



CITY HALL

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

City of Sonora
CITY COUNCIL AGENDA
Monday, July 20, 2020

NOTICE: THIS MEETING WILL BE HELD IN ACCORDANCE WITH EXECUTIVE ORDER N-25-20, ISSUED BY CALIFORNIA GOVERNOR GAVIN NEWSOM ON MARCH 12, 2020, THE RALPH M. BROWN ACT (CALIFORNIA GOVERNMENT CODE SECTION 54950, ET SEQ.), AND THE FEDERAL AMERICANS WITH DISABILITIES ACT.

THIS MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE MEETING VIA VIDEO CONFERENCING AT:

Zoom Meeting Link
<https://zoom.us/j/95932808277>
Dial: (669) 900-6833
Meeting ID: 959 3280 8277

AND WILL BE GIVEN THE OPPORTUNITY TO PROVIDE PUBLIC COMMENT.

4:00 p.m.

CLOSED SESSION

CALL TO ORDER

A. ROLL CALL

B. PUBLIC COMMENTS

C. ADJOURN INTO CLOSED SESSION

1. Threat to Public Services or Facilities (Gov. Code Section 54957)
Consultation with: Douglas L. White, City Attorney

D. RECONVENE INTO OPEN SESSION [City Council Chambers]

1. Announce Action Taken, if any, during Closed Session.

5:00 p.m.

OPEN SESSION

PLEDGE OF ALLEGIANCE

A. ROLL CALL

B. CITY CLERK'S REPORT ON AGENDA POSTING

C. APPROVAL OF THE AGENDA

D. 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 five (5) minute presentation.

E. 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.

1. Approval of disbursements in the amount \$146,103.44 for payroll, inclusive of employee salaries, employer and employee taxes and retirement contributions and miscellaneous voluntary employee deductions.
2. Approve Resolution 07-20-2020-A to revise the job description for the Police Administrative Services Officer Extra Help Position.
3. Approve an update to the City of Sonora's Personnel Rules and Regulations – Article 6: Recruitment and Hiring Process effective July 20, 2020
4. Waive second reading, read by title only, and adopt an ordinance, amending Chapter 1.16, General Municipal Election, of Title 1, General Provisions, to designate the City Administrator as the City Elections Official in the event of a vacancy in the office of the City Clerk.

F. PUBLIC HEARINGS

1. None.

G. UNFINISHED BUSINESS

1. Informational item to discuss Governor Newsom's Executive Order N-33-20 requiring all citizens to stay at home unless needed to maintain operation of essential critical infrastructures.

H. NEW BUSINESS

1. Consideration to agendaize as an action item at a future date to enter into agreement with "Give Someone A Chance", to donate funds to provide portable toilets at a homeless camp that currently exists on property off Stockton Road in the County of Tuolumne.
2. Consideration to agendaize for discussion and possible action a ballot measure for a Transient Occupancy Tax to provide additional general fund revenues.
3. Consideration to agendaize for discussion and possible action at a future date amending the General Municipal Code allowing for the establishment, operation and permitting of recreational cannabis sales.
4. Consideration to provide direction to staff for committee member selection criteria and general purpose of the newly formed "Social Equity Committee".

I. MONTHLY REPORTS

1. Community Development Department
2. Fire Department
3. Police Department
4. Public Works Department

J. COMMUNICATIONS

1. Certification for Receipt of CARES Act Funds Pursuant to the Budget Act of 2020

K. COUNCIL MEMBER/DEPARTMENT HEAD REPORTS

L. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator at City Hall (209) 532-4541, mrutikanga@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 OF SONORA
CITY COUNCIL AGENDA REPORT

DATE: July 20, 2020

TO: CITY COUNCIL

FROM: CHRIS GORSKY, ADMINISTRATIVE SERVICES DIRECTOR

SUBJECT: APPROVE RESOLUTION NO. 07-20-2020-A TO REVISE THE JOB DESCRIPTION FOR THE POLICE ADMINISTRATIVE SERVICES OFFICER EXTRA HELP POSITION

RECOMMENDATION:

Approve Resolution NO.07-20-2020-A revising the job description of the Police Administrative Services Officer Extra Help Position Effective July 20, 2020.

DISCUSSION:

As the Covid pandemic continues and with it strains on the City Budget the need for extra help in the Police Department has become critical. This revised Job Description will formalize a currently contracted position into an Extra help employee position.

FISCAL IMPACT:

No changes to the currently approved budget as funds have been allocated for the position. No fiscal impact.

ATTACHMENTS:

1. Resolution

RESOLUTION No. 07-20-2020-A
A RESOLUTION OF THE SONORA CITY COUNCIL APPROVING THE REVISED
JOB DESCRIPTION FOR THE POLICE ADMINISTRATIVE SERVICES OFFICER
EXTRA HELP POSITION EFFECTIVE JULY 20, 2020

WHEREAS, the needs of the City Police Department have continued to increase, especially with the continuing of the Covid-19 pandemic, and extra help has become necessary: and

WHEREAS, the duties of the Police Administrative Services Officer Extra Help have evolved and the current Job description no longer completely reflects actual duties: and

WHEREAS, the City Council of the City of Sonora desires to revise the Job Description of Police Administrative Services Officer Extra Help to provide greater efficiencies within the Police Department; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Sonora does hereby approve the revised job description for the following positions:

Police Administrative Services Officer Extra Help

PASSED, APPROVED AND ADOPTED as a Resolution by the Sonora City Council at a meeting held by the City Council on the 20th day of July 2020, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Matt Hawkins, Mayor

ATTEST: _____
Colette Such, City Clerk Pro-Tem



POLICE ADMINISTRATIVE SERVICES OFFICER (EXTRA HELP)

DEFINITION

Under direction of the Police Chief, or his/her designee, performs a variety of technical, analytical, financial, programmatic, and administrative staff duties in support of various Police Department programs and operations; and coordinates assigned activities with other departments, divisions, outside agencies, and the general public. Completes extra help work such as elimination of backlog, work on a special project, or work in excess of what permanent or regular staff employees can do. **Extra help employees are not entitled to City benefits and are limited to 960 hours a year.**

DISTINGUISHING CHARACTERISTICS

This is a non-sworn classification that performs a variety of difficult, sensitive and complex professional level research, administrative, operational, financial and analytical duties in support of assigned programs and functions. Additional duties include support of various administrative operations and activities within an assigned area of responsibility including complex special projects, research studies, budget analysis, and other specialized functions, as well as a comprehensive knowledge of criminal law, civil law and personnel rules, regulations and proceedings.

ESSENTIAL JOB FUNCTIONS

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

- Performs a variety of technical, analytical, financial, programmatic, and administrative staff duties in support of an assigned programs and functions within the Police Department; performs duties in support of various operations and activities within an assigned area of responsibility, including: special projects, research studies, fiscal analysis, and other functions.
- Prepare and present technical, administrative, financial, analytical and statistical reports that present and interpret data.

