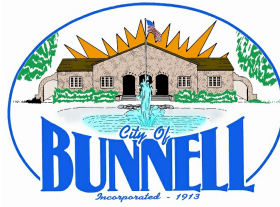


**CATHERINE D. ROBINSON**  
*MAYOR*

**JOHN ROGERS**  
*VICE-MAYOR*

**DR. ALVIN B. JACKSON, JR.**  
*CITY MANAGER*



*Crossroads of Flagler County*

**COMMISSIONERS:**

**BILL BAXLEY**

**DONNIE NOBLES**

**JAN REEGER**

## **BUNNELL CITY COMMISSION SPECIAL MEETING**

**Tuesday, May 7, 2019**

**7:00 PM**

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**

**C.1. Approval of Warrant**

**C.2. Approval of Minutes**

**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): None**

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

**G. Old Business: None**

**H. New Business:**

**H.1. Request to affirm the hiring of Christopher Campbell as Finance Director**

**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 May 1, 2019*



## City of Bunnell, Florida

### Agenda Item No. H.1.

Document Date: 4/30/2019 Amount: \$69,950.40  
Department: Human Resources Account #: 001-0516-516.1200  
Subject: Request to affirm the hiring of Christopher Campbell as Finance Director  
Agenda Section: New Business:

#### **ATTACHMENTS:**

Description	Type
Christopher Campbell Application	Exhibit

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

The City of Bunnell advertised for the Finance Director position on April 17, 2019. Three applications were submitted and from those, one applicant was interviewed. In accordance with the City Charter, the City Manager is requesting the Commission approve the hiring of the recommended candidate.

#### **Background:**

Mr. Campbell has 24 years of experience in Government Finance with 14 of those being as a Finance Director for a municipality. He will bring a wealth of knowledge and experience to the City of Bunnell and has worked in all aspects of governmental financing.

Mr. Campbell requested a salary of \$75,000; however, has agreed to \$69,950.40 as a salary. This amount is in accordance with the pay plan the Commission adopted in 2017 and would place him at pay grade 27 step 9.

#### **Staff Recommendation:**

Affirm the hiring of Mr. Campbell as the City of Bunnell Finance Director with a salary of \$69,950.40.

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

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

Annual salary and benefit costs will increase by \$2,882. Budget savings will be identified to cover the increase. Recommend approval.

# Christopher E. Campbell

---

April 21, 2019

Ms. Christine Hancock  
Human Resource Specialist  
City of Bunnell  
201 W. Moody Boulevard  
Bunnell, FL 32110

Re: Finance Director Position

Dear Ms. Hancock:

I am a governmental finance and accounting professional with over twenty-four years of experience and I'd love to bring my expertise, enthusiasm, work ethic, and financial/accounting knowledge to the city of Bunnell.

Before you read any further, let me please draw your attention to the main reason you might want to hire me as the city's Finance Director. I was employed with the city of South Daytona, Florida for over twenty-four years from January 1992 through September 2016. I began my employment with the city of South Daytona as an accounting clerk and through numerous promotions over the years I achieved my final position of Finance Director. I am very proud of this fact as I began as an entry-level clerk and concluded employment as a department head. This up-hill climb allowed me to see the actual ground-level workings of several aspects of municipal financial, accounting, budgeting, planning, and utility billing functions along with overall various departmental operations of a city including economic and redevelopment efforts:

As Finance Director for the city of South Daytona, and under the immediate direction of the City Manager, I was responsible for a variety of tasks of considerable complexity and difficulty. Some of these tasks included:

- Preparation of a multi-fund, multi-million dollar annual operating and capital budget including Enterprise funds.
- Preparation of the city's annual financial statements in conjunction with the annual audit.
- Preparation and presentation of various financial reports to the City Manager and City Council.
- Responsible for overseeing debt issuances and debt refunding along with the city's financial advisor, and bond counsel.
- Supervised the finance, accounting, purchasing, utility billing, and IT departments – approximately 12 full-time-equivalent positions; served as customer service liaison for the city.
- Preparation and development of financial policies and procedures.
- Oversaw and responsible for developing the city's Capital Improvement Plan and Capital Equipment Replacement Plan.
- Oversaw daily cash management activities including short-term and long-term cash investments.
- Assisted with grant writing, compliance and administration.
- Assisted the Redevelopment Director and City Manager with economic and redevelopment efforts; very familiar with Chapter 163, Florida Statutes governing community redevelopment areas (CRAs).
- Oversaw purchasing/procurement, accounts payable, accounts receivable, and payroll functions.
- Oversaw daily utility billing and operational functions for over 5,500 monthly utility customers.
- Oversaw citywide risk management function and public liability policies.

