Assistant City Manager

CITY OF FRISCO, TX

MARCH 2023

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About Frisco, Texas

As ***the*** fastest growing community over the past two decades *(U.S. Census Bureau)* and listed *among* ***the Best Places to Live in America*** *(Money Magazine, 2021-22 and 2018),* **Frisco defines *Progress in Motion*,** our city tagline**.**

Spanning about 70 square miles, Frisco is 28 miles north of Dallas, in Collin and Denton counties. More than 225,000 people call Frisco home. We anticipate our population will grow to around 325,000. Our ethnic diversity is growing, too. About 26 percent of our population is Asian, about 13 percent are Hispanic, and 8 percent are Black.

Our median age is 37. About 22 percent are school-age, while about 9 percent are over 65.

We're a family friendly place where nearly 42 percent of our residents are married with children. Our median household income is more than $130,000.

Four school districts serve Frisco; however, the **Frisco Independent School District (FISD)** is our primary district, serving the greatest number of students. FISD is one of the fastest-growing school districts in the nation. It's noted for smaller schools, high student achievement and has been named among '100 Best Communities for Young People'.

About 96 percent of high school students graduate. Plus, more than 65 percent of our residents hold a bachelor's degree or higher level of education.

Ranked a Tier One research university, the **University of North Texas (UNT),** opened its branch campus in January 2023. Frisco is also home to a **Collin College** campus, which has five university partners including Texas A&M Commerce, Texas Tech and University of Texas-Dallas.

Both Frisco Police and Fire Departments are internationally accredited. Frisco is home to 49 parks and 90 miles of hike and bike trails with more on the way.

Lifestyle

Frisco boasts the nation's highest fire protection rating, ISO #1, one of only 74 in Texas and 411 in the nation. The crime rate is low and so are property taxes (.44666), both ranked among the lowest in North Texas.

Both Frisco Police and Fire Departments are internationally accredited. The Frisco Fire Department received accreditation from the Commission on Fire Accreditation International (CFAI) in 2018. The Frisco Police Department has been accredited since 2008, receiving its designation from the Commission on Accreditation for Law Enforcement Agencies (CALEA). Frisco is one of only three Texas cities with dual accreditation for emergency communications and law enforcement. Other accredited city departments include Public Works, Convention and Visitor's Bureau as well as Parks and Recreation.

Frisco is home to 49 parks and 90 miles of hike and bike trails with more on the way. Specialty parks include a dog park; a Miracle Field and Hope Park, which serve special needs children; batting cages; disc golf; mountain bike trails; a Veterans Memorial and the largest skate park in North Texas. The city-owned,100,000 square foot Frisco Athletic Center also features a Water Park with a 45-foot slide. Our reimagined Frisco Public Library is an adaptive reuse project which more than doubled in size (140,000 square feet) and opened in March 2023.

Our community is home to the **National Video Game Museum, National Soccer Hall of Fame** and **Museum of the American Railroad.** City-owned facilities include Frisco Fire Safety Town, the first of its kind in the U.S.; Frisco Discovery Center; Frisco Heritage Museum and The Grove, an active adult center. Frisco is a shopping mecca with more than 9-million square feet of retail, including **Stonebriar Center** mall and IKEA. World renowned **Kidzania**, an interactive kid-size city, opened its first U.S. location here in 2019. There are hundreds of public and private art installations displayed throughout our city.

FRISCO

Frisco is home to seven 'Pro' sport teams and organizations. The Dallas Cowboys; NHL's Dallas Stars; MLS's FC Dallas and PGA of America have headquarters here.

Sports City USA

Frisco is home to seven 'Pro' sport teams and organizations. The **Dallas Cowboys**; NHL's **Dallas Stars**; MLS's **FC Dallas** and **PGA of America** have headquarters here**.** The **Frisco RoughRiders**, a Texas Rangers' AA affiliate; **Texas Legends,** G-League for Dallas Mavericks; and the **Frisco Fighters**, arena football, also makeup our 'pro' roster. Those teams play in world class venues including the **Ford Center at The Star**, **Toyota Stadium, Rider's Field** and **CoAmerica Center** The **PGA of America** has two championship courses and is scheduled to host its first nationally televised tournament, the 2023 KitchenAid Senior PGA Championship, in May 2023.

Dealmaker

Our venues resulted from public-private partnerships. As a once-small-town turned dealmaker, our reputation for public-private partnerships rivals any community. We build publicly owned venues managed by private partners, thus improving quality of life while reducing taxpayer burden. Our most valued public partner is FISD, which benefits by providing its students' academic and athletic experiences in world class facilities.

