

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 the evaluation of the Results Achieved section of the employee's annual 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. Provide a superior and reliable customer experience	Decrease traffic interruptions due to construction activities.	Discuss possible improvements to MOT at construction meetings with contractors. This assumes some latitude in the effort that will still meet standards.	9/30/15
Efficiency and Effectiveness: Deliver effective multimodal transportation services and facilities in an efficient manner.	Develop and enhance methods to resolve permitting at earlier dates in the project cycle.	Look for opportunities to implement the ETDM process in projects w/ wetland impacts. FDOT will need to assist.	9/30/15
Financial Stability: Implement business practices that control expenses and seek opportunities for increased funding.	Control project budgets	Review invoices and require consultants to produce three line diagrams of expenses versus baseline.	9/30/15
Integrated Mobility Solutions: Develop transportation solutions that promote mobility and economic prosperity.	Work on developing better understanding for public of various roadway improvement needs.	Identify stakeholder expectations for projects. Incorporate project elements to address their concerns as much as possible.	9/30/15
Safety and Security: Ensure safety and security throughout the transportation system and in the agency work environment.	Improve safety for traveling public, construction teams, and transit customers.	Use FDOT, FTA, and OSHA standards for all projects. All other stakeholders and participants must comply.	9/30/15
Employee Development: Attract, motivate and retain a diverse team of highly skilled associates. Strengthen teamwork and morale.	Work on the procurement of well qualified consultants and sub consultants.	Assist and/or get directly involved in the development of RFP's. Meet with Consultants to discuss future opportunities with the JTA.	9/30/15

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 Leadership	Complete training provided by JTA.	9/30/15
2 Relationships	Complete training provided by JTA.	9/30/15
3 Time Management	Complete training provided by JTA.	9/30/15

Employee Comments:

Salary Change Information:

Current Salary \$ 0.00 New Salary \$ 0.00
Increase Percentage 0.00% % Dollar Amount \$ 0.00

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



MID-YEAR EMPLOYEE PERFORMANCE EVALUATION

Employee: Robert T. Franques

Position Title: Design/Construction Project Mgr II

Supervisor/Manager: Neil Nance Date 5/21/14

PERFORMANCE GOALS:

Progress/Feedback

Mr. Franques assists in the review of PDC Team Members Projects.

He is on track to meeting the goal of completing final design on the BRT North and preliminary design on the SE BRT.

Mr. Franques has assisted with the ITS implementation on the BRT.

He has completed the TVA and PHA for the North and SE BRT. He has gotten directly involved in the procurement of consultant services.

Mr. Franques routinely meets with Consultants and discusses opportunities with the JTA

COMPETENCIES:

Progress/Feedback

Mr. Franques supports the Authority's rules and policies.

Mr. Franques meets the Authority's expressed values and ethical principles.

He has accepted an increased role in the BRT Program.

He manages projects well.

Work on improving the following areas:

Equal Opportunity for DBE/SBE's

Customer Focus

Teamwork

Goal Setting

Problem Solving/Decision Making

Additional Comments

Mr. Franques has taken on expanded responsibility in the area of R/W and property acquisition thus helping the JTA meet its needs on the BRT North project.

Mr. Franques is a proven project manager with many successful projects. His willingness to engage other team members with his knowledge and experience will be important in the success of the Team.

Follow-Up Items

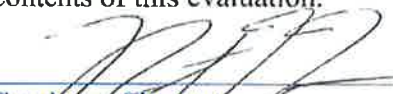
Pursue FDOT and FTA training opportunities to enhance job related skills.

☒ On Track

☐ Needs Improvement

Signatures:

The employee should sign below to acknowledge having received this evaluation and discussed the contents with their supervisor/manager. Signing does not indicate agreement with the contents of this evaluation.


Employee Signature

5/30/14
Date


Immediate Supervisor

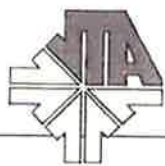
5/30/14
Date


Division Vice President

5/30/14
Date


Human Resources

6/5/14
Date



Jacksonville Transportation Authority

Employee Performance Appraisal

Management & Professional Employees

(Annual)

Performance Record For Robert Franques

For Period Beginning: 7/30/07 Ending: 7/29/08

Position Title: Design Project Manager

Department: Engineering

Prepared By: Hamid Tabassian

Date: July 7, 2008

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 is in support of the JTA's rules and policies, he reviews Mass Transit facilities and provides feedbacks. 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
4.00

Comments:

Mr. Franques supports established DBE goals and his approach is non-discriminatory.

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
3.70

Comments:

Communications with the external/internal customers are good. Generally, 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
3.50

Comments:

Mr. Franques works well with other team members. He cooperates with others and respects their opinions.

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
2.90

Comments:

Mr. Franques is in general responsive to project related demands and issues. Project issues and plan details require greater attention including field visits and follow through on commitments in a more urgent manner.

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
3.20

Comments:

Mr. Franques is an experienced designer and project manager who has effectively managed his assigned projects and has learned the JTA procedures and processes.