After resigning my position to address personal health concerns, an unexpected change in my family unit, and to relocate to Alabama to assist my elderly parents with their health issues, I now find myself much healthier, reenergized, revitalized, focused, and motivated to resume my career in municipal finance. It is a profession that I truly enjoy and that which I am very capable and proficient. I truly believe being a steward of public funds is a most worthwhile and honorable civic vocation. I have confidence in the fact that I have the requisite education, job certifications, and job-related experience to be a long-term positive asset for the city of Bunnell.

Thank you in advance for your time and consideration of this exciting opportunity – one that will both let me return to my passion and to relocate back to the area I want to reside for a long time. If you have any questions or want to schedule me for an interview so that I can discuss why I strongly believe I'm the successful candidate for the Finance Director position, please contact me as I'm looking forward to discussing this ideal prospect.

Sincerely,

A handwritten signature in black ink, appearing to read "Christopher E. Campbell", with a long, sweeping underline.

Christopher E. Campbell

# Christopher E. Campbell

---

## Professional Summary

Accomplished, dynamic, vibrant, and self-motivated municipal finance director providing solid administrative financial leadership affecting lives positively. Over twenty-four years involvement in governmental finance, accounting, and utility billing positions with emphasis on financial analysis and reporting, multi-fund, multi-million dollar budget preparation and compliance, debt and treasury management, comprehensive planning, economic and redevelopment efforts, and over twenty years of proficient supervisory and customer service experience.

---

## Experience

### **City of South Daytona – South Daytona, Florida**

January 1992 – September 2016

*Most Recent and Relative Work Experience - Chief Financial Officer/Finance Director: June 2002 through September 2016*

- Worked in close coordination with the City Manager and all department heads in preparation and administration of the city's annual multi-fund, multi-million dollar operating and capital budget to ensure budget compliance pursuant to the city charter and state law including Truth-in-Millage (TRIM) compliance. The city was never found in violation of state compliance issues during my tenure.
  - Oversaw the preparation of the annual financial statements in conjunction with the annual audit by independent external auditors; prepared State of Florida annual reports pertaining to financial statements including the Comprehensive Annual Financial Report (CAFR) that was recognized by the Government Finance Association (GFOA) with their distinguished award for financial presentation each year of my tenure; familiar with both State and Federal single audits.
  - Oversaw daily investment of city idle cash to ensure maximum return on investment including both short-term and long-term investments.
  - Responsible for identifying sources of funding for capital projects prior to approval and appropriation; monitored grant submissions and receipts when necessary; assisted with development of five-year capital project and equipment replacement schedules.
  - Responsible for preparing bid specifications for request for proposals or bids in areas relating to the finance department; approved all purchases in every department.
  - Monitored the safekeeping of the city's fixed asset inventory.
  - Administered group health, dental, life insurance policies along with other employee benefit programs and deferred compensation and public liability policies including public liability and workers' compensation policies.
  - Oversaw risk management function.
  - Supervised daily activity related to accounts payable, accounts receivable, payroll, bank reconciliation, and IT functions.
  - Direct supervisor of the city's utility billing department to ensure timely and accurate monthly billing of over 5,500 residential and commercial water, wastewater, stormwater, and refuse accounts. Annually, these accounted for over eight million dollars in revenue for the city.
- 

## Certifications / Licenses

- Certified Government Finance Officer (CGFO) (Currently inactive)
- 

## Education

- University of Tennessee – Knoxville, Tennessee: Bachelor of Science (BS) - Finance, Class of 1991
  - Central High School of McMinn County – Englewood, Tennessee - Class of 1987
- 

## Skills

- Financial reporting, management, and analysis
  - Multi-fund and multi-million dollar governmental budget preparation, management, and compliance
  - General accounting and GAAP compliance
  - Complex quantitative modeling, problem-solving skills
  - Excellent verbal and writing communication skills
  - Vast knowledge of Microsoft office programs and other financial reporting software applications
  - Strong work ethic, organizational, interpersonal and teambuilding skills
- 

## Community Service / Personal

- Past Treasurer – South Daytona Citizens Alert
  - Finance Board Member – Healthy Start of Flagler and Volusia Counties
-



# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Since 1937

P.O. Box 10270 • 301 South Bronough Street, Suite 300 • Tallahassee, Florida 32302-2270  
Telephone: (850) 222-9684 • Fax: (850) 222-3806 • Web Page: [www.fgfoa.org](http://www.fgfoa.org)

## 2002-2003 OFFICERS

February 3, 2003

President  
DEBORAH D. GIRARD, CPA  
Assistant Comptroller  
City of Orlando  
P. O. Box 4990  
Orlando, FL 32802-4990  
(407) 246-2237

Christopher E. Campbell  
Assistant Finance Director  
City of South Daytona  
1672 S. Ridgewood Avenue  
South Daytona, FL 32119

President - Elect  
MARGARET A. McGARRITY, CPA  
Director, Office of Finance  
Osceola County - BCC  
1 Courthouse Square, Ste 2100  
Kissimmee, FL 34741  
(407) 343-2705

Dear Mr. Campbell:

Secretary/Treasurer  
GEORGE J. MCGOWAN, CPA  
Audit & Evaluation Manager  
City of Orlando  
400 S. Orange Avenue  
Orlando, FL 32801  
(407) 246-2678

On behalf of the Board of Directors of the Florida Government Finance Officers Association, we are pleased to inform you that you have successfully met the Board's certification requirements and are granted the designation of Certified Government Finance Officer (CGFO).

## DIRECTORS

This designation is designed specifically to recognize the unique skill and special knowledge required of professionals who specialize in government finance. In attaining this CGFO designation, you have met the program's strict education and experience requirements and have agreed to adhere to FGFOA's Code of Ethics. You have also passed a difficult government finance proficiency examination.

PAMELA CHILDERS, CPA, CGFO  
Administrative Officer IV  
City of Pensacola  
180 Governmental Center  
Pensacola, FL 32501  
(850) 435-1818

Your renewal period will BEGIN June 30, 2003. You have three years to complete at least 120 hours of continuing professional education. Your CGFO Certificate is enclosed.

LINDA DAVIDSON, CPA, CGFO  
OMB Director  
City of Boca Raton  
201 West Palmetto Park Road  
Boca Raton, FL 33432-3795  
(561) 393-7737

Our sincere congratulations on becoming a Certified Government Finance Officer.

JAMES M. DWYER, CPA  
Audit Manager  
SOF Office of Auditor General  
111 W. Madison St. Rm 401  
Tallahassee, FL 32399-1450  
(850) 487-9031

Sincerely,

AMY W. ELLIOTT, CPA, CGFO  
Director of Finance  
City of Melbourne  
900 E. Strawbridge Avenue  
Melbourne, FL 32901  
(321) 953-6247

Deborah D. Girard, CPA  
President

MARK A. FOSTIER, CPA, CGFO  
Assistant Comptroller - Fiscal Division  
Orange County Comptroller's Office  
201 S. Rosalind Ave., 4th Floor  
Orlando, FL 32802  
(407) 836-5695

RICKY HELMS, CGFO, CGFM  
OMB Director  
Highlands County - BCC  
600 South Commerce Avenue, Suite B233  
Sebring, FL 33870  
(863) 402-6807

FRANCINE L. RAMAGLIA, CPA  
Director Administration & Financial Svcs  
Village of Wellington  
14000 Greenbriar Boulevard  
Wellington, FL 33414  
(561) 791-4000

TERRY L. SHARP  
Assistant Finance Director  
City of Ft. Lauderdale  
100 N. Andrews Avenue, 6th Floor  
Ft. Lauderdale, FL 33301  
(954) 828-5428

JEANNIE HAGAN  
Director of Administrative Services

*Your professional resource for education, networking, leadership and information.*



# Certified Government Finance Officer

*Certificate # 0288*

is conferred upon

*Christopher E. Campbell*

for demonstrating a high level of competence by successfully completing an examination and documenting professional and educational achievements prescribed by the Florida Government Finance Officers Association

*Deborah H. Stinson*

President

*Barry H. Stinson*

Certification Chair

Certified

*November 2002*



**CITY OF BUNNELL, FLORIDA**

**APPLICATION FOR EMPLOYMENT**

PO Box 756

Bunnell, FL 32110-0756

Telephone: 386-437-7500

Fax: 386-437-7503

Received by: \_\_\_\_\_

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

Important Instructions: Hand-print or type neatly in black ink only. Fill in every blank line or box. If a blank line or box doesn't apply, enter "NA," or if you have no comment, enter "NC." A resume may be submitted with your completely filled-out Application for Employment form. Do not write "See Resume" in any of the blank lines or boxes.

