



# Kensington Fire Protection District

## Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: General Manager  
 Pay Period Start: 8/16/2024  
 Pay Period End: 8/31/2024

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
8/16/2024	See attached breakdown	0.00	0.00	0.00	0.00	0.00	0.00
8/17/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
8/18/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
8/19/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
8/20/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
8/21/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
8/22/2024	"	6.75	1.50	1.00	3.50	0.75	0.00
8/23/2024	"	6.50	1.00	4.25	0.50	0.75	0.00
8/24/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
8/25/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
8/26/2024	"	10.00	2.50	3.00	0.00	4.50	0.00
8/27/2024	"	8.00	0.50	3.50	0.00	4.00	0.00
8/28/2024	"	7.00	0.50	4.00	0.00	2.50	0.00
8/29/2024	"	5.50	0.50	3.50	0.00	1.50	0.00
8/30/2024	"	5.00	1.00	2.25	0.00	1.75	0.00
8/31/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
	Total Hours Worked	48.75	7.50	21.50	4.00	15.75	0.00
	Holiday	0.00					
	Rate	\$ 123.00					
	Total Gross Pay	\$ 5,996.25					

Mary Morris-Mayorga  
 Employee Signature

09/03/2024  
 Date

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

2/13/2025  
 Date

Date/Day	Subject	Description	Hours			
16	Fr	General Mgmt	0.00			
		Finance	0.00			
		EPC	0.00			
		PSB	0.00			
		Legal	0.00			
17	Sa	General Mgmt	0.00			
		Finance	0.00			
		EPC	0.00			
		PSB	0.00			
		Legal	0.00			
18	Su	General Mgmt	0.00			
		Finance	0.00			
		EPC	0.00			
		PSB	0.00			
		Legal	0.00			
19	Mo	General Mgmt	0.00			
		Finance	0.00			
		EPC-LHMP	0.00			
		PSB	0.00			
		Legal	0.00			
20	Tu	General Mgmt	0.00			
		Finance	0.00			
		EPC	0.00			
		PSB	0.00			
		Legal	0.00			
21	We	General Mgmt	0.00			
		Finance	0.00			
		EPC	0.00			
		PSB	0.00			
		Legal	0.00			
22	Th	General Mgmt	Emails/mail/gen adm	BOD agenda/items	1.50	
		Finance	Comm agenda/items		1.00	
		EPC	Prep/attend comm mtg	Calls	3.50	
		PSB	Planning	PSB budget	0.75	
		Legal			0.00	
23	Fr	General Mgmt	Emails/mail/gen adm	BOD agenda/items	1.00	
		Finance	Comm agenda/items	Budget prep/rev/update	Audit prep/review	4.25
		EPC	Emails/mail/gen adm		0.50	
		PSB	Rev/apprv docs/emails		0.75	
		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			2.50
		Finance	Invoices/pmts	Audit prep/review	Emails/mail/gen adm	3.00
		EPC				0.00
		PSB	Emails/mail/gen adm	Rev/apprv docs/emails	PSB budget	4.50
		Legal				0.00
27	Tu	General Mgmt	Emails/mail/gen adm			0.50
		Finance	Invoices/pmts/transmitta	Prep/attend comm mtg	Emails/mail/gen adm	3.50
		EPC				0.00
		PSB	Planning	PSB budget	Rev/apprv docs/emails	4.00
		Legal				0.00
28	We	General Mgmt	Emails/mail/gen adm			0.50
		Finance	FA docs/review/?	Invoices/pmts/transmitta	Calls	4.00
		EPC				0.00
		PSB	Emails/mail/gen adm	Rev/apprv docs/emails	Calls	2.50
		Legal				0.00
29	Th	General Mgmt	Emails/mail/gen adm			0.50
		Finance	Invoices/pmts/transmitta	Calls	External reporting	3.50
		EPC				0.00
		PSB	Emails/mail/gen adm	Calls	Rev/apprv docs/emails	1.50
		Legal				0.00
30	Fr	General Mgmt	Emails/mail/gen adm			1.00
		Finance	Invoices/pmts/transmitta			2.25
		EPC				0.00
		PSB	Emails/mail/gen adm	Calls		1.75
		Legal				0.00
31	Sa	General Mgmt				0.00
		Finance				0.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
						48.75
						<u>August 16-31, 2024</u>
				Max weekly hours prior to FC approval = 32:		73.14
				Hours worked:		48.75
				Hour (over)/under:		24.39



# Kensington Fire Protection District

## Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: General Manager  
 Pay Period Start: 9/1/2024  
 Pay Period End: 9/15/2024

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	
9/1/2024	See attached breakdown	0.00	0.00	0.00	0.00	0.00	0.00	
9/2/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
9/3/2024	"	8.75	3.00	5.25	0.00	0.50	0.00	
9/4/2024	"	6.00	4.50	0.50	0.00	1.00	0.00	
9/5/2024	"	7.50	3.00	1.00	0.00	3.50	0.00	
9/6/2024	"	6.75	1.00	3.75	0.00	2.00	0.00	
9/7/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
9/8/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
9/9/2024	"	7.50	1.50	2.50	0.00	3.00	0.50	
9/10/2024	"	8.75	2.00	3.75	0.00	2.00	1.00	
9/11/2024	"	7.00	2.25	4.00	0.00	0.75	0.00	
9/12/2024	"	6.00	3.00	2.00	0.00	1.00	0.00	
9/13/2024	"	8.00	4.00	2.00	0.00	2.00	0.00	
9/14/2024	"	0.50	0.50	0.00	0.00	0.00	0.00	
9/15/2024	"	0.50	0.50	0.00	0.00	0.00	0.00	
	"	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Hours Worked	67.25	25.25	24.75	0.00	15.75	1.50	
	Holiday	6.00	Labor Day - 9/2					
	Rate	\$ 123.00						
	Total Gross Pay	\$ 9,009.75						

Mary Morris-Mayorga  
 Employee Signature

9/16/2024  
 Date

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

2/13/2025  
 Date

Date/Day	Subject	Description			Hours	
1	Su	General Mgmt			0.00	
		Finance			0.00	
		EPC			0.00	
		PSB			0.00	
		Legal			0.00	
2	Mo	General Mgmt			0.00	
		Finance			0.00	
		EPC			0.00	
		PSB			0.00	
		Legal			0.00	
3	Tu	General Mgmt	Emails/mail/gen adm	BOD agenda/items	3.00	
		Finance	FA docs/review/?	Invoices/pmts/transmitta	5.25	
		EPC			0.00	
		PSB	Rev/apprv docs/emails		0.50	
		Legal			0.00	
4	We	General Mgmt	Emails/mail/gen adm	Calls	BOD agenda/items	4.50
		Finance	Invoices/pmts/transmitta			0.50
		EPC-LHMP				0.00
		PSB	Rev/apprv docs/emails			1.00
		Legal				0.00
5	Th	General Mgmt	BOD agenda/items			3.00
		Finance	Invoices/pmts/transmitta			1.00
		EPC				0.00
		PSB	Rev/apprv docs/emails	Prep/attend mtg	PSB budget	3.50
		Legal				0.00
6	Fr	General Mgmt	Emails/mail/gen adm			1.00
		Finance	Invoices/pmts/transmitta	Agreements prep/amend	FA docs/review/?	3.75
		EPC				0.00
		PSB	Rev/apprv docs/emails			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	Emails/mail/gen adm	BOD agenda/items		1.50
		Finance	Invoices/pmts/transmitta			2.50
		EPC				0.00
		PSB	Rev/apprv docs/emails	PSB budget		3.00
		Legal	Emails/mail/gen adm			0.50
10	Tu	General Mgmt	Emails/mail/gen adm	Calls		2.00