- Ensure department compliance with laws, rules, policies and procedures related to fiscal matters, including purchasing, contracts and use of funds.
- Provide assistance in resolving operational and administrative issues; identify issues and conduct research to find alternative solutions; make and assist in the implementation of recommendations.
- Work with department supervisors to coordinate department personnel related matters.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned functions and program areas; research, implement, and administer policies, procedures, and changing business practices and processes for an assigned area; coordinate, structure, and oversee ongoing or special programs as assigned.
- Conduct difficult, sensitive and complex studies of new and existing programs and special projects; research and analyze organization structure, technical data and fiscal impact to determine feasibility, resolve problems and increase efficiency; consult with City personnel and outside agencies; develop recommendations; assist with the development of policies and procedures; participate in program implementation and monitoring activities; serve as project manager for assigned projects.
- Coordinate assigned services and project activities with other City programs, functions, boards, committees, and task forces as well as external organizations and agencies and the general public; coordinate with, interact with, and share knowledge, issues, and status with appropriate parties.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of business and public administration and issues related to areas of assignment.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepares various reports on operations and activities.
- Review work to ensure compliance with departmental policies and procedures; review department services, procedures and activities; review, correct and participate in the preparation of police reports and records.
- Conduct studies and analyses as necessary; make procedural recommendations; prepare reports.
- Maintain statistical records and prepare related reports.
- Prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, materials and supplies.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Develop and manage effective utilization of office space, forms and supplies, equipment and other property.
- Assume responsibility for the overall security and maintenance for property and evidence; ensure compliance with all applicable laws, rules, regulations, and

procedures to ensure the integrity of property is safeguarded, from intake to final disposition.

- Research providers and purchase property and evidence packaging, cleaning, and other supplies, equipment, and materials as necessary.
- Retrieve and release property to investigators, forensics, crime lab, and District Attorney's Office; maintain chain of custody.
- Coordinate with the District Attorney's Office and Investigators in authorizing property for release or disposal.
- Research case disposition and case file to determine rightful owner of property.
- Release and dispose of property, including hazardous materials, in accordance with current laws and departmental policies.
- Research firearms ownership history to assist in release of firearms; ensure compliance with Department of Justice Law Enforcement Gun Release background check before release of firearms.
- Participates in various special events at the Police Department; participates in event planning; manage and coordinate logistics for various events and classes, including, but not limited to, the purchasing, picking up, delivering, setting up, and cleaning up of items.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related work as required.

QUALIFICATIONS

Knowledge Of:

- Organization and operation of the Police Department specifically and of the City in general.
- Operational characteristics, services and activities of assigned program areas.
- Police Department and City government functions specifically related to program areas.
- Methods and techniques of data collection, research, and report preparation.
- Principles and applications of critical thinking and analysis.
- Techniques and formulae for administrative, financial and comparative analyses.
- Methods and techniques of effective technical, administrative, and financial record keeping, report preparation and presentation.
- Budget principles and accounting practices.
- Basic operational characteristics, services, and activities of a property and evidence program.
- Methods, procedures, principles, practices, and terminology used in property and evidence handling, recording, preservation, storage, and release.
- Court procedures regarding the handling and storage of evidence.
- Legal guidelines pertaining to the maintenance and control of evidence.
- Records management and inventory techniques.

- Pertinent federal, state, and local laws, codes and regulations, including those related to the safekeeping and disposition of property and evidence.
- Principles of business letter writing.
- Office procedures, methods and equipment, including computers and applicable software applications such as word processing, spreadsheets, and databases.
- English usage, spelling, grammar and punctuation.

Ability To:

- Perform a variety of technical, analytical, financial, programmatic, and administrative staff duties in support of assigned programs and functions within the Police Department involving the use of independent judgment and personal initiative.
- Analyze routine projects and administrative problems and suggest solutions.
- Collect, evaluate and interpret varied information and data.
- Conduct studies, analyze routine problems, evaluate and recommend alternatives.
- Prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form for technical, administrative and financial reports.
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Plan and organize work to meet changing priorities and deadlines.
- Testify in court.
- Safely handle firearms and narcotics.
- Understand the organization and operation of the City, an assigned program and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes and regulations.
- Organize and prioritize time lines and project schedules in an effective and timely manner.
- Receive, process, store, document, release, and dispose of evidence and property.
- Maintain accurate records of property and evidence acquired.
- Effectively account for police property and evidence; organize and maintain control systems.
- Maintain a current knowledge of evidence and property storage and release procedures.
- Apply, explain, and ensure adherence to pertinent laws, rules, regulations, protocols, policies and procedures related to acquisition, storage and release of property and evidence.
- Understand the criminal and civil judicial systems.

- Operate and use modern office equipment including a computer and various software packages.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education/Experience:

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

- Equivalent to a Bachelor's Degree from an accredited college or university and possess a minimum of five years of mid to upper level public safety management experience; or
- Equivalent to an Associate's Degree from an accredited college or university and possess a minimum of ten years of mid to upper level public safety management experience.
- Possess a valid Class III Driver's License.

WORKING CONDITIONS

Work is performed primarily in a typical temperature controlled office environment, subject to typical office noise and environment. Primary functions require sufficient physical ability and mobility to work in an office setting: to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.



CITY OF SONORA
CITY COUNCIL AGENDA REPORT

DATE: July 20, 2020
TO: CITY COUNCIL
FROM: MARY ROSE RUTIKANGA, CITY ADMINISTRATOR
SUBJECT: APPROVE AN UPDATE TO THE CITY OF SONORA PERSONNEL
RULES & REGULATIONS ARTICLE 6: RECRUITMENT AND HIRING
PROCESS

RECOMMENDATION:

Approve Update to the City of Sonora's Personnel Rules & Regulations Article 6
Effective July 20, 2020.

DISCUSSION:

The City's Personnel Rules & Regulations were last updated in November 1990. The update to the policy is to comply with current State of California regulations and current human resource procedures. Each of the City's bargaining groups were giving a chance to give feedback on the updated policy and any requested changes were incorporated into the final document.

FISCAL IMPACT:

Going forward there is a reduced use of law enforcement background checks for select staff recruitments providing some budgetary savings depending on the numbers of recruitments.

ATTACHMENTS:

1. Article 6 of the Personnel Rules & Regulations: Original
2. Article 6 of the Personnel Rules & Regulations: Updated

ARTICLE 6

RECRUITMENT AND HIRING PROCESS

6.01 Announcement of Vacancy

To assure that interested persons are informed and qualified persons are attracted to compete, job openings and examinations will be publicized to the maximum extent necessary to assure equal employment opportunity. All vacancies, shall be posted by the Administrative Services Department to the City of Sonora website and advertised to the extent that it will be available to all members of the community and interested parties as deemed necessary by the Administrative Services Director. If the City Administrator determines that sufficient candidates exist within the City, the City Administrator may limit eligibility for the position to current City employees. If there are not sufficient candidates within the City of Sonora workforce, then recruitment shall include external advertisement. All candidates will receive timely notification of the outcome of their application by mail.

