

PLUMAS COUNTY CALIFORNIA



TO: Honorable Chair and Board Supervisors

FROM: Debra Lucero, CAO

MEETING DATE: June 6, 2023

SUBJECT: CAO Report 5/16/23 – 6/02/23

BUDGET PROCESS

1. Plumas County is holding budget meetings June 5-9 with department heads.
2. **June 14** is the deadline to get department budgets back to the Budget Team.
3. **June 27** – Recommended budget adopted.
4. **Sept 19 Adopt Final Budget in time for the State Deadline of Oct. 2** – Final state-mandated adoption date for county budgets.
5. This is a good resource to learn about **California Counties budget process**:
<https://calbudgetcenter.org/app/uploads/2022/07/County-Budget-Process-Guide.pdf>

NACo's WIR CONFERENCE – ST. GEORGE, UTAH – MAY 18-19, 2023 - A couple of highlights

1. **Preventing & Mitigating Wildfire in Your County** – Western Counties have faced growing threat from wildfire over the past two decades with approximately 7.6 million acres burned in 2022. This workshop focused on the current landscape conditions, information on. Threat reduction and recovery resources available to counties, and discussions of successful, real-world intergovernmental partnerships to improve forest health. Speakers included:
 - Robyn HJeffernan, National Fire Weather Science and Dissemination Meteorologist, National Weather Service;
 - Brian Ferebee, Chief Executive of Intergovernmental Relations, U.S. Forest Service;
 - Peter Muller, Officer, Fiscal Federalism Initiative, Pew Charitable Trusts;
 - Faith Berry, Fire Program Specialist, U.S. Fire Administration; <https://www.usfa.fema.gov/>
 - Kyle McCormick, Hazard Mitigation Specialist, Federal Emergency Management Agency (FEMA)
2. **Leading in Times of Crisis** – When disaster strikes your county, the community looks to its county officials for leadership and guidance. How you handle the situation sets the tone for the immediate response and future recovery. This workshop will focus on building skills relevant to resilient leaders, including calmly leading through crisis and the importance of adaptability. With these traits, county

officials will be better prepared to lead through crisis and help communities emerge from any crisis together and stronger. Speakers included:

- Commissioner Bill Truex, Charlotte County, FL
- County Administrative Officer Debra Lucero, Plumas County, CA
- Dr. Dave Schramm, Professor, Utah State University – His presentation was especially interesting and relevant for Plumas County. Particularly as it relates to resiliency and stress. He said there are three fundamental needs:
 1. **Safety** - physical, emotional, food, clothing, shelter - risk and share with others. When that need is met, feeling of **peace**.
 2. **Satisfaction** - pleasures, fun, recognition, yearning for learning, moving toward rewards, desire to acquire. When that need is met: **contentment**
 3. **Connection** - craving for connection with other people. Compassion, empathy, kindness, gratitude, service. Result if a feeling of **love**.

Dr. Schramm pointed out that COVID wiped out all three of these fundamental needs all at once. Add to that other trauma like wildfire and we are finding historic lows in happiness in a recent survey. In crisis, when these three needs are not being met. People do drugs, join gangs for connection, even kill. In times of a crisis or emergency, how can we meet their needs.

Crisis can be defined as Intense difficulty, trouble, loss or danger

A disruption or breakdown in a person's or community's normal or usual pattern of functioning

A time of great disagreement, confusion or suffering

A crisis cannot be resolved by a person's customary problem-solving techniques

A crisis often leads to a period of chaos and disorganization

Stress turns us inward

Stress narrows our perspective

Care for Self Crisis take a mental, physical and emotional toll

Stress and burnout increase the chances of mistake during a crisis

And our community deserves the best US

Clear communications, connections, collaborations, check-in routines

Without communication panic sets in (safety, connection needs)

1. Know your chain, your role, and your resources
2. Who are the key connections?
3. Share the load - delegate what you can
4. Surround yourself with greatness
5. Relay the message - multiple methods: media, social media, ham radio, cell
6. Transparency
7. Share messages of hope/encouragement/how people can help

Competent, confident, capable - act decisively. Quickly collect relevant info. And input from experts, process it, and then make decisions on what you know

Adapt and Adjust. New information may require new directions and execution plan.

Committed, Courageous

Let your people know you are committed:

- For the long haul - you're not going anywhere
- To finding and sharing answers and resources
- To helping those in need
- And courageous
- Do difficult things with strength in the face of pain or grief
- Balanced with compassion