		Finance	Invoices/pmts/transmitta	EC Contract fee/?	Insurance/Wrk Comp renew	3.75
		EPC				0.00
		PSB	Rev/apprv docs/emails	PSB budget		2.00
		Legal	Emails/mail/gen adm			1.00
11	We	General Mgmt	Emails/mail/gen adm	BOD agenda/items	Calls	2.25
		Finance	Invoices/pmts/transmitta	FA docs/review/?		4.00
		EPC				0.00
		PSB	Rev/apprv docs/emails			0.75
		Legal				0.00
12	Th	General Mgmt	Emails/mail/gen adm	BOD agenda/items		3.00
		Finance	Invoices/pmts/transmitta	Financial forecast		2.00
		EPC				0.00
		PSB	Rev/apprv docs/emails	PSB budget		1.00
		Legal				0.00
13	Fr	General Mgmt	Emails/mail/gen adm	BOD agenda/items	BOD packet post/rev	4.00
		Finance	Invoices/pmts/transmitta			2.00
		EPC				0.00
		PSB	Rev/apprv docs/emails	Calls		2.00
		Legal				0.00
14	Sa	General Mgmt	Emails/mail/gen adm			0.50
		Finance				0.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
15	Su	General Mgmt	BOD packet post/rev			0.50
		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

67.25

September 1-15, 2024

Max weekly hours prior to FC approval = 32: 68.57

Hours worked: 67.25

Hour (over)/under: 1.32



## Kensington Fire Protection District Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: General Manager  
 Pay Period Start: 9/16/2024  
 Pay Period End: 9/30/2024

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
9/16/2024	See attached breakdown	5.50	1.00	2.00	0.00	2.50	0.00
9/17/2024	"	6.00	1.50	3.50	0.00	1.00	0.00
9/18/2024	"	9.75	4.50	2.75	0.00	2.50	0.00
9/19/2024	"	5.00	1.00	0.00	0.75	3.25	0.00
9/20/2024	"	4.75	1.75	1.00	2.00	0.00	0.00
9/21/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
9/22/2024	"	1.00	0.25	0.25	0.00	0.50	0.00
9/23/2024	"	6.00	2.50	2.00	1.50	0.00	0.00
9/24/2024	"	5.75	2.25	1.50	0.50	1.50	0.00
9/25/2024	"	8.00	2.25	3.25	0.75	1.75	0.00
9/26/2024	"	3.75	1.75	2.00	0.00	0.00	0.00
9/27/2024	"	5.25	1.25	1.00	1.00	2.00	0.00
9/28/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
9/29/2024	"	2.50	2.50	0.00	0.00	0.00	0.00
9/30/2024	"	9.00	3.00	2.00	0.00	4.00	0.00
	"	0.00	0.00	0.00	0.00	0.00	0.00
	Total Hours Worked	72.25	25.50	21.25	6.50	19.00	0.00
	Holiday	0.00					
	Rate	\$ 123.00					
	Total Gross Pay	\$ 8,886.75					

Mary Morris-Mayorga  
 Employee Signature

10/3/2024  
 Date

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

2/13/2025  
 Date

Date/Day	Subject	Description	Hours			
16	Mo	General Mgmt	Emails/mail/gen adm	Planning	Prep/attend mtg	1.00
		Finance	Invoices/pmts/transmittal	External reporting		2.00
		EPC				0.00
		PSB	Rev/apprv docs/emails	Prep/attend mtg		2.50
		Legal				0.00
17	Tu	General Mgmt	Emails/mail/gen adm			1.50
		Finance	Invoices/pmts/transmittal			3.50
		EPC				0.00
		PSB	Rev/apprv docs/emails			1.00
		Legal				0.00
18	We	General Mgmt	Emails/mail/gen adm	Prep/attend mtg	Prep/attend BOD mtg	4.50
		Finance	Invoices/pmts/transmittal	FA docs/review/?		2.75
		EPC				0.00
		PSB	Rev/apprv docs/emails	Calls		2.50
		Legal				0.00
19	Th	General Mgmt	Emails/mail/gen adm			1.00
		Finance				0.00
		EPC-LHMP	Comm agenda/items			0.75
		PSB	Prep/attend mtg	Rev/apprv docs/emails		3.25
		Legal				0.00
20	Fr	General Mgmt	Emails/mail/gen adm	Calls		1.75
		Finance	Invoices/pmts/transmittal			1.00
		EPC	Comm agenda/items			2.00
		PSB				0.00
		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	Emails/mail/gen adm			0.25
		Finance	FA docs/review/?			0.25
		EPC				0.00
		PSB	Rev/apprv docs/emails			0.50
		Legal				0.00
23	Mo	General Mgmt	Emails/mail/gen adm			2.50
		Finance	Invoices/pmts/transmittal			2.00
		EPC	Comm agenda/items			1.50
		PSB				0.00
		Legal				0.00
24	Tu	General Mgmt	Emails/mail/gen adm	Rev/apprv docs/emails	Planning	2.25
		Finance	FA docs/review/?	Emails/mail/gen adm		1.50
		EPC	Rev/apprv docs/emails			0.50
		PSB	Rev/apprv docs/emails			1.50
		Legal				0.00
25	We	General Mgmt	BOD agenda/items	Rev/apprv docs/emails		2.25



		Finance	Rev/apprv docs/emails	Invoices/pmts/transmitta	FA docs/review/?	3.25
		EPC	Emails/mail/gen adm	Calls		0.75
		PSB	Rev/apprv docs/emails			1.75
		Legal				0.00
26	Th	General Mgmt	Emails/mail/gen adm			1.75
		Finance	FA docs/review/?			2.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
27	Fr	General Mgmt	Emails/mail/gen adm			1.25
		Finance	FA docs/review/?	Rev/apprv docs/emails		1.00
		EPC	Prep/attend mtg			1.00
		PSB	Rev/apprv docs/emails	Prep/attend mtg		2.00
		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	Emails/mail/gen adm	BOD packet post/rev		2.50
		Finance				0.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
30	Mon	General Mgmt	Emails/mail/gen adm			3.00
		Finance	FA docs/review/?	Calls		2.00
		EPC				0.00
		PSB	Rev/apprv docs/emails	PSB budget		4.00
		Legal				0.00
						<u>72.25</u>

September 1-30, 2024

Max weekly hours prior to FC approval = 32: 137.14

Hours worked: 139.50

*wkly avg = 29.625* Hour (over)/under: -2.36



## Kensington Fire Protection District Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: General Manager  
 Pay Period Start: 10/01/2024  
 Pay Period End: 10/15/2024

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
10/01/2024	See attached breakdown	9.00	3.50	2.50	0.00	3.00	0.00
10/2/2024	"	7.00	3.00	1.00	0.00	3.00	0.00
10/3/2024	"	7.00	1.75	5.25	0.00	0.00	0.00
10/4/2024	"	5.75	0.50	4.75	0.50	0.00	0.00
10/5/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
10/6/2024	"	3.00	0.00	0.00	0.00	3.00	0.00
10/7/2024	"	5.50	4.75	0.00	0.00	0.75	0.00
10/8/2024	"	7.25	3.00	1.50	0.00	2.75	0.00
10/9/2024	"	6.00	3.75	0.75	0.00	1.50	0.00
10/10/2024	"	7.00	6.00	0.00	0.00	1.00	0.00
10/11/2024	"	7.00	6.00	0.50	0.00	0.50	0.00
10/12/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
10/13/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
10/14/2024	"	4.50	3.25	0.50	0.00	0.75	0.00
10/15/2024	"	6.75	2.25	3.25	0.75	0.50	0.00
	"	0.00	0.00	0.00	0.00	0.00	0.00
	Total Hours Worked	75.75	37.75	20.00	1.25	16.75	0.00
	Holiday	0.00					
	Rate	\$ 123.00					
	Total Gross Pay	\$ 9,317.25					

