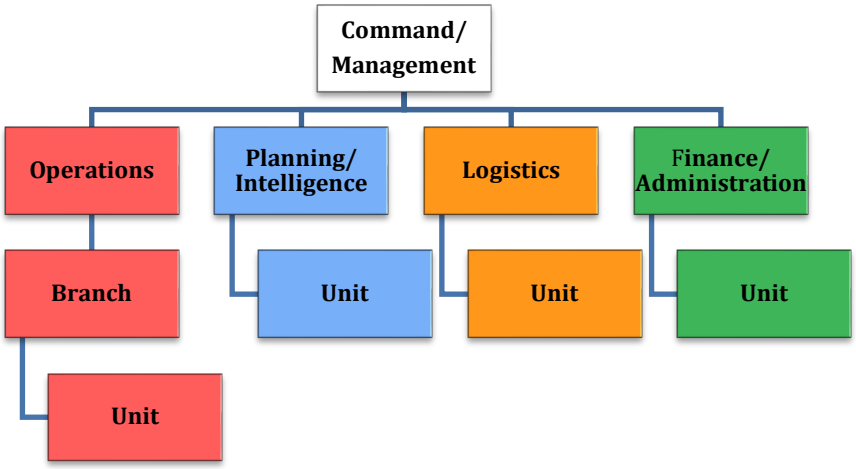
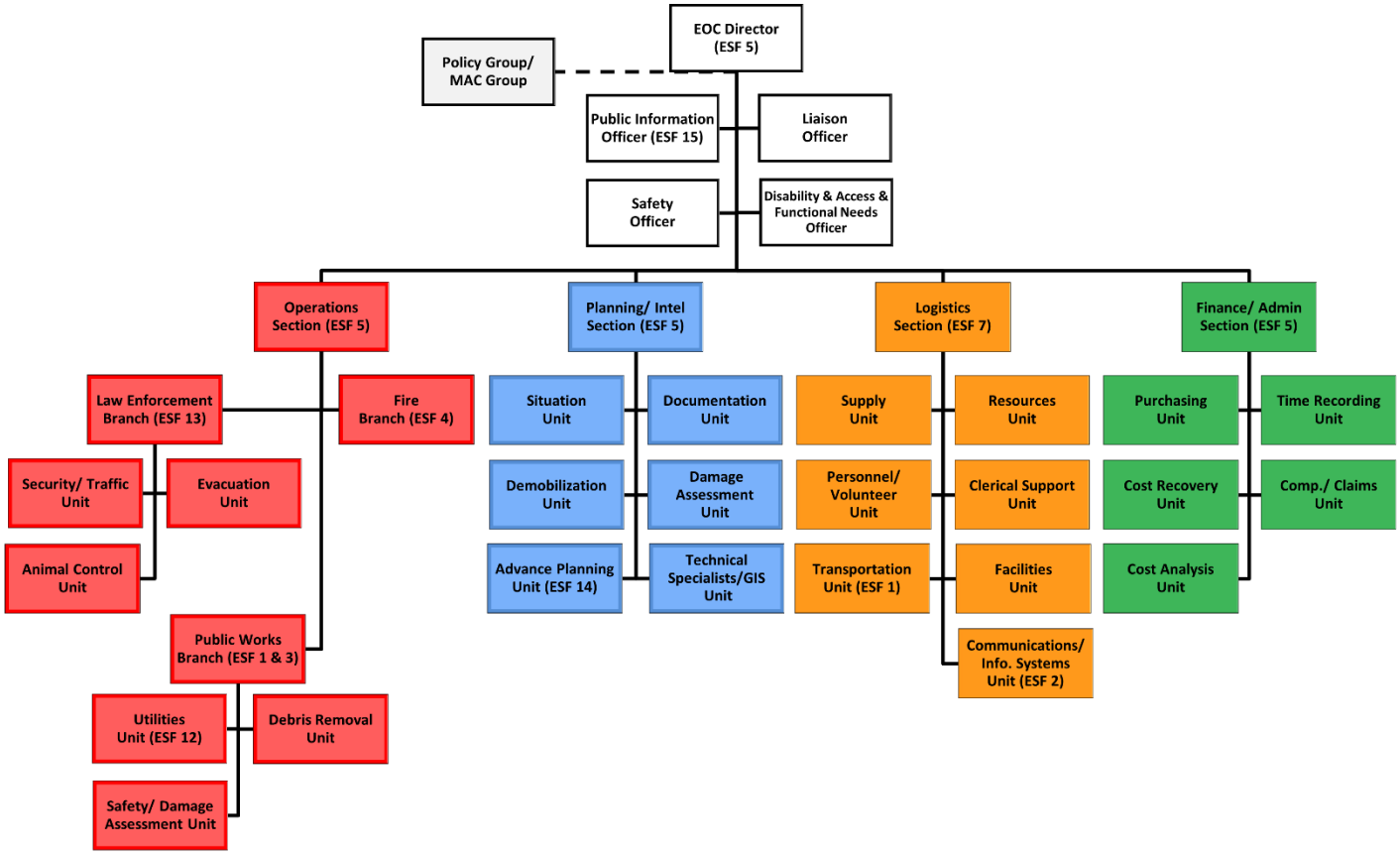


Figure 5: Expanded ICS Organization for the City of Sonora
(Full EOC Activation)



8.0 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

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

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

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

8.1 NIMS COMPONENTS

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

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

Resource Management

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

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

Command and Coordination

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

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

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

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

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

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

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

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

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

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

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

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

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

JIS activities include:

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

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

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

Communications and Information Management

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

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

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

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

Supporting Technologies

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

NIMS Compliance

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

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

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

8.2 NATIONAL RESPONSE FRAMEWORK (NRF)

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

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

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

Figure 6: Preparedness Cycle

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



Planning

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

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

Organizing

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

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

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

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

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

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

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

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

Training

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

Equipping

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

Exercising

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

Evaluating and Taking Corrective Action

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

Table 11: Federal Emergency Support Functions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ESF #12 – Energy
ESF Coordinator: Department of Energy

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

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

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

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

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

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

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

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

ESF #15 – External Affairs
ESF Coordinator: DHS

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

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

Table 12: California Emergency Support Functions

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

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

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

9.0 MUTUAL AID

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

Mutual aid agreements exist in:

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

9.1 STATEWIDE MUTUAL AID SYSTEM

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

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

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

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

9.2 MUTUAL AID REGIONS

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

9.3 MUTUAL AID COORDINATORS

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

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

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

9.4 VOLUNTEER, NON-GOVERNMENTAL, AND PRIVATE ORGANIZATIONS

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

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

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

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

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

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

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

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

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

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

9.5 SAFETY ASSESSMENT PROGRAM (SAP)

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

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

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

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

9.6 EMERGENCY FACILITIES USED FOR MUTUAL AID

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

Marshaling Area

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

Mobilization Center

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

Incident Facilities/Staging Areas

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

9.7 POLICIES AND PROCEDURES

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

9.8 AUTHORITIES AND REFERENCES

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

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

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

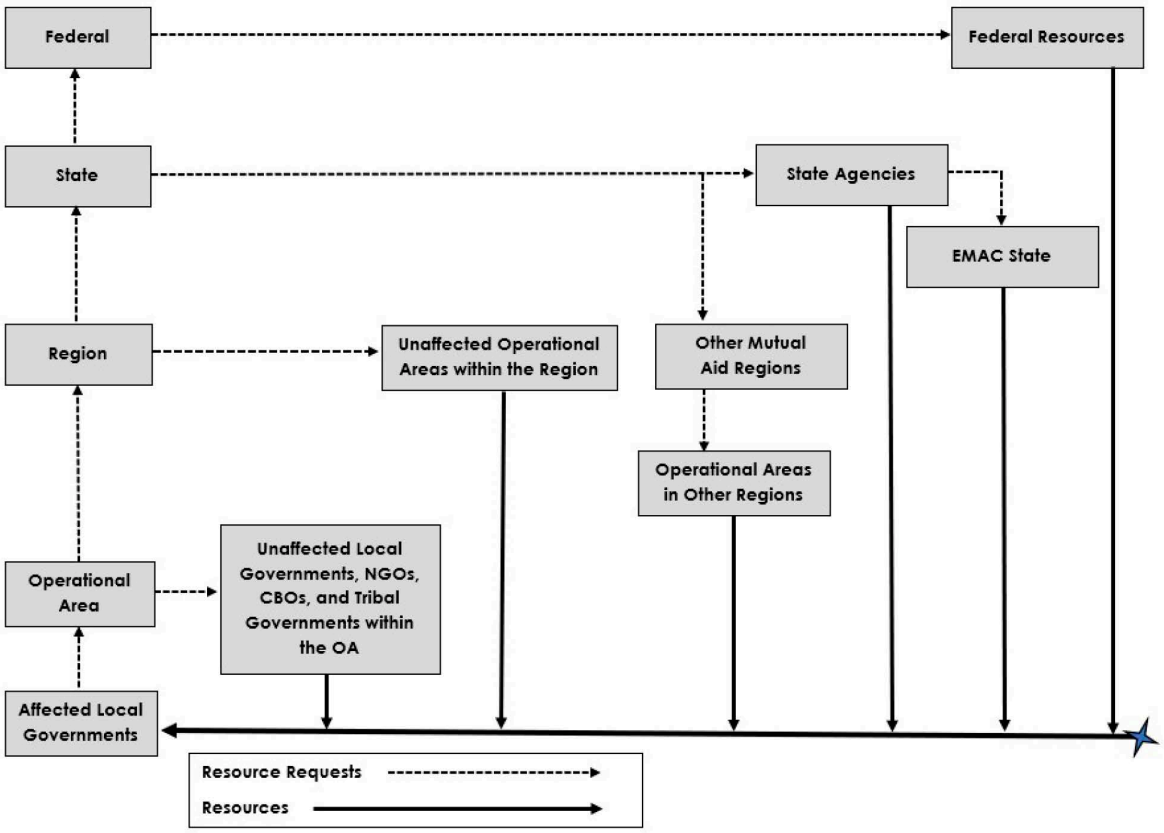
Flow of Requests and Resources

State of California
Draft State Emergency Plan
Section 7 – Response Concept of Operations

