



BRAND NEW POSITION

City of Saint Charles, Missouri



ASSISTANT CITY ADMINISTRATOR

200 North Second Street
Saint Charles, MO 63301
www.stcharlescitymo.gov



THE CITY

Saint Charles, Missouri is a charming historic city on the Missouri River and is well known as the oldest city on the Missouri River. Founded in 1769 by French Canadian fur trader, Louis Blanchette, the City was named “Les Petites Cotes” (“The Little Hills”), which later, under Spanish rule, was renamed Saint Charles. Saint Charles is a source of historical encounter, as it is the home of the Lewis and Clark Rendezvous, Missouri's First State Capitol, origin of the Boone's Lick Trail and home to Daniel Boone.

The City of Saint Charles is located in the central U.S. marketplace and attracts over 1.5 million visitors annually, an important economic driver for the City. Located just seven miles west of St. Louis-Lambert International Airport on Interstate 70, access is easy via air or land. Interstate 70 connects to a network of interstates, including I-270, I-55, I-44, I-370 and I-64.

Historic Main Street is a major attraction. South Main is well over 200 years old, making it Missouri's first and largest historic district, stretching over ten blocks. An area of brick-paved streets and one-of-a-kind shops and restaurants make it a desired destination for residents and visitors alike. Saint Charles is known for its warm welcome, unique historical perspective, and beautiful sites.

The historical aspect of Saint Charles comes to life through our many festivals and events throughout the year, including Fourth of July Riverfest, Legends and Lanterns and Christmas Traditions. These festivals welcome over a million visitors annually. These events allow visitors to see historic characters come to life right before their eyes as they stroll along Historic Main Street.

The Streets of Saint Charles is a distinctive 1,000,000 square foot mixed-use community with retail, dining, entertainment, hospitality, and residential and office components. A town square environment, unique in the market, offers all the latest amenities for shopping, sophisticated living, modern offices, casual and elegant dining and entertaining. The Streets of Saint Charles offers a variety of dining options and a 14-plex AMC Movie Theatre, as well as a variety of shopping.

An additional thirty acres is currently being developed as part of Riverpointe, a master planned development 12 years in the making. Riverpointe has been made possible by the collective efforts of the City of St. Charles, St. Charles County, the State of Missouri, the Army Corps of Engineers, and the Federal Government. Riverpointe includes 40 acres of developed riverfront property stretching over a mile in length. Bordered by the 240-mile long Katy Trail, adjacent to the Streets of St. Charles development, and interstate visibility, Riverpointe is unlike any other development in the Midwest.

The Saint Charles Trolley connects visitors to major points of interest throughout the City, including the Saint Charles Convention Center, Streets of Saint Charles, Main Street, Ameristar Casino, Bass Pro Shop Plaza, The Foundry Art Centre, and Frenchtown. Riders of the trolley will be able to learn some area history from their driver as they pass through each area of town.





Lindenwood University

THE COMMUNITY

The City of Saint Charles is a growing community, with a current population of just over 70,000 that still enjoys that small town sense of community. Saint Charles is known for its strong business-friendly environment and support for development and growth opportunities. Saint Charles embraces its strong historical character but looks to the future with a strong business friendly approach to development and growth. The City is thriving, adding 350 new households per year.

The City's new unique approach to redevelopment includes identifying, assembling, completing infrastructure, and then marketing pad-ready sites directly to the end users. Current projects in the City include Riverpointe, a 120-acre mixed-use development combining residential, offices and entertainment venues, with thirty acres currently underway. The American Car and Foundry is a redevelopment of a historic railcar manufacturing facility with over 550,000 square feet of buildings on 23 acres. Frenchtown contains 14 blocks of a national historic district prime for a creative, edgy and unique redevelopment.

The City of Saint Charles is headquarters for LMI Aerospace, Lindenwood University, Patriot Machine, RX Systems, Newco Enterprises, Client Services and Master Clock. It is also home to the regional offices of Coca-Cola, Sysco, Royal Canin, Aspect, Southern Glazer's Wine and Spirits of Missouri, Boeing and Old Dominion Freightway.

The largest employers in Saint Charles City include The Boeing Company with over 1,100 employees; SSM Health Care – St. Joseph Hospital with over 1,300 employees; and Ameristar Casino with over 1,600 employees.

Ameristar Casino Resort Spa Saint Charles offers gaming, a luxury hotel, a state-of-the-art fitness center, spa boutique and a variety of restaurant options.

Saint Charles offers numerous quality education facilities and is considered the major educational center for St. Charles County. The City of Saint Charles is home to three outstanding school districts: St. Charles City, Francis Howell R-III and Orchard Farm. All are known for their achievements in scholarship, curriculum and athletic programs. In addition, the community has several outstanding private schools, which have been a traditional part of Saint Charles for many generations.

Further, higher education needs are served by Lindenwood University, which has been in the community since 1827, and St. Charles Community College.

The City of Saint Charles also offers twenty-three parks to serve its residents, with nature trails, swimming and recreational activities. The Parks and Recreation Department of Saint Charles offers a variety of programming, including youth and adult sports, fitness classes, day camps, trip programs and much more.



CITY GOVERNMENT

The City of Saint Charles is a Charter City, with the executive power of the City vested in the Mayor, who is recognized as the head of the City Government. The Mayor is elected at large, and serves a four-year term. The Mayor then hires a professional staff member, the City Administrator, to oversee and run the day to day operations of the City.

