

County Administrator

Kevin Mallen – County Administrator

CAO	FY 21/22 Adopted	FY 22/23 CAO	
101-1700	Budget	Recommended	Change
EXPENDITURES			
Salaries and Benefits	\$1,451,062	\$1,507,834	\$56,772
Services and Supplies	\$212,414	\$188,004	(\$24,410)
Other Charges	(\$822,822)	(\$712,080)	\$110,742
Fixed Assets			\$0
TOTAL EXPENDITURES	\$840,654	\$983,758	\$143,104
REVENUE			
Fed/State			\$0
Grant			\$0
Realignment			\$0
Fees/Misc	\$361,604	\$359,385	(\$2,219)
TOTAL REVENUE	\$361,604	\$359,385	(\$2,219)
FUND BALANCE			\$0
NET COUNTY COST	\$479,050	\$624,373	\$145,323

Program Description

The County Administrator is appointed by the Board of Supervisors and is responsible for day-to-day operations of county departments. The County Administrator reports directly to the Board of Supervisors and carries out its legislative and policy decisions, as well as provides management assistance to departments.

The County Administrator's Office (CAO) is responsible for preparing the recommended county budget. This document is a planning tool that provides the Board of Supervisors with information needed to assist them in policy and public service decision making. The budget process involves multiple planning sessions, developing budget instructions and coordinating necessary financial information needed by departments. The budget process also involves working together with the Finance Committee and meeting individually and on multiple occasions with departments. Once adopted, CAO staff monitors monthly expenditures and revenues, as well as produces quarterly reports and the mid-year budget report.

The County Administrator's Office manages and monitors the Regional Waste Management Authority franchise agreement, Public Defender contracts and their monthly statistical reporting, bi-county agreements, reviews all Board agenda items, works through policy issues with departments, labor relations, contract assessments, development of policies, monitoring of cash flow, workforce development, financing of capital projects, and coordinating with cities and numerous special districts and agencies within the County on a variety of issues.

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County Administration staff also coordinates the County's legislative efforts with our state lobbyist, the California State Association of Counties, Regional Council of Rural Counties, Sacramento Area Council of Governments and others, advising the Board and coordinating support or opposition positions.

In addition to the above programs, the County Administrator is designated as the Director of Emergency Services, with the day-to-day emergency services activities managed by the OES Manager.

The County Administrator's Office assists in coordinating countywide internal and external communications, including media relations. Pertinent information is proactively presented to various media – including traditional media, social media, and other non-traditional media avenues – to keep residents informed. Outreach efforts in the onset of this fiscal year largely focused on the COVID-19 response, but by March 2022 the communications efforts returned to broad messaging about County services and other information vital in moving the County forward.

Accomplishments FY 2021-2022

- Continued necessary steps in moving forward with the Jail Medical Annex, as well as the Tri-County Juvenile Rehabilitation Facility project and began construction in March 2021.
- Transitioned the Yuba Enterprise Solutions (YES) team from a pandemic-focused resources to a long term business outreach and partnership endeavor to enhance economic development and transferred daily oversight to the Community Development and Services Agency Director.
- Worked with all county departments to lead a shift from a pandemic mindset to focus on increasing staff's personal connection with the community.
- Continued important Emergency Services information campaigns, including fire season preparedness, flood preparedness, and public safety.
- Provided Emergency Services response to the atmospheric river storms in late October 2021 and again during the late December 2021, which included significant snowfall and subsequent power outages that created risk for some foothill communities.
- Hosted the second annual Be Prepared Fair at the Alcouffe Center in Oregon House.
- Monitored and provided advice on over 400 pieces of legislation, specifically writing position letters and resolutions on nearly two dozen legislative initiatives, played a county liaison role with lobbyist, and applied lobbyist and association influence to address numerous additional items.
- Spearheaded the significant amount of work that was required in order to achieve a compliant and successful 2021 Redistricting, including scheduling of public meetings, engagement of residents to gather input, transparency of the process through online posting of progress, and ultimately the successful approval of redrawn Board of Supervisors districts.
- Coordinated implementation of Measure K funds following positive court ruling, including Citizens' Oversight Committee, to monitor how the funds are used for public safety and essential services.

