

Executive Recruitment for

MERIDEN, CONNECTICUT

GovHR USA, LLC is pleased to announce the recruitment and selection process for City Manager for the City of Meriden, Connecticut. This is an excellent opportunity for candidates who are excited about the economic resurgence of an historic, diverse city. Candidates who are strong communicators, embrace diversity and have a record of participatory, collaborative leadership are encouraged to apply. This brochure provides background information on the City of Meriden as well as the requirements and expected qualifications for the City Manager's position. Additional information about Meriden can be found on the City's website: <http://www.Meridenct.gov>.

Candidates interested in applying for the position should submit their résumé and cover letter, along with contact information for five work-related references by May 4, 2018, to www.govhrusa.com/current-positions/recruitment. Questions regarding this opportunity should be directed to the Executive Recruiter working with the City of Meriden.

Heidi Voorhees, President

GovHRUSA, LLC
630 Dundee Road, Suite 130
Northbrook, Illinois 60062
Email: HVoorhees@govhrusa.com
TEL: 847-380-3243 or Mobile: 847-902-4110
FAX: 866-401-3100
Formal Applications should be submitted to:
www.govhrusa.com/current-positions/recruitment



CITY MANAGER



PROFESSIONAL ANNOUNCEMENT

Meriden, CT (60,838) The City of Meriden, a thriving, full service city is seeking candidates with proven leadership and communication skills who are excited about the economic resurgence of a diverse and historic city. Strategically located between New Haven and Hartford and just two hours from New York City and Boston, Meriden is experiencing a transformation in its downtown and citywide with the recent investment of more than \$100 million of federal, state, local and private funds. Please note the following about this unique opportunity:

- Meriden operates under the Council/Manager form of government. The Meriden City Council appoints the City Manager. The City Council consists of 12 elected officials elected for four year terms, with eight elected by district and four elected at large (the terms are staggered). The Mayor is elected at large for a two year term and is the chief elected officer for the City. There have been three City Managers in Meriden since 1993.
- Meriden is spread out over 24 square miles of which 3,000 acres are municipally owned park land including 74 recreation areas. Meriden's Hubbard Park is the largest park in New England and is nestled within Hanging Hills, a dramatic mountain ridge overlooking Meriden and the Quinnipiac River Valley. The 1,800 acres in Hubbard Park host the annual Daffodil Festival which draws more than 100,000 visitors to Meriden each year to see the 650,000 blooming daffodils. Meriden residents celebrate their community pride throughout the year with numerous festivals including an annual Puerto Rican Festival, Black Expo, July 4 celebration and many more events.
- Meriden has a total budget of more than \$190 million half of which is the Board of Education budget. The City has 662 full time employees in 12 departments: finance, human resources, facilities and information technology, development and enforcement, emergency communications, police, fire, library, health and human services, public works, public utilities and parks and recreation. The City Manager has appointment authority over all department heads with the exception of the Finance Director who is appointed by the City Manager, subject to the approval of the City Council.
- Meriden's economic renaissance started in 2009 with a Plan of Conservation and Development adopted by the City Planning Commission and the City Council. This plan (POCD) included an increase in rail service and the development of a full transit center, high density mixed use development and a central park that can also support flood control. The park, transit center and 270 space parking facility have been completed and multiple mixed use developments are in various stages of development including the recently completed 24 Colony Street, a private development consisting of 63 residential units and mixed use transit oriented development across from the new rail station. Bi-directional commuter rail service is now available every 30 minutes with connections to New York, Boston and Vermont.

Successful candidates will be collaborative leaders who listen, build relationships and embrace diversity. They will have a positive outlook and be genuinely excited with being an integral part of Meriden's future success. Candidates will ideally have experience with cities similar in size and demographics to Meriden and be skilled in municipal finance, economic development and collective



bargaining. Candidates must be approachable and possess well developed communication skills. This is a unique opportunity to lead a talented, experienced staff and work with an engaged and diverse community.

