February 19, 2024



### Agenda Item 4C

## **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 (October 1, 2023, through December 31, 2023).

### **RECOMMENDED ACTION**

Option 1: Approve Executive Director's timesheets for the period October 1, 2023, through December 31, 2023

### 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 (October 1, 2023, through December 31, 2023).

### **O**PTIONS

- Option 1: Approve Executive Director's timesheets for the period of October 1, 2023, through December 31, 2023 (Recommended)
- Option 2: CRTPA Board Discretion

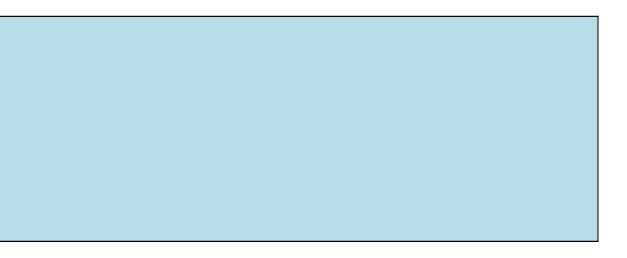
### **ATTACHMENTS**

Attachment 1: Greg Slay's Timesheets for October 1, 2023, through December 31, 2023

## **ATTACHMENT 1**

EMP NAME:	Greg Slay	PAYROLL DATE:	10/13/23								
	44450		0/05/00	10/0/00							
EMP #	14156	DATE RANGE:	9/25/23	10/6/23							
DEPT:	460101										
	CRTPA EMPLOYEE TIME SHEET										
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE							
Mon	9/25/23										
Tues	9/26/23										
Wed	9/27/23										
Thurs	9/28/23										
Fri	9/29/23										
Mon	10/2/23										
Tues	10/2/23										
Wed	10/3/23										
Thurs	10/5/23										
Fri	10/6/23	8									
Comments:											
EMPLOYEE SIG	with his/her job red SNATURE			October 6, 2023 DATE							
APPROVED BY				DATE							
AFFROVED BI				DATE							
PAYROLL CLEF	RKS SIGNATURE			DATE							
For Payroll Cle Paid Holiday	arks use only.										
Personal Leave	e										
Sick Leave											
Administrative	Leave										
Catastrophic L											
Wellness Leav											
Floating Holida	ау										
Personal Day											
TOTAL											
		strative purposes only and does	not in any way impact the em	ployees							
wages or exemp	t status.										

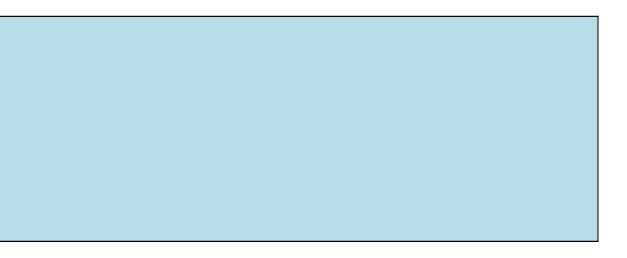
Employe Employe Departm Payroll [ Payroll F	ee Number nent Date	Greg Slay 14156 CRTPA 10/13/23 09/25/23	<b>VACATION,</b> thru	<mark>SICK, HOLIE</mark> 10/06/23		ER TIME SHO	OULD BE LIST	FED UNDER T	HE ADMIN	NTASK
Day	Date	Task 1.0 Admin 701	Task 2.0 Data Collection 989	Task 3.0 LRP 703	Task 4.0 SRP 990	Task 5.0 Mobility Planning 706	Task 6.0 Public Inv. 705	Task 7.0 Special Projects 995	Hours	Activity
Mon	00/25/22	E		4	1	1				
Mon Tues	09/25/23 09/26/23	5 2	1	1		2		2	8	Admin, staff meeting, Census data, PPLs, regional trails
Wed	09/27/23	2	•	2	1	1		2	8	Finance, Airport FTZ, ITS, School Safety Study Admin, RMP, Starmetro, Telecommuting Study, Freight Study
Thurs	09/28/23	3		1	1	•		3	8	Admin, RMP, Telecommuting Study
Fri	09/29/23		2	1	2	2		1	8	Crash data, RMP, PPLs/TIP, TDP, Telecommuting Study
									-	
Mon	10/02/23	3		1	1	3			8	Admin, staff meeting, RMP, regional trails
Tues	10/03/23	2		2		2	1	1	8	Admin, Procurement, CCSW, RMP, regional trails, website
Wed	10/04/23		2	2		3		1	8	Crash data, RMP, ITS, regional trails, School Safety Study
Thurs	10/05/23	2	6						8	Admin, DEP First Bike helmet fitting
Fri	10/06/23	8							8	Personal leave
									J	



