



KENSINGTON FIRE PROTECTION DISTRICT Finance Committee Meeting

Agenda

Friday, December 4, 2020, 1:00 pm

Via Zoom Teleconference

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

Please click the link below to join the webinar:

<https://zoom.us/j/95817878155?pwd=bEZmMW5UOEQ3VEJjeExrTERJV1hidz09>

Passcode: 090645

Or iPhone one-tap :

US: +16699009128,,95817878155#,,,,,0#,,090645# or
+13462487799,,95817878155#,,,,,0#,,090645#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 646 558 8656 or +1 301 715
8592 or +1 312 626 6799

Webinar ID: 958 1787 8155

Passcode: 090645

International numbers available: <https://zoom.us/u/adfJbqemw>

1. Call to Order/Roll Call

President Stein and Director Dommer

2. Public Comment

3. Approve Minutes of the August 27, 2020 Finance Committee Meeting

4. Discussion Items

4.1. General Manager's Timesheets/Reimbursements (supporting documentation)

4.2. Public Safety Building Budget Cost Estimate (supporting documentation)

4.3. General Manager Transition Task List

5. Future Agenda Items

6. Adjournment



**KENSINGTON FIRE PROTECTION DISTRICT
Finance Committee Meeting**

**Minutes
Thursday, August 27, 2020, 1:30pm**

Via Zoom Teleconference

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

Please click the link below to join the webinar:

<https://zoom.us/j/98047362815>

Or iPhone one-tap :

US: +16699009128,,98047362815# or +13462487799,,98047362815#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 980 4736 2815

International numbers available: <https://zoom.us/j/98047362815>

1. Call to Order/Roll Call

The meeting was called to order at 1:30pm.

Present

Directors: President Stein and Director Dommer

Staff: Interim General Manager Mary Morris- Mayorga, Fire Chief Michael Pigoni

2. Public Comment

There was no public comment at this time.

4. Discussion Items

The following item was taken next:

4.5. Fire Services Contract Fee (supporting documentation)

Chief Pigoni discussed the City's budget issues and noted that in his June presentation the fee schedule incorporated reductions in the Non-Suppression Overtime, deferring replacement of an engine, then COVID-19 set in making it impossible to provide training programs such as CPR and CERT. He reviewed other cuts in capital improvement which is not part of the fee schedule as well as increases in CalPERS contributions that may be offset by other savings such as PEPPRA. The budget as presented to the Board in June for shared costs remains the same.

3. Approve Minutes of the March 2, and July 16, 2020 Finance Committee Meetings

With a correction on the March 2nd minutes to include a member of the public, Lynn Wolter, the Committee is in agreement on approving the minutes.

4. Discussion Items

4.1. Interim General Manager's Timesheets/Reimbursements

The committee reviewed these and had no concerns.

4.6. Final Budget FY2020-21 (discussed in conjunction with 4.2 Long-Term Financial Plan)

Interim General Manager Mary Morris-Mayorga reviewed the budget and changes that have been made since approval of the Preliminary Budget. Cash reserve funds were reviewed to assist in planning for the public safety building renovation.

4.3. Public Safety Building Shared Financing: Decision Plan and Draft Proposal for Board Review in September

IGM Morris-Mayorga provided an update to the Committee that the County has verbally stated an elevator will be required; however, official notification may not be received for weeks. In a meeting with RDC it was recommended that the conceptual design be revisited to determine if it is possible to accommodate both agencies meeting the needs of the Fire and Police Chiefs. For the schedule, it would be beneficial to incorporate more specific estimate of dates in conjunction with Board meetings. This will be provided in the Board proposal.

4.4. Office Space Lease

IGM Morris-Mayorga presented various office space lease locations that have been reviewed and there are two that may provide the necessary space for the District. Even if the public safety building is not renovated, it is not ideal for housing administrative staff.

5. Future Agenda Items

6. Adjournment at 3:25pm



TO: Finance Committee
Kensington Fire Protection District

DATE: December 4, 2020

RE: General Manager's Timesheets/Reimbursements

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

Recommended Action

For information only, no action required.

Background

In accordance with Policy 130 Pay Periods and Timesheets and pursuant to the employment agreements of the Interim General Manager and General Manager, timesheets are included for review by the Finance Committee. Per the policy no official action is required if there are no issues with reporting (i.e. timesheets appear to reasonably report the activities of the Interim General Manager and General Manager to the best of the committee's knowledge); in the event there are issues, the Finance Committee could refer these to the Board of Directors.