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
4.20

Comments:

Mr. Franques is pursuing and practicing cost saving measures on his projects and is mindful of projects budget allocation.

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
3.00

Comments:

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
2.90

Comments:

In general, Mr. Franques has achieved desired results on time.

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 possesses a very good technical knowledge in roadway and drainage design.

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

Rate
3.80

Comments:

Mr. Franques utilizes his experience and knowledge in evaluation and analysis of problems/alternatives to reach a solution.

Part 1 – Competency Evaluation Performance Rating

(Total /11)

Rate
3.47

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 R/W PMs, attorneys and appraisers. Need to conduct phase review meetings with construction staff as well.	4.00
Keep current records of assigned projects. Adhere to the JTA Project Development Process in the development of construction plans.	In general, project records are kept current. More field visits and reviews are required.	3.80
Work on developing better understanding for public involvement on various intersection improvement requirements.	Conducted public meetings, responded to public comments and issued project news letters.	4.10
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. Project budget sheets and status sheets are kept current.	3.90
Attend training classes offered by JTA and FDOT to increase individual knowledge and skills.	Attended FDOT and JTA training sessions.	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)		3.97

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:

<p>Comments:</p> <p>Project delivery schedules and budgets remain to be a 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.</p>

Overall Performance Rating	Rate
Part 1. Competency	3.47
Part 2. Goals/Results Achieved	3.97
Overall Performance Rating (Total / 2) Total	3.72

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.	Work to increase and enhance communications with the R/W and Cons sections. Improve contractual relations with consultants.	Meet regularly with R/W project managers and construction project managers. Process consultant invoices within 7 days. Provide consultants with performance evaluation each quarter.	7/30/09
Performance Excellence: Improve organizational structure, processes and procedures.	Keep current records of assigned projects. Adhere to the JTA Project Development Process in the development of construction plans.	Maintain current project status reports. To review the design plans and documents to ensure conformance of projects to quality and safety standards.	7/30/09
Integrated Mobility Solutions: Develop transportation solutions that promote mobility and economic prosperity.	Work on developing better understanding for public on various intersection improvement requirements.	Clearly identify stakeholder expectations for projects. Return information specific to their concerns. Coordinate with the JTA Mass Transit staff for incorporation of the Mass Transit facilities.	7/30/09
Business Management: Implement business management practices, technology, control expenses, seek opportunities for increased funding.	Implement earned value analysis for project tracking and management. Adhere to the established standards set for projects budget and schedule.	Ensure consultants provide reporting consistent w/ Plan Trax. To control the projects budget and schedule by updating them regularly and taking the necessary steps to control them.	7/30/09
Employee Development: Attract, motivate and retain a diverse team of highly skilled associates. Strengthen teamwork and morale.	Attend training classes offered by JTA and FDOT to increase individual knowledge and skills.	Use Primavera to manage assigned projects.	7/30/09
Authority Image: Strengthen the corporate reputation of professional excellence in providing innovative transportation solutions.	Work to enhance public awareness and enhance understanding of JTA roadway improvement goals.	Regularly attend ASHE meetings. Attend other relevant sessions with FDOT. Conduct Public Meetings for projects.	7/30/09

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		
2		
3		

Employee Comments:

Salary Change Information:

Current Salary \$ 88,000.00 New Salary \$ 91,520.00

Increase Percentage 4.00% % Dollar Amount \$ 3,520.00

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.

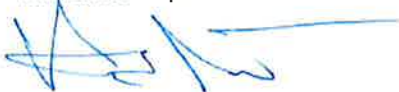
Employee Signature



Date

9/8/08

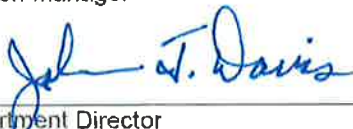
Immediate Supervisor



Date

8-29-08

Division Manager



Date

9/2/08

Department Director



Date

8-14-08

Human Resources

Date

Executive Director (required for increases over 5 %)

Date



Jacksonville Transportation Authority

Employee Performance Appraisal

Management & Professional Employees

(Probationary – 90 Day)

Performance Record For Robert Franques

For Period Beginning: 7/30/07 Ending: 10/29/07

Position Title: Design Project Manager

Department: Engineering

Prepared By: Hamid Tabassian

Date: December 4, 2007

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:

Robert is supporting the JTA's rules and policies.

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:

Supports established DBE goals.

External/Internal Relations: Conveys a professional image when representing JTA to external and internal parties. Promotes trust and respect. Communicates effectively at all levels and satisfactorily resolves customer satisfaction issues. Resolves conflict effectively, using tact, flexibility, open-mindedness and diplomacy.

Rate
3.40

Comments:

Communicates effectively with the external/internal relations.

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
3.50

Comments:

Robert works very well with other team members.

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

Rate
3.00

Comments:

Responsive in meeting project and job related demands.

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:

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:

Mindful of projects budget allocation.

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
3.00

Comments:

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
3.00

Comments:

Very organized.

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
3.50

Comments:

Very good technical knowledge in roadway drainage design.