6.02 Job Announcements

Job announcements shall include:

- a. Class, title and salary information;
- b. A description of the duties and responsibilities of the class;
- c. Minimum qualifications;
- d. How to apply;
- e. The application deadline date. Public announcement of all examinations to fill positions shall be made for no fewer than ten (10) working days prior to the closing date for receipt of applications;
- f. If a post-offer, pre-employment physical examination may be required, and whether it will include a drug and alcohol test;
- g. A statement that the City of Sonora is "An Equal Opportunity Employer;" and
- h. Other relevant information as deemed necessary by the Administrative Services Director.

6.03 Applications

A separate application must be submitted for each vacancy. All applicants must complete a standard City of Sonora "Application for Employment", and submit the application via on-line portal (if available), by mail or in person. The application form must be fully completed in detail to allow a job-related, comprehensive review and evaluation of the applicant's qualifications. Failure to file the application during the recruitment period or to fully complete the application in detail will constitute failure of the initial step in the examination process and the application will be placed in the inactive file. It is the applicant's responsibility to notify the Administrative Services Department of any change in contact information during the recruitment process. The Administrative Services Department will keep job applications on file for one (1) year unless the eligibility list is extended by the City Administrator.

6.04 Qualifications:

In determining whether or not an applicant is qualified, the Administrative Services Department shall apply any or all of the following selection processes as may be necessary:

- a. Satisfactory evidence of certification, registration, license, or highest level of educational attainment where such requirement is stated in a class specification.
- b. Satisfactory evidence of compliance with experience requirements as set forth in a class specification.
- c. Satisfactory evidence of an applicant's character, integrity, and success in previous employment, including verification of previous and current employment.
- d. Upon the City making a conditional offer of employment, applicants also will be required to provide evidence relating to any history of criminal convictions. If the applicant has a history of criminal conviction(s), the City will make an individualized assessment of whether the applicant is eligible for employment with the City taking into account such factors as the length of time since any criminal conviction, the nature of any criminal conviction, and the nexus between any criminal conviction and the position for which the applicant is applying. If the applicant is deemed ineligible for employment with the City due to a history of criminal conviction(s), the applicant will be so informed and will be further informed of his/her ability to appeal that decision and the process for appealing that decision. ***This subparagraph is expressly inapplicable to the City's Police and Fire Departments and applicants for positions within the Police and Fire Department. This subparagraph may also be inapplicable to other departments within the City depending upon the nature of the work performed by those departments.***
- e. If applicable, successful completion of a written, performance, or oral examination, designed to test the applicant's knowledge, skills, physical ability, and personal attributes as related to the class of position for which the examination is established.
- f. Satisfactory evidence of status of the applicant's physical and mental health with regard to the job-related factors of the classification.
- g. Prior to beginning work, all persons selected for appointment must execute a loyalty oath to support and defend the Constitution of the United States and the Constitution of the State of California.

6.05 Disqualifications of Applicants

Reasons applicants may be disqualified from consideration for employment include, but are not limited to:

- a. They failed to submit the completed application to the City by the prescribed filing date;
- b. They are not eligible to apply for the position;
- c. They do not possess the minimum qualifications and essential skills for the position;
- d. They are not physically or mentally fit to perform the duties or assume the responsibilities of the position and reasonable accommodation cannot be made;
- e. They have demonstrated an unsatisfactory employment record;
- f. They have made false statements or misrepresentations on their application or in their interview;

- g. They have previously been terminated for cause from City employment; or
- h. In the view of management, the applicant would not fill the specific operational needs of the City of Sonora the position requires, i.e. City required working hours.

6.06 Background Investigation

A background investigation is required for Police and Fire personnel and may be done for other classifications where the job duties so indicate, i.e. Finance. The background investigation may include a criminal check, credit check, driving record, employment check, and reference check. The Administrative Services Department reviews the findings of the background investigation and medical examinations, as indicated in section 6.08 below, and relays the findings to the Department Director and/or City Administrator. The Department Director and/or City Administrator consider the findings along with any other available information about the candidate as part of the final selection evaluation. For the Police and Fire Departments, background investigations may include the polygraph to the extent authorized by law. When the City conducts such an investigation, it will comply with all requirements of all applicable state and federal laws.

6.07 Reference Check

No employee will be hired in any capacity without a completed, documented reference check.

6.08 Medical Examinations

A pre-employment medical examination may be conducted on an eligible applicant certified for a vacant position prior to appointment based on medical standard requirements. Psychological tests may be given for those classifications where emotional and mental stress is a significant factor in the job. All medical examinations (including drug tests) shall only be administered after the conclusion of all other portions of the selection process, except the probationary period, and after a conditional offer of employment has been made by the City.

6.09 Other Conditions

All offers of employment and continued employment are conditioned on the applicant furnishing satisfactory evidence of identity and legal authority to work in the United States of America. Each applicant must attest to his/her identity and legal authority to work in accordance with the applicable federal statute by completing and signing INS Form I-9 (Employment Eligibility Verification).

Upon successful completion of the above steps, a Conditional Offer of Employment may be presented. This offer will outline the exact title and salary that the candidate is being offered.

6.10 Failure to Appear for Work

If an applicant fails to report for work within the time period prescribed by the City of Sonora, the applicant may be deemed to have declined the position.

ARTICLE 6
APPLICATIONS AND APPLICANTS

SECTION 6.01 APPLICATIONS FOR EMPLOYMENT.

- A. Applications for employment with the City shall be made on official application forms available at City Hall, and when applicable, at the appropriate City office.
- B. The application shall contain the original signature of the applicant in the space provided on the completed application.
- C. The application shall be received in the Administration Department Office on or before the announced final filing date and time.
- D. Applications and addenda to applications shall become the property of the City.

SECTION 6.02 CITIZENSHIP OF APPLICANTS.

Employment is open to qualified persons who are citizens of the United States and to qualified persons who are not citizens of the United States but who have complied with State and Federal laws defining the eligibility of non-citizens for employment in State and Local Government.

SECTION 6.03 INCOMPLETE APPLICATIONS.

Incomplete applications may be rejected.

SECTION 6.04 NUMBER OF APPLICATIONS.

- A. A separate, signed application must be submitted each time and for each classification of position for which an applicant applies.
- B. Notwithstanding any other provisions of this Article, the City Administrator may close the filing period when a predetermined number of applications have been received.

SECTION 6.05 APPLICATION INFORMATION SUBJECT TO VERIFICATION.

- A. During the course of the employment process, information presented on an application may be verified and supplemented by investigations which may include the employment record, character and personal history of the applicant.
- B. Applicants may be required to furnish the City Administrator with certified copies of any diploma, license or any other accreditation or certification required to meet the qualifications established for the examination for which the applicant claims to hold.
- C. All finalists will be verified through State Department of Motor Vehicles (DMV) records, fingerprints and references.

