

PLUMAS COUNTY

CALIFORNIA County Administrative Officer



TO: Honorable Chair and Board of Supervisors
FROM: Debra Lucero, CAO
Meeting Date: November 7, 2023
Subject: CAO Report 10/2/23 – 11/2/23

PG&E FUNDS DISCUSSION

‘Public entities’ civil legal damages including public and natural resource damages, staff and labor time, damages to pavement and roads, lost revenue, increased expenses and destroyed structures, infrastructure.” Below is a table of losses discussed to date to the County of Plumas during the Dixie Fire.

PG&E Settlement Discussion		
REVENUE RECEIVED	AMOUNT	DESCRIPTION
Insurance	\$2.2 million	Rebuild & replacement of \$500,000 for grader
PG&E Settlement	\$7.8 million	Settlement
CalOES/FEMA	\$5 million	Pay for emergency services during the fire
TOTAL	\$15 million	
UNREIMBURSED EXPENDITURES	to DATE	DESCRIPTION
Public Works	\$569,498.75	Roads, engineering, administration of projects
Sheriffs Department	\$44,344.00	Substation rent
	Calculating	Water, sewer, utilities for rented substation
	Miscellaneous	Communications, other needs or equipment?
	\$1,032.00	Water, sewer, utilities for burned structure
	\$350,000.00	Radio Tower replacement equipment due to aging infrastructure; possible to use Title III
County Administrative Office	\$500,000.00	Arcadis contract to collect insurance, write mitigation grants
	\$80,000.00	Arcadis contract to collect insurance, write mitigation grants extension
	\$221,000.00	Environmental work in burn scar - primarily Greenville
Risk Management/OES	\$150,000.00	After-Action Report & Needs Assessment
DFC Coordinator - Grant Mgr/Writ	\$450,000.00	Writer/grant manager to assist with hazard mitigation, rebuild, community - 3 years
Planning - Grant Mgr/Admin/Writ	\$240,000.00	Administrative Assistant to Manage, write and prepare grant required documentation, warrants, etc.
Facility Services	\$204,482.00	Utilities, rent, garbage, water testing, porta-potties, electricity, pumping of septic, etc.
	Calculating	Manpower - 3x a week visit to Greenville by crew to service trailers
County Rebuild in Greenville	Calculating	Sheriff's Substation -Safety Ctr - Preparation, Engineering, Plans, Materials
	Calculating	Town Hall - Community Resource Center - Preparation, Engineering, Plans, Materials
	Calculating	Library - Preparation, Engineering, Plans, Materials
Match for Grants	\$2,000,000.00	
Investment	\$2,000,000.00	
TOTAL	\$6,810,356.75	

GRANTS MANAGER

- Continued working with Planning on the RCAC Building Rural Economies program that incorporated the Econ Dev Fellowship. This has been mainly meeting with RCAC and compiling required documentation
- Attended Local Infrastructure Hub webinar series during the month of October
- Attended two budget trainings for Tyler Munis
- Reported out on the Opioid Settlement Plumas County received

- Continued working on Long Term Recovery (LTR) including: Leadership meeting, CRC application correspondence, editing/formatting LTR plan, grant opportunities to DFC and partners
- Attended California's Broadband for all updates and keeping an eye as we finish up the county-specific broadband plan. Golden State Finance Authority/RCRC submitted the CPUC FFA/Last Mile application on behalf of many counties in California (Plumas included).
- Provided the new Clerk of the Board overview training up to my knowledge limits.
- Grant manager moved offices from Room 309 to Room 302 in the Courthouse.
- Went on compliance field trip with state and local partners for our OHV grant program to document equipment used

RISK MANAGEMENT & CAL-OES UPDATE

OES Activities:

10/4 – IPAWS test alert
 10/12 – EMPG Workshop – Red Bluff
 10/16 – OA Emergency Managers Meeting
 10/18 – EMCC Meeting
 10/19 – NWS Webinar
 10/19 – NDPTC Virtual Training - Social Media for Emergency Management as Platforms Evolve
 10/23 – Graeagle Flu Clinic with Eastern Plumas Healthcare
 10/23 – Active Shooter Exercise – Meeting with participants
 10/24 – PG&E Walk Thru for drill
 10/25 – PG&E Emergency Action Plan Functional Exercise: Feather River Watershed – Chico
 10/26 – Greenville Flu Clinic with Plumas County Public Health
 10/27 – Quincy Flu Clinic with Plumas County Public Health
 10/30 – Upper Feather River Dam seminar planning
 10/31 – Moulage preparation for active shooter drill 11/1
 10/31 – Red Cross collaboration meeting with Plumas County Social Services

