



KENSINGTON FIRE PROTECTION DISTRICT

DATE: May 17, 2023

TO: Board of Directors
Kensington Fire Protection District

RE: General Manager's Report

SUBMITTED BY: Mary 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** – We are working with a City Clerk to provide a training presentation on one or more governance topics that would be of interest to the Board, staff, and community. This will be held at a regular or special meeting as time allows in coordination with scheduling the presenter. Staff continues development of a BOD Member packet/binder for new and existing members.
- 2. FY2021-2022 Audit** – MUN CPAs is wrapping up the final review and will have the draft report ready by May 31st for reviewing with the Finance Committee then the full Board of Directors. Aside from the delayed timing, all has gone well with the audit and a clean opinion is fully expected with no significant issues. In checking with the former general manager, MUN CPAs had communicated that they anticipated some delay due to staffing which many CPA firms have experienced over the past several years. Additional contributing factors in the completion of last year's audit were the delay in receipt of the OPEB actuarial valuation and general manager transition. Staff is preparing for this year's audit to avoid a delay in completion of.
- 3. Financial Forecast and Public Safety Building Budget** – We are preparing to finalize a draft update to review with the Finance Committee.
- 4. FY 2023-2024 Budget** – The draft budget is being finalized for review with the Finance Committee.
- 5. GASB75 Actuarial Report for FY 2023** – Staff will review a plan for this with the Finance Committee at the next meeting.
- 6. Board/Committee Meeting Videos** – Staff continues work on implementing this change.
- 7. Board Meeting Minutes** – Staff is working diligently to get fully caught up on these and has made great progress. In addition, transcription software options are being evaluated which would supplement action minutes.