1 SECTION 6.06 DISQUALIFICATION OF APPLICANTS.

2
3 A. The City Administrator may disqualify any applicant from
4 consideration, either before or after an examination, whose
5 appointment is deemed contrary to the best interests of the
6 City. Reasons for rejecting an application or an applicant may
7 include but shall not be limited to any of the following
8 deficiencies:

- 9
10 1. The applicant is lacking in any of the qualifications or
11 requirements established for the examination, or set forth
12 in the class description for the class for which he/she is
13 applying, or in these Rules and Regulations;
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15 2. The applicant has made false statement, or practiced or
16 attempted to practice deception or fraud in his/her
17 application or examination, or in securing eligibility for
18 appointment;
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20 3. The applicant uses intoxicating liquors to excess or
21 misuses narcotics or drugs illegally or to the detriment of
22 work performance;
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24 4. The applicant has been dismissed from any position for any
25 cause which would be cause for dismissal by the City;
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27 5. The applicant resigned from a position in order to avoid
28 dismissal;
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30 6. The information from reference or background checks of the
31 applicant indicates probable unfitness;
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33 7. The applicant failed to submit the completed application to
34 the personnel office by the prescribed filing date;
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36 8. The applicant uses or attempted to use personal or
37 political influence or pressure, or bribery, to secure an
38 advantage in an examination or appointment; or
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40 9. The applicant failed to appear promptly at the time and
41 place designated for any position of an examination, or
42 failed to reply within a reasonable time to communications
43 concerning availability for employment.
44

45 SECTION 6.07 APPLICANTS WITH FELONY OR MISDEMEANOR CONVICTIONS.

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47 Conviction including pleas of guilty and nolo contendere of a felony
48 or of any misdemeanor which evidences moral turpitude or unfitness for
49 employment on the part of the applicant or eligible shall be grounds
50 for rejecting the applicant or removing the name of an eligible from
51 any employment list.
52

53 SECTION 6.08 ACCESS TO CRIMINAL RECORDS BY CITY ADMINISTRATOR.

54
55 In order to further the objectives set forth in Section 6.08 of these
56 Rules and Regulations and as authorized by the California Penal Code
57 Section 11105(b) (10) and 13300(b) (10), the City Administrator is
58 hereby authorized to have access to and utilize Criminal Offender

1 record information on file with the State of California Department of
2 Justice and/or local law enforcement agencies when it is necessary for
3 such records to be utilized to fulfill employment or certification
4 duties as set forth in these Rules and Regulations and in California
5 Labor Code Section 432.7.
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8 SECTION 6.09 NOTICE OF REJECTION OF APPLICATIONS.

9 Whenever an application is rejected, notice of such rejection shall
10 be mailed to the last known address of the applicant by the City
11 Administrator.
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13 SECTION 6.10 APPLICATION AS PART OF THE EXAMINATION.
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15 Applications shall be considered a part of the examination process.
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**CITY COUNCIL OF THE CITY OF SONORA
STAFF REPORT**

MEETING DATE: JULY 20, 2020

TO: SONORA CITY COUNCIL

FROM: DOUGLAS L. WHITE, CITY ATTORNEY

SUBJECT: ORDINANCE OF THE CITY OF SONORA AMENDING CHAPTER 1.16, GENERAL MUNICIPAL ELECTION, OF TITLE 1, GENERAL PROVISIONS, TO DESIGNATE THE CITY ADMINISTRATOR AS THE CITY ELECTIONS OFFICIAL IN THE EVENT OF A VACANCY IN THE OFFICE OF THE CITY CLERK.

RECOMMENDATION:

Waive second reading, read by title only, and adopt an ordinance, amending Chapter 1.16, General Municipal Election, of Title 1, General Provisions, to designate the City Administrator as the City Elections Official in the event of a vacancy in the office of the City Clerk.

BACKGROUND:

The City of Sonora (the "City") Elections Official conducts and administers all municipal elections. Elections Code section 320 designates the City Clerk as the City Elections Official. The City Clerk position, however, becomes vacant, from time to time, due to resignation, dismissal, or failure of any candidates to run for the position. Currently, the City Clerk position is vacant because no candidate ran for the City Clerk position in the March 3, 2020 general municipal election. During a vacancy in the City Clerk position, the City of Sonora City Council may make an interim appointment to the position. The City Council has made an interim City Clerk appointment by appointing Councilmember Such as City Clerk Pro Tempore.

DISCUSSION:

To ensure continuity of City business, the City should provide a protocol as to who shall act as the City Elections Official whenever the City Clerk position is vacant or the City does not have a permanent City Clerk. The proposed ordinance (the "Ordinance") will amend the Sonora Municipal Code to clarify that the City Clerk acts as the City Elections Official. The Ordinance also establishes a protocol for periods when there is a vacancy in the City Clerk position and the City lacks a permanent City Clerk. During a vacancy in the City Clerk position or an interim City Clerk appointment, the City Administrator shall act as the City Elections Official.

On June 15, 2020, City Council approved the Ordinance for first reading, without amendments.

FISCAL IMPACT:

None.

ENVIRONMENTAL:

The Ordinance is exempt from the California Environmental Quality Act ("CEQA") because it has no potential for causing a significant effect on the environment.¹

OPTIONS:

1. Motion to waive second reading, read by title only, and adopt the Ordinance;
2. Continue consideration of the Ordinance, with instructions to staff for any changes; or
3. Reject the adoption of the Ordinance.

ATTACHMENTS:

Ordinance

¹ 14 CCR, § 15061, subd. (b)(3).
{CW094508.6}

**THE CITY COUNCIL
OF THE CITY OF SONORA**

ORDINANCE NO. 869

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SONORA AMENDING CHAPTER 1.16,
GENERAL MUNICIPAL ELECTION, OF TITLE 1, GENERAL PROVISIONS, TO DESIGNATE THE CITY
ADMINISTRATOR AS THE CITY ELECTIONS OFFICIAL IN THE EVENT OF A VACANCY IN THE
OFFICE OF THE CITY CLERK**

WHEREAS, Government Code section 36501 vests, in part, the government of the City of Sonora (the "City") in the City Clerk; and

WHEREAS, Elections Code section 320 designates the City Clerk as the City Elections Official; and

WHEREAS, the City Council of the City of Sonora (the "City Council") finds it to be in the best interest of the City to clarify that the City Clerk is the City Elections Official and establish a protocol for those times when the City Clerk position is vacant or during an interim City Clerk appointment, in order to ensure continuity in City business and public services.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SONORA ORDAINS AS FOLLOWS:

SECTION 1. AMENDMENT. Chapter 1.16, General Municipal Election, of Chapter 1.16, General Municipal Election, of Title 1, General Provisions, is repealed in its entirety and replaced with a new Chapter 1.16 to read as follows:

Chapter 1.16

ELECTIONS

Sections:

- | | |
|-----------------|---|
| 1.16.010 | General municipal election date. |
| 1.16.020 | City elections official. |

1.16.010 General municipal election date.

The general municipal election of the City shall be held on the same day, from year to year, as the statewide direct primary election held, pursuant to Government Code section 36503 and Elections Code sections 1000 and 1301.

1.16.020 City elections official.

- A. For the purposes of receiving and certifying nomination papers, canvassing the results of all municipal elections, signing and delivering certificates of election, and administering the oath to all elected municipal officers, the City Clerk shall act as the City Elections Official.
- B. The City Administrator shall act as the City Elections Official during the period of a vacancy in the City Clerk position or interim City Clerk appointment.

