



POSITION PROFILE FOR CITY MANAGER

FIRST REVIEW DATE:
AUGUST 21, 2017

*City of
Eagleville,
Tennessee*

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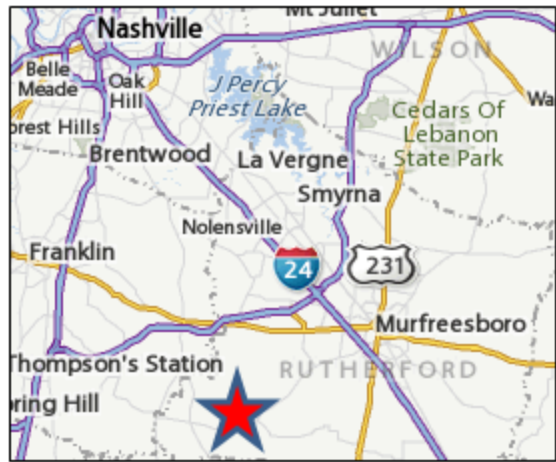
Position Profile for City Manager

Introduction

The City of Eagleville, Tennessee is seeking an accomplished municipal government professional to be its next city manager.

Located in the southwest corner of Rutherford County, Eagleville is located 45 miles south of downtown Nashville and 25 miles west of Murfreesboro. Encompassing an area of 2.1 square miles and with a population of 697 people, the town sits in the Nashville-Davidson-Murfreesboro Metropolitan Statistical Area (CSA) containing 1,830,345 people. This area includes some of Tennessee's fastest growing counties.

The city is located on U.S. Highway 41A, State Route 96, and State Route 269 between Interstates 65 and 24. It is located a few miles south of TN 840 that provides a southern loop around Nashville to connect eastbound and westbound I-40 traffic. The road network provides convenient access to Metropolitan Nashville/Davidson County and nearby cities including Murfreesboro, Spring Hill, and Franklin. Interstate 65 serves as a major roadway for north – south travel between Mobile and Chicago; while Interstate 24 makes up the majority of a high-traffic corridor between St. Louis and Atlanta.



The community is served by the Rutherford County School System. Eagleville School is the only school in the Rutherford County system that serves grades Pre-K through 12th grade. The elementary school was built in 1987 and the connected high school was completed in 1996. A \$5 million expansion in 2015 resulted in the addition of nine regular classrooms, two science labs, a band rehearsal space, a choir rehearsal space, offices and a book store in the more than 30,000 square foot expansion. The Southern Association of Colleges and Schools has accredited Eagleville School since 1993.

The city has taken significant steps in recent years in preparation for growth – both from a planning perspective and organizationally. The city has adopted a new city charter, purchasing policy, debt policy, comprehensive pay plan, internal control manual, and significant changes to zoning and subdivision regulations; the city's first public sewer system was put into service in 2015; planning is underway for a new public safety facility; and a host of financial and operational policies and procedures have been implemented.

This is a special opportunity for a municipal management professional to continue guiding the progress of a small, rural community on a full-time basis in a dynamic region of the state. Accordingly it requires a person with a sound working knowledge of city government, public policy development and execution, and basic municipal services.

Community and Area Demographics

As of 2017, there was an estimated 697 people residing in the city, an increase of 16% since 2010. The median age is 40.8 years. The population breakdown is 53.6% female and 46.4% male. The racial makeup is 92.9% White, 3.1% Hispanic, 2.2% Black or African American alone and one percent Asian alone.

The city is 2.1 square miles in size with a population density of 331 persons per square mile.

The estimated median income for a household in the city in 2017 was \$57,547 and the average household income is \$70,216.

The cost of living index in the MSA is approximately 96%, four percent lower than the U.S. average (100). In 2015-2016, Rutherford County was ranked 5th nationwide for job growth.

