

CITYADMINISTRATOR

Recruitment Profile

Harrisonville, Missouri



www.ci.harrisonville.mo.us

Qualified persons invited to apply by preferred deadline of October 20, 2016. Send resume, cover letter highlighting Profile's preferred qualifications and salary history in one integrated file to: **Kim Hubbard, City Clerk**
khubbard@ci.harrisonville.mo.us

If interested in applying after the deadline please contact the City Clerk

THE CITY OF HARRISONVILLE IS AN
EQUAL OPPORTUNITY EMPLOYER



The City seeks a new City Administrator who can contribute to a healthy financial condition, measured community growth, and quality of life with effective municipal services. Harrisonville’s welcoming spirit will make it easy for the next City Administrator to become fully involved in the life of our exceptional community.

Prospective candidates will find Harrisonville to have an enviable blend of qualities that define a great community.

Harrisonville’s 19th century origin as an agricultural community, its quintessential “home town” character and proximity to the rich cultural and entertainment amenities of a thriving urban center combine to give it a distinctively livable lifestyle.

This suburban community of 10,000 residents is notable for its family-friendly way of life, good schools, safe neighborhoods, award-winning parks and green space, moderate cost of living, and spirited civic involvement. City Hall provides a full range of municipal services and boasts a 30-year commitment to professionally-managed local government.

This profile describes the community and municipal organization; the City Administrator’s duties; preferred candidate qualifications and qualities; and projects or issues faced by the new Administrator in coming months.

I. Harrisonville Community

Harrisonville, the county seat of Cass County, is strategically located 40 miles southeast of Kansas City at the intersection of Interstate Highway 49 and Missouri Highways 2, 7 and 291.

Founded in 1837, Harrisonville was indelibly shaped by events of the Civil War where the region was marked by skirmishes between Union and Confederate forces and border raids with neighboring Kansas.

Post-war recovery included expansion of the town center and later, construction of the three-story brick Cass County Courthouse, which continues to anchor the historic Courthouse Square. This unique, well-preserved Harrisonville signature, with its four blocks of architecturally-significant brick buildings, earned the Square’s inclusion on the National Register of Historic Places.

Local Economy

The Harrisonville economy is fueled by the strength of the regional metropolitan economy. Despite the 2008 national recession, Harrisonville’s population grew by ten percent between 2000 and 2010.

The City has more than 300 businesses. The majority of local jobs are in the retail, health care, transportation, and manufacturing sectors. Residents also have access to high-paying jobs in the Kansas City metropolitan region. Harrisonville’s retail sector includes many national retail and restaurant franchises as well as “home-grown” local businesses.

The City's major industrial enterprises are:

- Wal-Mart Distribution Center – an 825,000 square foot warehouse
- Church and Dwight – manufacturer of Arm and Hammer cleaning products
- iFIL, USA – manufacturer of air filters
- Staying Home – manufacturer of above-ground storm shelters
- Universal Forest Products – North America's largest producer of pressure-treated wood products

Major public-sector employers include the Harrisonville School District, Cass Regional Medical Center, and Harrisonville city government.

Recent development projects include:

- Rock Haven Medical Mall
- Market Place retail development with Price Chopper grocery as the anchor
- Towne Center retail development with anchors Comfort Inn and Sutherlands Lumber

Four highways intersect to form a regional hub at Harrisonville and represent a significant asset for commerce and easy access to jobs and the urban amenities of the Kansas City region. Harrisonville benefits from four Interstate Highway 49 exits.

The municipal Lawrence Smith Memorial Airport has a 4,000-foot concrete runway that accommodates corporate aircraft and recreational fliers. Plans are completed for an airport expansion and adjacent business park. The Kansas City International Airport is within a 60-minute drive from Harrisonville.

Education

Harrisonville and its immediate region are rich in educational resources, with quality learning opportunities for preschool children through adults.

