



**KENSINGTON FIRE PROTECTION DISTRICT
MEETING OF THE FINANCE COMMITTEE
AGENDA**

Wednesday, May 25th, 2022 2:30pm
Via Zoom Teleconference

Due to COVID-19, and in accordance with California AB 361, the Finance Committee meeting will not be physically open to the public and all 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 to the 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/89458352428?pwd=dIA3OFImb01wd2Yrb1hmWWJMeIlldz09>

Telephone Access:

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

Webinar ID: 894 5835 2428

Passcode: 112233

AGENDA

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

1. (2:30pm) CALL TO ORDER/ROLL CALL

Director Kosel (Committee Chair) and President Nagel

2. (2:31pm) 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. (2:36pm) 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** (02/01/2022 thru 05/15/2022)

4. (2:45pm) OLD BUSINESS - None

5. (2:45pm) NEW BUSINESS

a. **(2:45pm) FY2022-2023 Fee Schedule for El Cerrito-Kensington Fire Department Contract** (Supporting Material)

Action = Review, Discuss, and Direct Staff

b. **(3:30pm) FY2022-2023 Draft Budget** (Supporting Material)

Action = Review, Discuss, and Direct Staff

6. (4:15pm) FUTURE AGENDA ITEMS

Action = Request agenda items for the next meeting.

7. (4:30pm) 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 the KFPD Public Safety Building and two additional public locations 72-hours prior to the meeting.

| Subject | Duration | Day | Subject |
|---|--------------|--------------|---------------|
| KFPD - Finance Committee Mtg re: Post agenda; PSB for mail | 0.50 | Tue 2/1/2022 | KFPD Finance |
| KFPD - Finance re: Update Advisors on schedule/options | 0.50 | Tue 2/1/2022 | KFPD Finance |
| KFPD - PSB Renovation re: Emails and Calls | 1.00 | Tue 2/1/2022 | KFPD PSB |
| KFPD - Finance re: Mtg w/Tel w/JK (FC mtg; Audit update; Budget review) | 1.00 | Tue 2/1/2022 | KFPD Finance |
| KFPD - Gen Mgmt re: Timesheets and Payroll records | 0.75 | Tue 2/1/2022 | KFPD Gen Mgmt |
| Day Total: | 3.75 | | |
| KFPD - PSB Renovation re: Tel w/County Planner (Setback) | 0.50 | Wed 2/2/2022 | KFPD PSB |
| KFPD - PSB Renovation re: Tel w/RB (KPPCSD coord) | 0.75 | Wed 2/2/2022 | KFPD PSB |
| Day Total: | 1.25 | | |
| KFPD - PSB re: Arch/Eng Mtg | 1.50 | Thu 2/3/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: Correspondence; | 1.25 | Thu 2/3/2022 | KFPD Gen Mgmt |
| KFPD - PSB Renovation re: Standards; Setback issues | 1.00 | Thu 2/3/2022 | KFPD PSB |
| KFPD - Finance re: Mid-Year Budget Data | 2.00 | Thu 2/3/2022 | KFPD Finance |
| Day Total: | 5.75 | | |
| KFPD - Finance re: Mid-Year Budget Data | 1.25 | Fri 2/4/2022 | KFPD Finance |
| KFPD - Finance Committee Mtg | 0.50 | Fri 2/4/2022 | KFPD Finance |
| KFPD - Finance re: Records, Investments | 2.25 | Fri 2/4/2022 | KFPD Finance |
| KFPD - Gen Mgmt re: PSB for mail, msgs | 0.50 | Fri 2/4/2022 | KFPD Gen Mgmt |
| KFPD - EPC re: Wildfire JPA mtg | 2.00 | Fri 2/4/2022 | KFPD EPC |
| KFPD - PSB Renovation re: Tel w/CalOES grant coordinator | 0.50 | Fri 2/4/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: Agenda | 1.00 | Fri 2/4/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Agenda | 0.50 | Fri 2/4/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Agenda | 1.75 | Fri 2/4/2022 | KFPD Gen Mgmt |
| Day Total: | 10.25 | | |
| KFPD - Gen Mgmt re: Agenda | 1.50 | Sat 2/5/2022 | KFPD Gen Mgmt |
| KFPD - Finance re: Transmittals, Replenishment accounting | 1.25 | Sat 2/5/2022 | KFPD Finance |
| KFPD - Gen Mgmt re: BOD Mtg Packet | 1.50 | Sat 2/5/2022 | KFPD Gen Mgmt |
| KFPD - PSB Renovation re: Update net area calcs | 0.25 | Sat 2/5/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: BOD Mtg Packet | 5.00 | Sat 2/5/2022 | KFPD Gen Mgmt |
| Day Total: | 9.50 | | |
| KFPD - Gen Mgmt re: BOD Mtg Packet (Budget Revs) | 2.75 | Sun 2/6/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: BOD Mtg Packet | 3.75 | Sun 2/6/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: BOD Mtg Packet | 3.50 | Sun 2/6/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: BOD Mtg Packet | 2.50 | Sun 2/6/2022 | KFPD Gen Mgmt |
| Day Total: | 12.50 | | |
| KFPD - Gen Mgmt re: BOD Mtg Packet | 1.50 | Mon 2/7/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: BOD Mtg Packet | 1.50 | Mon 2/7/2022 | KFPD Gen Mgmt |
| KFPD - PSB Renovation re: Tel w/County Bldg (Prelim review mtg) | 0.50 | Mon 2/7/2022 | KFPD PSB |

| | | | |
|--|--------------|---------------|---------------|
| KFPD - Gen Mgmt re: Mtg w/EC City Mgr | 1.00 | Mon 2/7/2022 | KFPD Gen Mgmt |
| Day Total: | 4.50 | | |
| KFPD - PSB Renovation re: Revise financial plan | 0.75 | Tue 2/8/2022 | KFPD PSB |
| KFPD - PSB Renovation re: Tel w/Geotech (Email to County on peer review) | 0.25 | Tue 2/8/2022 | KFPD PSB |
| KFPD - PSB Renovation re: Tel w/DD (Questions on schedule/options) | 0.25 | Tue 2/8/2022 | KFPD PSB |
| KFPD - EPC re: Tel w/KP | 0.75 | Tue 2/8/2022 | KFPD EPC |
| KFPD - PSB Renovation re: Bldg Area Calcs | 1.00 | Tue 2/8/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: BOD Mtg Packet | 2.50 | Tue 2/8/2022 | KFPD Gen Mgmt |
| KFPD - PSB Renovation re: NHA Analysis update | 1.25 | Tue 2/8/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: BOD Mtg Packet (Final posts; Prints) | 0.50 | Tue 2/8/2022 | KFPD Gen Mgmt |
| Day Total: | 7.25 | | |
| KFPD - Gen Mgmt re: BOD Mtg Packet copies | 0.25 | Wed 2/9/2022 | KFPD Gen Mgmt |
| KFPD - PSB Renovation re: Space Needs Info/References/Letter | 4.50 | Wed 2/9/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: BOD Mtg Follow-up | 1.50 | Wed 2/9/2022 | KFPD Gen Mgmt |
| Day Total: | 6.25 | | |
| KFPD - Gen Mgmt re: BOD Mtg Post Notice | 0.25 | Thu 2/10/2022 | KFPD Gen Mgmt |
| KFPD - PSB Renovation re: Updates to consultants | 1.25 | Thu 2/10/2022 | KFPD PSB |
| KFPD - Finance re: Transmittal for signature | 0.25 | Thu 2/10/2022 | KFPD Finance |
| KFPD - Finance re: Budget Revisions, Posting | 1.00 | Thu 2/10/2022 | KFPD Finance |
| KFPD - EPC re: Tel w/JV (Priority List) | 0.25 | Thu 2/10/2022 | KFPD EPC |
| KFPD - PSB Renovation re: NHA revisions | 0.50 | Thu 2/10/2022 | KFPD PSB |
| KFPD - Finance re: Transmittal to CCC | 0.25 | Thu 2/10/2022 | KFPD Finance |
| KFPD - PSB Renovation re: Letter to EC City Manager (Contract Reserve) | 1.75 | Thu 2/10/2022 | KFPD PSB |
| Day Total: | 5.50 | | |
| KFPD - PSB Renovation re: Letter to EC City Manager (Contract Reserve) | 1.25 | Fri 2/11/2022 | KFPD PSB |
| KFPD - PSB re: Geotech Reports to Planner | 0.50 | Fri 2/11/2022 | KFPD PSB |
| KFPD - PSB re: Temp Facilities Mtg w/Arch, Mack5 | 1.00 | Fri 2/11/2022 | KFPD PSB |
| KFPD - PSB re: Geotech Reports to Planner | 0.25 | Fri 2/11/2022 | KFPD PSB |
| KFPD - PSB re: Temp Facilities (Visit EC Modular Units) | 0.50 | Fri 2/11/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: PSB (Msgs, Mail) | 0.25 | Fri 2/11/2022 | KFPD Gen Mgmt |
| KFPD - PSB Renovation re: Mtg w/Shift Crew & Arch (Finishes, Storage, Etc) | 2.00 | Fri 2/11/2022 | KFPD PSB |
| Day Total: | 5.75 | | |
| KFPD - PSB Renovation re: Mtg w/Shift Crew & Arch (Finishes, Storage, Etc) | 1.50 | Mon 2/14/2022 | KFPD PSB |
| Day Total: | 1.50 | | |
| KFPD - PSB Renovation re: Mtg w/Shift Crew & Arch (Finishes, Storage, Etc) | 1.50 | Tue 2/15/2022 | KFPD PSB |
| Day Total: | 1.50 | | |
| Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max): | 75.25 | | |
| Target Hrs (Over/Under) | 23.80 | | |