7.7.7. Flow of Mutual Aid and Other Resource Requests

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

Exhibit 7.7-3 Flow of Requests and Resources



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

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

Figure 8: Discipline Specific Mutual Aid Coordinators Flow Chart

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

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

Exhibit 7.7-2 Discipline-Specific Mutual Aid System

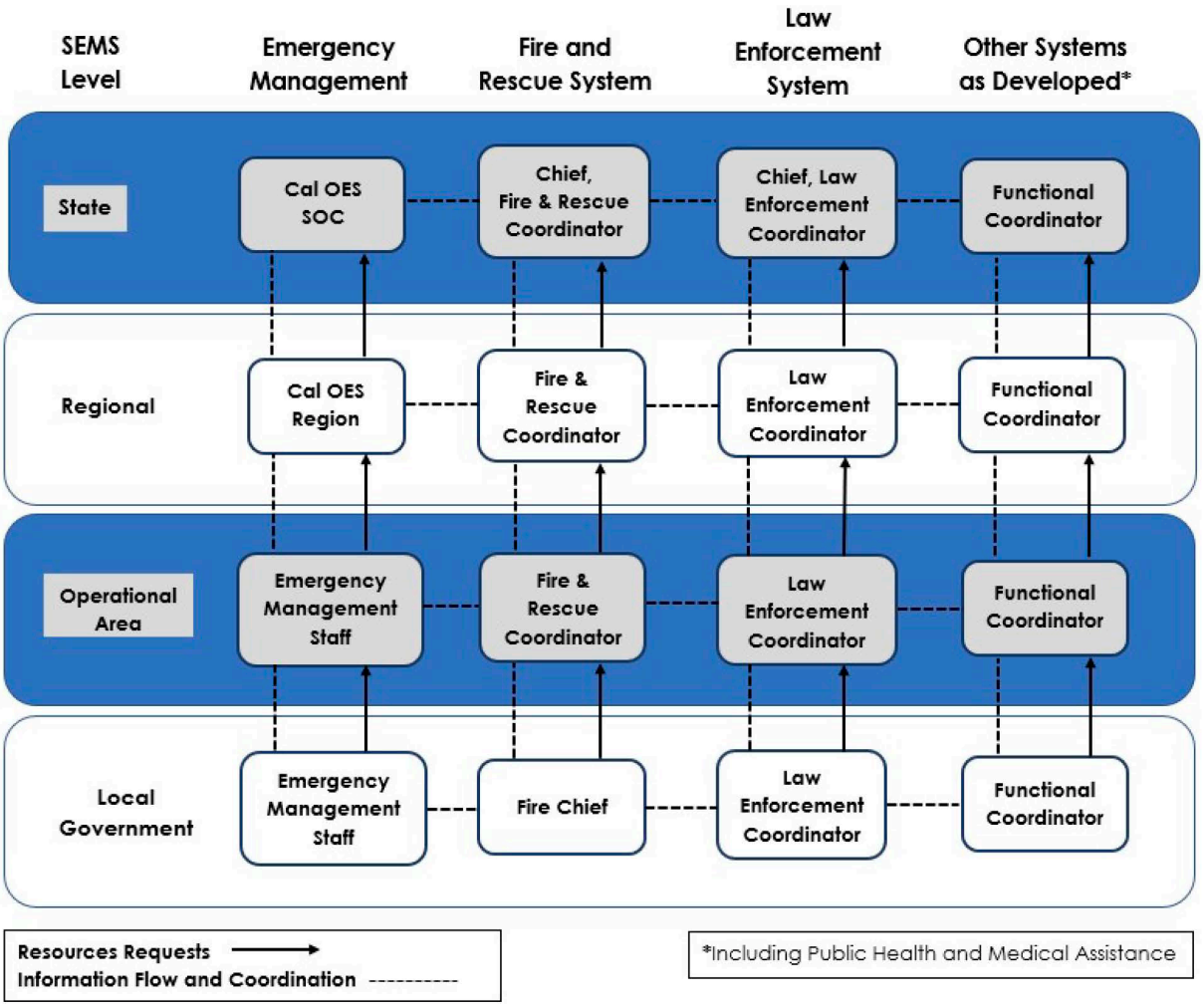
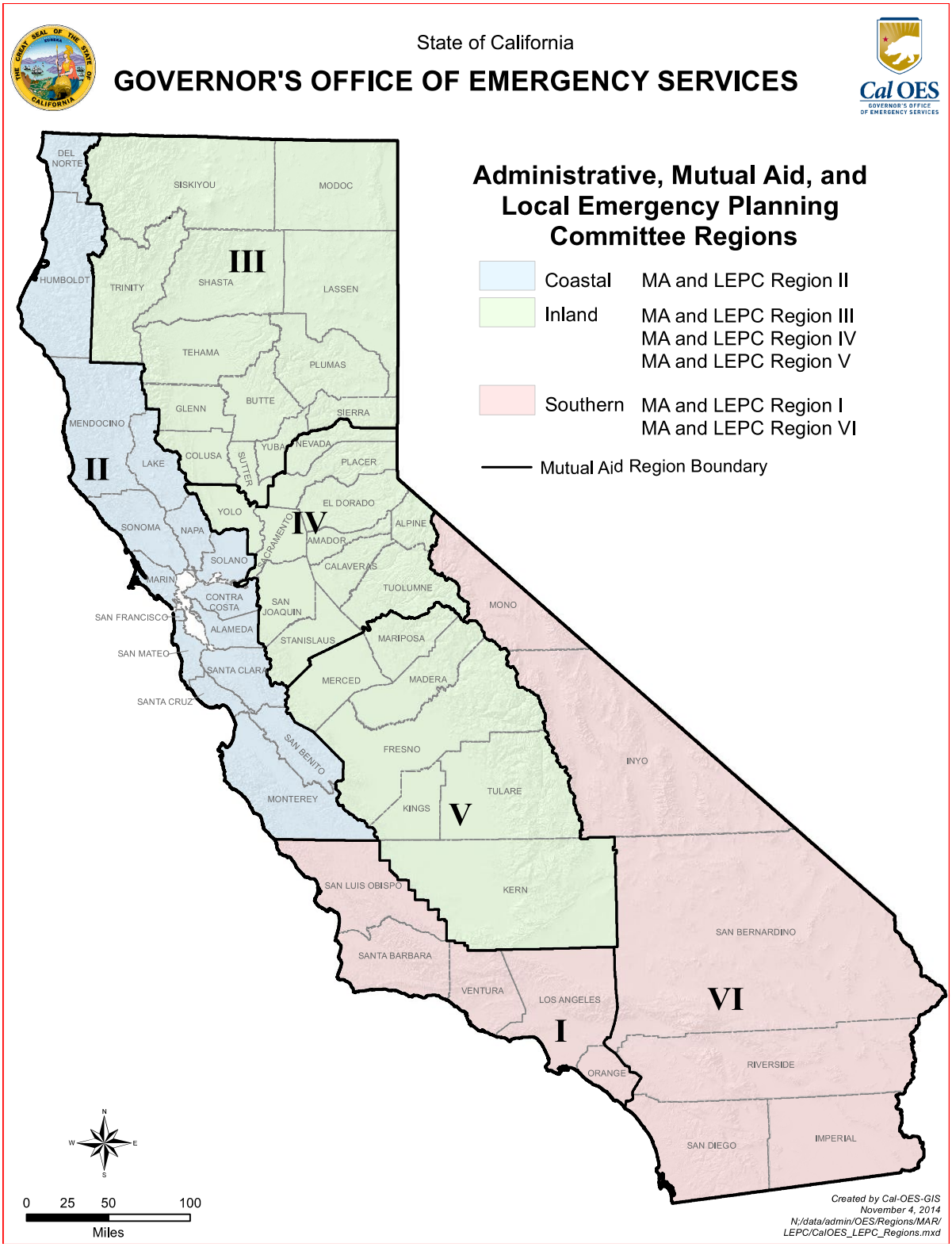


Figure 9: State Cal OES Administrative Regions Map



Figure 10: State Mutual Aid Regions Map



10.0 DISASTER RECOVERY

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

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

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

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

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

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

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

10.1 RECOVERY COMPONENTS

Transition to Recovery

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

Short Term Recovery

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

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

Long Term Recovery

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

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

Individuals and Households

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

The Private Sector

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

Non-Government Organizations

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

Local Governments Actions

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

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

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

State Government Actions

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

Safety Assessment Program (SAP)

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

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

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

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

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

State Coordinating Officer (SCO)

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

Federal Coordinating Officer (FCO)

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

SOC and REOC Operations

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

Local Assistance Centers (LAC)

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

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

FEMA Disaster Recovery Centers (DRC)

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

Transition to the Joint Field Office

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

JFO Operations

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

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

Multiagency Coordination Groups

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

State Agency Assistance

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

Long-Term Recovery Efforts

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

10.2 PUBLIC ASSISTANCE (PA) PROGRAMS

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

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

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

Projects fall into the following categories:

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

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

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

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

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

State Assistance

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

There are two levels of CDAA assistance:

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

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

Federal Assistance

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

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

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

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

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

Non-Stafford Act Programs

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

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

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

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

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

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

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

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

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

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

10.3 INDIVIDUAL ASSISTANCE (IA) PROGRAM

- Non-Governmental Organizations Assistance: Many NGOs, such as the American Red Cross, the Mennonite Disaster Services and the Salvation Army, provide recovery assistance to individuals, families and community organizations. This may include assistance for shelter, food, clothing, and housing reconstruction.

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

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

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

The Individuals and Households Program (IHP)

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

- Housing Assistance:

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

a list of the types of assistance available through this program and what each provides.

- Temporary Housing - homeowners and renters receive funds to rent a different place to live or a temporary housing unit when rental properties are not available.
- Repair - homeowners receive grants to repair damage from the disaster that is not covered by insurance. The goal is to make the damaged home safe and sanitary.
- Replacement - under rare conditions, homeowners receive limited funds to replace their disaster damaged home.
- Permanent Housing Construction - homeowners and renters receive direct assistance or a grant for the construction of a new home. This type of assistance occurs only in very unusual situations, in insular areas or remote locations specified by FEMA/EPR where no other type of housing is possible.

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

U.S. Small Business Administration (SBA)

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

- Home disaster loans to homeowners and renters to repair or replace disaster-related damages to home or personal property,
- Business physical disaster loans to business owners to repair or replace disaster-damaged property, including inventory, and supplies; and

- Economic injury disaster loans, which provide capital to small businesses and to small agricultural cooperatives to assist them through the disaster recovery period.

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

Agricultural Assistance

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

Disaster Unemployment Assistance (DUA)

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

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

Disaster Legal Services (DLS)

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

The assistance that participating lawyers provide typically includes:

- Assistance with insurance claims (life, medical, property, etc.)

- Counseling on landlord/tenant problems
- Assisting in consumer protection matters, remedies, and procedures
- Replacement of wills and other important legal documents destroyed in a major disaster

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

Crisis Counseling Programs (CCP)

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

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

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

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

Disaster Supplemental Nutrition Assistance Program (D-SNAP)

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

Through D-SNAP, affected households use a simplified application. D-SNAP benefits are issued to eligible applicants within 72 hours, speeding assistance to disaster victims and reducing the administrative burden on State agencies operating in post-disaster

conditions. Households not normally eligible for SNAP may qualify for D-SNAP as a result of their disaster- related expenses, such as loss of income, damage to property, relocation expenses, and, in some cases, loss of food due to power outages. When States operate a D-SNAP, ongoing SNAP clients can also receive disaster food assistance. Households with disaster losses whose SNAP benefits are less than the monthly maximum can request a supplement. The supplement brings their benefits up to the maximum for the household size. This provides equity between D-SNAP households and SNAP households receiving disaster assistance.

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

Disaster Case Management (DCM)

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

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

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

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

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

Special Tax Considerations

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

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

10.4 DEBRIS MANAGEMENT PROGRAMS

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

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

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

activities for funding.

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

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

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

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

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

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

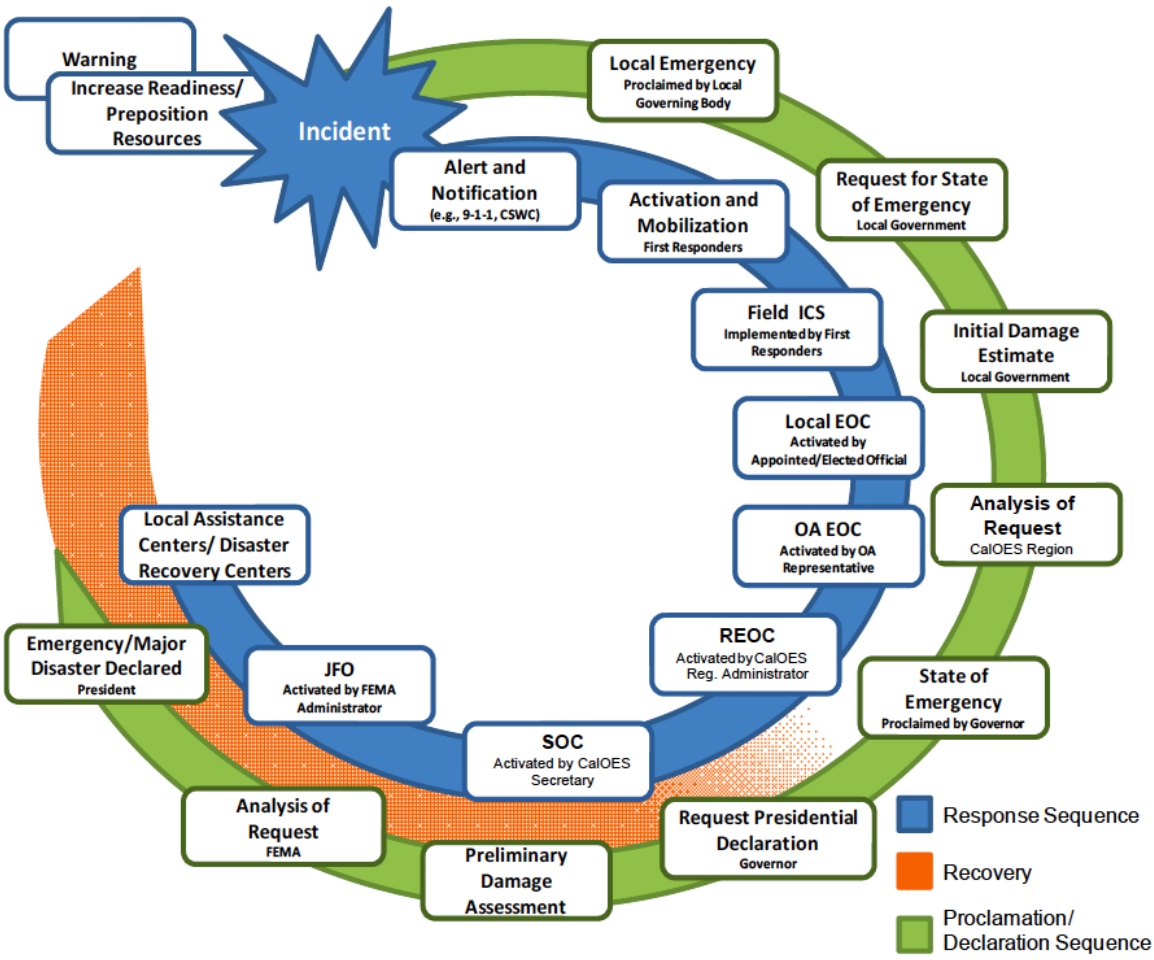
  - Federal Environmental Requirements: FEMA and other federal agencies that provide assistance must ensure that all actions comply with applicable federal environmental laws, regulations and Executive Orders (EO). For Stafford Act assistance programs, FEMA ensures compliance with the following, depending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

