



KENSINGTON FIRE PROTECTION DISTRICT

Finance Committee Meeting

Agenda

Friday, May 22, 2020, 2:00pm

Via Zoom Teleconference

This meeting will be conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order.

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Webinar ID: 991 2158 0793

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Directors: Don Dommer and Julie Stein

1. Call to Order/Roll Call
2. Discussion ItemsKensington
 - 2.1. Budget Development
 - 2.2. Long-Term Financial Plan
 - 2.3. Fire Services Contract Fee
 - 2.4. Building Renovation and Cost Allocation Methodologies
 - 2.5. Purchasing/Procurement Policy
 - 2.6. Payroll Approval Policy
 - 2.7. KPPCSD Lease
 - 2.8. Outside Service Providers
3. Future Agenda Items
4. Public Comment
5. Adjournment

Item 2.1



TO: Finance Committee
Kensington Fire Protection District

DATE: May 22, 2020

RE: BUDGET DEVELOPMENT

SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

This item is provided for review and discussion, no action is requested at this time. Staff will incorporate feedback from the Committee into the budget development.

Background

As the District begins development of the annual budget, staff is creating a new process in support of the Guiding Principles provided to the Board of Directors at the May 13, 2020 meeting which are included in the Budget Development Manual. This manual contains reference information useful to the Committee, Board and public for purposes of understanding the budget. Due to the condensed timeframe for budget development this year as a result of staff transition and the pandemic, a high level budget is included in the manual. Further detail on the budget will be incorporated as it is developed.

Fiscal Impact

The Fiscal Year 2020-2021 Budget will be balanced and provide for all District services, programs and activities.

Item 2.1

Kensington Fire Protection District Draft Budget for Fiscal Year 2020 - 2021

<u>Revenues</u>	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Property taxes	\$ 4,126,850	\$ 4,263,164	\$ 4,263,164	\$ 4,263,164
Special taxes	200,453	200,450	200,654	200,450
Other taxes	25,306	25,250	25,016	25,250
Other revenues	4,314	-	1,610	-
Lease income	36,036	36,603	36,603	36,603
Salary reimbursement income	62,813	34,000	22,761	34,000
Salary reimbursement reconciliation	708	400	300	400
Investment income	73,726	120,000	39,768	121,800
Total Revenues	4,530,206	4,679,867	4,589,876	4,681,667
<u>Expenditures</u>				
City of El Cerrito service contract	2,865,231	3,194,000	3,194,000	3,194,000
City of El Cerrito contract reconciliation	213,699	137,000	137,000	137,000
Retiree Health Insurance	-	-	-	-
Firefighter's apparel/expenses	2,604	5,750	59,100	5,750
Insurance	12,507	14,000	13,385	14,420
Office wages and related expenses	128,663	68,085	68,432	70,128
Contra Costa County expenses	35,910	37,630	37,630	38,759
Wildland vegetation management	7,500	12,600	12,600	12,600
Water system improvement	-	20,000	-	20,000
Fire abatement contract	665	11,250	1,000	11,250
LAFCO	2,278	2,550	2,548	2,601
Professional development	3,416	7,500	4,000	7,875
Professional consulting service fees	86,677	485,090	418,696	485,090
Public education	9,551	27,000	14,307	27,000
Office expense and supplies	5,006	5,800	4,052	5,916
Building utilities/services	31,584	50,300	49,939	52,815
Memberships	7,340	7,600	8,527	7,752
Elections	3,856	-	-	-
Community service activities	38,839	76,000	10,000	76,000
Staff appreciation	1,275	1,750	1,017	1,750
Contingency	-	25,000	1,768	25,000
Debt Services - Principal (CalPERS settler)	4,760	-	-	-
Capital Outlay	13,388	-	60,000	100,000
Total Expenditures	3,474,749	4,188,905	4,098,001	4,295,706
Revenues Less Expenditures	1,055,457	490,962	491,875	385,961
Fund Balance - Beginning	3,901,389	4,956,846	5,447,808	5,939,683
Fund Balance - Ending	\$ 4,956,846	\$ 5,447,808	\$ 5,939,683	\$ 6,325,644

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Budget Preparation and Review
POLICY NUMBER: 1150

1150.10 An annual budget proposal shall be drafted by the Manager. The budget will be balanced.

1150.20 Prior to review by the Board of Directors, the Board's Finance Committee shall meet with the Manager and review his/her annual budget proposal.

1150.30 The proposed annual budget as reviewed and amended by the Finance Committee shall be reviewed by the Board at its regular meeting in June. The legal level of budgetary control is at the operating level; District expenditures will be within the total approved and/or adopted budget unless amended.

1150.40 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in September.

1150.50 The Board of Directors shall review budget performance semi-annually.

1150.60 The General Manager will devise and maintain systems of budgetary control, including but not limited to:

1. Monthly financial reports to the Board of Directors.
2. Evaluation and reporting of budget variances.
3. Budget amendments for Board approval, as required.

Kensington Fire Protection District Budget Development Manual

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District Profile

The unincorporated town of Kensington began a volunteer fire department in 1928. Twenty-four years later, the Kensington Fire Protection District (formed in 1937) hired a

staff of professional firefighters under the supervision of a fire chief. The District is organized under the State's Health & Safety Code Section 13800, commonly known as the Bergeson Fire District Law. In 1995, the District entered into a contract with the City of El Cerrito whereby El Cerrito would provide all fire prevention, fire suppression and emergency services within Kensington for an annual fee. As a result, the District's only current employee is its Interim General Manager (GM), Mary A. Morris-Mayorga. Salary information for the District's GM can be found at www.publicpay.ca.gov.

The early fire department was housed in a small, quaint English country-style building next to the Chevron Oil gas station on the Arlington. The current public safety building, owned by the District, was constructed in 1970 and substantially renovated in 1999 and 2004. The District owns two fire engines, one specifically engineered for the steep, narrow streets of Kensington and the other a "Type III" or wildland engine for use during high fire season.

In recent years the District embarked on a series of water system improvements by contract with the East Bay Municipal Utility District to enhance the provision of water along the wildland interface and to optimize the placement of hydrants throughout the community. The District initiated paramedic service in 2001. It offers the first engine-based Advanced Life Support service in West Contra Costa County, bringing medications and equipment to a patient's side in under 5 minutes on average.

The District is able to provide a timely and appropriate level of response by active participation with other West Contra Costa County fire agencies in automatic response agreements that use the combined resources of all agencies to serve the area irrespective of jurisdictional lines.

The District operates a Community Emergency Response Team Training (CERT) program under the direction of Battalion Chief David Gibson. For more information on CERT, see our "CERT Training" tab or www.el-cerrito.org/index.aspx?nid=133. Funding for District expenses is provided by property tax revenues as well as a special tax approved by the voters in 1980.

List of Board Members

Don Dommer
Janice Kosel
Larry Nagel
Kevin Padian, Vice President
Julie Stein, President

Mission

Our mission is to provide the highest level of service to Kensington in order to protect the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions.

District Services

Kensington Fire Protection District provides emergency medical, fire education, prevention and suppression services to the town of Kensington, California.

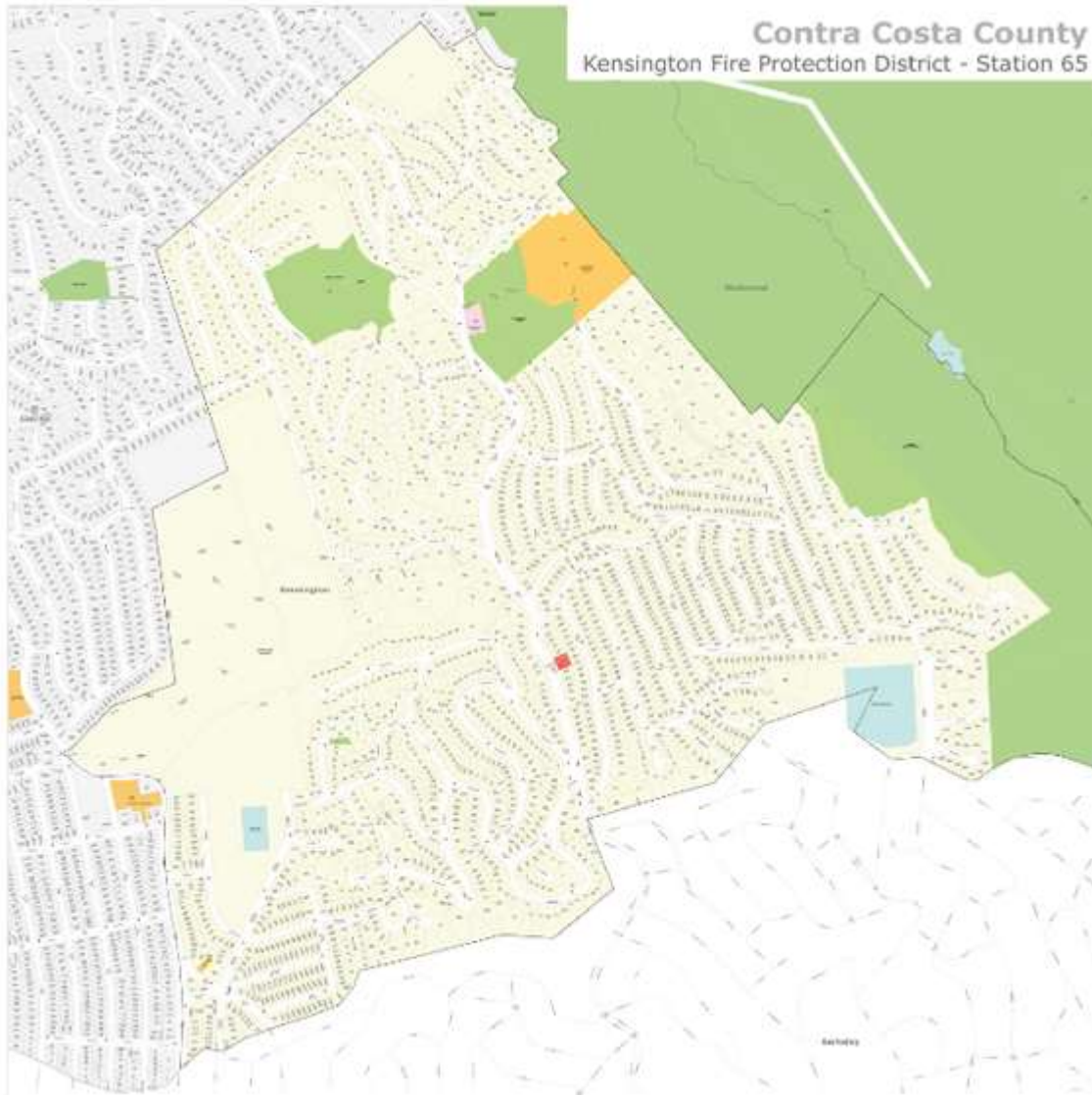
Training 2016

Medical - EMS 785 Hours
Operations 13,592 Hours
Physical Fitness 1,034 Hours
Internet-Based Safety Training 1,071 Hours
Fire Prevention and Public Education 2016
Fire Inspections (Fire Company) 57
Mandatory (Schools/Jails/Convalescent) 2
Self Inspections 8
Vegetation Management Inspections 2,211
Vegetation Management Re-Inspections 69
Construction Plan Checks 7
Construction Inspections 12

Community Programs

- Apply to the Emergency Preparedness Committee
- CERT (Community Emergency Response Team)
- Parking Flyer for Neighbors
- CPR / First Aid Training
- Free Smoke Detectors for Elderly, Disabled and Low-Income Resident
- Car Seat Installation Program
- School Tours

Service Area Map



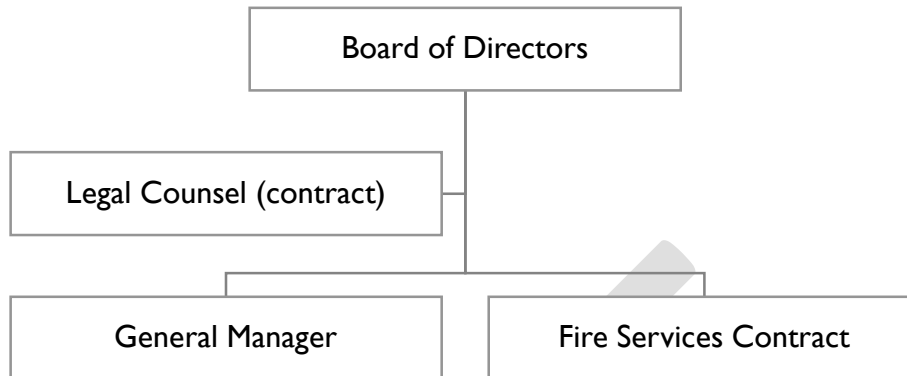
Strategic Planning and Goals

The District's last strategic planning session was held on May 6, 2015 and the following objectives were identified:

1. Reducing loss of life and property and safeguarding the environment by
2. effectively responding to fire, rescue and medical emergencies, hazardous material incidents and major disasters;
3. Helping members of the community reduce the frequency and
4. severity of fires, accidents and natural disasters by providing public education programs;
5. Reducing threats to public safety by enforcing laws, codes and ordinances covering fire and
6. life safety and by abating identified fire hazards on City, private and other agencies' property; and

- Maintaining personnel, apparatus, equipment and facilities in a constantly ready condition.

