

CITY OF SONORA

2010

ANNUAL REPORT






HISTORIC SONORA

The City of Sonora, known as the “Queen of the Southern Mines,” was established in 1848 by miners emigrating from the State of Sonora, Mexico. The early settlement was referred to as the “Sonoran Camp”.

As with many communities in California’s Mother Lode Region, gold mining was the driving force behind Sonora’s early development and by 1849 the population of Sonora was approximately 5,000.

Tuolumne County was established as one of California’s original 27 counties on February 18, 1850 and named Sonora as the County Seat. Sonora was incorporated as a city on May 1, 1851.

After incorporation, the City quickly evolved into the major government, commercial and cultural center for the region and continues to be so today. Nevertheless, the City has maintained its historic charm with many of its existing buildings dating back to the 1800’s.



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“The City of Sonora has an obligation to provide the community with a clean, safe and secure environment in which to live and work, and to preserve and promote its historic character.”

Vision Statement

Adopted November 2, 1998

Amended December 1, 2003

The Year in Review

A major change in the administration of the City occurred this year. After over twenty years serving as Sonora's City Administrator, Greg Applegate retired. He was replaced on an interim basis by Tim Miller, a County resident who had prior public agency experience. That appointment has now been made permanent.

The City made great progress during this past year:

- * A curbside recycling program was implemented and City residents approved an increase to the Transient Occupancy Tax.*
- * Significant private projects included the opening of Lowes, the realignment of Old Wards Ferry Road, the approval of an expansion to Wal-Mart and leasing of the vacant Mervyn's space.*
- * Additional City projects and activities included the State certification of the City's Housing Element, improvements to the Woods Creek (Rotary) Park Playground and the purchase of three patrol vehicles for the Police Department.*
- * In addition to the customary downtown events, a Welcome Home Vietnam Veterans Parade was held.*
- * In one of the closest City Council elections ever held, from a list of five candidates, the voters chose Matt Hawkins and Hank Russell.*
- * More unique challenges that faced the City Council, included saving elderberry bushes and adopting a medical marijuana dispensary moratorium.*

Concerning finances, although projections at the State level are for increased employment opportunities and personal income, the City anticipates that sales tax revenue will remain flat and property tax revenue for the City and Redevelopment Agency will decline, however, an increase in Transient Occupancy Tax revenue is expected. Local unemployment rates continued to exceed State and Federal rates.

The City has experienced declining revenues since 2008. To offset these losses, positions that became vacant remained unfilled. In addition, each department reduced their operating budget. In spite of these efforts, the City was faced with budget deficits the past two fiscal years which required transferring funds from the City's reserves. Similar to past years, the City is again confronted with a deficit and the need to balance the budget utilizing its reserves. Unfortunately, this trend can not continue. As a result, a number of short term cost saving measures have been implemented. As the City looks forward to next years' budget, additional cost saving measures will need to be implemented. The City's finances will be further impacted as a result of proposals contained in the Governor's budget, including the possible elimination of Redevelopment Agencies.

The goal for next year is to develop a sustainable financial plan by implementing the following:

- 1. Live within our means*
- 2. Grow our local economy*
- 3. Focus on core services*
- 4. Reduce State dependency*

This will create a solid foundation on which to build as the economy rebounds and allow the City to continue to meet its mission as defined by our Vision Statement.

*Tim Miller
City Administrator*



Finance Department

The City of Sonora's governmental activities include police and fire protection, public works, community development (building and planning), grants and special programs and general government. Sales tax, property tax, vehicle license fees, transient occupancy tax, user fees, and franchise fees finance these activities. Financial highlights for the fiscal year ended June 30, 2010 are outlined below and shown in more detail in the accompanying tables.

FINANCIAL HIGHLIGHTS

The City's governmental activities total assets exceeded liabilities (net assets) at the close of the fiscal year by \$15,932,323 a decrease of \$1,025,372 from fiscal year 2009. Of this amount, \$1,796,991 is in unrestricted net assets, which is available to meet the City's ongoing financial obligations.

CITY OF SONORA NET ASSET JUNE 30, 2010 AND 2009		
	Government Activities	
	2010	2009
Current and Other Assets	\$ 8,186,190	\$ 9,336,626
Capital Assets	10,085,552	10,483,688
Total Assets	18,271,742	19,820,314
Long-term Liabilities Outstanding	\$1,185,000	\$1,326,129
Other Liabilities	1,154,419	1,536,490
Total Liabilities	2,339,419	2,862,619
Net Assets:		
Invested in Capital Assets (net of related debt)	8,900,552	9,157,559
Restricted	5,234,780	5,259,212
Unrestricted	1,796,991	2,540,924
Total Net Assets	\$15,932,323	\$16,957,695

The statement of net assets presents information on all the City's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as one indicator of whether the City's financial position is improving or deteriorating

Finance Dept. Cont...

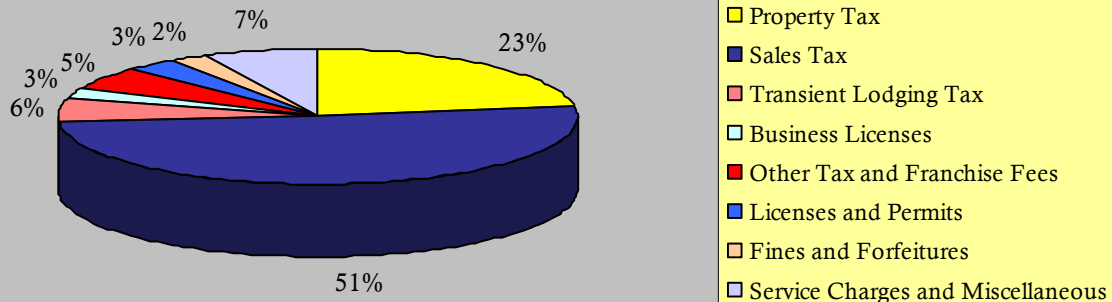
Total governmental expenses for the year exceeded revenues by \$1,025,372. Below is a table showing the governmental activities of the City for the years ended June 30, 2010 and 2009.