*Mary Morris-Mayorga*  
 Employee Signature

10/20/2024  
 Date

Finance Committee

2/13/2025  
 Date

Date/Day	Subject	Description	Hours			
1	Tu	General Mgmt	Emails/mail/gen adm	Prep/attend BOD mtg	3.50	
		Finance	Insurance renewal	Invoices/pmts/transmitta FA docs/review/?	2.50	
		EPC			0.00	
		PSB	Rev/apprv docs/emails	PSB budget	3.00	
		Legal			0.00	
2	We	General Mgmt	Emails/mail/gen adm	BOD agenda/items	3.00	
		Finance	Invoices/pmts/transmittal		1.00	
		EPC			0.00	
		PSB	Rev/apprv docs/emails	PSB budget	3.00	
		Legal			0.00	
3	Th	General Mgmt	Emails/mail/gen adm		1.75	
		Finance	Invoices/pmts/transmittal	FA docs/review/?	5.25	
		EPC			0.00	
		PSB			0.00	
		Legal			0.00	
4	Fr	General Mgmt	Emails/mail/gen adm		0.50	
		Finance	Invoices/pmts/transmittal	Payroll prep/rev/submit CERBT/OPEB Actuary	4.75	
		EPC-LHMP	Emails/mail/gen adm		0.50	
		PSB			0.00	
		Legal			0.00	
5	Sa	General Mgmt			0.00	
		Finance			0.00	
		EPC			0.00	
		PSB			0.00	
		Legal			0.00	
6	Su	General Mgmt			0.00	
		Finance			0.00	
		EPC			0.00	
		PSB	Rev/apprv docs/emails	PSB budget	3.00	
		Legal			0.00	
7	Mo	General Mgmt	Emails/mail/gen adm	BOD agenda/items	4.75	
		Finance			0.00	
		EPC			0.00	
		PSB	Rev/apprv docs/emails		0.75	
		Legal			0.00	
8	Tu	General Mgmt	Emails/mail/gen adm	BOD agenda/items	3.00	
		Finance	Invoices/pmts/transmittal	Calls	1.50	
		EPC			0.00	
		PSB	Prep/attend mtg	Rev/apprv docs/emails	PSB budget	2.75
		Legal			0.00	
9	We	General Mgmt	BOD agenda/items		3.75	
		Finance			0.75	
		EPC			0.00	
		PSB	Emails/mail/gen adm	Rev/apprv docs/emails	PSB budget	1.50
		Legal			0.00	
10	Th	General Mgmt	BOD agenda/items		6.00	

		Finance			0.00
		EPC			0.00
		PSB	Rev/apprv docs/emails		1.00
		Legal			0.00
11	Fr	General Mgmt	BOD agenda/items	BOD packet post/rev	6.00
		Finance	CERBT/OPEB Actuary		0.50
		EPC			0.00
		PSB	Rev/apprv docs/emails		0.50
		Legal			0.00
12	Sa	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
13	Su	General Mgmt			0.00
		Finance			0.00
		EPC			0.00
		PSB			0.00
		Legal			0.00
14	Mon	General Mgmt	Emails/mail/gen adm	BOD requests-JS	3.25
		Finance	Invoices/pmts/transmittal		0.50
		EPC			0.00
		PSB	Rev/apprv docs/emails		0.75
		Legal			0.00
15	Tu	General Mgmt	Emails/mail/gen adm		2.25
		Finance	Invoices/pmts/transmittal	BOD requests-JW	3.25
		EPC-LHMP	Planning	BOD requests-JS	0.75
		PSB	Rev/apprv docs/emails		0.50
		Legal			0.00
					<u>75.75</u>

October 1-31, 2024

Max weekly hours prior to FC approval = 32: 141.71

Hours worked: 75.75

Hour (over)/under: 65.96



# Kensington Fire Protection District

## Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: General Manager  
 Pay Period Start: 10/16/2024  
 Pay Period End: 10/31/2024

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
10/16/2024	See attached breakdown	7.00	5.00	0.75	0.50	0.75	0.00
10/17/2024	"	5.00	1.75	3.25	0.00	0.00	0.00
10/18/2024	"	5.50	0.50	1.50	1.50	2.00	0.00
10/19/2024	"	0.50	0.00	0.00	0.50	0.00	0.00
10/20/2024	"	2.00	0.50	0.00	1.50	0.00	0.00
10/21/2024	"	4.75	1.00	1.50	1.00	1.25	0.00
10/22/2024	"	5.75	0.75	2.50	0.00	2.50	0.00
10/23/2024	"	2.00	0.75	0.75	0.00	0.50	0.00
10/24/2024	"	6.00	1.50	2.50	0.75	1.25	0.00
10/25/2024	"	3.25	0.50	0.50	0.00	2.25	0.00
10/26/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
10/27/2024	"	0.50	0.50	0.00	0.00	0.00	0.00
10/28/2024	"	5.00	2.50	1.50	0.00	1.00	0.00
10/29/2024	"	8.00	2.00	3.00	0.00	3.00	0.00
10/30/2024	"	5.00	0.75	1.75	0.00	2.50	0.00
10/31/2024	"	5.75	1.25	3.75	0.00	0.75	0.00
Total Hours Worked		66.00	19.25	23.25	5.75	17.75	0.00
Holiday		0.00					
Rate		\$ 123.00					
Total Gross Pay		\$ 8,118.00					

*Mary Morris-Mayorga*  
 Employee Signature

11/03/2024  
 Date

Finance Committee

2/13/2025  
 Date

Date/Day	Subject	Description	Hours			
16	We	General Mgmt	Emails/mail/gen adm	Prep/attend BOD mtg	5.00	
		Finance	Invoices/pmts/transmittal		0.75	
		EPC-LHMP	Emails/mail/gen adm	Rev/apprv docs/emails	0.50	
		PSB	Rev/apprv docs/emails		0.75	
		Legal			0.00	
17	Th	General Mgmt	Emails/mail/gen adm	BOD agenda/items/after mtg	1.75	
		Finance	Invoices/pmts/transmittal		3.25	
		EPC			0.00	
		PSB			0.00	
		Legal			0.00	
18	Fr	General Mgmt	Emails/mail/gen adm	BOD agenda/items/after mtg	0.50	
		Finance	Invoices/pmts/transmittal	Payroll prep/rev/submit	FA docs/review/?	1.50
		EPC	Comm agenda/items		1.50	
		PSB	Rev/apprv docs/emails	PSB budget	2.00	
		Legal			0.00	
19	Sa	General Mgmt			0.00	
		Finance			0.00	
		EPC	Comm agenda/items		0.50	
		PSB			0.00	
		Legal			0.00	
20	Su	General Mgmt	Emails/mail/gen adm	BOD requests-JS	0.50	
		Finance			0.00	
		EPC	Comm agenda/items		1.50	
		PSB			0.00	
		Legal			0.00	
21	Mo	General Mgmt	Emails/mail/gen adm		1.00	
		Finance	Invoices/pmts/transmittal		1.50	
		EPC	Comm agenda/items		1.00	
		PSB	Rev/apprv docs/emails	PSB budget	1.25	
		Legal			0.00	
22	Tu	General Mgmt	Emails/mail/gen adm	Calls	0.75	
		Finance	Invoices/pmts/transmittal	Calls	2.50	
		EPC			0.00	
		PSB	Rev/apprv docs/emails	PSB budget	Calls	2.50
		Legal			0.00	
23	We	General Mgmt	Emails/mail/gen adm	BOD requests-JS	0.75	
		Finance	FA docs/review/?		0.75	
		EPC			0.00	
		PSB	Rev/apprv docs/emails		0.50	
		Legal			0.00	
24	Th	General Mgmt	Emails/mail/gen adm	BOD agenda/items/after mtg	Calls	1.50
		Finance	Invoices/pmts/transmittal	Rev/apprv docs/emails		2.50
		EPC	Comm agenda/items	Prep/attend comm mtg		0.75
		PSB	Rev/apprv docs/emails	PSB budget		1.25
		Legal				0.00
25	Fr	General Mgmt	Emails/mail/gen adm		0.50	