Candidates must possess a bachelor's degree, ideally in public administration, business, urban planning or related field. A master's degree or other advanced degree is highly valued. Candidates must also have seven to ten years increasingly responsible leadership experience including municipal experience. Candidates must reside in Meriden within one year of appointment to the City Manager position.

Starting salary range: \$160,000 - \$170,000 DOQ with excellent benefits. Apply with resume, cover letter, and contact information for five professional references by May 4, 2018 to www.GovHRUSA.com/current-positions/recruitment to the attention of Heidi Voorhees, 630 Dundee Road, Suite 130, Northbrook, IL 60062 Tel: 847-380-3243.



Meriden's History

More than 300 years ago, in 1661 Jonathan Gilbert was granted a land settlement for a farm near Cold Spring in what later became the City of Meriden. For thousands of years prior, native Americans camped here and used the land for hunting and fishing. Although they never had a permanent settlement within the boundaries of the town, evidence in the form of arrowheads and artifacts are at times still unearthed as reminders of the Quinnipiac and Mattabasset tribal presence in the area. In the 1600s and 1700s Meriden was a rural or suburban sector of the town of Wallingford. Situated halfway between the Connecticut Colony on the north (Hartford - Wethersfield) and the New Haven Colony on the south, it became a stopping place for colonists who traveled by horse or by foot.

The oldest house in town still standing, built by Solomon Goffe in 1711, and is now a museum located on North Colony Road. When the railroad arrived in 1839 it helped change the center of town from the hill to the Pilgrim Harbor sector (near what is now downtown). In 1867 Meriden was incorporated as a city. The 1800's saw a significant increase in manufacturing in the city. Belts, hoops, pewter, guns, cutlery, nails, buttons, lamps, ivory combs, tin ware, organs, coffee grinders, and silver, the product that would lend its luster as Meriden became the "Silver City," were all manufactured here. Stately mansions were built as manufacturers became prosperous. Wilcox and White produced the first mechanical piano. The Northern Literary Messenger, Meriden's first newspaper, was published. Hotels, banks and businesses grew, electric lights arrived, schools were built, parks were added, more churches and a synagogue were built. The city thrived -- with a population of over 24,000 by 1900, the year Castle Craig was dedicated in Hubbard Park. The Curtis Memorial Library opened in 1903. In 1897 the German author Gerhart Hauptmann was so impressed with the scenery around Merimere reservoir that it provided the background for his romantic drama "The Sunken Bell." In the 1920s the airport was built and the downtown traffic tower erected.

During the mid-1900s, some of the older businesses, including International Silver moved or closed. Urban redevelopment changed the look of some areas, but the "pleasant valley" (possibly the ancient meaning of the name Meriden) remained. Newly arrived immigrants added their energy to the growing town. A shopping mall was built, as were three high schools. Civic groups grew in numbers and service and daffodils, long planted at Hubbard Park, became the city's official flower with the inaugural Daffodil Festival celebrated in April, 1978. More than 100,000 visitors now come to this annual event.

Meriden Today

In 2018, Meriden is a beautiful, thriving, diverse city which values its heritage and celebrates its many cultures. The city's location in the center of the state makes it an excellent location to live and work. With just a 20 minute drive from both Hartford and New Haven, Connecticut and less than two hours from Boston and New York, Meriden is an ideal location for residents of all ages. The City is served by Amtrak rail service, interstate and local bus service and a city-owned airport.

Meriden residents and visitors have numerous passive and active recreational opportunities. At 17%, Meriden has the highest percentage of parkland in all of New England! Hubbard Park, one of 24 parks and listed on the

Meriden, Connecticut

National Register for Historic Places is comprised of 1,800 acres and is home to Castle Craig an historic tower built in 1900 with sweeping views of the region. West Peak and East Peak are part of the Hanging Hills of Meriden and offer climbing and hiking opportunities along with the 80 mile Farmington Canal Heritage Trail and the 24 mile Quinnipiac Trail. In addition, the Hunter Memorial Golf Course is a top ten golf course in the State of Connecticut.

