
THE CITY OF HIGHLAND PARK, ILLINOIS



CITY MANAGER

Voorhees Associates, LLC is pleased to announce the recruitment and selection process for the City of Highland Park, Illinois' next City Manager. This profile provides background information on the City of Highland Park, the municipal organization and the qualifications and experience the Mayor and City Council are seeking in the next City Manager. The current City Manager is retiring at the end of the year after serving as City Manager for 18 years. Candidates interested in applying for the position should submit their résumé and cover letter along with contact information for three work-related references at once to VoorheesAssociates.com/current-positions.

Additional information about the City of Highland Park can be found on the City's website: www.cityhpil.com.

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Formal applications should be submitted to:
VoorheesAssociates.com/current-positions

PROFESSIONAL ANNOUNCEMENT

HIGHLAND PARK, IL (31,365) *Dynamic, progressive community with beautiful neighborhoods and vibrant commercial districts, seeks its next City Manager. Home to nationally recognized schools, beautiful parks and ravines, and Ravinia Festival, the world class summer venue of the performing arts, Highland Park is a highly desirable community in which to live and work. Highland Park is located 23 miles north of Chicago along the shore of Lake Michigan. The City has a \$73 million operating budget and 276 employees. The City Manager is appointed by the Mayor and City Council. Since 1990, Highland Park has had two Managers, with the most recent Manager retiring after serving 18 years in the position. Candidates will be expected to be highly collaborative and creative in their approach to municipal services. Successful candidates will have experience in developing positive working relationships with elected officials, staff, other units of government, the business community and not for profit organizations. Candidates must exhibit a high level of professionalism,*

diplomacy and a commitment to excellence in service delivery. Position requires seven to ten years of increasingly responsible management experience in a community or organization of comparable size and complexity. A bachelor's degree is required. A focus in public administration, business administration, public policy or a related field would be advantageous. Master's degree (MPA or MBA) or other advanced degree, strongly desired. Candidates must possess excellent interpersonal skills and an approachable, welcoming style with the community, elected officials and staff. Residency is negotiable. Salary: \$170,000+/- DOQ with excellent benefits. Candidates should apply by December 23 with résumé, cover letter, and contact information for three professional references to Heidi Voorhees at www.VoorheesAssociates.com/current-positions. Tel: 847-580-4246.

CITY OF HIGHLAND PARK

COMMUNITY BACKGROUND

The City of Highland Park, Illinois (population 31,365) is located 23 miles north of Chicago along the shore of Lake Michigan. A premier suburban community, Highland Park is known for its high quality of life for its residents, progressive and extensive public services, active citizen participation, and a vibrant and bustling downtown business district. The City of Highland Park is one of only three communities in the State of Illinois with accredited Fire, Police and Public Works Departments. The National Civic League has twice named Highland Park an "All America City." Other community awards include two national volunteerism awards for the Senior and Youth Departments, a Presidential award for education, 25 Tree City USA citations and gold medals for the Park District.



The City is home to numerous amenities, including cultural venues and outstanding park and recreation facilities provided by the Park District of Highland Park, a separate governmental entity with an elected Board of Commissioners and its own taxing authority. The Park District is responsible for 44 parks, Lake Michigan beaches, an 18-hole golf course, boating and fishing areas, water park, recreation centers, and an extensive list of year-round programs. In addition, the City is home to the internationally acclaimed Ravinia Festival, a ten-acre park with a 3,200 seat outdoor amphitheater that is the summer home of the Chicago Symphony Orchestra. In addition to the Symphony, Ravinia hosts well-known performers

in contemporary, jazz, pop, and dance. The Chicago Botanic Gardens is located at the City's southern border with the Village of Glencoe. Highland Park schools are nationally recognized and attract families to the community. The City is also home to Highland Park Hospital, a progressive, 312-bed, total care institution. The City's Library is located adjacent to City Hall and provides state-of-the-art library services to Highland Park residents.

