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Phil LeVota  
Jackson County Executive

EXECUTIVE ORDER NO. 25-28

TO: MEMBERS OF THE LEGISLATURE  
CLERK OF THE LEGISLATURE

FROM: PHIL LEVOTA  
COUNTY EXECUTIVE

DATE: NOVEMBER 19, 2025

RE: APPOINTMENT-COUNTY ADMINISTRATOR/MANAGER

I hereby appoint **Stephen A. Arbo** to serve as County Administrator/Manager, effective October 16, 2025. Mr. Arbo's resume is attached.

11-19-2025  
Date



Phil LeVota  
County Executive

# STEPHEN A. ARBO

188 NE Bayview Drive  
Lee's Summit, MO 64064

Mobile: (816) 223-4744  
Email: StephArbo@att.net

## PROFESSIONAL EXPERIENCE

*City Manager, Lee's Summit, Mo. (Pop. 97,000)*

*August 2008 – Present*

*Acting City Manager, Lee's Summit, Mo.*

*July 2007 – August 2008*

*Deputy City Manager, Lee's Summit, Mo.*

*July 2004 – July 2007*

*Assistant City Administrator, Lee's Summit, Mo.*

*March 2001 – June 2004*

### Management

Serve as chief executive officer for a 1,000 (750 FTE) employee workforce through a 15-member Management Team. Lee's Summit has experienced significant growth during my tenure: 2000 population of 70,700 to a current population of 97,000 and an assessed value of \$846.6M to a current value of \$1.9B.

Directed organization through long-term planning issues including the implementation of 20-year fiscal model, economic development goals, utility master plans, master transportation plan, organizational restructuring, and the creation of Master Action Plans (MAPs) to implement the City Council's short-term (2-3 years) goals.

Due to the 2008 recession causing a negative revenue growth scenario, a 5-year budget projection model was implemented to meet City Council goals and protect current service levels. Returned the operating reserve to a 50% balance after a negative \$15.5M legal settlement in 2011. City was awarded a Moody's Aaa bond rating for debt financing in 2017.

### Planning

Strengthened development fee-based systems. Updated ultimate build-out plans for land use, utilities, and transportation systems. Created a long-term fiscal model to determine the financial sustainability of development projects and community economic impact. Lead in the creation of a 20-year Downtown Master Plan, now in its 13<sup>th</sup> successful year. Current efforts are focused on revitalizing residential neighborhoods, responding to multi-family development interests and redevelopment of underutilized commercial areas within the downtown corridor.

### Economic Development

Lead staff team on economic development issues with the goal of attracting high-quality projects to positively impact the community while bringing a higher standard of fairness and professionalism to the process. The approved projects have a high degree of complexity that may include a combination of the following tools: Tax Increment Financing; Neighborhood Improvement District; Transportation Improvement District; Property Tax Abatement; Neighborhood Preservation Tax Credits; and Historic Preservation Tax Credits. Created a comprehensive economic incentive policy adopted by the City Council to be used for staff and development community as a negotiating structure.

In 2016, served as negotiation team leader to attract a single private investment exceeding \$500M.

### Special Projects

Served as key architect for multiple city ballot issues. Recent "wins" for the community include the approved renewal of a ½ cent capital improvement sales tax and a "no tax increase" bond issue for streets, storm water and public safety. Since 2001, typical voter approval ratings for tax renewals and debt service have been between 70% and 83%.

Negotiated assignment of 300-acre prime office development site from adjacent community into the City of Lee's Summit for economic development growth opportunities. This site is now one of the finalists for the Kansas City Area Development Council submittal for the HQ2 Amazon proposal.

Engaged in fourth year of implementing a multi-faceted community marketing plan in conjunction with the Chamber of Commerce, Lee's Summit Economic Development Council, and private corporations sponsoring "co-branding" opportunities.

Leading a multi-city and multi-county task force comprised of MARC leadership staff, first-responder staff, emergency management officials, public insurance executives and technology professionals to create a comprehensive plan to address local government cybersecurity threats. Work of this team was recently featured in Government Technology's national publication.

*General Manager, Lakewood Property Owners Association (Pop. 10,000)*

*March 2000 – March 2001*

Served as Chief Executive Officer for large property owners association that offered residential services (lake amenities, boat marinas, restaurant, grounds maintenance, and community patrol). Position was a transition stage between City Management experiences. Created Management Team style of leadership and built resurgence in volunteer-based committees.

*City Administrator, City of Liberty, Mo. (Pop. 28,000)*

*July 1997 – September 1999*

**Management**

Served as leader of the City's 12-member Management Team comprised of department heads and key administrative staff. Coordinated long-term strategic planning activities for Mayor and City Council and implemented goals through departmental action plans. Initiated employee-based safety program. Carried forward the Council's legislative and policy decisions in the daily operations of the City.

**Planning**

Supervised Community Development staff in completing a successful 10-year land use plan known as "Blueprint for Liberty." Directed administrative staff in conducting a sales tax campaign for a 10-year capital improvements program that received 82% voter approval. Coordinated 18-month planning process that culminated in a financing strategy for new streets to be shared between the development community and the City.

**Special Projects**

Negotiated with Kansas City Area Transit Authority (KCATA) to establish a Liberty commuter express bus service (the first system expansion in over 12 years). Coordinated efforts of local and state environmental agencies to permanently alleviate air pollution problems created by local snack food company. Supervised negotiations against Teamsters' union that ultimately lead to disbanding the public works' bargaining unit.

*City Manager, City of Ellisville, Mo. (Pop. 9,200)*

*February 1993 – June 1997*

**Management**

Appointed as the city's first professional City Manager. Implemented new City Charter that became effective in November 1993. Assisted the Council in writing and implementing new zoning code and sign regulations to guide residential and commercial growth in a positive direction. Conducted a three-month leadership-training program for top staff that emphasized team environment and participatory management concepts.

**Finance**

Restructured operating and capital budget documents to improve clarity and approval process for City Council. Amended financial reports to comply with the Comprehensive Annual Financial

Report (CAFR) guidelines established by the Government of Financial Officers' Association (GFOA). Produced the City's first five-year capital improvement plan (CIP) and long-term financial plan. Supervised installation of "4<sup>th</sup> Generation Language" financial software that increased operating efficiency. Produced the City's first financial budget to receive national recognition by GFOA.

**Personnel** Implemented the first set of personnel guidelines, updated position descriptions, and developed a performance-based compensation plan. Restructured employee benefits package to share health insurance costs with employees. Created IRS Section 125 program that reduced employee and city payroll taxes. Revised personnel recruitment procedures to comply with equal opportunity and ADA guidelines.

**Special Projects** Coordinated successful citizen-based campaign that authorized an additional  $\frac{1}{2}$  - cent sales tax for storm water and street repairs. Created the first residential occupancy inspection program and won voter approval for inspection fees. Identified and recruited commercial tenant for a 30,000 sq. ft. building which had been vacant for over a decade. The new tenant now produces over \$200,000 per year in sales tax revenues.

*City Administrator, City of Manchester, Mo. (Pop. 6,500)* *March 1990 – January 1993*

**Management** Responsible for the daily operation of the Police, Street, Parks, Municipal Court, and Administrative Departments. Developed/researched various policy recommendations for consideration by the elected and/or appointed boards. Implemented policies as set by the Board of Aldermen. Responsible for 40 full-time employees. City received the "Distinguished Budget Award" in 1991 and 1992 from GFOA.

*City Administrator, City of Frontenac, Mo. (Pop. 4,000)* *May 1988 – March 1990*

**Management** Responsible for the daily operation of the Police, Fire, Street, Municipal Court and Administrative Departments, and contracts for Sanitation and Ambulance service. Chief negotiator with firefighters' union. Successfully address all employee issues and reduce need for a formal agreement; continued to "meet and confer."

*Asst. to the CAO, City of Kirkwood, Mo. (Pop. 28,000)* *May 1986 – May 1988*

**Management** Developed and assisted in presentation of the City's Operating Budget (approx. \$22 million for FY 1987/88 and 1988/89). Served as chief negotiator with the electric distribution workers union (IBEW) and revised agreement. Responsible for resolving interdepartmental issues (such as customer billing) between the public utilities (Electric and Water) and the Finance departments. Served as City liaison to the downtown business district. Negotiated lease contracts of properties used for public parking lots and coordinated and initiated parking permit system. Managed the sale and purchase of City properties.

**Personnel** Served as Personnel Director for approx. 240 full-time and 30 part-time employees. Responsible for resolving all personnel issues relating to the Administration, Electric, Fire, Parks and Recreation, Police, Public Works, Sanitation, and Water Departments. Developed and supervised employee-based safety committee for the Electric Department. Served as pension plan administrator during transfer of City's pension plans from a "defined benefit" to "defined contribution" format. Created and implemented comprehensive personnel policies and initiated the revision of departmental procedures such as promotions for Police and Fire employees.

*Public Management Intern, City of Kansas City, Mo. (Pop. 450,000)*

*June 1985 – April 1986*

Served three-month rotations to four departments: City Manager's Office, Public Works, Finance, Budget and Systems. Co-authored Kansas City's successful 1986 "All-America City" application. Coordinated the "Comprehensive Annual Financial Report, FY 1985."

*City Manager's Intern, City of Leavenworth, Kan. (Pop. 34,000)*

*June 1984 – May 1985*

*Administrative Intern, City of Liberty, Mo. (Pop. 16,000)*

*January 1983 – May 1984*

## **EDUCATION**

University of Kansas, Lawrence, Kan.  
Master of Public Administration – Urban Management  
May 1986

William Jewell College, Liberty, Mo.  
Bachelor of Arts: Public Administration, Political Science  
May 1984

## **ASSOCIATIONS**

Co-Chair of Regional Homeland Security Council – MARC, 2016 to present  
International City Manager's Association – Full Member  
American Society of Public Administrators (ASPA) – Kansas City Chapter  
Missouri City Manager's Association – President 1999-2000  
Mid-America Regional Council Insurance Trust – Secretary 1999, Board of Directors 1997-1999  
St. Louis Area Insurance Trust – Chair 1997, Board of Directors 1993-1997  
West St. Louis County Chamber of Commerce – President 1995, Board of Directors 1992-1995  
American Society for Public Administration, St. Louis Chapter – President 1992 and 1993  
Kirkwood Area Kiwanis – President 1989 and 1990

## **MENTORING AND PROFESSIONAL DEVELOPMENT**

Past and current mentor to numerous city administrators in Mid-West  
Designated "Professional Coach" for New City Administrators - MARC  
"Practitioner in Residence" for University of Kansas 2016 MPA Urban Management Class  
Coro Kansas City, Former Board Member and Governmental Internship Sponsor  
Graduate of Levinson Leadership Institute, Boston, Mass.  
2017 Graduate of Missouri Highway Patrol Community Alliance – Troop A

## **HONORS**

2017 President's Award, Longview Community College, Lee's Summit, Mo.  
2014 James C. Kirkpatrick Excellence in Governance Award, University of Central Missouri  
2011 Outstanding Public Administrator, ASPA, Kansas City Chapter  
1994 Walter Pope Binns Fellow, William Jewell College, Liberty, Mo.  
1993 Outstanding Young Public Servant Award, West St. Louis County (Mo.) Jaycees  
1984 Outstanding Undergraduate Student Award, ASPA, Kansas City Chapter