CRTPA Employee: Greg Slay									
FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE									
Hours in the Field	Location	Activity Conducted							
2	Sabal Palm Elementary	Connectivity review							
1	Gadsden Sidewalk @ 6/7th St	Field review							
3	Coastal Trail/Tharpe Street	Field review							
3	Thomasville Rd Trail	Field review							
	FIELDWORK Hours in the Field 2 1 3	FIELDWORK DOCUMENTATION FOR LIABILITY           Hours in the Field         Location           2         Sabal Palm Elementary           1         Gadsden Sidewalk @ 6/7th St           3         Coastal Trail/Tharpe Street							

EMP NAME:	Greg Slay	PAYROLL DATE:	10/27/23								
EMP #	14156	DATE RANGE:	10/9/23	10/20/23							
DEPT:	460101										
	CRTPA EMPLOYEE TIME SHEET										
DAY	DATE	VACATION HOURS	OTHER LEAVE								
Mon	10/9/23										
Tues	10/10/23										
Wed	10/11/23										
Thurs	10/12/23										
Fri	10/13/23										
Mon	10/16/23										
Tues	10/17/23										
Wed	10/18/23										
Thurs	10/19/23										
Fri	10/20/23										
Comments:											
Commonito.											
in accordance	with his/her job re			October 20, 2023 DATE							
APPROVED BY	Y			DATE							
PAYROLL CLE	RKS SIGNATURE			DATE							
For Payroll Clerks Use Only: Paid Holiday Personal Leave Sick Leave Administrative Leave Catastrophic Leave Wellness Leave Floating Holiday Personal Day											
TOTAL											
		nistrative purposes only and does r	not in any way impact the er	nployees							
wages or exemp	pt status.										

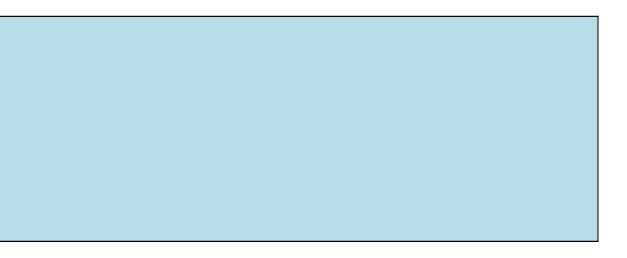
• •	ee Name ee Number nent	Greg Slay 14156 CRTPA	VACATION,	SICK, HOLID	AY OR OTH	ER TIME SHO	OULD BE LIST	ED UNDER T	HE ADMIN	I TASK
Payroll I Payroll I		10/27/23 10/09/23	thru	10/20/23						
Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects		
		701	989	703	990	706	705	995	Hours	Activity
Mon	10/09/23	2		1		3		2	8	Admin, RMP, Bike Working Group, regional trails, Freight Study
Tues	10/10/23	3		2	2	3			8	Admin, staff meeting, Apportionment Plan, Dale Allen, regional trails
Wed Thurs	<u>10/11/23</u> 10/12/23			2	2	2		2 2	8	Census data, work program, regional trails, SR2S
Fri	10/12/23	2		4	2			۷	8	RMP, regional trails, Telecommuting Study Admin, RMP, Census data, work program
	10/10/20	-			-				Ŭ	Admin, Awir, Ochous data, work program
Mon	10/16/23	2		2	1	3			8	Admin, RMP scope, CMP, ITS
Tues	10/17/23		1	2		3		2	8	Crash data, regional trails, ITS, Freight Study
Wed	10/18/23	2	2		2	2			8	Staff meeting, Bike safety, TA subcommittee, SRTS, ITS
Thurs	10/19/23	1	2	3	1	1			8	Insurnace Audit, bike safety, RMP, Starmetro TDP
Fri	10/20/23	2		2	2	2			8	Admin, RMP, Census data, regional trails



CRTPA Employee: Greg Slay									
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Hours in the Field	Location	Activity Conducted							
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3	Thomasville Rd Trail	Field review							
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EMP NAME:	Greg Slay	PAYROLL DATE:	11/10/23								
EMP #	14156	DATE RANGE:	10/23/23	11/3/23							
DEPT:	460101										
	CRTPA EMPLOYEE TIME SHEET										
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE							
Man	40/00/00										
Mon Tues	10/23/23										
Wed	10/24/23	-									
Thurs	10/25/23										
Fri	10/27/23										
E TH	10/21/23										
Mon	10/30/23										
Tues	10/31/23	-									
Wed	11/1/23										
Thurs	11/2/23										
Fri	11/3/23										
Comments:											
Comments.											
EMPLOYEE SIG	with his/her job re Jaco (J GNATURE			November 3, 2023 DATE							
APPROVED BY	,			DATE							
PAYROLL CLE	RKS SIGNATURE			DATE							
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	This record is maintained for administrative purposes only and does not in any way impact the employees vages or exempt status.										