The City has a rich history carefully documented and maintained by the Highland Park Historical Society located in a 12-room Victorian Home/Museum donated in 1968 to the Historical Society. The City traces its beginnings to the Pottawattomie Indians, from whom the U.S. government secured a tract of land (by treaty in 1833) along the shore of Lake Michigan. Highland Park was preceded by two other towns, the Village of St. Johns and the Village of Port Clinton. The name Highland Park came from the railroad station of that name built in 1854. The Port Clinton Land Company caused a plat to be made in 1869, opened all of the platted streets, created a public park and built a hotel. In 1869, a charter was granted for the City by the State Legislature. In 1899, the Village of Ravinia immediately to the south was annexed to the City of Highland Park.



Today, Highland Park is one of the seven prestigious communities that comprise Chicagoland's "North Shore" of Lake Michigan. These communities are known for their excellent schools, beautiful neighborhoods with homes representing a variety of architectural and historical influences, numerous parks and beaches, and progressive local government.

CITY OF HIGHLAND PARK

Highland Park At A Glance

Population:	31,891
Land Area:	12.5 square miles
County:	Lake
Places of Worship:	15
Median Home Value:	\$583,799
Median Family Income:	\$110,442
Open Space:	600 acres
Average Household Size:	2.7
Miles of Lake Michigan Shore Line:	4.5
Households:	11,656
Public Transportation:	Metra Train and PACE Suburban Bus

For more information about the City of Highland Park, please visit the City's website at www.cityhpil.com.

COMMUNITY LIFE

The residents of Highland Park are an engaged, active citizenry, undertaking a wide variety of initiatives that make Highland Park a wonderful place in which to live and raise a family. The City of Highland Park is an active partner in these initiatives, which include, but are not limited to:

Sustainability

In 2008, the City formed the Green Initiatives Alliance in an effort to work with other Highland Park governments on ways to "go green." The Alliance members include the City, school districts 112 and 113, Downtown Alliance, the Library, Township, Park District,

Highland Park Hospital, the Chamber of Commerce, and the Solid Waste Agency of Lake County. In 2009, the City began the process of creating a community-wide sustainability master plan funded with revenues from the commercial and multi-family refuse and recycling franchise. The plan was approved in 2010. On August 23, 2011, the City Council approved the City's Sustainability Strategic Plan, which is a 20-year road map providing direction in ten specific areas.

Character Counts

The City actively supports the Character Counts initiative, an integral part of the Highland Park community philosophy. The City is part of a larger, shared commitment to advancing the six building blocks of character—trustworthiness, respect, responsibility, fairness, caring and citizenship. Each year the City partners with the North Shore School District 112 and Highland Park High School to host the Robert Barnard Character Counts! Pillar Award.



CITY OF HIGHLAND PARK

Youth Services

The City's Division of Youth Services was created in 1973 and provides programs for students in grades six through eight who are Highland Park residents or who attend Highland Park schools. There are also volunteer opportunities and a job referral program to serve students in grades 6-12. Youth Services is housed at the Firehouse, a renovated Highland Park Fire Station which is a multi-purpose facility that includes an activity center, study room, counseling area and meeting room.

Senior Services

The Highland Park Senior Center is a division of the City created in 1976 to meet the needs of the community's senior population. The Senior Center is funded by the City, membership fees, corporate donations and private donations. It is housed in a private residence purchased by the City that has been renovated to provide a warm, welcoming environment providing health, recreational, cultural, educational, and counseling services to seniors.

Community Partners for Affordable Housing

The City is recognized as a leader in the region for its efforts in providing affordable housing. In 2003, the City created the Highland Park Illinois Community Land Trust which is now a non-profit organization known as the Community Partners for Affordable Housing dedicated to providing housing opportunities for low and moderate income households. In addition, the Highland Park Housing Commission works through three separate not-for-profit organizations to operate three Section 8 affordable housing rental developments utilizing federal funds.

