

**CATHERINE D. ROBINSON**  
**MAYOR**

**JOHN ROGERS**  
**VICE-MAYOR**

**DAN DAVIS**  
**CITY MANAGER**



*Crossroads of Flagler County*

**COMMISSIONERS:**

**ELBERT TUCKER**

**BILL BAXLEY**

**JOHN SOWELL**

## **BUNNELL CITY COMMISSION MEETING**

**Monday, April 30, 2018**

**SPECIAL MEETING**

**8:00 AM**

201 West Moody Boulevard,  
City Commission Chambers - Building 3  
Bunnell, FL 32110

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

**Roll Call**

**Invocation for our Military Troops and National Leaders**

**B. Introductions, Commendations, Proclamations, and Presentations: None**

**C. Consent Agenda: None**

**D. Public Comments:**

Comments regarding items not on the Agenda. Citizens are encouraged to speak; however, comments are limited to four (4) minutes.

**E. Ordinances: (Legislative):**

**E.1.** Ordinance 2018-10 Amending the Code of Ordinances Chapter 34 Fire Prevention and Protection. - Second Reading

**F. Resolutions: (Legislative): None**

**G. Old Business: None**

**H. New Business:**

**H.1.** Request to Approve Appointment of Matthew Mortimer to serve as Acting Police Chief.

**H.2.** City Manager Job Description & Advertisement

**I. Reports:**

- **City Clerk**
- **City Attorney**
- **City Manager**

- **Mayor and City Commissioners**

**J. Call for Adjournment.**

**This agenda is subject to change without notice. Please see posted copy at City Hall, and our website [www.BunnellCity.us](http://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 at (386) 437-7500.**

**THE CITY OF BUNNELL IS AN EQUAL OPPORTUNITY SERVICE PROVIDER.**

*Posted by City Clerk's office on April 25, 2018*



## City of Bunnell, Florida

### Agenda Item No. E.1.

Document Date: 4/19/2018 Amount: N/A  
Department: Attorney Account #: N/A  
Subject: Ordinance 2018-10 Amending the Code of Ordinances Chapter 34 Fire Prevention and Protection. - Second Reading  
Agenda Section: Ordinances: (Legislative):  
Goal/Priority: Financial Health, Efficiencies

#### ATTACHMENTS:

Description	Type
Proposed Ordinance 2nd Reading	Ordinance

#### Summary/Highlights:

This ordinance makes changes to Ch. 34 of the Bunnell Code of Ordinances to implement many of the terms of the Agreement on Termination of City of Bunnell Firefighters' Retirement System.

The ordinance provides for the termination of the BFRS and the BFRS Board of Trustees, and provides that upon the BFRS system termination date of April 30, 2018, each eligible BFRS member shall be paid out the actuarially computed single-sum value of his retirement income using a 5% interest factor.

The ordinance also provides that the 2017 premium tax monies (expected to be received in Summer 2018), that historically has been paid into the BFRS, will instead be paid over to the City to defray amounts previously paid by the City toward termination expenses and benefits.

The ordinance also provides that the City will arrange for the preparation of a final audit of the BFRS, and retain the BFRS's public records.

The aforementioned agreement is contingent upon the adoption of this ordinance.

#### Background:

On 4/9/18, the City Commission voted in favor of preparing an agreement upon the terms set forth in the aforementioned agreement with the BFRS, together with all other instruments necessary to implement the agreement.

This item was heard at the April 23, 2018 City Commission meeting. At this meeting, the City Commission voted to approve the proposed ordinance.

#### Staff Recommendation:

Adopt Ordinance 2018-10 Amending the Code of Ordinances Chapter 34 Fire Prevention and Protection.  
- Second Reading.

**City Attorney Review:**

Ordinance was jointly prepared by the City Attorney and the pension board attorney. Reviewed and approved.

**Finance Department Review/Recommendation:**

**ORDINANCE 2018 - 10**

**AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA, AMENDING THE BUNNELL CODE OF ORDINANCES, CHAPTER 34, FIRE PREVENTION AND PROTECTION, TO TERMINATE THE CITY OF BUNNELL FIREFIGHTERS' RETIREMENT SYSTEM AND PROVIDE FOR TERMS UNDER WHICH SUCH TERMINATION WILL PROCEED; PROVIDING FOR CONFLICTING PROVISIONS, SEVERABILITY, APPLICABILITY, AND AN EFFECTIVE DATE.**

