



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

**MEETING DATE: JUNE 15, 2026**

**FROM: PAM CARONONGAN, CITY CLERK**

**SUBJECT CITY CLERK'S OFFICE - MAY 2026 MONTHLY REPORT**

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**City Clerk**

- Agendas and/or meeting cancellation notices, resolutions, ordinances, minutes for City Council, Planning Commission, Design Review Committee, Amador County Regional Sanitation Authority (ARSA), and TUT.
- Worked with staff at the Daily Ledger regarding the publication of notices.
- Ongoing work on edits / updates for the City website.
- 5 Meetings - City Council (2), Planning Commission, DRC, TUT
- 5 Public Records Act (PRA) requests completed. 1 PRA requests currently open.

**Human Resources**

- Conducted onboarding process for lifeguards for Summer Pool Season.

**Risk Management**

- 1 active Workers Compensation claim.

**Code Enforcement**

- Accepted Code Enforcement-related communications/complaints.

**Marketing / Social Media / City Website**

- Reviewed monthly content calendar.
- Met with City Manager and consultant regarding City's marketing and social media efforts.
- Performed ongoing updates to City website.
- Worked with City Manager in exploring wa
- Worked with City Manager and Finance Supervisor in identifying bugs in the new City website prior to official release.