



JACKSONVILLE
TRANSPORTATION
AUTHORITY

Memo

To: Brad Thoburn, Vice-President, Long Range Planning and System Development

Thru: Neil Nance, P.E., Sr. Manager of Project Development and Construction

From: Robert Franques, P.E., Design & Construction Project Manager II

Date: April 9, 2014

Subject: Motorsports Property Purchase/Sale Agreement
BRT North Corridor Park-n-Ride

JTA has provided the owner of the Motorsports property a purchase offer. The Motorsports property ~~is that property which~~ has been selected to be the park-n-ride site developed as part of the BRT North Corridor project. The site is a foreclosed property ~~now~~ owned by TD Bank. TD Bank has responded with acceptance of the offer contingent upon JTA returning a signed purchase/sale agreement (PSA) by close of business April 11, 2014.

JTA Project Development staff and JTA Legal Counsel have ~~been~~ reviewing the purchase/sale agreement (PSA) provided by TD Bank. This PSA and the appraisal for the Motorsports property were sent to FTA for their review. This PSA was given to ~~JTA~~ for review when JTA forwarded the appraisal to them for their review about a month ago. Action on the PSA has been ~~on hold waiting for FTA concurrence with the appraisal and the PSA.~~ FTA issued that concurrence on April 9, 2014. JTA staff issued the offer on April 10, 2014. TD Bank countered with a request for a \$175,000 earnest money deposit (the "deposit"), a date to sign the PSA of April 11, 2014, and a desired closing date on or before July 1, 2014.

The PSA requested by TD Bank for immediate signature contains the following key provisions:

1. The property will be purchased "as-is" with no warranty,
2. The seller pays real estate commissions,
3. JTA has 50 days to inspect the property for defect,
4. The deposit is refundable upon notice from JTA within 50 days to cancel the deal,
5. Seller understands that the final decision to purchase is contingent upon final approval by the JTA's Board, and
6. The deposit into the escrow account is due on or before April 25, 2014. The PSA is void if the deposit is not made by that date.

LRPSD staff recommendation is to sign the PSA and return to TD Bank by close of business on April 11, 2014. It is recognized that TD Bank is not motivated to maximize return on the sale of the property but rather to remove it as a liability. As such, TD Bank has two options immediately available to them: 1) put the property into a package for bulk sale by April 15, 2014, or 2) take the property off the market until July 1, 2014 in hopes of finalizing a sale with JTA. Therefore, it is reasonable that TD Bank would ask for some immediate action. ~~Further, it is recommended to designate Robert Franques, JTA Project Manager as agent to execute the PSA documents due April 11, 2014. An "Authorization of Agent" form is attached for that action if desired.~~

AUTHORIZATION OF AGENT

I, Nathaniel P. Ford, Sr., have been authorized as Chief Executive Officer (CEO) of the Jacksonville Transportation Authority (JTA) to enter into a real property agreement for the purchase of real estate property by the governing Board of the JTA. Record of this authority is attached as "Minutes Regular Board Meeting Jacksonville Transportation Authority, Friday, January 31, 2014 – 2:00 P.M." The JTA is a body politic and an agency of the State of Florida.

Further, the JTA Board authorized the CEO to designate another for this task and, given such authority, I designate Robert Franques, JTA Project Manager, to sign on my behalf the Purchase/Sale agreement documents provided by TD Bank for the purchase of the property at 3191 Armsdale Road, Jacksonville, Florida, 32218 (Parcel I.D. 019463-0100).

IN WITNESS WHEREOF, the JACKSONVILLE TRANSPORTATION AUTHORITY and the CONSULTANT have duly executed this agreement to supplement the ORIGINAL CONTRACT and all supplements having been made a part thereto as of the date first above written.

JACKSONVILLE TRANSPORTATION AUTHORITY

Attested by: _____

By: _____

Nathaniel P. Ford, Sr.
Chief Executive Officer

PERSONNEL ACTION FORM

☒ JTA ☐ JTM

Effective Date 4/1/2016

REASON FOR SUBMITTAL: ☐ New Hire ☐ Promotion ☐ Reclassification ☒ Termination ☐ Resignation
☐ Performance Appraisal ☐ Lump Sum ☐ Address Change
☐ Name Change ☐ Transfer ☐ Other _____
☐ Retirement

Name (last, first, middle) <u>Frangues, Robert</u>	Social Security Number	Telephone Number
Street Address	City	State Zip Code
Date of Birth	<input type="checkbox"/> Married <input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female Employee Number <u>8153</u>
Ethnic Code <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> American Indian	Other	EEO Code

	CURRENT	NEW
Job Title	<u>Design/Construction Project Mgr II</u>	<u>CP</u>
Grade		
Increase/Lump Sum		
Hourly Rate		
Annual Rate		
Division/Dept.	<u>Project Development / Construction</u>	
Supervisor	<u>Neil Nance</u>	
HR Record Updates	<input checked="" type="checkbox"/> JTA <input type="checkbox"/> JTM (Check one) <input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary how long _____ <input type="checkbox"/> Intern <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt <input checked="" type="checkbox"/> Salary <input type="checkbox"/> Hourly	<input type="checkbox"/> JTA <input type="checkbox"/> JTM (Check one) <input type="checkbox"/> Full Time <input type="checkbox"/> Regular <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary how long _____ <input type="checkbox"/> Intern <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt <input type="checkbox"/> Salary <input type="checkbox"/> Hourly

**HTE
SDB**

Termination Pay Out

____ Last Day Worked 87.07 Vacation Hours ____ Other/Extra Hrs. ____
N/A Sick Hours (retirement only) 8.00 Personal Holiday ____ Total Hours to be Paid ____

Deductions:

4/30 Insurance End Date 560.38 Premiums Due \$

Comments: Reorganization & was not selected to fill position moving forward!
Insurance goes through 4-30-16 - deductions for month need to be taken

Hiring Manager [Signature] Date 4/4/16
 Vice President [Signature] Date 4/4/16
 EEO Officer [Signature] Date 4/4/16
 Human Resources Manager [Signature] Date 3/30/16

Next Evaluation Date _____ Anniversary Date _____

Terminate(Franques, Robert T)

		Length of Service			
		This Service		Total Service	
Date Start	Leaving Reason	Years	Months	Years	Months
30-JUL-2007	Reorganization	8	8	8	8

Termination Dates

Notified	01-APR-2016	Projected	01-APR-2016	Actual	01-APR-2016
		Last Standard Process	01-MAY-2016	Final Process	01-MAY-2016

Person Type and Assignment Status for Terminated Employee

Type	Ex-employee	Status	Terminate Assignm
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Termination Accepted By

Date		Name	Dykes, Jamie Lynn	Number	8641	[No.]
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SEPARATION AND SETTLEMENT AGREEMENT AND GENERAL RELEASE

The Jacksonville Transportation Authority ("JTA") and Robert Franques along with his heirs, executors, administrators, successors, and assigns (collectively hereinafter referred to as, "Employee") and both the JTA and the Employee sometimes referred to individually as a "Party" or together as "Parties" enter into this Separation and Settlement Agreement and General Release ("Agreement and Release") and agree that:

