

The City of Cherry Hills Village, Colorado

Invites your interest in the position of

CITY MANAGER

Corrected Final Filing Date



THE CITY OF CHERRY HILLS VILLAGE, COLORADO

Cherry Hills Village (the "City") is one of the premier communities in the Denver metropolitan area, defined by its semi-rural character and low density residential neighborhoods. The City was established in 1945 as the Town of Cherry Hills Village. It became a home rule city in 1966 with the adoption of its Home Rule Charter. The City serves an area of approximately six and half square miles and has approximately 6,600 residents. The City is located 10 miles southeast of Downtown Denver and sits at an altitude of approximately 5,426 feet. Adjacent communities include Greenwood Village to the south, Englewood to the west and Denver to the north and east. The residents of Cherry Hills Village pride themselves on the character of their community, their quality of life and their unique open space, park and trail system.

The City has six small businesses located in a small commercially zoned area in its northwest corner. There are also three schools (one public and two private) within the City boundaries (St. Mary's Academy, Kent Denver School and Cherry Hills Village Elementary School), two private country clubs (Cherry Hills Country Club and Glenmoor Country Club) and several churches.

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New Public Safety Building

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The City's parks and trails system includes more than thirty miles of trails, forty-seven acres of parkland, rights-of-way improvements, two horse arenas and a multi use park that emphasizes equestrian use. The High Line Canal, a functional irrigation canal and recreational trail passes through the City and is open to the public.

The Cherry Hills Village City Council is committed to developing the most effective means of delivering services and programs to the residents. City Council members continue to work to ensure that the Police Department, Public Works Department and all City employees are responsive to residents, businesses and customers. They sincerely believe that Cherry Hills Village is the best place in the entire metropolitan area to live and raise a family. The City of Cherry Hills Village has prevailed in maintaining its semi-rural character against changing economic trends. Although new development will continue, Cherry Hills Village strives to preserve its unique character as a quality, low density single-family residential community in the Denver metropolitan area.

According to the 2010 Census, the population of Cherry Hills Village was slightly under 6,000 residents and the median age of Village residents was 46.2. According to the 2000 Census the City's median household income was \$190,805.

Cherry Hills Village has four active Boards and Commissions. The Planning and Zoning Commission reviews all subdivision applications, rezoning requests, flood plain modifications and other development applications submitted to the City and provides recommendations to City Council on those various ap-



plications. The Planning and Zoning Commission is also responsible for the preparation of the City’s Master Plan and for making recommendations to the City Council regarding updates to the Master Plan. The Board of Adjustment and Appeals hears appeals on zoning and building code decisions and requests; as well as requests for variances to the zoning ordinance. The Parks, Trails and Recreation Commission was established to advise City Council on matters related to parks, trails, recreation and open space within the community. This Commission also provides recommendations to the City Council on preliminary plat subdivision development applications concerning the dedication of land. The Public Art Commission was established in 2011 to provide guidance in selecting, acquiring and maintaining public art within the City based on the Public Art Master Plan.

THE GOVERNMENT

Cherry Hills Village is a home rule community with a Council-Manager form of government. The City is divided into six districts and a Councilmember from each is elected to staggered four year terms with term limits of two consecutive terms. The Mayor is elected at-large to two year terms with a term limit of three consecutive terms. The City Council appoints the City Manager, City Attorney, City Treasurer, Municipal Judge and City Clerk.

City Manager is responsible to lead the organization. He or she oversees four department directors including Administration and Finance, Community Development, Police and Public Works and one human resource analyst. However, the City also provides services in the following areas: general government, municipal court, parks and recreation, as well as water and sewer. Currently there are fifty-one full-time employees, and approximately part-time/seasonal employees. The Police, Public Works and Parks & Recreation Departments are accredited. The City’s current total budget is about \$12.2 M of which approximately \$6.7M comprises the General Fund. The City is served by South Metro Fire Rescue Authority.

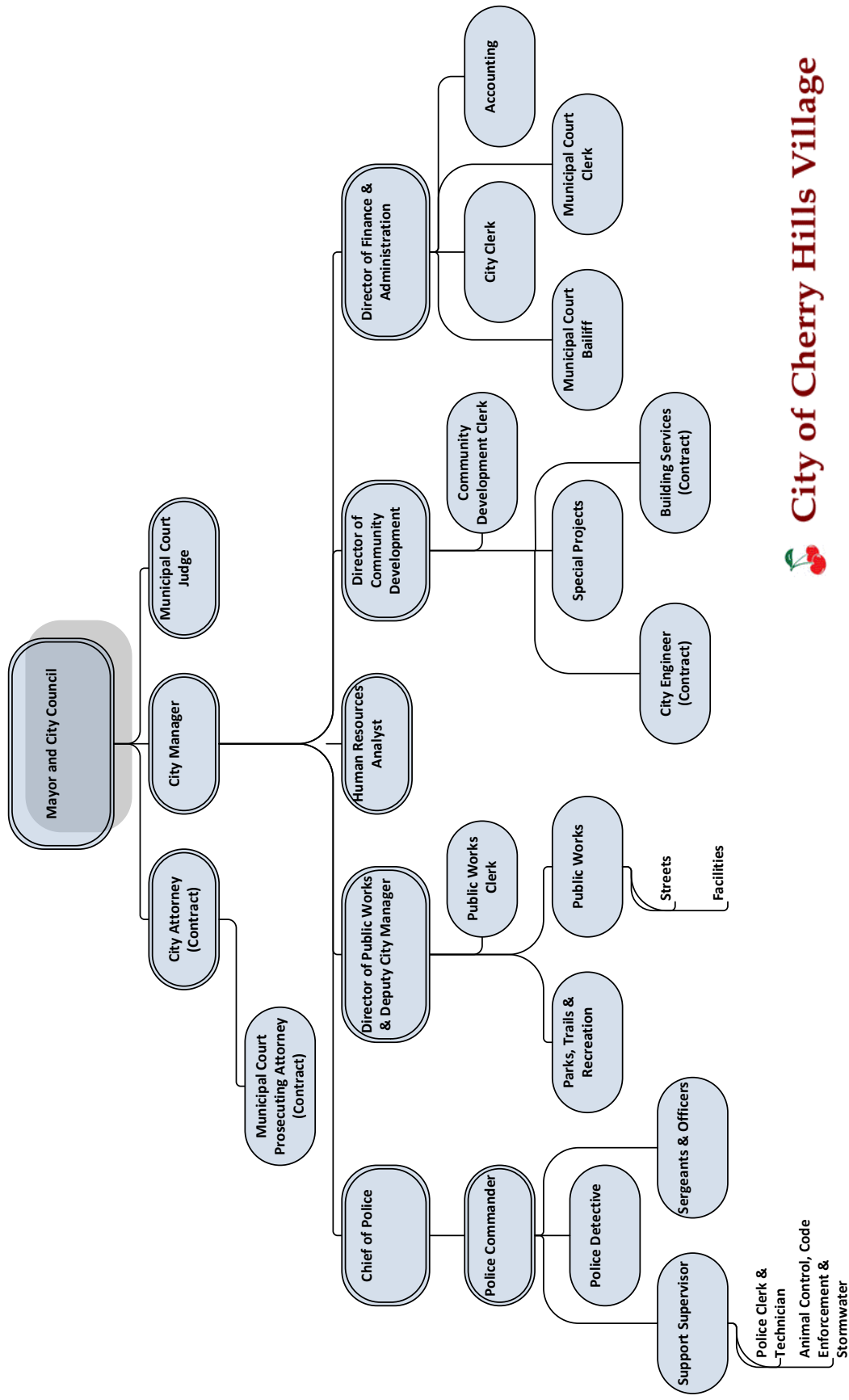
THE CHERRY HILLS VILLAGE CITY COUNCIL	
Mayor	Laura Christman
District I	Mark Griffin
District II	Earl Hoellen
District III	Alex Brown (Mayor Pro Tem)
District IV	Mike Gallagher
District V	Klasina VanderWerf
District VI	Katy Brown

For more information about Cherry Hills Village, Colorado, visit the City’s website at www.cherryhillsvillage.com



City of Cherry Hills Village

Organizational Chart



City of Cherry Hills Village



City of Cherry Hills Village

MISSION

It is the mission of the City of Cherry Hills Village, its Council and staff, to preserve and enhance the pastoral environment, the overall low density residential zoning and the high quality of services and public facilities that exist in the Village and to promote an atmosphere that contributes to a sense of community.

VISION

It is the vision of the City of Cherry Hills Village to provide a safe, low-density, residential community as it is the desire of the citizens of Cherry Hills Village to maintain the established character of the community through the implementation of the City's planning goals, strategies, regulations and decisions.

2015 BUDGET PRIORITIES

The 2015 budget takes into consideration the following priorities:

- Continue to pro-actively address safety, health and welfare issues within the Village.
- Improve service delivery and responsiveness.
- Master Plan implementation.
- Remain fiscally responsible and conservative in how we handle the public's monies— stay within budget; conduct a comprehensive analysis of revenues (long term budget planning and analysis) and research possible alternative revenue sources for the Village and present options to City Council for their consideration.
- Improve public outreach efforts via Channel 22, Village Crier, Villager, Website, Comcast, HOA meetings, school interactions, etc.
- Special Events (Holiday Tree Lighting, Exotic Car Show, Movie Night and assist outside entities with their special events – Denver Ballet Guild, Land Preserve Barn Tour, Art Commission events, Cherry Hills Country Club July 4th Celebration, local schools, etc.).
- Professional development (accreditation, budget award, intergovernmental cooperation, conferences).
- Evaluate staffing levels and job functions.
- Develop a policy for Undergrounding Utilities.
- Address storm water issues in a more comprehensive manner.
- Maintain and evaluate IT systems.
- Employee training and development- - establish training in critical areas for all employees on an annual basis; leadership training for supervisory and management staff; update employee handbook and personnel policies; annual employee compensation study and evaluate employee benefit programs.
- Monitor and evaluate the Wildlife Management Program.
- Determine community strategies for open space acquisitions, High Line Canal, Under grounding utilities and Sanitation District consolidation.
- Maintain close staff liaison with the various City Boards and Commissions.
- Work closely with the Quincy Farms Visioning Committee.
- Closely coordinate/monitor activities of those outside entities that have a direct impact on City operations and quality of life issues within the City (i.e., the Colorado Department of Transportation, or CDOT, Denver Water, Xcel Energy, Century Link, etc).

ISSUES AND OPPORTUNITIES (Not prioritized)

- Cherry Hills Village, as a community, is highly environmentally sensitive. Open space acquisition is among the Mayor and Council's primary objects - - the issue is complicated because the Village is land-locked and most remaining open land is private owned, very valuable and not for sale - - new and creative financing mechanisms need to be developed.
- The current Mayor and City Council is cohesive, highly intelligent, energetic and committed to maximizing the quality of life in Cherry Hills Village - - a great opportunity exists for innovative accomplishment.
- The City has a master plan which the Mayor and City Council have recommitted to implementing.
- Council is receptive to new ideas and programs such as finding a legal way to utilize reclaimed water for irrigation purposes, exploring alternative energy sources and diversification of the City's existing revenue base.
- Cherry Hills Village is blessed with many hard-working citizens who volunteer their time and talent selflessly.
- Current plans call for the completion of John Meade Park, the replacement of the existing Village administration building and the relocation of the adjacent public works facility - - this will be a major capital program requiring significant community involvement and sensitivity.
- Mitigate ongoing tension in the community between active and passive use of open space.
- Unlike most Colorado municipalities, Cherry Hills Village is dependent on property tax as its primary source of revenue. There is little sales tax generated in the Village. However, assessed values are extraordinarily high.
- By policy, the Village is financially frugal. It has a good revenue base and no debt.
- The community is comprised of many successful and influential residents including many entrepreneurs, CEO's and local and state leaders who expect outstanding municipal service.
- The City Mayor and City Council rate current City staff as excellent and are highly supportive. However, Cherry Hills Village is essentially a small city with limited resources and staff. Therefore, there is a continuous need for organizational analysis targeted at finding the most effective and efficient service delivery systems and methods.