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

Rate
3.00

Comments:

Part 1 – Competency Evaluation Performance Rating

(Total /11)

Rate
3.29

Part 2. Evaluation of Key Accountabilities

Assess each employee on each of five to seven key accountabilities. Key accountabilities can be found in the employee's job description or they can be accountabilities agreed upon in advance by the employee and supervisor. Place the appropriate rating (1 through 5) in the "Rating" column.

	Key Accountability	Comments	Rating
1	Manage and coordinate the design development of assigned projects within established budget and schedule.	Work assignments normally completed on time. Coordinates project issues with R/W and Construction sections.	3.20
2	Check, review and evaluate the design plans for quality, constructability and cost effectiveness.	Reviews plans. Design plans and documents require greater review and control.	3.00
3	Identify and coordinate project design requirements for development of project scope.	Develops project scope of services.	3.30
4	Conduct public meetings and hearings in coordination with the External Affairs.	Coordinates with External Affairs assigned projects public meetings.	3.70
5	Supervise, coordinate, and monitor the work of design consultants.	Conducts progress meetings with design consultants.	3.50
6	Provide regular reports on status of assigned project's schedule, budget and issues.	Projects status report and budget sheet need to be kept current.	3.20
7	Coordinate and communicate with regulatory agencies for timely issuance of permits.	Working diligently to obtain the SJRWMD and the ACOE permits for Atlantic/Kernan project.	3.70
Part 2 – Key Accountabilities Performance Rating (Total of the ratings divided by the number of key accountabilities)			3.37

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:

<p>Comments:</p> <p>Assigned projects design plans and construction contract documents/specifications need to be thoroughly reviewed by the JTA DPM with major items communicated and coordinated with the MOD.</p>
--

Overall Performance Rating

Rate

Part 1. Competency 3.29

Part 2. Key Accountabilities 3.37

Overall Performance Rating (Total / 2) **Total** 3.33

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 the evaluation of the Results Achieved section of the employee's annual 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.	Work to increase and enhance communications with the R/W and Construction sections. Improve contractual relations with consultants. Conduct consultant performance evaluation.	Meet regularly with R/W project managers and construction project managers. Process consultant invoices within 7 days. Provide consultants with performance evaluation each quarter.	7/30/08
Performance Excellence: Improve organizational structure, processes and procedures.	Keep current records of assigned projects. Adhere to the JTA Project Development Process in the development of construction plans.	Maintain current project status reports. To review the design plans and documents to ensure conformance of projects to quality and safety standards.	7/30/08
Integrated Mobility Solutions: Develop transportation solutions that promote mobility and economic prosperity.	Work on developing better understanding for public on various intersection improvement requirements.	Clearly identify stakeholder expectations for projects. Return information specific to their concerns. Coordinate with the JTA Mass Transit staff for incorporation of the Mass Transit facilities.	7/30/08
Business Management: Implement business management practices, technology, control expenses, seek opportunities for increased funding.	Implement earned value analysis for project tracking and management. Adhere to the established standards set for projects budget and schedule.	Ensure consultants provide reporting consistent w/ Plan Trax. To control the projects budget and schedule by updating them regularly and taking the necessary steps to control them.	7/30/08
Employee Development: Attract, motivate and retain a diverse team of highly skilled associates. Strengthen teamwork and morale.	Attend training classes offered by JTA and FDOT to increase individual knowledge and skills.	Use MyPrimavera to manage assigned projects.	7/30/08
Authority Image: Strengthen the corporate reputation of professional excellence in providing innovative transportation solutions.	Work to enhance public awareness and enhance understanding of JTA roadway improvement goals.	Regularly attend ASHE meetings. Attend other relevant sessions with FDOT. Conduct Public Meetings for projects.	7/30/08

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 Knowledge of PD&E process.	Complete FDOT PD&E course.	7/30/08
2		
3		

Employee Comments:

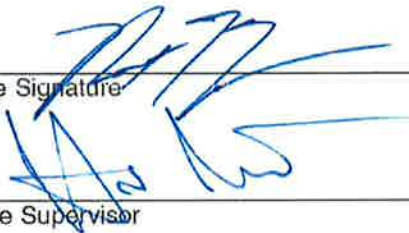
Salary Change Information:

Current Salary \$		New Salary \$	0.00
Increase Percentage	0.00%	Dollar Amount \$	0.00

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

2-25-08

2/25/08

Date

Division Manager



Date

2/25/08

Date

Human Resources



Date

2/26/08

Executive Director

Date



JACKSONVILLE TRANSPORTATION AUTHORITY

Edward E. Burr
Chairman

Steve Diebenow
Vice Chairman

Donna L. Harper
Secretary

Scott L. McCaleb
Treasurer

Greg Evans
Board Member

Ava L. Parker
Board Member

Isaiah Rumlin
Board Member

Nathaniel P. Ford Sr.
CEO

April 30, 2013

Robert Franques

Dear Mr. Franques:

This is to confirm the verbal offer of employment recently extended to you.
Components of the offer are:

Position Title:	Design/Construction Project Manager II
Salary:	\$ 3,851.46 per pay period. Based on 24 pay periods per year, this equates to \$ 92,435.00 annually.
Manager:	Bradford Thoburn, Vice President of Long Range Planning
Effective Date:	May 1, 2013
Review Dates:	You are now considered a probationary employee in this position and will receive a six month review on or around November 1, 2013. Provided you successfully complete your probationary period, your reviews will continue on your annual anniversary in this position.
Benefits Eligibility:	Your current full time hire date for the purposes of accrual of time off and benefits eligibility will remain intact; you will continue to accrue vacation time based on this date and your benefits eligibility is not affected.