| Subject | Duration | Day | Subject |
|---|---------------|---------------|----------------|
| KFPD - Gen Mgmt re: Tel w/LN (BOD mtg) | 0.50 | Wed 2/16/2022 | KFPD Gen Mgmt |
| KFPD - EPC re: Tel w/JV (EP schedule) | 0.25 | Wed 2/16/2022 | KFPD EPC |
| KFPD - Gen Mgmt re: Board Education Requirements | 0.50 | Wed 2/16/2022 | KFPD Gen Mgmt |
| KFPD - Board Meeting (Continued) | 2.25 | Wed 2/16/2022 | KFPD Board Mtg |
| KFPD - EPC re: Mtg Agenda | 0.50 | Wed 2/16/2022 | KFPD EPC |
| Day Total: | 4.00 | | |
| KFPD - PSB re: Arch/Eng Mtg | 1.50 | Thu 2/17/2022 | KFPD PSB |
| KFPD - PSB re: Plan revisions | 0.50 | Thu 2/17/2022 | KFPD PSB |
| KFPD - PSB re: Mtg w/CDC (Pre-App Review) | 1.00 | Thu 2/17/2022 | KFPD PSB |
| KFPD - PSB re: Plan revisions | 0.75 | Thu 2/17/2022 | KFPD PSB |
| KFPD - PSB re: Review plans, dtls w/Chief | 0.75 | Thu 2/17/2022 | KFPD PSB |
| Day Total: | 4.50 | | |
| KFPD - PSB re: Plan revisions to arch | 2.25 | Fri 2/18/2022 | KFPD PSB |
| KFPD - EPC re: Agenda | 0.50 | Fri 2/18/2022 | KFPD EPC |
| KFPD - Gen Mgmt re: PSB for mail, msgs, post agenda, bldg info to staff | 0.75 | Fri 2/18/2022 | KFPD Gen Mgmt |
| Day Total: | 3.50 | | |
| KFPD - Gen Mgmt re: Holiday | 6.00 | Mon 2/21/2022 | KFPD Holiday |
| Day Total: | 6.00 | | |
| KFPD - PSB re: Temp Facilities (Tel w/Arch, San Rafael docs) | 0.50 | Tue 2/22/2022 | KFPD PSB |
| KFPD - Legal re: Email (Plan Check Fees) | 0.25 | Tue 2/22/2022 | KFPD Legal |
| KFPD - PSB re: Temp Facilities (Tel w/Arch, San Rafael docs) | 1.00 | Tue 2/22/2022 | KFPD PSB |
| Day Total: | 1.75 | | |
| KFPD - PSB re: Tel w/County, Geotech, Geologist (A-P act compliance; Planning approval) | 2.00 | Wed 2/23/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: Sick | 3.50 | Wed 2/23/2022 | KFPD Sick |
| Day Total: | 5.50 | | |
| KFPD - PSB re: Arch/Eng Mtg | 1.75 | Thu 2/24/2022 | KFPD PSB |
| KFPD - EPC re: Committee Mtg | 2.75 | Thu 2/24/2022 | KFPD EPC |
| Day Total: | 4.50 | | |
| KFPD - Gen Mgmt re: Vacation | 4.50 | Fri 2/25/2022 | KFPD Vacation |
| Day Total: | 4.50 | | |
| KFPD - Gen Mgmt re: PSB for mail and msgs; Update shift on PSB | 0.50 | Sun 2/27/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Struct review set for DCD; Const Estimate | 0.75 | Sun 2/27/2022 | KFPD PSB |
| Day Total: | 1.25 | | |
| KFPD - Gen Mgmt re: Correspondence | 1.00 | Mon 2/28/2022 | KFPD Gen Mgmt |
| KFPD - Finance re: Invoices | 1.50 | Mon 2/28/2022 | KFPD Finance |
| Day Total: | 2.50 | | |
| Total (24hrs/wk Allowance = 3.43hrs/day x 13 days = 44.59hrs Max): | 38.00 | | |
| Target Hrs (Over/Under) | (6.59) | | |



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 3/1/2022
 Pay Period End: 3/15/2022

| 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 |
|-----------------|-------------------------|--------------------|-------|------|------|------|-------|------|------|------|
| 3/1/2022 | See Separate Task Sheet | 6.25 | 0.75 | 5.50 | | | | | | |
| 3/2/2022 | " | 2.50 | 1.00 | 1.00 | | 0.50 | | | | |
| 3/3/2022 | " | 1.75 | 0.75 | | | | 1.00 | | | |
| 3/4/2022 | " | 5.75 | 2.75 | | | | 3.00 | | | |
| 3/5/2022 | " | 5.00 | 5.00 | | | | | | | |
| 3/6/2022 | " | 3.00 | 3.00 | | | | | | | |
| 3/7/2022 | " | 11.50 | 6.75 | | | | 4.75 | | | |
| 3/8/2022 | " | 12.00 | 10.50 | | | | 1.50 | | | |
| 3/9/2022 | " | 5.00 | 2.00 | | 1.00 | | 2.00 | | | |
| 3/10/2022 | " | 2.25 | 0.25 | | | | 2.00 | | | |
| 3/11/2022 | " | 5.75 | 1.25 | | 2.00 | | 2.50 | | | |
| 3/12/2022 | " | | | | | | | | | |
| 3/13/2022 | " | 0.50 | | | 0.50 | | | | | |
| 3/14/2022 | " | 0.75 | | 0.50 | | | 0.25 | | | |
| 3/15/2022 | " | 1.00 | | | 0.50 | | 0.50 | | | |
| Total Hours | | 63.00 | 34.00 | 7.00 | 4.00 | 0.50 | 17.50 | 0.00 | 0.00 | 0.00 |
| Rate | | \$ 108.00 | | | | | | | | |
| Total Gross Pay | | <u>\$ 6,804.00</u> | | | | | | | | |

Bill Hansell

3/15/2022

Employee Signature

Date

Finance Signature

Date

| Subject | Duration | Day | Subject |
|--|-------------|--------------|---------------|
| KFPD - Gen Mgmt re: Tel w/DD (Financing) | 0.25 | Tue 3/1/2022 | KFPD Gen Mgmt |
| KFPD - Finance re: Invoices | 2.50 | Tue 3/1/2022 | KFPD Finance |
| KFPD - Gen Mgmt re: Tel w/JK | 0.50 | Tue 3/1/2022 | KFPD Gen Mgmt |
| KFPD - Finance re: Invoices | 3.00 | Tue 3/1/2022 | KFPD Finance |
| Day Total: | 6.25 | | |
| KFPD - Finance re: Invoices | 0.25 | Wed 3/2/2022 | KFPD Finance |
| KFPD - Finance re: Invoices | 0.75 | Wed 3/2/2022 | KFPD Finance |
| KFPD - Gen Mgmt re: Tel w/LN (BOD mtg agenda) | 1.00 | Wed 3/2/2022 | KFPD Gen Mgmt |
| KFPD - Legal re: Emails to counsel | 0.50 | Wed 3/2/2022 | KFPD Legal |
| Day Total: | 2.50 | | |
| KFPD - PSB re: Temp Facilities Mtg | 1.00 | Thu 3/3/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: Tel w/LN (Payroll) | 0.75 | Thu 3/3/2022 | KFPD Gen Mgmt |
| Day Total: | 1.75 | | |
| KFPD - PSB re: Arch/Eng Mtg | 1.00 | Fri 3/4/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: BOD Mtg agenda | 0.50 | Fri 3/4/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: BOD Mtg agenda | 0.50 | Fri 3/4/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Temp Facility (Info to Unitarian Church) | 1.25 | Fri 3/4/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: BOD Mtg agenda | 1.00 | Fri 3/4/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Temp Facility (Email to KPPCSD) | 0.75 | Fri 3/4/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: BOD Mtg agenda post; PSB for mail, msg | 0.75 | Fri 3/4/2022 | KFPD Gen Mgmt |
| Day Total: | 5.75 | | |
| KFPD - Gen Mgmt re: BOD Mtg packet | 3.75 | Sat 3/5/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: BOD Mtg packet | 1.25 | Sat 3/5/2022 | KFPD Gen Mgmt |
| Day Total: | 5.00 | | |
| KFPD - Gen Mgmt re: BOD Mtg packet | 1.25 | Sun 3/6/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: BOD Mtg packet | 1.75 | Sun 3/6/2022 | KFPD Gen Mgmt |
| Day Total: | 3.00 | | |
| KFPD - Gen Mgmt re: BOD Mtg packet | 0.50 | Mon 3/7/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: PRA 2022-01 (Sprinkler Cost History to 2017) | 0.50 | Mon 3/7/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: BOD Mtg packet | 1.25 | Mon 3/7/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: BOD Mtg packet | 1.50 | Mon 3/7/2022 | KFPD Gen Mgmt |
| KFPD - PSB Renovation re: ZA Hearing | 1.00 | Mon 3/7/2022 | KFPD PSB |
| KFPD - PSB Renovation re: Tel w/LN | 0.50 | Mon 3/7/2022 | KFPD PSB |

Kensington Fire Protection District

Timesheet Details

Bill Hansell

| | | | |
|---|--------------|---------------|---------------|
| KFPD - PSB Renovation re: ?'s from Jim Watt | 1.50 | Mon 3/7/2022 | KFPD PSB |
| KFPD - PSB Renovation re: Tel w/Struct | 0.25 | Mon 3/7/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: Grant Writer update | 0.50 | Mon 3/7/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: PRA 2022-01 (Sprinkler Cost History to 2017) | 0.75 | Mon 3/7/2022 | KFPD Gen Mgmt |
| KFPD - PSB Renovation re: KPPCSD modular lease issues | 1.50 | Mon 3/7/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: Board Packet | 1.75 | Mon 3/7/2022 | KFPD Gen Mgmt |
| Day Total: | 11.50 | | |
| KFPD - Gen Mgmt re: Board Packet | 2.50 | Tue 3/8/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: BOD Mtg packet | 2.25 | Tue 3/8/2022 | KFPD Gen Mgmt |
| KFPD - PSB Temp Facility re: Tel w/UUCB ED | 1.00 | Tue 3/8/2022 | KFPD PSB |
| KFPD - PSB Renovation re: Zoom w/EC on Reserves (Modular rental?) | 0.50 | Tue 3/8/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: BOD Mtg packet | 1.50 | Tue 3/8/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: BOD Mtg packet | 1.25 | Tue 3/8/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: BOD Mtg packet | 3.00 | Tue 3/8/2022 | KFPD Gen Mgmt |
| Day Total: | 12.00 | | |
| KFPD - Gen Mgmt re: BOD Mtg packet | 0.75 | Wed 3/9/2022 | KFPD Gen Mgmt |
| KFPD - EPC re: Tel w/JV (Drill, events) | 0.25 | Wed 3/9/2022 | KFPD EPC |
| KFPD - EPC re: Evac Drill Planning | 0.25 | Wed 3/9/2022 | KFPD EPC |
| KFPD - PSB Temp Facility re: KPPCSD Negotiations | 2.00 | Wed 3/9/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: Tel w/LN (Board Mtg) | 0.25 | Wed 3/9/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Tel w/DD (Board Mtg ?'s) | 0.25 | Wed 3/9/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Board Education Reminders | 0.75 | Wed 3/9/2022 | KFPD Gen Mgmt |
| KFPD - EPC re: Agenda draft | 0.50 | Wed 3/9/2022 | KFPD EPC |
| Day Total: | 5.00 | | |
| KFPD - PSB re: Arch/Eng Mtg | 0.50 | Thu 3/10/2022 | KFPD PSB |
| KFPD - PSB Renovation re: Tel w/Planning Director on process | 0.50 | Thu 3/10/2022 | KFPD PSB |
| KFPD - PSB Renovation re: Code email | 1.00 | Thu 3/10/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: KPPCSD mtg comments | 0.25 | Thu 3/10/2022 | KFPD Gen Mgmt |
| Day Total: | 2.25 | | |
| KFPD - PSB re: Temp Facility Mtg | 1.00 | Fri 3/11/2022 | KFPD PSB |
| KFPD - PSB re: Temp Facility (Emails to Engineers) | 0.75 | Fri 3/11/2022 | KFPD PSB |
| KFPD - EPC re: Mtg agenda | 1.00 | Fri 3/11/2022 | KFPD EPC |
| KFPD - PSB Renovation re: Mtg w/CCC Structural Review | 0.75 | Fri 3/11/2022 | KFPD PSB |
| KFPD - EPC re: Print Order for signage | 0.50 | Fri 3/11/2022 | KFPD EPC |