CITY OF SONORA STATEMENT OF ACTIVITIES FOR THE YEARS ENDED JUNE 30, 2010 AND 2009		
	Government Activities	
	2010	2009
Revenues:		
Program Revenues:		
Charges for Services	\$ 613,798	\$ 502,495
Operating Grants & Contributions	764,319	656,588
Capital Grants & Contributions	289,680	381,446
General Revenues:		
Property Tax	2,317,421	2,293,769
Sales Tax	3,374,883	3,896,228
Motor vehicle Tax	14,177	17,466
Transient Lodging Tax	230,277	193,131
Motor Fuel Tax	94,972	92,969
Other Taxes	212,191	223,056
Investment Earnings	174,835	281,473
Gain (loss) on Sale of Assets		500
	(3,666)	
Total Revenues	\$ 8,082,887	\$ 8,539,121
Expenses:		
General Government	\$ 962,509	\$ 1,030,957
Public Safety	4,167,831	4,314,260
Public Works	1,587,407	1,787,329
Community Development (Building & Planning)	2,076,086	1,447,214
Culture & Leisure	235,793	163,240
Interest on Long-term Debt	78,633	91,377
Total Expenses	\$ 9,108,259	\$ 8,834,377
Increase in Net Assets	\$(1,025,372)	\$ (295,256)

The statement of activities presents information showing how the City's net assets changed in the most recent fiscal year. All changes of net assets are reported as soon as the underlying event giving rise to the change occurs. Therefore, revenues and expenses are reported on this statement for some items that will result in cash flows in future fiscal periods.

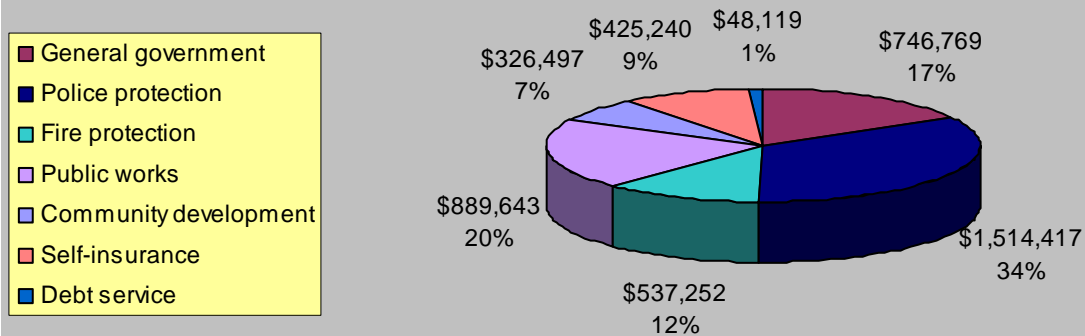
Finance Dept. Cont...

CITY OF SONORA
GENERAL FUND REVENUES
FOR THE YEAR ENDED JUNE 30, 2010



The City's General Fund ended the year with a fund balance of \$2,142,199, a decrease of \$434,724 from the previous year. General Fund expenditures exceeded revenues by \$434,724 largely as a result of decreases in sales tax revenue and investment earnings. General Fund expenditures totaled \$4,062,697. Police and fire protection costs were \$1,514,417 or 37% and \$537,252 or 13%, respectively, of total General Fund expenditures.

CITY OF SONORA
GENERAL FUND EXPENDITURES
FOR THE YEAR ENDED JUNE 30, 2010



The formation of a Special Sales and Use Tax District (Measure I) provided sales tax revenue of \$1,311,418 in fiscal year 2010. This revenue was used for personnel, wage and benefit costs and equipment purchases in the Police, Fire and Public Works Departments.

Finance Dept. Cont...

NEXT YEAR'S BUDGET – FISCAL YEAR 2011 ECONOMIC FACTORS

In preparing the budget for fiscal year 2011, City Management has taken into consideration the following economic factors:

- * The State of California's adopted budget for fiscal year 2011 has a negative impact on the City and Redevelopment Agency in terms of State mandated revenue losses and/or deferrals.
- * Sales tax revenue is projected to increase by 1% during fiscal year 2011. The economy remains sluggish but there are signs of improvement locally. The Lowe's Home Improvement Store has opened and should be providing additional sales tax revenue in the latter part of the fiscal year.
- * Property tax revenue is projected to decrease by 3.5% as foreclosures and short-sales continue to impact our local housing market. Reductions in the assessed value of commercial properties due to retail space vacancies will also impact property tax revenue in fiscal year 2011.
- * The City continues to freeze positions as they become vacant. In some cases, retirees have been hired on a part-time basis to help support the loss of full-time staff. Previously negotiated cost of living salary increases to existing employees were deferred for a second year in an effort to offset declines in revenue resulting from the on-going recession.
- * The formation of a Special Sales and Use Tax District (Measure I) was approved by City of Sonora voters in August, 2004. A ½% sales tax increase within the City limits was effective January 1, 2005 and is continuing to provide revenue for police, fire and public works activities. The special district sales tax is expected to generate approximately \$1,362,400 in revenue in fiscal year 2011.

For fiscal year 2011, the City's General Fund recurring revenues are projected to increase by \$36,900 or 1%. General Fund expenditures are budgeted to decrease by \$135,800 or 3%. A balanced General Fund budget was adopted for fiscal year 2011, with projected revenues and expenses of \$4,113,700.

City management continues to take a position of conservative revenue projection and decreases to General Fund department expenditures through staffing reductions and deferrals of cost of living increases to salaries. There were no positions added to the General Fund and no major capital expenditures budgeted.

DEPARTMENT STAFFING AND GOALS FOR 2011

The Finance Department is staffed with a full-time Finance Director, a full-time Administrative Assistant and a part-time (.75 FTE) Office Assistant/Accounting Technician. The Finance Department is responsible for the City's accounting functions, financial reporting and treasury operations.

Addressing the financial challenges resulting from the ongoing recession will continue to be the focus of the Finance Department in calendar year 2011. During the preparation of the fiscal year 2012 budget, Finance Department staff will be working closely with the City Administrator and the City Council's Finance Committee to reduce the cost of employer-paid pension and health benefit programs. The General Fund reserve balance will be closely monitored and a policy developed and adopted to identify the desired General Fund reserve balance and additional cost-saving measures that will result in the actual reserve balance reaching the established policy level.

