

**KENSINGTON FIRE PROTECTION DISTRICT
AGENDA OF A SPECIAL and ADJOURNED MEETING OF THE
BOARD OF DIRECTORS**

Date of Meeting: May 1, 2020
Time of Meeting: 3:00 p.m.
Place of Meeting: **Via Zoom teleconference**
<https://us02web.zoom.us/j/84823978407>

*** COVID-19 NOTICE ***

Consistent with Executive Orders No. -25-20 from the Executive Department of the State of California and the Contra Costa County March 16, 2020 Shelter in Place Order, the KFPD Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting via Zoom Video Conferencing.

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by accessing <https://us02web.zoom.us/j/84823978407> (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at public.comment@kensingtonfire.org. Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion.

Any member of the public who needs special accommodations should email public.comment@kensingtonfire.org 12 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).

Telephone No. (510) 527-8395 Website: www.kensingtonfire.org
This meeting will be conducted via a virtual teleconference.
To participate go to: <https://us02web.zoom.us/j/84823978407>

Or iPhone one-tap:

US: +16699009128,84823978407# or +13462487799,84823978407#

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 +1 301 715 8592 or +1 312 626
6799 or +1 646 558 8656

Webinar ID: 848 2397 8407

International numbers available: <https://us02web.zoom.us/j/84823978407>

Please Note: Copies of the agenda bills and other written documentation relating to each item of business referred to on the agenda are on file in the office of the Kensington Fire Protection District Administration Office, 217 Arlington Avenue, Kensington, and are available for public inspection. A copy of the Board of Directors packet can be viewed on the internet at www.kensingtonfire.org/meetings.

3:00 p.m. SPECIAL MEETING CALL TO ORDER

Directors: Dom Dommer, Janice Kosel, Laurence Nagel, Kevin Padian, and Julie Stein

1. **ORAL COMMUNICATIONS.** This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.
2. **ANNOUNCE CLOSED SESSION**

PUBLIC EMPLOYEE APPOINTMENT
(Pursuant to Government Code Section 54957)

Title: Interim General Manager

3. **RECESS TO CLOSED SESSION**
4. **RECONVENE SPECIAL MEETING**
5. **POSSIBLE REPORT OUT OF CLOSED SESSION**
6. Consideration of Approving a Consulting Service Contract for Financial and Budgetary Process and Procedure Development (ACTION) (Supporting document)
7. Consideration of Approving a Proposal for Migration of Email from Host Gator to Another Professional Email Platform (ACTION) (Supporting document)
8. Consideration of Approving the Supplemental Monthly Transmittal Report for April 2020 (APPROVE) (Supporting document)
9. **ADJOURN SPECIAL BOARD OF DIRECTORS MEETING**

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on May 13, 2020 at 7:00 p.m. at Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707 (location subject to change).

The deadline for agenda items to be included in the Board packet for the next regular meeting of 5/13/20 is Wednesday, 4/29/20 by 1:00 p.m. The deadline for agenda related materials to be included in the Board packet is Wednesday, 5/6/20 by 1:00 p.m., Fire Protection District Administrative Office, 217 Arlington Avenue, Kensington.

IF YOU CHALLENGE A DECISION OF THE BOARD OF DIRECTORS IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUE YOU OR SOMEONE ELSE RAISED AT THE BOARD MEETING OR IN WRITTEN CORRESPONDENCE DELIVERED AT, OR PRIOR TO, THE BOARD MEETING.

performance of services, such as telecommunications, cellular phone, insurance, postage, and photocopying.

6. Standard of Performance:

CONSULTANT shall perform all Work in a first-class manner in conformance with the standards of quality normally observed by a person practicing in CONSULTANT's profession.

7. Inspection:

All Work performed and materials (if any) provided by CONSULTANT shall be subject to inspection and approval by KFPD.

8. Invoicing:

CONSULTANT shall submit one original and one copy of each invoice to: Kensington Fire Protection District, 217 Arlington Ave., Kensington, CA 94707. All invoices must reference this contract by the name of the parties and date executed, service performed.