Both contracts contain language regarding the number of hours:

Interim General Manager

5.2 It is expected that the position of Interim General Manager will be a fifty-percent full-time equivalent (50% FTE) and that the duties and responsibilities of the Interim General Manager position will require twenty (20) hours per week. KFPD recognizes that the duties and responsibilities of the position may require Employee to work additional time during the initial transition and periodically thereafter due to specific events and tasks. Advance permission is hereby given to work up to forty (40) hours per week during the first thirty (30) days. Hours in excess of thirty (30) hours per week after the first thirty (30) days and through the end of the employment term must be approved in writing in advance by the KFPD Finance Committee. Employee shall have no right to compensation for hours worked in excess of the foregoing limits in this section unless such prior written approval was granted.

Throughout the contract period, the number of hours worked has been at or under these limits. Hours for the prior two weeks have been under the thirty hours due to the hiring of the new staff. The General Manager has begun the initial transition of duties which lessens those of the Interim General Manager and a highly-qualified Executive Assistant/District Clerk has alleviated administrative duties that have been the responsibility of the Interim General Manager until this time. In addition, the Interim General Manager was ill during the holiday week which reduced hours worked further.

General Manager

b. During the transition between the current Acting General Manager and incoming General Manager described in Section 1.2, it is understood that Employee will work approximately ten- to -20-percent fulltime equivalent (10-20% FTE), or four (4)- to – eight (8) hours per week for the purpose of assisting the Acting General Manager, attending Board meetings, and for Employee to familiarize themselves with the District’s policies, procedures, and operations.

c. Advance permission is hereby given to work up to thirty-two (32) hours per week (80% FTE) during the first thirty (30) days following the transition period described in Section 1.2. After the first thirty days following the transition period and until the six months following the transition period, hours in excess of twenty-eight (28) hours per week (70% FTE) must be approved in writing in advance by the Board President, or as otherwise established by formal action of the Board, and reported to the full Board of Directors within forty-eight (48) hours of such exceedance. Except in the event of an emergency, employee shall have no right to compensation for hours worked in excess of the foregoing limits in this section unless such prior written approval was granted.

During the first two weeks of transition, the activity level of the General Manager was higher and exceeded the weekly estimate by approximately four hours which was due to an additional Board meeting and Public Safety Building discussions. For the remainder of the transition period the General Manager will ensure that overall, the hours per week do not exceed eight when averaged over the period. This is in accordance with the contract language above. In addition, the reduced hours of the Interim General Manager more than offset these hours.

The Interim General Manager is providing a copy of reimbursements which will be paid through the payroll provider as it has been discovered a reimbursement code was established previously for exactly this purpose, therefore centralizing employee information for reporting purposes.

Fiscal Impact

Payment of wages and reimbursements are included in the budget.

Attachments: Interim General Manager’s Timesheets (8/31-11/30/2020)
General Manager’s Timesheet 11/30/2020
Interim General Manager’s Reimbursement - 12/9/2020

Item 4.1



Kensington Fire Protection District Employee Timesheet

Employee Name: Mary A. Morris-Mayorga
 Title: Interim General Manager
 Pay Period Start: 8/16/2020
 Pay Period End: 8/31/2020

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
8/16/2020	Emails, Budget, Payments	3.50	0.50	3.00			
8/17/2020	Emails, RGS	1.00	0.50	0.50			
8/18/2020	Admin/Finance Coord, Fire Chief/Abatement, Emails	1.50	1.00	0.50			
8/19/2020	BOD President/Abatement-Meeting, Admin Coord	2.00	1.25				0.75
8/20/2020	Admin Coord, Emails, PSB	1.25	1.00				0.25
8/21/2020	Emails, Abatement/Legal, Finance Committee Plan	1.75	0.75	0.50			0.50
8/22/2020	Office Space Lease	0.50					0.50
8/23/2020	Finance Committee Agenda	1.00		1.00			
8/24/2020	New Admin train/PSB, BOD President, Finance Coord	5.00	4.00	1.00			
8/25/2020	Public/Finance ?. Legal, Finance Committee Packet	6.50	1.00	4.00		0.75	0.75
8/26/2020	Bill/PSB, leased space, Finance Coord	3.00		1.00			2.00
8/27/2020	PSB-cost/sched, Finance Committee, Admin Coord	5.00	1.50	2.50			1.00
8/28/2020	BOD Agenda, EPC items, Finance Coord	2.00	1.00	0.50	0.50		
8/29/2020							
8/30/2020							
8/31/2020	Emails, Payments, Agenda/Packet, PSB Schedule	8.50	1.50	2.50	0.50	3.50	0.50
	Total Hours	42.50	14.00	17.00	1.00	4.25	6.25
	Rate	\$ 90.00	33%	40%	2%	10%	15%
	Total Gross Pay	\$ 3,825.00					

Mary A. Morris-Mayorga
Employee Signature

8/31/2020
Date
Finance Committee 12/2020

Weekly Total	5/31/2020	21.00	7/19/2020	30.00
	6/7/2020	40.00	7/26/2020	30.00
	6/14/2020	40.00	8/2/2020	30.00
	6/21/2020	30.00	8/3/2020	30.00
	6/28/2020	30.00	8/16/2020	30.00
	7/5/2020	30.00	8/23/2020	9.00
	7/12/2020	30.00	8/31/2020	30.00



