



KENSINGTON FIRE PROTECTION DISTRICT

DATE: July 13, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **General Manager's Report**

SUBMITTED BY: Bill Hansell, General Manager

Highlights of the regular business and other special projects for the district by management are noted below:

- 1. Hybrid Board Meeting Options** – I am still waiting to hear from the KPPCSD on whether the community center will be enhanced with a hybrid meeting system. Last month, I included information on a compact hybrid package, the *Neat Board* that was recommended by another CSDA agency: <https://neat.no/board/> (+/- \$7,100 + tax/shipping.) If the board does not wish to wait for a system to be installed in the community center, then I would suggest acquiring the *Neat Board* to facilitate an easy mobile system that sets up quickly. If the board would like to try the latter, then I will need time to acquire the equipment, set it up, and test it, before its initial use in a meeting. For the August meeting, the board can continue meeting via Zoom, revert to an in-person only meeting at an available location, or switch to a hybrid meeting if the technology is available (I believe there is lead time of a few weeks for the *Neat Board*.)
- 2. Proposal for a Joint Public Meeting with the KPPCSD Board** – In my addendum report on 06/08/2022, I described the conference held with residents and both departments at the PSB on 06/21/2022 and the agreed upon next steps to draft a proposal for the public forum. Since that time, I have not received suggestions on the details needed for the proposal. These include questions of format (*e.g. moderator? staff and/or consultant presentations? open Q&A or semi-prepared Q&A?, etc*), location, date/time, etc. I also requested any feedback on what worked or didn't work from the two prior public forums in 2019 and 2021. I have reached out to the participants again and have asked for their opinions following the board meetings this week of the KFPD and the KPPCSD, which may influence the suggestions for the public forum.
- 3. GM Timesheets** – Attached are the June timesheets, which are the only ones not published to date for FY2021-2022 in board meeting packets. A summary sheet is included for the year, showing the grand total and sub-totals for each of the categories. Note that the PSB seismic renovation and temporary station work (including coordination with the financial consultants) required nearly 21% of my time. That pushed my expected average weekly time from 24 hours to 27.35 hours. A similar increase will most likely be needed prior to the PSB construction start date in October, but once the work is underway that category should diminish and the typical 24 hours should be achievable.
- 4. November Election Info** – The key dates for the November 8, 2022 election are attached again for your reference.



