

# PLUMAS COUNTY

## CALIFORNIA Administrative Officer



**TO:** Honorable Chair and Board Supervisors

**FROM:** Debra Lucero, CAO

**MEETING DATE:** September 10, 2024

**SUBJECT:** CAO Report 8/1/24 – 8/31/24

### BUDGET PROCESS

We continue to straddle several systems (Pentamation, Munis and now OpenGov) to transition the budgeting process. It has been challenging to say the least but OpenGov appears to be very promising. We are doing validations of the current data and learning the budgeting aspects of the software platform. Below is a glance at the work it takes to get a budget to the Board of Supervisors for approval. There are many, many steps and currently it heavily involves IT due to the crossover information needed from the two primary systems and now OpenGov. We are incredibly grateful to IT. Without the support of this department, it would be impossible to meet the deadlines in a timely fashion.

7-Aug – CLA to provide fields needed to update salary worksheet

7-Aug - Debra to share fields with HR and IT for validation

8-Aug to 12-Aug - Data for salary worksheet provided to CLA

12-Aug - Data from Department Heads to Auditor-Controller that will impact Fund Balances

12-Aug - Data from Department Heads with specific changes to budget expenses

15-Aug - Auditor-Controller provide updated FY24 Fund Balances to CAO & CLA

15-Aug - CLA to review salary worksheet & how it compares to published budget data with CAO

20-Aug - CLA to provide IT with changes from Department Heads & salary adjustments to update Munis

20-Aug - CLA to update Fund Balances & provide to IT to load into schedules

20-Aug – IT to rerun schedules & share with CAO, Auditor-Controller CLA

20-Aug - CAO, Auditor-Controller CLA to review schedules & sign off on sending to departments for first review of adopted budget

20-Aug - Updated schedules & supplementary salary information sent to Department Heads for Review-feedback due by 8/26

26-Aug - Receive updates/feedback from Department Heads

26-Aug - Work through Fund Balance Issues with Department Heads

26-Aug - Send email for additional info regarding payroll

27-Aug - Provide updates to IT first thing in the AM and balance budget - in the AM schedules ready to send out before the end of day

27-Aug - Update Changes in Munis & Rerun Schedules, update Budget Book

28-Aug - Follow up about 20585/58000 -account to be fixed by Auditor-Controller

28-Aug - Send out schedules for the final review to confirm all requested changes were included

28-Aug - Provide IT with more changes (these are to balance budget/resolve negative Fund Balance)

28-Aug - CLA to provide breakdown of vacancies, value of vacancies by GF and Non-General Fund departments

29-Aug - Have meetings with departments with payroll concerns/questions

29-Aug - 70581 - Account needs to be created or it has to be budgeted to another place. Auditor-Controller working to create the fund.

29-Aug – Departments to figure out any negative fund balance

29-Aug - 0096 Capital Improvement Fund contains a negative fund balance. Worked to solve this issue with the Auditor-Controller.

30-Aug - Share updated budget book with Department Heads for Review - feedback due by 9/4

31-Aug - Any material updates to Fund Balance from Auditor-Controller

Final Budget updated Fund Balances made available to the public:

**DEADLINE: Friday, September 6** (Must be made public by Sept. 8)

Final Budget will be adopted:

**DEADLINE: Tuesday, Oct. 1 at a Regular Meeting** (Must be adopted by Oct. 2)

## GRANTS MANAGER

- Attended
  - Dixie Fire Collaborative meeting
  - Plumas County Long-Term Recovery Support Functions Working Groups meeting
  - Ad-Hoc Committee meeting regarding Dixie Fire Settlements
  - 1<sup>st</sup> Quarter DSR meeting
  - Empowering Counties with AI: a holistic approach
- Worked on
  - Sierra Buttes Trail Stewardship grant extension
  - Plumas County Long-Term Recovery Plan
  - Prepared Opioid reporting for next month
  - budgeting
- Other
  - Was awarded \$20,000 for bridging the digital divide from the California Emerging Technology Fund

## RISK MANAGEMENT

Preparedness Meeting with Social Services

MARAC Meeting

Health Care Coalition Meeting

Cal OES Coordination call Gold Complex

Met with City of Portola – Gold complex and working together

Quincy Rotary Presentation on Genasys; Genasys Protect; Watch Duty; Preparedness; Resources

Hazard Mitigation Meeting with Planning Dept.