Harrisonville Public Schools offer instruction for approximately 2,500 students at five attendance centers, including an early childhood center. The District's quality programs and average class size of 17 students have earned

it a AAA rating by the Missouri Department of Elementary and Secondary Education. (See the District's report card at the Department's website). High school students' exceptional ACT scores have placed the District in the metropolitan region's list of top ten schools. The City is also home to one parochial school.

The Cass Career Center offers vocational training in eleven programs of study and access to a database that assists businesses in recruiting, testing, and training workers. The Center also offers adult basic education and support for at-risk students.

Residents have access to an abundance of higher education institutions in the region including the University of Missouri-Kansas City, University of Central Missouri in Warrensburg, William Jewell College in Liberty, Avila and Rockhurst Colleges in Kansas City, and the University of Kansas in Overland Park and Lawrence, Kansas.



Health Care

Harrisonville residents have local and regional access to outstanding health-care services from:

- General practitioner and specialist physicians who have regular clinics at the Rock Haven Medical Mall adjacent to the Cass Regional Medical Center located in Harrisonville;
- Local medical laboratory and diagnostic equipment associated with the Medical Center;
- Locally-based general-practice dentists; and
- Several locally-based mental health practitioners.

The new \$59 million, state-of-the-art Cass Regional Medical Center is a critical-care, 25-bed hospital.

The Center serves the community with emergency care, general and specialty surgery, cardiac rehabilitation, and advanced diagnostic capacity.

Many of Kansas City's most distinguished and highly-credentialed physicians with 20 different specialty areas regularly see patients either in the Medical Center or the Rock Haven Medical Mall. Within a 30-minute drive, Harrisonville residents also have access to some of the finest specialists and medical facilities in the world.

Parks, Recreation and Leisure Amenities

The City's award-winning parks and recreation programs and facilities are exceptional for a community of Harrisonville's size. Harrisonville residents enjoy over 400 acres of parkland in eleven parks throughout the city providing ample green space for health and fitness activities, leisure pastimes and community building events.

Harrisonville's largest park, City Park, covers 275 acres with assets that include an aquatic center, four lakes/ponds, nine shelters, an amphitheater, tennis and basketball courts, playground equipment, and four miles of hiking and biking trails. Also located within City Park is Camp Reeder, which provides the perfect location for local Boy and Girl Scout troops to camp overnight, a public paintball field and a nine-hole sand green golf course.

Recreation activities include City-sponsored and private leagues that host recreational and competitive baseball, softball, basketball, volleyball, tennis, and football games for children and adults. Also notable are numerous fitness class offerings, sports camps and other special athletic events.

A prominent contributor to the community's quality of life is its 68,000 square-foot, sales-tax supported Harrisonville Community Center. This stunning facility contains a double-court gymnasium, three-lane fitness track, six-lane pool, exercise and weight-training equipment, rooms for private and community gatherings, and a children's party area.

Other leisure amenities include a first-run movie theater, and trap and skeet range. Nearby lakes and wildlife areas provide abundant hunting and fishing opportunities.



Add to all of this, the state of Missouri is a paradise for outdoor enthusiasts, offering more than 80 state parks and historic sites, the sweeping Mark Twain National Forest, the Ozark National Scenic Riverways, the 240-mile Katy Trail (America's longest rail-to-trail project) and thousands of hunting and fishing spots.

Other Features of Community Life

Residents are rightly proud of their quiet, safe neighborhoods where neighbors take care of each other.

Harrisonville offers some of the most affordable living in the metropolitan region. Moderate-priced housing choices range from graceful older homes on tree-lined streets, newer homes in one of five sub-divisions and more than 200 single-family lots for a custom-built home.

Two local historic organizations chronicle the unique and fascinating story of the Harrisonville area: The Cass County Historical Society that houses the Burnt District Museum, and The Harrisonville Historic Preservation Commission.