1. **Last Day of Employment:** Employee's last day of employment with JTA is April 1, 2016 (the "Separation Date").
2. **Consideration:** Provided Employee has not revoked this Agreement and Release as provided for herein, in consideration for signing this Agreement and Release, and complying with its terms, JTA agrees:
 - a. Pursuant to the above, to pay Employee's base salary through normal payroll through the Separation Date with continuing participation in JTA's health insurance plan through month end of the Separation Date based upon Employee's current elections.
 - b. Provided Employee properly and timely elects to continue coverage under JTA's group medical, dental and/or vision insurance plans for Employee and those family members on JTA's health insurance plans as of April 30, 2016, in accordance with the continuation requirements of the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended ("COBRA"), JTA shall reimburse Employee the cost of JTA's portion of the monthly premium for such coverage for the one (1) month beginning May 1, 2016 provided Employee submits proof to JTA that such premium payment has been made by Employee. Thereafter, Employee shall be entitled to continue COBRA coverage for the remainder of the COBRA period, at Employee's own expense, consistent with the provisions of COBRA.
 - c. To pay Employee for all accrued but not yet used vacation and personal holidays as of the Separation Date, less lawful deductions, by April 7, 2016.
 - d. An amount equal to nine (9) week(s) of Employee's base salary as separation pay (the "Separation Pay"), less lawful deductions, paid in one lump sum following execution and non-revocation of this Agreement and Release.
 - e. Upon written request by Employee, JTA will prepare and deliver a standard letter of reference that will identify dates of employment and positions held with JTA.

Nothing in this Agreement and Release shall interfere or waive any benefits to which Employee may be entitled under the Florida Retirement System or pursuant to the JTA 457 Plan.

3. **No Consideration Absent Execution of this Agreement.** Employee understands and agrees that except for the Consideration identified in paragraph 2(a)-(b), Employee would not receive the remaining Consideration specified in paragraph 2, except for Employee's execution of this Agreement and Release and the fulfillment of the promises contained herein.
4. **Release of All Claims.** The Parties acknowledge a dispute between them and that this Agreement and Release represents a settlement and compromise of all disputed claims. Except as to any rights provided herein to enforce the terms of this Agreement and Release and as to Employee's rights under the Florida Retirement System, the JTA 457 Plan or eligibility to elect continued benefits under the Consolidated Omnibus Budget Reconsideration Act of 1985, as amended ("COBRA"), both parties knowingly and voluntarily release and forever discharge each other, to include JTA's parent or affiliated entities, including Jax Transit Management Corporation, and any partners, principals, board members, shareholders, directors, officers, trustees, employees, contractors, consultants, agents, insurers, and attorneys, both current and former, both individually and in their official capacities, and any applicable employee benefit plans and programs and their administrators and fiduciaries (collectively referred to throughout the remainder of this Agreement and Release as "Releasees"), of and from any and all claims, known and unknown, asserted or unasserted, which Employee has or may have against Releasees as of the date of execution of this Agreement and Release, including, but not limited to, any alleged violation of:
- a. Title VII of the Civil Rights Act of 1964;
 - b. Sections 1981 through 1988 of Title 42 of the United States Code;
 - c. The Employee Retirement Income Security Act of 1974 ("ERISA") (except for any vested benefits under any tax qualified benefit plan);
 - d. The Immigration Reform and Control Act;
 - e. The Americans with Disabilities Act of 1990;
 - f. The Age Discrimination in Employment Act of 1967 ("ADEA");
 - g. The Workers Adjustment and Retraining Notification Act;
 - h. The Fair Credit Reporting Act;
 - i. The Florida Civil Rights Act – Fla. Stat. § 760.01, et seq.;
 - j. Florida's Public-Sector Whistle-blower's Act – Fla. Stat. § 112.3187, et seq.;

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3-31-16

- k. Florida's Statutory Provision Regarding Retaliation/Discrimination for Filing a Workers Compensation Claim – Fla. Stat. § 440.205;
 - l. Florida's Statutory Provision Regarding Wage Rate Discrimination Based on Sex – Fla. Stat. § 448.08;
 - m. The Florida Equal Pay Act – Fla. Stat. § 725.07;
 - n. The Florida Omnibus AIDS Act – Fla. Stat. § 760.50;
 - o. Florida's Statutory Provisions Regarding Employment Discrimination on the Basis of and Mandatory Screening or Testing for Sickle-Cell Trait – Fla. Stat. §§ 448.075, 448.076;
 - p. Florida's Wage Payment Laws, Fla. Stat. §§ 448.01, 448.08;
 - q. Florida's General Labor Regulations, Fla. Stat. ch. 448;
 - r. All amendments to any of the above-referenced laws;
 - s. Any other federal, state or local law, rule, regulation or ordinance;
 - t. Any public policy, contract, tort, or common law; or
 - u. Any basis for recovering costs, fees, or other expenses, including attorneys' fees incurred in these matters.
5. **Acknowledgments and Affirmations.** Employee affirms that Employee has not filed, caused to be filed, or presently is a party to any claim against Releasees.

Employee also affirms that pursuant to this Agreement and Release, Employee has been or will be paid all compensation, wages, incentives, and/or benefits to which Employee may be or may have been entitled. Employee affirms that Employee suffers from no known disability as of the last date of employment and has been granted any leave to which Employee was entitled under the Family and Medical Leave Act or related state or local leave or disability accommodation laws and has not been subjected to retaliation for taking such leave.

Employee further affirms that Employee has no known workplace injuries or occupational diseases.

Employee also affirms that Employee has not divulged any proprietary or confidential information of JTA and will continue to maintain the confidentiality of such information consistent with JTA's policies and Employee's agreement(s) with JTA and/or common law.

Employee further affirms that Employee has not been retaliated against for reporting any allegations of wrongdoing by JTA or its officers, including any allegations of a violation of any law, rule or regulation. All Parties acknowledge that this Agreement and Release does not limit any Party's right, where applicable, to file or participate in an investigative proceeding of any federal, state or local governmental agency. To the extent permitted by law, Employee agrees that if any such claim is made, Employee shall not be entitled to recover any individual monetary relief or other individual remedies. Employee agrees Employee will not voluntarily participate or cooperate with any person or entity with regard to any claims, actions or lawsuits lodged against JTA, nor will Employee take any action or encourage any other person or entity to take any action against JTA. If Employee is served with a subpoena related to or involving Employee's employment with or services to JTA, Employee agrees to immediately notify JTA's Director of Legal Services, in writing, of the service of subpoena so as to allow JTA an opportunity to obtain appropriate relief or protection.

Except as provided for herein, this Agreement and Release terminates all aspects of the relationship between Employee and JTA. Employee acknowledges that Releasees shall not be under any legal or equitable obligation whatsoever to consider Employee for reinstatement, re-employment, employment, consulting or other similar status at any time. The Parties acknowledge that this is a negotiated and agreed upon term of this Agreement and Release.

