



KENSINGTON FIRE PROTECTION DISTRICT
MEETING OF THE FINANCE COMMITTEE
AGENDA
Wednesday, February 8, 2023 11:30am
Via Zoom

Due to COVID-19, and in accordance with California AB 361, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe and participate in the meeting by attending the Zoom webinar (on the day and time of the meeting) and may also provide public comment by sending advance comments prior to meeting to the Board President and Board Clerk via email at public.comment@kensingtonfire.org. Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion.

Instructions on how to make a public comment during the meeting: At points in the meeting when the meeting chair requests public comment, members of the public participating in the live meeting either via internet or telephone shall indicate their desire to speak. If participating via internet, please click the "raise hand" feature located within the Zoom application screen. If connected via telephone, please dial "*9" (star, nine).

Any member of the public who needs special accommodations should email public.comment@kensingtonfire.org 48 hours prior to the meeting. This will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

For public comment items, each member of the public will be allotted the same maximum number of minutes to speak as set by the President before or during its consideration, except that public speakers using interpretation assistance will be allowed to testify for twice the amount of the public testimony time limit (California Government Code section 54954.3(a)).

This agenda is available on the KFPD website under the relevant meeting date at: <https://www.kensingtonfire.org/governance>. Please note that supplemental materials will be posted on the website with the agenda as soon as they are available prior to the meeting. Additional information and/or materials may be presented at the meeting itself.

Internet Address:

<https://us06web.zoom.us/j/88135863827?pwd=S0pUUis2Vi9EUEY2aWI3RHpndlhVUT09>

Telephone Access:

(720) 707-2699 or (346) 248-7799 or (253) 215-8782

Zoom Webinar ID: 881 3586 3827

Passcode: 494457

TIMING OF AGENDA ITEMS: *Approximate times are included below but may vary to accommodate appropriate discussion time and attention to the individual items.*

- 1. (11:30am) CALL TO ORDER/ROLL CALL**
President Stein and Director Watt

2. (11:31am) PUBLIC COMMENT

This place on the agenda is reserved for comments and inquiries from citizens and the committee concerning matters that do not otherwise appear on the agenda.

3. (11:36am) ADOPTION OF CONSENT ITEMS

Items listed below are consent items, which are considered routine by the committee and will be enacted by one motion. The committee has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda.

a. Approval of the General Manager's Timesheets (09/01/2022 thru 01/31/2023)

b. Approval of Finance Committee Meeting Minutes of 9/11/2022

4. (11:40am) OLD BUSINESS - None

5. (11:40am) NEW BUSINESS

a. (11:40am) FY 2022-2023 Mid-Year Budget Review (Supporting Material)

Action = Review, Discuss, and Direct Staff

b. (11:55am) FY 2023-2024 Budget Development (Supporting Material)

Action = Review, Discuss, and Direct Staff

c. (12:00pm) Public Safety Building Renovation Costs-to-Date (Supporting Material)

Action = Review, Discuss, and Direct Staff

d. (12:15pm) Updated Financial Forecast (Supporting Material)

Action = Review, Discuss, and Direct Staff

6. (12:30pm) FUTURE AGENDA ITEMS

Action = Request agenda items for the next meeting.

7. (12:40pm) ADJOURNMENT

The next meeting of the KFPD Finance Committee will be held on a date to be listed on the District's website and posted at two public locations 72-hours prior to the meeting.



Kensington Fire Protection District
Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 9/1/2022
 Pay Period End: 9/15/2022

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
9/1/2022	See Separate Task Sheet	4.25	0.25				4.00			
9/2/2022	"	1.75	1.00				0.75			
9/3/2022	"									
9/4/2022	"									
9/5/2022	"	7.50	0.50	1.00				6.00		
9/6/2022	"	6.00	0.50	2.50			3.00			
9/7/2022	"	6.50		3.50	2.00		1.00			
9/8/2022	"	8.50	1.50	6.00			1.00			
9/9/2022	"	10.50	8.25	2.25						
9/10/2022	"									
9/11/2022	"	1.50	1.50							
9/12/2022	"	8.00	8.00							
9/13/2022	"	7.00	5.50		1.50					
9/14/2022	"	8.75	8.50				0.25			
9/15/2022	"	6.50	1.00				5.50			
Total Hours		76.75	36.50	15.25	3.50	0.00	15.50	6.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		\$ 8,289.00								

Bill Hansell

9/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - PSB re: Temp Station (Carport coordination)	2.00	Thu 9/1/2022	KFPD PSB
KFPD - Gen Mgmt re: IT Notebook Maintenance	0.25	Thu 9/1/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Station (Carport coordination)	1.00	Thu 9/1/2022	KFPD PSB
KFPD - PSB re: GC & Design Team Coordination	1.00	Thu 9/1/2022	KFPD PSB
Day Total:	4.25		
KFPD - Gen Mgmt re: Misc emails	1.00	Fri 9/2/2022	KFPD Gen Mgmt
KFPD - PSB re: GC docs; Correspondences	0.75	Fri 9/2/2022	KFPD PSB
Day Total:	1.75		
KFPD - Gen Mgmt re: Holiday	6.00	Mon 9/5/2022	KFPD Holiday
KFPD - Agenda for Finance Committee Mtg	1.00	Mon 9/5/2022	KFPD Finance
KFPD - Gen Mgmt re: Post agenda, PSB for mail, msgs	0.50	Mon 9/5/2022	KFPD Gen Mgmt
Day Total:	7.50		
KFPD - PSB re: GC docs;	1.00	Tue 9/6/2022	KFPD PSB
KFPD - PSB re: Contract coordination	0.50	Tue 9/6/2022	KFPD PSB
KFPD - Gen Mgmt re: CalPERS issues	0.50	Tue 9/6/2022	KFPD Gen Mgmt
KFPD - PSB re: GC Insurance	0.50	Tue 9/6/2022	KFPD PSB
KFPD - Finance re: GASB 75 FY 6/30/2022 Data Request	0.50	Tue 9/6/2022	KFPD Finance
KFPD - Finance re: Invoices	0.50	Tue 9/6/2022	KFPD Finance
KFPD - PSB re: CM search	1.00	Tue 9/6/2022	KFPD PSB
KFPD - Finance re: FC Mtg Mins	1.50	Tue 9/6/2022	KFPD Finance
Day Total:	6.00		
KFPD - EPC re: Mtg w/Chief, JV	2.00	Wed 9/7/2022	KFPD EPC
KFPD - PSB re: Chief review of plans	1.00	Wed 9/7/2022	KFPD PSB
KFPD - Finance re: FC Mtg Mins	1.50	Wed 9/7/2022	KFPD Finance
KFPD - Finance re: FC Mtg Mins	1.00	Wed 9/7/2022	KFPD Finance
KFPD - Finance re: FC Mtg Mins	1.00	Wed 9/7/2022	KFPD Finance
Day Total:	6.50		
KFPD - Finance re: FC Packet	3.00	Thu 9/8/2022	KFPD Finance
KFPD - Finance re: Budget	3.00	Thu 9/8/2022	KFPD Finance
KFPD - PSB re: Temp Station (RFIs)	1.00	Thu 9/8/2022	KFPD PSB
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet	1.50	Thu 9/8/2022	KFPD Gen Mgmt
Day Total:	8.50		
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet	2.00	Fri 9/9/2022	KFPD Gen Mgmt
KFPD - Finance Committee Mtg	1.25	Fri 9/9/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet	0.75	Fri 9/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB (Staff, Msgs, Mail)	0.50	Fri 9/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet	1.00	Fri 9/9/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoices	1.00	Fri 9/9/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet	3.00	Fri 9/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet	1.00	Fri 9/9/2022	KFPD Gen Mgmt
Day Total:	10.50		
KFPD - Gen Mgmt re: BoD Mtg Packet	1.50	Sun 9/11/2022	KFPD Gen Mgmt
Day Total:	1.50		
KFPD - Gen Mgmt re: BoD Mtg Packet	0.50	Mon 9/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mtg;	1.50	Mon 9/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet	2.50	Mon 9/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet	1.50	Mon 9/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet	1.00	Mon 9/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet	1.00	Mon 9/12/2022	KFPD Gen Mgmt
Day Total:	8.00		
KFPD - Gen Mgmt re: BoD Mtg Packet	2.50	Tue 9/13/2022	KFPD Gen Mgmt
KFPD - EPC re: HEF mtg	1.50	Tue 9/13/2022	KFPD EPC
KFPD - Gen Mgmt re: BoD Mtg Packet	3.00	Tue 9/13/2022	KFPD Gen Mgmt
Day Total:	7.00		
KFPD - Gen Mgmt re: BoD Mtg Packet	3.00	Wed 9/14/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet	0.50	Wed 9/14/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet	4.50	Wed 9/14/2022	KFPD Gen Mgmt
KFPD - PSB re: Tel w/Fire Staff	0.25	Wed 9/14/2022	KFPD PSB
KFPD - Gen Mgmt re: BoD Mtg Packet	0.50	Wed 9/14/2022	KFPD Gen Mgmt

	Day Total:	8.75		
KFPD - Gen Mgmt re: BoD Mtg Packet	1.00		Thu 9/15/2022	KFPD Gen Mgmt
KFPD - PSB re: Team Mtg	1.00		Thu 9/15/2022	KFPD PSB
KFPD - PSB re: Tel w/Contract Insurance issues	1.50		Thu 9/15/2022	KFPD PSB
KFPD - PSB re: CM	3.00		Thu 9/15/2022	KFPD PSB
	Day Total:	6.50		
	Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):	76.75		
	Target Hrs (Over/Under)	25.30		