_	Date	Greg Slay 14156 CRTPA 11/10/23 10/23/23	<b>VACATION,</b> thru	<mark>SICK, HOLID</mark> 11/03/23	AY OR OTHI	ER TIME SHO	OULD BE LIS	FED UNDER T	HE ADMIN	ITASK
Day	Date	Task 1.0 Admin 701	Task 2.0 Data Collection 989	Task 3.0 LRP 703	Task 4.0 SRP 990	Task 5.0 Mobility Planning 706	Task 6.0 Public Inv. 705	Task 7.0 Special Projects 995	Hours	Activity
Mon	10/23/23	1	2		2	2		1	8	Admin, Crash data, wildlife corridors, SRTS
Tues	10/24/23	2	1	2	1	2			8	Admin, Apportionment Plan, PPLs, regional trails
Wed	10/25/23	8							8	MPOAC
Thurs	10/26/23	8							8	MPOAC
Fri	10/27/23	8							8	MPOAC
Mon	10/30/23	2		4		1		1	8	Admin, Apportionment Plan, SRTS
Tues	10/31/23	1	1	3		2		1	8	Briefing - Willams-Cox, Crash data, Apportionment Plan, RMP, FlowCube - ITS, SRTS
Wed	11/01/23	2		2	2	2			8	Briefing - Minor, Comp Plan, Apportionment Plan,
Thurs	11/02/23	2	1	1	1	1		2	8	Adoin, Cybersecurity review, N. Monroe, ITS, Telecommuting Study, Freight Study
Fri	11/03/23	2	2	2	2				8	Admin, Bike/Ped data, Apportionment Plan,