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Goals and Objectives

FY 2022-2023

- Update Yuba County’s Strategic Plan to ensure alignment with current Board priorities.
- Continue to evaluate and implement changes as needed to the Information Technology Department to maximize the services and security provided to ensure there is adequate support and security as the County continues to grow the availability of “e-services”.
- Continue to provide resources and support for the Broadband Project Manager position in the Community Development and Services Agency to ensure opportunities for broadband enhancements are realized in the County.
- As Executive Director of the South Yuba Transportation Improvement Authority, facilitate forward progress on the Authority’s transportation projects.
- Assist in the Executive Director transition of the Regional Waste Management Authority.
- As Executive Director of the Three Rivers Levee Improvement Authority, continue on the path to successfully close out the TRLIA projects that have resulted in 200 year flood protection for the RD 784 levee system.

Pending Issues/Policy Considerations

FY 2021-2022

The County general fund revenues have been on a steady rise since fiscal year 2013/14, unfortunately there are still a number of operational costs such as health insurance, pension expenses, and other liabilities that are also steadily rising putting pressure on County Departments to deliver services with the funds available. The County Administrator’s Office will continue to look for opportunities to reduce operational expenses in order to maximize the services provided to our residents and businesses with the revenues available to us. The County, like other public and private businesses and operations, is struggling to find qualified workers who are seeking jobs, and a concerted effort continues to attract a productive and responsive workforce to serve the residents and businesses of Yuba County.

Emergency Services

Kevin Mallen – County Administrator

OES	FY 21/22	FY 22/23	
	Adopted	CAO	
101-4200	Budget	Recommended	Change
EXPENDITURES			
Salaries and Benefits	\$484,424	\$450,981	(\$33,443)
Services and Supplies	\$798,981	\$1,604,739	\$805,758
Other Charges	\$0	\$192,157	\$192,157
Fixed Assets			\$0
TOTAL EXPENDITURES	\$1,283,405	\$2,247,877	\$964,472
REVENUE			
Fed/State			\$0
Grant	\$380,677	\$490,232	\$109,555
Realignment			\$0
Fees/Misc	\$566,855	\$1,310,027	\$743,172
TOTAL REVENUE	\$947,532	\$1,800,259	\$852,727
FUND BALANCE			\$0
NET COUNTY COST	\$335,873	\$447,618	\$111,745

Program Description

The Office of Emergency Services (OES), a division of the County Administrator’s Office, coordinates all phases of emergency management – mitigation, preparedness, response, and recovery – within the County of Yuba. OES focuses its mission on creating more resilient communities through encouraging the continued growth and increasing capabilities of public safety agencies, residents, and stakeholders within Yuba County. Our mission is achieved by providing services such as mitigation planning, functional training exercises and classes, coordination, and disaster recovery support. OES also manages and administers several grants from FEMA, Cal-OES, and other state departments that provide funds for specialized equipment for our public safety agencies within the County of Yuba. An important factor that not only affects eligibility for many funding opportunities but also supports an effective and coordinated response during a disaster is through ensuring compliance with state and federal mandates related to “Standardized Emergency Management System” and the “National Incident Management System.” OES works to maintain this compliance throughout the County of Yuba by providing county departments and other jurisdictions with training and exercise opportunities annually.