The Meriden Public School District has eight elementary, two middle and two high schools. Both high schools recently underwent a \$220 million renovation and are state of the art facilities. The school administration is a recognized, award-winning leader in extended learning and student-centered learning.

Meriden celebrates its diversity and its community with numerous festivals throughout the year including the Puerto Rican Festival and the Black Expo. In addition, there are several holiday observances including July 4 and Memorial Day. Events such as the Daffodil Festival provide the opportunity for local non profits to raise critical funds for operations and charitable giving.



City of Meriden Economy

Meriden is home to more than 1,300 businesses that employ more than 25,000 people. In 2009, Meriden took control of its economic future with the adoption of a long-term Plan of Conservation and Development (POCD). The following vision statement serves as the guiding objective of this highly successful plan:

“There will be a diversity of cultures in Meriden’s slowly growing population; a learning, working citizenry that shop and convene together in places like an expanded and rejuvenated downtown, where residents and employees can enjoy a pleasing stroll between the historic downtown and the new City Center, and visitors to the mall can continue to the downtown and Hubbard Park for seasonal activities and festivals. There will be a balanced range of housing with a prideful majority of homeownership

including a larger segment of higher value single detached homes. Condominiums and apartments will be located near convenient services; their overall quality will be improved as declining structures are renovated or removed. The City will be fiscally stable as neighborhoods and developed areas like Research Parkway retain their value and new development adequately contributes to quality services and infrastructure.”

The vast majority of the City’s POCD plan has either been completed or is underway. The following are some of the highlights of this exciting \$100 million renaissance:

- The City has very creatively combined flood control with open land and economic development with the completion of a \$16 million 14 acre town green. This flood control project is a part of a city wide \$50 million flood control effort and also serves as a critical component of the Transit Oriented Development anchored by a new full transit center. An adjacent 270 space parking garage will also serve as an integral part of the mixed-use commercial and residential development plan for the area and provide parking for commuters who utilize the bi-directional commuter rail service every 30 minutes with connections to New York, Boston and Vermont.
- The City approved a form-based Transit Oriented Development code as well as a TOD master plan and market and financial studies. This led to the recent completion of a privately funded 63 unit residential/ mixed-use transit oriented development at 24 Colony Street across from the new rail station.
- Several other projects are in various stages of approval and financing including a successful RFP for the development of city-owned property. This investment is expected to exceed \$150 million for the development of 600 residential units and 100,000 square feet of new commercial space within one-half mile of the rail station.
- The City has been the recipient of numerous state and federal grants including \$4 million for a “complete streets” rework of the city center roadways; \$23 million in state and federal funds for the remediation of more than 36 acres of brownfields; and selection as a grantee from the U.S. Department of Education Promise Neighborhood Grant and a Housing and Urban Development Choice Neighborhood grant. The City has also received HUD approval for the demolition and disposition of an 140 unit public housing project.

Meriden also has a state-designated Enterprise Zone which provides tax incentives to manufacturers and warehousing and distribution companies. Fifty percent of the tax abatements are reimbursed by the State. In 2015, the City adopted the East Main Street Incentive to encourage private investment in underutilized and vacant properties, increase traffic to existing businesses and improve the economic vitality of Meriden’s east side.

Meriden’s recent economic activity has been exciting and invigorating. The City has pulled together to develop and implement an economic development, housing, open land and flood control plan that will benefit Meriden residents and businesses for decades to come. In 2015, Meriden launched Meriden 2020: Bringing It Together (<http://www.meriden2020.com/>), a campaign to include electronic and print media campaigns to market Meriden and its business community.

