



CITY OF CORCORAN

CITY ADMINISTRATOR POSITION

CITY OF CORCORAN, MINNESOTA

Salary Range: \$114,233 to \$140,000





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WELCOME TO CORCORAN, MINNESOTA!

Corcoran is a picturesque community with a balance of local businesses and a mix of residential neighborhoods, rural homesteads, and farms. With rolling hills and an attractive wooded countryside with wildlife enriched wetlands, this hidden gem maintains a rural atmosphere nestled on the western edge of Hennepin County, approximately 20 miles northwest of Minneapolis. Other communities surrounding Corcoran include Maple Grove, Plymouth, Medina, Loretto, Greenfield, Hanover, and Rogers, Minnesota. Corcoran is said to be one of the safest cities in Minnesota, and the average income of its residents is rather high at \$122,075 (According to the U.S. Census). Corcoran's population is 6,185 and growing rapidly.

With the recent addition of city sewer and water in the downtown area, Corcoran commercial and industrial commerce is poised for growth. Since the utilities inception in 2015, the community has added over 750 residences and the projected growth is to exceed 2,000 residences by 2026. Business owners are preparing for growth and opportunity with the future changes the Corcoran Southeast Downtown District will bring. To balance this future growth, the City of Corcoran staff and City Council will focus on community vision, environmental impacts, and economic responsibility to support and guide sustainable growth. A significant portion of Corcoran is agricultural. With thousands of acres of undeveloped land, including portions along the Hwy 55 corridor and with easy access to interstates 94 and 494, Corcoran is an attractive location for business investment. Just under 36 square miles, Corcoran is a large land city and is the same land size as Maple Grove or Plymouth.

The potential for economic growth and development in Corcoran is vast. The significant increase in residents creates a corresponding demand for recreational opportunities and downtown development. This comes with challenges, but also great opportunity to shepherd the growth so as to ensure consistency the City's vision and heritage.



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EDUCATIONAL OPPORTUNITIES

Corcoran is divided between five school districts: Buffalo-Hanover-Montrose Schools, Delano Public Schools, Osseo Area Schools, Rockford Area Schools, and Wayzata Public Schools. Approximately 1,300 children from Corcoran attend preschool age programs, elementary, middle, and high school within the five school districts. Though there are no public schools located right in the City of Corcoran, there is one private school available, St. John's Lutheran School, which offers PreK-8th grade education.



RECREATION & COMMUNITY EVENTS

Corcoran's motto is "A Hidden Gem Waiting To Be Discovered." Corcoran lives up to this motto with many great places to explore. Golf is a very popular activity in Corcoran, with three courses to choose from: Rush Creek Golf Club, Shamrock Golf Course, and Pheasant Acres Golf Course. If golf isn't your sport, Corcoran is also home to Schneider Field, a large, open baseball field. The area also offers something for the animal lovers of the family with many options that offers horseback riding lessons perfect for all ages.

Corcoran offers many different services to residents and visitors. The City currently has 3 parks and is looking to continue expanding the Parks and Recreation amenities and programs. The Memorial Garden is a special area where families have preserved a loved one's memory through benches and bricks, City Park offers a variety of ballfields and ice rinks for individuals of all ages to stay active, and Wildflower Park is a neighborhood park with a playground for children to let their imaginations flourish. In addition to the parks maintained by the City, Three Rivers Park District has the Lake Independence Regional Trail that runs through the west side of the City. Currently Three Rivers Park District is in the process of planning an additional trail, the Diamond Lake Regional Trail, that would run through the east side of the City and connect with local planned trails as well.

Community events are a key feature of Corcoran. Corcoran Country Daze is a city-wide festival that celebrates the roots of Corcoran and features free family events as well as big name concerts. The Hamel Rodeo is the largest professional rodeo in Minnesota. The Hennepin County Fair is celebrated each year in Corcoran. Demo derbies, tractor pulls, and music festivals all types of events hosted in the Community. The City also hosts a Fire Arms Safety program, Night to Unite, and Truck Safety Seminars for the community.



