

CITY OF GAINESVILLE'S EMPLOYEE'S PENSION PLAN

Estimated Benefit Statement

NAME: Steven R Phillips

DROP Entry -

EMPLOYEE ID #: 8921

GG ✓

DATE OF RETIREMENT: 1-Mar-17 ✓

Limited Participant ✓

OPTION SELECTED: Joint & Survivor ✓

FINAL AVERAGE EARNINGS:

	9-Jan-14	31-Dec-14	SALARY
		2015	110359.76
		2016	110,408.52
		2016	112,521.06
	1-Jan-17	5-Jan-17	7,299.17
			\$340,588.51

FINAL AVERAGE MONTHLY EARNINGS - FAME (Total/36)

\$9,460.79 ✓

CREDITED SERVICE	DATE FROM	DATE TO	YEARS SERVICE
CREDITED SERVICE	29-Mar-16	28-Feb-17	0.917
General Pension Entry	✓ 27-Mar-96	28-Mar-16	20.00

SICK LEAVE / PCLB SERVICE CREDIT:	DATE	BALANCE	HRS/YEAR	
Accrued S/L as of 10/1/2012 (1684:10)	2/21/2017	1684.17	2080	0.810

Note: Use of sick leave/PCLB to a balance lower than shown above reduces service credit, benefits, and possibly eligibility

TOTAL PENSION SERVICE CREDIT 21.727

LIMITED PARTICIPANT SERVICE	DATE FROM	DATE TO	
	✓ 10-Mar-86	26-Mar-96	10.083

TOTAL CITY SERVICE 31.810

LIFE ANNUITY BENEFIT

TOTAL PENSION SERVICE CREDIT	21.727	
PLAN MULTIPLIER	2.00%	
BENEFIT MULTIPLIER	43.454%	
FINAL AVERAGE MONTHLY EARNINGS	\$9,460.79	
LIFE ANNUITY MONTHLY BENEFIT		\$4,111.09

JOINT & SURVIVOR BENEFIT

RETIREE'S AGE/DATE OF BIRTH	62.500	DOB	6-Sep-54 ✓
BENEFICIARY'S AGE/DATE OF BIRTH	60.833	DOB	26-Apr-56 ✓
AGE DIFFERENCE	2.000		
ACTUARIAL FACTOR	0.93470		

JOINT & SURVIVOR BENEFIT (Life Annuity Benefit x Actuarial Factor) \$3,842.64

BENEFICIARY BENEFIT @ DEATH OF RETIREE (Two-Thirds of Retiree's Benefit) \$2,561.77

JOINT & LAST SURVIVOR OPTION:

RETIREE'S AGE/DATE OF BIRTH	62.500	DOB	6-Sep-54
BENEFICIARY'S AGE/DATE OF BIRTH	60.833	DOB	26-Apr-56
AGE DIFFERENCE	2.000		
ACTUARIAL FACTOR	0.95984		

JOINT & SURVIVOR BENEFIT (Life Annuity Benefit x Actuarial Factor) \$3,945.99

BENEFIT @ DEATH OF RETIREE OR BENEFICIARY (Two-Thirds of Retiree's Benefit) \$2,630.67

PREPARED BY: [Signature]

VERIFIED BY: [Signature]

I, the undersigned hereby acknowledge that this estimated pension benefit has been discussed with me and that I understand and agree with it.

EMPLOYEE'S SIGNATURE: [Signature]

DATE: 2/21/17

DATE: 2/21/17

DATE: 2/21/17

DATE: 2/21/17

Retiree Final Maximum Average Earnings

Employee Name: PHILLIPS, STEVEN R

Employee ID: 0000008921

Start Date 1/9/2014

End Date 1/5/2017

Total Earnings

1/9/2014	--	12/31/2014	\$110,359.76
1/1/2015	--	12/31/2015	\$110,408.52
1/1/2016	--	12/31/2016	\$112,521.06
1/1/2017	--	1/5/2017	\$7,299.17

Final Aveage Monthly Earnings \$9,460.79

**CITY OF GAINESVILLE GENERAL EMPLOYEE PENSION PLAN
RETIREMENT ANNUITY OPTION ELECTION**

Employee's Name: STEVEN R. PHILLIPS Employee ID: 8921

In accordance with my rights under the Pension Plan, I have elected the following retirement annuity option:
(Check appropriate option)

<input type="radio"/> LIFE ANNUITY	One hundred percent of benefit payable to the retiree. Upon death of retiree, all benefits stop.
THIS SECTION MUST BE COMPLETED IF YOU SELECT A LIFE ANNUITY	
MARRIED: <input type="radio"/> NO <input type="radio"/> YES If YES, Your spouse must sign below.	
SPOUSAL ACKNOWLEDGEMENT	I, _____, being the spouse of the above named person, acknowledge the Life Annuity or the Life Annuity was selected.
Signature of Spouse	Date
<input checked="" type="radio"/> JOINT AND SURVIVOR • Age Restrictions Apply	Actuarial reduced benefit payable to the retiree. At retiree's death only, two-thirds (2/3) of retiree's benefit is payable to a designated beneficiary for the remainder of the beneficiary's life.
<input type="radio"/> JOINT AND LAST SURVIVOR • Age Restrictions Apply	Actuarial reduced benefit payable to the retiree. At the death of either the retiree or the beneficiary, whoever shall remain living shall receive two-thirds (2/3) of the retiree's benefit for the remainder of the survivor's life.

I hereby designate, DEBORAH LEE PHILLIPS, my WIFE
social security number _____ and whom I certify was born on _____

I certify that I have made this election with a complete understanding of my benefits under the Pension Plan and that I will not have the right to cancel this option except in accordance with the Pension Plan once my retirement becomes final. My retirement becomes final when any benefit payment is cashed, deposited or when my Deferred Retirement Option Program participation begins.

Employee Signature: Steven R. Phillips Date: 1/31/17

Notary: State of _____, County of _____ The above named person has sworn to and subscribed before me this _____ of _____ 20____ and is personally known _____ or produced _____ as identification.

April L. Kurtz
Signature of Notary Public OR
Risk Management Representative

APRIL L. KURTZ
Print, Type of Stamp Commissioned
Name of Notary Public/Risk Management Representative

City of Gainesville
GENERAL EMPLOYEES' PENSION PLAN
Application for Pension

To: The Plan Administrator of the General Employees' Pension Plan

Application for pension under the City of Gainesville General Employees' Pension Plan is hereby made for:

Name: STEVEN R. PHILLIPS		Employee ID #: 8921
Application Date: 01/31/17		Effective Date: 03/01/17
Pension Service Date: 02/10/86		Date Of Birth: 09/06/54
Position: DIRECTOR		Department: PARKS, RECREATION + CULTURAL AFFAIRS
Address: 8518 NW 1ST AVENUE		City: GAINESVILLE
State: FL	Zip: 32607	County: ALACHUA
Email:		Phone #: (352) 393-8755 (w) (352) 316-5303 (c)

Option Selected: <input type="checkbox"/> Life Annuity <input checked="" type="checkbox"/> Joint & Survivor	<input checked="" type="checkbox"/> Joint & Last Survivor	Joint Annuitant: DEBORAH LEE PHILLIPS	Annuitant DOB
--	---	---------------------------------------	---------------

DEFERRED RETIREMENT OPTION PLAN (DROP) ELECTION

- ☒ I hereby elect to retire and enter the DROP plan, and have declared that my last day of employment with the City of Gainesville shall be no later than 02/28/2017. I have received and signed the DROP plan application as required. I understand that entry into the DROP does not constitute an offer or obligation on behalf of the city to provide continued employment.
- ☐ I hereby elect to retire and terminate employment with the City of Gainesville and not enter the DROP plan, and receive my monthly pension benefit as described in the plan.

You are advised that if after retirement has been approved and/or benefits paid it is determined that the initially projected or actually paid benefit amount was higher or lower than the member, retiree, or beneficiary was entitled to, then such benefit may be adjusted so as to provide the actuarial equivalent of the benefit to which the member, retiree, or beneficiary was entitled.

You are also advised that you must comply with all reasonable requests of the City of Gainesville to recertify annually your eligibility to receive pension benefits as provided in Section 2-527(m) of the City of Gainesville Code of Ordinances.

It is a crime for a person willfully and knowingly to make any false, fraudulent, or misleading oral or written statement or withholds or conceals material information to obtain any benefit available under this plan.

I certify that I have made this election with a complete understanding of my benefits under the Pension Plan and that I will not have the right to cancel this option except in accordance with the Pension Plan once my retirement becomes final. My retirement becomes final when any benefit payment is cashed, deposited, I have passed my declared retirement date or when my Deferred Retirement Option Program participation begins.

Signature of Member

Date

01/31/17

Risk Management Director

Date

2/2/2017

City Manager
Plan Administrator

Date

Kurtz, April L

From: Brothers, Cheryl A.
Sent: Tuesday, March 14, 2017 12:19 PM
To: Kurtz, April L
Cc: Hanskat, Lynda R.; Watts-Chestnut, Tiffany L.; Rodriguez, Melissa C; Whiteley, Tracy C.; Niswonger, Kenneth A.; Skaja, John S.; James-Johnson, Janice D
Subject: Service Credit Hrs.

April,

Below are the service credit hrs.

Larry Dunn #9798 – 319.07 hrs.
Margaret Crawford #7257 – 1545.47 hrs.
William Quirk #10123 – 775.32 hrs.
Steven Phillips #8921 – 1684.10 hrs.
John Perryman #8674 – 0 hrs. chosen

Note there is an issue on Steve Keene #15864 – it doesn't look like he was paid out correctly so will get back to you on him. Thanks.

Thank you,

Cheryl Brothers

Account Clerk II

Finance Dept.

City of Gainesville

Phone: 393-8770

FAE REQUEST

DATE OF REQUEST: 3/7/2017

EMPLOYEE NAME

STEVEN R. PHILLIPS

ID

8921

DEPARTMENT

PARKS, RECREATION, & C.A.

DATE OF ACTION

3/1/2017

ESTIMATE

☐

☐

☐

ACTION

RETIREMENT

DROP ENTRY

VESTED BENEFIT

LIMITED PARTICIPANT

FINAL

☐

☒

☐

☐

AVERAGE MONTHLY EARNINGS

☒

36 MONTHS

☐

48 MONTHS

☐

60 MONTHS

☐

Former Gainesville Gas Member

☐

RTS emp./ATU bargaining unit

☐

Received Workers' Comp. Pay

☐

FOP REPRESENTED

☐

IAFF REPRESENTED

☐

PBA REPRESENTED

PAYROLL

Please provide the highest consecutive months earnings to date excluding workers' compensation absences

FROM

1-1-2017

3-10-2017

37701.96 ✓

FROM

2016

112871.06 ✓

FROM

2015

110798.10 ✓

FROM

3-20-2014

12-31-2014

87561.05 ✓

FROM

Total

\$ 348932.17 ✓

Average Monthly Earnings

9692.56 ✓

Prepared by:

G. J. J.

Date:

3-14-17

Verified by:

K. K. K.

Date:

3-14-17



Department of Risk Management

222 East University Avenue
PO Box 490 • Station 60
Gainesville, FL 32627-0490
352-334-5045
352-334-3102 (Fax)
www.cityofgainesville.org

March 22, 2017

Steven R. Phillips
8518 NW 1st Avenue
Gainesville, FL 32607

Re: DROP Entry

Dear Mr. Phillips:

A copy of your final benefit statement is enclosed. I have forwarded your final paperwork to the General Pension Plan actuary for final verification and compliance with the plan. You will be notified immediately if there are any discrepancies. Please contact me at 334-5045 if you need more information or if I can be of further assistance.