9. Consultant's Status:

In the performance of work, duties and obligations imposed by this Agreement, the CONSULTANT is at all times acting as an Independent Contractor practicing his or her profession and not as an employee of the KFPD. CONSULTANT shall perform the CONSULTANT's work in accordance with currently approved methods and standards of practice in the CONSULTANT's professional specialty. A copy of CONSULTANT's current business license shall be provided to KFPD. The CONSULTANT shall not have any claim under this Agreement or otherwise against KFPD for vacation, sick leave, retirement benefits, social security or worker's compensation benefits. The CONSULTANT shall be responsible for federal and state payroll taxes such as social security and unemployment. KFPD will issue a form 1099 at year-end for fees earned.

10. Assignments:

Inasmuch as this Agreement is intended to secure the specialized services of the CONSULTANT, CONSULTANT may not assign, transfer, delegate or subcontract their obligation herein without the prior written consent of KFPD. Any such assignment, transfer, delegation or subcontract without the prior written consent shall be considered null and void.

11. Non-Exclusive Rights:

This Agreement does not grant to CONSULTANT any exclusive privileges or rights to provide services to KFPD. CONSULTANT may contract with other agencies, private companies or individuals for similar services.

12. Compliance:

CONSULTANT shall comply with all Federal, State and local laws, regulations and requirements necessary for the provision of contracted services. Furthermore, CONSULTANT shall comply with all laws applicable to wages and hours of employment, occupational safety, and to fire safety, health and sanitation.

CONSULTANT represents and warrants that CONSULTANT possesses all licenses, permits, and qualifications legally required for the performance of the Work. CONSULTANT shall, at CONSULTANT's sole cost and expense, maintain all such licenses, permits and qualifications in full force and effect throughout the term of this Agreement.

13. Indemnification, Hold Harmless and Defense:

CONSULTANT shall indemnify, defend with counsel acceptable to KFPD, and hold harmless KFPD and its officers, elected officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONSULTANT's performance of the services called for or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of KFPD.

Notwithstanding the forgoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code Section 2782, as may be amended from time to time, such duties of Consultant to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

CONSULTANT's obligation to defend and indemnify shall not be excused because of CONSULTANT's inability to evaluate Liability or because CONSULTANT evaluates Liability and determines that CONSULTANT is not liable to the claimant. CONSULTANT must respond within 30 days to the tender of any claim for defense and indemnity by the KFPD. If CONSULTANT fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due to CONSULTANT under and by virtue of this Agreement as shall reasonably be considered necessary by KFPD, may be retained by KFPD until disposition has been made of the claim or suit for damages, or until CONSULTANT accepts or rejects the tender of defense, whichever occurs first.

14. Discrimination:

CONSULTANT shall not discriminate in the provision of service or in the employment of persons engaged in the performance of this Agreement on account of race, color, national origin, ancestry, religion, gender, marital status, sexual orientation, age, physical or mental disability in violation of any applicable local, state or federal laws or regulations.

15. Notices:

Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be effected by personal delivery or by first class mail, registered or certified, postage prepaid, return receipt requested. Unless otherwise designated by either party in writing, such notices shall be mailed as shown on the first page of this Agreement.

16. Termination:

KFPD may cancel this Agreement at any time and without cause upon written notification to CONSULTANT. In the event of termination, CONSULTANT shall be entitled to compensation for undisputed services performed to the effective date of termination.

17. Conflict of Interest Statement:

CONSULTANT covenants that CONSULTANT, its officers or employees or their immediate family, presently has no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONSULTANT further covenants that in the performance of this Agreement no person having any such interest shall be employed or retained by CONSULTANT under this Agreement. CONSULTANT shall not hire KFPD's employees to perform any portion of the work or services provided for herein including secretarial, clerical and similar incidental services except upon the written approval of KFPD. Performance of services under this Agreement by associates or employees of CONSULTANT shall not relieve CONSULTANT from any responsibility under this Agreement.

18. Drug Free Workplace:

CONSULTANT shall comply with the provisions of Government Code Section 8350 et seq., otherwise known as the Drug-Free Workplace Act.

19. Force Majeure

It is agreed that neither party shall be responsible for delays in delivery or acceptance of delivery or failure to perform when such delay or failure is attributable to Acts of God, war, strikes, riots, lockouts, accidents, rules or regulations of any governmental agencies or other matters or conditions beyond the control of either the seller/contractor or the purchaser.

