



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

BACKGROUND

I joined the City of Sutter Creek as the new City Clerk on November 10, 2025, replacing my predecessor City Clerk Aaron Wolcott. I am looking forward to contributing my knowledge, skills, experience, and talents for the City.

Aside from the City Clerk's Office, I am also tasked to handle a variety of functions for Human Resources and Risk Management. I will also be given special projects as assigned by the City Manager's Office which include but would not be limited to involvement in Citywide efforts on economic and community development, marketing, and code enforcement.

AREAS OF RESPONSIBILITY

City Clerk

- Agendas and minutes created for City Council, Planning Commission, Design Review Committee, and Amador County Regional Sanitation Authority (ARSA).
- Reviewed digital and physical files kept by the City Clerk's Office.
- Telephone introduction with Amador County Registrar of Voters (ROV).
- Informed Fair Political Practices Commission (FPPC) of new City Clerk contact information. Established login setup as the City's Filing Officer with FPPC for FPPC's online system.
- Reviewed resources and tools currently available in the City Clerk's Office.
- Noted 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.
- "Clerked" 2 meetings - ARSA and DRC.
- Introductions with the City Council, ARSA Board Members, and DRC Commissioners.
- Introductions with Contract Planner and Contract Engineer.
- Worked with City Manager and vendor to set-up login administrative account for the City website.

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.
- Appointed by City Manager as City's representative / board member with the Public Agency Coalition Enterprise (PACE).

Risk Management

- Took over review and oversight of one active Workers Compensation claim.
- Established contact with Central San Joaquin Valley Risk Management Authority (RMA). Appointed by City Manager as Alternate representative for the City.

Economic Development

- Briefing with the City Manager regarding the City's current economic development efforts while touring the City.

Code Enforcement

- Briefing with the City Manager regarding the City's code enforcement cases while touring the City (same tour as the one listed under Economic Development).

Marketing / Social Media / City Website

- Introductions with Consultant [Christian Cardona](#) from Taylered Marketing, with me assisting the City Manager and Consultant on City's marketing efforts.