ABOUT THE CITY MANAGER

The City Manager's office is at the center of Village operations. The City Manager is responsible for the design, implementation and oversight of all programs necessary to meet the City Council's mission, commitment to residents and community values. The City Manager sets the standard for the Village organization which provides quality service to the public. The City Manager also provides the executive management, leadership, guidance and support for the Village government and oversees the Village's image and reputation. Finally, the City Manager is responsible to the City Council for the administration of all business within the City limits and is required to present the annual budget to the City Council for approval.

Minimum requirements include a Bachelor's degree (Master's preferred) in business or public administration combined with at least ten years of progressively responsible leadership experience of which at least five years must have been gained in a municipal government. Critical skills include finance, budget, organizational analysis, staff development, capital project management, written and verbal communications, visioning and strength of both character and conviction. The successful candidate must be a superior manager and leader.

Ideal candidates will be strong in the following areas and have the following interpersonal, management and leadership style characteristics:

Required Professional Strengths

- Finance and budget, including financial planning
- Strategic planning
- Grantsmanship
- Capital project planning and administration
- Environmental knowledge and sensitivity
- Verbal and written communications
- Staff recruitment development and retention
- Track record of progress
- Intergovernmental relations
- Professionally knowledgeable and up-to-date
- Progressive - both outcome focused and aware of what is happening - focused on the future
- Ability to work effectively with the entire City Council



National Night Out



Exotic Car Show

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Required Interpersonal Characteristics

- A “people person” with excellent verbal and written communications skills
- Not easily intimidated, diplomatic but firm and can say “no” when necessary
- Has a strong and inherent customer service orientation
- Knowledge of and receptive to new technology
- Communications - a skilled listener who is adept at writing and comfortable making public presentations
- Willing and able to earn respect credibility from powerful community members
- Positive “how to” personality
- Accepts diversity
- Balance is critical, must be an assertive leader while providing a comfortable work environment within which staff members thrive - - creates and maintains an environment within which staff are encouraged to become the best they can be
- Applies policies, rules and laws consistently and fairly with the community as well as with staff
- Has “zero tolerance” for serious misbehavior
- Anticipates emerging issues and trends and responds to them in an appropriate and timely manner
- Continuous improvement advocate - - looks for and deploys the best allocation of resources to meet current and changing needs
- Not an egotist and will admit and take personal responsibility for errors
- Does not take self too seriously - - has a good sense of humor
- Straight forward, honest and ethical
- Understands the importance of intergovernmental cooperation and is an active participant in intergovernmental relations.
- Analytical, innovative and not wedded to status quo; creative, adaptable and receptive to change



COMPENSATION

The compensation for the City Manager position will be highly competitive. The starting compensation level is dependent upon the selected individual's qualifications and matched with the desired attributes being sought by the City. Residency is not required. The City will pay reasonable and customary moving expenses for the next City Manager.

Additional information can be found at the consultant's website: www.slavinweb.com and the City's website: www.cherryhillsvillage.com.

TO APPLY

Apply by December 31, 2015 with cover letter, resume and current salary to:



Robert E. Slavin or Paul Wenbert
SLAVIN MANAGEMENT CONSULTANTS
3040 Holcomb Bridge Road #A-1
Norcross, GA 30071
Phone: 770/449-4656
Fax 770/416-0848
Email: slavin@bellsouth.net

 **City of Cherry Hills Village**

THE CITY OF CHERRY HILLS VILLAGE IS AN EQUAL OPPORTUNITY EMPLOYER