Karen Stark
Finance Director

Public Works Department

The Department experienced significant changes in personnel and organizational structure this year. In anticipation of the pending retirement of Ed Wyllie, who served as both the Public Works Director and Community Development Director, the City Council approved a Transition Plan. Upon Ed's retirement this plan was implemented which provided for the consolidation of the building, planning, redevelopment, grants and special programs under the umbrella of the newly formed Community Development Department and created a separate Public Works Department. Although the Transition Plan contemplated hiring a Part Time Public Works Director, the City Administrator is presently serving in this capacity.

STAFFING

There were additional retirements within the Department as well. Long time employees Richard Engle (25 years) and Jim Lillie (30 years) retired in June and November, respectively. Both returned as annuitants serving in a part-time capacity. In addition, the Department was able to hire Willie Malone as a part-time seasonal employee.

The Department is currently comprised of nine full-time and two part-time/seasonal staff in the following classifications:

- ◆ Public Works Supervisor
- ◆ Public Works Specialist II
- ◆ Public Works Specialist – (3)
- ◆ Public Works Assistant – (2)
- ◆ Supervising Mechanic
- ◆ Equipment Mechanic
- ◆ Part Time Public Works Specialist II
- ◆ Public Works Assistant – Seasonal

ACTIVITIES

Buildings

The building sign at Rother's Corner was repaired; the floors were refinished and the staff assisted with repairs to the balcony at the Opera Hall; and, upstairs offices at City Hall were repainted.



Parks

With help from the Baseline Conservation Center, the Department performed trail maintenance along the Dagoon Gulch trail and assisted with the playground equipment installation at Woods Creek (Rotary) Park by relocating water, electrical and sprinkler lines.

Streets

The sidewalk on Shepherd Street was replaced as part of a storm drain project. Torchdown was installed on School Street in front of the Corporation Yard, as well as, Mono Way and Sanguinetti and Greenley Roads. Grinding was performed on Bradford Street. Additional street markings, including both paint and torchdown were installed along with pavement repairs as part of the Department's annual program. The wall was on Green Street behind City Hall was rebuilt and the traffic signal lamps were replaced.

Storm Drains

A storm drain was replaced on the west side of Shepherd Street (behind the office of Frank Walters and Associates) and a storm drain inlet was replaced at Norlin and Yaney Streets. Baseline crews assisted the department with the cleaning of the drain crossing on Mono Way.

Cemetery

Repairs were completed to headstones and markers at the Old City Cemetery and additional maintenance was performed at Mountain Shadow Cemetery as part of the Veteran's Day ceremony.

Facilities

General clean up and repair to various buildings at the Southgate Property and repairs to the road to the gun range were completed. A gate was installed at the Cutler property entrance and signs were repaired or replaced within the City parking lots.



Equipment

The shop completed major repairs to the street sweeper avoiding a costly replacement and extending its service life.

Promotions

The Historic Chamber banner program was initiated. In addition, the changeable message signs were displayed for numerous downtown activities and staff assisted with the Christmas decorations and related holiday activities

Annually, routine monthly activities include regular checking of parks for maintenance needs and safety concerns; landscape area and cemetery maintenance; regular participation on assigned committees; blowing of City parking lots; street and regulatory sign repair and replacement; garbage collection at City facilities; storm drain maintenance and repair; routine maintenance of City buildings, including routine coordination with the Special Programs Coordinator at the Opera Hall; placing banners; underground service locating; routine maintenance of City vehicles.

Tim Miller
City Administrator

Police Department

The Sonora Police Department faced even more challenges and hurdles this year than it did in 2009, ranging from further reductions in funding resulting in some positions being frozen as they were vacated, to having several officers off at the same time because of injuries or illnesses. Like always, the members of the Sonora Police Department stepped up and met these challenges.

Because of reduced staffing, changes were made to streamline our reporting system and steps were taken to free up officers to handle in progress, high priority calls, resulting in a reduced response to lower priority calls for service. This affects our services to the public, which with further staffing reductions looming, more reductions in services may have to be implemented in 2011.

PERSONNEL

2010 was a very strenuous year for the Sonora Police Department when it came to staffing. The Department currently has 41% of its allocated positions open. The staffing issues were further compounded by one employee being out for an extended period of time on a work related injury, along with three other employees out on either work related injuries or personal injuries. However, on a much brighter note, the Department is currently recruiting to fill one open police officer position.

CURRENT STAFFING

- * Chief
- * Sergeants (2)
- * Dispatch/Records Supervisor
- * Investigator
- * Officers (7, one on leave)
- * Part-time Officers
- * Part-time CSO
- * Dispatchers (3)
- * Part-time Dispatchers (2)

MAJOR CASES

The Sonora Police Department had several high profile cases in 2010. Below are just two of those cases. However, the case which received the most media coverage was the attack of an Officer with a Taco Bell Burrito Supreme. This story made it all the way to a radio station in Phoenix Arizona.



In March, Officers located a stolen semi truck at a residence on East Jackson St., which lead to a search warrant being served on the residence. Three people were taken into custody, and over \$50,000 in stolen property was recovered from the residence, most of which was stolen from residents in the County.

Also located at the residence was a hashish lab, with approximately \$1,000 in processed hashish; with additional chemicals and marijuana to process an additional \$2,000 worth of hashish.

In September, Officers stopped a vehicle for speeding on Snell St. and contacted the two occupants, who were both from Riverbank. During a search of their vehicle, Officers located four ounces of uncut crystal methamphetamine. The estimated street value of the uncut crystal methamphetamine was \$8,000.



MAJOR AWARDS

- | | |
|--------------------------------------|--------------------------------------|
| Officer Andrew Theodore - | OFFICER OF THE YEAR |
| Officer Andrew Theodore - | VFW OFFICER OF THE YEAR |
| Officer Jaemie Boeding - | MOTHERS AGAINST DRUNK DRIVING |
| Cyndi Nordvik, - | CIVILIAN EMPLOYEE OF THE YEAR |
| Dispatcher/Records Specialist | |
| Ricky Roberts - | PACT MEMBER OF THE YEAR |
| Daniel Persson - | EMPLOYER OF THE YEAR |

Police Dept. Cont...

