CITY ADMINISTRATOR

McLENDON-CHISHOLM, TEXAS

OVERVIEW

McLendon-Chisholm is a one-of-a-kind city with residents who fiercely protect a peaceful way of life and wide open, green spaces. The City seeks to maintain its character and to preserve its way of life even as its inevitable growth has become apparent.

Most of the property in the City is in large lot residential, undeveloped, or agricultural uses, with multiple subdivisions that provide a variety of single family detached housing neighborhoods, from relatively small lots (as small as approximately 7,500 square feet) to very large lots (as large as five acres or more) as well as many agriculturally used properties including farms and ranches. The City of McLendon-Chisholm is located between the City of Rockwall in Rockwall County and the City of Terrell in Kaufman County with the City Limits and Extra-territorial Jurisdiction (ETJ) located mostly in Rockwall County with a small southern area in Kaufman County. Nearby communities include the City of Heath to the west and south and the cities of Rockwall and Fate located generally to the north.

State Highway 205 (SH 205) runs through the center of McLendon-Chisholm and connects Interstate 30 in Rockwall and US Highway 80 in Terrell. This transportation corridor brings traffic, development interest, and increased population to all of the land along SH 205 with McLendon-Chisholm being no exception. SH 205 in McLendon-Chisholm (as part of an approved TxDoT project extending from the City of Lavon in Collin County north of Rockwall to Terrell to the south in Kaufman County) is slated for major reconstruction and capacity enhancement. Plans for this project are currently at the 60% design completion stage.

The growth in value and numbers of the residential portions of the community has been significant. The new growth and the evolution of McLendon-Chisholm as a city has resulted in new municipal facilities including a new City Hall and a new Public Safety Building along with expanded fire services and code compliance services. State and local transportation systems provide relatively convenient access to the community and to surrounding employment centers, shopping, recreation, and entertainment. The City has steadily grown due, in no small measure, to its proximity to major employment centers, its location within drivable commuting distance to and from Dallas, and its commitment to maintain a less dense, more rural lifestyle.

GROWTH of McLendon-Chisolm

McLendon-Chisholm's history began in the 1870's as two separate communities – McLendon and Chisholm. The City of McLendon-Chisholm was incorporated in 1969 after the residents decided to seek rural zoning protections for their territory. The City's population in 1990 was 548 according to the 1990 US Census. The population in 2000, according to the U.S. Census Bureau, was 914. In 2010, the population grew to 1,373. In 2020, the North Central Texas Council of Governments (NCTCOG) estimated population was 3,780, and in January 2021 the NCTCOG population estimate was 4,250.

Growth of residential uses and families within the city limits and the ETJ continues. As the City continues to grow, the community wants to remain committed to a balance of governing policies and land uses to ensure that McLendon-Chisholm remains a highly sought-after community providing a rural retreat from growing urbanization across DFW. In addition to the already approved developments within the city limits, there is a substantial portion of the ETJ that will likely result in increased residential and commercial growth inside or outside of the city limits due to very limited authority of the City to control it – a function of existing State Law. Some of that development is in active planning stages by developers and property owners. Aggressive growth is not consistent with what some in the community are expecting or would prefer, but it is the reality of what may be on the horizon.

PROPERTY VALUES and TAXATION

Home Values

Home values in McLendon-Chisholm have steadily increased since incorporation, even throughout difficult economic times. The typical home value in McLendon-Chisholm is $589,141. McLendon-Chisholm home values have gone up 20.6% between 2020 and 2021 having steadily increased since 2013. McLendon-Chisholm's residents are well-educated, actively engaged, and have personal incomes and home values well above County, State, and National averages.

Property and Sales Tax

McLendon-Chisholm property owners enjoy a comparatively low City Ad Valorem Tax Rate. Ad Valorem taxation first occurred in McLendon Chisholm in 2009 when a rate of .0975/$100 valuation was adopted. In 2015 with the issuance of debt for the construction of a new City Hall, the adopted rate was .152025/$100 valuation. The City Council adopted a rate of .1850 in 2021.

A Rollback petition was submitted and certified for the adopted 2022 Ad Valorem Tax Rate. If voters pass the Rollback the City will add $200,000 to its General Fund Reserve. If the voters reject the Rollback the City will add $500,000 to its General Fund Reserve. The City's reserves are strong.

The City has adopted a 1 cent local Sales Tax. Most of the City is residential, so Sales Tax revenue, while increasing, is relatively low. Taxable sales have remained strong, and Sales Tax will likely be an increasing source of revenue as the City grows. A ½ cent Ad Valorem property tax reduction is applied.

ABOUT McLendon-Chisholm

The City of McLendon-Chisholm: Doing Business

The City of McLendon-Chisolm conducts its business with a small number of employees. Full time employees include the City Administrator, the City Secretary, the Fire Chief, and six (6) firefighters (three (3) Captains and three (3) drivers), a Code Compliance Officer, and a City Planner (authorized but not currently filled). Part-time employees include an Administrative Assistant and fifteen (15) firefighters.