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|--|---|--------------------|---------------|
| KFPD - Gen Mgmt re: PSB for mail, msgs, Shift check-in; Coord w/PD | 1.25 | Fri 3/11/2022 | KFPD Gen Mgmt |
| KFPD - EPC re: Post agenda | 0.50 | Fri 3/11/2022 | KFPD EPC |
| | Day Total: | | 5.75 |
| KFPD - EPC re: Re-Post agenda | 0.50 | Sun 3/13/2022 | KFPD EPC |
| | Day Total: | | 0.50 |
| KFPD - PSB re: Update webpage | 0.25 | Mon 3/14/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: Transmittal | 0.50 | Mon 3/14/2022 | KFPD Finance |
| | Day Total: | | 0.75 |
| KFPD - EPC re: RPP Project Application | 0.50 | Tue 3/15/2022 9:00 | KFPD EPC |
| KFPD - PSB re: ZA conditions | 0.50 | Tue 3/15/2022 4:30 | KFPD PSB |
| | Day Total: | | 1.00 |
| | Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max): | | 63.00 |
| | Target Hrs (Over/Under) | | 11.55 |



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 3/16/2022
 Pay Period End: 3/31/2022

| 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 |
|-----------|-------------------------|-------------|------|------|------|------|------|------|------|------|
| 3/16/2022 | See Separate Task Sheet | 4.00 | 0.25 | 1.25 | 1.75 | | 0.75 | | | |
| 3/17/2022 | " | 8.50 | | 1.00 | 3.00 | 4.50 | | | | |
| 3/18/2022 | " | 2.25 | | | | | 2.25 | | | |
| 3/19/2022 | " | | | | | | | | | |
| 3/20/2022 | " | | | | | | | | | |
| 3/21/2022 | " | 2.75 | 1.75 | | | | 1.00 | | | |
| 3/22/2022 | " | | | | | | | | | |
| 3/23/2022 | " | | | | | | | | | |
| 3/24/2022 | " | 6.00 | | | | | 1.00 | | | 5.00 |
| 3/25/2022 | " | | | | | | | | | |
| 3/26/2022 | " | 0.50 | 0.50 | | | | | | | |
| 3/27/2022 | " | | | | | | | | | |
| 3/28/2022 | " | 1.50 | | | 0.75 | | 0.75 | | | |
| 3/29/2022 | " | 3.00 | | | | | | | 3.00 | |
| 3/30/2022 | " | 4.00 | 2.25 | | | | 1.75 | | | |
| 3/31/2022 | " | 2.25 | 0.25 | | | | 2.00 | | | |
| | Total Hours | 34.75 | 5.00 | 2.25 | 5.50 | 4.50 | 9.50 | 0.00 | 3.00 | 5.00 |
| | Rate | \$ 108.00 | | | | | | | | |
| | Total Gross Pay | \$ 3,753.00 | | | | | | | | |

Bill Hansell

3/15/2022

Employee Signature

Date

Finance Signature

Date

| Subject | Duration | Day | Subject |
|--|----------------|---------------|---------------|
| KFPD - EPC re: Zoom Mtg (Drill Planning Mtg) | 1.00 | Wed 3/16/2022 | KFPD EPC |
| KFPD - PSB re: Arch Finish Presentation | 0.75 | Wed 3/16/2022 | KFPD PSB |
| KFPD - EPC re: Fire Plug edits; Print orders | 0.75 | Wed 3/16/2022 | KFPD EPC |
| KFPD - Finance re: Monthly transmittal | 0.50 | Wed 3/16/2022 | KFPD Finance |
| KFPD - Gen Mgmt re: Tel w/SA (Employment) | 0.25 | Wed 3/16/2022 | KFPD Gen Mgmt |
| KFPD - Finance re: County Report | 0.50 | Wed 3/16/2022 | KFPD Finance |
| KFPD - Gen Mgmt re: Confirm Payroll | 0.25 | Wed 3/16/2022 | KFPD Finance |
| Day Total: | 4.00 | | |
| KFPD - PSB re: Temp Facility (Contact EC Building/Planning) | 1.50 | Thu 3/17/2022 | KFPD PSB |
| KFPD - PSB re: Temp Facility Mtg | 0.75 | Thu 3/17/2022 | KFPD PSB |
| KFPD - PSB re: Arch/Eng Mtg | 2.00 | Thu 3/17/2022 | KFPD PSB |
| KFPD - EPC re: Committee Special Mtg | 2.25 | Thu 3/17/2022 | KFPD EPC |
| KFPD - PSB Renovation re: Variance Appeal Period Ends; Tel Planner | 0.25 | Thu 3/17/2022 | KFPD PSB |
| KFPD - EPC re: Firesafe Planting Program | 0.75 | Thu 3/17/2022 | KFPD EPC |
| KFPD - Gen Mgmt re: Correspondence | 1.00 | Thu 3/17/2022 | KFPD Finance |
| Day Total: | 8.50 | | |
| KFPD - PSB re: On site for Mech Eng | 1.50 | Fri 3/18/2022 | KFPD PSB |
| KFPD - PSB re: Email Congressman (Federal Community Project Funding) | 0.75 | Fri 3/18/2022 | KFPD PSB |
| Day Total: | 2.25 | | |
| KFPD - Gen Mgmt re: CCSDA mtg | 1.75 | Mon 3/21/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Temp Facility Mtg | 0.25 | Mon 3/21/2022 | KFPD PSB |
| KFPD - PSB re: Temp Facility Contract with List Engineering | 0.75 | Mon 3/21/2022 | KFPD PSB |
| Day Total: | 2.75 | | |
| KFPD - Vacation | 5.00 | Thu 3/24/2022 | KFPD Vacation |
| KFPD - PSB re: Arch/Eng Mtg | 1.00 | Thu 3/24/2022 | KFPD PSB |
| Day Total: | 6.00 | | |
| KFPD - Gen Mgmt re: PSB for mail, msgs | 0.50 | Sat 3/26/2022 | KFPD Gen Mgmt |
| Day Total: | 0.50 | | |
| KFPD - EPC re: Cerrito Canyon RPP mtg w/BFD Chief Abraham | 0.75 | Mon 3/28/2022 | KFPD EPC |
| KFPD - Gen Mgmt re: Vmail to Grant Writer | 0.00 | Mon 3/28/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Temp Facility (Modular, Tent, etc) | 0.75 | Mon 3/28/2022 | KFPD PSB |
| Day Total: | 1.50 | | |
| KFPD - Sick | 3.00 | Tue 3/29/2022 | KFPD Sick |
| Day Total: | 3.00 | | |
| KFPD - Gen Mgmt re: Form 700 reminders and assistance | 1.00 | Wed 3/30/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Temp Facility | 1.75 | Wed 3/30/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: Correspondence | 1.00 | Wed 3/30/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Form 700 assistance | 0.25 | Wed 3/30/2022 | KFPD Gen Mgmt |
| Day Total: | 4.00 | | |
| KFPD - PSB re: Temp Facility (Visit Station 55 at 955 St San Pedro Rd) | 0.50 | Thu 3/31/2022 | KFPD PSB |
| KFPD - PSB re: Arch/Eng Mtg | 0.75 | Thu 3/31/2022 | KFPD PSB |
| KFPD - PSB re: Temp Facility planning | 0.75 | Thu 3/31/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: BOD Mtg agenda | 0.25 | Thu 3/31/2022 | KFPD Gen Mgmt |
| Day Total: | 2.25 | | |
| Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88 hrs Max): | 34.75 | | |
| Target Hrs (Over/Under) | (20.13) | | |



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 4/1/2022
 Pay Period End: 4/15/2022

| 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 |
|-----------------|-------------------------|-------------|-------|-------|------|------|-------|------|------|------|
| 4/1/2022 | See Separate Task Sheet | 9.25 | 2.25 | 2.50 | 2.50 | | 2.00 | | | |
| 4/2/2022 | " | 6.75 | | 5.00 | | | 1.75 | | | |
| 4/3/2022 | " | 8.75 | 0.75 | 7.50 | | | 0.50 | | | |
| 4/4/2022 | " | 10.75 | 5.50 | 1.25 | | | 4.00 | | | |
| 4/5/2022 | " | 9.75 | 6.25 | 1.50 | | | 2.00 | | | |
| 4/6/2022 | " | 3.00 | 3.00 | | | | | | | |
| 4/7/2022 | " | 3.25 | 2.00 | | | | 1.25 | | | |
| 4/8/2022 | " | 0.50 | 0.25 | | 0.25 | | | | | |
| 4/9/2022 | " | | | | | | | | | |
| 4/10/2022 | " | | | | | | | | | |
| 4/11/2022 | " | 5.25 | 4.50 | | 0.25 | | 0.50 | | | |
| 4/12/2022 | " | 11.25 | 9.00 | | 1.00 | | 1.25 | | | |
| 4/13/2022 | " | 8.50 | 7.75 | 0.50 | | | 0.25 | | | |
| 4/14/2022 | " | 3.00 | 1.75 | | 0.75 | | 0.50 | | | |
| 4/15/2022 | " | 0.75 | 0.75 | | | | | | | |
| Total Hours | | 80.75 | 43.75 | 18.25 | 4.75 | 0.00 | 14.00 | 0.00 | 0.00 | 0.00 |
| Rate | | \$ 108.00 | | | | | | | | |
| Total Gross Pay | | \$ 8,721.00 | | | | | | | | |