		Finance	Invoices/pmts/transmittal			0.50
		EPC				0.00
		PSB	Rev/apprv docs/emails	Calls	PSB budget	2.25
		Legal				0.00
26	Sa	General Mgmt				0.00
		Finance				0.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
27	Su	General Mgmt	Emails/mail/gen adm	FA docs/review/?		0.50
		Finance				0.00
		EPC				0.00
		PSB				0.00
		Legal				0.00
28	Mon	General Mgmt	Emails/mail/gen adm	Planning		2.50
		Finance	Invoices/pmts/transmittal			1.50
		EPC				0.00
		PSB	Rev/apprv docs/emails	PSB budget		1.00
		Legal				0.00
29	Tu	General Mgmt	Emails/mail/gen adm	BOD agenda/items/after mtg	Calls	2.00
		Finance	Invoices/pmts/transmittal	CERBT/OPEB Actuary	Rev/apprv docs/emails	3.00
		EPC				0.00
		PSB	Rev/apprv docs/emails	PSB budget		3.00
		Legal				0.00
30	Wed	General Mgmt	Emails/mail/gen adm			0.75
		Finance	Invoices/pmts/transmittal	Rev/apprv docs/emails		1.75
		EPC-LHMP				0.00
		PSB	Rev/apprv docs/emails			2.50
		Legal				0.00
31	Th	General Mgmt	Emails/mail/gen adm			1.25
		Finance	Invoices/pmts/transmittal	FA docs/review/?		3.75
		EPC				0.00
		PSB	Rev/apprv docs/emails			0.75
		Legal				0.00
						66.00
						<u>October 1-31, 2024</u>
				Max weekly hours prior to FC approval = 32:		141.71
				Hours worked:		141.75
				Hour (over)/under:		-0.04



# Kensington Fire Protection District

## Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: General Manager  
 Pay Period Start: 11/01/2024  
 Pay Period End: 11/15/2024

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	
11/01/2024	See attached breakdown	7.00	2.00	2.50	0.00	2.50	0.00	
11/2/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
11/3/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
11/4/2024	"	5.50	0.25	3.00	0.00	2.25	0.00	
11/5/2024	"	4.75	1.75	1.25	0.50	1.25	0.00	
11/6/2024	"	8.75	1.50	2.75	0.00	4.50	0.00	
11/7/2024	"	11.25	7.00	1.00	0.00	3.25	0.00	
11/8/2024	"	1.75	0.75	1.00	0.00	0.00	0.00	
11/9/2024	"	2.50	2.25	0.00	0.00	0.25	0.00	
11/10/2024	"	0.75	0.75	0.00	0.00	0.00	0.00	
11/11/2024	"	1.25	1.00	0.00	0.00	0.25	0.00	
11/12/2024	"	7.50	4.50	0.50	0.00	1.50	1.00	
11/13/2024	"	8.50	4.00	2.50	0.00	2.00	0.00	
11/14/2024	"	7.50	5.50	0.50	0.50	1.00	0.00	
11/15/2024	"	6.50	6.50	0.00	0.00	0.00	0.00	
11/16/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
Total Hours Worked		73.50	37.75	15.00	1.00	18.75	1.00	
Holiday		6.00	11/11 - Veteran's Day					
Rate		\$ 123.00						
Total Gross Pay		\$ 9,778.50						

Mary Morris-Mayorga  
 Employee Signature

11/18/2024  
 Date

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

2/13/2025  
 Date



Date/Day	Subject	AUDIT Contract	BOD Agenda/Prep/Review	BOD Items/After Mtg	BOD Prep/Attend	BOD Requests	BOD Post/Revise	FINANCE Budget/Prep/Financial Forecast	FINANCE CERBT/ OPEB Actuary Debt Svc	FINANCE Invoices/ Pmts/ Transmittal Reports	FINANCE Payroll- prep/ rev/ submit	FINANCE Fiscal Analysis RFP	FINANCE Fiscal Analysis Docs/ Review	CCC Gen Elect LHM Risk Mgmt	COMMITTEE Agenda/ Items/ After Mtg	COMMITTEE Prep/ Attend	GENERAL Pub Comm Emails Calls Corresp Reports	GENERAL Planning Organizing ?	EC CONTR Fee Sched	LEGAL Policy Dev/ rev/ impl	LEGAL Policy Dev/ rev/ impl	TOTAL Hours	
1	Fr General Mgmt																	1.00	1.00				2.00
	Finance																	0.50					2.50
	EPC-LHMP																						0.00
	PSB																						2.50
	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																						0.00
	Finance																						0.00
	EPC																						0.00
	PSB																						0.00
	Legal																						0.00
4	Mo General Mgmt																						0.25
	Finance																						3.00
	EPC																						0.00
	PSB																						0.00
	Legal																						0.00
5	Tu General Mgmt						0.50																2.25
	Finance																						0.00
	EPC																						1.75
	PSB																						1.25
	Legal																						0.50
6	We General Mgmt																						1.50
	Finance																						0.00
	EPC																						2.75
	PSB																						0.00
	Legal																						0.00
7	Th General Mgmt																						4.50
	Finance																						0.00
	EPC																						7.00
	PSB																						1.00
	Legal																						0.00
8	Fr General Mgmt																						3.25
	Finance																						0.00
	EPC																						0.00
	PSB						0.75																0.00
	Legal																						0.00
9	Sa General Mgmt																						0.75
	Finance																						1.00
	EPC																						0.00
	PSB																						0.00
	Legal																						0.00
9	Sa General Mgmt																						2.25
	Finance																						0.00
	EPC																						0.00
	PSB																						0.25
	Legal																						0.00

Date/Day	Subject	Report	Mtg	After	Mtg	Requests	Revise	Forecast	FINANCE	FINANCE	FINANCE	FINANCE	FINANCE	FINANCE	FINANCE	FINANCE	FINANCE	FINANCE	FINANCE	CCC	COMMITTEE	COMMITTEE	GENERAL	GENERAL	GENERAL	LEGAL	LEGAL	LEGAL	TOTAL
10	Su	General Mgmt																											0.75
		Finance																											0.00
		EPC																											0.00
		PSB																											0.00
		Legal																											0.00
11	Mon	General Mgmt																											1.00
		Finance																											0.00
		EPC																											0.00
		PSB																											0.25
		Legal																											0.00
12	Tu	General Mgmt																											2.00
		Finance																											0.50
		EPC																											0.00
		PSB																											1.50
		Legal																											1.00
13	Wed	General Mgmt																											0.50
		Finance																											2.00
		EPC																											0.00
		PSB																											2.00
		Legal																											0.00
14	Th	General Mgmt																											1.25
		Finance																											0.50
		EPC																											0.50
		PSB																											1.00
		Legal																											0.00
15	Fr	General Mgmt																											0.50
		Finance																											6.50
		EPC-LHMP																											0.00
		PSB																											0.00
		Legal																											0.00
		Legal																											0.00
																													73.50
																													137.14
																													73.50
																													63.64



