

## Kensington Fire Protection District Employee Timesheet



Employee Name: Mary Morris-Mayorga  
 Title: Interim General Manager  
 Pay Period Start: 9/1/2023  
 Pay Period End: 9/15/2023

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
9/1/2023	See Separate Task Sheet	8.50	0.00	8.50	0.00	0.00	0.00
9/2/2023	"	3.00	1.00	2.00	0.00	0.00	0.00
9/3/2023	"	3.25	0.00	3.25	0.00	0.00	0.00
9/4/2023	"	4.00	0.00	3.50	0.50	0.00	0.00
9/5/2023	"	3.00	0.50	0.00	2.50	0.00	0.00
9/6/2023	"	4.00	0.00	1.00	0.75	2.25	0.00
9/7/2023	"	5.50	0.00	3.00	0.00	2.50	0.00
9/8/2023	"	3.50	0.00	2.50	0.00	1.00	0.00
9/9/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
9/10/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
9/11/2023	"	4.75	2.75	0.75	0.00	1.25	0.00
9/12/2023	"	7.50	3.25	2.50	0.00	1.75	0.00
9/13/2023	"	4.50	3.00	0.50	0.00	1.00	0.00
9/14/2023	"	6.00	3.25	1.25	0.00	1.50	0.00
9/15/2023	"	5.00	2.00	1.00	0.00	2.00	0.00
			0.00	0.00	0.00	0.00	0.00
Total Hours		62.50	15.75	29.75	3.75	13.25	0.00
Rate		\$ 116.88					
Total Gross Pay		\$ 7,305.00					

Mary Morris-Mayorga                      9/15/2023  
 Employee Signature                              Date

\_\_\_\_\_  
 Finance Committee                              Date

Date/Day	Subject	Description	Description	Description	Hours	
1	Fr	Gen Mgmt			0.00	
		Finance	Debt svc docs/pmt	PSB budget	Comm agenda/items	8.50
		EPC				0.00
		PSB				0.00
		Legal				0.00
2	Sa	Gen Mgmt	BOD agenda/items			1.00
		Finance	FA RFP draft/edit	Comm agenda/items		2.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
3	Su	Gen Mgmt				0.00
		Finance	Comm agenda/items			3.25
		EPC				0.00
		PSB				0.00
		Legal				0.00
4	Mo	Gen Mgmt				0.00
		Finance	Comm agenda/items	Emails/mail	Payroll	3.50
		EPC	Emails/mail			0.50
		PSB				0.00
		Legal				0.00
5	Tu	Gen Mgmt	Emails/mail			0.50
		Finance				0.00
		EPC	Calls	Emails/mail	Prep/attend mtg	2.50
		PSB				0.00
		Legal				0.00
6	We	Gen Mgmt				0.00
		Finance	FA RFP draft/edit	Invoices/pmts		1.00
		EPC	Calls			0.75
		PSB	Emails/mail			2.25
		Legal				0.00
7	Th	Gen Mgmt				0.00
		Finance	Prep/attend comm mtg			3.00
		EPC				0.00
		PSB	Prep/attend mtg	Rev/apprv docs/emails	Calls	2.50
		Legal				0.00
8	Fr	Gen Mgmt				0.00
		Finance	Invoices/pmts			2.50
		EPC				0.00
		PSB	Rev/apprv docs/emails			1.00
		Legal				0.00
9	Sa	Gen Mgmt				0.00
		Finance				0.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
10	Su	Gen Mgmt				0.00

		Finance				0.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
11	Mo	Gen Mgmt	Emails/mail	Calls	BOD agenda/items	2.75
		Finance	Invoices/pmts	Emails/mail		0.75
		EPC				0.00
		PSB	Rev/apprv docs/emails			1.25
		Legal				0.00
12	Tu	Gen Mgmt	Emails/mail	BOD agenda/items		3.25
		Finance	Rev/apprv docs/emails			2.50
		EPC				0.00
		PSB	Rev/apprv docs/emails			1.75
		Legal				0.00
13	W	Gen Mgmt	Emails/mail	Calls	BOD agenda/items	3.00
		Finance	Financial forecast			0.50
		EPC				0.00
		PSB	Rev/apprv docs/emails			1.00
		Legal				0.00
14	Th	Gen Mgmt	BOD agenda/items	Emails/mail		3.25
		Finance	Invoices/pmts			1.25
		EPC				0.00
		PSB	Rev/apprv docs/emails			1.50
		Legal				0.00
15	Fr	Gen Mgmt	BOD agenda/items	Emails/mail		2.00
		Finance	FA RFP draft/edit	Invoices/pmts		1.00
		EPC				0.00
		PSB	Rev/apprv docs/emails	Calls		2.00
		Legal				0.00
						<hr/> 62.50



# Kensington Fire Protection District

## Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: Interim General Manager  
 Pay Period Start: 9/16/2023  
 Pay Period End: 9/30/2023

