



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** July 17, 2024  
**TO:** Board of Directors  
**RE:** General Manager's Report  
**SUBMITTED BY:** Mary Morris-Mayorga, Consultant

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For June and July, the District continues to advance initiatives which are highlighted here that are not otherwise covered under other agenda items.

### *FY 2024-2025 Special Tax*

The request for the County to place and collect this special tax for the District has been completed: requested initial parcel reports from the County Department of Information Technology; confirmed reports; completed forms and resolution; and submitted to County with County confirmation of package receipt anticipated by the time of this meeting.

### *FY 2024-2025 Elections*

The Election Order including required forms, documents, and resolution has been submitted electronically and via postal mail to the County with confirmation of receipt received.

### *FY 2023-2024 Annual Audit*

We have received and are reviewing the draft audit report which will be available soon to hold a Finance Committee meeting with the auditors.

### *FY 2024-2025 Annual Audit*

We are in the process of establishing the schedule for the next annual audit to avoid any delay in getting the final complete within the normal timeframe.

### *Fiscal Analysis Project with Ridgeline*

Continued work on this project answering clarification questions related to budget, forecasting, El Cerrito contract.



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** June 19, 2024  
**TO:** Board of Directors  
**RE:** General Manager's Report  
**SUBMITTED BY:** Tim Barry, Interim General Manager

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Highlights of the regular business activities, other special projects, and updates for the District which are not covered in other agenda items are noted below for April/May.

### *Fiscal Analysis Project with Ridgeline*

Work continues on this project, with the district providing information to Ridgeline. Ridgeline's contract with KPPCSD for the project is posted both to their website and ours as is our Letter of Agreement for cost share of the study. Former GM Mary Morris-Mayorga continues on a contract basis with our district to assist with this project and to assist with items relative to the close out of the Public Safety Building Renovation project. The board held a joint meeting on June 5, 2024 with the KPPCSD board and discussed "an administrative structure in a hypothetical combined district."

*Note from Mary: The District provided all strategic planning efforts including those in progress, noting such. Ridgeline requested these in order to perform their due diligence (i.e. to ensure they ask all related questions to confirm the fiscal analysis is comprehensive).*

### *Strategic Planning*

The board held strategic planning sessions on April 24th and May 6th, reviewing proposed goals and considering hiring a facilitator for the balance of the process. Following a discussion, the board decided to ask Directors Artis and Watt to take the proposed goals submitted by directors, along with existing district goals that they desired to carry forward, and reorganize a set of goals for the board to consider at the June 19th board meeting.

### *Public Safety Building Project*

For the past several months, the contractor represented that they would reach the stage of Substantial Completion by May 31, 2024. Recent work has resulted in delays past this date that are covered in more detail in the Public Safety Building Progress Report for this board meeting.

### *Coordination with East Bay Regional Park District*

The Park District's presentation to the board and subsequent discussions at the June 15th board meeting were productive and revealed an interest in continuing to work with KFPD to reduce fuels in Tilden Park and it would be our goal to develop a format for a partnership with EBRPD which gets us closer to achieving our goals of reducing fuels in Tilden Park and other fire prevention measures. I am looking forward to continuing work with EBRPD toward a more formal partnership, after my time as Interim General Manager comes to a close on June 7th, if a contract is approved to that effect.

### *Citizen Request*

I assisted a citizen to make a property identification per their insurance requirements for their property in Kensington which required a visit to the property, photos, and email verification I made on behalf of the district.