Subject	Duration	Day	Subject
KFPD - PSB re: Temp Station (RFIs)	2.50	Fri 9/16/2022	KFPD PSB
KFPD - PSB re: CM	3.50	Fri 9/16/2022	KFPD PSB
Day Total:	6.00		
KFPD - Gen Mgmt re: Timesheets/Payroll	0.50	Sun 9/18/2022	KFPD Gen Mgmt
KFPD - PSB re: Review and report on alternate plans	6.00	Sun 9/18/2022	KFPD PSB
Day Total:	6.50		
KFPD - Gen Mgmt re: CCSDA Mtg	1.00	Mon 9/19/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Fire Station site mtg for Fence/Gate and Generator; Access with	1.00	Mon 9/19/2022	KFPD PSB
KFPD - PSB re: Relocation coordination	2.00	Mon 9/19/2022	KFPD PSB
KFPD - PSB re: Project Management	3.00	Mon 9/19/2022	KFPD PSB
Day Total:	7.00		
KFPD - EPC re: Committee correspondence; postings	0.50	Tue 9/20/2022	KFPD EPC
KFPD - PSB re: Project Management	2.00	Tue 9/20/2022	KFPD PSB
KFPD - Gen Mgmt re: Recording redactions	1.00	Tue 9/20/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: CCSDA Mtg	1.50	Tue 9/20/2022	KFPD Gen Mgmt
KFPD - PSB re: Project Management	0.50	Tue 9/20/2022	KFPD PSB
Day Total:	5.50		
KFPD - PSB re: Project Management	3.50	Wed 9/21/2022	KFPD PSB
KFPD - PSB re: Insurance docs; CM coordination	1.00	Wed 9/21/2022	KFPD PSB
KFPD - Legal re: Email/Tel w/Counsel	1.00	Wed 9/21/2022	KFPD Legal
KFPD - PSB re: Temp Station coord	1.50	Wed 9/21/2022	KFPD PSB
KFPD - Gen Mgmt re: Correspondence	1.50	Wed 9/21/2022	KFPD Gen Mgmt
KFPD - Board Mtg	1.50	Wed 9/21/2022	KFPD Gen Mgmt
Day Total:	10.00		
KFPD - PSB re: Team Mtg	1.00	Thu 9/22/2022	KFPD PSB
KFPD - Gen Mgmt re: Resolution files	3.00	Thu 9/22/2022	KFPD Gen Mgmt
KFPD - EPC re: Committee Mtg	2.00	Thu 9/22/2022	KFPD EPC
KFPD - Gen Mgmt re: Resolution, Minutes files	1.50	Thu 9/22/2022	KFPD Gen Mgmt
Day Total:	7.50		
KFPD - Gen Mgmt re: Resolution, Minutes files	1.50	Fri 9/23/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mtg; msgs; mail; signatures	2.50	Fri 9/23/2022	KFPD Gen Mgmt
KFPD - Finance re: Investment (LAIF options)	0.50	Fri 9/23/2022	KFPD Finance
KFPD - PSB re: Temp Station coord	1.50	Fri 9/23/2022	KFPD PSB
KFPD - Gen Mgmt re: Correspondence	1.00	Fri 9/23/2022	KFPD Gen Mgmt
Day Total:	7.00		
KFPD - PSB re: Temp Station (Modular delivery issues)	2.00	Tue 9/27/2022	KFPD PSB
KFPD - Gen Mgmt re: Fire Chief at PSB	2.00	Tue 9/27/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Station (On site)	0.75	Tue 9/27/2022	KFPD PSB
KFPD - Gen Mgmt re: Communications; Emails	3.50	Tue 9/27/2022	KFPD Gen Mgmt
Day Total:	8.25		
KFPD - PSB re: Temp Station (Modular, Carport, Notifications; Coord)	3.50	Wed 9/28/2022	KFPD PSB
KFPD - Sick Leave	3.43	Wed 9/28/2022	KFPD Sick
Day Total:	6.93		
KFPD - PSB re: Temp Station (Coordination)	5.00	Thu 9/29/2022	KFPD PSB
Day Total:	5.00		
KFPD - PSB re: Temp Station (Modular delivery)	3.50	Fri 9/30/2022	KFPD PSB
KFPD - Gen Mgmt re: PSB for msg, staff	1.50	Fri 9/30/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Station (Modular delivery)	1.00	Fri 9/30/2022	KFPD PSB
Day Total:	6.00		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):	75.68		
Target Hrs (Over/Under)	24.23		
KFPD - PSB re:			KFPD PSB
KFPD - EPC re:			KFPD EPC
KFPD - Finance re:			KFPD Finance
KFPD - Gen Mgmt re:			KFPD Gen Mgmt
KFPD - Legal re:			KFPD Legal
KFPD - Vacation			KFPD Vacation
KFPD - Holiday			KFPD Holiday

KFPD - Sick

KFPD Sick



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 10/1/2022
 Pay Period End: 10/15/2022

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
10/1/2022	See Separate Task Sheet									
10/2/2022	"									
10/3/2022	"									
10/4/2022	"	3.00					3.00			
10/5/2022	"	2.50					2.50			
10/6/2022	"	8.50	0.50	3.50		1.00	3.50			
10/7/2022	"	5.00	1.50	1.00	0.50		2.00			
10/8/2022	"									
10/9/2022	"	3.50	2.50				1.00			
10/10/2022	"	10.50	3.50				7.00			
10/11/2022	"	10.00	0.50	4.50	1.00		4.00			
10/12/2022	"	11.00	2.50	1.00			7.50			
10/13/2022	"	10.75	0.50	5.00			5.25			
10/14/2022	"	10.50		3.00	0.50		7.00			
10/15/2022	"	11.00			2.00		9.00			
Total Hours		86.25	11.50	18.00	4.00	1.00	51.75	0.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 9,315.00</u>								

Bill Hansell

10/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - PSB re: Temp Station (Carport delivered)	3.00	Tue 10/4/2022	KFPD PSB
Total:	3.00		
KFPD - PSB re: Pre-Con Site Mtg	1.50	Wed 10/5/2022	KFPD PSB
KFPD - PSB re: Temp Bldg Coordination	1.00	Wed 10/5/2022	KFPD PSB
Total:	2.50		
KFPD - Legal re: Contract	1.00	Thu 10/6/2022	KFPD Legal
KFPD - PSB re: Temp Bldg Coordination	3.50	Thu 10/6/2022	KFPD PSB
KFPD - Gen Mgmt re:2022 Biennial Notice - Conflict of Interest Code	0.50	Thu 10/6/2022	KFPD Gen Mgmt
KFPD - Finance re: invoices	3.50	Thu 10/6/2022	KFPD Finance
Total:	8.50		
KFPD - Finance re: invoices	1.00	Fri 10/7/2022	KFPD Finance
KFPD - Gen Mgmt re: Agenda	1.50	Fri 10/7/2022	KFPD Gen Mgmt
KFPD - EPC re: Pancake Breakfast Event (Supplies)	0.50	Fri 10/7/2022	KFPD EPC
KFPD - PSB re: Temp Bldg (Carport completion); Move Coordination	2.00	Fri 10/7/2022	KFPD PSB
Total:	5.00		
KFPD - Gen Mgmt re: UUCB Pancake Breakfast	2.50	Sun 10/9/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Bldg (Appliances, Paving, Carport doors)	1.00	Sun 10/9/2022	KFPD PSB
Total:	3.50		
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)	3.50	Mon 10/10/2022	KFPD PSB
KFPD - Gen Mgmt re: Contract review	1.00	Mon 10/10/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)	3.50	Mon 10/10/2022	KFPD PSB
KFPD - Gen Mgmt re: BoD Mtg Packet	2.50	Mon 10/10/2022	KFPD Gen Mgmt
Total:	10.50		
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)	1.00	Tue 10/11/2022	KFPD PSB
KFPD - EPC re: Webinar on FireWise Communities	1.00	Tue 10/11/2022	KFPD EPC
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)	3.00	Tue 10/11/2022	KFPD PSB
KFPD - Gen Mgmt re: Notify Cleaners, Stericycle,	0.50	Tue 10/11/2022	KFPD Gen Mgmt
KFPD - Finance (Invoice Pmts)	3.00	Tue 10/11/2022	KFPD Finance
KFPD - Finance (Invoice Pmts)	1.50	Tue 10/11/2022	KFPD Finance
Total:	10.00		
KFPD - Gen Mgmt re: BoD Mtg Packet	2.50	Wed 10/12/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)	3.00	Wed 10/12/2022	KFPD PSB
KFPD - PSB re: Temp Facility relocation (movers, ramp, gate, fence coord)	4.00	Wed 10/12/2022	KFPD PSB
KFPD - PSB re: Notice to Residents	0.50	Wed 10/12/2022	KFPD PSB
KFPD - Finance (Invoice Pmts)	1.00	Wed 10/12/2022	KFPD Finance
Total:	11.00		
KFPD - Finance (Invoice Pmts)	1.00	Thu 10/13/2022	KFPD Finance
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)	1.00	Thu 10/13/2022	KFPD PSB
KFPD - Finance (Invoice Pmts)	2.50	Thu 10/13/2022	KFPD Finance
KFPD - Gen Mgmt re: ATT to VOIP	0.50	Thu 10/13/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Fire Station (ATT HotSpot)	0.50	Thu 10/13/2022	KFPD PSB
KFPD - PSB re: Temp Facility Modular Cleaning Company	0.50	Thu 10/13/2022	KFPD PSB
KFPD - PSB re: Move Admin materials	3.25	Thu 10/13/2022	KFPD PSB
KFPD - Finance (Invoice Pmts)	1.50	Thu 10/13/2022	KFPD Finance
Total:	10.75		
KFPD - Finance (Invoices)	1.50	Fri 10/14/2022	KFPD Finance
KFPD - EPC re: Sandbag order	0.50	Fri 10/14/2022	KFPD EPC
KFPD - PSB re: PSB complete move out	7.00	Fri 10/14/2022	KFPD PSB
KFPD - Finance (Invoices)	1.50	Fri 10/14/2022	KFPD Finance
Total:	10.50		
KFPD - EPC re: Wildfire Response Planning	2.00	Sat 10/15/2022	KFPD EPC
KFPD - PSB re: Temp Facility relocation	9.00	Sat 10/15/2022	KFPD PSB
Total:	11.00		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):	86.25		
Target Hrs (Over/Under)	34.80		



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 10/16/2022
 Pay Period End: 10/31/2022

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
10/16/2022	See Separate Task Sheet	5.00					5.00			
10/17/2022	"	9.00	3.50				5.50			
10/18/2022	"	5.00					5.00			
10/19/2022	"	4.75	0.50	1.50			2.75			
10/20/2022	"	4.50					4.50			
10/21/2022	"	4.00	1.00				3.00			
10/22/2022	"									
10/23/2022	"									
10/24/2022	"	6.00							6.00	
10/25/2022	"	1.50		1.50						
10/26/2022	"	1.50	1.00		0.50					
10/27/2022	"	3.50		1.00	1.50		1.00			
10/28/2022	"	0.75		0.75						
10/29/2022	"									
10/30/2022	"	3.50		3.50						
10/31/2022	"	5.50		4.00			1.50			
	Total Hours	54.50	6.00	12.25	2.00	0.00	28.25	0.00	6.00	0.00
	Rate	\$ 108.00								
	Total Gross Pay	<u>\$ 5,886.00</u>								