VOLUNTEERS

- * **RESERVE POLICE OFFICERS** - The Sonora Police Department added one new Reserve Police Officer in 2010. This brings our total to four Level I Reserve Officers. Level I Reserve Officers can perform all the duties of a full time sworn Police Officer. Reserve Officers work patrol, special events, parades, and major incidents. In 2010, Reserve Officers worked a total of 874 hours. One of the Department's goals in 2011 is to add 2-3 Level I Reserve Officers.
- * **POLICE ASSOCIATE CITIZEN'S TEAM (PACT)** - PACT members perform all kinds of supportive rolls, which range from serving subpoenas to assisting in the records department. Members donated 530 hours of their valuable time to the Department in 2010. Unfortunately, we only added one new PACT member in 2010. We will be losing one of our experienced PACT members in 2011, as she has been recruited by the Navy.

SPECIAL EVENTS

We were involved in several special events this year. Some of these included; Mother Lode Round Up and Parade, Welcome Home Vietnam Veterans Day Parade, Sonora High School Homecoming Parade and football game, Sonora's Christmas Parade, Red Ribbon Week at Sonora Elementary School, Shop With A Cop, Special Olympics Tip A Cop, and Santa's Fly-In, just to name a few.



TECHNOLOGY

Because of the budget crisis, there was very little technology advancements within the Police Department. A new server was added to replace an old server that exceeded its storage space and crashed and two mobile data computers were also replaced because of hard drive and screen failures. The department purchased three DVD video cameras from a \$16,500 Homeland Security grant. These cameras will be installed in three new patrol vehicles,

which we will be taking delivery of in March 2011. An inventory database was purchased for the property room for inventory control, as well as identifying which items in the property room are scheduled for sale, destruction, or can be returned to the owner. The system will also enhance the Department's ability to pass a State audit.

BUILDING

Repairs are still pending on the Police facility. In 2011, the City will continue its work on locating and sealing the leaks and re-residing the building. Additional security in the Police Department's lobby will be evaluated, however, addressing the issue will rely on locating a funding source to accomplish securing the lobby and dispatch center.

EQUIPMENT

At the end of 2010, the Police Department was able to purchase three, new, fully equipped patrol vehicles. Half of the funding for these vehicles was the result of a grant through the United States Department of Agriculture, Rural Development's Community Facilities Grant Program. The total cost of the three vehicles was \$111,000, with \$55,500 being paid for by the grant. These vehicles are currently being equipped and we should be taking delivery of them in March 2011.

DEFENSE REUTILIZATION MARKETING OFFICE (DRMO)

The Sonora Police Department obtained no property from the DRMO this year. Since 2005, the Sonora Police Department has obtained \$115,474 worth of surplus equipment from DRMO.

TRAINING

We continued to stay in compliance with State mandated training regulations., however, with shrinking staffing and budgets, we will be examining ways to accomplish more certified Peace Officer Standards and Training (POST) training in house. In 2010 staff attended 344 hours of POST certified courses.



Police Dept. Cont...

LIFESAVING COMMENDATIONS:

The Sonora Police Department expects a high level of professional conduct from all its employees. Members of the Department frequently perform their duties in a manner exceeding the highest standards of the Department. When such conduct occurs, official awards and commendations are presented to recognize those employees who have demonstrated exceptional service to the Department and community. This year the following officers were recipients of the Department's life-saving citation:

- Officer Andrew Theodore (Event occurred 3-19-10)
- Officer John Mager (Event occurred 4-1-09)
- Officer Jaemie Boeding (Event occurred 4-1-09)
- Officer Ryan Webb (Event occurred 6-11-09)



EXPLORERS

The Department's Explorer POST currently has 16 active members. The Police Explorer Program is an excellent training program for future employees of the Department or other law enforcement agencies. In 2010 the Explorers donated 1,970 hours to the community.

This year the Sonora Police Department hosted the Mother Lode Gold Explorer Challenge at Columbia College. Over 33 Law Enforcement agencies from all over California attended this event, with 237 Explorers competing in scenarios and other law enforcement related events and activities. The Sonora Police Department Explorers won two first place trophies, two second place trophies and three third place trophies.



CLOSING

Next year will likely be bitter sweet for the Police Department. The Department will receive three new patrol vehicles, hopefully have the leaks repaired in the police facility, install new siding on the police facility, move the Chief back into the Chief's office, hire two officers, and replace the officer's ballistic vests.

Funding may become more limited. The sunset clause for Vehicle Licensing Fee's (VLF) will occur, 1 July 2011. These funds are used for COPS Grants funding and to reimburse counties for cities booking fees. At the writing of this report, it is proposed to place this item on a ballot measure to have it extended for another five years. Currently, polls are showing this measure will fail. If that occurs, it will result in the loss of approximately \$180,000 in funding to the Police Department. This next year is defiantly shaping up to be a wild rollercoaster ride.

Mark Stinson
Police Chief

STATISTICS

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Total Incidents	18,857	20,739	18,302	15,740
Total Phone Calls	38,974	54,565	34,013	45,509
Total Reports	2,628	2,952	2,378	2,034
Felony Arrests		244	233	251
Misdemeanor Arrests		926	776	695
Total Arrests	1,107	1,170	1,009	946
Total Calls for Service		7,910	7,617	8,904
Officer Initiated		12,829	10,685	8,904
Traffic Collisions		271	293	237
Moving Citations	2,409	1,529	998	814
Domestic Violence		44	78	85
Drunk in Public Arrests	203	246	205	168
DUI Arrests	140	133	135	98
Total Parking Citations	2042	1160	2,879	1,248
Vehicles Towed		327	388	327
Animal Calls		457	452	377

Fire Department

Each year the Fire Department provides information for public review. The following is a snap shot of your Fire Department's operations. Anyone wanting more information is encouraged to stop by the Fire station. We look forward to serving your needs in the coming years.