CLIFTON, LARSON & ALLEN (CLA UPDATE)

Highlights for October

Investments

- On-site visit with Jean reviewed Excel calculations of investment income (as obtained from electronic statement data) with Treasurer
 - Treasurer approved process as well as FY22 entries on Investments for Cash reconciliation and utilized tool for FY23 Investment transactions
- **Recurring Recommendation** – Utilization of investment software will expedite the process to get caught up on investment compliance reporting and ongoing management of investment reporting & recording of transactions

Cash

- On-site visit with Jean reviewed FY23 Cash entries causing variances between Treasury Cash Accounts and Department Cash Accounts with Auditor-Controller; reviewed Outstanding Warrants report and recommended journal entry for FY22 cash and new process for managing Outstanding Warrants
- Researched Plumas BAI file and determined cause of import issues and successfully imported a test file into Munis. Beginning discussions with Treasurer on potential resolution.
- Began reconciling FY23 Cash transactions within Munis to Bank for FY2023 Audit & Process Improvement Goal of utilizing Munis Bank Reconciliation Tool.

- Began researching the feasibility and current impediments to utilizing the Bank Reconciliation tool within Munis for the Auditor-Controller team
- **Recurring Recommendation** - Set up each person within Treasury department responsible for banking transactions, reconciliations, or review duties with their own appropriate bank login (no sharing logins)
- **Recurring Recommendation** – Set up read only access rights CAO & access rights for Auditor Controller based on needs of job function / Debra- will bring to BOS for review and policy update/creation
- **Recurring Recommendation** - BOS obtain an inventory of all County bank accounts and review the account listing for completeness and accuracy of all accounts under the County's purview and inclusion for monitoring for proper internal controls, i.e. appropriate access levels assigned, access to statements, monitoring of account balances, proper segregation of duties, bank account reconciliations proper internal controls within the functions of Treasury, Auditor-Controller, and CAO offices.

Budgets

- Streamlined/organized FY23-24 Budget files on County of Plumas SharePoint site
- Began FY24-25 Budget Planning
 - Participated in initial training on Budget tool within Munis
 - Created Training Assessment form to load during Munis training for end users
 - Drafted Budget Review Forms to be used during FY24 budget process

Special Districts Payroll

- Project to date: confirmed 18 Special Districts want to continue with County of Plumas payroll services, 3 will not continue, 2 pending contact information (Portola Cemetery & Taylorsville Cemetery)
- Drafted update email for Special Districts to be sent early November
- Met with County Counsel on draft of Service Contract and potential of Plumas County charging fees to the Districts for processing payroll
- Participated in Tyler Munis Payroll training sessions throughout month with goal of assisting Special District setup

Fixed Asset Implementation

- Successfully loaded all governmental assets into test environment, proprietary assets remain open item to import
- Successfully tested process of calculating depreciation within module
- Drafted document to assist future conversation and decision making with Auditor-Controller on customization of Fixed Asset Module and data discrepancies identified that need to be resolved. Meetings will take place the week of November 12
- Began drafting training documents for use of Software

Chart of Accounts

- Initial meetings with CAO and Auditor-Controller to identify pain points of current setup and goals for project
- Meeting on functionality of Munis Chart of Accounts and Preliminary Observations and Opportunities for Improvement with Plumas COA

OTHER MEETINGS/ACTIVITIES

1. Oct. 4-6 – Trindel/Prism Board Meeting
2. Oct. 10 – Chart of Accounts meeting with CLA, Staff
3. Oct. 11 – Weekly Clifton, Larson, Allen (CLA) meeting