6. **Cooperation.** Employee agrees to cooperate with JTA in the transition of matters in which Employee was involved which are ongoing and to provide, upon request, needed information or assistance for the one (1) year following the Separation Date. Employee further agrees for the one (1) year following the Separation Date to fully cooperate with, and to assist JTA in connection with any regulatory or other legal actions which are pending, or which may be filed, by or against JTA by third parties relating to circumstances in which Employee may have been involved during Employee's employment with JTA, or as to which Employee otherwise may have personal knowledge, including without limitation, consulting with JTA, or its attorneys in such actions or proceedings, or serving as a witness for JTA therein; provided that Employee's assistance with such matters shall not unreasonably interfere with Employee's subsequent employment or efforts to obtain such employment.
7. **Confidentiality and Return of Property.** Employee and JTA agree not to disclose any information regarding the underlying facts leading up to or the existence or substance of this Agreement and Release, except to Employee's spouse or partner, tax advisor, and/or an attorney with whom Employee chooses to consult regarding Employee's consideration of this Agreement and Release. This term shall not apply to any Court order to obtain this document. Employee further agrees that Employee will inform such persons, prior to providing such persons any information regarding or relating to this Agreement and Release of this Confidentiality provision and take all reasonable steps to ensure that such persons maintain the confidentiality of this Agreement and Release.


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Employee agrees that Employee, Employee's agents or anyone acting on Employee's behalf, will make no statements to third parties, including any media sources, regarding Employee's separation from JTA or this Agreement and Release and its terms. The Parties acknowledge that this is a material term of JTA entering into this Agreement and Release and that any breach by Employee, Employee's agents or anyone acting on Employee's behalf shall be considered a breach by Employee, for which JTA shall be entitled to relief, including injunctive relief, and attorney's fees and costs. JTA affirms that it will only release documentation regarding Employee's employment as may be required by statute or pursuant to a subpoena issued by a court of competent jurisdiction. This arrangement is reciprocal applying to JTA as well.

Employee and JTA affirm that Employee has returned to JTA all of JTA's property, documents, and/or any confidential information in Employee's possession or control. Employee also affirms that Employee is or will be in possession of all of Employee's property that Employee has at JTA's premises and that JTA is not or will not be in possession of any of Employee's property.

8. **Governing Law and Interpretation.** This Agreement and Release shall be governed and conformed in accordance with the laws of the State of Florida. In the event of a breach of any provision of this Agreement and Release, either Party may institute an action specifically to enforce any term or terms of this Agreement and Release and/or seek any damages for breach. Should any provision of this Agreement and Release be declared illegal or unenforceable by any court of competent jurisdiction and cannot be modified to be enforceable, excluding the General Release language, such provision shall immediately become null and void, leaving the remainder of this Agreement and Release in full force and effect. The prevailing Party in any litigation commenced in connection with any dispute relating to this Agreement and Release shall be entitled to receive reimbursement from the non-prevailing Party of reasonable attorney's fees and costs incurred in connection with such litigation.
9. **Non-admission of Wrongdoing.** The Parties agree that neither this Agreement and Release nor the furnishing of the Consideration for this Agreement and Release shall be deemed or construed at any time for any purpose as an admission by either Party of wrongdoing or evidence of any liability or unlawful conduct of any kind. Releasees specifically deny any wrongdoing with regard to Employee and Employee specifically denies any wrongdoing with regard to Releasees.
10. **Non-Disparagement.** The Parties agree not to engage in conduct or communications designed to disparage, criticize or damage the other.
11. **Amendment.** This Agreement and Release may not be modified, altered or changed except in writing and signed by both Parties wherein specific reference is made to this Agreement and Release.

12. **Entire Agreement.** This Agreement and Release sets forth the entire agreement between the Parties hereto as to its subject matter and fully supersedes any prior agreements or understandings between the Parties except as to Employee's participation in the Florida Retirement System or JTA 457 Plan. Employee acknowledges that Employee has not relied on any representations, promises, or agreements of any kind made to Employee in connection with Employee's decision to enter into this Agreement and Release, except for those set forth in this Agreement and Release.

EMPLOYEE IS ADVISED THAT EMPLOYEE HAS UP TO TWENTY-ONE (21) CALENDAR DAYS TO CONSIDER THIS AGREEMENT AND RELEASE. EMPLOYEE ALSO IS ADVISED TO CONSULT WITH AN ATTORNEY PRIOR TO EMPLOYEE'S SIGNING OF THIS AGREEMENT AND RELEASE AND EMPLOYEE ACKNOWLEDGES THAT HE HAS DONE SO.

EMPLOYEE MAY REVOKE THIS AGREEMENT AND RELEASE FOR A PERIOD OF SEVEN (7) CALENDAR DAYS FOLLOWING THE DAY EMPLOYEE SIGNS THIS AGREEMENT AND RELEASE. ANY REVOCATION WITHIN THIS PERIOD MUST BE SUBMITTED, IN WRITING, TO CAMI HAYNES, AVP, CHIEF SAFETY AND COMPLIANCE OFFICER, AND STATE, "I HEREBY REVOKE MY ACCEPTANCE OF OUR AGREEMENT AND RELEASE." THE REVOCATION MUST BE PERSONALLY DELIVERED TO CAMI HAYNES OR MAILED TO CAMI HAYNES AT 121 W. FORSYTH STREET, SUITE 200, JACKSONVILLE, FL 32202 AND POSTMARKED WITHIN SEVEN (7) CALENDAR DAYS AFTER EMPLOYEE SIGNS THIS AGREEMENT AND RELEASE. IF EMPLOYEE REVOKES THIS AGREEMENT BY COMPLYING WITH THE PROCEDURE SET FORTH ABOVE, JTA WILL HAVE NO OBLIGATION TO PAY EMPLOYEE THE CONSIDERATION SET FORTH IN PARAGRAPH 2 ABOVE, EXCEPT AS TO PARAGRAPH 2(a) – (b); IN THE EVENT ANY PART OF THE CONSIDERATION EXCEPT AS TO PARAGRAPH 2(a) – (d) HAS BEEN PAID TO EMPLOYEE, EMPLOYEE SHALL PROMPTLY REFUND THE SAME TO JTA. SHOULD JTA HAVE TO COMMENCE A LEGAL ACTION TO RECOVER ANY CONSIDERATION, JTA SHALL ALSO BE ENTITLED TO RECOVER ITS REASONABLE LEGAL FEES IN THE EVENT IT IS THE PREVAILING PARTY IN ANY SUCH ACTION.

EMPLOYEE AGREES THAT ANY MODIFICATIONS, MATERIAL OR OTHERWISE, MADE TO THIS AGREEMENT AND RELEASE, DO NOT RESTART OR AFFECT IN ANY MANNER THE ORIGINAL UP TO TWENTY-ONE (21) CALENDAR DAYS CONSIDERATION PERIOD.

EMPLOYEE FREELY AND KNOWINGLY, AND AFTER DUE CONSIDERATION, ENTERS INTO THIS AGREEMENT AND RELEASE

**INTENDING TO WAIVE, SETTLE AND RELEASE ALL CLAIMS
EMPLOYEE HAS OR MIGHT HAVE AGAINST RELEASEES.**

[Remainder of the page intentionally left blank]

The Parties knowingly and voluntarily sign this Agreement and Release as of the date(s) set forth below:

JACKSONVILLE TRANSPORTATION
AUTHORITY

By: 
ROBERT FRANQUES

By: 
KEVIN BADGE
SR. MANAGER, HR & OD

Date: 3-31-16

Date: 3/31/16



JACKSONVILLE TRANSPORTATION AUTHORITY

APPLICATION FOR EMPLOYMENT

The Jacksonville Transportation Authority is an Equal Opportunity/Affirmative Action Employer. Qualified applicants are treated without regard to their race, color, creed, religion, nationality, place of national origin, age, marital status, veteran status, or mental or physical handicap.