Organization Chart



Fund Structure

District financial activities are recorded in three major governmental funds.

General Fund - operating fund of the District and is used for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund - accounts for the special tax authorized by Section 53978 of the Government Code and approved by the District's electorate on April 8, 1980.

Capital Project Fund - used to account for financial resources in the acquisition, construction, or rehabilitation of major capital facilities and inventory.

Budget Schedule

In general, the annual budget schedule is as follows:

Action	When
Strategic Plan	As determined by the BOD
Long-Term Financial Plan (update)	April
Review with Finance Committee	May
Presentation to BOD	June
Approval	June
Adoption	September
Monitoring	Ongoing

Budget Authority

In progress

Budget Summary

In progress

Revenue Descriptions

In progress

Property taxes
Special Taxes

Other Taxes
Other Revenues
Lease Income
Salary Reimbursement Income
Investment Income

Expenditures

In progress

In accordance with the mission and goals, services and programs provided by the District are supported through expenditures of financial resources, the largest of which is the Fire Contract.

Fire Contract

Fire protection is provided pursuant to the contract between the Kensington Fire Protection District and the City of El Cerrito, originally signed in 1995 with updates in 2005 and 2009.

[Kensington-El Cerrito Fire Services Contract](#)

Financial Plan

In progress

Certificates and Awards

In progress

Memberships

In progress

Committees

Emergency Preparedness Committee

Directors: Larry Nagel and Kevin Padian

Public Members: Ms. Lisa Caronna, Mr. Cortis Cooper, Ms. Katie Gluck, Mr. Peter Guerrero, Mr. Peter Liddell, Mr. Paul Moss, Mr. David Spath

Finance Committee

Directors: Don Dommer and Julie Stein

Code/Enabling Act

Purchasing/Procurement Policy

Appendix

Reference links - Board Policies, Operating Policies, Districtsmakethedifference.org

CSDA Board Member Handbook

KFPD Board Meeting Calendar



TO: Finance Committee
Kensington Fire Protection District

DATE: May 22, 2020

RE: LONG-TERM FINANCIAL PLAN

SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

This item is provided for review and discussion, no action is requested at this time. Staff will incorporate feedback from the Committee into the long-term financial plan.

Background

As part of the annual budget development the District is preparing a long-term financial plan to demonstrate District sustainability and resilience. The plan will forecast revenues, expenditures, and reserves to facilitate Board decision-making and staff analysis. The basic assumptions for the financial plan are:

- Revenues will be projected based upon historical information combined with future indicators and known changes incorporated for: estimated fire service contract fee (provided by El Cerrito); property tax values; and investment market current conditions.
- Expenditures will be projected based upon a combination of historical spending, service levels, program activity and inflation factors: services and supplies 3%, utilities 4%, salary/benefits 3%, and others 2%.
- Capital projects will be included using design estimates, engineer's estimates or other specific information available and updated as needed.

Fiscal Impact

The long-term financial plan will project financial resources and uses; therefore, the fiscal impact may change dependent upon future Board decisions which may alter the initial plan.

DRAFT

Item 2.2

Kensington Fire Protection District Five Year Financial Forecast Fiscal Year 2020 - 2021

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	Projected	Forecast	Forecast	Forecast	Forecast	Forecast
Revenues						
Property taxes	\$ 4,263,164	\$ 4,263,164	\$ 4,263,164	\$ 4,263,164	\$ 4,263,164	\$ 4,263,164
Special taxes	200,654	200,450	200,450	200,450	200,450	200,450
Other taxes	25,016	25,250	25,250	25,250	25,250	25,250
Other revenues	1,610	-	-	-	-	-
Lease income	36,603	36,603	36,603	36,603	36,603	36,603
Salary reimbursement income	22,761	34,000	34,000	34,000	34,000	34,000
Salary reimbursement reconciliation	300	400	400	400	400	400
Investment income	39,768	121,800	121,800	121,800	121,800	121,800
Total Revenues	4,589,876	4,681,667	4,681,667	4,681,667	4,681,667	4,681,667
Expenditures						
City of El Cerrito service contract	3,194,000	3,194,000	3,194,000	3,194,000	3,194,000	3,194,000
City of El Cerrito contract reconciliation	137,000	137,000	137,000	137,000	137,000	137,000
Retiree Health Insurance	-	-	-	-	-	-
Firefighter's apparel/expenses	59,100	5,750	5,750	5,750	5,750	5,750
Insurance	13,385	14,420	14,420	14,420	14,420	14,420
Office wages and related expenses	68,432	70,128	70,128	70,128	70,128	70,128
Contra Costa County expenses	37,630	38,759	38,759	38,759	38,759	38,759
Wildland vegetation management	12,600	12,600	12,600	12,600	12,600	12,600
Water system improvement	-	20,000	20,000	20,000	20,000	20,000
Fire abatement contract	1,000	11,250	11,250	11,250	11,250	11,250
LAFCO	2,548	2,601	2,601	2,601	2,601	2,601
Professional development	4,000	7,875	7,875	7,875	7,875	7,875
Professional consulting service fees	418,696	485,090	485,090	485,090	485,090	485,090
Public education	14,307	27,000	27,000	27,000	27,000	27,000
Office expense and supplies	4,052	5,916	5,916	5,916	5,916	5,916
Building utilities/services	49,939	52,815	52,815	52,815	52,815	52,815
Memberships	8,527	7,752	7,752	7,752	7,752	7,752
Elections	-	-	-	-	-	-
Community service activities	10,000	76,000	76,000	76,000	76,000	76,000
Staff appreciation	1,017	1,750	1,750	1,750	1,750	1,750
Contingency	1,768	25,000	25,000	25,000	25,000	25,000
Debt Services - Principal (CalPERS settle	-	-	-	-	-	-
Capital Outlay	60,000	100,000	100,000	100,000	100,000	100,000
Total Expenditures	4,098,001	4,295,706	4,295,706	4,295,706	4,295,706	4,295,706
Revenues Less Expenditures	491,875	385,961	385,961	385,961	385,961	385,961
Fund Balance - Beginning	5,447,808	5,939,683	6,325,644	6,711,605	7,097,566	7,483,527
Fund Balance - Ending	\$ 5,939,683	\$ 6,325,644	\$ 6,711,605	\$ 7,097,566	\$ 7,483,527	\$ 7,869,488



TO: Finance Committee
Kensington Fire Protection District

DATE: May 22, 2020

RE: Fire Service Contract Fee

SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

This item is for review and discussion, no action is requested at this time. Staff will incorporate the estimated fire service contract fee into the long-term financial plan and budget.

Background

In 1995 the District entered into a contract with the City of El Cerrito to provide fire services. During the annual budget process the Finance Committee reviews the estimated fire services contract fee with the Fire Chief. This provides the opportunity for the Committee to ask questions or seek more information as needed.

Fiscal Impact

The fire service contract fee will be incorporated into the long-term financial plan and budget for future presentation to the Board of Directors.



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



DATE: May 20, 2020

TO: Kensington Fire Protection Finance Committee Members

FROM: Michael Pigoni: Fire Chief

RE: **Fiscal Year 2020-21 Fee Schedule**

To Members of the Finance Committee,

Attached please find the Kensington Preliminary Budget for Fiscal Year 2020/21. Included in this file is the worksheets for "Prior Year Reconciliation", "Prior Year Reconciliation Summary" and the Budget FY20-21 which is the proposed fee schedule for this next year that will begin July 1, 2020. As a point of clarification, the term "Prior Year" refers to Fiscal Year 2018-19 (FY-19). In May of 2018, the proposed fee schedule for FY2018-19 was \$3,016,868 which included \$215,158 budget to actual reconciliation for FY2016-17.

In review of FY-19, the Overtime Pay account was budgeted at \$700,000.00 which was very conservative considering that the Fire Department has been running with 3 vacancies for many years and backfilling with overtime. The overtime average has been steady at just over \$1 million annually for the past 5 years. This has been justified due to the high pension costs and even higher unfunded accrued liability (UAL) costs to recruit and hire the additional firefighters.

This same year, three personnel retired including the Fire Chief, a Battalion Chief, and an Engineer. None of these retirements were budgeted and the vacancies were backfilled with additional overtime while the Fire Department recruited and hired replacements. In addition, the Fire Department had three personnel off on Family Medical Leave Act (FMLA) for an extended amount of time as well as an extended Worker's Comp injury. All these vacancies added up to an additional overtime costs of approximately \$505,000. Additionally, there were the "One Time Payouts" for vacation and sick leave buyout that amounted to approximately \$122,000 that was not budgeted.

Related costs to these retirements are also seen in "Miscellaneous Professional Services" to hold promotional tests for Engineer, Captain and Battalion Chief as well as background checks, psychological assessments, and medical evaluations for the new recruits. Also, there were the costs to purchase and provided the personal protective equipment for the new hires that is seen in the Clothing and Uniform account. This includes their structural turnout gear, wildland gear, boots, helmets, and gloves.

During this same time, we experienced some major repairs on all the apparatus, potentially due a bad fuel load which required a new fuel injection pump and injectors as well as a head gasket on Engine 165, a new turbocharger on Engine 172 and a fuel injection pump and injectors on Engine 171. Also, our dispatch fee with Contra Costa County Regional Fire Communication Center (Con Fire) was increased over \$25,000 over what was budgeted to upgrade their CAD and Enhanced 911 systems.

These listed items along with some smaller budget to actual true ups adds up to a total reconciliation for FY-19 of \$289,193.75 which would have made the total fee for FY-19 \$3,306,061.91.

For the current fiscal year, the adopted contract fee was \$3,088,752.09. At the March 11, 2020 Board Meeting, Glenn Lazof of RGS submitted mid-year budget review with an estimated budget to actual reconciliation of \$242,036.00 or a revised total contract fee of \$3,330,749.09.

Reviewing the Fee Schedule Budget for Fiscal Year 2020-21, the proposed contract fee is \$3,518,174.42 which is approximately a 6% increase over the last three years after reconciliation. There are some changes made this year to the Department's operations to reduce overall costs. One of these is historical use of overtime to backfill vacancies. The Kensington Finance Committee as well as the Board has expressed their concerns on the amount of overtime every year and if it is really the most efficient use of labor. I am proposing to the City Council and it is reflected in this proposed fee schedule to fill the three vacancies and reduce the overtime budget. The PERS rates for new hires under the Pension Reform Act are considerably less than the Classic PERS costs.

The Fire Department is also anticipating another retirement by the end of the year and thus I have budgeted for the costs associated for that as well as the onetime costs to recruit, test and hire the new firefighters including their personal protective equipment. I have also budgeted promotional tests to establish new promotional lists that will be valid for 2 year. These measures along with the concessions made by the labor group on their salaries, and updating the personnel spread sheet calculations, I am confident that this budget will be very close to actual and that in future fee reviews, the District will not face large reconciliation costs.

Please contact me with any questions you may have on these budget calculations.

