



**CEAC Administrative Committee meeting**  
2023 CEAC Policy Conference  
Friday, August 25, 2023| 9:15 a.m. - 10:45 a.m.  
Capitol Event Center  
1020 11th Street, 2nd Floor, Sacramento, CA

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**AGENDA**

Chair, Joshua Pack, Butte County  
Vice Chair, Joan Araujo, Ventura County  
Vice Chair, Johannes Hovertsz, Sonoma County  
Vice Chair, Kim MacFarlane, Tuolumne County  
Vice Chair, Tom Mattson, Humboldt County

- 9:15 a.m. I. **Welcome and Roll Call**  
*Joshua Pack - Butte County, Chair*
- 9:20 a.m. II. **Public Works Secretary Group**  
*Scott DeLeon - Lake County*
- 9:30 a.m. III. **Adoption of Artificial Intelligence (AI)**  
AI has the potential to significantly transform how public works agencies operate by improving efficiency, enhancing decision-making processes, and optimizing resource allocation. California Public Works agencies are already utilizing AI to create social media and press releases, respond to the public and elected officials, educate staff on important legislative and legal issues, prepare policies and procedures, prepare solicitations like Requests for Proposals, and research various technical issues. However, the use of AI requires careful consideration of privacy, ethics, and accountability. Ensuring transparency, fairness, and responsible use is crucial to maximize AI's potential benefits.
- This interactive discussion will explore the successful use of AI in Public Works in the public and private sector and real-time examples of AI to assist Public Works professionals.
- Gavin Keating - Consor Engineering*  
*Johannes Hovertsz - Sonoma County*  
*Joshua Pack - Butte County*
- 10:00 a.m. IV. **Succession Planning and Staff Development**  
This interactive discussion will explore agency best public and private sector practices with successful succession planning and staff development policies and procedures.
- Sarah Holm - Dokken Engineering*  
*Brian Balbas - Contra Costa County*  
*Joshua Pack - Butte County*
- 10:30 a.m. V. **Discussion on Potential Future Topics and Round Table Discussion**
- 10:45 a.m. VI. **Closing Comments and Adjournment**
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**Potential Future Topics**

- Work Plans & Performance Measures
- Capital Project Planning and Delivery
- WinCAMS and financial software - alternatives
- Digital Signature Policy Adoption
- Data Mining and Data Analysis
- Code Enforcement
- NEW ADD - Special District Financing Challenges & Solutions post-Prop 218
- NEW ADD - CARB legislation ZEV - agency short-term solutions
- NEW ADD - Public Works Secretaries Group Discussion

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# ChatGPT Prompting Cheat Sheet

## Go from Zero to Pro

### GENERAL PROMPTS

Summarize the book [name of book] and cover all the important points mentioned.  
 Translate this piece of text into English [insert text].  
 Explain [insert topic] in simple and easy terms that any beginner can understand.  
 Write me a cover letter for my job hunting process [insert resume specifications/experience here].  
 Proofread my writing above. Fix grammar and spelling mistakes. And make suggestions to improve the clarity of my writing.

### PROMPTS FOR WRITERS

Proofread this text for grammatical errors: [Insert Text Here]  
 Write a compelling product description for [Insert Product Name and Features Here]  
 Write a proposal for [Insert Project or Proposal Details Here]  
 Write a 5-minute speech on the topic of [Insert Topic Here]  
 Write marketing copy for [Insert Product or Service Here]

### PROMPTS FOR YOUR RESUME

Please review my resume and suggest improvements.  
 What are some common formatting mistakes to avoid in my resume?  
 How can I best highlight my achievements in my resume?  
 What can I do to make my resume stand out from other candidates?

### PROMPTS FOR SALES

Generate 10 ways to generate leads for [product description]  
 Create a personalized sales email for potential customers. Include [topic, brand name, promo offers, etc.]  
 Write a sales landing page description for [product description]  
 Generate 5 personas I should include in my outreach for [X]  
 Generate a script to use when cold-calling [insert persona]

### PROMPTS FOR DEVELOPERS

Develop an architecture and code for a [website description] website with JavaScript.  
 Continue writing this code for JavaScript [post code].  
 Find the bug with in code: [post code].  
 Create a user journey for [insert app and persona description]  
 Generate UI/UX design requirements for [describe feature]

### PROMPTS FOR EDUCATION

What are the most significant advancements in [topic]?  
 Discuss the history and development of [topic], its current applications and potential future impact.  
 Analyze the causes and consequences of the [event] and its influence on young adults today.  
 Explain the [topic] and give some examples.

