



## Kensington Fire Protection District Employee Timesheet

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

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

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

*Bill Hansell*

9/15/2022

Employee Signature

Date

Finance Signature

Date

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

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



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 9/16/2022  
 Pay Period End: 9/30/2022

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
9/16/2022	See Separate Task Sheet	6.00					6.00			
9/17/2022	"									
9/18/2022	"	6.50	0.50				6.00			
9/19/2022	"	7.00	1.00				6.00			
9/20/2022	"	5.50	2.50		0.50		2.50			
9/21/2022	"	10.00	3.00			1.00	6.00			
9/22/2022	"	7.50	4.50		2.00		1.00			
9/23/2022	"	7.00	5.00	0.50			1.50			
9/24/2022	"									
9/25/2022	"									
9/26/2022	"									
9/27/2022	"	8.25	5.50				2.75			
9/28/2022	"	6.93					3.50		3.43	
9/29/2022	"	5.00					5.00			
9/30/2022	"	6.00	1.50				4.50			
Total Hours		75.68	23.50	0.50	2.50	1.00	44.75	0.00	3.43	0.00
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 8,173.44</u>								

*Bill Hansell*

9/30/2022

Employee Signature

Date

Finance Signature

Date

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

KFPD - Sick

KFPD Sick



## Kensington Fire Protection District Employee Timesheet

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

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

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

*Bill Hansell*

10/15/2022

Employee Signature

Date

Finance Signature

Date

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





## Kensington Fire Protection District Employee Timesheet

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

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

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

*Bill Hansell*

10/31/2022

Employee Signature

Date

Finance Signature

Date

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



## Kensington Fire Protection District Employee Timesheet

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

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

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

*Bill Hansell*

11/15/2022

Employee Signature

Date

Finance Signature

Date

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



## Kensington Fire Protection District Employee Timesheet

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

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

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

*Bill Hansell*

11/30/2022

Employee Signature

Date

Finance Signature

Date

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

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



## Kensington Fire Protection District Employee Timesheet

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

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

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

*Bill Hansell*

12/15/2022

Employee Signature

Date

Finance Signature

Date

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





## Kensington Fire Protection District Employee Timesheet

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

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

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

*Bill Hansell*

12/31/2022

Employee Signature

Date

Finance Signature

Date

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



## Kensington Fire Protection District Employee Timesheet

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

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

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

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

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 Finance Signature                              Date

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



## Kensington Fire Protection District Employee Timesheet

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

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

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

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

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 Finance Signature                      Date

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