STAFFING

Staffed with 1 Fire Chief, 3 Career Fire Captains, 2 part-time Fire Prevention Officers, 3 Career Fire Engineers, 1 Part-Time Office Assistant, 1 Part-Time Fire Captain, 6 Part-Time Fire Engineers, 6 Intern Firefighters, and a Volunteer roster that averages 10 Firefighters.

CALLS FOR SERVICE

Sonora City Fire Department responded to 981 calls for service with an average response time of 3:58 minutes for City incidents and 7:22 minutes for automatic and out of county mutual aid incidents.

PERSONNEL

Captain Peterson retired after 28.4 years of service to the City. Because of a pending layoff, Fire Engineer Port tendered his resignation after obtaining full-time employment with Alameda City Fire Department. Fire Engineers Miller and Piche met the minimum qualifications and successfully tested for the position of acting Fire Captain. Engineer Miller was assigned as Fire Captain in an acting capacity, pending the FY 2011 midyear budget review.

CALLS FOR SERVICE	2006	2007	2008	2009	2010
Fires	33	30	44	34	22
Medical	487	485	605	653	610
Hazard Responses	42	40	42	27	23
All Other	428	226	202	236	203
Mutual Aid	173	152	202	159	123
Total	990	933	1,095	1,109	981
Response Times in City	3.76	3.56	3.41	3.41	3.58
Calls to City Residents	669	669	834	766	738
Calls to County Residents	302	229	246	327	217
Calls Out of County	19	35	15	16	26
Total Dollar Loss Fires	\$406,960	\$1,173,100	\$340,365	\$475,970	\$113,200

PUBLIC EDUCATION

Fire department personnel continue to provide public education for schools, youth groups and civic organizations. Because of economic constraints, handout material was deleted from our public education programs.

GRANTS

In 2009, City staff applied for a USDA grant to replace one command vehicle. The City purchased a 2010 Ford Expedition which was placed in service in January 2010. This expenditure was 70% federally funded with a 30% local match.



Fire Dept. Cont...

FIRE PREVENTION

The City's Fire Department, continues to monitor hazardous waste remediation and removal operations. Since beginning this hazard reduction program, 42 barrels of hazardous waste have been removed from local business sites.

The Fire Prevention Bureau reviewed 27 public complaints that warranted action. 16 complaint files were successfully closed and 11 files remain open pending further action. Note: All public complaints were addressed within 48 hours of receipt. Additionally, 90 permits for open burning were issued.

The Fire Prevention Bureau organized the department's company fire inspection and pre-fire planning program and provided updates to our general information handout material as follows: Fire Extinguisher service, Brush clearing private contractors, LPG tank installation, fire prevention standards for Open-Air Markets, use permit guidelines for Haunted Houses and self inspection forms.

Working with Cal Sierra, Waste Management the City coordinated two Green Waste Collection Days in 2010. This event continues to provide an economical method for disposal of vegetative material from City parcels.

TRAINING

The City continues to provide qualified instructors for a county-wide training delivery system that provides training to existing Firefighters, new recruits and students from the local Community College.

The last five year breakdown of training of City staff is as follows:

<u>Year</u>	<u>Total Hours</u>
~ 2006	3,209.75
~ 2007	2,906.25
~ 2008	4,121.25
~ 2009	3,911.75
~ 2010	3,865.25

MEASURE I CORNER

Economic declines continue to cause a reduction in Measure I revenues. The City used general fund reserves and mutual aid funding to maintain post Measure I staffing levels of two paid personnel on all three shifts.

VOLUNTEER CORNER

The City's Fire Department maintained the following volunteer programs: Six - Intern Firefighters, three - Fire Support Safety, ten - volunteer Firefighters not participating in the Intern Program and one - volunteer photographer.

FIRE HYDRANTS

Fire department personnel conducted flow testing and annual maintenance for every hydrant in the City limits. Acceptance tests were conducted on all new fire hydrant installations. City staff worked with the Seventh-Day Adventists in an effort to mitigate deficiencies in their private hydrant system. This system remains problematic and efforts to modify the system are ongoing.

FIRE & FIRST RESPONDER STUDY

City staff continues to participate in a countywide study that is addressing the level of fire and first responder services. The study was undertaken at the direction of the County Board of Supervisors with the intent of addressing levels of service throughout the county. The study group anticipates presenting a progress report to the City Council, all Fire Districts, and all Community Service Agencies that provide fire protection and the Board of Supervisors in the first quarter of 2011. The study report will address short and long term recommendations.

CHIEF'S GOALS FOR 2011

It is my intent to work toward finalization of the following goals in 2011:

- ✓ Finalize the City's Emergency Plan and submit to Council for their consideration
- ✓ Update the Fire Department's Standard Operating Procedures
- ✓ Update the Operational Details that provide for the provision and receipt of automatic mutual aid
- ✓ Step up efforts to recruit and retain part-time non-benefited Fire Engineers and Fire Captains
- ✓ Provide for the safety of all personnel during routine and emergency operations "Life before property"

Mike Barrows
Fire Chief



Community Development Department

On November 23, 2010, upon the retirement of Community Development Director, Ed Wyllie, the Grants/Redevelopment Department and the Building & Planning Departments were combined to form the Community Development Department. The two Departments oversaw numerous programs and projects in 2010 some of which are included. The following are the main responsibilities of the Department:

- ◆ *Building & Planning Services/Programs*
- ◆ *Redevelopment & Community Development Services/Projects/Programs*
- ◆ *Special Events, Farmers Market, Opera Hall & City Marketing*
- ◆ *City Grant Projects/Programs*
- ◆ *Website Design/Maintenance*
- ◆ *City Grant, Loan & Rental Administration*
- ◆ *Coordination of Services/Programs/Projects with other City Departments, County Departments & State Agencies*

The staffing for the Department includes:

- ◆ *Rachelle Kellogg
Community Development Director*
- ◆ *Steve Fickel
City Building Official*
- ◆ *Kim Campbell
Community Development Specialist*
- ◆ *Sheala Wilkinson
Special Programs Coordinator*
- ◆ *Amy Augustine
Part-time Contract City Planner*

DEPARTMENT 2011 GOALS

- ✓ **Complete the City Zoning Ordinance update to comply with the 2020 General Plan.**
- ✓ **Obtain funding for a Microenterprise Assistance Program.**
- ✓ **Increase weekday use of the Sonora Opera Hall.**
- ✓ **Develop policies for abandoned buildings within the City.**
- ✓ **Complete the administrative review and update for the Sonora Redevelopment Agency.**
- ✓ **Form a Housing Authority for the City of Sonora.**

WOODS CREEK/ ROTARY PARK

Utilizing the City's funding under the Proposition 40 - 2002 Resources Bond Act (Per-Capita Allocation),



the City completed the Woods Creek/Rotary Park Playground Project. The Project included a new playground structure & surfacing, new sidewalks & picnic areas, new picnic equipment and ADA upgrades. Bids under the Project were awarded to Baldwin Construction and Edwards & Associates.