# Kensington Fire Protection District

## Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: General Manager  
 Pay Period Start: 11/16/2024  
 Pay Period End: 11/30/2024

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	
11/16/2024	See attached breakdown	0.00	0.00	0.00	0.00	0.00	0.00	
11/17/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
11/18/2024	"	5.50	2.00	2.50	0.00	1.00	0.00	
11/19/2024	"	5.50	2.50	0.00	0.00	3.00	0.00	
11/20/2024	"	9.00	6.00	2.00	0.00	1.00	0.00	
11/21/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
11/22/2024	"	4.00	1.50	1.00	0.00	1.50	0.00	
11/23/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
11/24/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
11/25/2024	"	7.50	2.50	2.00	0.00	3.00	0.00	
11/26/2024	"	6.00	2.50	0.00	0.00	3.50	0.00	
11/27/2024	"	5.75	2.00	1.00	0.00	2.75	0.00	
11/28/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
11/29/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
11/30/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
12/1/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
Total Hours Worked		43.25	19.00	8.50	0.00	15.75	0.00	
Holiday		12.00	11/28-29 - Thanksgiving Day/After					
Sick		6.00	11/21 - Sick/son's surgery					
Rate		\$ 123.00						
Total Gross Pay		\$ 7,533.75						

Mary Morris-Mayorga 12/2/2024  
 Employee Signature Date

2/13/2025  
 Finance Committee Date

Date/Day	Subject	AUDIT Contract Admin Prep/ Review Report	BOD Agenda/ Items/ After mtg	BOD Prep/ Attend	BOD Requests	BOD Packet Post/ Revise	FINANCE Budget Prep/ Review Financial Forecast	FINANCE CERBT/ OPEB Actuary Debt Svc	FINANCE Invoices/ Pmts/ Transmittal Reports	FINANCE Payroll- prep/ submit	FINANCE Fiscal Analysis RFP	FINANCE Fiscal Analysis Docs/ Review	CCC Gen Elect LHMP Risk Mgmt	COMMITTEE Agenda/ Items/ After mtg	COMMITTEE Prep/ Attend	GENERAL Pub Comm Emails Calls Corresp Reports	GENERAL Planning Organizing	EC CONTR General Fee Sched ?	LEGAL Policy Dev/ rev/ impl	TOTAL Hours
16	Sa	General Mgmt																		0.00
		Finance																		0.00
		EPC-LHMP																		0.00
		PSB																		0.00
		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				0.50											1.50			2.00
		Finance							2.50											2.50
		EPC																		0.00
		PSB															1.00			1.00
		Legal																		0.00
19	Tu	General Mgmt		1.00													1.50			2.50
		Finance																		0.00
		EPC																		0.00
		PSB															1.50	1.50		3.00
		Legal																		0.00
20	We	General Mgmt		5.00													1.00			6.00
		Finance							2.00											2.00
		EPC																		0.00
		PSB							1.00											1.00
		Legal																		0.00
21	Th	General Mgmt																		0.00
		Finance																		0.00
		EPC																		0.00
		PSB																		0.00
		Legal																		0.00
22	Fr	General Mgmt															1.50			1.50
		Finance							1.00											1.00
		EPC																		0.00
		PSB															1.50			1.50
		Legal																		0.00
23	Sa	General Mgmt																		0.00
		Finance																		0.00
		EPC																		0.00
		PSB																		0.00
		Legal																		0.00
24	Su	General Mgmt																		0.00
		Finance																		0.00
		EPC																		0.00

Date/Day	Subject	AUDIT Contract Admin Prep/ Review Report	BOD Agenda/ Items/ After mtg	BOD Prep/ Attend	BOD Requests	BOD Packet Post/ Revise	FINANCE Budget Prep/ Review Financial Forecast	FINANCE CERBT/ OPEB Actuary Debt Svc	FINANCE Invoices/ Pmts/ Transmittal Reports	FINANCE Payroll- prep/ submit	FINANCE Fiscal Analysis Docs/ Review	CCC Gen Elect LHMP Risk Mgmt	COMMITTEE Agenda/ Items/ After mtg	COMMITTEE Prep/ Attend	GENERAL Pub Comm Emails Calls Corresp Reports	GENERAL Planning Organizing	EC CONTR General Fee Sched ?	LEGAL Policy Dev/ rev/ impl	TOTAL Hours
	PSB																		0.00
	Legal																		0.00
25	Mon	General Mgmt													2.00	0.50			2.50
	Finance								2.00										2.00
	EPC																		0.00
	PSB						0.50								2.00	0.50			3.00
	Legal																		0.00
26	Tu	General Mgmt													2.00	0.50			2.50
	Finance																		0.00
	EPC																		0.00
	PSB						0.50								3.00				3.50
	Legal																		0.00
27	Wed	General Mgmt	0.50												1.50				2.00
	Finance		0.50												0.50				1.00
	EPC																		0.00
	PSB														2.75				2.75
	Legal																		0.00
28	Th	General Mgmt																	0.00
	Finance																		0.00
	EPC																		0.00
	PSB																		0.00
	Legal																		0.00
29	Fr	General Mgmt																	0.00
	Finance																		0.00
	EPC																		0.00
	PSB																		0.00
	Legal																		0.00
30	Sa	General Mgmt																	0.00
	Finance																		0.00
	EPC-LHMP																		0.00
	PSB																		0.00
	Legal																		0.00
																			43.25
																			<u>November 1-30, 2024</u>
																			Max weekly hours prior to FC approval = 32: 137.14
																			Hours worked: <u>116.75</u>
																			Hours (over)/under: 20.39



# Kensington Fire Protection District

## Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: General Manager  
 Pay Period Start: 12/1/2024  
 Pay Period End: 12/15/2024

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
12/1/2024	See attached breakdown	0.00	0.00	0.00	0.00	0.00	0.00
12/2/2024	"	4.50	4.50	0.00	0.00	0.00	0.00
12/3/2024	"	7.50	7.50	0.00	0.00	0.00	0.00
12/4/2024	"	3.50	3.50	0.00	0.00	0.00	0.00
12/5/2024	"	6.00	6.00	0.00	0.00	0.00	0.00
12/6/2024	"	6.50	6.50	0.00	0.00	0.00	0.00
12/7/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
12/8/2024	"	0.50	0.50	0.00	0.00	0.00	0.00
12/9/2024	"	8.25	8.25	0.00	0.00	0.00	0.00
12/10/2024	"	6.75	6.75	0.00	0.00	0.00	0.00
12/11/2024	"	8.00	8.00	0.00	0.00	0.00	0.00
12/12/2024	"	7.00	7.00	0.00	0.00	0.00	0.00
12/13/2024	"	8.00	8.00	0.00	0.00	0.00	0.00
12/14/2024	"	0.00	0.00	0.00	0.00	0.00	0.00
12/15/2024	"	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	66.50	66.50	0.00	0.00	0.00	0.00
	Holiday	0.00					
	Sick	0.00					
	Rate	\$ 123.00					
	Total Gross Pay	\$ 8,179.50					

