



## Kensington Fire Protection District Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: Interim General Manager  
 Pay Period Start: 2/1/2023  
 Pay Period End: 2/15/2023

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	
2/1/2023	See Separate Task Sheet	1.00	0.50	0.00	0.00	0.50	0.00	
2/2/2023	"	5.00	0.50	2.75	0.00	1.75	0.00	
2/3/2023	"	5.00	0.50	4.50	0.00	0.00	0.00	
2/4/2023	"	0.00	0.00	0.00	0.00	0.00	0.00	
2/5/2023	"	1.50	0.50	0.50	0.00	0.50	0.00	
2/6/2023	"	6.50	3.50	0.00	1.00	2.00	0.00	
2/7/2023	"	3.25	0.75	1.00	0.00	1.50	0.00	
2/8/2023	"	7.00	2.50	3.50	0.00	0.00	1.00	
2/9/2023	"	3.50	1.75	0.00	0.00	1.00	0.75	
2/10/2023	"	9.00	7.00	1.25	0.00	0.00	0.75	
2/11/2023	"	2.00	1.25	0.00	0.00	0.75	0.00	
2/12/2023	"	0.00	0.00	0.00	0.00	0.00	0.00	
2/13/2023	"	3.75	1.75	0.00	0.00	2.00	0.00	
2/14/2023	"	3.25	0.00	0.00	1.00	0.00	2.25	
2/15/2023	"	9.00	0.00	2.00	0.00	2.25	0.00	
	Total Hours	59.75	20.50	15.50	2.00	12.25	4.75	
	Rate	\$	116.88					
	Total Gross Pay	\$	6,983.58					

Mary Morris-Mayorga      2/16/2023  
 Employee Signature                      Date

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 Finance Signature                      Date

Date/Day	Subject	Description	Hours	
1	W	General Mgmt	emails-read/respond	0.50
		Finance		0.00
		EPC		0.00
		PSB	letter of intent research/submit to committee	0.50
		Legal		0.00
2	Th	General Mgmt	emails-read/respond	0.50
		Finance	FC agenda/post; payroll; invoice pmts; financial	2.75
		EPC		0.00
		PSB	emails-review/respond; call w/BH	1.75
		Legal		0.00
3	F	General Mgmt	call w/TP-CCC risk mgmt; emails-read/respond	0.50
		Finance	FC packet-distrib/post; OPEB emails/docs	4.50
		EPC		0.00
		PSB		0.00
		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	emails-read/respond	0.50
		Finance	CERBT disbursement	0.50
		EPC		0.00
		PSB	temp committee mtg sched/prep	0.50
		Legal		0.00
6	M	General Mgmt	mtg agenda; emails-read/respond; call-JS	3.50
		Finance	invoice review/approve, files	0.00
		EPC	follow-up; CERT shed	1.00
		PSB	temp committee mtg; gather info; call w/KM	2.00
		Legal		0.00
7	T	General Mgmt	emails-read/respond; filing	0.75
		Finance	invoices review/approval	1.00
		EPC		0.00
		PSB	temp bldg committee	1.50
		Legal		0.00
8	W	General Mgmt	emails-read/respond; filing; update agenda; poll	2.50
		Finance	FC mtg+after activities; BZ agmnt; invoice pmts	3.50
		EPC		0.00
		PSB		0.00
		Legal	prep/call re: constr contractor; review updates	1.00
9	Th	General Mgmt	emails-read/respond; agenda update	1.75
		Finance		0.00
		EPC		0.00
		PSB	call-BH; docs/emails	1.00
		Legal	closed session; call follow-up	0.75
10	F	General Mgmt	emails-read/respond/; agenda pkt; call-JS	7.00





## Kensington Fire Protection District Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: Interim General Manager  
 Pay Period Start: 2/16/2023  
 Pay Period End: 2/28/2023