**WHEREAS**, the City of Bunnell is a party to that certain Interlocal Agreement between the City of Bunnell and Flagler County for Merger of Fire Services recorded October 3, 2017, whereby Flagler County agreed to take over the provision of fire services within the City of Bunnell upon the terms set forth therein; and

**WHEREAS**, the City of Bunnell is a party to that certain Agreement on Termination of City of Bunnell Firefighters' Retirement System, whereby the City and the Board of Trustees of the City of Bunnell Firefighters' Retirement System have reached mutually agreeable terms for the termination of the Bunnell Firefighters' Retirement System ("BFRS"), distribution of BFRS assets, and final payment of benefits and expenses; and

**WHEREAS**, the City Commission has received and reviewed the required statement of actuarial impact regarding this Ordinance; and

**WHEREAS**, the effectiveness of such agreement concerning BFRS is expressly contingent upon the adoption of this Ordinance; and

**WHEREAS**, the City Commission of the City of Bunnell finds it is in the best interest and welfare of the citizens of the City to enact this Ordinance; and

**WHEREAS**, the City of Bunnell has complied with all requirements and procedures of Florida law in processing and advertising this Ordinance; and

**WHEREAS**, for purposes of this Ordinance, underlined type shall constitute additions to the original text, \*\*\* shall constitute ellipses to the original text and ~~striketrough~~ shall constitute deletions to the original text.

**NOW THEREFORE BE IT ORDAINED BY THE COMMISSION OF THE CITY OF BUNNELL, FLAGLER COUNTY, FLORIDA THAT:**

**SECTION 1.** Chapter 34, Fire Prevention and Protection, Article II, Volunteer Fire Department, Division 2, Retirement System, of the Code of Ordinances of the City of Bunnell, is

hereby amended by amending Section 34-71, "Definitions", to amend the definition of "Actuarial Equivalent", and add a definition for "Termination date", to read as follows:

*Actuarial equivalent* means a benefit or amount of equal value, based upon the RP 2000 combined healthy unisex mortality table with disabled lives set forward five years and an interest rate of eight percent per annum. This definition may only be amended by the city pursuant to the recommendation of the board using the assumptions adopted by the board with the advice of the plan's actuary, such that actuarial assumptions are not subject to city discretion. However, upon System termination, the actuarially computed single-sum value of retirement income paid pursuant to §13-149(c)(3) shall be based upon the RP 2000 combined healthy mortality table and an interest rate of 5% per annum.

...

Termination date means April 30, 2018.

**SECTION 2.** Chapter 34, Fire Prevention and Protection, Article II, Volunteer Fire Department, Division 2, Retirement System, of the Code of Ordinances of the City of Bunnell, is hereby amended by amending Section 34-73, "Board of Trustees", to amend subsection (a) to read as follows:

- (a) The sole and exclusive administration of and responsibility for the proper operation of the system and for making effective the provisions of this subdivision is hereby vested in a board of trustees. The board is hereby designated as the plan administrator. The board shall consist of five trustees, two of whom, unless otherwise prohibited by law, shall be legal residents of the city, who shall be appointed by the city commission, and two of whom shall be members of the system, who shall be elected by a majority of the firefighters who are members of the system. The fifth trustee shall be chosen by a majority of the previous four trustees as provided for herein, and such person's name shall be submitted to the city commission. Upon receipt of the fifth person's name, the city commission shall, as a ministerial duty, appoint such person to the board of trustees as its fifth trustee. The fifth trustee shall have the same rights as each of the other four trustees appointed or elected as herein provided and shall serve a two-year term unless he sooner vacates the office. Each resident trustee shall serve as trustee for a period of two years, unless he sooner vacates the office or is sooner replaced by the city commission at whose pleasure he shall serve. Each member trustee shall serve as trustee for a period of two years, unless he sooner leaves the employment of the city as a firefighter or otherwise vacates his office as trustee, whereupon a successor shall be chosen in the

same manner as the departing trustee. Each trustee may succeed himself in office. DROP participants can be elected as but not vote for elected trustees. The board shall establish and administer the nominating and election procedures for each election. The board shall meet at least quarterly each year. The board shall be a legal entity with, in addition to other powers and responsibilities contained herein, the power to bring and defend lawsuits of every kind, nature, and description.

Each trustee's term shall end and the Board of Trustees shall be dissolved on the Termination date.