The Kansas City metropolitan area offers easy access to a myriad of cultural and entertainment opportunities: The Nelson-Atkins Museum of Art, Starlight Theatre, 18th and Vine Historic Jazz District, Missouri Repertory Theatre and a recently-renovated downtown entertainment area known as the Kansas City Power and Light District. The premier destination shopping location is the unique County Club Plaza, a 15-block area famous for its Spanish architecture, with high-end retail shops, restaurants, hotels and entertainment venues. Sports fans revel in



Kansas City Chiefs football, Sporting Kansas City Soccer, Missouri Mavericks Hockey and can recount the endless excitement of the Kansas City Royals, last year's World Series champions!

A strong sense of community is impossible to miss, evidenced by dozens of voluntary associations that showcase community heritage, host celebrations, organize charitable giving, and sponsor civic projects. Community organizations include more than 20 churches representing a wide array of denominations. Interdenominational cooperation supports a local thrift shop and food bank for those in need.

Annual events that bring residents together for fun and celebration include the Burnt District Festival with special entertainment, music and a parade, and the Folk Life Festival, which includes Civil War reenactments. Numerous competitive sporting events at the high school and North Park bring residents together to cheer local teams to victory.

A weekly newspaper, The Cass County Democrat Missourian, keeps residents updated on local government and community news. This paper also has an online edition. The Kansas City Star is the preeminent regional newspaper.

II. Harrisonville City Government

The City is governed by a directly-elected Mayor and eight-member Board of Aldermen elected from four wards on a non-partisan ballot to staggered four-year terms. The

Mayor presides over Board meetings, votes to break tie votes, exercises veto authority, and serves as spokesperson for the City. In 2015 a new mayor and three new aldermen were elected and three new aldermen were elected in 2016. The next election will be in 2019.

The City Administrator position was established in 1985. Five City Administrators have served the community since that time. The most recent Administrator, who held the position for seven years, resigned late in 2015 to assume a new position. The Interim City Administrator is the City's retired Finance Director who will not be a candidate for the position.

The City's annual general fund budget for 2016 is \$8,127,323. Combined utility funds (water, sewer, electric and refuse collection) for the current year are \$25,784,700. The 2016 capital improvement budget is \$9,750,000, with more than \$9 million earmarked for water treatment plant improvements.





Total assessed valuation for 2015 was \$121,509,475, which was a one-percent increase from the previous year. Revenue sources include a property tax levy of \$0.068 per \$100. Property taxes account for only three percent of the operating budget. The total sales tax rate is 0.0785 percent, with the City’s portion being .01875 percent. Sales tax revenues represent eleven percent of total revenues and are allocated among the general operating budget, police, emergency medical services and the Community Center.

Other major revenue sources are utility fees (53 percent of total revenues), service fees (15 percent of revenues), and franchise fees (five percent). Other revenues comprise slightly over 13 percent of total revenues. Two TIF districts and several Transportation Districts have time-specific dedicated sales tax allocations.

General indebtedness is \$10,352,998 (slightly over \$1,000 per capita); ninety-five percent of this debt is utility revenue bonds. While not part of the City’s bonded debt, Certificates of Participation were used in 2005 to finance the Harrisonville Community Center; outstanding debt at present is approximately \$5.4 million.

The City provides a full range of services including:

- police, fire and 9-1-1 services
- street and sidewalk maintenance
- water, wastewater and electric utility
- contract solid waste collection
- planning
- emergency medical services
- building and environmental codes
- parks and recreation
- municipal court
- community and economic development
- airport
- general administrative services

Library services are accessible in Harrisonville through a local branch of the Cass County Library.

City leaders work cooperatively with the Kansas City Area Development Council, the Missouri Partnership and state government to attract business and industry to the community and its immediate region.

Services are organized and delivered by eight departments: public works, police, parks and recreation, community development, emergency services, electric utility, administration and finance.

Recent or soon-to-be completed improvements benefitting the community include:

- four exits off of the newly-designated Interstate 49
- new diverging-diamond interchange accessing I-49, along with substantial improvements to HW 291 and Commercial Street (major Harrisonville arterial)
- new police station and new medical center
- improvements to the sewer plant and soon-to-be improvements to the water treatment plant

The City’s workforce, comprised of 115 full-time employees and 142 part-time employees, is notable for its stability and experience.