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
2/16/2023	See Separate Task Sheet	3.00	2.25	0.75	0.00	0.00	0.00
2/17/2023	"	3.50	2.50	1.00	0.00	0.00	0.00
2/18/2023	"	1.00	1.00	0.00	0.00	0.00	0.00
2/19/2023	"	2.00	0.00	0.00	0.50	1.50	0.00
2/20/2023	"	4.00	1.50	0.00	0.75	1.75	0.00
2/21/2023	"	6.25	1.75	2.50	0.00	1.50	0.50
2/22/2023	"	6.50	5.00	0.00	0.00	1.50	0.00
2/23/2023	"	6.00	4.00	0.00	2.00	0.00	0.00
2/24/2023	"	1.00	0.50	0.00	0.00	0.50	0.00
2/25/2023	"	0.75	0.00	0.00	0.00	0.75	0.00
2/26/2023	"	0.75	0.00	0.00	0.00	0.75	0.00
2/27/2023	"	2.50	0.75	1.00	0.00	0.75	0.00
2/28/2023	"	1.25	0.00	0.00	0.00	1.25	0.00

Total Hours	38.50	19.25	5.25	3.25	10.25	0.50
Rate	\$ 116.88					
Total Gross Pay	<u>\$ 4,499.88</u>					

Mary D. Morris-Mayorga                      3/2/2023  
 Employee Signature                                      Date

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 Finance Signature                                      Date

	February 2023
Max monthly hours prior to FC approval = 30/wk avg:	120.00
Hours worked:	<u>98.25</u>
Hour (over)/under:	21.75

<b>Date/Day</b>	<b>Subject</b>	<b>Description</b>	<b>Hours</b>	
16	Th	General Mgmt	emails; after mtg activities; polling	2.25
		Finance	transmittal	0.75
		EPC		0.00
		PSB		0.00
		Legal		0.00
17	F	General Mgmt	polling-special mtgs; emails	2.50
		Finance	transmittal; invoice pmts	1.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
18	Sa	General Mgmt	emails-read/respond	1.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
19	Su	General Mgmt		0.00
		Finance		0.00
		EPC	mtg agenda	0.50
		PSB	draft letter response	1.50
		Legal		0.00
20	M	General Mgmt	special mtg agenda; emails	1.50
		Finance		0.00
		EPC	agenda posted/distributed	0.75
		PSB	temp station gen cords; emails/doc review	1.75
		Legal		0.00
21	T	General Mgmt	emails-read/respond; Exec Asst emails	1.75
		Finance	invoice review/approve, files	2.50
		EPC		0.00
		PSB	temp committee mtg	1.50
		Legal	confirm spec mtg	0.50
22	W	General Mgmt	emails/PRA; Exec Asst training; spec mtg	5.00
		Finance		0.00
		EPC		0.00
		PSB	emails/doc review; call w/BH	1.50
		Legal		0.00
23	Th	General Mgmt	emails-read/respond; spec mtg	4.00
		Finance		0.00
		EPC	EPC mtg	2.00
		PSB		0.00
		Legal	call re: constr contractor; review updates	0.00
24	F	General Mgmt	emails-read/respond	0.50
		Finance		0.00
		EPC		0.00
		PSB	emails/doc review	0.50
		Legal		0.00
25	Sa	General Mgmt		0.00

		Finance		0.00
		EPC		0.00
		PSB	emails/doc review	0.75
		Legal		0.00
26	Su	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB	emails/doc review-Cos; prep for call	0.75
		Legal		0.00
27	M	General Mgmt	emails-read/respond; PRA	0.75
		Finance	invoice review/approve; OPEB emails/follow-up	1.00
		EPC		0.00
		PSB	emails/doc review	0.75
		Legal		0.00
28	T	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB	emails/doc review; sched CO mtg	1.25
		Legal		0.00
				0.00
				<hr/>
		Total		38.50



## Kensington Fire Protection District Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: Interim General Manager  
 Pay Period Start: 3/1/2023  
 Pay Period End: 3/15/2023

