AGENDA ITEM 5 E

EXECUTIVE DIRECTOR'S QUARTERLY TIMESHEET APPROVAL (JULY 1, 2025, THROUGH SEPTEMBER 30, 2025)

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks Board approval of the Executive Director's timesheets for the last fiscal quarter of July 1, 2025, through September 30, 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 was the 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 July 1, 2025, through September 30, 2025.

OPTIONS

Option 1: Approve Executive Director's timesheets for the period of July 1, 2025, through September 30, 2025 (Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1: Executive Director's Timesheets for July 1, 2025, through September 30, 2025.

EMP NAME:	Greg Slay	PAYROLL DATE:		7/18/25	
EMP #	14156	DATE RANGE:		6/30/25	7/11/25
DEPT:	460101				

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	6/30/25			
Tues	7/1/25			
Wed	7/2/25			
Thurs	7/3/25	8		
Fri	7/4/25			8H
Mon	7/7/25	8		
Tues	7/8/25	8		
Wed	7/9/25			
Thurs	7/10/25			
Fri	7/11/25			

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.

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	07/18/25	
Payroll Range	06/30/25 thru 07/11/25	

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	Hours	Activity
		701	989	703	990	706	705	995		
Mon	06/30/25	4		1	1	2			8	Admin, audit, RMP, T2H - Leon, ITS, regional strails
Tues	07/01/25	3		2	1	1		1	8	Admin, RMP, PPLs/TIP, ITS, HIN
Wed	07/02/25	3	2			2		1	8	Admin, crash data, ITS, HIN
Thurs	07/03/25	8							8	Personal leave
Fri	07/04/25	8							8	Holiday
Mon	07/07/25	8							8	Personal leave
Tues	07/08/25	8							8	Personal leave
Wed	07/09/25	2		3		2		1	8	Admin, RMP, functional class, regional trails,
Thurs	07/10/25	2		2	1	2		1	8	Admin, RMP, PPLs, ITS, Starmetro
Fri	07/11/25	1	2	1	1	2	1		8	Audit, Crash data, U-SDK, RMP, website

EMP NAME:	Greg Slay	PAYROLL DATE:	8/1/25	
EMP #	14156	DATE RANGE:	7/14/25	7/25/25
DEPT:	460101			

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	7/14/25			
Tues	7/15/25			
Wed	7/16/25			
Thurs	7/17/25			
Fri	7/18/25			
Mon	7/21/25			
Tues	7/22/25			
Wed	7/23/25			
Thurs	7/24/25			
Fri	7/25/25			

Comments:

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July 27, 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	08/01/25	
Payroll Range	07/14/25 thru 07/25/25	

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	Hours	Activity
		701	989	703	990	706	705	995		
Mon	07/14/25	3		1	1	1		2	8	Staff meeting, audit, RMP, PPLs, HIN, T2H-Leon
Tues	07/15/25	3		2	2	1			8	Admin, audit followup, RMP, PPLs/TIP, US 90 West
Wed	07/16/25	3			2	2		1	8	Admin, financial policies, PPLs, US 90 West, HIN
Thurs	07/17/25	2		1	1	3		1	8	Admin, RMP, PPLs, T2H- Leon
Fri	07/18/25	3	2	1			2		8	MPOAC, file management, crash data, RMP, website
Mon	07/21/25	3		2		1		2	8	Admin, staff meeting, RMP, legislative review (SB 462), ITS
Tues	07/22/25	8							8	MPOAC/FMPP Travel, MPOAC agenda
Wed	07/23/25	8							8	FMPP
Thurs	07/24/25	8							8	MPOAC
Fri	07/25/25	8							8	MPOAC

EMP NAME:	Greg Slay	PAYROLL DATE:		8/15/25	
EMP #	14156	DATE RANGE:		7/28/25	8/8/25
DEPT:	460101				

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	7/28/25			
Tues	7/29/25			
Wed	7/30/25			
Thurs	7/31/25			
Fri	8/1/25			
Mon	8/4/25			
Tues	8/5/25			
Wed	8/6/25			
Thurs	8/7/25			
Fri	8/8/25			