The Sonora Redevelopment Agency, in coordination with the Playground Project, funded ADA upgrades to the park's restroom facilities. Carter Construction was awarded the bid and the work is anticipated to be completed by March 31st.

This Project has greatly enhanced this public facility and will be enjoyed by young and old for years to come!



SPECIAL EVENTS

Special events encourage the public to visit the City's unique Historic District and serve to improve the economic vitality of the area. The City sponsored the following events during the year:

- Spring Festival
- Certified Farmers' Market
- Magic of the Night
- Trick or Treat Street
- Christmas Parade/City Christmas Activities
- Historic Sonora 4th Grade Walking Tours (partnership with the Tuolumne County Historical Society)

Community Development Dept. Cont.....

REDEVELOPMENT AGENCY

With the election of Governor Jerry Brown, Redevelopment Agencies within California became targeted for elimination.

These are uncertain times and Agency Staff has been working with Legal Counsel to assure that the assets of the Agency and loans due the City are protected to the farthest extent possible. Due to the continuing attacks on Redevelopment, during 2011 Staff will be evaluating and recommending the best way to structure the Agency as we move forward.

GUNN HOUSE SIDEWALK PROJECT

The Redevelopment Agency funded the Gunn House Sidewalk Project which improved a deteriorated section of sidewalk fronting the Gunn House Hotel. The Project included preparing the planting area for landscaping which is to be installed and maintained by the owners of the Gunn House.

HOUSING SURVEY/HOUSING ELEMENT

Upon the completion of the Housing Condition and Income Survey, Staff submitted the Final Report in May. The Survey was funded through a \$35,000 CDBG Planning and Technical Assistance Grant and provided the information required to complete the 2009-2014 Housing Element. The updated Element was approved by the State in September and adopted by the City Council on November 15th.

Sonora Redevelopment Agency Tax Increment (\$'s)

	2003	2004	2005	2006	2007	2008	2009	2010
Total Tax Increment	532,160	661,787	915,671	1,000,360	1,134,095	1,334,182	1,347,176	1,393,921
Low/Moderate Housing Fund	106,432	132,357	183,134	200,255	226,818	266,836	269,435	278,784
Net Increment to Agency	299,285	319,774	414,063	454,905	569,469	670,848	677,241	700,797

HOUSING ASSISTANCE

The City funded the final three Homebuyers' Assistance Loans under CDBG Grant #08-STBG-4844. This \$500,000 grant, combined with Redevelopment Agency Housing Funds, funded a total of 7 loans.

Three Homebuyer Loans have been funded under the City's new \$400,000 CDBG Grant #09-STBG-6414. Redevelopment Housing Funds also provide matching funds under this Grant. The City is well ahead of the required Grant milestones and Staff anticipates completing the Grant by December 31, 2011.

The City also funded the rehabilitation of one single family residence, on Gerrymander Ave., under the Housing Rehabilitation Loan Program.

Rachelle Kellogg
Community Development
Director



<u>BUILDING PERMITS ISSUED</u>	2006	2007	2008	2009	2010
New Single Family	34	3	4	3	1
Single Family Add. & Alt.	48	54	42	51	45
New Commercial	3	0	0	1	5
Commercial Add. & Alt.	21	35	31	38	37
Rehabilitations	4	2	2	2	1
Demolitions (All Structures)	4	5	4	1	8
Mobile Homes on Foundation	2	2	0	0	0
Multi-Family Units	0	0	0	0	0
Misc. Permits	193	170	157	153	155
Total Permits	309	271	240	249	252

COMMERCIAL ACTIVITIES

- After years of delay, due to a lawsuit, the Sonora Lowe's Home Improved Store finally opened their doors to the public on December 27th.
- On October 18th, the City Council approved the Wal-Mart Initiative paving the way for the Wal-Mart Expansion Project which is anticipated to begin in 2011.
- The new Social Security Building was completed on Morning Star Drive.
- 37 permits were issued for commercial alterations & additions.

Human Resources

2010 PERSONNEL ACTIONS

Longevity

Applegate, Greg (City Administrator)	20 Years (01-29-10)
Rhoades, Kurt (Fire Captain)	10 Years (10-02-10)
Seldon, William (Public Works Specialist II)	20 Years (01-23-10)
Sheppard, Dave (City Councilmember)	10 Years (07-08-10)

Terminations (Retirement/Resignation/Release During Probation/Services No Longer Needed)

Police Officer-	05-15-10 (Retired - IDR)
Elected Councilmember-	07-07-10 (Not Re-Elected)
City Administrator-	08-25-10 (Retired - Service)
Relief Police Dispatcher-	
Records Specialist-	06-09-10
(Services No Longer Needed)	
Public Works Specialist II -	06-30-10 (Retired - Service)
Relief Police Dispatcher-Records	
Specialist Trainee-	09-17-10
(Services No Longer Needed)	
Part-Time/Unrepresented	
Public Works Specialist II -	11-30-10 (Retired - Service)
Fire Captain	11-15-10 (Retired - Service)
Fire Engineer	10-25-10 (Resigned)
Police Officer	08-21-10 (Retired - IDR)
Relief Fire Captain	01-26-10
(Services No Longer Needed)	
Administrative Analyst/Deputy	
City Clerk	06-23-10 (Retired - Service)
Relief Fire Engineer	10-20-10 (Resigned)
Community Development Director	11-25-10 (Retired - Service)