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	
3/1/2023	See Separate Task Sheet	0.75	0.75	0.00	0.00	0.00	0.00	
3/2/2023	"	1.75	1.75	0.00	0.00	0.00	0.00	
3/3/2023	"	3.25	2.00	0.00	0.00	1.25	0.00	
3/4/2023	"	0.00	0.00	0.00	0.00	0.00	0.00	
3/5/2023	"	2.50	1.25	1.25	0.00	0.00	0.00	
3/6/2023	"	1.50	1.50	0.00	0.00	0.00	0.00	
3/7/2023	"	3.50	1.25	1.25	0.00	0.50	0.00	
3/8/2023	"	2.25	1.00	0.75	0.00	0.50	0.00	
3/9/2023	"	4.00	3.00	0.00	0.50	0.50	0.00	
3/10/2023	"	6.50	4.00	2.50	0.00	0.00	0.00	
3/11/2023	"	0.75	0.75	0.00	0.00	0.00	0.00	
3/12/2023	"	0.00	0.00	0.00	0.00	0.00	0.00	
3/13/2023	"	0.00	0.00	0.00	0.00	0.00	0.00	
3/14/2023	"	6.50	3.00	0.50	0.00	3.00	0.00	
3/15/2023	"	10.75	10.25	0.00	0.00	0.50	0.00	
3/16/2023	"	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Hours	44.00	30.50	6.25	0.50	6.25	0.00	#
	Rate		\$	116.88				
	Total Gross Pay		\$	5,142.72				

Mary Morris-Mayorga                      3/17/2023  
 Employee Signature                              Date

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 Finance Signature                              Date



## Kensington Fire Protection District Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: Interim General Manager  
 Pay Period Start: 3/16/2023  
 Pay Period End: 3/31/2023

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
3/16/2023	See Separate Task Sheet	5.50	1.00	0.50	0.00	4.00	0.00
3/17/2023	"	4.75	0.00	0.75	1.00	3.00	0.00
3/18/2023	"	1.75	0.00	1.25	0.00	0.50	0.00
3/19/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
3/20/2023	"	4.75	0.00	4.25	0.00	0.50	0.00
3/21/2023	"	4.75	0.50	1.50	0.00	2.75	0.00
3/22/2023	"	7.00	2.75	1.00	0.50	2.75	0.00
3/23/2023	"	7.50	1.50	0.00	5.00	1.00	0.00
3/24/2023	"	5.25	0.00	1.00	0.00	4.25	0.00
3/25/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
3/26/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
3/27/2023	"	5.50	0.00	1.00	0.00	4.50	0.00
3/28/2023	"	3.00	1.00	1.00	0.00	1.00	0.00
3/29/2023	"	2.75	0.00	0.00	0.00	2.75	0.00
3/30/2023	"	5.50	1.00	0.00	0.50	4.00	0.00
3/31/2023	"	3.50	2.50	1.00	0.00	0.00	0.00
Total Hours		61.50	10.25	13.25	7.00	31.00	0.00
Rate		\$ 116.88					
Total Gross Pay		\$ 7,188.12					

Mary Morris-Mayorga 4/3/2023  
 Employee Signature Date

\_\_\_\_\_  
 Finance Signature Date

March 2023

Max monthly hours prior to FC approval = 30/wk avg: 132.86  
 Hours worked: 105.50  
 Hour (over)/under: 27.36



