



General

CITY OF GAINESVILLE
HUMAN RESOURCES DEPARTMENT
CONDITIONAL JOB OFFER/ JOB OFFER FOR EMPLOYMENT

Steven R Phillips, the City of Gainesville is pleased to hereby extend to you a conditional offer of employment. This offer is specifically contingent upon your successful completion, to the satisfaction of the City, and understanding of the following:

- **Health Assessment or Health Assessment, including drug testing:** (NOTE: If you fail to go to Health Services to complete the drug test within 24 hours of receiving this conditional job offer, this offer will be revoked and will result in your ineligibility for hire with the City of Gainesville for a period of two years from the date and time indicated below.) You are to go to Health Services, located on the Basement floor of the Old Library Building. **Candidate Initial:** SP **Time:** _____ **Date:** _____
HR Initial: _____
- I understand all employees are required to have and maintain a direct deposit account for the purpose of receiving their employment compensation. **Initial:** SP
- I understand that 5% will be deducted from my gross salary bi-weekly for pension contribution into the General Pension Plan. I also understand that .5% will be deducted for post employment health benefits into the City's Retiree Health Savings (RHS) Plan. **Initial:** SP
- I have received and read the Job Description for this position. **Initial:** SP
- I understand that a valid Florida Driver's license is required. A Commercial Driver's license (CDL) may be required to meet department's operational needs. HMSA Certification in Signs and Markings Level I required within one year of the date of appointment. **Initial:** SP
- Can you perform the essential functions of this position with or without reasonable accommodations? SP Yes _____ No
- I have read and understand the above and accept this conditional job offer. **Initial:** SP

I, Steven R Phillips (candidate), understand that this Conditional Job Offer shall be revoked if I fail to meet any of the requirements or conditions contained herein.	
<u>Steven R Phillips</u> Candidate/Date	<u>[Signature]</u> Human Resources Representative/Date

City Manager/Date: N/A

Upon satisfactory completion of the above employment steps, you will be eligible for employment in the position below.

Hire Date: <u>October 3, 2005</u> Type of Action: PROM-Promotion Title Description: Assistant Recreation & Parks Director Title (Class Code): 1058 Bargaining Union Local: A - Managerial	Pay Grade: EXX Annual: \$75,812.71 Initial: <u>SP</u> Status: Regular Full Time Hours: 80 Bi-Weekly
Department: 850-Recreation & Parks Administration Division Number: 8510-Administration	Inter-Office Box Number: 24 Office Phone Number: 5067
Drug Free Workplace: 1. 2. 3.	Previous Employee? Yes Last day of employment? Requisition Number: 00652

I, **Steven R Phillips**, have read and understand the above and accept this **Job Offer** with the City of Gainesville. I understand that I must successfully complete a 6 month probationary period.

If you are not attending sign-up, you will be responsible for contacting Risk Management within 30 days of your hire date to schedule an appointment to sign up for Health Insurance. If you do not contact Risk Management within 30 days you will not be eligible to sign up for Health Insurance until open enrollment, which is generally held in late October or early November.

<u>Steven R Phillips</u> Employee Signature	<u>10/03/05</u> Date
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Health Services Representative/Date: N/A

Human Resources Representative/Date: [Signature] 10/3/05



CITY OF GAINESVILLE
Established Date: Aug 17, 2005
Revision Date: Aug 18, 2005

ASSISTANT RECREATION AND PARKS DIRECTOR

Class Code:
1058

SALARY RANGE

\$28.46 - \$39.13
Hourly

\$4,932.80 - \$6,782.60
Monthly

\$59,193.60 - \$81,391.20
Annually

NATURE, CLASS, MINIMUM QUALIFICATIONS, LICENSES AND NOTES:

NATURE OF WORK

This position is managerial and administrative in nature involving recreation facilities and services, passive and active parklands, golf course operations, cemetery operations and major capital improvement projects. Work assignments are broad in scope and require the use of independent judgment and initiative in making managerial decisions of considerable difficulty. This position calls for an individual to exercise considerable independence in working with department and division managers both outside and within the department.

CLASSIFICATION STANDARDS

The single position allocated to this classification reports directly to the Department Director. Work in this class is distinguished from the higher classes by its lack of overall city management responsibility and from lower classes by its emphasis on divisional management of recreation and parks functions.

MINIMUM REQUIREMENTS

Graduation from an accredited four year college or university with major course work in recreation or leisure management or related field; and five years progressively responsible experience in the field plus two years supervisory experience as a divisional manager or higher. Experience in budget development along with capital projects development and oversight is required or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

Certified Leisure Professional Certificate from the National Recreation and Parks Association preferred.

NOTES

May be required to attend meetings outside business hours.

EXAMPLES OF WORK:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Assists in the formulation of policies related to planning, operation and administration of the city recreational program.

Assists in preparation of the annual budget and prepares periodic reports of departmental operations; makes regular and periodic inspection visits to all recreation facilities.

Relays authorized instructions and orders from the Director to assigned divisions of the department and information or requests to other departments of the city; acts as liaison officer between the Director and the public as directed.

Plans, directs, coordinates and administers all activities and personnel of assigned divisions in accordance with all applicable laws, rules, regulations and directions from City Government.

Responsible for the preparation and administration of the department's annual capital improvements projects and related budgets.

Confers with consultants, architects, and contractors as well as with other city departments and agencies in planning and implementing improvements or new construction projects.

Manages contracts of major construction projects, including preparation of requests for proposals, bid openings and contract award.

Facilitates resolution of conflicts generated by Recreation Services between other departments or program participants.

Assists in the formulating of policies and procedures and implements decisions and determinations as deemed essential by the Department Director.

Provides public information on Recreation and Park programs and services through press releases and making presentations.

Recommends selection, promotion, discharge and other appropriate personnel actions to the Department Director. Evaluates subordinate supervisors and reviews evaluations for assigned staff personnel.

Develops and prepares grant proposal applications; monitors ongoing activities associated with such grants.

Represents the department at meetings as directed; serves as liaison between department and public, consultants, contractors, citizens boards and City Departments and Offices.

Directs and oversees leases and contracts; prepares monthly reports and revenue projections for department.

Conducts public surveys to assess community needs and determine adequacy of present programs and feasibility of potential new improved activities.

Reviews work programs through field observations, analysis or reports, and conferences with subordinates.

Assists in the preparation and monitoring of divisional budgets; reviews recommendations for fees and charges for facilities and services.

NON-ESSENTIAL JOB FUNCTIONS

May act in absence of Director.

Participates in administering labor agreements.

Performs other related duties as assigned.

SELECTION FACTORS:

SELECTION FACTORS

Through knowledge of governmental budget process and procedures.

Ability to develop long term plans and programs and to evaluate the work of subordinates and their accomplishments.

Through knowledge of contract management and cost analysis.

Through knowledge of principles, practices, methods and theories of recreation and parks administration.

Ability to plan, organizes, and direct services in the areas of responsibility (e.g. Capital Projects, Recreational Services, Budget Development and Control, Grants) and anticipate their impact on city government and the general public.

Thorough knowledge of principles and practices of effective administration and supervision.

Ability to express self clearly and concisely, orally and in writing.

Ability to establish and maintain effective relationships with employees, city officials, and the general public.

Ability to work flexible hours including evenings and weekends.

LEGAL VERBIAGE:

Human Resources Department: Signed original on file in Human Resources /
Date

**** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.**

REVISION DATE:

00652 - Assistant Recreation & Parks Director**Personal Profile**

Name:	Steven R Phillips	Address:	8518 NW 1st Avenue Gainesville, Florida 32607
		Email:	
		Notification Preference:	Email
Home Phone:	(352) 332-1819	Alternate Phone:	(352) 393-8755
Person ID:	580053	Former Last Name:	
Month and Day of Birth:	09/06		

Other Personal Information

Driver's License:	Yes, Florida P412-796-54-326-0 Class E
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Master's Degree

Preferences

Application Privacy:	Make my resume viewable only to the specified agencies
Preferred Salary:	\$79,604.00 per year
Are you willing to relocate?	Yes
	I am currently here, no relocation necessary
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Evening , Day , Weekends , Night , On Call (as needed)

Objective

To be hired as the Assistant Director for Recreation and parks Department, a position that I currently have been doing as interim for the past 6 months.

Education**Graduate School**

University of South Florida
5/1982 - 12/1984
Tampa, Florida

Did you graduate: Yes
College Major/Minor: Administration and Supervision
Units Completed: 36 Semester
Degree Received: Master's

College

Eastern Kentucky University
9/1972 - 8/1978
Richmond, Kentucky

Did you graduate: Yes
College Major/Minor: Wildlife Management
Units Completed: 160+ Semester
Degree Received: Bachelor's

Work Experience**Interim Assistant Director**

3/1986 - Present

City of Gainesville
cityofgainesville.org
PO Box 490, Station 24
Gainesville, Florida 32602-0490
(352) 393-8755

Hours worked per week: 40
Monthly Salary: \$6,317.75
Name of Supervisor: David Flaherty - Director,
Recreation and Parks
May we contact this employer? Yes

Duties

I am currently doing all the duties listed under examples of work in the job announcement for the Assistant Recreation and parks Director:

Assists in formulation policies
Assists in preparing annula budget....
Relays authorized instructions from the Director....
Plans, directs, coordinates & administers all activities & personnel of assigned divisions.....
Prepares & administers the departments annual CIP
Confers with consultants, architects, etc. on improvements and new construction
Manages contracts & construction projects
Facilltates resolution on conflicts
Assists in formulating policies.....
Provides public information
Recommends selection, promotion, etc. & evalutes subordinate supervisors
Develops & prepares grant proposals
Represents the dept. in meetings.....
Directs and oversees leases and contracts....
Conducts public surveys.....
Reviews work programs
Assists in the preparation of divisional budgets.....

