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NIELSON  
GROUP

Executive Search Services

The City of Celina, Texas seeks a results- and family-oriented, visionary leader to serve as...

# City Manager



Celina is a wonderful city that is experiencing the change from a predominately farming community to an urban city. In doing so, it is maintaining a friendliness and charm that has made Celina a wonderful place to live and work. Celina is also known for youth and school sports, where for example, the Celina High School Bobcats hold the Texas state record for the most consecutive wins in football.





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### COMMUNITY OVERVIEW

The [City of Celina](#) is on State Highway 289 and Farm Road 455, fifteen miles northwest of McKinney and twelve miles north of Frisco in northwestern Collin County. It was established in 1879 and named by John T. Mulkey for his native town, Celina, Tennessee. A post office opened in 1881. By 1884 the town had a population of 150, a school, a Methodist church, and a cotton gin and gristmill, as well as several general stores. However, the population declined to a low of 50 in 1892. In 1902, when the St. Louis, San Francisco and Texas Railway reached the area, the town moved to its present location, one mile north of the original site. Celina was incorporated in 1907.



In 1915 it had the first road in the county built exclusively for automobiles, Celina Pike. By that time it also supported two banks, a newspaper, and a municipal water works. In 1921 Lone Star Gas organized the Farmers Gas Company to provide service to small rural towns, including Celina. Three years later Texas Power and Light began service to the town. Area residents receive electricity through the Grayson-Collin Electric Cooperative, organized in 1937. Like many rural towns, Celina shrank during the Great Depression, from 1,126 in 1920 to 994 in 1940. Following World War II, however, the town grew steadily. In 1950 there were 1,051 residents. By 1980 that number had increased to 1,520 and by 1990 to 1,737. In 2000 the community had 135 businesses and 1,861 inhabitants. In 2005/2006, the first large sports park was built – Old Celina Park (see picture at flag poles on cover). The following chart shows the demographic forecast through 2030.

City of Celina Population Projections		
Year	Actual	Projected
2030		44128
2025		25216
2020		14394
2015		10779
2010		6444
2005	3665	
2000	3101	
1990	1737	
1980	1520	
Projected Households		
2030		14830
2025		8474
2020		4854
2015		3638
2010		2182
2005	1257	
2000	1064	
Projected Employment		
2030		8763
2025		5690
2020		3700
2015		2947
2010		2466
2005	2144	
2000	1871	

Table INTRO-2: Projected Population (based on Transportation Survey Zones)\*

	2007	2015	2030	CAGR**	Ultimate
Celina	5,410	13,363	48,004	9.96	164,881
Frisco	55,731	113,268	164,258	4.81	164,258
McKinney	113,128	160,969	280,385	4.03	330,115
Prosper	3,969	11,983	36,025	10.06	51,938
Collin County	702,110	976,680	1,447,075	15.49	143,621

\*TSZs do not follow city limits. TSZs were assigned to the city which comprises the most dominant portion of it. Therefore estimates for the City of Celina are not according to its incorporated area, but rather its "City Area."

\*\*CAGR Compound Annual Growth Rate

is \$1,403,551, for a net decrease of \$2,042,802.

The table below provides estimated beginning fund balances, estimated revenues and transfers in, proposed expenses and transfers out and estimated ending fund balances for FY2011, for all funds:

## ECONOMICS

The City of Celina currently holds the following bond ratings from the major municipal bond analysts:

Moody's: A1

Standard & Poor's: A

The FY 2011 Annual Operating Budget (total combined budget) of \$11,903,424 represents a decrease of \$553,514 from the originally adopted FY2010 budget.

This budget, including proposed expenditures and transfers out, totals \$11,903,424. The budget estimates current revenues and transfers in of \$9,860,622 or \$2,042,802 less than planned expenditures.

The proposed FY2011 budget is fully funded with current revenues, with the exception of a planned spend-down of debt service fund which has excess reserves, a planned spend-down of the general capital fund for construction-in-progress (CIP) projects, including the design of Frontier Parkway, and a planned spend-down of the utility capital fund for CIP projects including the Carter Ranch Wastewater Relief line and planned improvements at the existing wastewater treatment plant.