Sincerely,

April L. Kurtz
Risk Management Analyst

Enclosure

CITY OF GAINESVILLE'S EMPLOYEE'S PENSION PLAN

Final Benefit Statement

NAME: Steven R. Phillips
 EMPLOYEE ID #: 8921
 DATE OF RETIREMENT: 1-Mar-17
 OPTION SELECTED: Joint & Survivor
 DROP Entry - GG
 Limited Participant

FINAL AVERAGE EARNINGS:

	1-Jan-17	16-Mar-17	SALARY
		2016	37,701.96
		2015	112,871.06
		2014	110,798.10
	20-Mar-14	31-Dec-14	87,561.05
			\$348,932.17

FINAL AVERAGE MONTHLY EARNINGS - FAME (Total/36)

\$9,692.56

CREDITED SERVICE	DATE FROM	DATE TO	YEARS SERVICE
CREDITED SERVICE:	29-Mar-16	28-Feb-17	0.917
SERVICE PURCHASE	27-Mar-96	28-Mar-16	20.00

SICK LEAVE / PCLB SERVICE CREDIT:	DATE	BALANCE	HRS/YEAR	
Accrued S/L as of 10/1/2012 (1684:10)	3/15/2017	1684.17	2080	0.810

Note: Use of sick leave/PCLB to a balance lower than shown above reduces service credit, benefits, and possibly eligibility

TOTAL PENSION SERVICE CREDIT 21.727

LIMITED PARTICIPANT SERVICE	DATE FROM	DATE TO	
	10-Mar-86	26-Mar-96	10.083

TOTAL CITY SERVICE 31.810

LIFE ANNUITY BENEFIT

TOTAL PENSION SERVICE CREDIT	21.727	
PLAN MULTIPLIER	2.00%	
BENEFIT MULTIPLIER	43.454%	
FINAL AVERAGE MONTHLY EARNINGS	\$9,692.56	
LIFE ANNUITY MONTHLY BENEFIT		\$4,211.81

JOINT & SURVIVOR BENEFIT

RETIREE'S AGE/DATE OF BIRTH:	62 500	DOB:	6-Sep-54
BENEFICIARY'S AGE/DATE OF BIRTH:	60 833	DOB:	26-Apr-56
AGE DIFFERENCE:	2.000		
ACTUARIAL FACTOR:	0.93470		
JOINT & SURVIVOR BENEFIT. (Life Annuity Benefit x Actuarial Factor)			\$3,936.77

BENEFICIARY BENEFIT @ DEATH OF RETIREE: (Two-Thirds of Retiree's Benefit)		\$2,624.53
--	--	------------

PREPARED BY:

VERIFIED BY:

DATE

DATE

Powe, Chianti S

Steven Phillips
8921

From: Christoffersen, Ann M.
Sent: Friday, December 7, 2018 11:24 AM
To: Bertumen, Jermaine R; Powe, Chianti S
Cc: Alligood, Michele L
Subject: RE: Removal of Pay Type 12 effective 12/17/18

Thank you, Royce!

I have validated this against the list we sent to Payroll last January. The only ones missing were those that have since terminated.

Chianti,
Please process these ESMTs to remove Pay Type 12 effective 12/17/2018.

And I'll draft an email to send out to the employees to remind them that their final payment will be with their December 20th paychecks.

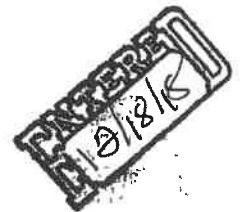
Thank you,
Ann

From: Bertumen, Jermaine R
Sent: Friday, December 07, 2018 11:08 AM
To: Christoffersen, Ann M. <christoffam@cityofgainesville.org>; Powe, Chianti S <PoweCS@cityofgainesville.org>
Cc: Alligood, Michele L <AlligoodML@cityofgainesville.org>
Subject: RE: Removal of Pay Type 12 effective 12/17/18

Hi all,

This is the list of employees I was able to pull from Access with the Pay type '12' and pay rate \$63.60.

EMPL_ID	Last Name	First Name	Payroll Number	Pay Date	Pay Type	Pay Rate
7247	SWEAT	DANIEL	GRU	11/19/2018	12	63.6
7403	SPARKS	DAVID	GRU	11/19/2018	12	63.6
7486	BARRATT	JOHN	GRU	11/19/2018	12	63.6
7683	MERCER	DOUG	GRU	11/19/2018	12	63.6
7732	GREENE	DOROTHY	GRU	11/19/2018	12	63.6
7753	WILDER	KENNETH	GRU	11/19/2018	12	63.6
7757	MULLINS	ANN	GRU	11/19/2018	12	63.6
7856	MARZAK	GREGORY	GRU	11/19/2018	12	63.6
7864	ROLLINS	ATAWA	GRU	11/19/2018	12	63.6
7883	BAHAM	DONALD	GRU	11/19/2018	12	63.6
8044	HOLDER	DIANE	1	11/19/2018	12	63.6
8058	CALDERON	LAWRENCE	1	11/19/2018	12	63.6
8206	DURBIN	PATRICK	1	11/19/2018	12	63.6
8568	EVERITT	PATRICIA	1	11/19/2018	12	63.6



8649	LANE	JEFFREY	1	11/19/2018	12	63.6
8680	RICE	JOANNE	1	11/19/2018	12	63.6
8921	PHILLIPS	STEVEN	1	11/19/2018	12	63.6
8972	KYLER-LAW	PATRICIA	1	11/19/2018	12	63.6

Let me know if you have questions or concerns. Thank you.

Best regards,

Royce Bertumen | Analyst

Human Resources Department

Desk 352-393-8712

Email bertumenjr@cityofgainesville.org

Note: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: Christoffersen, Ann M.

Sent: Friday, December 07, 2018 8:32 AM

To: Powe, Chianti S <PoweCS@cityofgainesville.org>; Bertumen, Jermaine R <BertumenJR@cityofgainesville.org>

Cc: Alligood, Michele L <AlligoodML@cityofgainesville.org>

Subject: Removal of Pay Type 12 effective 12/17/18

Hello Chianti and Royce:

DROP MAP employees received a lump sum payment in the amount of \$1590 for the annual general increase that was split out over the course of the 2018 calendar year rather than adding the monies to their base salary. This recurring payment ends this month.

Please generate a report to see who is currently receiving Pay Type 12 in the amount of \$63.60. These payments are scheduled to end this pay period, 12/3/18 – 12/16/18 (last pay check 12/20/2018). ESMTs are needed to remove Pay Type 12 effective 12/17/18 next week.

Please provide the list of employees to Michele and me to quality assure before you begin the ESMT entries.

Thank you,

Ann





Effective
3/12/18
Pay Code
12
pri Trans

EMPLOYEE_ID	EMPL_LAST_NM	EMPL_FIRST_NM	March 15th		Dec 20th		Sub-Total of		Total Amount
			One Time Pay	Recurring One-Time Pay	Time Pay	# of PPS	recurring payments	Paid in 2018	
0000007883	BAHAM	DONALD	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000007486	BARRATT	JOHN	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000007444	BEAULIEU	DAVID	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000008058	CALDERON	LAWRENCE	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000008206	DURBIN	PATRICK	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000008568	EVERITT	PATRICIA	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000007732	GREENE	DOROTHY	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000008044	HOLDER	DIANE	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000007713	KAMHOOT	NORMAN	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000008972	KYLER-LAW	PATRICIA	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000008649	LANE	JEFFREY	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000008005	MARZAK	EILEEN	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000007856	MARZAK	GREGORY	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000007683	MERCER	DOUG	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000007757	MULLINS	ANN	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000008921	PHILLIPS	STEVEN	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000008680	RICE	JOANNE	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000007864	ROLLINS	ATAWA	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000007403	SPARKS	DAVID	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000007247	SWEAT	DANIEL	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	
0000007753	WILDER	KENNETH	\$ 318.00	\$ 63.60	\$ 63.60	20	\$ 1,272.00	\$ 1,590.00	

2018 recurring

payment to

mails participating

in shop, in lieu

of base rate

increase

Gainesville.

Citizen centered

People empowered

DRAFT COPY FOR REVIEW

Memo

To: Active MAP – DROP Employees
From: Anthony Lyons, City Manager
Bridget Lee, Interim Equal Opportunity Director
Carlos Holt, City Auditor
Ed Bielarski, General Manager
Nicole Shalley, City Attorney
Omichele Gainey, Clerk of Commission

Date: 3/7/2018

Re: Lump Sum Payment Distribution of \$1590 for MAP – DROP Employees

In distributing the \$1590 COLA/general increases this year, we recognize MAP employees who are currently in DROP did not receive this base salary increase. This is due to the salary adjustment limitation included in your DROP agreement, specifically those limiting base salary adjustments associated with general increases.

To ensure fairness as the COLA was issued in lieu of merit based increases this year, the Charters wish to provide a way for those affected DROP employees to receive the \$1590 this year as additional compensation. HR, Risk and Payroll have identified a way to accomplish this.

For DROP MAP employees, the \$1590 will be paid out in reoccurring lump sum payments, distributed equally each pay period throughout the remainder of 2018. The first payment will be a catch-up payment backdated to January. The remaining payments would be split equally over the remainder of the year. Below is a breakdown of what will be reflected on your paychecks:

- March 15th: One-time catch-up payment of \$318*.
MAPs increases were processed beginning with the January 18th paycheck; the second pay period of the calendar year. March 15th is the sixth pay period of 2018. \$63.60 X's five pay periods = \$318.
- Beginning with the March 29th paycheck: \$63.60 will be added to each paycheck issued through the remainder of calendar year 2018. \$63.60 X's twenty pay periods = \$1272.

Thank you,

Anthony Lyons, City Manager
Bridget Lee, Interim Equal Opportunity Director
Carlos Holt, City Auditor
Ed Bielarski, General Manager
Nicole Shalley, City Attorney
Omichele Gainey, Clerk of Commission

ESMT Processing Schedule 2018

PP Begins	PP Ends	Due in HR	Payday
12/18/2017	12/31/2017	12/25/2017	1/4/2018
1/1/2018	1/14/2018	1/8/2018	1/18/2018
1/15/2018	1/28/2018	1/22/2018	2/1/2018
1/29/2018	2/11/2018	2/5/2018	2/15/2018
2/12/2018	2/25/2018	2/19/2018	3/1/2018
2/26/2018	3/11/2018	3/5/2018	3/15/2018
3/12/2018	3/25/2018	3/19/2018	3/29/2018
3/26/2018	4/8/2018	4/2/2018	4/12/2018
4/9/2018	4/22/2018	4/16/2018	4/26/2018
4/23/2018	5/6/2018	4/30/2018	5/10/2018
5/7/2018	5/20/2018	5/14/2018	5/24/2018
5/21/2018	6/3/2018	5/28/2018	6/7/2018
6/4/2018	6/17/2018	6/11/2018	6/21/2018
6/18/2018	7/1/2018	6/25/2018	7/5/2018
7/2/2018	7/15/2018	7/9/2018	7/19/2018
7/16/2018	7/29/2018	7/23/2018	8/2/2018
7/30/2018	8/12/2018	8/6/2018	8/16/2018
8/13/2018	8/26/2018	8/20/2018	8/30/2018
8/27/2018	9/9/2018	9/3/2018	9/13/2018
9/10/2018	9/23/2018	9/17/2018	9/27/2018
9/24/2018	10/7/2018	10/1/2018	10/11/2018
10/8/2018	10/21/2018	10/15/2018	10/25/2018
10/22/2018	11/4/2018	10/29/2018	11/8/2018
11/5/2018	11/18/2018	11/12/2018	11/22/2018
11/19/2018	12/2/2018	11/26/2018	12/6/2018
12/3/2018	12/16/2018	12/10/2018	12/20/2018

$$5 \times 63.6 = \$318$$

$$20 \times 63.60 = \$1272$$

\$1590

CONDUENT



200 Gallena Parkway SE
Suite 1900
Atlanta GA 30339

April 17, 2017

Ms Lynda R Hanskat
Risk Management Department
City of Gainesville
P O Box 490, Station 20
Gainesville, FL 32602-0490

Human Resources

APR 24 2017

RECEIVED

Re: Steven R. Phillips

Dear Lynda

In response to your request, we have reviewed the calculation for Mr Steven Phillips, which was sent via eActuary on March 22, 2017 We understand that Mr Phillips entered the DROP on March 1, 2017 Since Mr Phillips had more than 20 years of service as of October 1, 2012 and more than 25 years of service at the time of his retirement, he is eligible to receive annual cost-of-living increases of 2.0% beginning with the benefit for the month of October following or coincident with his attainment of age 60 Please note, however, that the cost-of-living increases will not apply during the DROP period