Bill Hansell

4/15/2022

Employee Signature

Date

Finance Signature

Date

| Subject | Duration | Day | Subject |
|--|--------------|---------------|---------------|
| KFPD - PSB re: Temp Facility Mtg | 0.75 | Fri 4/1/2022 | KFPD PSB |
| KFPD - EPC re:Tel MailStream for Fire Plug order (925-676-6711) | 0.25 | Fri 4/1/2022 | KFPD EPC |
| KFPD - Finance re: Invoices | 1.00 | Fri 4/1/2022 | KFPD Finance |
| KFPD - Finance re: Invoices | 0.75 | Fri 4/1/2022 | KFPD Finance |
| KFPD - EPC re: Wildfire JPA mtg #4 | 2.00 | Fri 4/1/2022 | KFPD EPC |
| KFPD - PSB re: Temp Facility planning | 0.75 | Fri 4/1/2022 | KFPD PSB |
| KFPD - EPC re: Evacuation Drill | 0.25 | Fri 4/1/2022 | KFPD EPC |
| KFPD - PSB re: Tel w/RB (Rental in EC modulars) | 0.25 | Fri 4/1/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: Ordinance 2022-01 publication prep | 1.00 | Fri 4/1/2022 | KFPD Gen Mgmt |
| KFPD - Finance re: Invoices | 0.75 | Fri 4/1/2022 | KFPD Finance |
| KFPD - Gen Mgmt re: Ordinance 2022-01 counsel review | 1.25 | Fri 4/1/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Struct assessment study draft | 0.25 | Fri 4/1/2022 | KFPD PSB |
| Day Total: | 9.25 | | |
| KFPD - PSB re: Tel w/RB (Rental in EC modulars) | 1.00 | Sat 4/2/2022 | KFPD PSB |
| KFPD - Finance re: Invoices | 0.75 | Sat 4/2/2022 | KFPD Finance |
| KFPD - Finance re: Invoices | 1.50 | Sat 4/2/2022 | KFPD Finance |
| KFPD - Finance re: Invoices | 2.00 | Sat 4/2/2022 | KFPD Finance |
| KFPD - Finance re: Invoices | 0.75 | Sat 4/2/2022 | KFPD Finance |
| KFPD - PSB re: Temp Facility (Alt layout) | 0.75 | Sat 4/2/2022 | KFPD PSB |
| Day Total: | 6.75 | | |
| KFPD - PSB re: Temp Facility (Alt layout) | 0.50 | Sun 4/3/2022 | KFPD PSB |
| KFPD - Finance re: Invoices | 1.50 | Sun 4/3/2022 | KFPD Finance |
| KFPD - Finance re: Invoices | 4.00 | Sun 4/3/2022 | KFPD Finance |
| KFPD - Gen Mgmt re: Timesheets and Payroll | 0.75 | Sun 4/3/2022 | KFPD Gen Mgmt |
| KFPD - Finance re: Invoices | 1.00 | Sun 4/3/2022 | KFPD Finance |
| KFPD - Finance re: Invoices | 1.00 | Sun 4/3/2022 | KFPD Finance |
| Day Total: | 8.75 | | |
| KFPD - Gen Mgmt re: Correspondence and filing | 2.00 | Mon 4/4/2022 | KFPD Gen Mgmt |
| KFPD - Finance re: Invoice to Maze; County records requested | 0.25 | Mon 4/4/2022 | KFPD Finance |
| KFPD - Finance re: Invoices | 1.00 | Mon 4/4/2022 | KFPD Finance |
| KFPD - PSB re: Temp Facility | 0.75 | Mon 4/4/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: Correspondence | 0.50 | Mon 4/4/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Area of modulars; Rent calcs; Negotiations w/KPPCSD | 3.25 | Mon 4/4/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: Agenda and materials | 3.00 | Mon 4/4/2022 | KFPD Gen Mgmt |
| Day Total: | 10.75 | | |
| KFPD - Gen Mgmt re: Agenda and materials | 1.50 | Tue 4/5/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Temp Facility Mtg | 1.50 | Tue 4/5/2022 | KFPD PSB |
| KFPD - PSB re: Info to City (permit) | 0.50 | Tue 4/5/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: Agenda and materials | 1.00 | Tue 4/5/2022 | KFPD Gen Mgmt |
| KFPD - Finance re: Elec Deposits | 1.50 | Tue 4/5/2022 | KFPD Finance |
| KFPD - Gen Mgmt re: EC Fire Services Contract | 1.50 | Tue 4/5/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Post agenda; PSB mail | 0.50 | Tue 4/5/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Board Packet | 1.75 | Tue 4/5/2022 | KFPD Gen Mgmt |
| Day Total: | 9.75 | | |
| KFPD - Gen Mgmt re: Board Packet | 2.00 | Wed 4/6/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Correspondence | 1.00 | Wed 4/6/2022 | KFPD Gen Mgmt |
| Day Total: | 3.00 | | |
| KFPD - Gen Mgmt re: KPPCSD Mtg | 2.00 | Thu 4/7/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Temp Facility (Parking Lot lease negotiations) | 1.25 | Thu 4/7/2022 | KFPD PSB |
| Day Total: | 3.25 | | |
| KFPD - Gen Mgmt re: PRA questions | 0.25 | Fri 4/8/2022 | KFPD Gen Mgmt |
| KFPD - EPC re: Drill issues | 0.25 | Fri 4/8/2022 | KFPD EPC |
| Day Total: | 0.50 | | |
| KFPD - Gen Mgmt re: Correspondence | 1.00 | Mon 4/11/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Tel w/NHA (Interest Rates; Revise projections) | 0.25 | Mon 4/11/2022 | KFPD PSB |
| KFPD - PSB re: Temp Facility (Tel w/RB KPPCSD Modular Lease) | 0.25 | Mon 4/11/2022 | KFPD PSB |
| KFPD - EPC re: Tel w/KP | 0.25 | Mon 4/11/2022 | KFPD EPC |
| KFPD - Gen Mgmt re: Mtg Packet | 3.50 | Mon 4/11/2022 | KFPD Gen Mgmt |
| Day Total: | 5.25 | | |
| KFPD - Gen Mgmt re: Mtg Packet | 1.75 | Tue 4/12/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Temp Facility Mtg | 1.25 | Tue 4/12/2022 | KFPD PSB |

| | | | |
|--|--------------|---------------|---------------|
| KFPD - EPC re: Tel w/KP | 0.75 | Tue 4/12/2022 | KFPD EPC |
| KFPD - Gen Mgmt re: HEF mtg | 1.50 | Tue 4/12/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Mtg Packet | 3.00 | Tue 4/12/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: tel w/LN (BOD Mtg) | 0.25 | Tue 4/12/2022 | KFPD Gen Mgmt |
| KFPD - EPC re: Draft Agenda | 0.25 | Tue 4/12/2022 | KFPD EPC |
| KFPD - Gen Mgmt re: Mtg Packet | 0.75 | Tue 4/12/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Correspondence | 0.75 | Tue 4/12/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Mtg Packet | 1.00 | Tue 4/12/2022 | KFPD Gen Mgmt |
| Day Total: | 11.25 | | |
| KFPD - Gen Mgmt re: Mtg Packet | 0.75 | Wed 4/13/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Correspondence | 0.75 | Wed 4/13/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Mtg Packet; Correspondence | 5.25 | Wed 4/13/2022 | KFPD Gen Mgmt |
| KFPD - Finance re: Tel w/JK (Interest rates) | 0.50 | Wed 4/13/2022 | KFPD Finance |
| KFPD - Gen Mgmt re: Mtg Packet | 1.00 | Wed 4/13/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Temp Facility (RB KPPCSD Lease) | 0.25 | Wed 4/13/2022 | KFPD PSB |
| Day Total: | 8.50 | | |
| KFPD - PSB re: Temp Facility (RB KPPCSD Lease) | 0.25 | Thu 4/14/2022 | KFPD PSB |
| KFPD - EPC re: Tel w/Chief | 0.25 | Thu 4/14/2022 | KFPD EPC |
| KFPD - EPC re: Tel w/JV | 0.50 | Thu 4/14/2022 | KFPD EPC |
| KFPD - Gen Mgmt re: Tel w/JK | 0.50 | Thu 4/14/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Temp Facility (RB KPPCSD Lease) | 0.25 | Thu 4/14/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: KPPCSD meeting | 0.25 | Thu 4/14/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Correspondence | 1.00 | Thu 4/14/2022 | KFPD Gen Mgmt |
| Day Total: | 3.00 | | |
| KFPD - Gen Mgmt re: PSB (Mail, Msgs, Staff) | 0.75 | Fri 4/15/2022 | KFPD Gen Mgmt |
| Day Total: | 0.75 | | |
| Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max): | 80.75 | | |
| Target Hrs (Over/Under) | 29.30 | | |



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 4/16/2022
 Pay Period End: 4/30/2022

| 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 |
|-----------------|-------------------------|--------------------|-------|------|------|------|------|------|------|------|
| 4/16/2022 | See Separate Task Sheet | 0.00 | | | | | | | | |
| 4/17/2022 | " | 0.00 | | | | | | | | |
| 4/18/2022 | " | 5.25 | 2.00 | | 1.00 | 0.75 | 1.50 | | | |
| 4/19/2022 | " | 3.75 | | | | 3.75 | | | | |
| 4/20/2022 | " | 1.50 | 1.00 | | 0.50 | | | | | |
| 4/21/2022 | " | 9.50 | 8.00 | 0.25 | | | 1.25 | | | |
| 4/22/2022 | " | 5.00 | 5.00 | | | | | | | |
| 4/23/2022 | " | 0.50 | 0.50 | | | | | | | |
| 4/24/2022 | " | 3.25 | 0.50 | | 2.75 | | | | | |
| 4/25/2022 | " | 3.50 | | | | | | | 3.50 | |
| 4/26/2022 | " | 0.25 | | | 0.25 | | | | | |
| 4/27/2022 | " | 1.00 | | | | | 1.00 | | | |
| 4/28/2022 | " | 6.50 | 2.50 | | 3.50 | | 0.50 | | | |
| 4/29/2022 | " | 3.00 | 2.00 | 0.50 | | | 0.50 | | | |
| 4/30/2022 | " | 0.75 | 0.50 | | 0.25 | | | | | |
| Total Hours | | 43.75 | 22.00 | 0.75 | 8.25 | 4.50 | 4.75 | 0.00 | 3.50 | 0.00 |
| Rate | | \$ 108.00 | | | | | | | | |
| Total Gross Pay | | <u>\$ 4,725.00</u> | | | | | | | | |

Bill Hansell

4/30/2022

Employee Signature

Date

Finance Signature

Date

| Subject | Duration | Day | Subject |
|---|---------------|---------------|---------------|
| KFPD - Legal re: PRA 2022_02 (Email counsel; Response) | 0.50 | Mon 4/18/2022 | KFPD Legal |
| KFPD - Gen Mgmt re: Correspondence | 1.00 | Mon 4/18/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Correspondence | 1.00 | Mon 4/18/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Temp Facility (Tel w/RB lease spaces) | 0.25 | Mon 4/18/2022 | KFPD PSB |
| KFPD - Legal re: PRA 2022_02 (Response) | 0.25 | Mon 4/18/2022 | KFPD Legal |
| KFPD - EPC re: FireWise Community | 1.00 | Mon 4/18/2022 | KFPD EPC |
| KFPD - PSB re: Update documents | 1.25 | Mon 4/18/2022 | KFPD PSB |
| Day Total: | 5.25 | | |
| KFPD - PSB re: Temp Facility Mtg | 2.00 | Tue 4/19/2022 | KFPD PSB |
| KFPD - PSB re: On site for gate review | 0.50 | Tue 4/19/2022 | KFPD PSB |
| KFPD - PSB re: Mtg w/TOR (Lease negotiation) | 1.25 | Tue 4/19/2022 | KFPD PSB |
| Day Total: | 3.75 | | |
| KFPD - Gen Mgmt re: Tel w/LN (Mtg planning; updates) | 1.00 | Wed 4/20/2022 | KFPD Gen Mgmt |
| KFPD - EPC re: Tel w/KP (Mtg agenda; Firesafe Planting) | 0.50 | Wed 4/20/2022 | KFPD EPC |
| Day Total: | 1.50 | | |
| KFPD - PSB re: Bldg Permit Dwgs submitted online | 1.25 | Thu 4/21/2022 | KFPD PSB |
| KFPD - Finance re: Transmittal to County | 0.25 | Thu 4/21/2022 | KFPD Finance |
| KFPD - Gen Mgmt re: Fire Chief interviews | 8.00 | Thu 4/21/2022 | KFPD Gen Mgmt |
| Day Total: | 9.50 | | |
| KFPD - Gen Mgmt re: Tel w/JK | 0.25 | Fri 4/22/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Correspondence | 1.25 | Fri 4/22/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Tel w/LN (Special Mtg) | 0.50 | Fri 4/22/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Tel w/TOR (Parking Lot negotiation) | 0.25 | Fri 4/22/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Tel w/KP (Special Mtg) | 0.25 | Fri 4/22/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Tel w/TOR (Parking Lot negotiation; Conf Cost) | 0.25 | Fri 4/22/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Special Mtg Agenda and Packet | 2.25 | Fri 4/22/2022 | KFPD Gen Mgmt |
| Day Total: | 5.00 | | |
| KFPD - Gen Mgmt re: Public Correspondence; Update mtg posting | 0.50 | Sat 4/23/2022 | KFPD Gen Mgmt |
| Day Total: | 0.50 | | |
| KFPD - EPC re: Mtg Agenda, Supporting materials | 2.00 | Sun 4/24/2022 | KFPD EPC |
| KFPD - EPC re: Tel w/KP (Agenda, Supporting materials) | 0.75 | Sun 4/24/2022 | KFPD EPC |
| KFPD - Gen Mgmt re: Post agenda; PSB for msgs/vmails | 0.50 | Sun 4/24/2022 | KFPD Gen Mgmt |
| Day Total: | 3.25 | | |
| KFPD - Sick Leave | 3.50 | Mon 4/25/2022 | KFPD Sick |
| Day Total: | 3.50 | | |
| KFPD - EPC re: Tel w/JV (Events) | 0.25 | Tue 4/26/2022 | KFPD EPC |
| Day Total: | 0.25 | | |
| KFPD - PSB re: Conf w/EC Planning (Temp Bldg Permit) | 0.75 | Wed 4/27/2022 | KFPD PSB |
| KFPD - PSB re: Tel w/Chief (Temp Facility planning application) | 0.25 | Wed 4/27/2022 | KFPD PSB |
| Day Total: | 1.00 | | |
| KFPD - PSB re: Lease negotiations | 0.50 | Thu 4/28/2022 | KFPD PSB |
| KFPD - EPC re: Board Packet info | 1.50 | Thu 4/28/2022 | KFPD EPC |
| KFPD - EPC re: Committee Mtg | 2.00 | Thu 4/28/2022 | KFPD EPC |
| KFPD - Gen Mgmt re: Special Mtg | 2.50 | Thu 4/28/2022 | KFPD Gen Mgmt |
| Day Total: | 6.50 | | |
| KFPD - Gen Mgmt re: Conf w/Nerd Crossing (Annual IT audit; Hybrid Meetings) | 0.50 | Fri 4/29/2022 | KFPD Gen Mgmt |
| KFPD - Finance re: State Compensation Report | 0.50 | Fri 4/29/2022 | KFPD Finance |
| KFPD - Gen Mgmt re: Correspondence | 1.50 | Fri 4/29/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Tel w/KP (EC Modulars, Update) | 0.50 | Fri 4/29/2022 | KFPD PSB |
| Day Total: | 3.00 | | |
| KFPD - EPC re: Shreds/Meds Event | 0.25 | Sat 4/30/2022 | KFPD EPC |
| KFPD - Gen Mgmt re: PSB for mail, msgs | 0.50 | Sat 4/30/2022 | KFPD Gen Mgmt |
| Day Total: | 0.75 | | |
| Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max): | 43.75 | | |
| Target Hrs (Over/Under) | (7.70) | | |