20. Form Law:

The Laws of the State of California shall govern this Agreement. Venue is San Joaquin County. The provision of this paragraph shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

21. Documents:

All drawings, specifications, documents and other memoranda or writings relating to the work and services hereunder, shall remain or become the property of the KFPD whether executed by or for the CONSULTANT for KFPD, or otherwise by or for the CONSULTANT, or by or for a subcontractor operating under the CONSULTANT'S supervision, or direction, and all such documents and copies thereof shall be returned or transmitted to KFPD forthwith upon termination or completion of the work under this Agreement.

22. Attorneys' Fees:

If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which such party may be entitled.

23. Waiver:

No waiver of any breach of any covenant or provision of this Agreement shall be deemed a waiver of any other covenant or provision hereof, and no waiver shall be valid unless in writing and executed by the waiving party. An extension of time for performance of any obligation or act shall not be deemed an extension of the time for performance of any other obligation or act, and no extension shall be valid unless in writing and executed by the waiving party.

24. No Third Party Beneficiaries:

Nothing contained in this Agreement is intended to or shall be deemed to confer upon any person, other than the parties, any rights or remedies hereunder.

25. Headings:

The headings of the sections and exhibits of this Agreement are inserted for convenience only. They do not constitute part of this Agreement and are not to be used in its construction.

26. Non-Liability of Officials, Employees and Agents:

No officer, official, employee or agent of KFPD shall be personally liable to CONSULTANT in the event of any default or breach by KFPD or for any amount which may become due to CONSULTANT pursuant to this Agreement.

27. Entire Agreement and Modification:

This Agreement supersedes all previous Agreements either oral or in writing and constitutes the entire understanding of the parties hereto. No changes, amendments or alterations shall be effective unless in writing and signed by both parties.

[Signatures follow on next page]

IN WITNESS WHEREOF, KFPD and CONSULTANT have executed this Agreement on the day and year first written above.

Mary A. Morris-Mayorga

Kensington Fire Protection District,
a political subdivision of the State of California

By: _____
Consultant

By: _____
Julie Stein
President, Board of directors

Date: _____

Approved as to Form:

By: _____
John Bakker
General Counsel

SCOPE OF SERVICES

Financial Internal Procedure Needs Analysis and Development

1. Analyze District needs for payments of bills and claims. Draft proposed internal procedure for managing and making payments, recommended internal controls, and purchasing and credit card procedures.
2. Analyze District historic practices in developing annual budget. Draft proposed procedure for initiating annual budget development, including potential mechanisms for cost escalation. Provide budget guideline policy recommendations.
3. Analyze District participation and needs regarding the District's California Employers' Retiree Benefit Trust (CERBT) Fund. Draft a procedure for administration of legacy health benefits payments.

3517459.2



Address: 400 Appian Way, El Sobrante, CA 94803
1475 N. Broadway, Walnut Creek, CA 94596

Website: www.nerdcrossing.com

E-mail: info@nerdcrossing.com

Phone: 1-888-NERD-XING (1-888-637-3946)

Honest, High Quality Technology Services

Kensington Fire Protection District
Glenn Lazof
John Mercurio
217 Arlington Ave
Kensington, CA 94707

April 21, 2020

Dear Glenn & John:

Please review the attached proposal for the email migration. Please let us know if you have any questions. We look forward to working with you on this project.

Cheers,

Jim

Jim Hammack
Owner/Chief Nerd
415.309.6750





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Email Migration

Nerd Crossing highly recommends that KFPD migrate from its current Host Gator email service to either Microsoft Hosted Exchange or GSuite. There are no distinct advantages to either platform for KFPD. The decision on which email platform to choose should be made internally and be based on the organization's preference and comfort level with either platform. For example, if the organization is more familiar with Microsoft Outlook and does not want to introduce a new email platform, then you may want to choose Microsoft Hosted Exchange, or vice versa.