Hired

Relief Fire Engineer	01-26-10
Part-Time/Unrepresented Background Investigator	09-10-10
Part-Time/Unrepresented Public Works Specialist II	07-01-10
Relief Police Dispatcher-Records Specialist Trainee	05-13-10
Elected Councilmember	07-07-10
(4 Yr Term)	
Relief Fire Engineer	03-09-10
Relief Police Dispatcher-Records Specialist Trainee	09-23-10
Part-Time/Unrepresented Public Works Specialist II	12-01-10
Part-Time/Seasonal/Unrepresented	
Public Works Assistant	07-19-10
Interim City Administrator	08-02-10
Relief Fire Captain & Part-Time/Unrepresented	
Fire Inspection Officer	11-16-10
Relief Police Dispatcher-	
Records Specialist Trainee	07-28-10
Part-Time/Unrepresented Administrative	
Analyst/Deputy City Clerk	06-24-10
Relief Fire Engineer	01-28-10

Number of Employees

Elected:	06
Full-Time/Benefitted (Annual Average):	36
Part-Time/Unbenefitted (Annual Average):	22

Awarded "F" Step for Extraordinary Performance

The City Council, at their January 20th, 2009, meeting, approved freezing the "F" Step Performance Salary Increase due to current economic conditions and budgetary constraints which remains in effect.

Reclassifications

One Current Employee Reclassified from Full-Time/Represented Grants-Redevelopment Program Manager position to Full-Time/Represented Community Development Director - 11-27-2010

Promotions

One Current Employee Promoted from Full-Time/Represented Public Works Assistant position to Full-Time/Represented Public Works Specialist - 07-10-10

Job Descriptions

Community Development Director was amended
Grants-Redevelopment Program Manager was deleted

New/Amended Administrative Policies

Amended AP #20 - Deferred Compensation Early Withdrawal
Amended AP #26 - Payroll Processing
Amended AP #34 - Modified Duty/Return To Work

Deleted/Retired Administrative Policies

None

Collective Bargaining - MOU

Sonora Management Employees' Association, Sonora Employees' Association and the Sonora Firefighters' Association agreed to Amendment #2, which extends their existing MOUs through June 30, 2012, and continues to defer all cost of living increases previously negotiated except for any employee who made a written notification of their intent to retire on or before June 30, 2011.

Sonora Police Officers' Association agreed to a one year extension of their existing MOU through June 30, 2011. They agreed to continue to defer the 3% cost of living increase negotiated in 2009 except for any employee who made a written notification of their intent to retire on or before June 30, 2011. They also negotiated an increase to their Bereavement Leave to 30 hours per occurrence (previously 24 hours), they will now administer their own Life, AD&D and Long Term Disability Insurance Coverage at no cost to the City (previously paid 100% by the City), and will review, compare and evaluate the PORAC Medical Insurance Plan with the City's current plan.

Recruitments

Fire Captain (Full-Time/Closed Exam)	August 2010
Police Dispatcher-Records Specialist Trainee (Relief)	March 2010
Public Works Assistant (Seasonal)	May 2010
Public Works Specialist (Full-time/Closed Exam)	May 2010

Human Resources Cont...

RISK MANAGEMENT

Safety Meetings

Individual departments within the City conduct regular safety meetings with their employees. In addition, a city-wide Safety Committee was created to meet on a quarterly basis and consists of representatives from all departments. Items discussed are safety training, fire & safety inspection, new safety information, accident investigation (*including causation of recent accidents/injuries, both vehicle and workers' compensation related, and the methods adopted by the City to prevent similar incidents in the future*), any health or safety issues that need to be reinforced to personnel, any health or safety issues raised by employees, new hazards, and current information provided by the Central San Joaquin Valley Risk Management Authority. We distribute the Safety Committee Meeting Minutes to all Members, Councilmembers, Department Heads, and post a copy in each City Department. Meeting dates for 2010 were:

- ✓ February 24, 2010
- ✓ June 2, 2010
- ✓ August 18, 2010
- ✓ December 1, 2010

In-House Training/Training/Awards

- ◆ CPR and First-Aid Training - Annual Training/Refresher conducted by Fire Department Staff
- ◆ The City of Sonora was awarded a Safety Award for Pooled Liability Program Group III by the Central San Joaquin Valley Risk Management Authority (*CSJVRMA*)
- ◆ Central San Joaquin Valley Risk Management Authority (*CSJVRMA*)/AIMS training that City Employees attended, in addition to various Police and Public Works Forums:
 - AIMS 2010 Educational Lunch & Learn

New/Amended Policies/Forms

- ◆ Amended AP #34 - Modified Duty/Return to Work
- ◆ No new forms

CSJVRMA Retrospective Adjustments for 2010

Liability Insurance: (<i>unanticipated revenue</i>)	+\$27,407.00
Workers' Compensation Insurance: (<i>unanticipated expenditure</i>)	-\$31,805.00

This retrospective adjustment was calculated for program years 2000-01 through 2004-05.

Kim L. Stam

Administrative Analyst/Deputy City Clerk

Claims Filed

In 2010, there were a total of 8 reports of work related injury/illness. Of those 8 reports:

⇒ Fire Department:	01
⇒ Police Department:	06
⇒ Public Works:	01
⇒ Administration/Other:	00

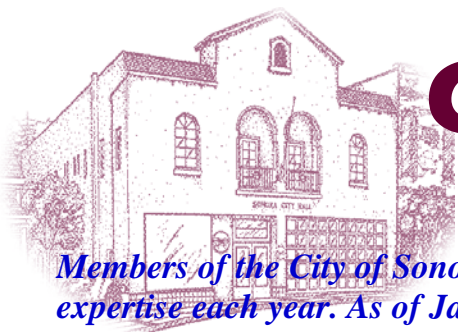
Of those 8 reports, 6 were considered reportable under Federal OSHA Form 300 criteria. To be reportable, either medical attention was sought (*excluding first-aid*), there was restricted work activity prescribed, or there was time lost from work. Of those 6 reportable incidents:

⇒ Fire:	01
⇒ Police:	04
⇒ Public Works:	01
⇒ Administration/Other:	00

Of the 6 reportable incidents, all sought medical attention, and:

⇒ Restricted Work Activity:	06 days
⇒ Lost Time:	151 days

In 2010, the City of Sonora had a labor force of approximately 81, which includes Safety Volunteers who are covered for work related injury/illness by California Labor Code, but not including Non-Safety Volunteers who are not covered for work related injury/illness. Our reportable claims, restricted work activity days and lost time days are lower than last year. Last year we had 15 reportable incidents with 111 days of Restricted Work Activity and Lost Time of 270.75 days.



