

April 15, 2025



**AGENDA ITEM 4H**

**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 of January 1, 2025, through March 31, 2025.

**RECOMMENDED ACTION**

Option 1: Approve Executive Director's timesheets for the period January 1, 2025, through March 31, 2025.

**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 January 1, 2025, through March 31, 2025.


**OPTIONS**

Option 1: Approve Executive Director's timesheets for the period of January 1, 2025, through March 31, 2025. (Recommended).

Option 2: CRTPA Board Discretion

**ATTACHMENTS**

Attachment 1: Executive Director's Timesheets for January 1, 2025, through March 31, 2025.

| EMP NAME: Greg Slay  |                      | PAYROLL DATE: 1/17/25 |             |             |
|--|----------------------|-----------------------|-------------|-------------|
| EMP # 14156  | DATE RANGE: 12/30/24 |                       | 1/10/25     |             |
| DEPT: 460101   |                      |                       |             |             |
| <b>CRTPA EMPLOYEE TIME SHEET</b>   |                      |                       |             |             |
| DAY  | DATE                 | VACATION HOURS        | SICK HOURS  | OTHER LEAVE |
| Mon  | 12/30/24             |                       |             |             |
| Tues   | 12/31/24             |                       |             |             |
| Wed  | 1/1/25               |                       |             | 8 - Holiday |
| Thurs  | 1/2/25               |                       |             |             |
| Fri  | 1/3/25               |                       |             |             |
|  |                      |                       |             |             |
| Mon  | 1/6/25               |                       |             |             |
| Tues   | 1/7/25               |                       |             |             |
| Wed  | 1/8/25               |                       |             |             |
| Thurs  | 1/9/25               |                       |             |             |
| Fri  | 1/10/25              |                       |             |             |
| 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 10, 2025</p> </div> </div> |                      |                       |             |             |
| <b>EMPLOYEE SIGNATURE</b>  |                      |                       | <b>DATE</b> |             |

## 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 *01/17/25*  
 Payroll Range *12/30/24 thru 01/10/25*

|       |          | Task 1.0<br>Admin | Task 2.0<br>Data<br>Collection | Task 3.0<br>LRP | Task 4.0<br>SRP | Task 5.0<br>Mobility<br>Planning | Task 6.0<br>Public<br>Inv. | Task 7.0<br>Special<br>Projects |
|-------|----------|-------------------|--------------------------------|-----------------|-----------------|----------------------------------|----------------------------|---------------------------------|
| Day   | Date     | 701               | 989                            | 703             | 990             | 706                              | 705                        | 995                             |
| Mon   | 12/30/24 | 2                 | 2                              | 1               |                 | 1                                | 1                          | 1                               |
| Tues  | 12/31/24 | 2                 |                                |                 | 1               | 3                                | 2                          |                                 |
| Wed   | 01/01/25 | 8                 |                                |                 |                 |                                  |                            |                                 |
| Thurs | 01/02/25 | 2                 | 1                              |                 |                 |                                  | 2                          | 3                               |
| Fri   | 01/03/25 |                   | 3                              | 1               |                 | 2                                |                            | 2                               |
| Mon   | 01/06/25 | 4                 | 1                              | 1               |                 | 1                                |                            | 1                               |
| Tues  | 01/07/25 | 3                 | 1                              | 1               | 1               |                                  | 1                          | 1                               |
| Wed   | 01/08/25 | 6                 |                                | 1               |                 | 1                                |                            |                                 |
| Thurs | 01/09/25 | 3                 | 2                              | 1               |                 | 2                                |                            |                                 |
| Fri   | 01/10/25 | 3                 | 3                              |                 |                 | 2                                |                            |                                 |

| Hours | Activity   |
|-------|--|
| 8     | Admin, RMP, ITS-PROTECT Grant, SS4A                                    |
| 8     | Admin, Audit, crash data, ITS-PROTECT Grant, regional trails, Title VI |
| 8     | Holiday  |
| 8     | Admin, crash data, Title VI, SS4A                                      |
| 8     | Crash data, RMP, regional trails, SS4A                                 |
| 8     | Admin, staff meeting, certification, crash data, RMP, SS4A             |
| 8     | Admin, certification, U-SDK, PIP, N. Monroe                            |
| 8     | Certification, model validation, regional trails                       |
| 8     | Admin, certification, I-10 crash data, RMP, ITS                        |
| 8     | Certification, crash data, ITS   |

