

CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

LARRY WILLIAMS
CITY MANAGER



*Our Community is all about
Neighbors*

**BUNNELL CITY COMMISSION
SPECIAL MEETING**

Wednesday, November 18, 2015 at 5:00 PM
201 W. Moody Boulevard/S. Forsyth Street, Bunnell, FL 32110

COMMISSIONERS:

ELBERT TUCKER

BILL BAXLEY

BONITA ROBINSON

A. Call the Meeting to Order and Pledge Allegiance to the Flag.

Roll Call:

Invocation for our Military Troops, First Responders and National Leaders.

B. Discussion and Action to be taken on the City Manager Job Description (including but not limited to qualifications and education) and City Manager Vacancy Advertisement to be posted. (Current Job Description, Advertisement, and excerpt of City Charter regarding City Manager attached).

C. Discussion and Action to be taken regarding appointing an Interim City Manager.

D. Call for Adjournment.

Please see posted copy of this agenda at Bunnell City Complex Bldg. and on our website www.BunnellCity.us.

NOTICE: If any person decides to appeal any decision made by the City Commission or any of its boards, with respect to any matter considered at any meeting of such boards or commission, he or she will need a record of the proceedings, and for this purpose he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based, 286.0105 Florida Statutes.

Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the City Clerk's office at (386) 437-7500.

THE CITY OF BUNNELL IS AN EQUAL OPPORTUNITY SERVICE PROVIDER.

Posted by City Clerk's office on November 13, 2015



CITY OF BUNNELL

Job Title:	City Manager	Job Category:	Executive
Department/Group:		Job Code/ Req#:	
Location:	City of Bunnell, FL	Travel Required:	As Needed
Level/Salary Range:	\$102,438.00	Position Type:	Salary, Exempt
HR Contact:	Amy De Vries	Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:	www.bunnellcity.us		
Internal posting URL:			
Applications Accepted By:			
Fax: 386-437-7503 Attention: HR Department		Mail: Human Resources Attn: Amy De Vries City of Bunnell PO Box 756 Bunnell, FL 32110	
Job Description			
<p>Job Purpose: "The City Manager shall monitor, report on and make recommendations to the City Commission regarding the overall activities of the City such as, but not limited to, the City budget. The City Manager shall prepare a City budget and budgetary reports and deliver information to City personnel and the public regarding the fiscal state of the municipality. The City Manager shall supervise and manage all City employees and contractual personnel except for the City Attorney. The City Manager shall provide administrative oversight for all City departments and operations, aside from legal matters, and shall develop and maintain standards and policies across all City departments and direct internal City operations and external relations. The City Manager shall be responsible for addressing the concerns and requests of the citizens of Bunnell and bring such concerns to the City Commission for action as appropriate. The City Manager shall be responsible for implementing and overseeing City policies to ensure all procedural requirements are followed as required by controlling law. The City Manager shall be responsible for all aspects of intergovernmental relations and for bring appropriate matters before the City Commission for action. The City Manager shall ensure that each Member of the City Commission is equally briefed as to matters involving City government."</p> <p>This position reports to Mayor and City Commissioners.</p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position</p> <p>Job Duties:</p> <ul style="list-style-type: none"> • Responsible for budget management, department oversight, internal affairs and external relations • Monitor, report on and make recommendations regarding the city budget. • Work with the City Commission and heads of each department to make sure that city finances remain balanced 			



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- Prepare budget reports and deliver information to city leaders and the public regarding the fiscal state of the municipality
- Directs internal city operations and external relations
- Responsible for hearing the concerns and requests of the community and bringing them to the government
- Anticipate municipality needs and create programs to address them
- Responsible for implementing and overseeing policies to ensure all procedural requirements are followed. Based on research and community insight, they advise the city council and the mayor
- Represents the City's interests at federal, state, and regional meetings and conferences, as well as before state agencies, the Governor, and during legislative sessions
- Assists the City Council in the development of overall goals for the City of Bunnell, and develops and recommends qualitative and quantitative objectives for each major municipal program or department
- Develops, and submits for approval, an annual operating budget and a multi-year capital improvement schedule, as required, in order to maintain a sound fiscal position for the City.
- Oversees the development and implementation of short-term and longer-range programs and operational plans for achieving overall municipal goals Ensures key administrative staff establish and report on specific objectives for the programs or activities for which they are responsible.
- Provides periodic performance reports to the City Council in order to inform the Council of the City's progress in achieving overall goals and specific departmental objectives
- Provides the City Council with periodic financial status and forecast reports in order to inform the Council of revenue and expenditure needs.
- Develops, for approval, plans for maintaining an effective and efficient program of municipal operations, and structures the organization to most appropriately mobilize skills and resources to deliver services to the community, provide programs to meet community needs, and execute policy decisions of the Council.
- Assists in the development of municipal legislation required to meet the City's program and service needs and provides for the prompt execution of Council actions including enforcement of municipal laws and ordinances.
- Coordinates preparation of the City Council agendas with the City Clerk.
- Develops and maintains community support for the City's programs by periodically meeting with community leaders and the news media to discuss issues such as community relations, construction schedules, City finances, other problems, and opportunities for improvement.
- Appoints and removes all department heads and provides for the appointment of subordinate officers and employees of the City, subject to civil service procedures and collective bargaining agreements.
- Develops directly or provides for the development of management personnel to ensure that qualified replacements are available when key administrative staff leave or retire.
- Administers the City's personnel system including classification, compensation, benefits, recruitment and selection, and personnel policies.
- Administers the City's utilities including the electrical utility.
- Oversees the negotiation of labor contracts and agreements with employee associations and unions and administers the contracts subsequent to negotiation, including interpretation of the terms of the contracts.
- Informs the Council of programs and operational problems and seeks advice and council on possible solutions.
- Performs related duties as assigned.