Finally, this letter sets forth our entire offer of employment. If you accept this offer, you acknowledge that you have not relied on any other written or verbal discussions concerning employment with the Jacksonville Transportation Authority.

Please note that we require a response to this offer on or before COB May 1, 2013.

P.O. Drawer "O"
100 N. Myrtle Ave.
Jacksonville, FL 32203
Tel: 904.630.3181
Fax: 904.630.3166


www.jtafla.com

Mr. Robert Franques
Offer Letter
Page 2

Feel free to contact me with any questions or concerns you may have. If you decide to accept this offer of employment, please sign this letter where indicated below signifying your acceptance and understanding of this offer as outlined in this letter. Please return the original to Human Resources and keep a copy for your records.

Congratulations, and we welcome your valued participation in the Jacksonville Transportation Authority's mission.

Sincerely,



Bradford Thoburn
Vice President of Long Range Planning

With my signature below, I hereby accept the terms of this offer of employment with the Jacksonville Transportation Authority.



Name

4-30-13
Date

Employment with the Jacksonville Transportation Authority is terminable at will and this offer does not constitute an agreement of guaranteed employment for any specific duration. Both the organization and the employee remain free to end the work relationship at anytime for any reason, with or without notice.

Agreement to Comply with Code

I have read the JTA/JTM Code of Conduct and agree to comply with the standards contained in the code and all related policies and procedures as is expected as part of my continued employment or association with JTA. I acknowledge that the code is only a statement of principles for individual and business conduct and does not constitute an employment contract. I will report any potential violation of which I become aware promptly to my supervisor or the ethics officer. I understand that any violation of the code of conduct or any corporate compliance policy or procedure is grounds for disciplinary action, up to and including discharge from employment.

Name printed: ROBERT FRANQUES

Name signed: 

Date: 12/21/11

dconder@jtafla.com
debbie conder



JACKSONVILLE TRANSPORTATION AUTHORITY

Regional Transportation Solutions

PARTNERS & AFFILIATIONS CONTACT US SITE INDEX

TRANSPORTATION
SERVICESCONSTRUCTION
PROJECTSRAPID TRANSIT
SYSTEM

NEWS

WORKING
WITH USABOUT
USCALENDAR
OF EVENTS

JTA Online Application

Contact Information

All fields in red are required.

First Name	Robert
Last Name	Franques
Address	
City	
State	
Zip	
Email	
Day Phone	
Position Applying for:	Design Project Manager

Employment History

Provide your past and current employer, starting with the most recent and include any gaps in employment. A complete record for at least eight years must be shown.

Employer #1

Name	King Engineering Associates, Inc.
Address	6500 Bowden Road, Suite 290
City	Jacksonville
State	FL
Zip	32216
Job Title	Roadway Group Manager
Dates Employed	From 1/2005 - To Present
Salary	

Job Duties
Currently managing the roadway group for a multi-disciplined engineering & surveying firm. Responsible for marketing, contracting design, and construction services on multi-million dollar roadway

Reason For Leaving

May we contact? ☐ Yes ☒ No

Employer #2

Name
Address
City
State
Zip
Job Title
Dates Employed From - To
Salary
Job Duties
Reason For Leaving
May we contact? ☒ Yes ☐ No

Employer #3

Name
Address
City
State
Zip
Job Title
Dates Employed From - To
Salary
Job Duties

Reason For
Leaving

This had been a position taken with the understanding that employment would be short term in favor of considerable monetary incentives.

May we contact? ☒ Yes ☐ No

Employer #4

Name

Reynolds, Smith & Hills (RS&H)

Address

10748 Deerwood Park Blvd

City

Jacksonville

State

FL

Zip

32256

Job Title

Sr. Project Manager

Dates Employed

From 1999 - To 11/2000

Salary

\$65,000/yr

Job Duties

Lead Civil Engineer for the Jacksonville office Public Infrastructure Department. Responsible for roadway, drainage, and utility design in support of projects for the University of

Reason For
Leaving

To pursue opportunity with CivilTek.

May we contact? ☒ Yes ☐ No

Other Information

Please list any

Special Skills you
may

have. (Example

Personal

Computer

Mechanical ability

etc.

Project Manager on Major Roadway, Drainage, and Bridge projects for last 7 years.

22 years of experience related to roadway, drainage and bridge projects.

