

September 16, 2025



**AGENDA ITEM 5 D**

**EXECUTIVE DIRECTOR'S QUARTERLY TIMESHEETS  
(APRIL – JUNE 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 April 1, 2025, through June 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 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 April 1, 2025, through June 30, 2025.

**OPTIONS**

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

Option 2: CRTPA Board Discretion

**ATTACHMENTS**

Attachment 1: Executive Director's Timesheets for April 1, 2025, through June 30, 2025.

CRTPA TASK SHEET

ATTACHMENT 1

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

Payroll Date

04/11/25

Payroll Range

03/24/25


thru

04/04/25

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

		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	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

EMP NAME:	Greg Slay	PAYROLL DATE:	4/11/25	
EMP #	14156	DATE RANGE:	3/24/25	4/4/25
DEPT:	460101			
<b>CRTPA EMPLOYEE TIME SHEET</b>				
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:				
<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 4, 2025</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

04/25/25


Payroll Range

04/07/25

thru

04/18/25

		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
Day	Date	701	989	703	990	706	705	995		
Mon	04/07/25	3		2	2	1			8	Admin, GAO survey, RMP, PPLs, legislative review, T2H
Tues	04/08/25	2		1	1	2		2	8	Admin, MPOAC, RMP, regional trails, SRTS
Wed	04/09/25	3	1	2				2	8	Admin, MPOAC, FDOT qtrly, N. Monroe
Thurs	04/10/25	3		2		3			8	Admin, UPWP contract, personal leave, RMP, ITS
Fri	04/11/25	6		1				1	8	Admin, personal leave, Weaulanee Interchange, N. Monroe
Mon	04/14/25	3		2	1			2	8	Admin, staff meeting, Briefing - R. Minor, RMP, HIN
Tues	04/15/25	2		2		2		2	8	Admin, Board meeting, RMP, ITS, T2H, HIN, N. Monroe
Wed	04/16/25		2	1	1	2		2	8	Crash data, RMP, PPLs, T2H, HIN
Thurs	04/17/25	3		1	2	2			8	Admin, 1000 Friends webinar certification, PPLs, legislative review, regional trails, T2H Env. Study
Fri	04/18/25		2	2	2	2			8	Crash data, RMP, Census data, T2H, ITS

EMP NAME:	Greg Slay	PAYROLL DATE:	4/25/25	
EMP #	14156	DATE RANGE:	4/7/25 4/18/25	
DEPT:	460101			
<b>CRTPA EMPLOYEE TIME SHEET</b>				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	4/7/25			
Tues	4/8/25			
Wed	4/9/25			
Thurs	4/10/25	2		
Fri	4/11/25	4		
Mon	4/14/25			
Tues	4/15/25			
Wed	4/16/25			
Thurs	4/17/25			
Fri	4/18/25			
Comments:				
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EMPLOYEE SIGNATURE		DATE		

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

Payroll Date

05/09/25

Payroll Range

04/21/25


thru

05/02/25

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

		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	04/21/25	3		1	1	1		2
Tues	04/22/25	1	3	1	2			1
Wed	04/23/25	3	3		1	1		
Thurs	04/24/25	8						
Fri	04/25/25	2		2	2	2		
Mon	04/28/25	1			2	2	1	2
Tues	04/29/25	1	1	2	2	1		1
Wed	04/30/25	2		3		2		1
Thurs	05/01/25		2	2	1			3
Fri	05/02/25	1	1	1	1			4

Hours	Activity
8	Admin, staff meeting, RMP, PPLs, Leon EA, N. Monroe
8	Admin, crash data, PPLs, N. Monroe
8	Admin, MPOAC, crash data, T2H
8	MPOAC
8	Admin, RMP, ITS, T2H
8	Admin, T2H, regional trails, website, SS4A HIN, N. Monroe
8	Admin, U-SDK, crash data, PPLs, regional trails, SS4A HIN
8	Admin, RMP, regional trails, HIN
8	Crash data, legislative review, N. Monroe, HIN
8	Admin, crash data, RMP, TIP, HIN