Position applied for: Finance Director

**APPLICANT'S FULL NAME:** Christopher Edward Campbell

Desired wage/salary: \$75,000 Date you can start: Immediately

Have you ever used a different first name, last name, or any nickname? Yes  No

If yes, please list names used: NA

Applicant's mailing address: [REDACTED]

City: [REDACTED] State: [REDACTED] Zip Code: [REDACTED]

Daytime Phone number: [REDACTED] Other Phone number: [REDACTED]

How did you learn of this job opening? FGFOA

Are you 18 years old, or older?..... Yes  No

Can you legally hold a job in the USA?..... Yes  No

Are you currently employed?..... Yes  No

If not currently employed, were you laid off and/or subject to re-call?..... Yes  No

May we ask information about you from your current employer?..... Yes  No

Have you ever worked for the City of Bunnell before?..... Yes  No

Have you ever been arrested?..... Yes  No

If yes, please provide details below or attach detailed documentation including date(s), crime(s), disposition(s), probation(s), and location(s):

NA

Job Applicant's full name: Christopher Edward Campbell

**DRIVERS LICENSE**

Do you have a valid Florida Drivers License?..... Yes  No   
 What type of drivers license is it? Hardship  Operator  CDL Class D  C  B  A   
 Do you have less than six violation points charged against your license? Yes  No   
 Has your drivers license ever been suspended or revoked? Yes  No   
 If yes, give reason(s) and the month and year of each: Auto insurance lapsed

**MILITARY SERVICE**

Have you ever served in the US Army  Air Force  Navy  Marines  Coast Guard  or National Guard ? Are you now in the National Guard or Reserve? Yes  No   
 What was your discharge? Honorable  Dishonorable  Other than honorable   
 What rank/grade did you achieve (E-3, O-2, etc.)? \_\_\_\_\_  
 What was your rating (communications, infantry, supply, medic, etc.)? \_\_\_\_\_  
 Are you claiming veteran's preference (attach DD Form 214)? Yes  No

**EDUCATION**

Level	Name of School City & State	# of Years	Diploma/ Degree	Type of Degree or Major discipline
High School	<u>Central High School Englewood, TN</u>	<u>4</u>	<u>Graduated</u>	<u>General Studies</u>
College	<u>University of Tennessee Knoxville, TN</u>	<u>4</u>	<u>Bachelor of S</u>	<u>Finance</u>
Voc-Ed	_____	_____	_____	_____

**PROFESSIONAL / VOCATIONAL CERTIFICATION(S) / LICENSE(S)**

- Certified Government Finance Officer
- \_\_\_\_\_

**SPECIAL SKILLS**

List all, such as word-processing speed, operate front-end loader, mechanical, pipe laying, computer programs you're proficient at, electrical, operate tractor mower, crime investigation, construction inspection, HazMat training, conflict resolution, administration, etc.

Proficient in Microsoft Suite products (Excel, Word, PowerPoint)  
 Tyler MUNIS software modules  
 Personal Computers  
 Adding Machines  
 Financial Calculators

Job Applicant's full name: Christopher Edward Campbell

REFERENCES

Do not list former employers, people related to you, or people you have known less than one year.

Name	City/State of Residence	Telephone	Years
<u>Marshall Smith</u>	<u>South Daytona, FL</u>	<u>305.924.5799</u>	<u>12</u>
<u>Eric Dietrich</u>	<u>South Daytona</u>	<u>386.316.0904</u>	<u>10</u>
<u>Allen Reedy</u>	<u>Madisonville, TN</u>	<u>423.404.4190</u>	<u>35</u>

RESUMES

I have a resume which I have attached for the City's consideration..... Yes  No

OTHER PERTINENT COMMENTS OR REMARKS

Be all-inclusive. You may refer to attached/included documents. Include social as well as work matters. Over 24 years of municipal finance, budgeting, utility, billing, cash/debt/treasury management experience with the City of South Daytona.

Received numerous promotions and accommodations while employed by South Daytona.

Positions held with the city of South Daytona included:

- Finance Director
- Assistant Finance Director
- Accounting Supervisor
- Financial Services Coordinator
- Accounting Technician
- Utility Billing Supervisor
- Senior Utility Billing Clerk

AFFIRMATION OF APPLICANT

I certify that all information in this Application for Employment, including all attachments, is true and complete; and, I understand that if any false information, omissions, or misrepresentations are discovered I may be rejected from potential employment, and if employed this is grounds for termination. In consideration of the employment applied for, I agree to conform to the City's rules, regulations and policies. I understand that Florida is a "right to work" state; and, therefore, my employment and compensation can be terminated with or without cause at either my option or the City's option.