Kensington Fire Protection District
Employee Timesheet

Employee Name: Mary A. Morris-Mayorga
 Title: Interim General Manager
 Pay Period Start: 9/1/2020
 Pay Period End: 9/15/2020

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
9/1/2020	Reports, Agenda/Packet, VPN mtg	5.50	1.75		0.75	1.50	1.50
9/2/2020	Finance Coord, Agenda/Packet, PSB	5.25	2.50	1.75			1.00
9/3/2020	Agenda/Packet-minutes, Audit	5.00	3.00	2.00			
9/4/2020	Final agenda/packet, Legal-policies/BOD	4.75	3.75	1.00			
9/5/2020							
9/6/2020	Agenda/packet update	1.00	1.00				
9/7/2020	Agenda/packet revision	1.00	1.00				
9/8/2020	State fund, audit reconciliations, BOD mtg prep,	4.75	2.00	1.75			1.00
9/9/2020	FYE audit/recon, files, BOD mtg	9.50	4.00	5.50			
9/10/2020	Post BOD tasks, audit	7.50	6.50	1.00			
9/11/2020	Sched Mtg, PSB Cost Est, Asst w/Admin	5.00	4.00				1.00
9/12/2020	Call w/Don re:PSB	2.25	0.50				1.75
9/13/2020							
9/14/2020	Finance-bills/audit/bank recs, Aj Mtg/legal	8.25	2.25	6.00			
9/15/2020	Web updates, Transp cert-reimb/eithcs, Fin-aud/bills	6.00	4.00	2.00			

Total Hours	65.75	36.25	21.00	0.75	1.50	6.25
Rate	\$ 90.00	55%	32%	1%	2%	10%
Total Gross Pay	\$ 5,917.50					

Mary A. Morris-Mayorga
Employee Signature

9/15/2020
Date
Finance Committee 12/2020

Weekly Total	5/31/2020	21.00	7/19/2020	30.00
	6/7/2020	40.00	7/26/2020	30.00
	6/14/2020	40.00	8/2/2020	30.00
	6/21/2020	30.00	8/3/2020	30.00
	6/28/2020	30.00	8/16/2020	30.00
	7/5/2020	30.00	8/23/2020	9.00
	7/12/2020	30.00	8/30/2020	30.00

9/6/2020	30.00
9/13/2020	30.00

Item 4.1



Kensington Fire Protection District Employee Timesheet

Employee Name: Mary A. Morris-Mayorga
 Title: Interim General Manager
 Pay Period Start: 9/16/2020
 Pay Period End: 9/30/2020

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
9/16/2020	Ethics certs, Reimb rpt, Fire Plug	5.00	2.00	1.00	0.50	1.00	0.50
9/17/2020	Agenda prep/post, spec tax update, Fire Plug	5.50	4.00	0.50	0.50		0.50
9/18/2020	Audit, prop tx bill follow-up, PSB, BOD mtg	5.25	2.75	1.50			1.00
9/19/2020							
9/20/2020							
9/21/2020	Audit, spec mtg sched, emails	10.00	3.00	7.00			
9/22/2020	Audit, spec mtg sched, PSB	8.00	1.00	5.00			2.00
9/23/2020	Call w/Padian, PSB drawings, EPC	5.50	3.00	1.00	1.00		0.50
9/24/2020	EPC, Fin-aud/bills,	3.50	1.00		2.50		
9/25/2020	Meetings, notifications	2.00	1.00		1.00		
9/26/2020	KPOA Presentation, emails, Finance-audit	1.00	0.50	0.50			
9/27/2020							
9/28/2020	Finance-ltr/inv, agenda, transparency cert	5.75	2.75	3.00			
9/29/2020	Agenda packet, Finance-audit prep, PSB item	6.50	2.00	3.00			1.50
9/30/2020	Finance, emails-PSB/agenda/legal, FD sign, BOD mtg	8.25	5.75	1.50			1.00
Total Hours		66.25	28.75	24.00	5.50	1.00	7.00
Rate		\$ 90.00	43%	36%	8%	2%	11%
Total Gross Pay		\$ 5,962.50					

Mary A. Morris-Mayorga
Employee Signature

9/30/2020
Date
Finance Committee 12/2020

Weekly Total	5/31/2020	21.00	7/19/2020	30.00	9/6/2020	30.00
	6/7/2020	40.00	7/26/2020	30.00	9/13/2020	30.00
	6/14/2020	40.00	8/2/2020	30.00	9/20/2020	30.00
	6/21/2020	30.00	8/3/2020	30.00	9/27/2020	30.00
	6/28/2020	30.00	8/16/2020	30.00		
	7/5/2020	30.00	8/23/2020	9.00		
	7/12/2020	30.00	8/30/2020	30.00		