Respectfully,

Michael Pigoni
Fire Chief
El Cerrito-Kensington Fire Department
(510) 812-4503

KENSINGTON FIRE PROTECTION DISTRICT BUDGET

Prior Year Reconciliation

LINE ITEM DETAIL BUDGET EXPENDITURES

	FY 2018-19 Budgeted	FY 2018-19 Actual	Difference	Percentage	Reconciliation
5100 SALARIES & BENEFITS					
51110 Salaries	\$5,081,717.00	\$4,899,247.21	\$182,469.79	27.75%	\$50,635.37
51120 Temporary/Part-time Salaries	\$1,500.00	\$0.00	\$1,500.00	27.75%	\$416.25
51130 Temporary/Part-time Salaries	\$0.00	\$0.00	\$0.00	27.75%	
51140 Overtime Pay	\$700,000.00	\$1,205,676.98	(\$505,676.98)	27.75%	(\$140,325.36)
51145 FLSA Overtime pay	\$95,000.00	\$94,201.83	\$798.17	27.75%	\$221.49
51146 Non Suppression Overtime pay	\$84,000.00	\$73,633.37	\$10,366.63	27.75%	\$2,876.74
51150 Special Pay			\$0.00	27.75%	\$0.00
51155 One-Time Payout		\$122,472.36	(\$122,472.36)	27.75%	(\$33,986.08)
51210 PERS Contributions	\$2,235,778.00	\$2,202,928.89	\$32,849.11	27.75%	\$9,115.63
51200 PARS Contributions			\$0.00	27.75%	\$0.00
51220 FICA/MEDICARE	\$76,005.00	\$86,253.95	(\$10,248.95)	27.75%	(\$2,844.08)
51230 Insurance and Benefits	\$784,051.00	\$727,497.71	\$56,553.29	27.75%	\$15,693.54
51235 Life & LTD Insurance	\$40,942.00	\$45,915.10	(\$4,973.10)	27.75%	(\$1,380.04)
51237 Allowances & Other Benefits	\$160,025.00	\$140,625.00	\$19,400.00	27.75%	\$5,383.50
51240 Workers Compensation	\$199,338.00	\$197,397.38	\$1,940.62	27.75%	\$538.52
51242 Workers Compensation Pay (In Lieu of Salary)		\$7,382.79	(\$7,382.79)	27.75%	(\$2,048.72)
51990 Salary Savings	(\$634,104.00)	\$0.00	(\$634,104.00)	27.75%	(\$175,963.86)
TOTAL	\$8,824,252.00	\$9,803,232.57	(\$978,980.57)		(\$271,667.11)
5200 PROFESSIONAL SERVICES					
52190 Misc Professional Services	\$25,000.00	\$43,185.65	(\$18,185.65)	33.33%	(\$6,061.28)
52220 Medical Services	\$15,000.00	\$13,754.62	\$1,245.38	33.33%	\$415.09
52230 Other Technical Services	\$3,500.00	\$2,862.24	\$637.76	33.33%	\$212.57
TOTAL	\$43,500.00	\$59,802.51	(\$16,302.51)		(\$5,433.63)
5300 PROPERTY SERVICES					
53110 Utilities	\$16,000.00	\$15,102.77	\$897.23	0.00%	\$0.00
53230 Building Maintenance Services	\$18,000.00	\$22,732.73	(\$4,732.73)	33.33%	(\$1,577.42)
53240 Landscape/Park Maint Svcs	\$30,000.00	\$44,812.46	(\$14,812.46)	0.00%	\$0.00
53250 Vehicle/Equip Maint Svcs	\$90,000.00	\$129,993.41	(\$39,993.41)	25.00%	(\$9,998.35)
53290 Misc R&M Svcs	\$194,000.00	\$224,749.11	(\$30,749.11)	33.33%	(\$10,248.68)
53320 Vehicle & Equip Lease	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
53330 Vehicle Replcmt Rental Charge	\$162,000.00	\$77,083.70	\$84,916.30	18.83%	\$15,989.74
53910 Solid Waste Services	\$8,000.00	\$9,470.92	(\$1,470.92)	33.33%	(\$490.26)
53990 Other Property Services		\$726.50	(\$726.50)	33.33%	(\$242.14)
TOTAL	\$518,000.00	\$524,671.60	(\$6,671.60)		(\$6,567.11)
5400 OTHER SERVICES					
54210 Telephone Expenses	\$17,000.00	\$14,300.86	\$2,699.14	20.00%	\$539.83
54220 Mobile/wireless Expenses	\$17,000.00	\$14,373.08	\$2,626.92	20.00%	\$525.38
54310 Legal Notices & Advertisements	\$3,000.00	\$156.64	\$2,843.36	25.00%	\$710.84
54410 Printing and Binding	\$6,000.00	\$3,263.11	\$2,736.89	25.00%	\$684.22
54610 Travel & Training	\$35,000.00	\$34,997.00	\$3.00	25.00%	\$0.75
54910 Dues & Subscriptions	\$14,000.00	\$14,186.90	(\$186.90)	25.00%	(\$46.72)
54990 Other Administrative Services	\$20,000.00	\$21,438.26	(\$1,438.26)	25.00%	(\$359.57)
TOTAL	\$112,000.00	\$102,715.85	\$9,284.15		\$2,054.73
5500 SUPPLIES					
55110 General Office Supplies	\$6,000.00	\$5,214.87	\$785.13	25.00%	\$196.28
55120 Postage & Delivery	\$1,000.00	\$1,632.65	(\$632.65)	25.00%	(\$158.16)
55130 Photocopying Charges	\$3,000.00	\$146.56	\$2,853.44	25.00%	\$713.36
55210 Fuel	\$30,000.00	\$39,004.79	(\$9,004.79)	27.00%	(\$2,431.29)
55230 Medical Supplies	\$23,000.00	\$27,334.07	(\$4,334.07)	30.00%	(\$1,300.22)
55240 Clothing & Uniform Supplies	\$30,000.00	\$44,652.33	(\$14,652.33)	33.33%	(\$4,883.62)
55250 Vehicle & Equipmt Supplies			\$0.00	25.00%	\$0.00
55290 Other Operating Supplies	\$10,000.00	\$9,885.98	\$114.02	25.00%	\$28.51
55520 Building Supplies	\$6,000.00	\$5,981.97	\$18.03	25.00%	\$4.51
TOTAL	\$109,000.00	\$133,853.22	(\$24,853.22)		(\$7,830.64)
5600 CAPITAL OUTLAY					
56310 Improvements, Not Buildings	\$25,000.00	\$23,348.64	\$1,651.36	0.00%	\$0.00
56410 Office Equipment < \$10K	\$3,000.00	\$2,421.24	\$578.76	0.00%	\$0.00
56710 Other Equipment < \$10K	\$20,000.00	\$21,594.60	(\$1,594.60)	0.00%	\$0.00
TOTAL	\$48,000.00	\$47,364.48	\$635.52		\$0.00
5800 OTHER CHARGES					
58220 Licenses & Permits	\$1,000.00	\$0.00	\$1,000.00	25.00%	\$250.00
TOTAL	\$1,000.00	\$0.00	\$1,000.00		\$250.00
TOTAL EXPENDITURES	\$9,655,752.00	\$10,671,640.23	(\$1,015,888.23)		(\$289,193.75)

KENSINGTON FIRE PROTECTION DISTRICT BUDGET**Prior Year Reconciliation**

<u>Account #</u>	<u>Description</u>	<u>2018-19 Budgeted</u>	<u>2018-19 Actual</u>	<u>Diff.</u>	<u>Percentag</u>	<u>Reconciliation</u>
51110-51990	SALARIES & BENEFITS	\$8,824,252.00	\$9,803,232.57	(\$978,980.57)	27.75%	(\$271,667.11)
SERVICES						
52110	Administrative Services	\$0.00	\$0.00	\$0.00	33.33%	\$0.00
52190	Misc Professional Services	\$25,000.00	\$43,185.65	(\$18,185.65)	33.33%	(\$6,061.28)
52210	Laboratory Services	\$0.00	\$0.00	\$0.00	33.33%	\$0.00
52220	Medical Services	\$15,000.00	\$13,754.62	\$1,245.38	33.33%	\$415.09
52230	Other Technical Services	\$3,500.00	\$2,862.24	\$637.76	33.33%	\$212.57
52240	Misc Technical Services	\$0.00	\$0.00	\$0.00	33.33%	\$0.00
53110	Utilities	\$16,000.00	\$15,102.77	\$897.23	0.00%	\$0.00
53230	Building Services	\$18,000.00	\$22,732.73	(\$4,732.73)	33.33%	(\$1,577.42)
53240	Landscape Services (Weed Abatement)	\$30,000.00	\$44,812.46	(\$14,812.46)	0.00%	\$0.00
53250	Vehicle/Equipmt Services	\$90,000.00	\$129,993.41	(\$39,993.41)	25.00%	(\$9,998.35)
53290	Misc Repair and Maintenance Services	\$194,000.00	\$224,749.11	(\$30,749.11)	33.33%	(\$10,248.68)
53320	Vehicle & Equipment Lease	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
53330	Vehicle Charge	\$162,000.00	\$77,083.70	\$84,916.30	18.83%	\$15,989.74
53910	Solid Waste Service	\$8,000.00	\$9,470.92	(\$1,470.92)	33.33%	(\$490.26)
53990	Other Property Services		\$726.50	(\$726.50)	33.33%	(\$242.14)
54210	Telephone	\$17,000.00	\$14,300.86	\$2,699.14	20.00%	\$539.83
54220	Mobile Expense	\$17,000.00	\$14,373.08	\$2,626.92	20.00%	\$525.38
54230	Internet Expense	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
54310	Legal Notices & Advertisements	\$3,000.00	\$156.64	\$2,843.36	25.00%	\$710.84
54410	Printing	\$6,000.00	\$3,263.11	\$2,736.89	25.00%	\$684.22
54610	Travel & Training	\$35,000.00	\$34,997.00	\$3.00	25.00%	\$0.75
54910	Dues & Subscriptions	\$14,000.00	\$14,186.90	(\$186.90)	25.00%	(\$46.72)
54990	Other Administrative Services	\$20,000.00	\$21,438.26	(\$1,438.26)	25.00%	(\$359.57)
SUPPLIES						
55110	Office Supplies	\$6,000.00	\$5,214.87	\$785.13	25.00%	\$196.28
55120	Postage	\$1,000.00	\$1,632.65	(\$632.65)	25.00%	(\$158.16)
55130	Photocopy	\$3,000.00	\$146.56	\$2,853.44	25.00%	\$713.36
55210	Fuel	\$30,000.00	\$39,004.79	(\$9,004.79)	27.00%	(\$2,431.29)
55220	Safety Supplies	\$0.00	\$0.00	\$0.00	30.00%	\$0.00
55230	Medical Supplies	\$23,000.00	\$27,334.07	(\$4,334.07)	30.00%	(\$1,300.22)
55240	Clothing & Uniforms	\$30,000.00	\$44,652.33	(\$14,652.33)	33.33%	(\$4,883.62)
55250	Vehicle & Equipment Supplies	\$0.00	\$0.00	\$0.00	25.00%	\$0.00
55290	Other Operating Supplies	\$10,000.00	\$9,885.98	\$114.02	25.00%	\$28.51
55520	Building Supplies	\$6,000.00	\$5,981.97	\$18.03	25.00%	\$4.51
55590	Other Maintenance Supplies	\$0.00	\$0.00	\$0.00	25.00%	\$0.00
58220	Licenses & Permits	\$1,000.00	\$0.00	\$1,000.00	25.00%	\$250.00
58920	Misc Finance Expense	\$0.00	\$0.00	\$0.00	25.00%	\$0.00
CAPITAL						
56310-56710	Property & Capital	\$48,000.00	\$47,364.48	\$635.52	0.00%	\$0.00
TOTAL EXPENDITURES		\$9,655,752.00	\$10,671,640.23	(\$1,015,888.23)		(\$289,193.75)

CITY OF EL CERRITO /KENSINGTON FIRE PROTECTION DISTRICT**Proposed Contract Fee for FY 2020-21**

LINE ITEM DETAIL BUDGET EXPENDITURES

101 GENERAL FUND

**Proposed
Budget FY20-21****5100 SALARIES & BENEFITS**

51110	Salaries	\$5,412,746.23	27.75%	\$1,502,037.08
51130	Temporary/Part-time Salaries	\$0.00	27.75%	\$0.00
51140	Overtime Pay	\$400,000.00	27.75%	\$111,000.00
51145	FLSA Overtime pay	\$104,655.00	27.75%	\$29,041.76
51146	Non Suppression Overtime pay	\$85,000.00	27.75%	\$23,587.50
51150	Special Pay	\$100,000.00	27.75%	\$27,750.00
51210	PERS Contributions	\$2,455,051.90	27.75%	\$681,276.90
51220	FICA/MEDICARE	\$86,139.45	27.75%	\$23,903.70
51230	Benefits & Insurance	\$1,046,409.80	27.75%	\$290,378.72
51240	Workers Compensation	\$199,245.00	27.75%	\$55,290.49
51990	Salary Savings	\$0.00	27.75%	\$0.00
TOTAL		\$9,889,247.38		\$2,744,266.15

5200 PROFESSIONAL SERVICES

52190	Misc Professional Services	\$80,000.00	33.33%	\$26,664.00
52220	Medical Services	\$18,540.00	33.33%	\$6,179.38
52230	Other Technical Services	\$13,400.00	33.33%	\$4,466.22
TOTAL		\$111,940.00		\$32,843.38

5300 PROPERTY SERVICES

53110	Utilities	\$19,200.00	0.00%	\$0.00
53230	Building Maintenance Services	\$20,000.00	33.33%	\$6,666.00
53240	Landscape/Park Maint Svcs	\$53,500.00	0.00%	\$0.00
53250	Vehicle/Equip Maint Svcs	\$126,280.00	25.00%	\$31,570.00
53290	Misc R&M Svcs	\$266,976.00	33.33%	\$88,983.10
53320	Vehicle & Equip Lease	\$0.00	0.00%	\$0.00
53330	Vehic Replcmt Rental Charge	\$30,000.00	18.83%	\$5,649.00
53910	Solid Waste Services	\$6,200.00	33.33%	\$2,066.46
TOTAL		\$522,156.00		\$134,934.56

5400 OTHER SERVICES

54210	Telephone Expenses	\$17,000.00	20.00%	\$3,400.00
54220	Mobile/wireless Expenses	\$13,400.00	20.00%	\$2,680.00
54310	Legal Notices & Advertisements	\$5,000.00	25.00%	\$1,250.00
54410	Printing and Binding	\$6,180.00	25.00%	\$1,545.00
54610	Travel & Training	\$44,970.00	25.00%	\$11,242.50
54910	Dues & Subscriptions	\$14,690.00	25.00%	\$3,672.50
54990	Other Administrative Services	\$300.00	25.00%	\$75.00
TOTAL		\$101,540.00		\$23,865.00