Reason for Leaving

Currently in the vacant position as Interim Assistant Director

Certificates and Licenses

Type: Drivers License

Number: P412-796-54-326-0

Issued by: State of Florida

Date Issued: 8 /2004 Date Expires: 9 /2010

Skills

Office Skills

Typing:

Data Entry:

Additional Information

Additional Information

Advanced course work and training in Performance appraisal; labor relations; time and stress management; collective bargaining; purchasing policies and procedures; leadership skills; public speaking; counseling employees; EEO and diversity training; communication skills; costumer service

References

Professional

Flaherty, David

Director

Gainesville, Florida 32602

(352) 393-8745

Professional

Lipscomb, Barbara

Interim City Manager

Gainesville, Florida 32602

(352) 334-5010

Resume**Text Resume**

STEVEN R. PHILLIPS

8518 N.W. 1st Avenue (352) 332-1819 (home)

Gainesville, Florida 32607 (352) 393-8755 (work)

EXPERIENCE Interim Assistant Director

March 2005 - Present

City of Gainesville, Florida

Managerial and Administrative work assisting in the formation of policies relating to planning, operation and administration of recreational programs as well as the formation of policies and procedures and implements decisions in conjunction with the department director.

Assist in the preparation and monitoring of the department's annual budget, divisional budgets, and annual capital improvement projects, prepare periodic reports of the departmental operations.

Work closely with consultants, architects, engineers and contractors as well as other City and County departments and agencies on park and facility improvements and new construction as well as developing, bidding, awarding and managing contracts for major construction projects.

Relay authorized instructions and directives from the director to assigned divisions and information to other departments of the city as well as acts as liaison between the director and the public.

Serve as facilitator and costumer service representative for the resolution of conflicts generated by the department between other departments, agencies, the public and program participants. Also provide public information on the Recreation and Parks department programs and services as well as conduct public surveys to assess community needs and determine the adequacy of present programs and the feasibility of new improved activities.

Develop, prepare and monitor grant proposal; represents the department at meetings as directed; act as liaison between the department and the other city and county departments, consultants, contractors, citizen boards and the general public.

Act on behalf of the director and perform a wide variety of other related duties as assigned.

Interim Director
Department of Recreation and Parks
City of Gainesville, Florida
August 2004 - March 2005

Managerial and administrative work managing the City's Recreation and Parks Department activities to include the Recreation, Parks, Nature Operations and Ironwood Golf Course Divisions.

Planned, coordinated and administered all activities and personnel of the City's Recreation and Parks Department with all applicable laws, rules, regulations and direction from City government.

Developed active and passive recreation programs, areas, facilities, playgrounds, and special areas or structures.

Recommended selection, promotion, discharge, and other appropriate personnel actions.

Developed and maintained City active and passive recreational parks and other designated areas.

Recommended acquisition, design, maintenance, and planning of active and passive designated areas.

Prepared, submitted and monitored the annual department budget.

Served as technical advisor to the Public Recreation Board, Nature Centers Commission and the Beautification Board.

Nature Operations Manager
Department of Recreation and Parks
City of Gainesville, Florida
1986 - August 2004

Managerial and administrative work managing the City of Gainesville's Nature Operations Division for the Recreation and Parks Department.

Planned, directed, coordinated, supervised and administered comprehensive Citywide park activities to include conservation programs, outdoor recreation, natural resource management, land and water management and environmental education for the City's of Gainesville's Recreation and Parks Department.

Developed environmental and passive indoor and outdoor recreational programs, areas, facilities,

playgrounds, and special areas or structures. Designed, developed, maintained and operated over 20 nature parks, facilities, wildlife areas, greenways and greenspace properties encompassing waterways, active and passive parks as well as a wide variety of environmental sensitive ecosystems and preserves.

Recommended selecting, hiring, supervising, promoting, disciplining, discharging, and other appropriate personnel action, for permanent full-time, temporary part-time, and contractual professional and technical employees for the division as well as assisting with the department.

Developed short and long range plans, drafted and developed policies, guidelines and ordinances for the division and assisting departmentally.

Developed, prepared, submitted, maintained and monitored annual divisional budgets; generated additional revenues yearly from programs, events and attendance fees; and assisted in the preparation and development of the departmental budget.

Appointed and served as the staff liaison to the Nature Centers Commission Advisory board, Friends of Morningside and Friends of Ring Park, as well as monitored and assisted the other Departmental advisory boards.

Responsible for preparing, submitting, implementing and monitoring divisional and departmental grants for land acquisition, active and passive parks construction and programming. Recommended and acquired, designed, maintained and planned both active and passive recreational facilities and areas.

Director
Sanibel-Captiva Conservation Foundation, Inc.
Sanibel, Florida
1978 - 1986

Managerial and administrative work managing the Sanibel-Captiva Conservation Foundation.

Planned, directed, coordinated, supervised and administered all activities and personnel of the Sanibel-Captiva Conservation Foundation.

Designed and developed educational nature museum encompassing the freshwater interior wetlands of barrier Islands

Recruited and trained volunteers to implement yearly educational programming, guided tours and research projects for the foundation

EDUCATION University of South Florida at Fort Myers, Florida
Master's in Education, Administration and Supervision
1984

Eastern Kentucky University at Richmond, Kentucky
Bachelor of Science in Wildlife Management
1978

Sue Bennett Junior College at London, Kentucky
Undergraduate requirements for BS in Science
1974 - 1976

ADVANCED TRAINING

COURSES Performance appraisal; labor relations; time and stress management; collective bargaining; purchasing policies and procedures; leadership skills; public speaking; counseling employees; EEO and diversity training; communication skills; customer service.

AFFILIATIONS Florida Recreation and Parks Association
Member, Gainesville, Florida

Gainesville Area Chamber of Commerce
Member and Leadership Gainesville 2003 Graduate

Eco-Heritage Tourism Council
Board Member; Gainesville, Florida

Nature Centers Commission

Staff Liaison; Gainesville, Florida

Friends of Morningside and Friends of Ring Park
Staff Liaison; Gainesville, Florida

REFERENCES Available upon request

Resume Attachment

None

Agency-wide Questions

1. Q: Have you served in any U.S. Military Service?

A: No

2. Q: If you are a resident of Florida, you may obtain a preference in initial employment, if you are an eligible veteran or a spouse of one. Veteran's preference generally applies to all positions of employment offered by the City except those for personal assistants to elected or appointed officials, temporary positions, attorneys, and department heads. Preference in initial employment is not available to persons who have applied for and been employed by the State of Florida or any agency, or political subdivision of the State of Florida after becoming eligible for a preference. The following persons are eligible to receive preference in initial employment: (1) Disabled veterans who have served on active duty in any branch of the Armed Forces and who: (a) Have a presently existing service-connected disability which is compensable under public laws administered by the VA; or (b) Are receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the VA and the Department of Defense. (2) The spouse of any person: (a) Who has a total and permanent service-connected disability and who, because of this disability, cannot qualify for employment; or (b) Who is missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power. (3) A wartime veteran as defined in section 1.01 (14), Florida Statutes. (4) The unremarried widow or widower of a veteran who died of a service-connected disability. Are you a State of Florida resident?

A: Yes

3. Q: Are you claiming Veterans' Preference? If so, documentation must be included with your application or resume. It shall include the following: (1) Veterans, disabled veterans, and spouses of disabled veterans shall furnish a Department of Defense (DOD) Document, form DD-214 or military discharge papers, or equivalent certification from the VA, listing military status, dates of service and discharge type. (2) Disabled veterans shall also furnish a document from the DOD, the VA, or the Dept. certifying that the veteran has a service-connected disability. (3) Spouses of disabled veterans shall also furnish either a certification from the DOD or the VA that the veteran is totally and permanently disabled or an identification card issued by the Dept.; spouses shall also furnish evidence of marriage to the veteran and a statement that the spouse is still married to the veteran at the time of the application for employment; the spouse shall also submit proof that the disabled veteran cannot qualify for employment because of the service-connected disability. (4) Spouses of persons on active duty shall furnish a document from the DOD or the VA certifying that the person on active duty is listed as missing in action, captured in line of duty, or forcibly detained or interned in line of duty by a foreign government or power; such spouses shall also furnish evidence of marriage and a statement that the spouse is married to the person on active duty at the time of that application for employment. (5) The unremarried widow or widower of a deceased veteran shall furnish a document from the DOD or the VA certifying the service-connected death of the veteran, and shall further furnish evidence of marriage and a statement that the spouse is not remarried. (6) Spouses of persons eligible to claim preference shall furnish certification from the VA that the veteran has a total and permanent service-connected disability.

A: No

4. Q: Select the appropriate number if you are claiming Veterans' Preference:

A: 6. Not claiming Veterans' Preference

5. Q: I understand that the City of Gainesville only hires U.S. Citizens and lawfully authorized alien workers. Identification and proof of citizenship or authorization will be required if a conditional job offer is made. Are you a citizen or national of the United States; or a lawful permanent resident or person granted refugee or asylee status and authorized to work in the United States?

