



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

**MEETING DATE: MARCH 16, 2026**

**FROM: PAM CARONONGAN, CITY CLERK**

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

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### **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.
- 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, ARSA, DRC, and Planning Commission.
- 3 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.
- Processed onboarding papers for one new employee.
- Prepared and sent out materials for Summer Pool Season staff recruitment.

#### **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.
- Continued communications with PACE. Appointed by City Manager as representative / board member representing the City.

### **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.

### **Code Enforcement**

- Scheduled ride-along trip with Larry White (City's current Code Enforcement Officer) to start 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.

### **City Administration**

- In progress Master Fee Schedule analysis and second staff report.