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
9/16/2023	See Separate Task Sheet	4.50	3.50	0.50	0.00	0.50	0.00
9/17/2023	"	2.00	2.00	0.00	0.00	0.00	0.00
9/18/2023	"	4.75	1.00	3.75	0.00	0.00	0.00
9/19/2023	"	5.00	3.00	1.00	0.00	1.00	0.00
9/20/2023	"	7.00	5.00	2.00	0.00	0.00	0.00
9/21/2023	"	6.50	3.00	0.00	0.50	3.00	0.00
9/22/2023	"	7.50	2.00	2.50	0.00	3.00	0.00
9/23/2023	"	4.00	4.00	0.00	0.00	0.00	0.00
9/24/2023	"	1.00	1.00	0.00	0.00	0.00	0.00
9/25/2023	"	5.00	0.00	0.75	1.25	3.00	0.00
9/26/2023	"	5.25	1.00	1.00	0.00	3.25	0.00
9/27/2023	"	5.50	0.50	3.00	0.00	2.00	0.00
9/28/2023	"	6.00	0.50	0.50	3.00	2.00	0.00
9/29/2023	"	5.00	4.00	1.00	0.00	0.00	0.00
9/30/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours (9/16-20)		23.25	30.50	16.00	4.75	17.75	0.00
Rate		\$ 116.88					
Total Gross Pay		\$ 2,717.46					
Total Hours (9/21-30)		45.75					
Rate		\$ 119.58	2717.46	69.00			
Total Gross Pay		\$ 5,470.79	5470.785				

Mary Morris-Mayorga 9/30/2023  
 Employee Signature Date  
2/13/2024  
 Finance Committee Date

	September 1-20, 2023
Max monthly hours prior to FC approval = 30/wk avg (9/1-9/20):	85.71
Hours worked (9/1-9/20):	85.75
Hour (over)/under:	-0.04
	September 21-30, 2023
Max weekly hours prior to FC approval = 32 (9/21-9/30):	45.71
Hours worked (9/21-9/30):	45.75
Hour (over)/under:	-0.04

Date/Day	Subject	Description	Description	Description	Hours
16	Sa	General Mgmt	BOD agenda/items	BOD packet posting	3.50
		Finance	Invoices/pmts		0.50
		EPC			0.00
		PSB	Rev/apprv docs/emails		0.50
		Legal			0.00
17	Su	General Mgmt	Emails/mail	Rev/apprv docs/emails	2.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
18	Mo	General Mgmt	Emails/mail		1.00
		Finance	Invoices/pmts	Financial forecast	3.75
		EPC			0.00
		PSB			0.00
		Legal			0.00
19	Tu	General Mgmt	BOD agenda/items	BOD packet posting	3.00
		Finance	FA RFP draft/edit	Payroll	1.00
		EPC			0.00
		PSB	Rev/apprv docs/emails		1.00
		Legal			0.00
20	We	General Mgmt	BOD packet posting	Prep/attend BOD mtg	5.00
		Finance	Financial forecast	Invoices/pmts	2.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
21	Th	General Mgmt	Emails/mail/gen adm		3.00
		Finance			0.00
		EPC	Calls		0.50
		PSB	Rev/apprv docs/emails	Calls	3.00
		Legal			0.00
22	Fr	General Mgmt	Emails/mail/gen adm		2.00
		Finance	FA RFP draft/edit	Invoices/pmts	2.50
		EPC			0.00
		PSB	Rev/apprv docs/emails		3.00
		Legal			0.00
23	Sa	General Mgmt	Emails/mail/gen adm		4.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
24	Su	General Mgmt	Emails/mail/gen adm		1.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
25	Mo	General Mgmt			0.00

Date/Day	Subject	Description	Description	Description	Hours
	Finance	Invoices/pmts			0.75
	EPC	Comm agenda/items	Emails/mail/gen adm		1.25
	PSB	Rev/apprv docs/emails	Calls	Prep/attend mtg	3.00
	Legal				0.00
26	Tu	General Mgmt	Emails/mail/gen adm		1.00
	Finance	Invoices/pmts	Insurance renewal		1.00
	EPC				0.00
	PSB	Rev/apprv docs/emails			3.25
	Legal				0.00
27	W	General Mgmt	Emails/mail/gen adm		0.50
	Finance	Invoices/pmts			3.00
	EPC				0.00
	PSB	Rev/apprv docs/emails			2.00
	Legal				0.00
28	Th	General Mgmt	Emails/mail/gen adm		0.50
	Finance	CERBT/OPEB Actuary			0.50
	EPC	Prep/attend comm mtg			3.00
	PSB	Rev/apprv docs/emails			2.00
	Legal				0.00
29	Fr	General Mgmt	Prep/attend mtg	Emails/mail/gen adm	4.00
	Finance	Invoices/pmts			1.00
	EPC				0.00
	PSB				0.00
	Legal				0.00
30	Sa	General Mgmt			0.00
	Finance				0.00
	EPC				0.00
	PSB				0.00
	Legal				0.00
	General Mgmt				0.00
	Finance				0.00
	EPC				0.00
	PSB				0.00
	Legal				0.00
					69.00



# Kensington Fire Protection District

## Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: General Manager  
 Pay Period Start: 10/1/2023  
 Pay Period End: 10/15/2023