A: Yes

6. Q: If no, do you now, or will you in the future, require sponsorship?

A: Not Applicable

7. Q: Please select the appropriate response regarding your employment with the City of Gainesville:

A: Current City of Gainesville Employee

8. Q: Answering "yes" to the following question does not necessarily disqualify an applicant from employment; however, misstatements or omissions of material fact will cause an offer of employment made by the City of Gainesville to be withdrawn, or employment with the City terminated. Have you ever been convicted or found guilty by a jury or court of a misdemeanor or a felony, which includes pleading guilty or nolo contendere, regardless of whether or not adjudication is withheld or have you received probation or made restitution?

A: No

9. Q: If yes, please describe or type "N/A" if not applicable:

A: N/A

10. Q: May we contact your current employer? (Note: Past employers may be contacted to verify work history.)

A: Yes

11. Q: If currently unemployed, please provide dates and reason for unemployment. (Note: If medical, do not give specific reasons.)

A: N/A

12. Q: Do you have any relatives working in the department that you are applying for at the City of Gainesville/GRU?

A: Yes

13. Q: Maiden or other names used:

A: N/A

14. Q: Where did you initially learn about the position you are applying for today?

A: WEBSITE - CITY OF GAINESVILLE

Employee Profile Management

Menu

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

Current Timeline

Pay Type	Amount/Percent Indicator	Amount	Percent	From	To
✓ 00	Amount	75812.7100		03/28/2005	12/31/9999
First	Prev	Next	Last	Download	Current Timeline
				Complete Timeline	Custom Timeline



Pay Type : 00

From : 03/28/2005

Pay Type Desc : REGULAR PAY

To : 12/31/9999

Amount/Percent Indicator : Amount

Amount : 75812.7100

Percent :

↓ with out of CLASS pay increase 5%

[Top](#)

Promise to Assistant Rec + Parks Director
Please Check Pay + Penu Rate.
Thanks
T. Ay

12.202.58

With 5% on top of out of CLASS 5
79,603.3455

Acting Rec + Parks Director
Acting Assistant Rec + Parks Director

① 284-3021
② Rick Berry
Police Dept
352-315-
9159

Dorsey-White, Tiffany C.

From: Miles, Pamela
Sent: Thursday, September 29, 2005 10:48 AM
To: Dorsey-White, Tiffany C.
Subject: RE: Promotion Rates

Tiffany:
He has been receiving special assignment pay since 03/28/05.

From 08/23/04 to 03/28/05 he had been reassigned as interim Parks Director, with 10% special assignment pay. Effective 03/28/05, the interim assignment ended, and he began receiving 5% special assignment pay for additional duties.

-----Original Message-----

From: Dorsey-White, Tiffany C.
Sent: Tuesday, September 27, 2005 8:33 AM
To: Miles, Pamela
Subject: RE: Promotion Rates

Can you tell me how long he has been acting?

From: Miles, Pamela
Sent: Monday, September 26, 2005 9:31 AM
To: Dorsey-White, Tiffany C.
Subject: RE: Promotion Rates

He is receiving 5% special assignment pay. Unless an exception is made, his salary will remain the same.

-----Original Message-----

From: Dorsey-White, Tiffany C.
Sent: Monday, September 26, 2005 9:02 AM
To: Miles, Pamela
Subject: RE: Promotion Rates

1058
EXK

From: Miles, Pamela
Sent: Monday, September 26, 2005 9:00 AM
To: Dorsey-White, Tiffany C.
Subject: FW: Promotion Rates

Tiffany:
The Assistant Rec and Parks Director is the position that I can't find in the pay plan. Please let me know the title code and pay grade.

-----Original Message-----

From: Miles, Pamela
Sent: Wednesday, September 21, 2005 8:01 AM
To: Gonsalves, Brent J.
Subject: RE: Promotion Rates

Brent:

When you make requests, would you please include the 4-digit title code for the positions? I can't find Assistant Rec & Parks Director in our alpha pay plan. Is this a new position? Please provide more info.

Belinda Bell is eligible for 5%. Current salary is 13.2202 - Job offer salary should be 13.8812.

-----Original Message-----

From: Gonsalves, Brent J.
Sent: Tuesday, September 20, 2005 11:22 AM
To: Miles, Pamela
Subject: Promotion Rates

Good Morning,

I would like to know the information on promotion rates for the two following individuals:

Steven R Phillips Assistant Recreation & Parks Director (00652)
Melinda Bell Staff Assistant Senior (00591)

Thank you very much,
Brent

Sharon Coda
Mortgage Comparison Report
KS & K, LLC
11595 N. Meridian St. Suite 400
Carmel, IN 46032

December 4, 2001

Dear Ms. Coda:

Let this letter serve as authorization for you or your company to check my credit background. If you have any questions, or need additional information, please do not hesitate to contact me or my wife Deborah at (352)332-1819.

Thank you,


Steven R. Phillips

EMPLOYEE ADDRESS INFORMATION

Employee ID: _____ Appointment ID: _____ Eff. Time: 8:00a.m. Eff. Date: 2-10-97
Name: Steven Phillips
Current Position: 2205 Title: Nat. Ops. Mgr Grade/Step: _____

EMERGENCY CONTACT INFORMATION (EMER)

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____

EMPLOYEE ADDRESS INFORMATION (ADDR)

Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____

EMPLOYEE CITY ADDRESS (AGYS)

Agency Specific ID (Box #): 24 Work Phone: _____

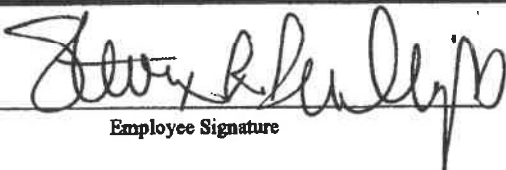
EMPLOYEE NAME CHANGE

Previous Name: _____
New Name: _____
Effective Date: _____ Reason: _____

ATTACH COPY OF UPDATED SOCIAL SECURITY CARD

OTHER EMPLOYEE INFORMATION

Marital Status: _____


Employee Signature

PERSONNEL LEAVE REQUEST / ACTING OUT OF CLASS AUTHORIZATION

NAME STEVEN Z. PHILLIPS DEPARTMENT/DIVISION PCNO
FROM/TIME 8:00 A.M. 8/23/93 - 5:00 P.M. 8/30/93 TOTAL HOURS 48
THROUGH/TIME

TYPE OF LEAVE/AUTHORIZATION REQUESTED

- ☒ Vacation (10) ☐ Optional Holiday (26)
- ☐ Administrative Leave (32) ☐ Jury Duty (16)
- ☐ (City Manager Approval Required)
- ☐ Sick Leave (11) ☐ Approved Union Leave (22)
- ☐ Other ☐ Business/Training (21)

Acting LARRY JOHNSON (Offic
Phone 334-2056 (Hon
375-3935
PAGE 2 (338-8855)
DATE 8/16/93

Steven Z. Phillips

EMPLOYEE
SUPERVISOR
DEPARTMENT HEAD James E. Moore
CITY MANAGER

DATE Aug. 18, 93

10/07/93
14:23:04

ASSOCIATED CREDIT INFORMATION SERVICES, INC.
975 EYSTER BOULEVARD, SUITE 2
ROCKLEDGE, FLORIDA 32955

Page 1

Phone: (407) 639-4665

Fax: (407) 639-4554

Report Number: 00023586
Prepared by: 0005
IND0002

THIS INQUIRY IS BEING MADE IN
CONJUNCTION WITH A MORTGAGE
APPLICATION. YOUR CONSIDERATION
IN COMPLETING AND RETURNING THE
SAME ASAP WOULD BE APPRECIATED.

THANK YOU.

CITY OF GAINESVILLE
306 NE 6TH AVE
GAINESVILLE, FL 32601
ATTN: PERSONNEL

EMPLOYEE: PHILLIPS, STEVEN R
SPOUSE : PHILLIPS, DEBORAH L
ADDRESS : 3146 NW 46TH AVENUE, GAINESVILLE, FL 32605

SSN:
SSN:

Job Title: Nature Operations Manager

Date Hired: 03-10-86 Annual Gross: 35,868.82
~~Monthly Income:~~

If subject is no longer employed by you,
please indicate date of termination : Currently Employed

INFORMATION PROVIDED BY:

Brendel Lovette

PLEASE PRINT NAME:

Brendel Lovette

CITY OF GAINESVILLE PERSONNEL ACTION RECORD

DUNO 1281

Box Number 30
Phone Extension 2197

Origination Date 08-18-93
Dept. Contact M. Maines

SECTION 1

GG X GRU _____ SS No.: _____ Type: 0 Eff. Time: 8:00am Eff. Date: 08-23-93
Last Name: Phillips First Name: Steven Middle Initial: Rand

SECTION 2

Change To: Dept. _____ Job Class _____ Salary _____ B/W _____
Div. _____ Class No. _____ /PG _____ HR. _____
Change From: Dept. Cultural & Nature Op. Job Class Nature Op. Mgr. Salary _____ B/W _____
Div. Nature Op./8720 Class No. 01024 /PG _____ HR. _____

Reason for Action/Change (Be Specific): Employee moving to new address (see attached).