Bill Hansell

10/31/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - PSB re: Complete Move-Out	5.00	Sun 10/16/2022	KFPD PSB
Total:	5.00		
KFPD - Gen Mgmt re: PSB mobilization	2.00	Mon 10/17/2022	KFPD Gen Mgmt
KFPD - PSB re: PSB mobilization	3.00	Mon 10/17/2022	KFPD PSB
KFPD - PSB re: PSB mobilization	1.50	Mon 10/17/2022	KFPD PSB
KFPD - PSB re: Temp Station Added Work	1.00	Mon 10/17/2022	KFPD PSB
KFPD - Gen Mgmt re: KPPCSD info request	1.50	Mon 10/17/2022	KFPD Gen Mgmt
Total:	9.00		
KFPD - PSB re: Temp Station Added Work	5.00	Tue 10/18/2022	KFPD PSB
Total:	5.00		
KFPD - Gen Mgmt re: Schedule Rex Locksmith	0.25	Wed 10/19/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility (Repair light)	0.25	Wed 10/19/2022	KFPD PSB
KFPD - PSB re: Temp Station Added Work	2.00	Wed 10/19/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Clear site)	0.50	Wed 10/19/2022	KFPD PSB
KFPD - Finance (Risk Mgmt Insurance)	1.50	Wed 10/19/2022	KFPD Finance
KFPD - Gen Mgmt re: Special Mtg	0.25	Wed 10/19/2022	KFPD Gen Mgmt
Total:	4.75		
KFPD - PSB re: Groundbreaking Ceremony	4.50	Thu 10/20/2022	KFPD PSB
Total:	4.50		
KFPD - PSB re: Temp Station (Security details)	3.00	Fri 10/21/2022	KFPD PSB
KFPD - Gen Mgmt re: Computer Network	1.00	Fri 10/21/2022	KFPD Gen Mgmt
Total:	4.00		
KFPD - Sick Leave	6.00	Mon 10/24/2022	KFPD Sick
Total:	6.00		
KFPD - Finance (Cash Flow; Transfer from LAIF)	1.50	Tue 10/25/2022	KFPD Finance
Total:	1.50		
KFPD - EPC re: Coord w/JV	0.50	Wed 10/26/2022	KFPD EPC
KFPD - Gen Mgmt re: Communications (Ooma Account)	1.00	Wed 10/26/2022	KFPD Gen Mgmt
Total:	1.50		
KFPD - PSB re: Team Mtg	1.00	Thu 10/27/2022	KFPD PSB
KFPD - Finance (Cash Flow; Investments; Transfers)	1.00	Thu 10/27/2022	KFPD Finance
KFPD - EPC re: Committee Mtg	1.50	Thu 10/27/2022	KFPD EPC
Total:	3.50		
KFPD - Finance (Cash Flow; Investments; Transfers)	0.75	Fri 10/28/2022	KFPD Finance
Total:	0.75		
KFPD - Finance re: Invoices	3.50	Sun 10/30/2022	KFPD Finance
Total:	3.50		
KFPD - Finance re: Invoices	4.00	Mon 10/31/2022	KFPD Finance
KFPD - PSB re: Temp Fire Station CORs	1.50	Mon 10/31/2022	KFPD PSB
Total:	5.50		
Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88hrs Max):	54.50		
Target Hrs (Over/Under)	(0.38)		



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 11/1/2022
 Pay Period End: 11/15/2022

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
11/1/2022	See Separate Task Sheet	1.25	1.00	0.25						
11/2/2022	"	3.50	2.00				1.50			
11/3/2022	"	5.25	0.50	2.00			2.75			
11/4/2022	"	7.50	2.00	3.00	2.50					
11/5/2022	"	3.00	3.00							
11/6/2022	"									
11/7/2022	"	3.50	3.00			0.50				
11/8/2022	"	9.00	9.00							
11/9/2022	"	1.50	1.50							
11/10/2022	"	2.00					2.00			
11/11/2022	"	8.00				2.00		6.00		
11/12/2022	"									
11/13/2022	"									
11/14/2022	"	4.40		3.50					0.90	
11/15/2022	"	2.50					0.50			2.00
Total Hours		51.40	22.00	8.75	2.50	2.50	6.75	6.00	0.90	2.00
Rate		\$ 108.00								
Total Gross Pay		\$ 5,551.20								

Bill Hansell

11/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Finance re: Timesheet/Payroll	0.25	Tue 11/1/2022	KFPD Finance
KFPD - Gen Mgmt re: Bd Mtg Options; Emails	1.00	Tue 11/1/2022	KFPD Gen Mgmt
	1.25		
KFPD - PSB re: Temp Fire Station CORs	0.50	Wed 11/2/2022	KFPD PSB
KFPD - Gen Mgmt re: Board Mtg location	0.50	Wed 11/2/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: IT issues	1.00	Wed 11/2/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Fire Station (Elec final)	1.00	Wed 11/2/2022	KFPD PSB
KFPD - Gen Mgmt re: Board Mtg location	0.50	Wed 11/2/2022	KFPD Gen Mgmt
	3.50		
KFPD - Finance re: Invoices	1.00	Thu 11/3/2022	KFPD Finance
KFPD - Gen Mgmt re: Board Mtg agenda	0.50	Thu 11/3/2022	KFPD Gen Mgmt
KFPD - PSB re: Tel w/Loan Attorney	0.25	Thu 11/3/2022	KFPD PSB
KFPD - PSB re: Temp Fire Station (Punch list)	2.50	Thu 11/3/2022	KFPD PSB
KFPD - Finance re: Invoices	1.00	Thu 11/3/2022	KFPD Finance
	5.25		
KFPD - Finance re: Invoices	0.50	Fri 11/4/2022	KFPD Finance
KFPD - EPC re: LRAD video	0.50	Fri 11/4/2022	KFPD EPC
KFPD - Finance re: Invoices	2.50	Fri 11/4/2022	KFPD Finance
KFPD - EPC re: Communications	2.00	Fri 11/4/2022	KFPD EPC
KFPD - Gen Mgmt re: Board Mtg agenda packet	2.00	Fri 11/4/2022	KFPD Gen Mgmt
	7.50		
KFPD - Gen Mgmt re: Board Mtg agenda	2.00	Sat 11/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Mtg agenda	1.00	Sat 11/5/2022	KFPD Gen Mgmt
	3.00		
KFPD - Legal re: Tel w/Bakker (Contract)	0.25	Mon 11/7/2022	KFPD Legal
KFPD - Legal re: Tel w/Nagel (Contract)	0.25	Mon 11/7/2022	KFPD Legal
KFPD - Gen Mgmt re: Board Mtg packet	1.50	Mon 11/7/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Mtg packet	1.50	Mon 11/7/2022	KFPD Gen Mgmt
	3.50		
KFPD - Gen Mgmt re: Board Mtg packet	0.50	Tue 11/8/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Mtg packet	1.50	Tue 11/8/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Mtg packet	6.00	Tue 11/8/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Mtg packet	1.00	Tue 11/8/2022	KFPD Gen Mgmt
	9.00		
KFPD - Gen Mgmt re: Board Mtg packet	1.50	Wed 11/9/2022	KFPD Gen Mgmt
	1.50		
KFPD - PSB re: Team Mtg	1.00	Thu 11/10/2022	KFPD PSB
KFPD - PSB re: Hazmat Mtg (Abatement)	1.00	Thu 11/10/2022	KFPD PSB
	2.00		
KFPD - Gen Mgmt re: Holiday	6.00	Fri 11/11/2022	KFPD Holiday
KFPD - Legal re: GM Contract	2.00	Fri 11/11/2022	KFPD Legal
	8.00		
KFPD - Finance (Invoices and Transmittal)	3.50	Mon 11/14/2022	KFPD Finance
KFPD - Gen Mgmt re: Sick Leave	0.90	Mon 11/14/2022	KFPD Sick
	4.40		
KFPD - Gen Mgmt re: Vacation	2.00	Tue 11/15/2022	KFPD Vacation
KFPD - PSB re: Schedule neighbor mtg on site conditions	0.50	Tue 11/15/2022	KFPD PSB
	2.50		
	51.40		
	0.05		
KFPD - PSB re:			KFPD PSB
KFPD - EPC re:			KFPD EPC
KFPD - Finance re:			KFPD Finance
KFPD - Gen Mgmt re:			KFPD Gen Mgmt
KFPD - Legal re:			KFPD Legal
KFPD - Vacation			KFPD Vacation
KFPD - Holiday			KFPD Holiday
KFPD - Sick			KFPD Sick

Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max): 51.40
Target Hrs (Over/Under) (0.05)



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 11/16/2022
 Pay Period End: 11/30/2022

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
11/16/2022	See Separate Task Sheet	0.25	0.25							
11/17/2022	"	3.50			2.00				1.50	
11/18/2022	"	2.50	1.00	1.50						
11/19/2022	"	1.00		1.00						
11/20/2022	"									
11/21/2022	"	3.75	2.25				1.50			
11/22/2022	"	4.00	3.00	1.00						
11/23/2022	"	7.50	1.50							6.00
11/24/2022	"	6.00						6.00		
11/25/2022	"	6.00						6.00		
11/26/2022	"	0.75	0.50				0.25			
11/27/2022	"									
11/28/2022	"	6.00								6.00
11/29/2022	"	4.00	3.00				1.00			
11/30/2022	"	6.00	1.00							5.00
Total Hours		51.25	12.50	3.50	2.00	0.00	2.75	12.00	1.50	17.00
Rate		\$ 116.88								
Total Gross Pay		<u>\$ 5,990.10</u>								

Bill Hansell

11/30/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: Timesheets, Payroll	0.25	Wed 11/16/2022	KFPD Gen Mgmt
	0.25		
KFPD - Gen Mgmt re: Sick Leave	1.50	Thu 11/17/2022	KFPD Sick
KFPD - EPC re: EBRPD LHMP Update: Final HMPC Meeting on the Draft Plan	2.00	Thu 11/17/2022	KFPD EPC
	3.50		
KFPD - Finance re: Invoices	1.50	Fri 11/18/2022	KFPD Finance
KFPD - Gen Mgmt re: Public Correspondence	1.00	Fri 11/18/2022	KFPD Gen Mgmt
	2.50		
KFPD - Finance re: Invoices	1.00	Sat 11/19/2022	KFPD Finance
	1.00		
KFPD - PSB re: ATT, Comcast installation coordination	1.50	Mon 11/21/2022	KFPD PSB
KFPD - Gen Mgmt re: Special Mtg; Board Questions; Correspondence	2.25	Mon 11/21/2022	KFPD Gen Mgmt
	3.75		
KFPD - Finance re: invoices	1.00	Tue 11/22/2022	KFPD Finance
KFPD - Gen Mgmt re: IT issues w/Nerd Crossing	0.50	Tue 11/22/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Records	2.50	Tue 11/22/2022	KFPD Gen Mgmt
	4.00		
KFPD - Gen Mgmt re: Vacation	6.00	Wed 11/23/2022	KFPD Vacation
KFPD - Gen Mgmt re: Agenda, Planning	1.50	Wed 11/23/2022	KFPD Gen Mgmt
	7.50		
KFPD - Gen Mgmt re: Holiday	6.00	Thu 11/24/2022	KFPD Holiday
	6.00		
KFPD - Gen Mgmt re: Holiday	6.00	Fri 11/25/2022	KFPD Holiday
	6.00		
KFPD - PSB re: Temp Station Garage Door operators	0.25	Sat 11/26/2022	KFPD PSB
KFPD - Gen Mgmt re: Special BoD Mtg agenda	0.50	Sat 11/26/2022	KFPD Gen Mgmt
	0.75		
KFPD - Gen Mgmt re: Vacation	6.00	Mon 11/28/2022	KFPD Vacation
	6.00		
KFPD - Gen Mgmt re: Special Mtg Board Packet	1.00	Tue 11/29/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Station punch list	1.00	Tue 11/29/2022	KFPD PSB
KFPD - Gen Mgmt re: Special Mtg	2.00	Tue 11/29/2022	KFPD Gen Mgmt
	4.00		
KFPD - Gen Mgmt re: Vacation	5.00	Wed 11/30/2022	KFPD Vacation
KFPD - Gen Mgmt re: Contracts to BHI	1.00	Wed 11/30/2022	KFPD Gen Mgmt
	6.00		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):	51.25		
Target Hrs (Over/Under)	(0.20)		

