



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

MEETING DATE: FEBRUARY 17, 2026

FROM: PAM CARONONGAN, CITY CLERK

SUBJECT CITY CLERK'S OFFICE - JANUARY 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, and Amador County Regional Sanitation Authority (ARSA).
- Provided filer assistance and coordinated efforts with FPPC.
- Created and finalized calendar of meetings for City Council, Planning Commission, DRC, and ARSA.
- Created and finalized internal calendar for submission of notices to the Daily Ledger for the City Council and Planning Commission meetings.
- 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.
- 4 Meetings - City Council, DRC, 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.

Risk Management

- 1 active Workers Compensation claim.
- Revisited 1 closed Workers Compensation claim for CSJVRMA.

- Continued communications with Central San Joaquin Valley Risk Management Authority (CSJVRMA). Appointed by City Manager as Alternate representative for the City.
- Attended CSJVRMA's 41st Annual Workshop on January 22-23, 2026 on scholarship.

Economic Development

- Continued brainstorming efforts with the City Manager regarding the City's current and possible future economic development efforts.
- Worked with City Manager and consultant on one ECS class.

Code Enforcement

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

Marketing / Social Media / City Website

- Reviewed monthly content calendar.
- Met with City Manager and consultant regarding City's marketing and social media efforts.

City Administration

- In progress Master Fee Schedule analysis and staff. Draft undergoing review by various staff members and City Manager in preparation for City Council presentation.