



**REQUEST FOR PROPOSAL  
(RFP)**

**For Professional Services**

**Title: Classification and Compensation Study**



Pre-Proposal Meeting:	N/A
<b>RFP Submittal Deadline:</b>	<b>4:00 p.m.</b> <b>October 7, 2016</b>
RFP Contact:	Jennifer Callaway, Administrative Services Director JCallaway@sonoraca.com

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City of Sonora  
94 North Washington St  
Sonora, CA 95370  
(209) 532-4541

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## 1. INTRODUCTION

The City of Sonora invites interested, qualified firms and individuals to submit proposals for professional consulting services to conduct a citywide classification and compensation study. In collaboration with the City's labor unions and with consultant input, no more than 10 comparable cities/agencies will be identified and agreed upon prior to initiation of the compensation study. It is the expectation that all comparable agencies will be public sector agencies.

The City will select one firm or individual, based on demonstrated competence and a cost effective approach to design, conduct, and assist in the implementation of a classification and compensation study.

## 2. BACKGROUND

Nestled in the Sierra Nevada Foothills and known as the "Queen of the Southern Mines", the City was incorporated in 1851, gold mining was the driving force of the City which quickly evolved into the commercial, government and cultural center for the region. The prosperity of California's "Mother Lode" that drew the gold seekers of yester year to this beautiful area is still being discovered today as Sonora remains the center of commerce for the region.

As the area's cultural center, Sonora is home to museums, art galleries and live theatre. The City also plays host to numerous festivals and special events throughout the year. The City's resident population is just under 5,000, however as the County Seat and the major employment and commercial center for Tuolumne County, the City sees a daily influx of non-residents.

The City of Sonora is a general law City governed by a five-member City Council operating under the Council/City Manager form of government. City Council members serve staggered four year terms. The Mayor is nominated and appointed by the City Council for a two-year term. Sonora City Council meets on the first and third Mondays of each month beginning at 5:00 pm.

The City Council is responsible for passing City ordinances, resolutions, adopting an annual budget, appointing commissions and committees, and setting policy, among other things. The City Council appoints the City Administrator. The City has approximately 46 full-time equivalents and provides a wide range of services, including Police, Fire, Public Works, Community Development, Finance and Human Resources and General Administrative Services. The 46 full-time equivalents are represented by four associations, the Sonora Fire Fighters' Association (SFFA), Sonora Employee Association (SEA), Sonora Management Employees Association (SMEA) and Sonora Police Officers' Association (SPOA).

### 3. SCOPE OF WORK

The City has not had a comprehensive classification and compensation review in years. As part of the labor negotiations with the City's SEA, SMEA and SFFA groups, the City agreed to conduct a compensation and classification study to analyze market position and classification for each position.

The City of Sonora is seeking the services of a highly qualified consulting firm or individual to conduct a comprehensive classification and compensation study for all City classifications. There are approximately 32 classifications within the City, including full-time (21), Council appointed (2) and part-time relief classifications (9). The City's salary schedule and an example of one class specification are included as Attachment B and C, respectively.

It is anticipated that the appointed classification of City Attorney will be transitioning to a contract relationship and therefore removed from the salary schedule.

#### **Classification Plan –**

- Review the background materials, including existing classifications, organizational charts, budgets, salary resolutions and schedules, personnel rules and related information
- Conduct orientation and briefing session(s) with employees.
- Conduct orientation and briefing session(s) with all department heads, managers and supervisors.
- Develop a comprehensive questionnaire to be completed by all employees.
- Conduct interviews with all employees in single position classifications, a representative sample of employees in multiple position classifications, and appropriate management personnel to validate the information.
- Allocate all employees to an appropriate job title, job classification and exempt and non-exempt designation pursuant to the Fair Labor Standards Act (FLSA).
- Develop new classification specifications to uniformly reflect distinguishing characteristics, current and essential job duties, minimum qualifications and requirements of the position, including physical requirements and working conditions, license requirements, regulatory requirements, etc.
- The classification specifications shall include the following items:
  - A definition of job classification;
  - A complete description of the essential job functions;
  - Requirements of education, experience, knowledge, skills and abilities;
  - Supervision exercised and received with definition of lead or supervisor roles;
  - Working environment and/or conditions;
  - Licenses, certifications, driving requirements and physical requirements in compliance with the American with Disabilities Act (ADA); and
  - Appropriate exempt and non-exempt designation under FLSA.

The consultant will coordinate the varying presentation styles of their project team to ensure a unified philosophy and standardization across all the classifications.

- Present the final classification and listing showing the recommended allocation of each position.

#### **Compensation Plan –**

- Conduct a comprehensive total compensation study using the comparable study agencies provided, using not only job titles, but duties and responsibilities based upon the classification specifications from the City of Sonora.
- Complete an internal base salary relationship analysis, including the development of appropriate internal relationship guidelines.
- Prepare a written report of recommendations, including discussion of methods, techniques and data used to develop the Classification and Compensation Plan.
- Present draft results to management and other parties as requested, throughout the duration of the process if needed.
- Present final Classification and Compensation report to the City Council and throughout duration of the process if requested or needed.

#### **4. EVALUATION AND SELECTION PROCESS**

Selection of Proposer to interview with the City will be based on the contents of their written proposal. Proposal will be rated according to the following criteria (in no particular order):

- Completeness – compliance to RFP requirements and completeness of responses to requested information.
- Firm Experience – Includes verifiable track record in human resources consulting, specifically in conducting comprehensive classification and compensation studies, staff resource available, depth and breadth of expertise and experience, understand of the City’s needs, and client references.
- Cost – Evaluation in this category will be based on the total cost to the City for the scope of work outlined in this RFP.
- Approach to Work – Process of collecting data, establishing job families, selecting benchmarking positions, determining components of pay to use in establishing total compensation, how data is presented and reported, and updating class specifications.

- References of past or current municipal clients;

Consideration will also be given to any additional information and comments if they should increase the benefits to the City of Sonora.

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposing firms/individuals to allow corrections of errors or omissions. The City reserves the right to verify any information contained in proposals, including references, resumes, etc. The City reserves the right to investigate and research proposals, including facts and opinions that could be helpful in evaluating the capabilities of firms/individuals whether or not they were specifically included in the proposals.

**a. Selection Process**

An evaluation committee will review each of the proposals for completeness and the responding firms may be invited for proposal interviews prior to final selection to further elaborate on their proposals.

**b. Proposal Timeline**

**Release of RFP: September 12, 2016**

**Deadline for Proposal Submission October 7, 2016**

**5. REQUESTED INFORMATION**

All proposals must provide specific and succinct answers to all questions and requests for information. Indirect, imprecise, or incomplete responses can serve only to the disadvantage of the Proposer. Please answer the questions in the format and order presented. Submissions of individual resumes alone will not be considered responsive to any specific question.