SECTION 3

EEO Function: _____ Sex: M ☐ F ☐
EEO Race Code: _____ EEO Job: _____
Home Phone No.: (904) 332-1819 Original Hire Date: _____
Address: 8518 NW 1st Avenue Emergency Contact: _____
Emergency Phone No. _____ Termination Date: _____
Box No.: _____ Office Phone No.: _____ Birthdate: _____
City/State/Zip: Gainesville, FL 32607 Marital Status _____
Hire Code: _____ Term Code: _____ O/T Exempt?: _____ Copy Social Security Card: _____



SECTION 4

Situation: _____ Agency: _____ Organization Loc.: _____
Job Class: _____ Pay Grade/Step: _____ Pay Class: _____
1st Shift Hrs.: _____ Fund: _____ Pay Period: _____
1st Shift Rate: _____
Period Hrs.: _____ Fixed Pay Amount: _____ Annual Salary: _____
Tax Exempt: _____ Bargaining Unit: _____ Pension Plan: _____
Rehire Date: _____ Adjusted Service Date: _____ Pension Service Date: _____

SECTION 5

Employer: _____ Fund: _____ Agency: _____ Org. No.: _____ Activity: _____
Percentage: _____ Effective Date: _____
Employer: _____ Fund: _____ Agency: _____ Org. No.: _____ Activity: _____
Percentage: _____ Effective Date: _____

SECTION 6


Department Head

Division Head


Human Resources Director

Special Authority

WHITE: HR PERSONNEL FILE

GREEN: PAYROLL

YELLOW: DEPARTMENT

PINK: EMPLOYEE

GOLDENROD: EMPLOYEE SERVICES

Revised 4/93

**CITY OF
GAINESVILLE**

**INTER-OFFICE COMMUNICATION
CULTURAL AND NATURE OPERATIONS**

TO: Margery Maines
Staff Assistant II

DATE: August 18, 1993

FROM: Steven R. Phillips, Manager 
Nature Operations Division

SUBJECT: Change of Address and Phone Number

During the week of August 23, 1993, I will be moving to a new location. The new address and phone number is:

8518 NW 1st Avenue
Gainesville, FL 32607
(904)332-1819

Please take the necessary step to inform Human Resources. Thanks.

SRP/sma

xc: DCNO Staff

PAGE NO. 891
12/30/91

TRAINING COURSES TAKEN FROM 10/01/90 THRU 10/01/91

**

PHILLIPS, STEVEN	91-027 MANAGEMENT BY TYPE	11/27/90 8720
PHILLIPS, STEVEN	91-059 INTRODUCTION TO MICROS	01/30/91 8720
PHILLIPS, STEVEN	91-076 GRIEVANCE PROCEDURES	02/21/91 8720
PHILLIPS, STEVEN	91-101 INTRODUCTION TO MICROS	06/10/91 8720
PHILLIPS, STEVEN	91-108 LEGAL ISSUES IN LITIGATION	06/20/91 8720
PHILLIPS, STEVEN	91-132 AMERICANS WITH DISABILITIES ACT (ADA)	05/29/91 8720
PHILLIPS, STEVEN	91-135 INTRODUCTION TO DOS	07/22/91 8720

ASHTON, PAT

CITY OF GAINESVILLE, FLORIDA

PERSONNEL LEAVE REQUEST / ACTING OUT OF CLASS AUTHORIZATION

NAME STEVE PHILIPS DEPARTMENT/DIVISION DCNO
8/14/92 2pm 8/14/92 5pm 3
FROM/TIME THROUGH/TIME TOTAL HOURS

TYPE OF LEAVE/AUTHORIZATION REQUESTED

☒ Vacation (10) ☐ Optional Holiday (26)
☒ Administrative Leave (32)
(City Manager Approval Required) ☐ Jury Duty (16)
☐ Sickness (11) ☐ Approved Union Leave (22)
☐ Other ☐ Business/Training (21)

Acting PAT ASHTON
Phone 334-2170 or 2009 (Office)
332-5345 (Home)

371-8753 p.m.

EMPLOYEE Steve Philips

DATE 8/17/92

SUPERVISOR _____

DATE _____

DEPARTMENT HEAD James B. Mc...

DATE Aug 7 1992

CITY MANAGER _____

DATE _____

**CITY OF
GAINESVILLE**

**INTER-OFFICE COMMUNICATION
CULTURAL AND NATURE OPERATIONS**

TO: Department of Cultural and Nature Operations **DATE:** June 27, 1989

FROM: Steven R. Phillips, Manager
Nature Operations Division

Steve Phillips

SUBJECT: New Home Phone Number

As of Friday, June 30th, my home phone number will be changed from 371-6692 to 372-6246. The number will not be listed in the phone book but will be listed with Directory Assistance.

Please make a note of this information for your files.

**CITY OF GAINESVILLE
PERSONNEL ACTION RECORD**

delivered 7-20-89

Box Number 30
Phone Extension 2197

Origination Date 7-13-89
Dept. Contact S. Phillips

SECTION 1

Emp. Code: 001 SS No.: _____ Type: 2 Eff. Time: 8:00am Eff. Date: 6-27-89
Last Name: Phillips First Name: Steven Middle Initial: R.

SECTION 2

Change To: Dept. Cultural & Nature Op. Job Class _____ Salary _____ B/W _____
Div. Nature Op./8720 Class No. _____ /PG _____ HR. _____
Change From: Dept. _____ Job Class _____ Salary _____ B/W _____
Div. _____ Class No. _____ /PG _____ HR. _____

Reason For Above Change (Be Specific): _____

Change in home phone number as listed below -- please update your records.

SECTION 3

EEO Function: _____ Sex: M ☐ F ☐
EEO Race Code: _____ EEO Job: _____
Home Phone No.: /// 372-6246 Original Hire Date: _____
Address: _____ Emergency Contact: _____
Emergency Phone No.: _____ Termination Date: _____
Box No.: _____ Office Phone No.: _____ Birthdate: _____
City/State/Zip: _____ Marital Status: _____
Hire Code: _____ Term Code: _____ Comment: _____
Rehire Indicator: _____ O/T Exempt _____ Non Exempt _____ Copy Social Security Card: _____

SECTION 4

Situation: _____ Agency: _____ Organization Loc.: _____
Job Class: _____ Pay Grade/Step: _____ Pay Class: _____
1st Shift Hrs.: _____ Fund: _____ Pay Period: _____
1st Shift Rate: _____
Period Hrs.: _____ Fixed Pay Amount: _____ Annual Salary: _____
Federal Dependents: _____ Add'l Federal Tax: _____ Tax Marital Status: _____
Tax Exempt: _____ Bargaining Unit: _____
Rehire Date: _____ Adjusted Service Date: _____ Anniversary Date: _____
CWA: _____ Pension Plan: _____ Certification Pay: _____

SECTION 5

Employer: _____ Fund: _____ Agency: _____ Org No.: _____ Activity: _____
Percentage: _____ Effective Date: _____
Employer: _____ Fund: _____ Agency: _____ Org.No.: _____ Activity: _____
Percentage: _____ Effective Date: _____

SECTION 6

[Signature]
Department Head

Division Head

[Signature]
Human Resources Director

Special Authority

WHITE - HUMAN RESOURCES YELLOW - DEPARTMENT PINK - EMPLOYEE GOLD - PAYROLL

Employee Location Change Form

Steven R. Phillips _____
Employee's Name Social Security Number _____
Nature Operations Manager

Change From:

Department/Division Telephone Number Box Number

Change To:

Cultural & Nature Operations 374-2197 30
Department/Division Telephone Number Box Number

Begins work on March 10, 1986

CITY OF GAINESVILLE
PERSONNEL DEPARTMENT

SUPPLEMENTAL INFORMATION FOR PERSONNEL RECORDS

1. If you have served in any branch of the Armed Forces, please complete the following:

Branch of Armed Forces _____
Induction & Discharge Date _____
Type of Discharge & Rank _____
Current Draft Status _____

2. If you have any relatives now working with the City of Gainesville, please complete the following:
NAME OF RELATIVE RELATIONSHIP

3. Date of Birth SEPTEMBER 6, 1954 4. Place of Birth COUINGTON KENTUCKY
(City) (State)
5. Date completed high school or date last attended if you didn't graduate MAY 1972
6. List the highest diploma received, if any MASTER DEGREE EDUCATION - ADMIN. + SUPERVISION
(High School, College or University)
7. Color of eyes BROWN Color of hair BROWN Weight 155
8. Height 5 FT. 10 IN Florida Driver's License # P412-796-54-326
9. List any extreme allergies or medical alerts: PENICILLIN
10. List your immediate household below:
NAME RELATION
DEBORAH LEE PHILLIPS WIFE
ZACHARY ALMAS PHILLIPS SON

11. List who to notify in case of an emergency DEBORAH LEE PHILLIPS
(Name)
3146 N.W. 46TH AVENUE, GAINESVILLE 32605 (904) 371-6692
(Address) (Phone Number)

12. List any special skills or job knowledge which you have _____

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Steven Rand Phillips
SIGNATURE

3/10/86

DATE OF EMPLOYMENT



Correspondence

Correspondence

DATE: January 28, 1998
TO: Manager Employee File *Steve Phillips*
FROM: Richard T. Zumwalde, Human Resources Analyst *RTZ*
SUBJECT: October 1997 Evaluation Adjustment

In calculating the evaluation adjustments for October 1997, we discovered that an error had been made in computing pay rates for the previous fiscal year; biweekly amounts were used when annual rates should have been used. The amount of difference in most cases is small.