The calculation was performed in accordance with our understanding of the local plan ordinance If you have any questions or corrections, do not hesitate to call

Sincerely,

Steward Sainvil, EA, MAAA, FCA
Senior Consultant, Retirement
Conduent

Enclosure

cc Joseph Griffin, Conduent (w/enc)
Timothy Bowen, Conduent (w/enc)
Amanda Martin, Conduent (w/enc)

CITY OF GAINESVILLE'S EMPLOYEES' PENSION PLAN

Final Benefit Statement

NAME:	Steven R Phillips		
EMPLOYEE ID #:	8921		
SOCIAL SECURITY #:	4 11 11		
DATE OF RETIREMENT:	1-Mar-17	Limited Participant	
OPTION SELECTED:	Joint & Survivor	DROP Entry - GG	
<u>FINAL AVERAGE EARNINGS:</u>			
	1-Jan-17	16-Mar-17	37,701.96
		2016	112,871.06
		2015	110,798.10
	20-Mar-14	31-Dec-14	87,561.05
			<u>\$348,932.17</u>
FINAL AVERAGE MONTHLY EARNINGS - FAME (Total/36)			\$9,692.56
<u>CREDITED SERVICE</u>	<u>DATE FROM</u>	<u>DATE TO</u>	<u>YEARS SERVICE</u>
CREDITED SERVICE:	29-Mar-16	28-Feb-17	0.917
	27-Mar-96	28-Mar-16	20.000
<u>SICK LEAVE / PCLB SERVICE CREDIT:</u>	<u>DATE</u>	<u>BALANCE</u>	<u>HRS/YEAR</u>
Accrued S/L as of 10/1/2012 (269:44)	3/15/2017	1684.17	2080
<i>Note: Use of sick leave/PCLB to a balance lower than shown above reduces service credit, benefits, and possibly eligibility</i>			
TOTAL SERVICE CREDIT GENERAL PLAN			21.727
<u>LIMITED PARTICIPANT SERVICE</u>	<u>DATE FROM</u>	<u>DATE TO</u>	
	10-Mar-86	26-Mar-96	10.083
TOTAL CITY SERVICE			31.810
<u>LIFE ANNUITY BENEFIT</u>			
TOTAL SERVICE CREDIT GENERAL PLAN	21.727		
PLAN MULTIPLIER	2.00%		
BENEFIT MULTIPLIER	43.454%		
FINAL AVERAGE MONTHLY EARNINGS	\$9,692.56		
LIFE ANNUITY MONTHLY BENEFIT			\$4,211.81
<u>JOINT & SURVIVOR OPTION</u>			
RETIREE'S AGE/DATE OF BIRTH:	62.500	DOB	6-Sep-54
BENEFICIARY'S AGE/DATE OF BIRTH:	60.833	DOB	26-Apr-56
AGE DIFFERENCE:	2.000		
ACTUARIAL FACTOR:	0.93470		
JOINT & SURVIVOR BENEFIT. (Life Annuity Benefit x Actuarial Factor)			\$3,936.77
BENEFICIARY BENEFIT @ DEATH OF RETIREE. (Two-Thirds of Retiree's Benefit)			\$2,624.53

PREPARED BY _____

DATE _____

VERIFIED BY: _____

DATE _____

I, the undersigned, hereby acknowledge that this estimated pension benefit has been discussed with me and that I understand and agree with it.

EMPLOYEE'S SIGNATURE _____

DATE _____

Departmental Policies Review and Revisions

Work closely with Legal, HR, Budget and Finance to review and revise 15 of the 45 Departmental Policies, schedule updates with the department and schedule regular review time tables for the remaining 30.

Rater & Rating	Comment
DANIEL HOFFMAN	Many of these policies require the assistance of HR in order to facilitate change. He has gotten limited support due to conflicting priorities (total rewards, etc) but will continue this process into next year.
3 Met Expectations	

Item Weight 30 %

Departmental Process Review and Revision

Work closely with Budget and Finance (Internal Controls Manager) to review, revise and final draft the high priority departmental process so that they are consistent throughout the department as well as the City (Procurement Purchases, cash handling, timesheets, overtime and payroll); sequester funding for a position over the Departmental Budget and Finance (Lead Analyst), recruit and fill the position by year end.

Rater & Rating	Comment
DANIEL HOFFMAN	Steve has added some key staff and continues to develop the department into a more effective organization. He does so with limited resources and increasing demands.
4 Exemplary	

Evaluation Overall Section | Text Only

Overall Comment

Rater	Comment
DANIEL HOFFMAN	Steve has been a good partner and has done his best to maintain team cohesion despite increasing demands. I look forward to working with him to address opportunities to advance PRCA in 2019. Many of the FY18 goals were very internally focused. I will look for more strategic and vision-based goals in FY19. Thank you Steve for everything!

Process

1	Add 3-5 goals for the employee DANIEL HOFFMAN	Completed On Mon, Dec 10, 2018	x <u>DANIEL HOFFMAN</u>
2	Rater DANIEL HOFFMAN	Completed On Mon, Dec 10, 2018	By clicking certify and submit, you confirm that your rating is complete and accurate.
3	Approval & Signature DANIEL HOFFMAN	Completed On Mon, Dec 10, 2018	x <u>DANIEL HOFFMAN</u>
	Comment Thank you Steve! For our discussion at our next 1 on 1.		
4	Manager/Employee Evaluation Review DANIEL HOFFMAN	Completed On Mon, Dec 17, 2018	
5	Signature STEVEN PHILLIPS	Completed On Mon, Dec 17, 2018	By signing, I certify that I have received my evaluation. My signature does not indicate that I agree with any of the ratings given in the evaluation. x <u>STEVEN PHILLIPS</u>

FY18 Annual Performance Evaluation-(due-12/-14/-2018-)
Due Date: Fri, Dec 14, 2018

General Information

Position Director of Parks, Recreation and Cultural Affairs	Division PARKS, RECREATION & CULTURAL AFFAIRS ADMINISTRATION	Evaluation Type Periodic
Department PARKS, RECREATION & CULTURAL AFFAIRS	Class Spec Director of Parks, Recreation and Cultural Affairs	

Ratings Summary : DANIEL HOFFMAN

Total Score

3.3 out of 5

Content

Goal Section | 5 Point Scale

Section Weight 100 %

FY 18 Goals

Departmental Re-Accreditation

Item Weight 30 %
Due Date 12/31/2018

1. -Complete written report, coordinate accreditation review team visit in June, review policies, evaluate finding and submit report. To receive Reaccreditation by September. Completed

Rater & Rating	Comment
DANIEL HOFFMAN	Steve led a team effort to achieve reaccreditation for his department. He continues to be well liked by his staff and works to address their needs.
3 Met Expectations	

Diversity Work Plan

Item Weight 10 %

Develop and submit for review the Departmental Workplan to EO by Deadline (end of year); Create Outreach Plans for all departmental positions; Develop Recruitment (Action) Plan for all vacant positions to target a diverse pool of candidates; Create a diverse panel to evaluate each position that is being filled, hire the most qualified candidates.

Rater & Rating	Comment
DANIEL HOFFMAN	Steve works hard to create a diverse pool of talent. Several attempts to hire diverse candidates for leadership roles have been thwarted due to circumstances beyond his control. He will continue to work to build diversity at PRCA.
3 Met Expectations	

Change and Staff Management

Item Weight 25 %
Due Date 11/03/2019

Steve began development of plans for changes to PRCA to improve performance of the organization and position it for additional responsibilities and staff changes in the coming years. These changes may come from a variety of places such as completed WSPP projects, retirements, transitioning CRA projects and other special initiatives (Koppers). Steve has also put in place plans to improve staff performance. This will also need to continue into next year and he should expect this goal to carry forward. Specifically, I have in mind: Jeff Cardozo, Cindi Harvey, Russ Etling and Linda Demetropolis. Improvement has occurred and more is needed. Steve has also coached and mentored some strong performers: Roxy Gonzalez, Leslie Ladendorf, Billy Marchantel, and John Weber just to name a few. These staff can benefit from empowerment and additional responsibilities. These are not to be seen as exhaustive lists, as I'm sure I have overlooked some, but I expect Steve to focus more on management of human capital in the coming year.

Rater & Rating	Comment
DANIEL HOFFMAN 3 Met Expectations	Steve has developed conceptual plans for reorganizing Cultural Affairs and has some key staff put on improvement plans. Some staff still need to demonstrate improvement while others need empowerment. I expect to see improvement in this area over the next year as the Assistant Director grows into her role with Steve's guidance. Steve has been open to change and I know he will be a partner in continuous improvement within PRCA.

Evaluation Overall Section | Text Only

Overall Comment

Rater	Comment
DANIEL HOFFMAN	With FY19 in the rearview mirror we will need to focus on change and strategy yet again in FY20. In some ways we put majors changes on hold as we waited for the new City Manager, but I expect Steve to accelerate the rate of change in FY20 with more input from the permanent City Manager.

Process

1	Add 3 to 5 Goals DANIEL HOFFMAN	Completed On Fri, Nov 8, 2019	x <u>DANIEL HOFFMAN</u>
2	Mid-Year Performance Check-In DANIEL HOFFMAN	Completed On Fri, Nov 8, 2019	x <u>DANIEL HOFFMAN</u>
3	Rater DANIEL HOFFMAN	Completed On Fri, Nov 8, 2019	By clicking certify and submit, you confirm that your rating is complete and accurate.
4	Approval & Signature DANIEL HOFFMAN	Completed On Fri, Nov 8, 2019	x <u>DANIEL HOFFMAN</u>
5	Manager/Employee Evaluation Review DANIEL HOFFMAN	Completed On Thu, Nov 14, 2019	x <u>DANIEL HOFFMAN</u>
	Signature STEVEN PHILLIPS	Completed On Mon, Nov 18, 2019	By signing, I certify that I have received my evaluation. My signature does not indicate that I agree with any of the ratings given in the evaluation.
6	Comment I want to thank Dan for his leadership, guidance and support. I look forward to working with him over this next year and appreciate him as a supervisor.		x <u>STEVEN PHILLIPS</u>

Technical Competency

- Consistently shares his/her technical knowledge and expertise with co-workers to the benefit of the organization.
- Demonstrates and maintains knowledge, skills and abilities appropriate for someone in their position and classification as it relates to specific departmental mechanical, physical or technical tasks.
- Effectively manages and is accountable for their own time and completing tasks, goals and projects on time.
- Utilizes job skills and knowledge on a consistent basis to solve a range of problems and to accomplish mission.

Rater & Rating**Comment**

DANIEL HOFFMAN

Steve knows his profession well and at this stage in his career has excellent insitutional knowledge about PRCA operations.

4 Exemplary**Goal Section | 5 Point Scale**

Section Weight 40 %

3 to 5 Goals

This section should include performance and development goals as applicable to the individual employee.

Professionalism

Item Weight 25 %

- Meets attendance expectations set by the department
- Manages time efficiently and effectively.
- Practices good hygiene and presents an overall appearance/image, including work attire that is appropriate for their work location.
- Demonstrates the work ethic necessary to achieve the mission.

Rater & Rating**Comment**

DANIEL HOFFMAN

Steve holds himself to a high standard of professionalism and always conducts himself in an appropriate manner. I have never heard him use inappropriate language or be discourteous.

4 Exemplary**Teamwork**

Item Weight 25 %

- Works effectively within a team setting; completes the plan assigned or communicates changes.
- Completes assigned tasks; contributions are positive to team; finishes with the rest of the team.
- Treats all people with dignity and respect; strives to be fair and consistent.

Rater & Rating**Comment**

DANIEL HOFFMAN

Steve is a team player and is often called upon to tackle a duty outside of his comfort zone. Although I can tell that sometimes these tasks test his patience, he follows directions.

3 Met Expectations**Budget Oversight**

Item Weight 25 %
Due Date 12/30/2019

Employee should take all necessary steps to finish the fiscal year as close to the budgeted amount as possible and communicate any issues that may prevent them from achieving this in a timely manner that allows for corrective action.

Rater & Rating**Comment**

DANIEL HOFFMAN

Steve has greatly improved in this area and the addition of Roxy Gonzalez has helped. Ironwood finances have improved and continues to do more with less. Most budget issues typically arise from directives from the Assistant City Manager of City Manager.