History

The first known settlers moved into Eagleville around 1790 including Thomas Jordan, a descendent of one of the founders of Jamestown Virginia and Henry Ridley, a member of the Constitutional Convention of 1834. The area was originally named Manchester but was changed with the coming of the first post office in the 1830's. The name Eagleville was officially adopted in 1836 – legend has it that an unusually large eagle was killed in the hills behind the village giving its name.

Originally a part of Williamson County, Eagleville became a part of Rutherford County in 1877 following a decision by Williamson County to not build a road from Eagleville to Franklin, the county seat. Rutherford County agreed to extend a road to Eagleville from Murfreesboro resulting in its present day Rutherford County location. Rutherford County was named in honor of Griffith Rutherford, an American Revolutionary War general settling in Middle Tennessee after the war.

Eagleville began as a farming community which still remains a major part of the landscape. In 1832, a general store opened that remained in the same location for nearly 150 years. An early school – the Savage School – was opened in 1884 offering classes from first grade through the fourth year of college. Boarding houses and hotels located close by to house the students.

Rutherford County strongly supported the Confederacy during the Civil War, having voted 2,392 to 73 in favor of Tennessee's Ordinance of Secession in 1861. The county's central location and proximity to Nashville during the Civil War made it a contested area with numerous battles taking place in area including the Battle of Nashville, Battle of Thompson's Station, the Battle of Franklin, and the Battle of Stones River, which was fought between December 31, 1861, and

January 2, 1862. Nearby Stones River Battlefield, a National Park site, includes Stones River National Cemetery, established in 1865, with more than 6,000 Union graves; and the Hazen Brigade Monument, believed to be the oldest, intact Civil War monument still standing in its original location. Many Confederate casualties lie-in-rest in Franklin at the largest Confederate Cemetery in the nation - McGavock Confederate Cemetery – containing the bodies of 1,481 soldiers.

The region provides a comfortable blend of country living, urban amenities, and history. Nearby Williamson County is the 16th wealthiest county in the U.S. and the only county in Tennessee to make the top 25 list as published by Forbes magazine.

Eagleville was formally incorporated as a city on March 31, 1949.

Municipal Government

The City operates with a private act charter utilizing a council-manager form of government. The governing body is comprised of a mayor and six councilmen elected at-large to



staggered, four year terms of office. The next election is November 2018 where the mayor and three councilmen will be elected. The city council is vested with all legislative powers including approving the annual municipal budget and setting tax and fee levels to fund municipal services. In addition, the council establishes policies, goals, and objectives to direct the growth and development of the city

and adopts ordinances, rules, and regulations as necessary for the general welfare of the community. The mayor presides at all meetings and has a vote on all matters, and no veto power.

The city council meets twice per month – on the second Thursday at 7:00 p.m. for a work session and on the fourth Thursday at 7:00 p.m. for a regular meeting.

The city council appoints the city manager who serves at the pleasure of the council. The powers and duties of the city manager include, but are not limited to:

- 1) Enforcement of all laws and ordinances;
- 2) Appointment and removal of all officers and employees except for the judge and attorney;
- 3) Supervision and control of all officers and employees;
- 4) Attendance at all meetings, but without a vote;
- 5) Provide recommendations for such measures for adoption as deemed necessary or expedient;
- 6) Preparation of the annual budget;
- 7) Keeping the council fully informed on the financial condition of the city;
- 8) Act as purchasing agent; and
- 9) Perform such other duties as may be prescribed or required.

The total city budget in fiscal 2017 is approximately \$3.8 million divided between the General Fund, Sewer Fund, and Street Aid Fund. The budget is significantly higher this year due to the planned cost of a new public safety facility. Expenditures in the General Fund in the last fiscal year were approximately \$1.2 million. The city has total General Fund debt of only \$175,000, and Sewer Fund debt of approximately \$1.9 million.

A staff of eight (8) full-time and seven (7) part-time employees provide municipal services in the areas of general government, police, fire, parks, and sanitary sewer services. All employees are under the direction and control of the city manager.