Complete all questions. PLEASE PRINT

Name FRANQUES ROBERT J. Social Security Number _____
Last First Middle

Address _____
Number Street Apartment City State Zip Code

Telephone Number () _____ Message Number () _____

Position you are applying for Design Project Mgr Salary Desired \$ _____

Are you available for: Full Time ☒ Part Time ☐ Summer ☐ Other (Specify) _____

Date you are available to start work 2 wk from State times you are available to work Regular work hrs
notice of hire

Have you ever worked for the Jacksonville Transportation Authority? ☐ Yes ☒ No If so, When? _____

Do you have a valid driver's license? ☒ Yes ☐ No Driver's License Number _____ State _____

Have you ever been convicted of a violation of the law, other than minor traffic violations? ☐ Yes ☒ No

If so, provide details (type of violation, when it occurred, current disposition) _____

Please Note: The fact that you are awaiting trial or have a record of conviction will not necessarily bar you from employment.

Do you have any relatives employed by the Jacksonville Transportation Authority? ☐ Yes ☒ No

If so, provide name(s) and position(s) _____

Are you a citizen of the United States? ☒ Yes ☐ No If not, do you have a legal right to work in this country? ☐ Yes ☒ No

Employees are required to provide proof of their identification and their right to work in the United States upon being hired.

If you have a disability that requires a special accommodation, please let us know at the time of submitting your application.

EDUCATIONAL BACKGROUND

TYPE OF SCHOOL	NAME & LOCATION	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	MAJOR COURSE OF STUDY	GPA (Grade Point Average)
HIGH SCHOOL	Plant City Sr. High Plant City, FL	3	Yes		
BUSINESS OR TRADE SCHOOL					
COLLEGE	Univ. of South Florida Tampa, FL	4	Yes	B.S. in Ec.	
GRADUATE SCHOOL	Univ. of West Florida Pensacola, FL	2	No	Public Administration	
OTHER					

SPECIAL SKILLS Provide information on any other skills you may have. (For example personal computer experience, mechanical ability, data entry skills, etc.)

Please see application letter

LIST ANY CERTIFICATIONS AND MEMBERSHIP IN TRADE ASSOCIATIONS

Florida registered Professional Engineer

REFERENCES (List three professional references that can provide information regarding your past work record)

NAME	OCCUPATION	TELEPHONE NUMBER	YEARS KNOWN

EMPLOYMENT EXPERIENCE

Start with current or most recent position

DATES		NAME & LOCATION OF EMPLOYER	RATE OF PAY		JOB TITLE & DUTIES
From	To		Starting	Ending	
1/2005	Present	King Engineering Assoc. Jacksonville, FL Telephone Number _____	80k	92k Present	Sr. Project Mgr & Roadway Group Mgr
Name & Title of Immediate Supervisor					May we Contact? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Reason for Leaving					
DATES		NAME & LOCATION OF EMPLOYER	RATE OF PAY		JOB TITLE & DUTIES
From	To		Starting	Ending	
7/2002	1/2005	Pitman-Hartenstein & Assoc. Jacksonville, FL Telephone Number _____	170k	180k	Roadway & Drainage Dept. Mgr
Name & Title of Immediate Supervisor Bill Pitman					
Reason for Leaving To work for King					
DATES		NAME & LOCATION OF EMPLOYER	RATE OF PAY		JOB TITLE & DUTIES
From	To		Starting	Ending	
11/2000	07/2002	CivilTek Ponte Vedra Bch, FL Telephone Number _____	Confidential		Office Manager
Name & Title of Immediate Supervisor					
Reason for Leaving To work for PHRA					
DATES		NAME & LOCATION OF EMPLOYER	RATE OF PAY		JOB TITLE & DUTIES
From	To		Starting	Ending	
1999	11/2000	RS&H Jacksonville, FL Telephone Number _____			Sr. Project Mgr
Name & Title of Immediate Supervisor Walt Rountree					
Reason for Leaving to work for CivilTek					
DATES		NAME & LOCATION OF EMPLOYER	RATE OF PAY		JOB TITLE & DUTIES
From	To		Starting	Ending	
		_____ Telephone Number _____			
Name & Title of Immediate Supervisor					
Reason for Leaving					

APPLICANT'S STATEMENT

I hereby affirm that all of the information contained in this application is true and correct. I have not withheld any facts or circumstances that would, if disclosed, affect my application. I understand that if considered for employment, the statements made in this Application for Employment and other supporting documentation, may be subject to investigation by the Jacksonville Transportation Authority or one of its agents and I authorize such investigation.

I understand that any falsification of material facts contained on this application and supporting documents may result in my disqualification from consideration for employment or termination of employment with Jacksonville Transportation Authority. I also understand that I will have to undergo a pre-employment and possibly a periodic random drug test. If such test shows a positive result, I understand that my application for employment will be rejected, or if hired, my employment will be terminated.

In the event that I am hired, I understand that my employment can be terminated at any time by either party for any reason.

Applicant's Signature 

Date 6-20-07

FOR OFFICE USE ONLY

PRE EMPLOYMENT INFORMATION

Interviewed By _____ Date _____

Referred To _____ Date _____

Results of Drug Test _____ Date _____

References Checked? ☐ Yes ☐ No By Whom? _____ Date _____

Comments _____

POST EMPLOYMENT INFORMATION

Date of Hire _____ Position _____

Department _____ Supervisor _____

Rate of Pay _____ Grade _____ Step _____



Jacksonville Transportation Authority

Employee Performance Appraisal

Management & Professional Employees

(Annual)

Performance Record For Robert Franques

For Period Beginning: 7/30/11

Ending: 7/29/12

Position Title: Design Project Manager

Department: Engineering

Prepared By: Hamid Tabassian

Date: September 27, 2012

Part 1. Competency Evaluation

Assess each employee on each of the competencies listed in this section by placing the appropriate rating (1 through 5) in the "Rating" column. While comments are only required for competencies evaluated as Outstanding or Unsatisfactory, managers are encouraged to substantiate all ratings by commenting on each competency.

5 = Outstanding

Performance clearly distinguished above all others, regularly exceeds expected results, significantly contributes to the organization.

4 = Exceeds Expectations

Completely meets and sometimes exceeds expectations of the position.

3 = Successful

Performance is completely satisfactory, meeting the expectations of the position.

2 = Developing

Performance approaches the job requirements, some expectations not achieved, further development needed.

1 = Unsatisfactory

Performance is below acceptable standards, immediate attention is required.

Competency

Company Advocacy/Adaptability: Demonstrates loyalty and support for company services, policies and philosophies. Accepts responsibility for self/staff compliance with established company and/or legal policies, rules, and regulations. Willingness to adjust to change and in handling new requirements/assignments.

Rate
3.00

Comments:

Mr Franques supports and does a good job executing the JTA rules and policies. He has reviewed FDOT projects roadway design plans and in coordination with transit department staff provided recommendations for improvements to transit stops along FDOT roadway projects. He represents the JTA and communicates project goals and objectives at public meetings and inter-agency meetings in a professional manner.