    - National Environmental Policy Act (NEPA)
    - National Historic Preservation Act

- Endangered Species Act
- Clean Water Act
- Executive Order 11988, Floodplain Management and Executive Order 11990, Protection of Wetlands
- Executive Order 12898, Environmental Justice

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

Figure 11: Response Phase Sequence of Events



11.0 HAZARD MITIGATION

11.1 OVERVIEW

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

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

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

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

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

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

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

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

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

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

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

11.2 SONORA LOCAL HAZARD MITIGATION PLAN

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

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

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

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

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Emergency Operations Plan

POSITION SPECIFIC CHECKLISTS

City of Sonora, California
2025

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POSITION SPECIFIC CHECKLISTS

POLICY GROUP/ MAC GROUP

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

MANAGEMENT SECTION

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

OPERATIONS SECTION

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

Fire Branch Director Position Checklist

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

PLANNING AND INTELLIGENCE SECTION

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

LOGISTICS SECTION

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

FINANCE AND ADMINISTRATION SECTION

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

Emergency Operations Plan

ANNEX 1: ALERT, WARNING, AND PUBLIC INFORMATION

City of Sonora, California
2025

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1.0 PURPOSE, SCOPE, SITUATION, ASSUMPTIONS

1.1 PURPOSE

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

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

1.2 SCOPE

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

1.3 ASSUMPTIONS

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

2.0 CONCEPT OF OPERATIONS

2.1 CENTRALIZED AND COORDINATED EMERGENCY MESSAGING

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

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

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

2.2 TRANSMITTING AN EMERGENCY ALERT AND WARNING MESSAGE

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

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

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

Emergency Operations Plan

ANNEX 2: EVACUATION

City of Sonora, California
2025

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1.0 PURPOSE, SCOPE, SITUATION, ASSUMPTIONS

1.1 PURPOSE

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

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

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

1.2 SCOPE

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

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

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

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

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

2.0 CONCEPT OF OPERATIONS

2.1 OVERVIEW

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

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

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Emergency Operations Plan

ANNEX 3: CARE AND SHELTER

City of Sonora, California
2025

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1.0 INTRODUCTION

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

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

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Emergency Operations Plan

ANNEX 4: DEBRIS MANAGEMENT PROGRAM

City of Sonora, California
2025

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1.0 PURPOSE, SCOPE, SITUATION, ASSUMPTIONS

1.1 PURPOSE

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

1.3 ASSUMPTIONS

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

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Emergency Operations Plan

ANNEX 5: ACTIVE SHOOTER

City of Sonora, California
2025

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1.0 INTRODUCTION

1.1 PURPOSE

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

The plan is designed to:

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

1.2 SCOPE

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

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

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

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

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Emergency Operations Plan

ANNEX 6: DAM FAILURE – PHOENIX DAM

Dam No. 550-007

National Inventory of Dams No. CA00389

REFER TO TUOLUMNE UTILITY DISTRICT EMERGENCY ACTION PLAN

City of Sonora, California
2025

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1.0 INTRODUCTION

1.1 PURPOSE

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

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

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

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Emergency Operations Plan

ANNEX 7: MAJOR EARTHQUAKE

City of Sonora, California
2025

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1.0 INTRODUCTION

1.1 PURPOSE

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

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

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

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

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

1.2 SCOPE

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

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

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Emergency Operations Plan

ANNEX 8: FLOOD

City of Sonora, California
2025

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1.0 INTRODUCTION

1.1 PURPOSE

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

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

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

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

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

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

1.2 SCOPE

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

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

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Emergency Operations Plan

ANNEX 9: WILDFIRE

City of Sonora, California
2025

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1.0 INTRODUCTION

1.1 PURPOSE

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

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

1.2 SCOPE

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

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

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Emergency Operations Plan

ANNEX 10: APPENDIXES

City of Sonora, California
2025

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APPENDIX 6: ACRONYMS

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

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

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

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

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

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

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

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

APPENDIX 7: TABLES AND FIGURES

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CITY 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 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Gary Carlson, Interim Fire Chief

SUBJECT: Automatic Aid/Mutual Aid Agreement with Tuolumne County Fire Service Providers to include Chicken Rancheria Fire Department.

RECOMMENDATION:

Consider Approval of the Proposed Mutual Aid Agreement Between the City of Sonora and Chicken Ranch Tribal Fire Department and Authorize the Interim Fire Chief to Sign the Agreement and any Related Documents Necessary to Implement the Agreement.

BACKGROUND:

In 2016 all Tuolumne County fire service providers entered into an agreement whereby the parties would provide mutually beneficial, reciprocal supplemental assistance in the event of fire or other local fire department related emergencies.

This is known as automatic or mutual aid and is in place to assist all jurisdictions in the event of large-scale emergencies that otherwise would overwhelm the fire department. Chicken Ranch Rancheria, through its newly formed fire department, now wishes to join this master mutual aid agreement.

DISCUSSION / ANALYSIS:

As all fire departments in Tuolumne County participate in the automatic/mutual aid agreement, adding the Chicken Rancheria Fire Department is in line with, and supports emergency operations in Tuolumne County. Having this agreement in place ensures the highest level of service available to citizens and visitors of the region.

FISCAL IMPACT:

There is no additional fiscal impact with the approval of this agreement.

ATTACHMENTS:

Attachment A- Automatic Aid- CRAA Agreement.

CITY COUNCIL AGENDA REPORT

CITY HALL

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

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

CORE COUNCIL PRIORITIES:

Public Safety and Disaster Preparedness.

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SECOND AMENDMENT
TO
AUTOMATIC AID/MUTUAL AID AGREEMENT
TUOLUMNE COUNTY FIRE SERVICE PROVIDERS

This Second Amendment (hereinafter referred to as "Second Amendment") to the Automatic Aid/Mutual Aid Agreement Tuolumne County Fire Service Providers ("Agreement") is entered into by and between the following Parties: Tuolumne County through its Fire Department, Columbia Fire Protection District, Mi-Wuk Sugar Pine Fire Protection District, City of Sonora through its Fire Department, Tuolumne Fire District, Groveland Community Services District through its Fire Department, Jamestown Fire Protection District, Twain Harte Community Services District through its Fire Department, California Department of Corrections and Rehabilitation through its Sierra Conservation Center Fire Department, Strawberry Fire Protection District, the Tuolumne Band of Me-Wuk Indians, a federally-recognized Indian tribe, and the Chicken Ranch Rancheria of Me-Wuk Indians of California ("Chicken Ranch"), a federally-recognized Indian tribe, through its Fire Department. Individually each Party is a "Department" and collectively, "Departments." The effective date of this agreement shall be September 15, 2022.

WHEREAS, in 2016 all the Parties hereto, except the Tuolumne Band of Me-Wuk Indians and the Tribe, entered into the Agreement whereby the Parties would provide mutually beneficial reciprocal supplemental assistance in the event of fire or other local fire department related emergencies of a type common to all the Parties and on September 12, 2019 amended the Agreement by entering into the "First Amendment to the Automatic Aid/Mutual Aid Agreement Tuolumne County Fire Service Providers" with the Tuolumne Band of Me-Wuk Indians" ("First Amendment"); and

WHEREAS, under Section VIII of the Agreement, any amendment of the Agreement requires the written consent of the Parties signatory to the Agreement; and

WHEREAS, the Tribe and all the Departments desire that Chicken Ranch become a signatory to the Agreement through this Second Amendment.

NOW THEREFORE, in consideration of their mutual covenants and undertakings, the Parties hereto agree to amend the Agreement as follows:

1. The Parties agree that Chicken Ranch shall become a signatory party to the Agreement and its authorized representative's information shall be added to Addendum A and an Operational Response Area Map for the Tribe shall be added to Addendum B to the Agreement.

2. The Parties further agree to add a new Section XV to the Agreement as follows:

   XV. LIMITED WAIVER OF SOVEREIGN IMMUNITY

   Subject to the provisions of, and limitations in, Chicken Ranch Tribal Council Resolution No. TC-22-10-05-03 and Chicken Ranch General Council Resolution No. GC-22-10-08-03, together attached hereto as "Addendum D" and incorporated herein by reference, Chicken

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Ranch hereby expressly provides a limited waiver of its sovereign immunity and its rights to assert sovereign immunity with respect to any claim that may be brought under Section V of the Agreement to the extent that such claims are expressly covered by the liability insurance coverage and policy limits of Chicken Ranch without regard to any deductible amount contained in the insurance policy, to have the claim resolved solely in the manner set forth in the foregoing resolutions. No other waiver of immunity shall be deemed granted by Chicken Ranch, either expressly or impliedly, under this Agreement and the waiver shall not be construed to run in favor of any third party; nor shall this Agreement be deemed to be a third-party beneficiary contract of any kind except as to those specific governmental agencies provided for herein.

3. All provisions of the Agreement shall remain in full force and effect and unchanged, except as provided herein.

[SIGNATURES ON FOLLOWING PAGE]

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IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as the day and year hereinabove written.

County of Tuolumne

By: Date

City of Sonora

By: Date

Tuolumne Fire District

By: Date

Twain Harte Community Services District

By: Date

Mi Wuk Sugar Pine Fire Protection Center District

By: Date

CDC Sierra Conservation

By: Date

Columbia Fire Protection District

By: Date

Strawberry Fire Protection District

By: Date

Groveland Community Services District

By: Date

Jamestown Fire Protection District

By: Date

Tuolomne Band of Me-Wuk Indians

By: Date

Chicken Ranch Rancheria of Me-Wuk Indians of California

By: Date

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APPROVED AS TO LEGAL FORM:

TUOLUMNE COUNTY COUNSEL

Signed by:
Cody Mesper 6/17/2025
9CE0787FD2AC493...