EMP NAME: Greg Slay PAYROLL DATE: 1/31/25

EMP # 14156 DATE RANGE: 1/13/25 1/24/25

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

| DAY   | DATE    | VACATION HOURS | SICK HOURS | OTHER LEAVE |
|-------|---------|----------------|------------|-------------|
| Mon   | 1/13/25 |                |            |             |
| Tues  | 1/14/25 |                |            |             |
| Wed   | 1/15/25 |                |            |             |
| Thurs | 1/16/25 |                |            |             |
| Fri   | 1/17/25 |                |            |             |
| Mon   | 1/20/25 |                |            | 8-Holiday   |
| Tues  | 1/21/25 |                |            |             |
| Wed   | 1/22/25 |                |            |             |
| Thurs | 1/23/25 |                |            |             |
| Fri   | 1/24/25 |                |            |             |

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.



Janaury 24, 2025

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 *01/31/25*  
 Payroll Range *01/13/25 thru 01/24/25*

|       | Date     | Task 1.0<br>Admin | Task 2.0<br>Data<br>Collection | Task 3.0<br>LRP | Task 4.0<br>SRP | Task 5.0<br>Mobility<br>Planning | Task 6.0<br>Public<br>Inv. | Task 7.0<br>Special<br>Projects |
|-------|----------|-------------------|--------------------------------|-----------------|-----------------|----------------------------------|----------------------------|---------------------------------|
|       |          | 701               | 989                            | 703             | 990             | 706                              | 705                        | 995                             |
| Mon   | 01/13/25 | 4                 |                                | 1               |                 | 1                                | 2                          |                                 |
| Tues  | 01/14/25 |                   | 2                              |                 |                 |                                  | 3                          | 3                               |
| Wed   | 01/15/25 |                   | 3                              |                 |                 |                                  | 2                          | 3                               |
| Thurs | 01/16/25 | 4                 | 2                              |                 |                 | 1                                |                            | 1                               |
| Fri   | 01/17/25 | 2                 |                                | 3               | 1               |                                  |                            | 2                               |
| Mon   | 01/20/25 | 8                 |                                |                 |                 |                                  |                            |                                 |
| Tues  | 01/21/25 | 8                 |                                |                 |                 |                                  |                            |                                 |
| Wed   | 01/22/25 | 8                 |                                |                 |                 |                                  |                            |                                 |
| Thurs | 01/23/25 | 3                 |                                | 1               |                 | 1                                |                            | 3                               |
| Fri   | 01/24/25 | 2                 | 2                              |                 |                 | 2                                |                            | 2                               |

| Hours | Activity  |
|-------|---|
| 8     | Admin, certification, regional trails, Bicycle Working Group, COT SS4A presentation |
| 8     | Crash data, COT SS4A presentation, SS4A   |
| 8     | Crash data, COT SS4A presentation, SS4A   |
| 8     | Admin, FMPP, Performance Measures, ITS, SS4A  |
| 8     | Admin, RMP, TIP, SS4A   |
| 8     | Holiday   |
| 8     | Admin, Board retreat, staff meeting   |
| 8     | Snow Day  |
| 8     | Admin, audit, RMP, ITS, SS4A, SRTS  |
| 8     | Admin, crash data, regional trails, SS4A  |