KFPD - PSB re:	KFPD PSB
KFPD - EPC re:	KFPD EPC
KFPD - Finance re:	KFPD Finance
KFPD - Gen Mgmt re:	KFPD Gen Mgmt
KFPD - Legal re:	KFPD Legal
KFPD - Vacation	KFPD Vacation
KFPD - Holiday	KFPD Holiday
KFPD - Sick	KFPD Sick



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 12/1/2022
 Pay Period End: 12/15/2022

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
12/1/2022	See Separate Task Sheet	2.73								2.73
12/2/2022	"	1.50							1.50	
12/3/2022	"									
12/4/2022	"									
12/5/2022	"	0.50	0.50							
12/6/2022	"									
12/7/2022	"	2.50	0.50				2.00			
12/8/2022	"	2.75			1.25		1.50			
12/9/2022	"	4.50	0.50	4.00						
12/10/2022	"	1.00					1.00			
12/11/2022	"	1.00		1.00						
12/12/2022	"	5.50	1.50	2.00			2.00			
12/13/2022	"	12.75	6.25	2.00	1.50		3.00			
12/14/2022	"	8.00	4.00	0.50			3.50			
12/15/2022	"	2.50	0.50				2.00			
Total Hours		45.23	13.75	9.50	2.75	0.00	15.00	0.00	1.50	2.73
Rate		\$ 116.88								
Total Gross Pay		<u>\$ 5,286.48</u>								

Bill Hansell

12/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: Vacation	2.73	Thu 12/1/2022	KFPD Vacation
	2.73		
KFPD - Gen Mgmt re: Sick Leave	1.50	Fri 12/2/2022	KFPD Sick
	1.50		
KFPD - Gen Mgmt re: Timesheets and Payroll records	0.50	Mon 12/5/2022	KFPD Gen Mgmt
	0.50		
KFPD - Gen Mgmt re: Modular for mail	0.50	Wed 12/7/2022	KFPD Gen Mgmt
KFPD - PSB re: Dwg files	1.00	Wed 12/7/2022	KFPD PSB
KFPD - PSB re: Temp Station punch list	1.00	Wed 12/7/2022	KFPD PSB
	2.50		
KFPD - PSB re: SFMI mtg w/DoIT, Staff	1.50	Thu 12/8/2022	KFPD PSB
KFPD - EPC re: Committee Mtg	1.25	Thu 12/8/2022	KFPD EPC
	2.75		
KFPD - Finance (Invoices)	4.00	Fri 12/9/2022	KFPD Finance
KFPD - Gen Mgmt re: Tel w/Nerd Crossing (Backups)	0.50	Fri 12/9/2022	KFPD Gen Mgmt
	4.50		
KFPD - PSB re: Info to Nerd Crossing (IT component coord)	1.00	Sat 12/10/2022	KFPD PSB
	1.00		
KFPD - Finance (Invoices)	1.00	Sun 12/11/2022	KFPD Finance
	1.00		
KFPD - Finance (Invoices)	2.00	Mon 12/12/2022	KFPD Finance
KFPD - Gen Mgmt re: IT for BoD mtg	0.50	Mon 12/12/2022	KFPD Gen Mgmt
KFPD - PSB re: Const Site	1.00	Mon 12/12/2022	KFPD PSB
KFPD - PSB re: Temp Station elec punch list	1.00	Mon 12/12/2022	KFPD PSB
KFPD - Gen Mgmt re: IT for BoD mtg	1.00	Mon 12/12/2022	KFPD Gen Mgmt
	5.50		
KFPD - PSB re: Const Admin; BoD update	3.00	Tue 12/13/2022	KFPD PSB
KFPD - Finance re: Maze (Reporting corrections)	2.00	Tue 12/13/2022	KFPD Finance
KFPD - Gen Mgmt re: Revise Gmail Account	0.75	Tue 12/13/2022	KFPD Gen Mgmt
KFPD - EPC re: HEF mtg	1.50	Tue 12/13/2022	KFPD EPC
KFPD - Gen Mgmt re: Board Packet	2.00	Tue 12/13/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: GM Transition work	1.50	Tue 12/13/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Packet	2.00	Tue 12/13/2022	KFPD Gen Mgmt
	12.75		
KFPD - PSB re: Project Management; Financial review	3.50	Wed 12/14/2022	KFPD PSB
KFPD - Gen Mgmt re: Consultant Agreement with BHI	0.50	Wed 12/14/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Packet	3.50	Wed 12/14/2022	KFPD Gen Mgmt
KFPD - Finance re: Transmittal	0.50	Wed 12/14/2022	KFPD Finance
	8.00		
KFPD - PSB re: Team Mtg	1.00	Thu 12/15/2022	KFPD PSB
KFPD - Gen Mgmt re: Director email accts; BoD Mtg reservations w/KPPCSD	0.50	Thu 12/15/2022	KFPD Gen Mgmt
KFPD - PSB re: Power garage door opener proposal	1.00	Thu 12/15/2022	KFPD PSB
	2.50		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):	45.23		
Target Hrs (Over/Under)	(6.22)		
KFPD - PSB re:			KFPD PSB
KFPD - EPC re:			KFPD EPC
KFPD - Finance re:			KFPD Finance
KFPD - Gen Mgmt re:			KFPD Gen Mgmt
KFPD - Legal re:			KFPD Legal
KFPD - Vacation			KFPD Vacation
KFPD - Holiday			KFPD Holiday
KFPD - Sick			KFPD Sick



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 12/16/2022
 Pay Period End: 12/31/2022

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
12/16/2022	See Separate Task Sheet	0.50	0.50							
12/17/2022	"									
12/18/2022	"									
12/19/2022	"									
12/20/2022	"	1.50					1.50			
12/21/2022	"	3.50		1.50			2.00			
12/22/2022	"	11.50		8.00			3.50			
12/23/2022	"	6.00						6.00		
12/24/2022	"									
12/25/2022	"									
12/26/2022	"	6.00						6.00		
12/27/2022	"	5.00								5.00
12/28/2022	"	0.50							0.50	
12/29/2022	"									
12/30/2022	"	3.00						3.00		
12/31/2022	"	4.00		4.00						
	Total Hours	41.50	0.50	13.50	0.00	0.00	7.00	15.00	0.50	5.00
	Rate	\$ 116.88								
	Total Gross Pay	\$ 4,850.52								

Bill Hansell

12/31/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: Timesheets and Payroll	0.50	Fri 12/16/2022	KFPD Gen Mgmt
Day Total:	0.50		
KFPD - PSB re: CA Mtg w/Arch (Submittal review)	1.50	Tue 12/20/2022	KFPD PSB
Day Total:	1.50		
KFPD - PSB re: Temp Station elec punch list	1.00	Wed 12/21/2022	KFPD PSB
KFPD - PSB re: Foundation demo questions on site	1.00	Wed 12/21/2022	KFPD PSB
KFPD - Finance re: Invoices	1.50	Wed 12/21/2022	KFPD Finance
Day Total:	3.50		
KFPD - PSB re: CA questions	1.50	Thu 12/22/2022	KFPD PSB
KFPD - Finance re: Invoices	2.00	Thu 12/22/2022	KFPD Finance
KFPD - Finance re: PSB Loan Reimbursement Request	2.00	Thu 12/22/2022	KFPD Finance
KFPD - Finance re: Loan Reimbursement, Records, Letter to BOKF	4.00	Thu 12/22/2022	KFPD Finance
KFPD - PSB re: CA questions	1.00	Thu 12/22/2022	KFPD PSB
KFPD - PSB re: Temp Station punch list	1.00	Thu 12/22/2022	KFPD PSB
Day Total:	11.50		
KFPD - Gen Mgmt re: Holiday	6.00	Fri 12/23/2022	KFPD Holiday
Day Total:	6.00		
KFPD - Gen Mgmt re: Holiday	6.00	Mon 12/26/2022	KFPD Holiday
Day Total:	6.00		
KFPD - Gen Mgmt re: Vacation	5.00	Tue 12/27/2022	KFPD Vacation
Day Total:	5.00		
KFPD - Gen Mgmt re: Sick	0.50	Wed 12/28/2022	KFPD Sick
Day Total:	0.50		
KFPD - Gen Mgmt re: Holiday	3.00	Fri 12/30/2022	KFPD Holiday
Day Total:	3.00		
KFPD - Finance re: Invoices/Statements	2.00	Sat 12/31/2022	KFPD Finance
KFPD - Finance re: Invoices/Statements	2.00	Sat 12/31/2022	KFPD Finance
Day Total:	4.00		
Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88hrs Max):	41.50		
Target Hrs (Over/Under)	(13.38)		
KFPD - PSB re:			KFPD PSB
KFPD - EPC re:			KFPD EPC
KFPD - Finance re:			KFPD Finance
KFPD - Gen Mgmt re:			KFPD Gen Mgmt
KFPD - Legal re:			KFPD Legal
KFPD - Vacation			KFPD Vacation
KFPD - Holiday			KFPD Holiday
KFPD - Sick			KFPD Sick



Kensington Fire Protection District Employee Timesheet

Employee Name: Mary Morris-Mayorga
 Title: Interim General Manager
 Pay Period Start: 1/1/2023
 Pay Period End: 1/15/2023

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS
1/1/2023	See Separate Task Sheet						
1/2/2023	"	3.25	2.75				0.50
1/3/2023	"	5.25	4.25				1.00
1/4/2023	"	7.00	7.00				
1/5/2023	"	4.75	2.25	0.75			1.75
1/6/2023	"	4.00	4.00				
1/7/2023	"						
1/8/2023	"	0.25		0.25			
1/9/2023	"	9.00	7.25	1.75			
1/10/2023	"	10.00	8.25	1.75			
1/11/2023	"	6.00	6.00				
1/12/2023	"	5.75	5.00	0.75			
1/13/2023	"	6.00	3.00	1.25			1.75
1/14/2023	"	0.50		0.50			
1/15/2023	"						
Total Hours		61.75	49.75	7.00	0.00	0.00	5.00
Rate		\$	116.88				
Total Gross Pay		\$	7,217.34				