List any Certifications
and
memberships in trade
or professional
associations

Professional Engineering License 45214

Completed several training courses provided by the Florida Department of Transportation.

Completed the PSMJ Project Manager Boot Camp.

Education

School #1 High School

School Name

Plant City Senior High School

Major

	Academic
No. of years attended	3
Degree	High School Diploma
Honors/ Accomplishments	Lettered in 5 sports.

School #2 College or Trade/Vocational School

School Name	University of South Florida
Major	Civil Engineering
No. of years attended	4
Degree	Bachelor of Science in Civil Engineering
Honors/ Accomplishments	Finished a five year engineering program in 4 years.

School #3 College or Trade/Vocational School

School Name	University of West Florida
Major	Masters in Public Administration
No. of years attended	2
Degree	
Honors/ Accomplishments	

APPLICANT AFFIRMATIVE ACTION INFORMATION

It is the policy of this organization to provide equal employment opportunity to all qualified applicants for employment without regard to color, religion, national origin, sex, age, veteran status or disability. As an affirmative action employer under Executive Order 11246, all applicants to identify themselves as indicated below.

Name	Robert T. Franques
DOB	July 18, 1963
Position applied for (list only one)	Design Project Manager
Where did you hear about the	From associates at JTA.

job?

Racial origin (You may mark one or more of the following):

- ☐ White - A person having origins in any of the original peoples of Europe, Middle East or Africa.
- ☐ American Indian or Alaska Native - A person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ Black or African American - A person having origins in any of the black racial groups of Africa.
- ☐ Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Pakistan, the Philippine Islands, Thailand and Vietnam.
- ☐ Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- ☒ Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Sex: Male ☒ Female ☐

Jacksonville Transportation Authority
100 N. Myrtle Avenue • Jacksonville, Florida 32203 • 904-630-3181

June 11, 2007

Mr. Hamid Tabassian, P.E.
Jacksonville Transportation Authority
P.O. Drawer O
Jacksonville, FL 32203

RE: Application for Design Project Manager

Dear Mr. Tabassian:

Please find enclosed my resume outlining more than 20 years of experience in roadway design and project management in the state of Florida. I believe that the referenced job opening at JTA provides significant potential for me to further advance a career in transportation Design Project Management. The following briefly explains my qualifications and applicable experiences that appear to make me suited for the Design Project Manager position.

My career has progressively advanced in the field of roadway design project management under the general direction of superiors. I have provided professional technical reviews. I have performed critical evaluation and management of schedules and budgets for transportation improvement projects. My experience has included planning, preliminary engineering, final design, permitting, right-of-way acquisition, preparation of construction bid documents, project bidding, evaluation of bids, and bid award recommendations. These efforts have all been completed with the purpose of keeping projects within established budgets and schedules. I have managed and coordinated all phases of roadway and bridge project development to the highest standards of safety and quality.

As a Senior Project Manager, I have taken the lead on identifying project requirements, scopes of work for highway improvement design projects, and supervised projects through all phases using continued and effective communication. Past duties have included regular status reports, schedules, and budget reports. My duties have involved primary responsibility for the preparation of invoices and the review of sub-consultant invoices with attention to appropriate project progress.

During my years as a Project Manager, I have developed the ability to communicate professionally and effectively with co-workers and consultants to ensure the achievement of project goals. I have prepared requests for proposals, professional correspondence, conducted technical information meetings, and delivered presentations. This has included presentations to governing boards of appointed and elected officials.

My past experience as a City Engineer and as a Project Manager has included extensive experience with the procurement of engineering consultant services in accordance with state

guidelines. I have been responsible for the development of contract scopes, and conversely, for the negotiation of fee proposals and schedules for consultant design contracts.

As demonstrated in my resume, I have obtained particularly unique experience with regulatory agencies. This experience provides me with an in depth understanding of permitting and compliance issues as exercised by the St. Johns River Water Management District, the U.S. Army Corps of Engineers, the Environmental Protection Agency, the Florida Department of Environmental Protection, the Florida Department of Transportation, and the City of Jacksonville.

My history as a Project Manager directly involved with the design of roadway projects has provided me with the following applicable skills and experience:

- Plans checking and reviewing
- Evaluation of highway and structural design plans and reports
- Quality Assurance and Quality Control
- Constructability reviews
- Preparation of design concepts and cost estimates for Highway & Bridge Projects
- Review of concepts and estimates by others
- Evaluation of requests for information and providing plan clarification
- Coordination of design issues identified during construction
- Evaluated and documented technical issues in the field for validity
- Utility coordination and resolution of utility conflicts
- Evaluation of project land acquisition based on project objectives

I have extensive familiarity with FDOT road and bridge practices as well as City of Jacksonville Department of Public Works plans and specifications. I have extensive experience and skill in the operation of personal computers utilizing engineering related software applications, including general familiarity with CADD, Microsoft Office, and Primavera software as used for project document management and control.

I look forward to having an opportunity to talk with you further about the referenced job opening and the opportunity to work for JTA. Thank you for your continued interest in my potential employment with JTA.

