



CITY OF NEW HOPE



# City Manager

Salary: \$149,229 to \$181,559

# WELCOME TO NEW HOPE, MN!



The City of New Hope, located in Hennepin County, was incorporated in 1953 as a Plan B Statutory city. It is a thriving residential community of approximately 22,000 residents. The City is an inner-ring suburb northwest of Minneapolis, is fully developed, and is known for its well-kept residential neighborhoods with more than 8,700 housing units and a wide variety of housing units types including single-family, twin homes, and medium and high density. Approximately 59 percent of the housing stock is single-family units, and 41 percent is multiple-family units.

The City recently completed a single-family housing development known as Windsor Ridge in the last parcel of undeveloped property. Ironwood, a luxury apartment complex, was recently constructed adjacent to the City's golf course. New Hope boasts many options for senior housing. There are three long-term care facilities in the City as well as assisted living complexes and apartments.

New Hope provides ample employment opportunities with 480 commercial and industrial businesses offering more than 10,000 jobs within the City. The City's major employers include Independent School District 281, Minnesota Masonic Home/North Ridge Care Center, Hy-Vee (first in the metro), Horwitz (mechanical contractor), and Padagis (pharmaceutical manufacturing). The City has four major industrial park areas and six shopping centers/areas.

The City is striving to increase momentum to continually increase the tax base while providing the highest level of services to residents, businesses, and property owners.

## Live, Work, and Play!

# THE ORGANIZATION



The Mayor and City Council are the legislative and policy-making body for the City of New Hope and serve the community at large. The Mayor presides over council meetings and represents the City at public events and in intergovernmental relationships. In all other ways, the Mayor and Council members have the same authority and responsibilities.

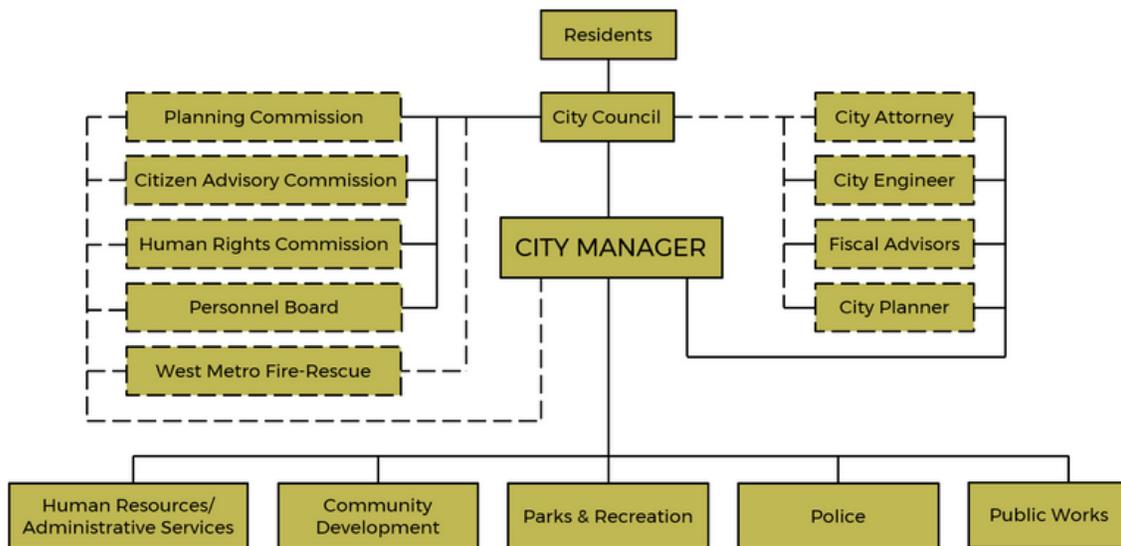


The City Council strives to engage and involve residents in the decision-making process through effective communication, input at meetings, public hearings, neighborhood meetings, advisory commissions, and participation in civic and business organizations and community groups. The Council seeks insight and recommendations from several advisory commissions including the Citizen Advisory Commission, Human Rights Commission, Personnel Board, and the Planning Commission.

General services provided by the City of New Hope include administration, human resources, communication, finance, licensing, planning, redevelopment, public safety, engineering, streets, utilities, forestry, parks, and recreation. The City operates under a Civil Service personnel system. There are approximately 100 regular staff, and about half of the City's workforce is represented by three unions. West Metro Fire-Rescue District, formed in 1998 through a joint powers agreement, provides quality fire and safety services to the cities of New Hope and Crystal.

The City has a 2023 annual operating budget of \$48 million, debt service of \$4.8 million (\$43 million total outstanding debt as of 12/31/22), and an AA credit rating. The property tax levy for 2023 is \$19,053,316 (an increase of 4.51% over last year). A ten-year capital plan is updated annually to determine department needs and project future debt.

# ORGANIZATIONAL STRUCTURE



# BUDGET SUMMARY

	2022	2023
<b>General Fund</b>		
General Government	2,329,586	2,426,061
Public Safety	9,276,503	10,058,585
Public Works	1,598,929	1,616,757
Parks and Recreation	2,974,175	3,133,804
<b>Total General Fund</b>	<b>\$16,179,193</b>	<b>\$17,235,207</b>
Economic Development Authority	847,980	824,811
Park Infrastructure	1,230,000	1,948,000
Street Infrastructure	1,128,371	5,272,095
2015A GO TIF Bonds (City Center)	204,929	203,887
2015B GO Imp Bonds (Northwoods South)	171,811	170,496
2016A GO Imp Bonds (Northwoods North)	233,968	234,724
2017A GO Bonds (Police Dept/City Hall)	1,599,925	1,599,925
2018A GO Tax Abatement Bonds (Pool and Park)	813,906	808,906
2019A GO Tax Abatement Bonds (Pool and Park Ph. 2)	440,450	444,150
<b>Total Expenditures for Tax Supported Funds</b>	<b>\$22,850,533</b>	<b>\$28,742,201</b>
Sanitary Sewer	3,740,516	3,722,548
Water	5,894,905	10,852,121
Solid Waste Management	248,578	318,164
Golf Course	436,178	596,197
Ice Arena	1,342,846	2,478,733
Storm Water	1,425,783	1,445,940
Street Lighting	120,706	625,706
<b>Total Expenditures for Non-Tax Supported Funds</b>	<b>\$13,209,512</b>	<b>\$20,039,409</b>
<b>Total Expenditures for All Operating Funds</b>	<b>\$36,060,045</b>	<b>\$48,781,610</b>
Central Garage (operations and replacement)	3,233,192	3,109,219
Information Technology	1,080,390	1,093,611
<b>Total Expenditures for Internal Service Funds</b>	<b>\$4,313,582</b>	<b>\$4,202,830</b>



- Recipient of GFOA's "Certificate of Achievement for Excellence in Financial Reporting" for 13 consecutive years.
- Street Infrastructure Levy supports street projects (no assessments for taxable properties).
- Long-term capital plan guides expenditures.



# RECREATION & EVENTS

New Hope offers many recreational activities for its residents. The City has an extensive system of 18 City parks, three school parks, one nine-hole par-three golf course, an outdoor performance center, aquatic park, and an ice arena with two sheets of ice. The Parks and Recreation Department offers activities such as dance, gymnastics, swim lessons, team sports for youth and adults, sports camps, skating lessons, playground programs, activities for families, and adult trips to exciting locations.

New Hope's outdoor pool features a shallow water area with zero-depth entry, fast and slow body slides, current channel, vortex pool, tot slide and play features. The eight-lane, 50-meter pool offers one- and three-meter diving boards, a drop slide, and wibit (floatable play). Other amenities include a sun turf area, chaise lounge seating, a bathhouse, and concession area.

The New Hope Ice Arena offers year-round use of ice time for youth and adult recreational league hockey, skating lessons, and tournaments. Open skating along with available skate rentals, special events, and an indoor walking area are also popular programs. The arena is also home to the New Hope Dance Program, Armstrong Cooper Youth Hockey Association, both the Boys and Girls Armstrong/Cooper High School Hockey teams, and Charleston Overspeed Training.

The New Hope Village Golf Course is a carefully-maintained nine-hole, par-three course that has seven holes with bunkers and a collection of water hazards that make it a challenge for beginners and experienced golfers alike. The clubhouse features a pro shop, snack bar, and indoor seating area with televisions and a fireplace, and an outdoor seating area with patio tables and umbrellas. During the golf season, offerings include leagues, lessons, tournaments, open golf, and pavilion rentals. The clubhouse is also available for rentals and special programming throughout the remainder of the year.

New Hope's performance center features natural built-in seating, an open grassy area for chairs, and a covered stage. This facility hosts concerts, movies in the park, City programs and special events, and is home to the Off Broadway Musical Theatre.

Each year, New Hope's Parks and Recreation Department also hosts a variety of special events including Bike Rodeo, Vehicle Fair, Young Mudder, Wet and Wild Water Day, and Trick or Trot.





## ROBBINSDALE AREA SCHOOLS

Students of New Hope are served by the highly regarded Robbinsdale Area School District. Robbinsdale Area Schools takes pride in a strong tradition of achievement in academics and the arts. College-bound graduates of Robbinsdale Area Schools have traditionally scored above the state and national averages on the ACT exam.

The district serves approximately 13,000 K-12 students and a large population of preschool and adult learners with the mission of developing caring, creative, and productive citizens. The district covers seven communities with a population of more than 100,000 residents and 47,000 households in the northwest suburbs including all or parts of New Hope, Brooklyn Center, Brooklyn Park, Crystal, Golden Valley, Plymouth, and Robbinsdale.