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In 2015, the City of Corcoran, in partnership with Hennepin County, began work to update the existing design guidelines and master plan for the Southeast District. The Southeast District is the historic heart of the City. The area is home to the existing City Hall, St. Thomas Catholic Church, and an existing business park. The Southeast District is also beginning to see the residential development that has been long anticipated with the developments of Lennar's "Ravinia" and "Tavera" and M/I Homes "Rush Creek Reserve", "Bass Lake Crossing" and "Bass Lake Crossing South." A new addition to Corcoran's eastern gateway, the City has received preliminary approvals for Cook Lake Highlands, a mixed-use development with a senior cooperative, villa homes, day care and a memory care facility. Saint Therese is also developing a new senior community on 13-acres in the Southeast District with a complete continuum of living: independent & assisted living apartments, memory care, rehabilitative and skilled nursing care all on one campus. As the city continues to grow, these developments help address the growing housing demand for 55+ residents.



DEVELOPMENT

The Town Center is the walkable traditional neighborhood supporting the Downtown Core, with a variety of housing types and densities, and a unified public realm aesthetic. The Downtown Core is a subset of the Town Center and shall have additional design guidelines. All development within the Southeast District will be based on an integrated transportation network that connects residential neighborhoods with the existing business park on the west side of County Road 116 and the Downtown Core on the east side of County Road 116. A combination of off-road and on-street bike and pedestrian facilities are included to give residents and visitors safe and convenient options for active transportation as an option to driving. Special emphasis will be placed on providing accessible destinations and inviting design. Housing, retail, and other destinations are located in or near the Downtown Core to invite walking by creating pleasant and safe routes within the Town Center. A Town Square, City Hall Park, and two small Neighborhood Parks create additional opportunities for physical activity and social connectedness. Uses within the Town Center include mixed use, public/semi-public, and mixed residential. The entire Town Center is guided Mixed Use in the 2040 Comprehensive Plan. This land use category would allow development in this area by Planned Unit Development (PUD). This District provides a variety of anticipated uses, and the City developed the Town Center master plan as their preferred vision for the area; however, the City is willing to evaluate other uses provided that the spirit and intent of the Town Center master plan is preserved.



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THE ORGANIZATION

The City of Corcoran is a community legally established under the laws of Minnesota. It is governed by a Mayor who serves a two-year term and four Council members who serve four-year terms. City council members serve at large.

The City boasts an exceptional leadership team of very capable people that get along well with each other. The organization currently employs 32 full-time and 3 part-time staff, and it contracts for fire, building inspections, IT, and planning/engineering services. It is in the process of converting legacy systems to modern software which will help streamline City processes and attract innovative employees.

The City organization has two main facilities. These include City Hall, which is shared by Administration, and the Police Department building. The City also has a Public Works facility as well as a small auxiliary public works building.

The organization seeks to continue its mission with the help of a new City Administrator who is excited to find great ideas to implement to keep the vision of the City alive, even as it changes and grows.