4 Exemplary

Communication

- Communicates in a clear, concise and factual manner utilizing appropriate grammar, spelling and tone.
- Creates a positive work environment by conveying factual information and does not participate in activities that negatively affect the work environment (i.e. rumors, etc.).
- Effectively utilizes written and verbal communication skills to achieve objectives and foster teamwork.
- Keeps supervisors, co-workers informed of accurate information.
- Listens carefully to others and engages in mutually respectful interactions.
- Listens to and considers ideas from others, even when different from own.
- Openly shares knowledge for the betterment of the organization and other team members.
- Tailors communication style to needs of the recipient.
- Uses appropriate nonverbal communication, including eye contact, posture and body language.

Rater & Rating	Comment
DANIEL HOFFMAN	Steve, communicates well and is very diplomatic. He sometimes borders on over communication, particularly in email, but this is preferable to the alternative. I appreciate his candor in our one-on-one meetings and value his opinion and council.
4 Exemplary	

Customer Focus (Internal and External)

- Adheres to core values by consistently demonstrating integrity, honesty and ethical behavior.
- Demonstrates professionalism and conduct according to all city and department policies, procedures and guidelines, represents the city's best interest at all times.
- Demonstrates respect of cultural and individual values, regardless of background.
- Delivers on service commitments/response times. Meets established or agreed upon deadlines.
- Keeps customers informed by providing status reports and progress updates.
- Listens to customers and addresses needs and concerns.
- Maintains discipline and composure when under stress and performs well under pressure.
- Maintains supportive relationships with customers. Uses initiative to improve outcomes, processes, or measurements.
- Works to develop and maintain positive working relationships and maintains a pleasant work attitude.

Rater & Rating	Comment
DANIEL HOFFMAN	Complaints regarding PRCA external customer service are minor and relatively infrequent. Internally PRCA is more likely to receive service from other departments but there are occasions in which it provides services, such as manpower during events or emergencies. Moving forward I would like to see PRCA resources more integrated, with clear roles, during emergencies.
4 Exemplary	

Safety

- Displays knowledge of and abides by applicable safety regulations, policies, procedures, and practices.
- Maintains cleanliness of work space and exercises care with City equipment and property.
- Practices safe working habits and encourages these habits in others to create a safe work environment.
- Strives to improve and identifies unsafe working conditions, and takes immediate action to alert others and mitigate hazard.
- Utilizes safety equipment and personal protective devices related to the position correctly and consistently.

Rater & Rating	Comment
DANIEL HOFFMAN	PRCA staff prioritize safety and I'm unaware of any rampant safety concerns
3 Met Expectations	

Annual Performance Evaluation (due 12/ 31/ 2019)

Due Date: Tue, Dec 31, 2019

General Information

Position Director of Parks, Recreation and Cultural Affairs	Division PARKS, RECREATION & CULTURAL AFFAIRS ADMINISTRATION	Evaluation Type Periodic
Department PARKS, RECREATION & CULTURAL AFFAIRS	Class Spec Director of Parks, Recreation and Cultural Affairs	

Ratings Summary : DANIEL HOFFMAN

Total Score

3.56 out of 5

Content

Competency Section I 5 Point Scale Competencies

Section Weight 60 %

Organizational Competencies

Item Weight 20 %

Adaptability and Fostering Innovation

- Assists in the development and implementation of a new product, service, method, or approach to increase efficiency and effectiveness or to address a customer need.
- Demonstrates the ability to work well with a diverse workforce and sees the merits of perspectives other than his/her own.
- Embraces, adjusts and uses new practices or values to accomplish goals and solve problems.
- Maintains discipline and composure when under stress and performs well under pressure.
- Responds positively to change, shows willingness to learn and implement new methods, procedures, or techniques, resulting from departmental or organizational-wide change.

Rater & Rating	Comment
DANIEL HOFFMAN	Steve strives to adapt to a changing environment. Between staff changes, challenges with the previous City Manager, and long-standing management issues within the department, Steve has done his best to keep PRCA running during a difficult period.
3 Met Expectations	

CITY OF GAINESVILLE GENERAL EMPLOYEES' PENSION PLAN
Application for Deferred Retirement Option Plan

Name: Steven R Phillips

Employee ID No.: 8921

I have resigned my employment effective on the date stated below and elect to apply for participation in the Deferred Retirement Option Plan (hereinafter referred to as "DROP") effective on the date provided below and acknowledge and agree to the following:

Participation in the DROP is irrevocable. Once I enter the DROP, my earnings and service with the City of Gainesville thereafter will not be used to determine my pension benefits except in the case of a re-employed retiree. Upon entering the DROP I shall be considered a retiree for purposes of the General Employees' Pension Plan. I may not discontinue my participation in the DROP while I continue my regular employment by the City of Gainesville, regardless of the circumstances of such employment. I understand and agree that the City of Gainesville is and will be making administrative and operational decisions in reliance on my decision to enter the DROP and to resign effective the date indicated below, and that my decisions are final and irrevocable. My employment and participation in the DROP may be terminated at an earlier date in accordance with personnel practices of the City or upon my giving 30 days written notice to the Risk Management Department.

The DROP shall be administered in accordance with the City of Gainesville Code of Ordinances and the DROP rules by the Employees Pension Plan Board of Trustees for the Employees Pension Plan. The descriptions of various provisions of the DROP set forth in this application are intended for the applicant's general guidance only and in the event of any conflict with code provisions or collective bargaining provisions, these latter documents would control over any contrary statements or inferences contained in this application. I hereby acknowledge that I understand the provisions of the DROP and am in full agreement with such provisions as stated in the City of Gainesville's Code of Ordinances.

The Board of Trustees (hereafter referred to as the "Board") may adopt additional procedures for the administration of the DROP and termination of participation, and reserves the right to change them from time to time.

The DROP is meant to comply with the provisions of the Internal Revenue Code and the Board will take no action, which may jeopardize the qualification of the Pension Plan. I understand that the pay-out of my DROP account may be deferred and may not be paid out according to my request, if doing so would jeopardize the Pension Plan's Internal Revenue Service tax qualification or if doing so, in the sole opinion of the Board, violates the Internal Revenue Code.

Upon entering the DROP, I will no longer be eligible for, or ever receive, disability pension benefits of any kind from the City of Gainesville Pension Plans.

While participating in the DROP, there will NOT be any Cost of Living Adjustments (COLA) to monthly benefits. October adjustments will be made once termination from regular employment has occurred at the end of DROP participation in accordance with ordinance provisions.

Member's Initials

SRP

My DROP monies shall accrue in the Plan pension fund with interest. Although individual DROP accounts shall not be established, a separate accounting of my account's accrued benefits under the DROP shall be calculated and provided to me annually. To continue and participate in DROP I must make a one-time irrevocable election regarding the interest assessed on my account.

☐ I elect to have the interest in my DROP account accrue at an effective annual rate of 2.25 percent compounded monthly, on the prior month's accumulated ending balance, up to the month of termination from the DROP.

OR

☒ I elect a variable annual rate of not less than 0 and not more than 4.5 percent based on the plan's actual return rate for the previous plan year compounded monthly, on the prior month's accumulated ending balance up to the month of termination from the DROP.

Salary Increases: I understand and agree that beginning with the general (COLA) salary increases effective after October 2, 2000, I must in order to enter and continue to participate in the DROP, forego receipt of all increases effective after entry into the DROP to the extent such increases would result in my base salary exceeding the top of the salary range of the classification I am in, as it existed when I entered the DROP, or after the October 2, 2000 general increase, whichever is higher.

I understand and agree that beginning with merit or progression through training increases effective after October 2, 2000, I must in order to enter and continue to participate in the DROP, forego receipt of all such increases effective after entry into the DROP to the extent such increases would result in my base salary exceeding the top of the salary range of the classification I am in, as it existed when I entered the DROP, or after the October 2, 2000 general increase, whichever is higher.

I understand and agree that if I am a member of a pay plan that does not provide separately for (combines) general and merit increases, I must in order to enter and continue to participate in the DROP, forego receipt of all salary increases effective after entry into the DROP to the extent the amount of any general increase applied to the pay plan for the same fiscal year shall be deducted from my otherwise applicable increase or as designated by Union contract. The remaining increase shall be provided, but only to the extent that such increase does not result in my salary range exceeding the top of the range of the classification I am in at entry into the DROP, or after the October 2, 2000 increase, whichever is higher.

I understand that while participating in the DROP I remain eligible to receive a promotional increase, but subsequent merit and progression through training, or combined increases, would be limited as described above. Other similar permanent salary adjustments attributable to personnel actions such as upgrades or reclassifications are also limited as described above. Temporary salary adjustment contributable to special assignment pay, acting out of class pay and the like are not affected by participation in the DROP. The maximum of my current regular salary range at DROP entry is determined by my current title designation of Parks Recreation & Culture I with a salary maximum of \$ 140,602.00

Affairs Director

Member's Initials BRP

I understand and agree that my participation in DROP is limited to a total of 35 total years of service, including limited participant service and my time of participation will be reduced if I enter DROP with more than 30 years of total City service, not including sick leave or PCLB utilized for pension purposes.

Termination Vacation: I understand and agree that I may elect to receive a cash payment for the lesser of the hours accrued at DROP entry or the balance as of September 30, 2012 or any portion thereof of my unused vacation balance, to my Final Average Monthly Earnings as provided in the pension plan. I have been advised by the Risk Management Department that my balance as of September 30, 2012 is and my current vacation balance as of 2/21/17 is 200.87 hours. I elect to receive a cash payment for 100% (hours/percentage) and understand that any hours not paid shall remain available for my use during the period of participation in the DROP. Any vacation remaining upon termination will be paid to me but will have no effect on final average earnings for determining pension benefits. Cash payouts of PTO are not applicable at DROP entry.

Sick Leave or Personal Critical Leave Bank: I understand and agree that I may elect to convert the lesser of the hours accrued at DROP entry or the balance as of September 30, 2012 or any portion thereof of my unused sick leave or personal critical leave bank (PCLB) credits, to additional service credit as provided in the pension plan. I have been advised by the Risk Management Department that my sick leave or PCLB balance as of September 30, 2012 is 1684.19 hours and that my current sick leave or PCLB balance is 2007.37 hours as of 2/21/17 I elect to convert 1684.19 (hours/percentage) of unused sick leave or PCLB time to additional service credit and understand that any hours not converted shall remain available for my use during the period of participation in the DROP. Upon termination of DROP participation, any hours remaining shall be forfeited.

Members' Initials 

I understand that as a member of the City of Gainesville's CWA or ATU Bargaining Units I must in order to enter the DROP transfer to the Paid Time Off (PTO) Leave System the pay period following my entry into the DROP. Upon DROP entry any vacation not calculated in my final earnings shall be converted to Paid Time Off (PTO) and any sick leave not used for service credit shall be converted to the Personal Critical Leave Bank (PCLB). At the conclusion of my DROP period I will be paid for any unused PTO still available to me up to the allowable Cap under City Policy and Union Contracts. Upon termination of DROP participation, all hours in my PCLB will be forfeited.

Members' Initials _____

I understand that as an employee not covered by the City of Gainesville's CWA or ATU Bargaining Units and not in the Paid Time Off Leave System at the time of my DROP entry, I have the option to choose to enter the PTO Leave System at the beginning of any pay period upon or following entry in the DROP by completing the required paperwork to switch leave systems. At entry to the PTO Leave System any vacation I have on record shall be converted to Paid Time Off (PTO) and any sick leave I have on record shall be converted to the Personal Critical Leave Bank (PCLB).

☒ I choose to enter the PTO Leave System on 3/13/17 At the conclusion of my DROP period I will be paid for any unused PTO still available to me up to the allowable Cap under City Policy. Upon termination of DROP participation, all hours in my PCLB will be forfeited.

☐ I choose not to enter the PTO Leave System at DROP entry.

Member's Initials 

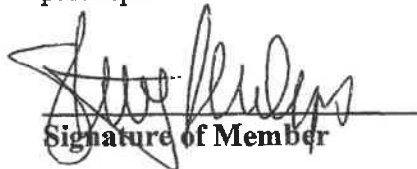
Employee ID# _____

Members entering the DROP shall have City contributions towards retiree health insurance premium payments based on years of service and age at the time of entering the DROP.