It would be inaccurate to assume that typical municipal functions for which full or part-time employees are not noted above are left unaddressed by the City. The City currently uses a number of highly qualified consultants and contractors to accomplish those functions in a very efficient and effective manner. The 2022 Annual Operating Budget, the Comprehensive Plan, and Code of Ordinances may be accessed through the City's website.

The Mayor and City Council

The City of McLendon-Chisholm is a Type A General Law city chartered under the laws of the State of Texas. The elected Mayor and City Council members are all elected at large and serve two-year terms. There are five City Council Members. The Mayor presides over City Council meetings, votes in the case of a tie vote, and serves as the Chief Executive Officer of the City. Day-to-day operations of the City are delegated to the City Administrator in accordance with the City Ordinance that created the position. The City Administrator is selected by the Mayor and approved by the City Council. The City Administrator serves at their pleasure of the Mayor and City Council.

The Mayor and Council Members are excited to begin the process of selecting a new City Administrator for the City of McLendon-Chisholm to join the city's team. The selection process that will be used by the Mayor and Council is outlined herein. The Mayor and Council work together as a team and request that applicants respect the established process by refraining from initiating contact with them individually throughout the process. During the course of the selection process, appropriate opportunities for candidate interaction with the Mayor and full Council will be determined by the Mayor and City Council.

Candidates are assured that contact made by representatives of the City will be made on behalf of the Mayor and full Council. The position of City Administrator of the City of McLendon-Chisholm was created by City Ordinance. The City's current ordinances are codified and can be accessed through the City's website.

CANDIDATE PROFILE

The City is seeking applications for the position of City Administrator who possess the following characteristics:

Education

Bachelor's degree in public administration, political science, or equivalent is required with a master's degree in public administration or equivalent preferred. Credentials (completed or in progress) as a Certified Public Manager are also preferred. Specialized training and certifications may also be considered.

Experience

The equivalent of three (3) years of progressively responsible local government management experience is required with additional applicable experience preferred. General knowledge of local government operations and applicable laws is required.

Characteristics

Honesty and integrity are of utmost importance. A positive attitude toward management commitment to servant leadership and commitment to teamwork is required. The importance of honest communication, transparency, and fairness in all dealings cannot be overemphasized. The ability and inclination to communicate with Citizens (individually and collectively) verbally and in writing is of great importance. The successful candidate must be committed to and able to contribute to the success of the City through implementation of policies and goals established by the Mayor and City Council.

CANDIDATE PROFILE cont.

Special Circumstances

The City of McLendon-Chisholm has a vast amount of undeveloped land and currently there is great interest on the part of developers to pursue development in the City and its ETJ. The City does not currently offer water services and is served by the RCH Water Supply Corporation, Highpoint Water Supply Corporation, and Blackland Water Supply Corporation. RCH, with the largest service area for properties in the City and its ETJ, is currently limited in terms of water supply available for growth. While this is a matter which RCH currently seeks to resolve, the City is simultaneously considering alternative water supply solutions.

The City currently serves about 630 residential homes with sewer services with the remainder being on septic systems. The City-operates the wastewater collection system in the Sonoma Verde subdivision and an outfall line to a regional wastewater interceptor line with treatment provided (through contract with the City of Rockwall and its regional partners) at a regional treatment plant in Mesquite. Residential billing and system operations are accomplished by contract.

Experience in working with and knowledge of Municipal Utility Districts, Public Improvement Districts, and developers that seek to use these mechanisms as a part of their development would be a definite plus for position applicants.

COMPENSATION

The Mayor and City Council of the City of McLendon-Chisholm is aware of the importance of, and is committed to, offering a competitive compensation package for the position of City Administrator. The City recognizes the complexities of the position and seeks the most qualified applicants for the position. A salary range for the position will be provided as the selection process progresses. It is requested that applicants include their current level of compensation and any compensation requirements that may be applicable with their application for the job.

Employees of the City of McLendon-Chisholm participate in the City's health insurance program and dependent coverage is available. Details of the health insurance program will be provided further in the selection process. The City participates in the Texas Municipal Retirement system – 7%, 2:1 match. The City offers nine (9) paid holidays and paid time off ranging from 128 hours to 248 hours per year depending on length of service.

Selection Process

The position will be advertised and applications accepted in accordance with the information contained in the advertisement. Applications should include a resume including a description of the applicant's qualifications and experience, current compensation and desired compensation level, and other information that the applicant wishes the Mayor and City Council to consider. The City will not contact current employers or references provided by applicants prior to requesting permission from the applicant to make those contacts. Resumes and applications are a matter of public record.

Resume applications must be submitted to:

Shelly Green
City Secretary
1371 FM 550
McLendon-Chisholm, Texas
or citysecretary@mclendon-chisholm.com