EMP NAME: Greg Slay PAYROLL DATE: 2/14/25

EMP # 14156 DATE RANGE: 1/27/25 2/7/25

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

| DAY   | DATE    | VACATION HOURS | SICK HOURS | OTHER LEAVE |
|-------|---------|----------------|------------|-------------|
| Mon   | 1/27/25 |                |            |             |
| Tues  | 1/28/25 |                |            |             |
| Wed   | 1/29/25 |                |            |             |
| Thurs | 1/30/25 |                |            |             |
| Fri   | 1/31/25 |                |            |             |
| Mon   | 2/3/25  |                |            |             |
| Tues  | 2/4/25  |                |            |             |
| Wed   | 2/5/25  |                |            |             |
| Thurs | 2/6/25  |                |            |             |
| Fri   | 2/7/25  |                |            |             |

Comments:

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February 7, 2025

**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 *02/14/25*  
 Payroll Range *01/27/25 thru 02/07/25*

|       |          | Task 1.0<br>Admin | Task 2.0<br>Data<br>Collection | Task 3.0<br>LRP | Task 4.0<br>SRP | Task 5.0<br>Mobility<br>Planning | Task 6.0<br>Public<br>Inv. | Task 7.0<br>Special<br>Projects |
|-------|----------|-------------------|--------------------------------|-----------------|-----------------|----------------------------------|----------------------------|---------------------------------|
|       |          | 701               | 989                            | 703             | 990             | 706                              | 705                        | 995                             |
| Mon   | 01/27/25 | 4                 | 3                              |                 |                 | 1                                |                            |                                 |
| Tues  | 01/28/25 | 2                 | 1                              | 3               | 1               |                                  |                            | 1                               |
| Wed   | 01/29/25 | 2                 |                                | 1               | 1               | 2                                |                            | 2                               |
| Thurs | 01/30/25 | 5                 | 1                              |                 |                 | 1                                |                            | 1                               |
| Fri   | 01/31/25 | 1                 | 3                              | 1               |                 | 1                                |                            | 2                               |
| Mon   | 02/03/25 | 4                 |                                |                 |                 | 2                                |                            | 2                               |
| Tues  | 02/04/25 | 6                 |                                |                 |                 |                                  |                            | 2                               |
| Wed   | 02/05/25 | 2                 | 3                              |                 |                 | 2                                |                            | 1                               |
| Thurs | 02/06/25 |                   | 2                              | 2               | 2               | 2                                |                            |                                 |
| Fri   | 02/07/25 |                   | 3                              | 2               |                 | 2                                |                            | 1                               |

| Hours | Activity  |
|-------|---|
| 8     | Admin, certification, staff meeting, U-SDK, crash data, regional trails |
| 8     | Admin, crash data, Wakulla County, regional trails, SS4A                |
| 8     | Admin, RMP, regional trails, N. Monroe                                  |
| 8     | Admin, ARPC meeting, Certification, Half meeting, crash data, SS4A      |
| 8     | Admin, Crash data, legislative review, regional trails, SS4A, N. Monroe |
| 8     | Admin, audit RFQ, staff meeting, RMP, regional trails, SRTS             |
| 8     | Admin, committees, N. Monroe SS4A                                       |
| 8     | Admin, crash data (I-10), performance measures, N. Monroe SS4A          |
| 8     | Crash data, RMP, Tennessee Street safety study, TLH-AAM                 |
| 8     | Crash data, RMP, TLH-AAM, ITS, SS4A                                     |

EMP NAME: Greg Slay PAYROLL DATE: 2/28/25

EMP # 14156 DATE RANGE: 2/10/25 2/21/25

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

| DAY   | DATE    | VACATION HOURS | SICK HOURS | OTHER LEAVE |
|-------|---------|----------------|------------|-------------|
| Mon   | 2/10/25 |                |            |             |
| Tues  | 2/11/25 |                |            |             |
| Wed   | 2/12/25 |                |            |             |
| Thurs | 2/13/25 |                |            |             |
| Fri   | 2/14/25 |                |            |             |
| Mon   | 2/17/25 |                |            |             |
| Tues  | 2/18/25 |                |            |             |
| Wed   | 2/19/25 |                |            |             |
| Thurs | 2/20/25 |                |            |             |
| Fri   | 2/21/25 |                |            |             |