I understand that entry into the DROP does not constitute an offer or obligation on behalf of the city to provide continued employment.

My participation in the DROP shall be effective ~~2/28/17~~ 3/1/2017

My resignation from employment and termination from the DROP shall be effective 2/28/21. There will be no agreement in place at the time of my DROP exit for me to return to work for the City in any capacity after the above listed date, except as allowed under the provisions of the Internal Revenue Code and Income Tax Regulations so as not to disqualify the pension plan. I understand that re-employment after my DROP exit may impact my ability to continue to receive my retirement benefit payments during my period of re-employment, if I do not legitimately retire upon the end of my DROP participation.


Signature of Member

2/21/17
Date


Signature of Risk Management Representative

2/21/17
Date

phillips

30.05 828100

27,557.40

20	551,148.09
21	<u>578,705.49</u>
22	606,262.90
23	633,820.30
24	661,377.70
25	688,935.11

TRANSFER INTO prev year exp

HAVE

TOTAL year COLA OCT. 1 after drop

MARCH 4 ~~1980~~ year went into prev

→ EMPLOY 401 FIRST

LEAVE DEDUCT 457

W/INVEST

Leave Management

[Menu](#)

Employee ID : 0000008921 Name : PHILLIPS, STEVEN R
Appointment ID :

	Category	Category Desc	Balance	Amount Basis	Balance Type	Leave Year End Month
<input checked="" type="checkbox"/>	06L	HOLIDAYS	-56 00	Hour	Leave Year to Date	9
	10L	VACATION HRS	200 54	Hour	Inception to Date	
	11L	SICK HOURS	2007 37	Hour	Inception to Date	
	32L	ADM LV HRS	00 00	Hour	Leave Year to Date	9
	MXSRV	MAX SRV PENSION	1684 10	Hour	Inception to Date	
	MXVAC	MAX VAC PENSION	273 00	Hour	Inception to Date	

First Prev Next Last [Download](#)

Search

Selection Month : February
Selection Year : 2017
Category : 06L
Category Desc : HOLIDAYS
Balance : -56 00
Amount Basis : Hour
Balance Type : Leave Year to Date
Leave Year End Month : 9

[Create Leave Accrual](#) [Create Leave Donation](#)

TRANSFER TO PTO AFTER sell vacation time
will need to transfer next pay period

Vac Sell 100% applicable
S.L. 100%



Department of Risk Management
222 East University Avenue
PO Box 490, Station 60
Gainesville, FL 32602-0490
352-334-5045
352-334-3102 (fax)
www.cityofgainesville.org

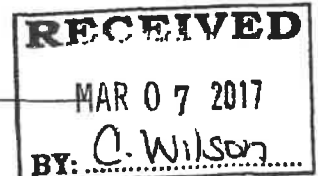
*City of Gainesville
General Employees' Pension Plan*

Election to Purchase Non-Plan Service Credit

RECEIVED

FEB 28 2017

Employee Name: STEVEN RAND PHILIPS SS# _____



As provided for in City of Gainesville Ordinance 0-02-06 the undersigned, hereby elects to purchase pension service credit of 20 years, a period of time in which I was a member of the ICMA deferred compensation plan and/or 401 (a) Money Purchase Plan and receiving employer contributions to those plans in lieu of the pension plan.

I hereby acknowledge that by purchasing the above period of time, I shall receive pension service credit from for that period of time through my date of retirement.

I have been advised that the total cost of this purchase is \$ _____, payable as a lump sum. I understand that once this payment is made, it may not be refunded to me except under the circumstances described in the plan.

Steven Rand Philips
Employee's Signature

2/21/17
Date

Quic L. [Signature]
Received by

3/7/17
Date

Sources of Funds:

1) _____

\$ _____
Amount

2) _____

\$ _____
Amount

3) _____

Amount

OUR VISION: The City of Gainesville will set the standard of excellence for a top ten mid-sized American city;
recognized nationally as an innovative provider of high-quality, cost-effective services.

Acc + \$

CITY OF GAINESVILLE PAYPLAN FY2017

1/1

Title Code	Title	UNION CODE	UNION OR MAP	Pay Grade	Hrly Min	Hrly Mid	Hrly Max	Annual Grade Min	Annual Grade Mid	Annual Grade Max
1057	Parks, Recreation & Cultural Affairs, Director	A	MAP	M12				\$91,003 00	\$115,803 00	\$140,602 00

CITY OF GAINESVILLE

EMPLOYEE NOTICE SUPPLEMENT

PAGE 2 of 2	DATE FORM PREPARED: 1a) June 14, 2017	DATE INFRACTION OCCURRED: 1b) See Comments	TIME INFRACTION OCCURRED: 2) See Comments
EMPLOYEE'S NAME 3) Steve Phillips	EMPLOYEE ID NUMBER 4) 8921	DEPARTMENT: PR&CA 5) NUMBER: 850 UNIT: 8510	
<p>COMMENTS CONTINUED: As a result of an extensive investigation into excessive spending of a particular line item within the Parks Recreation and Cultural Affairs (PR&CA) budget, the Assistant City Manager was made aware that the PR&CA Department has not been following the City of Gainesville Financial Services Procedures Manual, Procurement Card Program; and the PRCA's Visa Purchasing Procedure. The departmental procedure was developed on April 2, 2013, and was provided to all PRCA employees. As a result of the managers not following the procedures, an employee was able to make fraudulent charges (unauthorized personal transactions, unrelated to City business) over the last 15 months. These charges total more than \$92,000. Mr. Phillips effectively ordered staff to halt the practices that led to excessive spending on food for meetings and celebrations, and informed staff of the City's procedural limits on purchases of food. Mr. Phillips did not order a review of the appropriateness or propriety of the purchases identified by Budget and Finance; nor was there an effort to determine who made the purchases identified by Budget and Finance. At the time of the September 2016 meeting, approximately \$32,000 had been fraudulently spent on PRCA's purchase cards. After that meeting, another \$60,000 in fraudulent transactions was executed.</p> <p>Mr. Phillips' subordinate managers have City Visa procurement cards and are designated as department approvers in the City's Advantage finance system. Despite a 2013 implementation of a departmental purchase card procedure, those subordinate managers failed to abide by any and all internal controls designed to prevent the fraud noted herein. 7)</p>			
<p>REMARKS :</p> <p>At the director level, there is an expectation that effective financial controls should be implemented and enforced; and that ultimate responsibility for departmental adherence to those controls lies with the director. The failure in this case is not one of inappropriate, assertive misconduct; instead, the failure is one of a lack of awareness and inaction. Designating department approvers is acceptable and is even a common way of delegating to subordinate managerial staff. But it is the responsibility of the delegator to ensure managers are adhering to procedures – most particularly the procedure rolled out in 2013 that is designed to ensure strong internal controls for the department's procurement cards. In addition, the failure to determine the source of excessive spending on celebrations in September 2016, or to analyze purchasing practices then, left the department more vulnerable to fraud that grew from \$32,000 to \$92,000.</p> <p>In addition, Mr. Phillips failed to be attentive in reviewing his subordinates transactions made on their procurement cards. If Mr. Phillips had been reviewing his subordinate's transactions he may have discovered the fraudulent transactions being made earlier.</p> <p>More attentive review and analysis of departmental activities is an appropriate expectation of employees in a department head role. Such scrutiny must become the norm, and improvement in this area must be immediate, significant and sustained. Failure to raise performance may result in further discipline, up to and including dismissal. 12)</p>			

CITY OF GAINESVILLE

EMPLOYEE NOTICE

13 ✓

PAGE 1 of 2		DATE FORM PREPARED: 1a) June 13, 2017		DATE INFRACTION OCCURRED: 1b) See Comments		TIME INFRACTION OCCURRED: 2) See Comments			
EMPLOYEE'S NAME 3) Steve Phillips			EMPLOYEE ID NUMBER 4) 8921		DEPARTMENT: PR&CA 5) NUMBER: 850 UNIT: 8510				
This notice is given to remind you to be more careful in your work and conduct, helping you avoid further disciplinary action.									
"NATURE OF INFRACTION" <input type="checkbox"/> ATTENDANCE <input type="checkbox"/> SAFETY <input type="checkbox"/> DEPARTMENT RULES <input type="checkbox"/> CONDUCT <input type="checkbox"/> WORK QUALITY <input checked="" type="checkbox"/> WORK PERFORMANCE <input type="checkbox"/> OTHER 6)			COMMENTS: Violation of the City of Gainesville Personnel Policies and Procedures, Policy E-3, Rule(s) 13. Rule 13 prohibits, "Productivity or workmanship not up to required standard of performance." Continued in the Comments Section on Page 2 of 2 of the Employee Notice Supplement. 7)						
ACTION TAKEN Written instruction and 40 hours suspension for a First Offense violation of Rule 13. Such suspension shall be served without pay. 8)									
RECORD SECTION									
HAS EMPLOYEE BEEN WARNED BEFORE ABOUT THIS OFFENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO 9)			ORAL WARNING <input type="checkbox"/> DATE 10a)		WRITTEN WARNING <input type="checkbox"/> DATE 10b)		EMPLOYEE NOTICE <input type="checkbox"/> DATE 11)		
ROUTING ORIGINAL TO: EMPLOYEE COPIES TO: HUMAN RESOURCES DEPARTMENT		PREPARED BY: (SUPERVISOR SIGNATURE) 13a) 			SUPERVISOR'S NAME (PRINTED) 13b) Anthony Lyons				
			APPROVED BY: (DIVISION) 14)		APPROVED BY: (DEPARTMENT) 15)				
			REVIEWED WITH HR/OD? 16) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		DATE OF REVIEW WITH HR/OD: 17) June 14, 2017				
			SIGNATURE OF EMPLOYEE ACKNOWLEDGING RECEIPT 18) 			DATE DISCUSSED WITH EMPLOYEE 19) 6/20/17			

MAP MANAGER ANNUAL PERFORMANCE EVALUATION - INSTRUCTIONS

NOTE: Employee completes evaluation first. Evaluator completes evaluation after employee completes their steps.

Employee	Evaluator	A - Get ready to complete the Performance Evaluation for Management Employees
X	X	1) Immediately save the workbook to YOUR computer under an appropriate name (i.e.: JSmith FY2012 Perf Eval). After saving the file to your computer, close the file and reopen before completing. Note: the worksheets have been formatted to fit a typical 17" standard format monitor. If the data is too small or large to be easily be viewed on your screen, you can adjust the view by selecting "View", "Zoom" then selecting a standard zoom ratio or entering a custom zoom ratio in the box that appears, then clicking "OK"
X	X	2) Review the City Manager's Organizational Initiatives or the GRU KPIs. The objectives previously set for the employee should directly link to these and your department goals
X	X	3) Note that within each worksheet in this file, you can easily move to the next applicable cell by hitting the Tab key. Cells that should not be populated or edited by you are protected
X	X	4) Whenever possible , cells that you can populate (excluding than drop-downs) are set to expand and allow for copying and pasting, if needed. However, you may also type "see attached support" if you need more space than the cell allows. Please Note: Excel has a bug that allows for around 32,000 characters to be inserted into a cell but only around 1,200 will wrap, display and print. There is no automatic fix for this. You can insert your cursor in the cell where you see the non-wrapping start and hit "Alt" and "enter" keys and it will manually fix that area. You will need to repeat this until all non-wrapping is corrected. Therefore, it is recommended that only as much as Excel allows to be properly displayed in a cell should be entered and the rest should be attached in a separate document.
X		5) Complete "Cover Sheet". The overall scores will populate when the rest of performance evaluation tool has been completed.
X	X	6) Save your worksheet on your computer frequently.

