



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: October 6, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Melissa Eads, City Administrator
Josh Varinsky, City Attorney's Office

SUBJECT: Consider Recommendation to Formally Dissolve Four (4) City Commissions/Committees.

RECOMMENDATION

Consider Recommendation to Formally Dissolve Four (4) City Committees/Commissions:

1. Waive First Reading, Read by Title Only, and Introduce Ordinance No. 911 of the Sonora City Council Amending Chapter 12.20, Shade Trees and Shrubs, of Title 12, Streets and Sidewalks, of the Sonora Municipal Code to Dissolve the City Tree and Landscaping Board.
2. Waive First Reading, Read by Title Only, and Introduce Ordinance No. 912 of the Sonora City Council Amending Sections 2.36.040, Management and Supervision, 2.36.060, Superintendent – Purchases; City Council Approval, and 2.36.130, Grave Markers – Requirements, of Chapter 2.36, Cemeteries, Of Title 2, Administration and Personnel, of the Sonora Municipal Code to Dissolve the Cemetery Committee.
3. Waive First Reading, Read by Title Only, and Introduce Ordinance No. 913 of the Sonora City Council Repealing Chapter 10.24, Parking and Traffic Commission, of Title 10, Vehicles and Traffic, of the Sonora Municipal Code to Dissolve the Parking and Traffic Commission.
4. Adopt Resolution 10-06-2025-C Dissolving the Parks, Recreation, and Beautification Committee.
5. Waive First Reading, Read by Title Only, and Introduce Ordinance No. 914 of the Sonora City Council Amending Sections 17.33.050 Administration, and 17.33.030, Land Use Plan, of Chapter 17.33, Commercial Specific Plan, of Title 17, Zoning, of the Sonora Municipal Code.

BACKGROUND

During the City Council meeting on August 18, 2025, the Council discussed the proposed dissolution of four City commissions and committees including (1) Tree and Landscaping Board, (2) Cemetery Committee, (3) Parking and Traffic Commission, and (4) The Parks, Recreation, and Beautification Committee. The Council directed staff to prepare the necessary ordinances to dissolve the commissions and committees, in the interest of streamlining City operations and reducing bureaucracy. The City Council retains the discretion to establish standing or ad-hoc committees in the future, as needed.

Formal ordinances are required to dissolve three of the four committees as they are codified in the Municipal Code. These three committees are the (1) Tree and Landscaping Board, (2) the Cemetery Committee, and (3) the Parking and Traffic Commission.

The remaining committee, the Parks, Recreation and Beautification Committee, may be dissolved by resolution because it was not established through codification in the Municipal Code. However, since the City's Zoning Ordinance contains several references to this committee, an ordinance is required to remove those references from the Municipal Code.

The four ordinances and accompanying resolution will dissolve the four committees and commissions, remove all references of them from the Municipal Code, and reassign their responsibilities to City staff or, where applicable, the City Administrator or their designee.

DISCUSSION

(1) City Tree and Landscaping Board

Established under Sonora Municipal Code Section 12.20.030, this board is comprised of members of the Parks, Recreation, and Beautification subcommittee and public appointees selected by the Mayor. Its responsibilities include developing and administering plans for the care and management of public trees and shrubs. Upon dissolution, responsibilities of the Tree and Landscaping Board will be assumed by the City Administrator or their designee.

To dissolve the Tree and Landscaping Board, the proposed Ordinance would repeal and amend various sections of Chapter 12.20 of the Municipal Code (Shade Trees and Shrubs).

All references to the Tree and Landscaping Board in this chapter would be replaced with "the City Administrator or their designee." The amendments would transfer all authority and functions of the Tree and Landscaping Board to the City Administrator or their designee.

Chapter 12.20 in the Municipal Code also references the Parks, Recreation, and Beautification Committee, which is being dissolved by resolution. For consistency, references to this committee in the Municipal Code will also be removed in the attached ordinance.

(2) Cemetery Committee

Created under Sonora Municipal Code Section 2.36, this committee includes the cemetery superintendent (the City Administrator) and two (2) councilmembers. The committee is responsible for administration of City cemeteries. Upon dissolution, the responsibilities of the Cemetery Committee will be assumed by the cemetery superintendent (the City Administrator).

To dissolve the Cemetery Committee, the proposed ordinance will amend three sections of Chapter 2.36. Management and supervision of cemeteries will be left to the cemetery superintendent. Other references to the Cemetery Committee were removed and, where applicable, replaced with the cemetery superintendent.

Additionally, the purchasing authority of the cemetery superintendent is modified to be the City Administrator's purchasing authority. The previous purchasing authority of the cemetery superintendent was \$25.00.

(3) Parking and Traffic Commission

Sonora Municipal Code Section 10.24.010 establishes the parking and traffic commission, comprised of eight (8) members. This Commission is responsible for orderly planning of the City's parking and traffic. Since the establishment of the Commission, it has been supported by Engineering Staff and Clerk Functions. By engaging a full-time engineering staff, the City is taking a proactive approach to the comprehensive planning, maintenance, and construction of its roadway infrastructure.

To dissolve the Parking and Traffic Commission, the proposed ordinance revokes and reserves the entirety of Chapter 10.24 as all provisions relate to the functions and administration of the Parking and Traffic Commission. The responsibilities of the Parking and Traffic Commission will be assumed by the City Administrator and engineering staff.

(4) Parks, Recreation, & Beautification Committee (not codified in Municipal Code)

This committee was formed to meet on an as-needed basis to address issues related to parks, recreation, and beautification. Because this committee was not codified, the Council is able to dissolve it through resolution. The responsibilities of the Parks, Recreation and Beautification commission will be assumed by City Staff, specifically Community Development.

In addition, references to the Parks, Recreation, and Beautification Committee were found in Chapter 17.33, Commercial Specific Plan, of Title 17 Zoning, of the Sonora Municipal Code. The proposed ordinance would eliminate three references to the Parks, Recreation, and Beautification Committee within Chapter 17.33 and, where applicable, be replaced with the 'Planning Commission.' Under the proposed amendment, the Planning Commission would be responsible for approving the landscape and lighting plan for a commercial specific plan site.

FISCAL IMPACT

Preparation of the necessary ordinances and resolutions required City Attorney time.

ATTACHMENTS

1. Ordinance No. 911 of the Sonora City Council Amending Chapter 12.20, Shade Trees and Shrubs, of Title 12, Streets and Sidewalks, of the Sonora Municipal Code to Dissolve the City Tree and Landscaping Board.
2. Ordinance No. 912 of the Sonora City Council Amending Sections 2.36.040, Management and Supervision, 2.36.060, Superintendent – Purchases; City Council Approval, and 2.36.130, Grave Markers – Requirements, of Chapter 2.36, Cemeteries, Of Title 2, Administration and Personnel, of the Sonora Municipals Code to Dissolve the Cemetery Committee.
3. Ordinance No. 913 of the Sonora City Council Repealing Chapter 10.24, Parking and Traffic Commission, of Title 10, Vehicles and Traffic, of the Sonora Municipal Code to Dissolve the Parking and Traffic Commission.
4. Resolution 10-06-2025-C Dissolving the Parks, Recreation, and Beautification Committee.
5. Ordinance No. 914 of the Sonora City Council Amending Sections 17.33.050 Administration, and 17.33.030, Land Use Plan, of Chapter 17.33, Commercial Specific Plan, of Title 17, Zoning, of the Sonora Municipal Code.

CORE COUNCIL PRIORITIES

Fiscal Responsibility and Stability, Public Safety and Disaster Preparedness, Staffing - Salary, Benefits, Training, and Retention.