Among the companies calling Frisco home are **Kuerig Dr Pepper** and **Texas Insurance and Annuity Association (TIAA),** both Fortune 500 companies. Other Class A office centers include **Frisco Station** and **Hall Park.**

Innovative

The first commercial drone delivery service in a 'major U.S. metro' launched here in 2022. **Wing,** a Google sister company, takes off from Frisco Station. Our Innovation division is designed to attract more opportunities. In 2018, Frisco piloted the first on-demand driverless car service on Texas roads. Fed Ex and Starship also piloted on demand delivery robots, Personal Delivery Devices (PDD), here. In 2008, Frisco designed Situational Awareness for Emergency Response or S.A.F.E.R – the first of its kind in the U.S. The international award-winning program provides first responders real-time data and video when responding to emergencies, specifically calls to school campuses. Frisco also has the distinction of being the first city in the country to mandate Energy Star standards for new home construction (2001).

FRISCO

In 2018, Frisco topped *Money Magazine's* prestigious list of 'Best Places to Live in America'.

Accolades

In 2018, Frisco topped *Money Magazine's* prestigious list of '**Best Places to Live in America'.** Frisco made 'Money's' list again in 2021-22, ranking #19**.** Other recent accolades include:

- **#1 Safest City in America** *(2023, 2022, Smartasset)*
- **#1 Best Real Estate Market in the U.S.** *(2022, 2021, Wallethub)*
- **#1 Best City to Do Business in Texas** *(2020, homecity/Better Homes & Gardens)*
- **#1 Most Recession Proof City** *(2020, Smartasset)*
- **#2 Best City for Jobs After Graduation** *(2020, Interest.com)*
- **#22 Best Cities for First-Time Homebuyers** *(2021, Wallethub)*

Financial health

Frisco's Combined budget is $842 million, which includes a General Fund budget of $229.5 million. These funds support a total of 1,735 positions. Our tax rate (.4466) is one of the lowest property tax rates among large Texas cities (50,000+ population). Frisco has approved four tax rate reductions in the past 11 years. Over the past 10 years, Frisco's tax rate has been stable, decreasing from .465 to .446. In 2018, Frisco raised its Homestead Exemption from 7.5 percent to 10 percent. In 2022, Frisco adopted a 12.5-percent exemption and implemented a "senior tax freeze." Frisco also supports a Senior Exemption worth $80,000. In FY22, the city increased its Capital Reserve Fund to $13 million and the General Fund balance to 34 percent – which is above the 25 percent policy. Frisco's is one of only 8 percent of cities in the U.S. with the highest possible municipal bond ratings: Aaa, AAA (Moody's, Standard & Poor's)

FRISCO

As a Home Rule City, Frisco has more control over establishing its boundaries through Council initiated annexation. Under Home Rule, Frisco has more flexibility to adopt its own rules aside from state legislation.

City government

Frisco voters adopted the city's Home Rule Charter in 1987. In 2002, voters approved 19 propositions and a revision. Since then, Charter revisions passed in 2010 and 2019. As a **Home Rule City,** Frisco has more control over establishing its boundaries through Council initiated annexation. Under Home Rule, Frisco has more flexibility to adopt its own rules aside from state legislation.

Our Council-Manager form of government consists of a **Mayor,** six City Council members elected at-large and a City Manager. Council members' duties include enacting local legislation, adopting budgets, determining policies and appointing the City Manager, Municipal Judge and City Attorney.

While our City Manager takes care of day-to-day operations, the Mayor and City Council focus on vision for the future. The Mayor facilitates City Council meetings; however, the Mayor does not vote except to break a tie. By Charter, the Mayor is also the official spokesperson for the City Council.

Frisco is a ‘can do’ city with a reputation for being innovative. We are known as a dealmaker and risk taker. Leadership throughout our organization is forward thinking.

What makes us different

Frisco embraces technology, flexibility, and creativity. We’re a ‘can do’ city with a reputation for being innovative. Frisco is known as a dealmaker and risk taker. Leadership throughout our organization is forward thinking. Every January, the Frisco City Council determines its Top Ten priority list. The priorities for FY23 are (in no particular order):

- Master Planning of Grand Park
- Performing Arts Center
- Frisco Reinvestment – Assets
- World Cup 2026
- Trail Connectivity and Parks Activation
- Tourism and Entertainment
- Downtown Frisco 2040 Vision
- PGA
- Frisco Roads and Infrastructure
- Community Engagement

While the City of Frisco is approximately 84 percent ‘built out’, our city continues to grow at a fast pace. We’re committed to several legacy projects including master planning of **Grand Park,** which involves about 1,000 acres of city-owned land, as well as facilities, to be linked through a series of trails.

We are renovating historic downtown, **The Rail District,** to include an event plaza, additional parking, and patio-friendly sidewalks to transform the district into a popular destination.

Our latest mixed-use development, **Fields,** is developing our city’s northern corridor and spans 2,500 acres. The Omni PGA Frisco Resort 600-acre campus anchors the Fields development.