The City provides benefits to all full-time employees as follows:

Health Insurance is provided by Midwest Public Risk and Vision is provided by VSP. The City pays up to \$515 per month for an employee, up to \$910 per month for an employee plus spouse or employee plus children (tier 2 coverage), and up to \$1015 per month for an employee, spouse, and children (family coverage). The employee pays insurance premiums not paid by the City. Three options are available – PPO, HMO and a HDHP. The monthly costs to employees are as follows:

	HMO2 with vision	Open Access Plan B w/ vision	Choices Fund w/ HSA and vision	HSA Contribution by City
Employee	\$57.16	\$35.22	\$ 0.00	\$82.84
Second Tier	\$413.46	\$352.14	\$ 80.56	
Family	\$482.4	\$410.96	\$163.14	

Upon hire, employees are eligible for retirement benefits through the Missouri Local Government Employees Retirement System (LAGERS). Employees are vested after 5 years of service. In 2016, employer contributions were 9.5 percent of current salary. No employee contributions are allowed. Employees may also participate in a voluntary 457 deferred compensation program; the program does not include a City match.

Other employee benefits include dental insurance (City contributes to the premium), City-financed life insurance, long-term disability insurance, a flexible cafeteria 125 plan, longevity pay and tuition reimbursement for job-related education.

Employees receive ten days of vacation annually through five years of service; 15 days for each year of service between six and 15 years; and 20 days thereafter. Employees are eligible for 96 hours of personal or family sick leave annually. The City provides eleven paid holidays and one additional personal leave day each year.

III. City Government Opportunities and Challenges

The Mayor and Board of Aldermen have identified immediate projects and issues that will require the next City Administrator's attention and resourcefulness:

1. Development of the 2017 operating budget.

The 2017 budget development is in process and tentatively scheduled for approval in November.

2. Project management for community

improvements. Several planned and scheduled improvements will require oversight and coordination by the new Administrator, including a significant upgrade of the water treatment plant, repairs at the sewer treatment plant and state improvements to Highway 7 which are currently in process.

3. Revitalization of the historic Courthouse

Square. The Square is symbolic of the unique character of Harrisonville's identity. Barriers to renewal that involved property ownership have largely been resolved, clearing the way for comprehensive dreaming and practical planning. The Mayor and Board will enlist the new Administrator to help harness community passion and pride that leads to a new vision, practical ideas, and potential resources for restoring a vital Courthouse Square.

4. Leadership for a housing assessment. Despite a strategic location, a favorable quality of life and an abundance of lots for development, Harrisonville has not seen the pace of residential development that many of its neighbors have recently experienced. The Mayor and Aldermen will look to the next Administrator for analysis and ideas for attracting new residential development that can contribute to the goal of natural and smart growth.

5. Implementation of audit recommendations. At present the Missouri State Auditor's office is conducting a targeted performance audit of the City's fiscal policies and financial management. City leaders welcome this review and intend to use it to advance the City's goal of continuous improvement in its administrative practices. The new Administrator will be expected to take the lead in carrying out the audit's recommendations once results have been reported.

IV. Duties of City Administrator

The Administrator is appointed by the Mayor upon the approval of a majority of the eight-member Board of Aldermen. Chief duties as defined in ordinance include:

1. Coordinate and generally supervise the operation of all City departments, which includes authority to prescribe administrative policies for effective operations, with the exception of those policies prescribed by the governing body.
2. Serve as budget officer, a duty that includes responsibility to prepare annual operating budget for governing body consideration and approval, and prepare monthly financial reports.