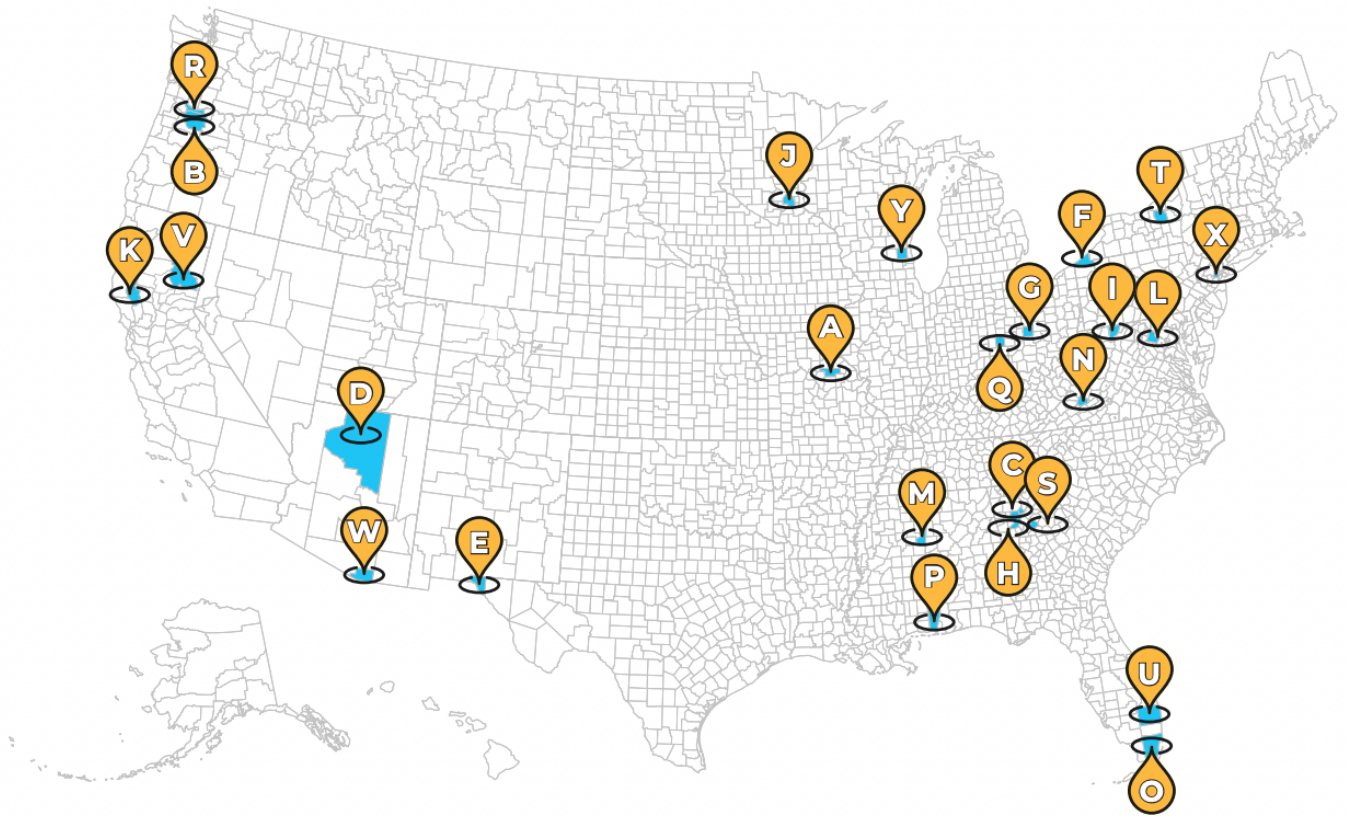
Cheerleader

- Encouragement
- Motivate, celebrate and communicate positivity and encouragement
- Share the small and large wins
- Be with the people - when you can
- Help people find meaning, hope and purpose
- Build morale
- Provide positivity and encouragement
- Go visit and find out what's happening in the place of crisis
- You are always broadcasting. Broadcast with intentionality!

Preparing for the C's – Competent, Committed, Cheerleader

- What can you do now?
- Craft a clear vision and plan for the future
- Identify and create connections
- Create a plan A, B, and C - know your what-ifs
- Listen and learn from others' experiences and crises
- Listen and learn from community members' questions, fears, and concerns
- Know the needs of your people and the resources available.

NACo ECONOMIC LEADERSHIP MOBILITY NETWORK – May 22-25 – Page, AR
LEARNING THEMES: OVERVIEW. THINKING. PLANNING. ACTING. REFLECTING



	Participants
A	Audrain County, Mo.
B	Clackamas County, Ore.
C	Cobb County, Ga.
D	Coconino County, Ariz.
E	El Paso County, Texas
F	Erie County, Pa.
G	Franklin County, Ohio
H	Fulton County, Ga.
I	Garrett County, Md.

	Participants
J	Hennepin County, Minn.
K	Lake County, Calif.
L	Loudoun County, Va.
M	Lowndes County, Miss.
N	Mercer County, W.Va.
O	Miami-Dade County, Fla.
P	Mobile County, Ala.
Q	Montgomery County, Ohio
R	Multnomah County, Ore.

	Participants
S	Newton County, Ga.
T	Onondaga County, N.Y.
U	Palm Beach County, Fla.
V	Plumas County, Calif.
W	Santa Cruz County, Ariz.
X	Union County, N.J.
Y	Waukesha County, Wis.