**a. General Proposal**

- i. Letter of Transmittal: Signed by an authorized representative of the firm or the individual committing to provide the professional services described above, including brief introduction and history of the firm, number of employees, proven work history, and a statement as to qualifications.
- ii. Table of Contents: Include a clear identification of the material by section and page number included in the proposal.
- iii. Firm Qualifications: Provide professional experience and qualifications for the Proposer and/or firm and the designated individuals to provide the services specified in the Request for Proposal. Please included responses to the following:

1. Describe your company's background and history; include number of years in business and number of years conducting public sector salary and benefit studies similar to that required in this RFP;
2. Location and office(s) that would serve the City of Sonora;
3. Provide the name(s) and qualifications of consultants/staff that would be assigned to work on the City of Sonora's study and who will present results and any recommendations;
4. Please provide five (5) references for whom you have conducted similar studies, public sector clients preferred and work completed within the past 2 years. For each client reference provided, please provide the following information:
  - a. Client Name
  - b. Contact Name and Title
  - c. Address and Phone Number
5. Provide an example of a recent public sector classification and salary and benefits study you have completed for another client;
6. Provide examples of any feedback you have received from other clients on the quality of your work.
7. Describe any factors that distinguish your firm from others.

**b. Approach**

- i. Describe how your firm would approach the following projects including methodology for the study including:
  1. Creating Occupational Groups – what categories or job families would you create for grouping jobs? Please define each category.
  2. Benchmarking Jobs – How would you identify which job classes to be used as a benchmark? How would you use this data to determine appropriate compensation for other positions within the occupational group?
  3. Components of pay for determining total compensation – in addition to base wages, what other factors of compensation would be included to calculate total compensation (e.g. health & welfare benefits, leave benefits, retirement, etc.)
  4. What other factors would you consider?
  5. How will the final report present this information? Please include examples of your final documents.
- ii. What is your typical communication model with your clients?
- iii. Given award of contract in early November how long would it take to complete the study? Please provide a timeline with approximate dates.

**c. Cost Proposal**

The City desires a fixed fee arrangement with the Consultant. The Consultant's proposal must include anticipated travel and per diem costs as

part of the overall estimate. Monthly billings will be made to the City for reimbursement, with payment terms of net 30.

Please provide your cost estimate to accomplish the scope of work described above. If your firm has alternative billing proposals, please include them.

## 6. TERMS AND CONDITIONS

### a. General Instructions:

Each proposal should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RFP. Emphasis will be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the City's needs.

Any questions or concerns regarding this RFP must be received in writing, via e-mail or U.S. mail no later than 4:00 p.m. on September 21, 2016 and responses will be sent out via e-mail to all participants no later than 4:00 p.m. on September 23, 2016.

All inquiries regarding the RFP process and proposal submissions should be directed to:

Administrative Services  
City of Sonora  
Attention: Jennifer Callaway  
94 North Washington Street  
Sonora, California 95370  
(209-535-4541  
Email: [jcallaway@sonoraca.com](mailto:jcallaway@sonoraca.com)

Proposals received after 4:00 p.m. on October 7, 2016 will not be considered.

- i. Please complete and submit the Certification of Proposal Form (Attachment A).
- ii. Clients/Potential Conflicts of Interest:
  1. Identify any foreseeable or potential conflicts of interest and public clients you serve and the manner in which you would propose to resolve such conflicts.

### b. Proposal Preparation Costs:

The City is not, nor shall be deemed, liable for any costs incurred by Proposer in the preparation, submittal, or presentation of their proposals.

**c. Reservations of Rights:**

This RFP does not commit or obligate the City of Sonora to accept or execute an agreement for any expressed or implied service. The City reserves the right to:

- i. Reject any and all proposals received and to accept or reject any item(s) herein;
- ii. Take all proposals under advisement for up to ninety (90) days after opening;
- iii. Waive any informality on any proposal;
- iv. Be the sole judge of the relative merits of the material mentioned in the respective proposal received;
- v. Request any firm/individual submitting a proposal to clarify its proposal during the selection phase;
- vi. Negotiate the service schedule and reasonable costs with the selected firm/individual;
- vii. Modify or alter any requirements herein, and issue addenda or amendments to this RFP;
- viii. Terminate this RFP process at any time.

**d. Acceptance of Conditions:**

It is the Proposer's responsibility to examine the scope and location of the proposed work to fully acquaint themselves with the specifications and the nature of the work to be accomplished. Proposers shall have no claim against the City based upon ignorance of the nature and requirements of the services provided, misapprehension of the work environment, or misunderstanding of the specification or agreement provisions.

By Submitting a proposal, each Proposer expressly agrees to and accepts the following conditions:

- i. Proposal and cost schedules shall be valid and binding for ninety (90) days following the proposal due date and will become part of the Agreement that is negotiated with the City.
- ii. The City may require whatever evidence is deemed necessary relative to the Proposer's financial stability and ability to perform these services.
- iii. The City reserves the right to request further information from the Proposer, either in writing or orally, to establish any stated qualifications.
- iv. The City reserves the right to solely judge the Proposer's representations, and to solely determine whether the Proposer is qualified to undertake these services pursuant to the criteria set forth herein. The Proposer, by submitting a proposal, expressly acknowledges and agrees that the judgement of the City as to whether or not the Proposer is qualified to perform these services shall be binding, final and conclusive.

**e. Proposal Inclusions:**

The Request for Proposals document shall be submitted in their entirety, with ALL applicable portions fully completed by the Proposer. All Proposers are encouraged to review and confirm that their proposal includes and specifically addresses all of the proposal requirements prior to submitting.

**f. Withdrawal of Proposal Before Closing**

Any Proposer may request the withdrawal of their submitted proposal by written request at any time prior to the scheduled closing date and time. Upon receiving written request to withdraw any proposal, the City will consider the proposal null and void, and return the proposal to the Proposer. Withdrawal of proposal will not impact Proposer's resubmittal for this or any future proposal(s).

**g. Proposal Submittal**

All Proposers shall complete and return one (1) original and seven (7) copies of their proposal on standard sized paper. More than one (1) proposal from an individual, firm, partnership, or corporation under the same or different names will not be considered.

**h. Business License Requirement**

The firm/individual agrees to obtain a City of Sonora Business License if selected and a contract is executed for services. Business license application form is provided as Attachment D.

**i. Professional Licensing**

The professional services provider, and any sub-consultant(s), shall possess any necessary professional certification(s) and/or license(s) relative to the work to be performed required by an appropriate licensing authority of the State of California and shall provide evidence of such to the City with their proposal or prior to commencement of the work in such a form as the City requires.

**j. Insurance Requirements**

The Proposer shall, at its own expense, procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the consultants, its agent, representatives, employees, or subcontractors assigned to provide services to procure and maintain the same

insurance requirement for the duration of the Agreement. Specific insurance requirements are as follows:

- General Liability Insurance of at least \$1,000,000 per occurrence and \$2,000,000 aggregate liability.
- Worker's Compensation Insurance of at least \$1,000,000 per claim;
- Professional Errors and Omissions Insurance of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate liability

**k. Public Record**

Be advised that all information contained in proposals submitted in response to this solicitation shall become a matter of public record upon contract award, and made available upon request, unless otherwise marked. The Proposer must identify, in writing, all copyrighted material, trade secrets or other proprietary information the Proposer claims are exempt from disclosure pursuant to the California Public Records Act. The Proposer who claims such an exemption must also state in the proposal that:

“The Proposer agrees to indemnify and hold harmless the City and its officers, employees and agents from any claims, liability or damages against the City and to defend any actions brought against the City for its refusal to disclose such material, trade secrets or other proprietary information to any party.”

