



Kensington Fire Protection District

Employee Timesheet

Employee Name: Mary Morris-Mayorga
 Title: Interim General Manager
 Pay Period Start: 5/16/2023
 Pay Period End: 5/31/2023

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
5/16/2023	See Separate Task Sheet	6.00	4.75	0.75	0.00	0.50	0.00
5/17/2023	"	9.75	6.00	3.00	0.75	0.00	0.00
5/18/2023	"	3.00	1.25	1.00	0.00	0.75	0.00
5/19/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
5/20/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
5/21/2023	"	0.00	0.00	0.00	0.00	0.00	0.00
5/22/2023	"	4.50	0.00	0.00	2.50	2.00	0.00
5/23/2023	"	5.00	0.00	3.00	0.00	2.00	0.00
5/24/2023	"	8.00	1.50	5.75	0.00	0.75	0.00
5/25/2023	"	6.75	0.00	2.50	4.25	0.00	0.00
5/26/2023	"	2.75	0.00	1.50	0.25	1.00	0.00
5/27/2023	"	2.00	0.00	2.00	0.00	0.00	0.00
5/28/2023	"	3.50	1.00	1.50	0.00	0.50	0.50
5/29/2023	"	1.25	1.25	0.00	0.00	0.00	0.00
5/30/2023	"	5.25	1.25	3.50	0.00	0.50	0.00
5/31/2023	"	8.75	1.25	6.50	0.00	1.00	0.00
Total Hours		66.50	18.25	31.00	7.75	9.00	0.50
Rate		\$ 116.88					
Total Gross Pay		\$ 7,772.52					

Mary Morris-Mayorga 6/1/2023
 Employee Signature Date

Finance Committee Meeting on June 10, 2024 inadvertently missed in packet of 6/6/2023

 Finance Signature Date

	<u>May 2023</u>
Max monthly hours prior to FC approval = 30/wk avg:	132.86
Hours worked:	<u>122.25</u>
Hour (over)/under:	10.61

Date/Day	Subject	Description	Hours	
16	T	General Mgmt	BOD supp items/minutes distribute/post	4.75
		Finance	invoice payments & emails	0.75
		EPC		0.00
		PSB	emails/review docs	0.50
		Legal		0.00
17	W	General Mgmt	BOD pkt updates; minutes; prep/attend BOD mtg	6.00
		Finance	invoice payments & emails; payroll-rpts to BC; FC poll	3.00
		EPC	call HG; CERT shed;	0.75
		PSB		0.00
		Legal		0.00
18	Th	General Mgmt	BOD after mtg activities	1.25
		Finance	transmittal, invoice payments	1.00
		EPC		0.00
		PSB		0.75
		Legal		0.00
19	F	General Mgmt		0.00
		Finance		0.00
		EPC	mtg agenda-post/distribute; emails	0.00
		PSB	emails/review docs	0.00
		Legal		0.00
20	Sa	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
21	Su	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
22	M	General Mgmt		0.00
		Finance		0.00
		EPC	mtg agenda-post/distribute; emails	2.50
		PSB	emails/review docs; permit update/fees	2.00
		Legal		0.00
23	T	General Mgmt		0.00
		Finance	financial forecast; FC emails; transmittal; FC agenda	3.00
		EPC		0.00
		PSB	emails/review docs	2.00
		Legal		0.00
24	W	General Mgmt	Zoom/hybrid mtg supplies; gen admin/emails	1.50
		Finance	FC minutes/pkt items; transmittal; budget	5.75
		EPC		0.00
		PSB	emails/review docs; call BH;	0.75
		Legal		0.00
25	Th	General Mgmt		0.00