The City Council is cohesive, progressive and dedicated to the effective leadership of the community. The City Council is comprised of ten Council members, who are elected by voters in each of the ten wards and serve three-year, staggered terms.

Ward boundaries are established by ordinance following each decennial census and may be changed at other times. Wards are comprised of compact and contiguous territory and contain, as nearly as possible, an equal number of inhabitants.

The Municipal Court shall be presided over by two judges who hear over 9,000 cases per year.

The Director of Administration supervises all departments that report to the Mayor and provides leadership in the delivery of efficient and effective management of City services. The City is a full service City including Police, Fire/EMS ambulance service, Public Works, Engineering, Finance, Communication Technology, Community Development, Convention Center/Tourism, Clerks office, Legal and Human Resources.

The City employs more than 900 employees including full-time, part-time and seasonal employees. The total City budget for 2020 was approximately \$140M.

ORGANIZATIONAL CORE VALUES

- Outstanding Customer Service
- Responsiveness and Follow Through
- Professionalism
- Teamwork
- Multi-directional, Effective Communication
- Quality, Efficiency, and Effectiveness
- Maximizing Resources
- Innovation and Creativity
- Mentoring, Coaching, Training, and Development
- Pride in Everything We Do
- Exceeding Expectations

"The City staff works each and every day to live out the organizational values while serving the citizens of our great City," says Mayor Dan Borgmeyer. "I am proud of the professionalism and caliber of the team we have here."



CHALLENGES & OPPORTUNITIES

Economic Development/Redevelopment – The City is actively developing a 120 acre mixed-use development along the river. This project is broken into three phases and the City is the master developer of the project. The City is also partnering with the owner of an old industrial rail car site, American Car Foundry (ACF), to redevelop the 550k sq. ft. of rail car buildings into a mixed-use development, preserving the wonderful heritage of these buildings.

City Hall – The City is currently evaluating the best approach to renovating the existing 40-year-old City Hall building or an alternative solution. This project has many aspects and factors that need to be resolved before a final determination can be made in order to move forward.

Convention Center – When the economy recovers and returns to pre-COVID-19 attendance numbers, the City and Authority will resume with the planning stages of an expansion to the St. Charles Convention Center and the addition of another hotel.

Homelessness – One of the Mayor's initiatives is to work with multiple agencies and develop a solution to the small homeless population in St. Charles. A task force has been created and activity has begun, but a staff member needs to champion this initiative.

Ballot Issues – With all the activities and forward motion in the City, there will be a need to bring some ballot issues to the voters for approval. As with any ballot issue, there is a lot of planning, communication, public education and transparency that takes place.

Mentoring, Training and Succession Planning – In 2020, the City offered a voluntary retirement incentive program for employees considering retirement. Several key department heads and employees took advantage of this program. The City is committed to providing the highest level of training and development for the most important ? – their employees. Mentoring, training and succession planning is the key to the success of the organization.

Revenues – Ameristar Casino is a major contributor in revenues to the City. Every year special interest groups are at work in Jefferson City trying to deteriorate the City's revenue sources. The City needs to stay abreast of the issues and challenges being discussed in Jefferson City, seek opportunities to diversify their revenue streams, perform operations in the most cost efficient manner, be creative and innovative in its' approach, continue to be fiscally responsible and proactive.

Communications and Transparency – Social media has presented some real opportunities and challenges to the City. Communication and transparency are one of the top priorities of this organization. The City needs to seek ways to improve its' communication to the community and deliver timely and open information.



IDEAL CANDIDATE

EDUCATION AND EXPERIENCE

- Seven years of demonstrated leadership experience in a municipal government, including a minimum of five years of pivotal responsibility for developing, implementing and managing goals and objectives with significant organizational impact.
- Must be able to multi-task, manage multiple departments and projects effectively.
- Must be high-energy, creative and innovative, have excellent problem solving and people skills, and a true desire to serve the community.
- Bachelor's degree from an accredited college or university with major course work in public or business management, or public or business administration is required. Master's degree preferred.
- Knowledge and experience in working with boards, commissions, elected officials or any other political boards.
- Excellent writing and communication skills.

PREFERRED/DESIRED QUALIFICATIONS:

- Prior municipal governmental experience, including department head, assistant city manager/administrator or city manager/administrator
- Master's degree in public or business management, or public or business administration
- ICMA Credentialed Manager (ICMA-CM)
- Knowledge and experience with workflow indicators and performance measures.

COMPENSATION & BENEFITS

The Salary Range for this position dependent on qualifications and experience. The City participates in the Missouri Municipal Retirement Fund, LAGERS, with the City paying 100% of the contribution and 100% vesting at 5 years. The City has a comprehensive, cost-effective benefits package that includes the following: medical, dental, life insurance, long-term disability, short-term disability, voluntary vision, flexible spending options, employee assistance program, retirement and deferred compensation programs.

The City provides 20 days annual vacation leave in addition to sick leave, funeral leave, jury leave, and military leave.

Reasonable relocation expense reimbursement is also provided.

Historic Main Street



APPLICATION & SELECTION PROCESS

Interested applicants should forward cover letter, resume, and portfolio where applicable to:

City of St. Charles Human Resources Department,
200 North Second Street
St. Charles, Missouri 63301

ATTN: Shanton Fountain or e-mail to: hr@stcharlescitemo.gov, Assistant City Administrator in subject line.

First review of resumes will be February 15, 2021.

For more information on this position, contact:

City of St. Charles Human Resources Department 636.949.3232