In order to remedy this we have recomputed the correct annualized rate for the previous fiscal year and have applied the corrected rate in this years merit calculation.

**Inter-Office Communication
City Manager's Office
Station 7, x5010**

Date: February 28, 1996
To: Steve Phillips
Nature Operations Manager
From: Norm Bowman
Interim Deputy City Manager for Operations
Subject: Hogtown Greenway/Quasi-judicial Hearing

Just a short personal note to express my thanks for your contribution to the Quasi-judicial hearing held by the Development Review Board in conjunction with the Hogtown Creek Greenway. While I was not present at the hearings, I understand that you maintained a high level of professionalism and contributed to the success of the hearing.

Again, thank you for your perseverance in what was a tedious series of hearings. I am going to advise Dr. Moore to authorize administrative leave for two days at your convenience.

NB/db

winword\letter\phillips.doc

xc: Dr. Lemuel Moore

City of Gainesville

Inter-Office Communication

Office of the City Manager

Mail Station 7

334-5010 Fax: 334-3119

TO: Steve Phillips
Nature Operations Manager

FROM: Wayne Bowers
City Manager

SUBJECT: Appreciation for Participation in the Greenway Site Review Process

DATE: February 29, 1996

Please accept this acknowledgment of your participation in the Quasi-judicial hearing in conjunction with the site review of the Hogtown Creek Greenway by the Development Review Board. I have been advised that there were a total of nine public meetings extending over a period from March 1995 through February 1996, and these meetings consumed over 38 hours. In addition to all of the formal meetings, I understand that you have participated in numerous public forums and individual meetings with interested citizens, as well as commissioners, who wish to view the site. I recognize that the formal public meetings were held in the evening hours which took you away from your family for extended periods of time.

It is through the dedication of individuals such as yourself that the City has been able to present and implement projects such as the Hogtown Creek Greenway which have resulted in the recognition that the City has received by many individuals and especially Money Magazine rating Gainesville as the most livable City in America. While I recognize we are a long way from implementing the project, I want to thank you for your participation in this process and for exhibiting the patience and professionalism you did throughout the hearings.



Wayne Bowers
City Manager

xc: Honorable Mayor and
Members of the City Commission
Dr. Lemuel Moore, Cultural and Nature Operations Director

**CITY OF GAINESVILLE
HUMAN RESOURCES DEPARTMENT**

FAX TRANSMITTAL COVER SHEET

DATE: September 14, 1995

TO: John Horan
ICMA

FROM: KAYE WALKER, SR. HUMAN RESOURCES ANALYST
904/334-2098

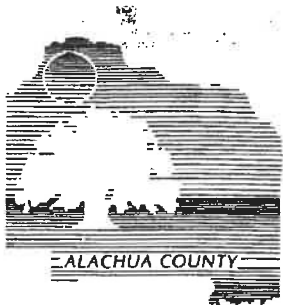
FAX #: 904/334-2291

NUMBER OF PAGES (INCLUDING THIS ONE): 3

SPECIAL INSTRUCTIONS:

Following are employee change forms for Steven Phillips. execute the change in future allocation for both his 457 account and 401(a) account. He had talked to you earlier today and thought this was done. We have spoken with Penny in Employer Services and she advised she would talk to you to go ahead to accomplish these changes. I am faxing the change forms so there is no delay in accomplishing the changes. Penny is also sending transfer forms to us so that he can transfer his existing account balances into a model portfolio in both accounts. Penny advised this type of transaction must be done on a form so that employees will read the disclaimers.

**THOMAS CENTER "B" - ROOM 147
306 NE 6 AVE, P. O. BOX 490, GAINESVILLE, FL 32602**



Commissioners...

Thomas Coward
Chairman

Kate Barnes

Leveda Brown

George Dekle

Penelope Wheat

BOARD OF COUNTY COMMISSIONERS

P.O. Drawer CC • Gainesville, Florida 32602
(904) 374-5210

Robert F. Fernandez
County Manager

Thomas A. Bustin
County Attorney

August 14, 1989

Steven Phillips
3146 N.W. 46th Avenue
Gainesville, FL 32605

Dear Mr. Phillips:

On July 18, 1989, the Alachua County Board of County Commissioners voted to rescind the resolution which created the Peer Review Advisory Committee. This Committee was originally created to assist the Tourist Development Council in reviewing and evaluating grant applications. This task will now be handled by the Special Events Committee.

Although this Committee will no longer exist, the Alachua County Board of County Commissioners would like to mention that we are sincerely appreciative of your invaluable contribution of time and expertise, as well as your dedication, to this Committee. The hard work of concerned and unselfish citizens, like yourself, make Alachua County one of the best counties in this State and for this we thank you. Good luck in your future endeavors.

Sincerely,

Thomas Coward, Chairman
Alachua County Board of County Commissioners

TC:go



NATIONAL ASSOCIATION OF RETIRED FEDERAL EMPLOYEES

CHAPTER 185
Gainesville, Florida

October 14, 1989

Steve Phillips
Nature Operations Manager
City Cultural & Nature Operations
P. O. Box 490
Gainesville, FL 32602

Dear Steve:

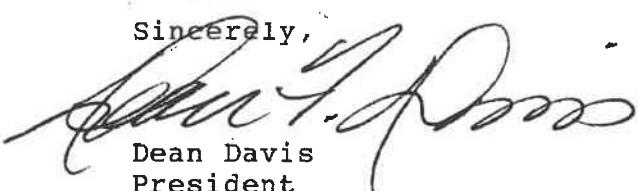
Please forgive our delay in expressing our appreciation to you and Judith Stipek for your fine program on September 11.

We enjoyed the video presentation as well as your comments about nature programs available in Gainesville.

Please thank Judith Stipek and the Friends of Morningside for helping to make this program available.

You have our best wishes for your continued success in carrying out these very worthwhile programs in our community.

Sincerely,



Dean Davis
President

To: Steve Phillips, Nature Operations Mgr.
Cultural & Nature Operations Dept.
From: Lem Moore, Director
Cultural & Nature Operations
Subject: S.E. Urban Park Development Recommendations/March 5th City Commission Meeting and Action

Date: March 6, 1990

Based on the City Commission's actions and recommendations that were made at last night's City Commission meeting, I would like to share with you the following observations pertinent to the matter as it relates to your work assignment on this project:

1. All work was completed in accordance with the required steps, and the City Manager's requests were met appropriately.
2. The background checks and the processes were conducted in a timely and professional manner.
3. The evaluation process served its purpose, and revealed relevant facts about the firms, whose bids were reviewed according to the established criteria of the Request for Qualification.

It is important to understand that what transpires with any work assignment can be altered by the City Manager's requests.

You are to be complimented on a job well done, which posed many uncertainties from the beginning. It is my desire that you view each assignment as an accomplishment that will serve to better you, as a manager, in the future years.

LBM/mlm





Alachua County Court

Chambers of
Thomas M. Elwell
County Court Judge

March 3, 1989

Alachua County Courthouse
Gainesville, Florida 32601
(904) 374-3607

Steven Phillips
3146 N.W. 46th Avenue
Gainesville, Florida 32605

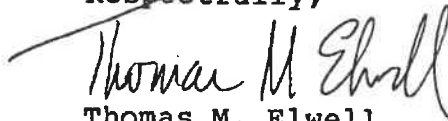
Dear Mr. Phillips:

As County Judge of Alachua County I would like to take this opportunity to personally thank you in behalf of our Court system for the volunteer service you provided to our community during your recent service for 1987-1988 on one of our important County advisory boards or committees.

Citizen involvement in community affairs is essential to good government. Because of the unselfish sacrifice of your time and talents, Alachua County is a better place to live and raise our children and due to this you have made a significant and important contribution to Alachua County.

Thank your for all you have done.

Respectfully,


Thomas M. Elwell,
County Court Judge

TME:pb

City of Gainesville

Office of Deputy City Manager
for Operations

February 20, 1989

Steven R. Phillips
Nature Operations Manager
Department of Cultural and Nature Operations
Station #30

Dear Steve,

I wanted to express my pleasure at the cooperative effort that you and others extended to bring the Third Annual Hoggetowne Medieval Faire to its successful completion this past weekend.

Due to the illness and absence of Cultural Operations Manager Coni Gesualdi, your team's organization was especially important. I am sure it is rewarding for Coni to know that all of you were able to work together to finalize so many of the details throughout her extended absence.

Teamwork comprises an important feature of every department's staff performance. I was most pleased to learn of your extensive participation in the preparation and on-going activities for the Faire. The department, volunteers and visitors all benefitted from your assistance. Keep up the good teamwork!

Sincerely,



Paul D. White
Deputy City Manager for Operations

PDW/cb/mlm
cc: Personnel file

City of Gainesville

INTER-OFFICE COMMUNICATION

April 19, 1989

To: Dr. Lem Moore, Director Culture & Nature Operations

From: Paul D. White, Deputy City Manager for Operations

Subj: Memorandum of Commendation

Please pass on my congratulations also to staff for another job well done!

Thanks.

PDW:kb
attachment



Friends of Morningside

3540 East University Avenue • Gainesville, Florida 32601 • (904) 374-2170

April 14, 1989

Dear Steve,

I am writing to thank you and the staff of Nature Operations for their hard work in organizing, and supervising Farm and Forest Festival last Saturday.

