

OPPORTUNITY

CITY
MANAGER

CITY 
MONROE
MICHIGAN

LEADERSHIP

COMMUNITY

OVERVIEW

Founded in 1785 and incorporated in 1817, the City of Monroe is a customer service-oriented Michigan municipal corporation that delivers a range of quality services to its 20,700 residents. The City is located along the banks of the River Raisin and Lake Erie in Monroe County, with Frenchtown Township, Monroe Township, LaSalle Township, and Raisinville Township surrounding it. The City also serves as the governmental seat for the County of Monroe.

The historic small-town character of the city is apparent in the land development pattern, which had its roots in the long, narrow lots known as French Ribbon Farms. Most streets form a grid approximately parallel to Lake Erie, which was created when the downtown was first platted. Residential areas include many homes constructed in the late 19th and early 20th centuries. Mixed commercial and residential uses are closely integrated near the downtown. Front Street and Monroe Street, which intersect on the south side of the River Raisin in the heart of downtown, provide a variety of opportunities to address for commercial, office, and residential needs.

Monroe is served by I-75, US-24, M-50, and M-125. I-75 provides connections to the entire interstate highway system. Monroe's transportation linkage is very important to the local economy, particularly in the area of tourism development.

The community is also well served by rail. Three railroads (CSX Transportation, Norfolk Southern Railway Company, and Canadian National Railway) run diagonally through town on north-south routes. Though rail access is not as important as it was in earlier years, the rails have been vital in the development of the area. Major industrial facilities in partnership with the Port of Monroe such as Gerdau Steel, Ventower, and DTE Energy continue to use the rail lines.

Monroe Custer Airport provides service to private aircraft with a 5,000-foot runway. Custer Airport is classified by the FAA as a Class A General Aviation airport in the regional air traffic system.

Lake Erie Transit (LET) provides public transportation to the community. LET provides bus service in and around the city of Monroe and connects the city with the townships of Frenchtown and Monroe. An ETS/ADA service provides transportation for senior citizens and persons with disabilities in the city and a large portion of Monroe County.

SOCIAL CHARACTERISTICS

24.3% of households in Monroe are a mix of younger homeowners and renters who are just beginning their family lives and careers (mainly manufacturing, retail, and service industries). This group lives primarily near the downtown core and north of the River Raisin west of Telegraph Road.

19.7% of Monroe's households have a median age of 45, about a third are over 65. They are hardworking, settled, and involved in their community. This group lives north of the River Raisin adjacent to the downtown core.

Fifteen percent of Monroe households are made up of middle-aged families, single parents, and singles. Households in this group are typically financially conservative homeowners, and their neighborhoods are not very diverse. This group is located primarily north of the River Raisin and east of M-125.



CULTURE

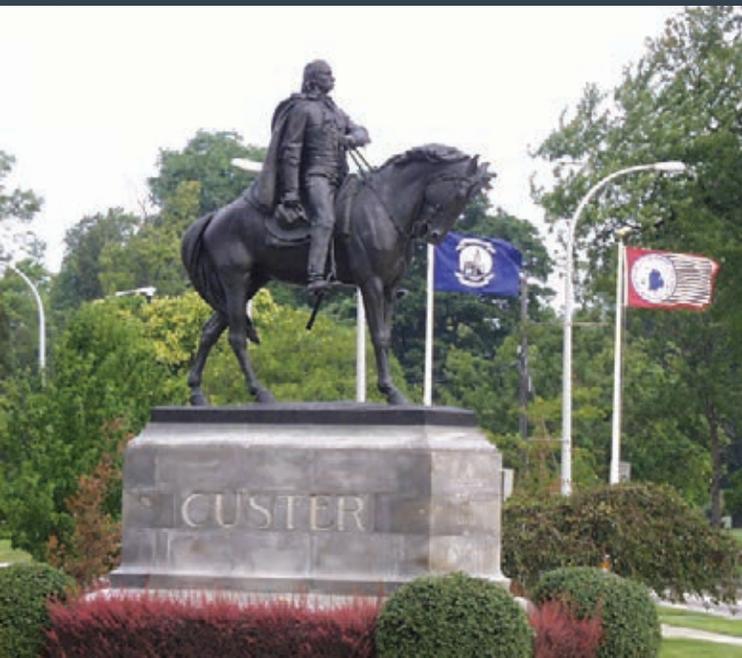
HISTORY

The City of Monroe is one of the most historic cities in Michigan as the third oldest community in the state. Its location on the west shore of Lake Erie and the River Raisin made it a natural crossroads for the Native Americans and later the French missionaries and fur trappers who settled here.