Mary Morris-Mayorga 1/17/2023
 Employee Signature Date

 Finance Signature Date

Subject	Duration	Day	Subject
KFPD - PSB re: notice, review recent activity	0.50	Mon 01/02/2023	KFPD PSB
KFPD - Gen Mgmt re: emails/intros/access	2.75	Mon 01/02/2023	KFPD Gen Mgmt
Day Total:	3.25		
KFPD - Gen Mgmt re: coord w/EPC-sandbags; intros; call w/BH; transition-review files	4.25	Tues 01/03/2023	KFPD Gen Mgmt
KFPD - PSB re: call w/CWS; review related emails	1.00	Tues 01/03/2023	KFPD PSB
Day Total:	5.25		
KFPD - Gen Mgmt re: BZ/call; access/setup; Zoom w/JS; research; transition; sandbags	7.00	Wed 01/04/2023	KFPD Gen Mgmt
Day Total:	7.00		
KFPD - PSB re: cost; Zoom mtg w/team; call/BH&GS;	1.75	Thur 01/05/2023	KFPD PSB
KFPD - Gen Mgmt re: call w/JW; sched mtgs; emails/transition; review budget	2.25	Thur 01/05/2023	KFPD Gen Mgmt
KFPD - Finance re: audit confirmations	0.75	Thur 01/05/2023	KFPD Finance
Day Total:	4.75		
KFPD - Gen Mgmt re: Kensington visit/transition; call w/DL	4.00	Fri 01/06/2023	KFPD Gen Mgmt
Day Total:	4.00		
KFPD - Finance re: audit-confirm/emails	0.25	Sun 01/08/2023	KFPD Finance
Day Total:	0.25		
KFPD - Gen Mgmt re: website; spec mtg poll; BZ; spec mtg; remote mtg reso; Call/JV	7.25	Mon 01/09/2023	KFPD Gen Mgmt
KFPD - Finance re: bill pay; budget adj	1.75	Mon 01/09/2023	KFPD Finance
Day Total:	9.00		
KFPD - Gen Mgmt re: spec mtg pkt/post; reg mtg agenda/pkt items; minutes	8.25	Tues 01/10/2023	KFPD Gen Mgmt
KFPD - Finance re: invoices; transmittal	1.75	Tues 01/10/2023	KFPD Finance
Day Total:	10.00		
KFPD - Gen Mgmt re: agenda pkt; Zoom; call w?BH; transition; docs/files	6.00	Wed 01/11/2023	KFPD Gen Mgmt
Day Total:	6.00		
KFPD - Gen Mgmt re: agenda pkt/items; email legal	5.00	Thurs 01/12/2023	KFPD Gen Mgmt
KFPD - Finance re: County auth docs	0.75	Thurs 01/12/2023	KFPD Finance
Day Total:	5.75		
KFPD - Gen Mgmt re: agenda pkt/items final/email/post	3.00	Fri 01/13/2023	KFPD Gen Mgmt
KFPD - Finance re: invoices/finance reports-pkt	1.25	Fri 01/13/2023	KFPD Finance
KFPD - PSB re: architect-emails/mtg plan/Zoom w/KM-JS-JW	1.75	Fri 01/13/2023	KFPD PSB
Day Total:	6.00		
KFPD - Gen Mgmt re: sandbags-order/pmt/coord	0.50	Sat 01/14/2023	KFPD Gen Mgmt
Day Total:	0.50		
		Sun 01/15/2023	
Day Total:	0.00		
Total (20hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88hrs Max):	61.75		
Target Hrs (Over/Under)	6.87		Allowed by contract for transition
KFPD - PSB re:			KFPD PSB
KFPD - EPC re:			KFPD EPC
KFPD - Finance re:			KFPD Finance
KFPD - Gen Mgmt re:			KFPD Gen Mgmt
KFPD - Legal re:			KFPD Legal



Kensington Fire Protection District Employee Timesheet

Employee Name: Mary Morris-Mayorga
 Title: Interim General Manager
 Pay Period Start: 1/16/2023
 Pay Period End: 1/31/2023

Program Areas	
GA	General Administration
FN	Finance
EP	Emergency Preparedness
PS	Public Safety Bldg
PL	Policies & Legal

Date	Task/Project	Hours	GA	FN	EP	PS	PL
1/16/2023	See Separate Task Sheet	0.00	0.00	0.00	0.00	0.00	0.00
1/17/2023	"	8.00	6.25	0.75	0.00	1.00	0.00
1/18/2023	"	4.75	4.25	0.50	0.00	0.00	0.00
1/19/2023	"	4.00	1.75	1.25	0.00	1.00	0.00
1/20/2023	"	6.00	4.75	0.50	0.75	0.00	0.00
1/21/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
1/22/2023	"	0.50	0.25	0.00	0.00	0.25	0.00
1/23/2023	"	6.50	3.50	1.75	0.50	0.75	0.00
1/24/2023	"	5.75	1.25	3.00	0.00	1.50	0.00
1/25/2023	"	4.25	1.50	2.00	0.00	0.75	0.00
1/26/2023	"	8.25	3.25	2.00	2.00	1.00	0.00
1/27/2023	"	0.50	0.00	0.00	0.00	0.50	0.00
1/28/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
1/29/2023	"	0.50	0.50	0.00	0.00	0.00	0.00
1/30/2023	"	4.00	3.25	0.50	0.00	0.25	0.00
1/31/2023		5.00	1.25	1.25	0.00	2.50	0.00
	Total Hours	58.00	31.75	13.50	3.25	9.50	0.00
	Rate		\$	116.88			
	Total Gross Pay		\$	6,779.04			

Mary Morris-Mayorga 2/2/2023
 Employee Signature Date

 Finance Signature Date

Date/Day	Subject	Description	Hours
16	M		
17	T	General Mgmt emails, calls, mtg agenda, minutes	6.25
		Finance invoices, payroll access update	0.75
		PSB Temp Bldg Comm Mtg	1.00
18	W	General Mgmt gen admin, BOD mtg	4.25
		Finance payroll	0.50
19	Th	General Mgmt update files, calls	1.75
		Finance transmittal, invoices, MB debit card	1.25
		PSB call re: constr contractor; review updates	1.00
20	F	General Mgmt audit, transition, BOD comm, gen comm	4.75
		Finance audit, bills	0.50
		EPC agenda final, post	0.75
21	Sa		
22	Su	General Mgmt gen comm	0.25
		PSB temp bldg-generator	0.25
23	M	General Mgmt CCSDA mtg, BHI-info	3.50
		Finance invoices, BillPay update	1.75
		EPC agenda emailed	0.50
		PSB temp bldg committee item/emails	0.75
24	T	General Mgmt gen comm, BZ call	1.25
		Finance invoice review/approve, files	3.00
		PSB temp committee mtg	1.50
25	W	General Mgmt gen comm,	1.50
		Finance BillPay, invoices review/approval	2.00
		PSB temp bldg committee review, call w/BH	0.75
26	Th	General Mgmt gen admin, BOD comm, AV coord mtg	3.25
		Finance invoice review/approve, payments	2.00
		EPC EPC mtg	2.00
		PSB review updates, temp committee item	1.00
27	F	PSB review updates , temp committee status	0.50
28	Sa		
29	Su	General Mgmt gen comm, AV coord mtg	0.50
30	M	General Mgmt gen comm, KFPD updates	3.25
		Finance SCO rpt, sched fin committee	0.50
		PSB temp bldg committee Zoom setup	0.25
31	T	General Mgmt gen comm, files	1.25
		Finance audit, fin committee agenda/packet	1.25
		PSB temp committee mtg, review updates, mtg w/ES	2.50
			<hr/> 58.00



**KENSINGTON FIRE PROTECTION DISTRICT
FINANCE COMMITTEE REGULAR MEETING MINUTES**

DATE/TIME: September 9, 2022 / 9:07 a.m.

LOCATION: Station 65 Apparatus Bay, PSB

PRESENT: Directors: Secretary Kosel (Chair), President Nagel
Staff: GM Hansell, Interim

1. CALL TO ORDER/ROLL CALL

Secretary Kosel called the meeting to order at 9:07am and confirmed roll call.

2. PUBLIC COMMENT

There was no public comment (one member was in attendance – Daniel Levine).

3. ADOPTION OF CONSENT ITEMS

a. Approval of the General Manager’s Timesheets
Chair Kosel said the timesheets appear to be in order and President Nagel agreed.

b. **Approval of Finance Committee Meeting Minutes of 10/01/2021, 02/04/2022, & 05/25/2022**

These were reviewed and there were no changes.

MOTION: Nagel/Kosel to approve the Consent Items as submitted.

VOTE: Ayes: Kosel, Nagel; Nays: None

MOTION PASSED: 2-0

4. OLD BUSINESS - None

5. NEW BUSINESS

a. FY2022-2023 Final Budget – Draft

Chair Kosel introduced the item noting that both the Finance Committee and Board of Directors review the budget three times each year. GM Hansell stated that there have not been updates and directed the committee to building maintenance which was budgeted for \$5,000; however, the generator transfer switch failed leaving the station out of power and needed to be repaired at a cost of approximately \$8,000 - \$9,000. He reviewed the public safety building renovation capital budget items with detail notes included in the document. GM Hansell noted that the total project cost of \$8.7M with \$750k contingency which he has broken down further based on estimates. Chair Kosel requested a welcome dinner be coordinated in the new facility to bring all of the firefighters together to become familiar with the

site. GM Hansell anticipates the mid-year review will occur in February; Chair Kosel asked that there be flexibility in the event it needs to occur in March. NHA recommended that the building loan be drawn down as soon as possible first and then utilize reserves. GM Hansell is working to maintain cash in the General Fund for payment of renovation costs and is evaluating investment options within the County so will be taking advantage of higher rates of return. The OPEB actuarial report is in progress; however, OPEB is more than 100% funded. Chair Kosel commended GM Hansell on his thorough report. President Nagel noted that a raise has not been included for the General Manager, and the committee requested that 7% COLA be included in the budget. The Finance Committee approves the budget including the updates as discussed.

There was no public comment.

b. NHA Proposal for Compliance Services - Continuing Disclosure and Arbitrage Rebate

Chair Kosel introduced this item and noted the proposal of \$7,500 is reasonable and President Nagel agreed. The Finance Committee recommends this by consensus to the Board.

There was no public comment.

c. Second Posting of Revised Policy 1170 Reserves to be Considered for Adoption at the September 14th, 2022 Board of Directors Meeting

Chair Kosel reviewed the policy updates though was concerned with 1170.02 D due to the constraint on reserves; President Nagel does as well.

