

# The City of Maplewood, Missouri

Invites your interest in the position of

## CITY MANAGER



### LIFE IN MAPLEWOOD

The City of Maplewood, Missouri is located in the mid-county region of the St. Louis metropolitan area. It covers 1.56 square miles and has a population of about 8,100. Maplewood is bordered by the City of St. Louis to the east, Webster Groves to the south, Brentwood to the west and Richmond Heights to the north. Maplewood is only a 5-minute drive to Clayton, a 10-minute drive to downtown St. Louis and 15 minutes from Lambert International Airport with easy access to highways 64/40 and 44. Maplewood is a bustling town with approximately 33,000 cars passing through the intersection of Big Bend and Manchester daily.

Although Maplewood is a thriving, vibrant community it is well-known for its walkability and charming small town atmosphere. Maplewood is home to some of the best breweries, an iconic bowling alley, renowned restaurants, parks, and one-of-a-kind specialty stores. It provides a premium location where residents are blocks, if not steps, away from restaurants, grocery stores, mom and pop shops, fitness studios, banks and more. Property values in the City have continued to increase and its business district has been characterized favorably by numerous newspaper and magazine articles.

***Great Neighborhoods and an Award-winning School District***-- Historically, Maplewood developed in phases starting from the mid-1800's through to the 21st century. The residential areas of Maplewood offer a very eclectic mix of classi-

cal housing styles ranging from wood clapboard Victorians to Arts & Crafts style bungalows and "gingerbread" brick bungalows to 21st century townhomes. The highly sought award-winning Maplewood Richmond Heights School District is intertwined in Maplewood's rich architectural history boasting a high school building designed by the famous architect, William Ittner. The school district offers education beginning with an early childhood center and running through senior year of high school.

#### **SAMPLING OF MAPLEWOOD AWARDS AND RECOGNITIONS**

- Nation's First Green Dining District (2014)
- Citizen Engagement Award (Police Department)
- CALEA Accredited—Police Department (2014 & 2017)
- Public Safety & Citizen Engagement Award—Municipal League of Metro St. Louis (2019)
- Certificate of Achievement for Excellence in Financial Reporting (GFOA 2018)
- Green Power Community (2019)
- Green Power Leadership Award - U.S. Environmental Protection Agency (2016)
- 2016 Emerging Leader Missouri Gateway Chapter—U.S. Environmental Protection Agency (2016)
- EPA—Nation's Green power Community of the Year (2016)
- Tree City USA (1998)

## **THE MAPLEWOOD CITY GOVERNMENT**

The City of Maplewood is governed by a City Council comprised of a directly elected Mayor and six Councilmembers. The Councilmembers are elected two each from three wards. All are elected on a non-partisan basis and serve 3-year overlapping terms. Maplewood provides a full range of services including police; fire protection and emergency medical services; sanitation services; the construction and maintenance of streets and infrastructure; and parks and recreational activities/events. In addition to general government activities, the governing body exercises, or has the ability to exercise, oversight of the Policemen's and Firemen's Retirement Fund (Pension Trust Fund). Therefore, these activities are included in the reporting entity. However, the Maplewood Public Library, Industrial Development Authority (IDA), the Maplewood-Richmond

<b>MAPLEWOOD CITY COUNCIL</b>		
<b>Barry Greenberg</b>	<b>Mayor</b>	<b>At-Large</b>
<b>Sandi Phillips</b>	<b>Councilmember</b>	<b>Ward 1</b>
<b>Karen Wood</b>	<b>Councilmember</b>	<b>Ward 1</b>
<b>Sarah Crosley</b>	<b>Councilmember</b>	<b>Ward 2</b>
<b>Eleanor Pardini</b>	<b>Councilmember</b>	<b>Ward 2</b>
<b>Shawn Faulkingham</b>	<b>Councilmember</b>	<b>Ward 3</b>
<b>Jenny Schmidt</b>	<b>Councilmember</b>	<b>Ward 3</b>

Heights School District, Special School District of St. Louis County, St. Louis Community College, St. Louis School District and Bi-State Development Agency Transit System have not met the established criteria for inclusion in the City CAFR.

The City of Maplewood provides its services through four major departments: Fire, Parks and Recreation, Police and Public Works. In each department, functions are divided into divisions, each of which is responsible for providing specialized services to Maplewood citizens. Overall coordination of all City activities and finances rests with the Executive Department, administered by the City Manager. The current City All funds Budget is \$18,174,025 of which \$8,710,350 is the General Fund General Fund. The City employs 75 FTEs.

## **ABOUT THE CITY MANAGER**

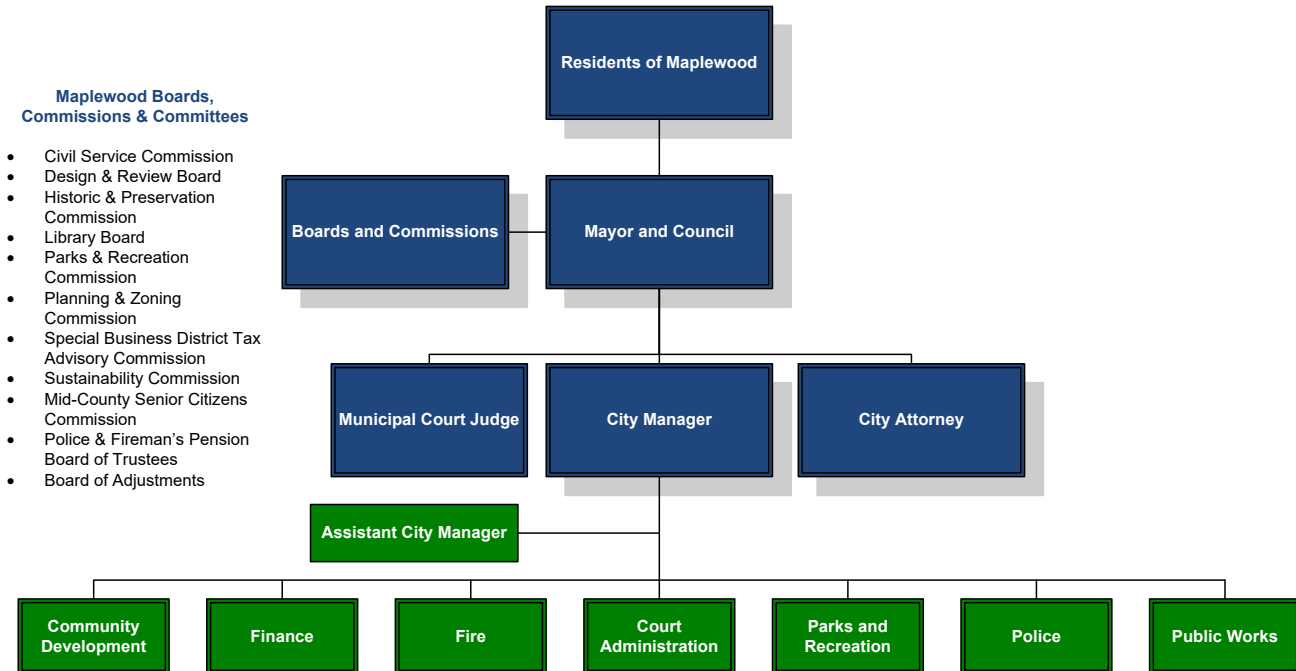
### *From the Maplewood City Charter*

The city manager shall exercise such other powers and perform such other duties as may be prescribed by this Charter, by ordinance or by law.

The Maplewood City Charter provides that the Council by the affirmative vote of a majority of its members shall appoint a city manager, who shall serve at the pleasure of the council. The city manager shall be appointed solely on the basis of his or her executive and administrative qualifications. He (or she) need not be a resident of the city or state at the time of his appointment. He (or she) may reside outside the city while in office for a period of time not to exceed six months, only with the approval of the council. The compensation and terms of employment shall be set by the council.

# City of Maplewood, Missouri

## Organizational Chart



### *Powers and duties of the City Manager*

- The city manager shall be the chief administrative officer of the city. He (or she) shall be responsible to the council for the administration of all city affairs in his or her charge by or under this Charter. He (or she) shall have the following powers and duties:
- The city manager shall see that all laws, provisions of the charter and acts of the council, subject to enforcement by the city manager or by officers subject to the city manager's direction and supervision, are faithfully executed.
- The city manager shall see that all laws, provisions of the charter and acts of the council, subject to enforcement by the city manager or by officers subject to the city manager's direction and supervision, are faithfully executed.
- The city manager shall appoint and, when the city manager deems it necessary for the good of the city, suspend or remove all city employees and appointive administrative officers provided by law, by this charter or by the terms of the personnel code adopted pursuant to this Charter. The city manager may authorize any administrative officer who is subject to the city manager's direction and supervision to exercise these powers with respect to that officer's subordinates.
- The city manager shall direct and supervise the administration of all departments, offices and agencies of the city, except as otherwise provided by this Charter or by law.
- The city manager shall prepare and submit the annual budget and capital program to the council.
- The city manager shall keep the council fully advised of the financial condition and future needs of the city. The city manager shall submit to the council a complete report on the finances and administrative activities of the city as of the end of each fiscal year.
- The city manager shall make such other reports as the council may require concerning operations of the city subject to the direction and supervision of the city manager. All reports made by the city manager shall be made avail-



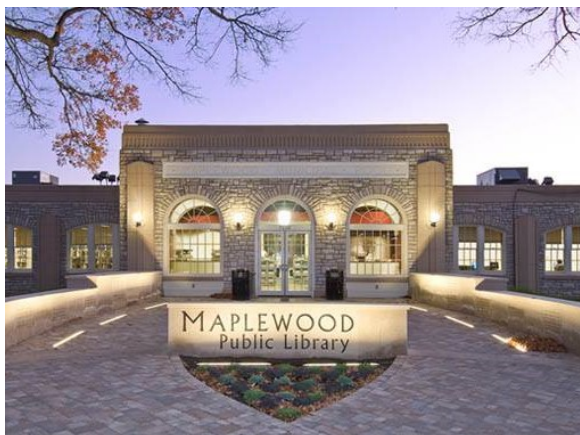


able to the public unless said report covers subject matter protected from public disclosure under the terms of Chapter 610 of the Missouri Revised Statutes (RSMo ch. 610).

- The city manager shall attend all open council meetings and shall have the right to take part in discussion, but may not vote. The city manager shall receive notice of all special meetings.
- The city manager shall exercise such other powers and perform such other duties as may be prescribed by this Charter, by ordinance or by law.

## ISSUES IDENTIFIED BY CITY COUNCIL MEMBERS TO BE ADDRESSED BY THE NEXT CITY MANAGER

- Revise the City's budget to make it more outcome based, transparent and clear.
- Lead a process with input from diverse stakeholders to update the City's Strategic Plan.
- Conduct a citizen's survey before updating the Strategic Plan.
- Increase the level of community engagement – create a welcoming culture deserving of community engagement.
- Continue the strong and symbiotic relationship between the City and the school district which is and has been a critical factor resulting in the tremendous success of the community.



(Continued on page 6)





## CITY OF MAPLEWOOD AT A GLANCE

The City of Maplewood was incorporated 1908 and is an inner-ring suburb of St. Louis, located in St. Louis County, Missouri. Centrally located in mid-St. Louis County, Maplewood has direct links to Highways 40 and 44, providing quick access to the City of St. Louis and St. Louis County. The city has a total area of 1.56 square miles.

**8,072**  
POPULATION



**4,058**  
Male

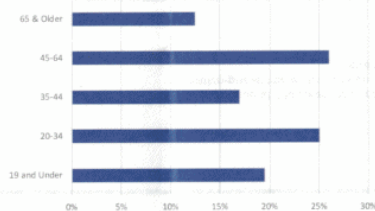


**4,014**  
Female

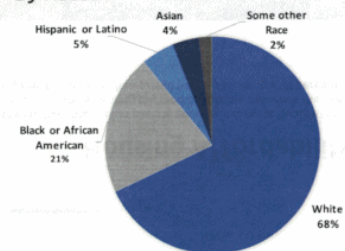


**37.5**  
Median Age

### By Age:

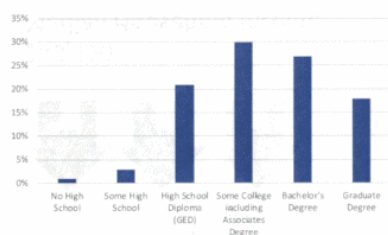


### By Race:

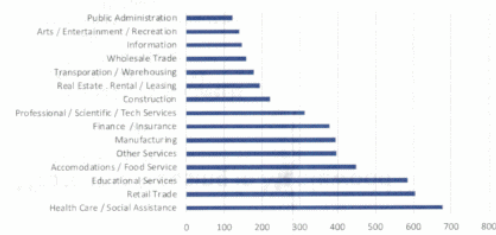


## EDUCATION AND INCOME

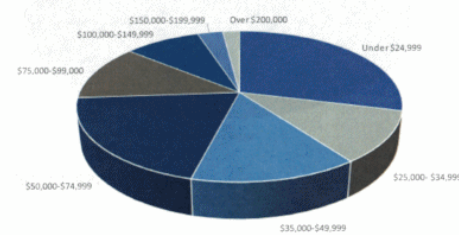
### Education Levels:



### Top Employment Sectors:



### Income Levels:



Source: St. Louis Economic Development Partnership, City of Maplewood Housing Database and RENTCafe.

## HOUSING



**\$45,100**  
Median Household Income

**\$59,344**  
Mean Household Income

**\$809**  
Average Rent

### Affordable Housing in Maplewood

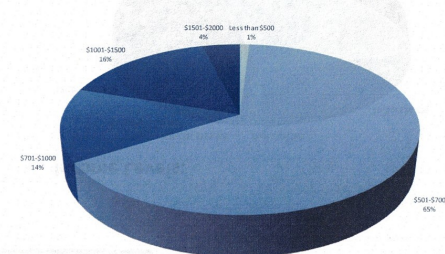
#### Section 8 Housing:

- 2273 - 2286 Yale  
Units: 10
- Maplewood Loop Apartments  
2286 Yale Ave - Units: 45
- 7157 - 7215 Lyndover  
Units: 20
- Maplewood Village Apartments  
7222 - 7235 Anna  
Units: 48
- Maplewood Square Apartments  
7500 Manchester, 7500 Ellis, 2700 Oakland  
Units: 27

150 + units

Other units spread throughout the city in a less concentrated area.

### Rental Rates:





(Continued from page 4)

- The City remains in good financial condition but state mandated reduction in court revenues and declines in phone tax have placed pressure on the budget. The City needs to find new revenue sources or make cuts to spending and services or both.
- Economic development focused both on encouraging new business and retaining existing ones.
- Housing affordability -Increasing property values and higher property taxes are forcing lower income residents including many seniors and minorities to leave Maplewood. The City is seeking creative ways to

#### WHY MAPLEWOOD

- Moderate cost of living
- Outstanding schools
- Thriving downtown – great business district with a low vacancy rate
- Adjacent to St. Louis
- Low crime rate
- Robust series of highly attended street festivals and self-guided tours
- Young family oriented and walkable community
- Maplewood is a “real community” comprised of people who genuinely care for the City and for each other
- Leader in sustainability and collaboration with neighboring cities
- Excellent, stable and committed City staff - - 36-year City Manager recently retired

make it affordable for lower income residents to remain in the City.

- Approximately 50% of Maplewood residents are renters.
- Organizational analysis - - although the City is staffed lean with hard working employees, there is interest in analyzing City operations using best practices and continuous quality improvement principles.
- City Staff Diversity - many long-tenured City employees - as positions become available, efforts should be made to diversify the staff.
- Create a comprehensive communication and citizen engagement strategy including updating and improving and improving the City website.
- For more information about Maplewood, visit the City website at [www.cityofmaplewood.com](http://www.cityofmaplewood.com).

## JOB REQUIREMENTS

### *Required Education and Experience and Strengths*

A Bachelor's degree is required with a preference for a Master's degree in Public or Business Administration or a closely related field. Attainment of the ICMA Credentialed Manager designation is also a plus.





Significant executive level experience preferably in local government as a City Manager, Assistant or Deputy City Manager or Department Head in a community where economic development, customer service, high ethical standards and open communications exist and are valued, is strongly desired. An equivalent combination of education and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job will be considered. ***Residency within the City of Maplewood is required within six-months of appointment.***

### ***Required Strengths***

- Verbal and written communication skills
- People, project and process management
- Human Resources and staff processes and management experience
- Budget and financial management, including fiscal discipline
- Successful experience in increasing revenue streams to support existing City operations
- Innate commitment to customer service
- Up-to-date on current applicable technology
- Economic development and redevelopment
- Negotiating skills
- Organizational analysis - not afraid of “right sizing” and cost cutting
- Execution and follow through



### ***Leadership and Management Style***

- Strong ethical leader who stands firm on decisions that he or she believes to be in the City’s best interest
- Strives to create processes, structures and decisions that create transparency and openness
- Applies principles of equity in decision making
- Team leader with a collaborative and cooperative leadership style
- Manages through empowering, delegating and holding accountable – not a micro-manager
- Encourages and rewards innovation and creativity
- Solicits, listens and values Council and staff’s thoughts
- Addresses issues head-on with direct communication and in a timely manner - not a procrastinator
- Will build on the strengths of the organization
- Forward driven - committed to total quality improvement but not change for change sake
- Accessible and visible to the Council, employees, citizens, schools, neighboring cities, the media and community and business leaders
- Empowers Council to make informed data-driven policy and budget decisions through regular updates on City operations, providing access to pertinent data and professional and timely advice on options and likely outcomes





### Personal Characteristics

- Respectful
- Values diversity
- Committed to equity
- Honesty and integrity
- Transparency

## COMPENSATION AND BENEFITS

Beginning pay for the new City Manager will be highly competitive and will include an excellent benefit package. The City Council is prepared to pay reasonable and customary moving expenses.

## TO APPLY

The position will remain open until filled. The City is anxious to fill the position soon. If interested, you are encouraged to apply without delay. Please e-mail a detailed resume with a cover letter and current salary to:



Robert E. Slavin , President  
**SLAVIN MANAGEMENT CONSULTANTS**  
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 Norcross, Georgia 30071  
 Phone: (770) 449-4656  
 Fax: (770) 416-0848  
 E-mail [slavin@bellsouth.net](mailto:slavin@bellsouth.net)



*Maplewood, Missouri is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, or disability in employment or in the provision of services.*