Comments:

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August 8, 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	08/15/25	
Payroll Range	07/28/25 thru 08/08/25	

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	Hours	Activity
		701	989	703	990	706	705	995		
Mon	07/28/25	3		3				2	8	Admin, FHWA certification, RMP, N. Monroe, HIN
Tues	07/29/25	2		2	2			2	8	Admin, FDOT CO coordination call, RMP, PPLs, N. Monroe
Wed	07/30/25	1	2	2	1	2			8	Admin, crash data, RMP, PPLs, ITS
Thurs	07/31/25	2		2	2	2			8	Admin, RMP, regional trails, N. Monroe
Fri	08/01/25	2	3	1			1	1	8	Admin, auditm crash data, RMP, website, N. Monroe
Mon	08/04/25	2	1	1	1	2		1	8	Admin, RMP, TIP, ITS, SS4A
Tues	08/05/25	2	2			4			8	Admin, crash data, regional trails, T2H PD&E
Wed	08/06/25		3	1	1	2		1	8	Crash data, RMP, regional trails, SS4A
Thurs	08/07/25	2	3	1	1	1			8	Admin, crash data, U-SDK, RMP, T2H PD&E
Fri	08/08/25		4	2		2			8	Crash data, U-SDK, RMP, ITS

EMP NAME:	Greg Slay		PAYROLL DATE:	9/12/25	
EMP #	14156		DATE RANGE:	8/25/25	9/5/25
DEPT:	460101				

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	8/25/25	8		
Tues	8/26/25	8		
Wed	8/27/25			
Thurs	8/28/25		4	
Fri	8/29/25		8	
Mon	9/1/25			8 - Holiday
Tues	9/2/25			
Wed	9/3/25			
Thurs	9/4/25			
Fri	9/5/25			

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	09/12/25	
Payroll Range	08/25/25 thru 09/05/25	

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	Hours	Activity
		701	989	703	990	706	705	995		
Mon	08/25/25	8							8	Personal leave
Tues	08/26/25	8							8	Personal leave
Wed	08/27/25	2				6			8	Admin, W. 90 Feasibility Study (Gadsden County)
Thurs	08/28/25	8							8	Admin, Exec. Committee, sick leave
Fri	08/29/25	8							8	Sick leave
Mon	09/01/25	8							8	Holiday
Tues	09/02/25	6		2					8	Admin, Committees, RMP
Wed	09/03/25	1		1	5	1			8	Admin, RMP, FDOT Priorities meeting (Chipley)
Thurs	09/04/25	2		2	1	2		1	8	Admin, RMP, road costs, regional trails, N. Monroe
Fri	09/05/25	2	2	1		2		1	8	Admin, crash data, RMP, ITS, M. Monroe

EMP NAME:	Greg Slay	PAYROLL DATE:	9/12/25	

EMP #	14156	DATE RANGE:	8/25/25	9/5/25

DEPT:	460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	8/25/25	8		
Tues	8/26/25	8		
Wed	8/27/25			
Thurs	8/28/25		4	
Fri	8/29/25		8	
Mon	9/1/25			8 - Holiday
Tues	9/2/25			
Wed	9/3/25			
Thurs	9/4/25			
Fri	9/5/25			

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	09/12/25	
Payroll Range	08/25/25 thru 09/05/25	