Sincerely,

Robert T. Franques

Robert T. Franques, P.E.

Enclosure

ROBERT T. FRANQUES

Professional Engineer

FLORIDA LICENSE NO. 45214

HOME PHONE:

WORK PHONE:

OBJECTIVES

To find a position with a state agency involved with major transportation (highway and local roadway) projects. Ideally, such a position would allow for fully utilizing experience in project management, design and construction through a role as a design project manager and a professional engineer.

EDUCATION

UNIVERSITY OF SOUTH FLORIDA - *Bachelor of Science in Civil Engineering*
1981 to 1985

UNIVERSITY OF WEST FLORIDA - *Graduate Studies in Public Administration*
1986 to 1988

EXPERIENCE

ROADWAY GROUP MANAGER (2005-PRESENT)

King Engineering Associates, Inc., Jacksonville, Florida

Currently managing the roadway group for a multi-disciplined engineering & surveying firm. Assigned responsibilities include marketing, contracting, design, and construction services on multi-million dollar roadway and drainage projects. This position includes responsibilities for project manager and serves as Engineer of Record on roadway projects.

ROADWAY & DRAINAGE DEPARTMENT MANAGER (2002-2005)

Pitman-Hartenstein & Associates, Inc., Jacksonville, Florida

This position included responsibility for the design and management of the roadway and drainage group at a statewide roadway and bridge firm. This position served as Engineer of Record on roadway projects. Assigned responsibilities included marketing, contracting, design, and construction services on multi-million dollar roadway and drainage projects across the state of Florida. Clientele was almost exclusively FDOT, City of Jacksonville, and JTA.

OFFICE MANAGER (2000-2002)

CivilTek, Ponte Vedra Beach, Florida

Professional Engineer for a company providing support services to major civil engineering firms engaged in roadway and drainage design. This firm provided services in support of roadway & drainage projects being completed for Clay County, City of Jacksonville, Nassau County, Florida Department of Transportation, and City of Atlantic Beach.

SENIOR PROJECT MANAGER – PRODUCTION COORDINATOR (1999-2000)

Reynolds, Smith & Hills, Jacksonville, Florida

This position served as lead project manager in this company's "Public Infrastructure" branch of the Transportation Department, primarily providing support for roadway and drainage projects for Counties, Cities, public institutions such as university campuses, and ports. Also provided technical support for major FDOT projects as needed.

PROJECT MANAGER OF ROADWAY & DRAINAGE (1996-1999)

Advanced Engineering Systems Corporation, St. Augustine, Florida

The position held at this firm was as the Roadway & Drainage Design Manager. This was a multi-disciplined firm providing engineering support services to civil engineering firms. Primary duties included the drainage and permitting responsibilities in support of roadway projects for the Florida Department of Transportation, St. Johns County, and the City of Jacksonville.

ENGINEERING MANAGER – CITY ENGINEER (1993-1996)

City of St. Augustine, St. Augustine, Florida

In this capacity, the position provided oversight for managing engineering consultants and contractors providing services to the City relative to all public works projects. This included responsibility for the coordination of City facilities with the FDOT for preparation in advance of state roadway projects (utility coordination and relocation). This position was the Engineer of Record for City roadway projects.

SENIOR ENGINEER (1992-1993)

Leon County Growth and Environmental Management, Tallahassee, Florida

This was a position responsible for the regulatory review of projects for compliance with the County's stormwater regulations. Primary responsibility was for local and state roadway projects.

ENGINEER (FDEP) (1989-1992)

Florida Department of Environmental Protection, Tallahassee, Florida

This was a position responsible for the regulatory review of projects for compliance with the State's stormwater regulations. Responsibilities included review of local and state roadway projects for consistency with state water quality requirements.

DESIGN ENGINEER (1985-1989)

Barton & Associates, P.A., Destin, Florida

This position was as a junior engineer supporting the design efforts of roadway projects for local governments. These efforts included the production of right-of-way maps for the Florida Department of Transportation.

ENGINEER (1985)

Manatee County Department of Transportation, Bradenton, Florida

This was an entry level position working on the design of County roadway projects.

CERTIFICATIONS, PROFESSIONAL AFFILIATIONS & SPECIAL SKILLS

State of Florida Licensed Professional Engineer No. 45214

Completed PSMJ Project Manager Boot Camp

Completed Dale Carnegie Manager's Training

PERSONAL REFERENCES

Provided Upon Request.