SECTION 2. SEVERABILITY. If any section, subdivision, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof and shall continue to be in full force and effect.

SECTION 3. PUBLICATION. This Ordinance shall become effective thirty (30) days from and after its final passage and adoption, provided it is published in a newspaper of general circulation at least fifteen (15) days prior to its effective date or a summary of the Ordinance is published in a newspaper of general circulation at least five (5) days prior to adoption and again at least fifteen (15) days prior to its effective date.

SECTION 4. CERTIFICATION OF COUNCIL ADOPTION AND APPROVAL. This Ordinance was introduced and approved by Ordinance No. 869 at a regular meeting of the City Council of the City of Sonora held on the 15th of June, 2020 by the following vote:

AYES: Garaventa, Hawkins, Plummer, Such and Williams

NOES:

EXCUSED:

ABSTAIN:

ATTEST:

APPROVED:

Colette Such
City Clerk Pro Tempore

Jim Garaventa
Mayor



CITY COUNCIL AGENDA REPORT

DATE: JULY 20, 2020

TO: CITY COUNCIL MEMBERS

FROM: MARY ROSE RUTIKANGA, CITY ADMINISTRATOR

SUBJECT: CONSIDERATION TO DONATE FUNDS TO PROVIDE PORTABLE TOILETS AT A HOMELESS CAMP

RECOMMENDATION:

Consideration to agendize as an action item at a future date to enter into agreement with "Give Someone A Chance", to donate funds to provide portable toilets at a homeless camp that currently exists on property off Stockton Road in the County of Tuolumne.

DISCUSSION:

A homeless camp currently exists on property in the County of Tuolumne, just outside the City limits. Some of the City's homeless population resides at the camp. During its August 19, 2019 meeting, the City Council, in order to protect and promote the health, safety and general welfare of the City's homeless population, approved donating funds to provide portable toilets at the camp. To fund the portable toilets, the Council authorized a donation to Give Someone A Chance, a non-profit charitable organization, organized as a 501(c)(3), that provides portable toilets at the camp. The donation funds one third (1/3) of the costs of the portable toilets, not to exceed one thousand six hundred dollars (\$1,600).

FISCAL IMPACT:

The fiscal impact associated with funding portable toilets for the homeless camp depends on the costs of the portable toilets and the amount the City would like to donate to fund the portable toilets.



CITY COUNCIL AGENDA REPORT

DATE: JULY 20, 2020
TO: CITY COUNCIL MEMBERS
FROM: MARY ROSE RUTIKANGA, CITY ADMINISTRATOR
SUBJECT: TRANSIENT OCCUPANCY TAX FOR NOVEMBER 2020 ELECTIONS

RECOMMENDATION:

Consideration to agendize for discussion and possible action a ballot measure for an increase to the Transient Occupancy Tax to provide additional general fund revenues.

DISCUSSION:

On July 7, 2020 the Tuolumne County Board of Supervisors directed staff to prepare a resolution and ordinance, if approved by voters, that would increase the rate of Transient Occupancy Tax (TOT) from ten percent (10%) to twelve percent (12%) and to expand the application of the tax to include campgrounds and recreational vehicle parks within the unincorporated areas of Tuolumne County.

The current rate of the City of Sonora's Transient Occupancy Tax is ten (10%). Historically, both the County of Tuolumne and the City of Sonora have aligned their Transient Occupancy Tax percentage rate to ensure equal distribution of cost in promoting tourism to the city and county. An ordinance will need to be introduced at the next August 3rd City Council Meeting in order to meet the August 7th elections deadline for the November 2020 ballot.

FISCAL IMPACT:

An increase to the Transient Occupancy Tax will increase revenues to the General Fund.



CITY COUNCIL AGENDA REPORT

DATE: JULY 20, 2020
TO: CITY COUNCIL MEMBERS
FROM: MARY ROSE RUTIKANGA, CITY ADMINISTRATOR
SUBJECT: RECREATIONAL CANNABIS SALES

RECOMMENDATION:

Consideration to agendize for discussion and possible action at a future date amending the General Municipal Code allowing for the establishment, operation and permitting of recreational cannabis businesses.

DISCUSSION:

On January 16, 2018, the City Council approved an amendment to the General Municipal Code to allow for the establishment of a structure to regulate all cannabis businesses within the city. The ordinance allowed for a medicinal cannabis business, Type M-license, pilot program.

The city has since entered into 2 development agreements with 2 separate medicinal cannabis businesses, of which 1 of those businesses is fully operational and compliant with city rules and regulations.

FISCAL IMPACT:

An amendment to the General Municipal Code will increase revenues to the General Fund.



CITY COUNCIL AGENDA REPORT

DATE: JULY 20, 2020
TO: CITY COUNCIL MEMBERS
FROM: MARY ROSE RUTIKANGA, CITY ADMINISTRATOR
SUBJECT: SOCIAL EQUITY COMMITTEE SELECTION CRITERA

RECOMMENDATION:

Consideration to provide direction to staff for committee member selection criteria and general purpose of the newly formed "Social Equity Committee".

DISCUSSION:

On July 6, 2020, two members of the Sonora City Council brought forward for consideration and possible adoption resolutions concerning the recent events of the death of George Floyd and the right to peacefully protest.

At the meeting, the City Council directed staff to create a committee to further develop a resolution for possible adoption. The Mayor assigned Councilmembers Plummer and Such to serve as council member representatives on the committee, as well as for each councilmember to designate a member of the community to serve on the committee.

Staff is requesting direction for committee member selection, general purpose of the newly formed committee and to establish possible dates and times for the committee to meet.

FISCAL IMPACT:

None.



City Of Sonora

Tuolumne County

"Queen of the Southern Mines"

94 N. Washington Street

Sonora, CA 95370

www.sonoraca.com

Area Code 209

Administration/City Clerk	532-4541
City Administrator	532-6115
Finance	532-6331
Human Resources	588-8946
Public Works	532-2922
Cemetery	532-4492
Community Development	532-3508
Opera Hall/Special Programs	532-7725
Police	532-8143
Fire	532-7432

Administration/HR Fax Number: 532-2738

MEMORANDUM

Date: Meeting of July 20th, 2020
To: Honorable Mayor and Members of the City Council
From: Mike Lagomarsino, Public Works Supervisor
Subject: Public Works Department Report for July 2020

For the month of June 2020, the City of Sonora Public Works Department performed the following activities:

Events

- Placed event banners on Washington Street.
- Held Brush Chipper Certification Training.
- Put out Farmers Market no parking signs.