		Finance	FC pkt items-forecast, budget, reports	2.50
		EPC	prep/test equip; setup/attend EPC mtg	4.25
		PSB		0.00
		Legal		0.00
26	Fr	General Mgmt		0.00
		Finance	invoice pmts; CERT annual rpt;	1.50
		EPC	post Zoom	0.25
		PSB	emails/review docs-safety eval	1.00
		Legal		0.00
27	Sa	General Mgmt		0.00
		Finance	FC-audit, budget, forecast	2.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
28	Su	General Mgmt	consolidation reso;	1.00
		Finance	invoice pmts; budget; FC items	1.50
		EPC		0.00
		PSB	emails/review docs	0.50
		Legal	consolidation reso/emails	0.50
29	Mo	General Mgmt	emails-read/respond; consolidation	1.25
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
30	Tu	General Mgmt	gen admin/emails; call DL	1.25
		Finance	CCC insurance app 23/24; FC pkt items/reports; pmts	3.50
		EPC		0.00
		PSB	emails/review docs	0.50
		Legal		0.00
31	We	General Mgmt	gen admin/emails	1.25
		Finance	FC pkt items-forecast, budget, EC fee, reports	6.50
		EPC		0.00
		PSB	emails/review docs; call BH;	1.00
		Legal		0.00
				<hr/> 66.50



Kensington Fire Protection District

Employee Timesheet

Employee Name: Mary Morris-Mayorga
 Title: General Manager
 Pay Period Start: 2/1/2024
 Pay Period End: 2/15/2024

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
2/1/2024	See Separate Task Sheet	6.25	2.75	2.50	0.00	1.00	0.00
2/2/2024	"	5.25	2.25	3.00	0.00	0.00	0.00
2/3/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
2/4/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
2/5/2024	"	5.50	2.00	2.50	0.00	1.00	0.00
2/6/2024	"	4.75	1.00	1.75	0.00	2.00	0.00
2/7/2024	"	2.50	0.50	1.50	0.50	0.00	0.00
2/8/2024	"	8.00	2.00	4.50	1.50	0.00	0.00
2/9/2024	"	7.00	1.00	5.50	0.00	0.00	0.50
2/10/2024	"	1.50	1.00	0.50	0.00	0.00	0.00
2/11/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
2/12/2024	"	6.00	2.00	2.50	0.00	1.50	0.00
2/13/2024	"	7.00	2.00	4.00	0.00	1.00	0.00
2/14/2024	"	6.50	3.50	3.00	0.00	0.00	0.00
2/15/2024	"	8.00	4.25	3.00	0.00	0.00	0.75
	"	0.00	0.00	0.00	0.00	0.00	0.00
	Total Hours Worked	68.25	24.25	34.25	2.00	6.50	1.25
	Holiday	0.00					
	Rate	\$ 119.58					
	Total Gross Pay	\$ 8,161.34					

Mary Morris-Mayorga
Employee Signature

2/18/2024
Date

Finance Committee Meeting of June 10, 2024

Finance Committee

Date

Date/Day	Subject	Description	Hours	
1	Th	General Mgmt	Emails/mail/gen adm	2.75
		Finance	Emails/mail/gen adm Invoices/pmts	2.50
		EPC		0.00
		PSB	Emails/mail/gen adm	1.00
		Legal		0.00
2	Fr	General Mgmt	Emails/mail/gen adm BOD agenda/items	2.25
		Finance	FS Contract Invoices/pmts Budget prep/rev/update	3.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
3	Sa	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
4	Su	General Mgmt		0.00
		Finance		0.00
		EPC-LHMP		0.00
		PSB		0.00
		Legal		0.00
5	Mo	General Mgmt	Emails/mail/gen adm	2.00
		Finance	Emails/mail/gen adm Invoices/pmts	2.50
		EPC		0.00
		PSB	Emails/mail/gen adm	1.00
		Legal		0.00
6	Tu	General Mgmt	Emails/mail/gen adm BOD agenda/items	1.00
		Finance	Comm agenda/items Invoices/pmts	1.75
		EPC		0.00
		PSB	Emails/mail/gen adm Prep/attend mtg	2.00
		Legal		0.00
7	We	General Mgmt	Emails/mail/gen adm	0.50
		Finance	Comm agenda/items	1.50
		EPC	Comm agenda/items	0.50
		PSB		0.00
		Legal		0.00
8	Th	General Mgmt	Emails/mail/gen adm BOD agenda/items	2.00
		Finance	Comm agenda/items Budget prep/rev/update Invoices/pmts	4.50
		EPC	Comm agenda/items Planning	1.50
		PSB		0.00
		Legal		0.00
9	Fr	General Mgmt	Emails/mail/gen adm	1.00
		Finance	Budget prep/rev/update Financial forecast Invoices/pmts	5.50
		EPC		0.00
		PSB		0.00
		Legal	Calls Emails/mail/gen adm	0.50
10	Sa	General Mgmt	Emails/mail/gen adm BOD agenda/items	1.00