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 5/1/2022
 Pay Period End: 5/15/2022

| 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 |
|-----------------|-------------------------|--------------------|-------|------|------|------|-------|------|------|------|
| 5/1/2022 | See Separate Task Sheet | | | | | | | | | |
| 5/2/2022 | " | 1.25 | 1.25 | | | | | | | |
| 5/3/2022 | " | 5.75 | 3.75 | | | | 2.00 | | | |
| 5/4/2022 | " | 11.00 | 8.50 | | | | 2.50 | | | |
| 5/5/2022 | " | 7.00 | 5.00 | 2.00 | | | | | | |
| 5/6/2022 | " | 9.00 | 4.00 | 2.75 | | | 2.25 | | | |
| 5/7/2022 | " | 7.00 | 7.00 | | | | | | | |
| 5/8/2022 | " | | | | | | | | | |
| 5/9/2022 | " | 5.25 | 4.75 | | | | 0.50 | | | |
| 5/10/2022 | " | 9.50 | 7.50 | | | | 2.00 | | | |
| 5/11/2022 | " | 8.50 | 7.50 | | | | 1.00 | | | |
| 5/12/2022 | " | 3.25 | 3.00 | | | | 0.25 | | | |
| 5/13/2022 | " | 1.00 | 0.50 | 0.50 | | | | | | |
| 5/14/2022 | " | | | | | | | | | |
| 5/15/2022 | " | | | | | | | | | |
| Total Hours | | 68.50 | 52.75 | 5.25 | 0.00 | 0.00 | 10.50 | 0.00 | 0.00 | 0.00 |
| Rate | | \$ 108.00 | | | | | | | | |
| Total Gross Pay | | <u>\$ 7,398.00</u> | | | | | | | | |

Bill Hansell

5/15/2022

Employee Signature

Date

Finance Signature

Date

| Subject | Duration | Day | Subject |
|---|--------------|---------------|---------------|
| KFPD - Gen Mgmt re: Tel w/LN (BOD Mtgs; Personnel issues) | 0.50 | Mon 5/2/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Tel w/KP (BOD Mtgs; Personnel issues) | 0.75 | Mon 5/2/2022 | KFPD Gen Mgmt |
| Day Total: | 1.25 | | |
| KFPD - Gen Mgmt re: Tel w/Interim Chief (Procedures) | 0.75 | Tue 5/3/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Carport contract, plans, schedule; Tel w/Vendor | 2.00 | Tue 5/3/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: Census Form | 0.50 | Tue 5/3/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Fire Chief Commendation | 0.50 | Tue 5/3/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: HEF/JPA issues; Chief Correspondence | 1.50 | Tue 5/3/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Correspondence | 0.50 | Tue 5/3/2022 | KFPD Gen Mgmt |
| Day Total: | 5.75 | | |
| KFPD - PSB re: Temp Facility site plan; lease | 0.50 | Wed 5/4/2022 | KFPD PSB |
| KFPD - Finance re: CCC reports; Maze coord | 3.50 | Wed 5/4/2022 | KFPD Finance |
| KFPD - PSB re: Tel w/NHA (Loan process) | 0.50 | Wed 5/4/2022 | KFPD PSB |
| KFPD - Finance re: CCC reports; Maze coord | 2.50 | Wed 5/4/2022 | KFPD Finance |
| KFPD - PSB re: Temp Facility (Arch/Eng Coordination) | 1.50 | Wed 5/4/2022 | KFPD PSB |
| KFPD - Finance re: Invoices | 2.50 | Wed 5/4/2022 | KFPD Finance |
| Day Total: | 11.00 | | |
| KFPD - Gen Mgmt re: Correspondence | 1.00 | Thu 5/5/2022 | KFPD Gen Mgmt |
| KFPD - Finance re: EDP issues w/County | 0.50 | Thu 5/5/2022 | KFPD Finance |
| KFPD - Gen Mgmt re: Mtg w/LN, KP | 2.50 | Thu 5/5/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: PSB for staff mtg; Mail, msgs | 1.50 | Thu 5/5/2022 | KFPD Gen Mgmt |
| KFPD - Finance re: Invoices | 1.50 | Thu 5/5/2022 | KFPD Finance |
| Day Total: | 7.00 | | |
| KFPD - Finance re: Invoices | 1.00 | Fri 5/6/2022 | KFPD Finance |
| KFPD - Finance re: Invoices | 1.75 | Fri 5/6/2022 | KFPD Finance |
| KFPD - PSB re: Temp Facility design issues | 1.00 | Fri 5/6/2022 | KFPD PSB |
| KFPD - PSB re: Temp Facility (Approve Carport Contract/Payment) | 0.25 | Fri 5/6/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: BOD Mtg agenda and packet | 1.00 | Fri 5/6/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Temp Facility submit Planning Permit | 1.00 | Fri 5/6/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: BOD Mtg agenda and packet | 3.00 | Fri 5/6/2022 | KFPD Gen Mgmt |
| Day Total: | 9.00 | | |
| KFPD - Gen Mgmt re: BOD Mtg agenda and packet | 4.50 | Sat 5/7/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: BOD Mtg agenda and packet | 2.50 | Sat 5/7/2022 | KFPD Gen Mgmt |
| Day Total: | 7.00 | | |
| KFPD - PSB re; Temp Facility (KPPCSD sublease) | 0.25 | Mon 5/9/2022 | KFPD PSB |
| KFPD - PSB re: Temp Facility (Tel w/MG on modulars) | 0.25 | Mon 5/9/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: BOD mtg packet | 2.25 | Mon 5/9/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: BOD mtg packet | 2.50 | Mon 5/9/2022 | KFPD Gen Mgmt |
| Day Total: | 5.25 | | |
| KFPD - Gen Mgmt re: Tel w/LAFCO | 0.50 | Tue 5/10/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: BOD mtg packet | 1.00 | Tue 5/10/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Temp Facility Progress Mtg | 2.00 | Tue 5/10/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: HEF SLC Mtg | 1.50 | Tue 5/10/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: BOD mtg packet | 3.00 | Tue 5/10/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Mtg Mins | 1.50 | Tue 5/10/2022 | KFPD Gen Mgmt |
| Day Total: | 9.50 | | |
| KFPD - Gen Mgmt re: Mtg Mins | 2.00 | Wed 5/11/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Correspondence | 1.50 | Wed 5/11/2022 | KFPD Gen Mgmt |
| KFPD - PSB re: Tel w/DD (Progress questions) | 0.50 | Wed 5/11/2022 | KFPD PSB |
| KFPD - PSB re: Tel w/NHA Finance | 0.50 | Wed 5/11/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: Mtg Mins | 3.00 | Wed 5/11/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: Correspondence | 1.00 | Wed 5/11/2022 | KFPD Gen Mgmt |
| Day Total: | 8.50 | | |
| KFPD - PSB re: Tel w/NHA (Confirm RFP for team) | 0.25 | Thu 5/12/2022 | KFPD PSB |
| KFPD - Gen Mgmt re: Mtg w/Interim Chief, JV (Communications) | 2.50 | Thu 5/12/2022 | KFPD Gen Mgmt |
| KFPD - Gen Mgmt re: KPPCSD | 0.50 | Thu 5/12/2022 | KFPD Gen Mgmt |
| Day Total: | 3.25 | | |
| KFPD - Gen Mgmt re: PSB (Mail, Msgs, Staff) | 0.50 | Fri 5/13/2022 | KFPD Gen Mgmt |
| KFPD - Finance re: Budget | 0.50 | Fri 5/13/2022 | KFPD Finance |

| | | |
|--|-------------------|--------------|
| | Day Total: | 1.00 |
| Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max): | | 68.50 |
| Target Hrs (Over/Under) | | 17.05 |



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 25, 2022

TO: Bill Hansell: General Manager

FROM: Jose Castrejon: Interim Fire Chief

RE: **Proposed Fiscal Year 2022-23 Contract for Service Fee Schedule**

Attached please find the proposed Contract for Service Fee Schedule for Fiscal Year (FY) 2022-23. Included with this proposal is the reconciliation worksheet for FY 2020-21. This reconciliation provides a recap of the adopted fee schedule versus the audited actual expenses. Below is a summary of the proposed fee schedule and reconciliation.

The Fire Department's preliminary budget for FY 2022-23 is \$13,733,480.00 of which \$12,904,360.00 is applicable to the Kensington fee schedule. Based on the allocation percentages, this equals a proposed fee schedule of \$3,553,147.38 before reconciliation.

The City's audited FY 2020-21 expenditures shows actual expenses of \$12,140,104 which breaks down to a reconciliation total of \$123,165.96 for the FY 2020-21 fee schedule. Based on this, the proposed FY 2022-23 fee schedule is \$3,966,648.21 which is an increase of \$244,653.48 over the FY 2021-22 fee schedule or approximately 6.2% increase.