Streets

- Loaded and hauled six pay piles in City.
- Repaired/paved a section of Toby Street damaged by Waste Management Trucks.
- Responded after hours to clear Poplar Street from large downed tree blocking street.
- Replaced/repaired damaged street sign on Bradford Street.
- Replaced faded School Xing signs on School Street.
- Clearance pruning sidewalk on Stewart Street from Elkin St to Jackson St.
- Replaced two burnt out turn arrow traffic signal bulbs at the South Greenley and Mono Way Intersection.
- Replaced damaged/graffiti stop sign on Stewart Street @ Lyon's Street.
- Spent several days' clearance pruning streets throughout the City.
- Spent several days' potholing on numerous City streets.
- Performed sign clearance pruning throughout the City.
- Removal of hand piles throughout City.

Facilities

- Converted four exterior high-pressure sodium lights to LED at the Sonora Police Department.

Parks/Landscapes/Parking Lots

- Graffiti removal at Prospector Park.
- Continued with annual weed abatement spray program in City parks, landscapes, and cemeteries.
- Clearance pruning in multiple City parking lots.

Storm Drains

Cemetery

- Prepared required monthly reports, installed headstones, checked messages daily and returned phone calls.

Miscellaneous

- Performed routine daily and monthly activities that included regular checking of parks and landscape areas for maintenance needs and safety concerns, garbage collection at City facilities, cleaning and stocking City restrooms, opening of gate to Dragoon Trail parking lot, and routine maintenance of City vehicles and participation on assigned committees, weekly mowing of lawns at Mt Shadow Cemetery and Rotary Park, and weekly sweeping of City Streets.



City of Sonora

Community Development Department
94 N. Washington Street
Sonora, CA 95370
(209) 532-3508
(209) 532-3511 *fax*
www.sonoraca.com

MEMORANDUM

Date: July 15, 2020
To: Honorable Mayor & Council Members
From: Rachelle Kellogg, Community Development Director
Subject: Staff Report for June 2020

The following highlighted projects were undertaken by the Community Development Department:

PLANNING ACTIVITIES – On July 13th the Sonora Planning Commission held its first meeting following the initial COVID closures in March. At this meeting staff presented a request for a Demolition Permit to demolish the residence and outbuildings at 104 Barretta Street and a Use Permit to allow outdoor sales and storage for the new Wilco Farm Store to be located in the former OSH location at 750 Mono Way. Both of these projects were approved by the Planning Commission. Staff also circulated advisory notices for a Design Review Permit for a new mural at 35 S. Washington Street, a Use Permit to return the commercial property at 86 S. Green Street to a residential use, and a Design Review Permit for façade improvements to the former Cost U Less building at 764 Mono Way. These items will be presented to the Planning Commission at their August 10th Meeting.

CODE ENFORCEMENT – Code enforcement activities were conducted on a City property that has had continuing issues with garbage, hazardous materials, abandoned vehicles and buildings, and ongoing homeless activity, which has negatively affected neighboring properties. The City conducted property inspections and violation letters were issued to the property owner. Following a meeting between City staff and the property owners, the owner initiated cleanup activities along with vegetation removal.

COVID BUSINESS ASSISTANCE – The Community Development Department staff continues to assist City business with questions related to COVID-19 restrictions and the Governor's directives. Staff also assists the City Administrator with issuing outdoor seating approval for restaurants.

LEAP – Staff completed and submitted the Local Early Action Planning Grant Program application to receive \$65,000 in funds to complete a comprehensive review and update of the City's Zoning Ordinance, and other documents, to bring them into compliance with the State's new housing laws. Grant funds will also be used to establish pro-housing policies for the City, which will allow the City to be eligible for future grant funds through the State.

MONTH OF JUNE, 2020	COMMUNITY DEVELOPMENT DEPARTMENT		CITY OF SONORA 94 N. WASHINGTON ST. SONORA, CA 95370	
<u>PERMIT ACTIVITY REPORT</u>				
NAME	LOCATION	TYPE	VALUATION	FEES
NEW RESIDENTIAL		TOTAL UNITS <u> 0 </u>		
SUBTOTAL <u> 0 </u>				
CDBG REHABS		TOTAL UNITS <u> 0 </u>		
SUBTOTAL <u> 0 </u>				
COMMERCIAL		TOTAL UNITS <u> 0 </u>		
852 Mono LLC	852 Mono Way	Construct a 420 sq. ft. office building	\$38,000	\$1,148.60
SUBTOTAL <u> 1 </u>				

ALTERATIONS & ADDITIONS		TOTAL UNITS <u> 10 </u>		
Laura Anne Vaughan	169 Woodside Drive	Install 12 roof mount solar panels; 3.78 KW	\$11,400	\$300.00
Aaron Boyce & Amanda Friel	120A Preston Place	Grading permit for access road to complete prior owner's approved TPM	\$25,000	\$511.19
Johnathan Parker	600 Woods Creek Dr.	Install a 3.06 KW roof top solar system	\$9,200	\$300
John & Connie Williams	610 Daybreak Ct.	Install a backup generator	\$8,000	\$203.25
Kim Tram	67-69 S. Washington	Complete tenant imp. for upstairs future tenant space	\$5,000	\$136.25
Bette & Gary Dambacher TR.	99 N. Washington St	Repair columns from vehicle into building	\$5,000	\$136.25
Geoffrey & Julia Falknor	555 Sonora Avenue	Install (39) solar roof panels for a 13.26 KW solar system	\$40,000	\$300
Arturo & Blanca Lopez	512 E. Oakside Dr.	Kitchen remodel (does not include fire damage repairs)	\$12,000	\$306.75
Patrick & Kristina Eaton	124 N. Washington St	Replace stairs/landings like for like	\$3,500	\$173.91
Jared & Amy Dunn	145 Columbia Way	Re-wire whole house; repair sheetrock; repair siding	\$8,000	\$288.75

DEMOLITIONS			TOTAL UNITS __0__	
NAME	LOCATION	TYPE	VALUATION	FEE
			SUBTOTAL __11__	
MISCELLANEOUS REPAIRS				
NUMBER OF PERMITS	VALUATION \$		FEE	
13	\$89,947		\$2,982.56	

TOTAL NUMBER OF PERMITS ISSUED	24
TOTAL VALUATION	\$255,047
SUB TOTAL OF PERMIT FEES COLLECTED	\$6,787.51
TOTAL FIRE DEPARTMENT FEES COLLECTED	\$ 540.00
TOTAL TRAFFIC FEES COLLECTED	\$2,325.12
TOTAL PUBLIC SAFETY FEES COLLECTED	\$0
TOTAL PARKS & RECREATION FEES COLLECTED	\$0
TOTAL FEES COLLECTED	\$9,652.63

FISCAL YEAR TO DATE

TOTAL NUMBER OF PERMITS ISSUED	246
TOTAL VALUATION	\$6,977,989
TOTAL FIRE DEPARTMENT FEES COLLECTED	\$6,130
TOTAL PUBLIC SAFETY FEES COLLECTED	\$0
TOTAL PARKS & RECREATION FEES COLLECTED	\$0
TOTAL TRAFFIC MITIGATION FEES COLLECTED	\$12,179.12
TOTAL PERMIT FEES COLLECTED	\$78,911.62



SONORA FIRE DEPARTMENT 201 S. Shepherd St. Sonora, CA 95370
209-532-7432 FAX 209-532-5936 e-mail sfd@sonoraca.com