4. Oct. 11 – Tyler Munis TEAMS meeting
5. Oct. 11 – Dana Krinsky – Public Health Meeting
6. Oct. 11 – OpenGov budget book meeting
7. Oct. 11 – PG&E Settlement money meeting with department heads
8. Oct. 12 – Dixie Fire Collaborative (DFG) meeting w/Supervisor Goss
9. Oct. 12 – Lunch with Jean Wood, CLA
10. Oct. 12 – Meeting with Jonathan Kusel, Sierra Institute
11. Oct. 12 – Willo Viera – Ag Commissioner meeting
12. Oct. 13 – Challenge Grant Deadline to read assigned submissions
13. Oct. 13 – CSAC Employee Development: Practical Programs for Your Organization
14. Oct. 13 – Meeting with Chair Hagwood/County Counsel
15. Oct. 16 – Budget Training Marissa Surber with Tyler/Munis
16. Oct. 16 – MGS Recruitment Process Meeting
17. Oct. 16 – Special District Discussion with CLA
18. Oct. 18 – Clifton, Larson, Allen (CLA) Weekly meeting
19. Oct. 18 – Preliminary Chart of Accounts meeting with CLA
20. Oct.. 18 – Chart of Accounts meeting with staff
21. Oct. 19 – Flo-Cast Budget Book software meeting
22. Oct. 19 – Budget Forms/Templates meeting with CLA, Staff
23. Oct. 19 – CLA / County Counsel meeting
24. Oct. 20 – Meeting with Greg Ellingson – IT
25. Oct. 20 – Meeting with Mark Pecotich, Lost Sierra Chamber of Commerce
26. Oct. 20 – Vested Mining Interest Meeting with County Counsel, staff
27. Oct. 23 – Meeting with Supervisor Tom McGowan
28. Oct. 25-27 – CA Association of County Executives meeting
29. Oct. 30 – Budget meeting with CLA, Martee – open items for budget
30. Oct. 30 – Feral Cat Clinic Recap
31. Oct. 30 – PG&E Settlement meeting with Department Heads
32. Oct. 31 – Tour of the New Jail
33. Oct. 31 – Meeting with OpenGov to discuss budget book software program
34. Nov. 1 – CLA Weekly meeting
35. Nov. 1 – Emergency Evacuations meeting with Senator Padilla, NACo
36. Nov. 1 – PG&E meeting with Brenda Narayan

NOTES: Emergency Evacuations with Senator Padilla Nov. 1, 2023

EMERGENCY EVACUATIONS

CSAC Hosted - Catherine Freeman

Bob Fenton, FEMA

Chief Don O'Keefe, CalOES, Law Branch

Donald.okeefe@caloes.ca.gov

James Gore, Sonoma Co., 1st VP of NACo

Senator Alex Padilla

Ron Quigley, Deputy Chief CalOES Law Enforcement Branch

Ron.quigley@caloes.ca.gov

Evacuation Considerations

- Law Enforcement Mutual Aid (LEMA)
- LEMA Fund
- Statewide Mass Evacuation guidelines
- Correctional Facilities
- Senior Living Facilities, Critical Care Facilities, Hospitals, Schools
- Leaving but not knowing where to go? What about people who don't have telephones?
- How do you mitigate that gap?

Reimbursements to law enforcement agencies for evacuation operations:

- How does this work?
- Evacuation guidelines throughout the state (expected in January 2024)
- Do we have a jail evacuation plan?
- Senior citizen facilities plan?

SHELTERING CONSIDERATIONS

- Regional Red Cross and CDSS Coordinators are assigned to support County Social Services
- CalOES coordinates with CDSS and Red Cross in support of Operational Area sheltering operations, if needed.
- The state possesses several caches of sheltering supplies, which are geographically stored throughout the state.

NOTIFICATIONS AND COMMUNICATIONS

Emergency Notification tools (Code Red, Everbridge, Zonehaven)

- Critical in sharing key information to the community
- Community outreach and education on notification systems
- Notification system tests, drills, and exercises

Social Media (Facebook, instagram, X) News media

- The community uses multiple social media sites and applications
- Consistent communication across media outlets is critical in every incident
- Not all citizens utilize cell phones and other technology
- CalOES access and functional needs (AFN) can assist with translation services and materials necessary to assist in communicating with diverse populations in communities.

Disaster Response Best Practices

- Public Communications - Regular accurate messages shared through varied channels
- Deliberate Planning - evacuation, debris, organization
- Unity of Effort - government, NGO, private sector

- Disability and cultural sensitivities

Training & Exercises

Is Plumas County competent in our alert warning system in case of disaster? Do we test this?

Grants Management - familiarity with process and rules, including procurement laws, ability to properly manage and document.

TRANSIENT OCCUPANCY TAX REPORT

Granicus generated the following reports: (November 2, 2023 is the current report. Also showing is October 2, 2023 so it can be compared to the November 2, 2023 report).

Monthly status report Report for Plumas County, CA (Plumas County, CA) generated on November 2, 2023.	Monthly status report Report for Plumas County, CA (Plumas County, CA) generated on October 2, 2023.
417 Properties in or near Plumas County, CA	432 Properties in or near Plumas County, CA
379 Properties in or near Plumas County, CA with address identified	394 Properties in or near Plumas County, CA with address identified
214 Compliant Short Term Rentals	219 Compliant Short Term Rentals
159 Non-compliant properties	169 Non-compliant properties
44 Properties with unknown compliance	44 Properties with unknown compliance
211 Properties that have received letters since first mailing	118 Properties that have received letters since first mailing
90 Properties that have received letters and are now compliant	79 Properties that have received letters and are now compliant
121 Properties that have received letters but are still non-compliant	39 Properties that have received letters but are still non-compliant