By: Date

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ADDENDUM D

Docusign Envelope ID: 5643A01D-B2B8-4EE6-827D-BBE6F4FF1600

RESOLUTION NO. TC-22-10-05-03

A RESOLUTION OF THE CHICKEN RANCH RANCHERIA OF ME-WUK INDIANS TRIBAL COUNCIL APPROVING THE TRIBE ENTERING INTO THE "SECOND AMENDMENT TO AUTOMATIC AID/MUTUAL AID AGREEMENT TUOLUMNE COUNTY FIRE SERVICES PROVIDERS," INCLUDING A LIMITED WAIVER OF SOVEREIGN IMMUNITY FROM SUIT PROVISION

WHEREAS, the Chicken Ranch Rancheria of Me-Wuk Indians (the "***Tribe***") is a federally recognized Indian Tribe, recognized by the United States of America through the Secretary of the Interior, as a sovereign Indian Tribe possessed with inherent powers of tribal self-government; and

WHEREAS, among the powers of inherent sovereignty vested in the Tribe is the power to determine the Tribe's own form of government, interpret its own laws, and be governed by those laws; and

WHEREAS, on June 9, 2001, the general membership of the Tribe adopted and established the "Constitution of the Chicken Ranch Rancheria of Me-Wuk Indians" (the "***Tribal Constitution***") to serve as the governing document of the Tribe; and

WHEREAS, the General Council recognizes and continues to operate under the Tribal Constitution as its governing document; and

WHEREAS, Article V, Section 1 of the Tribal Constitution declares that the General Council of the Tribe shall be comprised of every duly enrolled Tribal member who is eighteen (18) years of age or older; and

WHEREAS, Article V, Section 4 of the Tribal Constitution establishes the Tribal Council as the governing body of the Tribe, the duty to govern all people, resources, land, and water reserved to the Tribe in accordance with the Tribal Constitution and applicable Federal Law; and

WHEREAS, subject to General Council's consent to any waiver of sovereign immunity by the Tribe, Article V, Section 6 of the Tribal Constitution provides that Tribal Council has the following enumerated powers, among others: (a) to negotiate, contract or conclude agreements with private persons or organizations, and (j) to assert as a defense to lawsuits against the Tribe

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the sovereign immunity of the Tribe and also to waive the Tribe's sovereign immunity from suit for purposes of declaratory and injunctive relief; and

WHEREAS, under Article V, Section 3(e) of the Tribal Constitution, one of the powers that is exclusively reserved to the General Council is the power to waive the Tribe's immunity from suit to allow for an award of money damages against the Tribe or otherwise encumber any tribal land or revenues; and

WHEREAS, pursuant to the power granted to it in Article V, Section 5 of the Tribal Constitution, on November 16, 2017 the Tribal Council adopted Ordinance No. 17-11-16-02 "An Ordinance of the Tribal Council of the Chicken Ranch Rancheria of Me-Wuk Indians of California Establishing Immunity Defenses and Indemnifying Tribal Elected Officials, Employees, and Officers" ("**Limited Liability Ordinance**") to serve as the controlling law, along with the Tribal Constitution, for defining how the Tribe will review and vote on transactions for which a waiver of tribal sovereign immunity is included; and

WHEREAS, the Limited Liability Ordinance at Section 5.03.020, "Waiver of Sovereign Immunity of Tribe," provides:

> A. The sovereign immunity of the Tribe may be waived by a duly enacted ordinance or a resolution duly adopted pursuant to such authorizing ordinance of the Council, including this Title, explicitly waiving the Tribe's sovereign immunity from uncontested suit in any forum designated in the ordinance or resolution; provided, that such waiver shall not be general but shall be specific and limited as to duration, grantee, transaction, property or funds of the Tribe subject to the waiver, court or other forum having jurisdiction, and applicable law.
>
> B. No express waiver or sovereign immunity by duly enacted ordinance or a resolution duly adopted pursuant to such authorizing ordinance of the Council, including this Title, shall be deemed a consent to the levy of any judgment, lien or attachment upon property of the Tribe other than the property specifically pledged, assigned, or identified in the duly enacted ordinance or a resolution duly adopted pursuant to such authorizing ordinance of the Council; and

WHEREAS, the Tribe, along with Tuolumne County and all other fire districts in the County of Tuolumne desire to have an automatic aid/mutual aid agreement whereby all fire departments in the county coordinate fire response services with the County of Tuolumne; and

WHEREAS, in 2016 the County of Tuolumne and all other fire departments in the County were parties to an Automatic Aid/Mutual Aid Agreement Tuolumne County Fire Services Providers (the "Agreement" attached hereto as ***Exhibit A***) which the Tribe now desires to join as a signatory party pursuant to the attached "Second Amendment to Automatic Aid/Mutual Aid Agreement Tuolumne County Fire Services Providers" ("Second Amendment") attached hereto as ***Exhibit B***); and

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WHEREAS, the assurance of assistance set forth in the Agreement and Second Amendment shall constitutes the sole consideration or performance therefor and no party to the Agreement is obligated to reimburse any other party for any action taken or aid rendered, or for use of material damage to equipment, or liability incurred which may be in the course of rendering the firefighting or medical assistance except as expressly provided for in the agreement; and

WHEREAS, the Second Amendment contains a limited waiver of sovereign immunity provision in favor only of the parties to the Agreement and only as to enforcement of the terms of the Agreement; and

WHEREAS, the Tribal Council finds the Second Amendment satisfies the requirements of the Limited Liability Ordinance, and complies with all laws and customs of the Tribe; and

WHEREAS, the Tribal Council believes that approval of the Second Amendment is in the best interest of the Tribe and its Tribal members.

NOW THEREFORE BE IT RESOLVED, the Tribal Council hereby approves the execution, delivery and performance by the Tribe of its Obligations under the Loan and the Transaction Documents.

BE IT FURTHER RESOLVED, that the Tribal Council approves of the execution and delivery by Lloyd Mathiesen, Chairman of the Tribe, or such other representative as may be duly authorized by the Tribal Council as circumstances may require, of the Second Amendment substantially in the form attached as ***Exhibit B*** and any ancillary documents thereto and approves of the performance by the Tribe of its obligations thereunder, including all necessary acts in connection therewith.

BE IT FURTHER RESOLVED, the Tribal Council expressly, unequivocally and irrevocably approves the Tribe's limited waiver of sovereign immunity in the Second Amendment on the following terms and conditions:

1. The Tribe shall expressly provide a limited waiver of its sovereign immunity and its rights to assert sovereign immunity with respect to any claim that may be brought under Section V of the Agreement to the extent that such claims are expressly covered by the liability insurance coverage and policy limits of the Tribe without regard to any deductible amount contained in the insurance policy, to have the claim resolved solely in the manner set forth in Paragraph 2 below. No other waiver of immunity shall be deemed granted by the Tribe, either expressly or impliedly, under the Agreement and the waiver shall not be construed to run in favor of any third party; nor shall the Agreement be deemed to be a third-party beneficiary contract of any kind except as to those specific governmental agencies provided for herein.

2. (a) In the event of a dispute between the Parties to the Agreement under Section V of the Agreement, representatives from the respective Parties shall meet and confer in an effort to resolve any such dispute(s) not later than ten (10)

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calendar days after a Party has issued written notice of the dispute, unless the Parties agree in writing to an extension of time. If the parties are unsuccessful in resolving the dispute to the satisfaction of the Parties within thirty (30) calendar days after the first meeting, then any Party to the Agreement may initiate binding arbitration utilizing the services of a mutually agreed upon resource or JAMS.

(b) The arbitration shall be held at a location in Tuolumne County selected by JAMS and conducted by a single arbitrator who shall be a retired judge of the State of California. The decision of the arbitrator shall be in writing, shall be based in the governing law of the Agreement, shall be written in a manner similar to judicial decisions and shall be binding on the Parties. Judgment on the award may be entered in and enforced by any court which has the power to compel the arbitration as described herein. If the Parties cannot agree on the arbitrator, JAMS shall be apprised in writing of the specific issues and facts in dispute and JAMS shall provide each Party with the name of three retired judges from the JAMS panel who have experience in similar contractual disputes. Each Party may strike one name and the remaining retired judge shall be the arbitrator. If each Party strikes the same name, JAMS shall select one of the remaining two retired judges as the arbitrator. Each Party will bear its own costs, attorneys' fees and proportional share of the costs and expenses of JAMS and the arbitrator.

(c) The California Rules of Civil Procedure and the California Rules of Evidence and law shall apply, but the entirety of the arbitration, inclusive of discovery, exhibits and testimony shall be kept confidential.

(d) The sole means by which arbitration may be compelled under the Agreement shall be through the Federal Courts of the United States or the Intertribal Court of Southern California.

(e) Nothing in this Paragraph 2 is to be construed to preclude, limit, or restrict the ability of the Parties to pursue, by mutual written agreement, any other method of dispute resolution, including, but not limited to, mediation provided that no Party is under any obligation to agree to such alternative method of dispute resolution.

BE IT FURTHER RESOLVED that upon approval by the Tribal Council, and execution and delivery by the Tribal Chairman or another duly authorized representative of the Tribal Council and following the General Council's consent by resolution of the Tribal Council approving the Tribe entering into the Second Amendment, the agreement shall become a legal, valid, and binding obligation of the Tribe, enforceable in accordance with its terms.

BE IT FURTHER RESOLVED, in the event it is determined that any portion of this resolution is inaccurate or invalid for any reason, such inaccuracy or invalidity shall not affect the remainder of this resolution, which shall remain valid and in full force and effect.

BE IT FINALLY RESOLVED, this resolution shall become effective as of the date and time of its passage and approval by the Tribal Council.

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CERTIFICATION

This is to certify that the foregoing resolution and action was approved by the Chicken Ranch Rancheria of Me-Wuk Indians Tribal Council, at a duly noticed and convened Tribal Council meeting held on Wednesday, October 5, 2022, and was approved by a vote of 3 For 0 Against with 0 Abstaining, and that this Resolution has not been amended or rescinded in any way.

Lloyd R. Mathiesen, Chairman

Donna Mathiesen, Secretary

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THE CHICKEN RANCH RANCHERIA OF ME-WUK INDIANS GENERAL COUNCIL

RESOLUTION NO. GC-22-10-08-03

A RESOLUTION OF THE CHICKEN RANCH RANCHERIA OF ME-WUK INDIANS GENERAL COUNCIL CONSENTING TO THE TRIBAL COUNCIL'S APPROVAL OF THE TRIBE ENTERING INTO THE "SECOND AMENDMENT TO AUTOMATIC AID/MUTUAL AID AGREEMENT TUOLUMNE COUNTY FIRE SERVICES PROVIDERS," INCLUDING A LIMITED WAIVER OF SOVEREIGN IMMUNITY FROM SUIT PROVISION

WHEREAS, the Chicken Ranch Rancheria of Me-Wuk Indians (the "**Tribe**") is a federally recognized Indian Tribe, recognized by the United States of America through the Secretary of the Interior, as a sovereign Indian Tribe possessed with inherent powers of tribal self-government; and

WHEREAS, among the powers of inherent sovereignty vested in the Tribe is the power to determine the Tribe's own form of government, interpret its own laws, and be governed by those laws; and

WHEREAS, on June 9, 2001, the general membership of the Tribe adopted and established the "Constitution of the Chicken Ranch Rancheria of Me-Wuk Indians" (the "**Tribal Constitution**") to serve as the governing document of the Tribe; and

WHEREAS, the General Council recognizes and continues to operate under the Tribal Constitution as its governing document; and

WHEREAS, Article V, Section 1 of the Tribal Constitution declares that the General Council of the Tribe shall be comprised of every duly enrolled Tribal member who is eighteen (18) years of age or older; and

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WHEREAS, Article V, Section 4 of the Tribal Constitution establishes the Tribal Council as the governing body of the Tribe, the duty to govern all people, resources, land, and water reserved to the Tribe in accordance with the Tribal Constitution and applicable Federal Law; and

WHEREAS, Article V, Section 3 of the Tribal Constitution exclusively reserves to the General Council certain powers and declares that any exercise of these powers by the Tribal Council shall not be effective unless the General Council has given its consent to such action by written resolution of the majority vote of the General Council; and

WHEREAS, under Article V, Section 3(e) of the Tribal Constitution, one of the powers that is exclusively reserved to the General Council is the power to waive the Tribe's immunity from suit to allow for an award of money damages against the Tribe or otherwise encumber any tribal land or revenues; and

WHEREAS, Article V, Section 6(p) of the Tribal Constitution states that the Tribal Council has the power "[t]o assert as a defense to lawsuits against the Tribe the sovereign immunity of the Tribe and to waive the Tribe's sovereign immunity from suit for purposes of declaratory and injunctive relief, except that no waiver of sovereign immunity for the purpose of money damages can be made by the Tribal Council without the prior approval of the General Council;" and

WHEREAS, subject to Article V, Section 3(e) of the Tribal Constitution, Tribal Council is empowered under Article V, Section 6 of the Tribal Constitution to (i) negotiate, contract or conclude agreements with private persons or organizations; and

WHEREAS, the Tribe, along with Tuolumne County and all other fire districts in the County of Tuolumne desire to have an automatic aid/mutual aid agreement whereby all fire departments in the county coordinate fire response services with the County of Tuolumne; and

WHEREAS, in 2016 the County of Tuolumne and all other fire departments in the County were parties to an Automatic Aid/Mutual Aid Agreement Tuolumne County Fire Services Providers (the "**Agreement**" attached hereto as ***Exhibit A***) which the Tribe now desires to join as a signatory party pursuant to the attached "Second Amendment to Automatic Aid/Mutual Aid Agreement Tuolumne County Fire Services Providers" ("**Second Amendment**") attached hereto as ***Exhibit B***); and

WHEREAS, the assurance of assistance set forth in the Agreement and Second Amendment shall constitute the sole consideration or performance therefor and no party to the Agreement is obligated to reimburse any other party for any action taken or aid rendered, or for use of material damage to equipment, or liability incurred which may be in the course of rendering the firefighting or medical assistance except as expressly provided for in the agreement; and

WHEREAS, the Second Amendment contains a limited waiver of sovereign immunity provision in favor only of the parties to the Agreement and only as to enforcement of the terms of the Agreement; and

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WHEREAS, the General Council believes that approval of the Second Amendment is in the best interest of the Tribe and its Tribal members.