The City will be renegotiating MOU's for both the labor and management groups later this year, but the proposed budget includes an anticipated 3% cost of living raise for all employees. Additionally, there is a possibility of three vacancies this year plus another person on long term disability that will affect the overtime costs. Due to the time to hire and train new employees, the overtime account is being increased approximately \$70,000 to cover the vacancies. The City's Worker's Compensation costs have also increase over 30% from last year due to increased claims for injuries and for COVID-19 exposures which covered mandatory quarantine. Additionally, the pension costs and unfunded accrued liability costs continue to increase.

The budget also reflects increases for travel and training to cover sending up to 4 personnel to a 20 week regional fire training academy. This has become a necessity due to recent changes by the State Fire Marshal Office now requiring accredited training facilities to certify new firefighters. In the past, the Fire Department could provide the required training and testing in house and facilitate the required firefighter certifications. The cost per firefighter is approximately \$50,000 each to cover academy fees, personal protective equipment, and salaries. The benefit to the Fire Department is a well-trained candidate that will have all their required certifications.

The reconciliation cost for FY 2020-21 is approximately \$68,000 less than last year and represents the third year in a row that there have been significant decreases in budget-to-actual costs reconciliation. This is primarily due to more accurate budget forecasts,

Overtime costs for FY 2020-21 were affected due to COVID-19 delaying the hiring of 4 firefighters. Initially scheduled to be hired by July 1, 2020, State and County mandated restrictions delayed interviewing, hiring, and

Page 2: Proposed Fiscal Year 2022-23 Contract for Service Fee Schedule

training them for 6 months. Fortunately, the increased overtime costs were offset by salary savings due to the vacancies.

Other increased costs were associated with pensions and Unfunded Accrued Liability (UAL) which was more than 54% of salaries which was higher than budgeted. Also, due to injuries, there were increased costs for Workers Compensation that exceeded the budget.

As discussed last year, the Fire Department's records management system and the servers involved with the programs that tie all three stations together with dispatch was required to be replaced and the cost for the equipment is being financed for 5 years. The FY 2020-21 budget did not include these upgrades or the new Microsoft licenses that are now mandated and has added approximately \$5,000 to the total reconciliation.

More detailed information regarding the FY 2020-21 Reconciliation is available in the Kensington Fee Schedule 2022-23 file. This same file also has the FY 2022-23 fee schedule spread sheet. Please contact me with any questions you may have on these budget calculations.

Respectfully,

Jose Castrejon
Interim Fire Chief
El Cerrito-Kensington Fire Department
(510) 215-4450

KENSINGTON FIRE PROTECTION DISTRICT BUDGET
Prior Year Reconciliation

LINE ITEM DETAIL BUDGET EXPENDITURES

| | FY 2020-21 Budgeted | FY 2020-21 Actual | Difference | Percentage | Reconciliation |
|--|--------------------------------|------------------------------|-----------------------|-------------------|-----------------------|
| 5100 SALARIES & BENEFITS | | | | | |
| 51110 Salaries | \$5,412,746.23 | \$4,954,055.62 | \$458,690.61 | 27.75% | \$127,286.64 |
| 51120 Temporary/Part-time Salaries | \$0.00 | \$0.00 | \$0.00 | 27.75% | \$0.00 |
| 51140 Overtime Pay | \$400,000.00 | \$1,024,189.22 | (\$624,189.22) | 27.75% | (\$173,212.51) |
| 51145 FLSA Overtime pay | \$104,655.00 | \$105,602.65 | (\$947.65) | 27.75% | (\$262.97) |
| 51146 Non Suppression Overtime pay | \$85,000.00 | \$44,769.29 | \$40,230.71 | 27.75% | \$11,164.02 |
| 51155 One-Time Payout | \$100,000.00 | \$112,176.78 | (\$12,176.78) | 27.75% | (\$3,379.06) |
| 51210 PERS Contributions | \$984,513.00 | \$1,017,817.73 | (\$33,304.73) | 27.75% | (\$9,242.06) |
| 51211 PERS UAL | \$1,470,538.90 | \$1,819,421.40 | (\$348,882.50) | 27.75% | (\$96,814.89) |
| 51220 FICA/MEDICARE | \$86,139.45 | \$100,337.14 | (\$14,197.69) | 27.75% | (\$3,939.86) |
| 51230 Medical Insurance | \$853,865.80 | \$792,807.29 | \$61,058.51 | 27.75% | \$16,943.74 |
| 51235 Life & LTD Insurance | \$40,444.00 | \$41,825.96 | (\$1,381.96) | 27.75% | (\$383.49) |
| 51237 Allowances & Other Benefits | \$152,100.00 | \$149,847.58 | \$2,252.42 | 27.75% | \$625.05 |
| 51240 Workers Compensation | \$199,245.00 | \$143,369.22 | \$55,875.78 | 27.75% | \$15,505.53 |
| 51242 Workers Compensation Pay (In Lieu of Salary) | \$0.00 | \$104,675.38 | (\$104,675.38) | 27.75% | (\$29,047.42) |
| TOTALS | \$9,889,247.38 | \$10,410,895.26 | (\$521,647.88) | | (\$144,757.29) |
| 5200 PROFESSIONAL SERVICES | | | | | |
| 52190 Misc. Professional Services | \$80,000.00 | \$13,679.85 | \$66,320.15 | 33.33% | \$22,104.51 |
| 52220 Medical Services | \$18,540.00 | \$6,136.00 | \$12,404.00 | 33.33% | \$4,134.25 |
| 52230 Other Technical Services | \$13,400.00 | \$6,479.76 | \$6,920.24 | 33.33% | \$2,306.52 |
| TOTALS | \$111,940.00 | \$26,295.61 | \$85,644.39 | | \$28,545.28 |
| 5300 PROPERTY SERVICES | | | | | |
| 53110 Utilities | \$19,200.00 | \$22,169.78 | (\$2,969.78) | 0.00% | \$0.00 |
| 53230 Building Maintenance Services | \$20,000.00 | \$24,365.94 | (\$4,365.94) | 33.33% | (\$1,455.17) |
| 53240 Landscape/Park Maint Svcs | \$53,500.00 | \$22,703.00 | \$30,797.00 | 0.00% | \$0.00 |
| 53250 Vehicle/Equip Maint Svcs | \$126,280.00 | \$131,067.28 | (\$4,787.28) | 25.00% | (\$1,196.82) |
| 53290 Misc R&M Svcs | \$266,976.00 | \$266,155.94 | \$820.06 | 33.33% | \$273.33 |
| 53320 Vehicle & Equip Lease | \$0.00 | \$10,000.00 | (\$10,000.00) | 0.00% | \$0.00 |
| 53330 Vehicle Replcmt Rental Charge | \$30,000.00 | \$0.00 | \$30,000.00 | 18.83% | \$5,649.00 |
| 53910 Solid Waste Services | \$6,200.00 | \$7,512.49 | (\$1,312.49) | 33.33% | (\$437.45) |
| 53990 Other Property Services | \$0.00 | \$772.82 | (\$772.82) | 33.33% | (\$257.58) |
| TOTALS | \$522,156.00 | \$484,747.25 | \$37,408.75 | | \$2,575.30 |
| 5400 OTHER SERVICES | | | | | |
| 54210 Telephone Expenses | \$17,000.00 | \$19,007.08 | (\$2,007.08) | 20.00% | (\$401.42) |
| 54220 Mobile/wireless Expenses | \$13,400.00 | \$16,952.67 | (\$3,552.67) | 20.00% | (\$710.53) |
| 54230 Internet Services | \$0.00 | \$16,005.00 | (\$16,005.00) | 20.00% | (\$3,201.00) |
| 54240 Software Licenses & Maintenance | \$0.00 | \$4,481.10 | (\$4,481.10) | 20.00% | (\$896.22) |
| 54310 Legal Notices & Advertisements | \$5,000.00 | \$27.50 | \$4,972.50 | 25.00% | \$1,243.13 |
| 54410 Printing and Binding | \$6,180.00 | \$1,899.35 | \$4,280.65 | 25.00% | \$1,070.16 |
| 54610 Travel & Training | \$44,970.00 | \$41,922.55 | \$3,047.45 | 25.00% | \$761.86 |
| 54910 Dues & Subscriptions | \$14,690.00 | \$13,682.04 | \$1,007.96 | 25.00% | \$251.99 |
| 54990 Other Administrative Services | \$300.00 | \$970.00 | (\$670.00) | 25.00% | (\$167.50) |
| TOTALS | \$101,540.00 | \$114,947.29 | (\$13,407.29) | | (\$2,049.53) |
| 5500 SUPPLIES | | | | | |
| 55110 General Office Supplies | \$6,000.00 | \$6,102.31 | (\$102.31) | 25.00% | (\$25.58) |
| 55120 Postage & Delivery | \$2,400.00 | \$1,168.51 | \$1,231.49 | 25.00% | \$307.87 |
| 55130 Photocopying Charges | \$1,000.00 | \$0.00 | \$1,000.00 | 25.00% | \$250.00 |
| 55210 Fuel | \$42,800.00 | \$38,705.58 | \$4,094.42 | 27.00% | \$1,105.49 |
| 55220 Safety Supplies | \$0.00 | \$182.16 | (\$182.16) | 30.00% | (\$54.65) |
| 55230 Medical Supplies | \$28,200.00 | \$22,583.56 | \$5,616.44 | 30.00% | \$1,684.93 |
| 55240 Clothing & Uniform Supplies | \$53,600.00 | \$51,479.83 | \$2,120.17 | 33.33% | \$706.65 |
| 55250 Vehicle & Equipmt Supplies | \$14,490.00 | \$13,682.13 | \$807.87 | 25.00% | \$201.97 |
| 55290 Other Operating Supplies | \$8,500.00 | \$6,774.68 | \$1,725.32 | 25.00% | \$431.33 |
| 55520 Building Supplies | \$6,035.00 | \$7,229.70 | (\$1,194.70) | 25.00% | (\$298.68) |
| TOTALS | \$163,025.00 | \$147,908.46 | \$15,116.54 | | \$4,309.35 |

| 5600 CAPITAL OUTLAY | | | | | | |
|---|-----------------------------|------------------------|------------------------|-----------------------|--------|-----------------------|
| 56310 | Improvements, Not Buildings | \$7,800.00 | \$353.22 | \$7,446.78 | 0.00% | \$0.00 |
| 56410 | Office Equipment < \$10K | \$9,000.00 | \$9,751.64 | (\$751.64) | 0.00% | \$0.00 |
| 56710 | Other Equipment < \$10K | \$6,000.00 | \$7,735.42 | (\$1,735.42) | 0.00% | \$0.00 |
| TOTALS | | \$22,800.00 | \$17,840.28 | \$4,959.72 | | \$0.00 |
| 5800 OTHER CHARGES | | | | | | |
| 58220 | Licenses & Permits | \$5,450.00 | \$489.65 | \$4,960.35 | 25.00% | \$1,240.09 |
| TOTALS | | \$5,450.00 | \$489.65 | \$4,960.35 | | \$1,240.09 |
| OVERHEAD CHARGES (9% of Personnel) | | \$890,032.26 | \$936,980.57 | (\$46,948.31) | 27.75% | (\$13,028.16) |
| TOTAL EXPENDITURES | | \$11,706,190.64 | \$12,140,104.37 | (\$433,913.73) | | (\$123,164.96) |