**l. Conflict of Interest**

No official, officer, or employee of the City of Sonora or of a local public body during his/her tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. Furthermore, the parties hereto covenant and agree that to their knowledge, no board member, officer or employee of the City of Sonora has any interests, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the contracting party other than the City of Sonora, and that if any such interest comes to the knowledge of either part at any time, a full disclosure of such information will be made in writing to the other party or parties, even if such interest would not be considered a conflict of interest under Article 4 (commencing with Section 1090) or Article 4.6 (commencing with Section 1120) of Division 4 of Title 1 of the Government Code of the State of California.

**m. Non-Collusion**

All proposals must be accompanied by a signed and notarized Non-Collusion Affidavit per the Public Contract code Section 7106 (Attachment E).

**n. Award**

The City of Sonora will negotiate a contract with the firm submitting the top ranked proposal. If terms can not be reached then the City may elect to begin negotiations with the second ranked proposal. The contract will be presented to the City Council for approval.

The City of Sonora reserves the right to negotiate minor deviations to the proposal of the successful firm and to award a contract to the firm that presents the proposal which in the sole judgment of the City best accomplishes the desired result for this project.

The City reserves the right to award this contact to no applicant.

**o. Appendix**

The appendix shall include any suggested additions or modifications to the scope that the individual/firm believes will enhance the quality of their proposal. Individual/firm brochures, exhibits, and any other pertinent documents may be included in the Appendix.

**ATTACHMENT A  
CERTIFICATE OF PROPOSAL**

The undersigned hereby submits its proposal and, by so doing, agrees to furnish services to the City in accordance with this Request for Proposal and to be bound by the terms and conditions of the RFP.

The firm has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is solely responsible for such errors or omissions.

It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informal or irregularity in any proposal received by the City.

The proposal includes all components, figures and dates required by this Request for Proposal.

This firm has carefully read and fully understands all of the items contained in this Request for Proposals. This firm agrees to all of the requirements of the RFP.

The City is not responsible for any cost associated with preparing the Proposal.

Date: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_  
Print/Type Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**ATTACHMENT B**

# SONORA EMPLOYEES' ASSOCIATION SALARY RANGE TABLE

## EFFECTIVE PAY PERIOD #2-2016 (01/02/16 - 01/15/16) PAY DAY 01/22/16

- 0.00% 2.5% Longevity Pay After Ten (10) Years of Service, Then Every Five (5) Years Thereafter
- 5.00% 2.5% Cert Pay (Up to a Maximum of 7.5% & Cannot Be MQ of Classification): Class B Commercial License; I.S.A. Arborist; State of CA
- 2.50% Pest Control Advisors License; State of CA Pesticide Applicators; Caltrans Traffic Signal; Small Engine Mechanic, Fire Mechanic
- 80

**Step A** Notes

- \$18.78 Finance Assistant/Community Development Specialist
- \$27.16 Administrative Analyst
- \$16.73 Public Works Assistant
- \$20.25 Building Inspector/Public Works Supervisor/ Supervising Mechanic
- \$18.78 Public Works Specialist II
- \$18.78 Public Works Specialist/Equipment Mechanic
- \$16.73 Special Programs Coordinator

Range	% Adder	Step A 0%		Step B 5%		Step C 10%		Step D 15%		Step E 20%		Step F 25%	
		Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly
<b>Finance Assistant/Community Development Specialist</b>													
1878	0.0%	\$1,502.40	\$ 18.78	\$1,502.40	\$19.72	\$1,502.40	\$21.75	\$1,502.40	\$23.78	\$1,502.40	\$25.81	\$1,502.40	\$27.84
1925	2.5%	\$1,540.00	\$ 19.25	\$1,540.00	\$20.77	\$1,540.00	\$22.80	\$1,540.00	\$24.83	\$1,540.00	\$26.86	\$1,540.00	\$28.89
1973	5.0%	\$1,578.40	\$ 19.73	\$1,578.40	\$20.77	\$1,578.40	\$22.85	\$1,578.40	\$24.88	\$1,578.40	\$26.91	\$1,578.40	\$28.94
2116	0.0%	\$2,172.80	\$ 27.16	\$2,172.80	\$28.52	\$2,172.80	\$31.45	\$2,172.80	\$34.38	\$2,172.80	\$37.31	\$2,172.80	\$40.24
<b>Administrative Analyst</b>													
1673	0.0%	\$1,338.40	\$ 16.73	\$1,338.40	\$17.57	\$1,338.40	\$19.57	\$1,338.40	\$21.57	\$1,338.40	\$23.57	\$1,338.40	\$25.57
1715	2.5%	\$1,372.80	\$ 17.15	\$1,372.80	\$18.00	\$1,372.80	\$19.94	\$1,372.80	\$21.88	\$1,372.80	\$23.81	\$1,372.80	\$25.75
<b>Public Works Assistant</b>													
2025	0.0%	\$1,620.00	\$ 16.25	\$1,620.00	\$17.14	\$1,620.00	\$19.08	\$1,620.00	\$21.01	\$1,620.00	\$22.95	\$1,620.00	\$24.88
2073	2.5%	\$1,650.00	\$ 16.73	\$1,650.00	\$17.57	\$1,650.00	\$19.57	\$1,650.00	\$21.57	\$1,650.00	\$23.57	\$1,650.00	\$25.57
2126	5.0%	\$1,680.00	\$ 17.15	\$1,680.00	\$18.00	\$1,680.00	\$19.94	\$1,680.00	\$21.88	\$1,680.00	\$23.81	\$1,680.00	\$25.75
2181	7.5%	\$1,710.00	\$ 17.57	\$1,710.00	\$18.43	\$1,710.00	\$20.37	\$1,710.00	\$22.30	\$1,710.00	\$24.24	\$1,710.00	\$26.17
2236	10.0%	\$1,740.00	\$ 17.99	\$1,740.00	\$18.86	\$1,740.00	\$21.30	\$1,740.00	\$23.23	\$1,740.00	\$25.16	\$1,740.00	\$27.09
2292	12.5%	\$1,835.60	\$ 22.92	\$1,835.60	\$24.07	\$1,835.60	\$26.53	\$1,835.60	\$28.46	\$1,835.60	\$30.39	\$1,835.60	\$32.32
2349	15.0%	\$1,879.20	\$ 23.49	\$1,879.20	\$24.64	\$1,879.20	\$27.18	\$1,879.20	\$29.11	\$1,879.20	\$30.96	\$1,879.20	\$32.89
2408	17.5%	\$1,926.40	\$ 24.08	\$1,926.40	\$25.28	\$1,926.40	\$27.87	\$1,926.40	\$29.80	\$1,926.40	\$31.54	\$1,926.40	\$33.47
<b>Public Works Specialist I</b>													
1878	0.0%	\$1,502.40	\$ 16.78	\$1,502.40	\$19.72	\$1,502.40	\$21.75	\$1,502.40	\$23.78	\$1,502.40	\$25.81	\$1,502.40	\$27.84
1925	2.5%	\$1,540.00	\$ 19.25	\$1,540.00	\$20.77	\$1,540.00	\$22.80	\$1,540.00	\$24.83	\$1,540.00	\$26.86	\$1,540.00	\$28.89
1973	5.0%	\$1,578.40	\$ 19.73	\$1,578.40	\$20.77	\$1,578.40	\$22.85	\$1,578.40	\$24.88	\$1,578.40	\$26.91	\$1,578.40	\$28.94
2022	7.5%	\$1,617.60	\$ 20.22	\$1,617.60	\$21.25	\$1,617.60	\$23.28	\$1,617.60	\$25.31	\$1,617.60	\$27.34	\$1,617.60	\$29.37
<b>Public Works Specialist II</b>													
1878	0.0%	\$1,502.40	\$ 16.78	\$1,502.40	\$19.72	\$1,502.40	\$21.75	\$1,502.40	\$23.78	\$1,502.40	\$25.81	\$1,502.40	\$27.84
1925	2.5%	\$1,540.00	\$ 19.25	\$1,540.00	\$20.77	\$1,540.00	\$22.80	\$1,540.00	\$24.83	\$1,540.00	\$26.86	\$1,540.00	\$28.89
1973	5.0%	\$1,578.40	\$ 19.73	\$1,578.40	\$20.77	\$1,578.40	\$22.85	\$1,578.40	\$24.88	\$1,578.40	\$26.91	\$1,578.40	\$28.94
2022	7.5%	\$1,617.60	\$ 20.22	\$1,617.60	\$21.25	\$1,617.60	\$23.28	\$1,617.60	\$25.31	\$1,617.60	\$27.34	\$1,617.60	\$29.37
2073	10.0%	\$1,656.40	\$ 20.73	\$1,656.40	\$21.67	\$1,656.40	\$23.70	\$1,656.40	\$25.73	\$1,656.40	\$27.76	\$1,656.40	\$29.79
2125	12.5%	\$1,700.00	\$ 21.25	\$1,700.00	\$22.11	\$1,700.00	\$24.14	\$1,700.00	\$26.17	\$1,700.00	\$28.20	\$1,700.00	\$30.23
2178	15.0%	\$1,742.40	\$ 21.78	\$1,742.40	\$22.54	\$1,742.40	\$24.57	\$1,742.40	\$26.60	\$1,742.40	\$28.63	\$1,742.40	\$30.66
<b>Public Works Specialist/Equipment Mechanic</b>													
1673	0.0%	\$1,338.40	\$ 16.73	\$1,338.40	\$17.57	\$1,338.40	\$19.57	\$1,338.40	\$21.57	\$1,338.40	\$23.57	\$1,338.40	\$25.57
1715	2.5%	\$1,372.80	\$ 17.15	\$1,372.80	\$18.00	\$1,372.80	\$19.94	\$1,372.80	\$21.88	\$1,372.80	\$23.81	\$1,372.80	\$25.75
1758	5.0%	\$1,406.40	\$ 17.58	\$1,406.40	\$18.46	\$1,406.40	\$19.39	\$1,406.40	\$21.37	\$1,406.40	\$23.30	\$1,406.40	\$25.23
<b>Special Programs Coordinator</b>													