Date	Project	Description	Duration
03/16/2023	Finance	Bill payments	0.50
03/16/2023	General Administration	Call w/DA; gen adm emails/documents;	1.00
03/16/2023	Public Safety Building	Call-BH re CWS mtg; project emails/documents;	3.00
03/16/2023	Public Safety Building	Call-Mack5; project emails/documents;	1.00
<b>03/16/2023 Total</b>			5.50
03/17/2023	Emergency Preparedness	EPC mtg agenda/sched location/posting	1.00
03/17/2023	Finance	Transmittal/invoices	0.75
03/17/2023	Public Safety Building	PSB emails/documents/PRA	3.00
<b>03/17/2023 Total</b>			4.75
03/18/2023	Finance	Bill payments	1.25
03/18/2023	Public Safety Building	PSB emails/documents	0.50
<b>03/18/2023 Total</b>			1.75
03/20/2023	Finance	Transmittal, payroll, prep-call bond counsel re project, bill payments	4.25
03/20/2023	Public Safety Building	PSB emails/documents, RFP to Marjang	0.50
<b>03/20/2023 Total</b>			4.75
03/21/2023	Finance	Bill payments, invoices, CalPERS	1.50
03/21/2023	General Administration	emails-gen admin	0.50
03/21/2023	Public Safety Building	PSB calls/mtgs-BH, Marjang/ZFA/BH	2.75
<b>03/21/2023 Total</b>			4.75
03/22/2023	Emergency Preparedness	EPC-emails/questions-mtg attendance	0.50
03/22/2023	Finance	Invoices, bill payments	1.00
03/22/2023	General Administration	Brown Act hybrid mtg/attendance research/memo	2.75
03/22/2023	Public Safety Building	PSB emails/documents, mtg-JB/DM/BH	2.75
<b>03/22/2023 Total</b>			7.00
03/23/2023	Emergency Preparedness	Calls-PM, LN; EPC mtg setup/attend/lockup	5.00
03/23/2023	General Administration	Prep/mtg w/CED-BOD mtg debrief, review position/duties/access	1.50
03/23/2023	Public Safety Building	PSB talking points; call w/BH	0.50
03/23/2023	Public Safety Building	Call w/BH-updates	0.50
<b>03/23/2023 Total</b>			7.50
03/24/2023	Finance	Invoices, bill payments	1.00
03/24/2023	Public Safety Building	PSB emails/documents; sched mtg w/Mack5	0.50
03/24/2023	Public Safety Building	Prep/call w/MB; emails/documents-CWS req, mtg notes	3.75
<b>03/24/2023 Total</b>			5.25
03/27/2023	Finance	Call w/BZ-financial forecast questions	1.00
03/27/2023	Public Safety Building	PSB emails/documents	0.50
03/27/2023	Public Safety Building	PSB letter, emails, call-BH, const mgmt proposal review	4.00
<b>03/27/2023 Total</b>			5.50
03/28/2023	Finance	Invoices, bill payments	1.00
03/28/2023	General Administration	Gen adm emails, intro CED	1.00
03/28/2023	Public Safety Building	PSB emails/documents	1.00
<b>03/28/2023 Total</b>			3.00
03/29/2023	Public Safety Building	PSB emails/documents/review	2.75
<b>03/29/2023 Total</b>			2.75
03/30/2023	Emergency Preparedness	Call w/JV-updates, emails	0.50
03/30/2023	General Administration	Emails, call w/DA-updates	1.00
03/30/2023	Public Safety Building	Call w/BH, emails/project updates	2.25
03/30/2023	Public Safety Building	Emails/project documents, Mack5 mtg coverage	1.75
<b>03/30/2023 Total</b>			5.50
03/31/2023	Finance	Invoices/bill payments	1.00
03/31/2023	General Administration	emails-gen adm review/respond/file	2.50
<b>03/31/2023 Total</b>			3.50
<b>Grand Total</b>			61.50



## Kensington Fire Protection District Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: Interim General Manager  
 Pay Period Start: 4/1/2023  
 Pay Period End: 4/15/2023

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	
4/1/2023	See Separate Task Sheet	0.00	0.00	0.00	0.00	0.00	0.00	
4/2/2023	"	0.00	0.00	0.00	0.00	0.00	0.00	
4/3/2023	"	7.00	2.00	1.25	0.75	3.00	0.00	
4/4/2023	"	4.25	1.75	1.00	0.50	1.00	0.00	
4/5/2023	"	5.50	1.75	0.75	1.00	2.00	0.00	
4/6/2023	"	3.25	2.00	0.00	0.50	0.75	0.00	
4/7/2023	"	6.00	2.00	3.00	0.00	1.00	0.00	
4/8/2023	"	0.00	0.00	0.00	0.00	0.00	0.00	
4/9/2023	"	0.00	0.00	0.00	0.00	0.00	0.00	
4/10/2023	"	6.00	1.75	0.00	0.00	4.00	0.25	
4/11/2023	"	2.00	0.50	0.00	0.75	0.75	0.00	
4/12/2023	"	3.00	2.00	0.00	0.00	1.00	0.00	
4/13/2023	"	11.50	6.00	3.50	0.00	2.00	0.00	
4/14/2023	"	7.50	3.00	4.50	0.00	0.00	0.00	
4/15/2023	"	3.00	1.50	1.50	0.00	0.00	0.00	
	"	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Hours	59.00	24.25	15.50	3.50	15.50	0.25	
	Rate	\$	116.88					
	Total Gross Pay	\$	6,895.92					

