



**TO: THE HONORABLE MAYOR AND CITY COUNCIL
TOM DUBOIS, CITY MANAGER**

MEETING DATE: APRIL 20, 2026

FROM: PAM CARONONGAN, CITY CLERK

SUBJECT CITY CLERK'S OFFICE - MARCH 2026 MONTHLY REPORT

AREAS OF RESPONSIBILITY

City Clerk

- Agendas and/or meeting cancellation notices and minutes created for City Council, Planning Commission, Design Review Committee, Amador County Regional Sanitation Authority (ARSA), and an administrative hearing.
- Provided filer assistance and coordinated efforts with FPPC.
- Worked with staff and the Daily Ledger regarding the publication of notices.
- Ongoing identification of potential resources and tools to be developed by the City Clerk's Office to increase internal and external support and to find possible avenues for greater efficiencies.
- Ongoing work on edits / updates for the City website.
- 5 Meetings - City Council (2), DRC, Planning Commission, and administrative hearing (1).
- 3 Public Records Act (PRA) requests completed. 3 PRA requests currently open.

Human Resources

- Reviewed resources and tools currently available for this function.
- Noted potential resources and tools to be developed to increase support and open possible avenues for greater efficiencies.
- Started accepting applications for lifeguards for Summer Pool Season.

Risk Management

- 1 active Workers Compensation claim.
- Continued communications with Central San Joaquin Valley Risk Management Authority (CSJVRMA). Appointed by City Manager as Alternate representative for the City. Worked on two annual reports for the RMA with the Finance Supervisor for submission.
- Continued communications with PACE. Appointed by City Manager as representative / board member representing the City. Attended Board Meeting wherein PACE statistics for the previous quarter was shared with the Board and the General Membership.

Economic Development

- Continued brainstorming efforts with the City Manager regarding the City's current and possible future economic development efforts.
- Met with the City Manager and consultant regarding ECS.
- Met with the City Manager, consultant, and Sunstone/USC Team regarding team's economic development strategic plan.

Code Enforcement

- Scheduled ride-along trip with Larry White (City's current Code Enforcement Officer) to continue the hand-off process.
- Scheduled meeting with City Manager, City Attorney, and City Attorney's associate to discuss code enforcement processes and current open cases.

Marketing / Social Media / City Website

- Reviewed monthly content calendar.
- Met with City Manager and consultant regarding City's marketing and social media efforts.
- Attended two-day training on the new City website with City Manager and Finance Supervisor.
- Worked with City Manager and Finance Supervisor in identifying bugs in the new City website prior to official release.