The projected combined beginning fund balance of all funds at October 1, 2010 is \$3,446,353. The projected ending fund balance of all funds at September 30, 2011

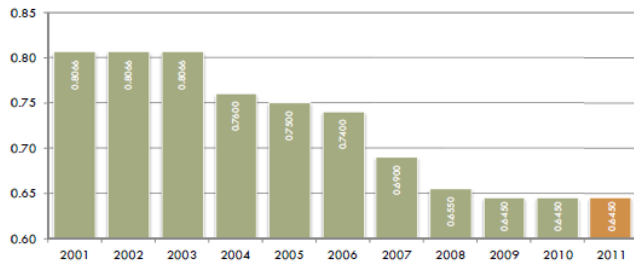


## Combined Budget Summary

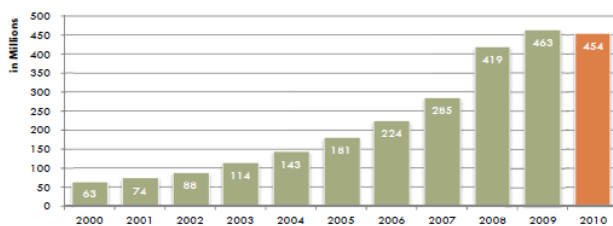
Fund	10/1/2010 Projected Balance	Current Revenues	Transfers In	Operating Expenses	Capital Outlay	Transfers Out	9/30/2011 Projected Balance
General Fund	\$790,028	\$3,870,684	\$75,000	\$3,943,233	\$-	\$-	\$792,480
Debt Service Fund	\$508,260	\$273,163	\$1,173,382	\$1,696,545	\$-	\$-	\$258,260
General CIP Fund	\$376,933	\$-	\$-	\$-	\$350,000	\$-	\$26,933
Utility Fund	\$(245,090)	\$4,201,393	\$-	\$2,670,265	\$-	\$1,080,881	\$205,157
Impact Fees Fund	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Utility CIP Fund	\$1,938,340	\$-	\$-	\$-	\$1,900,000	\$-	\$38,340
CCDC	\$1,406	\$137,000	\$-	\$-	\$-	\$137,500	\$906
CEDC	\$76,476	\$130,000	\$-	\$95,000	\$-	\$30,000	\$81,476
<b>TOTALS</b>	<b>\$3,446,353</b>	<b>\$8,612,241</b>	<b>\$1,248,382</b>	<b>\$8,405,042</b>	<b>\$2,250,000</b>	<b>\$1,248,381</b>	<b>\$1,403,551</b>

## PROPERTY TAX RATE HISTORY

Property Tax Rate History (Fiscal Years)



Total Appraised Value History (Tax Years)



## GOVERNANCE

The City of Celina is a home rule city with six Council Members and a Mayor. The Mayor and each Council Member is elected under an at-large place system, meaning that each Council Member represents the City as a whole rather than one part of the City.

The Mayor and City Council are responsible for the long-term vision, general direction, and policy-making of the City. In contrast, the [City Manager](#) is responsible for carrying out that vision with the day-to-day operation of the City.

The City Manager is the City's chief executive and is responsible for overseeing the city government organization to ensure it is managed efficiently and effectively. The City Manager serves at the pleasure of and advises the Mayor and City Council, appoints and leads all department directors, prepares a proposed annual budget for Council consideration, administers municipal laws and ordinances, and coordinates city operations and programs.

### GOVERNMENT, CITY

Type:	Council-Manager
Mayor:	1
Number on Council:	6
City Zoning Body:	Yes
Master Plan:	Yes

## CITY SERVICES

The following are a few highlights of city services. To learn more about city departments go [here](#).

The City of Celina offers a full range of services including: public safety (police, fire protection and EMS), streets, sanitation, water and sanitary sewer utilities, environmental services, library, parks and recreation, engineering, planning and zoning, building inspection and code enforcement as well as general administrative services.

