



**KENSINGTON FIRE PROTECTION DISTRICT
FINANCE COMMITTEE MEETING MINUTES**

DATE/TIME: February 8, 2023, 11:30 a.m.

LOCATION: Zoom Teleconference

PRESENT: Directors: President Julie Stein, Director Jim Watt
Staff: Interim GM Mary Morris-Mayorga

1. CALL TO ORDER/ROLL CALL:

President Stein called the meeting to order at 11:30 a.m. and confirmed the roll call.

2. PUBLIC COMMENT (00:00:44)

There was no public comment.

3. ADOPTION OF CONSENT ITEMS (00:01:27)

- a. **Approval of the General Manager's Timesheets (09/01/2022 thru 01/31/2023)**
- b. **Approval of Finance Committee Meeting Minutes of 9/11/2022**

Moved/Seconded: Stein/Watt

Action: Approval of the GM timesheets as submitted.

Ayes: Stein, Watt

Nays: None

Absent: None

Motion Passed: 2-0-0

Video Time Stamped: 00:02:27

4. OLD BUSINESS – None

4. NEW BUSINESS (00:02:54)

a. FY 2022-2023 Mid-Year Budget Review

Interim GM Mary Morris-Mayorga presented this item as included in the packet, highlighting those which are recommended for change and noting the reasons for line-item variances. She noted the property tax revenue was higher than estimated and reviewed information from Contra Costa County which had projected a 6% increase and is in line with the County as a whole. This is largely a result of home sales. She also reviewed the District's history of property tax revenue which shows increases have been higher than 2% over the prior 12 years.

Director Watt inquired about the property tax increase and whether there is any other revenue included in this due to the 2% limit on annual tax increase. He also inquired about several expenditure components. President Stein inquired about the El Cerrito contract reconciliation and which year it applies to. She also inquired about the allowable use of OPEB funds. Interim GM Mayorga responded that the El Cerrito contract reconciliation is being amortized for the current year, and OPEB fund use is regulated by the Internal Revenue Code. Director Watt also inquired about the remaining funds at the end of the public safety building project. Interim GM Mayorga responded that this will be assessed as part of the financial forecast.

b. FY 2023-2024 Budget Development

Interim GM Mayorga presented this item as included in the packet.

c. Public Safety Building Renovation Costs-to-Date

Interim GM Mayorga presented this item as included in the packet noting that while some categories of costs were higher and others were lower than estimated, the overall project remains within budget. This will be incorporated into the financial forecast.

d. Updated Financial Forecast

Interim GM Mayorga reviewed the factors that are being considered as part of the updated financial forecast which will be brought back to the committee and incorporated as part of the budget. The committee discussed that the format of this could be made more user friendly and staff will make improvements for the next update.

5. FUTURE AGENDA ITEMS

These were no additional future agenda items as they were covered in other items already discussed.

- 6. ADJOURNMENT:** The meeting adjourned at 12:41 p.m.. The next Finance Committee Meeting will be determined at a future date and listed on the district's website with the minimum notice required by the Brown Act.

MINUTES PREPARED BY: Mary Morris-Mayorga, Interim General Manager

These minutes were approved at the Finance Committee Meeting on June 6, 2023.

Attest:

Finance Committee Chair