Cal OES Appeal Eligibility Determination meeting

Access & Functional Needs Committee Meeting

Multiple Cooperator Meeting – Park Fire

Collaboration meeting with Public Health

Security camera meeting

Workers Comp IDR meeting

Trindel claims review  
Trindel Executive board meeting

## **CAL-OES UPDATE**

8/1 – Preparedness Meeting with Social Services  
8/2 - Cooperator Meeting – Park Fire  
8/4 – MARAC Meeting  
8/4 – Cooperator Meeting – Park Fire  
8/5 – Cooperator Meeting – Park Fire  
8/7 - Cooperator Meeting – Park Fire  
8/7 – Health Care Coalition Meeting  
8/7 – Cal OES Coordination call Gold Complex  
8/8 – Fire Safe Council Meeting  
8/8 – Fire Safe Board Meeting  
8/9 – Cooperator Meeting – Park Fire  
8/12 – Met with City of Portola – Gold complex and working together  
8/12 – Quincy Rotary Presentation on Genasys; Genasys Protect; Watch Duty; Preparedness; Resources  
8/13 – Cooperator Meeting – Park Fire  
8/13 – Graeagle Firewise presentation 94 attendees, VOAD, Access & Functional Needs, PRS  
8/14 – Cooperator Meeting – Park Fire  
8/19 – Cooperator Meeting – Park Fire  
8/19 – Hazard Mitigation Meeting with Planning Dept.  
8/20 – Cal OES Appeal Eligibility Determination meeting  
8/22 – Cooperator Meeting – Park Fire  
8/22 – Access & Functional Needs Committee Meeting  
8/23 – 2021 Wildfires Recovery all hands working group meeting  
8/27 – Cooperator Meeting – Park Fire  
8/28 – Collaboration meeting with Public Health  
8/28 – NQS Webinar  
8/28 – Quincy Firewise presentation 33 attendees, VOAD, Access & Functional Needs, PRS

## **OTHER CAO MEETINGS/ACTIVITIES**

8/1 – MRG Weekly Update Meeting  
8/1 – ClientFirst Educational Workshop Employee Master  
8/1 – Pre-Public Comment Meeting CDBG-DR APA  
8/2 – ClientFirst Status Meeting  
8/2 – Recovery Manager Job Description Meeting  
8/2 – Plumas County Development Corporation  
8/5 – County Counsel, “Classification Plan” & Resolution  
8/6 – BOS Meeting  
8/6 – ClientFirst Employee Master Import Assistance  
8/6 – Auditor/Controller Engie Project meeting  
8/6 – Debt Committee – Financing Call/Engie Project  
8/7 – CLA Weekly Check-In  
8/7 – ClientFirst Educational Workshop: Pay Master  
8/7 – Jail Project - \$100,000 GF contribution – Roni, Chad  
8/7 – Ad-Hoc Committee – Dixie Fire Insurance Funds/PG&E Fund

8/8 – HR Employee Meeting  
8/8 – Mandatory SPWB Post-Issuance Compliance Training (Jail Project)  
8/8 – OpenGov Operating Budget Kickoff & Discovery  
8/8 – ClientFirst Budget Meeting w/Jamie Shell  
8/8 – New Library Concept in Greenville SS,BH,PH  
8/8 – HHS Feasibility Study with BH, SS, PH, EH  
8/8 – HR Employee Meeting  
8/8 – Sheriff, IT discussion  
8/9 – CLA Budget Session  
8/9 – ClientFirst Weekly Status Meeting  
8/9 – CAO – CACE  
8/9 – PCMC Meeting  
8/9 – ClientFirst – special districts import with MRG, Auditor/Controller  
8/9 – MRG Catch-Up  
8/9 – Department Head individual meeting EH  
8/10 – ClientFirst Employee Master Validation Saturday Work Meeting  
8/12 – CLA Budget Session  
8/12 – Department head individual meeting Fair  
8/12 – Department head individual meeting IT  
8/13 – BOS Meeting  
8/13 – ClientFirst Educational Workshop: Deduction Master  
8/14 – CLA Budget Session  
8/14 – CLA Budget Session  
8/13 – CLA Budget Session  
8/13 – OpenGov Project Status  
8/13 – 2<sup>nd</sup> Ad-Hoc Committee Meeting: County Dixie Fire Insurance Fund / PG&E  
8/15 – Fund Balances from Auditor/Controller for Budget  
8/15 – FEMA PA Mitigation Listening Session – Planning/CAO  
8/15 – MRG Weekly Check-In  
8/15 – ClientFirst Educational Workshop: Accrual Tables and Employee Accruals  
8/15 – OpenGov Update  
8/15 – PCCDC low-income vacant units in Plumas County (16 in Chester & Greenville)  
8/16 – CLA Budget Session  
8/16 – ClientFirst Status Meeting  
8/16 – HR Staff Meeting  
8/16 – Department Head individual meeting PH  
8/16 – HR Employee meeting  
8/17 – ClientFirst Employee Master Validation Saturday Work Meeting  
8/19 – CLA Budget Session  
8/19 – OpenGov Project Status Meeting  
8/19 – Budget Meeting with CAO/BOS staff  
8/19 – HHS Feasibility Study Follow-Up Meeting with MRG, PH, BH, SS  
8/19 – ClientFirst Educational Workshop: Employee Job/Salary  
8/20 – CLA Budget Session  
8/20 – ClientFirst Status Meeting  
8/20 – ClientFirst Educational Workshop: CalPERS Configuration Review  
8/20 – BH Long-Term Housing  
8/20 – Arcadis Dixie Fire Insurance Recovery Team