6. FUTURE AGENDA ITEMS

None

7. ADJOURNMENT

The meeting adjourned at 10:15AM. The next Finance Committee Meeting will be determined at a future date and listed on the district's website with the minimum notice required by the Brown Act.

Minutes Prepared by: IGM Morris-Mayorga

These minutes were approved at the Finance Committee Meeting on February 8, 2023.

Attest:

Finance Committee Chair



KENSINGTON FIRE PROTECTION DISTRICT

Agenda Item 5a

DATE: February 8, 2023
TO: Finance Committee
 Kensington Fire Protection District
RE: **FY 2022-2023 MID-YEAR BUDGET REVIEW**
SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

This item is provided for review, discussion, and potential recommendation of taking this item to the Board of Directors for approval.

Background

The District’s budget versus actual performance is better than the original budget due to higher than anticipated revenues combined with some reductions in expenditures:

REVENUES		
Property Taxes	372,728	Higher than originally projected
Investment Income	230,000	Higher performing investments
Total Revenues Amendment	602,728	
EXPENDITURES (Operations)		
Regular Wages	-61	Projected based on staffing change
Vacation/Holiday/Sick Wages	-18,495	Projected based on staffing change
Medical/dental ins compensation	-6,000	Fixed \$1,000 per month (6 months)
Payroll Taxes	-312	Projected based on staffing change
Workers Compensation/Life Ins	1,110	
Payroll Processing	-28	
PERS Medical	-21,050	Based on current and projected billings
Delta Dental	-2,183	Based on current and projected billings
Vision Care	-223	Based on current and projected billings
Risk Management Insurance	2,258	Based on actual
Operational Consultant	19,000	BZ (BOD appr \$14k/Grant Writer); BH Nov BOD appr-transitor
Recruitment	10,110	BHI -Interim General Manager
Other Outside Professional Services	29,500	BHI - General Manager Recruitment -approved by BOD
Grant Writer/Coordinator	-19,000	Grant writer (\$14k BZ, \$5K BH - Operational Consultant)
Community Sandbags	1,062	Major storm season
Memberships	505	Based on actual
Office Expense	-189	
Office Supplies	-1,000	
Office - Equipment	1,189	
Miscellaneous Maint.	365	Only for costs pre-construction
Bldg Utilities/Services - Other	2,123	Refuse - temp facil
Total Expenditures Amendment	-1,318	
Net Operating Budget Amendment	604,046	

With the relocation of the Temporary Fire Station largely complete with exception of minor punch list items, the capital budget can be adjusted between categories with no net change in the overall construction budget of the Public Safety Building:

EXPENDITURES (Capital)		
Capital Outlay (PSB Renovation Soft Costs)	116,501	50% of remaining Design/Eng/Permits for FY22-23
Capital Outlay (Temp Facilities Hard Costs)	73,772	Site Work, Mod Inst, Carport, Gates
Capital Outlay (Temp Facilities Relocation)	-185,266	Moving and associated expenses estimate
Capital Outlay (Temp Facilities Contingency)	-5,007	10% of FY22-23 Temp Facilities expenses
Total Expenditures (Capital) Amendment	0	

Fiscal Impact

The proposed budget amendments would result in a net increase of \$604,046 in the operating fund balance.

	FY2023 Budget	FY2023 Jul - Dec	FY2023 Projected	Mid-Year Amendment	FY2023 Budget Notes:
REVENUES					
Property Taxes	4,739,500	5,112,228	5,112,228	372,728	Increase in anticipated revenue - payment received from CCC
Special Taxes	200,752	200,437	200,752		
Other Taxes (HOPTR)	24,000	12,133	24,000		
Lease Income	3,050	3,050	3,050		July '22 KPPCSD Rent
Investment Income	20,000	223,043	250,000	230,000	Higher performing investments
CERBT Disbursement	80,000	18,088	80,000		
Other Revenues	0	0	0		Covid State Funding FY2022 Only
Grant Revenue	0	0	0		
Total Revenues	5,067,302	5,568,979	5,670,031	602,728	
EXPENDITURES (Operations)					
Office Wages & Related					
Regular Wages	144,416	69,832	144,355	-61	Projected based on staffing change
Vacation/Holiday/Sick Wages	23,182	4,687	4,687	-18,495	Projected based on staffing change
Medical/dental ins compensation	12,000	6,000	6,000	-6,000	Fixed \$1,000 per month (6 months)
Payroll Taxes	13,304	5,180	12,992	-312	Projected based on staffing change
Workers Compensation/Life Ins	650	1,760	1,760	1,110	
Payroll Processing	2,500	1,236	2,472	-28	
Total Office Wages & Related	196,052	88,695	172,266	-23,786	
Retiree Medical Benefits					
PERS Medical	72,500	23,181	51,450	-21,050	Based on current and projected billings
Delta Dental	14,000	5,693	11,817	-2,183	Based on current and projected billings
Vision Care	4,100	1,292	3,877	-223	Based on current and projected billings
CalPERS Settlement	0	0	0		Final Payoff Complete
Total Retiree Medical Benefits	90,600	30,166	67,145		
Outside Professional Services					
Accounting	36,000	15,000	36,000		Negotiated max with Maze
Actuarial Valuation	5,600	0	5,600		
Audit	16,000	0	16,000		
Bank Fees	25	0	25		
Contra Costa County Expenses	38,000	23,773	38,000		
El Cerrito Contract Fee	3,843,483	1,921,742	3,843,483		See EC Fire Contract Proposal
El Cerrito Reconciliation(s)	123,165	61,583	123,165		See EC Fire Contract Proposal
IT Services and Equipment	15,000	2,119	15,000		System relocation; Hybrid Mtg Equip
Fire Abatement Contract	5,000	0	5,000		Pending property inspection results
Fire Engineer Plan Review	3,000	640	3,000		Pending fee schedule to reimburse
Risk Management Insurance	19,000	21,258	21,258	2,258	Based on actual
LAFCO Fees	5,000	0	5,000		
Legal Fees	20,000	10,045	20,000		Budget \$1.7K/mo. Avg
Professional Fees	0	0	0		
Operational Consultant	0	0	19,000	19,000	BZ (BOD appr \$14k/Grant Writer); BH Nov BOD appr-transition
Recruitment	0	10,110	10,110	10,110	BHI -Interim General Manager
Temporary Services	0	0	0		
Water System Improvements	10,000	0	10,000		Chief's Discretion
Website Development/Maintenance	4,500	1,560	4,500		

	FY2023 Budget	FY2023 Jul - Dec	FY2023 Projected	Mid-Year Amendment	FY2023 Budget Notes:
Wildland Vegetation Mgmt	7,600	2,500	7,600		Chief's Discretion
Other Outside Professional Services	0	0	29,500	29,500	BHI - General Manager Recruitment -approved by BOD
Emergency Preparedness Coordinator	105,200	52,600	105,200		Board Approved Proposal
Grant Writer/Coordinator	50,000	0	31,000	-19,000	Grant writer (\$14k moved to Operational Consultant)
Nixle (Everbridge) Fees	4,000	3,183	4,000		
Long-Term Financial Planner	5,000	3,163	5,000		For plan updates as needed
Total Outside Professional Services	4,315,573	2,129,276	4,357,441	41,868	
Community Service Activities					
Public Education (Emergency Prep)	30,000	7,228	30,000		
EP Coord Expense Account	1,000	0	1,000		
Comm. Pharmaceutical Drop-Off	2,500	0	2,500		
CERT Emerg Kits/Sheds/Prep	4,000	0	4,000		Replace expired emergency kits
Open Houses	1,800	719	1,800		
Community Shredder	5,000	4,461	5,000		
DFSC Matching Grants	0	0	0		DFSC not accepting matching grants
Firesafe Planting Grants	25,000	0	25,000		Board approved EPC amount
Demonstration Garden	0	0	0		
Community Sandbags	1,900	1,493	2,962	1,062	Major storm season
Volunteer Appreciation	500	0	500		
Community Service - Other	500	0	500		
Total Community Service Activities	72,200	13,901	73,262	1,062	
District Activities					
Professional Development	10,000	595	10,000		
Election	7,500	0	7,500		CCC to verify
Firefighter's Apparel & PPE	2,000	1,264	2,000		Chief's Discretion
Firefighters' Expenses	30,000	28,582	30,000		Chief's Discretion
Staff Appreciation	3,000	0	3,000		
Memberships	9,000	9,505	9,505	505	Based on actual
Total District Activities	61,500	39,946	62,005	505	
Office					
Office Expense	5,000	3,015	4,811	-189	Adjust based on projection
Office Supplies	2,000	0	1,000	-1,000	Adjust based on projection
Telephone	8,000	6,792	8,000		
Office- Other	500	0	500		
Office - Equipment	0	1,189	1,189	1,189	Adjust based on projection
Total Office	15,500	10,996	15,500	0	
Building Maintenance					
Gardening service	4,000	0	4,000		To be revised for rental/const costs
Building alarm	1,500	0	1,500		To be revised for rental/const costs
Medical Waste Disposal	7,500	0	7,500		To be revised for rental/const costs
Janitorial Service	2,000	806	2,000		
Miscellaneous Maint.	9,000	9,365	9,365	365	Only for costs pre-construction
Total Building Maintenance	24,000	10,171	24,365	365	
Building Utilities/Service					
Gas and Electric	13,000	6,436	13,000		
Water/Sewer	4,000	1,756	4,000		

	FY2023 Budget	FY2023 Jul - Dec	FY2023 Projected	Mid-Year Amendment	FY2023 Budget Notes:
Bldg Utilities/Services - Other		623	2,123	2,123	Refuse - temp facil (East Bay Sanitary)
Total Building Utilities/Service	17,000	8,815	19,123	2,123	
Contingency					
General	25,000	25,000	25,000		
Contingency - Other	0	0	0		
Total Contingency	25,000	25,000	25,000	0	
Total Expenditures (Operations)	4,817,425	2,356,966	4,816,107	-1,318	
REVENUE - EXPENDITURES (Operations)	249,877	3,212,013	853,923	604,046	

Note: Estimated Capital Expenditures and Fund Balances are listed on the following page.