THE MUNICIPAL ORGANIZATION

The City is a home rule municipality that operates under the Council/Manager form of government adopted in 1955. The Mayor and six Council Members, elected at large for four-year terms, appoint a City Manager to administer the policy set by the City Council. The City Manager supervises the 276 municipal employees, and the \$73 million annual budget. The City Manager leads the City's Executive Team, which includes the Deputy City Manager, Police Chief, Fire Chief, Finance Director, Community Development Director, and Public Works Director. The City is currently in negotiations with its four unions which include I-COP (police officers); IAFF (fire department employees); Local 150 Operating Engineers (public works) and Teamsters (police sergeants).



The City places a strong emphasis on customer service and excellence in municipal service delivery. The City provides a full range of municipal services, including police and fire protection, community and economic development, construction and maintenance of the City's streets and infrastructure, water, sewer and parking services, youth and senior services, local transit service, and the operation of the Highland Park Country Club. The City's Water Production and Treatment Plant located on Lake Michigan provides water services for the residents and businesses of Highland Park and nearby communities, including Deerfield, Lincolnshire and Bannockburn as well as the Glenbrook Sanitary District.

The City has received the GFOA Certificate of Achievement for Excellence in Financial Reporting for 26 years. The City also received the GFOA's

CITY OF HIGHLAND PARK

Distinguished Budget Presentation Award recognizing the budget document for its proficiency as a policy document, financial plan, operations guide and communications device. As of December 31, 2010, the City had an unreserved, undesignated fund balance in the general fund that represents 45% of the general fund operating expenditures and exceeds the City's policy for reserves.

In response to the economic conditions facing nearly all communities, the City has reduced expenditures by controlling wage increases and reducing certain employee benefits, reducing the number of full-time employees, and considering shared service/consolidation of municipal services with neighboring communities. Along with the City of Lake Forest, the City of Highwood and the Village of Lake Bluff, Highland Park has been studying the possibility of shared services/consolidation of municipal Fire Departments. The communities have hired a consultant to work with them on this project.



ECONOMIC OUTLOOK

Highland Park has experienced some of the impact of the national recession; however, the City's strong commercial and retail sector is rebounding. Though construction and real estate activity remain below 2007 levels, building permit revenues were up 33.5% in 2010 over 2009. In addition, real estate transfer tax revenues were up 40% over 2009 levels with the number of real estate transactions increasing by 17%.

Retail sales also increased in 2010 over the prior year for the first time in four years. Total sales tax increased 3.6% over 2009, with the auto market contributing the greatest dollar amount over the prior year. Retail and commercial vacancies declined from 65 at the start of 2010 to 40 at the close of 2010. The 2010 census places the city's per capita income at \$55,331, placing Highland Park among the nation's wealthiest communities with populations over 25,000.

CHALLENGES AND OPPORTUNITIES

The next City Manager can expect to work closely with the Mayor and City Council, city staff, and where appropriate, members of Boards and Commissions and other governmental units on the following issues:

- The City's Mayor and City Council are committed to continuing and substantially increasing the City's intergovernmental cooperation in an effort to combine services where appropriate, without impacting the quality of the services provided. The next City Manager will be expected to work with other units of government, not-for-profit organizations and other Highland Park entities as well as with neighboring communities to further this goal.
- The City's Mayor and City Council are dedicated to working with local businesses and business organizations to continue to improve the business climate in the City. The next City Manager will be expected to work closely with the elected officials and appropriate Boards and Commissions on downtown and other commercial area redevelopment projects, bringing fresh ideas and approaches to economic development. A high priority for the Mayor and City Council is the Highland Park Theater that is currently owned by the City. The City has recently accepted proposals for the sale and redevelopment of that property.

CITY OF HIGHLAND PARK

- The next City Manager can expect to work closely with the Mayor and City Council on a major Water Plant initiative. The City recently took bids on a capital improvement project that would upgrade the plant's capacity using a microfiltration system. The bids were 37% over budget and have been rejected by the City Council. The Mayor and City Council will work closely with the next City Manager on reviewing this capital project and deciding on the best course for the future.
- The Mayor and City Council are committed to transparency in government. The next City Manager can expect to continue and further enhance the City's efforts to provide complete and thorough information to residents, businesses and other interested parties on matters under consideration by the City.