DATE: July 20, 2020
TO: Honorable Mayor and Council Members
FROM: Aimee New, Fire Chief
SUBJECT: Monthly Report June 2020 - Sonora Fire Department

Emergency Incidents:

1. Sonora City Fire units responded to **136** calls for service in June.
2. Sonora City units responded to emergency calls for service as follows:


111 Building fire	5
112 Fires in structures other than buildings	1
118 Trash or rubbish fire, contained	1
131 Passenger vehicle fire	2
142 Brush, or brush and grass mixture fire	2
321 EMS call Excluding vehicle accident	86
322 Vehicle accident with injuries	4
324 Motor vehicle accident no injuries	4
412 Gas leak (natural gas or LPG)	1
440 Electrical wiring/equipment problem, other	1
441 Heat from short circuit (wiring), defect	1
510 Person in distress, other	3
511 Lock-out	1
550 Public service assistance, other	1
551 Assist police or other governmental agency	1
561 Unauthorized burning	2
571 Cover assignment, standby, move-up	1
611 Dispatched & canceled en route	13
622 No incident found on arrival at dispatch	1
631 Authorized controlled burning	1
701 False alarm - Cancelled enroute	1
743 Smoke detector activation, no fire - unintentional	1
744 Detector activation, no fire-unintentional	1
745 Alarm system sounded, no fire - unintentional	1
TOTAL	136
3. Monthly dollar loss, resulting from fire: **\$393,000.00**
4. The average response time during the month of June: **4.66 Minutes**

5. Training Summary Excluding Outside Training:

Administration	Hours
Fire Chief	6
Administrative Assistant	4
Administration total hours	10
A-Shift	
Captain Gregory	26
Engineer Piche	30
Intern FF Donnelly	24
Volunteer FF Bock	18.5
A-Shift total hours	98.5
B-Shift	
Captain Rock	13
Engineer Mandell	14
B-Shift total hours	27
C-Shift	
Captain Rhoades	32.5
Relief Engineer	
Intern FF Maleske	10
C-Shift total hours	42.5
Relief/Volunteer	
Relief Engineer Kerrigan (LOA)	
Relief Engineer Lunde	19.5
Relief Engineer Teran	10
Relief Engineer Miller	4
Volunteer FF Benz (LOA)	
Volunteer FF Peterson	
Volunteer FF Wheeler	4
Volunteer FF Woodson	
Relief/Volunteer total hours	37.5
Department total Training Hours	215.5



CITY OF SONORA
CITY COUNCIL AGENDA REPORT

DATE: JULY 20TH, 2020
TO: CITY COUNCIL
FROM: TURU VANDERWIEL, CHIEF OF POLICE 
SUBJECT: MONTHLY REPORT – SONORA POLICE DEPARTMENT

RECOMMENDATION:

There is no action required on this item.

DISCUSSION:

The attached summarizes activities for June 2020.

	June 2020	May 2020	June 2019
Total Incidents	1,384	1,876	1,345
Calls for Service	703	697	771
Officer Initiated	681	1,179	574
Total Arrests	90	71	76
Felony Arrests	15	18	15
Misd. Arrests	75	53	61
Total Reports	159	131	145
Parking Citations	8	2	60
Moving Citations	33	34	12
Domestic Violence	3	4	5
Collision Incidents	27	23	31
Collision Invest.	9	12	10
Animal Calls	29	43	49
Public Intox. / UID	7	11	11

**SONORA POLICE DEPARTMENT**

Page 1

**PATROL STATISTICS
REPORTING PERIOD: JUNE 2020**

07/07/2020

Statistic	Count
Total Incidents	1384
Calls for Service	703
Officer Initiated Incidents	681
Traffic Stops	80
Other OIA Incidents	601
Bus/Building checks	0
Veh/Ped Check	0
 Total Officer Reports	 159
Accident	9
Crime	26
Felony Arrest	11
General Information	35
Infraction Arrest	2
Juvenile Arrest	0
Misdemeanor Arrest	43
Warrant Arrest	30
Unclassified Reports	3
 Total Misdemeanor & Felony Arrests	 90
Misdemeanor Arrests	75
Felony Arrests	15
 Total Citations	 104
Bicycle	1
Felony	1
Infraction	2
Juvenile	1
Misdemeanor	57
Vehicle - Moving	33
Vehicle - Parked	8
Voided	1
 FIs	 6

	June 2020	May 2020	June 2019
DUI Arrests	3	5	5
Total Phone Calls	2,501/178	1,860/171	2,348
Average Per Day	83	60	78
Vehicle Releases		5	10

The months of April and May reflect a significant drop in parking citations, which is a result of modified enforcement practices and reduced staffing due to COVID-19.

FISCAL IMPACT:

There is no fiscal impact to the General Fund.

ATTACHMENTS:

1. Beat/Area Crimes
2. Area 1 Report
3. Area 2 Report
4. Patrol Statistics

BEAT 1

Violent Crimes:

- 1 Felony Domestic Violence (No Arrest Made)
- 1 Felony Robbery w/Firearm (Arrest Made)
- 1 Felony Assault w/ Deadly Weapon; Not Firearm (also 417PC & 422PC) (Arrest Made)
- 1 Misdemeanor Brandishing (No Arrest Made)
- 1 Misdemeanor Willful Cruelty/Endangering a Child (Arrest Made)
- 1 Misdemeanor Domestic Violence (Arrest Made)
- 1 Misdemeanor Sex Between Two Minors (No Arrest Made)

Burglaries / Other Larceny:

- 1 Attempted Stolen Vehicle (Arrest Made)
- 1 Unrecovered Stolen Vehicle (No Arrest Made)
- 1 Business Burglary (Shoplifting) (No Arrest Made)
- 1 Attempted Vehicle Burglary (No Arrest Made)
- 5 Petty Thefts (Shoplifting) (4 Arrests Made)
- 1 Theft From Vehicle (No Arrest Made)
- 1 Theft From Business by Use of Stolen Access Card (No Arrest Made)

BEAT 2

Violent Crimes:

- 1 Felony Assault w/Deadly Weapon; Not Firearm (Arrest Made)
- 1 Misdemeanor Domestic Violence (No Arrest Made)
- 1 Felony Sex w/Minor (also 288PC and 311.11PC) (Arrest Made)

Burglaries / Other Larceny:

- 1 Vehicle Burglary (No Arrest Made)
- 1 Business Burglary
- 2 Stolen Vehicles (One Recovered in Sonora, One in Modesto) (No Arrests Made)

06/01/2020 -06/30/2020



CITY OF SONORA
CITY COUNCIL AGENDA REPORT

DATE: July 20, 2020
TO: CITY COUNCIL
FROM: MARY ROSE RUTIKANGA, CITY ADMINISTRATOR
SUBJECT: CERTIFICATION OF RECEIPT OF CARE ACT FUNDING

COMMUNICATIONS:

The City of Sonora has certified the incurred expenditures were necessary due to the public health emergency with respect to the Coronavirus Disease 2019 (Covid-19), were not accounted for in the City's budget prior to March 27, 2020 and were incurred between March 1 and December 20, 2020.

