

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).

**OPTIONS**

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



### 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 *10/13/23*  
 Payroll Range *09/25/23 thru 10/06/23*

		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
Day	Date	701	989	703	990	706	705	995
Mon	09/25/23	5		1	1	1		
Tues	09/26/23	2	1	1		2		2
Wed	09/27/23	2		2	1	1		2
Thurs	09/28/23	3		1	1			3
Fri	09/29/23		2	1	2	2		1
Mon	10/02/23	3		1	1	3		
Tues	10/03/23	2		2		2	1	1
Wed	10/04/23		2	2		3		1
Thurs	10/05/23	2	6					
Fri	10/06/23	8						

**Hours**

**Activity**

- 8** Admin, staff meeting, Census data, PPLs, regional trails
- 8** Finance, Airport FTZ, ITS, School Safety Study
- 8** Admin, RMP, Starmetro, Telecommuting Study, Freight Study
- 8** Admin, RMP, Telecommuting Study
- 8** Crash data, RMP, PPLs/TIP, TDP, Telecommuting Study
- 8** Admin, staff meeting, RMP, regional trails
- 8** Admin, Procurement, CCSW, RMP, regional trails, website
- 8** Crash data, RMP, ITS, regional trails, School Safety Study
- 8** Admin, DEP First Bike helmet fitting
- 8** Personal leave

**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

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	SICK 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:

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.



October 20, 2023

EMPLOYEE SIGNATURE DATE

APPROVED BY DATE

PAYROLL CLERKS 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 maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.

## 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 *10/27/23*  
 Payroll Range *10/09/23 thru 10/20/23*

		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
Day	Date	701	989	703	990	706	705	995
Mon	10/09/23	2		1		3		2
Tues	10/10/23	3		1	1	3		
Wed	10/11/23			2	2	2		2
Thurs	10/12/23			2	2	2		2
Fri	10/13/23	2		4	2			
Mon	10/16/23	2		2	1	3		
Tues	10/17/23		1	2		3		2
Wed	10/18/23	2	2		2	2		
Thurs	10/19/23	1	2	3	1	1		
Fri	10/20/23	2		2	2	2		

**Hours**

**Activity**

- 8** Admin, RMP, Bike Working Group, regional trails, Freight Study
- 8** Admin, staff meeting, Apportionment Plan, Dale Allen, regional trails
- 8** Census data, work program, regional trails, SR2S
- 8** RMP, regional trails, Telecommuting Study
- 8** Admin, RMP, Census data, work program
- 8** Admin, RMP scope, CMP, ITS
- 8** Crash data, regional trails, ITS, Freight Study
- 8** Staff meeting, Bike safety, TA subcommittee, SRTS, ITS
- 8** Insurance Audit, bike safety, RMP, Starmetro TDP
- 8** Admin, RMP, Census data, regional trails

**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

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
Mon	10/23/23			
Tues	10/24/23			
Wed	10/25/23			
Thurs	10/26/23			
Fri	10/27/23			
Mon	10/30/23			
Tues	10/31/23			
Wed	11/1/23			
Thurs	11/2/23			
Fri	11/3/23			

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.



November 3, 2023

EMPLOYEE SIGNATURE DATE

APPROVED BY DATE

PAYROLL CLERKS 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 maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.



### 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 *11/10/23*  
 Payroll Range *10/23/23 thru 11/03/23*

		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
Day	Date	701	989	703	990	706	705	995
Mon	10/23/23	1	2		2	2		1
Tues	10/24/23	2	1	2	1	2		
Wed	10/25/23	8						
Thurs	10/26/23	8						
Fri	10/27/23	8						
Mon	10/30/23	2		4		1		1
Tues	10/31/23	1	1	3		2		1
Wed	11/01/23	2		2	2	2		
Thurs	11/02/23	2	1	1	1	1		2
Fri	11/03/23	2	2	2	2			

Hours	Activity
8	Admin, Crash data, wildlife corridors, SRTS
8	Admin, Apportionment Plan, PPLs, regional trails
8	MPOAC
8	MPOAC
8	MPOAC
8	Admin, Apportionment Plan, SRTS
8	Briefing - Williams-Cox, Crash data, Apportionment Plan, RMP, FlowCube - ITS, SRTS
8	Briefing - Minor, Comp Plan, Apportionment Plan,
8	Adoin, Cybersecurity review, N. Monroe, ITS, Telecommuting Study, Freight Study
8	Admin, Bike/Ped data, Apportionment Plan,

**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

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	SICK HOURS	OTHER LEAVE
Mon	11/20/23			
Tues	11/21/23			
Wed	11/22/23			
Thurs	11/23/23			8 - Holiday
Fri	11/24/23			8 - 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

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.