Mary Morris-Mayorga                      4/17/2023  
 Employee Signature                              Date

\_\_\_\_\_  
 Finance Signature                              Date

Date/Day	Subject	Description	Hours
1	Sa	General Mgmt	0.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
2	Su	General Mgmt	0.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
3	M	General Mgmt	2.00
		Gen admin-emails, Form 700s	
		Finance	1.25
		invoices, audit, financial forecast	
		EPC	0.75
		JV-shred event; magnet order	
		PSB	3.00
		Correspondence; project/docs review	
		Legal	0.00
4	T	General Mgmt	1.75
		Gen admin-emails, website notes, Form 700s	
		Finance	1.00
		Timesheets/payroll, reports to BC	
		EPC	0.50
		CERT Shed-HG	
		PSB	1.00
		call w/BH, emails-review docs	
		Legal	0.00
5	W	General Mgmt	1.75
		Gen admin-emails, BOD mtg video storage	
		Finance	0.75
		invoices-review/pmt	
		EPC	1.00
		Call w/HG & DD-CERT Shed, emails	
		PSB	2.00
		Emails-review docs	
		Legal	0.00
6	Th	General Mgmt	2.00
		Draft BOD agenda,	
		Finance	0.00
		EPC	0.50
		Call w/DD-CERT Shed, emails	
		PSB	0.75
		emails/review docs	
		Legal	0.00
7	F	General Mgmt	2.00
		call w/DA, gen adm-emails, PRA	
		Finance	3.00
		emails/audit-OPEB census/bill pmt-filing	
		EPC	0.00
		PSB	1.00
		Emails-review docs	
		Legal	0.00
8	Sa	General Mgmt	0.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
9	Su	General Mgmt	0.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
10	M	General Mgmt	1.75
		emails, mtg sched, rev minutes, agenda, AV	

Date/Day	Subject	Description	Hours
	Finance		0.00
	EPC		0.00
	PSB	emails/docs, call w-JB/DM/BH, mtg-KM/BH	4.00
	Legal	call w-JB	0.25
11	T	General Mgmt emails-BOD mtg, AV	0.50
	Finance		0.00
	EPC	orders/review/pmt	0.75
	PSB	emails/review docs	0.75
	Legal		0.00
12	W	General Mgmt emails/gen adm	2.00
	Finance		0.00
	EPC		0.00
	PSB	Emails-review docs	1.00
	Legal		0.00
13	Th	General Mgmt calls-JW/LN/DA, agenda/items/minutes	6.00
	Finance	invoices-review/pmt, financial forecast-call w/BZ	3.50
	EPC		0.00
	PSB	Emails-review docs	2.00
	Legal		0.00
14	Fr	General Mgmt agenda items/reports, post agenda	3.00
	Finance	invoices-review/pmt, transmittal	4.50
	EPC		0.00
	PSB		0.00
	Legal		0.00
15	Sa	General Mgmt agenda items-complete/post/distrib	1.50
	Finance	invoices-reivew/pmt	1.50
	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
			<u>59.00</u>



# Kensington Fire Protection District

## Employee Timesheet

Employee Name: Mary Morris-Mayorga  
Title: Interim General Manager  
Pay Period Start: 4/16/2023  
Pay Period End: 4/30/2023

