



CITY COUNCIL AGENDA REPORT

CITY HALL

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

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: September 21, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Nicole McCutchen, Administrative Services Officer/City Clerk

SUBJECT: Receive the Ceremonial Swearing-In of the City's New Director of Administrative Services, Elizabeth Peterson.

RECOMMENDATION:

Receive the Ceremonial Swearing-In of the City's New Director of Administrative Services Elizabeth Peterson.

BACKGROUND:

The City of Sonora recently completed the recruitment process for the key leadership position of Director of Administrative Services. This position plays an important role in overseeing the City's administrative and financial operations and supporting the City Council, City Administrator, and City departments in the effective delivery of municipal services.

Following completion of the recruitment and selection process, Elizabeth Peterson was selected to serve as the City's new Director of Administrative Services.

Mrs. Peterson has more than 10 years of local government experience with Tuolumne County, most recently serving as Deputy County Administrator. Her experience encompasses a broad range of administrative and management functions, including budgeting, personnel, purchasing, contracts, grants, organizational planning, and Board initiatives. She led the development of the County's approximately \$330 million annual budget and established a countywide Budget Team designed to strengthen collaboration and transparency in financial planning.

Her leadership experience also includes serving as the County's Office of Emergency Services Coordinator, overseeing personnel functions, serving as Department Head for the Library and Parks and Recreation departments, and managing complex countywide projects and initiatives. Additionally, Mrs. Peterson developed and oversaw the County's Forest Health Program, which grew into a regional effort exceeding \$100 million and involving partnerships among local, state, federal, tribal, and nonprofit organizations.

A lifelong Sonora resident, Mrs. Peterson, brings both extensive public-sector experience and a strong connection to the community. Her leadership philosophy emphasizes collaboration, open communication, employee engagement, and building effective teams.



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The City is pleased to welcome Elizabeth Peterson as Director of Administrative Services and looks forward to her leadership and contributions to the City organization and the Sonora community.

DISCUSSION / ANALYSIS:

California law requires all public officials to take the Oath of Allegiance before performing their duties. Government Code sections 36507 and 1360–1363 establish the obligation for public officers and employees to swear to support and defend the Constitution of the United States and the Constitution of the State of California.

In keeping with City tradition and in recognition of the importance of these leadership roles, staff recommend that the City Council conduct a formal swearing-in ceremony for both appointees during the Council meeting. The City Clerk will administer the Oath of Office. Family members and guests may participate in the pinning ceremony as appropriate. This ceremonial action provides an opportunity for the City Council and community to publicly welcome the new City Administrator and Fire Chief and acknowledge their commitment to serving the City of Sonora.

FISCAL IMPACT:

No Fiscal Impact to the General Fund

CORE COUNCIL PRIORITIES:

Staffing - Salary, Benefits, Training, and Retention