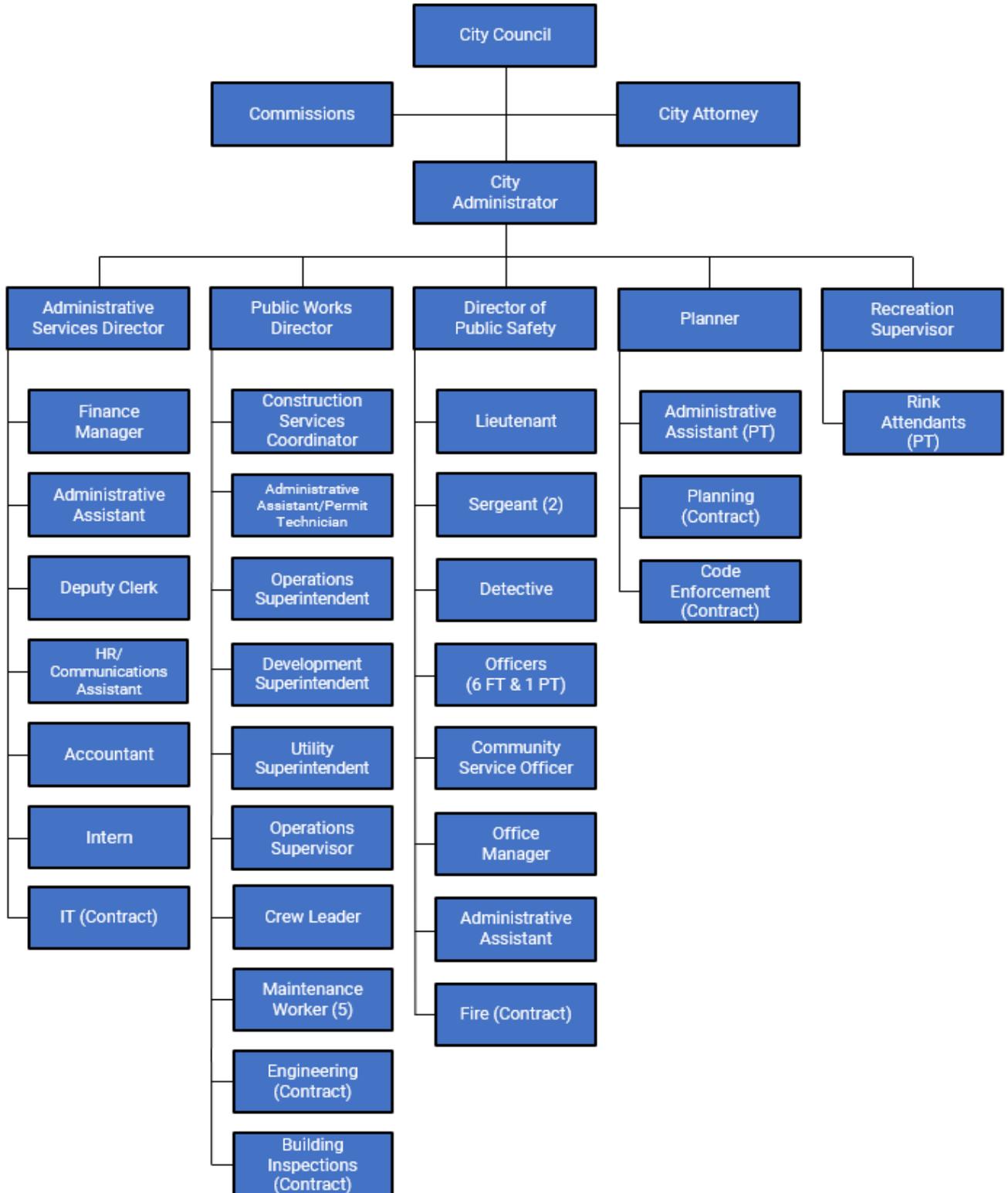




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ORGANIZATIONAL CHART





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BUDGET SUMMARY

The City of Corcoran's bond rating is Aa3.

	2020 Actual	2021 Budget	2022 Budget
General Fund			
General Government	2,222,565	1,624,065	1,988,749
Public Safety	2,391,739	2,583,080	3,093,919
Public Works & Parks	1,623,493	2,027,355	2,490,116
Total General Fund	6,237,798	6,234,500	7,572,784
Combined Debt Service	555,815	597,586	559,718
Total All Expenses	\$6,793,613	\$6,832,086	\$8,132,502

Levy	2018	2019	2020	2021	Proposed 2022
General	3,489,870	3,710,129	4,104,744	4,447,791	5,139,711
Debt	494,633	552,808	555,815	597,586	559,718
Total	\$3,984,503	\$4,262,937	\$4,660,559	\$5,045,377	\$5,699,429
Change	7.2%	7%	9.3%	8.3%	13%

	2018	2019	2020	2021	Proposed 2022
Tax Levy	\$3,984,503	\$4,262,937	\$4,660,559	\$5,045,377	5,699,429
Tax Rate	45.357%	45.160%	45.013%	43.522%	43.099%
Tax Rate % Change	-.637%	-.197%	-.147%	-1.491%	-.423%



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CORE DUTIES OF THE POSITION

Using knowledge of the scope of services provided by local government and personal leadership skills, the Administrator communicates with the City Council individually and in meetings to develop priorities for new and existing activities of government.

- Evaluates services provided by the City and develops information for the Council about options for improving efficiency or matching services more closely to citizen needs.
- Educates the City Council about City services and presents optional approaches for improvement of delivery and facilitating the process of choosing alternatives.
- Performs research at the request of the Council and presents analysis of the strengths and weaknesses of various options.
- Seeks to identify common ground among competing interests and facilitates a productive working relationship among staff and Council.
- Takes a leadership role in projects involving development initiatives approved by the Council.
- Negotiates and administers contracts for City services with outside agencies.
- Provides material and information as needed to various committees and commissions.
- Coordinates the packets and follow-up on directives from the City Council, commission, and committee members at meetings.

Attends City Council, Commission and other Meetings as needed.

- Represents the City in front of the public, news media, and government agencies in a manner that conveys a positive image of city government and that fosters cooperation and support.
- Follows all legal communications requirements including those relating to public access to information and open meetings and counsels others regarding appropriate procedure and content.
- Listens to various individuals and groups including citizens and other units or agencies of government and brings that information into the formulation of positions and directions.
- Provides well-defined information to the local media and fosters a cooperative, professional relationship with members of the media in order to facilitate accuracy of information regarding matters of importance and interest.
- Builds working relationships with elected and appointed officials at the federal, state, county, and regional level in order to be in a position to advocate for the best interest of the City.
- Seeks cooperation from others in the form of actions, grants, or other desired outcomes by framing requests in a concise and favorable manner.
- Coordinates with consultants/contracted staff to ensure that directives are being followed through in a timely manner with the Attorney, Engineer, Planner, Auditor, and Assessor.



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CORE DUTIES OF THE POSITION – CONT'D

Directly supervises the Administrative Services Director, Public Safety Director, Public Works Director, Planner, Recreation Supervisor and collateral staff regarding the finance function of the City and ensures proper maintenance of all official accounting records so they conform to generally accepted government accounting principles and provide an accurate and current statement of the City financial condition.

- With staff support, analyzes, interprets, and communicates financial operating results for the information and guidance of the Council and provides fiscal direction to all City departments.
- Ensures that financial records and budgets are maintained and that the Council is properly advised on the fiscal position of the City.
- Provides leadership in budget preparation under the direction of the City Council.
- Administers the annual budget and recommends changes in spending on line items based on changing conditions in order to balance revenues with expenditures.
- With staff support, oversees purchasing and bid-letting to ensure cost efficiency and compliance with law.
- Recommends appropriate fee schedules for City services and ensures that project costs are accurately tracked and charged to the correct accounts.
- Provides technical guidance, directly and through consultants, on financing for capital improvements, assessments and tax increment financing, grant writing, community and economic development, and redevelopment.
- Ensures the management of idle monies, in keeping with legally approved investment policies and practices, and acts in a direct leadership role in debt management and bond issuance to ensure the most efficient utilization of monies available.

Oversees the technical operations of City government and is responsible for compliance with all legal and financial requirements.

- Ensures that the staff in each department follows appropriate procedures and complies with City policies and general government requirements.
- Ensures that all election laws and procedures are followed and that elections are conducted in an efficient manner.
- Performs directly or through designated subordinates the statutory functions of City Clerk.
- Ensures that all records are maintained in a manner consistent with best practices and that regulations involving data privacy are followed.
- Prepares Request-For-Proposals as directed by the City Council.

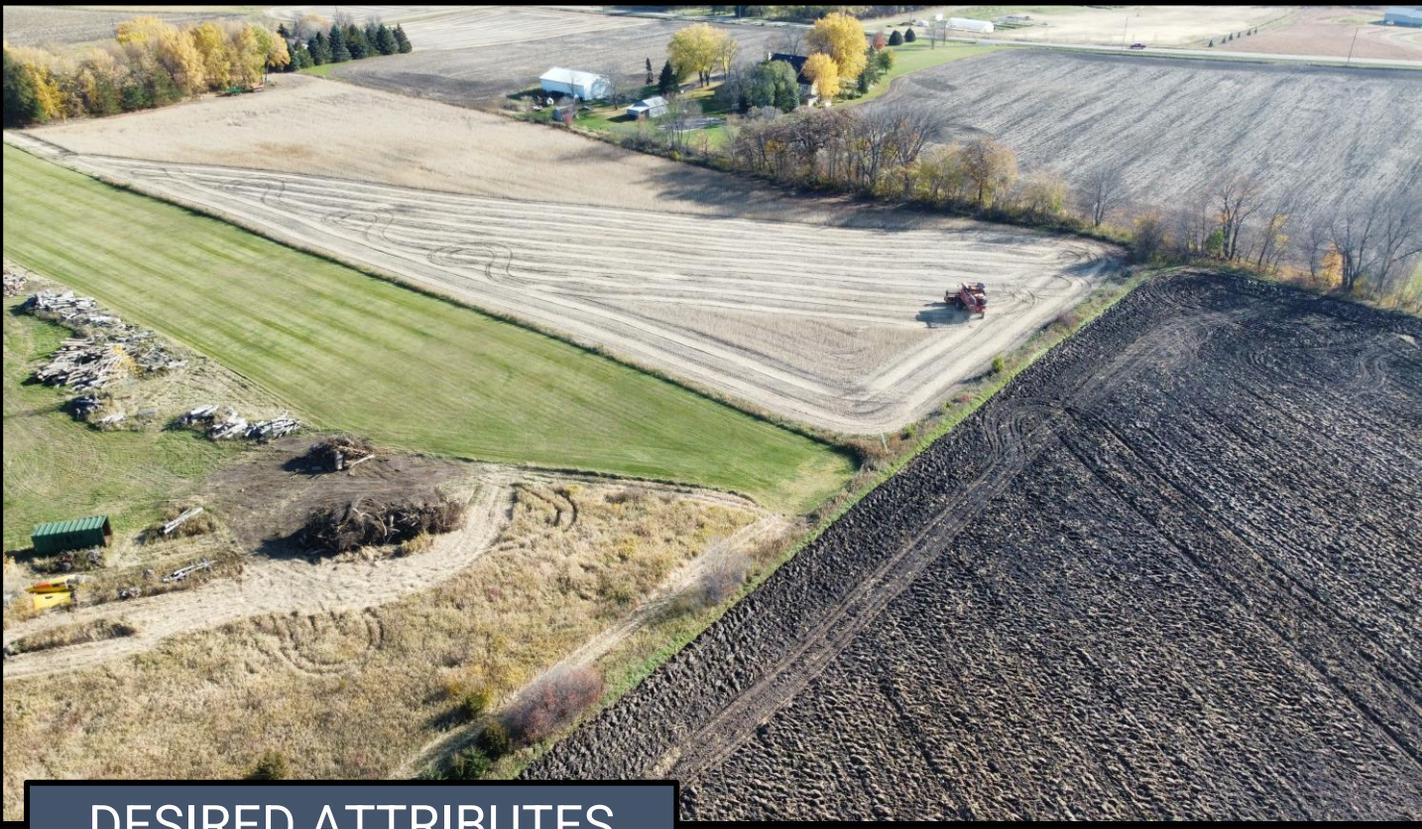
Under authority granted by the City Council and subject to Council approval directs hiring of qualified staff, and administration of human resource functions, involving department heads as appropriate.

- Takes a leadership role in the development of employees, employment policy, collective bargaining, staff compensation, and benefit plans.
- Administers the staffing process by recommending staffing levels and then seeking to fill approved positions with the involvement of the Council and department heads.
- Manages the performance of staff directly and through department heads.
- Manages the use of outside consultants for those functions of government that are contracted.
- Signs-off on timesheets, verifies use of time off, and monitors banking and use of compensatory time off.



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DESIRED ATTRIBUTES

The capacity to create and sustain a strong, cohesive team

- Cultivate a positive, empowering work environment
- Communicate vision and expectations clearly and effectively
- Give guidance when necessary and provide constructive feedback
- Encourage and support professional development
- Strategically grow the workforce in alignment with the Council's vision

The ability to build and maintain a strong relationship with the Council

- Communicate clearly, directly, and diplomatically
- Work collaboratively to ensure a shared mission and vision for the City
- Educate Council on process, legislation, and best practice
- Use data to propose, analyze, and review policy
- Develop policy recommendations based on sound reasoning and evidence
- Maintain impartiality; be apolitical

The aptitude to foster collaboration with stakeholders

- Engage with the community with integrity, professionalism, and responsiveness
- Develop alliances with the community, local, regional, state, and national stakeholders that add effectiveness, resources, and perspective
- Manage occasional competing needs of staff, residents, and interest groups
- Be actively involved in relevant professional organizations and networks and stay current of trends, opportunities, and resources in order to develop legislative acumen and seek innovative solutions.



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ADMINISTRATOR GOALS & PRIORITIES

Together with the Council, update and enhance a shared vision, strategic plan, and actionable goals for the City

Continue to develop a cohesive, integrated, and synergistic team of City staff

- Work with Council to ensure appropriate staffing levels, adding additional positions, and reorganizing the structure as needed
- Delegate duties accordingly
- Communicate a shared vision and clarity of purpose
- Maintain high ethical standards including respectful, honest interactions and communications
- Focus on effectiveness, not only efficiency

Coordinate existing projects/plans

- Comprehensive Plan
 - Review and implement
- Street and utility plans
- Capital Improvement Plan (CIP) – comprehensive, showing levy impact and identifying other sources of revenues – long-range financial management plan
- St. Therese/Town Center development
- Other developments already identified
- Northeast water infrastructure plan
- Trail development
 - Collaborate with Three Rivers Park District on Diamond Lake Trail
 - Connect and expand park's trail system
- Fire services plan
 - Refine and implement

Assess needs and opportunities; plan for the future

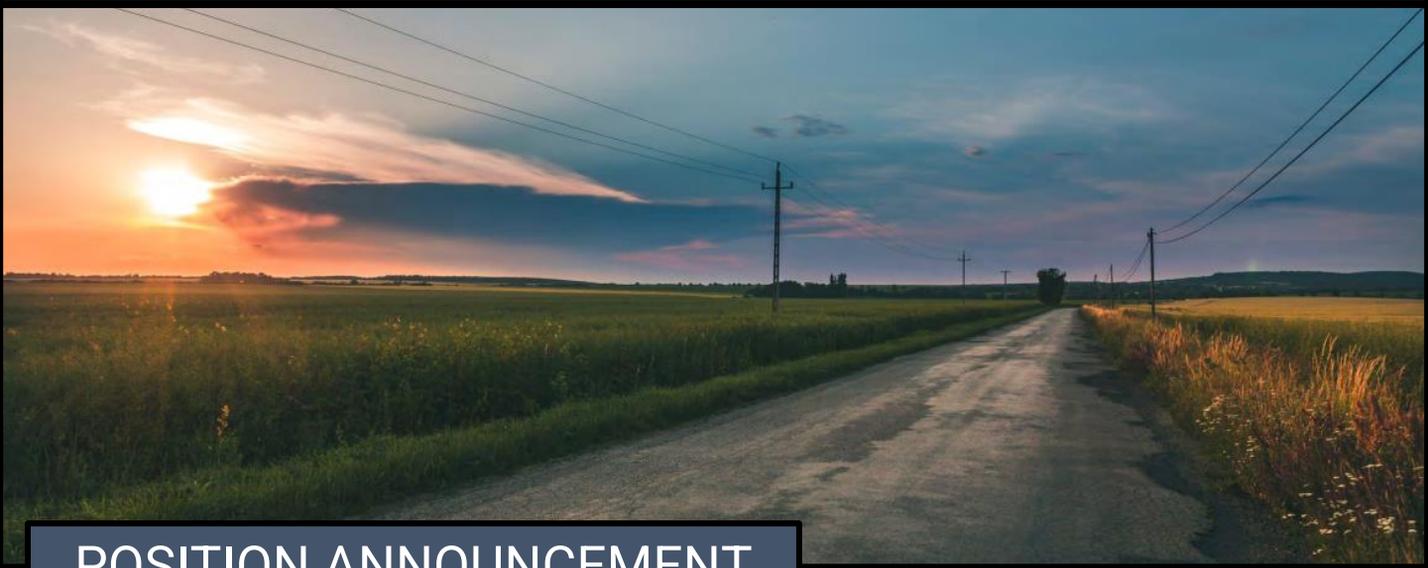
- Integrate and include all residents
- City services
 - Long-range City campus planning
 - Parks and trails
- Create a framework to analyze future development proposals
 - Residential
 - Commercial
 - Industrial
- Expand broadband coverage
- Facilitate annual goal setting
- Evaluate staffing needs
 - Contracted vs. in-house
 - Compensation review
- Stay educated on trends and best practices
- Build and maintain relationships with local, regional, and statewide stakeholders

Build and foster relationships within Corcoran and with local, county, regional, and state organizations through proactive outreach and outgoing communications.



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POSITION ANNOUNCEMENT

City: Corcoran, Minnesota

Position: City Administrator

Salary Range: \$114,233 to \$140,000

Application Deadline: 2/14/2022

Job Summary: As the Chief Operating Officer of the City, the City Administrator provides leadership to the City staff and helps the City Council to define, establish, and attain overall goals and objectives of local government. The City Administrator is responsible for the quality of service provided to citizens by staff and consultants and is responsible for compliance with all legislative, judicial, and administrative obligations established by higher authority.

Minimum Qualifications: Bachelor's degree in Public Administration, Urban Studies, or related field, and six or more progressively responsible years of related experience, or equivalent. Key characteristics are knowledge of government, knowledge of financial management in a government setting, leadership, interpersonal relationship, and problem-solving skills.

Desired Qualifications: Master's degree in Business or Public Administration, experience in a full-service municipal or government setting with public utilities, and knowledge of planning and zoning and economic development.

Apply: Visit <https://daviddrown.hiringplatform.com/85474-corcoran-city-administrator/271525-application-form/en>, and complete the application process by February 14, 2022. Finalists will be selected on March 3, 2022, and final interviews are scheduled for March 25, 2022.

Please direct any questions to Mark Casey at mark@daviddrown.com or 612-920-3320 x113.

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