**PART-TIME/RELIEF/UNREPRESENTED EMPLOYEES SALARY RANGE TABLE  
EFFECTIVE PAY PERIOD #2-2016 (01/02/16 - 01/15/16) PAY DAY 01/22/16**

All these classifications are non-safety, except for Fire Investigator and Firearms Instructor, and are not formally represented by any City recognized association. Any cost of living increase is either defined in an employment agreement or under the City Policy "Consistency in Hourly Wage and Cost of Living Increases for Unrepresented Employees" adopted June 5, 2006 by the City Council. Fire Investigator and Firearms Instructor salary is based on the salary range for Police Officer, with corresponding certificate and educational pay. Fire Prevention Inspector is based on the current salary range for Fire Captain-Take bi-weekly wage and divide by 80.0 hours

- 0.00% Percentage to apply to all salaries
- 2.50% Percentage between grades
- 5.00% Percentage between steps

Classification	Step A	Notes
Background Investigator	\$27.59	Cost of Living Increases Tied To Sonora Employees' Association (SEA)
Office Assistant	\$13.66	Cost of Living Increases Tied To Sonora Employees' Association (SEA)
Office Assistant/Accounting Tech.	\$18.74	Cost of Living Increases Tied To Sonora Employees' Association (SEA)
Building Inspector	\$20.25	Cost of Living Increases Tied To Sonora Employees' Association (SEA)
Police Administrative Services Officer	\$26.27	Cost of Living Increases Tied To Sonora Police Officers' Association (SPOA)
Community Service Officer	\$18.20	Cost of Living Increases Tied To Sonora Police Officers' Association (SPOA)
Fire Investigator (Safety)	\$25.26	Cost of Living Increases Tied To Sonora Police Officers' Association (SPOA)
Firearms Instructor (Safety)	\$25.26	Cost of Living Increases Tied To Sonora Police Officers' Association (SPOA)
Fire Prevention Inspector (Non-Safety)	\$17.45	Cost of Living Increases Tied To Sonora Fire Fighters' Association (SFFA)

Range	% Adder	Step A	Step B	Step C	Step D	Step E
		0% Hourly	5% Hourly	10% Hourly	15% Hourly	20% Hourly
<b>Background Investigator</b>	0.0%	\$27.59	\$28.97	\$30.42	\$31.94	\$33.54
<b>Office Assistant</b>	0.0%	\$13.66	\$14.34	\$15.06	\$15.81	\$16.60
<b>Office Assistant/Accounting Tech.</b>	0.0%	\$18.74	\$19.68	\$20.66	\$21.69	\$22.77
<b>Building Inspector</b>	0.0%	\$20.25	\$21.26	\$22.32	\$23.44	\$24.61
<b>Police Administrative Services Officer</b>	0.0%	\$26.27	\$27.58	\$28.96	\$30.41	\$31.93
<b>Community Service Officer</b>	0.0%	\$18.20	\$19.11	\$20.07	\$21.07	\$22.12
<b>Fire Investigator (Safety)</b>	0.0%	\$25.26	\$26.57	\$27.95	\$29.24	\$30.70
	2.5%	\$25.89	\$27.18	\$28.54	\$29.97	\$31.47
	5.0%	\$26.54	\$27.87	\$29.26	\$30.72	\$32.26
<b>Firearms Instructor (Safety)</b>	0.0%	\$25.26	\$26.52	\$27.85	\$29.24	\$30.70
<b>Fire Prevention Inspector (Non-Safety)</b>	0.0%	\$17.45	\$18.32	\$19.24	\$20.20	\$21.21

**SONORA FIRE FIGHTERS' ASSOCIATION SALARY RANGE TABLE**  
**EFFECTIVE PAY PERIOD #2-2016 (01/02/16 - 01/15/16) PAY DAY 01/22/16**

2.5% Longevity Pay After 10 Years Of City Service, And Every Five (5) Years Thereafter (Amended By Letter of Understanding from July 1, 2014 through June 30, 2015).  
 2.5% Certificate/Diploma Pay for any of the following: EMT-1A or EMT-P (not both and only if employment date is prior to January 3, 2015), Fire Officer, Associates Degree or Bachelors Degree (not both); State Fire Training Instructor (must complete 80 hours of instruction during the calendar year to qualify)