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
10/1/2023	See Separate Task Sheet	0.00	0.00	0.00	0.00	0.00	0.00
10/2/2023	"	6.50	1.50	3.50	0.00	1.50	0.00
10/3/2023	"	6.75	1.25	4.00	0.00	1.50	0.00
10/4/2023	"	4.25	0.50	0.75	0.00	3.00	0.00
10/5/2023	"	6.50	1.50	1.00	0.00	4.00	0.00
10/6/2023	"	3.50	1.50	0.00	0.00	2.00	0.00
10/7/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
10/8/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
10/9/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
10/10/2023	"	8.25	5.25	1.25	1.00	0.75	0.00
10/11/2023	"	7.00	3.75	2.00	0.00	1.25	0.00
10/12/2023	"	3.75	2.50	0.75	0.00	0.50	0.00
10/13/2023	"	6.25	3.00	1.00	0.00	1.00	1.25
10/14/2023	"	2.00	1.50	0.50	0.00	0.00	0.00
10/15/2023	"	5.75	3.25	0.75	0.00	0.00	1.75
	"	0.00	0.00	0.00	0.00	0.00	0.00
	Total Hours	60.50	25.50	15.50	1.00	15.50	3.00
	Rate	\$ 119.58					
	Total Gross Pay	\$ 7,234.59					

Mary Morris-Mayorga 10/15/2023  
 Employee Signature Date

2/13/2024  
 Finance Committee Date

Date/Day	Subject	Description	Description	Description	Hours
1	Su	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
2	Mo	General Mgmt	Emails/mail	Rev/apprv docs/emails	1.50
		Finance	Audit	Invoices/pmts	3.50
		EPC			0.00
		PSB	Rev/apprv docs/emails		1.50
		Legal			0.00
3	Tu	General Mgmt	Emails/mail		1.25
		Finance	Invoices/pmts	Payroll	4.00
		EPC			0.00
		PSB	Rev/apprv docs/emails		1.50
		Legal			0.00
4	We	General Mgmt	Emails/mail/gen adm		0.50
		Finance	CERBT/OPEB Actuary		0.75
		EPC			0.00
		PSB	Rev/apprv docs/emails		3.00
		Legal			0.00
5	Th	General Mgmt	BOD agenda/items	Emails/mail/gen adm	1.50
		Finance	Invoices/pmts		1.00
		EPC			0.00
		PSB	Rev/apprv docs/emails		4.00
		Legal			0.00
6	Fr	General Mgmt	Emails/mail/gen adm	Calls	1.50
		Finance			0.00
		EPC			0.00
		PSB	Rev/apprv docs/emails	Calls	2.00
		Legal			0.00
7	Sa	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
8	Su	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
9	Mo	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
10	Tu	General Mgmt	BOD agenda/items	Emails/mail/gen adm	5.25



Date/Day	Subject	Description	Description	Description	Hours
	Finance	FA RFP draft/edit	Invoices/pmts		1.25
	EPC	Calls	Emails/mail/gen adm		1.00
	PSB	Rev/apprv docs/emails			0.75
	Legal				0.00
11	W	General Mgmt	Emails/mail/gen adm	BOD agenda/items	3.75
	Finance	FA RFP draft/edit	Audit	Invoices/pmts	2.00
	EPC				0.00
	PSB	Rev/apprv docs/emails			1.25
	Legal				0.00
12	Th	General Mgmt	Emails/mail/gen adm	Calls	2.50
	Finance	Invoices/pmts	FA RFP draft/edit		0.75
	EPC				0.00
	PSB	Rev/apprv docs/emails			0.50
	Legal				0.00
13	Fr	General Mgmt	Emails/mail/gen adm	BOD agenda/items	3.00
	Finance	Invoices/pmts			1.00
	EPC	Prep/attend comm mtg			0.00
	PSB	Rev/apprv docs/emails			1.00
	Legal	Policy dev/rev/impl			1.25
14	Sa	General Mgmt	BOD agenda/items	Emails/mail/gen adm	1.50
	Finance	FA RFP draft/edit			0.50
	EPC				0.00
	PSB				0.00
	Legal				0.00
15	Su	General Mgmt	Comm agenda/items		3.25
	Finance	FA RFP draft/edit	Invoices/pmts		0.75
	EPC				0.00
	PSB				0.00
	Legal	Policy dev/rev/impl			1.75
					<u>60.50</u>



Date/Day	Subject	Description	Description	Description	Hours	
16	Mo	General Mgmt	Emails/mail/gen adm	Calls	BOD packet posting	3.00
		Finance				0.00
		EPC				0.00
		PSB	Rev/apprv docs/emails	Calls		5.50
		Legal				0.00
17	Tu	General Mgmt	Emails/mail/gen adm			2.75
		Finance				0.00
		EPC				0.00
		PSB	Rev/apprv docs/emails	Calls		2.50
		Legal				0.00
18	We	General Mgmt	Emails/mail/gen adm	Calls		2.00
		Finance	Invoices/pmts	Payroll		1.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
19	Th	General Mgmt	Emails/mail/gen adm			2.50
		Finance				0.00
		EPC				0.00
		PSB	Rev/apprv docs/emails			1.50
		Legal				0.00
20	Fr	General Mgmt	BOD agenda/items	Emails/mail/gen adm	Calls	4.00
		Finance				0.00
		EPC	Policy dev/rev/impl			0.50
		PSB	Rev/apprv docs/emails	Calls		1.25
		Legal				0.00
21	Sa	General Mgmt				0.00
		Finance				0.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
22	Su	General Mgmt				0.00
		Finance				0.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
23	Mo	General Mgmt	Emails/mail/gen adm			1.00
		Finance	Invoices/pmts			1.00
		EPC	Comm agenda/items			0.50
		PSB	Rev/apprv docs/emails			3.00
		Legal				0.00
24	Tu	General Mgmt	Emails/mail/gen adm	BOD agenda/items	Calls	5.25
		Finance				0.00
		EPC				0.00
		PSB	Rev/apprv docs/emails	Calls		4.00
		Legal				0.00
25	W	General Mgmt	BOD agenda/items	Emails/mail/gen adm	BOD packet posting	3.50