8/20 – CLA Budget Session – Goodman, Auditor/Controller  
8/20 – PIP Training by County Counsel  
8/22 – ViewPoint Discussion with Producer  
8/22 – MRG Weekly Check-In  
8/22 – HR Negotiations  
8/22 – OpenGov Operating Budget  
8/22 – EIFD Discussion with Adam Cox  
8/23 – CLA Budget Session  
8/23 – Arcadis Fire Support Follow-Up  
8/26 – CLA Budget Session  
8/26 – OpenGov Project Status  
8/26 – CLA Budget Session  
8/27 – Weekly CC Meeting  
8/27 – ClientFirst Educational Workshop: Accruals Continued  
8/27 – MAA & Juvenile funds meeting with Probation/Auditor/Controller  
8/27 – HR Employee meeting  
8/28 – Supervisor-Elect Mimi Hall, PH, SS Feasibility Study for HHS Agency  
8/28 – RCRC Legislative update  
8/29 – CLA Budget Session  
8/29 – ClientFirst Status Meeting  
8/29 – HR Staff Meeting  
8/29 – OpenGov Operating Budget Validation

## **TRANSIENT OCCUPANCY TAX (TOT) REPORT**

Granicus generated the following reports:

August 2, 2024 so it can be compared to this month's September 2, 2024 report.

**AUGUST 2, 2024**

**SEPTEMBER 2, 2024**

## Monthly status report

Report for Plumas County, CA (Plumas County, CA) generated on August 2, 2024.

**470**

Properties in or near Plumas County, CA

**386**

Properties in or near Plumas County, CA with address identified

**188**

Compliant Short Term Rentals

**191**

Non-compliant properties

**91**

Properties with unknown compliance

**211**

Properties that have received letters since first mailing

**106**

Properties that have received letters and are now compliant

**105**

Properties that have received letters but are still non-compliant

## Monthly status report

Report for Plumas County, CA (Plumas County, CA) generated on September 2, 2024.

**429**

Properties in or near Plumas County, CA

**351**

Properties in or near Plumas County, CA with address identified

**162**

Compliant Short Term Rentals

**181**

Non-compliant properties

**86**

Properties with unknown compliance

**211**

Properties that have received letters since first mailing

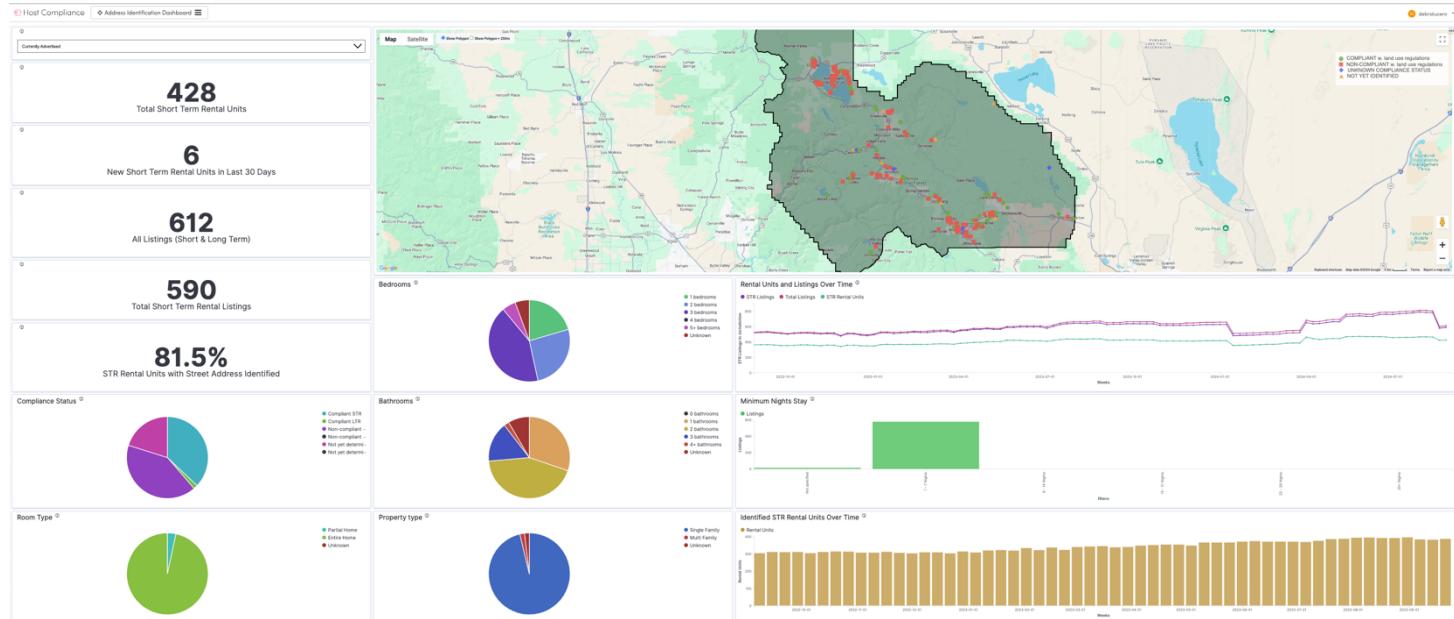
**118**

Properties that have received letters and are now compliant

**93**

Properties that have received letters but are still non-compliant

## SEPTEMBER 2024



## AUGUST 2024