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
4/16/2023	See Separate Task Sheet	0.00	0.00	0.00	0.00	0.00	0.00
4/17/2023	"	4.75	1.00	2.00	0.75	1.00	0.00
4/18/2023	"	7.00	4.25	2.25	0.00	0.50	0.00
4/19/2023	"	10.50	9.00	0.00	0.00	1.50	0.00
4/20/2023	"	4.00	2.25	0.75	0.00	1.00	0.00
4/21/2023	"	4.00	1.00	2.00	0.00	1.00	0.00
4/22/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
4/23/2023	"	1.00	0.00	1.00	0.00	0.00	0.00
4/24/2023	"	7.75	5.75	0.00	1.50	0.50	0.00
4/25/2023	"	2.50	1.75	0.00	0.25	0.50	0.00
4/26/2023	"	7.50	3.75	0.00	0.00	3.75	0.00
4/27/2023	"	7.50	1.75	1.75	3.00	1.00	0.00
4/28/2023	"	3.50	0.00	2.50	0.00	1.00	0.00
4/29/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
4/30/2023	"	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	60.00	30.50	12.25	5.50	11.75	0.00
	Rate	\$ 116.88					
	Total Gross Pay	\$ 7,012.80					

5/2/2023

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Finance Signature Date

April 2023

Max monthly hours prior to FC approval = 30/wk avg: 128.57  
Hours worked: 119.00  
Hour (over)/under: 9.57

Date/Day	Subject	Description	Hours	
16	Su	General Mgmt	0.00	
		Finance	0.00	
		EPC	0.00	
		PSB	0.00	
		Legal	0.00	
17	M	General Mgmt	Website-consolidation/general; BOD calendar; emails	1.00
		Finance	Payroll processing/rpts to BC; AP research/pmts	2.00
		EPC	EPC orders/pmts	0.75
		PSB	PSB-emails/reviews docs; temp facil water leak	1.00
		Legal		0.00
18	T	General Mgmt	Emails-intro CED; spec mtg agenda	4.25
		Finance	AP pmts-to BC; transmittal update; invoices to CCC	2.25
		EPC		0.00
		PSB	emails/resview docs	0.50
		Legal		0.00
19	W	General Mgmt	Jt mtg agenda/coord; BOD mtg prep/attend; call DA	9.00
		Finance		0.00
		EPC		0.00
		PSB	emails/review docs; call-BH	1.50
		Legal		0.00
20	Th	General Mgmt	spec mtg agenda final/post;	2.25
		Finance	transmittal; invoices	0.75
		EPC		0.00
		PSB	KPPCSD letter; emails/review docs	1.00
		Legal		0.00
21	F	General Mgmt	LAFCO vote; call DL	1.00
		Finance	invoice payments; email BC	2.00
		EPC		0.00
		PSB	CO review mtg	1.00
		Legal		0.00
22	Sa	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
23	Su	General Mgmt		0.00
		Finance	invoice payments	1.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
24	M	General Mgmt	call DA; PRA; BOD mtg coord/prep/attend	5.75
		Finance		0.00
		EPC	agenda final/post	1.50
		PSB	emails/review docs; call-BH	0.50
		Legal		0.00
25	T	General Mgmt	emails read/respond	1.75

		Finance		0.00
		EPC	JC agreement	0.25
		PSB	emails/review docs	0.50
		Legal		0.00
26	W	General Mgmt	gen emails; call-DL; PRA-CED	3.75
		Finance		0.00
		EPC		0.00
		PSB	emails/doc review; call-BH	3.75
		Legal		0.00
27	Th	General Mgmt	emails-read/respond; BHI	1.75
		Finance	CCC auth doc; invoices	1.75
		EPC	prep/attend EPC mtg	3.00
		PSB	emails/review docs	1.00
		Legal		0.00
28	Fr	General Mgmt		0.00
		Finance	invoice payments; budget	2.50
		EPC		0.00
		PSB	emails/review docs	1.00
		Legal		0.00
29	Sa	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
30	Su	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
				<hr/> 60.00



## Kensington Fire Protection District Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: Interim General Manager  
 Pay Period Start: 5/1/2023  
 Pay Period End: 5/15/2023