Item 4.1



Kensington Fire Protection District Employee Timesheet

Employee Name: Mary A. Morris-Mayorga
 Title: Interim General Manager
 Pay Period Start: 10/1/2020
 Pay Period End: 10/15/2020

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
10/1/2020	Website updates, Notice of Adj, Fin-trans, red flag	5.50	3.25	1.50	0.75		
10/2/2020	Agenda, Form 700s, fin-audit, PSB, legal	3.00	1.25	1.00			0.75
10/3/2020							
10/4/2020	Finance-bills/audit	1.00		1.00			
10/5/2020	Finance-trans/inv/audit, admin	8.25	2.00	6.25			
10/6/2020	Audit-EC contrat recon	6.25	0.50	4.25			1.50
10/7/2020	Audit, Fire Danger sign/ermit, EC Contract recon	5.50	4.50		0.50		0.50
10/8/2020	Audit-OPEB, recons; BOD Agenda; County pmts	8.00	3.00	5.00			
10/9/2020	Calls-PSB/Mallory, BOD/Julie&Rachel, D Gibson-abatement	2.00	1.00				1.00
10/10/2020							
10/11/2020							
10/12/2020	Documentation-GM, audit, finance	6.00	2.00	4.00			
10/13/2020	Call w/Rachel, emails, finance	6.00	4.50	1.50			
10/14/2020	Cert of Transparency, emails, finance, BOD mtg	8.25	6.25	2.00			
10/15/2020	Call w/Julie, Notice of Adj/agenda, finance review, BOD mtg	6.00	5.00	1.00			
	Total Hours	65.75	33.25	27.50	1.25	0.00	3.75
	Rate	\$ 90.00	51%	42%	2%	0%	6%
	Total Gross Pay	\$ 5,917.50					

Mary A. Morris-Mayorga
Employee Signature

10/15/2020
Date
Finance Committee 12/2020

Weekly Total	5/31/2020	21.00	7/19/2020	30.00	9/6/2020	30.00
	6/7/2020	40.00	7/26/2020	30.00	9/13/2020	30.00
	6/14/2020	40.00	8/2/2020	30.00	9/20/2020	30.00
	6/21/2020	30.00	8/3/2020	30.00	9/27/2020	30.00
	6/28/2020	30.00	8/16/2020	30.00	10/4/2020	30.00
	7/5/2020	30.00	8/23/2020	9.00	10/11/2020	30.00
	7/12/2020	30.00	8/30/2020	30.00		

Item 4.1



Kensington Fire Protection District Employee Timesheet

Employee Name: Mary A. Morris-Mayorga
 Title: Interim General Manager
 Pay Period Start: 10/16/2020
 Pay Period End: 10/31/2020

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
10/16/2020	Intvw/Lin, gen adm	3.75	2.75				1.00
10/17/2020							
10/18/2020							
10/19/2020	District of Distinction-docs, EPC pkt, gen adm	7.00	6.50		0.50		
10/20/2020	Emails-BOD/County, Website-notif options, recruit	6.00	6.00				
10/21/2020	Admin-job descr/recruit, Audit-cash/inv/reserves	7.50	4.50	3.00			
10/22/2020	Audit-cash recon, gen admin, EPC	5.50	2.50	1.00	2.00		
10/23/2020	Call w/Bill-PSB, email RDC/Mack5, BOD mtg	4.00	2.00				2.00
10/24/2020							
10/25/2020							
10/26/2020	PSB-emails/call/plan, audit, gen adm	6.50	3.00	2.00			1.50
10/27/2020	Website, audit/recon, PSB-emails/call w/Bill	6.00	2.50	1.50			2.00
10/28/2020	PSB call-RDC/MP, BOD mtg/agenda, PERS, audit	5.25	1.75	1.00		0.50	2.00
10/29/2020	BOD-Adj Not/agenda, PERS docs, call/Julie & Rachel	7.00	4.50	2.50			
10/30/2020	PERS final, gen admin, call/Maze-fin, website	5.25	3.25	2.00			
10/31/2020							
	Total Hours	63.75	39.25	13.00	2.50	0.50	8.50
	Rate	\$ 90.00	62%	20%	4%	1%	13%
	Total Gross Pay	\$ 5,737.50					

Mary A. Morris-Mayorga
 Employee Signature

10/31/2020
 Date
 Finance Committee 12/2020

Weekly Total	5/31/2020	21.00	7/19/2020	30.00	9/6/2020	30.00	10/25/2020	30.00
	6/7/2020	40.00	7/26/2020	30.00	9/13/2020	30.00		
	6/14/2020	40.00	8/2/2020	30.00	9/20/2020	30.00		
	6/21/2020	30.00	8/3/2020	30.00	9/27/2020	30.00		
	6/28/2020	30.00	8/16/2020	30.00	10/4/2020	30.00		
	7/5/2020	30.00	8/23/2020	9.00	10/11/2020	30.00		
	7/12/2020	30.00	8/30/2020	30.00	10/18/2020	30.00		