Equal Opportunity: Promotes equal opportunity policies and ensures open access in a non-discriminatory environment for all employees and outside contacts. Promotes DBE/SBE program initiatives.

Rate
4.00

Comments:

Mr Franques is in support of JTA's established DBE goals and promotes the program initiatives.

Customer Focus/External and Internal Relations: Conveys a professional image while representing the organization to external and internal parties. Dedicated to meeting the needs of external and internal customers. Speaks and acts with customers in mind, understanding their needs and considering how actions or plans will affect them. Communicates effectively at all levels and resolves conflict effectively, using tact, flexibility, open-mindedness and diplomacy. Promotes trust and respect.

Rate
3.00

Comments:

Mr Franques responds to internal/external requests promptly. Project issues, tasks and activities need to be communicated and coordinated with Manager of Design on a continual basis. Mr. Franques is professional in his interactions with others.

Teamwork: Emphasizes inter/intra – departmental teamwork. Displays ability to cooperate, compromise and negotiate, using open and honest communication. Demonstrates trustworthiness, respect and consideration for other's opinions. Participates in team-oriented projects as assigned, sharing knowledge and experience with others. Represents the needs and interests of the team stressing corporate goals to obtain support and cooperation.

Rate
3.70

Comments:

Mr Franques works very well with the transit department staff and engineering Right-of-Way and Construction staff. Mr Franques generally resolves issues; makes recommendations and decisions based on logic and supporting detail.

Professional Accountability: Behaves in a manner consistent with the organization's expressed values and ethical principles. Follows through on commitments and fulfills obligations. Leads by example; personally models the organization's core values through actions and behaviors for coworkers and employees.

Rate
3.50

Comments:

Mr Franques tracks and monitors project issues, resolutions and other action items to ensure timely resolution. He prepares and organizes project budget sheets, status reports and documentations in a clear filing system.

Leadership/Delegation & Staff Development: Effectively accepts and/or delegates responsibility and authority. Motivates, stimulates and positively influences others. Identifies and addresses staff training and development needs. Exercises effective coaching skills for improving performance and resolving personnel issues. Fosters an environment of trust and mutual respect.

Rate
4.00

Comments:

Mr Franques has assumed responsibility for Southside Visioning project which he is effectively managing and controlling the consultant contract budget and schedule.

Competency (Continued)

Cost/Profit Consciousness: Effectively manages and utilizes available financial resources (cost controls, purchasing, etc.) using sound business judgment. Exercises cost control through expense monitoring and attention to detail.

Comments:

Fiscally responsible and mindful of projects budget allocation. Mr Franques prepares contract documents with work clearly defined and proper method of payment.

Rate
3.50

Goal Setting/Achievement: Assists in establishing accurate and reasonable short and long-term goals that support company objectives. Monitors performance towards goals and makes adjustments, if necessary, to facilitate goal attainment.

Comments:

Mr Franques has monitored his assigned projects progress and took corrective action and made necessary adjustments when deemed necessary. He keeps project budget sheets and status reports current.

Rate
3.70

Organization/Time Management: Achieves desired results by establishing effective work priorities, methods, and project flow for self/others. Utilizes time effectively for maximum performance.

Comments:

Mr. Franques administers the design contracts in an organized manner and is proficient in applying administrative, procedural and technical skills. He has completed the Preliminary Engineering Phase for North Corridor Bus Rapid Transit project.

Rate
3.50

Job Knowledge: Expresses and utilizes knowledge of the position through technical, administrative, professional and/or supervisory work habits and skills. Anticipates and prepares for future developments. Stays current on job-related information.

Comments:

Mr Franques exercises sound engineering judgment in design approach and in investigating new design/construction concepts. He is always willing to expand his knowledge by participating in relevant webinars and training sessions.

Rate
3.50

Problem Solving/Decision Making: Provides consistent and accurate identification, analysis and resolution of problems. Displays resourcefulness and innovation in decision making/problem solving.

Comments:

Mr Franques coordinates his tasks with the transit department staff, provides relevant info as requested for development of transit facility improvements. His experience and problem solving abilities have been a great asset in providing recommended transit stop improvements along FDOT roadway projects.

Rate
3.20

Part 1 – Competency Evaluation Performance Rating

(Total /11)

Rate
3.51

Part 2. Summary of Results Achieved for Current Year

In this section, assess the employee's achievement of their individual performance goals, which were set previously to support the Authority's strategic goals. Place the appropriate rating (1 through 5) in the "Rating" column. In the case of goals with longer time-lines, assess the employee's status, or progress toward the completion of the goal(s).

Performance Goal	Results Achieved	Rating
Ensure timely feedback and evaluation of consultants. Ensure timely coordination and performance of design activities.	Mr Franques effectively performed consultants evaluation at completion of each design phase.	3.70
Ensure appropriate and timely communications between consultants, partnering agencies, public and JTA departments.	Mr Franques worked with transit staff to develop transit facility improvements. Increased efforts needed to communicate project issues with Manager of Design.	3.00
Ensure projects are coordinated with Mass Transit for integrating Mass Transit needs into highway projects.	Mr Franques has done a very good job coordinating highway projects with transit staff In early stages of design and throughout the development process.	4.00
Ensure controlling of project scope creep and right-of-way impacts.	Mr Franques has kept his project design contracts within the established budget and scope of work. He has optimized project right-of-way needs.	4.00
Effectively evaluate and select consultant design services.	Mr Franques has fostered collaboration and adhered to JTA values.	3.50
Increase awareness of JTA mission and deliver the most effective projects.	Mr Franques shares the JTA missions with the public at project meetings. He has implemented innovative solutions where possible.	3.70
Part 2 – Summary of Goals/Results Achieved Rating (The total of the ratings divided by the number of ratings given)		3.65

Appraiser's Comments: The appraiser should provide any additional comments that s/he believes are important for describing the employee's performance and contributions, including any factors that may have positively or adversely impacted performance:

Comments:

Mr Franques has effectively completed the development of preliminary engineering phase for North corridor Bus Rapid Transit project. In addition, he has successfully managed the development of the visioning study for Southside corridor project.

Quality project delivery within the established budget and schedules remain to be the top priority. Therefore, set the stage for a successful project delivery by effectively coordinating, addressing and responding to project issues related to design, construction, ROW, permitting and public involvement during the project development process in a timely manner. Continue providing the design consultants with regular performance evaluations.

Please continue to effectively manage and control the BRT final design contract. Also, the Southside Corridor Visioning Study requires effective coordination and communication with partnering agencies, local elected officials, interested citizen and the general public that you would need to perform and manage.

Overall Performance Rating

Rate

Part 1. Competency 3.51

Part 2. Goals/Results Achieved 3.65

Overall Performance Rating (Total / 2) **Total** 3.58

Part 3. Goal Setting and Annual Performance Planning for Next Performance Review:

This section should be completed jointly and agreed upon by the appraiser and employee. Indicate specific goals and objectives to be accomplished during the forthcoming year. Individual performance goals should align with and support the Authority's strategic goals. This section will lay the groundwork for next year's evaluation of the Results Achieved section of the employee's performance evaluation.

