

September 16, 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 (April 1, 2024, through June 30, 2024).

RECOMMENDED ACTION

Option 1: Approve Executive Director's timesheets for the period April 1, 2024, through June 30, 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 (April 1, 2024, through June 30, 2024).


OPTIONS

Option 1: Approve Executive Director's timesheets for the period of April 1, 2024, through June 30, 2024 (Recommended).

Option 2: CRTPA Board Discretion

ATTACHMENTS

Attachment 1: Executive Director's Timesheets for April 1, 2024, through June 30, 2024

EMP NAME: Greg Slay		PAYROLL DATE: 4/26/24		
EMP # 14156	DATE RANGE: 4/8/24		4/19/24	
DEPT: 460101				
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	4/8/24			
Tues	4/9/24			
Wed	4/10/24			
Thurs	4/11/24			
Fri	4/12/24			
Mon	4/15/24			
Tues	4/16/24			
Wed	4/17/24			
Thurs	4/18/24			
Fri	4/19/24		4	
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>April 19, 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 *04/26/24*
 Payroll Range *04/08/24 thru 04/19/24*

	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	04/08/24	2		1	1	1		3
Tues	04/09/24			2	2	1		3
Wed	04/10/24	2	1	1	1	1		2
Thurs	04/11/24		2	1	1	2		2
Fri	04/12/24	4			1	2		1
Mon	04/15/24	3	1	1	2			1
Tues	04/16/24	2		1	2		2	1
Wed	04/17/24	1		2		3		2
Thurs	04/18/24	2			2		2	2
Fri	04/19/24	7						1

Hours	Activity
8	Admin, TransFlex prep, RMP, PPLs, N. Monroe,
8	PPLs, TIP, SS4A, N. Monroe
8	Admin, U-SDK, RMP, PPLs, Utah Trails, N. Monroe, SRTS
8	U-SDK, RMP, PPLs, regional trails, N. Monroe
8	Admin, MPOAC P&R, Briefing - Minor, PPLs, N. Monroe
8	Admin, Staff meeting, PPLs, N. Monroe
8	Admin, Board meeting, RMP, PPLs, PIP, N. Monroe
8	RMP, SR 267 Trail, N. Monroe
8	Admin, PPLs, PIP, N. Monroe
8	Admin, TransFlex Prep, sick leave, N. Monroe

EMP NAME: Greg Slay PAYROLL DATE: 5/10/24

EMP # 14156 DATE RANGE: 4/22/24 5/3/24

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	4/22/24			
Tues	4/23/24			
Wed	4/24/24			
Thurs	4/25/24			
Fri	4/26/24			
Mon	4/29/24			
Tues	4/30/24			
Wed	5/1/24	6		
Thurs	5/2/24	6		
Fri	5/3/24	6		

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.



May 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 *05/10/24*
 Payroll Range *04/22/24 thru 05/03/24*

	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	04/22/24	3			1	1		3
Tues	04/23/24	2	1	1	1	1		2
Wed	04/24/24	6					1	1
Thurs	04/25/24	8						
Fri	04/26/24	8						
Mon	04/29/24	3				1		4
Tues	04/30/24	2		1	1	2		2
Wed	05/01/24	6		1		1		
Thurs	05/02/24	7		1				
Fri	05/03/24	6						2

Hours	Activity
8	Admin, staff meeting, Tville Road Access Management Study, N. Monroe
8	Admin, crash data, RMP, N. Monroe
8	Admin, MPOAC, PIP, N. Monroe
8	MPOAC
8	MPOAC
8	Admin, Transplex prsp, Starmetro, N. Monroe
8	Admin, RMP, PPLs, Starmetro, regional trails, N. Monroe
8	Personal leave, RMP, Starmetro
8	Audit, personal leave, RMP
8	Personal leave, N. Monroe

EMP NAME: Greg Slay PAYROLL DATE: 5/24/24

EMP # 14156 DATE RANGE: 5/6/24 5/17/24

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	5/6/24			
Tues	5/7/24			
Wed	5/8/24			
Thurs	5/9/24			
Fri	5/10/24			
Mon	5/13/24			
Tues	5/14/24			
Wed	5/15/24			
Thurs	5/16/24			
Fri	5/17/24			

Comments:

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May 17, 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 *05/24/24*
 Payroll Range *05/06/24 thru 05/17/24*

		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
Day	Date							
Mon	05/06/24	7		1				
Tues	05/07/24	8						
Wed	05/08/24	8						
Thurs	05/09/24	8						
Fri	05/10/24	8						
Mon	05/13/24	1	1	2		2		2
Tues	05/14/24	3		2		2		1
Wed	05/15/24	2	3		1		1	1
Thurs	05/16/24	3	3		1		1	
Fri	05/17/24	3		2	2	1		

Hours	Activity
8	Admin, TransPlex, Functional Classification
8	TransPlex
8	TransPlex
8	TransPlex
8	Admin (Storm)
8	Admin, safety data, Smoothed Boundary, N. Monroe
8	Admin, staff meeting, ITS, Utah group, N. Monroe
8	Admin, safety data, J. Porter Briefing, PIP, N. Monroe
8	Admin, audit, safety data, RMP, PIP
8	Admin, audit, RMP, PPLs

