Recruitment For CITY MANAGER
CITY HISTORY
The origins of Garden City, Michigan started with the transfer of the property to John Lathers from Andrew Jackson for 160 acres in October 1835. The City was patterned after the "garden city" concept that became popular in England during the 19th century, with most home sites sectioned off into 1-acre plots to allow adequate farming area to support the family with fruit and vegetables. Now, most sites are considerably smaller, some as small as 40 feet by 135 feet, with little room for gardening, though the City maintains some large lots where an extra street has not been placed between two of the older streets, such as between some parts of Bock Street and John Hauk Street where Donnelly Avenue does not cut through. In June 1927, Garden City became a village. Six years later the village became the City of Garden City. Areas of interest in Garden City includes the nation's first Kmart store, the nation's first Little Caesars Pizza, and the first dine-in McDonald's in Michigan. In addition, the honeymoon cottage of Henry Ford and his wife, Clara Jane Bryant, was moved here from Dearborn in 1952.

CLIMATE
The warm season lasts for 3.7 months, from May to September, with an average daily high temperature above 73°F. The hottest day of the year is in July, with an average high of 84°F and low of 66°F. The cold season lasts for 3.2 months, from December to March, with an average daily high temperature below 42°F. The coldest day of the year is in January, with an average low of 19°F and high of 32°F. The wetter season lasts 6.4 months, from March to October, with a greater than 25% chance of a given day being a wet day. The chance of a wet day peaks at 35% in June. The drier season lasts 5.6 months, from October to March. The smallest chance of a wet day is 16% in February.

GEOGRAPHY
Garden City is a city in Wayne County, in the State of Michigan. The city population is 26,650. The city is part of the Metro Detroit region in the Eastern Standard Time Zone. Garden City is 20 miles west of the City of Detroit and only 7 miles north of the Detroit Metro Intl Airport.

COMMUNITY EDUCATION
The main source of education for Garden City is the Garden City School District, which includes four elementary schools, one middle school, and one public high school. Tipton Academy, a charter school also located in Garden City, serves grades PK-8. Local colleges include: Schoolcraft Community College; Henry Ford College; University of Michigan at Dearborn; Eastern Michigan University; and Madonna University.
DEMOGRAPHICS

In Garden City, there are 26,650 people, 10,894 households, and 7,383 families residing in the city. The population density is 4,717.5 residents per square mile. The racial makeup of the city is 92.5% White, 3.4% African American, 0.4% Native American, 0.8% Asian, 0.8% from other races, and 2.1% from two or more races. Hispanic or Latino of any race is 3.3% of the population. Of the households, 31.7% has children under the age of 18 living with them, 48.2% are married couples living together, 13.6% has a single female householder, and 6.0% has a single male householder. 10.7% has someone living alone who was 65 years of age or older. The average household size is 2.54. The median age in Garden City is 39.9 years. 22.4% of residents are under the age of 18; 8.5% are between the ages of 18 and 24; 26.5% are from 25 to 44; 28.6% are from 45 to 64; and 14% are 65 years of age or older. The gender makeup of the city is 49.1% male and 50.9% female.

In addition, the cost of living and the crime rate in Garden City are far below the national average.

THE GOVERNMENT

Garden City operates under the Council-Manager form of government, with a seven-member City Council. They are elected at-large and serve staggered four-year terms. The Mayor is elected by the electorate every four years. The Council sets policy and appoints the City Manager. The Mayor appoints members to advisory boards. The City Council is very stable. Although the members have their own ideas and opinions, they get along extremely well. Its members believe strongly in transparency and being a regional leader. They have a high regard for City Staff. The City has a 2024/2025 general fund expenditure budget exceeding $25 million, with an overall annual budget of $48 million.

The City believes strongly in lean government. The current budget calls for only 108 full time, 65 part-time and seasonal employees, spread over nine departments: Administrative Services, Police, Fire, Clerk/Treasurer, Building, Water, Parks & Recreation, Community Resources, and the Public Works Department.

The City has five bargaining units representing its employees. Staff members pride themselves on working as a team. They are very collaborative, collegial, and cooperative. The City reinforces the ethical foundation: Be fair; be honest; tell the truth; keep your word; exercise integrity. The City places a very high priority on meeting its residents’ needs.

After several years of reduction, the City has invested into itself tremendously over the last number of years. Most vehicles across the City have been replaced and grant money has assisted in the reconstruction of the Fire Station, Police Station, and the City’s newly purchased Radcliff Community Center. In August 2022, the electorate of Garden City approved a second referendum that included the investment of another $15 million into the City roads over the next five years.
RESPONSIBILITIES OF THE CITY MANAGER

- Confers with the City Council regarding budgetary issues and monitors the financial condition and long-range fiscal management needs
- Appoints and supervises department directors and team members
- Oversees all municipal service functions and city departments, including personnel management, collective bargaining, and employee/labor relations
- Performs grant, contract, and project administration and management services
- Implementation and management of policies established by the City Council
- Works collaboratively with internal and external stakeholders to promote new business development and growth within the City
- Communicates with residents, the general public, businesses, and other governmental entities and represents the City in regional, state, and national organizations at meetings or conferences to ensure awareness of programs and opportunities
- Assesses the need for new and/or revised policies, procedures, and organizational structures to ensure the continued effective and efficient provision of quality services
- Provides recommendations to the City Council on all phases of municipal operations.