Applicant's signature: \_\_\_\_\_ Date: 4.21.19

Job Applicant's full name: Christopher Edward Campbell

EMPLOYMENT HISTORY

Start with your current, or most recent, job and list all former employers for the last ten years. If you need more space, photocopy the next page (page 5 of 6) before you fill it out.

Current or Most Recent Job

Name of Organization: City of South Daytona

Mailing Address: 1672 South Ridgewood Avenue

City: South Daytona State: FL Zip Code: 32119

Job Title: Finance Director

Summarize the work you did/do: Financial reporting; Budgeting; Cash, Debt, Treasury manageme

Name & Title of Supervisor: Joseph W. Yarbrough, City Manager (Retired)

Telephone: 386.322.3014 Fax Number: 386.322.3099

Dates Worked (Mo/Yr): Started: June 2002 Ended: September 2016

Final Wage/Salary: \$133,000 per Year. Hours worked per week: 40-50

Reason for Leaving: Resigned to concentrate on health concerns and assist elderly parents with sa

Next Most Recent Job

Name of Organization: City of South Daytona

Mailing Address: 1672 South Ridgewood Avenue

City: South Daytona State: FL Zip Code: 32119

Job Title: Assistant Finance Director

Summarize the work you did/do: Financial statement preparation: Budgeting; Supervised utility bill

Name & Title of Supervisor: Robert D. Holmquist, Finance Director (Retired)

Telephone: 386.322.3014 Fax Number: 386.322.3099

Dates Worked (Mo/Yr): Started: February 2000 Ended: June 2002

Final Wage/Salary: \$68,000 per Year. Hours worked per week: 40-50

Reason for Leaving: Promotion to Finance Director

Job Applicant's full name: Christopher Edward Campbell

CONTINUATION OF EMPLOYMENT HISTORY

Next Most Recent Job

Name of Organization: City of South Daytona

Mailing Address: 1672 South Ridgewood Avenue

City: South Daytona State: FL Zip Code: 32119

Job Title: Accounting Supervisor

Summarize the work you did/do: Financial statement preparation; Budgeting, General Ledger mai

Name & Title of Supervisor: Robert D. Holmquist (Retired)

Telephone: Fax Number:

Dates Worked (Mo/Yr): Started: January 1999 Ended: February 2000

Final Wage/Salary: \$54,500 per Year Hours worked per week: 40-50

Reason for Leaving: Promoted to Assistant Finance Director

Next Most Recent Job

Name of Organization: City of South Daytona

Mailing Address: 1672 South Ridgewood Avenue

City: South Daytona State: FL Zip Code: 32119

Job Title: Financial Services Coordinator

Summarize the work you did/do: Served as purchasing agent; General ledger entry and maintenai

Name & Title of Supervisor: Robert D. Holmquist (Retired)

Telephone: Fax Number:

Dates Worked (Mo/Yr): Started: August 1998 Ended: January 1999

Final Wage/Salary: \$48,000 per Year Hours worked per week: 40-50

Reason for Leaving: Promoted to Accounting Supervisor

Job Applicant's full name: Christopher Edward Campbell

---

***Applicant is not to type/write on this page.***

Application:

Neat: Yes  No ; Writing is easily read: Yes  No ; Complete: Yes  No

Recommendation for Interview: Yes  Potentially  No

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_

---

FIRST INTERVIEW: Date: \_\_\_\_\_ Structured:  Random:  Tour:

Interviewer: \_\_\_\_\_ Title: \_\_\_\_\_

Applicant was: Neat in appearance  Articulate  Confident  Sincere  Friendly   
Abrasive  Evasive  Not succinct  Seemed to have good understanding of the job

Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended for a second Interview? Yes  No

References checked: Yes  No  Result \_\_\_\_\_

Former Employees Checked: Yes  No  Result \_\_\_\_\_

---

SECOND INTERVIEW: Date: \_\_\_\_\_ Structured:  Random:  Tour:

Interviewer: \_\_\_\_\_ Title: \_\_\_\_\_

Applicant was: Neat in appearance  Articulate  Confident  Sincere  Friendly   
Abrasive  Evasive  Not succinct  Seemed to have good understanding of the job

Other Comments: \_\_\_\_\_  
\_\_\_\_\_

Recommended for Hiring by:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

---