Fast Facts

Year Incorporated – 1867

Population – 60,868

Land Area (sq. miles) – 24 square miles

Park Acreage – 3,000 acres

Median Age – 38.7

Total Housing Units – 25,982

Median Household Income: \$58,612

Median Home Value: \$177,379

Meriden Racial Makeup

Race/Ethnicity	Percent
White	58.8%
Hispanic or Latino	26.5%
Black	9.7%
Asian	2.1%
Two or more races	3.5%



The Municipal Organization

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Challenges/Opportunities for the Meriden City Manager

- Meriden’s next City Manager will be an integral part of the community’s ongoing economic resurgence. The City has a talented and skilled Economic Development staff who work closely with the Meriden business community and state officials. The City Manager is expected to bring an optimistic, can do business approach to economic development and redevelopment.
- Meriden is a diverse community, proud of its many cultures. It is important that the next City Manager be committed to recruiting for a workforce that more closely represents the demographics of Meridian.
- All Connecticut communities have been impacted by the State of Connecticut budget crisis. The next City Manager will work closely with the elected officials and senior staff to address any additional reductions in state revenue sharing.
- Like many other municipalities, Meriden has numerous senior-level employees eligible for retirement in the next 3-5 years. The next City Manager should have experience in succession planning and in the recruitment and selection of key staff.

Education, Skills and Abilities for the City Manager

Successful candidates will be collaborative leaders who listen, build relationships and embrace diversity. They will have a positive outlook and be genuinely excited with being an integral part of Meriden's future success. Candidates will ideally have experience with cities similar in size and demographics to Meriden and be skilled in municipal finance, economic development and collective bargaining community.

The starting salary range is \$160,000 - \$170,000 DOQ with excellent benefits. Candidates must reside in Meriden within one year of appointment to the City Manager position.

Specific Qualifications

Candidates must possess a bachelor's degree, ideally in public administration, business, urban planning or related field. A master's degree or other advanced degree is highly valued. Candidates must also have seven to ten years increasingly responsible leadership experience including municipal experience, ideally in an organization of similar size and complexity to Meriden.

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

Candidates will ideally have experience in municipal finance and budgeting, understanding the complexities and challenges of municipal budgeting in an environment of increasing expenses and decreasing revenues.

Candidates will ideally have experience in economic development with the ability to leverage state and federal funds, strategize creatively regarding redevelopment options, structure incentive packages and provide appropriate oversight of municipal regulatory processes ensuring an efficient permitting process.

Candidates should have successful human resource management and collective bargaining skills with experience in contract negotiation, grievance processes and promotion and discipline in a unionized environment, with a record for fairness in dealing with all employees.

Candidates will be committed to recruiting for a diverse workforce that reflects the demographics of the community.

Candidates should have experience in process improvement and in the evaluation of municipal services ensuring that high-quality services are offered in a cost-effective manner; candidates must be skilled in an inclusive approach to process improvement and in effectively rolling out change.

Candidates should have strong strategic planning skills with the ability to organize, plan and implement multi-faceted projects that include numerous municipal partners as well as state, federal and regional organizations.

Candidates must have the ability to form key partnerships with other units of government, particularly the schools in order to effectively address budget and finance issues.

Candidates must have strong written and oral communication skills and should have the ability to tailor communications and presentations to connect and effectively communicate with a variety of audiences.



Characteristics and Traits for the City Manager

Candidates must have a reputation for personal and professional integrity, trustworthiness, and for leading an organization by example and conducting all personal and professional interactions honestly, fairly, and ethically.

Candidates should be politically savvy, not political and must have the maturity, self-confidence, and strength of professional convictions to provide administrative insights and counsel to the Mayor, City Council and staff; and be able to firmly and diplomatically present professional views and carry out administrative decisions in a timely, professional, and impartial manner.

Candidates must be able to create an environment dedicated to teamwork and empowerment by seeking input from key staff and then setting the course for the Department Heads to follow with clear expectations and allowing Department Heads to manage and produce results.

Candidates must be skilled listeners willing to hear a different point of view or be apprised of the historical context of some issues.

Candidates must be able to deal with adversity and differing opinions without taking personal offense.

Candidates must be comfortable with and seek out community interaction and engagement, participating in community events and being accessible to the residents and businesses in Meriden.