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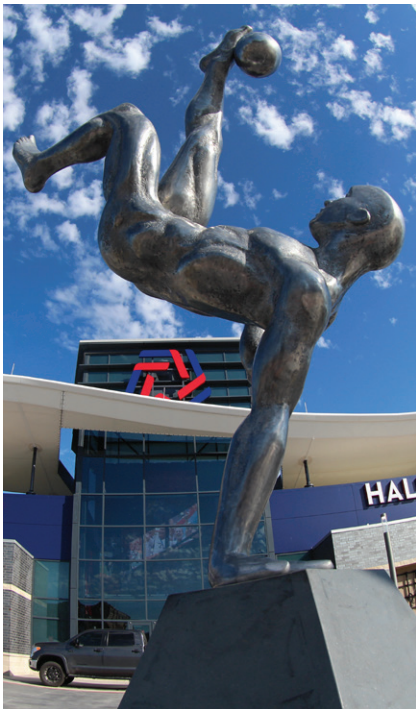
Essential functions and responsibilities

- Assists with developing and implementing long and short-range plans, goals, objectives, and policies for each assigned area of responsibility to meet the organizational and development needs of the City.
- Consults with assigned department directors to solve administrative problems, implement organizational changes, and develop procedures to meet City goals.
- Appoints, suspends, disciplines, and terminates assigned City employees. Performs annual performance evaluations on assigned director-level employees.
- Assists with preparing and accepting items for inclusion in the official agenda for all City Council meetings. Receives staff input on all relevant matters to be considered by City Council.
- Promotes City programs, activities, services, and business opportunities to increase economic development.
- Assists with leading, managing and completing complex projects.
- Represents the City with outside agencies to structure and nurture public/private partnerships; coordinates City activities with external agencies, businesses, consultants, and other agencies and parties to build effective relationships of trust.
- Reviews applicable Federal, State, and City laws, ordinances, and regulations for compliance, and makes recommendations to appropriate departments where non-compliance issues might arise or to develop and implement new ordinances and regulations to enhance, update, modify, or clarify existing ordinances.
- Assists with developing and coordinating city affairs with Federal, State, and local entities, Federal and State agencies, civic and private groups, and citizens.
- Responds to and resolves a wide range of citizen inquiries and concerns; negotiates and resolves controversial issues; respond promptly to City Manager, City Council, and city management team.
- Interacts with City Council Members regularly regarding City issues, programs, and special projects.
- Assists with preparing recommendations to the City Council for annual operating, capital, and other budgets.
- Performs duties specified in the City Charter or required by City Council.
- Travels to attend meetings, conferences, and training.
- Performs other related duties as assigned.

FRISCO



The ideal candidate will work closely with the City Manager to carry out the City Council's initiatives and set the tone and vision for the employees of the city.

Knowledge and skills

- Knowledge of administrative, organizational, and management practices and procedures related to similar size and growth municipalities.
- Knowledge of public finance, budgeting, and budgetary controls for implementing municipal government laws, rules, and regulations.
- Knowledge of public relations and customer service methods, practices, and techniques.
- Knowledge of research, analysis, application methods, practices, and resources, including legal, economic development and planning, and technical reference.
- Knowledge of City policies and procedures.
- Skills in effective oral and written communications, including preparation and presentation of technical reports and materials.
- Skills in networking with internal/external administrative officials at the federal, state, and local levels and private and public foundations.
- Skills in planning, developing and implementing City policies, procedures, and objectives.
- Skills in effectively directing, supervising, and delegating duties to director-level staff.
- Skills in negotiating, mediating, and resolving customer complaints and concerns.
- Ability to build and lead effective teams.
- Ability to lead, manage, and complete complex projects.
- Ability to think and plan strategically.
- Ability to build and nurture effective relationships of trust.
- Ability to communicate effectively internally and externally.

Assistant City Manager: The ideal candidate

The ideal candidate will work closely with the City Manager to carry out the City Council's initiatives and set the tone and vision for city employees. The ideal candidate will have strong knowledge of public administration principles and experience in economic development, fiscal planning, strategic planning and organizational development; demostrated success in project management essential. Experience working in a high-growth community will be beneficial.

The ideal candidate must have demonstrated success in building trust and nurturing effective relationships with the City Manager, Council, public/private partners, department heads, and the community.

The ideal candidate should be an innovative, hardworking leader with strong collaboration and team building skills; advanced written and oral communication skills are imperative. The ideal candidate should be a servant leader with the capacity and interest to be an effective mentor and leader for staff.

This individual must have personal and professional integrity and be able to adhere to the highest ethical and moral standards while displaying transparency.

FRISCO

Qualified applicants will have a Bachelor's Degree in Public Administration, Business Administration, or related field, and 10 years of municipal administration experience, five years in an executive level position — as City Manager, Assistant City Manager or Deputy City Manager preferred.

Education and experience

- Bachelor's Degree in Public Administration, Business Administration, or related field, and 10 years of municipal administration experience, five years in an executive level position — as City Manager, Assistant City Manager or Deputy City Manager preferred. A Master's degree is preferred, or an equivalent combination of education and experience.
- Must be bondable.
- Must pass a pre-employment drug screening.
- Must possess State of Texas Drivers License.

Salary

The City of Frisco is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.

How to apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com
Reference: FRISCOACM

Affion Public
PO Box 794
Hershey, PA 17033
888.321.4922
www.affionpublic.com

The City of Frisco is an Equal Employment Opportunity Employer.

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