**SECTION 3.** Chapter 34, Fire Prevention and Protection, Article II, Volunteer Fire Department, Division 2, Retirement System, of the Code of Ordinances of the City of Bunnell, is hereby amended by amending Section 34-74, "Finances and fund management", to amend subsection (5) to read as follows:

- (5) An audit shall be performed annually by a certified public accountant for the most recent fiscal year of the system and as of the Termination date showing a detailed listing of assets and a statement of all income and disbursements during the year. Such income and disbursements must be reconciled with the assets at the beginning and end of the year. Such report shall reflect a complete evaluation of assets on both a cost and market basis, as well as other items normally included in a certified audit. The final audit as of the Termination date shall be performed by a certified public accountant selected and paid for by the City.

**SECTION 4.** Chapter 34, Fire Prevention and Protection, Article II, Volunteer Fire Department, Division 2, Retirement System, of the Code of Ordinances of the City of Bunnell, is hereby amended by amending Section 34-149, "Repeal or Termination of System", to read as follows:

- (a) This division establishing the system and fund, and subsequent ordinances pertaining to said system and fund, ~~shall may be modified, terminated, or amended,~~ in whole ~~on April 30, 2018~~ or in part; provided that if this or any subsequent ordinance shall be amended or repealed in its application to any person benefiting hereunder, ~~The amount of benefits which at the time of any such alteration, termination amendment, or repeal that shall have accrued to the member or beneficiary shall not be affected thereby distributed in accordance with subsection (c)(3) hereof.~~

(b) ~~If this division shall be repealed, or if contributions to the system are discontinued or if there is a transfer, merger or consolidation of government units, services or functions as provided in F.S. ch. 121, Until the Termination date, the board shall continue to administer the system in accordance with the provisions of this division, for the sole benefit of the then members, any beneficiaries then receiving retirement allowances, and any future persons entitled to receive benefits under one of the options provided for in this division who are designated by any of said members. Because this system was terminated due to the~~ In the event of repeal, discontinuance of contributions, or transfer of city fire protection merger or consolidation of government units, services and functions to Flagler County, there shall be full vesting (100 percent) of benefits accrued to date of ~~repeal~~ such transfer and such benefits shall be nonforfeitable. After the Termination date, the City shall perform any remaining administrative tasks such as maintaining and preserving the system's books and records, responding to public records inspection and copying requests, file and complete the 2018 Annual Chapter 175 Report with the Florida Division of Retirement, and verifying that payments are made pursuant to §34-162 after Chapter 175 tax revenues for 2017 are received.

(c) The fund shall be distributed in accordance with the following procedures:

(1) The board shall determine the date of distribution and the asset value required to fund all the nonforfeitable benefits after taking into account the expenses of such distribution. The board shall inform the city if additional assets are required, in which event the city shall continue to financially support the plan until all nonforfeitable benefits have been funded.

(2) The board shall ~~determine the method of distribution~~ of the remaining assets value, whether distribution shall be by payment in cash, or rollover distribution pursuant to §34-155, or a combination thereof as chosen by the maintenance of another or substituted trust fund, by the purchase of insured annuities, or otherwise, for each firefighter entitled to benefits under the plan, as specified in subsection (c)(3).

(3) The board shall distribute the asset value as of the date of termination in the manner set forth in ~~this subsection (2) above, on the basis that the amount required to provide any given retirement income is the actuarially computed to each eligible member in the amount of the actuarially equivalent single-sum value of each member's vested such retirement income benefits, except that if the method of distribution determined under subsection (c)(2) involves the purchase of an insured annuity, the amount required to provide the given retirement income is the single premium payable for such annuity.~~ The actuarial single-sum value shall be based upon the RP-



~~2000 combined healthy mortality table and a 5% per annum interest rate may not be less than the firefighter's accumulated contributions to the plan, with interest if provided by the plan, less the value of any plan benefits previously paid to the firefighter.~~

- (4) If there is asset value remaining after the full distribution specified in subsection (c)(3), and after the payment of any expenses incurred with such distribution, such excess shall be returned to the city, less return to the state of the state's contributions, provided that, if the excess is less than the total contributions made by the city and the state to date of termination of the plan, such excess shall be divided proportionately to the total contributions made by the city and the state.
- (5) The board shall distribute, in accordance with subsection (c)(2), the amounts determined under subsection (c)(3).