EXPENDITURES (Capital)

Capital Outlay (PSB Renovation Soft Costs)	73,500	190,001	190,001	116,501	50% of remaining Design/Eng/Permits for FY22-23
Capital Outlay (PSB Renovation Hard Costs)	2,433,333	370,962	2,433,333		40% of Bid Award for FY22-23
Capital Outlay (PSB Renovation Contingency)	251,000	0	251,000		10% of FY22-23 PSB Renovation expenses
Capital Outlay (Temp Facilities Soft Costs)	65,000	64,546	65,000		Design/Eng/Permits/Inspections
Capital Outlay (Temp Facilities Hard Costs)	469,462	543,234	543,234	73,772	Site Work, Mod Inst, Carport, Gates
Capital Outlay (Temp Facilities Lot Rental)	13,650	6,000	13,650		Pkg Lot (\$1,300/mo x 10.5 months)
Capital Outlay (Temp Facilities Modular)	17,109	13,441	17,109		Modular (\$3,753/mo x 9 months)
Capital Outlay (Temp Facilities Admin Sublet)	24,386	12,193	24,386		KPPCSD Sublet (\$2,438.55/mo x 10 months)
Capital Outlay (Temp Facilities Relocation)	200,000	14,734	14,734	-185,266	Moving and associated expenses estimate
Capital Outlay (Temp Facilities Contingency)	59,000	0	53,993	-5,007	10% of FY22-23 Temp Facilities expenses
Capital Outlay (Equip & Furniture)	0	0	0		None planned for FY2022-2023
Capital Outlay (Rolling Stock)	0	0	0		None planned for FY2022-2023
Total Expenditures (Capital)	3,606,440	1,215,111	3,606,440	0	NOTE: Total financial planning for PSB renovation & temp facilities budgeted \$8.70M over multiple fiscal years.

EXPENDITURES (Annual Debt Service)	0	0	0	0	Debt Service starts in FY23-24 (pursuant to Financing Closing Memo)
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EXPENDITURES TOTAL (Ops + CIP + Debt)	8,423,864	3,572,077	8,422,547	-1,318	
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FUND BALANCE INCREASE OR (DECREASE)	-3,356,562	1,996,902	-2,752,516	604,046	
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FUND BALANCES (End of Year):	6/30/2023	6/30/2023	6/30/2023	
CC County Funds:				
General Fund 300700	3,126,936		3,730,982	EOY Balance pending audit
Fire Special Tax Fund 300900	208,191		208,191	EOY Balance pending audit
Capital Reserve Fund 303100	3,312,275		3,312,275	EOY Balance pending audit
CapitalOne Escrow Account	2,160,000	2,160,000	2,160,000	Bldg Loan Approved 07/13/2022
Mechanics Bank Checking Account	75,583		75,583	EOY Balance pending audit
TOTAL FUND BALANCE	8,882,985		9,487,031	Balances pending County EOY report



KENSINGTON FIRE PROTECTION DISTRICT

DATE: February 8, 2023

TO: Finance Committee
Kensington Fire Protection District

RE: **FY 2022-23 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 following previously developed Guiding Principles:

Guiding Principles

1. Open and transparent – all components of the budget are available to the public with reporting that supports and enhances.
2. Strategic – delivery of District services and programs aligns with the mission and strategic goals and priorities.
3. Sustainable – a ten-year long-term financial plan demonstrates availability of resources for service delivery.
4. Resilience – future fiscal contingencies and risks are identified, assessed and prudently planned for through reserves or other measures.
5. Realistic – budget amounts are based upon the best information available.
6. Integrity and quality – budgetary forecasts and actual results are subject to quality assurance including independent audit.
7. Performance – evaluation of services and programs will be integral to the budget process.

In general, the budget process is comprised of the following:

Action	When
Long-Term Financial Plan (update following EC contract)	February/March
Review with Finance Committee	May
Presentation to BOD	June
Approval	June
Adoption	September
Monitoring	Ongoing

Fiscal Impact

There is no fiscal impact.

Kensington Fire Protection District
Transaction Detail by Account
January 1, 2021 through January 24, 2023

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>
PSB Renovation Soft Costs			
05/24/2021	Existing Conditions Drafting	CIP Expense/Soft Costs for PSB Renovation Project - Retainer	1,731.00
06/30/2021		FY 2021 Closing Entry - To reclass expenses to fixed asset account	31,584.25
07/01/2021	Existing Conditions Drafting	CIP Expense/Soft Costs for PSB Renovation - As Built CAD	4,160.55
09/24/2021	ZFA Structural Engineers	CIP Expense/Soft Costs for PSB Renovation Project - Engineering	6,422.50
10/05/2021	Northbay Reprographics	CIP Expense/Soft Costs for PSB Renovation Project - Printing	91.96
10/06/2021	MarJang Architecture	CIP Expense/Soft Costs for PSB Renovation Project - Architect	56,358.19
10/29/2021	ZFA Structural Engineers	CIP Expense/Soft Costs for PSB Renovation Project - Engineering	14,403.70
11/02/2021	MarJang Architecture	CIP Expense/Soft Costs for PSB Renovation Project - Architect	51,801.76
12/02/2021	MarJang Architecture	CIP Expense/Soft Costs for PSB Renovation Project - Architect	58,852.16
12/08/2021	Northbay Reprographics	CIP Expense/Soft Costs for PSB Renovation Project - Printing	176.39
12/10/2021	ACI Payments	CIP Expense/Soft Costs for PSB Renovation Soft Costs - Planning Permit Fee	3,415.00
01/05/2022	MarJang Architecture	CIP Expense/Soft Costs for PSB Renovation Project - Architect	51,980.50
01/31/2022	ZFA Structural Engineers	CIP Expense/Soft Costs for PSB Renovation Project - Engineering	10,005.00
01/31/2022	MarJang Architecture	CIP Expense/Soft Costs for PSB Renovation Project - Architect	28,913.75
02/08/2022	WE Lyons Construction Company	CIP Expense/Soft Costs for PSB Renovation Project - Existing Conditions Investigation	3,500.00
02/28/2022	ZFA Structural Engineers	CIP Expense/Soft Costs for PSB Renovation Project - Engineering 1/23/22 - 2/19/22	3,020.00
03/03/2022	MarJang Architecture	CIP Expense/Soft Costs for PSB Renovation Project - Architect	37,999.05
03/31/2022	ZFA Structural Engineers	CIP Expense/Soft Costs for PSB Renovation Project - Engineering 2/20/22 - 3/19/22	10,475.00
03/31/2022	ZFA Structural Engineers	CIP Expense/Soft Costs for PSB Renovation Project - Engineering 2/20/22 - 3/19/22	9,990.00
04/03/2022	MarJang Architecture	CIP Expense/Soft Costs for PSB Renovation Project - Architect March 2022	37,935.08
04/04/2022	CCC Dept of Conservation and Development	CIP Expense/Soft Costs for PSB Renovation Project - Planning fees	2,278.23
05/04/2022	MarJang Architecture	CIP Expense/Soft Costs for PSB Renovation Project - Architect April 2022	26,311.35
05/11/2022	CCC Dept of Conservation and Development	CIP Expense/Soft Costs for PSB Renovation Project - Plan Check Fees	20,705.52
06/02/2022	MarJang Architecture	CIP Expense/Soft Costs for PSB Renovation Project - Architect	19,957.12
06/20/2022	Northbay Reprographics	CIP Expense/Soft Costs for PSB Renovation Project - Printing	427.23
07/08/2022	MarJang Architecture	CIP Expense/Soft Costs for PSB Renovation Project - Architect	16,355.31
08/01/2022	ZFA Structural Engineers	CIP Expense/Soft Costs for PSB Renovation Project - Engineering	5,600.00
08/31/2022	CCC Dept of Conservation and Development	CIP Expense/Soft Costs for PSB Renovation Project - Building Permit Fees	50,875.25
09/01/2022	Stege Sanitary District	CIP Expense/Soft Costs for PSB Renovation Project - Sanitary Permit Fees	30.00
09/30/2022	Mack5	CIP Expense/Soft Costs for PSB Renovation Project - Const Manager	6,300.00
10/08/2022	MarJang Architecture	CIP Expense/Soft Costs for PSB Renovation Project - Architect	22,803.83
10/31/2022	Contra Costa Co.	CIP Expense/Soft Costs for PSB Renovation Project - Planning Fees	42.87
10/31/2022	ZFA Structural Engineers	CIP Expense/Soft Costs for PSB Renovation Project - Engineering	2,514.36

Kensington Fire Protection District Transaction Detail by Account January 1, 2021 through January 24, 2023

Date	Name	Memo	Debit
10/31/2022	Mack5	CIP Expense/Soft Costs for PSB Renovation - Const Manager	15,729.74
11/04/2022	MarJang Architecture	CIP Expense/Soft Costs for PSB Renovation Project - Architect	21,815.18
11/30/2022	Mack5	CIP Expense/Soft Costs for PSB Renovation Project - Const Manager	17,890.00
11/30/2022	ZFA Structural Engineers	CIP Expense/Soft Costs for PSB Renovation Project - Engineering	1,320.00
12/09/2022	Northbay Reprographics	CIP Expense/Soft Costs for PSB Renovation Project - Printing	66.90
12/11/2022	MarJang Architecture	CIP Expense/Soft Costs for PSB Renovation Project - Architect	14,028.50
12/30/2022	ZFA Structural Engineers	CIP Expense/Soft Costs for PSB Renovation Project - Engineering	3,760.00
01/12/2023	MarJang Architecture	CIP Expense/Soft Costs for PSB Renovation Project - Architect	10,869.50
Total PSB Renovation Soft Costs			682,496.73
PSB Renovation Hard Cost			
10/31/2022	CWS Construction Group, Inc.	CIP Expense/Hard Costs for PSB Renovation Project - General Contractor	214,343.75
01/03/2023	CWS Construction Group, Inc.	CIP Expense/Hard Costs for PSB Renovation Project - General Contractor	156,618.05
Total PSB Renovation Hard Cost			370,961.80
Temp Facility - Soft Costs			
12/31/2021	Kappe Architects	CIP Expense/Soft Costs for Temp Facility - Architect	4,650.00
01/31/2022	Mack5	CIP Expense/Soft Costs for Temp Facility - Const Manager	5,405.00
02/28/2022	Kappe Architects	CIP Expense/Soft Costs for Temp Facility - Architect	3,225.00
03/31/2022	Kappe Architects	CIP Expense/Soft Costs for Temp Facility - Architect	2,875.00
03/31/2022	Mack5	CIP Expense/Soft Costs for Temp Facility - Const Manager	1,815.00
04/27/2022	List Engineering Company, Inc.	CIP Expense/Soft Costs for Temp Facility - Engineering	2,681.50
04/29/2022	Mack5	CIP Expense/Soft Costs for Temp Facility - Const Manager	3,990.00
04/30/2022	Kappe Architects	CIP Expense/Soft Costs for Temp Facility - Architect	5,975.00
05/04/2022	BKF Engineers	CIP Expense/Soft Costs for Temp Facility - Engineering	5,599.08
05/09/2022	American Carports Inc	CIP Expense/Soft Costs for Temp Facility - Drawings of Carport for Engines	1,630.00
05/25/2022	List Engineering Company, Inc.	CIP Expense/Soft Costs for Temp Facility - Engineering	645.00
05/31/2022	Mack5	CIP Expense/Soft Costs for Temp Facility - Const Manager	4,515.00
05/31/2022	Kappe Architects	CIP Expense/Soft Costs for Temp Facility - Architect	1,575.00
06/01/2022	BKF Engineers	CIP Expense/Soft Costs for Temp Facility - Engineering	17,084.59
06/02/2022	EI Cerrito Building Department	CIP Expense/Soft Costs for Temp Facility - Plan Check Fees	251.33
06/03/2022	Pacific Mobile Structures	CIP Expense/Soft Costs for Temp Facility - Permit Drawings for Mobile Foundation	575.00
06/06/2022	City of El Cerrito	CIP Expense/Soft Costs for Temp Facility - Permit Fees for Planning	1,137.47
06/24/2022	Stege Sanitary District	CIP Expense/Soft Costs for Temp Facility - Sewer Lateral Permit Fee	2,863.20
06/27/2022	List Engineering Company, Inc.	CIP Expense/Soft Costs for Temp Facility - Engineering	9,918.50
06/30/2022	Mack5	CIP Expense/Soft Costs for Temp Facility - Const Manager	6,850.00