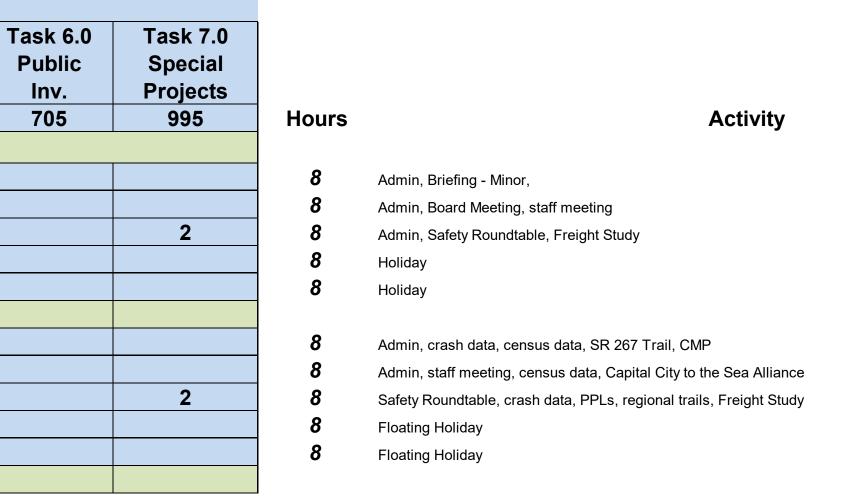


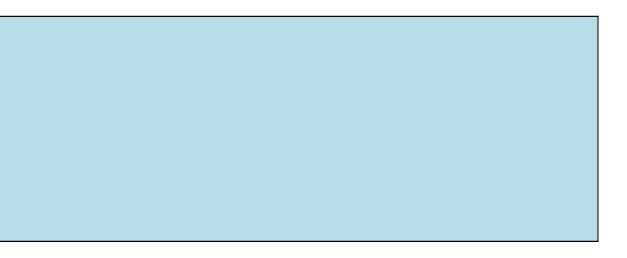
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EMP NAME:	Greg Slay	PAYROLL DATE:	12/8/23								
EMP #	14156	DATE RANGE:	11/20/23	12/1/23							
DEPT:	460101										
	CRTPA EMPLOYEE TIME SHEET										
DAY	DATE	VACATION HOURS	OTHER LEAVE								
Mon	11/20/23										
Mon Tues	11/20/23										
Wed	11/22/23										
Thurs	11/23/23			8 - Holiday							
Fri	11/24/23			8 - Holiday							
	11/24/20			0 - Holiday							
Mon	11/27/23										
Tues	11/28/23										
Wed	11/29/23										
Thurs	11/30/23			8 - FL							
Fri	12/1/23			8 - FL							
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EMPLOYEE SIG	with his/her job re GNATURE			November 29, 2023 DATE							
APPROVED BY	,			DATE							
PAYROLL CLE	RKS SIGNATURE			DATE							
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Employee Name		ee Name	Greg Slay					
	Employ	ee Number	14156					
	Departm	nent	CRTPA	VACATION,	SICK, HOLID	AY OR OTHE	ER TIME SHO	JUL
	Payroll I	Date	12/08/23					
	Payroll I	Range	11/20/23	thru	12/01/23			
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			Task 1.0	Task 2.0	Task 3.0	Task 4.0	Task 5.0	T
			Admin	Data	LRP	SRP	Mobility	
	Day	Date		Collection			Planning	
			701	989	703	990	706	
	Mon	11/20/23	3	2	2		1	
	Tues	11/21/23	5		1	1	1	
	Wed	11/22/23	4	2				
	Thurs	11/23/23	8					
	Fri	11/24/23	8					
		44/07/00					-	
	Mon	11/27/23	1	1	1		5	
	Tues	11/28/23	2	2	1	1	4	
	Wed Thurs	11/29/23 11/30/23	8	۷			۷	
	Fri	12/01/23	0 8					
	1 11	12/01/23	0					

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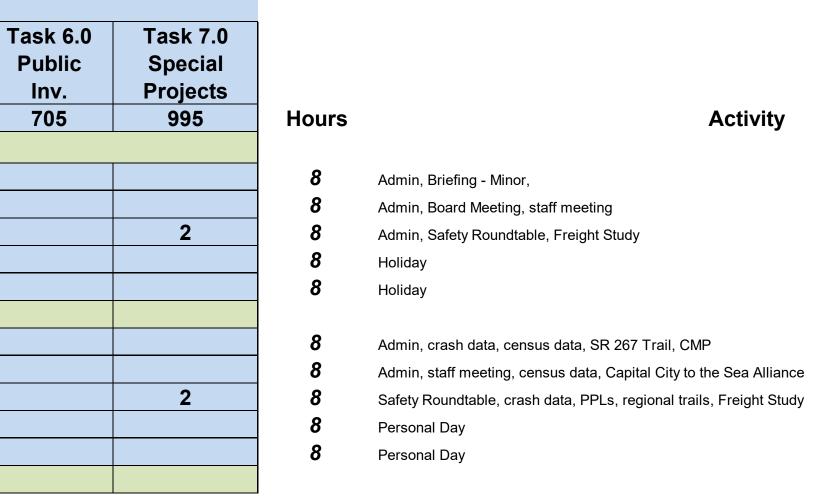


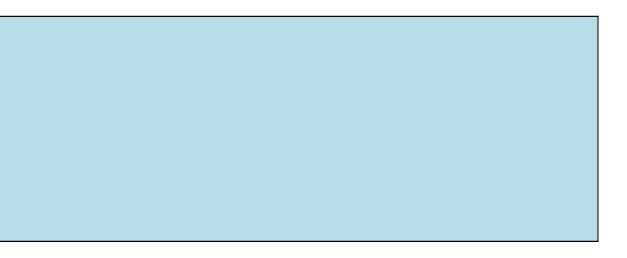
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EMP NAME:	Greg Slay	PAYROLL DATE:	12/8/23					
EMP #	14156	DATE RANGE:	11/20/23	12/1/23				
DEPT:	460101							
		CRTPA EMPLOY	EE TIME SHEET					
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE				
Man	11/20/23							
Mon Tues	11/20/23							
Wed	11/22/23							
Thurs	11/23/23			8 - Holiday				
Fri	11/24/23			8 - Holiday				
	11/24/20			0 - Holiday				
Mon	11/27/23							
Tues	11/28/23							
Wed	11/29/23							
Thurs	11/30/23			8 - PD				
Fri	12/1/23			8 - PD				
Comments:								
Comments.								
EMPLOYEE SI	with his/her job re			November 29, 2023 DATE				
APPROVED BY	(			DATE				
PAYROLL CLE	RKS SIGNATURE			DATE				
For Payroll Clerks Use Only: Paid Holiday Personal Leave Sick Leave Administrative Leave Catastrophic Leave Wellness Leave Floating Holiday Personal Day TOTAL								
This record is m		nistrative purposes only and does no	ot in any way impact the em	nployees				
wages or exem	vages or exempt status.							