~~If, after 24 months after the date the plan terminated or the date the board received written notice that the contributions thereunder were being permanently discontinued, the city or the board of the fund affected has not complied with all the provisions in this section, the Florida Department of Management Services will effect the termination of the fund in accordance with this section.~~

**SECTION 5.** Chapter 34, Fire Prevention and Protection, Article II, Volunteer Fire Department, Division 2, Retirement System, of the Code of Ordinances of the City of Bunnell, is hereby amended by amending Section 34-154, "Indemnification", subsection (a) to read as follows:

- (a) To the extent not covered by insurance contracts in force from time to time, the city shall indemnify, defend and hold harmless members of the board from all personal liability for damages and costs, including court costs and attorneys' fees, arising out of claims, suits, litigation, or threat of same, herein referred to as "claims", against these individuals because of acts or circumstances connected with or arising out of their official duty as members of the board. The city reserves the right, in its sole discretion, to settle or not settle the claim at any time, and to appeal or to not appeal from any adverse judgment or ruling, and in either event will indemnify, defend and hold harmless any members of the board from the judgment, execution, or levy thereon. This indemnification obligation shall survive and remain in effect after the termination of the system on April 30, 2018.

**SECTION 6.** Chapter 34, Fire Prevention and Protection, Article II, Volunteer Fire Department, Division 2, Retirement System, of the Code of Ordinances of the City of Bunnell, is hereby amended by amending Section 34-162, “Supplemental benefit component for special benefits; chapter 175 share accounts”, to add a new sub-subsection (e) to subparagraph (c)(1) and amending subsection (e) to read as follows:

(c) *Allocation of Monies to Share Account.*

(1) Allocation of F.S. ch. 175 contributions

...

e. Post Plan Termination Allocation. Notwithstanding anything to the contrary, the City shall have the exclusive right to all premium tax monies received by the City or the system after April 30, 2018 as reimbursement for the costs that the City advanced and shall assume relating to the termination of the Retirement System.

...

(e) *Eligibility for benefits.* Except for the post plan termination allocation above, aAny member (or his beneficiary) who terminates employment as a firefighter with the city or who dies, upon application filed with the board, shall be entitled to be paid the value of his individual member share account, subject to the following criteria:

...

**SECTION 7. Implementing Administrative Actions.** The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Ordinance and to take any and all necessary administrative actions to include, but not be limited to, the adoption of administrative forms, policies, procedures, processes and rules. All development orders shall be issued in a manner consistent with controlling law and rendered in appealable form with the City Clerk. Denials of development approvals shall be issued in accordance with controlling law to include, but not be limited to, Section 166.033, *Florida Statutes*.

**SECTION 8. Codification.** The provisions of this Ordinance, including its recitals, shall become and be made a part of the *Bunnell Code of Ordinances* and the Sections of this Ordinance may be re-numbered or re-lettered to accomplish such intention and the word "Ordinance", or similar words, may be changed to "Section," "Article", or other appropriate word; provided, however, that Sections 7 through 11 shall not be codified. The Code codifier is granted liberal authority to codify the provisions of this Ordinance.

**SECTION 9. Conflicts.** All ordinances or parts thereof in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**SECTION 10. Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, or application hereof, is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion or application shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

**SECTION 11. Effective Date.** This Ordinance shall take effect immediately upon enactment.

**APPROVED ON FIRST READING,** this \_\_\_\_\_ day of April, 2018.

**ADOPTED ON SECOND READING,** this \_\_\_\_\_ day of April, 2018.

**CITY COMMISSION, CITY OF BUNNELL, FLORIDA.**

By: \_\_\_\_\_  
CATHERINE ROBINSON, Mayor

Date: \_\_\_\_\_

**Approved for Form and Content: Attest:**

\_\_\_\_\_  
Wade Vose, City Attorney

\_\_\_\_\_  
Kristen Bates, City Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_

[SEAL]



## City of Bunnell, Florida

### Agenda Item No. H.1.

Document Date: 4/24/2018 Amount:  
Department: Police Account #:  
Subject: Request to Approve Appointment of Matthew Mortimer to serve as Acting Police Chief.  
Agenda Section: New Business:

#### **Summary/Highlights:**

This is a request to approve the appointment of Matthew Mortimer as Acting Police Chief for the Bunnell Police Department.

#### **Background:**

On April 23, 2018, the City Commission voted to appoint Chief Tom Foster as the Acting City Manager. Per the dual officeholding provisions of the Florida Constitution, Mr. Foster cannot serve as Police Chief and Acting City Manager at the same time, thus necessitating the appointment of an Acting Police Chief.

On April 24, 2018, Acting City Manager Foster appointed Matthew Mortimer Temporary Acting Police Chief, subject to review and approval of the City Commission pursuant to Section 4.04(B) of the Bunnell City Charter.