Council Committees

Members of the City of Sonora Committees and Commissions give hundreds of hours of effort and expertise each year. As of January 19, 2011, the City of Sonora Committees and Commissions are as follows:

Planning Commission

(Meets 2nd Monday at 7:00 p.m.)

John Andersen, Dwain McDonald,
George Segarini, Chris Garnin,
John Richardson

Finance Committee

(Meets as Needed)

Hank Russell, Dave Sheppard,
Karen Stark, Tim Miller

Personnel Committee

(Meets as Needed)

David Sheppard, Hank Russell,
Tim Miller

Parking & Traffic Commission

(Meets as Needed)

Ron Stearn, Hank Russell,
Mark Stinson, Michael Wright,
Brian Wolverton, Craig Peterson,
Jim Garaventa, Chris Garnin

Public Works Committee

(Meets as Needed)

Bill Canning, Ron Stearn,
Tim Miller

Public Safety Committee

(Meets as Needed)

Dave Sheppard, Bill Canning,
Mike Barrows, Mark Stinson,
Tim Miller

Community Development Committee

(Meets as Needed)

Dave Sheppard, Hank Russell,
Karen Stark, Rachelle Kellogg,
Tim Miller

Parks, Recreation & Beautification Committee

(Meets as Needed)

Bill Canning, Matt Hawkins,
Tracy Russell, Janet Lemon,
Bill Seldon, Rachelle Kellogg,
Tim Miller

Community/Government - Mayor Appointed Committees

Councilmembers and Staff serve on a number of Community/Government Committees. As of August 25, 2010, the Community/Government Committees are as follows:

Cable 8 - Matt Hawkins

Solid Waste/Solid Waste Task Force - Dave Sheppard, Alternate - Tim Miller

Amador/Tuolumne Community Action Agency - Matt Hawkins

Central Sierra Planning Council & Sierra Economic Development - Matt Hawkins, Alternate Ron Stearn

Local Agency Formation Commission - Matt Hawkins, Hank Russell, Alternate David Sheppard

Sierra Conservation Center Citizens Advisory Committee - Hank Russell, Ron Stearn

Tuolumne County Transportation Council - Ron Stearn, Bill Canning, Alternate David Sheppard

Governmental Affairs (Tuolumne County Chamber) - Bill Canning, Tim Miller

“Yes” Council Committee - Matt Hawkins

Tuolumne County Visitors Bureau Committee - Ron Stearn (ex-officio)

Tuolumne County Film Commission - Ron Stearn

Tuolumne County Chamber - Transportation Committee - Hank Russell, Alternate Tim Miller

Economic Development Joint Powers Authority Governing Board - Hank Russell, Bill Canning, Alt. Ron Stearn



City Directory

Administration

City Hall	532-4541
Tim Miller, City Administrator	532-6115
Karen Stark, Finance Director	532-6331
Kim Stam, Part-Time Administrative Analyst (Human Resources)	588-8946
Toni Arola, Administrative Assistant (Accounts Payable)	532-4541
Tracy Skelly, Part-Time Office Assistant (Business Licenses)	532-4541

City Council

Bill Canning, Mayor	536-6240
David Sheppard, Mayor Pro-Tem	533-2436
Ron Stearn, Councilmember	532-4608
Hank Russell, Councilmember	533-8860
Matt Hawkins, Councilmember	206-0976
Marijane Cassinotto, City Clerk	532-4541

Community Development Department

(Planning, Building, Redevelopment, Grants/Loans, Special Events)

Department Calls	532-3508
Rachelle Kellogg, Community Development Director	532-3508
Steve Fickel, Building Inspector	532-3508
Kim Campbell, Community Development Specialist (Housing Loans)	532-3508
Sheala Wilkinson, Special Programs Coordinator (Opera Hall)	532-7725

Police

Emergency	9-1-1
Department Calls	532-8143
Mark Stinson, Police Chief	532-8143
Deborah Dills, Communications-Records Supervisor	532-8143

Fire

Emergency	9-1-1
Department Calls	532-7431
Mike Barrows, Fire Chief	532-7431
Cheryl Shinoda-Broughton, Part-Time Office Assistant	532-7431

Public Works

Department Calls	532-2922
Jeff Busalacchi, Public Works Supervisor	532-2922
Jay Morey, Supervising Mechanic	532-3272

Visit the City of Sonora's website, www.sonoraca.com



CITY VALUES

Adopted December 4, 2006

WE VALUE:

OUR HOMETOWN ATMOSPHERE AND UNIQUE CHARACTER OF OUR COMMUNITY.

OUR COMMITMENT TO HISTORIC PRESERVATION.

OUR BUSINESS FRIENDLY ENVIRONMENT.

OUR SAFE AND SECURE ENVIRONMENT IN WHICH TO LIVE AND WORK.

OUR AUTHENTICITY AS A CITY.

OUR ENVIRONMENT, NATURAL BEAUTY AND AMBIANCE AS A CITY.

OUR CULTURAL RESOURCES AND ATTRACTIONS.

OUR LEADERSHIP, LOCALLY AND REGIONALLY.

OUR TEAMWORK FOR THE GREATER GOOD OF THE CITY.

OUR REGIONAL SHOPPING AREAS AND COMMERCIAL CENTERS.

OUR FAMILY ORIENTED COMMUNITY.

OUR HOSPITABLE CITIZENRY.

OUR PROGRESSIVENESS AND VISION IN PLANNING FOR THE FUTURE.