Date/Day	Subject	Description	Description	Description	Hours
	Finance	FA RFP draft/edit	Calls	Invoices/pmts	1.50
	EPC				0.00
	PSB	Rev/apprv docs/emails			0.50
	Legal				0.00
26	Th	General Mgmt	Emails/mail/gen adm	Prep/attend BOD mtg	4.25
	Finance				0.00
	EPC	Prep/attend comm mtg			2.50
	PSB				0.00
	Legal				0.00
27	Fr	General Mgmt	Emails/mail/gen adm		3.00
	Finance				0.00
	EPC				0.00
	PSB	Rev/apprv docs/emails			1.00
	Legal				0.00
28	Sa	General Mgmt			0.00
	Finance				0.00
	EPC				0.00
	PSB				0.00
	Legal				0.00
29	Su	General Mgmt			0.00
	Finance				0.00
	EPC				0.00
	PSB				0.00
	Legal				0.00
30	Mo	General Mgmt	BOD agenda/items		2.75
	Finance	Invoices/pmts			1.00
	EPC				0.00
	PSB	Rev/apprv docs/emails			0.75
	Legal				0.00
31	Tu	General Mgmt	Emails/mail/gen adm		3.75
	Finance				0.00
	EPC	Policy dev/rev/impl			1.00
	PSB	Rev/apprv docs/emails			2.50
	Legal	Policy dev/rev/impl			2.00
					<hr/> 71.25



Date/Day	Subject	Description	Description	Description	Hours
1	We	General Mgmt	Emails/mail/gen adm		2.25
		Finance			0.00
		EPC	Calls	Rev/apprv docs/emails	0.50
		PSB	Rev/apprv docs/emails	Calls	4.00
		Legal			0.00
2	Th	General Mgmt	Emails/mail/gen adm	BOD agenda/items	3.25
		Finance	Audit	Invoices/pmts	3.00
		EPC			0.00
		PSB			0.00
		Legal	Policy dev/rev/impl		1.00
3	Fr	General Mgmt	Emails/mail/gen adm	BOD agenda/items	2.75
		Finance	Invoices/pmts	Payroll	1.50
		EPC			0.00
		PSB	Rev/apprv docs/emails		1.00
		Legal			0.00
4	Sa	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
5	Su	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
6	Mo	General Mgmt	Emails/mail/gen adm		2.25
		Finance			0.00
		EPC			0.00
		PSB	Rev/apprv docs/emails		0.75
		Legal	Policy dev/rev/impl		1.25
7	Tu	General Mgmt	Emails/mail/gen adm	BOD agenda/items	1.75
		Finance	Invoices/pmts		1.50
		EPC	Rev/apprv docs/emails		0.50
		PSB	Rev/apprv docs/emails		0.75
		Legal			0.00
8	W	General Mgmt	Emails/mail/gen adm	BOD agenda/items	3.50
		Finance	Invoices/pmts	FA RFP draft/edit	2.50
		EPC			0.00
		PSB	Rev/apprv docs/emails		0.50
		Legal			0.00
9	Th	General Mgmt	Emails/mail/gen adm	BOD agenda/items	3.75
		Finance	Audit	Invoices/pmts	2.00
		EPC			0.00
		PSB	Rev/apprv docs/emails		0.50
		Legal			0.00
10	Fr	General Mgmt	Emails/mail/gen adm	BOD packet posting	1.50

Date/Day	Subject	Description	Description	Description	Hours
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
11	Sa	General Mgmt	BOD packet posting		1.50
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
12	Su	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
13	Mo	General Mgmt	Emails/mail/gen adm		0.75
		Finance			0.00
		EPC			0.00
		PSB	Rev/apprv docs/emails		0.25
		Legal			0.00
14	Tu	General Mgmt	Emails/mail/gen adm	Prep/attend BOD mtg	3.00
		Finance			0.00
		EPC			0.00
		PSB	Rev/apprv docs/emails		1.00
		Legal			0.00
15	We	General Mgmt	Emails/mail/gen adm	BOD agenda/items	5.50
		Finance	Invoices/pmts		1.00
		EPC			0.00
		PSB	Rev/apprv docs/emails		1.50
		Legal	Policy dev/rev/impl		0.50
					<u>57.25</u>



# Kensington Fire Protection District

## Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: General Manager  
 Pay Period Start: 11/16/2023  
 Pay Period End: 11/30/2023