The district operates 10 elementary schools for students in grades K-5 including Meadow Lake, Sonnesyn, and Robbinsdale Spanish Immersion schools located in New Hope, two middle schools for grades 6-8 located nearby in Plymouth and Robbinsdale, two high schools for 9-12 including Cooper located in New Hope and Armstrong in Plymouth, and Highview Alternative Program at Sandburg Middle School in Golden Valley.

The district also has an extensive community education program.

## NORTH EDUCATION CENTER

North Education Center (District 287) was created by 13 Twin Cities area school districts to provide innovative specialized educational services to approximately 315 students ages 5 to 18 with unique needs.

## ESCUELA ÉXITOS

Escuela Éxitos is an English and Spanish language immersion charter school that prepares students for success in an increasingly diverse and global economy.





## MAJOR RESPONSIBILITIES

- Works closely with the City Council, performs research on agenda items, reports on City affairs and problems, and presents recommendations for City Council consideration.
- Keeps the Council fully advised of all significant matters and effectively presents all items which require Council action or approval.
- Responds promptly and effectively to Council requests.
- Prepares and submits an annual budget for the City Council and keeps the City Council advised of the financial condition of the City and makes recommendations as needed to ensure prudent financial management. Assists with annual review of the City's capital improvement plan, pavement management plan, and long-term financial plan.
- Attends and participates in discussions at all meetings of the City Council and of other official City bodies as appropriate.
- Leads the City's senior management team to ensure overall effective integration of departmental activities and effective implementation of City Council policies.
- Supervises and assesses the performance of department heads and other direct reports; appoints and removes all City personnel; carries out disciplinary actions.
- Sets goals and strategies; creates a positive organizational climate for the City.
- Ensures City code and Council directives are correctly interpreted, communicated, and implemented.
- Ensures the effective and efficient delivery of quality city services and that citizen requests/concerns are properly handled.
- Cultivates positive relationships with City staff, residents, and businesses.
- Works collaboratively with other public agencies including schools, cities, counties, etc.; participates in community events and connects with businesses.
- Serves as the Emergency Management Director.
- Serves on the West Metro Fire-Rescue District Board of Directors, Joint Water Commission (JWC) Board of Directors, and the Hennepin Recycling Group (HRG) Board of Directors.
- Performs other job-related responsibilities as appropriate or directed by the Council.

# DESIRED ATTRIBUTES



- Skilled at interpersonal relationships and able to understand, communicate, and engage effectively with the Council, management team, staff, and residents.
- Promotes transparency with the Council, staff, and residents.
- Has a proven and successful track record in local government.
- Has strong finance and budgeting experience and knowledge; has good business acumen and values input when making decisions.
- Respects the expertise of staff; gives them wide latitude and holds them accountable for results.
- Is a trusted advisor with the fortitude to present recommendations that may not be popular.
- Empowers staff to do their best work; instills a sense of pride in working for the City of New Hope.
- Is open-minded, willing to listen, and takes time to fully understand issues.
- Possesses high integrity and a commitment to do what is best for the community.
- Values collaboration and can develop a good network.
- Has the ability to empower, delegate, and hold the management team to high standards.
- Values the development of current staff for potential advancement opportunities.
- Has good organizational awareness and ability to assess departmental needs.
- Recognizes and values diversity within the community and works to advance diversity, equity, and inclusion in the City.
- Has knowledge and experience in redevelopment to improve housing, businesses, and industries within the City.
- Is a proactive leader that will help develop the Council's vision and promote it.
- Has a continuous improvement mindset, attention to metrics, and is focused on short and long-term goals.
- Understands each department's role in providing quality services.

# POSITION ANNOUNCEMENT



**CITY:** New Hope, Minnesota  
**POSITION:** City Manager  
**SALARY:** \$149,229 to \$181,559  
**APPLICATION DEADLINE:** March 14, 2023



## JOB SUMMARY

Performs complex professional work providing leadership to city staff; helping the City Council define, establish, and attain overall goals and objectives of local government; hiring and supervising city staff and managing all functions through department heads; developing and implementing strategic plans; delivering quality services to citizens in compliance with all legislative, judicial, and administrative obligations; and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organization.

## MINIMUM QUALIFICATIONS

Master's degree with coursework in Public Administration, or related field, and considerable experience working in local government in a leadership position, or an equivalent combination of education and experience.

## APPLY

Visit <https://daviddrown.hiringplatform.com/148696-new-hope-city-manager/566107-application-form/en> and complete the application process by March 14, 2023. Finalists will be selected on April 10, 2023, and final interviews will be held on May 2, 2023.

Please direct any questions to Pat Melvin at [pat@daviddrown.com](mailto:pat@daviddrown.com) or 612-920-3320 x116.



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