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
5/1/2023	See Separate Task Sheet	3.00	3.00	0.00	0.00	0.00	0.00
5/2/2023	"	4.50	1.25	1.75	0.00	1.50	0.00
5/3/2023	"	4.25	1.50	2.00	0.00	0.75	0.00
5/4/2023	"	5.50	2.00	3.00	0.00	0.50	0.00
5/5/2023	"	3.00	0.50	1.25	0.00	1.25	0.00
5/6/2023	"	0.50	0.50	0.00	0.00	0.00	0.00
5/7/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
5/8/2023	"	5.75	1.25	2.00	0.50	2.00	0.00
5/9/2023	"	6.75	3.00	1.25	0.50	2.00	0.00
5/10/2023	"	3.75	2.25	1.50	0.00	0.00	0.00
5/11/2023	"	7.25	1.50	2.50	0.50	2.75	0.00
5/12/2023	"	1.75	1.75	0.00	0.00	0.00	0.00
5/13/2023	"	4.00	4.00	0.00	0.00	0.00	0.00
5/14/2023	"	1.25	1.25	0.00	0.00	0.00	0.00
5/15/2023	"	4.50	1.50	1.50	0.00	1.50	0.00
	"	0.00	0.00	0.00	0.00	0.00	0.00
	Total Hours	55.75	25.25	16.75	1.50	12.25	0.00
	Rate	\$	116.88				
	Total Gross Pay	\$	6,516.06				

Mary Morris-Mayorga                      5/17/2023  
 Employee Signature                      Date

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 Finance Signature                      Date



Date/Day	Subject	Description	Hours
1	M	General Mgmt emails-gen admin; annual item planning/prep	3.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
2	T	General Mgmt Website-consolidation/general; BOD calendar; emails	1.25
		Finance Payroll processing/rpts to BC; AP research/pmts	1.75
		EPC EPC orders/pmts	0.00
		PSB PSB-emails/reviews docs; temp facil water leak	1.50
		Legal	0.00
3	W	General Mgmt Emails-intro CED; spec mtg agenda	1.50
		Finance AP pmts-to BC; transmittal update; invoices to CCC	2.00
		EPC	0.00
		PSB emails/review docs	0.75
		Legal	0.00
4	Th	General Mgmt call-DL; CED prep/mtg; emails-gen admin	2.00
		Finance invoice pmts; budget	3.00
		EPC	0.00
		PSB emails/review docs	0.50
		Legal	0.00
5	F	General Mgmt emails-spc mtg, BHI	0.50
		Finance invoice pmts; budget updates	1.25
		EPC	0.00
		PSB updates; emails/docs	1.25
		Legal	0.00
6	Sa	General Mgmt BHI emails/call	0.50
		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	M	General Mgmt emails-read/respond; spec mtg agenda	1.25
		Finance audit status; invoice payments; send pd to BC	2.00
		EPC EPC coord contract renewal	0.50
		PSB permit update fees; emails/review docs	2.00
		Legal	0.00
9	T	General Mgmt emails; file organization; BOD rpts	3.00
		Finance invoice payments	1.25
		EPC EPC contract renewal review/research	0.50
		PSB emails/review docs; call BH	2.00
		Legal	0.00
10	W	General Mgmt BOD pkt items; gen admin	2.25

		Finance	CCC transmittal files; invoices	1.50
		EPC		0.00
		PSB		0.00
		Legal		0.00
11	Th	General Mgmt	BOD pkt items; call JF-training; emails-gen, pkt	1.50
		Finance	invoice pmts; file	2.50
		EPC	CERT shed	0.50
		PSB	call-KM; emails/review docs; cm fee	2.75
		Legal		0.00
12	Fr	General Mgmt	agenda/packet	1.75
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
13	Sa	General Mgmt	pkt items; agenda/packet-post/distribute	4.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
14	Su	General Mgmt	emails-confirm positng, gen admin	1.25
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
15	Mo	General Mgmt	emails-gen admin	1.50
		Finance	invoice payments/file/send to BC	1.50
		EPC		0.00
		PSB	emails/review docs-safety audit	1.50
		Legal		0.00

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 55.75