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	
11/16/2023	See Separate Task Sheet	6.75	2.00	0.75	0.00	4.00	0.00	
11/17/2023	"	3.25	3.25	0.00	0.00	0.00	0.00	
11/18/2023	"	0.00	0.00	0.00	0.00	0.00	0.00	
11/19/2023	"	0.00	0.00	0.00	0.00	0.00	0.00	
11/20/2023	"	4.00	0.00	2.00	0.00	2.00	0.00	
11/21/2023	"	4.00	0.00	3.00	0.00	1.00	0.00	
11/22/2023	"	4.50	0.50	2.50	0.00	1.50	0.00	
11/23/2023	"	0.00	0.00	0.00	0.00	0.00	0.00	
11/24/2023	"	0.00	0.00	0.00	0.00	0.00	0.00	
11/25/2023	"	0.00	0.00	0.00	0.00	0.00	0.00	
11/26/2023	"	0.00	0.00	0.00	0.00	0.00	0.00	
11/27/2023	"	5.75	2.25	2.00	0.00	1.50	0.00	
11/28/2023	"	3.00	2.00	0.00	0.00	1.00	0.00	
11/29/2023	"	5.75	2.75	0.00	1.50	1.50	0.00	
11/30/2023	"	4.75	2.25	1.50	0.00	1.00	0.00	
	"	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Hours Worked	41.75	15.00	11.75	1.50	13.50	0.00	
	Holiday	12.00	Thanksgiving/Day after					
	Rate	\$ 119.58						
	Total Gross Pay	<u>\$ 6,427.43</u>						

Mary Morris-Mayorga                      11/30/2023  
 Employee Signature                              Date

\_\_\_\_\_  
 Finance Committee                              Date 2/13/2024

November 1-30, 2023

Max weekly hours prior to FC approval = 32:	137.14
Hours worked:	<u>99.00</u>
Hour (over)/under:	38.14



Date/Day	Subject	Description	Description	Description	Hours	
16	Th	General Mgmt	Emails/mail/gen adm	Calls	2.00	
		Finance	FA RFP draft/edit		0.75	
		EPC	Rev/apprv docs/emails		0.00	
		PSB	Rev/apprv docs/emails	Prep/attend mtg	4.00	
		Legal			0.00	
17	Fr	General Mgmt	Emails/mail/gen adm	Rev/apprv docs/emails	3.25	
		Finance			0.00	
		EPC			0.00	
		PSB			0.00	
		Legal			0.00	
18	Sa	General Mgmt			0.00	
		Finance			0.00	
		EPC			0.00	
		PSB			0.00	
		Legal			0.00	
19	Su	General Mgmt			0.00	
		Finance			0.00	
		EPC			0.00	
		PSB			0.00	
		Legal			0.00	
20	Mo	General Mgmt			0.00	
		Finance	Invoices/pmts		2.00	
		EPC			0.00	
		PSB	Prep/attend mtg	Rev/apprv docs/emails	2.00	
		Legal			0.00	
21	Tu	General Mgmt			0.00	
		Finance	Invoices/pmts	Payroll	Insurance renewal	3.00
		EPC			0.00	
		PSB	Rev/apprv docs/emails	Calls		1.00
		Legal			0.00	
22	W	General Mgmt	Emails/mail/gen adm		0.50	
		Finance	Invoices/pmts		2.50	
		EPC			0.00	
		PSB	Rev/apprv docs/emails		1.50	
		Legal			0.00	
23	Th	General Mgmt			0.00	
		Finance			0.00	
		EPC			0.00	
		PSB			0.00	
		Legal			0.00	
24	Fr	General Mgmt			0.00	
		Finance			0.00	
		EPC			0.00	
		PSB			0.00	
		Legal			0.00	
25	Sa	General Mgmt			0.00	

Date/Day	Subject	Description	Description	Description	Hours
	Finance				0.00
	EPC				0.00
	PSB				0.00
	Legal				0.00
26	Su	General Mgmt			0.00
	Finance				0.00
	EPC				0.00
	PSB				0.00
	Legal				0.00
27	Mo	General Mgmt	Emails/mail/gen adm	BOD packet posting	2.25
	Finance	Insurance renewal		Invoices/pmts	2.00
	EPC				0.00
	PSB	Rev/apprv docs/emails		Prep/attend mtg	1.50
	Legal				0.00
28	Tu	General Mgmt	Emails/mail/gen adm		2.00
	Finance				0.00
	EPC				0.00
	PSB	Rev/apprv docs/emails			1.00
	Legal				0.00
29	We	General Mgmt	Emails/mail/gen adm		2.75
	Finance				0.00
	EPC	Prep/attend mtg		Rev/apprv docs/emails	1.50
	PSB	Rev/apprv docs/emails		Calls	1.50
	Legal				0.00
30	We	General Mgmt	Emails/mail/gen adm		2.25
	Finance	Invoices/pmts			1.50
	EPC				0.00
	PSB	Rev/apprv docs/emails			1.00
	Legal				0.00
					<u>41.75</u>



# Kensington Fire Protection District

## Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: General Manager  
 Pay Period Start: 12/1/2023  
 Pay Period End: 12/15/2023

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
12/1/2023	See Separate Task Sheet	2.75	2.75	0.00	0.00	0.00	0.00
12/2/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
12/3/2023	"	3.00	2.00	0.00	0.25	0.75	0.00
12/4/2023	"	6.75	0.75	1.00	4.00	1.00	0.00
12/5/2023	"	7.50	2.50	1.75	0.25	3.00	0.00
12/6/2023	"	9.50	5.50	3.00	0.00	1.00	0.00
12/7/2023	"	5.25	2.25	2.00	0.00	1.00	0.00
12/8/2023	"	3.50	0.75	2.00	0.00	0.75	0.00
12/9/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
12/10/2023	"	3.50	3.50	0.00	0.00	0.00	0.00
12/11/2023	"	7.75	6.75	1.00	0.00	0.00	0.00
12/12/2023	"	5.00	2.50	1.00	0.00	1.00	0.50
12/13/2023	"	5.25	1.75	0.00	2.00	1.50	0.00
12/14/2023	"	8.50	3.25	2.00	0.75	2.50	0.00
12/15/2023	"	8.00	8.00	0.00	0.00	0.00	0.00
	"	0.00	0.00	0.00	0.00	0.00	0.00
	Total Hours Worked	76.25	42.25	13.75	7.25	12.50	0.50
	Holiday	0.00					
	Rate	\$ 119.58					
	Total Gross Pay	\$ 9,117.98					