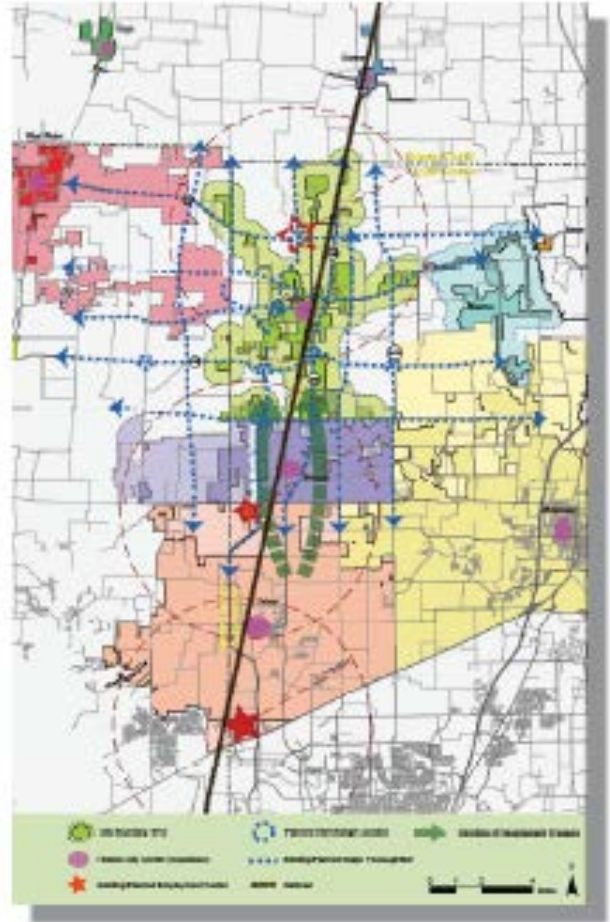


The Patrol Division is setup with a new fleet of police rated Chevy Tahoe Defenders. Each officer is assigned a vehicle with their name on the door. This is to help establish a better relationship between the officers and the Celina community. With only one officer driving one vehicle, the vehicle lasts almost twice as long and cuts down on maintenance costs. The one-on-one vehicle program is a long-term cost effective measure that benefits the entire Celina community.

On December 1, 2007, the Department initiated its own EMS service. Five additional firefighter/medics were hired to provide a paramedic and EMT on shift 24/7. Two fully equipped ambulances were acquired. Medic 1 is staffed for first-out response to any medical emergency in the fire district. Medic 2 is staffed any time that Medic 1 is out on a call so that there is always a backup capability.

The fire district for the Celina Fire Department consists of approximately 100 square miles. These boundaries cover parts of Collin, Denton and Grayson counties.





The Public Works Department is responsible for the maintenance and operation of our Streets, Drainage Structures, Water Production and Distribution, and Wastewater Collection and Treatment facilities. The Water Department manages the maintenance and repair of the water production, transfer, and distribution facilities. The Wastewater Department handles maintenance and repair of the Wastewater Treatment Plant and the wastewater collection system including lift stations. The Street Department handles road maintenance, drainage repair, sign installation and replacement, right of ways, and maintenance of city facilities. Additionally, this department handles debris removal, road sanding during icy weather, storm cleanup, and other traffic related activities.

## **BOARDS AND COMMISSIONS**

We are proud of the depth and breadth of our volunteer base that enables Celina to grow and evolve. Eight boards are currently active including Board of Adjustments, Building & Standards Commission, Celina Community Development Board, Celina Economic Development Board, Library Board, Main Street Advisory Board, Parks and Recreation Board and the Planning and Zoning Commission.



## **CITY MANAGER KEY ACCOUNTABILITIES**

- Provide effective leadership
- Organize and produce all information for the City Council in a manner that enables the council to generate useful discussion, act swiftly and make fully informed decisions that do not conflict with local, state or federal laws.
- Effectively develop and manage the City's budget
- Hire and develop top performing, highly motivated staff
- Serve as advocate for the City's interests as relates to other organizations, including other cities, the North Texas Council of Governments and the State of Texas. Be willing and able to present the City's policies and interests in the state and federal legislative bodies.
- Serve with a high degree of visibility in the community, both on and off the job to ensure city services are being delivered efficiently and effectively



## **CITY MANAGER CULTURE AND SKILLS**

The most important duties and skills associated with the key accountabilities include:

- Communicating, oral and written
- Team Building
- Managing
- Participating in Community
- Aggressive Task Completion
- Problem Solving
- Creative Thinking
- Service-Orientation

The culture of the City of Celina as it is today and what the Search Committee expects it to be in five years:

- Proud
- Demanding
- Religious Faith
- High Expectations

## **QUALIFICATIONS AND EXPERIENCE**

The level of knowledge, education and expertise required includes:

- A minimum of a Bachelor's Degree in Business, Civil Government, or Government Administration
- Eight Years Municipal Government Experience
- A working knowledge of applicable laws that impact local government

To be a viable candidate, you must be able to demonstrate previous experience and/or types of experience such as:

- City Manager, Assistant City Manager, Department Head or Supervisor in a municipality
- Project Manager with broad scope of responsibilities
- Strong negotiations experience
- Extensive experience dealing with the Public
- Extensive experience dealing with a Political Body
- Strong delegating skills
- Strong record of personnel management and safety
- Respect for and a solid record of protecting equal employment opportunities
- Experience in a General Law City Government and Home Rule City Government

## COMPENSATION AND BENEFITS

The salary range is market-based and will be based on prior experience. An attractive benefits package is also included:

- City paid health, dental, vision insurance for the employee (family options available and paid for by the employee)
- Paid professional association memberships, professional certifications, licenses and related continuing education reimbursed by the City
- Paid time off policy that includes:
  - 11 paid holidays per year
  - 2 weeks vacation per year up to 5 years of services
  - 3 weeks vacation per year up to 10 years of service
  - 4 weeks vacation per year after 10 years of service
- Retirement plan that includes 7% payroll deduction with a two-to-one employer matching fund
  - 5 year vesting
  - 20 year retirement

The most important benefit is the opportunity to work in an attractive rural community where quality of life, family, religion and schooling are important and all the perks of the larger cities such as quality shopping, movie theatres and 5-star restaurants are just 15 minutes away.

## TO LEARN MORE ABOUT CELINA, TEXAS

[The City of Celina](#)

[The City of Celina Chamber of Commerce](#)

[The Celina ISD Website](#)



## CELINA CHAMBER OF COMMERCE

Since 1982 [the Celina Chamber](#) has been a unifying presence in the Celina community. The Celina Chamber is registered in the State of Texas as a private, nonprofit corporation.

The Chamber is governed by a Board of Directors made up of 13 Chamber members in good standing, each serving a three-year term. The Chamber employs a President who sees to the day-to-day management of the organization. The President works with the Board and the membership to see that Chamber programs are implemented effectively.

Chamber members serve on task teams and committees that implement the day-to-day programs of the Chamber. With more than 70 member investors, the Chamber membership includes small businesses, retail shops, professionals, education and nonprofit organizations.

### News

The golden arches will soon be a part of the Celina landscape. Corbett Howard, Celina economic development corporation executive director, announced at a recent city council meeting that McDonald's would open a restaurant in Celina.

Preliminary work has already begun on the site where the new McDonald's will be built in the Celina Town Center. The restaurant will open around October 2011 in the shopping center anchored by Brookshire's Grocery Store on Preston Road.







## Candidate Process

To apply for this position, submit the following to [celinacitymanager@nielsongroup.com](mailto:celinacitymanager@nielsongroup.com) or mail to the address below.

1. Resume with complete work history including month and year of employment dates.
2. Either in the resume or on separate document, reasons for leaving each past job.
3. Salary history, including starting and ending pay at each job.
4. A short cover letter with any additional information you feel will assist the search committee in recognizing your qualifications.

The position will remain open until filled. The first resume review date is expected to take place on or around April 10, 2011. Candidates with relevant experience will be contacted by phone for further steps. Initial screening interviews will be conducted by phone. All finalists will be expected to meet with the search committee in Celina and, if warranted, to interview with the City Council in Celina. For candidates travelling from outside the DFW metroplex area, interview travel expenses will be covered by the City of Celina. Applicants selected as finalists will be subject to an education verification/criminal history/credit/driver's record check and employment reference checks prior to meeting with City Council. Each finalist will be requested to complete and sign a [background check authorization form](#) and employment application.

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