Kensington Fire Protection District

Employee Timesheet Summary

FY2021-2022

Bill Hansell, General Manager

Activity Code	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Target	Actual	GA	FB	EP	PL	PS	HL	SL	VL
7/15/2021	51.43	52.00	37.50	6.25	2.25	0.00	0.00	6.00	0.00	0.00
7/31/2021	54.86	53.50	28.00	16.50	9.00	0.00	0.00	0.00	0.00	0.00
8/15/2021	51.43	51.25	10.25	15.00	5.00	0.00	3.25	0.00	5.00	12.75
8/31/2021	54.86	54.75	15.50	0.50	11.75	0.00	7.00	0.00	0.00	20.00
9/15/2021	51.43	92.50	28.00	26.25	4.00	0.00	28.25	6.00	0.00	0.00
9/30/2021	51.43	53.25	8.00	8.25	10.50	0.00	26.50	0.00	0.00	0.00
10/15/2021	51.43	84.75	48.25	16.25	3.00	3.00	14.25	0.00	0.00	0.00
10/31/2021	54.86	54.75	8.75	17.75	4.00	0.50	3.75	0.00	8.00	12.00
11/15/2021	51.43	68.25	37.75	15.75	3.50	0.00	5.25	0.00	0.00	6.00
11/30/2021	51.43	37.25	4.75	4.75	3.00	0.00	0.00	12.00	3.75	9.00
12/15/2021	51.43	64.50	30.25	10.50	9.50	0.00	14.25	0.00	0.00	0.00
12/31/2021	54.86	33.25	3.50	3.25	0.75	0.00	2.75	15.00	3.00	5.00
1/15/2022	51.43	79.00	28.50	28.50	5.00	0.00	11.00	6.00	0.00	0.00
1/31/2022	54.86	44.25	7.25	10.75	6.75	0.00	8.00	6.00	1.50	4.00
2/15/2022	51.43	75.25	35.50	10.75	3.00	0.00	26.00	0.00	0.00	0.00
2/28/2022	44.57	38.00	5.50	1.50	4.00	0.25	12.75	6.00	3.50	4.50
3/15/2022	51.43	63.00	34.00	7.00	4.00	0.50	17.50	0.00	0.00	0.00
3/31/2022	54.86	34.75	5.00	2.25	5.50	4.50	9.50	0.00	3.00	5.00
4/15/2022	51.43	80.75	43.75	18.25	4.75	0.00	14.00	0.00	0.00	0.00
4/30/2022	51.43	43.75	22.00	0.75	8.25	4.50	4.75	0.00	3.50	0.00
5/15/2022	51.43	68.50	52.75	5.25	0.00	0.00	10.50	0.00	0.00	0.00
5/31/2022	54.86	56.00	5.00	17.75	2.75	0.00	24.50	6.00	0.00	0.00
6/15/2022	51.43	93.00	40.00	16.50	4.75	0.00	31.75	0.00	0.00	0.00
6/30/2022	51.43	46.00	18.00	3.00	2.25	0.00	22.75	0.00	0.00	0.00
Total Hours:	1,251.47	1,422.25	557.75	263.25	117.25	13.25	298.25	63.00	31.25	78.25
		113.65%	39.22%	18.51%	8.24%	0.93%	20.97%	4.43%	2.20%	5.50%
Hrs Per Wk:	24.07	27.35								



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 6/16/2022
 Pay Period End: 6/30/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
6/16/2022	See Separate Task Sheet	4.25	1.50	0.75	2.00					
6/17/2022	"	4.75		0.25			4.50			
6/18/2022	"									
6/19/2022	"									
6/20/2022	"	1.00					1.00			
6/21/2022	"	5.50	1.00				4.50			
6/22/2022	"	1.50					1.50			
6/23/2022	"	3.00	1.00				2.00			
6/24/2022	"	4.50					4.50			
6/25/2022	"									
6/26/2022	"	5.50	5.50							
6/27/2022	"	6.00	3.50				2.50			
6/28/2022	"	4.75	1.25	1.00	0.25		2.25			
6/29/2022	"	5.00	4.00	1.00						
6/30/2022	"	0.25	0.25							
Total Hours		46.00	18.00	3.00	2.25	0.00	22.75	0.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 4,968.00</u>								