CITY OF EL CERRITO / KENSINGTON FIRE PROTECTION DISTRICT

Proposed Contract Fee for FY 2022-23

| | Adopted FY21-22 Budget | Preliminary FY22-23 Budget | KFPD % | KFPD FY22-23 Fee |
|--|-----------------------------------|---------------------------------------|-------------------|-----------------------------|
| <u>5100 SALARIES & BENEFITS</u> | | | | |
| 51110 Salaries | \$5,583,637.00 | \$5,853,916.00 | 27.75% | \$1,624,461.69 |
| 51130 Temporary/Part-time Salaries | \$1,500.00 | \$3,200.00 | 27.75% | \$888.00 |
| 51140 Overtime Pay | \$500,000.00 | \$750,000.00 | 27.75% | \$208,125.00 |
| 51145 FLSA Overtime pay | \$104,656.00 | \$128,352.00 | 27.75% | \$35,617.68 |
| 51146 Non Suppression Overtime pay | \$50,000.00 | \$60,000.00 | 27.75% | \$16,650.00 |
| 51155 One-Time Payout | \$0.00 | \$50,000.00 | 27.75% | \$13,875.00 |
| 51210 PERS Contributions | \$983,202.00 | \$1,034,713.00 | 27.75% | \$287,132.86 |
| 51211 PERS UAL | \$2,241,677.00 | \$2,328,685.00 | 27.75% | \$646,210.09 |
| 51220 FICA/MEDICARE | \$88,094.00 | \$91,682.00 | 27.75% | \$25,441.76 |
| 51230 Medical Insurance | \$811,998.00 | \$873,244.00 | 27.75% | \$242,325.21 |
| 51235 Life & LTD Insurance | \$40,101.00 | \$42,871.00 | 27.75% | \$11,896.70 |
| 51237 Allowances & Other Benefits | \$155,800.00 | \$157,075.00 | 27.75% | \$43,588.31 |
| 51240 Workers Compensation | \$154,332.00 | \$201,322.00 | 27.75% | \$55,866.86 |
| 51242 Workers Compensation Pay (In Lieu of Salary) | | \$50,000.00 | 27.75% | \$13,875.00 |
| TOTAL | \$10,714,997.00 | \$11,625,060.00 | | \$3,225,954.15 |
| <u>5200 PROFESSIONAL SERVICES</u> | | | | |
| 52190 Misc. Professional Services | \$299,500.00 | \$299,500.00 | 33.33% | \$99,823.35 |
| 52220 Medical Services | \$18,200.00 | \$20,000.00 | 33.33% | \$6,666.00 |
| 52230 Other Technical Services | \$8,700.00 | \$8,700.00 | 33.33% | \$2,899.71 |
| TOTAL | \$326,400.00 | \$328,200.00 | | \$109,389.06 |
| <u>5300 PROPERTY SERVICES</u> | | | | |
| 53110 Utilities | \$25,700.00 | \$28,270.00 | 0.00% | \$0.00 |
| 53230 Building Maintenance Services | \$21,300.00 | \$25,000.00 | 33.33% | \$8,332.50 |
| 53240 Landscape/Park Maint Svcs | \$54,500.00 | \$55,000.00 | 0.00% | \$0.00 |
| 53250 Vehicle/Equip Maint Svcs | \$150,000.00 | \$150,000.00 | 25.00% | \$37,500.00 |
| 53290 Misc. R&M Svcs | \$109,100.00 | \$100,000.00 | 33.33% | \$33,330.00 |
| 53320 Vehicle & Equip Lease | \$0.00 | \$0.00 | 0.00% | \$0.00 |
| 53330 Vehicle Replacement Rental Charge | \$81,000.00 | \$156,000.00 | 18.83% | \$29,374.80 |
| 53910 Solid Waste Services | \$8,000.00 | \$8,000.00 | 33.33% | \$2,666.40 |
| TOTAL | \$449,600.00 | \$522,270.00 | | \$111,203.70 |
| <u>5400 OTHER SERVICES</u> | | | | |
| 54210 Telephone Expenses | \$17,000.00 | \$18,700.00 | 20.00% | \$3,740.00 |
| 54220 Mobile/wireless Expenses | \$10,728.00 | \$12,400.00 | 20.00% | \$2,480.00 |
| 54230 Internet Services | \$36,904.00 | \$15,000.00 | 33.33% | \$4,999.50 |
| 54240 Software Licenses & Maintenance | \$2,700.00 | \$5,000.00 | 33.33% | \$1,666.50 |
| 54310 Legal Notices & Advertisements | \$2,500.00 | \$2,500.00 | 25.00% | \$625.00 |
| 54410 Printing and Binding | \$3,500.00 | \$10,000.00 | 25.00% | \$2,500.00 |
| 54610 Travel & Training | \$41,000.00 | \$100,000.00 | 25.00% | \$25,000.00 |
| 54910 Dues & Subscriptions | \$15,570.00 | \$16,000.00 | 25.00% | \$4,000.00 |
| 54990 Other Administrative Services | \$9,500.00 | \$9,500.00 | 25.00% | \$2,375.00 |
| TOTAL | \$139,402.00 | \$189,100.00 | | \$47,386.00 |
| <u>5500 SUPPLIES</u> | | | | |
| 55110 General Office Supplies | \$6,000.00 | \$6,000.00 | 25.00% | \$1,500.00 |
| 55120 Postage & Delivery | \$2,700.00 | \$3,700.00 | 25.00% | \$925.00 |
| 55130 Photocopying Charges | \$1,000.00 | \$1,000.00 | 25.00% | \$250.00 |
| 55210 Fuel | \$41,700.00 | \$54,600.00 | 27.00% | \$14,742.00 |
| 55220 Safety Supplies | | \$0.00 | 30.00% | \$0.00 |
| 55230 Medical Supplies | \$25,000.00 | \$25,000.00 | 30.00% | \$7,500.00 |
| 55240 Clothing & Uniform Supplies | \$45,900.00 | \$75,900.00 | 33.33% | \$25,297.47 |
| 55250 Vehicle & Equipment Supplies | \$13,500.00 | \$13,500.00 | 25.00% | \$3,375.00 |
| 55290 Other Operating Supplies | \$10,000.00 | \$10,000.00 | 25.00% | \$2,500.00 |
| 55520 Building Supplies | \$10,000.00 | \$10,000.00 | 25.00% | \$2,500.00 |

| | | | | |
|--------------|---------------------|---------------------|--|--------------------|
| TOTAL | \$104,400.00 | \$199,700.00 | | \$58,589.47 |
|--------------|---------------------|---------------------|--|--------------------|

5600 CAPITAL OUTLAY

| | | | | | |
|-------|-----------------------------|-------------|-------------|-------|--------|
| 56310 | Improvements, Not Buildings | \$20,000.00 | \$20,000.00 | 0.00% | \$0.00 |
| 56410 | Office Equipment <\$10K | \$10,000.00 | \$10,000.00 | 0.00% | \$0.00 |
| 56710 | Other Equipment < \$10K | \$7,100.00 | \$7,100.00 | 0.00% | \$0.00 |
| 56720 | Other Equipment > \$10K | \$0.00 | \$0.00 | 0.00% | \$0.00 |

| | | | | |
|--------------|--------------------|--------------------|--|---------------|
| TOTAL | \$37,100.00 | \$37,100.00 | | \$0.00 |
|--------------|--------------------|--------------------|--|---------------|

5800 OTHER CHARGES

| | | | | | |
|-------|--------------------|------------|------------|--------|----------|
| 58220 | Licenses & Permits | \$2,500.00 | \$2,500.00 | 25.00% | \$625.00 |
|-------|--------------------|------------|------------|--------|----------|

| | | | | |
|--------------|-------------------|-------------------|--|-----------------|
| TOTAL | \$2,500.00 | \$2,500.00 | | \$625.00 |
|--------------|-------------------|-------------------|--|-----------------|

| | | | | |
|--------------------|------------------------|------------------------|---------------|-----------------------|
| GRAND TOTAL | \$11,825,799.00 | \$12,903,930.00 | 27.54% | \$3,553,147.38 |
|--------------------|------------------------|------------------------|---------------|-----------------------|

| | | | | |
|---|---------------------|-----------------------|---------------|---------------------|
| OVERHEAD CHARGES (9% of Personnel) | \$964,349.73 | \$1,046,255.40 | 27.75% | \$290,335.87 |
|---|---------------------|-----------------------|---------------|---------------------|

FY 2022-2023 UNRECONCILED CONTRACT AMOUNT: \$3,843,483.25

FY 2020-21 BUDGET TO ACTUAL RECONCILIATION: \$123,164.96

FY 2022-2023 PROPOSED CONTRACT FEE: \$3,966,648.21



KENSINGTON FIRE PROTECTION DISTRICT

DATE: May 25, 2022

TO: Finance Committee
Kensington Fire Protection District

RE: **Agenda Item 5b**
Draft FY2022-2023 Budget

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Review, Discuss, and Direct Staff as needed.

Background

The attached Draft FY2022-2023 Budget is presented for your review, discussion, and recommendations. The columns represent the FY2021 Actuals, as confirmed by the previously approved audit, the FY2022 Budget, as most recently amended, the FY2022 Projected figures based on projections from the most recent County financial report, and finally the draft FY2023 Budget. The Notes column identifies line-items that need further verification or otherwise explains particular background info.

Below the regular Operations Revenue and Expense budget, I have updated the CIP line-items for the PSB Renovation and the Temporary Facility costs. Please note that “Soft Costs” are for services such as architecture, engineering, permitting, etc., while “Hard Costs” are for the actual General Contractor and Sub-Contractor expenses. YTD Soft Costs have been listed for the current year, and the amounts for FY2023 show the anticipated balance due. Construction is expected to start in September/October and last approximately 18 months, so there will be some remaining soft costs for FY2024. Hard costs will be verified when the bids are received, but have been estimated in the prior reports by management and the NHA financial studies.

I have added a line item under Fund Balances for Annual Debt Service, which will be verified when the renovation loan amount is determined by bidding. Funds from the loan amount will be added to the Capital Reserve Fund 303100, as noted, when the funding is released.

The FY2022 Projected Fund Balance amounts still need information from the final two months of this year plus reconciliation.