Item 4.1

Kensington Fire Protection District Employee Timesheet

Employee Name: Mary A. Morris-Mayorga
 Title: Interim General Manager
 Pay Period Start: 11/1/2020
 Pay Period End: 11/15/2020

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
11/1/2020							
11/2/2020	BOD Agenda, PSB-Call/emails, audit, fin	5.00	2.00	1.50			1.50
11/3/2020	Aduit-cash rec, Adm/Fin resources, BOD agenda/pkt	6.25	2.25	4.00			
11/4/2020	Fin-recons/warrants/Jes, Emails-Sasha, Rachel, Agenda	6.75	3.00	3.75			
11/5/2020	Fin-MB/updates/transmittal/rpts, Minutes, PSB-Jt Mtg.	7.00	2.00	3.50			1.50
11/6/2020	PSB-Jt mtg/update, Agenda/pkt, IT, emails, adm manual	5.00	4.00				1.00
11/7/2020							
11/8/2020							
11/9/2020	Fin-audit, emails-PSB/gen, Call/Bill, Sasha-offer, PSB	6.50	3.50	1.75			1.25
11/10/2020	PSB-RDC, emails-gen/BOD, Admin coord, IT, Fin-Maze	6.00	2.50	1.25			2.25
11/11/2020	Genadmin, Fin, Admin coord, BOD mtg	7.25	6.25	1.00			
11/12/2020	Not of adj, Gen-email/calls-Bill, Admin coord-meet w/Angela	6.00	6.00				
11/13/2020	Zoom videos, Admin coord, Bill-transition planning, CalPERS	4.25	3.25	1.00			
11/14/2020							
11/15/2020							

Total Hours	60.00	34.75	17.75	0.00	0.00	7.50
Rate	\$ 90.00	58%	30%	0%	0%	13%
Total Gross Pay	\$ 5,400.00					

Mary A. Morris-Mayorga
 Employee Signature

11/15/2020
 Date
 Finance Committee _____

Weekly Total	5/31/2020	21.00	7/19/2020	30.00	9/6/2020	30.00	10/25/2020	30.00
	6/7/2020	40.00	7/26/2020	30.00	9/13/2020	30.00	11/1/2020	30.00
	6/14/2020	40.00	8/2/2020	30.00	9/20/2020	30.00	11/8/2020	30.00
	6/21/2020	30.00	8/3/2020	30.00	9/27/2020	30.00	11/15/2020	30.00
	6/28/2020	30.00	8/16/2020	30.00	10/4/2020	30.00		
	7/5/2020	30.00	8/23/2020	9.00	10/11/2020	30.00		
	7/12/2020	30.00	8/30/2020	30.00	10/18/2020	30.00		



Kensington Fire Protection District
Employee Timesheet

Employee Name: Mary A. Morris-Mayorga
 Title: Interim General Manager
 Pay Period Start: 11/16/2020
 Pay Period End: 11/30/2020

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
11/16/2020							
11/17/2020	Fin-trans, Bill-transition, new hire forms, Gen Adm	6.75	5.00	1.00			0.75
11/18/2020	Gen adm-emails, final rpt, calls-PSB/Maze	5.25	3.50	0.75			1.00
11/19/2020	Gen adm, Admin coord, Sasha-emails/coord, Bill-forms	4.75	4.75				
11/20/2020	Emails-audit, admin, PSB, finance process documentation	2.75	1.50	0.75			0.50
11/21/2020							
11/22/2020							
11/23/2020	Emails-admin/PSB/IT, Calls-Bill/PSB, admin/finance coord	3.50	2.00	0.50			1.00
11/24/2020	Reports-assessment/process/IT/final	4.50	4.50				
11/25/2020	Emails-Bill/PSB/agenda/audit/County, admin/finance	4.00	1.50	2.00			0.50
11/26/2020							
11/27/2020							
11/28/2020	Coord meeting, emails, agenda	0.75	0.75				
11/29/2020							
11/30/2020	Emails, FC mtg, agenda, web updates, CalPERS review, FC	7.50	4.75	2.00			0.75
Total Hours		39.75	28.25	7.00	0.00	0.00	4.50
Rate		\$ 90.00	71%	18%	0%	0%	11%
Total Gross Pay		\$ 3,577.50					