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Accomplishments

FY 2021-2022

- Worked closely with Pacific Gas & Electric during December 2021 snow storm; delivered portable generators to the town of Camptonville and surrounding residents.
- Completed an update to the 2021 Local Multi-Jurisdictional Multi Hazard Mitigation Plan.
- Partnered with Yuba Water Agency and Sutter County to conduct two Multi-Jurisdictional/Agency Slow Rise Flood Exercises, Tabletop and Functional with Grant Funds received from Yuba Water Agency and California's Department of Water Resources. The exercises meet the Five Year Federal Regulatory Commission Requirements, which will provide crucial training and experience to all involved.
- Worked with contractor KSN to complete the Flood Safety Plans for the County's four reclamation districts and will be applying the plans to a functional exercise in the Fall 2022.
- Completed the first phase of a Flood Safety Plan for the Marysville Levee Commission. This project furthers the mission of building community resiliency and ensuring compliance with state and federal mandates as they related to emergency management and NIMS compliance.
- OES successfully coordinated with PG&E and other stakeholders in responding to multiple Public Safety Power Shutdowns (PSPS).
- OES received an additional grant for \$185,050 from the Governor's Office of Emergency Services, in addition to amount of \$370,100 to assist in preparing for and coordinating response to Public Safety Power Shutoff. Plans for Yuba County Sheriff Department – Animal Care Services to install a facility back-up generator will be completed within the next fiscal year.
- Wheatland Fire Authority's two Fire stations received and completed installation of generators funded by PSPS grant.
- OES purchased "First Net Emergency Communication System" for Yuba County Sheriff Department to assist communications during PSPS and turn patrol unit into its own repeater system running off the car battery. The funds were part of the PSPS grant award to the County of Yuba.
- OES worked with North Yuba Water District and Browns Valley Irrigation District to support normal operations during PSPS events by supplying the organizations with back-up generators. Projects are to be complete by October 2022.
- OES collaborated with California Specialize Training Institute (CSTI) to offer classes and training at our government building to assist all public safety agencies and county departments that would assist in an Emergency Operations Center (EOC). This cuts down on traveling expenses needed for these specialized Incident Command classes.
- OES hosted the second Annual Preparedness fair in the Yuba County foothills, educating the citizens of Yuba County on wildfire preparedness along with other public safety agencies and county stakeholders that assist the community during fire season.
- OES continued collaboration with Yuba County Sheriff's Office and Cal Fire using an emergency management tool known as ZoneHaven for use by residents and first responders within the county. The tool is multi-use and focuses not only providing preparedness information to residents but also serves as means of providing real time incident information and evacuation zones during a time of disaster. The system is integrated with CodeRED and is utilized to provide information during disasters and public safety power shut offs.

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- OES realizes the importance of community involvement and created a survey for the community to determine what they need or would like to see from OES, to help increase the level of preparedness among our residents. The feedback received has been applied directly into the ZoneHaven “Know Your Zone” campaign.
- OES supported the COVID-19 response and recovery within the county.
- OES successfully coordinated the response to the Frenchtown and Glen fires and completed the disaster recovery associated with the two wildfires.
- OES received a grant for \$60,000 for “High Frequency Communications” equipment for our EOC.
- OES department is fully staff with Manger, two Planners and Administrative Technician.

Performance Measures

FY 2022 - 2023

- Conduct 1 Quarterly ICS/NIMS Training that is open to all County Jurisdictions within the 2022-2023 Fiscal Year.
- Complete all FY20 PSPS project by December 2022 & FY19 PSPS projects by October 2022
- Complete all FY19 HSGP projects by May of 2022.
- Increase community engagement by participating in at least one community outreach event or activity each quarter.
- Conduct two HSEEP compliant tabletop exercises within FY 2022-2023
- Increase Operational Area coordination by hosting quarterly Yuba County OA meetings within the FY 2021-2022 year.

Goals and Objectives

FY 2022-2023

- Increase Community Outreach and engagement.
- Develop and provide on-going training to county and jurisdictional staff.
- Begin conducting quarterly regional communication drills with Yuba-Sutter Amateur Radio Emergency Services (ARES).
- Continue to follow and implement current legislation directly effecting emergency services.
- Increase County wide resiliency and capabilities by identifying hazard risks and funding opportunities to address possible mitigation strategies.
- Revised and update current Emergency Operations Plan (EOP).

Pending Issues/Policy Considerations

FY 2022-2023

The increasing number of wildland fires in California and other forms of disasters throughout America reveals the need for specialized training in grant writing. Federal and state grant funding rules and regulations are changing in procurement of equipment and training reimbursement process. Increased scrutiny and pressure on recipients and sub-recipients for requesting, tracking and documenting grant projects. This shows the importance of implementing an effective allocation of funds program within our emergency management program in the County of Yuba.