



## CITY HALL

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CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-2181

**DATE:** FEBRUARY 4, 2025  
**TO:** CITY COUNCIL  
**FROM:** STEVE WILLIAMS, INTERIM CITY ADMINISTRATOR  
**RE:** AGREEMENT –APPROVING AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF ANGELS AND PAMELA CARONONGAN FOR THE POSITION OF CITY ADMINISTRATOR

**RECOMMENDATION:**

Approve an employment agreement between the City of Angels and Pamela Caronongan for the position of City Administrator.

**BACKGROUND:**

The City initiated a recruitment for the position of City Administrator in July of 2024, when Steve Williams, a retired PERS annuitant, was appointed to the position of Interim City Administrator.

**DISCUSSION:**

The City initiated a recruitment for the position of City Administrator in July of 2024, when Steve Williams, a retired PERS annuitant, was appointed to the position of Interim City Administrator. Between July and October of 2024, the City received thirteen (13) applications for the position. After the initial screening, eight (8) applicants were invited to the interview process.

The initial interview process, completed in November 2024, included three separate interview panels including a community panel of five, a professional panel of four, and a department head panel of four. This thorough approach ensures that the community's voice was heard and considered in this important decision.

In December of 2024, and January of 2025, the City Council interviewed the top four (4) finalists.

During the January 7, 2025, Closed Session meeting, the City Council directed staff to give a contingent job offer to Pamela Caronongan.

Background and reference checks have been completed.

Staff recommends the City Council approve an employment agreement between the City and Pamela Caronongan for the position of City Administrator with a start date of March 3, 2025, and a starting annual salary of \$153,193.00.

Pamela Caronongan earned a Bachelor of Science in Accounting and Classical Management from California State University, Dominguez Hills, and a Master's degree in Business Administration – Management from Pepperdine University.

Pamela Caronongan has an extensive and impressive work history including serving in various capacities within the Cities of Long Beach, San Jose, and Milpitas. She currently serves as the City Clerk for the City of Rio Vista.

The position of City Administrator is “at will” and is not represented by an employee bargaining unit, however, the proposed employment agreement refers to certain sections of the Exempt Employee MOU, therefore the Exempt Employee MOU is included in this staff report as an attachment along with the City Administrator job description.

The employment agreement was drafted by the City of Angles legal team.

**FINANCIAL IMPACT:**

The position is fully funded within the FY24-25 budget. No additional funding is necessary.

**ATTACHMENTS:**

- 1) Pamela Caronongan Employment Agreement
- 2) City Administrator Job Description
- 3) Exempt Employee MOU