		Finance	Invoices/pmts			0.50
		EPC				0.00
		PSB				0.00
		Legal				0.00
11	Su	General Mgmt				0.00
		Finance				0.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
12	Mo	General Mgmt	Emails/mail/gen adm	BOD agenda/items		2.00
		Finance	Emails/mail/gen adm	Invoices/pmts	Comm agenda/items	2.50
		EPC				0.00
		PSB	Emails/mail/gen adm	Calls		1.50
		Legal				0.00
13	Tu	General Mgmt	Emails/mail/gen adm			2.00
		Finance	Prep/attend comm mtg	Emails/mail/gen adm	Invoices/pmts	4.00
		EPC				0.00
		PSB	Prep/attend mtg			1.00
		Legal				0.00
14	We	General Mgmt	Emails/mail/gen adm	BOD agenda/items		3.50
		Finance	Comm agenda/items	Invoices/pmts	Planning	3.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
15	Th	General Mgmt	Emails/mail/gen adm	BOD packet post/rev	Prep/attend BOD mtg	4.25
		Finance	Invoices/pmts			3.00
		EPC				0.00
		PSB				0.00
		Legal	Emails/mail/gen adm			0.75
		General Mgmt				0.00
		Finance				0.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
						<hr/> 68.25



Kensington Fire Protection District Employee Timesheet

Employee Name: Mary Morris-Mayorga
 Title: General Manager
 Pay Period Start: 2/16/2024
 Pay Period End: 2/29/2024

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
2/16/2024	See Separate Task Sheet	4.25	4.25	0.00	0.00	0.00	0.00
2/17/2024	"	4.50	3.00	1.00	0.50	0.00	0.00
2/18/2024	"	2.50	2.00	0.50	0.00	0.00	0.00
2/19/2024	"	6.00	3.00	3.00	0.00	0.00	0.00
2/20/2024	"	7.00	3.00	4.00	0.00	0.00	0.00
2/21/2024	"	6.75	5.00	1.25	0.50	0.00	0.00
2/22/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
2/23/2024	"	6.00	3.00	3.00	0.00	0.00	0.00
2/24/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
2/25/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
2/26/2024	"	6.00	2.25	3.00	0.00	0.00	0.75
2/27/2024	"	7.00	2.00	0.00	4.00	1.00	0.00
2/28/2024	"	6.00	1.00	3.00	0.00	2.00	0.00
2/29/2024	"	6.50	6.50	0.00	0.00	0.00	0.00
"	"	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		62.50	35.00	18.75	5.00	3.00	0.75
Holiday		6.00	Pres				
Sick		6.00	2/22				
Rate		\$ 119.58					
Total Gross Pay		\$ 8,908.71					

Mary Morris-Mayorga

3/2/2024

Employee Signature

Date

Finance Committee Meeting of June 10, 2024

Finance Committee

Date

February 1-29, 2024

Max weekly hours prior to FC approval = 32:

132.57

Hours worked:

130.75

Hour (over)/under:

1.82

Date/Day	Subject	Description	Hours
16	Fr	General Mgmt	4.25
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
17	Sa	General Mgmt	3.00
		Finance	1.00
		EPC	0.50
		PSB	0.00
		Legal	0.00
18	Su	General Mgmt	2.00
		Finance	0.50
		EPC	0.00
		PSB	0.00
		Legal	0.00
19	Mo	General Mgmt	3.00
		Finance	3.00
		EPC-LHMP	0.00
		PSB	0.00
		Legal	0.00
20	Tu	General Mgmt	3.00
		Finance	4.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
21	We	General Mgmt	5.00
		Finance	1.25
		EPC	0.50
		PSB	0.00
		Legal	0.00
22	Th	General Mgmt	0.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
23	Fr	General Mgmt	3.00
		Finance	3.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
24	Sa	General Mgmt	0.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
25	Su	General Mgmt	0.00

		Finance			0.00	
		EPC			0.00	
		PSB			0.00	
		Legal			0.00	
26	Mo	General Mgmt	Emails/mail/gen adm		2.25	
		Finance	Debt svc docs/pmt	Invoices/pmts	3.00	
		EPC			0.00	
		PSB			0.00	
		Legal	Emails/mail/gen adm		0.75	
27	Tu	General Mgmt	Emails/mail/gen adm	Planning	2.00	
		Finance			0.00	
		EPC	Prep/attend comm mtg		4.00	
		PSB	Emails/mail/gen adm		1.00	
		Legal			0.00	
28	We	General Mgmt	Emails/mail/gen adm		1.00	
		Finance	Emails/mail/gen adm	Payroll prep/rev/submit	Invoices/pmts	3.00
		EPC			0.00	
		PSB	Emails/mail/gen adm	Prep/attend mtg	PSB budget	2.00
		Legal			0.00	
29	Th	General Mgmt	Emails/mail/gen adm	Planning	BOD agenda/items	6.50
		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	
		General Mgmt			0.00	
		Finance			0.00	
		EPC			0.00	
		PSB			0.00	
		Legal			0.00	
					62.50	



Kensington Fire Protection District

Employee Timesheet

Employee Name: Mary Morris-Mayorga
 Title: General Manager
 Pay Period Start: 3/1/2024
 Pay Period End: 3/15/2024

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	
3/1/2024	See Separate Task Sheet	9.00	5.75	3.25	0.00	0.00	0.00	
3/2/2024	"	1.00	1.00	0.00	0.00	0.00	0.00	
3/3/2024	"	3.00	1.75	0.50	0.00	0.75	0.00	
3/4/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
3/5/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
3/6/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
3/7/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
3/8/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
3/9/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
3/10/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
3/11/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
3/12/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
3/13/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
3/14/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
3/15/2024	"	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	13.00	8.50	3.75	0.00	0.75	0.00	
	Holiday	0.00						
	Vacation Payout	40.89	(2/29 Balance 40.16 + (13 * .058))					
	Rate	\$ 119.58						
	Total Gross Pay	\$ 6,444.17						

Mary Morris-Mayorga
 Employee Signature

3/18/2024

Date

Finance Committee Meeting on June 10, 2024

Finance Committee

Date

Date/Day	Subject	Description	Hours		
1	Fr	General Mgmt	Emails/mail/gen adm	BOD agenda/items	5.75
		Finance	Invoices/pmts	Audit RFP/prep/review	3.25
		EPC			0.00
		PSB			0.00
		Legal			0.00
2	Sa	General Mgmt	Emails/mail/gen adm		1.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
3	Su	General Mgmt	Emails/mail/gen adm	Rev/apprv docs/emails	1.75
		Finance	Rev/apprv docs/emails	Invoices/pmts	0.50
		EPC			0.00
		PSB	Rev/apprv docs/emails		0.75
		Legal			0.00
4	Mo	General Mgmt			0.00
		Finance			0.00
		EPC-LHMP			0.00
		PSB			0.00
		Legal			0.00
5	Tu	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
6	We	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
7	Th	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
8	Fr	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		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			0.00

		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
11	Mo	General Mgmt	0.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
12	Tu	General Mgmt	0.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
13	We	General Mgmt	0.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
14	Th	General Mgmt	0.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
15	Fr	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
			<hr/>
			13.00