Employee	Evaluator	B - Complete the Subjective Factor worksheet:
X	X	1) Click on the tab titled "M1 - MGR Subjective Factors". You will enter ratings and comments as "Employee" OR "Evaluator"
X		2) Employee name will automatically populate using data input into the Cover Sheet.
X	X	3) For each pre-populated subjective factor key element, use the drop down boxes to pick a performance rating: "Unacceptable", "Learning", "Applying", "Guiding" or "Shaping". See the "Quick Reference" worksheet for an explanation of each rating. <ul style="list-style-type: none"> * Ratings chosen should be supportable and defensible. Provide documentation to support your decision * When choosing the lowest or highest ratings, please provide an explanation in the comments section to support the rating. Generally, employees needing improvement that are new in position or have recently acquired new responsibilities and have the ability to perform at an acceptable level with time should be rated "Learning" not "Unacceptable". Employees that already have the ability to perform at an acceptable level but don't should be rated "Unacceptable".
X	X	4) Enter any comments or supporting notes in the applicable "Comments" section for each factor. If the space provided is not large enough for all your comments, please type "see attached documentation" and complete the notes in a Word document.
	X	5) Select the Overall Subjective Component Weighting from the drop-down list (30% or 40%)
X	X	6) Save your file.

Employee	Evaluator	C - Complete part of the Objective Factor worksheet:
X	X	1) Click on either the tab titled "M2 - MGR Objectives".
		2) Employee name will automatically populate using data input into the Cover Sheet.
X		3) Enter previously communicated objectives, metrics, targeted results and actual results. DO NOT ENTER MORE THAN 7 OBJECTIVES. NOTE: Direct Reports of Charter Officer or Directors/Managers with oversight for 10 or more employees must have an Objective for their Diversity Workplan. The Objective Factor Worksheet will populate Objective # 1 with "Diversity Workplan" and automatically calculate the Objective weighting so that scoring for Subjective Factor #3 and the Diversity Workplan Objective account for 10% of the overall performance evaluation weighting. Metrics, Targets and Actual Attainment must be mutually set by the employee and manager early in the fiscal year.
X		4) For each objective factor metric, use the drop down boxes in the "Employee" section to pick a performance rating: "Fell Short", "Met Expectations" or "Exceeded Expectations". See the "Quick Reference" worksheet for an explanation of each rating
X		5) Enter any comments or supporting notes in the "Employee Comments" section for each objective. If the space provided is not large enough for all your comments, please type "see attached documentation" and complete the notes in a Word document.
X		6) Save your file and email to your manager.
	X	7) Verify that the objectives, metrics, targeted results and actual results entered by the employee are accurate and current. Make any changes, as applicable.
	X	8) For each objective factor metric, use the drop down boxes in the "Evaluator" section to pick a performance rating: "Fell Short", "Met Expectations" or "Exceeded Expectations" See the "Quick Reference" worksheet for an explanation of each rating
	X	9) Enter any comments or supporting notes in the "Evaluator Comments" section for each objective. If the space provided is not large enough for all your comments, please type "see attached documentation" and complete the notes in a Word document.
		10) The overall Objective Component Weighting will populate automatically based on the % chosen for the Overall Subjective Factor Weighting.
	X	11) Save your file.

MAP MANAGER PERFORMANCE EVALUATION - COVER SHEET



Employee: **Steven R. Phillips**

Job Title: **Director**

Emp. ID#: **08921**

Date: _____

Dept. Name: **Parks, Recreation & Cultural Affairs**

EVALUATION PERIOD:

From: **10/1/2015**

To: **9/30/2016**

Is the employee being evaluated a direct report of a Charter Officer who has been instructed to complete a Diversity Workplan Objective OR a Director / Manager with oversight of 10 or more employees?

YES

Mark Box for Review Class with an X

X	Class I - Annual October Review, full 12 months (merit increase, if applicable)		Class III - Initial 12 Month Review, full 12 months (merit increase, if applicable)
	Class II - Probationary Review, less than 12 months (no merit increase)		Class IV - Initial Annual Review, Pro-rated (Pro-rated Merit Increase, if applicable)
			Class V - Other - Special Evaluation (not elsewhere classified)

I Verify that the Objectives Listed in the Objectives Section of this Evaluation were Jointly Set and/or Revised by the Employee and Their Manager.

Employee Signature	Original Date	Employee Signature	Revision Date, if applicable
Manager Signature	Original Date	Manager Signature	Revision Date, if applicable

1.35 SUBJECTIVE COMPONENT WEIGHTED SCORE
2.38 OBJECTIVE COMPONENT WEIGHTED SCORE
3.73 OVERALL PERFORMANCE SCORE

Human Resources

JAN 05 2017

RECEIVED

MAP MANAGER ANNUAL PERFORMANCE EVALUATION - QUICK REFERENCE

SUBJECTIVE FACTOR RATING DESCRIPTOR AND SCORE

Unacceptable (1): Performance is not acceptable. Employee needs to make noticeable and sustained improvement by following a specific action plan established by their supervisor.

Learning (2): Employee has ability to learn required skills with time. Employee may be new in the position or has acquired new responsibilities. Employee needs to learn skills by following a specific action plan established by their supervisor.

Applying (3): Employee consistently meets all performance requirements and work reflects a good, solid performance.

Guiding (4): Employee consistently meets and occasionally exceeds all performance requirements and performs key duties in an exceptional manner. Promotes initiative and creativity in the workplace. Provides guidance to assigned staff, coworkers or team members.

Shaping (5): Employee frequently exceeds all performance expectations and consistently performs key duties in an exceptional manner. Commits to create a workplace that supports initiative, creativity and maximum performance from assigned staff, coworkers or team members.

SUBJECTIVE FACTOR SCORING CALCULATION (informational only, Excel will perform the calculations)

Excel will calculate an overall performance factor score for each subjective factor: A numerical value of 1 through 5 is assigned to each key element's alphabetical performance rating. All key element scores for a factor are averaged to get an overall performance factor score. The overall performance factor score will be truncated to two decimal places (Example: an overall factor score of 3.4785 will be converted to 3.47).

Excel will assign an overall performance rating for each subjective factor: Using the overall performance factor scores calculated per above, the appropriate alphabetical performance rating will be assigned to each factor. Beginning with overall performance factor scores of 2.50 and higher, overall performance factor scores of .50 or higher will result in assignment to the next highest rating (Example: 2.50 becomes "Applying").

Excel will calculate an overall subjective component score and create a subjective factor scoring summary: Each overall alphabetical factor performance rating will be assigned the applicable whole number score of 1, 2, 3, 4, or 5. Those scores will be totaled and the total is divided by the total number of factors to arrive at an overall subjective component score.

OBJECTIVE FACTOR RATING DESCRIPTOR AND SCORE

Fell Short (1): Employee failed to meet objective targets / goals requirements.

Met Expectations (2): Employee met objective targets / goals requirements.

Exceeded Expectations (3): Employee exceeded objective targets / goals requirements.

OBJECTIVE FACTOR SCORING CALCULATION (informational only, Excel will perform the calculations)

Excel will calculate an overall performance score for each objective: A numerical value of 1 through 3 is assigned to each metric's alphabetical performance rating. All metric scores for an objective are averaged to get an overall objective score. The overall objective score will be truncated to two decimal places (Example: an overall factor score of 2.4785 will be converted to 2.47).

Excel will assign an overall performance rating for each objective: Using the overall objective scores calculated per above, the appropriate alphabetical performance rating will be assigned to each objective. Beginning with overall objective scores of 2.50 and higher, overall objective scores of .50 or higher will result in assignment to the next highest rating (Example: 2.50 becomes "Exceeded Expectations").

Excel will calculate an overall objective component score and create a objective factor scoring summary: Each overall alphabetical objective rating will be assigned the applicable whole number score of 1, 2 or 3 and weighted by the evaluator assigned weighting. The weighted scores will be totaled and the total will be divided by the total number of objectives to arrive at an overall objective component score.

OVERALL SCORING CALCULATION (informational only, Excel will perform the calculations)

Subjective and Objective Overall Component scores are weighted as follows: 30% or 40% Subjective / 60% or 70% Objective

Overall Objective Component scores are converted from a 3 point rating system to a 5 point system by dividing the score by 3 then multiplied by 5.

The final overall performance score is calculated using the 5 point system.

MAP MANAGER ANNUAL PERFORMANCE EVALUATION - INSTRUCTIONS

NOTE: Employee completes evaluation first. Evaluator completes evaluation after employee completes their steps.

Employee	Evaluator	D - Complete part of the Scoring and Signature worksheet
	X	1) Click on the tab titled "M3 - MGR Scores, Signatures". Employee Information will automatically populate using data input into the Cover Sheet.
		2) Subjective and Objective scores and ratings will automatically populate.
	X	3) Ensure that the Development Plans created at the end of last year's performance evaluation are input into this year's form. Record any results towards meeting the plan in the Results section. If the space provided is not large enough for all your comments, please type "see attached documentation" and complete the notes in a Word document.
	X	4) Based on this year's performance results, input any development plan actions required into the Performance Evaluation Tool for next year. If the space provided is not large enough for all your comments, please type "see attached documentation" and complete the notes in a Word document. Be specific and set firm, yet realistic development plans.
	X	5) Sign, date and include comments in the "Evaluator" section of the sign-off sheet at the bottom.
	X	6) Save your file. Print the cover sheet and evaluation by holding down the "Ctrl", "Shift" keys along with the letter "R" at the same time.
	X	7) Email the file to the reviewer so that they can approve.

Employee	Evaluator	E - Discuss the Performance Evaluation
	X	1) After the reviewer has approved the evaluation, set up a performance discussion meeting with the employee.
X	X	2) Evaluator will provide the employee with a hard copy of their performance evaluation. The employee should read the disclaimer above the employee signature sheet and sign and date the review. Employee may add notes or comments in the employee comments section of the sign-off sheet.
X	X	3) Manager should print copies of the final, signed performance evaluation for the Manager's and employee's file. The evaluation should be periodically reviewed during the next performance season to ensure that the employee is meeting their development plans. If applicable.

For questions on the use of this form contact Rhonda Virden at extension 8703.

MAP MANAGER PERFORMANCE EVALUATION - SUBJECTIVE FACTOR WORKSHEET

Employee: Steven R. Phillips

Applying	Applying	COMMUNICATION: Speaks and writes clearly, concisely, effectively and professionally using appropriate style, grammar, and tone; presents complex issues in a manner which is clear and understandable to the target audience; fields questions in a professional, concise manner resulting in the audience having a better understanding of the topic or issues. Demonstrates active listening skills in conversations, including when coaching/counseling. Actively shares information; keeps others informed of decisions, changes and other relevant information in a timely manner.
Guiding	Guiding	INTERPERSONAL SKILLS: Sets an example by exhibiting a positive attitude and enthusiasm in generating and improving relationships between staff and others. Actively participates in resolving issues in a productive manner and strives to improve positive working relationships. Builds relationships and gathers support for ideas. Establishes open, trusting relationships, and is approachable for candid discussions. Understands how to develop teams by looking at the talents and interpersonal skills of others, adheres to the team's expectations and norms and demonstrates commitment to the team. Negotiates persuasively without creating negativity. Ensures his/her position addresses others' concerns or needs. Sets aside personal objectives when necessary to fulfill organizational goals.
Guiding	Guiding	COORDINATION WITH OTHER DEPARTMENTS: Willing to assist others within the organization to meet goals and objectives; effectively communicates decisions affecting other departments.
Applying	Applying	Overall Factor Rating
Employee Comments:		
Evaluator Comments:		

Employee	Evaluator	FACTOR 3 - EQUAL OPPORTUNITY / AFFIRMATIVE ACTION / DIVERSITY / ETHICS
Guiding	Guiding	EQUAL OPPORTUNITY: Demonstrates and ensures compliance with equal opportunity laws and policies; treats all employees, customers, vendors and others with fairness and impartiality; works to create an environment that is free of all inappropriate behavior.
Applying	Applying	AFFIRMATIVE ACTION: Understands the concepts of affirmative action and demonstrates a commitment to the affirmative action policy and plan; proactive in developing a recruitment plan for future, as well as, current vacancies; develops tools to assist in development and upward mobility for current employees.
Applying	Applying	DIVERSITY: Demonstrates and recognizes the value of a diverse work force, personalities, work styles and opinions. Displays an awareness and appreciation of the unique strengths and contributions of each individual; addresses diversity related organizational barriers and resistance to change..
Guiding	Guiding	ETHICS: Adheres to the organization's code of conduct and ethical practices. Acts with integrity at all times.
Guiding	Guiding	Overall Factor Rating
Employee Comments:		
Evaluator Comments:		