Fiscal Impact

As noted in the budget, annual revenue is expected to exceed operation expenditures resulting in a net gain to the reserves, although CIP expenses will draw on the reserves per the prior financial strategy outlined by NHA Advisors.

| | FY2021 Actual | FY2022 Budget | FY2022 Projected | FY2023 Budget | FY2023 Budget Notes: | % of YTD |
|---|------------------|------------------|---------------------|------------------|--------------------------|----------------|
| REVENUES | | | | | | |
| Property Taxes | 4,525,850 | 4,595,532 | 4,642,753 | 4,689,181 | | 101.00% |
| Special Taxes | 200,686 | 200,686 | 204,418 | 206,462 | | 101.00% |
| Other Taxes (HOPTR) | 24,687 | 24,000 | 24,000 | 24,000 | | 100.00% |
| Lease Income | 36,549 | 27,450 | 36,300 | 0 | | 0.00% |
| Investment Income | 32,087 | 30,000 | 26,500 | | | 0.00% |
| CERBT Disbursement | | 80,000 | 80,000 | 80,000 | Maze to verify YTD | 100.00% |
| Other Revenues | 84,213 | 0 | 428,441 | 0 | | 0.00% |
| Grant Revenue | 0 | 0 | 0 | 0 | | |
| Total Revenues | 4,904,072 | 4,957,668 | 5,442,412 | 4,999,643 | | 91.86% |
| EXPENDITURES (Operations) | | | | | | |
| Office Wages & Related | | | | | | |
| Wages | | 160,000 | 135,000 | 135,000 | Maze to verify YTD | 100.00% |
| Longevity Pay | | 0 | 0 | 0 | | |
| Overtime Wages | | 0 | 0 | 0 | | |
| Vacation/Holiday/Sick Wages | | 9,500 | 7,000 | 7,000 | Maze to verify YTD | |
| Medical/dental ins compensation | | 12,000 | 12,000 | 12,000 | Maze to verify YTD | 100.00% |
| Retirement Contribution | | 0 | 0 | 0 | | |
| Payroll Taxes | | 14,000 | 12,434 | 12,500 | | 100.53% |
| Workers Compensation/Life Ins | | 759 | 394 | 400 | | 101.55% |
| Payroll Processing | | 2,300 | 2,300 | 2,500 | | 108.70% |
| Total Office Wages & Related | 185,137 | 198,559 | 169,128 | 169,400 | | 100.16% |
| Retiree Medical Benefits | | | | | | |
| PERS Medical | | 70,000 | | 72,500 | Maze to add YTD payments | |
| Delta Dental | | 13,500 | | 14,000 | Maze to add YTD payments | |
| Vision Care | | 3,900 | | 4,100 | Maze to add YTD payments | |
| CalPERS Settlement | 24,044 | 12,377 | 11,425 | 7,616 | Payoff Balance | 66.66% |
| Total Retiree Medical Benefits | 24,044 | 99,777 | 11,425 | 98,216 | | 859.66% |
| Outside Professional Services | | | | | | |
| Accounting | | 36,000 | 36,000 | 36,000 | Negotiated max with Maze | 100.00% |
| Actuarial Valuation | | 5,600 | 3,000 | 5,600 | | 186.67% |
| Audit | | 17,500 | 16,000 | 16,000 | | 100.00% |
| Bank Fees | | 0 | 25 | 50 | | 200.00% |
| Contra Costa County Expenses | 34,142 | 35,000 | 53,552 | 53,552 | Maze to verify YTD | 100.00% |
| El Cerrito Contract Fee | 3,229,643 | 3,525,860 | 3,525,860 | 3,553,147 | | 100.77% |
| El Cerrito Reconciliation(s) | 298,738 | 191,060 | 191,060 | 123,166 | | 64.46% |
| IT Services and Equipment | | 12,000 | 23 | 12,000 | | 52677.79% |
| Fire Abatement Contract | 2,450 | 5,000 | 0 | 5,000 | | |
| Fire Engineer Plan Review | | 3,000 | 688 | 3,000 | | 436.05% |
| Risk Management Insurance | 64,529 | 14,420 | 0 | 25,000 | Maze to verify YTD | |
| LAFCO Fees | 4,254 | 4,254 | 4,254 | 5,000 | Maze to verify YTD | 117.54% |
| Legal Fees | | 24,000 | 10,000 | 20,000 | Budget \$2K/mo. Avg | 200.00% |
| Professional Fees | 168,640 | 0 | 0 | 0 | | |

| | FY2021 Actual | FY2022 Budget | FY2022 Projected | FY2023 Budget | FY2023 Budget Notes: | % of YTD |
|--|------------------|------------------|---------------------|------------------|----------------------------|----------------|
| Operational Consultant | | 0 | 0 | 0 | | |
| Recruitment | | 0 | 0 | 0 | | |
| Temporary Services | | 0 | 0 | 0 | | |
| Water System Improvements | | 10,000 | 0 | 10,000 | | |
| Website Development/Maintenance | | 2,750 | 3,928 | 4,500 | | 114.56% |
| Wildland Vegetation Mgmt | 6,500 | 7,600 | 0 | 7,600 | | |
| Other Outside Professional Services | | 0 | 0 | 0 | | |
| Emergency Preparedness Coordinator | | 100,000 | 100,000 | 105,200 | | 105.20% |
| Grant Writer/Coordinator | | 50,000 | 6,548 | 50,000 | | 763.65% |
| Nixle (Everbridge) Fees | | 3,183 | 3,183 | 4,000 | | 125.67% |
| Long-Term Financial Planner | | 30,000 | 30,000 | 5,000 | | 16.67% |
| Total Outside Professional Services | 3,808,896 | 4,077,227 | 3,984,120 | 4,043,815 | | 101.50% |
| Community Service Activities | | | | | | |
| Public Education (Emergency Prep) | 3,100 | 28,649 | 24,000 | 30,000 | Maze to verify YTD | 125.00% |
| EP Coord Expense Account | | 1,000 | 0 | 1,000 | Maze to verify YTD | |
| Comm. Pharmaceutical Drop-Off | | 470 | 2,500 | 2,500 | Maze to verify YTD | 100.00% |
| CERT Emerg Kits/Sheds/Prepared | | 3,532 | 0 | 4,000 | | |
| Open Houses | | 1,800 | 0 | 1,800 | | |
| Community Shredder | | 4,465 | 4,142 | 5,000 | Maze to verify YTD | 120.71% |
| DFSC Matching Grants | 24,000 | 0 | 0 | 0 | | |
| Firesafe Planting Grants | | 3,000 | 1,700 | 25,000 | Per EPC Recommendation | |
| Demonstration Garden | | 0 | 0 | 0 | | |
| Community Sandbags | | 1,729 | 1,729 | 1,850 | | 107.02% |
| Volunteer Appreciation | | 0 | 0 | 500 | | |
| Community Service - Other | 30,950 | 0 | 483 | 500 | | |
| Total Community Service Activities | 58,050 | 44,645 | 34,554 | 72,150 | | 208.81% |
| District Activities | | | | | | |
| Professional Development | | 10,000 | 3,324 | | | 0.00% |
| Election | 4,991 | 0 | 0 | 7,500 | CCC to verify | |
| Firefighter's Apparel & PPE | 1,187 | 2,000 | 810 | | Maze to verify YTD | 0.00% |
| Firefighters' Expenses | | 13,300 | 0 | 30,000 | Per Chief's Recommendation | |
| Staff Appreciation | 1,247 | 3,000 | 93 | | | 0.00% |
| Memberships | 7,853 | 8,720 | 7,615 | | | 0.00% |
| Total District Activities | 15,278 | 37,020 | 11,842 | 37,500 | | 316.66% |
| Office | | | | | | |
| Office Expense | 7,444 | 5,000 | 3,500 | 5,000 | Maze to verify YTD | 142.86% |
| Office Supplies | | 2,000 | 1,000 | 2,000 | Maze to verify YTD | 200.00% |
| Telephone | | 7,800 | 7,500 | 8,000 | Maze to verify YTD | 106.67% |
| Office- Other | | 318 | 318 | 400 | | 125.79% |
| Office - Other | | 64 | 64 | 100 | | 156.25% |
| Total Office | 7,444 | 15,182 | 12,382 | 15,500 | | 125.18% |
| Building Maintenance | | | | | | |
| Gardening service | | 5,000 | 4,000 | 4,000 | Maze to verify YTD | 100.00% |

| | FY2021 Actual | FY2022 Budget | FY2022 Projected | FY2023 Budget | FY2023 Budget Notes: | % of YTD |
|---|------------------|------------------|---------------------|------------------|----------------------------------|----------------|
| Building alarm | | 1,500 | 1,500 | 1,500 | Maze to verify YTD | 100.00% |
| Medical Waste Disposal | | 7,500 | 6,500 | 7,500 | Maze to verify YTD | 115.38% |
| Janitorial Service | | 1,400 | 2,000 | 2,000 | Maze to verify YTD | 100.00% |
| Miscellaneous Maint. | | 25,000 | 1,601 | 1,000 | Maze to verify YTD | 62.46% |
| Total Building Maintenance | 62,722 | 40,400 | 15,601 | 16,000 | | 102.56% |
| Building Utilities/Service | | | | | | |
| Gas and Electric | | 12,500 | 12,500 | 13,000 | Maze to verify YTD | 104.00% |
| Water/Sewer | | 3,000 | 4,000 | 4,000 | Maze to verify YTD | 100.00% |
| Bldg Utilities/Services - Other | | 0 | | | | |
| Total Building Utilities/Service | 0 | 15,500 | 16,500 | 17,000 | | 103.03% |
| Contingency | | | | | | |
| General | | 25,000 | 0 | 25,000 | | |
| Contingency - Other | 0 | 0 | 0 | 0 | | |
| Total Contingency | 0 | 25,000 | 0 | 25,000 | | |
| Total Expenditures (Operations) | 4,161,571 | 4,553,310 | 4,255,552 | 4,494,581 | | 105.62% |
| REVENUE - EXPENDITURES (Operations) | 742,501 | 404,358 | 1,186,860 | 505,061 | | |
| EXPENDITURES (Capital) | | | | | | |
| Capital Outlay (PSB Renovation Soft Costs) | 0 | 484,252 | 419,839 | 64,413 | Maze to verify YTD | |
| Capital Outlay (PSB Renovation Hard Costs) | 0 | 0 | 0 | 0 | Pending public bid | |
| Capital Outlay (Temp Facilities Soft Costs) | 0 | 130,000 | 40,000 | 40,000 | Maze to verify YTD | |
| Capital Outlay (Temp Facilities Hard Costs) | 0 | 0 | 0 | 0 | Pending public bid | |
| Capital Outlay (Equip & Furniture) | 0 | 0 | 0 | 0 | None planned for FY2022-2023 | |
| Capital Outlay (Rolling Stock) | 0 | 0 | 0 | 0 | None planned for FY2022-2023 | |
| Total Expenditures (Capital) | 566,845 | 614,252 | 459,839 | 104,413 | | |
| EXPENDITURES (Annual Debt Service) | 0 | 0 | 0 | | Debt Service Amount Pending Loan | |
| EXPENDITURES TOTAL (Ops, CIP, Debt) | 4,728,416 | 5,167,562 | 4,715,391 | 4,598,994 | | 97.53% |
| FUND BALANCE INCREASE OR (DECREASE) | 175,656 | -209,894 | 727,021 | 400,648 | | |

| | FY2021 Actual | FY2022 Budget | FY2022 Projected | FY2023 Budget | FY2023 Budget Notes: | % of YTD |
|-------------------------------------|------------------|------------------|---------------------|------------------|---------------------------------|-------------|
| FUND BALANCES (End of Year): | 6/30/2021 | 6/30/2022 | 6/30/2022 | 6/30/2023 | | |
| CC County Funds: | | | | | | |
| General Fund 300700 | 5,176,904 | | | | | |
| Fire Special Tax Fund 300900 | 409,440 | | | | | |
| Capital Reserve Fund 303100 | 3,821,952 | | | | Bldg Loan Added Here After Bids | |
| Mechanics Bank Checking Account | | | | | | |
| TOTAL FUND BALANCE | 9,408,296 | | | | Maze to verify YTD | |
| OPEB Balance: | | | | | | |
| OPEB Asset | 1,459,931 | | | | | |
| OPEB Liability | 1,072,175 | | | | | |
| Net OPEB: Liability/(Asset) | (387,756) | | | | | |