Corporate Strategic Goal	Individual Performance Goal(s)	Action Steps (include involvement of others, possible barriers to success, etc.)	Target Date Of Completion
Customer Focus: Strengthen focus on internal and external customer service.	Increase and enhance communications with internal/external customers and respond to inquiries expeditiously.	Meet regularly with Manager of Design and project stakeholders to effectively communicate and coordinate project activities. Process consultant invoices within 7 days. Provide consultants with regular performance evaluations.	7/30/13
Performance Excellence: Improve organizational structure, processes and procedures.	Keep project status reports and budget sheets current. . Adhere to the Project Development Process in the development of construction plans.	Maintain current project status reports. Review the design plans, reports and documents to ensure conformance of projects to highest standards of safety and quality.	7/30/13
Integrated Mobility Solutions: Develop transportation solutions that promote mobility and economic prosperity.	Ensure projects are coordinated for integration of needed transit improvements.	In early stages of design and throughout the design development process, coordinate projects with transit staff for development and implementation of transit features.	7/30/13
Business Management: Implement business management practices, technology, control expenses, seek opportunities for increased funding.	Implement earned value analysis for tracking cost. Adhere to established standards for monitoring and controlling budget and schedule.	Ensure consultants invoice provide progress reports and is consistent w/ Plan Trax. Control the projects budget and schedule by regular review/updates and take necessary steps to control them.	7/30/13
Employee Development: Attract, motivate and retain a diverse team of highly skilled associates. Strengthen teamwork and morale.	Effectively evaluate consultant performance and select consultant design services.	Foster collaboration and adhere to JTA values.	7/30/13
Authority Image: Strengthen the corporate reputation of professional excellence in providing innovative transportation solutions.	Work to enhance public awareness and enhance understanding of JTA mission and goals.	Regularly attend professional association meetings. Conduct Public Meetings for projects. Deliver quality projects.	7/30/13

Part 4. Personal Development Plan

This section should be completed through mutual discussion and agreement of the appraiser and employee during the appraisal discussion. Both the supervisor and employee are responsible for monitoring and communicating progress against this plan. This plan should include specific training targets, development of professional skills, and any other areas agreed upon.

Areas for Development	Action Steps	Target Date
1 Stay current on new design guidelines and standards	Complete a design update training	7/30/13
2		
3		


Employee Comments:


Salary Change Information:

Current Salary \$	<u>92,435.20</u>	New Salary \$	<u>92,435.20</u>
Increase Percentage	<u>0.00%</u>	%	Dollar Amount \$ <u>0.00</u>

Signatures:

The employee should sign below to acknowledge having received this appraisal and having the opportunity to discuss its contents with the supervisor. Signing does not indicate agreement with the contents of this appraisal, and the employee may comment above as appropriate. The employee also has the right to appeal.



Employee Signature


Immediate Supervisor

2/8/13
Date

2/7/13
Date

Division Manager


Department Director

Date

2/8/13
Date


Human Resources

2/7/13
Date

Executive Director (required for increases over 5 %)

Date



Jacksonville Transportation Authority

Employee Performance Appraisal

Management & Professional Employees

(Annual)

Performance Record For Robert Franques

For Period Beginning: 7/30/08 Ending: 7/29/11

Position Title: Design Project Manager

Department: Engineering Department

Prepared By: Hamid Tabassian

Date: March 30, 2012

Part 1. Competency Evaluation

Assess each employee on each of the competencies listed in this section by placing the appropriate rating (1 through 5) in the "Rating" column. While comments are only required for competencies evaluated as Outstanding or Unsatisfactory, managers are encouraged to substantiate all ratings by commenting on each competency.

5 = Outstanding

Performance clearly distinguished above all others, regularly exceeds expected results, significantly contributes to the organization.

4 = Exceeds Expectations

Completely meets and sometimes exceeds expectations of the position.

3 = Successful

Performance is completely satisfactory, meeting the expectations of the position.

2 = Developing

Performance approaches the job requirements, some expectations not achieved, further development needed.

1 = Unsatisfactory

Performance is below acceptable standards, immediate attention is required.

Competency

Company Advocacy/Adaptability: Demonstrates loyalty and support for company services, policies and philosophies. Accepts responsibility for self/staff compliance with established company and/or legal policies, rules, and regulations. Willingness to adjust to change and in handling new requirements/assignments.

Rate
4.00

Comments:

Mr. Franques carries out and supports the rules and policies. He has performed the field review and evaluation of approximately 80 transit stop candidates for shelter installation. He coordinates and communicates the roadway project submittals from other agencies with the Mass Transit staff for implementation of transit system improvements. He represents the JTA and communicates the projects at public meetings and inter-agency meetings in a professional manner.

Equal Opportunity: Promotes equal opportunity policies and ensures open access in a non-discriminatory environment for all employees and outside contacts. Promotes DBE/SBE program initiatives.

Rate
3.70

Comments:

Mr. Franques supports established DBE goals.

Customer Focus/External and Internal Relations: Conveys a professional image while representing the organization to external and internal parties. Dedicated to meeting the needs of external and internal customers. Speaks and acts with customers in mind, understanding their needs and considering how actions or plans will affect them. Communicates effectively at all levels and resolves conflict effectively, using tact, flexibility, open-mindedness and diplomacy. Promotes trust and respect.

Rate
3.50

Comments:

Mr. Franques communicates well with everyone; co-workers, partnering agencies, other associates and the public. He responds to internal/external requests promptly. Mr. Franques is professional in his interactions with others.

Teamwork: Emphasizes inter/intra – departmental teamwork. Displays ability to cooperate, compromise and negotiate, using open and honest communication. Demonstrates trustworthiness, respect and consideration for other's opinions. Participates in team-oriented projects as assigned, sharing knowledge and experience with others. Represents the needs and interests of the team stressing corporate goals to obtain support and cooperation.

Rate
3.60

Comments:

Mr. Franques works very well with the Right-of-Way and Construction staff. Mr. Franques effectively resolves issues; makes decisions base on logic and supporting detail.

Professional Accountability: Behaves in a manner consistent with the organization's expressed values and ethical principles. Follows through on commitments and fulfills obligations. Leads by example; personally models the organization's core values through actions and behaviors for coworkers and employees.

Rate
3.60

Comments:

Mr. Franques effectively tracks and monitors project issues, resolutions and other action items to ensure timely resolution. He prepares and organizes project budget sheets, status reports and documentations in a clear filing system.

Leadership/Delegation & Staff Development: Effectively accepts and/or delegates responsibility and authority. Motivates, stimulates and positively influences others. Identifies and addresses staff training and development needs. Exercises effective coaching skills for improving performance and resolving personnel issues. Fosters an environment of trust and mutual respect.

Rate
4.20

Comments:

Mr. Franques assumed responsibility for two fast tracked Design-Build projects, Alta Drive improvements project and FIND site mitigation project and successfully completed both project on time and with in budget.

Competency (Continued)

Cost/Profit Consciousness: Effectively manages and utilizes available financial resources (cost controls, purchasing, etc.) using sound business judgment. Exercises cost control through expense monitoring and attention to detail.

Rate
3.80

Comments:

Mr. Franques prepares clear contract documents, all work is clearly defined with proper method of payment. He has shown his commitment for cost consciousness by actively pursuing cost saving measures and revisiting a project's scope when cost overruns became an issue.

Goal Setting/Achievement: Assists in establishing accurate and reasonable short and long-term goals that support company objectives. Monitors performance towards goals and makes adjustments, if necessary, to facilitate goal attainment.

