



KENSINGTON FIRE PROTECTION DISTRICT

DATE: July 19, 2023
TO: Board of Directors
RE: General Manager's Report
SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Highlights of the regular business and other special projects for the district by management which are not covered in other agenda items are noted below:

1. **FY 2023-2024 Special Tax on Property Tax Roll** – We have requested and now received the documents required for placement of this on the tax roll. The required forms will be submitted to the County this week well in advance of the August 10th deadline.
2. **FY 2023-2024 Budget** – This has been finalized with the change requested by the Board and posted to the website along with distributed as required and/or requested. The final budget adoption will be in September with any revisions that are identified.
3. **Fire Hazard Abatement Hearing (June 2023)** – Traviss Crumpacker, Fire Prevention Officer, notified me that the properties identified at the hearing last month have been cleared; therefore, we will not have an agenda item for this in September.
4. **Continuing Disclosure Annual Report for Debt Financing** – We have completed the continuing disclosure requirements in accordance with debt covenants (i.e. submitting audit and budget reports).
5. **FY 2022-2023 Audit** – We are in the process of developing an RFP to select the auditor for FY 2022-23, preferably with a multi-year option.
6. **Governance Transition** – Staff has identified onboarding/refresher training for all Directors which is in the planning stages for the September or other meeting as time permits. This will be incorporated into a New Board Member packet for future use as well.
7. **District Policy Updates** – A variety of formatting and content updates are in progress. These will be reviewed at the committee level as appropriate and brought to the Board at a future meeting.
8. **Board/Committee Meeting Videos** – (*continuing*) While these are currently stored on the District's website and allow public access, there is an alternative method of storing these on a YouTube channel which can improve access. Staff is in the process of implementing this change.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: June 21, 2023 (*original BOD Meeting date*)
TO: Board of Directors
RE: General Manager's Report
SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Highlights of the regular business and other special projects for the district by management which are not covered in other agenda items are noted below:

- 1. Governance Transition** – Staff has identified onboarding/refresher training for all Directors which is in the planning stages for the July or other meeting as time permits. This will be incorporated into a New Board Member packet for future use as well.
- 2. FY2022-2023 Audit** – The FY 2021-22 Audit was the final under contract with MUN CPAs so staff is in the process of identifying a plan for the next audit. MUN CPAs has notified the District that staffing/calendar availability may be a challenge with potential increased fees for future audits. We will provide an update in the coming months.
- 3. Maze & Associates Firm and Staffing Change** – Maze & Associates is splitting operations into two firms with Krisch & Company taking over the District's accounting activities. The current accountant will remain with Krisch & Company serving the District, so staff will be evaluating any future recommended change in the coming months.
- 4. District Policy Updates** – It was discussed at the Finance Committee that District Policies are contained in a combined manual: Policy Handbook, Employee Handbook and Operations Manual. Some policies within this document are operational in nature; therefore, should be considered to be fluid allowing internal change to occur at the discretion of the General Manager. As part of the Temporary Policy Committee, staff will be working on a recommended plan to separate.
- 5. Board/Committee Meeting Videos** – (*continuing*) While these are currently stored on the District's website and allow public access, there is an alternative method of storing these on a YouTube channel which can improve access. Staff is in the process of implementing this change.