KNOWLEDGE OF:

- Principles and practices of city government management.
- Utilities management.
- City government structure, and functions; laws as they relate to city government.



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- Principles and practices of local government budgeting and financial administration.
- Principles and practices of personnel management including labor relations.

ABILITY TO:

- Work with diverse community groups.
- Establish effective working relationships with the City Commission.
- Establish organizational priorities.
- Develop, motivate, and manage senior staff assigned to the various operating programs of the City.
- Execute governmental projects and programs in accordance with the policy of the City Council.
- Relate City and governmental programs and policies to social, environmental, political, and economic changes and needs within the community.
- Communicate effectively verbally, often before groups, and in writing.

Educational Requirements:

- Candidates should possess a Bachelor’s Degree in Public Administration, Business Administration, or a related field

Professional Licenses:

Must possess a valid Florida Driver’s License

Work Environment: Normal Work Environment

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	

Advertisement for City of Bunnell City Manager Vacancy

The City of Bunnell is seeking a City Manager. Bunnell is the county seat of Flagler County with a population approximately of 2,700 at the 2010 census. Bunnell is part of the Palm Coast Metropolitan Statistical Area. Bunnell is the second-largest city in Florida (by land area). Thorough knowledge of municipal operations to include developing, planning and implementing municipal goals and objectives as established by a 5 member City Commission is required. The ideal candidate should have experience in finance, human resources, public works and utilities and economic development. Candidates should possess a Bachelor's Degree in Public Administration, Business Administration, or a related field. Established target salary is \$75,000.00 - \$80,000.00. For more information visit <http://www.bunnellcity.us> Bunnell is an Equal Opportunity Employer. Resumes will be accepted through 5:00 p.m. on (date). If interested in this outstanding opportunity, please apply by submitting a resume, with detailed references and salary requirements to: Ms. Sandi Bolser, City Clerk, at City of Bunnell, 201 W. Moody Blvd., Bunnell, FL 32110 or at sbolser@bunnellcity.us. Please feel free to contact Ms. Bolser at (386) 437-7500.

ARTICLE IV. ADMINISTRATIVE

Sec. 4.01. City Manager

There shall be a City Manager who shall be the Chief Administrative Officer of the City. He/she shall be responsible to the City Commission for the administration of all City affairs placed in his/her charge by the Commission or under this Charter. He/she shall serve at the will, pleasure and direction of the City Commission.

Sec. 4.02. Qualifications, Appointment, Termination, Compensation

- A. The City Manager shall be selected on the basis of experience, education, expertise and management ability as they pertain to running municipal government.
- B. Appointment. The City Commission shall appoint a City Manager for an indefinite term by a majority vote of the City Commission. The appointment shall be secured with a contract for employment, which must contain the City Manager's Job Description developed by the City Commission and adopted by a majority vote of the City Commission. The City Manager's Job Description shall be a binding portion of the contract for employment. A provision of every City Manager's employment contract shall state that any portion of the City Manager's Job Description may be changed at any time by a majority vote of the City Commission.
- C. Although the City Manager need not be a resident of the City at the time of appointment, within six (6) months after such appointment he or she shall establish and maintain residency within the City, or within a 40 mile radius of corporate limits of the City.
- D. Termination. The City Commission may terminate the City Manager by a majority vote.
- E. Compensations. The compensation of the City Manager shall be fixed by the City Commission and shall not be reduced during that tenure.

Sec. 4.03. Acting/Interim City Manager

The City Manager shall designate a qualified city department supervisor to serve as Acting City Manager in his or her temporary absence. The Acting City Manager shall exercise the powers and duties of the City Manager. If the City Manager is incapacitated or permanently unable to perform his or her duties, the highest tenured City Department Head will act as City Manager until such time as the City Commission is able to meet for the purpose of appointing an Acting/ Interim City Manager.

Sec. 4.04. Scope of the City Manager's Duties

- A. The City Manager will submit to the City Commission a complete report on the finances and administrative activities of the City at the end of the fiscal year in conjunction with the auditor's report. The City Manager's report will include a detailed operating statement of functions related to expenditures for each department and other "budgetary entities" within the City's fiscal structure. The City Manager shall address audit discrepancies, to include which City Officials, in addition to the City Manager, are accountable/responsible for each noted discrepancy, and report progress to the City Commission, initially within thirty (30) days after the audit report and thereafter at least monthly as required by the City Commission until each audit item is resolved to the satisfaction of the City Commission.

- B. Appoint, and when it is deemed necessary for the good of the City, suspend or remove any City employee or appointed administrative officer provided for by or under the Charter, except as otherwise provided by law, this Charter or personnel rules adopted pursuant to this Charter and to authorize any administrative officer to exercise these powers with respect to subordinates in that officer's department, office or agency. Appointment and termination of Department Heads are subject to review and approval of the City Commission.

- C. The City Commission as it is developing the City Manager's Employment Contract, Job Description or Change of Job Description, shall address but is not limited to the following provisions:
 - 1. Human Resource Matters
 - 2. Procurements
 - 3. Budgetary Responsibility
 - 4. Economic and Grant Development