Mary Morris-Mayorga  
 Employee Signature

12/17/2024

Date

2/13/2025

Finance Committee

Date

Date/Day	Subject	AUDIT Contract Admin Prep/ Review Report	BOD Agenda/ Items/ After mtg	BOD Prep/ Attend Mtg	BOD Requests	BOD Packet Post/ Revise	FINANCE Budget Prep/ Review Financial Forecast	FINANCE CERBT/ OPEB Actuary Debt Svc	FINANCE Invoices/ Pmts/ Transmittal Reports	FINANCE Payroll- prep/ submit	FINANCE Fiscal Analysis RFP	FINANCE Fiscal Analysis Docs/ Review	CCC Gen Elect LHMP Risk Mgmt	COMMITTEE Agenda/ Items/ After mtg	COMMITTEE Prep/ Attend Mtg	GENERAL Pub Comm Emails Calls Corresp Reports	GENERAL Planning Organizing	EC CONTR General Fee Sched ?	LEGAL Policy Dev/ rev/ impl	TOTAL Hours
1	Su	General Mgmt																		0.00
		Finance																		0.00
		EPC-LHMP																		0.00
		PSB																		0.00
		Legal																		0.00
2	Mo	General Mgmt																		0.00
		Finance																		0.00
		EPC												2.25						2.25
		PSB															2.25			2.25
		Legal																		0.00
3	Tu	General Mgmt																		1.25
		Finance							3.75											3.75
		EPC																		0.00
		PSB															2.50			2.50
		Legal																		0.00
4	We	General Mgmt																		1.50
		Finance							1.50											1.50
		EPC																		0.00
		PSB															0.50			0.50
		Legal																		0.00
5	Th	General Mgmt																		1.50
		Finance					1.75													1.75
		EPC														2.00				2.00
		PSB					0.75													0.75
		Legal																		0.00
6	Fr	General Mgmt		0.25																2.75
		Finance																		0.00
		EPC																		0.00
		PSB			1.50												2.00			3.50
		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	0.50																	0.50
		Finance																		0.00
		EPC																		0.00
		PSB																		0.00
		Legal																		0.00
9	Mon	General Mgmt																		2.75
		Finance							1.25											1.25
		EPC																		0.00

Date/Day	Subject	AUDIT Contract Admin Prep/ Review Report	BOD Agenda/ Items/ After mtg	BOD Prep/ Attend	BOD Requests	BOD Packet Post/ Revise	FINANCE Budget Prep/ Review Financial Forecast	FINANCE CERBT/ OPEB Actuary Debt Svc	FINANCE Invoices/ Pmts/ Transmittal Reports	FINANCE Payroll- prep/ submit	FINANCE Fiscal Analysis Docs/ Review	FINANCE Fiscal Analysis Docs/ Review	CCC Gen Elect LHMP Risk Mgmt	COMMITTEE Agenda/ Items/ After mtg	COMMITTEE Prep/ Attend	GENERAL Pub Comm Emails Calls Corresp Reports	GENERAL Planning Organizing	EC CONTR General Fee Sched ?	LEGAL Policy Dev/ rev/ impl	TOTAL Hours
	PSB			1.25												3.00				4.25
	Legal																			0.00
10	Tu	General Mgmt	4.00													1.00				5.00
	Finance								1.75											1.75
	EPC																			0.00
	PSB																			0.00
	Legal																			0.00
11	Wed	General Mgmt	5.25																	5.25
	Finance								1.50											1.50
	EPC																			0.00
	PSB															1.25				1.25
	Legal																			0.00
12	Th	General Mgmt	2.75													2.25				5.00
	Finance								1.00											1.00
	EPC																			0.00
	PSB															1.00				1.00
	Legal																			0.00
13	Fr	General Mgmt	2.25			2.75														5.00
	Finance																			0.00
	EPC																			0.00
	PSB															3.00				3.00
	Legal																			0.00
14	Sa	General Mgmt																		0.00
	Finance																			0.00
	EPC																			0.00
	PSB																			0.00
	Legal																			0.00
15	Su	General Mgmt																		0.00
	Finance																			0.00
	EPC-LHMP																			0.00
	PSB																			0.00
	Legal																			0.00
																				66.50
																				December 1-31, 2024
																		Max weekly hours prior to FC approval = 32:	141.71	
																		Hours worked:	66.50	
																		Hours (over)/under:	75.21	





## Kensington Fire Protection District Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: General Manager  
 Pay Period Start: 12/16/2024  
 Pay Period End: 12/31/2024

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	
12/16/2024	See attached breakdown	5.00	0.25	1.00	0.00	3.75	0.00	
12/17/2024	"	4.00	4.00	0.00	0.00	0.00	0.00	
12/18/2024	"	8.50	7.50	1.00	0.00	0.00	0.00	
12/19/2024	"	4.00	3.50	0.00	0.00	0.50	0.00	
12/20/2024	"	4.00	3.50	0.00	0.00	0.50	0.00	
12/21/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
12/22/2024	"	2.00	1.50	0.00	0.50	0.00	0.00	
12/23/2024	"	4.75	3.00	1.75	0.00	0.00	0.00	
12/24/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
12/25/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
12/26/2024	"	5.00	2.00	0.00	1.00	2.00	0.00	
12/27/2024	"	5.50	2.00	1.50	0.00	2.00	0.00	
12/28/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
12/29/2024	"	0.00	0.00	0.00	0.00	0.00	0.00	
12/30/2024	"	7.75	4.00	0.75	0.00	3.00	0.00	
12/31/2024	"	4.00	4.00	0.00	0.00	0.00	0.00	
Total Hours Worked		54.50	35.25	6.00	1.50	11.75	0.00	
Holiday		15.00	Christmas Eve, Christmas Day, 1/2 New Year's Eve					
Sick		0.00						
Rate		\$ 123.00						
Total Gross Pay		\$ 8,548.50						

Mary Morris-Mayorga  
 Employee Signature

01/03/2025  
 Date

Finance Committee

2/13/2025  
 Date

Date/Day	Subject	AUDIT Contract Admin Prep/ Review Report	BOD Agenda/ Items/ After mtg	BOD Prep/ Attend Mtg	BOD Packet Post/ Revise	FINANCE budget Prep/ Review Financial Forecast	FINANCE CERBT/ OPEB Actuary Debt Svc	FINANCE Contracts Invoices/ Pmts/ Transmittal Reports	FINANCE Payroll- prep/ rev/ submit	FINANCE Fiscal Analysis RFP	FINANCE Fiscal Analysis Docs/ Review	CCC gen Elect LHMP Risk Mgmt	COMMITTEE Agenda/ Items/ After mtg	COMMITTEE Prep/ Attend Mtg	GENERAL PUD Comm Emails Calls Corresp Reports	GENERAL Planning Organizing	EC CONTR General Fee Sched ?	LEGAL Policy Dev/ rev/ impl	TOTAL Hours
16	Mo	General Mgmt													0.25				0.25
		Finance				0.25			0.75										1.00
		EPC-LHMP																	0.00
		PSB				0.75									3.00				3.75
		Legal																	0.00
17	Tu	General Mgmt	0.50		0.50														4.00
		Finance																	0.00
		EPC																	0.00
		PSB																	0.00
		Legal																	0.00
18	We	General Mgmt													5.50				7.50
		Finance													2.00				1.00
		EPC													1.00				0.00
		PSB																	0.00
		Legal																	0.00
19	Th	General Mgmt	1.00																3.50
		Finance													1.50		1.00		0.00
		EPC																	0.00
		PSB													0.50				0.50
		Legal																	0.00
20	Fr	General Mgmt																	3.50
		Finance																	0.00
		EPC																	0.00
		PSB													0.50				0.50
		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						1.00											1.50
		Finance													0.50				0.00
		EPC													0.50				0.50
		PSB																	0.00
		Legal																	0.00
23	Mon	General Mgmt																	3.00
		Finance						1.75							3.00				1.75
		EPC																	0.00
		PSB																	0.00
		Legal																	0.00
24	Tu	General Mgmt																	0.00
		Finance																	0.00
		EPC																	0.00
		PSB																	0.00
		Legal																	0.00