Percentage to apply to all salaries 0.00%  
 Percentage between steps 5.00%  
 Percentage between grades 2.50%  
 Hours worked bi-weekly 112 - 56.0 hours worked in an average work week x 2 = 112.0 hours worked per bi-weekly pay period

**Step A Notes**  
 \$17.45  
 \$15.81

Range	% Adder	Step A 0%		Step B 5%		Step C 10%		Step D 15%		Step E 20%		Step F 25%	
		Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly
1745	0.0%	\$1,954.40	\$ 17.45	\$2,053.34	\$18.30	\$2,152.28	\$19.15	\$2,251.22	\$20.00	\$2,350.16	\$20.85	\$2,449.10	\$21.70
1789	2.5%	\$2,003.68	\$ 17.89	\$2,103.36	\$18.76	\$2,203.08	\$19.61	\$2,302.80	\$20.46	\$2,402.52	\$21.31	\$2,502.24	\$22.16
1834	5.0%	\$2,054.06	\$ 18.34	\$2,154.22	\$19.22	\$2,254.38	\$20.07	\$2,354.54	\$20.92	\$2,454.70	\$21.77	\$2,554.86	\$22.62
1880	7.5%	\$2,105.60	\$ 18.80	\$2,206.40	\$19.70	\$2,307.20	\$20.60	\$2,408.00	\$21.50	\$2,508.80	\$22.40	\$2,609.60	\$23.30
1927	10.0%	\$2,158.24	\$ 19.27	\$2,259.66	\$20.23	\$2,361.08	\$21.14	\$2,462.50	\$22.04	\$2,563.92	\$22.95	\$2,665.34	\$23.86
1975	12.5%	\$2,212.00	\$ 19.75	\$2,313.88	\$20.74	\$2,415.76	\$21.65	\$2,517.64	\$22.56	\$2,619.52	\$23.47	\$2,723.40	\$24.78
2024	15.0%	\$2,266.88	\$ 20.24	\$2,369.00	\$21.25	\$2,471.12	\$22.16	\$2,573.24	\$23.07	\$2,675.36	\$23.98	\$2,777.48	\$24.89
1581	0.0%	\$1,770.72	\$ 15.81	\$1,859.20	\$16.60	\$1,947.68	\$17.39	\$2,036.16	\$18.18	\$2,124.64	\$18.97	\$2,213.12	\$19.76
1621	2.5%	\$1,815.52	\$ 16.21	\$1,906.24	\$17.02	\$1,996.96	\$17.83	\$2,087.68	\$18.64	\$2,178.40	\$19.45	\$2,269.12	\$20.26
1662	5.0%	\$1,861.44	\$ 16.62	\$1,954.40	\$17.45	\$2,047.36	\$18.28	\$2,140.32	\$19.11	\$2,227.28	\$19.94	\$2,314.24	\$21.01
1704	7.5%	\$1,908.48	\$ 17.04	\$2,003.68	\$17.89	\$2,103.36	\$18.76	\$2,203.08	\$19.61	\$2,302.80	\$20.46	\$2,402.52	\$21.81
1747	10.0%	\$1,956.64	\$ 17.47	\$2,054.08	\$18.34	\$2,151.12	\$19.26	\$2,248.16	\$20.07	\$2,345.20	\$20.88	\$2,442.24	\$21.69

**Fire Captain**

**Fire Engineer**

**SONORA MANAGEMENT EMPLOYEES' ASSOCIATION SALARY RANGE TABLE  
EFFECTIVE PAY PERIOD #2-2016 (01/02/16 - 01/15/16) PAY DAY 01/22/16**

2.5% Longevity Pay After 10 Years of Service, Then For Every 5 Years Thereafter. Educational Incentive: 2.5% for AA; 5.0% for BA/BS; 7.5% for Masters or CPA; 10.0% for Doctorate (As Amended By City Council Action On 08-02-2015 through June 30, 2015).  
 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)/5.0% For Advanced Cert. Fire Personnel Cert Pay: 2.5% For EMT-1A; EMT-1P (if hired prior to January 3, 2015) and/or Fire Officer; 2.5% State Fire Training Officer Cert