-After 4:00 on Fri 10/27

**PROFESSIONAL REFERENCES
FOR ROBERT T. FRANQUES**

NAME	OCCUPATION	ADDRESS	PHONE NO.	YEARS KNOWN
Patti Sanzone	Engineer	Florida Dept. of Environmental Protection 2600 Blair Stone Rd MS 3570 Tallahassee, FL 32399-2400	850-245-7511	17
Peter Nikolov, P.E.	Director of Transportation Dept	TBE Engineering 380 Park Place Blvd, Suite 300 Clearwater, FL 33759	727-431-1550	24
Mark Norton	Sr. Project Manager	Pitman-Hartenstein & Assoc. 7820 Arlington Expressway Jacksonville, FL 32211	904-724-3546	5



JACKSONVILLE TRANSPORTATION AUTHORITY

P.O. DRAWER "O" • 100 N. MYRTLE AVENUE • JACKSONVILLE, FLORIDA 32203
TELEPHONE 904/630-3181 FAX 904/630-3166

DONALD P. HINSON
Chairman

CLEVE E. WARREN
Vice Chairman

DONNA L. HARPER
Treasurer

A. J. JOHNS
Secretary

CYNTHIA B. AUSTIN
CHARLES W. BALDWIN
J. CHARLES SAWYER

MICHAEL J. BLAYLOCK
Executive Director

July 6, 2007

Mr. Robert Franques

Dear Mr. Franques:

This is to confirm the verbal offer of employment extended to you earlier. Components of the offer are:

Position Title:	Design Project Manager
Salary:	\$3,666.67 per pay period. Based on 24 pay periods per year, this equates to \$88,000.00 annually.
Manager:	Hamid Tabassian – Manager of Highway Design
Start Date:	July 30, 2007
Review Dates:	Three months from your date of hire with no increase and on your annual anniversary date.
Benefits Eligibility:	You will be eligible for the medical, dental, life insurance and long-term disability insurance on the first day of the month following or coinciding with 30 days of employment. Immediate eligibility for holiday pay. Eligibility for five days of paid vacation after six months of employment and accrual of 6.67 hours of vacation per month (2 weeks) for the first five years of employment. Thereafter, accrual of vacation time will be at a rate of 10 hours per month (3 weeks per year).
Pension Benefits:	Immediate inclusion in the pension plan through the Florida Retirement System.



JACKSONVILLE TRANSPORTATION AUTHORITY
P.O. DRAWER "O" • 100 N. MYRTLE AVENUE • JACKSONVILLE, FLORIDA 32203
TELEPHONE 904/630-3181 FAX 904/630-3166

DONALD P. HINSON
Chairman

CLEVE E. WARREN
Vice Chairman

DONNA L. HARPER
Treasurer

A. J. JOHNS
Secretary

CYNTHIA B. AUSTIN
CHARLES W. BALDWIN
J. CHARLES SAWYER

•
MICHAEL J. BLAYLOCK
Executive Director

Mr. Robert Franques
Offer Letter – Page 2
July 6, 2007

This offer is contingent upon a successful completion of a pre-employment drug screen.

Feel free to contact me with any questions or concerns you may have. If you decide to accept this offer of employment, please sign this letter where indicated below signifying your acceptance and understanding of this offer of employment as outlined in this letter. Please return the original to me and keep a copy for your records.

Sincerely,

Tracy A. May
Manager of Human Resources

With my signature below, I hereby accept the terms of this offer of employment with the Jacksonville Transportation Authority.

Robert Franques

Date

Employment with the Jacksonville Transportation Authority is terminable at will. Both the organization and the employee remain free to end the work relationship at anytime for any reason, with or without notice.

ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the Jacksonville Transportation Authority Employee Handbook. I understand that I am to become familiar with its contents as it outlines my responsibilities, benefits and organization guidelines.

I further understand that my employment is terminable at will, so both the organization and I remain free to end our work relationship at anytime for any reason, with or without notice. I also understand this Handbook represents brief summaries of organization guidelines which are subject to change without prior notice, and that this guide may not be all-inclusive.

Finally, I understand that nothing in this Handbook creates an express or implied contract of employment between the organization and me.

(There are two copies of this Acknowledgment in this Handbook. After you have carefully reviewed this Handbook and this Acknowledgment, sign one of the copies, return it to Human Resources, and keep one copy for yourself.)

ROBERT FRANQUES
EMPLOYEE NAME (please print)


EMPLOYEE SIGNATURE

7-30-2007
DATE

BUSINESS STANDARDS OF CONDUCT

I hereby acknowledge review of the Jacksonville Transportation Authority's Business Standards of Conduct Procedure.

I understand JTA's policy and agree to abide by this policy as well as Florida Statutes 112.311 – 112.326, code of Ethics for Public Officers and Employees.


Employee's Signature

7-30-2007
Date

ROBERT T. FRANQUES
Print Name Here

Employee Acknowledgment

YOUR EMPLOYER has agreed to provide workers' compensation coverage for work-related injuries and illnesses through a Managed Care Arrangement (MCA) pursuant to Section 440.134, Florida Statutes.

As an employee of JACKSONVILLE TRANSPORTATION AUTHORITY
(Employer/Company Name)

I will follow the procedures and guidelines of your workers' compensation MCA.

The attached employee brochure entitled, "Florida's Managed Care Arrangement" sets forth your rights and responsibilities under your employer's workers' compensation MCA.

BE ADVISED:

Your failure to comply with the procedures, terms and conditions of the MCA could result in loss of benefits, and personal responsibility for the payment of medical and hospital charges.