Originally called Frenchtown, the settlement found itself caught between the British Army, Native American and the U.S. forces during the War of 1812. The U.S. forces including the Kentucky militia pushed the British Army back into Canada. Four days later the British counterattacked and 300 Americans were killed – making the Battle of the River Raisin the single most deadly battle for the U.S. in the war. “Remember the Raisin” became the American rally cry of the war after Indian allies of the British killed another 100 injured soldiers who were unable to retreat after the counterattack.

Well known as the home of Gen. George A. Custer, and the World Headquarters of La-Z-Boy Incorporated, Monroe also has three National Register of Historic Places historic districts: St. Mary’s Church Complex Historic District, built between 1835 and 1839; the East Elm – North Macomb Street Historic District, with houses dating from the 1820s to the 1920s; and the Old Village Historic District, which was platted in 1817. Monroe also boasts six National Historic Sites, as well as six sites in Michigan’s State Register of Historic Places. In addition to the historic sites and war memorials, there are 60 historic markers in the River Raisin Heritage Corridor project area.

Monroe is also home of the River Raisin National Battlefield Park, established as the 393rd unit of the United States National Park Service on March 30, 2009. It officially began operation as a national park unit on October 22, 2010 and, of the four National Battlefield Parks in the country, it is the only one marking a site of the War of 1812.





NATURAL FEATURES

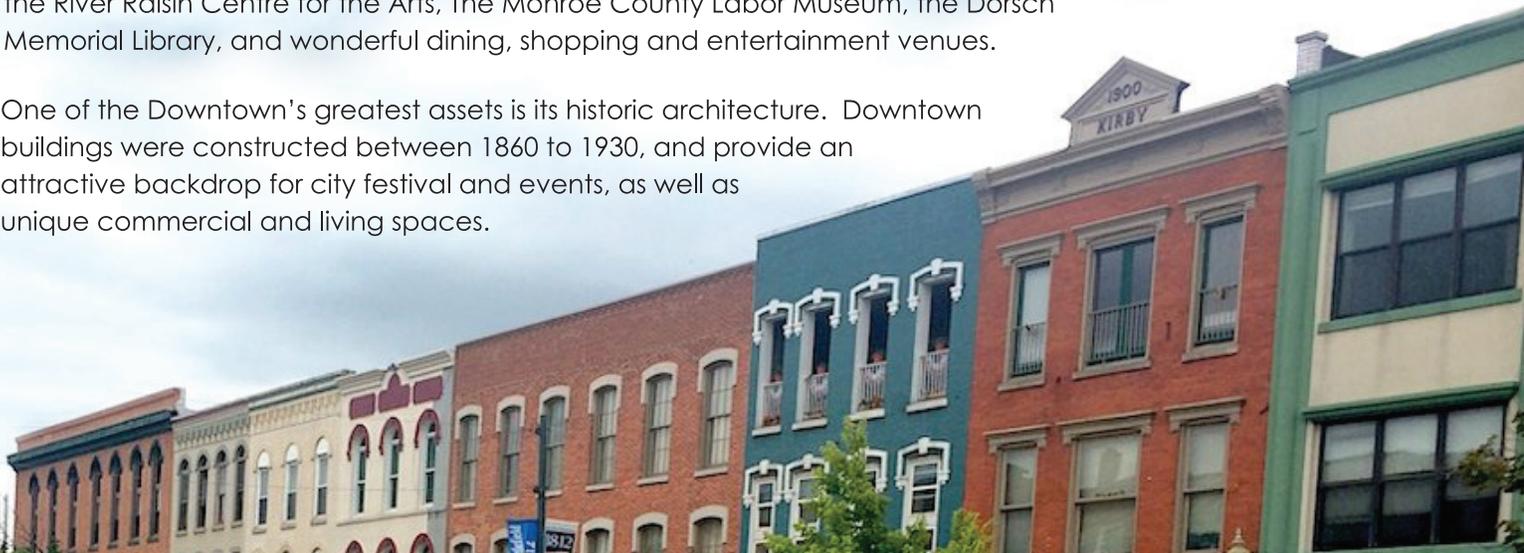
The River Raisin lies at the very heart of Monroe, weaving through our city and connecting some of our valuable natural resources. The mouth of the River Raisin hosts the only Michigan port on Lake Erie and was once home to abundant lotus beds and sturgeon. Lake Erie and the River Raisin provide the primary water resources for Monroe; however, wetlands and industrial uses limit the utility of Lake Erie for municipal recreation purposes. Sterling State Park, located outside Monroe in the adjacent township, currently occupies the best area available for use adjacent to the lake. Fishing and boating opportunities are extensive on the River Raisin from Hellenberg Park to its outlet, and on Lake Erie. The Monroe harbor provides excellent access to the Great Lakes system. Perch and walleye fishing attract sportsmen throughout the region. The City is also home to the Port of Monroe, the only port on Lake Erie, servicing industrial and recreational boating needs.