### PROMPTS FOR CONTENT CREATORS

Generate a creative social media content calendar for the next month for our [product].  
 Create a 2-minute video script for a Facebook ad campaign promoting [product or service].  
 Generate a list of 5 LinkedIn articles to write for [topic].  
 Write a case study detailing [topic of choice].

### HOW TO BUILD A CHAIN PROMPT WITH EXAMPLE

- 1. Insert first prompt:** Give me a summary of this document [insert/copy paste document text]
- 2. Modify the output:** Use the summary above and write a 500 word piece that explains to a fifth grader
- 3. Modify the tone:** Change the tone of the answer above and make it sound more formal
- 4. Modify the format:** Convert the answer above into text for a presentation with 1 slide for each key point

### MODES AND ROLES

**Assistant:** Find research on [insert topic]  
**Idea generator:** Generate ideas on [x]  
**Proofreader:** Proofread this [insert text]  
**Mentor:** Guide me on [insert topic]  
**Critic:** Critique my argument: [argument]

### FORMAT

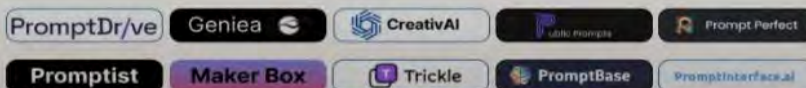
Code	Table	Essay
Tweet	Blog	Report
Social media post	Email	Presentation
	List	Research

### TONES

Write using [x] tone

Formal	Objective	Assertive
Confident	Descriptive	Conversational
Poetic	Whimsical	Informal
Narrative	Academic	Friendly

### 10 Best Prompting Tools



Join [superhuman.ai](#) - my newsletter with **300,000+** readers that teaches you how to use AI. [Link in post](#) 📌





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ARTIFICIAL INTELLIGENCE (AI) – Helpful Links:

**How to get started with ChatGPT: A Guide for Local Government**

<https://www.youtube.com/watch?v=vAnIALuBqX4>

**50 ChatGPT Prompts for State and Local Government:**

<https://www.govtech.com/artificial-intelligence/chatgpt-example-prompts-for-state-and-local-government>

**ChatGPT: What Mayors and Managers Must Know:**

<https://www.accela.com/blog/chatgpt-what-mayors-and-managers-must-know/>

**Revolutionizing Local Government Planning with AI-Powered Predictive Analytics:**

<https://www.linkedin.com/pulse/revolutionizing-local-government-planning-ai-powered-chris-chiancone/>

ARTIFICIAL INTELLIGENCE (AI) – Examples of recent prompts from Joshua Pack's ChatGPT account:

- Take this monthly construction update and summarize it for an email
- Prepare a Grand Jury response on why explain why consolidating emergency preparedness and emergency response into a single county office or agency is not a good idea
- Prepare social media on gas taxes are impacted by electric vehicles and increased fuel efficiency
- Please check to tone of this email
- Please summarize this email
- Write an email asking for help from a Department Head who had subordinates communicating poorly or not responding to our requests
- Provide justification for roadside herbicide spraying programs along county-maintained roads to help reduce wildfire risks
- Write a brief email accepting a resignation from an employee
- Provide an email response on the difficulties and delays local governments have with FEMA disaster funded projects
- Briefly describe the impacts to a special district that does not have an annual inflationary adjustment
- Please describe what this computer code does (pasted computer code)
- Write an email to staff about a peer employee being released from employment
- Prepare an email on how law enforcement agencies in California have the right to open up private roads to the public during emergencies
- What is the definition of a commercial vehicle in California
- Prepare an email describing the MS4 and NPDES programs
- Write a policy on the need for timely performance evaluations

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