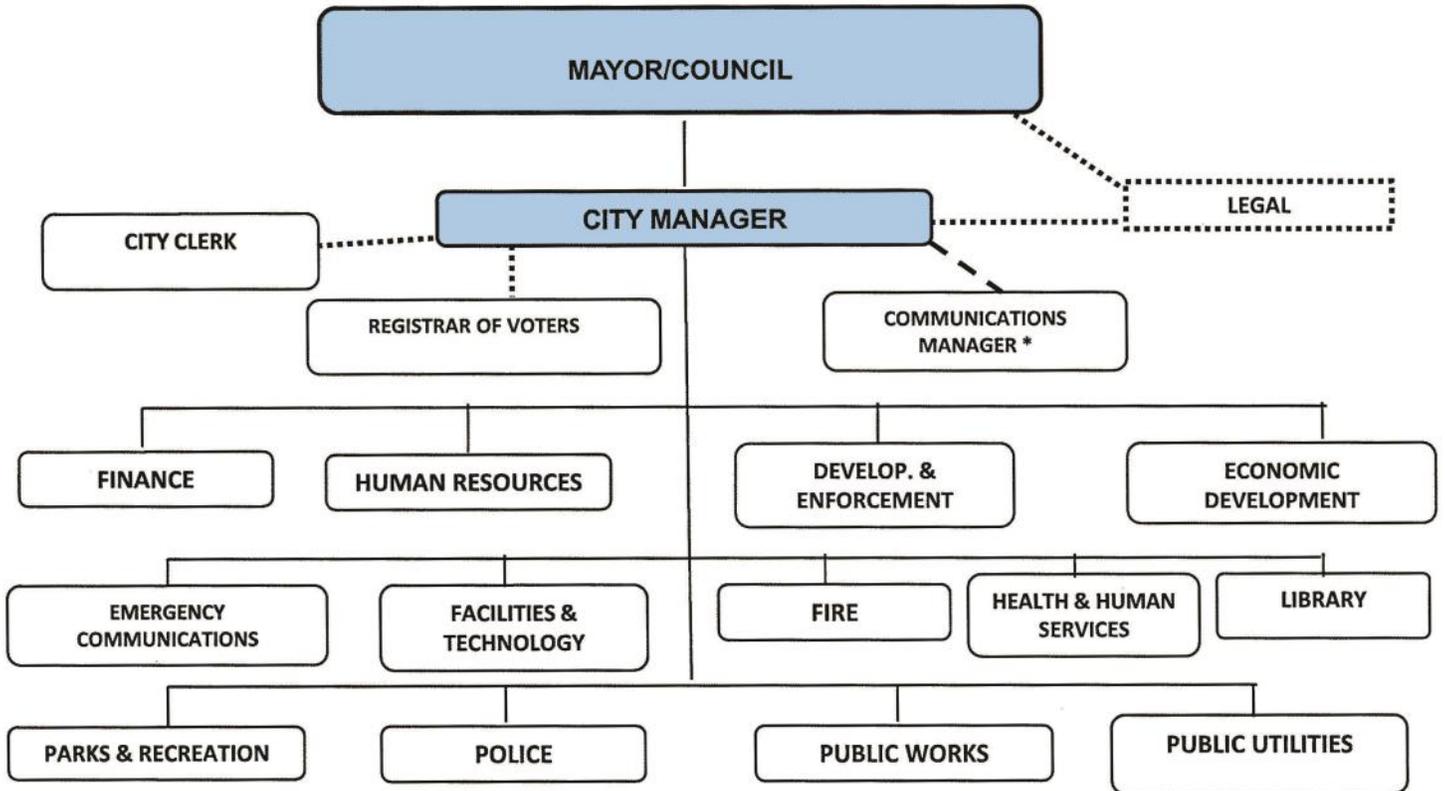
Candidates should be able to think strategically and articulate a vision for the organization and to work with a diverse group of stakeholders. Candidates must be willing to listen to new ideas; be innovative and creative when addressing those ideas and other issues.

Candidates must have well-developed customer service skills, leading by example and reinforcing responsiveness throughout the organization.

Candidates must display a strong work ethic and an optimistic “can-do” attitude when addressing the complex issues facing city governments in Connecticut.



Organizational Chart (current/in revision)



* direct report to City Manager and Facilities Technology Director