DOWNTOWN MONROE

Historic Downtown Monroe, the focal point of the City, offers residents and visitors a charming respite from the rush of daily life. Here you will find a small town feel, complete with a traditional town square. The area includes commercial, office, residential, institutional and public uses.

Monroe is fast becoming an arts and cultural hotspot. The River Raisin Jazz Festival that takes place the 2nd weekend in August each summer, attracts over 40,000 music lovers per year. Other festivals and events include the River Raisin Jazz Series, Downtown Monroe Fine Art Fair, River Raisin Labor Day BBQ, River Raisin Halloween Festival, Fife and Drum Muster, as well as Holiday activities throughout November and December. Downtown Monroe is home to the Monroe County Historical Museum, the River Raisin Centre for the Arts, The Monroe County Labor Museum, the Dorsch Memorial Library, and wonderful dining, shopping and entertainment venues.

One of the Downtown's greatest assets is its historic architecture. Downtown buildings were constructed between 1860 to 1930, and provide an attractive backdrop for city festival and events, as well as unique commercial and living spaces.



GOVERNMENT

The City Charter provides for a Council-Manager form of Government. The Council consists of the Mayor and six council members, elected at large. Each council person represents one of six precincts. All serve a two year term. The Mayor presides over the council meetings and acts as the official head of the City on public and ceremonial occasions.

The Council acts as the legislative body. It establishes overall policy through its actions including annual budget adoption, setting the tax rate, acts on recommendations of the City Manager, ordinance adoption and amendments, and approval of contracts and agreements. The City Council meets the first and third Mondays at 7:30 p.m.

CITY MANAGER

The City of Monroe seeks candidates who have a strong educational background, a commitment to the profession and senior executive experience in a comparable-sized municipality with a community character similar to Monroe. Candidates should have the experience and ability to lead and direct a city organization with diverse responsibilities and help develop a future vision for the City. The candidate shall also have the ability to foster productive, trusting relationships with city department heads and staff in order to promote teamwork. An understanding of urban renewal districts and tax increment financing is vital and an awareness and knowledge of the principles, methods and practices of development, including downtown development/redevelopment and industrial development are essential.

The candidate should have skills in leading effective meetings and working cooperatively with citizens as well as business representatives. The candidate shall also possess effective communication skills, both written and oral, and work cooperatively as well as provide strong leadership within the organization. It is expected that the candidate will have experience in progressive city management practices with demonstrated skills in program management/evaluation and financial management as well as budgeting.

Budget

The City of Monroe's 2015-16 budget is \$61,085,073 and employs 173 full-time employees, not including temporary or seasonal employees.

To maintain a long-term focus on its financial planning, City Council approves an annual update to a one-year capital and operating financial plan.

The City operates an area wide wastewater treatment facility and water treatment and distribution system, an airport and lake port serving industry and the recreational boater. The City has a full-time public safety and fire service division, and large parks and recreation system, which includes the Monroe Multi-Sports Complex.