Employ	ee Name	Greg Slay								
Employ	ee Number	14156								
Department CR		CRTPA	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOUL							
Payroll	Date	12/08/23								
Payroll	Range	11/20/23	thru	12/01/23						
	U									
		Task 1.0	Task 2.0	Task 3.0	Task 4.0	Task 5.0	٦			
		Admin	Data	LRP	SRP	Mobility				
Day	Date		Collection			Planning				
		701	989	703	990	706				
Mon	11/20/23	3	2	2		1				
Tues	11/21/23	5		1	1	1				
Wed	11/22/23	4	2							
Thurs	11/23/23	8								
Fri	11/24/23	8								
						_	-			
Mon	11/27/23	1	1	1		5				
Tues	11/28/23	2		1	1	4	-			
Wed	11/29/23	0	2	1	1	2				
Thurs Fri	11/30/23 12/01/23	8								
F11	12/01/23	0								

## ILD BE LISTED UNDER THE ADMIN TASK

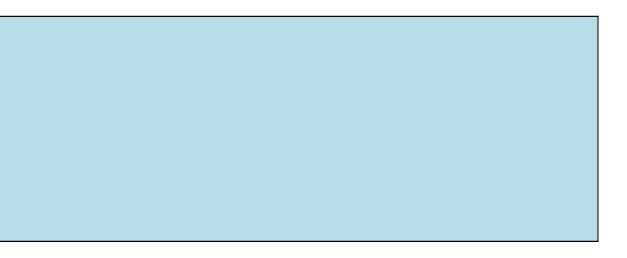




<b>CRTPA Emp</b>	CRTPA Employee: Greg Slay								
FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE									
Date	Hours in the Field	Location	Activity Conducted						
8/1/2022	2	Sabal Palm Elementary	Connectivity review						
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review						
9/16/2022	3	Coastal Trail/Tharpe Street	Field review						
2/10/2023	3	Thomasville Rd Trail	Field review						
11/27/2023	3	SR 267 and Springhill Road	Corridor Review for potential project						

EMP NAME:	Greg Slay	PAYROLL DATE:	12/22/23							
EMP #	14156	DATE RANGE:	12/4/23	12/15/23						
DEPT:	460101									
CRTPA EMPLOYEE TIME SHEET										
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE						
Maria	10/4/00	0								
Mon Tues	12/4/23 12/5/23	8								
Wed	12/5/23									
Thurs	12/7/23									
Fri	12/7/23									
F11	12/0/23									
Mon	12/11/23									
Tues	12/12/23									
Wed	12/13/23									
Thurs	12/14/23									
Fri	12/15/23									
Commonter										
Comments:										
in accordance	with his/her job re									
EMPLOYEE SI	GNATURE			DATE						
APPROVED BY	1			DATE						
PAYROLL CLE	RKS SIGNATURE			DATE						
For Payroll Clerks Use Only:         Paid Holiday         Personal Leave         Sick Leave         Administrative Leave         Catastrophic Leave         Wellness Leave         Floating Holiday         Personal Day										
	This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.									