Kensington Fire Protection District Transaction Detail by Account January 1, 2021 through January 24, 2023

Date	Name	Memo	Debit
06/30/2022	Kappe Architects	CIP Expense/Soft Costs for Temp Facility - Architect	4,200.00
07/06/2022	BKF Engineers	CIP Expense/Soft Costs for Temp Facility - Engineering	4,180.50
07/21/2022	PG&E - Engineering Advance	CIP Expense/Soft Costs for Temp Facility - Engineering	1,200.00
07/31/2022	Mack5	CIP Expense/Soft Costs for Temp Facility - Architect	6,565.00
08/02/2022	BKF Engineers	CIP Expense/Soft Costs for Temp Facility - Engineering	411.00
08/08/2022	City of El Cerrito	CIP Expense/Soft Costs for Temp Facility - Bldg Permit Fee	2,224.99
08/29/2022	List Engineering Company, Inc.	CIP Expense/Soft Costs for Temp Facility - Engineering	752.50
08/30/2022	BKF Engineers	CIP Expense/Soft Costs for Temp Facility - Engineering	667.25
08/31/2022	Kappe Architects	CIP Expense/Soft Costs for Temp Facility - Architect	2,310.00
08/31/2022	Mack5	CIP Expense/Soft Costs for Temp Facility - Const Manager	9,315.00
09/01/2022	El Cerrito Building Department	CIP Expense/Soft Costs for Temp Facility - Bldg Permit Fee	1,461.16
09/23/2022	List Engineering Company, Inc.	CIP Expense/Soft Costs for Temp Facility - Engineering	215.00
09/30/2022	Mack5	CIP Expense/Soft Costs for Temp Facility - Const Manager	15,269.75
09/30/2022	Kappe Architects	CIP Expense/Soft Costs for Temp Facility - Architect	1,475.00
10/06/2022	BKF Engineers	CIP Expense/Soft Costs for Temp Facility - Engineering	447.30
11/01/2022	BKF Engineers	CIP Expense/Soft Costs for Temp Facility - Engineering	85.20
12/09/2022	Mack5	CIP Expense/Soft Costs for Temp Facility - Const Manager	17,965.00
Total Temp Facility - Soft Costs			152,005.32
Temp Facilities - Hard Costs			
05/06/2022	American Steel Carports, Inc	Temp Facility Hard Costs - Carport for Engines	4,644.00
07/27/2022	Bay Area Automatic Gates	Temp Facility Hard Costs - Rolling security gate	1,040.00
10/07/2022	American Carports Inc	Temp Facility Hard Costs - Final payment for carport	50,406.13
10/11/2022	Airport Home Appliance	Temp Facility Hard Costs - Appliances for Modular building	4,125.87
10/11/2022	OBS Engineering, Inc.	Temp Facility Hard Costs - General Contractor Pmt	166,250.00
10/12/2022	Bay Area Automatic Gates	Temp Facility Hard Costs - Rolling security gate	18,904.00
10/17/2022	Passtime Hardware	Temp Facility Hard Costs - Misc Hardware	779.04
10/17/2022	Home Depot	Temp Facility Hard Costs - Misc Hardware	588.76
10/17/2022	Pacific Mobile Structures	Temp Facility Hard Costs - Modular Installation	28,905.58
10/18/2022	Passtime Hardware	Temp Facility Hard Costs - Misc Hardware	169.52
10/20/2022	Home Depot	Temp Facility Hard Costs - Misc Hardware	58.14
10/20/2022	Olivero Plumbing	Temp Facility Hard Costs - Toilet Repairs	190.26
11/01/2022	OBS Engineering, Inc.	Temp Facility Hard Costs - General Contractor Pmt	224,827.19
11/17/2022	Olivero Plumbing	Temp Facility Hard Costs - Sink and water line installation	1,898.58
11/28/2022	Ace Hardware	Temp Facility Hard Costs - Misc Hardware	676.24

Kensington Fire Protection District Transaction Detail by Account January 1, 2021 through January 24, 2023

Date	Name	Memo	Debit
12/05/2022	OBS Engineering, Inc.	Temp Facility Hard Costs - General Contractor Pmt	4,447.43
12/05/2022	OBS Engineering, Inc.	Temp Facility Hard Costs - General Contractor Pmt	20,817.09
01/01/2023	Amazon	Temp Facility Hard Costs - Dehumidifier	352.79
01/02/2023	OBS Engineering, Inc.	Temp Facility Hard Costs - General Contractor Pmt	15,342.75
01/06/2023	Peloton	Temp Facility Hard Costs - Gym Equipment	1,460.85
01/24/2023	Rubber Flooring Inc.	Temp Facility Hard Costs - Gym Flooring	1,993.75
Total Temp Facilities - Hard Costs			547,877.97
Temp Facilities - Lot Rental			
09/01/2022	Unitarian Church of Berkeley	Temp Facilities - Lot Rental (1/2 Aug + Sept 2022)	1,950.00
09/30/2022	Unitarian Church of Berkeley	Temp Facilities - Lot Rental (October 2022)	1,300.00
11/10/2022	Unitarian Church of Berkeley	Temp Facilities - Lot Rental (Nov 2022 & Board Mtg Space)	1,450.00
12/13/2022	Unitarian Church of Berkeley	Temp Facilities - Lot Rental (December 2022)	1,300.00
Total Temp Facilities - Lot Rental			6,000.00
Temp Facilities - Modular			
10/17/2022	Pacific Mobile Structures	Temp Facilities - Modular (October 2022)	3,026.52
11/01/2022	Pacific Mobile Structures	Temp Facilities - Modular (November 2022)	2,908.40
12/01/2022	Pacific Mobile Structures	Temp Facilities - Modular (December 2022)	3,752.92
01/01/2023	Pacific Mobile Structures	Temp Facilities - Modular (January 2023)	3,752.92
Total Temp Facilities - Modular			13,440.76
Temp Facilities - Admin Sublet			
08/01/2022	Kensington Police Community Svcs Center	Temp Facilities - Admin Sublet (August 2022)	2,438.55
09/01/2022	Kensington Police Community Svcs Center	Temp Facilities - Admin Sublet (September 2022)	2,438.55
11/07/2022	Kensington Police Community Svcs Center	Temp Facilities - Admin Sublet (October 2022)	2,438.55
11/07/2022	Kensington Police Community Svcs Center	Temp Facilities - Admin Sublet (November 2022)	2,438.55
12/01/2022	Kensington Police Community Svcs Center	Temp Facilities - Admin Sublet (December 2022)	2,438.55
Total Temp Facilities - Admin Sublet			12,192.75
Temp Facilities - Relocation			
10/15/2022	Fernando Herrera	Temp Facilities - Relocation (Move to Temp Fire Station)	5,600.00
10/17/2022	Zachary's Chicago Pizza	Temp Facilities - Relocation (Staff Food for Move-Out)	137.27
10/17/2022	USPS	Temp Facilities - Relocation (Mail Forwarding)	21.05
10/17/2022	All-Ways Green Services	Temp Facilities - Relocation (Deep Clean)	450.00
10/18/2022	Bayshore Safety	Temp Facilities - Relocation (Hard Hats Moving Expense)	308.85
10/18/2022	Air Exchange, Inc.	Temp Facility - Relocation (Vehicle Exhaust System)	5,499.00
10/18/2022	Air Exchange, Inc.	Temp Facility - Relocation (Vehicle Exhaust System)	500.00

Kensington Fire Protection District Transaction Detail by Account January 1, 2021 through January 24, 2023

Date	Name	Memo	Debit
10/25/2022	City of El Cerrito	Temp Facilities - Relocation (Reimbursement Expenses)	895.64
12/31/2022	Corovan Moving & Storage Co	Temp Facilities - Relocation (Rent for Long-Term Storage)	872.51
01/06/2023	Fernando Herrera	Temp Facilities - Relocation Trash pickup and dumping	450.00
Total Temp Facilities - Relocation			14,734.32
<u>FY 2021-2022</u>			
Total PSB Renovation Soft Costs			492,495.29
Total PSB Renovation Hard Cost			0
Total Temp Facility - Soft Costs			87,460.67
Total Temp Facilities - Hard Costs			4,644.00
Total Temp Facilities - Lot Rental			0
Total Temp Facilities - Modular			0
Total Temp Facilities - Admin Sublet			0
Total Temp Facilities - Relocation			0
<u>FY 2022-2023</u>			
Total PSB Renovation Soft Costs			190,001.44
Total PSB Renovation Hard Cost			370,961.80
Total Temp Facility - Soft Costs			64,544.65
Total Temp Facilities - Hard Costs			543,233.97
Total Temp Facilities - Lot Rental			6,000.00
Total Temp Facilities - Modular			13,440.76
Total Temp Facilities - Admin Sublet			12,192.75
Total Temp Facilities - Relocation			14,734.32
			1,799,709.65



KENSINGTON FIRE PROTECTION DISTRICT

DATE: February 8, 2023

TO: Finance Committee
Kensington Fire Protection District

RE: **UPDATED FINANCIAL FORECAST**

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.

Background

In conjunction with the Public Safety Building financing, NHA Advisors developed a long-term financial analysis for determination of project feasibility and sustainability of District funds. With the project in progress, staff is in the process of identifying all changes that should be incorporated into an update of the long-term financial forecast. This will include operating and capital improvement plan revenues and expenditures.

It is anticipated that the updated financial forecast will be complete in the coming weeks which would be late February or early March which allows ample time to incorporate this into the annual budget. Although there have been some shifts in planned versus actual costs which is always the case with capital projects, it appears that these balance one another out for the most part though this will be confirmed as part of the forecast update.

Fiscal Impact

There is no fiscal impact at this time.