Challenges and Opportunities

A number of challenges and opportunities will require special attention and focus of the new city manager. These issues include:

1. Sanitary Sewer Services – The city’s first public sewer system became operational in 2015, made part by a USDA grant and loan. The city contracts with Consolidated Utility District (CUD) of Rutherford County for the operations and maintenance of the system, but regular oversight and understanding of the system and the policies that guide it are required of the city manager. Particular attention will be necessary to manage phased expansion of the system’s capacity, developer and city-driven line extensions, to manage collections processes, to monitor capacity and uses, and to recommend policy and rate structure changes to the city council.
2. Eagleville School/Growth Management– Middle TN and Rutherford and Williamson Counties in particular are high growth markets in recent years. The Eagleville School is a catalyst for growth in Eagleville. The new sewer system has created an opportunity for development to occur that did not exist prior to 2015. Managing growth while maintaining the desirable attributes of a “nice, clean, neat little town” will require the employment of contemporary zoning and land use techniques. The need to scale the organization to meet the service requirements from increased growth could also result in changes in staffing and municipal services in the future. The city has undergone, and continues to undergo significant amendments to its zoning ordinance in preparation for, and in response to, growth. The City has also begun the process of establishing a Design Review Criteria to apply to non-residential development and is beginning work on a streetscape and signage plan.
3. Governance/Management – The outgoing city manager is the city’s first full time manager and entered the position after several years with no city manager. Over the last three (3) years, considerable effort has been put into establishing effective management practices, policies, and procedures. The city council is understanding of the roles and responsibilities in a council-manager government and allows the manager ample freedom to manage as appropriate without interference. The outgoing city manager will remain in a temporary, part-time role until a replacement is hired. He will also remain available to the new city manager for any consultation as necessary.



4. Public Safety – The City is moving forward with plans to replace the existing police and fire facility with a modern facility into which the city can grow. The architect and staff have arrived upon a layout and design concept, and the city is hiring a construction manager at risk to come alongside the city and the architect in the remainder of the design and specification process. They will also serve to manage construction.



5. Budget and Finance – The development of a sound financial plan is an important responsibility of the manager to match resources to meet current and future service delivery requirements, as well as fund necessary and desirable capital improvements. It is also critical that the selected manager be proactive and vigilant in seeking grant opportunities and other relationships beneficial to the city. In the last few years, the city has adopted several policies that guide financial management: a new city charter was adopted in 2016, and there are now purchasing policies, a comprehensive pay plan, an updated debt policy, an updated employee handbook, an internal control manual, and a general financial policy. Practices have been implemented to improve cash management, and in preparation for the new public safety facility, the city has retired early a considerable amount of debt.

6. Parks and Athletic Facilities – Eagleville City Park - featuring 3 baseball/softball fields, playground, covered pavilion, and walking trail – is relatively new and has a loyal following. While it is satisfactorily meets the needs of today, the potential to expand the park, and perhaps additional athletic facilities, will require evaluation and discussion. There are also several repairs and improvement projects that staff has planned to begin in FY 2018.



7. Annexation – Though state law changes over recent years have altered the prospects and manner of annexation, the manager will likely be evaluating annexation opportunities presented to the city – particularly by developers that may wish to access the city’s sewer system.
8. Planning / Development / Codes – The city manager is the direct contact for planning, zoning, and building codes questions and is staff to the planning commission and board of zoning appeals. As such, the selected candidate should be familiar and capable in these areas. A newly platted subdivision will demand considerable building permit review. Over the last year, the planning commission has moved from quarterly to monthly meetings as zoning requests, plats, etc., have significantly increased. The city utilizes a planning and engineering consulting firm, but considerable effort and time is still required of the city manager.
9. Relationships – The City of Eagleville relies heavily on several key partnerships and relationships in its operations. Though city hall can be very busy, there are several areas

in which it is still more economical to partner with others. The fire department is both a city-owned department and a primarily volunteer department within the Rutherford County VFD system covering 36 square miles; police officers are all sworn county deputies for the sake of assisting in the county as necessary, and the county deputies assist inside Eagleville city limits when requested; Rutherford County building codes contracts with the city to provide building plan review and building inspection services; Consolidated Utility District contracts to operate and maintain the sewer system; and the city partners with the county to provide 911 dispatch services. The city manager is instrumental in developing and cultivating these and other such relationships.