EMP NAME: Greg Slay PAYROLL DATE: 6/7/24

EMP # 14156 DATE RANGE: 5/20/24 5/31/24

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	5/20/24			8 - Holiday
Tues	5/21/24			
Wed	5/22/24			
Thurs	5/23/24			
Fri	5/24/24			
Mon	5/27/24			8 - Holiday
Tues	5/28/24			
Wed	5/29/24			
Thurs	5/30/24			
Fri	5/31/24			

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5-31-2024

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 *06/07/24*
 Payroll Range *05/20/24 thru 05/31/24*

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	05/20/24	8						
Tues	05/21/24	4			2	2		
Wed	05/22/24					8		
Thurs	05/23/24					8		
Fri	05/24/24	2	1	3	2			
Mon	05/27/24	8						
Tues	05/28/24	2		2	2	1		1
Wed	05/29/24	2		4		2		
Thurs	05/30/24	8						
Fri	05/31/24	2		2	2	1		1

Hours	Activity
8	Holiday
8	Board meeting, staff meeting, TIP/PPLs, Utah
8	Utah Delegation - SunTrails
8	Utah Delegation - SunTrails
8	Admin, safety data, Smoothed UA boundaries,
8	Holiday
8	Admin, Census, Smoothed Boundaries, PPLs, SS4A
8	Admin, FDOT Ortlly, Smoothed boundaries,
8	Admin, Audit, Federal Planning Findings meeting
8	Admin, Audit, RMP, TIP/PPLs, regional trails, N. Monroe

EMP NAME: Greg Slay PAYROLL DATE: 6/21/24

EMP # 14156 DATE RANGE: 6/3/24 6/14/24

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	6/3/24			
Tues	6/4/24			
Wed	6/5/24			
Thurs	6/6/24			
Fri	6/7/24			
Mon	6/10/24			
Tues	6/11/24			
Wed	6/12/24			
Thurs	6/13/24			
Fri	6/14/24			

Comments:

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June 14, 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 *06/21/24*
 Payroll Range *06/03/24 thru 06/14/24*

		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	06/03/24	3		1	1	2	1	
Tues	06/04/24	4		1			3	
Wed	06/05/24	2		2	2	1		1
Thurs	06/06/24		1	1	5	1		
Fri	06/07/24	2	4		2			
Mon	06/10/24	2		1	3	2		
Tues	06/11/24	2		2	2	2		
Wed	06/12/24	3		2	2	1		
Thurs	06/13/24	8						
Fri	06/14/24	8						

Hours	Activity
8	Admin, MPOAC, staff meeting, RMP, Resurfacing, PPLs
8	Admin, CMAC, Smoothed boundaries, PPL Public meeting (Wakulla)
8	Admin, RMP, Functional Classification, PPLs,
8	Safety data, Census data, PPLs
8	Admin, Walker-Ford helmet fitting, PPLs
8	Admin, audit, PPLs, City/County Bike Working group
8	Admin, Candidate Briefing - Montilla, RMP, TIP/PPLs, regional trails
8	Admin, audit, Briefing - Minor, Census data, TIP/PPLs, ITS
8	MPOAC P&T (Orlando)
8	Admin, MPOAC P&T

EMP NAME: Greg Slay PAYROLL DATE: 7/5/24

EMP # 14156 DATE RANGE: 6/17/24 6/28/24

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	6/17/24			
Tues	6/18/24			
Wed	6/19/24			
Thurs	6/20/24			
Fri	6/21/24			
Mon	6/24/24			
Tues	6/25/24			
Wed	6/26/24			
Thurs	6/27/24	2		
Fri	6/28/24			

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.



June 28, 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 *07/05/24*
 Payroll Range *06/17/24 thru 06/28/24*

	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	06/17/24	6	1			1		
Tues	06/18/24	4		1	1	1		1
Wed	06/19/24	4		2	1	1		
Thurs	06/20/24	3	1	1	1	2		
Fri	06/21/24	2	1	1	1	2		1
Mon	06/24/24	3			1	2		2
Tues	06/25/24	2	1		1	1		3
Wed	06/26/24	2	2	1				3
Thurs	06/27/24	2		2		1	1	2
Fri	06/28/24	4	4					

Hours	Activity
8	Admin, staff meetings, Board meeting, safety data, regional trails
8	Admin, audit, KC trip prep, RMP, ITS, N. Monroe
8	Admin, budget, file management, smoothed boundaries, function class, regional trails
8	Bylaws, file management, safety data, RMP, PPLs, ITS
8	File management, safety data, legislative review, regional trails
8	Admin, file management, ITS, SS4A
8	Admin, U-SDK, PPLs, regional trails SS4A
8	Admin, audit, crash data, SS4A
8	Personal leave, functional classification, website, SS4A
8	File management, crash data, U-SDK