



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

MEETING DATE: MAY 18, 2026

FROM: PAM CARONONGAN, CITY CLERK

SUBJECT CITY CLERK'S OFFICE - APRIL 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, Amador County Regional Sanitation Authority (ARSA), and an administrative hearing.
- Provided filer assistance and coordinated efforts with FPPC. April 1, 2026 filing deadline completed with 100% compliance.
- Worked with staff at the Daily Ledger regarding the publication of notices.
- Ongoing work on edits / updates for the City website.
- 2 Meetings - City Council
- 6 Public Records Act (PRA) requests completed. 1 PRA requests currently open.

Human Resources

- Accepted applications for lifeguards for Summer Pool Season.

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. Worked on two annual reports for the RMA with the Finance Supervisor for submission.
- Continued communications with PACE. Appointed by City Manager as representative / board member representing the City. Attended Board Meeting wherein PACE statistics for the previous quarter was shared with the Board and the General Membership.

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.
- Met with the City Manager, consultant, and Sunstone/USC Team regarding the team's economic development strategic plan.

Code Enforcement

- Accepted Code Enforcement-related communications/complaints. Addressed 1 complaint with the City Manager.

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 and Finance Supervisor in identifying bugs in the new City website prior to official release.