5500 SUPPLIES				
55110	General Office Supplies	\$6,000.00	25.00%	\$1,500.00
55120	Postage & Delivery	\$2,400.00	25.00%	\$600.00
55130	Photocopying Charges	\$1,000.00	25.00%	\$250.00
55210	Fuel	\$42,800.00	27.00%	\$11,556.00
55230	Medical Supplies	\$28,200.00	30.00%	\$8,460.00
55240	Clothing & Uniform Supplies	\$53,600.00	33.33%	\$17,864.88
55250	Vehicle & Equipmt Supplies	\$14,490.00	25.00%	\$3,622.50
55290	Other Operating Supplies	\$8,500.00	25.00%	\$2,125.00
55520	Building Supplies	\$6,035.00	25.00%	\$1,508.75
TOTAL		\$163,025.00		\$45,387.13

5600 CAPITAL OUTLAY				
56310	Improvements, Not Buildings	\$7,800.00	0.00%	\$0.00
56410	Office Equipment <\$10K	\$9,000.00	0.00%	\$0.00
56710	Other Equipment < \$10K	\$6,000.00	0.00%	\$0.00
56720	Other Equipment > \$10K	\$0.00	0.00%	\$0.00
TOTAL		\$22,800.00		\$0.00

5800 OTHER CHARGES				
58220	Licenses & Permits	\$5,450.00	25.00%	\$1,362.50
TOTAL		\$5,450.00		\$1,362.50

GRAND TOTAL **\$10,816,158.38** **\$2,982,658.72**

OVERHEAD CHARGES (9% Of Personnel) **\$890,032.26** 27.75% **\$246,983.95**

TOTAL COMPENSATION COST SHARE **\$0.00** 50.00% **\$0.00**

UNRECONCILED CONTRACT AMOUNT **\$3,229,642.67**

RECONCILIATION 2018-2019 FY BUDGET TO ACTUAL **\$289,193.75**

COMPENSATION COST SHARE
RECONCILIATION FY 2018-2019 BUDGET TO
ACTUAL **(\$662.00)**

PROPOSED EC CONTRACT FEE FY 2020-2021 **\$3,518,174.42**



TO: Finance Committee
Kensington Fire Protection District

DATE: May 22, 2020

RE: Building Cost Allocation Methodologies

SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

This item is for discussion, no action is requested at this time. Staff will incorporate feedback from the Committee into the long-term financial plan.

Background

As District staff begins development of the long-term financial plan, incorporating fire safety building cost allocation methodologies for various options or scenarios could be useful in future Board discussions. This would be for planning purposes and likely estimates given the unknown status of the project at this time.

Fiscal Impact

The fiscal impact of options or scenarios has not yet been calculated; however, depending upon staff direction from the committee this may be completed soon.



TO: Finance Committee
Kensington Fire Protection District

DATE: May 22, 2020

RE: Purchasing/Procurement Policy

SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

This item is for review and discussion, no action is requested at this time. Staff will incorporate feedback from the Finance Committee into any suggested policy update or administrative procedure.

Background

KFPD Operations Manual includes Policy 7 - Expense Authorization (attached). The recent staff turnover highlighted the need for an administrative procedure which would be used to guide staff in the process of procuring goods and services in compliance with this policy. Once developed this administrative procedure would become part of a manual that would be maintained by staff.

A draft outline of that procedure is included below for feedback purposes. The completed procedure will be provided to the Board of Directors at a future meeting for additional feedback. Staff may recommend removing some procedural items that are currently contained in the policy to allow for effective management of District operations without the need to require a policy update for minor improvements.

Purchasing/Procurement Procedure

- Authority Levels
- Process - service requests, verbal/written quotes, bids, proposals
- Cooperative Agreements (State, County, etc.)
- Authorization
- Reimbursement
- Credit Cards
- Surplus Property Disposal

Fiscal Impact

There is no fiscal impact.

**KENSINGTON FIRE PROTECTION DISTRICT
OPERATIONS MANUAL**

POLICY TITLE: Expense Authorization
POLICY NUMBER: 7

7.10 Any commitment of District funds for a purchase or expense greater than \$5,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

7.20 All purchases made for the District shall be authorized by the Manager, and shall be in conformance with the approved District budget.

7.30 A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$200.00.

7.31 Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Manager, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00.

7.32 The petty cash fund shall be included in the District's annual independent accounting audit.

7.40 Whenever employees or Directors of the District incur cash outlay expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash or checking account revolving fund. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the President prior to remuneration.

7.50 Credit cards: A credit card shall be issued to the Manager. Credit cards shall not be issued or used by members of the Board of Directors. Directors will use their personal credit cards for lawful expenses of the District and seek reimbursement on a form provided by the District for that purpose.

7.51 All credit card bills shall be paid timely to avoid late fees and finance charges.

All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If a transaction involves both personal and District business, the employee shall pay for the transaction personally and request reimbursement by the District of the appropriate portion of the expense.

7.52 All credit card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.

7.53 A member of the Finance Committee shall review and approve credit card transactions by the Manager.

7.54 All records of the District involving credit card use, including receipts, invoices, and requests for reimbursement are disclosable public records to be maintained consistently with the District's records management policy.



TO: Finance Committee
Kensington Fire Protection District

DATE: May 22, 2020

RE: PAYROLL APPROVAL POLICY

SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

Provide staff direction on update of Policy 130 - Pay Periods for Board consideration.

Background

District policies do not currently contain language for review of the General Manager's time reporting. To support internal controls it is recommended this be incorporated. Policy 130 - Pay Periods is the best fit within policies to include this provision; staff proposed updates and consulted legal counsel for review and revision. This policy is attached for the Finance Committee's review and discussion.

Following feedback from the Committee staff will submit the proposed policy revision to all Director's in accordance with Policy 1010 - Adoption/Amendment of Policies.

Fiscal Impact

There is no fiscal impact.

KENSINGTON -FIRE PROTECTION DISTRICT EMPLOYEE- HANDBOOK

POLICY TITLE: Pay Periods and Time Sheets and Time Reporting/Approval
POLICY NUMBER: 130

130.10 The salaries and wages of all District employees shall be paid semibi-monthly, being ~~two-seven~~ business days after the 15th day and ~~two-seven~~ business days after the last day of every month. Pay periods are 1st-15th and 16th – 31st.

130.20 Unless otherwise specified through individual employment agreements, all employees must complete timesheets bi-monthly. Timesheets must be completed and submitted on or before the last day of the pay period. Late submittal may delay payment of wages. All Timesheets, for support staff except that of the General Manager will shall be approved reviewed and approved by the General Manager prior to payroll processing. General Manager timesheets shall be submitted for payroll processing and to the Finance Committee for review. Any issues arising out of the General Manager's timesheets may be referred by the Finance Committee to the Board of Directors. For internal control purposes, the General Manager's timesheet will be approved by the Finance Committee which may be prior to or after payroll processing depending upon meeting schedule. Performance and/or productivity of the General Manager will be assessed by the full Board of Directors through a variety of reporting.



Kensington Fire Protection District
Employee Timesheet

Employee Name: Mary A. Morris-Mayorga
 Title: Interim General Manager
 Pay Period Start: 5/1/2020
 Pay Period Start: 5/15/2020

Date	Description	Hours	Rate	Total
5/13/2020	Emails, RGS Zoom meeting, budget development	2.00	\$90	\$ 180.00
	Budget development binder	2.00	\$90	180.00
	Building remodel Zoom call	1.50	\$90	135.00
	BOD Meeting	3.00	\$90	270.00
5/14/2020	Emails, BOD Calendar, Action Plan, Committees	1.50	\$90	135.00
	Action Plan, budget, RGS review	4.75	\$90	427.50
5/15/2020	Emails, RGS review	0.50	\$90	45.00
	VPN, RGS review, bank services review	2.00	\$90	180.00
	Updates with Board President, budget	3.00	\$90	270.00
	Outside service providers	1.00	\$90	90.00
		<u>21.25</u>		<u>\$ 1,912.50</u>

Mary A. Morris-Mayorga
Employee Signature

5/15/2020
Date



TO: Finance Committee
Kensington Fire Protection District

DATE: May 22, 2020

RE: KPPCSD Lease

SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

This item is for review and discussion, no action is requested at this time. Staff will incorporate feedback from the Finance Committee into the lease extension process.

Background

On June 30, 2020 the Lease Agreement Between Kensington Fire Protection District and Kensington Police Protection and Community Services District for Occupancy of Kensington Public Safety Building expires. At the Board of Director's Meeting on April 8, 2020 consideration of extending the lease at current terms and conditions until a date to be decided by the Board was discussed. The Board authorized the Board President to draft an extension for 90 days renewable month-to-month until construction on the building begins.

Pursuant to the change in Policy 1070 - Board Officers and 1190 - General Manager the Interim General Manager has begun working with legal counsel on the draft extension. In addition, the Interim General Manager of KPPFD has discussed the lease with the KPPCSD Interim General Manager and will provide an update.

Fiscal Impact

There is no fiscal impact at this time.

Lease Agreement between Kensington Fire Protection District and Kensington Police Protection and Community Services District for Occupancy of Kensington Public Safety Building

This Lease ("Lease") is made and entered into, as of 25th October, 2018, by and between the Kensington Fire Protection District ("KFPD" or "Landlord") and the Kensington Police Protection and Community Services District ("KPPCSD" or "Tenant"), who agree as follows:

Lease Provisions

1. Landlord leases to Tenant and Tenant leases from Landlord the Premises, as defined below, within the public safety building located at 215/217 Arlington Avenue, Kensington, California ("the Building"). The "Premises" is defined as that area within the Building designated for the Tenant's use and highlighted in the Permit Submittal dated September 10, 1998, submitted by Marcy Li Wong, Architects, which is attached hereto as Exhibit A. Additional areas included in this lease for nonexclusive use are the exterior common areas of the parking lot, the driveway and the front entrance of the building and the interior common areas as highlighted in the Permit Submittal. Landlord, however, has the sole discretion to determine the manner in which those public and common areas are maintained, operated and used. Tenant acknowledges that the Landlord has made no representation or warranty regarding the condition of the Real Property except as specifically stated in this Lease.

Dedicated Parking Spaces

2. There are currently ten (10) parking spaces in the rear parking lot. Six (6) spaces shall be dedicated for use by the Tenant and its employees, and four (4) shall be dedicated for use by the Landlord and its employees and agents. Use of the apparatus bay apron for parking is prohibited.

Term of Lease

3. The term of this Lease shall be for eighteen months commencing on January 1, 2019 ("the Commencement Date") and expiring on June 30, 2020, unless this Lease is sooner terminated as provided in this Lease ("the Lease Term"). The lease may be terminated by Landlord or Tenant with ninety (90) days written notice.

Rent

4. Beginning with the Commencement Date, Tenant shall pay to Landlord monthly rent of \$3,050.25 in monthly installations, payable on the 1st of each month for the duration of the Lease Term, without any prior demand, abatement, setoff, or deduction.

Permitted Use

5. Tenant shall use the Premises solely as administrative offices for the provision of the governmental services provided by Tenant, including those customarily associated with a police station. Tenant shall not use or permit the Premises to be used for any other purpose without Landlord's prior written consent, which may be granted or withheld in Landlord's sole discretion.

The parties further agree that use of the Building, other than by police and fire personnel or for their respective business and operations, shall be subject to the approval of the Police Chief and the Fire Chief.

Repair and Maintenance Obligations

6. *Landlord's Obligations.* Landlord shall repair and maintain in good order and condition (reasonable wear and tear excepted) (a) the structural portions of the Premises; (b) the Building; (c) The Base Building Systems (as defined below) located outside the Premises; (d) the exterior portions of the Building and Real Property; and (e) All other common areas located in the Building, or in or on the Real Property, including the parking facilities serving the Building. "Base Building Systems" means all systems and equipment (including plumbing, HVAC, electrical, fire/life-safety, elevator, and security systems) that serve the entire Building or portions of the Building other than simply the Premises, excluding all Premises Systems. "Premises Systems" means all systems and equipment that serve only the Premises, regardless of whether such systems or equipment are located within or outside the Premises.

7. *Tenant's Obligations.* Tenant shall, at Tenant's sole expense and in accordance with the terms of this Lease, keep the Premises (including all tenant improvements, Alterations, fixtures, and furnishings) in good order, repair, and condition at all times during the Lease Term. Under Landlord's supervision, subject to Landlord's prior approval, and within any reasonable period specified by Landlord, Tenant shall, at Tenant's sole expense and in accordance with the terms of this Lease promptly and adequately repair all damage to the Premises and replace or repair all damaged or broken fixtures and other leasehold improvements. At Landlord's option or if Tenant fails to make such repairs, Landlord may, but need not, make the repairs and replacements. On receipt of an invoice from Landlord, Tenant shall pay Landlord Landlord's out-of-pocket costs incurred in connection with such repairs and replacements. Tenant waives and releases its rights, including its right to make repairs at Landlord's expense, under California Civil Code sections 1941-1942 or any similar law, statute, or ordinance now or hereafter in effect.

Alterations and Additions

8. Tenant may not make any improvements, alterations, additions, or changes to the Premises ("Alterations") without first obtaining Landlord's prior written consent.