Bill Hansell

6/30/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: Wildfire Regional Priority Plan Stakeholder Meeting #6	1.50	Thu 6/16/2022	KFPD Gen Mgmt
KFPD - EPC re: Committee Mtg	2.00	Thu 6/16/2022	KFPD EPC
KFPD - Financial re: Transmittal	0.75	Thu 6/16/2022	KFPD Finance
Day Total:	4.25		
KFPD - PSB re: Renovation (Revised Bid Set)	1.00	Fri 6/17/2022	KFPD PSB
KFPD - Financial re: Timesheet. Payroll	0.25	Fri 6/17/2022	KFPD Finance
KFPD - PSB re: Renovation (Revised Bid Set)	3.50	Fri 6/17/2022	KFPD PSB
Day Total:	4.75		
KFPD - PSB re: Temp Facility Bid Opening	1.00	Mon 6/20/2022	KFPD PSB
Day Total:	1.00		
KFPD - Gen Mgmt re: Document signatures	0.50	Tue 6/21/2022	KFPD Gen Mgmt
KFPD - PSB re: Mtg w/Residents	3.00	Tue 6/21/2022	KFPD PSB
KFPD - Gen Mgmt re: Document signatures	0.50	Tue 6/21/2022	KFPD Gen Mgmt
KFPD - PSB re: RFI Response review w/Arch	1.50	Tue 6/21/2022	KFPD PSB
Day Total:	5.50		
KFPD - PSB re: Bid RFI	0.50	Wed 6/22/2022	KFPD PSB
KFPD - PSB re: Temp Facility planning issues	1.00	Wed 6/22/2022	KFPD PSB
Day Total:	1.50		
KFPD - Temp Facility re: PGE Mtg; School Director	1.00	Thu 6/23/2022	KFPD PSB
KFPD - Gen Mgmt re: Docs at PSB	1.00	Thu 6/23/2022	KFPD Gen Mgmt
KFPD - Temp Facility re: Sanitary District, EC City Hall	1.00	Thu 6/23/2022	KFPD PSB
Day Total:	3.00		
KFPD - PSB re: Scheduling; Coordination	1.50	Fri 6/24/2022	KFPD PSB
KFPD - PSB re: NHA Zoom Mtg	0.50	Fri 6/24/2022	KFPD PSB
KFPD - PSB re: Public Forum planning	1.00	Fri 6/24/2022	KFPD PSB
KFPD - PSB re: Scheduling; Coordination	1.50	Fri 6/24/2022	KFPD PSB
Day Total:	4.50		
KFPD - Gen Mgmt re: Special Mtg Agenda and Packet	1.50	Sun 6/26/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Special Mtg Agenda and Packet	4.00	Sun 6/26/2022	KFPD Gen Mgmt
Day Total:	5.50		
KFPD - Temp Facility re: Mack5 Mtg	1.00	Mon 6/27/2022	KFPD PSB
KFPD - Gen Mgmt re: Special Mtg Agenda and Packet	3.50	Mon 6/27/2022	KFPD Gen Mgmt
KFPD - Temp Facility re: Bid Protest Response	1.50	Mon 6/27/2022	KFPD PSB
Day Total:	6.00		
KFPD - Temp Facility re: Revised Bid Pricing Schedule	1.50	Tue 6/28/2022	KFPD PSB
KFPD - Temp Facility re: Tel w/KPPCSD GM	0.25	Tue 6/28/2022	KFPD PSB
KFPD - EPC re: Tel w/EP Coord (Purchases, Solano Stroll, FireWise)	0.25	Tue 6/28/2022	KFPD EPC
KFPD - Finance re: Check signature	0.50	Tue 6/28/2022	KFPD Finance
KFPD - Gen Mgmt re: PSB for mail, msg, staff mtg	0.75	Tue 6/28/2022	KFPD Gen Mgmt
KFPD - Temp Facility re: Sanitary District for permit	0.50	Tue 6/28/2022	KFPD PSB
KFPD - Gen Mgmt re: Tel w/Chief	0.50	Tue 6/28/2022	KFPD Gen Mgmt
KFPD - Finance re: CERBT Disbursement	0.50	Tue 6/28/2022	KFPD Finance
Day Total:	4.75		
KFPD - Finance re: CERBT Disbursement	0.50	Wed 6/29/2022	KFPD Finance
KFPD - Finance re: Submit CERBT Disbursement	0.50	Wed 6/29/2022	KFPD Finance
KFPD - Board Special Mtg re: Temp Facility Bid Approval	1.00	Wed 6/29/2022	KFPD Gen Mgmt
KFPD - Board Regular BoD Mtg	3.00	Wed 6/29/2022	KFPD Gen Mgmt
Day Total:	5.00		
KFPD - Gen Mgmt re: PSB for mail, msg	0.25	Thu 6/30/2022	KFPD Gen Mgmt
Day Total:	0.25		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):	46.00		
Target Hrs (Over/Under)	(5.45)		