NOW THEREFORE BE IT RESOLVED, the General Council hereby expressly, unequivocally and irrevocably consents to Tribal Council's approval of the Tribe's limited waiver of sovereign immunity in the Second Amendment on the following terms and conditions:

1. The Tribe shall expressly provide a limited waiver of its sovereign immunity and its rights to assert sovereign immunity with respect to any claim that may be brought under Section V of the Agreement to the extent that such claims are expressly covered by the liability insurance coverage and policy limits of the Tribe without regard to any deductible amount contained in the insurance policy, to have the claim resolved solely in the manner set forth in Paragraph 2 below. No other waiver of immunity shall be deemed granted by the Tribe, either expressly or impliedly, under the Agreement and the waiver shall not be construed to run in favor of any third party; nor shall the Agreement be deemed to be a third-party beneficiary contract of any kind except as to those specific governmental agencies provided for herein.

2. (a) In the event of a dispute between the Parties to the Agreement under Section V of the Agreement, representatives from the respective Parties shall meet and confer in an effort to resolve any such dispute(s) not later than ten (10) calendar days after a Party has issued written notice of the dispute, unless the Parties agree in writing to an extension of time. If the parties are unsuccessful in resolving the dispute to the satisfaction of the Parties within thirty (30) calendar days after the first meeting, then any Party to the Agreement may initiate binding arbitration utilizing the services of a mutually agreed upon resource or JAMS.

   (b) The arbitration shall be held at a location in Tuolumne County selected by JAMS and conducted by a single arbitrator who shall be a retired judge of the State of California. The decision of the arbitrator shall be in writing, shall be based in the governing law of the Agreement, shall be written in a manner similar to judicial decisions and shall be binding on the Parties. Judgment on the award may be entered in and enforced by any court which has the power to compel the arbitration as described herein. If the Parties cannot agree on the arbitrator, JAMS shall be apprised in writing of the specific issues and facts in dispute and JAMS shall provide each Party with the name of three retired judges from the JAMS panel who have experience in similar contractual disputes. Each Party may strike one name and the remaining retired judge shall be the arbitrator. If each Party strikes the same name, JAMS shall select one of the remaining two retired judges as the arbitrator. Each Party will bear its own costs, attorneys' fees and proportional share of the costs and expenses of JAMS and the arbitrator.

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(c) The California Rules of Civil Procedure and the California Rules of Evidence and law shall apply, but the entirety of the arbitration, inclusive of discovery, exhibits and testimony shall be kept confidential.

(d) The sole means by which arbitration may be compelled under the Agreement shall be through the Federal Courts of the United States or the Intertribal Court of Southern California.

(e) Nothing in this Paragraph 2 is to be construed to preclude, limit, or restrict the ability of the Parties to pursue, by mutual written agreement, any other method of dispute resolution, including, but not limited to, mediation provided that no Party is under any obligation to agree to such alternative method of dispute resolution.

BE IT FURTHER RESOLVED, upon approval of this resolution and the resolution of the Tribal Council and execution and delivery as provided in such resolution, the Second Amendment shall become a legal, valid, and binding obligation of the Tribe, enforceable in accordance with its terms.

BE IT FURTHER RESOLVED, in the event it is determined that any portion of this resolution is inaccurate or invalid for any reason, such inaccuracy or invalidity shall not affect the remainder of this resolution, which shall remain valid and in full force and effect

BE IT FINALLY RESOLVED, this resolution shall become effective as of the date and time of its passage and approval by the General Council.

[Certification Page Follows]

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CERTIFICATION

This is to certify that the foregoing resolution and action was approved by the Chicken Ranch Rancheria of Me-Wuk Indians General Council at a duly noticed and convened special meeting of the General Council on Saturday October 8, 2022, at which a quorum was present throughout, and was approved by a vote of 8 For 0 Against with 0 Abstaining, of the 22 Tribal members eligible to vote, and that this Resolution has not been amended or rescinded in any way.

Lloyd R. Mathiesen, Chairman

Donna Mathiesen, Secretary

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 21, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Summersett, Community Development Director

SUBJECT: Receive a Presentation from Adam Frese, Westside Forestry Consulting, Outlining the Recommended Fuel Treatments for Dragoon Gulch as part of a CalFire Funded Wildfire Protection Project in Partnership with the Firesafe Council and Tuolumne County Resource Conservation District (RCD).

RECOMMENDATION:

Receive a Presentation from Westside Forestry Consulting on Recommended Treatments for Dragoon Gulch and Consider Giving Direction to Project Partners on the Preferred Fuel Treatment for Dragoon Gulch Trail Network.

BACKGROUND:

Dragoon Gulch is a vital community resource that is one of the gems of the City. The area is nearly a hundred acres with approximately 4 miles of natural surface and paved trails available. This oak studded woodland is centrally located and widely appreciated by surrounding neighbors, visitors and those coming to and through the downtown, in addition to cross country participants at Sonora High and local mountain bike club Sonora MTB. The City has a caretaker who helps manage and maintain the area and an agreement with Columbia College to utilize the area for student training and development.

DISCUSSION / ANALYSIS:

The Dragoon Fuels Reduction is a 90-acre project in the interface of the Local Responsibility Area (City of Sonora) and the State Responsibility Area. Dragoon Fuels Reduction is located approximately half in the City of Sonora, including City-owned and private property, and half in the surrounding SRA. The Dragoon Gulch area is high wildfire risk for wildfire ignition and the greatest risk in the City of Sonora. The project has three treatment components—maintenance/mastication of the existing fire break/dozer line that was constructed to protect Sonora during the 2021 Washington Fire; a 17 acre, approximately 200 feet wide Shaded Fuel Break along Dragoon Circle/Ponderosa Lane/Cottage Court to protect those homes and the Sonora Knolls Subdivision; and fuels reduction, mainly mastication, along the ridge from the edge of the dozer line to Race Track Road. Mastication treatment is 73 acres and hand treatment 17 acres. The Dragoon Fuels Reduction will provide protection to a minimum of 6,000 habitable structures.

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

Project Timeline

Landowner access – In Process/Complete

Environmental surveys – In Process
CEQA (environmental) approval by Fall
Treatment to begin late Fall if all goes well (ambitious)

The presentation before the Council are the recommended treatments specific to the Dragoon Gulch portions of the project. Due to the popularity of the trail network, the Staff wants to ensure that the right treatments are selected protecting both the community experience on the trail while reducing Wildfire risk and improving the ability to protect the City should wildfire threaten Sonora.

FISCAL IMPACT:

There is no fiscal impact, this project is being funded by Cal Fire and managed by the Fire Safe Council, along with the Tuolumne County Resource Conservation District. Some staff time will be involved in reviewing and approving of final fuels reduction proposal for Dragoon Gulch, but these costs will be covered in existing budgets.

The Project award is $510,496.00

ATTACHMENTS:

Presentation of Treatment Recommendations for Dragoon Gulch

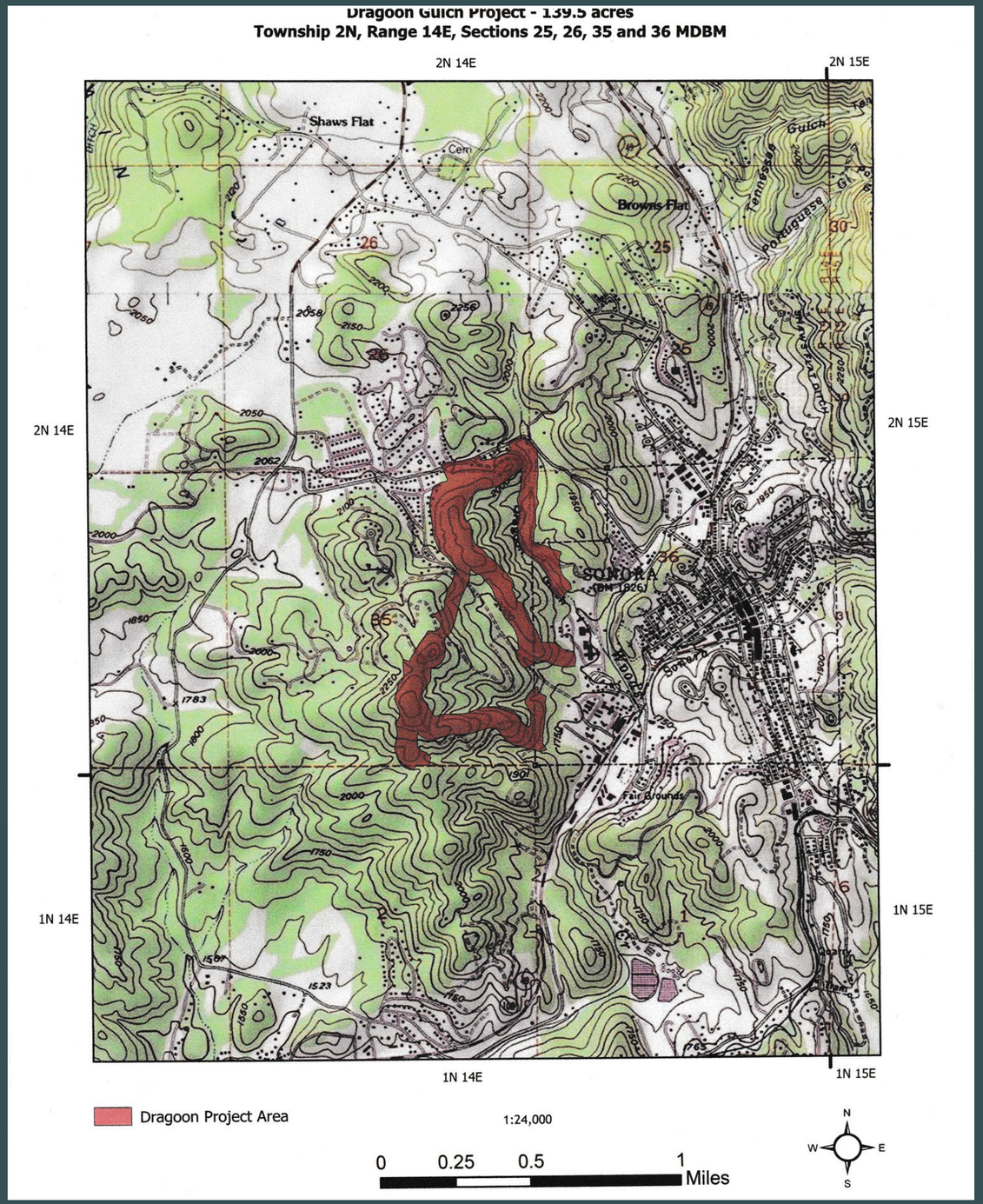
CORE COUNCIL PRIORITIES:

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

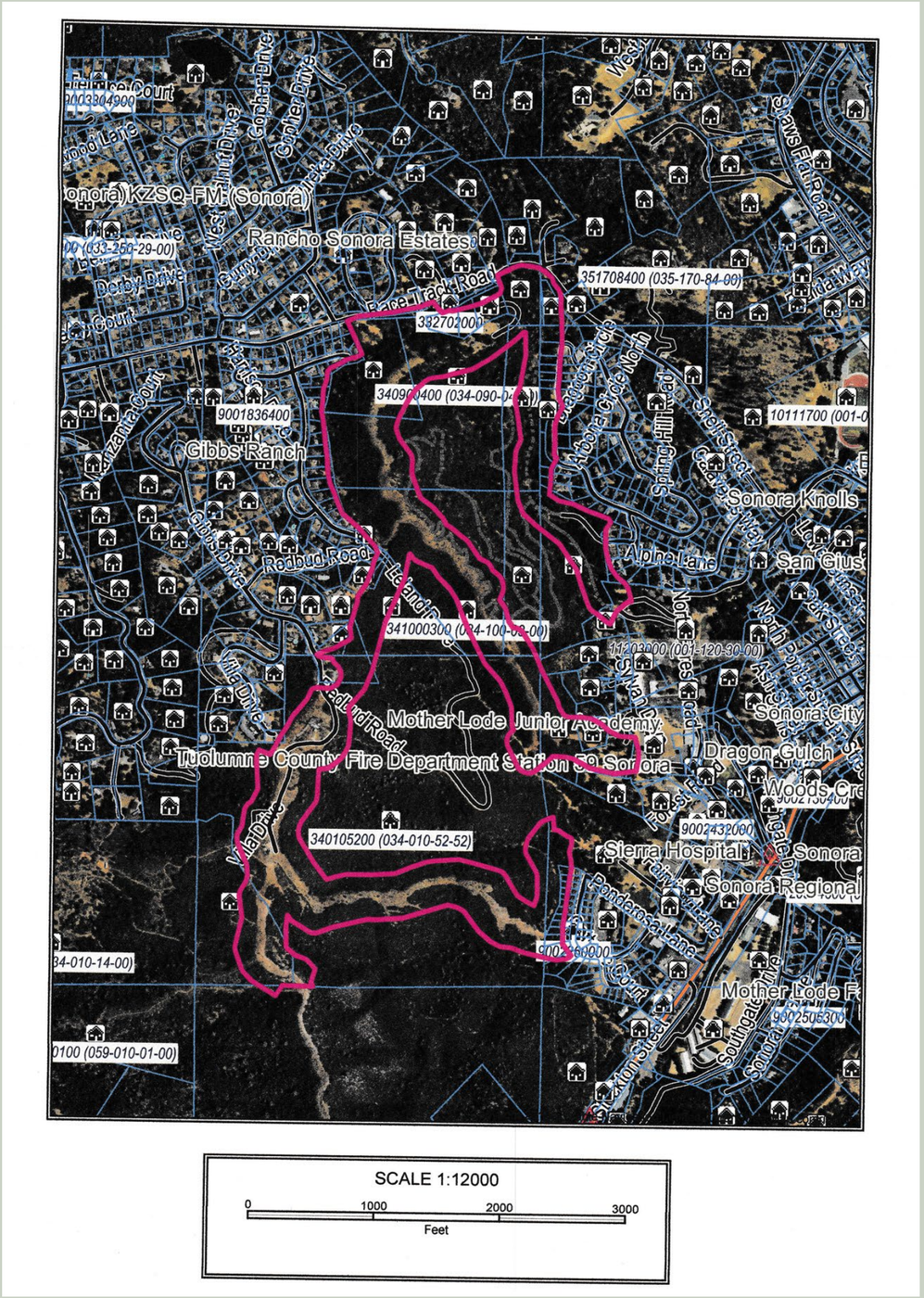
Westside Forestry Consulting, Inc.

Dragoon Gulch Fuel Reduction

Map 1


Dragoon Gulch Project - 139.5 acres
Township 2N, Range 14E, Sections 25, 26, 35 and 36 MDBM
2N 14E
2N 15E
1N 14E
1N 15E
Shaws Flat
Browns Flat
SONORA
(BM 1926)
Fair Grounds
Dragoon Project Area
1:24,000
0 0.25 0.5 1 Miles
N
W
E
S

Map 2


Rancho Sonora Estates
Gibbs Ranch
Sonora Knolls
Mother Lode Junior Academy
Tuolumne County Fire Department Station 30 Sonora
Dragon Gulch
Sierra Hospital
Sonora Regional
Sonora City
Woods Cre
Mother Lode F
Race Track Road
Redbud Road
Alpine Lane
Shell Street
Spring Hill Road
Cedar Drive
Derby Drive
Gibbs Drive
Valley Drive
Pendergast Lane
Solitgate Drive
Sonora Parkway
Stockton Street
Snows Flat Road
Woodland Court
Mountain Creek North
Mountain Creek
Lee and Fo
Ridge Road
Norris Road
North Dodge
Ash Street
Park Street
Lane
Court
Drive
Road
Lane
Street
Parkway
Highway
KZSQ-FM (Sonora)
382702000
351708400 (035-170-84-00)
9001836400
340900400 (034-090-04-00)
341000300 (034-100-03-00)
340105200 (034-010-52-52)
10111700 (001-0
11203000 (001-120-30-00)
9002432000
9002505300
(033-250-29-00)
34-010-14-00)
0100 (059-010-01-00)
SCALE 1:12000
0
1000
2000
3000
Feet

Current condition: dozer line from Washington Fire





Current condition: Looking down Washington Fire dozer line toward Redbud Road

Current condition: Creekside trail





Current condition: Creekside trail

Current condition: Creekside trail with house in background





Current condition: Creekside trail

Current condition: Creekside trail





Current condition: Summit trail facing north

Current condition: Summit trail facing north





Current condition: wind row of brush left behind by dozer

Current condition: wind row left behind by dozer



Scope of work

- Masticate brush growing in dozer lines. Retain some oak regeneration in dozer lines
- Masticate or pile and burn wind rows of brush created during fire line construction
- Masticate, chip, or pile and burn approximately 100 feet on either side of the dozer lines and in selected areas to create a shaded fuel break condition. Space trees or clumps of brush 25 feet apart
- Masticate, chip, or pile and burn brush and trees less than 12 inches diameter at brea height to achieve spacing
- Prune residual trees to a height of 8 feet above ground level

Examples of shaded fuel breaks from areas with similar conditions





Examples of shaded fuel breaks from areas with similar conditions

Examples of shaded fuel breaks from areas with similar conditions





Examples of shaded fuel breaks from areas with similar conditions

Examples of shaded fuel breaks from areas with similar conditions





Examples of shaded fuel breaks from areas with similar conditions

Examples of shaded fuel breaks from areas with similar conditions





Examples of shaded fuel breaks from areas with similar conditions

Questions for Sonora City

- Protection measures for Dragoon Gulch trails
    - No operations buffer or hand work only within a certain distance?
- Potential trail closures when equipment is working adjacent to the trails
- Any considerations concerning timing of operations?
- Any concerns regarding proposed location?

Questions?

Thank You

Westside Forestry Consulting, Inc.

CITYGATE
ASSOCIATES

600 COOLIDGE DRIVE, SUITE 150 ▪ FOLSOM, CA 95630 ▪ PH (916) 458-5100 ▪ FX (916) 983-2090

July 3, 2025

Melissa Eads, City Administrator
City of Sonora
94 Washington Street
Sonora, CA 95370
meads@sonoraca.com

RE: ORGANIZATIONAL REVIEW AND BUDGET STABILIZATION STUDY UPDATE

Dear Melissa Eads:

Citygate Associates, LLC (Citygate) is pleased to once again serve the City of Sonora (City) to provide an update to the Organizational Review and Budget Stabilization Study originally completed in November 2023. As we did when we conducted the original study, Citygate found City staff to be professional, knowledgeable, and helpful.

During the original study, after extensive input from residents, key stakeholders, and employees, the Council identified 69 Tier 1 priorities costing an estimated $11.5 million. This update focuses on the 30 Tier 1 priorities recommended by Citygate based on the Tier 1 priorities identified by City Council. The primary source available to fund these Tier 1 priorities were those anticipated for the Measure Y sales tax ballot measure approved by the voters in November 2022. Although the anticipated Measure Y funds were approximately $4 million, staff estimated approximately $2.8 million would be available to address Tier 1 priorities after addressing the anticipated General Fund operating deficit. Based on the anticipated Measure Y available proceeds, Citygate recommended that 30 (17 one-time and 13 on-going) of the Tier 1 priorities be funded during the next eighteen months to two years, which will end in June 2025. The original estimated cost of these 30 Tier 1 priorities totaled approximately $2.55 million. 17 of the recommended Tier 1 priorities consisted of one-time expenditures estimated at a cost of approximately $1.52 million. The remaining 13 recommended Tier 1 priorities were considered on-going expenditures with an estimated costs of approximately $1.03 million.

This report focuses on the 30 Citygate recommended priorities, including their status, circumstances impacting their completion, actual or anticipated funding changes, revisions necessary, if any, and 23 resultant recommendations.

To complete this study, Citygate interviewed 10 management staff and reviewed applicable documents. Citygate finds the City has either completed or is currently completing 90 percent of the 30 recommended Tier 1 priorities. Staff also initiated four Tier 1 priorities that were identified by Council but not part of the 30 Citygate-recommended priorities. This level of achievement illustrates the dedication of City staff even under less-than-ideal circumstance. Staff continues to experience workload issues as a result of the lack of adequate staffing. Though the City has added FTEs since the previous Citygate report, staff levels remain approximately 19 percent below that of 2007. Despite this situation, Citygate cautions the City regarding hiring additional staff, which represents an on-going expense and should be carefully evaluated to ensure that the City's long-term fiscal sustainability remains intact. FY 25/26 General Fund revenue estimates have declined approximately $1.2 million since FY 23/24 primarily due to losing three significant retail businesses (sales tax revenues). In addition, City staff has determined that the backlog for capital and infrastructure improvements totals approximately $75 million. As an example, per a pavement condition assessment completed by the City in July 2024, almost eighty percent of the City's streets and roads have a remaining service life of 6 years or less. Compounding these situations are the general economic uncertainties resulting from Federal tariffs and other Federal policies that could impact the State and City fiscal condition. Situations such as these require prudent action, such as maximizing reserve set-asides, to maintain fiscal stability. Citygate thus concurs with City management establishing new reserve levels. Per City staff, estimated General Fund reserves as of the end of FY 24/25 totaled approximately $12.2 million consisting mostly of reserves to address future impacts of labor agreements with the five labor groups (next five years), meet reserve policy requirements, and other reserves assigned to address future operational needs, leaving approximately $1.6 million as unassigned. City staff recommended that this $1.6 million be used to assist in addressing supplemental budget requests of City departments. Citygate also concurs with the staff recommendation to maintain a status-quo budget for FY 25/26 and review its fiscal situation at mid-year to determine what, if any, adjustments can be made.

Although Measure Y provides significant funding for the City to address some of its operational shortfalls, it alone will not address all of the fiscal issues the City faces. The City should continue to explore other potential sources of revenue and cost saving efficiencies.

TIER 1 PRIORITIES STATUS

As reflected in the following table, the revised estimated amount of Measure Y funds already spent or allocated to be spent for the recommended Tier 1 priorities totals approximately $2.6 million, which is slightly above original estimates. The City also spent or has allocated approximately $359,000 of other City funds for Tier 1 priorities.

Table 1—Tier 1 Priorities Activity Recap

Recap	
One-Time	
Total Revised Resources Needed	$1,608,500
Measure Y Resources Allocated/Spent	$1,523,500
Other City Funds Allocated/Spent	$85,000
Balance	$0
On-Going	
Total Revised Resources Needed	$1,340,950
Measure Y Resources Allocated/Spent	$1,066,950
Other City Funds Allocated/Spent	$274,000
Balance	$0
Totals	
Total Measure Y Allocated/Spent on Tier 1 Priorities	$2,590,450
Total Other City Funds Allocated/Spent on Tier 1 Priorities	$359,000
Total Allocated/Spent on Tier 1 Priorities	$2,949,450

Details regarding the status of the Tier 1 priorities are provided in **Appendix A**.