EMP NAME:	Greg Slay	PAYROLL DATE:	5/9/25	
EMP #	14156	DATE RANGE:	4/21/25 5/2/25	
DEPT:	460101			
<b>CRTPA EMPLOYEE TIME SHEET</b>				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	4/21/25			
Tues	4/22/25			
Wed	4/23/25			
Thurs	4/24/25			
Fri	4/25/25			
Mon	4/28/25			
Tues	4/29/25			
Wed	4/30/25			
Thurs	5/1/25			
Fri	5/2/25			
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

05/23/25

Payroll Range


05/05/25

thru

05/16/25

		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
Day	Date	701	989	703	990	706	705	995		
Mon	05/05/25	3		1	2	2			8	Admin, staff meeting, audit, regional trails
Tues	05/06/25		2	2		2		2	8	Crash data, RMP, ITS, Starmetro, HIN, N. Monroe
Wed	05/07/25	4		1			3		8	Admin, FMPPP, RMP, T2H Public meeting
Thurs	05/08/25	2		1	2	2		1	8	RMP, legislative review, regional trails, ITS, N. Monroe
Fri	05/09/25		2		2	2		2	8	Crash data, TIP, HIN
Mon	05/12/25	3		2	1			2	8	Admin, staff meeting, RMP, HIN
Tues	05/13/25	2		1	1			4	8	Admin, RMP, TIP, HIN, N. Monroe
Wed	05/14/25	8							8	Personal leave
Thurs	05/15/25	4					4		8	Admin, Federal Planning Findings meeting, Walker Ford RMP event
Fri	05/16/25	2		1	1	1		3	8	Certification report review, RMP, ITS, N. Monroe, W. Tennessee, HIN



EMP NAME: Greg Slay		PAYROLL DATE: 5/23/25		
EMP # 14156	DATE RANGE: 5/5/25		5/16/25	
DEPT: 460101				
<b>CRTPA EMPLOYEE TIME SHEET</b>				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	5/5/25			
Tues	5/6/25			
Wed	5/7/25			
Thurs	5/8/25			
Fri	5/9/25			
Mon	5/12/25			
Tues	5/13/25			
Wed	5/14/25	8		
Thurs	5/15/25			
Fri	5/16/25			
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

06/06/25


Payroll Range

05/19/25

thru

05/30/25

		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
Day	Date	701	989	703	990	706	705	995		
Mon	05/19/25	8							8	Personal Day
Tues	05/20/25	8							8	Holiday
Wed	05/21/25	3		1	1			3	8	Admin, CMAC interview, RMP, N. Monroe, HIN, W. Tenn
Thurs	05/22/25	2	2	1	2	1			8	Admin, crash data, RMP, PPLs/TIP, ITS
Fri	05/23/25	8							8	Personal Day
Mon	05/26/25	8							8	Holiday
Tues	05/27/25	2	2		1	2		1	8	Admin, U-SDK, crash data, PPLs, ITS - FDOT funding, T2H - Leon
Wed	05/28/25	2		2		3		1	8	Admin, FDOT Office Hour, RMP, FDOT Planning Consistency (US 319, SR 20), regional trails, ITS, HIN
Thurs	05/29/25	2		4	1			1	8	Admin, ARPC, RMP, N. Monroe
Fri	05/30/25		2	2	2			2	8	Crash data, RMP, N. Monroe, T2H - Leon

EMP NAME:	Greg Slay	PAYROLL DATE:	6/6/25	
EMP #	14156	DATE RANGE:	5/19/25	5/30/25
DEPT:	460101			
<b>CRTPA EMPLOYEE TIME SHEET</b>				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	5/19/25			8 - PD
Tues	5/20/25			8-H
Wed	5/21/25			
Thurs	5/22/25			
Fri	5/23/25			8 - PD
Mon	5/26/25			8 - H
Tues	5/27/25			
Wed	5/28/25			
Thurs	5/29/25			
Fri	5/30/25			
Comments:				
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EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