Candidate Qualifications

The following education, experience, management, and leadership criteria have been identified by the City of Eagleville as important skills and abilities for candidates to possess and demonstrate:

- A Bachelor's Degree from an accredited college or university in public administration, business administration, or field closely related to government management.
- Minimum five (5) years of progressively increasing professional government experience with supervisory experience in management, operations, and basic municipal services.
- A record of successfully dealing with elected and appointed officials.
- Knowledge and experience in a council-manager form of government and the policy development and administrative execution roles.
- Experience with growth management and economic development.
- Experience managing the broad range of traditional municipal services including familiarity with, and understanding of, government finance, budgeting, and personnel administration.
- Strong budgeting and fiscal management skills.
- A demonstrated record in seeking out and securing federal and state grants.
- Successful personnel management experience.
- Successful project management experience.
- A working knowledge of planning, zoning, and land use principles.
- Experience in successfully interacting with the public and media.
- Proficient in the use of personal computers, including Microsoft Windows-based operating system and Microsoft Office applications.

Leadership Skills and Management Style

- Candidates must be approachable and open.
- Candidates must be honest and have a reputation for personal and professional integrity, leading by example and conducting all personal and professional interactions fairly, honestly and ethically.
- Candidates must be respectful to the council-manager plan and assist others inside and outside the organization to understand and embrace its tenants as set forth in the city charter and state law.
- Candidates must strive to keep the council informed to keep them from being surprised on major issues; and be able to keep the council moving in the same direction while respecting the individuality of members within a group decision-making process.
- Candidates must be self-motivated and hard-working, have a calm and professional demeanor, projecting a reasonable and considered approach to issues and challenges facing the city.
- Candidates must have the maturity and strength of professional conviction to provide administrative insights and administrative counsel to the council; and carry out administrative decisions in a timely and professional manner.
- Candidates should possess strong interpersonal skills.
- Candidates must be articulate and effective; someone who is comfortable listening to and talking with a wide spectrum of people, and is open, friendly, and diplomatic with residents.
- Candidates must have strong analytical skills and develop reports which include well-reasoned recommendations based on a thorough analysis of the relevant data.
- Candidates must be able to successfully facilitate and assist staff in the identification and prioritization of management issues which are critical in meeting current and future needs of the city.
- Candidates must be comfortable working in a small organization in a rural community.
- Candidates must be good listeners; be innovative and creative when addressing issues while recognizing the risk tolerance of local government.
- Candidates must have common sense and not easily be persuaded.
- Candidates must be willing to commit to a reasonable tenure of service to the City of Eagleville

Position Advertisement

City of Eagleville, Tennessee City Manager

City Manager, Eagleville TN (pop. 697). Salary: \$52-70K. The City of Eagleville is seeking an accomplished municipal government professional to be its next city manager. The city, with a \$3.8M budget and 15 full and part-time employees, is located 45 miles south of Nashville. The manager is appointed by and reports to a city council comprised of a mayor and six councilmen elected at-large to staggered, four-year terms of office. Candidates should possess a Bachelor's Degree in public administration, business administration, or a field closely related to local government management; or a minimum of five (5) years of professional city management experience in a senior management position. This is a special opportunity for a municipal management professional to guide the future of a small, rural community in a dynamic region of the state. Accordingly it requires a person with a sound working knowledge of city government, public policy development and execution, and basic municipal services.

HOW TO APPLY

The position profile is available at www.eaglevilletn.com. Send cover letter and resume immediately by electronic mail to the University of Tennessee, Municipal Technical Advisory Service, attention Jeff Broughton, at jeff.broughton@tennessee.edu. The first review date is August 21, 2017.