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 6/1/2022
 Pay Period End: 6/15/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
6/1/2022	See Separate Task Sheet	6.75	2.00	0.25			4.50			
6/2/2022	"	11.00		8.50			2.50			
6/3/2022	"	10.75	3.50	3.75	2.00		1.50			
6/4/2022	"	3.00	3.00							
6/5/2022	"	10.50	10.50							
6/6/2022	"	7.50	7.50							
6/7/2022	"	8.75	6.00	1.00			1.75			
6/8/2022	"	8.25	2.25	1.75	0.25		4.00			
6/9/2022	"	2.75	1.50		0.25		1.00			
6/10/2022	"	3.25			0.75		2.50			
6/11/2022	"	0.00								
6/12/2022	"	0.00								
6/13/2022	"	0.25		0.25						
6/14/2022	"	10.00	2.00		1.50		6.50			
6/15/2022	"	10.25	1.75	1.00			7.50			
Total Hours		93.00	40.00	16.50	4.75	0.00	31.75	0.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 10,044.00</u>								

Bill Hansell

6/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: BOD mtg packet	1.50	Wed 6/1/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility (On site for turning radius)	1.50	Wed 6/1/2022	KFPD PSB
KFPD - Gen Mgmt re: PSB (Mail, Messages)	0.50	Wed 6/1/2022	KFPD Gen Mgmt
KFPD - Finance re: Mechanics Bank (Deposits, Issues w/County reimbursements)	0.25	Wed 6/1/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Unitarian Board Mtg)	1.00	Wed 6/1/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Site Plan revs)	2.00	Wed 6/1/2022	KFPD PSB
Day Total:	6.75		
KFPD - PSB re: Temp Facility (Site Plan revs)	1.50	Thu 6/2/2022	KFPD PSB
KFPD - Finance re: Bookkeeping	0.50	Thu 6/2/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Power Pole Permit)	1.00	Thu 6/2/2022	KFPD PSB
KFPD - Finance re: Bookkeeping	5.00	Thu 6/2/2022	KFPD Finance
KFPD - Finance re: Bookkeeping	3.00	Thu 6/2/2022	KFPD Finance
Day Total:	11.00		
KFPD - Finance re: Bookkeeping	2.00	Fri 6/3/2022	KFPD Finance
KFPD - Finance re: Bookkeeping	1.75	Fri 6/3/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD mtg agenda (Tel w/LN)	1.75	Fri 6/3/2022	KFPD Gen Mgmt
KFPD - EPC re: Wildfire JPA Mtg	2.00	Fri 6/3/2022	KFPD EPC
KFPD - PSB re: Renovation bid posting	1.50	Fri 6/3/2022	KFPD PSB
KFPD - Gen Mgmt re: BoD mtg agenda	1.75	Fri 6/3/2022	KFPD Gen Mgmt
Day Total:	10.75		
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.00	Sat 6/4/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	1.00	Sat 6/4/2022	KFPD Gen Mgmt
Day Total:	3.00		
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.00	Sun 6/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	4.00	Sun 6/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mail, post agenda	0.50	Sun 6/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	1.00	Sun 6/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	3.00	Sun 6/5/2022	KFPD Gen Mgmt
Day Total:	10.50		
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.50	Mon 6/6/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	3.00	Mon 6/6/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.00	Mon 6/6/2022	KFPD Gen Mgmt
Day Total:	7.50		
KFPD - Finance re: Tel w/NHA (Prelim loan responses)	0.50	Tue 6/7/2022	KFPD Finance
KFPD - Gen Mgmt re: Communications	0.50	Tue 6/7/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Mtg w/Chief (Abatement info)	1.00	Tue 6/7/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Mtg Mins	1.50	Tue 6/7/2022	KFPD Gen Mgmt
KFPD - PSB re: EC Conditional Use Permit questions (Tel w/SM)	1.00	Tue 6/7/2022	KFPD PSB
KFPD - PSB re: EC Modular, Schedule(Tel w/TK)	0.75	Tue 6/7/2022	KFPD PSB
KFPD - Finance re: Tel w/Tom Phillips, Risk Management (Insurance for tem station	0.50	Tue 6/7/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD mtg supplemental materials	3.00	Tue 6/7/2022	KFPD Gen Mgmt
Day Total:	8.75		
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.00	Wed 6/8/2022	KFPD Gen Mgmt
KFPD - PSB re: NHA consulting (Bond option analysis)	2.00	Wed 6/8/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Dwgs)	0.50	Wed 6/8/2022	KFPD PSB
KFPD - Finance re: Re-issue warrants (Martinez); Mechanics Bank	1.50	Wed 6/8/2022	KFPD Finance
KFPD - EPC re: Community events (Tel w/JV)	0.25	Wed 6/8/2022	KFPD EPC
KFPD - Gen Mgmt re: PSB for mail, msgs	0.25	Wed 6/8/2022	KFPD Gen Mgmt
KFPD - PSB re: KPPCSD coord w/Chief Gancasz	0.50	Wed 6/8/2022	KFPD PSB
KFPD - Finance re: Confirm Recon/Spec Tax History (Tel w/MP)	0.25	Wed 6/8/2022	KFPD Finance
KFPD - PSB re: NHA consulting (Financial Model)	1.00	Wed 6/8/2022	KFPD PSB
Day Total:	8.25		
KFPD - Gen Mgmt re: BoD mtg notices; Outreach to CSD	1.50	Thu 6/9/2022	KFPD Gen Mgmt
KFPD - EPC re: Mtg agenda	0.25	Thu 6/9/2022	KFPD EPC
KFPD - PSB re: NHA consulting (Bond option analysis)	1.00	Thu 6/9/2022	KFPD PSB
Day Total:	2.75		
KFPD - PSB re: NHA consulting (Bond option analysis)	1.50	Fri 6/10/2022	KFPD PSB
KFPD - PSB re: NHA consulting (Bond option analysis)	1.00	Fri 6/10/2022	KFPD PSB
KFPD - EPC re: Committee Mtg agenda	0.75	Fri 6/10/2022	KFPD EPC