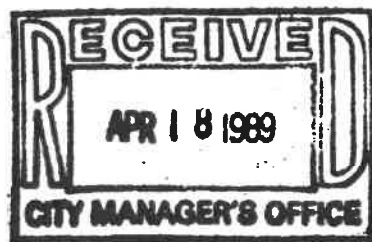
The day was an apparent success with all of the visitors having an enjoyable experience. FOM could not have provided a safe, informative and entertaining Festival without your help.

Looking forward to doing it again!

Sincerely,

Helene

X - Copy: P. White
L. B. Moore
City Commissioners





City of Gainesville

Office of City Manager
Post Office Box 490
Gainesville, Florida 32602
(904) 374-2011

W.D. Higginbotham, Jr.
City Manager

November 21, 1988

Mr. Steven R. Phillips
Nature Operations Manager
Box 30

Dear Steve:

Unfortunately the Gators did not have the winning ticket for Homecoming '88 but the City of Gainesville certainly did. The General Government float exemplified the spirit, attitude and creativity which is indicative of City employees.

Please accept my thanks and gratitude for your help in making the City's participation in the 1988 Homecoming Parade a reality. You have exemplified the "Ask me - I'll help" spirit in giving many hours of your personal time in creating the float. As City Manager I was very proud of our participation and the employees' giving attitude.

Thank you again for your participation and hard work and thanks too to your wife, Debbie, for her help.

Sincerely,

W. D. Higginbotham, Jr.
City Manager

"Ask me - I'll help"



Commissioners...
Leveda Brown
Chairman
Thomas Coward
Jim Notestein
Edwin B. Turlington
Penelope Wheat

BOARD OF COUNTY COMMISSIONERS

P.O. Drawer CC • Gainesville, Florida 32602
(904) 374-5210

Robert F. Fernandez
County Manager

Thomas A. Bustin
County Attorney

November 1, 1988

Mr. Steven Phillips
3146 N.W. 46th Avenue
Gainesville, FL 32605

Dear Mr. Phillips:

The Alachua County Board of County Commissioners cordially invites you to attend the 1988 Annual Boards and Committees Reception to be held in your honor on Tuesday, November 15, 1988 at 5:00 p.m. in Room 209 of the County Administration Building.

Each year, the Board recognizes the dedicated efforts of the more than 400 citizens who participate in Alachua County government by their service on one or more of our 50 Boards and Committees. This reception, in a small way, gives us an opportunity to personally thank you for your contribution toward the betterment of our community.

We hope you will be able to join us on the 15th for cake, punch and to receive a special token of our appreciation.

Sincerely,

Leveda Brown, Chairman
Alachua County Board of County Commissioners

LB:DB:go



City of Gainesville

NOV 01 1988

Office of City Manager
Post Office Box 490
Gainesville, Florida 32602
(904) 374-2011

W.D. Higginbotham, Jr.
City Manager

October 31, 1988

Mr. Steve Phillips
Nature Operations Manager
Box 30

Dear Mr. Phillips:

The 5th Annual Employee Picnic was a great success. Such success is possible only through efforts such as yours.

Please accept my thanks and appreciation for your assistance and "Ask me - I'll help" spirit.

Sincerely,


W. D. Higginbotham, Jr.
City Manager

WDH:ct

"Ask me - I'll help"

Representative Sidney Martin
Florida House of Representatives
District 23

FILE COPY

Post Office Box 37
Hawthorne, FL 32640

122 W. University Avenue
Gainesville, FL 32601

September 15, 1988

Steve Phillips
Morningside Nature Center
3540 E. University Ave.
Gainesville, Fl. 32601

Dear Steve:

Thank you for allowing me to do filming at Morningside Nature Center. I hope we were not too disruptive to your schedule and sincerely hope that you enjoyed the filming as much as I did.

Sincerely,



Sidney Martin

SM/Bd

City of Gainesville

INTER-OFFICE COMMUNICATION

To: Lemuel B. Moore, III, Director
Culture & Nature Operations

From: *PDW* Paul D. White, Deputy City Manager for Operations

Subject: Ground breaking ceremony at Porter's

Date: May 23, 1988

I want to highly commend your staff for the outstanding job they performed at the Porter's ground breaking ceremony on May 6, 1988. Their work in setting up and preparing for the large group attending the ceremony was exemplary.

I am fully aware that the staff of the Culture and Nature Operations Department performs many functions of this type throughout the year. I felt however, this situation merited special recognition due to the large number of guests (including many out-of-town dignitaries) accomodated so smoothly at this outdoor event.

Your staff has my thanks and a much deserved "job well done".

PDW:kb

cc: Steven R. Phillips, Nature Operations Manager
Gayle Hatch, Special Events Coordinator
Postell Holmes, Special Events-Office Assistant I

"ASK ME, I'LL HELP"

STEVEN R. PHILLIPS
NATURE OPERATIONS MANAGER

(904) 374-2197

Department of
Cultural and Nature Operations

CITY OF GAINESVILLE

P.O. BOX 490-DEPT. 30
GAINESVILLE, FL. 32602

City of Gainesville

Member of the City Commission

March 31, 1988

Steven R. Phillips
Nature Operations Manager
City of Gainesville
P.O. Box 490
Gainesville, Florida 32602

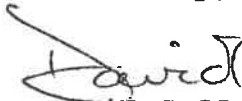
Dear Mr. ~~Phillips~~ ^{Steve},

I want to thank you for your assistance in making the first annual "Prairie Days" a major success. We had over 2,000 people visit Boulware Springs, the site of the proposed Urban Park, the abandoned railroad right-of-way, Alachua Sink and Prairie Creek. Such a turn-out with so little advanced planning and advertising can only be considered a tremendous success.

Prairie Days was conceived of and executed in a very short time frame. It was only possible through the efforts of many individuals like yourself who came together on short notice and made it happen. I hope that next year the City and the Department of Natural Resources will be joined by the County in hosting the second annual "Prairie Days".

Again, many thanks for your support.

Sincerely,



David Coffey
Mayor Pro-Tem
City of Gainesville

DC/ral

Oct 28, 1987

Stine,

You never cease to surprise me with your caring way. Thanks for the assistance this morning it really meant a lot as an effort.

I realize your schedule will be tight, and the demand for accuracy great. Please view this as a personal challenge to master before trying something greater.

I am sure you will do a fine job.

'Thanks'

R. M. son

CITY OF
GAINESVILLE **INTER-OFFICE COMMUNICATION**


TO: Steven R. Phillips
Nature Operations Manager

DATE: August 27, 1987

FROM: Lemuel B. Moore, III, Director
Cultural and Nature Operations

SUBJECT: Period as Interim Director
(August 14 - 24, 1987)

It is my pleasure to extend my most sincere appreciation for the manner in which daily business was conducted by you during my vacation. The report, conference and results represented exceptionally fine workmanship and demonstrated the initiative required in this capacity for a successful operation.


Lemuel B. Moore, III, Director
Cultural and Nature Operations

cc: Paul White, Deputy City Manager
for Operations
Mitzi Austin, Chairman
Nature Centers Commission

LBM/tj

CITY OF GAINESVILLE
CULTURAL AND NATURE OPERATIONS

302 N.E. 6th Avenue • Box 490 • Gainesville, FL 32602

(904) 374-2197

Dr. Lemuel B. Moore, III
Director

December 10, 1986

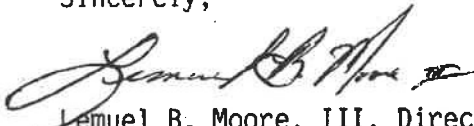
Steve Phillips
Nature Operations Manager
City of Gainesville
P O Box 490
Gainesville, FL 32602

Dear Steve:

Please accept my appreciation for the unselfish manner in which you rendered assistance on Tuesday, December 9, 1986. It was through your efforts that the Christmas Party was able to be reflected in the light that is desired by all of us and the unity of the department maintained.

Again, many thanks.

Sincerely,



Lemuel B. Moore, III, Director
Cultural and Nature Operations

LBM/tj

Steve,

June 11, 1986

I like the way you are working!

Many of the needed changes you are implementing
to
are already demonstrating positive results.

If our office can facilitate any
task please feel free to contact me.

Continued Best of Luck!

DeWane



Training and Development

STATEMENT OF FACT

Subject: Discrimination, Harassment and Conduct Training Program

I, STEVEN R. PHILLIPS, hereby acknowledge that I have participated in a training program and received written information, including the City's Policy on Discrimination, Harassment and Conduct.

I further acknowledge that I understand that as a City of Gainesville employee, I must adhere to set policy on Discrimination, Harassment and Conduct. I also understand that violation of this policy could result in disciplinary action(s), up to and including, dismissal.

