F124-23 WOIR FIGH	Executive Officer Report Shiva Frentzen							Agenda Item #4B Page 1 of 4			
Name	Q2 2024 Q3	Total Access		2022 Q4	2	002 ² Q1	F-h		Q2	Mar. 3	202. Q3
▼ FY24-25 Work Plan	Jun J	Jul Aug	Sep	Oct Nov	Dec	Jan	Feb	Mar	Apr	May Ji	n
List											
Recruit and train proper staffing for the agency											
Hire a part time Administrative Assistant a		part time Administrative Assistant and train	them								
Hire a policy analyst and EO Assitant	SF Hire a p	policy analyst and EO Assitant									
* Move the EDLAFCO office to a new location								Green: Completed			
Find a new location and complete the agr	SF Find a	new location and complete the agreement						Orange: In Progress			
Notify the current landlord	SF Notify th	the current landlord						Blue: To Do	ip.com/42062123/g/h/183m9	n-1111/d464cee9111af	73
Coordinate the IT portion of the move, wiri			SF Coordinate the IT por	tion of the move, wiring, GNT, etc.				intips.//sitaring.circk	19.00111/ 12002125/ 8/11/ 1051115	7 1111/d 10 leec/111d1	
Establish Internet service at the new locati		SF Establish Inte	rnet service at the new location								
Contract with the movers for furnitures	SF IS Contract v	with the movers for furnitures									
Hire movers for furnitures	SF IS Hire move	ers for furnitures									
Donation and removal of the extra furniture	SF IS Donation	and removal of the extra furniture									
■ Move on 8/23 to the new location			Move on 8/23 to the new	location							
▼ RFP for a 5-year MSR/SOI update											
Identify a list of possible consultants			SF IS Identif	y a list of possible consultants							
■ Draft the RFP for a 5 year MSR/SOI update				raft the RFP for a 5 year MSR/SOI update							
Distribute the RFP				(SF)S) Distribute the RFP							
Complete the targeted MSRs for GFCSD, FL											
Assign to the consultants						SE Agains	to the consultants				
			Evalore the ex	visiting appropriate agreements to park any the togeted MCDs		Assign t	to the consultants				
Explore the existing consulting agreement			Explore the ex	xisting consulting agreements to perfoem the targeted MSRs							
Audit for FY23-24											
Initial kick-off meeting	SF Initial kick-of										
Complete the requested information		Complete the requested information									
Review the first draft of Audit with the firm											
Shiva drafts the management report for th				Si Shiva drafts the managem	ent report for the Audit						
r Process the EDCFPD and DSFPD reorganiza			•								
Meeting with the fire chiefs and consultant			ES 3F Meeting with the	e fire chiefs and consultant for LAFCO application							
Process the City of South Lake Tahoe annext											
Review and accept the initial application	SF Is Revie	ew and accept the initial application									
Initiate the AB8 negotiation with the agenc	SF Is Initiate the	e AB8 negotiation with the agencies									
Work closely with the CPCSD for annexation											
Attend CPCSD meetings and communicat	SF Attend CPC:	SD meetings and communicate with the G	M and Board members								
Work closely with the Strategic Planning Com											
Setup meetings with the SP committee	SF Setup meeti	ings with the SP committee									
Meet with the Boards of LVCSD, Knolls CSD,				1							
Lake View CSD Shiva attend meeting and				SF Lake View CSD Shiva attend meeting and do a presentat	on						
Knolls CSD Shiva attend meeting and do				SF Knolls CSD Shiva attend meeting and do a presentation							
Rising Hill Road CSD Shiva attend meetin				ss Rising Hill Road CSD Shiva attend meeting and do a pre-	entation						
Propose a five-year budget projection and M											
Propose a live-year budget projection and w						SF Draft the five-year budget p	projection				
						SF Update the MSR/SOI project					
Draft the five-year budget projection						ES F Draft the proposed budge					
Draft the five-year budget projectionUpdate the MSR/SOI project plan											
 Draft the five-year budget projection Update the MSR/SOI project plan Draft the proposed budget for FY25-26 						SF Draft the work plan for EV25	25-26				
 Draft the five-year budget projection Update the MSR/SOI project plan Draft the proposed budget for FY25-26 Draft the work plan for FY25-26 						SF Draft the work plan for FY25	25-26				
 Draft the five-year budget projection Update the MSR/SOI project plan Draft the proposed budget for FY25-26 Draft the work plan for FY25-26 Work closely with the Strategic Planning and 						SF Draft the work plan for FY25					
 Draft the five-year budget projection Update the MSR/SOI project plan Draft the proposed budget for FY25-26 Draft the work plan for FY25-26 Work closely with the Strategic Planning and Setup meetings to discuss policy changes 	SF Setup meeti	ings to discuss policy changes as appropr	ate			SF Draft the work plan for FY25	25-26				
 Draft the five-year budget projection Update the MSR/SOI project plan Draft the proposed budget for FY25-26 Draft the work plan for FY25-26 Work closely with the Strategic Planning and Setup meetings to discuss policy changes Train staff and Commissioners 						SF Draft the work plan for FY25	25-26				
 Draft the five-year budget projection Update the MSR/SOI project plan Draft the proposed budget for FY25-26 Draft the work plan for FY25-26 Work closely with the Strategic Planning and Setup meetings to discuss policy changes Train staff and Commissioners Staff and Commissioners attend the CALA Staff attend the CALAFCO Workshop 		ings to discuss policy changes as appropr Commissioners attend the CALAFCO Commissioners attended to the CA				SF Draft the work plan for FY25					