Payroll Date

06/20/25

Payroll Range


06/02/25

thru

06/13/25

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

		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
Day	Date	701	989	703	990	706	705	995		
Mon	06/02/25	8							8	Personal leave
Tues	06/03/25	8							8	Personal leave
Wed	06/04/25	8							8	Personal leave
Thurs	06/05/25	8							8	Personal leave
Fri	06/06/25	8							8	Personal leave
Mon	06/09/25	3		2	1	1		1	8	Admin, RMP, PPLs, Bike Working Group, N. Monroe
Tues	06/10/25	1		2	2	2		1	8	Admin, RMP, County concurrency, TMC, n. Monroe
Wed	06/11/25			2		3		3	8	County Concurrency, ITS, SS4A - Gadsden, N. Monroe, SS4A
Thurs	06/12/25			1		3		4	8	RMP, Leon T2H selection, ITS, HIN, SS4A, N. Monroe
Fri	06/13/25		2	2		2		2	8	U-SDK, crash data, RMP, ITS, N. Monroe, SS4A

EMP NAME:	Greg Slay	PAYROLL DATE:	6/20/25	
EMP #	14156	DATE RANGE:	6/2/25	6/13/25
DEPT:	460101			
<b>CRTPA EMPLOYEE TIME SHEET</b>				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	6/2/25	8		
Tues	6/3/25	8		
Wed	6/4/25	8		
Thurs	6/5/25	8		
Fri	6/6/25	8		
Mon	6/9/25			
Tues	6/10/25			
Wed	6/11/25			
Thurs	6/12/25			
Fri	6/13/25			
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

07/04/25


Payroll Range

06/16/25

thru

06/27/25

		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
Day	Date	701	989	703	990	706	705	995		
Mon	06/16/25	6		1				1	8	Admin, staff meeting, Board meeting, RMP, N. Monroe
Tues	06/17/25	2		2		3		1	8	Admin, RMP, ITS, regional trails, SS4A
Wed	06/18/25	3	1	1		1		2	8	Admin, audit, RMP, N. Monroe, W. Tennessee
Thurs	06/19/25	2	2	1	1	1		1	8	Admin, safety meeting, crash data, RMP, ITS, W. Tennessee
Fri	06/20/25	1	2	1		2		2	8	Admin, crash data, RMP, ITS, N. Monroe, W. Tennessee
Mon	06/23/25	2	3			2		1	8	Admin, crash data, US 90 West, N. Monroe
Tues	06/24/25	2	4	1		1			8	Admin, audit, crash data,
Wed	06/25/25	1	5			1		1	8	Audit, crash data, N. Monroe
Thurs	06/26/25	3	1		1	1		2	8	Admin, audit, crash data, W. Tennessee SS4A
Fri	06/27/25	4	2	1	1				8	Admin, audit, crash data, RMP, legislative review

EMP NAME:	Greg Slay	PAYROLL DATE:	7/4/25	
EMP #	14156	DATE RANGE:	6/16/25	6/27/25
DEPT:	460101			
<b>CRTPA EMPLOYEE TIME SHEET</b>				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	6/16/25			
Tues	6/17/25			
Wed	6/18/25			
Thurs	6/19/25			
Fri	6/20/25			
Mon	6/23/25			
Tues	6/24/25			
Wed	6/25/25			
Thurs	6/26/25			
Fri	6/27/25			
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;">             June 27, 2025           </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

07/18/25

Payroll Range


06/30/25

thru

07/11/25

		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
Day	Date	701	989	703	990	706	705	995		
Mon	06/30/25	4		1	1	2			8	Admin, audit, RMP, T2H - Leon, ITS, regional trails
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, Stammetto
Fri	07/11/25	1	2	1	1	2	1		8	Audit, Crash data, U-SDK, RMP, website



EMP NAME: Greg Slay		PAYROLL DATE: 7/18/25		
EMP # 14156	DATE RANGE: 6/30/25		7/11/25	
DEPT: 460101				
<b>CRTPA EMPLOYEE TIME SHEET</b>				
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:				
<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> 				
EMPLOYEE SIGNATURE			DATE	