



**TO: TOM DUBOIS, CITY MANAGER**  
**MEETING DATE: JANUARY 20, 2026**  
**FROM: PAM CARONONGAN, CITY CLERK**  
**SUBJECT CITY CLERK'S OFFICE - DECEMBER 2025 MONTHLY REPORT**

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### **AREAS OF RESPONSIBILITY**

#### **City Clerk**

- Agendas and minutes created for City Council, Planning Commission, Design Review Committee, and Amador County Regional Sanitation Authority (ARSA).
- Provided filer assistance and coordinated efforts with FPPC.
- Provided annual update of City's 87200 / Mandated filer list to the FPPC.
- Created "Maddy Act" list to be posted in January 2026 after selection of Mayor, Vice Mayor, and Planning Commissioners, that lists terms of boards and committees.
- Began development of City's "Candidates' Guide" in preparation for the upcoming November 2026 election.
- Began development of City's "Historical Matrix of Elected Officials."
- 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.
- Introductions with the City Attorney.
- Ongoing work on edits / updates for the City website.
- 2 Meetings - City Council and Planning Commission.
- 2 Public Records Act (PRA) requests completed.

#### **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.
- Review of digital and physical files to be better acquainted with the City's HR functions.
- Introductions and establishment of contact with City's health benefits representative.

- Established contact with California Public Employees Retirement System (CalPERS) and login setup as a co-administrator for CalPERS' online system.
- Attended my first PACE meeting as City's benefits representative this month.

### **Risk Management**

- 1 active Workers Compensation claim.
- 1 closed Workers Compensation claim.
- Continued communications with Central San Joaquin Valley Risk Management Authority (CSJVRMA). Appointed by City Manager as Alternate representative for the City.
- Applied and was granted a scholarship by CSJVRMA to attend its 41st Annual Workshop on January 22-23, 2026.

### **Economic Development**

- Continued brainstorming efforts with the City Manager regarding the City's current and possible future economic development efforts.
- Attended networking mixer with the City Manager at the Amador County Chamber of Commerce's December networking mixer.

### **Code Enforcement**

- Met with Larry White and the City Manager regarding next steps on the City's code enforcement efforts.

### **Marketing / Social Media / City Website**

- Reviewed monthly content calendar.

### **City Administration**

- In progress Master Fee Schedule analysis, to be shared with the Finance Supervisor once it is completed.