Employee	Evaluator	FACTOR 4 - WORK KNOWLEDGE / APTITUDE
Applying	Applying	TECHNICAL EXPERTISE: Has mastered all technical and operational details and procedures; maintains general knowledge of related positions. Stays current with trends and developments in related areas of importance. Understands and uses appropriate policies, procedures, techniques, and management skills essential to the efficient functioning of the work team; knowledgeable of applicable laws, rules, and regulations and their effect on operations.
Applying	Applying	QUALITY OF WORK: Work products rarely contain errors and does not need revisions in content; credibility and accuracy of work products is of high quality and consistently withstands challenge and questions; work products are well presented and professional; assumes responsibility for ensuring work quality and excellence from assigned staff.
Guiding	Guiding	QUANTITY OF WORK: Consistently provides high volume output in response to service level demands; organizes and conscientiously completes all work in required time. Contributes maximum effort to work activities; demonstrates commitment to organizational goals/policies through work effort/accomplishment.
Applying	Applying	Overall Factor Rating

MAP MANAGER PERFORMANCE EVALUATION - SUBJECTIVE FACTOR WORKSHEET

Employee: Steven R. Phillips

Employee	Evaluator	FACTOR 1 - MANAGEMENT SKILLS
Applying	Applying	MANAGEMENT: Appropriately directs and controls the use of all assigned resources; takes responsibility for all department/division activities; effectively and efficiently plans and organizes department/division activities. Complies with all business, technical and employment laws, rules, regulations, policies, procedures and standards.
Applying	Applying	STAFFING AND EMPLOYEE DEVELOPMENT: Effectively selects, develops, mentors and evaluates assigned staff; staffs department/division effectively to achieve objectives while maintaining high productivity; promotes employee development. Sets challenging performance expectations and gains buy-in to performance goals. Communicates development needs and their importance. Creates an atmosphere where others are recognized for their accomplishments.
Guiding	Applying	SUPERVISION: Confronts issues in a timely manner and ensures that desired results are accomplished through assigned staff; appropriately and fairly counsels individual employees; applies workforce rules in a fair and consistent manner. Brings conflict and dissension into the open and actively participates in resolving issues in a productive manner that enhances the quality of decisions and the organizational environment, thus improving positive working relationships. Provides positive feedback and appropriate counseling when necessary; encourages employees to strive to improve; facilitates professional development. Knows when to involve others when making difficult decisions.
Guiding	Guiding	ORGANIZATIONAL: Meets goals and objectives in an orderly manner through efficient and effective use of all available resources and prepares contingencies. Formulates relevant goals and objectives while maintaining flexibility; provides for viable options. Seeks cross-departmental opportunities to enhance overall productivity and image of the organization. Prepares budgets based on prioritized needs and objectives that reflect desired results; implements cost reduction programs; appropriately monitors and controls budget expenditures.
Guiding	Guiding	EMPLOYEE RELATIONS: Properly administers provisions of collective bargaining agreements. Achieves appropriate balance between organizational and employee interest; properly balances administrative commitments and city personnel policies and procedures in the management of the workforce.
Applying	Applying	DELEGATION: Appropriately assigns responsibilities and tasks; establishes controls, ensuring employees have necessary resources and authority to carry out assignments. Makes clear and detailed assignments to appropriate personnel; makes assignments in a fair and impartial manner, considering the needs of the city, department, and the employee's capabilities.
Guiding	Applying	Overall Factor Rating
Employee Comments:		
Evaluator Comments:		

Employee	Evaluator	FACTOR 2 - LEADERSHIP SKILLS
Applying	Applying	DECISIVENESS: Makes firm, fair, and conclusive decisions in a timely manner. Accepts full responsibility and accountability for decisions and actions; does not defer or avoid making difficult or unpleasant decisions; seeks to take a leadership role in the decision making process. When appropriate, explains rationale for decisions to staff and seeks staff input when making decisions.
Applying	Guiding	JUDGMENT: Makes sound, reasonable decisions by evaluating alternatives. Makes decisions based on facts, data analysis, and consideration of other relevant variables; displays maturity in performance of responsibilities. Demonstrates ability to forecast implications of decisions. Follows up to determine the extent that a problem has been adequately addressed and adjusts solutions and uses sound judgment as appropriate. Protects confidential information.
Applying	Applying	RISK TAKING: Moves forward with innovative ideas and techniques, assessing risks associated with change and develops alternatives to take corrective action if necessary.
Applying	Applying	MOTIVATING OTHERS: Appropriately guides individuals or groups toward accomplishing objectives; maintains control; encourages others to offer opinions; is successful in getting ideas and suggestions accepted by others; develops and implements team/group leadership skills to promote broad employee involvement and commitment to achieve objectives. Demonstrates, commits to and encourages support during organizational change. Creates an atmosphere where subordinates and others are recognized for individual and/or group accomplishments; accepts and promotes employee involvement; motivates staff to complete assigned tasks in a timely and effective manner.

MAP MANAGER PERFORMANCE EVALUATION - SUBJECTIVE FACTOR WORKSHEET

Employee: Steven R. Phillips

Applying	Applying	HEALTH STANDARDS: Assures that applicable occupational health standards are complied with by all job task standards and that execution of the job task by the workforce is in accordance with the standard.
Applying	Applying	Overall Factor Rating
Employee Comments:		
Evaluator Comments:		

Employee	Evaluator	FACTOR 8 - CUSTOMER SERVICE
Guiding	Guiding	RESPONSIVENESS: Develops and maintains professional and effective relationships with internal and external customers. Recognizes and is responsive to individual, departmental and organizational customers (including co-workers) and their needs. Listens and responds to customer issues or ideas and always treats the customer with honesty, tact, courtesy and respect. Follows through with commitments to customers in a timely manner. Provides information to internal and external customers to encourage efficient use of our products and services.
Guiding	Guiding	PROFESSIONALISM: Seeks to improve and promote the image of the total organization to its customers and to promote its goals and objectives. Represents the organization in a professional manner to internal and external customers so that the employee and organization are viewed in a positive light. Maintains an acceptable standard of personal hygiene, dress and grooming as appropriate to job duties.
Guiding	Guiding	Overall Factor Rating
Employee Comments:		
Evaluator Comments:		

SCORING SUMMARY	
Employee	Evaluator
4	3
3	3
4	4
3	3
4	4
3	3
3	3
4	4
28	27
40	40
3.50	3.38

Factor 1: Employee's Overall Rating = Guiding	Evaluator's Overall Rating = Applying
Factor 2: Employee's Overall Rating = Applying	Evaluator's Overall Rating = Applying
Factor 3: Employee's Overall Rating = Guiding	Evaluator's Overall Rating = Guiding
Factor 4: Employee's Overall Rating = Applying	Evaluator's Overall Rating = Applying
Factor 5: Employee's Overall Rating = Guiding	Evaluator's Overall Rating = Guiding
Factor 6: Employee's Overall Rating = Applying	Evaluator's Overall Rating = Applying
Factor 7: Employee's Overall Rating = Applying	Evaluator's Overall Rating = Applying
Factor 8: Employee's Overall Rating = Guiding	Evaluator's Overall Rating = Guiding
Total Score	
Possible Score (# of factors times 5 points)	
Overall Subjective Component Score (Total Score divided by # of factors)	

40%

Overall Subjective Component Rating Weighting (select from drop-down list)

MAP MANAGER PERFORMANCE EVALUATION - SUBJECTIVE FACTOR WORKSHEET

Employee: Steven R. Phillips

**Employee
Comments:**

**Evaluator
Comments:**

Employee	Evaluator	FACTOR 5 - INNOVATION / FLEXIBILITY
Guiding	Guiding	INITIATIVE: Becomes actively involved in situations and decisions; demonstrates an independent willingness to move forward with ideas and techniques. Is willing to assume new and challenging assignments.
Applying	Applying	INNOVATION: Develops, presents, and applies innovative ideas and concepts to improve the effective and efficient use of resources and techniques. Recommends suggestions for improvement that help position the organization for success.
Applying	Applying	CREATIVITY: Formulates new ideas, showing ingenuity in applying training and information, using inventive skill and imagination.
Guiding	Guiding	PERSONAL ADAPTABILITY: Appropriately modifies behavior to the ever changing demands of work challenges when confronted with change, ambiguity, adversity, or other pressures; accepts and welcomes alternative views; adjusts quickly to new concepts and procedures. Demonstrates a willingness to modify a strongly held position in the face of new evidence.
Guiding	Guiding	FLEXIBILITY: Facilitates the complexity associated with organizational change. Appropriately adapts to changing and unpredictable workflow. Effectively maintains focus while handling multiple assignments. Has the ability to work or manage jobs in parallel without impairing productivity.
Guiding	Guiding	Overall Factor Rating
Employee Comments:		
Evaluator Comments:		

Employee	Evaluator	FACTOR 6 - PROFESSIONAL / CONTINUING EDUCATION
Applying	Applying	PROFESSIONAL DEVELOPMENT: Continually seeks to develop into a recognized professional in his/her field. Generates professional contacts to serve as resources and support. Attends and actively participates in relevant professional organizations, workshops, and conferences to keep abreast of present trends and developments.
Applying	Applying	CONTINUING EDUCATION: Upgrades current knowledge of regulations and procedures within the public and private sectors to keep abreast of present trends and developments, as appropriate; furthers education by taking current courses at appropriate levels
Applying	Applying	Overall Factor Rating
Employee Comments:		
Evaluator Comments:		

Employee	Evaluator	FACTOR 7 - SAFETY / HEALTH CONSCIOUSNESS
Applying	Applying	JOB HAZARDS: Creates an environment where existing and potential job hazards are identified and mitigated before any unsafe condition is established or unsafe act is committed. Routinely demonstrates leading by personal example in so doing.
Applying	Applying	SAFETY POLICIES AND PROCEDURES: Assures that all safety policies and procedures are fully understood by all in the work group and are adopted as personal values by the workforce. Assures that any accident, injury, significant unsafe condition or policy violation is investigated, documented and that lessons learned are implemented.

MAP MANAGER PERFORMANCE EVALUATION - SCORING SUMMARY AND SIGNATURES

Employee: Steven R. Phillips Job Title: Director
 Employee ID#: 08921 Date: 01/00/00 Department Name: Parks, Recreation & Cultural Affairs

MANAGER SCORING	OBJECTIVES	COMMENTS
Exceeded Expectations	OBJECTIVE 1 - DIVERSITY WORKPLAN	
Met Expectations	OBJECTIVE 2 - Transition/Succession Planning	
Exceeded Expectations	OBJECTIVE 3 - Operation Assessment (recurring every two years)	
Exceeded Expectations	OBJECTIVE 4 - PRCA Master Plan Implementation	
Met Expectations	OBJECTIVE 5 - Downtown Plaza and Depot Park Coordination	
Met Expectations	OBJECTIVE 6 - Tree Ordinance/Tree Mitigation Fund	
Met Expectations	OBJECTIVE 7 - Ironwood - Development of Hatchett Creek and Land Swap	
2.38	OBJECTIVE COMPONENT SCORE (Based on 3 point scale)	
3.97	3 POINT SCALE SCORE CONVERTED TO A 5 POINT SCALE SCORE	
60%	OBJECTIVE FACTOR WEIGHTING	
2.38	OBJECTIVE COMPONENT WEIGHTED SCORE	

MANAGER SCORING	OVERALL SCORING
1.35	SUBJECTIVE COMPONENT WEIGHTED SCORE
2.38	OBJECTIVE COMPONENT WEIGHTED SCORE
3.73	OVERALL PERFORMANCE SCORE

MAP MANAGER PERFORMANCE EVALUATION - SCORING SUMMARY AND SIGNATURES

Employee: Steven R. Phillips

Job Title: Director

Employee ID#: 08921

Date: 01/00/00

Department Name: Parks, Recreation & Cultural Affairs

MANAGER SCORING	SUBJECTIVE FACTORS	DEVELOPMENT PLAN: ACTION AND DATES (Based on last prior performance evaluation)	RESULTS
Applying	FACTOR 1 - MANAGEMENT SKILLS		
Applying	FACTOR 2 - LEADERSHIP SKILLS		
Guiding	FACTOR 3 - EQUAL OPPORTUNITY / AFFIRMATIVE ACTION / DIVERSITY / ETHICS		
Applying	FACTOR 4 - WORK KNOWLEDGE / APTITUDE		
Guiding	FACTOR 5 - INNOVATION / FLEXIBILITY		
Applying	FACTOR 6 - PROFESSIONAL / CONTINUING EDUCATION		
Applying	FACTOR 7 - SAFETY / HEALTH CONSCIOUSNESS		
Guiding	FACTOR 8 - CUSTOMER SERVICE		
3.38	SUBJECTIVE COMPONENT TOTAL SCORE (Based on a 5 point scale)		
40%	SUBJECTIVE FACTOR WEIGHTING		
1.35	SUBJECTIVE COMPONENT WEIGHTED SCORE		

MAP MANAGER PERFORMANCE EVALUATION - OBJECTIVE WORKSHEET

Employee: Steven R. Phillips

YES

Is the employee being evaluated a direct report of a Charter Officer or a Director/Manager with oversight of 10 or more employees? If so, employee must have an Objective for their Diversity Workplan (will be populated as Objective #1). For these employees, Subjective Factor 3 and the Diversity Workplan Objective will account for 10% of the overall performance evaluation weighting.