3. Perform duties of personnel officer which includes appointment and removal of all non-department-level employees; recommendations to governing body for appointment and removal of department heads; approval of promotions, demotions and pay adjustments; and recommendations for a pay plan and position classifications to the governing body.
4. Research and make policy recommendations to the governing body for the welfare of the community or improvement of administrative operations.
5. Oversee and maintain all real and personal property of the City.
6. Propose to Mayor and Board an agenda for each governing body meeting and attend each scheduled meeting.



7. Administer City purchasing policies and provide oversight for all state and federal aid programs.
8. Prepare an annual state-of-the-city administrative report.

An additional obligation of the City Administrator is that the person holding the position will establish residency within the Harrisonville city limits no later than six months after assuming the position.

V. Qualifications for the Position of City Administrator

Minimum qualifications: 1) two years of experience in public-sector management, including budget and direct supervisory responsibility; 2) bachelor's degree in

business or public administration, or related field from an accredited university; 3) evidence of a stable employment history and progressive career advancement; and 4) an unblemished record of leading with integrity.

Preferred qualifications: 1) three years of experience in local government management as a manager or administrator, or assistant manager or administrator; 2) master's degree in public administrative or related field from an accredited university; 3) professional experience in a smaller, growing community in the Midwest.

VI. Qualities Desired in a City Administrator

The Mayor and Aldermen have identified preferred leadership qualities and practices of the next City Administrator and will look for evidence of these in interviews and background reviews.

- Allegiance to the public interest and responsiveness to direction from the governing body. The City expects its new Administrator to:
 - 1) provide well-researched and unbiased information to the Mayor and Aldermen;
 - 2) anticipate and define longer-range strategic issues related to the City's future;
 - 3) make recommendations based on his or her professional and ethical judgment, and include other possible options for action; and
 - 4) effectively implement governing body decisions.
- Ability to develop and empower City employees. Harrisonville has a staff with the professionalism and seasoned experience to provide excellent services. The next Administrator must have a team-oriented approach to leading employees. This expectation requires exceptional supervisory skills that include the ability to: 1) champion employee development; 2) establish performance goals and delegate tasks; 3) empower employees, but also hold them accountable for performance; and 4) recognize excellent performance.
- Skill in collaboration and consensus building. A failure to resolve issues is rarely due to the lack of good solutions, but rather to the absence of agreement as to the preferred approach. The ability



to help bridge differences and achieve cooperation around community interests is essential. The next Administrator will need to understand and have patience with the dynamics of group decision-making. He or she will need skills to assist group members toward common ground, whether that group involves the governing body or employees. The next Administrator must be a facilitative leader.

- Financial management expertise. Harrisonville is a full-service City that includes four utilities, and its budgets are complex in comparison with similar cities. The size of its capital projects requires skilled use of debt financing. The governing body expects its Administrator to have specialized expertise in budgeting, debt management and other dimensions of fiscal management. Staying current with best practices, especially with respect to financial transparency, is also a priority. The City will also look to the new Administrator to develop more “user-friendly” budgets for citizens.

VII. Parameters of Compensation

The Mayor and Aldermen are committed to providing a base salary, benefits and an employment agreement competitive with similar cities in the metropolitan region and commensurate with the experience and education of a preferred candidate. Accordingly, the low end of the salary range for the City Administrator position is \$108,000.

The City provides employee benefits that include group health insurance and retirement benefits

Through the Missouri Local Government Retirement System (LAGERS). An automobile allowance, deferred compensation, support for professional development, and association memberships may be negotiated as part of total executive compensation. Other benefits include life insurance, paid vacation, and holiday and sick leave.

VIII. Estimated Timetable for City Administrator Recruitment

- September 22: Announcement of position vacancy posted
- October 20: Preferred deadline for resume submission reported
- October 24: Mayor and Board determine candidates to invite for interviews
- November 8: Mayor and Board begin interviews
- November 15: Mayor and Board interview finalist
- November 21: Mayor and Board identify preferred candidate and make employment offer
- December 5: Employment agreement approved; new City Administrator announced
- January 3: New City Administrator begins work (or as soon thereafter as possible)