Signed:

Steven R. Phillips

Date:

10/24/05

Department:

RECREATION + PARKS / LEISURE SERVICES

Position:

ASSISTANT DIRECTOR

STEVEN R PHILLIPS

Training Classes Attended Fiscal Year 2002 - 2003

ID# AGY / ORG
000000892 850 / 8580
Nature Operations Mgr

08-28-03 PERFORMANCE REVIEW / EVALUATION PROCESS

4.0 hours 08:00-12:00 0000002604 MANDATORY Instructor THE MARLOW GROUP

Totals for October 1, 2002, through September 30, 2003

4.0 Hours 1 Classes

STEVEN R PHILLIPS

Training Classes Attended Fiscal Year 2001 - 2002

SSN AGY / ORG
850 / 8580
Nature Operations Mgr

11-13-01 Recruiting Solutions

1.5 hours 10:00 - 11:30 0000001959 RECRUIT Instructor Cliff Cooper

09-06-02 Recruiting Solutions Update

1.0 hours 08:30 - 09:30 0000002243 HR Instructor Linda Keyton, HR Analyst

09-20-02 Equal Opportunity Conference

4.0 hours 08:00 - 12:00 0000002281 CAREER Instructor Diversity Team

Totals for October 1, 2001, through September 30, 2002

6.5 Hours 3 Classes

STEVEN R PHILLIPS

Training Classes Attended

SSN AGY / ORG
850 / 8580

Nature Operations Mgr

02-01-01 Outlook for GG Employees

4.0 hours 08:00- 12:00 0000001329 01S-COM-02 Instructor Sharon Miller

02-02-01 2000 Mutual Gains-scheduled or attended

0.0 hours 00:00- 23:59 0000001499 XXX-XXX-XX Instructor

09-21-01 Equal Opportunity Conference

4.0 hours 08:00- 12:00 0000001919 AWARENESS Instructor Diversity Team

Totals

8.0 Hours 4 Classes

STEVEN R PHILLIPS

Training Classes Attended Fiscal Year 1999 - 2000

SSN

AGY / ORG
850 / 8580

Nature Operations Mgr

12-07-99 Y2K Training for M&S

2.0 hours 09:00 - 11:00 0000000715 005-JCI-Y2 Instructor Y2K Task Force

02-15-00 Excel 97 - Level 1

4.0 hours 08:00 - 12:00 0000000875 005-COM-E1 Instructor Sharon Miller

02-23-00 Internet

4.0 hours 08:00 - 12:00 0000000878 005-COM-IN Instructor Sharon Miller

05-09-00 Manager AA Work Plan Training

4.0 hours 08:00 - 12:00 0000001028 00M-MNG-AA Instructor Affirmative Action Task Force

Totals for October 1, 1999, through September 30, 2000

14.0 Hours 4 Classes

STEVEN R PHILLIPS

Training Classes Attended Fiscal Year 1998 - 1999

SSN AGY / ORG
50 / 8580
Nature Operations Mgr

12-17-98 01 A&D Testing/Training

4.0 hours 08:00 - 12:00 0000000286 99M-MNG-PE Instructor McClary / Peterson

06-15-99 AA Manager Training

4.0 hours 13:00 - 17:00 0000000364 99M-MNG-AA Instructor AA Task Force

09-30-99 Pay Study Information

4.0 hours 08:00 - 12:00 0000000543 99S-JCI-MS Instructor Consultant

Totals for October 1, 1998, through September 30, 1999

12.0 Hours 3 Classes

05/06/99

City of Gainesville

Page: ***

Participant Activity List - Sorted by Begin Date

Includes activities that begin after 10/01/97 and before 09/30/98 (inclusive)

Participant: PHILLIPS, STEVEN R

Job Title: Nature Operations

PAR#:

Division: 8580

EMP#

Department: 850

Hired on 03/10/86

Location: GG

Beg Date	Beg Time	End Date	End Time	Reg Stat	Days	Activity	*JR	Sessions Hours	Credits CEU	Reg Fee Other Fees
							Inst Code	Cert Code	Grade	Reimb Amt Requested
01/21/98	01:00p	01/21/98	05:00p	REG	WEDNESD	HR Admin Guide Training Code: 98JOBSPEC Type: IN-HOUSE Class#: 98206	Yes	1 4.00 GRU BARNARD ET	0.0 0.0 YES	0.00 0.00 0.00 / /
07/20/98	01:00p	07/20/98	05:00p	CANC	MONDAY	PE01 D&A Testing/Training Code: 98MANAGE Type: PAID Class#: 98316	Yes	1 4.00 RM 126 OL MCCL/PETER	0.0 0.0 YES	0.00 0.00 0.00 / /

Total Activities:	2	Registered:	1	* Total Reg. Fees:	\$ 0.00
		Completed:	0	Other Fees:	0.00
Total Hours:	8.00	Wait List:	0		
Total Credits:	0.0	Cancelled:	1	Total Fees:	\$ 0.00
Total CEU:	0.0	No Shows:	0		
				Total Reimbursed:	\$ 0.00

* JR: Yes = Job Related Activity, No = Not Job Related.

* Total Reg. Fees represents the total registration fees for activities with a registration status other than "Wait List" or "Cancelled".

12/19/97

City of Gainesville

Page: ***

Participant Activity List - Sorted by Begin Date

Includes activities that begin after 10/01/96 and before 09/30/97 (inclusive)

Participant: PHILLIPS, STEVEN R

Job Title: Nature Operations

PAR#:

Division: 8580

EMP#

Department: 850

Hired on 03/10/86

Location: GG

Beg Date	Beg Time	Activity	*JR	Sessions Hours	Credits CEU	Reg Fee Other Fees
End Date	End Time			Loc Code	Cert Code	Reimb Amt
Reg Stat	Days			Inst Code	Grade	Requested
02/07/97	08:00a	FMLA Timekeeper/Sup Trng	Yes	1	0.0	0.00
02/07/97	12:00p	Code: 97CITY PRO		4.00	0.0	0.00
REG	FRIDAY	Type: IN-HOUSE		GRU	YES	0.00
		Class#: 97131		WALKER		/ /
02/18/97	08:30a	Diversity Training	Yes	1	0.0	0.00
02/18/97	05:00p	Code: 97DIVERSIT		9.00	0.0	0.00
REG	TUESDAY	Type: PAID		MULTI-PURP	YES	0.00
		Class#: 97905		DUCK		/ /
04/01/97	02:30p	LGFS Training	Yes	1	0.0	0.00
04/01/97	04:00p	Code: 97CITY PRO		1.50	0.0	0.00
REG	TUESDAY	Type: IN-HOUSE		RM 126 OL	NO	0.00
		Class#: 97143		LEWIS		/ /

Total Activities:	3	Registered:	3	* Total Reg. Fees: \$	0.00
		Completed:	0	Other Fees:	0.00
Total Hours:	14.50	Wait List:	0		
Total Credits:	0.0	Cancelled:	0	Total Fees: \$	0.00
Total CEU:	0.0	No Shows:	0		
				Total Reimbursed: \$	0.00

* JR: Yes = Job Related Activity, No = Not Job Related.

* Total Reg. Fees represents the total registration fees for activities with a registration status other than "Wait List" or "Cancelled".

12/26/96

City of Gainesville

Page: ***

Participant Activity List - Sorted by Begin Date

Includes activities that begin after 10/01/95 and before 09/30/96 (inclusive)

Participant: PHILLIPS, STEVEN R

Job Title: Nature Operations

PAR#:

Division: 8580

EMP#:

Department: 850

Hired on 03/10/86

Location: GG

Beg Date	Beg Time	End Date	End Time	Reg Stat	Days	Activity	Sessions	Credits	Hours	CEU	Reg Fee	Other Fees	Reimb Amt	Requested
						*JR	Inst Code	Grade						
03/22/96	01:30P					TEAMLINKS REFRESHER	Yes	1		0.0	0.00			
03/22/96	03:30P					Code: COMPUTERS		2.00	0.0	0.00				
REG	FRI					Type: IN-HOUSE		RM 200	YES	0.00				
						Class#: 96290		AUERBACH		/ /				
04/09/96	09:00A					INTERNET TRAINING	Yes	1		0.0	0.00			
04/09/96	11:00A					Code: COMPUTERS		2.00	0.0	0.00				
REG	TUES					Type: IN-HOUSE		GRU	YES	0.00				
						Class#: 96427		ARNOLD		/ /				
04/11/96	09:00A					FREENET TRAINING	Yes	1		0.0	0.00			
04/11/96	11:00A					Code: COMPUTERS		2.00	0.0	0.00				
REG	THUR					Type: IN-HOUSE		GRU	YES	0.00				
						Class#: 96431		PATTERSON		/ /				
08/20/96	08:00A					DYNAMIC SUPERVISION	Yes	1		3.0	0.00			
08/20/96	12:00P					Code: MGT-BEHAV		4.00	3.0	0.00				
REG	TUESDAY					Type: OTHER		RM 200	YES	0.00				
						Class#: 96522		STRICKLAND		/ /				

Total Activities: 4 Registered: 4 * Total Reg. Fees: \$ 0.00
 Completed: 0 Other Fees: 0.00
 Total Hours: 10.00 Wait List: 0
 Total Credits: 3.0 Cancelled: 0 Total Fees: \$ 0.00
 Total CEU: 3.0 No Shows: 0
 Total Reimbursed: \$ 0.00

* JR: Yes = Job Related Activity, No = Not Job Related.

* Total Reg. Fees represents the total registration fees for activities
 with a registration status other than "Wait List" or "Cancelled".

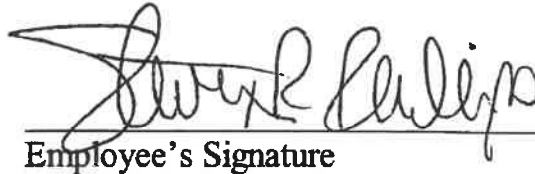
ACKNOWLEDGMENT

Subject: DIVERSITY TRAINING PROGRAM

I hereby acknowledge that I have participated in a City of Gainesville Diversity Training Program.