SCORING SUMMARY

Unweighted Employee Scoring	Unweighted Evaluator Scoring	Objective Weighting	Weighted Evaluator
2	3	8.33%	0.25
2	2	10.00%	0.20
2	3	10.00%	0.30
2	3	20.00%	0.60
2	2	20.00%	0.40
2	2	20.00%	0.40
2	2	11.67%	0.23
Overall Objective Component Score			2.38

Objective 2: Employee's Overall Rating = Met Expectations / Evaluator's Overall Rating = Met Expectations
 Objective 3: Employee's Overall Rating = Met Expectations / Evaluator's Overall Rating = Exceeded Expectations
 Objective 4: Employee's Overall Rating = Met Expectations / Evaluator's Overall Rating = Exceeded Expectations
 Objective 5: Employee's Overall Rating = Met Expectations / Evaluator's Overall Rating = Met Expectations
 Objective 6: Employee's Overall Rating = Met Expectations / Evaluator's Overall Rating = Met Expectations
 Objective 7: Employee's Overall Rating = Met Expectations / Evaluator's Overall Rating = Met Expectations

Overall Objective Component Weighting (60% or 70% - automatically calculated based on % selected for Overall Subjective Component Weighting)

60%

MAP MANAGER PERFORMANCE EVALUATION - OBJECTIVE WORKSHEET

Employee: Steven R. Phillips

Is the employee being evaluated a direct report of a Charter Officer or a Director/Manager with oversight of 10 or more employees? If so, employee must have an Objective for their Diversity Workplan (will be populated as Objective #1). For these employees, Subjective Factor 3 and the Diversity Workplan Objective will account for 10% of the overall performance evaluation weighting.

YES

OBJECTIVE # 7

Employee	Evaluator	Enter Objective Weighting	Objective	Metric / Indicator	Target or Expected Results (\$, %, # or date)	Actual (\$, %, # or date)
Met Expectations	Met Expectations	11.67%	Ironwood - Development of Hatchett Creek and Land Swap	This goal is contingent upon the developer being able to get an appraisal and suitable location for the tree farm if the development goes through. Worked with various City Staff and developer's representative on encroachment issues, access and improvements to the course if	Was able to get an appraisal and suitable location for the tree farm if the development goes through. Worked with various City Staff and developer's representative on encroachment issues, access and improvements to the course if	
Met Expectations	Met Expectations					
			Overall Objective Rating			
			Employee Comments:			
			Evaluator Comments:			

MAP MANAGER PERFORMANCE EVALUATION - OBJECTIVE WORKSHEET

Employee: Steven R. Phillips

Is the employee being evaluated a direct report of a Chair, Officer, or a Director/Manager with oversight of 10 or more employees? If so, employee must have an Objective for their Diversity Workplan (will be populated as Objective #1). For these employees, Subjective Factor 3 and the Diversity Workplan Objective will account for 10% of the overall performance evaluation weighting.					YES	
OBJECTIVE # 6						
Employee	Evaluator	Enter Objective Weighting	Objective	Metric / Indicator	Target or Expected Results (\$, %, # or date)	Actual (\$, %, # or date)
Met Expectations	Met Expectations	20.00%	Tree Ordinance/Tree Mitigation Fund	Worked with the various City Committees, City staff, Advisory Boards and Public in re-evaluating the Tree Ordinance and the Tree Mitigation Fund	Contracted with Consultants, Conducted 3 public meetings, and worked with Legal and Budget on the use and appropriate expenditures of the tree Mitigation Fund.	
Met Expectations	Met Expectations					
Overall Objective Rating						
Employee Comments:						
Evaluator Comments:						

MAP MANAGER PERFORMANCE EVALUATION - OBJECTIVE WORKSHEET

Employee: Steven R. Phillips

Is the employee being evaluated a direct report of a Charter Officer or a Director/Manager with oversight of 10 or more employees? If so, employee must have an Objective for their Diversity Workplan (will be populated as Objective #1). For these employees, Subjective Factor 3 and the Diversity Workplan Objective will account for 10% of the overall performance evaluation weighting.

YES

OBJECTIVE # 5

Employee	Evaluator	Enter Objective Weighting	Objective	Metric / Indicator	Target or Expected Results (\$, %, # or date)	Actual (\$, %, # or date)
Met Expectations	Met Expectations	20.00%	Downtown Plaza and Depot Park Coordination	Work closely with CRA and other departments for the opening and operations of the Bo Diddley Plaza and Depot Park	Developed capital list and funding for the plaza, budgeted and staff the Depot Park	
Met Expectations	Met Expectations					
			Overall Objective Rating			
			Employee Comments:			
			Evaluator Comments:			

MAP MANAGER PERFORMANCE EVALUATION - OBJECTIVE WORKSHEET

Employee: Steven R. Phillips

Is the employee being evaluated a direct report of a Charter Office or a Director/Manager with oversight of 10 or more employees? If so, employee must have an Objective for the Diversity Workplan (will be populated as Objective #1). For those employees, Subjective Factor 3 and the Diversity Workplan Objective will account for 10% of the overall performance evaluation weighting.					YES	
OBJECTIVE # 4						
Employee	Enter	Objective Weighting	Objective	Metric / Indicator	Target or Expected Results (\$, %, # or date)	Actual (\$, %, # or date)
Met Expectations	Exceeded Expectations	20.00%	PRCA Master Plan Implementation	Develop an implementation plan for the PRCA Master Plan	worked with consultants and have developed and submitted plan)	
Met Expectations	Exceeded Expectations					
Overall Objective Rating						
Employee Comments:						
Evaluator Comments:						

Employee: Steven R. Phillips

is the employee being evaluated a direct report of a Charter Officer or a Director/Manager with oversight of 10 or more employees? If so, employee must have an Objective for their Diversity Workplan (will be populated as

YES

OBJECTIVE #3

Employee	Evaluator	Enter Objective Weighting	Objective	Metric / Indicator	Target or Expected Results (\$, %, # or date)	Actual (\$, %, # or date)
Fell Short	Met Expectations	10.00%	Operation Assessment (recurring every two years)	Scheduled 1 on 1 with staff	was able to meet with some but due to the work on the Master plan and the loss of my Senior Staff Assistant was not able to complete this goal	
Met Expectations	Exceeded Expectations			Submitted fund for the second year cycle (FY 17) to bring back the consultant for follow-up		
Met Expectations	Exceeded Expectations		Overall Objective Rating			
						Employee Comments:
						Evaluator Comments:

MAP MANAGER PERFORMANCE EVALUATION - OBJECTIVE WORKSHEET

Employee: Steven R. Phillips

is the employee being evaluated a direct report of a Charter Officer or a Director/Manager with oversight of 10 or more employees? If so, employee must have an Objective for the Diversity Workplan (will be populated as Objective #1). For these employees, Subjective Factor 3 and the Diversity Workplan Objective will account for 10% of the overall performance evaluation weighting.

YES

OBJECTIVE # 2

Employee	Evaluator	Enter Objective Weighting	Objective	Metric / Indicator	Target or Expected Results (\$, %, # or date)	Actual (\$, %, # or date)
Met Expectations	Met Expectations	10.00%	Transition/Succession Planning	Discuss and develop a succession plan for the Director and Assistant Director for PRCA	Met with staff; met with HR	
Fell Short				Submit plan to Assistant City Manager for review	have not submitted due to impact of the WSPP half cent sales tax initiative	
Met Expectations	Met Expectations		Overall Objective Rating			

Employee Comments:

Evaluator Comments:

Employee: Steven R. Phillips

Is the employee being evaluated a direct report of a Charter Officer or a Director/Manager, with oversight of 10 or more employees? If so, employee must have an Objective for their Diversity Workplan (will be populated as Objective #1). For these employees, Subjective Factor 3 and the Diversity Workplan Objective will account for 10% of the overall performance evaluation weighting.

OBJECTIVE #1 - DIVERSITY WORKPLAN, IF REQUIRED.

Employee	Evaluator	Enter Objective Weighting	Objective	Metric / Indicator	Target or Expected Results (\$, %, # or date)	Actual (\$, %, # or date)
Met Expectations	Exceeded Expectations	8.33%	DIVERSITY WORKPLAN	Compile and develop the Diversity Workplan for all the Divisions into the departmental workplan and submit		
Met Expectations	Exceeded Expectations					
Overall Objective Rating						
Met Expectations	Exceeded Expectations					
Employee Comments:						
Evaluator Comments:						

MAP MANAGER PERFORMANCE EVALUATION - SCORING SUMMARY AND SIGNATURES

Employee: Steven R. Phillips

Job Title: Director

Employee ID#: 08921

Date: 01/00/00

Department Name: Parks, Recreation & Cultural Affairs

(Complete this section for New Probationary Employees Only)

I recommend that the appraisal period be extended for an additional days during which time the incumbent will be required to upgrade his/her performance to a satisfactory level.

For 6-month probationary employees, the extended probationary period shall not exceed ninety (90) days

For 12-month probationary employees, the extended probationary period shall not exceed one hundred eighty (180) days.

Employee: I certify that this performance evaluation has been reviewed with me and I understand that my signature does not necessarily indicate agreement.

Employee's Signature

Director
Employee's Title

Date

Employee's Comments:

I CONCUR WITH THE SCORES AND ASSESSMENT. PAUL IS AN EXCELLENT SUPERVISOR AND I HAVE LEARNED A LOT FROM HIS LEADERSHIP.

Evaluator: I certify that this performance evaluation has been reviewed with the employee and was performed using my best judgment.

Evaluator's Signature

Asst City Manager
Evaluator's Title

Date

Evaluator's Comments:

Steve is a pleasure to work with. He is committed to the City and the Department of Parks, Recreation and Cultural Affairs (PRCA). PRCA has made consistent progress over the last few years in developing a strong departmental identity and higher employee morale. There appears to be a good sense of energy and purpose within the department. Steve and Michelle Park make a strong, well-balanced team in leading the department. I'm especially proud of PRCA's efforts in addressing concerns raised about diversity by turning a perceived weakness into a clear strength as evidenced by the recent TEAM award given to PRCA. Steve has recognized the value of accreditation and regular organizational assessments to identify strengths and improvement opportunities. Although the Department has come a long way, there is still more to do. PRCA would benefit from a long-term focus on building its capacity and depth. Succession planning and leadership development are critical to the PRCA's present and future needs. PRCA could also do more to learn from previous mistakes/challenges to assure that mistakes aren't repeated and/or improvements implemented. Voter approval of Wild Spaces Public Places (WSPP) is a clear message as to the importance and value our residents place on the facilities and services provided by PRCA and a vote of confidence in their ability to deliver these important projects. WSPP is a huge investment that has the potential to help transform the City of Gainesville and will certainly transform PRCA.

Reviewer: I certify that I reviewed this performance evaluation and agree with the final performance rating and score.

Reviewer's Signature

Reviewer's Title

Date

Reviewer's Comments: