

THE CITY OF NOVI, MICHIGAN
IS SEEKING CANDIDATES TO SERVE AS

CITY MANAGER

cityofnovi.org

BIRTHPLACE



NOVI
SPECIAL

#10

BEST PLACE
TO LIVE IN
THE U.S.*

PPG



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*RANKING PROVIDED BY FORBES



WHY NOVI, MICHIGAN?

There is a reason why people and businesses from all over the world find their way to Novi - the 32-square-mile gem in Southeast Michigan buzzing with activity. Novi has long been known for its welcoming nature and has created an authentic environment focused on inclusivity and economic growth. Novi's prime location in Southeast Michigan keeps a global supply chain flowing to and from international destinations.

The city sits at the convergence of major interstates and a state freeway. Detroit Metropolitan Wayne County Airport is just 20 minutes away, and nearby rails contribute to Novi's prime logistics network. Regionally, more human capital and pioneering opportunities for business development lie down the road from Novi, with Ann Arbor, Michigan's intellectual hub, and Detroit just 30 minutes away.

Living and working in Novi is an unparalleled experience. Residents and businesses are surrounded by beautiful greenspace and have access to the shoreline of Walled Lake, neighborhoods which are friendly and welcoming, schools that are among the best in the nation, and are just minutes away from great restaurants and a premiere retail shopping experience.

The diversity of Novi's residents and businesses is celebrated throughout the year and on display at a variety of community events. Residents come together often for outdoor opportunities provided by Novi Parks, Recreation and Cultural Services, enjoying the City's more than 1,400 acres of parkland, and exploring the 13 developed parks.

Novi's vibrant, inclusive culture sets it apart as one of the most desirable cities in southeast Michigan. Business opportunities, award-winning school districts, an advanced healthcare system, retail and dining options and a commitment to providing quality parks and recreation create a top-notch environment.

Novi has the heart, investment potential and know-how to attract companies and talent from around the globe. Strategically located in southwestern Oakland County, Novi nurtures a mix of domestic and foreign businesses of all sizes. Streamlined business processes and global expertise plus citizen enrichment opportunities create the city's authentic appeal.



RECENT NOVI ACCOLADES

- Novi Community Schools rated #1 in Michigan by Niche for 2023.
- In 2022, Novi was named #10 Best Places to Live for Families in the US by Forbes Magazine
- In 2022, the City of Novi earned the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award for the 26th consecutive year.
- In 2021, The Novi Police Department received re-accreditation from the Commission on Accreditation for Law Enforcement Agencies (CALEA).
- In 2021, the City of Novi's Parks, Recreation and Cultural Services Department earned Commission for Accreditation of Park and Recreation Agencies (CAPRA) re-accreditation through the National Recreation and Park Association.
- In 2021, the City was honored with a "Gold" certification in the Michigan Green Communities Challenge, the City's fifth "Gold" in a row.
- Entrepreneur Magazine named Novi the #2 city in the country as essential to innovation in 2020.
- In 2020, the City reopened Lakeshore Park. The \$6 million makeover was highlighted by the construction of a new building, park shelter, playground, and library kiosk.
- An \$11 million renovation was completed in 2019 at Novi's Department of Public Works and Firearms Training Center.
- In 2019, the City was ranked No. 5 on the Reviews.com "2019 Safest Cities in the U.S." list.
- In 2019, the Novi Public Library received an award from the Library of Michigan for meeting the Excellent Level of the Quality Services Audit Checklist. Novi is home to the only library in Michigan to receive this honor.
- The final two miles of the four-mile ITC Corridor Trail was completed in 2019, connecting ITC Community Sports Park to Ascension Providence Hospital.
- In 2019, the City of Novi saw \$91 million worth of investment in industrial & commercial development and \$34 million in residential development.
- The City of Novi was ranked No. 23 nationally on Money Magazine's list of the "Best Place to Live in 2018."





HISTORIC HIGHLIGHTS

This little farm town has done pretty well for itself over the last 50 years, transforming into an international hub that brings people and businesses together from all over the world.

Once a standalone settlement, Novi now finds itself in the heart of the Detroit Metropolitan region. Novi's welcoming reputation has thrust the City into a period of unprecedented growth and development.

As decades passed, new businesses and industries helped Novi mature. The city became a metro Detroit shopping destination in 1977 with the construction of Twelve Oaks Mall. City policies opened the door to global companies. Today over 3,000 businesses call Novi home, including more than 200 foreign-owned firms from 24+ different countries.

Between the 2010 and 2020 Census, Novi was the fastest growing city in Oakland County. The 2020 Census stated Novi's position as a growing and attractive community with a population of 66,243. Novi is presently home to prestigious schools, quality residential neighborhoods, a thriving retail and high-tech economy and beautifully preserved natural areas. Novi has indeed changed, and the change has been dramatic.

Novi's private and public entities channel resources into creating world-class amenities and opportunities. Novi's ongoing investment in upgrading infrastructure included over \$10 million in City road improvements in 2021. Infrastructure modernization helped spawn more than \$91 million in commercial and industrial investment in 2019, and according to the State of Michigan, Novi sported a paltry 2% unemployment rate. Thanks to Novi's strategic capital investments, the City attracts a new generation of companies,

including those focused on mobility and research and development in the automobile industry, medical technology, robotics, alternative energy, and medical device/bio science.

The Novi Public Library supports area international companies and residents with programs and offerings in multiple languages. Opportunities include story time in six languages, periodicals in 14 languages, films in 40 languages, online language learning and English as a second language conversation groups.



Quality Education, Services and Amenities

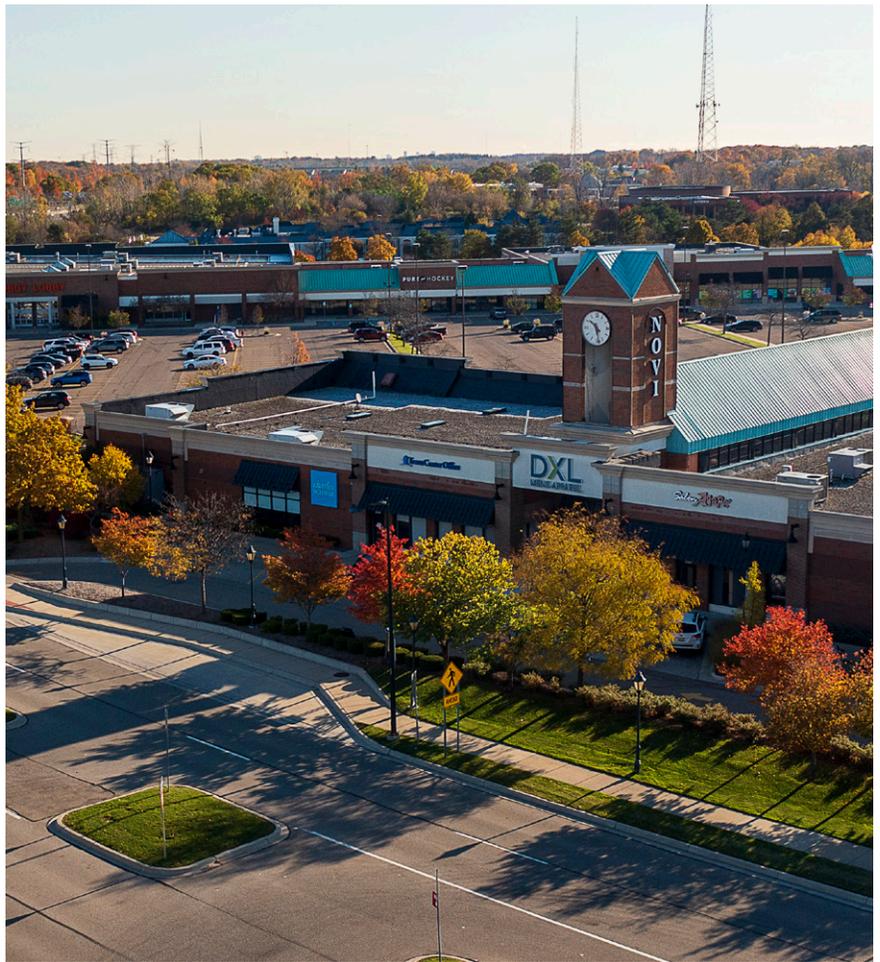
In Novi, K-12 students and families benefit from four highly rated public-school districts - Novi Community School District, Northville Public Schools, South Lyon Community Schools and Walled Lake Consolidated Schools. The campus of Detroit Catholic Central, a private college prep school for boys, is also located in Novi.

While youth and adults share the fun side of Novi, business benefits from the City's commitment to providing quality infrastructure, Novi's Department of Public Works maintains 425 lane miles of major roads and neighborhood streets, 359 miles of water main and 13,530 water service connections.

When the workday is done, Novi delivers exciting shopping and entertainment options.

With nearly 200 stores, Twelve Oaks Mall is a destination for the entire metro Detroit region. Twelve Mile Crossing at Fountain Walk, an outdoor complex, brings together retail, restaurants, and recreation. Shoppers can also explore a variety of stores and restaurants at the popular West Oaks and Novi Town Center shopping centers.

The Suburban Collection Showplace, the largest, privately-owned exposition, conference, and banquet center in Michigan, welcomes 1.5 million people to events annually. A 2018 expansion added 188,000 square feet to the existing 320,000-square-foot complex, allowing the center to host larger trade shows and exhibitions. The Suburban Collection Showplace is also home to a treasured tradition - the Michigan State Fair. The family-oriented event attracts more than 150,000 people to Novi annually to celebrate animals, agriculture, competitions, the midway and live entertainment.



NOVI'S STRONG BUSINESS AND ECONOMIC BASE

Fiscally strong, **Novi's AAA bond rating from Standard & Poor's** reflects the City's capacity to meet its financial commitments. In 2022, the City of Novi received the Government Finance Officers Association's Distinguished Budget Presentation Award for the 26th consecutive year. Its solid financial position, combined with a multi-year budget, allows for continued infrastructure investment and service modernization.

Low property tax rates, a fiscally responsible City government and efficient services define Novi as a community of choice for business and industry.

Novi's **diverse and modern business base** is more than a hub for the automotive industry. Intelligent transportation systems are taking technology into a new era.

The City of Novi's **business-friendly strategies** define it as a relevant and vibrant partner in an era of intense global competition.

Over the next few years, Novi expects to invest in a variety of capital improvements catalyzing business development. **Investment includes \$16.9 million in roads, pathways, sidewalks, and intersections, \$5.55 million in water and sewer infrastructure, \$1.9 million in storm sewer and drainage, \$4.3 million in parks, recreation and cultural services capital projects and \$3.9 million in machinery, equipment and technology.**

With one of the lowest property tax rates in Michigan, Novi presents a competitive platform for attracting and retaining companies. In 2022, the **City's taxable value reached \$4.5 billion**, defining Novi as one of Oakland County's top cities, based on taxable value. Its balanced tax base and low debt allows it to remain at the forefront of evolving technology and services, including a top-performing, accredited police department and parks system.

Novi's economic resources nurture successful development and smart growth using a range of tools for planning and business support. The **City's cutting-edge economic methods employ state-of-the-art technology and include five social media sites.**



Novi's **workforce and population diversity** provide a foundation for community success in global markets. The City's ability to embrace diversity draws international companies and families to the area-empowering business and community life. It creates a wide pool of human capital and a rich fabric of heritage. Community spirit thrives in the environment in which dimensions of diversity are celebrated. Novi's inclusive culture embraces various beliefs, ethnic groups, and gender equality.

Novi's growing reputation for supporting worldwide companies **attracts new business investment from Europe, Central, South America and Asia.**

With over 3,000 Japanese residents, **Novi is home to the largest Japanese population in Michigan.** Novi and Oakland County jointly support long-held plans to develop the \$50 million Sakura Novi mixed-use development. In 2018, a developer purchased 10 acres from the city for \$3.15 million and Sakura Novi is expected to break ground later in 2023.



THE CITY GOVERNMENT

The City of Novi operates with legislative and community support under a Council/Manager form of government. The policy making body is the seven-member City Council, including the separately elected Mayor. The mayor is elected on a nonpartisan basis to a two-year term in November of odd numbered years. Council members are elected at large on a non-partisan basis to an overlapping four-year term in odd numbered years.

Current Council members are of divergent political philosophies while treating each other with courtesy and respect as public policy is developed.

The Mayor presides over Council meetings, participates and votes as a member of Council but does not have veto authority. The Mayor does exercise the authority to approve the items placed on the Council agenda. The Mayor also functions as the official head of the Council for all ceremonial purposes.

The City of Novi provides a full array of municipal services which include:

- Community Development
- Economic Development
- Integrated Solutions
- Financial Services
- Parks, Recreation & Cultural Services
- Public Safety (Police and Fire)
- Community Relations
- Human Resources
- Public Works

The City has 275 full-time employees and 100 permanent part-time employees. All but 70 of the employees are in one of the six recognized bargaining units.

Novi's 2022-23 General Fund and Special Revenue Funds Expenditure Budgets total \$70.5 million. The City's financial condition and reserves are excellent with a Triple "A" bond rating.



NOVI'S STRATEGIC GOALS

Nurture public services that residents want and value.

Operate a world-class and sustainable local government.

Value and build a desirable and vibrant community for residents and businesses alike now and into the future.

Invest properly in being a Safe Community at all times for all people.



THE CITY MANAGER

The City Charter specifies that the "Council shall appoint a City Manager for an indefinite term and fix his or her compensation. The Manager shall be appointed solely on the basis of executive and administrative qualifications."

"The City Manager shall be the chief administrative officer of the City and shall be responsible to the Council for the administration of all City affairs placed in his or her charge by or under this Charter. The City Manager shall have the following powers and duties:

1. To appoint and, when he or she deems it necessary for the good of the City, suspend or remove all City employees and appointive administrative officers provided for by Section 4.6 of this Charter, except as otherwise provided by law, this Charter or personnel rules adopted pursuant to this Charter. The Manager may authorize any administrative officer who is subject to his or her direction and supervision to exercise these powers with respect to subordinates in that officer's department, office, or agency.
2. To direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by this Charter or by law.
3. To attend all Council meetings and shall have the right to take part in discussion but may not vote.
4. To see that all laws, provisions of this Charter and acts of the Council subject to enforcement by the Manager or by officers subject to the Manager's direction and supervision are faithfully executed.
5. To prepare and submit the Annual Budget and Capital Program to the Council.
6. To submit a monthly report and within sixty (60) days after the end of each fiscal year submit to the Council and make available to the public a complete report on the financial operations, financial condition and administrative activities of the City as of the end of each fiscal year.
7. To make such other reports as the Council may require concerning the operations of City departments, offices and agencies subject to his or her direction and supervision.
8. To keep the Council fully advised as to the financial condition and future needs of the City and make such recommendations to the Council concerning the affairs of the City as the Manager deems advisable.
9. To perform such other duties as are specified in this Charter or may be required by the Council."

The Charter also contains provisions for the suspension of or dismissal of the City Manager, the Manager's right to a public hearing, and removal by an affirmative vote of five or more Council members.



OPPORTUNITIES & CHALLENGES

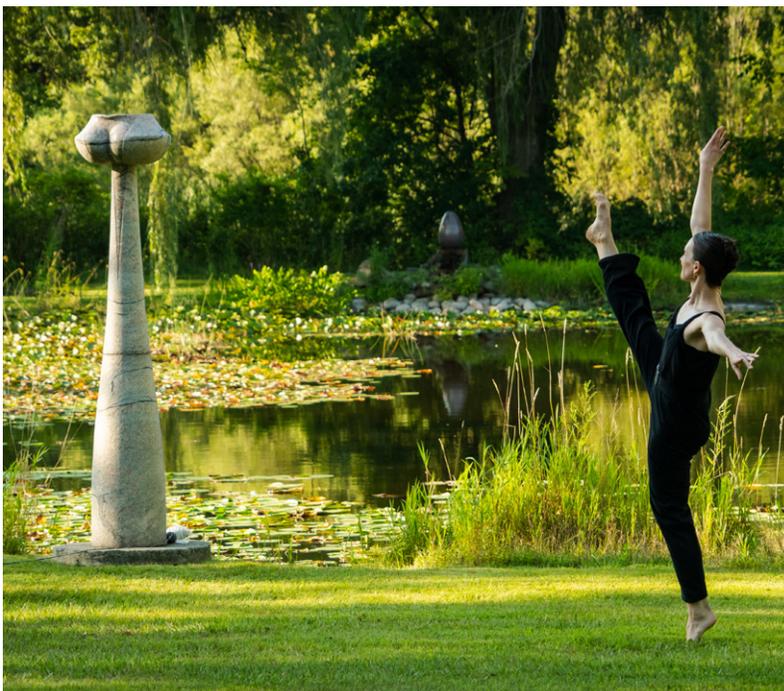
The local property tax is the City of Novi's primary funding source. The City's healthy tax base (\$4.5 billion) originates from both commercial (40%) and residential (60%) properties. The City is largely "built-out." As such, much of the development focus is on redevelopment. Property tax revenue has been adequate to the degree that the City has a Triple A bond rating and virtually no debt while it underwrites the quality of life enjoyed by Novi's businesses and residents.

The current General Fund budgeted expenditures total approximately \$40 million with a projected fund balance of approximately 30%.

The City's Fire and Emergency services model combines full-time fire fighters working a 48-hour shift M-F, with evening and weekend staffing that is supplemented by on-call/part-time fire fighters, operating out of four fire stations. The City also utilizes the services of a private ambulance company. The model provides a high level of service with a lower tax rate than most of its neighbors.