Mary A. Morris-Mayorga
Employee Signature

11/30/2020
Date
Finance Committee 12/2020

Weekly Total	5/31/2020	21.00	7/19/2020	30.00	9/6/2020	30.00	10/25/2020	30.00
	6/7/2020	40.00	7/26/2020	30.00	9/13/2020	30.00	11/1/2020	30.00
	6/14/2020	40.00	8/2/2020	30.00	9/20/2020	30.00	11/8/2020	30.00
	6/21/2020	30.00	8/3/2020	30.00	9/27/2020	30.00	11/15/2020	30.00
	6/28/2020	30.00	8/16/2020	30.00	10/4/2020	30.00	11/22/2020	19.50
	7/5/2020	30.00	8/23/2020	9.00	10/11/2020	30.00	11/29/2020	12.75
	7/12/2020	30.00	8/30/2020	30.00	10/18/2020	30.00		



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 11/16/2020
 Pay Period End: 11/30/2020

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
11/16/2020	See Separate Task Sheet	0.75	0.75				
11/17/2020	"	1.00	1.00				
11/18/2020	"	3.25	3.25				
11/19/2020	"						
11/20/2020	"	1.00	1.00				
11/21/2020	"						
11/22/2020	"						
11/23/2020	"	2.50	2.50				
11/24/2020	"	3.50	3.50				
11/25/2020	"	2.00	2.00				
11/26/2020	"						
11/27/2020	"	4.50	4.50				
11/28/2020	"	4.00	4.00				
11/29/2020	"						
11/30/2020	"	2.75	2.75				
Total Hours		25.25	25.25	0.00	0.00	0.00	0.00
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 2,499.75</u>					

Bill Hansell

Employee Signature

12/1/2020

Date

Item 4.1

Subject	Duration	Start	End
KFPD - Gen Mgmt re: Conf call w/JS and MIMM (agenda review)	1.50	Mon 11/30/2020 3:00 PM	Mon 11/30/2020 4:30 PM
KFPD - Gen Mgmt re: Tel w/DD (PSB)	0.25	Mon 11/30/2020 2:00 PM	Mon 11/30/2020 2:15 PM
KFPD - Gen Mgmt re: Tel w/DD (PSB plans)	0.25	Mon 11/30/2020 10:00 AM	Mon 11/30/2020 10:15 AM
KFPD - Gen Mgmt re: Tel w/MIMM (PSB, agenda, Brown Act, etc)	0.75	Mon 11/30/2020 8:30 AM	Mon 11/30/2020 9:15 AM
KFPD - Gen Mgmt re: PSB plan options	2.00	Sat 11/28/2020 3:00 PM	Sat 11/28/2020 5:00 PM
KFPD - Gen Mgmt re: Tel w/DD (proposed rews to option D, budget info)	1.00	Sat 11/28/2020 9:15 AM	Sat 11/28/2020 10:15 AM
KFPD - Gen Mgmt re: PSB option D and exist plans mgt materials	1.00	Sat 11/28/2020 12:00 AM	Sat 11/28/2020 1:00 AM
KFPD - Gen Mgmt re: PSB option D and exist plans mgt materials	1.00	Fri 11/27/2020 11:00 PM	Sat 11/28/2020 12:00 AM
KFPD - Gen Mgmt re: Review PSB evaluations and reports; Collect	1.50	Fri 11/27/2020 9:30 PM	Fri 11/27/2020 11:00 PM
KFPD - Gen Mgmt re: Tel w/JS (PSB)	2.00	Fri 11/27/2020 5:30 PM	Fri 11/27/2020 7:30 PM
KFPD - Gen Mgmt re: Tel w/KP (EPC info)	0.25	Wed 11/25/2020 4:15 PM	Wed 11/25/2020 4:30 PM
KFPD - Gen Mgmt re: Tel w/DD (PSB info)	0.25	Wed 11/25/2020 3:45 PM	Wed 11/25/2020 4:00 PM
KFPD - Gen Mgmt re: Complete new hire forms	1.50	Wed 11/25/2020 12:00 AM	Wed 11/25/2020 1:30 AM
KFPD - Gen Mgmt re: Complete new hire forms	1.75	Tue 11/24/2020 10:15 PM	Wed 11/25/2020 12:00 AM
KFPD - Gen Mgmt re: Emails w/JS	1.00	Tue 11/24/2020 5:30 PM	Tue 11/24/2020 6:30 PM
KFPD - Gen Mgmt re: Tel w/Rob Firmin (KPOA)	0.75	Tue 11/24/2020 2:30 PM	Tue 11/24/2020 3:15 PM
KFPD - Gen Mgmt re: Review prior PSB docs	1.00	Mon 11/23/2020 10:00 PM	Mon 11/23/2020 11:00 PM
KFPD - Gen Mgmt re: Tel w/Mary (Bill Lindsay introduction)	0.50	Mon 11/23/2020 2:45 PM	Mon 11/23/2020 3:15 PM
KFPD - Gen Mgmt re: Tel w/Fire Chief re: Bldg	1.00	Mon 11/23/2020 10:00 AM	Mon 11/23/2020 11:00 AM
KFPD - Gen Mgmt re: Tel w/JS (intros, PSB)	1.00	Fri 11/20/2020 4:30 PM	Fri 11/20/2020 5:30 PM
KFPD - Board Mtg (Nov Mtg continued)	2.75	Wed 11/18/2020 7:30 PM	Wed 11/18/2020 10:15 PM
KFPD - Gen Mgmt re: Nov Bd Packet review	0.50	Wed 11/18/2020 7:00 PM	Wed 11/18/2020 7:30 PM
KFPD - Gen Mgmt re: Tel w/Mary (Onboarding)	1.00	Tue 11/17/2020 2:00 PM	Tue 11/17/2020 3:00 PM
KFPD - Gen Mgmt re: Tel w/JS (Onboarding, Bldg issues)	0.75	Mon 11/16/2020 1:30 PM	Mon 11/16/2020 2:15 PM

