

April 16, 2024



AGENDA ITEM 4B

EXECUTIVE DIRECTOR'S QUARTERLY TIMESHEETS APPROVAL

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks Board approval of the Executive Director's timesheets for the last fiscal quarter (January 1, 2024, through March 31, 2024).

RECOMMENDED ACTION

Option 1: Approve Executive Director's timesheets for the period January 1, 2024, through March 31, 2024

BACKGROUND

The Florida Department of Transportation (FDOT) annually evaluates and certifies the CRTPA program activities. A component of the certification review is monitoring fiscal records and procedures. One monitoring item requested is documentation that the Board or the Executive Committee has approved the Executive Director's timesheets.

As a result, staff is seeking Board approval of Greg Slay's timesheets for the most recent fiscal quarter (January 1, 2024, through March 31, 2024).


OPTIONS

Option 1: Approve Executive Director's timesheets for the period of January 1, 2024, through March 31, 2024 (Recommended)

Option 2: CRTPA Board Discretion

ATTACHMENTS

Attachment 1: Greg Slay's Timesheets for January 1, 2024, through March 31, 2024

EMP NAME: Greg Slay		PAYROLL DATE: 1/19/24		
EMP # 14156	DATE RANGE: 1/1/24		1/12/24	
DEPT: 460101				
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	1/1/24			8 - Holiday
Tues	1/2/24			
Wed	1/3/24			
Thurs	1/4/24			
Fri	1/5/24			
Mon	1/8/24			
Tues	1/9/24			
Wed	1/10/24			
Thurs	1/11/24			
Fri	1/12/24			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> <p>January 12, 2024</p> </div> </div>				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *01/19/24*
 Payroll Range *01/01/24 thru 01/12/24*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	01/01/24	8						
Tues	01/02/24	2	1	1	1	2		1
Wed	01/03/24	2	1	1	1			3
Thurs	01/04/24	3	2	1	1	1		
Fri	01/05/24		1	2	1	1		3
Mon	01/08/24	1	1	1	2	1		2
Tues	01/09/24	1	2	1	1	2		1
Wed	01/10/24	2	1	2	1	1		1
Thurs	01/11/24	2	1	1	1	1		2
Fri	01/12/24	3	2					3

Hours

Activity

- 8 Holiday
- 8 Admin, Safety PMs, Census data, legislative review, regional trails, N. Monroe
- 8 Admin, Safety Roundtable, Census data, legislative review, N. Monroe, SRTS, Freight Study
- 8 Admin, Exec Committee, Safety Roundtable, Smoothed boundary, regional trails
- 8 U-SDK, Smoothed boundary, legislative review, Telecommute Study, SRTS
- 8 Admin, Safety Roundtable, Smoothed Boundary, N. Monroe
- 8 Admin, Safety data, Census data, CMP, Telecommute Study
- 8 Admin, Smoothed Boundary, PPLs, regional trails, Telecommute Study
- 8 Admin, Staff meeting, U-SDK, Census data, Freight Study, N. Monroe
- 8 Admin, Briefing - Minor, U-SDK, Freight Study, N. Monroe

EMP NAME: Greg Slay PAYROLL DATE: 2/2/24

EMP # 14156 DATE RANGE: 1/15/24 1/26/24

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	1/15/24			8 - Holiday
Tues	1/16/24			
Wed	1/17/24			
Thurs	1/18/24		4	
Fri	1/19/24			
Mon	1/22/24			
Tues	1/23/24			
Wed	1/24/24			
Thurs	1/25/24			
Fri	1/26/24			

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



January 26, 2024

EMPLOYEE SIGNATURE

DATE

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *02/02/24*
 Payroll Range *01/15/24 thru 01/26/24*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	01/15/24	8						
Tues	01/16/24	8						
Wed	01/17/24	5					3	
Thurs	01/18/24	5					3	
Fri	01/19/24	2	2	3				1
Mon	01/22/24	3		3		2		
Tues	01/23/24	6		2				
Wed	01/24/24	8						
Thurs	01/25/24	8						
Fri	01/26/24	8						

Hours	Activity
8	Holiday
8	Board Retreat, Staff meeting
8	MPOAC Exec. Committee, Wakulla County Rotary presentation prep
8	Admin, sick leave, Wakulla County Rotary
8	Admin, U-SDK speed data, Legislative Review, N. Monroe
8	Admin, staff meeting, legislative review, GHG rule, regional trails, CMP
8	Admin, FMPP/MPOAC travel, legislative review
8	FMPP
8	MPOAC
8	MPOAC

EMP NAME: Greg Slay PAYROLL DATE: 2/16/24

EMP # 14156 DATE RANGE: 1/29/24 2/9/24

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	1/29/24			
Tues	1/30/24			
Wed	1/31/24			8 - Floating Holiday
Thurs	2/1/24			
Fri	2/2/24			
Mon	2/5/24			
Tues	2/6/24			
Wed	2/7/24			
Thurs	2/8/24			
Fri	2/9/24			

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



February 9, 2024

EMPLOYEE SIGNATURE

DATE

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK
 Payroll Date *02/16/24*
 Payroll Range *01/29/24 thru 02/09/24*

	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	01/29/24	3	1	3		1		
Tues	01/30/24	2		1	3			2
Wed	01/31/24	8						
Thurs	02/01/24	2		3	1	1		1
Fri	02/02/24	7			1			
Mon	02/05/24	3		2	2			1
Tues	02/06/24	8						
Wed	02/07/24		1	1	1	2		3
Thurs	02/08/24	2		2	1	2		1
Fri	02/09/24	2	3	1		2		