Damage and Destruction

9. Tenant agrees to notify Landlord in writing promptly of any damage to the Premises resulting from fire, earthquake, or any other identifiable event of a sudden, unexpected, or unusual nature ("Casualty"). If the Premises are damaged by a Casualty or any common areas of the Building providing access to the Premises are damaged to the extent that Tenant does not have reasonable access to the Premises, the Parties shall as soon as reasonably possible meet and confer to determine whether the Premises should be repaired or whether the Lease should be terminated. In the event of such a Casualty, either party shall have the right to terminate the Lease upon the giving of notice to the other party, which notice shall be given within 10 days of the meeting required by the preceding sentence. The determination of whether the Premises are repaired shall be within the Landlord's sole discretion, after conferring with Tenant, but among the factors that Landlord shall consider are whether the estimated repair cost exceeds the insurance proceeds, if any, available for such repair (not including the deductible, if any, on Landlord's property insurance), plus any amount that Tenant is obligated or elects to pay for such repair; whether the estimated repair cost of the Premises or the Building, even though covered by insurance, exceeds fifty percent (50%) of the full replacement cost; or whether the Building cannot be restored except in a substantially different structural or architectural form than existed before the Casualty.

Shared Cost of Utilities

10. The Tenant shall pay to the Landlord one half (1/2) the monthly cost of utilities such as gas, electricity, and water, except when such utilities are separately metered. In the case of separate meters for a particular utility, the party served by the meter will pay the entire bill. Tenant shall pay one half (1/2) the yearly sewer charge. Each party shall pay its own telephone bills. A copy of the applicable invoice shall be presented to the Tenant upon receipt, and payment by the Tenant shall be made on that invoice within thirty (30) calendar days.

Insurance

11. The Tenant shall procure, at its sole expense, and maintain in full force and effect during the term of this lease, the following insurance naming the Landlord as additional insured and/or loss payee: Comprehensive General Liability insurance against claims for bodily and personal injury, death and property damage caused by or occurring in conjunction with the lease of the Premises with a policy limit of at least One Million Dollars (\$1,000,000) per occurrence.

The Tenant shall provide the Landlord with a certificate of insurance that indicates the insurance will not be canceled without 30 days written notice. Neither party shall be responsible to the other for any property damage or loss, unless such damage or loss results from the sole negligence of the other party.

12. Landlord and Tenant agree to cause the insurance companies issuing their respective property (first party) insurance to waive any subrogation rights that those companies may have against Tenant or Landlord, respectively, as long as the insurance is not invalidated by the waiver. If the waivers of subrogation are contained in their respective insurance policies, Landlord and Tenant waive any right that either may have against the other on account of any loss or damage to their respective property to the extent that the loss or damage is insured under their respective insurance policies.

Indemnification

13. Tenant shall indemnify and hold harmless Landlord from any and all claims or liability for any injury, or damage to any person or property whatsoever, including reasonable attorneys fees for defense thereof: (1) occurring in, on or about the Premises, or (2) occurring in, or about any common area inside or outside the property or building, when such injury or damage is caused in whole or in part by the act, neglect, fault of or omission of any duty with respect to the same by the Tenant, its employees, officers, agents, volunteers, or its visitors. Landlord shall indemnify and hold harmless Tenant from any and all claims or liability for any injury, or damage to any person or property whatsoever, including reasonable attorneys fees for defense thereof: (1) occurring outside the Premises either on the property or in the building, or (2) occurring in, or about any common area inside or outside the property or building, when such injury or damage is caused in whole or in part by the act, neglect, fault of or omission of any duty with respect to the same by the Landlord, its employees, officers, agents, volunteers, or its visitors.

Assignment and Subleasing

14. Tenant shall obtain the Landlord's written consent before entered into or permitting any Transfer. A Transfer ("Transfer") consists of any of the following, whether voluntary or involuntary and whether effected by death, operation of law, or otherwise:

(a) Any assignment, mortgage, pledge, encumbrance, or other transfer of any interest in this Lease;

(b) Any sublease or occupancy of any portion of the Premises by any persons other than Tenant and its employees; and

(c) Any of change of organization, under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code sections 56000 et seq.), that substantially changes the corporate nature of Tenant.


Dispute Resolution

15. Should any disagreement arise regarding any part of this agreement, both boards shall attempt to solve the dispute through negotiations. Should negotiations fail, the two parties agree to mediation, and to share the costs of the mediation. Each party further agrees to be responsible for its own legal costs associated with the mediation.

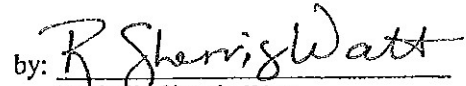
Should mediation fail, the two parties agree to binding arbitration by the American Arbitration Association. The losing party shall pay the costs incurred in such action, including the legal costs of the other party.

KENSINGTON FIRE PROTECTION DISTRICT, a California special district

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT, a California special district

by: 

Janice E. Kosei
President of Board of Directors

by: 

Raphelle Sherris-Watt
President of Board of Directors



TO: Finance Committee
Kensington Fire Protection District

DATE: May 22, 2020

RE: Outside Service Providers

SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

This item is for review and discussion, no action is requested at this time.

Background

The Interim General Manager was contracted with the District in a financial consultant role on May 6, 2020 prior to appointment as Interim General Manager on May 13, 2020. Pursuant to that scope of services an invoice is provided to the Finance Committee for review in compliance with recommended internal controls. The invoice for \$2,767.50 is well below the not-to-exceed amount of \$5,400.

As the District transitions from the current administrative service provider the Interim General Manager may determine there is a need for outside services and will provide updates to the Board as needed. At the Board of Director's Meeting on May 13, 2020 the Board of Directors discussed the Regional Government Services invoice at length raising concerns on the reasonableness. Staff suggested an internal review of services and billings that would be provided to the Board of Directors in June. Staff has completed an initial review and included a draft summary for discussion by the committee.

Fiscal Impact

There is no fiscal impact at this time.

Item 2.8

Mary A. Morris-Mayorga, Consultant

May 18, 2020

Invoice #0201

Services Provided To:

Kensington Fire Protection District
217 Arlington Avenue, Kensington, CA 94707

Agreement:

Consultant Agreement for Financial Internal Procedure Needs Analysis and Development Dated May 6, 2020
Not-to-Exceed \$5,400

Period Covered:

5/6/2020 through 5/12/2020

Date	Scope of Services	Description	Hours	Rate	Total
5/6/2020	2	Review current service provider activity, review/research District website information, plan budget development	3.75	\$90	\$ 337.50
	1,2,3	Conference call with Board President, Julie Stein	1.00	\$90	90.00
	2	Budget development process, emails	2.00	\$90	180.00
5/7/2020	2	Budget Development Guiding Principles, staff report, emails	2.50	\$90	225.00
	1,2,3	Finance call with RGS-status updates, transition	1.00	\$90	90.00
	2	Board agenda, final staff report/transmit, emails	4.00	\$90	360.00
	1,2,3	Agenda review Zoom meeting	1.00	\$90	90.00
5/8/2020	2	Budget development-policy/process	2.00	\$90	180.00
5/11/2020	1,2	Identify gaps/policy updates, evaluate services	3.50	\$90	315.00
	1,2,3	Action plan, Zoom meeting, expectation updates	2.50	\$90	225.00
	1,2,3	Additional expectations, email to Julie Stein and Kevin Padian	1.00	\$90	90.00
5/12/2020	1,2,3	RGS activity discussion/Zoom, status updates, action plan	2.00	\$90	180.00
	1,2,3	Emails, RGS transition, action plan, policies	3.50	\$90	315.00
	1,2,3	Prepare for RGS Zoom meeting on 5/13	1.00	\$90	90.00
			30.75		
Amount Due					\$ 2,767.50

Contract-to-Date:

Contract Total	\$ 5,400.00
This Bill	2,767.50
Remaining Contract Balance	\$ 2,632.50

DRAFT

Item 2.8

Kensington Fire Protection District
Regional Government Services - Billing/Service Review

	Rate	October		November		December		January		February		March		April		Contract-to-Date		Scope Task						
		Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	1.1	1.2	1.3	1.4	1.5	1.6	
A Ausberry	\$ 90	8.76	\$ 788.40	50.51	\$ 4,545.90	111.40	\$ 10,026.00	116.15	\$ 10,453.50	114.74	\$ 10,326.60	28.35	\$ 2,551.50	3.94	\$ 354.60	433.85	\$ 39,046.50	X	X	X	X	X		
G Lazoff	\$ 150	-		41.20	6,180.00	94.85	14,227.50	103.00	15,450.00	104.00	15,600.00	126.20	18,930.00	63.90	9,585.00	533.15	79,972.50	X	X	X	X	X	X	
MJ Brown	\$ 110	-		-		-		0.00	-	0.00	-	26.00	2,860.00	1.50	165.00	27.50	3,025.00	X						
A Picard	\$ 140	-		13.65	1,911.00	15.50	2,170.00	13.40	1,876.00	13.75	1,925.00	0.00	-	0.00	-	56.30	7,882.00	X		X			X	
S Pantera	\$ 95	-		-		18.00	1,710.00	36.00	3,420.00	63.00	5,985.00	70.70	6,716.50	68.00	6,460.00	255.70	24,291.50	X	X	X	X			
S Amiri	\$ 95	-		-		-		3.25	308.75	27.50	2,612.50	36.75	3,491.25	35.00	3,325.00	102.50	9,737.50	X		X	X			
J Mercurio	\$ 105	-		-		-		0.00	-	0.00	-	34.50	3,622.50	49.75	5,223.75	84.25	8,846.25	X	X	X	X			
J Miller	\$ 80	-		-		-		0.00	-	0.00	-	4.25	340.00	2.25	180.00	6.50	520.00		X					
T Buraglio	\$ 95	-		-		-		0.00	-	0.00	-	2.00	190.00	1.00	95.00	3.00	285.00			X				
K Blakely	\$ 100	-		-		-		0.00	-	7.50	750.00	0.00	-	0.00	-	7.50	750.00						X	
		8.76	\$ 788.40	105.36	\$ 12,636.90	239.75	\$ 28,133.50	271.80	\$ 31,508.25	330.49	\$ 37,199.10	328.75	\$ 38,701.75	225.34	\$ 25,388.35	1,510.25	\$ 174,356.25							
Expense Reimbursements																859.50								
Total Billings																<u>\$ 175,215.75</u>								
General Ledger																\$ 177,205.54								
Variance (researching)																<u>\$ 1,989.79</u>								

PO Box 1350
Carmel Valley, CA 93924

Invoice

Date	Invoice #
3/31/2020	10808

Bill To:
Kensington Fire Protection District 217 Arlington Avenue Kensington, CA 94707

P.O. No.	Due Date	Inv Sent
	4/30/2020	4/11/2020

Date	Description	Amount
3/31/2020	Contract Services for March - please see attached	38,701.75
	Credit of .4 hours for Januay for Allison Picard (.4 x \$140)	-56.00
	Credit of 4.5 hours for January for Allison Picard (4.5 x \$140)	-630.00
	Balance billed to date is \$148,282 against an NTE of \$285,000	

	Total	\$38,015.75
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Kensington Fire Protection District

Month: **March, 2020**

Advisor Name	Hours and Rates by Pay Period				Monthly Total Billed
	1st -15th		16th - EOM		
	Reg Hrs	Bill Rate	Reg Hrs	Bill Rate	
Andrea M Ausberry	24.77	\$ 90.00	3.58	\$ 90.00	\$ 2,551.50
Glenn Lazof	70.30	\$ 150.00	55.90	\$ 150.00	\$ 18,930.00
Mary J Brown	11.50	\$ 110.00	14.50	\$ 110.00	\$ 2,860.00
Shahrzad Pantera	33.45	\$ 95.00	37.25	\$ 95.00	\$ 6,716.50
Shaghayegh S Amiri	22.25	\$ 95.00	14.50	\$ 95.00	\$ 3,491.25
John Mercurio	11.00	\$ 105.00	23.50	\$ 105.00	\$ 3,622.50
Jolene R Miller	1.25	\$ 80.00	3.00	\$ 80.00	\$ 340.00
Tiffany Buraglio	0.00	\$ -	2.00	\$ 95.00	\$ 190.00
Totals	174.52		154.23		\$ 38,701.75

Attendance - Time Card Detail

Company Name REGIONAL GOVERNMENT SERVICES
 User Name Shailvina Pannu
 Report Run Date 04/06/2020

Date Range 03/01/2020 to 03/31/2020
 Department Group 3750 - Kensington Fire PD
 Highlight when a day's "Total Time" is Greater Than (Default 8). The highlight will be visible on printed versions. 8
 Include Comments Yes
 Include signature message on PDF export No
 Signature message I have reviewed the time clock punches above and acknowledge that they are correct, complete, and accurately reflect any and all breaks for the dates listed.