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	Hours	Activity
		701	989	703	990	706	705	995		
Mon	08/25/25	8							8	Personal leave
Tues	08/26/25	8							8	Personal leave
Wed	08/27/25	2				6			8	Admin, W. 90 Feasibility Study (Gadsden County)
Thurs	08/28/25	8							8	Admin, Exec. Committee, sick leave
Fri	08/29/25	8							8	Sick leave
Mon	09/01/25	8							8	Holiday
Tues	09/02/25	6		2					8	Admin, Committees, RMP
Wed	09/03/25	1		1	5	1			8	Admin, RMP, FDOT Priorities meeting (Chipley)
Thurs	09/04/25	2		2	1	2		1	8	Admin, RMP, road costs, regional trails, N. Monroe
Fri	09/05/25	2	2	1		2		1	8	Admin, crash data, RMP, AAM, N. Monroe

EMP NAME:	Greg Slay	PAYROLL DATE:	9/26/25	

EMP #	14156	DATE RANGE:	9/8/25	9/19/25

DEPT:	460101			

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	9/8/25			
Tues	9/9/25			
Wed	9/10/25			
Thurs	9/11/25			
Fri	9/12/25			
Mon	9/15/25			
Tues	9/16/25			
Wed	9/17/25			
Thurs	9/18/25			
Fri	9/19/25			

Comments:	

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September 19, 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	09/26/25	
Payroll Range	09/08/25 thru 09/19/25	

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	Hours	Activity
		701	989	703	990	706	705	995		
Mon	09/08/25	4	1	1		1		1	8	Admin, bylaws, staff meeting, crash data, RMP, T2H PD&E, N. Mopnroe
Tues	09/09/25		2	1	2	2		1	8	Crash data, RMP, ITS, regional trails, HIN
Wed	09/10/25	2	1	3		1		1	8	Admin, RMP, model update, N. Monroe
Thurs	09/11/25	2	2	1			2	1	8	Admin, crash data, RMP, website, N. Monroe
Fri	09/12/25	1	3		2	2			8	UPWP, U-SDK, crash data, legislative review, ITS, T2H PD&E
Mon	09/15/25	3	2	1		2			8	Admin, staff meeting, crash data, RMP,
Tues	09/16/25	8							8	Admin, Board meeting, FAPA Travel
Wed	09/17/25	8							8	FAPA conference
Thurs	09/18/25	8							8	FAPA conference
Fri	09/19/25	8							8	FAPA conference

EMP NAME:	Greg Slay	PAYROLL DATE:		10/10/25	

EMP #	14156	DATE RANGE:	9/22/25	10/3/25

DEPT:	460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	9/22/25			
Tues	9/23/25			
Wed	9/24/25			
Thurs	9/25/25			
Fri	9/26/25			
Mon	9/29/25			
Tues	9/30/25			
Wed	10/1/25			
Thurs	10/2/25			
Fri	10/3/25			

Comments:

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October 3, 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	*10/10/25*
Payroll Range	*09/22/25* *thru* *10/03/25*

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	Hours	Activity
		701	989	703	990	706	705	995		
Mon	09/22/25	3	2	1		1		1	8	Admin, staff meeting, data review, Citian preview, RMP, regional trails, N. Monroe
Tues	09/23/25	3	1	1	2	1			8	Admin, HR meeting, ethics training, crash data, RMP, SRTS/CTST, ITS
Wed	09/24/25		1	1		3		3	8	Citian, RMP, TMC funding, HIN, N. Monroe
Thurs	09/25/25	2		3	1	2			8	Admin, RMP, model data, ITS
Fri	09/26/25	2	3	1		1		1	8	Admin, U-SDK, crash data, RMP, ITS, HIN
Mon	09/29/25	1	3	1		2		1	8	Admin, U-SDK, Citian, RMP, regional trails, HIN
Tues	09/30/25		2	4	1			1	8	Crash data, RMP, Woodville Highway Plan, SRTS, N. Monroe
Wed	10/01/25	2	2	1		2		1	8	Admin, crash data, RMP, regional trails,
Thurs	10/02/25	2		3	1	2			8	Admin, FDOT quaterly meeting, BP modeling discussion,
Fri	10/03/25	2		2		2		2	8	Admin, UPWP, RMP, census data, HIN, N. Monroe