

Executive Officer Report Shiva Frentzen

NAME

2023

2024

May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul

▼ FY23/24 Workplan

▼ GFCSD Financial Analysis Review

- Request the Financial information from GFCSD
- Shiva meet with EDWA to get an update on GFCSD
- Shiva meets with GFCSD
- Agenda packet with information on GFCSD

Green: Completed
Orange: In Progress
Blue: To Do

<https://sharing.clickup.com/42062123/g/h/183m9b-991/975aac11eb2a489>

▼ Policy Update

- Salary Schedule update
- Records Retention Policy changes for Commission review
- MOU with the County

▼ Questionnaire for small non-municipal ...

- Compile small CSDs meeting schedule
- Review meeting dates and strategize for attending meetings with Strategic Planning Committee to attend the meetings
- Review the existing documents and draft the questionnaire
- Arroyo Vista CSD Shiva attend meeting and do a presentation
- Sierra Oaks CSD Shiva attend meeting on 9/14/2023 and do a presentation
- Sierra Oaks follow-up website exemption, audits, recent financial statements, insurance

▼ Office Building Move by October 2024

- Evaluate options with the County
- Evaluate options in other areas

▼ MSR Project Plan and five-year budget...

- Update the MSR project plan
- Update website for MSR project Plan
- Send email to all SD with updated MSR project plan
- Draft the five-year budget projection
- Draft mid-year budget projection
- Draft proposed budget for FY24-25
- Budget committee meeting to review FY24-25 proposed budget and five-year projection
- Update FY23-24 Non-municipal services MSR/SOI Project cycle
- Complete FY22-23 Audit by 12/31/2023

▼ Evaluate Accounting Software and Pro...

- Convert Quickbooks desktop to Quickbooks Online
- Find a new bookkeeping firm and/or clarify the expectations with the current firm (within weekend)

▼ Fire Summit

- Shiva attend the Firefighters JPA meeting to do a presentation on LAFCO
- Shiva attend the Rescue FD board meeting to do a presentation on LAFCO
- Shiva attend the CPCSD board meeting to do a presentation on LAFCO process for fire annexation
- Attend the Fire Authority meeting in Georgetown

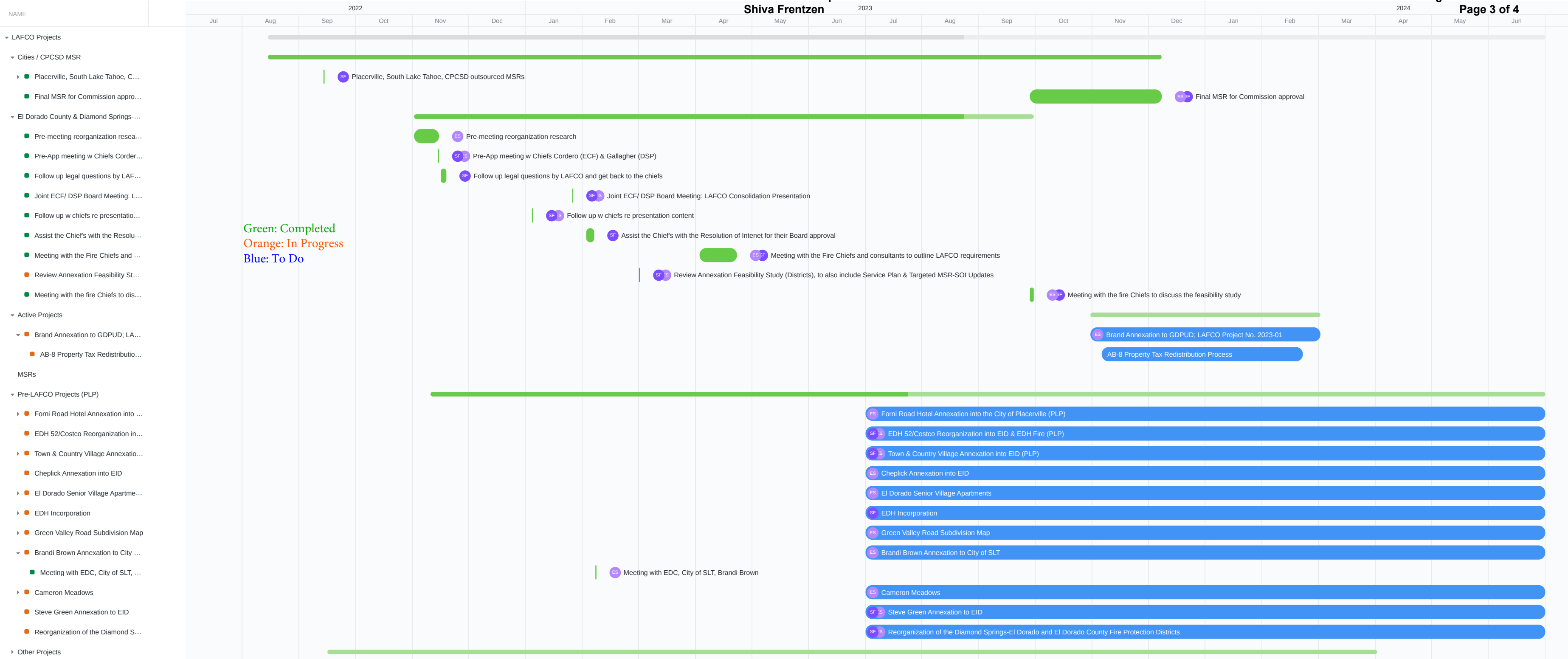
▼ Staff and Commission Training

- CALAFCO Conference for Commission and Staff
- Staff work plan and development

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