	Day Total:	3.25		
KFPD - Finance re: Tel VSP (Account access)		0.25	Mon 6/13/2022	KFPD Finance
	Day Total:	0.25		
KFPD - PSB re: Temp Facility (Submit for Bldg Permit)		0.50	Tue 6/14/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Submit for Sanitary Permit)		0.50	Tue 6/14/2022	KFPD PSB
KFPD - PSB re: Renovation (Bid Site Visit)		1.50	Tue 6/14/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Craft Ave neighbor outreach)		1.00	Tue 6/14/2022	KFPD PSB
KFPD - EPC re: HEF Mtg		1.50	Tue 6/14/2022	KFPD EPC
KFPD - Gen Mgmt re: Communications		2.00	Tue 6/14/2022	KFPD Gen Mgmt
KFPD - PSB re: Renovation (Bid Pricing Schedule)		3.00	Tue 6/14/2022	KFPD PSB
	Day Total:	10.00		
KFPD - PSB re: Renovation (Bid Pricing Schedule)		1.00	Wed 6/15/2022	KFPD PSB
KFPD - PSB re: Renovation (Loan questions)		0.50	Wed 6/15/2022	KFPD PSB
KFPD - Financial re: CERBT Year-End Webinar		1.00	Wed 6/15/2022	KFPD Finance
KFPD - PSB re: Renovation (Loan questions)		0.50	Wed 6/15/2022	KFPD PSB
KFPD - PSB re: Temp Facility (On site for modular delivery)		1.50	Wed 6/15/2022	KFPD PSB
KFPD - Gen Mgmt re: PSB for mail, msgs, staff questions		1.75	Wed 6/15/2022	KFPD Gen Mgmt
KFPD - PSB re: Renovation (RFI's, Bid Docs)		2.00	Wed 6/15/2022	KFPD PSB
KFPD - PSB re: Temp Facility (EC Planning Conditional Use Hearing)		2.00	Wed 6/15/2022	KFPD PSB
	Day Total:	10.25		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):		93.00		
Target Hrs (Over/Under)		41.55		