Mary Morris-Mayorga 12/15/2023  
 Employee Signature Date

2/13/2024  
 Finance Committee Date

Date/Day	Subject	Description	Description	Description	Hours
1	Fr	General Mgmt	Emails/mail/gen adm	Calls	2.75
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
2	Sa	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
3	Su	General Mgmt	BOD agenda/items		2.00
		Finance			0.00
		EPC	Emails/mail/gen adm		0.25
		PSB	Prep/attend mtg	Rev/apprv docs/emails	0.75
		Legal			0.00
4	Mo	General Mgmt	Emails/mail/gen adm	BOD agenda/items	0.75
		Finance	Invoices/pmts		1.00
		EPC - LHMP	Emails/mail/gen adm	Prep/attend mtg	4.00
		PSB	Rev/apprv docs/emails		1.00
		Legal			0.00
5	Tu	General Mgmt	Emails/mail/gen adm	BOD agenda/items	2.50
		Finance	Payroll	Invoices/pmts	1.75
		EPC	Emails/mail/gen adm		0.25
		PSB	Rev/apprv docs/emails	Prep/attend mtg	3.00
		Legal			0.00
6	W	General Mgmt	Emails/mail/gen adm	BOD agenda/items	5.50
		Finance	Invoices/pmts	BOD packet posting	3.00
		EPC			0.00
		PSB	Rev/apprv docs/emails		1.00
		Legal			0.00
7	Th	General Mgmt	Emails/mail/gen adm	Calls	2.25
		Finance	Invoices/pmts		2.00
		EPC			0.00
		PSB	Rev/apprv docs/emails		1.00
		Legal			0.00
8	Fr	General Mgmt	Emails/mail/gen adm	Calls	0.75
		Finance	Rev/apprv docs/emails	Invoices/pmts	2.00
		EPC			0.00
		PSB	Prep/attend mtg		0.75
		Legal			0.00
9	Sa	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
10	Su	General Mgmt	Emails/mail/gen adm	Rev/apprv docs/emails	3.50

Date/Day	Subject	Description	Description	Description	Hours	
	Finance				0.00	
	EPC				0.00	
	PSB				0.00	
	Legal				0.00	
11	Mo	General Mgmt	Emails/mail/gen adm	Prep/attend BOD mtg	Rev/apprv docs/emails	6.75
		Finance	Invoices/pmts			1.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
12	Tu	General Mgmt	Emails/mail/gen adm			2.50
		Finance	Invoices/pmts			1.00
		EPC				0.00
		PSB	Rev/apprv docs/emails	Calls		1.00
		Legal	Emails/mail/gen adm			0.50
13	We	General Mgmt	Emails/mail/gen adm			1.75
		Finance				0.00
		EPC - LHMP	Rev/apprv docs/emails	Prep/attend mtg		2.00
		PSB	Rev/apprv docs/emails	Calls		1.50
		Legal				0.00
14	Th	General Mgmt	Emails/mail/gen adm	Calls		3.25
		Finance	Invoices/pmts			2.00
		EPC - LHMP	Rev/apprv docs/emails			0.75
		PSB	Rev/apprv docs/emails			2.50
		Legal				0.00
15	Fr	General Mgmt	Emails/mail/gen adm	BOD agenda/items	BOD packet posting	8.00
		Finance				0.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
					76.25	



Date/Day	Subject	Description	Description	Description	Hours
16	Sa	General Mgmt	Emails/mail/gen adm	BOD agenda/items	3.00
		Finance			0.00
		EPC			0.00
		PSB	Rev/apprv docs/emails		1.00
		Legal			0.00
17	Su	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
18	Mo	General Mgmt	Emails/mail/gen adm	BOD agenda/items	4.00
		Finance	Invoices/pmts	Payroll	1.50
		EPC	Emails/mail/gen adm		0.75
		PSB			0.00
		Legal			0.00
19	Tu	General Mgmt	Emails/mail/gen adm	Calls	5.25
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
20	W	General Mgmt	Emails/mail/gen adm	Calls	7.00
		Finance		Prep/attend BOD mtg	0.00
		EPC	Emails/mail/gen adm	Calls	1.75
		PSB			0.00
		Legal			0.00
21	Th	General Mgmt	Emails/mail/gen adm		2.00
		Finance	Invoices/pmts		1.00
		EPC			0.00
		PSB	Rev/apprv docs/emails		1.00
		Legal			0.00
22	Fr	General Mgmt	Emails/mail/gen adm	Calls	3.00
		Finance			0.00
		EPC			0.00
		PSB	Rev/apprv docs/emails		0.00
		Legal			0.00
23	Sa	General Mgmt	Calls		0.50
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
24	Su	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
25	Mo	General Mgmt			0.00