I further understand that this form will be placed in my personnel file.

STEVEN R. PHILLIPS
Employee's Name (print)


Employee's Signature

Social Security Number

02/18/97
Date

RECREATION & PARKS
Department

NATURE OPERATIONS MANAGER
Position

01/19/96

City of Gainesville

Page: ***

Participant Activity List - Sorted by Begin Date
Includes activities that begin after 10/01/94 and before 09/30/95 (inclusive)

Participant: PHILLIPS, STEVEN R

Job Title: NATURE OPERATIONS

PAR#:

Division: 8720

EMP#

Department: 870

Hired on 03/10/00

Location: GG

Beg Date	Beg Time	Activity	*JR	Sessions Hours	Credits CEU	Reg Fee Other Fees
End Date	End Time			Loc Code	Cert Code	Reimb Amt
Reg Stat	Days			Inst Code	Grade	Requested
01/30/95	08:00A	CDL Training	Yes	1	0.0	0.00
01/30/95	10:00A	Code: CDL		2.00	0.0	0.00
REG	MONDAY	Type: OTHER		GRU	NO	0.00
		Class#: 95316		PETERSON		/ /
02/21/95	08:30A	EXCEL	Yes	2	0.0	0.00
02/22/95	12:00P	Code: COMPUTERS		7.00	0.0	0.00
CANC	T&WED	Type: OTHER		GPD	OTHER	0.00
		Class#: 95294				/ /
03/02/95	08:30A	WORD 1	Yes	2	0.0	0.00
03/03/95	12:00P	Code: COMPUTERS		7.00	0.0	0.00
CANC	T&FRI	Type: OTHER		GPD	OTHER	0.00
		Class#: 95300				/ /
03/16/95	08:30A	EXCEL	Yes	2	0.0	0.00
03/17/95	12:00P	Code: COMPUTERS		7.00	0.0	0.00
CANC	TH&F	Type: IN-HOUSE		GPD	OTHER	0.00
		Class#: 95308				/ /
04/25/95	08:30A	TEAMLINKS	Yes	1	0.0	0.00
04/25/95	05:00P	Code: COMPUTERS		7.50	0.0	0.00
REG	TUESDAY	Type: OTHER		GPD	OTHER	0.00
		Class#: 95435				/ /
06/01/95	01:00P	WORD 1	Yes	2	0.0	0.00
06/02/95	04:30P	Code: COMPUTERS		7.00	0.0	0.00
REG	TH&FRI	Type: OTHER		GPD	OTHER	0.00
		Class#: 95417				/ /
06/08/95	01:00P	CALENDAR MGR	Yes	1	0.0	0.00
06/08/95	04:30P	Code: COMPUTERS		3.50	0.0	0.00
CANC	THURS	Type: OTHER		GPD	OTHER	0.00
		Class#: 95517				/ /

01/19/96

City of Gainesville

Page: ***

Participant Activity List - Sorted by Begin Date

Includes activities that begin after 10/01/94 and before 09/30/95 (inclusive)

Participant: PHILLIPS, STEVEN R

Beg Date	Beg Time	Activity	*JR	Sessions Hours	Credits CEU	Reg Fee Other Fees
End Date	End Time			Loc Code	Cert Code	Reimb Amt
Reg Stat	Days			Inst Code	Grade	Requested
06/20/95	08:30A	CULTURAL DIVERSITY	Yes	1	0.0	0.00
06/20/95	12:00P	Code: DIVERSITY		3.50	0.0	0.00
REG	TUESDAY	Type: OTHER			NO	0.00
		Class#: 95545		PETERSON		/ /

Total Activities:	8	Registered:	4	* Total Reg. Fees:	\$ 0.00
		Completed:	0	Other Fees:	0.00
Total Hours:	44.50	Wait List:	0		-----
Total Credits:	0.0	Cancelled:	4	Total Fees:	\$ 0.00
Total CEU:	0.0	No Shows:	0		
				Total Reimbursed:	\$ 0.00

* JR: Yes = Job Related Activity, No = Not Job Related.

* Total Reg. Fees represents the total registration fees for activities with a registration status other than "Wait List" or "Cancelled".

03/16/95

City of Gainesville

Page: ***

Participant Activity List - Sorted by Begin Date

Includes activities that begin after 10/01/93 and before 09/01/94 (inclusive)

Participant: PHILLIPS, STEVEN R
 PAR#: 407846516
 EMP#:
 Hired on 03/10/86

Job Title: NATURE OPERATIONS
 Division: 8720
 Department: 870
 Location: GG

Beg Date	Beg Time	Activity	*JR	Sessions Hours	Credits CEU	Reg Fee Other Fees
End Date	End Time			Loc Code	Cert Code	Reimb Amt
Reg Stat	Days			Inst Code	Grade	Requested
05/19/94	12:00P	MAKING A WILL	Yes	1	0.0	0.00
05/19/94	01:30P	Code: SELF-IMPRO		1.50	0.0	0.00
REG	THURS	Type: OTHER		RM 200	YES	0.00
		Class#: 94312		EUBANK		/ /
07/28/94	01:30P	WINDOWS	Yes	1	0.0	0.00
07/28/94	04:30P	Code: COMPUTERS		3.00	0.0	0.00
CANC	THURS	Type: IN-HOUSE		GRU	OTHER	0.00
		Class#: 94420		LINDE		/ /

Total Activities:	2	Registered:	1	* Total Reg. Fees: \$	0.00
		Completed:	0	Other Fees:	0.00
Total Hours:	4.50	Wait List:	0		-----
Total Credits:	0.0	Cancelled:	1	Total Fees: \$	0.00
Total CEU:	0.0	No Shows:	0		
				Total Reimbursed: \$	0.00

* JR: Yes = Job Related Activity, No = Not Job Related.

* Total Reg. Fees represents the total registration fees for activities with a registration status other than "Wait List" or "Cancelled".

International Right of Way Association



Awards this certificate to

STEVEN R. PHILLIPS

in recognition of satisfactory attendance and completion of

Course 603

Understanding Environmental Contamination in Real Estate

8 classroom hours

OCTOBER 19, 1994

Connie W. Wilford

Chair, International Professional
Resources Committee

Deborah Roach-Jant

Director of Education

01/21/94

TRAINING COURSES TAKEN FROM 10/01/91 TO 10/01/92

**

PHILLIPS, STEVEN

COURSE	NAME	CLASS DATE	DEPT
92-076	FIRE SAFETY	04/23/92	8720
92-116	AMERICANS WITH	06/18/92	8720

PAGE NO. 1729
11/13/90

TRAINING COURSES TAKEN FROM 10/01/87 THRU 10/01/90

DEPARTMENT

PHILLIPS, STEVE	88-020 DEALING WITH DIFFICULT PEOPLE	11/17/87	8720
PHILLIPS, STEVEN	88-019 LABOR RELATIONS TRAINING	12/15/87	8720
PHILLIPS, STEVE	88-067 MEDIA RELATIONS WORKSHOP	03/10/88	8720
PHILLIPS, STEVE	89-022 MAKING A WILL	02/21/89	8720
PHILLIPS, STEVE	89-081 SEXUAL HARASSMENT	06/21/89	8720
PHILLIPS, STEVE	90-031 MANAGEMENT TRAINING - LABOR RELATIONS	01/23/90	8720

STATEMENT OF FACT

Subject: SEXUAL HARASSMENT TRAINING PROGRAM

I, STEVEN RAND PHILLIPS, hereby acknowledge that I have participated in a training program and received written information, including Personnel Policy #27, on Sexual Harassment.

I further acknowledge that I have read this information, including Personnel Policy #27, and understand that as a City of Gainesville employee, I must adhere to set policy on Sexual Harassment. I also understand that violation of this policy could result in disciplinary action(s), up to and including dismissal.

Signed: Steven R. Phillips

Witnessed: [Signature]

Date: 6/21/89

Date: 6/21/89

Department: CULTURAL + NATURE OPERATIONS 8710

Position: NATURE OPERATIONS MANAGER

(This Statement of Fact shall be forwarded to the Human Resources Department and shall be placed in the employee's personnel file.)

City of Gainesville

Human Resources Department
Station 20

I DO HEREBY ACKNOWLEDGE RECEIPT OF THE CITY'S PERSONNEL POLICY #19
AND ALSO THE CODE OF CONDUCT UP TO AND INCLUDING RULE #49.

STEVEN RAND PHILLIPS

EMPLOYEE'S NAME (PLEASE PRINT)

Steven Rand Phillips

EMPLOYEE'S SIGNATURE

SOCIAL SECURITY NUMBER

9/3/86

DATE

City of Gainesville

INTER-OFFICE COMMUNICATION

To: Steven Phillips - Box 3044
Betty Whitescarver - Box 20
From: Employee Services Manager - Ext. 2098
Subject: New Employee Orientation
Date: August 22, 1986

Welcome! As a new employee, it is important that you understand the policies and procedures that affect your employment with the City. Also it is important that you completely understand your employee benefits. With this in mind you are scheduled to attend New Employee's Orientation on September 3, 1986 in Room 200 at the Thomas Center B at 8:00 a.m. - 11:30 a.m.

Please plan with your supervisor to attend. We wish you success and happiness with your new position. Welcome Aboard!

BW/bjs

cc: Lemuel Moore