CANDIDATE QUALIFICATION CRITERIA

The Mayor and City Council are seeking candidates who are highly collaborative in their approach to municipal service delivery and management of personnel with a positive, professional attitude toward customer service. The following education, experience, management, and leadership criteria have been identified by the City's Mayor and City Council as important skills and abilities for candidates to possess and demonstrate. The starting salary for the position is \$170,000+/- . Residency in the City of Highland Park is negotiable.

Education and Experience

A bachelor's degree is required. A focus in public administration, business administration, public policy or a related field would be advantageous. Master's degree (MPA or MBA), or other advanced degree, is strongly desired.

Candidates must have a minimum of seven to ten years of progressively responsible experience in executive level administration of municipal services in a community or organization of comparable size and complexity.

Candidates must have a strong record of effective collaboration and partnership with elected officials with the ability to be passionate and excited about the Council's priorities and have the ability to translate that passion to City staff.

Candidates must embrace Highland Park's dedication to intergovernmental relations and have experience in successful collaboration with schools, park districts, and libraries, including sharing facilities and collaborating on services.

Candidates must have experience managing a broad range of municipal services with demonstrated experience in process improvement efforts that result in greater efficiency in municipal services with the goal of lower taxes for residents and businesses.

Candidates must have a dedication to and ideally, experience in partnering with, other municipalities or units of government on shared services and service consolidation.

Candidates should be knowledgeable and current on methods for generating economic development, including business attraction and retention, conservative yet creative financing options, and be dedicated to the City's being a welcome environment for business activity.

Candidates must have a demonstrated record of success in leadership of senior staff, encouraging the staff in creative problem solving and innovation, and fostering a thriving relationship between the Council and the staff.

Candidates must have a record of visibility and community involvement, attending civic and community functions, interacting with business and community leaders and projecting a positive, approachable image of Highland Park municipal government.

Candidates must have experience in long-range and strategic planning, working collaboratively with elected officials, community and business leaders, and citizens to develop thoughtful plans that reflect the City's history, culture and heritage.

CITY OF HIGHLAND PARK

Candidates must have an “entrepreneurial spirit” with respect to government, including a demonstrated record in seeking and securing federal and state grants for City projects, with an understanding of the intergovernmental relationships necessary to be effective in this area.

Candidates must have strong budgeting and fiscal management skills with the ability to seek outside revenue sources and manage effectively within budgetary constraints.

Management and Leadership Style

Possess absolute integrity and honesty in all professional interactions.

Have the experience and strength of professional conviction to provide administrative insights and administrative counsel to the Mayor and City Council; be able to diplomatically present professional views and carry out administrative decisions in a timely, professional, and impartial manner without being dogmatic.

Have a reputation for open and honest sharing of information with the Mayor and all members of the City Council.

Have respect for and encourage open and transparent municipal processes.

Be an enthusiastic, positive and open individual who is genuinely supportive of the goals and mission of the City.

Possess a style based on confidence in oneself and in the employees that will quickly earn respect, trust, and credibility.

Project strong professional, leadership, and management presence. In addition, provide timely and straightforward feedback to employees regarding personal performance and achievement of assigned goals and objectives.

Be an innovative, open thinker who inspires employees also to think creatively.

Be comfortable in serving a community that expects a high level of services and responsiveness from municipal staff and employees.

Follow a management style that involves a “no surprises” approach in presenting all the facts and alternatives to the Mayor and City Council.

Have the capability to provide strong, visible leadership by effectively articulating approved City plans, policies, programs, and activities with all governmental agencies, institutions, citizens, businesses, and press.

Be an effective listener, responsive to input from the Mayor, the Council and employees and provide them with prompt and thorough feedback.

Possess strong interpersonal skills, with a demonstrated ability to work and interact openly and effectively with all. Be approachable and friendly in interactions with employees.



THE CITIZENS OF HIGHLAND PARK