OBJECTIVE 1: Building effective inter-governmental collaborations for impactful partnerships
 OBJECTIVE 2: Solving rural equity issues with diverse populations and geographies
 OBJECTIVE 3: Balancing the demands of tourism with culture and the environment
 OBJECTIVE 4: Governing under drought conditions and transitioning economies

A few highlights:

1. Affordable housing options: <https://zennihome.com/>
2. OES operations – Coconino County: <https://www.coconino.az.gov/2097/Emergency-Operations-Center>
3. Exodus and Pathways models the Coconino Sheriff shared: <https://www.coconino.az.gov/330/Exodus-Program>

EMPLOYEES LEAVING/RETIRING

1. PLANNING

Senior Planner Tim Evans is leaving to take a job in Washoe County, NV

[Planning Department - Assistant Planner \(Extra Help\)](#)

[Planning Department - Assistant Planner/Associate Planner/Senior Planner](#)

[Planning Department - Assistant Planning Director](#)

2. PUBLIC HEALTH

Dana Loomis has announced his retirement. His last day is July 8.

3. COUNTY COUNSEL

Gretchen Sturh is leaving Plumas County to take a job in Shasta County's County Counsel's office. Her last day is July 24.

GRANT MANAGER REPORT

Here are the final stats for the ARPA Grants which have not yet gone out; contracts are in the works and being approved by County Counsel:

- Total of 104 applications since opening Monday, March 27, 2023
- 27 non-profit and 77 for profit
- Districts
 - District 1: 12
 - District 2: 29
 - District 3: 11
 - District 4: 42
 - District 5: 10
- Amount requested:
 - 89 requested full \$10,000
 - 6 requested between \$9,000-10,000
 - 4 requested between \$6,000-8,000
 - 5 requested between \$2,000-5,000

Arts and entertainment, accommodation and food services, agriculture, manufacturing, finance/insurance, retail, health care and social assistance, and other are the categories.

OTHER MEETINGS / ACTIVITIES

1. Meeting with County Counsel - Fire Consolidation District/LAFCO
2. CDBG-DR use of funds meeting

3. Review of HR/Munis Migration 2nd parallel run
4. 2 CACE (CA Association for County Executives) Membership call and California budget update
5. PCMC (Management Council) meeting
6. Meeting with Probation, County Counsel
7. Coordinating Council meeting discussion with John Mannle, Tracey Ferguson
8. Sierra Nevada Conservancy Tour of recovery sites, Crescent Mills mill site
9. Meeting with Julie White, Martee Nieman, Zachary on Granicus and renewal of contract – Treasurer/Tax Collector to find monies in her budget (TOT fees) to pay
10. Meeting with CLA (accounting consultants – HR/Auditor-Controller/Treasurer-Tax Collector) on assisting with various projects:
 - a) Data migration from Pentamation to Tyler Munis test environment for payroll for Special Districts – HR/Auditor-Controller
 - b) Data migration from Pentamation to Tyler Munis test environment for fixed assets (Greg to export data to test environment) – HR/Auditor-Controller
 - c) Assistance with budget imports, analysis and reporting – Auditor-Controller/CAO
 - d) Interest Apportionment Analysis – Treasurer Tax-Collector/Auditor-Controller
11. Meeting about Arcadis contract with Tracey, Zachary – insurance collection portion and grant management portion
12. Met with constituent about double payment of TOT to county – referred by Supervisor Hagwood. Passed this information to Treasurer-Tax Collector
13. SEA Negotiations Meeting
14. Clifton Larsen Allen (CLA) Report Week Ending June 3

Highlights for the week:

Scoped & agreed upon project priorities
 Introductory meetings with Treasury & HR
 Technology setup & plan for additional consultants

Priorities for next week:

Special District payroll- compile master list
 Fixed Assets- coordinate import into Munis test / begin review of data
 Prep & schedule onsite meetings week of 6/12

15. Internal Meeting to discuss Department of Toxic Substance Control (DTSC) concerning Greenville clean-up issues. This was a preparation meeting for our DTSC meeting June 5.
16. Strategic Review with Julie White and Granicus

There are 6 Granicus TOT modules - Plumas County has 3

1. Address identification - 75 different listing sites
2. Compliance monitoring - letters feature
3. Rental activity monitoring - helps you figure out who might be eligible for an audit (How many bookings, minimal price per night).

Plumas County has an agreement with Air B&B but it needs to be updated. We are not currently utilizing Granicus to its full potential as pointed out by our Treasurer-Tax Collector. Master assessor file was sent to Granicus - Feb. 2022 and letters to noncompliant TOT generators were sent in April 2022 - 116 letters went out. Both of these activities need to be updated. It was agreed that quarterly letters should be sent to

noncompliant properties and the Master Assessor List should also be updated at least annually. Treasurer-Tax Collector will be trained on the Rental Activity or Auditing module in July.

This is the latest data on Granicus concerning Short-Term Rentals – June 4, 2023. There appears to be an upward trend in the number of Short-Term Rentals coming onto the market.