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 5/16/2022
 Pay Period End: 5/31/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
5/16/2022	See Separate Task Sheet	5.75	1.00				4.75			
5/17/2022	"	3.25		1.50			1.75			
5/18/2022	"	6.25					6.25			
5/19/2022	"	1.25					1.25			
5/20/2022	"	2.50		2.50						
5/21/2022	"	0.00								
5/22/2022	"	0.50			0.50					
5/23/2022	"	0.00								
5/24/2022	"	6.75		5.25			1.50			
5/25/2022	"	2.50		2.50						
5/26/2022	"	7.25	1.00	3.00	2.25		1.00			
5/27/2022	"	8.50		1.50			7.00			
5/28/2022	"	1.00		1.00						
5/29/2022	"	2.00	2.00							
5/30/2022	"	7.00	1.00					6.00		
5/31/2022	"	1.50		0.50			1.00			
	Total Hours	56.00	5.00	17.75	2.75	0.00	24.50	6.00	0.00	0.00
	Rate	\$ 108.00								
	Total Gross Pay	\$ 6,048.00								

Bill Hansell

5/30/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: Crime Renewal Application Policy	1.00	Mon 5/16/2022	KFPD Gen Mgmt
KFPD - PSB re: Dwg revisions	0.50	Mon 5/16/2022	KFPD PSB
KFPD - PSB re: Tel w/Mack5	0.50	Mon 5/16/2022	KFPD PSB
KFPD - PSB re: Dwg revisions	2.25	Mon 5/16/2022	KFPD PSB
KFPD - PSB re: Dwg revisions	1.50	Mon 5/16/2022	KFPD PSB
Day Total:	5.75		
KFPD - PSB re: Dwg revisions	0.50	Tue 5/17/2022	KFPD PSB
KFPD - Finance re: Zoom Mtg (EC Budget Conf)	1.50	Tue 5/17/2022	KFPD Finance
KFPD - PSB re: Temp Facility Progress Mtg	1.25	Tue 5/17/2022	KFPD PSB
Day Total:	3.25		
KFPD - PSB re: Parking lot lease (Tel w/TOR)	0.75	Wed 5/18/2022	KFPD PSB
KFPD - PSB re: Temp Facility Progress Mtg	0.75	Wed 5/18/2022	KFPD PSB
KFPD - PSB re: Tel w/RB (Lease update; Mtg planning)	0.75	Wed 5/18/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Financing RFI)	1.50	Wed 5/18/2022	KFPD PSB
KFPD - PSB re: Dwg revisions	0.50	Wed 5/18/2022	KFPD PSB
KFPD - PSB re: Dwg revisions	2.00	Wed 5/18/2022	KFPD PSB
Day Total:	6.25		
KFPD - PSB re: Dwg revisions	1.50	Thu 5/19/2022	KFPD PSB
Day Total:	1.50		
KFPD - Finance re: Mtg agenda & packet	2.50	Fri 5/20/2022	KFPD Finance
Day Total:	2.50		
KFPD - EPC re: Draft agenda	0.50	Sun 5/22/2022	KFPD EPC
Day Total:	0.50		
KFPD - Finance Committee Mtg (EC Fire Contract Review)	1.50	Tue 5/24/2022	KFPD Finance
KFPD - Finance re: Draft budget	2.00	Tue 5/24/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Comm, Sanitary Connection, Schedule, PGE)	1.50	Tue 5/24/2022	KFPD PSB
KFPD - Finance re: Fire Station Budget Comparison	1.75	Tue 5/24/2022	KFPD Finance
Day Total:	6.75		
KFPD - Finance Committee Mtg (EC Fire Contract Review)	1.50	Wed 5/25/2022	KFPD Finance
KFPD - Finance re: Planning	1.00	Wed 5/25/2022	KFPD Finance
Day Total:	2.50		
KFPD - Finance re: Planning	0.50	Thu 5/26/2022	KFPD Finance
KFPD - Finance re: Timesheet reports	0.50	Thu 5/26/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Site mtg for gate and fence)	0.75	Thu 5/26/2022	KFPD PSB
KFPD - Finance re: Mechancs Bank (Deposit issues; EFT letter)	0.50	Thu 5/26/2022	KFPD Finance
KFPD - EPC re: Tel w/Chief (LRAD RFPs)	0.25	Thu 5/26/2022	KFPD EPC
KFPD - PSB re: Temp Facility (Tel w/Estimator)	0.25	Thu 5/26/2022	KFPD PSB
KFPD - Finance re: Mtg w/Maze	1.00	Thu 5/26/2022	KFPD Finance
KFPD - Finance re: Timesheet reports	0.50	Thu 5/26/2022	KFPD Finance
KFPD - EPC re: Committee Mtg	2.00	Thu 5/26/2022	KFPD EPC
KFPD - Gen Mgmt re: Library Mgr & Supervisor (Location for hybrid mtgs)	1.00	Thu 5/26/2022	KFPD Gen Mgmt
Day Total:	7.25		
KFPD - PSB re: Temp Facility (Bid package)	7.00	Fri 5/27/2022	KFPD PSB
KFPD - Finance re: Draft budget v2	1.50	Fri 5/27/2022	KFPD Finance
Day Total:	8.50		
KFPD - Finance re: Draft budget v2	1.00	Sat 5/28/2022	KFPD Finance
Day Total:	1.00		
KFPD - Gen Mgmt re: Hybrid mtg options; Emails	2.00	Sun 5/29/2022	KFPD Gen Mgmt
Day Total:	2.00		
KFPD - Gen Mgmt re: Holiday	6.00	Mon 5/30/2022	KFPD Holiday
KFPD - Gen Mgmt re: BOD Mtg agenda	1.00	Mon 5/30/2022	KFPD Gen Mgmt
Day Total:	7.00		
KFPD - PSB re: Temp Facility (Tel w/Keith Marks for bldg permit sched)	0.50	Tue 5/31/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Tel w/Chief on permit, site work)	0.50	Tue 5/31/2022	KFPD PSB
KFPD - Finance re: Invoices	0.50	Tue 5/31/2022	KFPD Finance
Day Total:	1.50		
Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88hrs Max):	56.25		
Target Hrs (Over/Under)	1.37		