#### **Staff Recommendation:**

Approve appointment of Matthew Mortimer to serve as the Acting Police Chief while Chief Tom Foster serves as the Acting City Manager.

#### **City Attorney Review:**

Pursuant to the dual officeholding restrictions of Art. II, Sec. 5(a), Fla. Const., an individual cannot hold the offices of Police Chief and Acting City Manager at the same time. See AGO 86-11, AGO 2006-27.

Guidance from the Florida Attorney General's Office also makes clear that it is permissible for a city to agree that an individual who had been Police Chief and was then appointed Acting City Manager would become Police Chief again upon his replacement as Acting City Manager, or the appointment of a permanent City Manager. See AGO 2006-27.

#### **Finance Department Review/Recommendation:**



## City of Bunnell, Florida

### Agenda Item No. H.2.

Document Date: 4/25/2018 Amount:  
Department: Human Resources Account #:  
Subject: City Manager Job Description & Advertisement  
Agenda Section: New Business:

#### ATTACHMENTS:

Description	Type
City Manager Advertisement	Exhibit
City Manager Job Description	Exhibit

#### Summary/Highlights:

On April 23, 2018 the Commission asked for staff to work on a job description and advertisement for the City Manager position.

#### Background:

Staff has worked to put a job description and advertisement together for the City Manager position. There are a few questions staff needs clarification on:

- What salary range should be advertised?
- What type of education degree is preferred?
- How many years of Government experience will be required?
- Where would you like the City Manager Position advertised?
  - Some suggestions would be: Florida League of Cities, Florida City and County Management Association, Florida Association of Counties.
- Do you want to advertise in a local newspaper?

#### Staff Recommendation:

Per the Commission.

#### City Attorney Review:

Reviewed and approved.

#### Finance Department Review/Recommendation:

## **City Manager – City of Bunnell**

The City of Bunnell is seeking a City Manager. Bunnell is the county seat of Flagler County with a population of 2,927 as estimated in 2017. Bunnell is the second-largest city in Florida (by land area) and is part of the Palm Coast Metropolitan Statistical Area. It is unique for both its urban and rural areas under its jurisdiction. Thorough knowledge of municipal operations including but not limited to budget, strategic planning, economic development and implementing other municipal goals and objectives as established by a 5-member City Commission is required. The ideal candidate should have experience or an understanding of other departments within local government such as Finance, Human Resources, Public Works, Utilities, Community Development and Economic Development as they function in small population areas. Candidates should possess a Bachelor's Degree in Public Administration, Business Administration, or a related field or higher and 7 years government experience. Established target salary is \$75,000.00 - \$80,000.00. Successful applicant would be required to establish and maintain residency within 40 miles of City limits within 6 months after employment. For more information visit <http://www.bunnellcity.us/> \_\_\_\_\_ Bunnell is an Equal Opportunity Employer. Resumes will be accepted through 5:00 p.m. on May 30, 2018. If interested in this outstanding opportunity, please apply by submitting a resume, with detailed references and salary requirements to: Kristen Bates, City Clerk, at City of Bunnell, 201 W. Moody Blvd., Bunnell, FL 32110 or at [kbates@bunnellcity.us](mailto:kbates@bunnellcity.us) . Please feel free to contact Kristen Bates at (386) 263-8808 should you have any questions.



**CITY OF BUNNELL**

<b>Job Title:</b>	City Manager	<b>Job Category:</b>	Executive
<b>Department/Group:</b>		<b>Job Code/ Req#:</b>	
<b>Location:</b>	City of Bunnell, FL	<b>Travel Required:</b>	As Needed
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Salary, Exempt
<b>HR Contact:</b>	Christine Hancock	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
Fax: 386-437-8253 <b>Attention:</b> HR Department		<b>Mail:</b> Human Resources Attn: Christine Hancock City of Bunnell PO Box 756 Bunnell, FL 32110	
<b>Job Description</b>			
<p><b>Job Purpose:</b> "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><b>This position reports to Mayor and City Commissioners.</b></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><b>Job Duties:</b></p> <ul style="list-style-type: none"> <li>• Responsible for budget management, department oversight, internal affairs and external relations</li> <li>• Monitor, report on and make recommendations regarding the city budget</li> <li>• Work with the City Commission and heads of each department to make sure that city finances remain balanced</li> </ul>			



## CITY OF BUNNELL

- 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





## CITY OF BUNNELL

- 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

### **Additional Requirements:**

- Must live within 40 miles of the City

### **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:	