AMIRI, SHAGHAYEGH S. (00843)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/02/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Finance Meeting									
03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Agenda prep & emails									
03/05/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.750	0.000	0.000	3.750
Employee Comments: Agenda Packet prep									
03/06/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Agenda prep & posting									
03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Agenda prep/issues									
03/10/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Special meeting agenda prep									
03/11/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.000	0.000	0.000	6.000
Employee Comments: Special Meeting and Regular Board meeting attendance									
03/17/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Emails & agenda prep									
03/23/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Agenda update & audio uploads to website									
03/25/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Conference call with team & Julie									
03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
03/28/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
03/29/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: emails									
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Agenda & minutes									
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500

Employee Comments: Emails, minutes for Sept. 11, 2019 & March 11, 2020.

Regular	36.750
Overtime	0.000
Double Time	0.000
Total Hours	36.750

AUSBERRY, ANDREA M. (00781)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/02/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.300	0.000	0.000	1.300
Employee Comments: administrative process: phone and email correspondence.									
03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.100	0.000	0.000	1.100
Employee Comments: administrative process: phone and email correspondence.									
03/04/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: administrative process: communications, phone email correspondence									
03/05/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	10.320	0.000	0.000	10.320
Employee Comments: District Manager Administration, Board Clerk processing agenda, agenda packet, AP, training for a transition, agenda packet overview with board president.									
03/06/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.200	0.000	0.000	1.200
03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.300	0.000	0.000	1.300
Employee Comments: administrative process: phone and email correspondence.									
03/10/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.080	0.000	0.000	5.080
Employee Comments: administrative process: phone and email correspondence. creation of desk manual for District Manager/Clerk, RingCentral Kensington team meeting.									
03/11/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.300	0.000	0.000	2.300
Employee Comments: administrative process: phone and email correspondence.									
03/12/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.170	0.000	0.000	0.170
Employee Comments: administrative process: phone and email correspondence.									
03/13/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: administrative process: phone and email correspondence.									
03/19/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.280	0.000	0.000	0.280
Employee Comments: Email correspondence with Team regarding transition									
03/20/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.180	0.000	0.000	0.180
Employee Comments: Email correspondence with Team regarding transition									
03/24/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.250	0.000	0.000	1.250
Employee Comments: Email correspondence with Team regarding transition; RC Team meeting.									
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.630	0.000	0.000	0.630
Employee Comments: RC Transition training meeting									
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.240	0.000	0.000	0.240
Employee Comments: Email correspondence with Team regarding transition.									
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000

Entry)

Employee Comments: RC Team meeting.

Regular	28.350
Overtime	0.000
Double Time	0.000
Total Hours	28.350

BROWN, MARY J. (00845)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/01/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Update spreadsheet Email to team									
03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
Employee Comments: Agenda production Brown Act special meeting rules Team call with Lazof									
03/04/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: emails Call w Amiri									
03/05/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Research and emails about 2X2 joint subcommittee/Brown Act...advise Stein and Lazoff									
03/10/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Call with Amiri RingCentral call w Kensington Fire workgroup Email to Stein									
03/13/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Emails re advice on public records/personal email Emails re Form 700 Research of District Conflict of Interest code									
03/16/2020	Monday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Review of Governors Executive Order and advice Emails with Lazof, Stein									
03/17/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
03/18/2020	Wednesday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Review of sample agenda format's to accommodate Governor's EO									
03/19/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Email retention PRAR Brown Act review and advice - EPC / Padian - serial meetings									
03/20/2020	Friday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Need for emergency proclamation Email retention									
03/22/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: Brown Act - agenda establishment for Committee									
03/23/2020	Monday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Virtual meetings - advice Draft Executive Order posting verbiage - provide samples									
03/25/2020	Wednesday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Advice on virtual meetings Advice on email retention Emails with Stein									
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250
Employee Comments: Talk to Amiri, emails with Lazof re virtual meeting, teleconference									
03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500

Entry);
Regular
(Manual
Entry)

Employee Comments: Email, s w Amiri and Lazof, Form 700, Virtual meeting
Employee Comments: Correspondence w Stein, RGS, re virtual meeting considerations

03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
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Employee Comments: Review of action minutes

Regular	26.000
Overtime	0.000
Double Time	0.000
Total Hours	26.000

BURAGLIO, TIFFANY (00011)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750

Employee Comments: Train and advise on use of RingCentral for virtual Board Meetings due to COVID-19 public health directives.

03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	1.250	0.000	0.000	1.250
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Employee Comments: Train and advise on use of RingCentral for virtual Board Meetings due to COVID-19 public health directives.

Regular	2.000
Overtime	0.000
Double Time	0.000
Total Hours	2.000

LAZOF, GLENN (00033)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/02/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	4.600	0.000	0.000	4.600

Employee Comments: IT, CALPERS PAy, Finance Co, 1099 corrections

03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	7.200	0.000	0.000	7.200
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Employee Comments: PERS Settlement Past Due and Pay off, IT, Special Meeting or Board, Proposed EPC meeting, March 11 Agenda Item reports, Drug Take Back Day, Management Letter and Recommendation, Legal Costs, Special Meetings and Salary Schedules, Task Follow up, Management Letter, Board Packet Reports

03/04/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	9.000	0.000	0.000	9.000
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Employee Comments: Agenda Reports, Financial Issues, IT, Financials, Transmittal

03/05/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	8.400	0.000	0.000	8.400
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Employee Comments: WIFI issues, Board Agenda Reports, meeting wrap up. 2 X 2, Packet Review

03/06/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	6.600	0.000	0.000	6.600
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Employee Comments: Packet Procedures, building mtc. vendor for phone panel. Obtain nion -RGS recruiter references, conference Room Calendar, Budget, Finance Committee QB Reco

03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	4.900	0.000	0.000	4.900
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Employee Comments: 2 X 2, Fire plug, finance committee, reserves, special meeting, revolving fund, transmittal

03/10/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	4.400	0.000	0.000	4.400
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Employee Comments: EPC Ethics Seminar, IT, Financial Reviews, proposed code of conduct, special meeting, Team and Task coordination. IT, Transmittal Procedures

03/11/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	9.500	0.000	0.000	9.500
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Employee Comments: Meeting Prep, Ethics Training, IT, Ph confs with Julie, Attend Regular Meeting

03/12/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	7.200	0.000	0.000	7.200
Employee Comments: IT issues cause by unknown district AOL Account. Transmittal Include Preapre, Follow up on County non processing of Feb Mech Bank, Mail of Hard Copies,									
03/13/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.200	0.000	0.000	4.200
Employee Comments: Desk manual, Brown Act Covid 16 Exec order, Ethics for EPC, Reimbursement Procedures, Implementation of Bd Actions, Proceed with Shredding event? IT (AOL Account), fire plug									
03/14/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.300	0.000	0.000	4.300
Employee Comments: Building mtc, sewage issue to plumber, update President. IT Notes, Shred Event, Cert Funding Protective gear									
03/16/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.700	0.000	0.000	4.700
Employee Comments: SCO Comp Report, Directors reimbursement policy, plumber recall, Social Distancing and Regular Meeting									
03/17/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.600	0.000	0.000	5.600
Employee Comments: April 8 regular meeting, Covid 19 activity restrictions. Director compliance with E-mail best practices. Correct mapping of e-mail. review of County expenditure ledgers to confirm lack of capital office equio expenditures. Other IT, Public Records Act request									
03/18/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.700	0.000	0.000	4.700
Employee Comments: Transmittal Documentation for Shahrzad, 1099's requirements, AP Mailbox in Outlook. More hours fr. Nerd Crossing, Status of Pending Transmittals, PRA, Reflect Board Approved Budget (Mid-year)									
03/19/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.200	0.000	0.000	8.200
Employee Comments: PRA, plumbing issue, IT Prep for phone meeting/ President, Reimbursement of Directors policy, Ph conf Bd Pres and Implementation: Use of Community Center, Legal Invoices, Emergency Order Impact on County Transactions									
03/20/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.100	0.000	0.000	1.100
Employee Comments: Reimbursement Memo, PRA, Sewage smell, Antenna report., Mail procedure during emergency, Drug Drop off postponement									
03/24/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.500	0.000	0.000	5.500
Employee Comments: Task Tracking, Building security and Lease Expiration, PRA Response delivery, Prep Task prioritization for Pres. , Virtual meet, Plumber Payment, Bank Statement, upcoming agenda									
03/25/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.400	0.000	0.000	8.400
Employee Comments: Check Policy re Emergency Order, On line banking, Sharzad re AP. Info for Recruit. Director Dommer Concerns, IT, E-mail retention									
		3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	0.300	0.000	0.000	0.300
Employee Comments: Check Policy re Emergency Order									
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.400	0.000	0.000	6.400
Employee Comments: Activity review, payment to plumber.overcoming county deposit restrictions during emergency, weekly with Pres and implementation thereof, Virtual Meeting Training for RC. IT reporting, banking,									
		3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	0.200	0.000	0.000	0.200
Employee Comments: Implement FEMA reimb codes.									
03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.700	0.000	0.000	1.700
Employee Comments: MGMT letter sign off and Subsequent events for 2018/19 Financial Statements, Info re: Recruit Proposals. IT, Online payment procedures, AP Issues									
03/29/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: PERS Circulars, Report, IT issues									
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.400	0.000	0.000	1.400
Employee Comments: Task review, Newsletter April 8 meeting, plumber Financials Fire Plug									
		3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: April 8 Virtual Meeting Arrangements									
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular	4.700	0.000	0.000	4.700

Finance

(Manual Entry)

Employee Comments: Financials, Prepare for April 8 report, balance sheet, April 8. April RGS report template Online Payment, Decipher the PERS Invoice.

Regular	126.200
Overtime	0.000
Double Time	0.000
Total Hours	126.200

MERCURIO, JOHN (00851)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: Phone meetings for board agenda packet and newsletter. Reading task lists									
03/04/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Phone call with Glenn Lazof -- background on KFPD									
03/05/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.250	0.000	0.000	3.250
Employee Comments: Meeting at KFPD to familiarize with district. Also video conference with board pres.									
03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Set up remote access to district files and video conf. regarding newsletter.									
03/10/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Send and respond to emails video conference regarding board meeting									
03/12/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: Board ethics training registration research									
03/16/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.250	0.000	0.000	3.250
Employee Comments: Video conf with Glenn Lazof, emails re: Fire Plug, agenda and remote work									
03/17/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250
Employee Comments: Read/respond emails									
03/18/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.250	0.000	0.000	2.250
Employee Comments: Read and respond to emails, video conf. with Glenn Lazof, review KFPD latest financial reports									
03/19/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Reading and responding to emails, compiling PRA request, troubleshooting access to KFPD emails									
03/20/2020	Friday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: PRA request fulfillment, clean up and augment task list.									
03/23/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Resolving email issue, phone call with Glenn Lazof									
03/24/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Call with Glenn Lazof, Creating Nerd Crossing support ticket, email to task assignees, group video conference									
03/25/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.750	0.000	0.000	1.750
Employee Comments: Phone call with Glenn Lazof, read and respond to emails, group video conference									
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Read and respond to emails, Read and sort KFPD emails, Phone call with Andrea Ausberry regarding KFPD emails, create Nerd Crossing ticket									

03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.750	0.000	0.000	2.750
Employee Comments: Attempt to resolve email access issue, call with Glenn Lazof, read and respond to emails, forward relevant emails to Shahrzad, Bureau of Labor Statistics reporting									
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.750	0.000	0.000	1.750
Employee Comments: Phone call with Glenn Lazof, read and respond to emails, follow up on Nerd Crossing ticket									
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Check KFPD emails, read Fire Plug draft, phone call with Andrea Ausberry re: accessing fire voicemails, read and respond to emails, video conference with Glenn Lazof and the team									
						Regular			34.500
						Overtime			0.000
						Double Time			0.000
						Total Hours			34.500

MILLER, JOLENE R. (00698)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.250	0.000	0.000	1.250
Employee Comments: Morning and rescheduled afternoon meeting for fire plug distribution									
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Newsletter update for all									
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Communications with Glen, last year's newsletter in word for editing.									
						Regular			4.250
						Overtime			0.000
						Double Time			0.000
						Total Hours			4.250

PANTERA, SHAHRZAD (00693)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/02/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.000	0.000	0.000	8.000
Employee Comments: Travel, finance committee meeting, financial prep, GL accounting									
03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000
Employee Comments: Remote log in, GL reconciliation, e-mail and meeting with Glenn									
03/04/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Meeting with Glenn, email and remote log in filling									
03/06/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.450	0.000	0.000	0.450
Employee Comments: E-mail and meeting with Glenn									
03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
Employee Comments: E-mail correspondence- financial research and review of agency audit									
03/12/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.750	0.000	0.000	2.750
Employee Comments: E-mail correspondence, research for transmittal submission, review of files									
03/13/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular	9.500	0.000	0.000	9.500

Finance						(Manual Entry)				
Employee Comments: Travel, transmittal preparation, bookkeeping and AP run										
03/14/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500	
Employee Comments: Mailing of transmittal, travel, deposit of lease and utilities payment into bank.										
03/15/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750	
Employee Comments: E-mail correspondence, follow up on issue with sewer at station.										
03/16/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000	
Employee Comments: Team meeting, email correspondence, review of AP and financial procedures and deadlines										
03/18/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000	
Employee Comments: Meeting with Glenn, correspondence with CCC, meeting with finance regarding W9 and procedures, bank deposit EDP, general ledger review and start of reconciliation										
03/19/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000	
Employee Comments: online banking, meeting with Julie, purchase of DocuSign and update of BOD w9										
03/20/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500	
Employee Comments: E-mail correspondence- invoice processing										
03/24/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000	
Employee Comments: Two team meetings, finance reconciliation, AP set up, budget review										
03/25/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500	
Employee Comments: Finance meeting regarding SOP for KFPD- Invoice review										
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000	
Employee Comments: Financial reconciliation, meeting, email and remote log in filling										
03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.750	0.000	0.000	3.750	
Employee Comments: QB budget update, invoice entry, filling, remote log in, AP letter										
03/28/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500	
Employee Comments: Meeting with district BOD- discussion on upcoming BOD meeting- financial data review										
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000	
Employee Comments: E-mail correspondence- AP prep - invoice processing- bookkeeping- following up with vendors										
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000	
Employee Comments: Financial prep for BOD meeting- financial reporting- financial review, e-mail correspondence, team meeting										
							Regular		70.700	
							Overtime		0.000	
							Double Time		0.000	
							Total Hours		70.700	

Regular	328.750
Overtime	0.000
Double Time	0.000
Total Hours	328.750

Attendance - Time Card Detail

Company Name REGIONAL GOVERNMENT SERVICES
 User Name Shailvina Pannu
 Report Run Date 02/05/2020

Date Range 01/01/2020 to 01/31/2020
 Department Group 3750 - Kensington Fire PD

Highlight when a day's "Total Time" is Greater Than (Default 8). The highlight will be visible on printed versions. 8

Include Comments Yes
 Include signature message on PDF export No

Signature message I have reviewed the time clock punches above and acknowledge that they are correct, complete, and accurately reflect any and all breaks for the dates listed.