Work Plan Fiscal Year 2024-2025

- 1. Recruit and train proper staffing for the agency
- 2. Move the El Dorado LAFCO office to a new location and terminate the current lease by October 1, 2024
- 3. Circulate a 5-year RFP to outsource the Municipal Services District MSR/SOI updates according to the approved "FY23-24 MUNICIPAL SERVICES MSR/SOI Project Cycle"
- Complete the Targeted MSRs for the Grizzly Flats CSD, Fallen Leaf Lake CSD (fire services), Garden Valley FPD, Mosquito FPD, Pioneer FPD, and Rescue FPD, performed by consultants
- 5. Complete the Collective Audit RFP and if successful, perform the FY23-24 Audit with the new firm by December 31, 2024
- 6. Process the El Dorado County FPD and Diamond Springs-El Dorado FPD reorganization, annexations for the City of South Lake Tahoe, and any other projects submitted
- 7. Work closely with the Cameron Park CSD to navigate through divestiture of Fire Services and annexation to another Fire Protection District
- 8. Work closely with the Strategic Planning Committee to strategize and continue the efforts for the Fire Summit that is recommended as the result of the Fire MSRs
- Meet with the Non-Municipal Services District Boards of the Lakeview CSD, Knolls Property Owners CSD, and Rising Hill Road CSD according to the approved "FY23-24 NON-MUNICIPAL SERVICES MSR/SOI Project Cycle"
- 10. Propose a five-year budget projection and MSR project plan
- 11. Work closely with the Budget Committee and Strategic Planning Committee to update Commission's Policies and Guidelines as necessary
- 12. Train staff and commissioners and attend the annual CALAFCO Conference and Workshop
- 13. Review, evaluate and update internal work procedures
- Coordinate with the County as needed on its preparation of environmental documents for various upcoming projects requiring future LAFCO action

LAFCO Projects Executive Officer Report Agenda Item #4B Shiva Frentzen Page 3 of 4 Q2 2024 Q3 2024 Q1 202! Q2 Name Jun Jul Oct Nov Dec Jan Feb Mar Apr Aug Sep May Jun ▼ LAFCO Projects ▼ Active Projects PLACER LAFCO 2022-01: Reorganizatio... 2024-01: City of South Lake Tahoe Clean-up Reorganization 2024-01: City of South Lake Tahoe Clean-... **MSRs** ▼ Pre-LAFCO Projects (PLP) EDH 52/Costco Reorganization into EID &... Town & Country Village Annexation into El... EDHCSD MSR-SOI Update #2 (Targeted - LRVSP addition to SOI) ■ EDHCSD MSR-SOI Update #2 (Targeted ... Cameron Meadows Diamond Springs-El Dorado and El Dorad... Community for Health and Independence ... Community for Health and Independence Specific Plan Creekside Village Specific Plan Creekside Village Specific Plan Generations at Green Valley Generations at Green Valley Lime Rock Valley Specific Plan Lime Rock Valley Specific Plan Gomez Annexation to EID Village of Marble Valley Specific Plan Village of Marble Valley Specific Plan Green: Completed Orange: In Progress

Blue: To Do

Future agenda items

November/December 2024 – yearly meeting calendar + Audit

<u>January meeting 2025</u> – Mid-year budget + Election of officers + Committee Assignments (Budget, Strategic Planning) + Potential SLT Annexation for Board action

<u>March meeting 2025</u> – Budget proposal for FY25-26 + 5 year budget projection + MSR/SOI Project Cycle + FY25/26 work plan + MOU with the County + 5-year MSR/SOI consultant RFP

<u>May meeting 2025</u> – Final budget approval + MSR/SOI Project Cycle + Start EO performance review + Salary Schedule review + Salary Schedule update + Targeted MSRs