Consideration is being given to the creation of a full-time Senior Services Department.

After each City Council election, the Council conducts a goal setting session.



POSITION REQUIREMENTS

Education and Experience

Requires a combination of education and experience equivalent to attainment of an MPA or MBA combined with at least 7 years of increasingly responsible local government management experience gained in a community or other public agency with similar complexity to Novi is preferred. Recognition as an ICMA Credentialed Manager (ICMA-CM) is preferred.

The Ideal Candidate will:

- Clearly possess and apply superior management and leadership abilities.
- Be a visionary who can see Novi in the future, understands strategic planning, and is willing to take risks to set and meet objectives.
- Possess strength in finance and budget and a commitment to maintain a balanced budget with adequate reserves.
- Strive to remain current in the profession through active membership in professional associations or by other means.
- Be calm under pressure.
- Understand the need for a healthy work/life balance both personally and for staff.
- Develop relationships based on integrity and trust.
- Be a strong collaborator among residents, policy makers, and staff.
- Serve as an ambassador to and from residents having local government concerns.
- Be comfortable working in a first tier midwestern community with a diversified population.
- Be politically astute but not politically active.
- Have exceptional interpersonal skills with an outgoing, friendly personality.

Relationship with the Mayor and Council:

- Support the Mayor and Council in service to the residents and businesses of Novi.
- View the City Manager position as a technical and professional resource and advisor to the Mayor and Council.

- Project a management style that facilitates collaboration among staff, Mayor, and Council.
- Routinely provide informative updates regarding emerging issues and progress toward meeting goals set by the Mayor and Council;
- Have an independent, professional approach to elected officials by treating all fairly, in a nonpartisan manner.
- Be humble and understanding that it is okay to not immediately have the answer to every question.
- Be available and accessible to all Council members.

Staff Leadership

- Be a true servant leader who solicits and listens to input from department heads and other staff.
- Be a team builder who values diversity, equity, and inclusion.
- Function as an effective bridge to the elected policy makers.
- Be an excellent communicator who provides clear directions and expectations and manages for successful outcomes;
- Encourage and facilitate communication among departments.
- Not micromanage or “blind side employees” while demonstrating trust in the staff and supporting employees so that they can perform at their highest potential.
- Be easily accessible and is visible to employees at all levels of the organization, including those in remote locations.
- Have a management style that encourages employees to feel comfortable with the manager’s open-door policy.
- Be fair, evenhanded, and consistent.
- Is a coach and mentor who encourages, supports, and recognizes individual professional development and achievement.

Involvement with the Community

The City Council considers community involvement to be a very significant factor in the performance of a successful City Manager. The Council does not expect the Manager to meet every factor of community involvement at all times. Rather, it looks for the overall engagement with the community.

Examples evidencing this approach include:

- Taking the time to be visible and integrated with the community to develop strong relationships with residents.
- Attendance at civic and community meetings.
- Membership in community organizations.
- Visibly participating in community events such as parades, ribbon cuttings etc.
- City residency.
- In addition, the successful City Manager will strive to equitably serve all neighborhoods.

Other Government Agency Partnerships

The successful candidate will:

- Strengthen the working relationships with State, County, and School Districts to foster cooperative approaches to public service through the S.E. Council of Governments and similar organizations.
- Appreciate the State legislature's approach to home rule, local government tax policy, economic development, regional transit, and other aspects of municipal operations.
- Be an effective external advocate for the City.

COMPENSATION AND BENEFITS

Compensation for the position will be highly competitive. Beginning compensation is negotiable based on qualifications and experience.

The City provides excellent employee benefits which include generous paid time off, medical, dental, vision, prescription drug, a flexible spending account, life/AD&D, long term disability, retirement benefits, an educational savings program and more.





TO APPLY

The recruitment will remain open until the position is filled. The first review of applications is scheduled for May 1, 2023. Applications are considered confidential unless applicant indicates otherwise. To apply, please send a letter of application, detailed résumé, and current salary to:

Robert E. Slavin, President or
David Krings, Midwest Regional Manager
SLAVIN MANAGEMENT CONSULTANTS
3040 Holcomb Bridge Road, Suite A-1
Norcross, Georgia 30071

Phone: (770) 449-4656
Fax: (770) 416-0848

e-mail: slavin@bellsouth.net
www.slavinweb.com

David Krings Phone: (513) 200-4222

Electronic submissions are preferred.

Novi is an equal opportunity employer that values diversity.



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