Comments:

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February 21, 2025

**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 *02/28/25*  
 Payroll Range *02/10/25 thru 02/21/25*

|       | Date     | Task 1.0<br>Admin | Task 2.0<br>Data<br>Collection | Task 3.0<br>LRP | Task 4.0<br>SRP | Task 5.0<br>Mobility<br>Planning | Task 6.0<br>Public<br>Inv. | Task 7.0<br>Special<br>Projects |
|-------|----------|-------------------|--------------------------------|-----------------|-----------------|----------------------------------|----------------------------|---------------------------------|
| Day   | Date     | 701               | 989                            | 703             | 990             | 706                              | 705                        | 995                             |
| Mon   | 02/10/25 | 2                 | 2                              | 1               |                 | 2                                |                            | 1                               |
| Tues  | 02/11/25 | 2                 | 1                              |                 | 2               | 2                                |                            | 1                               |
| Wed   | 02/12/25 | 2                 | 1                              |                 | 1               | 1                                |                            | 3                               |
| Thurs | 02/13/25 | 2                 |                                | 1               |                 | 2                                |                            | 3                               |
| Fri   | 02/14/25 |                   | 4                              | 1               |                 | 2                                |                            | 1                               |
| Mon   | 02/17/25 | 3                 |                                | 1               | 1               | 1                                |                            | 2                               |
| Tues  | 02/18/25 | 4                 |                                | 1               |                 | 1                                |                            | 2                               |
| Wed   | 02/19/25 | 8                 |                                |                 |                 |                                  |                            |                                 |
| Thurs | 02/20/25 | 2                 |                                | 6               |                 |                                  |                            |                                 |
| Fri   | 02/21/25 | 2                 | 3                              | 2               |                 | 1                                |                            |                                 |

| Hours | Activity   |
|-------|--|
| 8     | Admin, crash data, RMP, Bike Working Group, N. Monroe            |
| 8     | Staff meeting, crash data, PPLs, honorary trail des., N. Monroe  |
| 8     | Admin, US 98/Spring Creek Road, regional trails, N. Monroe, SRTS |
| 8     | Admin, T2H PD&E, N. Monroe, SRTS                                 |
| 8     | Crash data (I-10), RMP, regional trails, SRTS                    |
| 8     | Admin, Briefing - R. Minor, Woodville Hwy, N. Monroe             |
| 8     | Admin, Board meeting, RMP, N. Monroe                             |
| 8     | FHWA Certification   |
| 8     | Admin, Woodville Highway   |
| 8     | Admin, crash data, U-SDK, US 98/Spring Creek Rd, regional trails |

EMP NAME: Greg Slay PAYROLL DATE: 3/14/25

EMP # 14156 DATE RANGE: 2/24/25 3/7/25

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

| DAY   | DATE    | VACATION HOURS | SICK HOURS | OTHER LEAVE |
|-------|---------|----------------|------------|-------------|
| Mon   | 2/24/25 |                |            |             |
| Tues  | 2/25/25 |                |            |             |
| Wed   | 2/26/25 |                |            |             |
| Thurs | 2/27/25 |                |            |             |
| Fri   | 2/28/25 |                |            |             |
| Mon   | 3/3/25  |                | 6          |             |
| Tues  | 3/4/25  |                |            |             |
| Wed   | 3/5/25  |                | 4          |             |
| Thurs | 3/6/25  |                | 4          |             |
| Fri   | 3/7/25  |                |            |             |

Comments:

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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 *03/14/25*  
 Payroll Range *02/24/25 thru 03/07/25*

|       |          | 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   | 02/24/25 | 3        |                 | 1        | 1        | 2                 |             | 1                |
| Tues  | 02/25/25 | 2        |                 | 3        | 1        | 1                 |             | 1                |
| Wed   | 02/26/25 | 4        |                 |          | 4        |                   |             |                  |
| Thurs | 02/27/25 | 8        |                 |          |          |                   |             |                  |
| Fri   | 02/28/25 | 8        |                 |          |          |                   |             |                  |
|       |          |          |                 |          |          |                   |             |                  |
| Mon   | 03/03/25 | 8        |                 |          |          |                   |             |                  |
| Tues  | 03/04/25 | 2        |                 | 3        |          | 1                 | 2           |                  |
| Wed   | 03/05/25 | 8        |                 |          |          |                   |             |                  |
| Thurs | 03/06/25 | 6        |                 | 2        |          |                   |             |                  |
| Fri   | 03/07/25 | 2        |                 | 1        |          | 2                 | 3           |                  |

| Hours | Activity  |
|-------|---|
| 8     | Admin, CMAC interview, staff meeting, RMP, Protect Grant, regional trails |
| 8     | Admin, RMP, PPLs, T2H.  |
| 8     | MPOAC, FDOT W. Tennessee Street Field Review                              |
| 8     | MPOAC   |
| 8     | MPOAC   |
|       |   |
| 8     | Admin, sick leave   |
| 8     | Admin, Midtown Plan, Midtown Resurfacing public meeting                   |
| 8     | Admin, 1000 Friends webinar, sick leave                                   |
| 8     | Admin, sick leave, RMP, Functional Class.                                 |
| 8     | Admin, RMP, regional trails, Gadsden County PP                            |

EMP NAME: Greg Slay PAYROLL DATE: 3/28/25

EMP # 14156 DATE RANGE: 3/10/25 3/21/25

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

| DAY   | DATE    | VACATION HOURS | SICK HOURS | OTHER LEAVE |
|-------|---------|----------------|------------|-------------|
| Mon   | 3/10/25 |                |            |             |
| Tues  | 3/11/25 |                |            |             |
| Wed   | 3/12/25 |                |            |             |
| Thurs | 3/13/25 |                |            |             |
| Fri   | 3/14/25 |                |            |             |
| Mon   | 3/17/25 |                |            |             |
| Tues  | 3/18/25 |                |            |             |
| Wed   | 3/19/25 |                |            |             |
| Thurs | 3/20/25 |                |            |             |
| Fri   | 3/21/25 |                |            |             |

Comments:

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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 *03/28/25*  
 Payroll Range *03/10/25 thru 03/21/25*

|       |          | Task 1.0<br>Admin | Task 2.0<br>Data<br>Collection | Task 3.0<br>LRP | Task 4.0<br>SRP | Task 5.0<br>Mobility<br>Planning | Task 6.0<br>Public<br>Inv. | Task 7.0<br>Special<br>Projects |
|-------|----------|-------------------|--------------------------------|-----------------|-----------------|----------------------------------|----------------------------|---------------------------------|
|       |          | 701               | 989                            | 703             | 990             | 706                              | 705                        | 995                             |
| Mon   | 03/10/25 | 1                 |                                |                 | 1               |                                  | 6                          |                                 |
| Tues  | 03/11/25 | 1                 | 3                              |                 | 1               | 2                                |                            | 1                               |
| Wed   | 03/12/25 | 3                 | 2                              | 1               | 1               | 1                                |                            |                                 |
| Thurs | 03/13/25 | 1                 | 2                              | 1               | 1               | 2                                |                            | 1                               |
| Fri   | 03/14/25 |                   | 3                              |                 | 2               | 2                                |                            | 1                               |
| Mon   | 03/17/25 | 4                 | 2                              |                 | 1               | 1                                |                            |                                 |
| Tues  | 03/18/25 |                   | 2                              | 1               | 2               | 2                                |                            | 1                               |
| Wed   | 03/19/25 | 2                 | 2                              |                 | 1               | 2                                |                            | 1                               |
| Thurs | 03/20/25 | 2                 |                                | 1               | 1               | 3                                |                            | 1                               |
| Fri   | 03/21/25 |                   | 2                              | 2               |                 | 4                                |                            |                                 |