ACKNOWLEDGMENT OF EMPLOYEE:

I, ROBERT FRANQUES an employee of Jacksonville Transportation Authority
(Employee Name)

do hereby agree to comply with the procedures, terms and conditions of my employer's Workers' Compensation MCA. I acknowledge and understand that my failure or refusal to comply with the procedures, terms and conditions of this MCA could result in the loss of benefits to me and responsibility for the payment of medical and hospital charges.


ROBERT FRANQUES
(Employee Name)

7-30-2007
(Date)

[Signature]
(Witness Signature)

SUBSTANCE ABUSE POLICY

I hereby acknowledge that I have received a copy of the Substance Abuse Policy. I agree to abide by all provisions of the anti-drug policy as a condition of my continued employment.


Employee Signature

7-30-2007
Date

ROBERT FRANKS
Print Name Here

SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY

I hereby acknowledge the review of the Jacksonville Transportation Authority's Sexual and Other Unlawful Harassment Policy.

I understand JTA's Policy and agree to abide by this policy.



Employee's Signature

7-30-2007
Date

ROBERT T. FRANQUES
Print Name

JTA TRAINING ACKNOWLEDGMENT

I hereby acknowledge that I have received a copy of the JTA Training Requirements. I understand the Authority is committed to continuous learning and professional development and I must take a minimum of 16 hours of training on a yearly basis.


Employee Signature

7-30-2007
Date

ROBERT FRANQUES
Print Name Here

Form W-4 (2007)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2007 expires February 16, 2008. See Pub. 505, Tax Withholding and Estimated Tax.

Note. You cannot claim exemption from withholding if (a) your income exceeds \$850 and includes more than \$300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Basic Instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 adjust your withholding allowances based on

itemized deductions, certain credits, adjustments to income, or two-earner/multiple job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax

for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners/Multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others.

Nonresident alien. If you are a nonresident alien, see the instructions for Form 8233 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2007. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent.	A	1
B	Enter "1" if: <ul style="list-style-type: none"> You are single and have only one job; or You are married, have only one job, and your spouse does not work; or Your wages from a second job or your spouse's wages (or the total of both) are \$1,000 or less. 	B	1
C	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	1
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	3
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	1
F	Enter "1" if you have at least \$1,500 of child or dependent care expenses for which you plan to claim a credit (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	0
G	Child Tax Credit (including additional child tax credit). See Pub 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> If your total income will be less than \$57,000 (\$85,000 if married), enter "2" for each eligible child. If your total income will be between \$57,000 and \$84,000 (\$85,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have 4 or more eligible children. 	G	3
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.)	H	10

For accuracy, complete all worksheets that apply.

• If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.

• If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$25,000 if married) see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.

• If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		OMB No. 1545-0074 2007
1 Type or print your first name and middle initial. ROBERT T.		Last name FRANQUES		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.		
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 10		
6 Additional amount, if any, you want withheld from each paycheck		6 \$ —		
7 I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here		7 —		
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.		Employee's signature (Form is not valid unless you sign it.)		Date 7-30-2007
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS)		9 Office code (optional)		10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cal. No. 102200

Form W-4 (2007)

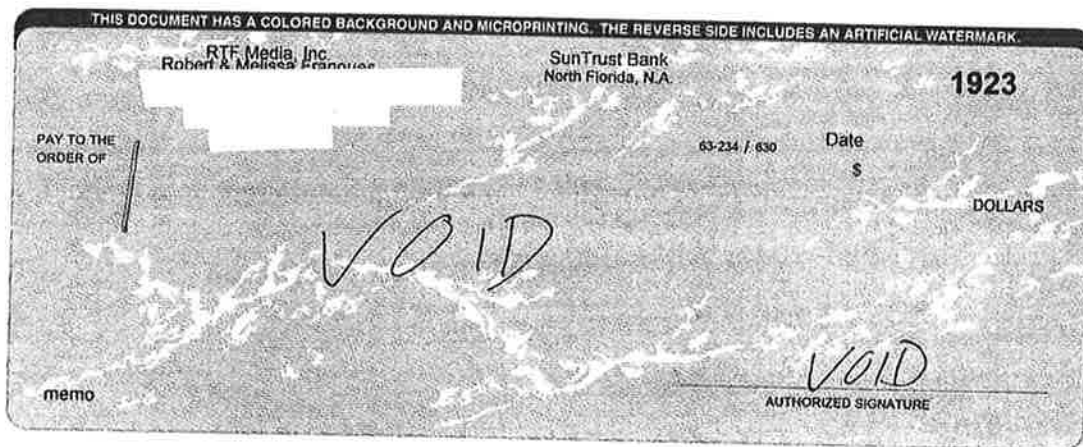
Authorization Agreement for Direct Deposit (ACH Credits)

☐ Change

I hereby authorize Jacksonville Transit Management to initiate credit entries and initiate, if necessary, debit entry adjustments for any credit entries in error to my:

Transit/ABA Number _____ Account Number _____

NOTE: A voided check must be attached below for deposits to checking accounts.



Date: 8-3-07 Signature: [Signature]