

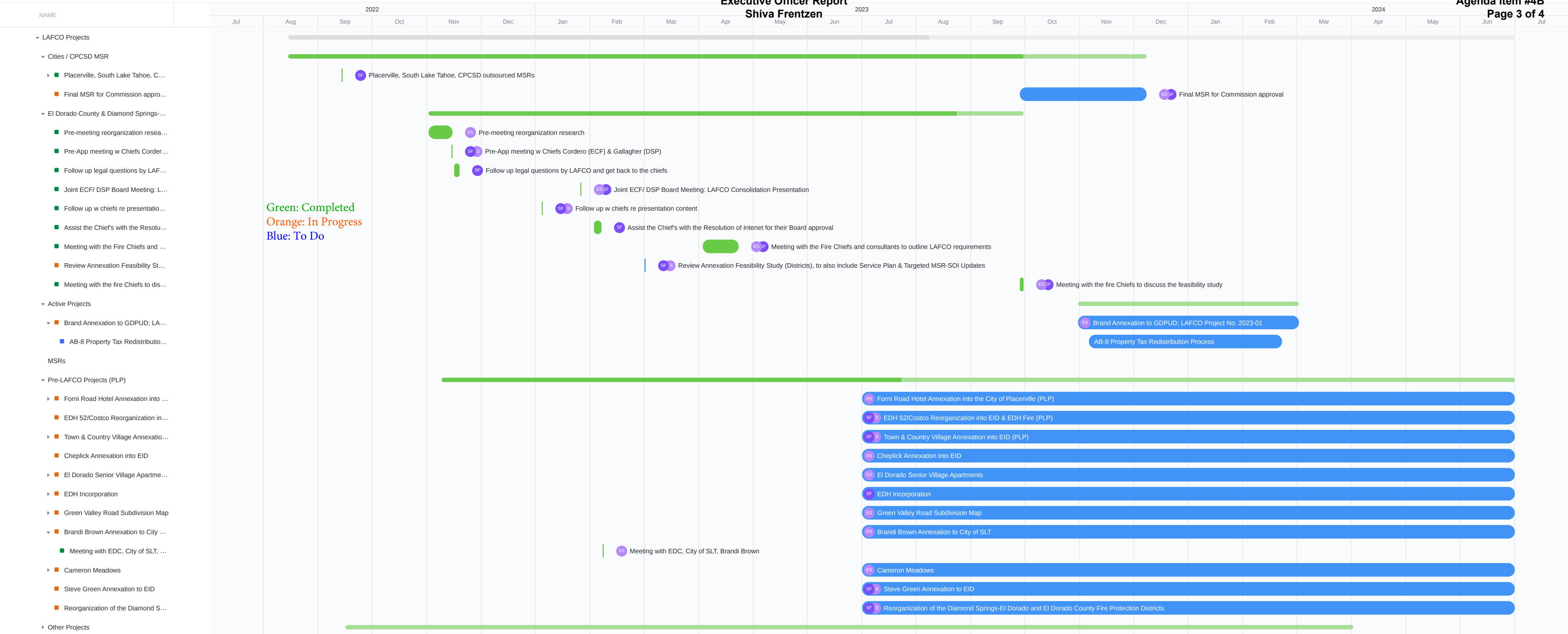
Executive Officer Report
Shiva Frentzen

NAME	2023							2024							
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<ul style="list-style-type: none"> ▼ FY23/24 Workplan ▼ GFCSD Financial Analysis Review <ul style="list-style-type: none"> Request the Financial information... Shiva meet with EDWA to get an ... Shiva meets with GFCSD Agenda packet with information o... ▼ Policy Update <ul style="list-style-type: none"> Salary Schedule update Records Retention Policy change... MOU with the County ▼ Questionnaire for small non-municipal ... <ul style="list-style-type: none"> Compile small CSDs meeting sch... Review meeting dates and strateg... Review the existing documents a... Arroyo Vista CSD Shiva attend m... Lake View CSD Shiva attend me... Knolls CSD Shiva attend meeting... Rising Hill Road CSD Shiva atten... Sierra Oaks CSD Shiva attend m... Sierra Oaks follow-up website ex... ▼ Office Building Move by October 2024 <ul style="list-style-type: none"> Evaluate options with the County Evaluate options in other areas ▼ MSR Project Plan and five-year budget... <ul style="list-style-type: none"> Update the MSR project plan Update website for MSR project ... Send email to all SD with update... Draft the five-year budget projection Draft mid-year budget projection Draft proposed budget for FY24-25 Budget committee meeting to revi... Update FY23-24 Non-municipal s... Complete FY22-23 Audit by 12/3... ▼ Evaluate Accounting Software and Pro... <ul style="list-style-type: none"> Convert Quickbooks desktop to Q... Find a new bookkeeping firm and... ▼ Fire Summit <ul style="list-style-type: none"> Shiva attend the Firefighters JPA ... Shivaattend the Rescue FD boar... Shiva attend the CPCSD board m... Attend the Fire Authority meeting ... ▼ Staff and Commission Training <ul style="list-style-type: none"> CALAFCO Conference for Comm... Staff work plan and development 	<p>Green: Completed Orange: In Progress Blue: To Do</p> <p>https://sharing.clickup.com/42062123/g/h/183m9b-991/975aac11eb2a489</p>														

Work Plan Fiscal Year 2023-2024

1. Finalize Questionnaire for Non-Municipal Services Districts MSR/SOI update and complete the studies for Arroyo Vista CSD, Lake View CSD, Knolls CSD, Rising Hill Road CSD, and Sierra Oaks CSD according to the approved "[FY22-23 NON-MUNICIPAL SERVICES MSR/SOI Project Cycle](#)"
2. Grizzly Flats CSD Non-Audited FY22-23 Financial Analysis Review
3. Process the El Dorado County Fire Protection District and Diamond Springs Fire District annexation
4. Work closely with the Strategic Planning Ad-Hoc Committee to strategize and continue the efforts for the Fire Summit that is recommended as the result of the Fire MSRs
5. Propose a five-year budget projection and MSR project plan
6. Work closely with the Budget Committee and Strategic Planning Ad-Hoc Committee to update Commission's Policies and Guidelines as necessary including an updated MOU with El Dorado County, updated Fee Schedule, and updated Salary Schedule
7. Evaluate the accounting software and procedures to make additional recommendations to improve security and efficiency
8. Evaluate and propose alternatives for building lease
9. Train staff and commissioners
10. Assist Placer LAFCO with the Meeks Bay and North Tahoe FPD consolidation
11. Provide technical assistance to those who enquire about the potential incorporation of the community of El Dorado Hills
12. Review, evaluate and update internal work procedures
13. Coordinate with the County as needed on its preparation of environmental documents for various upcoming projects requiring future LAFCO action

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Future agenda items:

January meeting 2024 – Mid-year budget + Election of officers + Committee Assignments (Budget, Strategic Planning) + Audit

March meeting 2024 - Budget proposal for FY24-25 + FY24-25 work plan + MOU with the County + Salary schedule update

May meeting 2024 - Final budget approval + 5 year budget projection