| Hours | Activity   |
|-------|--|
| 8     | Admin, PPLs, Gadsden PowerPoint & meeting  |
| 8     | Admin, crash data, NE CC resurfacing, Ghasvini school crossing, Starmetro, N. Monroe |
| 8     | Admin, crash data, Starmetro/TD w/ Amy Toman   |
| 8     | Admin, safety, functional class., regional trails                                    |
| 8     | crash data, PSAs, legislative review, regional trails,                               |
| 8     | Admin, staff meetings, Exec Committee, crash data, regional trails                   |
| 8     | Crash data, U-SDK, RMP, PPLs, T2H, regional trails, N. Monroe                        |
| 8     | Admin, crash data, PPLs, regional trails, CMP, N. Monroe                             |
| 8     | Admin, RMP, regional trails, CMP, ITS  |
| 8     | Crash data, RMP, CMP, regional trails, ITS   |

EMP NAME: Greg Slay PAYROLL DATE: 4/11/25

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

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

| DAY   | DATE    | VACATION HOURS | SICK HOURS | OTHER LEAVE |
|-------|---------|----------------|------------|-------------|
| Mon   | 3/24/25 |                |            |             |
| Tues  | 3/25/25 |                |            |             |
| Wed   | 3/26/25 |                |            |             |
| Thurs | 3/27/25 |                |            |             |
| Fri   | 3/28/25 | 4              |            |             |
| Mon   | 3/31/25 |                |            |             |
| Tues  | 4/1/25  |                |            |             |
| Wed   | 4/2/25  |                |            |             |
| Thurs | 4/3/25  |                |            |             |
| Fri   | 4/4/25  |                |            |             |

Comments:

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April 4, 2025

**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 *04/11/25*  
 Payroll Range *03/24/25 thru 04/04/25*

| 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   | 03/24/25 | 4              |                          | 2            |              | 1                          |                      | 1                         |
| Tues  | 03/25/25 | 2              | 2                        | 1            |              | 3                          |                      |                           |
| Wed   | 03/26/25 |                | 1                        | 1            | 2            | 3                          |                      | 1                         |
| Thurs | 03/27/25 | 4              |                          | 1            | 1            | 1                          |                      | 1                         |
| Fri   | 03/28/25 | 4              | 1                        | 1            | 1            | 1                          |                      |                           |
| Mon   | 03/31/25 | 4              |                          | 1            |              | 1                          |                      | 2                         |
| Tues  | 04/01/25 | 4              |                          | 1            | 2            |                            |                      | 1                         |
| Wed   | 04/02/25 |                | 1                        | 2            |              | 5                          |                      |                           |
| Thurs | 04/03/25 |                | 2                        | 1            | 1            | 1                          |                      | 3                         |
| Fri   | 04/04/25 | 2              | 4                        |              |              |                            |                      | 2                         |

| Hours | Activity  |
|-------|---|
| 8     | Admin, staff meeting, MPOAC - CARB funding, RMP, regional trails, N. Monroe     |
| 8     | Admin, crash data, RMP, US 90 West, ITS   |
| 8     | Tennessee St. traffic counts, RMP, PPLs, CARB funding, T2H Trail scope, US 90 W |
| 8     | Admin, ARPC mtg., RMP, regional trails, N. Monroe                               |
| 8     | Personal leave, safety data, RMP, PPLs, ITS                                     |
| 8     | Admin, FDEP meeting, RMP, N. Monroe, SRTS                                       |
| 8     | Committees, RMP, N. Monroe  |
| 8     | Crash reports w/ DHSMV, RMP, T2H, US 90 West                                    |
| 8     | RMP, regional trails, N. Monroe, HIN  |
| 8     | Admin, TRCC meeting, HIN  |