AMIRI, SHAGHAYEGH S. (00843)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/25/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.250	0.000	0.000	2.250
Manager Comments: Special Board Meeting for the Kensington Fire District									
01/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Manager Comments: Listening to the audio to confirm all actions & motions and emailing them to Glenn & Andrea									
						Regular		3.250	
						Overtime		0.000	
						Double Time		0.000	
						Total Hours		3.250	

AUSBERRY, ANDREA M. (00781)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	9.320	0.000	0.000	9.320
Employee Comments: District management administration research and communications									
01/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	9.170	0.000	0.000	9.170
Employee Comments: District management administration, research, communications and agenda/packet creation and distribution.									
01/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.230	0.000	0.000	6.230
Employee Comments: District management, administration, research and communications									
01/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.540	0.000	0.000	1.540
Employee Comments: District management administration research and communications									
01/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: District management administration research and communications									
01/09/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	7.730	0.000	0.000	7.730
Employee Comments: District management administration research and communications									
01/10/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: District management administration research and communications									
01/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.430	0.000	0.000	3.430
Employee Comments: District management administration research, communications and county form 700 training									
01/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.530	0.000	0.000	8.530
Employee Comments: Dist Mgmt/ Clerk and administration; Onsite - organization of files, communications return calls/response to emails; research reconciliation									

A/P;minutes creation; agenda item list maintenance; building maintenance follow up

Date	Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/17/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.350	0.000	0.000	3.350
Employee Comments: Dist Mgmt/ Clerk and administration - calls/response to emails; research;minutes creation; agenda item list maintenance									
01/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.970	0.000	0.000	5.970
Employee Comments: Dist Mgmt/ Clerk and administration;EPC meeting coordination, agenda creation, communications - call returns/response to emails									
01/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.930	0.000	0.000	5.930
Employee Comments: Dist Mgmt/ Clerk and administration; onsite, mail distribution, EPC meeting coordination, agenda creation, communications - call and emails; BOD Special meeting coordination agenda, location reservation; minutes creation; research meeting locations change; file organization									
01/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.170	0.000	0.000	6.170
Employee Comments: Dist Mgmt/ Clerk and administration;EPC meeting coordination, agenda creation, communications - call /emails									
01/23/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	7.580	0.000	0.000	7.580
Employee Comments: Dist Mgmt/ Clerk and administration; Onsite, Special BOD meeting coordination, agenda/packet distribution communications - calls/emails ; meeting w/BOD President contract approval, agenda posting throughout town									
01/24/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000
Employee Comments: Dist Mgmt/ Clerk and administration;communications - subscriber/call/emails; contract negotiation meeting location rental.									
01/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.530	0.000	0.000	5.530
Employee Comments: Dist Mgmt/ Clerk and administration;communications - calls/emails; SCO coordination; BOD location contract negotiations; agenda prep; research; Docusign submittals									
01/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.870	0.000	0.000	6.870
Employee Comments: Dist Mgmt/ Clerk and administration; Onsite, BOD agenda creation, communications - call/emails; mail distribution; A/P									
01/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.670	0.000	0.000	5.670
Employee Comments: Dist Mgmt/ Clerk and administration;BOD agenda meeting creation, communications/ call/emails; research parliamentary procedures contract revision mtg location; RC mtg w/Lead and BOD president.									
01/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.500	0.000	0.000	6.500
Employee Comments: Dist Mgmt/ Clerk and administration; BOD agenda creation, communications - calls/emails; building maintenance; call direction to Fire for resident fire alarm malfunction; CCC contract coordination.									
01/31/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.630	0.000	0.000	5.630
Employee Comments: Dist Mgmt/ Clerk and administration;BOD agenda creation, communications - calls/emails; HostGator/NerdCrossing IT admin authorization resolution; CSD ethics webinar setup; contract revision negotiations mtg location; CCC Duty Board Clerk NetFile Form 700 call.									

Regular	116.150
Overtime	0.000
Double Time	0.000
Total Hours	116.150

LAZOF, GLENN (00033)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.800	0.000	0.000	8.800
Employee Comments: Prep for Discussion and Plan org Discussion, Review Agenda Packet, Manager Role with Julie, Legal Invoices, Phone Conf, Julie Re: Packet									
01/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.100	0.000	0.000	4.100
Employee Comments: Agenda Packer, payroll access, Finance and admin Task review.									
01/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.700	0.000	0.000	2.700
Employee Comments: E-mails to President, Procedures, Incl Dir. Kosel Code of Conduct, Minutes. Finance Co.									
01/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular	3.300	0.000	0.000	3.300

					Finance		<i>(Manual Entry)</i>			
Employee Comments: Code of Conduct, Docusign, IT, Finance Processes, instruction for updating by laws per May revision, task review										
01/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	8.200	0.000	0.000	8.200
Employee Comments: Meet with Andrea, President, Board Meeting, Prep for Board Meeting, Legal Invoices										
01/09/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	5.500	0.000	0.000	5.500
Employee Comments: Meeting Follow UP, Sandbags, Payroll inquiry, Feb Board meeting										
01/10/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	3.700	0.000	0.000	3.700
Employee Comments: Mtg Follow up, Ad Hoc Committee. Sandbag vendor, Signature Authority. It Committee, Organization Struct Committee. Conflict of Interest, Audit Requirement Completion										
01/12/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	0.700	0.000	0.000	0.700
Employee Comments: Web site payment. Meeting follow-up										
01/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	2.900	0.000	0.000	2.900
Employee Comments: Meeting location, I, Cod of Conduct, finance Committee. Streamline payment, Authorization, Finance Tasks, Organizational Discussion										
01/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	2.600	0.000	0.000	2.600
Employee Comments: Financial Task review, Authorizations, ethics webinar, agenda items, May addition to the By-laws.										
01/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	2.800	0.000	0.000	2.800
Employee Comments: Ph. Call Contra Costa County Treasurer re Authorizations, Facilitating payments requested by BC Grupalo Committees Mid year adjustment, priorities review, grants										
01/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	3.800	0.000	0.000	3.800
Employee Comments: Ph Conf with Board Pres. and follow up. IT, Outreach to Ad Hoc org committee. Credit card statements. Copy Central and related Fire KPFD communications.										
01/17/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	2.500	0.000	0.000	2.500
Employee Comments: E-mail, IT vendors, code of conduct, Web posting, review LAIF Transfer completion, Special Meeting Planning										
01/19/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	1.300	0.000	0.000	1.300
Employee Comments: Horde, EPC Public Member training, Sandbags, Call to Julie										
01/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	4.500	0.000	0.000	4.500
Employee Comments: Prop Spec. Meeting and Emerg. Prep Co. Meeting, Web Post, FY 2019 Finacncial Transactions Report, Check signing workflow										
01/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	6.500	0.000	0.000	6.500
Employee Comments: IT, Gann Limit, payment Procedures, Special and Committee meetings, conf with President, Minute Order, Review mid year fire District										
01/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	3.100	0.000	0.000	3.100
Employee Comments: Spec Mtg, Executed Agreement, Minute order, ph conf with Bd Pres. Mid year review										
01/23/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	5.000	0.000	0.000	5.000
Employee Comments: Minutes, AMM (PERS), Special Agenda - Vendor Payment follow up, Staffing recommendation mtg locations, legal invoices, Minute order, banking										
01/24/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	1.700	0.000	0.000	1.700
Employee Comments: Agenda Topics re: Special MTG , recording, Transaction Authorization										
01/25/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	0.800	0.000	0.000	0.800
Employee Comments: Gann Limit, special meeting minutes and tape, follow up, Gann Limit										
01/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	3.400	0.000	0.000	3.400
Employee Comments: Spec Mtg. Follow up, ph conf with board pres. Fire Midyear, FTR and filing thereof.										
01/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular	4.800	0.000	0.000	4.800

Finance

(Manual Entry)

Employee Comments: Audio Tape , Co-ordinate with Pres due to Jury Duty, FTR, Research for Vacation pay out, AMM and misc Finance issues, Shred and Rx disposal event, Agenda request form, leglal invoices, Minutes style.

01/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	10.300	0.000	0.000	10.300
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Employee Comments: Legal Invoices, Conference Room, Agenda Item Request form, SB 778, Tape review action and discussion special meeting. Recruitment Materials Follow up. AMM, AB 778, payroll Accrual, Comp Study

01/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.500	0.000	0.000	6.500
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Employee Comments: Feb Staff Reports and Financials, IT , Conf with Pres, QB report error, payroll oayments, plan for minutes back up.

01/31/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
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Employee Comments: Payroll Review, Job Description, Direction to Finance, Access issues, Banking.assure appropraite review of Capital Purchase.

Regular	103.000
Overtime	0.000
Double Time	0.000
Total Hours	103.000

PANTERA, SHAHRZAD (00693)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: e-mails payroll agenda packet Fire department 2 + Phone call with Glenn, set up account with Payroll									
01/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Financial follow up, e-mail follow up									
01/05/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: Task list items and update of list									
01/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Follow-up on board package, on qrt taxes, closing end of year payroll, work on SOP									
01/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: E-mail and communication follow up									
01/09/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Task list- email follow up									
01/10/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: E-mail, task list, member communication									
01/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Task list - email communication									
01/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Meeting with Glenn task list and documentation review									
01/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: E-mail correspondence and document review, filling									
01/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	9.000	0.000	0.000	9.000
Employee Comments: Travel time to and back to office, GL reconciliation and bookkeeping, cash management.									
01/17/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500

Employee Comments: W9 review, 1099 filings and e-mail correspondence

01/19/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
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Employee Comments: LAIF approval and funds transfer setup - e-mail correspondence

01/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
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Employee Comments: Phone call and txt with team

01/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
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Employee Comments: Team meeting and task list update

01/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
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Employee Comments: Task list review with Glenn and follow up

01/23/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
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Employee Comments: E-mail correspondence and task list followup

01/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: Meeting prep, email correspondence, task list item

01/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
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Employee Comments: meeting prep, task list, email correspondence, vacation accrual research

01/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
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Employee Comments: Task list update, meeting with Glenn & Andrea

01/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: phone call with Glenn & Andrea task management

Regular	36.000
Overtime	0.000
Double Time	0.000
Total Hours	36.000

PICARD, ALLISON (00806)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500

Employee Comments: Drafting of 1/8 staff report; major edits after Glenn and Board President feedback; edits to Glenn's staff report; edits to Board meeting minutes transmitted; review of multiple emails and responses

01/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
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Employee Comments: Phone mtg with Glenn, another with him and Board President; more edits to staff report

01/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
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Employee Comments: Final edits and transmittal to Andrea and Glenn; phone mtg with Sophia about project status

01/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.400	0.000	0.000	0.400
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Employee Comments: respond to emails from Board President

01/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
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Employee Comments: Prep and presentation at Board meeting; follow-up email on next steps

01/31/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: .5 phone mtg with Glenn about salary GM survey and recruitment; review of staff report outline; phone mtg with Kay regarding recruitment planning; begin salary survey research

Regular	13.400
Overtime	0.000
Double Time	0.000
Total Hours	13.400

Regular	271.800
Overtime	0.000
Double Time	0.000
Total Hours	271.800

PO Box 1350
Carmel Valley, CA 93924

Invoice

Date	Invoice #
4/30/2020	10919

Bill To:

Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94707

P.O. No.	Due Date	Inv Sent
	5/30/2020	5/13/2020

Date	Description	Amount
4/30/2020	Contract Services for April - please see attached Balance billed to date is \$173,670 against an NTE of \$285,000	25,388.35

	Total	\$25,388.35
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Kensington Fire Protection District

Month: **April, 2020**

Hours and Rates by Pay Period					
	1st -15th		16th - EOM		Monthly
Advisor Name	Reg Hrs	Bill Rate	Reg Hrs	Bill Rate	Total Billed
Shaghayegh S Amiri	19.50	\$ 95.00	15.50	\$ 95.00	\$ 3,325.00
Andrea M Ausberry	3.65	\$ 90.00	0.29	\$ 90.00	\$ 354.60
Mary J Brown	1.50	\$ 110.00	0.00	\$ -	\$ 165.00
Tiffany Buraglio	1.00	\$ 95.00	0.00	\$ -	\$ 95.00
Glenn Lazof	42.80	\$ 150.00	21.10	\$ 150.00	\$ 9,585.00
John Mercurio	26.00	\$ 105.00	23.75	\$ 105.00	\$ 5,223.75
Jolene R Miller	0.25	\$ 80.00	2.00	\$ 80.00	\$ 180.00
Shahrzad Pantera	36.50	\$ 95.00	31.50	\$ 95.00	\$ 6,460.00
Totals	131.20		94.14		\$ 25,388.35

Attendance - Time Card Detail

Company Name REGIONAL GOVERNMENT SERVICES
 User Name Shailvina Pannu
 Report Run Date 05/05/2020

Date Range 04/01/2020 to 04/30/2020
 Department Group 3750 - Kensington Fire PD

Highlight when a day's "Total Time" is Greater Than (Default 8). The highlight will be visible on printed versions. 8

Include Comments Yes
 Include signature message on PDF export No

Signature message I have reviewed the time clock punches above and acknowledge that they are correct, complete, and accurately reflect any and all breaks for the dates listed.