Date/Day	Subject	AUDIT Contract	BOD	BOD	BOD	FINANCE budget	FINANCE	FINANCE Contracts	FINANCE	FINANCE	FINANCE	CCC gen	COMMITTEE	COMMITTEE	GENERAL PUD Comm	GENERAL	EC CONTR	LEGAL	TOTAL
		Admin Prep/ Review Report	Agenda/ Items/ After mtg	Prep/ Attend Mtg	Packet Post/ Revise	Prep/ Review Financial Forecast	CERBT/ OPEB Actuary Debt Svc	Invoices/ Pmts/ Transmittal Reports	Payroll- prep/ submit	Fiscal Analysis Docs/ Review	Fiscal Analysis	Elect LHMP Risk Mgmt	Agenda/ Items/ After mtg	Prep/ Attend Mtg	Emails Calls Corresp Reports	Planning Organizing	General Fee Sched ?	Policy Dev/ rev/ impl	Hours
25	Wed	General Mgmt																	0.00
		Finance																	0.00
		EPC																	0.00
		PSB																	0.00
		Legal																	0.00
26	Th	General Mgmt													2.00				2.00
		Finance																	0.00
		EPC						1.00											1.00
		PSB													2.00				2.00
		Legal																	0.00
27	Fr	General Mgmt													2.00				2.00
		Finance						1.50											1.50
		EPC																	0.00
		PSB													2.00				2.00
		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	Mon	General Mgmt	1.00												3.00				4.00
		Finance						0.75											0.75
		EPC-LHMP																	0.00
		PSB													3.00				3.00
		Legal																	0.00
31	Tu	General Mgmt		3.00											1.00				4.00
		Finance																	0.00
		EPC																	0.00
		PSB																	0.00
		Legal																	0.00
																			54.50
																			<u>December 1-31, 2024</u>
																			Max weekly hours prior to FC approval = 32: 141.71
																			Hours worked: 121.00
																			Hours (over)/under: 20.71



# Kensington Fire Protection District

## Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: General Manager  
 Pay Period Start: 1/1/2025  
 Pay Period End: 1/15/2025

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	
1/1/2025	See attached breakdown	0.00	0.00	0.00	0.00	0.00	0.00	
1/2/2025	"	8.00	7.00	1.00	0.00	0.00	0.00	
1/3/2025	"	6.75	5.00	1.75	0.00	0.00	0.00	
1/4/2025	"	2.50	2.50	0.00	0.00	0.00	0.00	
1/5/2025	"	1.00	1.00	0.00	0.00	0.00	0.00	
1/6/2025	"	7.50	6.00	1.00	0.50	0.00	0.00	
1/7/2025	"	7.50	1.50	1.00	0.00	5.00	0.00	
1/8/2025	"	4.75	3.75	0.00	0.00	1.00	0.00	
1/9/2025	"	8.00	4.00	3.50	0.00	0.50	0.00	
1/10/2025	"	8.50	8.50	0.00	0.00	0.00	0.00	
1/11/2025	"	3.50	3.50	0.00	0.00	0.00	0.00	
1/12/2025	"	0.00	0.00	0.00	0.00	0.00	0.00	
1/13/2025	"	7.25	4.75	2.50	0.00	0.00	0.00	
1/14/2025	"	6.00	2.00	2.00	1.00	1.00	0.00	
1/15/2025	"	8.50	4.50	3.00	0.00	1.00	0.00	
1/16/2025	"	0.00	0.00	0.00	0.00	0.00	0.00	
Total Hours Worked		79.75	54.00	15.75	1.50	8.50	0.00	
Holiday		6.00	New Year's Day					
Sick		0.00						
Rate		\$ 123.00						
Total Gross Pay		\$ 10,547.25						

*Mary Morris-Mayorga*  
 \_\_\_\_\_  
 Employee Signature

01/16/2025  
 \_\_\_\_\_  
 Date

Finance Committee

2/13/2025  
 \_\_\_\_\_  
 Date

Date/Day	Subject	AUDIT Contract Admin Prep/ Review Report	BOD Agenda/ Items/ After mtg	BOD Prep/ Attend Mtg	BOD Packet Post/ Revise	FINANCE budget Prep/ Review Financial Forecast	FINANCE CERBT/ OPEB Actuary Debt Svc	FINANCE Invoices/ Pmts/ Transmittal Reports	FINANCE Payroll- prep/ submit	FINANCE Fiscal Analysis RFP	FINANCE Fiscal Analysis Docs/ Review	CCC gen Elect LHMP Risk Mgmt	COMMITTEE Agenda/ Items/ After mtg	COMMITTEE Prep/ Attend Mtg	GENERAL PUD Comm Emails Calls Corresp Reports	GENERAL Planning Organizing	EC CONTR General Fee Sched ?	LEGAL Policy Dev/ rev/ impl	TOTAL Hours
1	We	General Mgmt																	0.00
		Finance																	0.00
		EPC-LHMP																	0.00
		PSB																	0.00
		Legal																	0.00
2	Th	General Mgmt	1.00	3.00											2.50	0.50			7.00
		Finance						1.00											1.00
		EPC																	0.00
		PSB																	0.00
		Legal																	0.00
3	Fr	General Mgmt	3.00	2.00															5.00
		Finance						1.00	0.75										1.75
		EPC																	0.00
		PSB																	0.00
		Legal																	0.00
4	Sa	General Mgmt	2.50																2.50
		Finance																	0.00
		EPC																	0.00
		PSB																	0.00
		Legal																	0.00
5	Su	General Mgmt	1.00																1.00
		Finance																	0.00
		EPC																	0.00
		PSB																	0.00
		Legal																	0.00
6	Mon	General Mgmt	0.50	4.00											1.50				6.00
		Finance						1.00											1.00
		EPC													0.50				0.50
		PSB																	0.00
		Legal																	0.00
7	Tu	General Mgmt													1.50				1.50
		Finance						1.00											1.00
		EPC																	0.00
		PSB					0.50								4.50				5.00
		Legal																	0.00
8	Wed	General Mgmt		2.75											1.00				3.75
		Finance																	0.00
		EPC																	0.00
		PSB													1.00				1.00
		Legal																	0.00
9	Th	General Mgmt		3.00											1.00				4.00
		Finance						3.50											3.50
		EPC																	0.00
		PSB													0.50				0.50
		Legal																	0.00