The City Manager is appointed by City Council and functions as the Chief Administrative Officer of the City, responsible for the administration of all departments, as well as the enforcement of all laws and ordinances within the City's jurisdiction. The City manager informs and advises the City Council on all City affairs. Mayor and City Council provide the guidance and supervision of the City Manager.

DETAILS

PERSONALITY TRAITS

Open and accessible to elected officials, employees and residents; ability to interface with the business community; strong communication skills; ability to collaborate; ability to utilize and harness the administrative talent already in City Hall.

RESIDENCY

The City Manager must be able to reside within 20 miles of the City's boundaries within 12 months after appointment, and must also be active and interested in the community.

Compensation

Salary is negotiable depending upon qualifications and experience within a range of \$95,000 to \$125,000 (DOQ) plus an attractive and competitive fringe benefits plan.

QUALIFICATIONS

Master's Degree in business administration, public administration, finance or related field, or equivalent. Minimum of seven years of progressively responsible municipal management experience as a City Manager, Assistant City Manager, or a municipal executive.

OPPORTUNITIES

CHALLENGES

Integrating the River Raisin National Battlefield Park into the economy of Monroe and changing the local economy to a tourism and/or experiential economy.

Enhancing customer service to residents.

Neighborhoods south of the River Raisin are becoming more rental in character, which has increased incidents of blight and property maintenance issues.

The downtown lacks a coordinated strategic plan for revitalization.

Formalizing the reorganization of police and fire departments into a public safety hybrid that has police crosstrained as firefighters and firefighters that are crosstrained as paramedics.

Developing a regular and frequent communications program to inform residents and engage them in local government



DUTIES & RESPONSIBILITIES

Oversees the operations of the City's departments and activities. Initiates studies and monitors operations to ensure quality services are provided in an efficient and timely manner.

Recommends policies and programs to the City Council. Provides information to the Council to aide in its deliberations. Implements policies set forth by the Council.

Supervises the development of budget forecasts. Assists the Finance Director with preparation of the annual budget. Ensures the proper administration of the budget.

Represents the City at meetings and conferences. Negotiates contracts and agreements on behalf of the City. Presents the official City position on issues related to finances and operations.

Responds to complaints related to City policies and services. Recommends remedial action as required.

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Supervises all City employees, either directly or through department heads. Participates in employee selection, evaluation, recognition, discipline and discharge. Recommends organization of City departments and personnel. Develops and enforces personnel policies.

Advises and assists administrative staff and department heads in resolving difficult operational problems. Coordinates City operations with those of other governmental agencies.

Assists with the development of capital improvement programs. Monitors capital needs and determines appropriate financing mechanisms for larger purchases and projects.

Serves as the City's legislative coordinator. Stays current of proposed changes in legislation that may impact the City. Communicates City needs to State and Federal elected officials.

Performs related work as required by City Council or operational needs.

Continues and pursues educational opportunities in professional membership organizations.



Employment at Will

The City Manager serves at the pleasure of a majority of Council for an indefinite period. The Council will enter into an employment agreement governing the terms of the City Manager's employment.



APPLICATION PROCESS & RECRUITMENT SCHEDULE

Applicants will be screened by an internal screening committee consisting of elected officials, local business and employee representatives. Selected candidates will be interviewed during a day-long process involving introduction to the community and interviews with several different committees.

The final filing date for this position is April 30, 2016. To be considered, please submit a cover letter with current salary, résumé, and a list of 5 professional references. Please send via email to:

City of Monroe/Human Resources Dept.
120 E. First St., Monroe, MI., 48161
Attn: Peggy Howard/HR Director
Direct Phone: 734-384-9173
Fax: 734-243-2187
Email: Peggy.Howard@monroemi.gov

The résumés and all application materials of applicants will be kept confidential if confidentiality is requested, but only until finalists are named and invited for interviews and background investigations have begun.

THE CITY OF MONROE IS AN EQUAL OPPORTUNITY EMPLOYER

Recruitment Profile is available by visiting the City's website at www.monroemi.gov