AMIRI, SHAGHAYEGH S. (00843)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Working on agenda and responding to emails.									
04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Working on the agenda									
04/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.000	0.000	0.000	6.000
Employee Comments: Agenda packet preparation, emails & posting									
04/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Zoom Test meeting									
04/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Board Meeting & video recording set up/download									
04/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
Employee Comments: Special meeting agenda prep, posting & emails. Uploaded zoom meeting to website.									
04/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Emails									
04/17/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Emails									
04/18/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Emails & Agenda Prep									
04/26/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Emails & EPC Agenda prep and posting.									
04/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Meeting Minutes									
04/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: Special meeting agenda prep & emails									
04/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000
Employee Comments: Emails, special meeting & regular meeting agenda prep/posting. Zoom Test call w/Julie & Glenn									
						Regular			35.000
						Overtime			0.000

Double Time 0.000
Total Hours 35.000

AUSBERRY, ANDREA M. (00781)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.080	0.000	0.000	1.080
04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.570	0.000	0.000	2.570
04/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.290	0.000	0.000	0.290

Employee Comments: Transition document coordination communication.

Regular 3.940
Overtime 0.000
Double Time 0.000
Total Hours 3.940

BROWN, MARY J. (00845)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: Talk w Amiri re Agenda									
04/10/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: Email Amiri re special meeting protocol									
04/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500

Employee Comments: Special Meeting protocol

Regular 1.500
Overtime 0.000
Double Time 0.000
Total Hours 1.500

BURAGLIO, TIFFANY (00011)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000

Regular 1.000
Overtime 0.000
Double Time 0.000
Total Hours 1.000

LAZOF, GLENN (00033)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.900	0.000	0.000	8.900

Employee Comments: Agenda and Packet, Financials, Other reports include RGS agenda items. Payments check printing, lack of county response, inter-fund transfers, Assist Dir with e-mail, PERS Circular Review, Check printing solutions

04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-	RGS	Regular	6.500	0.000	0.000	6.500
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		Finance				(Manual Entry)				
Employee Comments: April 8 meeting, Call with Pres. CPA support, Financials in Packet. Agenda setting meeting										
04/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.700	0.000	0.000	3.700	
Employee Comments: CPA, Virtual meeting, VM and E-mail, Packet Materials.										
04/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.800	0.000	0.000	2.800	
Employee Comments: Mail Chimp, Safety Precautions per Chief Pigoni, AP review, Electronic Transmittal, Confirm deposit to Mech Bank, IT issues										
04/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.100	0.000	0.000	5.100	
Employee Comments: IT issues. Meeting issues, engage CPA ph conf with Bd Pres, Dir Padian, Water Bill										
04/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.300	0.000	0.000	6.300	
Employee Comments: Unpaid Transmittal, fireplug update, Financials Review, Meeting prep, Remittance payment issues, banking, Board Meeting										
04/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.800	0.000	0.000	3.800	
Employee Comments: PRA Procedure Review, Infofor with BHI, PERS not receiving payments, response for public inquiries, Review Mechanics Bank Reconciliation										
04/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.400	0.000	0.000	2.400	
Employee Comments: PERs payments, Lease with KPPCSD GM, IT, Special MTG, OPEB report, IT, Zoom Purchase, Invoice approval process.										
04/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.300	0.000	0.000	3.300	
Employee Comments: Engage CPA, Special MTG, IT and AP, zoom account, Special Meeting										
04/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.400	0.000	0.000	2.400	
Employee Comments: Conf with Pres., Change of e-mail host, supplemental transmittal, establishment of District Zoom account										
04/17/2020	Friday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	3.300	0.000	0.000	3.300	
Employee Comments: IT, AP, Transmittal, Maze CPA, Reconciling payment made to PERS, April Account, Building Renovation, Wildland Management										
04/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.700	0.000	0.000	1.700	
Employee Comments: PERS payments, IT, EPC Agenda, BHI Contr Execution										
04/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000	
Employee Comments: CPA, BHI and Interim arrangements, CoCo county revenue Journal, CBERT (PERS Trust)										
04/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.700	0.000	0.000	2.700	
Employee Comments: E-mail retention, Actuarial, CAL PERS, CBERT Trust, Transmittal										
04/23/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.200	0.000	0.000	2.200	
Employee Comments: Prep and Meeting with Pres. PERS pmts, CBERT and Report thereon										
04/24/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.700	0.000	0.000	1.700	
Employee Comments: IT, Desk Guide, file CBERT Trust, Obtain info needed by Actuary. Spec mtg, and reg mtg planning, AP Guidance										
04/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.700	0.000	0.000	1.700	
Employee Comments: PERS, Building MTC Sink, Special MTG, Staff Report, Dental Bennies, Match to Diablo Fire Safe, Transmittal, Lease Motion										
04/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.400	0.000	0.000	4.400	
Employee Comments: CPA, PERS payment, Transmittals and County Payments, RGS Report, File Trans from RGS VPN to District Computer has docs from RGS era, Desk manual. Staff Report										

Regular	63.900
Overtime	0.000
Double Time	0.000
Total Hours	63.900

MERCURIO, JOHN (00851)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250
Employee Comments: Read and respond to emails									
04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.250	0.000	0.000	1.250
Employee Comments: Video conference, read and respond to emails									
04/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Phone calls with Shahrzad Pantera and Glenn Lazof, site visit to fire district office to print and prep checks to vendors.									
04/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Read and respond to emails, investigate log-in problem, sorting and forwarding fire emails, voicemail check and response, board meeting webinar practice session									
04/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500
Employee Comments: Read and respond to emails, phone call with Glenn Lazof, attempt at securing missing Delta Dental invoices									
04/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.250	0.000	0.000	1.250
Employee Comments: Read and respond to emails, check voice mail, participate in set up of board webinar meeting									
04/09/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Research Delta Dental and EBMUD bills, read and forward emails and check voicemail of fire district									
04/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.250	0.000	0.000	2.250
Employee Comments: Check fire district email and voicemail, Read and respond to team emails, phone call with Glenn Lazof, initiate Nerd Crossing support request for assistance with email issue									
04/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000
Employee Comments: Read and respond to fire district and RGS team emails, BLS monthly reporting, Team video conference.									
04/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Create Nerd Crossing support ticket, read and respond to emails, process fire district emails and voicemail, phone call with Glenn Lazof, coordinate creation of new VPN for fire district computer access									
04/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Read and respond to RGS and fire district emails, check fire Voicemail									
04/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Read and respond to KFPD and RGS emails, check and respond to fire voicemail									
04/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.250	0.000	0.000	3.250
Employee Comments: Read and respond to KFPD and RGS emails, video conference with Glenn Lazof, phone call to Jim Hammack, email migration issue coordination, check and respond to fire voicemail									
04/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.750	0.000	0.000	2.750
Employee Comments: Read and respond to KFPD and RGS emails, Glenn Lazof phone call, Phone calls to Nicolay consulting and Delta Dental, check and respond to fire voicemail									
04/23/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.750	0.000	0.000	1.750
Employee Comments: Read and respond to KFPD and RGS emails, GASB 75 project, check and respond to fire voicemail									
04/24/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Read and respond to KFPD and RGS emails, check and respond to fire voicemail, verify KFPD desk manual word doc, video conference on email migration, phone calls with Glenn Lazof and Delta Dental									
04/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500

Entry)

Employee Comments: Read and respond to KFPD and RGS emails, check and respond to fire voicemail, phone call with Glenn Lazof, coordinate sink repair at Station 65

04/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500
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Employee Comments: Read and respond to KFPD and RGS emails, check and respond to fire voicemail, review fire district AOL emails, email report to Glenn Lazof reporting on composition of AOL emails, review draft of district's Fire Plug newsletter, teleconference with KFPD finance team

04/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
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Employee Comments: Read and respond to RGS emails, check and respond to fire voicemail, phone call with Glenn Lazof, submit request for VPN setup for new employee, emails related to district's GASB 75 project

04/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
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Employee Comments: Read and respond to RGS emails, check and respond to fire voicemail, submit support ticket for fire email failure, phone calls and emails regarding electrical problem at Station 65, team teleconference regarding KFPD board meeting agenda

Regular	49.750
Overtime	0.000
Double Time	0.000
Total Hours	49.750

MILLER, JOLENE R. (00698)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250

Employee Comments: Fireplug newsletter checkin with John

04/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: Fire Plug Newsletter Draft

Regular	2.250
Overtime	0.000
Double Time	0.000
Total Hours	2.250

PANTERA, SHAHRZAD (00693)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000

Employee Comments: AP Prep, bookkeeping and financial filling

04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
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Employee Comments: Kensington AP, Transmittal prep= financial prep

04/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: AP- bookkeeping

04/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500
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Employee Comments: AR-Invoice generation and sending of invoices, e-mail correspondence, Account reconciliation- AP prep

04/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
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Employee Comments: Task list, team meeting, e-mail correspondence

04/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
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Employee Comments: team meeting, task list, e-mail correspondence

04/09/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular	4.000	0.000	0.000	4.000
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					Finance		<i>(Manual Entry)</i>			
Employee Comments: Financial board meeting report review, prep, transmittal prep, QB update- GL review										
04/10/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	3.000	0.000	0.000	3.000
Employee Comments: Follow up on 4-8 board meeting, prep of transmittal submission report, email correspondance										
04/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	4.000	0.000	0.000	4.000
Employee Comments: processing of 4-8-20 scan of invoices and statements- e-mail correspondence, following up on transmittal and CalPERS										
04/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	4.000	0.000	0.000	4.000
Employee Comments: e-mail correspondence, submitting of March transmittal, AP prep										
04/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	1.500	0.000	0.000	1.500
Employee Comments: E-mail correspondence, meeting , filling										
04/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	3.000	0.000	0.000	3.000
Employee Comments: Financial tasks, bookkeeping, e-mails, invoice approvals										
04/17/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	3.500	0.000	0.000	3.500
Employee Comments: transmittal, invoice prep, bookkeeping										
04/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	3.000	0.000	0.000	3.000
Employee Comments: e-mails, coordination and organizations of files and invoices- follow up on the transmittal										
04/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	2.000	0.000	0.000	2.000
Employee Comments: e-mail, task list, invoice approvals										
04/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	2.000	0.000	0.000	2.000
Employee Comments: task list update, transmittal ,										
04/24/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	4.000	0.000	0.000	4.000
Employee Comments: Task list, invoice approvals, emails, transmittal										
04/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	3.000	0.000	0.000	3.000
Employee Comments: prep of transmittal and e-mail and phone correspondence										
04/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	4.000	0.000	0.000	4.000
Employee Comments: Setup VPN, bookkeeping, transmittal for special meeting, team meeting										
04/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	3.000	0.000	0.000	3.000
Employee Comments: Meeting with CPA, gathering of transmittals, e-mail correspondence										
04/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular <i>(Manual Entry)</i>	4.000	0.000	0.000	4.000
Employee Comments: e-mails, invoice organizations, working with CPA on data, transmittal prep and review, invoice authorization										

Regular	68.000
Overtime	0.000
Double Time	0.000
Total Hours	68.000

Regular	225.340
Overtime	0.000
Double Time	0.000
Total Hours	225.340