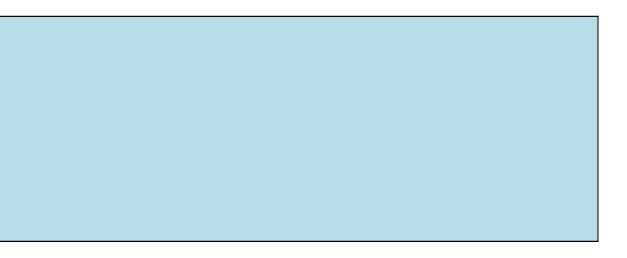
	Date	Greg Slay 14156 CRTPA 12/22/23 12/04/23	<b>VACATION,</b> thru	<mark>SICK, HOLID</mark> 12/15/23	AY OR OTHI	ER TIME SHC	OULD BE LIST	ED UNDER T	HE ADMIN	TASK
Day	Date	Task 1.0 Admin 701	Task 2.0 Data Collection 989	Task 3.0 LRP 703	Task 4.0 SRP 990	Task 5.0 Mobility Planning 706	Task 6.0 Public Inv. 705	Task 7.0 Special Projects 995	Hours	Activity
Mon	12/04/23	8							8	Personal leave
Tues	12/05/23	3	1	2	1	1			8	Admin, safety data, RMP, SunTrail applications
Wed	12/06/23	1	1	2		1		3	8	Legislative meeting - Williams-Cox/C. Simon, Census Boundary, School Safety, Telecommmute Stud
Thurs	12/07/23		1	2	1	1		3	8	Safety roundtable, Comp Plan, regional trails, School Safety Study
Fri	12/08/23		2	3	1	2			8	Safety Roundtable, Smoothed Boundary, PPLs, regional trails
Mon	12/11/23	2		2	1	2		1	8	Admin, staff meeting,Smoothed Boundary, Legislative review, N. Monroe
Tues	12/12/23		3		2	1	1	1	8	Safety grant review, CMP, website, N. Monroe
Wed	12/13/23	2	2	2		2		•	8	Admin, safety roundtable, Smoothed boundary, regional trails, CMP
Thurs	12/14/23	2	1	1		3		1	8	MPOAC, Safety Roundtable, Midtown, CMP, SunTrails apps, Freight Study
Fri	12/15/23		-	-				•	0	



<b>CRTPA Emp</b>	CRTPA Employee: Greg Slay								
FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE									
Date	Hours in the Field	Location	Activity Conducted						
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EMP NAME:	Greg Slay	PAYROLL DATE:	1/5/24								
EMP #	14156	DATE RANGE:	12/18/23	12/29/23							
DEPT:	460101										
	CRTPA EMPLOYEE TIME SHEET										
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE							
Mon	12/18/23										
Tues	12/19/23										
Wed	12/20/23										
Thurs	12/21/23										
Fri	12/22/23										
Mon	12/25/23			8 - Holiday							
Tues	12/26/23										
Wed	12/27/23										
Thurs	12/28/23	4									
Fri	12/29/23										
Comments:											
EMPLOYEE SI	GNATURE	Aley		December 29, 2023 DATE							
APPROVED BY	(			DATE							
PAYROLL CLE	RKS SIGNATURE			DATE							
For Payroll Clerks Use Only:   Paid Holiday   Personal Leave   Sick Leave   Administrative Leave   Catastrophic Leave   Wellness Leave   Floating Holiday   Personal Day											
	This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.										

Employe Employe Departm Payroll [ Payroll F	ee Number ent Date	Greg Slay 14156 CRTPA 01/05/24 12/18/23	<b>VACATION,</b> thru	<mark>SICK, HOLID</mark> 12/29/23	AY OR OTHI	ER TIME SHC	OULD BE LIS	TED UNDER T	HE ADMIN	ITASK
Day	Date	Task 1.0 Admin 701	Task 2.0 Data Collection 989	Task 3.0 LRP 703	Task 4.0 SRP 990	Task 5.0 Mobility Planning 706	Task 6.0 Public Inv. 705	Task 7.0 Special Projects 995	Hours	Activity
	40/40/00		1							
Mon	12/18/23	2		2	1	2		1	8	Admin, RMP, regional trails, Telecommute Study
Tues	12/19/23	2	2	2		1	1	•	8	Admin, RMP, CMP, website
Wed	12/20/23	1	1	1	1	2		2	8	Admin, safety data, Census data, regional trails, School Safety Study, N. Monroe
Thurs	12/21/23	1	2	2	•	2		1	8	Crash data, RMP, CMP, N. Monroe
Fri	12/22/23		2	2	2	2			8	Crash data, Census data, CMP
Max	40/05/00								•	
Mon	12/25/23	8							8	Holiday
Tues	12/26/23	3	1	2		1		1	8	File management, Safety Roundtable, RMP, CMP
Wed	12/27/23	4		2	1	1			8	Admin, File management, RMP, PPLs, ITS
Thurs	12/28/23	6			1			1	8	Admin, personal leave, Telecommute Study
Fri	12/29/23	4	1		2	1			8	File management, Safety Roundtable, legislative review, regional trails



<b>CRTPA Emp</b>	CRTPA Employee: Greg Slay								
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9/16/2022	3	Coastal Trail/Tharpe Street	Field review						
2/10/2023	3	Thomasville Rd Trail	Field review						
11/27/2023	3	SR 267 and Springhill Road	Corridor Review for potential project						