Rate
4.00

Comments:

Mr. Franques documents, tracks, and takes appropriate action relative to inquiries from Right-of-Way and Construction staff from first contact through disposition or resolution. He coordinates effectively with the everyone involved. He has maintained focused on the Authority's goals as well as his personal goals.

Organization/Time Management: Achieves desired results by establishing effective work priorities, methods, and project flow for self/others. Utilizes time effectively for maximum performance.

Rate
3.80

Comments:

Mr. Franques administers the design contracts in an organized manner and is proficient in applying administrative, procedural and technical skills. He has had no problem achieving desired results and meeting his goals.

Job Knowledge: Expresses and utilizes knowledge of the position through technical, administrative, professional and/or supervisory work habits and skills. Anticipates and prepares for future developments. Stays current on job-related information.

Rate
4.00

Comments:

Mr. Franques exercises sound engineering judgment in design approach and in investigating new design/construction concepts. He actively pursues information, updates on Bus Rapid Transit system design and is always willing to expand his knowledge by participating in relevant webinars and training sessions.

Problem Solving/Decision Making: Provides consistent and accurate identification, analysis and resolution of problems. Displays resourcefulness and innovation in decision making/problem solving.

Rate
4.30

Comments:

Mr. Franques documents, tracks, and takes appropriate action on all public inquiries from first contact through disposition or resolution. He coordinates effectively with the JTA Marketing Office, provides relevant info as requested by the public or for public meetings, etc. His experience and problem solving abilities have been a great asset in overcoming some difficult project permitting issues.

Part 1 – Competency Evaluation Performance Rating

(Total /11)

Rate
3.86

Part 2. Summary of Results Achieved for Current Year

In this section, assess the employee's achievement of their individual performance goals, which were set previously to support the Authority's strategic goals. Place the appropriate rating (1 through 5) in the "Rating" column. In the case of goals with longer time-lines, assess the employee's status, or progress toward the completion of the goal(s).

Performance Goal	Results Achieved	Rating
Work to increase and enhance communications with the R/W and Construction sections. Improve contractual relations with consultants.	Coordination meetings have been conducted with ROW, Construction and Mass Transit staff. Improve coordination with consultants and external partners.	3.60
Keep current records of assigned projects. Adhere to the JTA Project Development Process in the development of construction plans.	Project records are kept current. Project activities; submittals and agency coordinations need to occur in a timely manner.	3.40
Work on developing better understanding for public involvement on various projects.	Conducted public meetings, responded to public comments and issued project news letters.	4.00
Implement earned value analysis for project tracking and management. Adhere to the established standards set for projects budget and schedule.	Consultant invoices are submitted and processed with PlanTrax, careful review of invoices required. Project budget sheets and status sheets are kept current.	3.60
Attend training classes offered by JTA and FDOT to increase individual knowledge and skills.	Attended FDOT and JTA training sessions and webinars.	4.00
Work to enhance public awareness and enhance understanding of JTA roadway improvement goals.	Attends public meetings. Reviews and evaluates Mass Transit facilities and needs.	4.00
Part 2 – Summary of Goals/Results Achieved Rating (The total of the ratings divided by the number of ratings given)		3.77

Appraiser's Comments: The appraiser should provide any additional comments that s/he believes are important for describing the employee's performance and contributions, including any factors that may have positively or adversely impacted performance:

Comments:

Mr. Franques has effectively managed and obtained the FIND Site Regrading project permit modifications from SJRWMD and USACOE along an aggressive schedule. He has successfully completed the FIND Site Design-Build procurement process and supervised the construction and CEI efforts. Also, Mr. Franques has very successfully completed the development of concept plan for Alta Drive project, an ARRA project, for Design-Build procurement and will delivery. In addition, final design of Regency Intersections project was completed.

Successful design development and on schedule project delivery of the BRT North Corridor remains to be top priority for next period. Therefore, Mr. Franques will set the stage for a successful project delivery by effectively coordinating, addressing and responding to project issues related to design, construction, ROW, permitting and public involvement during the project development process in a timely manner. Please continue to effectively manage and control the BRT's professional engineering services contract and provide the design consultant with regular performance evaluations. Also, the Southside Corridor Visioning Study requires effective coordination and communication with partnering agencies, local elected officials, interested citizen and the general public that you would need to perform and manage.

Overall Performance Rating

Rate

Part 1. Competency 3.86

Part 2. Goals/Results Achieved 3.77

Overall Performance Rating (Total / 2) Total 3.82

Part 3. Goal Setting and Annual Performance Planning for Next Performance Review:

This section should be completed jointly and agreed upon by the appraiser and employee. Indicate specific goals and objectives to be accomplished during the forthcoming year. Individual performance goals should align with and support the Authority's strategic goals. This section will lay the groundwork for next year's evaluation of the Results Achieved section of the employee's performance evaluation.

Corporate Strategic Goal	Individual Performance Goal(s)	Action Steps (include involvement of others, possible barriers to success, etc.)	Target Date Of Completion
Customer Focus: Strengthen focus on internal and external customer service.	Ensure timely feedback and evaluation of consultants. Ensure timely coordination and performance of design activities.	Perform consultants evaluation at completion of each design phase. Conduct project scoping meeting with stakeholders and public meetings in a timely manner.	7/30/12
Performance Excellence: Improve organizational structure, processes and procedures.	Ensure appropriate and timely communications between consultants, partnering agencies, public and JTA departments.	Conduct phase submittal review meeting with ROW, Construction, Mass Transit, external partnering agencies and design consultants. In a timely manner, communicate project issues with Manager of Design.	7/30/12
Integrated Mobility Solutions: Develop transportation solutions that promote mobility and economic prosperity.	Ensure projects are coordinated with Mass Transit for integrating Mass Transit needs into highway projects.	In early stages of design and throughout the design development process, coordinate highway projects with Mass Transit staff for communicating and implementing transit features.	7/30/12
Business Management: Implement business management practices, technology, control expenses, seek opportunities for increased funding.	Ensure controlling of project scope creep and right-of-way impacts.	Clearly communicate project goals and objectives and adhere to established budget and schedule. Evaluate and optimize project right-of-way impacts and design features throughout the design development process.	7/30/12
Employee Development: Attract, motivate and retain a diverse team of highly skilled associates. Strengthen teamwork and morale.	Effectively evaluate and select consultant design services.	Foster collaboration and adhere to JTA values.	7/30/12
Authority Image: Strengthen the corporate reputation of professional excellence in providing innovative transportation solutions.	Increase awareness of JTA mission and deliver the most effective projects.	Communicate JTA missions at public meetings. Incorporate public arts into transit and highway projects where appropriate and acceptable. Implement innovative solutions where possible and acceptable.	7/30/12

Part 4. Personal Development Plan

This section should be completed through mutual discussion and agreement of the appraiser and employee during the appraisal discussion. Both the supervisor and employee are responsible for monitoring and communicating progress against this plan. This plan should include specific training targets, development of professional skills, and any other areas agreed upon.