0.00%  
 5.00%  
 2.50%  
 80

**Step A** Notes  
 \$35.39  
 \$39.54  
 \$43.63  
 \$39.65

**Step B** Notes  
 \$35.39  
 \$39.54  
 \$43.63  
 \$39.65

**Step C** Notes  
 \$35.39  
 \$39.54  
 \$43.63  
 \$39.65

**Step D** Notes  
 \$35.39  
 \$39.54  
 \$43.63  
 \$39.65

**Step E** Notes  
 \$35.39  
 \$39.54  
 \$43.63  
 \$39.65

**Step F** Notes  
 \$35.39  
 \$39.54  
 \$43.63  
 \$39.65

Range	Step A 0%		Step B 5%		Step C 10%		Step D 15%		Step E 20%		Step F 25%	
	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly
3539	\$2,831.20	\$ 35.39	\$2,972.80	\$37.16	\$3,114.40	\$46.02	\$3,256.00	\$47.97	\$3,397.60	\$49.92	\$3,539.20	\$51.87
3627	\$2,901.60	\$ 36.27	\$3,046.40	\$38.08	\$3,198.40	\$39.98	\$3,350.40	\$41.93	\$3,502.40	\$44.08	\$3,702.40	\$46.28
3718	\$2,974.40	\$ 37.18	\$3,123.20	\$39.04	\$3,278.20	\$40.99	\$3,443.20	\$43.04	\$3,615.20	\$45.19	\$3,796.00	\$47.45
3811	\$3,048.80	\$ 38.11	\$3,201.60	\$40.02	\$3,361.60	\$42.02	\$3,528.60	\$44.12	\$3,706.40	\$46.33	\$3,892.00	\$48.65
3906	\$3,124.80	\$ 39.06	\$3,280.80	\$41.01	\$3,441.80	\$43.01	\$3,616.80	\$45.21	\$3,797.60	\$47.47	\$3,987.20	\$49.84
4004	\$3,203.20	\$ 40.04	\$3,383.20	\$42.04	\$3,551.20	\$44.14	\$3,766.00	\$46.35	\$3,958.60	\$48.57	\$4,088.00	\$51.10
4104	\$3,283.20	\$ 41.04	\$3,447.20	\$43.09	\$3,619.20	\$45.24	\$3,800.00	\$47.50	\$3,990.40	\$49.88	\$4,189.60	\$52.37
3954	\$3,163.20	\$ 39.54	\$3,311.60	\$41.52	\$3,480.00	\$43.60	\$3,652.80	\$45.78	\$3,828.60	\$48.07	\$4,037.60	\$50.47
4053	\$3,242.40	\$ 40.53	\$3,404.80	\$42.56	\$3,575.20	\$44.69	\$3,769.60	\$46.90	\$3,936.60	\$49.77	\$4,138.40	\$51.73
4154	\$3,323.20	\$ 41.54	\$3,489.60	\$43.62	\$3,669.60	\$45.80	\$3,874.40	\$48.09	\$4,052.40	\$50.49	\$4,240.80	\$53.01
4258	\$3,406.40	\$ 42.58	\$3,576.80	\$44.71	\$3,756.80	\$46.95	\$3,944.80	\$49.30	\$4,136.60	\$51.77	\$4,340.80	\$54.36
4364	\$3,491.20	\$ 43.64	\$3,665.60	\$45.87	\$3,848.80	\$48.11	\$4,040.80	\$50.52	\$4,244.80	\$53.05	\$4,456.00	\$55.70
4473	\$3,578.40	\$ 44.73	\$3,757.60	\$46.97	\$3,945.60	\$49.32	\$4,146.20	\$51.79	\$4,350.40	\$54.38	\$4,568.00	\$57.10
4363	\$3,490.40	\$ 43.63	\$3,664.80	\$45.81	\$3,848.00	\$48.10	\$4,040.80	\$50.51	\$4,248.20	\$53.04	\$4,455.20	\$55.69
4472	\$3,577.60	\$ 44.72	\$3,756.80	\$46.96	\$3,944.80	\$49.31	\$4,142.40	\$51.78	\$4,348.60	\$54.37	\$4,567.20	\$57.09
4584	\$3,667.20	\$ 45.84	\$3,850.40	\$48.13	\$4,045.20	\$50.54	\$4,245.60	\$53.07	\$4,457.60	\$55.72	\$4,680.80	\$58.51
4699	\$3,759.20	\$ 46.99	\$3,947.20	\$49.34	\$4,144.80	\$51.81	\$4,352.00	\$54.40	\$4,569.60	\$57.12	\$4,798.40	\$59.98
4816	\$3,852.80	\$ 48.16	\$4,045.60	\$50.57	\$4,248.00	\$53.10	\$4,460.80	\$55.76	\$4,684.00	\$58.55	\$4,918.40	\$61.48
4936	\$3,948.80	\$ 49.36	\$4,146.40	\$51.88	\$4,353.60	\$54.42	\$4,571.20	\$57.14	\$4,800.00	\$60.06	\$5,040.00	\$63.00
5059	\$4,047.20	\$ 50.59	\$4,249.60	\$53.17	\$4,462.40	\$55.78	\$4,685.60	\$58.57	\$4,920.00	\$61.50	\$5,166.40	\$64.58
5185	\$4,148.00	\$ 51.85	\$4,355.20	\$54.48	\$4,572.80	\$57.16	\$4,803.60	\$60.02	\$5,043.60	\$63.02	\$5,293.60	\$66.17
5448	\$4,358.40	\$ 54.48	\$4,664.80	\$58.81	\$4,932.40	\$61.53	\$5,168.80	\$64.81	\$5,427.20	\$67.84	\$5,761.60	\$69.52
5584	\$4,467.20	\$ 55.84	\$4,776.00	\$59.63	\$5,048.80	\$63.16	\$5,294.80	\$66.64	\$5,429.60	\$67.87	\$5,700.80	\$71.26
5724	\$4,579.20	\$ 57.24	\$4,888.00	\$60.10	\$5,048.80	\$63.11	\$5,301.60	\$66.27	\$5,566.40	\$69.58	\$5,844.80	\$73.06
3965	\$3,172.00	\$ 39.65	\$3,330.40	\$41.63	\$3,496.80	\$43.71	\$3,672.80	\$45.90	\$3,856.00	\$48.20	\$4,048.80	\$50.61
4064	\$3,251.20	\$ 40.64	\$3,413.60	\$42.67	\$3,584.00	\$44.80	\$3,783.20	\$47.04	\$3,981.20	\$49.39	\$4,148.80	\$51.86
4166	\$3,332.80	\$ 41.66	\$3,499.20	\$43.74	\$3,674.40	\$45.93	\$3,880.40	\$48.23	\$4,081.20	\$50.64	\$4,253.60	\$53.17
4270	\$3,416.00	\$ 42.70	\$3,587.20	\$44.84	\$3,766.40	\$47.08	\$3,964.40	\$49.43	\$4,152.00	\$51.90	\$4,360.00	\$54.50
4377	\$3,501.60	\$ 43.77	\$3,676.80	\$45.96	\$3,860.80	\$48.26	\$4,053.60	\$50.67	\$4,256.00	\$53.20	\$4,468.80	\$55.86
4486	\$3,588.80	\$ 44.86	\$3,768.00	\$47.10	\$3,956.80	\$49.46	\$4,154.40	\$51.91	\$4,362.40	\$54.53	\$4,580.80	\$57.26
4598	\$3,678.40	\$ 45.98	\$3,862.40	\$48.28	\$4,055.20	\$50.69	\$4,257.60	\$53.22	\$4,470.40	\$55.88	\$4,693.60	\$58.67
4713	\$3,770.40	\$ 47.13	\$3,959.20	\$49.49	\$4,156.80	\$51.96	\$4,364.80	\$54.56	\$4,588.20	\$57.29	\$4,812.00	\$60.15
4831	\$3,864.80	\$ 48.31	\$4,058.40	\$50.73	\$4,261.60	\$53.27	\$4,474.40	\$55.93	\$4,698.40	\$58.73	\$4,933.60	\$61.67

Police Lieutenant



# SONORA COUNCIL APPOINTED EMPLOYEES SALARY RANGE TABLE

## EFFECTIVE PAY PERIOD #2-2016 (01/02/16 - 01/15/16) PAY DAY 01/22/16

**Notes:** Salary not indexed to other employees' salary or increases. No education incentive. No Longevity Pay. No Certificate Pay.

Percentage to apply to all salaries  
Hours worked bi-weekly

0.00%  
80

**Classification**

City Administrator  
City Attorney

**Max**  
\$73.02  
\$150.00

Classification	Range	Maximum
City Administrator	Max	Hourly \$73.02
City Attorney	Max	\$150.00

**ATTACHMENT C**



# **ADMINISTRATIVE SERVICES DIRECTOR**

## **DEFINITION**

Under the direction of the City Administrator, plans, organizes and directs the activities of the Administrative Services Department; is responsible for the following functions: accounting, treasury, purchasing, business license program, payroll, audits, information technology and human resource functions. Primary responsibilities include: developing and implementing efficient and effective financial policies, plans and reporting systems that help the operating departments achieve their objectives and assure the City's long-term fiscal health; effectively using the City's information technology resources to improve customer service and productivity; and providing quality services to all of the department's customers--both internal and external to the organization.

## **DISTINGUISHING CHARACTERISTICS**

The classification of Administrative Services Director supervises the administration and operation of the Administrative Services Department. The Administrative Services Director works closely with the City Administrator in managing the day to day administrative services operations of the City.

## **ESSENTIAL JOB FUNCTIONS**

Duties may include, but are not limited to, the following:

- ▶ Advises the Council and City Administrator on fiscal and information technology matters, including review of Council agenda reports and other policy documents for fiscal effects.
- ▶ Plans and supervises the financial activities of the City, working closely with the City Administrator.
- ▶ Directs preparation and administration of the annual budget and annual reports in accordance with generally accepted accounting principles.
- ▶ Develops purchasing policies, standards, and procedures and monitors compliance with them.
- ▶ Develops and implements city-wide information technology systems, policies and standards; coordinates preparation of city-wide priorities for new systems acquisitions and replacements.