Time Period Total: 25.25



Kensington Fire Protection District Expense Reimbursement Form

Employee/Director: Mary A Morris-Mayorga Month: Nov 2020

Date	Description	Amount
11/7/2020	Copy Central: 11/11 BOD Packets	32.24
11/17/2020	Copy Central: 9/9 BOD Packets (billed 11/2020)	114.92
11/19/2020	Zoom Pro/Webinar: 10/19-11/18/2020	54.99
Total Other Expense Reimbursement		202.15

I certify that the above are reimburseable expenses. (Receipts attached)

 Mary A. Morris-Mayorga
Signature

 12/4/2020
Date



TO: Finance Committee
Kensington Fire Protection District

DATE: December 4, 2020

RE: Public Safety Building Cost Estimate

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

A significant consideration in the Public Safety Building renovation is the budget cost estimate. This budget will depend upon a number of factors including regulatory limits, scope, and current costs; however, for planning purposes in the future potential renovation, the existing cost estimate is provided for committee and the new General Manager's review.

Key points to note:

- Construction cost
 - » must remain under 50% of replacement cost of \$8,284,000 (\$4,142,000)
 - » replacement cost will be updated at time of renovation to reflect construction cost inflation factors
 - » estimate without elevator (July 2020) is \$4,579,000, there would need to be a scope adjustment for the 50% threshold
- Contingency as recommended by project advisor
 - » 10% for change orders, advising 15% for renovation projects if budget allows (\$457,000 is included in the Construction and Related Costs)
 - » project contingency since scope of construction has not been developed/vetted including temporary facility, may be reduced as project progresses (\$725.831)

This information will be incorporated as part of the General Manager's project plan for future discussion.

Fiscal Impact

There is no fiscal impact at this time as it will depend upon future Board action(s).

Attachment:

Item 4.2

September 15, 2020

Kensington Fire Station Renovation



Cost Model Manager - Preliminary Project Cost Report

SUMMARY	Estimated Budget 15-Sep-20	Anticipated Cost (AC) \$ / GSF	Comments
Land Acquisition	\$0	\$0	Not Applicable
Entitlements & Permits	\$67,238	\$10	Planning, Building fees
Design, Planning and Management	\$808,430	\$125	Architects, Engineers, Project/Construction Management
Construction and Related Costs	\$5,171,243	\$798	Construction, Utilities, Inspections, Change Order Contingency
Telephone and Data Systems	\$102,200	\$16	Servers, racks, communication equipment etc
Furnishings, Fixtures and Equipment	\$99,700	\$15	Chairs, tables, sleeping quarter furnishings, lounge area furnishings etc
Audio Visual and Security	\$35,000	\$5	TVs, Security equipment
Owner Costs	\$974,500	\$0.00	Temporary facility costs
Project Contingency	\$725,831	\$112	10% of above costs
TOTAL PROJECTED PROJECT BUDGET	\$7,984,141	\$1,082	

	Kensington Fire Station Renovation
September 15, 2020	



Cost Model Manager - Preliminary Project Cost Report

ENTITLEMENT & PERMITS	Estimated Budget 15-Sep-20	Anticipated Cost (AC) \$/GSF	Comments
Entitlement	10,000	1.54	Allowance
Planning Fees		-	
Permit	57,238	8.83	Allowance @ 1.25% of construction cost
Building Permit		-	
PW Permit		-	
Fire		-	
Encroachment		-	
Total - Entitlement & Permits	67,238	\$ 9	



Cost Model Manager - Preliminary Project Cost Report

DESIGN, PLANNING & MANAGEMENT	Estimated Budget 15-Sep-20	Anticipated Cost (AC) \$/GSF	Comments
Design Professionals			
Architect	549,480	84.80	Allowance at 12% of construction cost
Landscape Architect		-	
Structural engineer		-	
Electrical		-	
Mechanical		-	
Plumbing		-	
Civil Engineer		-	
Data, Audio Visual, Security		-	
Food Service - kitchen design		-	
Specialty Consultants		-	
Project/Construction Management	228,950	35.33	Allowance at 5% of construction cost
Reimbursables	10,000	1.54	Allowance
Owner Direct Consultants			
Geotech	10,000	1.54	Allowance
Environmental - Hazmat	5,000	0.77	Allowance
Topo and Alta surveys	5,000	0.77	Allowance
Total - Design, Planning & Management	808,430	\$ 125	

