



4.B.1

Plumas County Tourism Marketing District

Renewal Timeline

January 3, 2025

Action	Date	Responsible Party
1. Initiate project	December 1, 2024	Civitas, Plumas County TMD
2. Initial Steering Committee Meeting	December 13, 2024	Civitas, Plumas County TMD
3. 3rd Presentation to Eastern Plumas & Stakeholders	December 23, 2024	Civitas, Plumas County TMD
4. Outreach and consensus building	December 1, 2024 – February 28, 2025	Plumas County TMD
5. Meeting with 2 BOS & Tax Coll. & County staff • Enter NDA with Civitas ***	Jan. 9 11am Jan 12 1pm Jan 13 noon	Civitas, Plumas County TMD, Plumas County
6. Develop and approve Service Plan • District boundaries, services, assessment rate, budget allocations	January 20, 2025	Civitas, Plumas County TMD
7. Data Compiled & Delivered for Petition Drive • Individual TOT remittance for Fiscal Year 2023-2024 with and w/o Eastern Plumas • Business list	January 21, 2025	Plumas County Tax Collector
8. Develop initial draft Management District Plan (MDP)	February 5, 2025	Civitas
9. MDP approved by Steering Committee	February 12, 2025	Plumas County TMD
10. MDP, Petition and Resolutions submitted to County staff; ongoing review	February 12, 2025	Civitas
11. Meeting with County staff, as needed	February 10-14, 2025	Civitas, Plumas County TMD, Plumas County
12. Final MDP, Petition and Resolutions approved by County staff	February 24, 2025	Plumas County
13. Petition Drive • Submitted for counting by March 31.	February 28 – March 31, 2025	Plumas County TMD
14. Petitions Counted		Civitas ***

15. Submit Petitions totaling over fifty percent (50%) of assessment to County	April 4, 2025	Civitas, Plumas County TMD
16. Meeting with County staff, as needed	April 7- 11, 2025	Civitas, Plumas County TMD, Plumas County
17. Board of Supervisors <ul style="list-style-type: none"> Resolution of Intention (<i>Can be on Consent Calendar</i>) 	April 8, 2025 Move to April 15 if needed.	Plumas County
18. Mail <ul style="list-style-type: none"> Notice of Public Meeting/Hearing - <i>Should be mailed 1 day after ROI is adopted. Must be mailed 45 days before public hearing.</i> 	April 9, 2025	Civitas ***
19. Board of Supervisors – Public Meeting <ul style="list-style-type: none"> Public Meeting – No action required - <i>Must be held at least 10 days after Notice of Public Meeting/Hearing is mailed and at least 7 days before Public Hearing is held.</i> 	May 6, 2025	Plumas County
20. Meeting with County staff, as needed	May/June 2025	Civitas, Plumas County TMD, Plumas County
21. Board of Supervisors – Public Hearing <ul style="list-style-type: none"> Public Hearing & Adopt Resolution of Formation - <i>Must be held at least 45 days after Notice is mailed.</i> 	June 3 rd , 2025	Plumas County
22. New District Begins	January 1, 2026	

Plumas Board of Supervisors Meetings are held the first three Tuesdays of every month at 10:00am.