Date/Day	Subject	AUDIT Contract Admin Prep/ Review Report	BOD Agenda/ Items/ After mtg	BOD Prep/ Attend Mtg	BOD Packet Post/ Revise	FINANCE budget Prep/ Financial Forecast	FINANCE CERBT/ OPEB Actuary Debt Svc	FINANCE Invoices/ Pmts/ Transmittal Reports	FINANCE Payroll- prep/ submit	FINANCE Fiscal Analysis RFP	FINANCE Fiscal Analysis Docs/ Review	CCC gen Elect LHMP Risk Mgmt	COMMITTEE Agenda/ Items/ After mtg	COMMITTEE Prep/ Attend Mtg	GENERAL PUD Comm Emails Calls Corresp Reports	GENERAL Planning Organizing	EC CONTR General Fee Sched ?	LEGAL Policy Dev/ rev/ impl	TOTAL Hours	
10	Fr	General Mgmt	7.00												1.50				8.50	
		Finance																	0.00	
		EPC																	0.00	
		PSB																	0.00	
		Legal																	0.00	
11	Sa	General Mgmt		3.50															3.50	
		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	Mon	General Mgmt	0.75		1.50														0.00	
		Finance						2.00	0.50						1.50	1.00			4.75	
		EPC																	2.50	
		PSB																	0.00	
		Legal																	0.00	
14	Tu	General Mgmt														2.00			2.00	
		Finance					2.00												2.00	
		EPC		1.00															2.00	
		PSB													1.00				1.00	
		Legal																	0.00	
15	Wed	General Mgmt		3.50															4.50	
		Finance	1.00					2.00							1.00				3.00	
		EPC-LHMP																	0.00	
		PSB													1.00				1.00	
		Legal																	0.00	
		General Mgmt																	0.00	
		Finance																	0.00	
		EPC																	0.00	
		PSB																	0.00	
		Legal																	0.00	
																			79.75	
																			<u>December 1-31, 2024</u>	
																			Max weekly hours prior to FC approval = 32:	141.71
																			Hours worked:	79.75
																			Hours (over)/under:	61.96



# Kensington Fire Protection District

## Employee Timesheet

Employee Name: Mary Morris-Mayorga  
 Title: General Manager  
 Pay Period Start: 1/16/2025  
 Pay Period End: 1/31/2025

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
1/16/2025	See attached breakdown	4.00	1.75	0.50	0.75	1.00	0.00
1/17/2025	"	3.75	2.00	1.75	0.00	0.00	0.00
1/18/2025	"	3.50	0.75	0.00	2.75	0.00	0.00
1/19/2025	"	0.00	0.00	0.00	0.00	0.00	0.00
1/20/2025	"	3.50	1.75	0.00	1.75	0.00	0.00
1/21/2025	"	5.00	3.00	2.00	0.00	0.00	0.00
1/22/2025	"	5.50	0.50	4.00	0.00	1.00	0.00
1/23/2025	"	6.50	1.75	2.25	2.50	0.00	0.00
1/24/2025	"	5.50	4.75	0.00	0.00	0.75	0.00
1/25/2025	"	0.00	0.00	0.00	0.00	0.00	0.00
1/26/2025	"	0.00	0.00	0.00	0.00	0.00	0.00
1/27/2025	"	5.00	2.00	3.00	0.00	0.00	0.00
1/28/2025	"	4.50	3.25	1.25	0.00	0.00	0.00
1/29/2025	"	6.50	3.75	2.75	0.00	0.00	0.00
1/30/2025	"	6.75	1.00	5.25	0.00	0.50	0.00
1/31/2025	"	2.00	2.00	0.00	0.00	0.00	0.00
Total Hours Worked		62.00	28.25	22.75	7.75	3.25	0.00
Holiday		6.00	Martin Luther King Day				
Sick		0.00					
Rate		\$ 123.00					
Total Gross Pay		\$ 8,364.00					

Mary Morris-Mayorga 2/3/2025  
 Employee Signature Date

2/13/2025  
 Finance Committee Date

Date/Day	Subject	AUDIT Contract Admin Prep/ Review Report	BOD Agenda/ Items/ After mtg	BOD Prep/ Attend Mtg	BOD Packet Post/ Revise	FINANCE budget Prep/ Review Financial Forecast	FINANCE CERBT/ OPEB Actuary Debt Svc	FINANCE Contracts Invoices/ Pmts/ Transmittal Reports	FINANCE Payroll- prep/ submit	FINANCE Fiscal Analysis RFP	FINANCE Fiscal Analysis Docs/ Review	CCC Gen Elect LHMP Risk Mgmt	COMMITTEE Agenda/ Items/ After mtg	COMMITTEE Prep/ Attend Mtg	GENERAL PUD Comm Emails Calls Corresp Reports	GENERAL Planning Organizing	EC CONTR General Fee Sched ?	LEGAL Policy Dev/ rev/ impl	TOTAL Hours
16	Th	General Mgmt													1.75				1.75
		Finance						0.50											0.50
		EPC											0.75						0.75
		PSB													1.00				1.00
		Legal																	0.00
17	Fr	General Mgmt													2.00				2.00
		Finance						0.75	1.00										1.75
		EPC																	0.00
		PSB																	0.00
		Legal																	0.00
18	Sa	General Mgmt													0.75				0.75
		Finance																	0.00
		EPC											2.00		0.75				2.75
		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	Mon	General Mgmt													1.75				1.75
		Finance																	0.00
		EPC											1.75						1.75
		PSB																	0.00
		Legal																	0.00
21	Tu	General Mgmt		1.00										1.00	1.00				3.00
		Finance	2.00																2.00
		EPC																	0.00
		PSB																	0.00
		Legal																	0.00
22	Wed	General Mgmt													0.50				0.50
		Finance	2.00			2.00													4.00
		EPC																	0.00
		PSB													1.00				1.00
		Legal																	0.00
23	Th	General Mgmt		1.00											0.75				1.75
		Finance	1.25					1.00											2.25
		EPC												2.50					2.50
		PSB																	0.00
		Legal																	0.00
24	Fr	General Mgmt		1.00											3.75				4.75
		Finance																	0.00
		EPC																	0.00
		PSB													0.75				0.75
		Legal																	0.00



Date/Day	Subject	AUDIT Contract Admin Prep/ Review Report	BOD Agenda/ Items/ After mtg	BOD Prep/ Attend Mtg	BOD Packet Post/ Revise	FINANCE budget Prep/ Financial Forecast	FINANCE CERBT/ OPEB Actuary Debt Svc	FINANCE Invoices/ Pmts/ Transmittal Reports	FINANCE Payroll- prep/ submit	FINANCE Fiscal Analysis RFP	FINANCE Fiscal Analysis Docs/ Review	CCC gen Elect LHMP Risk Mgmt	COMMITTEE Agenda/ Items/ After mtg	COMMITTEE Prep/ Attend Mtg	GENERAL PUD Comm Emails Calls Corresp Reports	GENERAL Planning Organizing	EC CONTR General Fee Sched ?	LEGAL Policy Dev/ rev/ impl	TOTAL Hours
25	Sa	General Mgmt																	0.00
		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	Mon	General Mgmt		1.50												0.50			2.00
		Finance		1.00												1.50	0.50		3.00
		EPC																	0.00
		PSB																	0.00
		Legal																	0.00
28	Tu	General Mgmt			1.50											1.75			3.25
		Finance	0.50													0.75			1.25
		EPC																	0.00
		PSB																	0.00
		Legal																	0.00
29	Wed	General Mgmt		1.00	2.00											0.75			3.75
		Finance	1.25					1.50											2.75
		EPC																	0.00
		PSB																	0.00
		Legal																	0.00
30	Th	General Mgmt														1.00			1.00
		Finance				2.50		1.50					1.25						5.25
		EPC																	0.00
		PSB														0.50			0.50
		Legal																	0.00
31	Fr	General Mgmt		2.00															2.00
		Finance																	0.00
		EPC																	0.00
		PSB																	0.00
		Legal																	0.00
																			62.00
																			<u>December 1-31, 2024</u>
																			Max weekly hours prior to FC approval = 32: 141.71
																			Hours worked: 141.75
																			Hours (over)/under: -0.04