Prerequisites

1. Domain Registrar Login
2. Web Hosting Login
3. Email Usernames/Passwords
4. Outlook installed on user workstations for migration use

Scope of Work

1. Prep DNS change 24 hours prior to migration
2. Create new Microsoft Hosted Exchange or GSuite accounts for 8 emails
3. Switch DNS
4. Backup old email data
5. Import backups into new email platform
6. Set up email forwarders

Estimated Labor: \$2,970-\$4,290 includes 18-26 hours, billable at \$165/hour

Estimated Materials

1. Microsoft Hosted Exchange subscription for 8 emails
 1. \$4/user/mo = \$32/month
 2. <https://products.office.com/en-us/exchange/exchange-online>
2. GSuite subscription for 8 emails
 1. \$6/user/mo = \$48/month
 2. <https://gsuite.google.com/pricing.html>

Terms & Agreement

All material costs are due prior to procurement and 50% of labor is due prior to project commencement. Final payment is due upon project completion. A 3% convenience fee will be charged for any credit card payments. Outstanding balances are subject to an interest rate of 1.5% per month. Work cannot begin until an Authorized Signature has been received.





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Phone: 1-888-NERD-XING (1-888-637-3946)

Honest, High Quality Technology Services

Total Estimated Labor: \$2,970-\$4,290 includes 18-26 hours

Total Materials Costs: \$32/month (Microsoft) or \$48/month (GSuite)

Net Due upon Commencement: \$1,732.50 (50% of estimated averaged labor)

Net Due upon Project Completion: Remaining billable hours outlined above

This quote is valid until 5/15/20.

I, _____, have reviewed the proposal from Nerd Crossing and agree to the outlined scope of work.

Signed _____ Title _____ Date _____



PO Box 1350
Carmel Valley, CA 93924

Invoice

Date	Invoice #
3/31/2020	10808

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

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

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

	Total	\$38,015.75
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Kensington Fire Protection District

Month: **March, 2020**

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

Attendance - Time Card Detail

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

Date Range 03/01/2020 to 03/31/2020
 Department Group 3750 - Kensington Fire PD

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

Include Comments Yes
 Include signature message on PDF export No

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

AMIRI, SHAGHAYEGH S. (00843)

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

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

Regular	36.750
Overtime	0.000
Double Time	0.000
Total Hours	36.750

AUSBERRY, ANDREA M. (00781)

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

Entry)

Employee Comments: RC Team meeting.

Regular	28.350
Overtime	0.000
Double Time	0.000
Total Hours	28.350

BROWN, MARY J. (00845)

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

Entry);
Regular
(Manual
Entry)

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

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

Regular	26.000
Overtime	0.000
Double Time	0.000
Total Hours	26.000

BURAGLIO, TIFFANY (00011)

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

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

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

Regular	2.000
Overtime	0.000
Double Time	0.000
Total Hours	2.000

LAZOF, GLENN (00033)

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

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

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

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

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

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

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

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

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

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

Finance

(Manual Entry)

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

Regular	126.200
Overtime	0.000
Double Time	0.000
Total Hours	126.200

MERCURIO, JOHN (00851)

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

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

MILLER, JOLENE R. (00698)

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

PANTERA, SHAHRZAD (00693)

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

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

Regular	328.750
Overtime	0.000
Double Time	0.000
Total Hours	328.750

Attendance - Time Card Detail

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

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

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

Include Comments Yes
 Include signature message on PDF export No

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

AMIRI, SHAGHAYEGH S. (00843)

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

AUSBERRY, ANDREA M. (00781)

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

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

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

Regular	116.150
Overtime	0.000
Double Time	0.000
Total Hours	116.150

LAZOF, GLENN (00033)

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

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

Finance (Manual Entry)

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

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

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

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

Regular	103.000
Overtime	0.000
Double Time	0.000
Total Hours	103.000

PANTERA, SHAHRZAD (00693)

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

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

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

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

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

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

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

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

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

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

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

Regular	36.000
Overtime	0.000
Double Time	0.000
Total Hours	36.000

PICARD, ALLISON (00806)

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

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

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

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

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

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

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

Regular	13.400
Overtime	0.000
Double Time	0.000
Total Hours	13.400

Regular	271.800
Overtime	0.000
Double Time	0.000
Total Hours	271.800