KEY DATES
November 8, 2022 General Election

	APPLIES TO	DATES
Filing Period	All Cities, School and Special Districts	Jul. 18 – Aug. 12 E-113 – 88
Last day to place a measure on the ballot	Local Measures	Aug. 12 E-88
Public Review of “Ballot Designations” and “Candidate Statements”	All candidates	Aug. 15 – 22 E-85 – 78
Last day to withdraw “Candidate Statement”	All candidates	Aug. 15 E-85
Last day to file a petition forcing a contest on the General Election ballot	Applies only to contests with insufficient candidates to appear on the ballot	Aug. 17 E-83
Randomized alphabet drawing for ballot placement and Measure Letter Assignment	All candidates and Local Measures	Aug. 18 E-82
Deadline for Primary Arguments For/Against	Local Measures	Aug. 24 E-76
Deadline for Rebuttal Arguments	Local Measures	Aug. 29 E-71
Last Date to File Writ of Mandate	Local Measures	Sept. 7 E-62
Estimated Voter Information Guide mailing	Local Measures	Sept. 29 E-40
Deadline to file a “Write-In Candidacy”	Write-In candidates	Oct. 25 E-14

Extended Filing Period

Extended Filing Period	Offices for which no incumbent files nomination papers by Aug. 12. Only non-incumbents may file.	Aug. 15 – 17 E-85 – 83
Public Review	Candidates who filed during the extended filing period	Aug. 18 – 27 E-82 – 73
Withdraw “Candidate Statement”	Candidates who filed during the extended filing period	Aug. 18 E-82

Updated 2/15/2022