Date/Day	Subject	Description	Description	Description	Hours
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
26	Tu	General Mgmt	Emails/mail/gen adm		1.50
		Finance	Invoices/pmts		1.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
27	We	General Mgmt	Emails/mail/gen adm		1.50
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
28	Th	General Mgmt	Emails/mail/gen adm		3.50
		Finance	Invoices/pmts	Audit	1.00
		EPC	Rev/apprv docs/emails	Prep/attend mtg	0.00
		PSB	Rev/apprv docs/emails	Calls	0.00
		Legal			0.00
29	Fr	General Mgmt	Emails/mail/gen adm	Rev/apprv docs/emails	2.00
		Finance	Invoices/pmts		1.50
		EPC			0.00
		PSB			0.00
		Legal			0.00
30	Sa	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
31	Su	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
					<u>43.75</u>





# Kensington Fire Protection District

## Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: General Manager  
 Pay Period Start: 1/1/2024  
 Pay Period End: 1/15/2024

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	
1/1/2024	See Separate Task Sheet	0.00	0.00	0.00	0.00	0.00	0.00	
1/2/2024	"	6.50	1.00	2.00	0.50	3.00	0.00	
1/3/2024	"	3.25	1.75	1.50	0.00	0.00	0.00	
1/4/2024	"	3.00	1.00	1.00	0.00	1.00	0.00	
1/5/2024	"	3.50	2.50	1.00	0.00	0.00	0.00	
1/6/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
1/7/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
1/8/2024	"	4.00	2.50	0.00	0.50	1.00	0.00	
1/9/2024	"	7.00	3.00	0.00	0.00	4.00	0.00	
1/10/2024	"	7.50	4.00	2.50	0.00	1.00	0.00	
1/11/2024	"	7.75	7.75	0.00	0.00	0.00	0.00	
1/12/2024	"	9.00	8.00	0.00	0.00	0.00	1.00	
1/13/2024	"	0.75	0.75	0.00	0.00	0.00	0.00	
1/14/2024	"	6.00	6.00	0.00	0.00	0.00	0.00	
1/15/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
	"	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Hours Worked	58.25	38.25	8.00	1.00	10.00	1.00	
	Holiday	12.00	NY, MLK					
	Rate	\$ 119.58						
	Total Gross Pay	\$ 8,400.50						

Mary Morris-Mayorga 1/15/2024  
 Employee Signature Date

2/13/2024  
 Finance Committee Date

Date/Day	Subject	Description	Description	Description	Hours	
1	Mo	General Mgmt			0.00	
		Finance			0.00	
		EPC			0.00	
		PSB			0.00	
		Legal			0.00	
2	Tu	General Mgmt	Emails/mail/gen adm		1.00	
		Finance	CERBT/OPEB Actuary	Invoices/pmts	2.00	
		EPC	Rev/apprv docs/emails		0.50	
		PSB	Rev/apprv docs/emails		3.00	
		Legal			0.00	
3	W	General Mgmt	Emails/mail/gen adm	BOD agenda/items	1.75	
		Finance	Invoices/pmts		1.50	
		EPC			0.00	
		PSB			0.00	
		Legal			0.00	
4	Th	General Mgmt	Emails/mail/gen adm	BOD agenda/items	1.00	
		Finance	Invoices/pmts		1.00	
		EPC			0.00	
		PSB	Rev/apprv docs/emails		1.00	
		Legal			0.00	
5	Fr	General Mgmt	Emails/mail/gen adm	Calls	BOD agenda/items	2.50
		Finance	Prep/attend mtg	Invoices/pmts		1.00
		EPC			0.00	
		PSB			0.00	
		Legal			0.00	
6	Sa	General Mgmt			0.00	
		Finance			0.00	
		EPC			0.00	
		PSB			0.00	
		Legal			0.00	
7	Su	General Mgmt			0.00	
		Finance			0.00	
		EPC			0.00	
		PSB			0.00	
		Legal			0.00	
8	Mo	General Mgmt	Emails/mail/gen adm	BOD agenda/items	Calls	2.50
		Finance			0.00	
		EPC	Emails/mail/gen adm		0.50	
		PSB	Rev/apprv docs/emails		1.00	
		Legal			0.00	
9	Tu	General Mgmt	Emails/mail/gen adm		3.00	
		Finance			0.00	
		EPC			0.00	
		PSB	Rev/apprv docs/emails	Calls	4.00	
		Legal			0.00	
10	We	General Mgmt	Emails/mail/gen adm	Calls	BOD agenda/items	4.00

Date/Day	Subject	Description	Description	Description	Hours
	Finance	Invoices/pmts			2.50
	EPC				0.00
	PSB	Rev/apprv docs/emails			1.00
	Legal				0.00
11	Th	General Mgmt	Emails/mail/gen adm	BOD agenda/items	7.75
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
12	Fr	General Mgmt	Emails/mail/gen adm	BOD agenda/items	8.00
		Finance		BOD packet posting	0.00
		EPC			0.00
		PSB			0.00
		Legal	Emails/mail/gen adm		1.00
13	Sa	General Mgmt	Emails/mail/gen adm	BOD packet posting	0.75
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
14	Su	General Mgmt	Emails/mail/gen adm	BOD packet posting	6.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
15	Mo	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
					58.25



## Kensington Fire Protection District Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: Interim General Manager  
 Pay Period Start: 1/16/2024  
 Pay Period End: 1/31/2024

