

DROPDOWN MENU - CDBG DR TIMESHEET

<u>Day</u>	<u>Date</u>	<u>Project</u>	<u>Task</u>	<u>Hours</u>
MONDAY	8/11/2017	BLANCO GRDNS	PLANNING	0
TUESDAY	8/12/2017	CLAREWD/BARBARA	ADMINISTRATION	0.25
WEDNESDAY	8/13/2017	MIDTOWN	ACTIVITY DELIVERY COST	0.50
THURSDAY	8/14/2017	UHLAND RD	DIRECT PROJECT COSTS	0.75
FRIDAY	8/15/2017			1.00
SATURDAY	8/16/2017			1.25
SUNDAY	8/17/2017			1.50
	8/18/2017			1.75
	8/19/2017			2.00
	8/20/2017			2.25
	8/21/2017			2.50
	8/22/2017			2.75
	8/23/2017			3.00
	8/24/2017			3.25
	8/25/2017			3.50
	8/26/2017			3.75
	8/27/2017			4.00

Shaun Condor - Detailed Timesheet

8/12/2017	TO		9/8/2017						
	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total	%
Date	8/12/2017	8/13/2017	8/14/2017	8/15/2017	8/16/2017	8/17/2017	8/18/2017		
*CDBG-DR	0	0	0	0	0	0	0	0	0.00
Other Hrs	0	0	8	8	8	8	8	40	100.00
TOTAL	0	0	8	8	8	8	8	40	100.00

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total	%
Date	8/19/2017	8/20/2017	8/21/2017	8/22/2017	8/23/2017	8/24/2017	8/25/2017		
*CDBG-DR	0	0	0	4	3.5	0	0	7.5	18.75
Other Hrs	0	0	8	4	4.5	8	8	32.5	81.25
TOTAL HRS	0	0	8	8	8	8	8	40	100.00

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total	%
Date	8/26/2017	8/27/2017	8/28/2017	8/29/2017	8/30/2017	8/31/2017	9/1/2017		
*CDBG-DR	0	0	0	0	0	0	0	0	#DIV/0!
Other Hrs	0	0	0	0	0	0	0	0	#DIV/0!
TOTAL HRS	0	0	0	0	0	0	0	0	#DIV/0!

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total	%
Date	9/2/2017	9/3/2017	9/4/2017	9/5/2017	9/6/2017	9/7/2017	9/8/2017		
*CDBG-DR	0	0	0	0	0	0	0	0	#DIV/0!
Other Hrs	0	0	0	0	0	0	0	0	#DIV/0!
TOTAL HRS	0	0	0	0	0	0	0	0	#DIV/0!

I certify that the forgoing is a true and correct representation of the allocation of my time during the periods shown.

Shaun Condor - Senior Project Engineer

Employee Name /Title

Date

Approved:

Laurie Moyer, Director
Engineering & Capital Improvements

Date

***CDBG DR ACTIVITIES REQUIRE DETAIL DESCRIPTION IN THE "DR TIME DETAIL" TABS**

DETAIL OF CDBG DR GRANT TIME RECORDED

August 2017

SELECT FROM DROP DOWN LISTS

PAY PERIODS

BEGIN: *8/12/2017*

END: *8/25/2017*

DAY	DATE	PROJECT	TASK	*DETAIL DESCRIPTION OF WORK PERFORMED	Hours
SATURDAY	08/12/17	CLAREWD/BARBARA	ACTIVITY DELIVERY COST		0
SUNDAY	08/13/17	CLAREWD/BARBARA	ACTIVITY DELIVERY COST		0
MONDAY	08/14/17	CLAREWD/BARBARA	ACTIVITY DELIVERY COST		0
TUESDAY	08/15/17	CLAREWD/BARBARA	ACTIVITY DELIVERY COST		0
WEDNESDAY	08/16/17	CLAREWD/BARBARA	ACTIVITY DELIVERY COST		0
THURSDAY	08/17/17	CLAREWD/BARBARA	ACTIVITY DELIVERY COST		0
FRIDAY	08/18/17	CLAREWD/BARBARA	ACTIVITY DELIVERY COST		0
SATURDAY	08/19/17	CLAREWD/BARBARA	ACTIVITY DELIVERY COST		0
SUNDAY	08/20/17	CLAREWD/BARBARA	ACTIVITY DELIVERY COST		0
MONDAY	08/21/17	CLAREWD/BARBARA	ACTIVITY DELIVERY COST		0
TUESDAY	08/22/17	CLAREWD/BARBARA	ACTIVITY DELIVERY COST		4
WEDNESDAY	08/23/17	CLAREWD/BARBARA	ACTIVITY DELIVERY COST	Prepared documentation for compliance as required by DR Funding	3.5
THURSDAY	08/24/17	CLAREWD/BARBARA	ACTIVITY DELIVERY COST		0
FRIDAY	08/25/17	CLAREWD/BARBARA	ACTIVITY DELIVERY COST		0

***Sufficient detail must be provided to meet compliance requirements of the CDBG DR Grant**

I certify that the forgoing is a true and correct representation of the allocation of my time during the periods shown.

Shaun Condor

PRINT NAME

SIGNATURE

Senior Project Engineer

TITLE/POSITION

DATE

Approved:

Laurie Moyer, Director
Engineering & Capital Improvements

DATE

DETAIL OF CDBG DR GRANT TIME RECORDED

June 2017

SELECT FROM DROP DOWN LISTS

PAY PERIODS **BEGIN:** *8/26/2017* **END:** *9/8/2017*

<u>DAY</u>	<u>DATE</u>	<u>PROJECT</u>	<u>TASK</u>	<u>*DETAIL DESCRIPTION OF WORK PERFORMED</u>	<u>Hours</u>
SATURDAY	08/26/17	CLAREWD/BARBARA	ACTIVITY DELIVERY COST	Environmental assessments	0
SUNDAY	08/27/17	CLAREWD/BARBARA	GENMGT	Environmental assessments	0
MONDAY	08/28/17	CLAREWD/BARBARA	GENMGT	Cost reasonableness, Procurement for procurement consultant	0
TUESDAY	08/29/17	CLAREWD/BARBARA	GENMGT	Environmental assessments, AI and COnPlan City Council Meeting	0
WEDNESDAY	08/30/17	CLAREWD/BARBARA	GENMGT	Housing Application Workshop (Rec Center), AI Update and ConPlan Amendment	0
THURSDAY	08/31/17	CLAREWD/BARBARA	GENMGT	Environmental documents	0
FRIDAY	09/01/17	CLAREWD/BARBARA	GENMGT	Procurement - Case Management Interviews	0
SATURDAY	09/02/17	CLAREWD/BARBARA	GENMGT	Procurement - Case Management Interviews	0
SUNDAY	09/03/17	CLAREWD/BARBARA	GENMGT	Infrastructure Project planning, environmental planning	0
MONDAY	09/04/17	CLAREWD/BARBARA	GENMGT	DRGR, Application Workshop	0
TUESDAY	09/05/17	CLAREWD/BARBARA	GENMGT	Planning Amendment No. 3, Phone Meeting HUD; Responding to Amendment No. 2	0
WEDNESDAY	09/06/17	CLAREWD/BARBARA	GENMGT	Review Uhland Road Project with Engineers and discuss contract; Meet with staff to answer HUD questions	0
THURSDAY	09/07/17	CLAREWD/BARBARA	GENMGT	Reviewing Housing Policies	0
FRIDAY	09/08/17	CLAREWD/BARBARA	GENMGT	Financial Review, Meeting with Internal Auditor, Amendment No. 2 Response work	0

***Sufficient detail must be provided to meet compliance requirements of the CDBG DR Grant**

I certify that the forgoing is a true and correct representation of the allocation of my time during the periods shown.

Shaun Condor

PRINT NAME

SIGNATURE

Senior Project Engineer

TITLE/POSITION

DATE