HIGH-LEVEL FISCAL UPDATE

The following table presents the City's five-year General Fund forecast as produced by City staff. The FY 24/25 unassigned fund balance, per City staff, includes a change in the reserve allocation methodology.

Table 2—Projected General Fund Operating Results

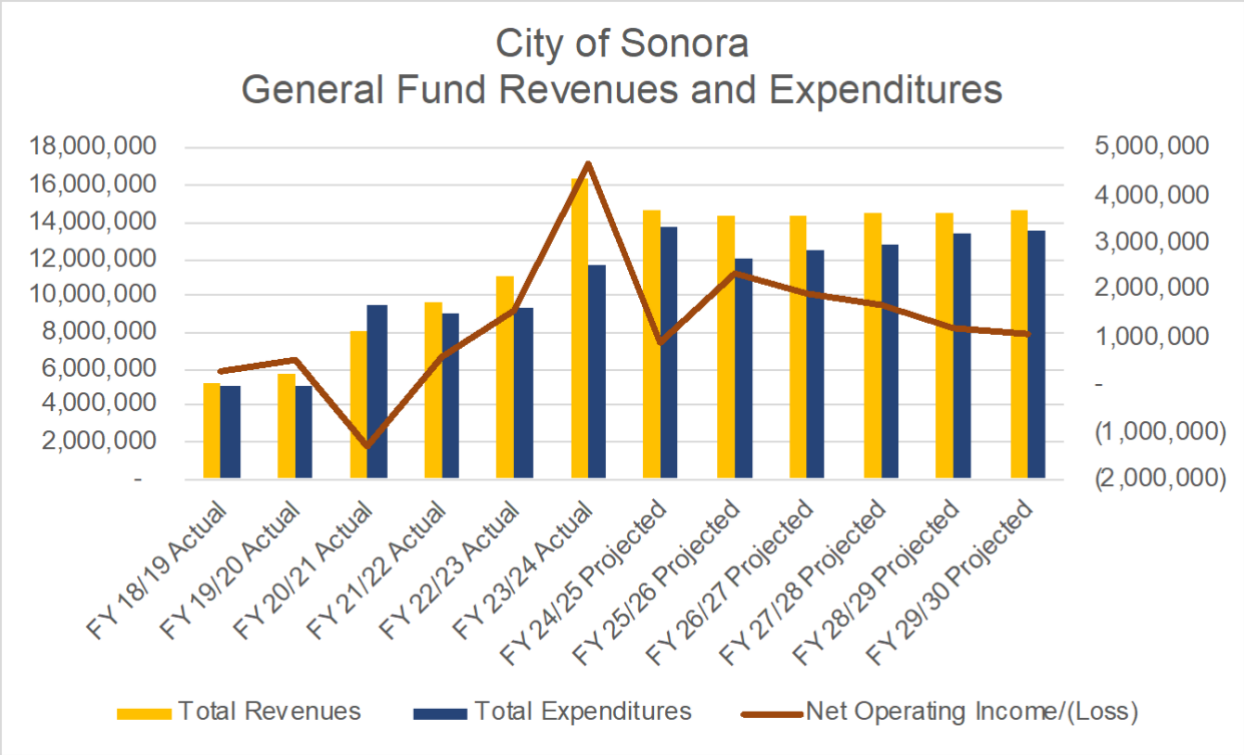
Fiscal Component	FY 23/24 Actual	FY 24/25 Projected	FY 25/26 Proposed	FY 26/27 Projected	FY 27/28 Projected	FY 28/29 Projected	FY 29/30 Projected
Revenues							
Taxes	11,523,083	10,946,300	9,504,200	9,515,000	9,633,020	9,728,650	9,798,290
All Other	4,845,064	3,736,400	4,858,940	4,830,600	4,845,500	4,792,810	4,822,720
Total Revenues	**16,368,147**	**14,682,700**	**14,363,140**	**14,345,600**	**14,478,520**	**14,521,460**	**14,621,010**
Expenditures							
Pre Strategic Plan	11,696,416	13,760,750	11,973,725	12,425,500	12,786,500	13,350,200	13,521,500
Total Expenditures	**11,696,416**	**13,760,750**	**11,950,225**	**12,425,500**	**12,786,500**	**13,350,200**	**13,521,500**
Net Operating Income/(Loss)	4,671,731	921,950	2,389,415	1,920,100	1,692,020	1,171,260	1,099,510
Ending Unassigned Fund Balance	**9,731,628**	**12,154,317**	**14,543,732**	**16,463,832**	**18,155,852**	**19,327,112**	**20,426,622**

The operating surpluses shown in the previous table do not reflect General Fund amounts that will be needed to maintain reserves, address potential economic downturns, address capital infrastructure needs, and other Tier 2 and Tier 3 priorities.

Given fiscal uncertainties, all Tier 2 priorities listed in the Strategic and Implementation Plan requiring an expenditure in FY 25/26 should be carefully reviewed and adjusted where necessary based on fiscal conditions.

The following figure illustrates the revenue, expenditure, and operating results over the last six fiscal years and the projected amounts through FY 29/30. The spike between FY 22/23 and FY 23/24 represents a full year of Measure Y receipts.

Figure 1—General Fund Revenues and Expenditures



Measure Y represents a significant increase in revenue and Citygate recommends the City develop a dashboard reflecting Measure Y collections and usage that is readily available to the public. Also, the City should increase its marketing of the use of Measure Y funds through signage and other means to ensure that the public is aware of projects for which Measure Y funds are used.

An option available to the City to address capital project needs, such as public facilities construction/renovation and infrastructure, is through the issuance of debt. This allows the City to leverage identified revenue streams, such as Measure Y funds, to complete needed capital projects sooner than would be the case when waiting for the cash to accumulate. Citygate, as suggested in

Citygate's previous report, recommends that the City review this option to address immediate capital and infrastructure needs where funds are not currently available.

ACCOMPLISHMENTS

Based on staff report**s** during the budget workshop, staff has an impressive number of accomplishments since Citygate's report. Although the following bullets reflect many of the key accomplishments within each department or function, they do not represent all of them.

Administration

- Assumed some administrative duties for the County Local Agency Formation Commission (LAFCO)
- Allocated and funded CalPERS unfunded liability first year contribution to help reduce impact of pension costs
- Reclassified the Administrative Services Director to Assistant City Administrator to help improve management efficiency and succession planning
- Consolidated City Clerk and Human Resources Director responsibilities to improve operational efficiencies and provide cost savings
- Negotiated a 2 percent reduction in sales tax share with the County
- Updated reserve and investment policies to conform with best practice
- Changed auditor to conform with best practice and continued to receive unqualified auditor opinion on Annual Comprehensive Financial Report (ACFR)
- Audited cannabis dispensaries to ensure compliance with City regulations
- Completed internal fee study on some of the fees (comprehensive fee study is still needed)
- Expanded fleet program to include Public Works Department vehicles
- Completed and implemented Citywide compensation study
- Negotiated five-year labor agreements with three of five labor groups

Community Development

- Hired a code enforcement official part-time (two days) to improve inspections for code regulations
- Implemented iWorQ online permitting software (fully implemented for the Building Department, the code enforcement function, the business licensing function, and nearly implemented for the Public Works Department pavement and signage functions)
- Updated the short-term rental ordinance addressing approximately 40 properties
- Completed the majority of the fee study
- Set aside $300,000 as an initial reserve for the General Plan
- Completed the shopping cart ordinance with code enforcement staff to support it
- Completed the locals first program in coordination with the Economic Development Department
- Completed four Citywide events
- Completed Emergency Operations Plan pending adoption
- Completed new CALFIRE maps
- Completed many projects, some of which include:
  - Expanding Farmers' Market (Stewart Street with art, crosswalks, trash cans, and shade structures)
  - Pickle Ball Court at Woods Creek Rotary Park
- Entered into partnership with Habitat for Humanity for a four-unit residential complex project on Stewart Street and is writing a $1 million CDBG grant
- Writing a Request for Proposal (RFP) to identify new potential waste management services
- Working on a cannabis distribution ordinance
- Working on a vacant property registration program

Public Safety

- Made big strides for many elements of the police facilities assessment
- Completed repeater project/upgrade
- Purchased new rifles
- Completed mobile and car radios upgrade
- Completed cleaning and clearing of High Fire Severity Zone
- Updated Computer Aided Dispatch (CAD) system
- Implemented multifactor authenticators for computers / cell phones
- Updated workstations
- Completed employee wellness center/gym is opening soon
- Completed the POST Police Management Study
- Acquired new leased vehicles

Homelessness

- Hired a Homelessness Outreach Coordinator (grant funded)
- Completed encampment ordinance
- Created the Homelessness Outreach Support Team (HOST) to provide a multi-jurisdictional approach to homelessness issues that are in the field on a monthly basis
- Created durable information cards that are distributed to people experiencing homelessness reflecting available assistance options

Public Works

- Working on a sidewalk inventory
- Working on a pavement database
- Terminated prior City Engineer contract and cleaning up files to better administer engineering related files and programs

GENERAL OBSERVATIONS

Citygate's general observations include:

- Significant amount (90 percent) of recommended Tier 1 priorities have either been completed or initiated, which is commendable given staffing and other issues
- Morale has improved since Citygate's last visit
- People feel supported
- Training opportunities and funding are available; however, heavy workloads do not allow time for all trainings/certifications/innovation
- Team building and appreciation is needed but challenged due to workload
- High demand, high standards, and sometimes unrealistically high expectations (community, elected officials) do not always align with reality of workloads

REVISED RECOMMENDATIONS

The following is a summary of the revised recommendations identified by applicable department

Administration

Recommendation #1:	Continue to explore methods to delegate management of public works function to allow City Administrator to focus on more big-picture issues impacting the City.
Recommendation #2:	Continue to creativity and significantly enhance marketing and public outreach efforts to inform community on Measure Y fund updates, items coming soon, and accomplishments throughout the year.
Recommendation #3:	Discuss the priorities list with the City Council given the new financial forecast and make necessary adjustments to the Strategic Plan.

Recommendation #4:	Assess and eliminate many of the current committees. As a best practice, consider a total of three to five committees with a goal of more effective, efficient, and action-based approaches. Recommend keeping the Planning Commission, Safety Committee, and the Finance Committee.
Recommendation #5:	Create a new ad hoc, action-based, limited-term committee to support quality of life items, including arts, culture, tourism, shade structures, and the anti-graffiti tools.
Recommendation #6:	Ensure that financial forecasting methodology is understood and accepted by the Council to ensure long-term focus on decision making (previously recommended).
Recommendation #7:	Develop a dashboard to reflect how Measure Y funds will be used and monitored, and establish a regular update schedule for access by the public to improve transparency.
Recommendation #8:	Administrative Services Department staff should continue to review GFOA best practices referenced in Citygate's Organizational Review and Budget Stabilization Study and use them as a guide when enhancing its written policies for the City (previously recommended).
Recommendation #9:	The City should formalize the development of performance measures per GFOA best practice as a tool to gauge operational effectiveness (previously recommended).