- ▶ Coordinates department training activities; administers department budgets; implements city-wide personnel policies at the department level; and coordinates departmental activities that cross program lines.
- ▶ Issues interim reports on the City's fiscal and budgetary status; coordinates annual and special audits; and prepares annual financial reports.
- ▶ Oversees the processing of City payroll and vendor payments.
- ▶ Serves as the City's Treasurer; manages the City's investment portfolio.
- ▶ Serves as a member of the City's Finance Committee and attends finance related meetings and trainings.
- ▶ Keeps current inventories of all capital assets.
- ▶ Plans and coordinates project financing for capital improvements and administers ongoing debt service obligation and covenants.
- ▶ Prepares revenue projections and monitors trends.
- ▶ Prepares all reports required by the State Controller's Office.
- ▶ Administers the City's business licenses, accounts receivable, and cashier/public counter activities.
- ▶ Assures adequate support, maintenance and training for organization-wide office automation applications, including local and wide area network operations, data communications, and other electronic systems (such as telephones and copiers).
- ▶ Performs all municipal personnel management functions, namely recruitment, selection and utilization, classification, employee development, training (including safety programs), personnel policy determination and administration.
- ▶ Administers City insurances as they relate to Employee Benefits and administers the City's Deferred Compensation Plans.
- ▶ Responsible for the employee relations program for the City and assists with the meet-and-confer sessions with employee group representatives.
- ▶ Handles administration of employee benefits including health insurance, retirement, workers compensation and wellness.
- ▶ Advises and makes recommendations to City officials on organization and staffing problems, confers with employees and employee groups and provides information on personnel policies and practices; directs the processing and maintenance of all personnel records and reports.
- ▶ Reviews and administers the performance evaluation program, grievance procedures, equal employment opportunity and affirmative action programs; coordinates employee training to ensure optimum utilization of human resources.
- ▶ Employs, trains, supervises, directs and evaluates department's staff.
- ▶ Serves as City Administrator in his/her absence, when designated.
- ▶ Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- ▶ Governmental accounting and generally accepted accounting principles and practices used by local and state government.
- ▶ Auditing principals and practices.

- ▶ Research methods and techniques.
- ▶ GASB accounting practices.
- ▶ Community and Assessment District finances.
- ▶ Community Development Block Grant/Municipal Grant finances.
- ▶ Computer operations and finance reporting software.
- ▶ Administration of public personnel and risk management operations.

**Ability to:**

- ▶ Prepare a Comprehensive Annual Financial Report.
- ▶ Plan, direct and supervise the financial and personnel activities of the City.
- ▶ Identify the objectives, policies and programs of the City administration and follow, coordinate or supervise their implementation.
- ▶ Develop, collate and analyze information and data and make administrative or policy recommendations therefrom.
- ▶ Work closely and cooperatively with the City Administrator and other department heads and employees.
- ▶ Provide customer service orientation with the public and with other departments.
- ▶ Have strong organizational and analytical skills.
- ▶ Follow oral and written instructions.
- ▶ Establish and maintain good working relationships with co-workers and the public.
- ▶ Communicate clearly and concisely, both orally and in writing.
- ▶ Communicate effectively with the City Council, staff members and the public.
- ▶ Operate computer (prepare finance related graphs & charts), 10 key and other office related equipment.

**Education/Experience:**

- ▶ Graduation from an accredited four-year college or university with a degree in accounting, public or business administration, economics, personnel administration or related field. Ten (10) years of full-time/benefitted experience in an administrative/ supervisory Finance related classification can be substituted for the degree.
- ▶ Five years of increasingly responsible municipal administrative experience, providing a knowledge of finance and budget preparation and personnel administration., including three years of administrative/supervisory responsibility.
- ▶ Possession of a valid Class C Driver's License issued by the State of California Department of Motor Vehicles.

**WORKING CONDITIONS**

A person in this position will work predominantly in an office environment with: sustained posture in a seated position for prolonged periods of time; some walking and standing; occasional bending, twisting, squatting, kneeling, lifting, and stooping; finger manipulation ability (keyboard dexterity/grasping); work in an environment with frequent interruptions and distractions, complete work under inflexible deadlines, have the memory capacity to recall details and events; distinguish between critical information and background noise/distractions; solve problems based on application

of established policies and procedures; select, interpret, and apply standard and complex concepts and procedures to solve problems; have oral communication skills sufficient enough to allow for clear and unambiguous information transmission; and travel to and attend a variety of meetings.

A person in this position must be found to be free from any physical, emotional or mental conditions which might adversely affect the exercise of powers related to the Finance Director classification.

**ATTACHMENT D**



# CITY OF SONORA BUSINESS LICENSE



The following information relates to obtaining a City of Sonora Business License. Additional information can be found in the City's Business License Ordinance or on our website at [www.sonoraca.com](http://www.sonoraca.com)

- \* A new business is required to complete the "Business License Application" and "Business License Tax and Benefit Zone Charge Calculation" form. The Business License is based on the number of employees, including the owner(s). The method of calculation is based on the actual number of employees on the payroll, not an equivalent number of full time employees. For instance, if you have six part time employees, two full time employees, and the business owner, you must report for nine employees. Nine employees would fall under the 4-12 employee range charge.
- \* If a new business is opening in an existing building (other than new construction) the business owner will be required to obtain an Occupancy Permit prior to becoming eligible for a City Business License. The processing fee is \$30.00 for the Occupancy Permit and must be paid along with the business license fee, prior to any appointment being made for inspection with the Fire & Building Departments.
- \* **ALL NEW BUSINESSES MUST SUBMIT A COPY OF THE STATE BOARD OF EQUALIZATION ISSUED RESALE CERTIFICATE (IF APPLICABLE), WHEN MAKING APPLICATION, IN ORDER TO RECEIVE THEIR BUSINESS LICENSE CERTIFICATE.**
- \* If the type of business for a prospective license includes the need for the business owner and/or his or her employees to visit private households, or businesses after business hours within the City limits, the business owner(s) may be required to obtain a Clearance through the City Police Department (100 S. Green Street) prior to the issuance of a City Business License.
- \* If you are going out of business in the coming year or have gone out of business, PLEASE notify the City of Sonora in writing at 94 N. Washington Street, Sonora, Ca 95370.

## IMPORTANT NOTICE ON PENALTIES AND INTEREST

1. Annual payments shall be due the first day of January of each year, and delinquent if not received by January 31<sup>st</sup>. POSTMARKS WILL NOT BE ACCEPTED.
2. For failure to make payment when due, a penalty of TWENTY DOLLARS (\$20.00) per month for each month the payment is late shall be assessed.
3. In addition to any penalties imposed, the license holder shall also be subject to 12% annual interest.

If you have any questions, please contact Tracy Skelly or Toni Arola at City Hall, (209) 532-4541.

## **\* NEW LAW \***

On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$1.00 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- ~ The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx)
- ~ The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)
- ~ The California Commission on Disability Access at [www.ccda.ca.gov](http://www.ccda.ca.gov)

CITY OF SONORA



**BUSINESS LICENSE APPLICATION**

Make changes in printed information where necessary.