DISCUSSION:

The amount of funding the City is eligible for is \$58,241 to cover expenditures related to Covid-19.

FISCAL IMPACT:

The funding compensates the City for expenditures incurred because of Covid-19, but does not fully reimburse the City for the total outlay to date.

ATTACHMENTS:

1. Certification
2. Coronavirus Relief Fund Allocation Table for the City of Sonora

**CERTIFICATION FOR RECEIPT OF FUNDS PURSUANT TO PARAGRAPHS (2) OR (3) OF
SUBDIVISION (d) OF CONTROL SECTION 11.90 OF THE BUDGET ACT OF 2020**

I, **Mary Rose Rutikanga**, am the chief executive or authorized designee of the **City of Sonora**, and I certify that:

1. I have the authority on behalf of the **City of Sonora** to request payment from the State of California ('State') pursuant to the applicable provisions of subdivision (d) of Control Section 11.90 of the Budget Act of 2020.
2. I understand the State will rely on this certification as a material representation in making a direct payment to the **City of Sonora**.
3. **City of Sonora's** proposed uses of the funds provided as direct payment under the applicable provisions of subdivision (d) of Control Section 11.90 of the Budget Act of 2020 will be used only for costs that:
 - a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19)
 - b. Were not accounted for in the budget most recently approved as of March 27, 2020, for the **City of Sonora**
 - c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. **City of Sonora** agrees to do all of the following as a condition of receipt of funds:
 - a. Adhere to federal guidance and the state's stay-at-home requirements and other health requirements as directed in gubernatorial Executive Order N-33-20, any subsequent Executive Orders or statutes, and all California Department of Public Health orders, directives, and guidance in response to COVID-19 emergency.
 - b. Use the funds in accordance with all applicable provisions of subdivision (d) of Control Section 11.90 of the Budget Act of 2020.
 - c. Report on expenditures and summarize regional collaboration and non-duplication of efforts within the region by September 1, 2020, and return any funds that are unspent by October 30, 2020 (unless extended by the Department of Finance based on reported expenditures to date), and repay the state for any cost disallowed after federal review.
 - d. Retain records to support reported COVID-19 eligible expenditures and participate in audits as outlined by the federal government and State.

**CERTIFICATION FOR RECEIPT OF FUNDS PURSUANT TO PARAGRAPHS (2) OR (3) OF
SUBDIVISION (d) OF CONTROL SECTION 11.90 OF THE BUDGET ACT OF 2020**

By: Mary Rose Rutikanga

Signature: Mary Rose Rutikanga

Title: City Administrator

Date: 07/06/2020

The completed certification must be submitted by email to:

CRFApplications@dof.ca.gov

Certifications must be received by no later than 11:59 p.m. Pacific Daylight Time on July 10, 2020. Certifications received after that time may be disallowed. The subject line of the email shall only contain the name of the local government entity (i.e. City of xxx or County of xxx).

\$500 Million Coronavirus Relief Fund Allocations to Cities

(Whole dollars)

Cities	Allocations ¹	Cities	Allocations ¹
San Luis Obispo	\$ 566,980	Tracy	\$ 1,184,473
San Marcos	\$ 1,200,252	Trinidad	\$ 50,000
San Marino	\$ 161,587	Truckee	\$ 200,369
San Mateo	\$ 1,272,829	Tulare	\$ 837,555
San Pablo	\$ 387,860	Tulelake	\$ 50,000
San Rafael	\$ 738,445	Turlock	\$ 917,355
San Ramon	\$ 1,026,269	Tustin	\$ 992,487
Sand City	\$ 50,000	Twentynine Palms	\$ 361,252
Sanger	\$ 335,657	Ukiah	\$ 198,307
Santa Ana	\$ 28,580,208	Union City	\$ 909,206
Santa Barbara	\$ 1,154,593	Upland	\$ 973,127
Santa Clara	\$ 1,594,064	Vacaville	\$ 1,220,576
Santa Clarita	\$ 2,740,224	Vallejo	\$ 1,470,087
Santa Cruz	\$ 795,452	Vernon	\$ 50,000
Santa Fe Springs	\$ 225,891	Victorville	\$ 1,561,073
Santa Maria	\$ 1,326,168	Villa Park	\$ 71,194
Santa Monica	\$ 1,140,344	Visalia	\$ 1,711,918
Santa Paula	\$ 375,217	Vista	\$ 1,270,866
Santa Rosa	\$ 2,143,808	Walnut	\$ 369,537
Santee	\$ 716,121	Walnut Creek	\$ 874,918
Saratoga	\$ 383,132	Wasco	\$ 356,635
Sausalito	\$ 89,541	Waterford	\$ 109,815
Scotts Valley	\$ 144,375	Watsonville	\$ 636,063
Seal Beach	\$ 308,580	Weed	\$ 50,000
Seaside	\$ 414,086	West Covina	\$ 1,308,784
Sebastopol	\$ 95,629	West Hollywood	\$ 447,003
Selma	\$ 301,715	West Sacramento	\$ 670,795
Shafter	\$ 252,388	Westlake Village	\$ 101,395
Shasta Lake	\$ 131,583	Westminster	\$ 1,141,134
Sierra Madre	\$ 133,547	Westmorland	\$ 50,000
Signal Hill	\$ 144,610	Wheatland	\$ 50,000
Simi Valley	\$ 1,544,811	Whittier	\$ 1,071,743
Solana Beach	\$ 170,860	Wildomar	\$ 459,103
Soledad	\$ 312,395	Williams	\$ 66,996
Solvang	\$ 68,675	Willits	\$ 62,625
Sonoma	\$ 136,436	Willows	\$ 76,651
Sonora	\$ 58,241	Windsor	\$ 348,782
South El Monte	\$ 261,809	Winters	\$ 89,875
South Gate	\$ 1,197,709	Woodlake	\$ 95,974
South Lake Tahoe	\$ 278,119	Woodland	\$ 749,990
South Pasadena	\$ 314,333	Woodside	\$ 70,082
South San Francisco	\$ 838,111	Yorba Linda	\$ 847,631
St Helena	\$ 74,984	Yountville	\$ 50,000
Stanton	\$ 482,489	Yreka	\$ 96,135
Stockton	\$ 27,170,185	Yuba City	\$ 869,954
Suisun City	\$ 359,536	Yucaipa	\$ 687,883
Sunnyvale	\$ 1,932,363	Yucca Valley	\$ 274,551
Susanville	\$ 169,366		
Sutter Creek	\$ 50,000		
Taft	\$ 107,173		
Tehachapi	\$ 157,525		
Tehama	\$ 50,000		
Temecula	\$ 1,382,508		
Temple City	\$ 446,349		
Thousand Oaks	\$ 1,561,715		
Tiburon	\$ 117,792		
Torrance	\$ 1,797,076		

¹Excludes cities that received direct federal allocation through the CARES Act (6 cities). Allocations use May 2020 Population Estimates.