Areas for Development	Action Steps	Target Date
1 New permitting and stormwater drainage regulations	Take necessary training courses on drainage and permitting	6/30/12
2 Stay current on new design guidelines and standards	Complete a design update training	7/30/12
3		

Employee Comments:

Salary Change Information:

Current Salary \$ **91,520.00**

New Salary \$ **92,435.20** ~~93,350.40~~ ✓

Increase Percentage **1.00%**
effective 7/30/09

Dollar Amount \$ **915.20**

Signatures:

The employee should sign below to acknowledge having received this appraisal and having the opportunity to discuss its contents with the supervisor. Signing does not indicate agreement with the contents of this appraisal, and the employee may comment above as appropriate. The employee also has the right to appeal.

Employee Signature

Date

Immediate Supervisor

Date

Division Manager

Date

Department Director

Date

Human Resources

Date

Executive Director (required for increases over 5 %)

Date



Jacksonville Transportation Authority

Employee Performance Appraisal

Management & Professional Employees

(Annual)

Performance Record For Robert Franques

For Period Beginning: January 1, 2014 Ending: September 30, 2014

Position Title: Design/Construction Project Manager II

Department: Project Development & Construction

Prepared By: Neil Nance

Date: 10/15/14

Part 1. Competency Evaluation

Assess each employee on each of the competencies listed in this section by placing the appropriate rating (1 through 5) in the "Rating" column. While comments are only required for competencies evaluated as Outstanding or Unsatisfactory, managers are encouraged to substantiate all ratings by commenting on each competency.

5 = Outstanding

Performance clearly distinguished above all others, regularly exceeds expected results, significantly contributes to the organization.

4 = Exceeds Expectations

Completely meets and sometimes exceeds expectations of the position.

3 = Successful

Performance is completely satisfactory, meeting the expectations of the position.

2 = Developing

Performance approaches the job requirements, some expectations not achieved, further development needed.

1 = Unsatisfactory

Performance is below acceptable standards, immediate attention is required.

Competency

Company Advocacy/Adaptability: Demonstrates loyalty and support for company services, policies and philosophies. Accepts responsibility for self/staff compliance with established company and/or legal policies, rules, and regulations. Willingness to adjust to change and in handling new requirements/assignments.

Rate
3.50

Comments:

Mr. Franques supports the policies of the Authority. He has adjusted well to an increased assignment load.

Equal Opportunity: Promotes equal opportunity policies and ensures open access in a non-discriminatory environment for all employees and outside contacts. Promotes DBE/SBE program initiatives.

Rate
3.50

Comments:

Mr. Franques promotes the Authority's DBE Program by ensuring projects obtain the proper DBE goal.

Customer Focus/External and Internal Relations: Conveys a professional image while representing the organization to external and internal parties. Dedicated to meeting the needs of external and internal customers. Speaks and acts with customers in mind, understanding their needs and considering how actions or plans will affect them. Communicates effectively at all levels and resolves conflict effectively, using tact, flexibility, open-mindedness and diplomacy. Promotes trust and respect.

Rate
3.75

Comments:

Mr. Franques understands the Authority's purpose and the customers we serve. He has focused on flexibility and diplomacy when interacting with coworkers.

Teamwork: Emphasizes inter/intra – departmental teamwork. Displays ability to cooperate, compromise and negotiate, using open and honest communication. Demonstrates trustworthiness, respect and consideration for other's opinions. Participates in team-oriented projects as assigned, sharing knowledge and experience with others. Represents the needs and interests of the team stressing corporate goals to obtain support and cooperation.

Rate
3.25

Comments:

Professional Accountability: Behaves in a manner consistent with the organization's expressed values and ethical principles. Follows through on commitments and fulfills obligations. Leads by example; personally models the organization's core values through actions and behaviors for coworkers and employees.

Rate
3.25

Comments:

Leadership/Delegation & Staff Development: Effectively accepts and/or delegates responsibility and authority. Motivates, stimulates and positively influences others. Identifies and addresses staff training and development needs. Exercises effective coaching skills for improving performance and resolving personnel issues. Fosters an environment of trust and mutual respect.

Rate
3.00

Comments:

Mr. Franques has not taken advantage of opportunities to lead or delegate. He needs to trust that he can influence others even though he is not a supervisor or manager.

Competency (Continued)

Cost/Profit Consciousness: Effectively manages and utilizes available financial resources (cost controls, purchasing, etc.) using sound business judgment. Exercises cost control through expense monitoring and attention to detail.

Comments:

Rate
3.50

Goal Setting/Achievement: Assists in establishing accurate and reasonable short and long-term goals that support company objectives. Monitors performance towards goals and makes adjustments, if necessary, to facilitate goal attainment.

Comments:

Rate
3.25

Organization/Time Management: Achieves desired results by establishing effective work priorities, methods, and project flow for self/others. Utilizes time effectively for maximum performance.

Comments:

Mr. Franques manages his time wisely.

Rate
3.75

Job Knowledge: Expresses and utilizes knowledge of the position through technical, administrative, professional and/or supervisory work habits and skills. Anticipates and prepares for future developments. Stays current on job-related information.

Comments:

Mr. Franques has a clear understanding of his position.

Rate
4.00

Problem Solving/Decision Making: Provides consistent and accurate identification, analysis and resolution of problems. Displays resourcefulness and innovation in decision making/problem solving.

Comments:

Mr. Franques does a nice job of identifying and providing solutions to concerns.

Rate
4.00

Part 1 – Competency Evaluation Performance Rating

(Total /11)

Rate
3.52

Part 2. Summary of Results Achieved for Current Year

In this section, assess the employee's achievement of their individual performance goals, which were set previously to support the Authority's strategic goals. Place the appropriate rating (1 through 5) in the "Rating" column. In the case of goals with longer time-lines, assess the employee's status, or progress toward the completion of the goal(s).

Performance Goal	Results Achieved	Rating
Engage in mentoring and supporting PDC team.	Coached other PDC team members to give them constructive ideas for their projects.	3.50
Complete final design for North BRT and preliminary engineering for Southeast BRT.	Final design efforts on the North BRT stations was completed. Preliminary engineering for the Southeast BRT was completed.	3.50
Assist in the completion of the potential projects to be included in the LOGT extension list.	Provided input on the list of potential projects with some level of impact.	3.50
Work with IT and other agency partners and internal stakeholders to introduce advanced transit technologies into the BRT project.	Worked closely with IT to assist in their efforts to provide IT to the BRT. Also managed TSP efforts impacting BRT corridors.	4.00
Complete TVA and PHA for North and SE BRT corridors. Complete certifiable S&S elements for North BRT project.	The TVA and PHA reports for North and SE BRT have been completed. Draft certifiable S&S elements on North have been completed.	3.00
Assist with RFP's. Meet with Consultants to discuss future opportunities.	Have been involved with developing RFP's and assisting. Have met with Consultants.	3.50
Part 2 – Summary of Goals/Results Achieved Rating (The total of the ratings divided by the number of ratings given)		3.50

Appraiser's Comments: The appraiser should provide any additional comments that s/he believes are important for describing the employee's performance and contributions, including any factors that may have positively or adversely impacted performance:

Comments:

Mr. Franques stays out in front of his projects and generally manages to act ahead of issues that normally develop during the process of running a project. Mr. Franques also gives advice to colleagues to help them avoid potential pit falls.

Overall Performance Rating

Rate

Part 1. Competency 3.52

Part 2. Goals/Results Achieved 3.50

Overall Performance Rating (Total / 2) Total 3.51