Recommendation #10:	The City should continue identifying weaknesses in its critical operational areas, particularly in the Administrative Services Department, and develop a succession plan, including structured cross-training and/or reclassifications, to help address unanticipated operational disruption due to loss of staff or other operational emergencies (previously recommended).
Recommendation #11:	The Administrative Services Department should be provided with a supervisory level financial FTE, such as a Lead Accountant or Accounting Manager, to provide a succession path for the Department and to enhance separation of duties and internal control. Although listed here as a continuing recommendation, this and any on-going costs are recommended to be put on hold and evaluated during the mid-year review process due to the current fiscal situation.
Recommendation #12:	Revise CIP document to better differentiate between actually anticipated funding sources and what is anticipated in the five-year fiscal forecast estimates.
Recommendation #13:	Revise the reserve policy to better delineate reserve allocation and goals, such as percentages or amounts for: • Emergencies • Uncertainties • Equipment replacement • Infrastructure and facilities replacement/improvement • Labor

Recommendation #14:	Reserves should be maximized to guard against an uncertain economy which could impact service levels given the following factors: • $1 million loss of sales tax revenues over the last two years (9 percent) • Recent loss of major retail businesses • Uncertain Federal tariff impacts • Labor costs already negotiated in addition to future negotiations • Large capital improvement backlog
Recommendation #15:	Complete the comprehensive fee review and update it to ensure City is receiving appropriate cost recovery for non-general services rendered.
Recommendation #16:	Develop a matrix to add personnel which identifies criteria for adding FTEs (i.e., economic conditions, available technology, process improvement capacity, consulting opportunities, etc.) and present it to the City Council for feedback.
Recommendation #17:	Maintain a status quo budget with supplemental requests identified by staff during the budget process; review the supplemental requests mid-year to determine if changes are warranted.

Public Safety

Recommendation #18:	Evaluate the Tier 2 staffing priorities from Citygate's November 2023 Organizational Review and Budget Stabilization Study; also evaluate the Police Management Study from August 2024 by Police Officers Standards and Training (POST).
Recommendation #19:	Seek additional grant funding opportunities for areas such as staffing, equipment, and facilities; there may be potential opportunities in coordination with Economic Development Department grant identification resources.

Community Development

Recommendation #20:	Complete a partial update to the Sonora 2020 General Plan and adjust funding set-aside to $300,000, which has already been set aside during FY 24/25 instead of the $1 million goal identified in the five-year Strategic Plan.
Recommendation #21:	Utilize current $250k (FY 25/26) General Plan allocation over next two years toward the following: • Economic Development: Staffing ($25k) – including potential grant support • Economic Development: Businesses incentive programs ($25k) • Economic Development: New ad hoc (action/delivery based) art committee ($75k) – supports tourism, anti-graffiti tools, arts/culture, and quality of life (for example consider an expansion shade system for Mono Way) • Community Development: Light internal assessment of General Plan for critical priority items for a partial update • Community Development: Request for proposal for General Plan (allocation from the current $300k set-aside); target zoning areas for development (growth areas) and land use designation updates as needed, annexation, sphere of influence, and environmental impact ($28k) • Public Works: Re-striping ($72k) • PIO/Communications ($25k)

Public Works

Recommendation #22:	Seek grant funding opportunities to replace the main drain.
Recommendation #23:	Review financing options, such as issuance of debt, to leverage existing resources to provide funding for critical infrastructure needs.

Table 3—Top Ten Methodologies Used for Implementation and Prioritization

Methodology	Description
Balanced Approach	One size does not fit all. Spread the opportunities, resources, and funding throughout different goals.
Sequential Sense	Do not put the cart before the horse. Thoughtfully consider a plan and find efficient approaches to solving various challenges.
Input Considerations	Collect extensive and unbiased input from the community, volunteers, staff, and elected officials in a collaborative approach.
Data	Collect and analyze relevant data.
Fiscal Care	What can be funded and how can it support long-term fiscal stability?
Voting Priorities	Who was involved and how were the priorities determined? Utilize the voting in an appropriately weighted approach.
RICE Approach	***R**each* (how many people are impacted by this decision/choice), ***I**mpact* (how are these people impacted; massively, high, medium, or low), ***C**onfidence* (gut instincts and awareness to emotionally charged or politically sensitive situations), ***Effort*** (what will it take to really accomplish this goal).
Capacity	Understand limitations. Work towards appropriately growing capacity to meet the needs.
MoSCow Approach	Determine "***M**ust haves*" for survival and safety; "***S**hould haves*" for efficient and effective approaches and goals that support priorities and the overall wellness of the community and organization; "***C**ould haves*" that will have to wait but are eventually desired; and "***W**on't haves*" that have no current resource allocation and are a low priority.
Alignment	Does the work align with the culture, needs, and vision now and in the future?

* * *

Sincerely,

Chad Jackson, MBA
President

cc: Project Team

APPENDIX A—TIER 1 PRIORITIES UPDATE

Table 1—Tier 1 Recommended Priorities – *One-Time, Non-Recurring Costs* – Years 1–2 (Revised)

One-Time, Non-Recurring Costs	Cost	Recommendation # in 5-Year Strategic Plan	Completed In Process Paused	Resources Needed	Notes
Police Department					
Evaluation of Airbnb Ordinance Developing Vacant Property Registration and Ordinance	$25,000	#17	Completed In Process	$15,000	Airbnb ordinance evaluation completed; task force has been created to develop vacant property ordinance.
Vehicle and Equipment Replacement Plan (Leasing)	$150,000	#26	Completed	$150,000	$75,000 has been set aside to establish a fleet replacement reserve.
Police Equipment (Radio Repeater / CarCams / Guns / Technology)	$61,000	#73	Completed	$61,000	Included in FY 24/25 budget.
Refresh Dispatch Consoles and Ensure Radio Interoperability	$175,000	#76	Completed	$140,500	Included in FY 24/25 budget.
Homelessness Support	$75,000	#82–#99	In Process (#89,#92,#93 Completed)	$75,000 Grant	Although City has made strides toward this goal, such as hiring a Homelessness Coordinator and creating the Homelessness Outreach Support Team, emphasis and timing will need to be reevaluated in light of US Supreme Court decision (Grants Pass) and installation of new Council members.
Cybersecurity Detection Assessment	$10,000	#119	Completed	$10,000 existing budget	Upgraded City firewall and financial system.

One-Time, Non-Recurring Costs	Cost	Recommendation # in 5-Year Strategic Plan	Completed In Process Paused	Resources Needed	Notes
City Manager's Office					
Facilities Assessment and Plan Police Facilities Assessment	$50,000	#25	Facilities Paused _____ PD Completed Phase 1	$50,000	Police facilities assessment consultant, design, conference, state legislators all pending next step due to lack of funding source.
Social Media / Communication	$12,000	#124	Completed	$12,000	Has created Facebook page, City Manager's newsletter.
Public Works					
Infrastructure CIP (Capital Improvement Plan – Roads, Sidewalks, Curbs, Crosswalks, Gutters)	$225,000	#24	In Process	$360,000	Completed CIP which identified needs and established a capital improvement reserve of $215,000. However, City capital infrastructure needs far exceed currently identified funding sources.
Pavement Management Assessment (Initial Startup Cost)	$75,000	#28	In Process	$75,000 ($5,500 spent to implement iWorQ software)	City purchased the iWorQ software system which includes an asset inventory module to assist in developing a pavement management plan.
Public Signs, Decals, and City Logos Identifying City Workers and Equipment and Showing Where all Measure Y Funds are Being Utilized	$25,000	#112	In Process	$25,000	Hired a consultant.

One-Time, Non-Recurring Costs	Cost	Recommendation # in 5-Year Strategic Plan	Completed In Process Paused	Resources Needed	Notes
Community Development					
Graffiti Reduction and Mitigation (Historic Downtown Maintenance and Preservation)	$75,000	#100	Paused	$75,000	Recent personnel changes have required this item to be put on hold until PW lead can be hired.
Business Incentives/Programs (i.e., Façade, Forgivable Loans)	$50,000	#3	In Process	$50,000	Coming FY 25/26. Surveying has been initiated.
Consultant for Efficient Processes and Regulations for Permitting	$100,000	#6	In Process	$100,000 ($20,500 spent to install iWorQ)	The purchase of the iWorQ system has provided the ability to offer online permitting and customer training assistance.
Update General Plan (Utilizing Five-Year Strategic Plan as Baseline)	$300,000 (set-aside) (total est. $1,000,000)	#46	In Process	$300,000	Partial funds set aside in FY 24/25 ($300,000); partial update RFP will be distributed in FY 25/26. Amount allocated for FY 25/26 ($250,000) will be reallocated to other projects.
Development of "Use Locals First" Ordinance/Program	$35,000	#110	In Process	$35,000	Utilizing/Updating Current Locals 1st Ordinance FY 25/26.
Finance					
Fee Study	$75,000	#50	In Process (80%)	$75,000 ($7,500 spent from existing budget to begin process)	Internal study covered some fees. Estimated completion in FY 25/26. Initial study estimated increase fee revenue of approximately $40,000. Appropriate fee levels to achieve cost recovery goals is a best practice.
Total One-Time, Non-Recurring Costs	**$1,518,000**				

Table 2—Tier 1 Recommended Priorities – *On-going, Recurring Costs* – Years 1–2 (Revised)

On-going, Recurring Costs	Cost	Recommendation # in Strategic Plan	Completed In Process Paused	Resources Needed	Notes
Police Department					
Homelessness Education	$10,000	#81	Completed	$10,000	Developed a card listing homelessness programs and options. Has also created a Homelessness Outreach Support Team (HOST) to engage homelessness with is multi-jurisdictional approach. Goes out at least once per month.
City Manager's Office					
Unfunded Liability	$150,000	#49	Completed	$150,000	Included in FY 24/25 budget.
Deputy City Administrator (Succession Planning)	$25,000	#59	Completed	$25,000	Reorganization/Reclass.
Economic Development Contract	$50,000	#108	Completed	$174,000 existing budget	Hired full-time person.
Class and Comp Study	$360,000	#60	Completed	$242,000 ($31,500 spent from existing budget prior to Measure Y; $210,500 first year implementation from Measure Y)	Study results budgeted in FY 24/25 and future years. Some additional salaries added for negotiated lower benefits and five-year labor contracts. Amounts will increase.
Training Budget (Personnel Development, Certifications, Conferences)	$50,000	#123	Completed	$50,000	FY 25/26 budget includes $53,000.

On-going, Recurring Costs	Cost	Recommendation # in Strategic Plan	Completed In Process Paused	Resources Needed	Notes
Community Development					
Code Enforcement Support (Consulting)	$50,000	#78	Completed	$155,600	Contracted this position.
Additional Cleaning of Downtown—Graffiti Reduction, Sidewalks, Benches, Garbage Cans—Supported by Internal and/or External Resources	$75,000	#100	In Process	$75,000	Over 150 uneven sidewalk sections have been corrected Reservation of parking spaces for business refuse containers and installation of planter boxes to screen refuse containers.
Public Works					
Community Events	$50,000	#21	Completed	$100,000 existing budget	Contracted with Chamber of Commerce to administer.
Pavement Management Partnership (On-going Annual Cost)	$5,000	#28	In Process	$5,000	Personnel changes have caused a delay in implementation of this goal, however, the iWorQ software which has been implemented will help establish a base for completion of this goal in the future.
Fire					
Fire Suppression / Mitigation Efforts / Fuel Reduction	$50,000	#62	In Process	$66,650 (Grant writer was hired using existing budget)	Completed fuel reduction for various projects and hired a Grant Writer to secure a grant to hire personnel to develop a program to address this goal.
Disaster Preparedness Plan with Evacuation Routes (Initial One-Time Cost and On-going Annual Cost) – CDD EOC	$75,000	#63	In Process	$90,000	Completed an Emergency Operations Plan which is a base for this goal, and funds are included in the FY 24/25 budget for this goal. Staff turnover and lack of data, however, has slowed progress on this goal.
Fire – 1 FTE Fire Prevention Officer/Inspector	$84,000	#69	Paused	$197,700	Uncertain impact of fire labor negotiations.
Total On-going, Recurring Costs	**$1,034,000**				

Table 3—Revised Tier 1 Priorities Activity Recap (Revised)

Recap	
One-Time	
Total Revised Resources Needed	$1,608,500
Measure Y Resources Allocated/Spent	$1,523,500
Other City Funds Allocated/Spent	$85,000
Balance	$0
On-Going	
Total Revised Resources Needed	$1,340,950
Measure Y Resources Allocated/Spent	$1,066,950
Other City Funds Allocated/Spent	$274,000
Balance	$0
Totals	
Total Measure Y Allocated/Spent on Tier 1 Priorities	$2,590,450
Total Other City Funds Allocated/Spent on Tier 1 Priorities	$359,000
Total Allocated/Spent on Tier 1 Priorities	$2,949,450