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
1/16/2024	#REF!	7.25	6.00	0.25	0.00	1.00	0.00
1/17/2024	"	7.25	5.50	0.75	0.50	0.50	0.00
1/18/2024	"	4.00	2.00	1.00	0.00	1.00	0.00
1/19/2024	"	6.00	3.50	0.00	1.00	1.50	0.00
1/20/2024	"	2.00	1.50	0.50	0.00	0.00	0.00
1/21/2024	"	2.00	0.75	0.75	0.50	0.00	0.00
1/22/2024	"	6.00	5.25	0.00	0.75	0.00	0.00
1/23/2024	"	6.50	2.50	3.00	0.00	1.00	0.00
1/24/2024	"	7.75	7.75	0.00	0.00	0.00	0.00
1/25/2024	"	7.00	3.00	0.50	1.75	1.75	0.00
1/26/2024	"	6.75	1.00	4.50	0.50	0.75	0.00
1/27/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
1/28/2024	"	3.75	1.75	2.00	0.00	0.00	0.00
1/29/2024	"	6.50	2.50	1.00	0.00	2.00	1.00
1/30/2024	"	7.00	7.00	0.00	0.00	0.00	0.00
	"	3.50	1.75	0.75	0.00	1.00	0.00
Total Hours Worked		83.25	51.75	15.00	5.00	10.50	1.00
Holiday		0.00					
Rate		\$ 119.58					
Total Gross Pay		\$ 9,955.04					

Mary Morris-Mayorga 2/2/2024  
 Employee Signature Date

\_\_\_\_\_  
 Finance Committee 2/13/2024  
 Date

Max weekly hours prior to FC approval = 32: January 1-31, 2024  
 Hours worked: 141.50  
 Hour (over)/under: 0.21

Date/Day	Subject	Description	Hours			
16	Tu	General Mgmt	Emails/mail/gen adm	BOD packet post/rev	Calls	6.00
		Finance	Payroll prep/rev/submit			0.25
		EPC				0.00
		PSB	Rev/apprv docs/emails	Prep/attend mtg		1.00
		Legal				0.00
17	W	General Mgmt	Emails/mail/gen adm	Prep/attend BOD mtg	Prep/attend BOD mtg	5.50
		Finance	Comm agenda/items			0.75
		EPC	Calls			0.50
		PSB	Rev/apprv docs/emails			0.50
		Legal				0.00
18	Th	General Mgmt	Emails/mail/gen adm			2.00
		Finance	Invoices/pmts	Payroll prep/rev/submit		1.00
		EPC				0.00
		PSB	Rev/apprv docs/emails			1.00
		Legal				0.00
19	Fr	General Mgmt	Emails/mail/gen adm			3.50
		Finance				0.00
		EPC-LHMP	Policy dev/rev/impl			1.00
		PSB	Rev/apprv docs/emails			1.50
		Legal				0.00
20	Sa	General Mgmt	Rev/apprv docs/emails	Calls		1.50
		Finance	Invoices/pmts			0.50
		EPC				0.00
		PSB				0.00
		Legal				0.00
21	Su	General Mgmt	BOD agenda/items			0.75
		Finance	Invoices/pmts			0.75
		EPC	Comm agenda/items			0.50
		PSB				0.00
		Legal				0.00
22	Mo	General Mgmt	Emails/mail/gen adm	Calls	BOD agenda/items	5.25
		Finance				0.00
		EPC	Calls	Comm agenda/items		0.75
		PSB				0.00
		Legal				0.00
23	Tu	General Mgmt	Emails/mail/gen adm	Prep/attend mtg		2.50
		Finance	Invoices/pmts	Comm agenda/items		3.00
		EPC				0.00
		PSB	Rev/apprv docs/emails			1.00
		Legal				0.00
24	We	General Mgmt				7.75
		Finance	Comm agenda/items			0.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
25	Th	General Mgmt	Emails/mail/gen adm	Prep/attend mtg		3.00

		Finance	Invoices/pmts			0.50
		EPC	Comm agenda/items	Prep/attend comm mtg		1.75
		PSB	Rev/apprv docs/emails			1.75
		Legal				0.00
26	Fr	General Mgmt	Emails/mail/gen adm	Calls		1.00
		Finance	Comm agenda/items	Invoices/pmts		4.50
		EPC	Emails/mail/gen adm			0.50
		PSB	Rev/apprv docs/emails			0.75
		Legal				0.00
27	Sa	General Mgmt				0.00
		Finance				0.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
28	Su	General Mgmt	Emails/mail/gen adm			1.75
		Finance	Comm agenda/items	Invoices/pmts		2.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
29	Mo	General Mgmt	Emails/mail/gen adm			2.50
		Finance	Comm agenda/items			1.00
		EPC				0.00
		PSB	Rev/apprv docs/emails	Prep/attend mtg		2.00
		Legal	Prep/attend mtg			1.00
30	Tu	General Mgmt	Emails/mail/gen adm	Prep/attend mtg	Calls	7.00
		Finance				0.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
31	We	General Mgmt	Emails/mail/gen adm			1.75
		Finance	Invoices/pmts			0.75
		EPC				0.00
		PSB	Prep/attend mtg	Rev/apprv docs/emails		1.00
		Legal				0.00
						<hr/> 83.25