Hours

Activity

- 8 Admin, Briefing - Nesmith, Comp Plan TAC, RMP, regional trails
- 8 Orange Ave, Legislative review, Rep. McFarlahn, SRTS
- 8 Floating Holiday
- 8 Admin, Audit/budget review, RMP, Downtown Monroe Sidewalks cost estimate, Old Lloyd Road, Telecommute Study
- 8 ECRPC Meeting, Downtown Monroe Sidewalks

- 8 Admin, staff meeting, legislative review, N. Monroe - R, Minor
- 8 Admin, committees, staff meeting
- 8 Safety data, functional classification, PPLs, regional trails, SRTS
- 8 Admin, functional classification, CMP, SRTS
- 8 MPOAC, U-SDK, safety roundtable, CMP

EMP NAME: Greg Slay PAYROLL DATE: 3/15/24

EMP # 14156 DATE RANGE: 2/26/24 3/8/24

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	2/26/24		8	
Tues	2/27/24		3	
Wed	2/28/24		6	
Thurs	2/29/24			
Fri	3/1/24			
Mon	3/4/24			
Tues	3/5/24			
Wed	3/6/24			
Thurs	3/7/24			
Fri	3/8/24			

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EMPLOYEE SIGNATURE

DATE

EMP NAME: Greg Slay PAYROLL DATE: 3/15/24

EMP # 14156 DATE RANGE: 2/26/24 3/8/24

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	2/26/24		8	
Tues	2/27/24		3	
Wed	2/28/24		6	
Thurs	2/29/24			
Fri	3/1/24			8 - Personal Day
Mon	3/4/24			
Tues	3/5/24			
Wed	3/6/24			
Thurs	3/7/24			
Fri	3/8/24			

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3/8/24

EMPLOYEE SIGNATURE

DATE

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK
 Payroll Date *03/15/24*
 Payroll Range *02/26/24 thru 03/08/24*

		Task 1.0	Task 2.0	Task 3.0	Task 4.0	Task 5.0	Task 6.0	Task 7.0
Day	Date	Admin	Data Collection	LRP	SRP	Mobility Planning	Public Inv.	Special Projects
		701	989	703	990	706	705	995
Mon	02/26/24	8						
Tues	02/27/24	4			4			
Wed	02/28/24	8						
Thurs	02/29/24	2		4		2		
Fri	03/01/24	8						
Mon	03/04/24	2	1	2	1	1		1
Tues	03/05/24	5				3		
Wed	03/06/24	2	1	2	1	1		1
Thurs	03/07/24	2		4	1	1		
Fri	03/08/24	2		1	1	3		1

Hours	Activity
8	Sick Leave
8	Admin, sick leave, TA subcommittee
8	Admin, sick leave
8	Admin, BPIA, regional trails
8	Personal day
8	Admin, staff meeting, GHG targets, legislative review, regional trails
8	Admin, committees, regional trails (Monticello City Council)
8	Admin, safety data, FRA rail study, N. Monroe
8	Admin, SIS review, RMP model, Orange Ave.
8	UPWP, legislative review, SunTrail presentation, N. Monroe

EMP NAME: Greg Slay PAYROLL DATE: 3/29/23

EMP # 14156 DATE RANGE: 3/11/23 3/22/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	3/11/23			
Tues	3/12/23			
Wed	3/13/23			
Thurs	3/14/23			
Fri	3/15/23			
Mon	3/18/23			
Tues	3/19/23			
Wed	3/20/23			
Thurs	3/21/23			
Fri	3/22/23			

Comments:

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March 22, 2024

EMPLOYEE SIGNATURE

DATE

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *03/29/23*
 Payroll Range *03/11/23 thru 03/22/23*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	03/11/23	2		1		4		1
Tues	03/12/23	2		4		2		
Wed	03/13/23			1		2	2	3
Thurs	03/14/23	1		5				2
Fri	03/15/23	3						5
Mon	03/18/23	8						
Tues	03/19/23	2	1	1	1	2		1
Wed	03/20/23			2	2	4		
Thurs	03/21/23		1	2	2	2		1
Fri	03/22/23	2				3	2	1

Hours	Activity
8	Admin, UPWP, DEP presentation, N. Monroe
8	Admin, RMP presentations, DEP presentation
8	RMP, CMP, SA2S, N. Monroe, Freight Study
8	Admin, FDOT Quarterly meeting (Chibley), SATS
8	Admin, N. Monroe
8	Admin, Briefing - R. Minor, Board meeting
8	Staff meeting, safety data, legislative review,
8	1000 Friends Legislative Summary, FDEP presentation, CC2C Alliance,
8	RMP, ITS, N. Monroe,
8	Admin, FDEP presentation, PIPP, N. Monroe

EMP NAME: Greg Slay PAYROLL DATE: 4/12/24

EMP # 14156 DATE RANGE: 3/25/24 4/5/24

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	3/25/24			
Tues	3/26/24			
Wed	3/27/24			
Thurs	3/28/24			
Fri	3/29/24			
Mon	4/1/24			
Tues	4/2/24			
Wed	4/3/24			
Thurs	4/4/24			
Fri	4/5/24			

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EMPLOYEE SIGNATURE

DATE: 4/5/2024

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *04/12/24*
 Payroll Range *03/25/24 thru 04/05/24*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	03/25/24	2		1	1		2	2
Tues	03/26/24	2			6			
Wed	03/27/24				8			
Thurs	03/28/24				8			
Fri	03/29/24	2		1			2	3
Mon	04/01/24							
Tues	04/02/24							
Wed	04/03/24							
Thurs	04/04/24							
Fri	04/05/24							

Hours

Activity

- 8 Admin, RMP, PIP, N. Monroe
- 8 Admin, DEP - Winter Haven
- 8 DEP - Winter Haven
- 8 DEP - Winter Haven
- 8 Admin, RMP, PIP, Freight Study, N. Monroe

- 0
- 0
- 0
- 0
- 0