PLEASE TYPE OR PRINT

Return this form with payment to:  
City of Sonora  
94 N. Washington Street  
Sonora, CA 95370  
(209) 532-4541

NEW BUSINESS     RENEWAL     NOT RENEWING

BUSINESS NAME \_\_\_\_\_

BUSINESS LOCATION (Complete Address, City, State, Zip) \_\_\_\_\_

BUSINESS TELEPHONE \_\_\_\_\_ OWNER'S HOME TELEPHONE \_\_\_\_\_ DATE BUSINESS STARTED IN SONORA \_\_\_\_\_

BUSINESS OWNER \_\_\_\_\_

HOME ADDRESS (Complete Address, City, State, Zip) \_\_\_\_\_

IS APPLICATION FOR     SOLE PROPRIETORSHIP     PARTNERSHIP (LIST ALL PARTNERS)     CORPORATION (LIST OFFICERS & TITLE)     TRUST    ATTACH SEPARATE LIST IF NECESSARY

NAME/TITLE \_\_\_\_\_ HOME ADDRESS (Complete Address, City, State, Zip) \_\_\_\_\_ (AREA CODE) PHONE \_\_\_\_\_

NAME/TITLE \_\_\_\_\_ HOME ADDRESS (Complete Address, City, State, Zip) \_\_\_\_\_ (AREA CODE) PHONE \_\_\_\_\_

NAME/TITLE \_\_\_\_\_ HOME ADDRESS (Complete Address, City, State, Zip) \_\_\_\_\_ (AREA CODE) PHONE \_\_\_\_\_

RESALE NUMBER (BOARD OF EQUALIZATION) \_\_\_\_\_ STATE EMPLOYER I.D.# \_\_\_\_\_ FEDERAL EMPLOYER I.D. NUMBER \_\_\_\_\_

**MAILING INFORMATION**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, ZIP \_\_\_\_\_

TURN OVER TO CALCULATE TAX

**NOTICE**

CITY OF SONORA WILL NOT GUARANTEE INFORMATION ON THIS FORM WILL BE EXEMPT FROM DISCLOSURE UNDER THE PUBLIC RECORDS ACT. THIS IS ONLY AN APPLICATION. NEW BUSINESSES REQUIRE APPROVAL OF APPROPRIATE CITY DEPARTMENTS BEFORE A BUSINESS LICENSE IS ISSUED.

SECTION 5.10.220 OF SONORA MUNICIPAL CODE – FOR FAILURE TO PAY A LICENSE TAX WHEN DUE, THE COLLECTOR SHALL ADD A PENALTY OF TWENTY DOLLARS (\$20.00) PER MONTH FOR EACH MONTH THE LICENSE FEE IS LATE. IN ADDITION TO THE PENALTIES IMPOSED, ANY LICENSE HOLDER WHO FAILS TO REMIT ANY TAX IMPOSED BY THIS CHAPTER SHALL PAY INTEREST AT THE RATE OF TWELVE PERCENT (12%) ANNUAL INTEREST, ON THE AMOUNT OF TAX, EXCLUSIVE OF PENALTIES, FROM THE DATE ON WHICH THE REMITTANCE FIRST BECAME DELINQUENT UNTIL PAID.

TYPE OF BUSINESS (Give full description) \_\_\_\_\_ CONTRACTOR'S LICENSE NO. \_\_\_\_\_

WE CANNOT PROCESS YOUR LICENSE WITHOUT A SIGNED APPLICATION.  
PLEASE SIGN AND DATE APPLICATION AND RETURN WITH FEE.

**AFFIDAVIT: I hereby declare under penalty of perjury, that the reported information is true and correct to the best of my knowledge.**  
SIGNATURE \_\_\_\_\_ DATED \_\_\_\_\_

<b>AVOID PENALTIES – FILE PROMPTLY</b>	<b>ALL BUSINESS ARE SUBJECT TO AUDIT</b>
OFFICE USE ONLY APPLICATION RECEIVED BY _____ DATE _____ OCCUPANCY PERMIT RECEIVED _____ DATE _____ POLICE CLEARANCE RECEIVED _____ DATE _____	AMOUNT RECEIVED _____ DATE _____ SIC CODE _____

# BUSINESS LICENSE TAX AND BENEFIT ZONE "B" CHARGE CALCULATION

To calculate the appropriate amount due, complete the calculation section below. The Benefit Zone your business is located within is indicated on the Application form, just above the red signature block, under the title "Type of Business".

To determine the range your business falls within, calculate the number of employees as the actual number of employees on the payroll, rather than the equivalent number of full time employees. The total number claimed shall include the owner(s) of the business. If a business has no employees, and is thus operated by the owner(s), the total number of owner(s) shall be claimed.

The number of employees (including the owner(s)) for the annual fee shall be determined by the number of employees on the payroll for the period ended September 30th of the preceding year for which the fee is due.

**Annual license taxes shall be due the first day of JANUARY of each year, and delinquent after JANUARY 31st.  
POSTMARKS WILL NOT BE ACCEPTED**

<u>BUSINESS LICENSE FEE - ANNUAL</u>	<u>BENEFIT ZONE B</u>	<u>CA LAW *SB-1186</u>	<u>INDICATE AMOUNT DUE ON LINE BELOW</u>
1-3 Employees, including owner is	\$70.00 + \$25.00	+ \$1.00 =	\$96.00 _____
4-12 Employees, including owner is	\$120.00 + \$25.00	+ \$1.00 =	\$146.00 _____
13-20 Employees, including owner is	\$225.00 + \$25.00	+ \$1.00 =	\$251.00 _____
21-35 Employees, including owner is	\$350.00 + \$25.00	+ \$1.00 =	\$376.00 _____
36-50 Employees, including owner is	\$500.00 + \$25.00	+ \$1.00 =	\$526.00 _____
51-75 Employees, including owner is	\$700.00 + \$25.00	+ \$1.00 =	\$726.00 _____
76-99 Employees, including owner is	\$900.00 + \$25.00	+ \$1.00 =	\$926.00 _____
100+ Employees, including owner is	\$1500.00 + \$25.00	+ \$1.00 =	\$1526.00 _____
<b>TOTAL BUSINESS LICENSE CHARGE DUE</b>			<b>\$ _____</b>

**WE CANNOT PROCESS YOUR LICENSE WITHOUT A SIGNED APPLICATION. PLEASE SIGN AND DATE APPLICATION ON THE OTHER SIDE OF THIS FORM AND RETURN WITH FEE.**

### Understanding the Business License and Benefit Zone Charges

The total cost of a business license consists of two parts, the **Business License Fee** and the **Benefit Zone Charge**.

· The **Business License Fee** is calculated based on the number of employees and ranges between \$70.00 (1-3 employees) and \$1,500.00 (100+ employees). Business License Fees are treated as revenue to the City's General Fund and are used to support fundamental City operations including Administration, Police, Fire and Public Works.

· There are two **Benefit Zone Charges**. Benefit Zone A encompasses the downtown area between Wykoff, Gold, Shepherd and Green Streets. The Benefit Zone A cost ranges between \$75.00 and \$300.00 depending on the number of employees. All other locations are considered to be in Benefit Zone B. The cost is \$25.00 for each business. Benefit Zone Charges finance specific business related activities such as downtown garbage pick-up, parking facility maintenance and acquisition, street sweeping and four annual special events sponsored to encourage patronage by local residents and tourists in the downtown area.

\*On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$1.00 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- ~ The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx)
- ~ The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)
- ~ The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)
- ~ Copy of SB1186 Mandate at <http://leginfo.legislature.ca.gov>