	Kensington Fire Station Renovation
September 15, 2020	



Cost Model Manager - Preliminary Project Cost Report

CONSTRUCTION COSTS and RELATED COSTS	Estimated Budget 15-Sep-20	Anticipated Cost (AC) \$/GSF	Comments
Construction	4,579,000	706.64	Per estimate
Public Art	0	-	Not included
Related Costs of Construction			
Hazard Abatement	0	-	Included in construction budget
Contractor Labor & Performance Bond	0	-	Included in construction budget
SWPPP	0	-	Not required
Utility Fees	100,000	-	Allowance
Fire Service	0	-	Included in utility fee
Potable, irrigation	0	-	Included in utility fee
PG&E	0	-	Included in utility fee
Cable/Telecommunications	0	-	Included in utility fee
Insurance - Builder's Risk	0	-	Not included
Testing & Inspections	34,343	5.30	Allowance @ 0.75% of building and site development cost
Change Order Contingency	457,900	70.66	Allowance @ 10% of construction cost
Total - Construction Costs	5,171,243	783	



Cost Model Manager - Preliminary Project Cost Report

	Estimated Budget 15-Sep-20	Anticipated Cost (AC) \$/GSF	Comments
TELEPHONE and DATA SYSTEMS			
Cabling	0	-	Included in construction budget
Telecom, Server, Network Switches, Comm. Equipment	97,200	15.00	Allowance, reuse existing?
Desktop/laptop computers	5,000	0.77	Allowance, reuse existing?
Total - Telephone and Data Systems	102,200	16	
FURNISHINGS, FIXTURES & EQUIPMENT			
Furnishings	97,200	15.00	Allowance, reuse existing?
Owner Supplied Breakroom Equipment	2,500	0.39	Allowance, reuse existing?
Total - Furnishings, Fixtures and Equipment	99,700	15	
AUDIO VISUAL and SECURITY			
Public announcement system	0	-	Not included
Audio Visual Systems	10,000	1.54	Allowance, reuse existing?
Assisted Listening Devices	0	-	Not included
Security System - CCTV, Card Keys etc.	25,000	3.86	Head in equipment costs allowance
Total - Audio Visual and Security	35,000	5	

	Kensington Fire Station Renovation
September 15, 2020	



Cost Model Manager - Preliminary Project Cost Report

OWNER COSTS	Estimated Budget 15-Sep-20	Anticipated Cost (AC) \$/ GSF	Comments
Legal	0	-	Not included
Staff Cost	0	-	Not included
Temp Facility	972,000	-	Preliminary budget for 14 months
Financing Fees	0	-	Not included
Ground Breaking, Project Opening etc	2,500	-	
Total - Owner Costs	974,500	0.00	



TO: Finance Committee
Kensington Fire Protection District

DATE: December 4, 2020

RE: General Manager Transition Task List

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

Recommended Action

For information only, no action required.

Background

When the Interim General Manager began working for the District, many transition tasks (access, authorizations, information, location of files/records, etc.) were discovered along the way rather than documented. To alleviate the new General Manager from experiencing this burden and in accordance with Interim General Manager' *Expectation 13 - Produce a final report to the District Board of Directors assessing the status of District administration and recommendations for future revision of District administrative functions*, this has been organized into a Transition Task List.

This list may be modified as the process progresses to include additional items as needed, but serves as a solid starting point and can be used for other staff as well. While operational in nature, it may be helpful for the committee to be aware of these items and know that it will be included in the final Administrative Manual currently in progress which is nearing completion. The current list is attached with completed items marked.

Fiscal Impact

There is no fiscal impact.

Attachment: General Manager Task List



Transition Plan for General Manager December 2020

New Hire

- Forms/Documents

Access/Authorization

- KFPD VPN/Email/IT support - NerdCrossing
- Mechanics Bank
- Debit Card
- County – Investments
- County – Auditor/Controller
- List of Websites/Passwords
- Payroll

Contacts

- Board
- Legal Counsel – Meyers Nave
- KPPCSD – Bill Lindsay/Interim GM, Walt Schuld/Police Chief
- County – Accounts Payable/Carolina Blackburne, Tofa Gaoteote
- County – Treasurer
- County – Department of Information Technology/ (property tax billing reports)
- County – Assessor

Documentation

- Action Plan/Updates
- Administrative Manual
- MMM Final Report
- KFPD R:\drive
- Email – retained in Outlook and Gmail
- Electronic files – More recent files, fairly organized (older still need some work)