November 29, 2023

EMPLOYEE SIGNATURE DATE

APPROVED BY DATE

PAYROLL CLERKS 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 maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.

### 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 *12/08/23*  
 Payroll Range *11/20/23 thru 12/01/23*

		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
Day	Date	701	989	703	990	706	705	995
Mon	11/20/23	3	2	2		1		
Tues	11/21/23	5		1	1	1		
Wed	11/22/23	4	2					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		2	1	1	2		2
Thurs	11/30/23	8						
Fri	12/01/23	8						

**Hours**

**Activity**

- 8** Admin, Briefing - Minor,
- 8** Admin, Board Meeting, staff meeting
- 8** Admin, Safety Roundtable, Freight Study
- 8** Holiday
- 8** Holiday
- 8** Admin, crash data, census data, SR 267 Trail, CMP
- 8** Admin, staff meeting, census data, Capital City to the Sea Alliance
- 8** Safety Roundtable, crash data, PPLs, regional trails, Freight Study
- 8** Floating Holiday
- 8** Floating Holiday

**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



## 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 *12/08/23*  
 Payroll Range *11/20/23 thru 12/01/23*

		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
Day	Date	701	989	703	990	706	705	995
Mon	11/20/23	3	2	2		1		
Tues	11/21/23	5		1	1	1		
Wed	11/22/23	4	2					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		2	1	1	2		2
Thurs	11/30/23	8						
Fri	12/01/23	8						

**Hours**

**Activity**

8 Admin, Briefing - Minor,  
 8 Admin, Board Meeting, staff meeting  
 8 Admin, Safety Roundtable, Freight Study  
 8 Holiday  
 8 Holiday  
 8 Admin, crash data, census data, SR 267 Trail, CMP  
 8 Admin, staff meeting, census data, Capital City to the Sea Alliance  
 8 Safety Roundtable, crash data, PPLs, regional trails, Freight Study  
 8 Personal Day  
 8 Personal Day

**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





## 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 *12/22/23*  
 Payroll Range *12/04/23 thru 12/15/23*

		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
Day	Date	701	989	703	990	706	705	995
Mon	12/04/23	8						
Tues	12/05/23	3	1	2	1	1		
Wed	12/06/23	1	1	2		1		3
Thurs	12/07/23		1	2	1	1		3
Fri	12/08/23		2	3	1	2		
Mon	12/11/23	2		2	1	2		1
Tues	12/12/23		3		2	1	1	1
Wed	12/13/23	2	2	2		2		
Thurs	12/14/23	2	1	1		3		1
Fri	12/15/23							

**Hours**

**Activity**

**8** Personal leave  
**8** Admin, safety data, RMP, SunTrail applications  
**8** Legislative meeting - Williams-Cox/C. Simon, Census Boundary, School Safety, Telecommute Study  
**8** Safety roundtable, Comp Plan, regional trails, School Safety Study  
**8** Safety Roundtable, Smoothed Boundary, PPLs, regional trails  
  
**8** Admin, staff meeting, Smoothed Boundary, Legislative review, N. Monroe  
**8** Safety grant review, CMP, website, N. Monroe  
**8** Admin, safety roundtable, Smoothed boundary, regional trails, CMP  
**8** MPOAC, Safety Roundtable, Midtown, CMP, SunTrails apps, Freight Study  
**0**

**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



## 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 *01/05/24*  
 Payroll Range *12/18/23 thru 12/29/23*

		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
Day	Date	701	989	703	990	706	705	995
Mon	12/18/23	2		2	1	2		1
Tues	12/19/23	2	2	2		1	1	
Wed	12/20/23	1	1	1	1	2		2
Thurs	12/21/23	1	2	2		2		1
Fri	12/22/23		2	2	2	2		
Mon	12/25/23	8						
Tues	12/26/23	3	1	2		1		1
Wed	12/27/23	4		2	1	1		
Thurs	12/28/23	6			1			1
Fri	12/29/23	4	1		2	1		

**Hours**

**Activity**

- 8** Admin, RMP, regional trails, Telecommute Study
- 8** Admin, RMP, CMP, website
- 8** Admin, safety data, Census data, regional trails, School Safety Study, N. Monroe
- 8** Crash data, RMP, CMP, N. Monroe
- 8** Crash data, Census data, CMP
- 8** Holiday
- 8** File management, Safety Roundtable, RMP, CMP
- 8** Admin, File management, RMP, PPLs, ITS
- 8** Admin, personal leave, Telecommute Study
- 8** File management, Safety Roundtable, legislative review, regional trails

**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