OPPORTUNITIES AND CHALLENGES FOR THE NEW CITY MANAGER

Since the City chooses to manage a lean organization by way of staff, it will be very important that the new City Manager understand that they must be personally involved in many aspects of the City. The position is definitely not a retirement job, but in fact is designed for someone with unlimited passion and drive to “hit the ground” running on day one, and not stop until the job is done. The job is not a 9-5 job.

There are four Council seats up for re-election in November, with only one incumbent running. On the other hand, a great opportunity exists in the fact that the Mayor and City Council are supportive of the City.

It appears that the City also has a great opportunity to engage in economic development with the possibility of new investment in to the downtown.

Infrastructure is always a challenge, as the City is aging. On the positive side, the City has a roads replacement program in place and has already replaced miles of water lines.

Another opportunity exists in a “parks bond”, which is on the August ballot for $9 million to reconstruct all the City's parks.
THE IDEAL CANDIDATE

The successful candidate will be achievement oriented and have a demonstrated command of the fundamentals and best practices of city management. Advanced knowledge of public administration regarding financial management, staff management, and economic development techniques and practices will be of utmost importance.

Internally, the ideal candidate will create a positive working environment and serve as a mentor who works diligently to help staff members reach their full potential. In addition, candidates must possess demonstrated leadership and management skills with the ability to establish strong working relationships with staff at all levels of the organization.

The next City Manager must have the ability to develop an effective, collaborative working relationship with the City Council, the citizen appointed boards, and the city department heads. An approachable, team-oriented style will be key to the success of the next City Manager.

The next City Manager must also have strong customer service skills with the ability to instill their customer service philosophy throughout the organization, ensuring the residents feel welcome and are treated with respect.

DESIRED MANAGEMENT STYLE AND PERSONAL TRAITS

- Have the maturity, self-confidence, and strength of professional convictions to provide administrative insights and administrative counsel to the Mayor and City Council.
- Not be insecure, but revel when a staff member or resident suggests a better way to complete a task.
- Be able to successfully identify opportunities for economic development.
- Possess well-developed organizational skills with the ability to balance numerous projects and issues.
- Outstanding computer skills are a must, including the creativity to compose well written and designed reports.
- To be successful in working with current and future businesses, must be a “people person,” sincerely personable, patient, calm and accessible.
- Be one who can establish trust quickly with others and one who can relate with all persons in the community.
- Have a genuine passion for public service; be an energetic “can-do” person with a genuine enthusiasm for municipal government.
- Promote a strong, service-oriented, “customer relations” approach.
- Be proactive, anticipatory, and innovative; be someone who can make difficult decisions and stand behind those decisions.
- Have a genuine passion for public service; be an energetic “can-do” person with a genuine enthusiasm for municipal government.
- Be politically savvy, yet politically neutral.
- Must be willing to be a hands-on leader.
- Be self-motivated! Someone who has the vitality and energy to motivate and lead others; be someone who seeks and enjoys a challenge.
- Have a background of professional and personal integrity and honesty, and of leading/motivating personnel by example.
- Be dynamic and have a great sense of humor.
- Be politically savvy, yet politically neutral.
- Must be willing to be a hands-on leader.

EDUCATION

Competitive candidates will have a bachelor’s degree in public administration, business management, or a related field, and seven (7) years’ experience in municipal community development, with extensive program management, ordinance management, marketing, special event management, supervisory, and budgetary experience in local government, or a combination of any or all the above. ICMA Credentialed Manager Certification or other advanced training is preferred.
COMPENSATION

The hiring range for this position is between $120,000 to $127,000, dependent on experience and qualifications. Contractual benefits will be defined pending negotiations, but will include:

- Holidays
- Floating Holidays
- Vacation Days
- Sick Days
- Coverage for single, couple, or family Health, Dental and Vision at no cost to the employee, starting on the first day of the following month hired
- Car Allowance
- Conference and Seminar Attendance

RESIDENCY

Residency within the city limits is not required but must be within 45 miles of the City boundary.

HOW TO APPLY

Go to the following website: http://www.gardencitymi.org, and click the link: “Employment Opportunities”. Be sure to include a detailed resume and intriguing cover letter. While the first review of applications will take place on Monday, June 24, 2024, the position will be open until filled. A short list may be developed, with chosen candidates asked to answer additional questions. Questions should be directed to Ms. Lauren Minch, Human Resources Director at 734-793-1660, LaurenCM@gardencitymi.org.

Garden City
6000 Middlebelt Road
Garden City, Michigan 48135
LaurenCM@gardencitymi.org
Tel: 734-793-1660
Fax: 734-793-1661