

# CITYADMINISTRATOR

## Recruitment Profile

### Beloit, Kansas



More information about Beloit can be found at:  
[www.beloitks.org](http://www.beloitks.org)

**Qualified persons invited to apply by  
preferred deadline of July 15, 2016.**

Please send cover letter highlighting qualifications,  
resume and salary history in a **single** integrated file to:

**Recruitment Advisor**

Marla Flentje  
[mflentje@austinpeters.com](mailto:mflentje@austinpeters.com)

**For information call:**

The Austin Peters Group, Inc.  
City of Beloit Recruitment Advisor  
(316) 250-1344

June, 2016

## The City seeks a City Administrator with the leadership and management skills to contribute to the community and its full-service municipal government in innovative and cost-effective ways.

This recruitment profile has been prepared for potential candidates to provide background information on the community, City government, current projects and challenges, duties of the City Administrator, qualifications established for the position, preferred qualities for the next Administrator, and other relevant information.

### I. The Beloit Community

Beloit was incorporated nearly 150 years ago in the area known today as the Land of the Post Rock, so named for its picturesque limestone fence posts that continue to grace the landscape.

Located in the rich agricultural area of North Central Kansas and on the banks of the Solomon River, Beloit rightfully boasts a historic small-town charm alongside its status as hub of a modern regional economy. Excellent schools and recreation amenities, safe neighborhoods, affordable homes, quality public services, and affordable energy contribute to the community's family-friendly reputation. With its population of nearly 4,000, Beloit is the county seat of Mitchell County and its largest city.

A spirit of optimism shapes the character of community life. While buffeted by the forces that confront most rural communities, residents and local leaders approach challenges with a practical resolve to address problems and invest in the community's future. In recent years, voters have approved resources for street improvements, utility infrastructure investments, and a new swimming pool. New businesses have opened, and existing businesses have expanded. And a new trend is evident – grown children are moving back to Beloit to raise their families.

#### The Economy.

The local economy is anchored by approximately 150 businesses with the predominance of jobs in manufacturing, agriculture, health care, and education. The largest employer is the Mitchell County Hospital with 300 jobs, and the largest private employer is Sunflower Manufacturing/AGCO with 257 jobs.

Since 2010, the community has realized the benefits of more than \$58 million in private-sector investments by new or expanded businesses.

An important stimulus of economic growth resulted from the recent transfer by the State of Kansas of the assets of the former Juvenile Correctional Facility to the City. With creative initiative and major infrastructure investments by City leaders, today the revitalized North Campus is the site of a new law enforcement center and library, day care and early learning facilities, retail development, new housing, a walking trail, and a community garden.

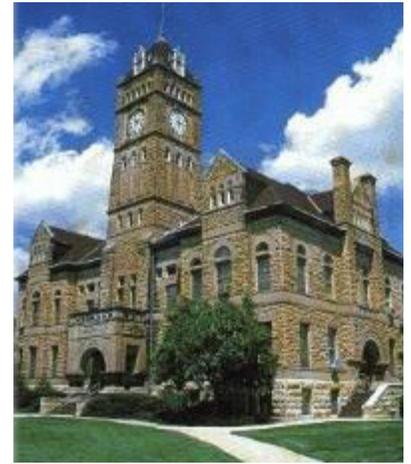
Beloit's status as a regional hub translates into a notable retail sector that offers financial and other professional services, as well as grocery and convenience stores, a good variety of restaurants, hardware and home-improvement establishments, clothing and gift shops, and pharmacies.

For a community of its size, Beloit has exceptional transportation assets. Located on Highway 24 and at the intersection of Highways 9 and 14, Beloit is less than an hour's drive from Interstate 70 and the four-lane Highway 81. Rail freight service is provided by Kyle Railroad System. The Lincoln Airport and Wichita Eisenhower Airport, which are served by national carriers, are both less than a three-hour drive.

Moritz Memorial Airport is a City-owned public-use airport. With support from an FAA grant, the City has just completed a \$2.7 million runway expansion project.

#### Education.

K-12 education is provided by the Beloit Public Schools, USD 273, whose quality instruction is enhanced with small class sizes. St. John's Catholic School also offers Pre-K-12 instruction. Children under the age of five are served by the publicly-supported Early Learning Center. The Beloit School District also provides administrative leadership for the Special Education Cooperative, a partnership of five school districts that supports 2,000 children with special education services.



*Mitchell County Courthouse*



The Beloit location of North Central Kansas Technical College adds significant value to community life. With its 40-acre campus and over 100 employees, the College offers instruction for 25 distinct associate degrees and certification programs. The College also provides workforce development for business and industry in the region. Post-secondary education opportunities are also available at nearby Cloud County Community College.

**Parks and Recreation.**

Residents enjoy the extensive leisure amenities of nearby Waconda Lake and adjacent Glen Elder State Park, one of Kansas’ best hunting and fishing locales. The 13,000 park acres and 12,500 water acres are within a 15-minute drive, and offer excellent fishing, boating, water skiing, camping, biking, hiking, and hunting opportunities.



The City is proud of its park and green space, most notably lush Chautauqua Park situated on the banks of the Solomon River with its 26-acres of picnic shelters, camp grounds, outdoor sports



fields, playgrounds, boat ramps, and a disc golf course. The City’s Recreation Department offers youth and adult sports leagues, youth instructional programs, and adult education classes.

A new swimming pool financed by a voter-approved sales tax and featuring a zero-depth entry pool, deck sprays, a lap pool, a lazy river, and water slides, is an exciting addition to the City’s leisure amenities. A private nine-hole golf course also is located in the City. And Beloit is home to the county fairgrounds, site for the annual Mitchell County Fair.

The Beloit Walking Trail, funded and constructed by community volunteers, is a one-mile trail that circles the North Campus. Leisure walkers can also enjoy a guided walking tour of historic downtown buildings.

Residents can practice good fitness habits at the NCK Wellness Center jointly owned by the College, Hospital, and City government via a nonprofit partnership. The Center includes cardiovascular and strength equipment, an indoor swimming pool, jogging/walking track, gymnasium, cycling theater, and racquetball courts.

**Health Care.**

Beloit and its region are served by Mitchell County Hospital Health Systems, a modern, 40-bed hospital with a Level IV trauma center. Nine physicians staff the hospital in family practice, internal medicine, obstetrical, surgical, and psychiatrist specialties. The hospital also operates a long-term care unit for 40 patients.

The Beloit Medical Center is a six-physician-owned, independent practice with a multi-specialty group. Dental, optometry, chiropractic, and mental health services are also available locally.

## Other Features of Community Life.

Arts and other cultural amenities as well as local celebrations strengthen community ties.

The Mitchell County Historic Society manages a local history museum and the Little Red School House, a replica of a 19th century school building. The new municipal Port Library serves the community and the region with its extensive collections. Membership in the Beloit Concert Association confers the benefit of year-round musical concerts performed in Municipal Auditorium.

Local festivals include: the Chautauqua Isle of Lights at Christmas; Sizzlin' with Santa Chili Cook-Off; the Memorial/Homecoming parade that honors veterans and brings together school alumni; 8-Man All Star Pep Rally/ Football Games; Fourth of July Glen Elder Fireworks; Eagles Club Car Show; and the Holiday Craft Fair.

Residents don't have far to go to the movies! The Solomon Valley Cinema, owned and managed by a local nonprofit association, shows first-run, affordable movies in two theaters. And for racing aficionados, the Solomon Valley Race Track hosts demolition derby and monster truck jams during the summer.

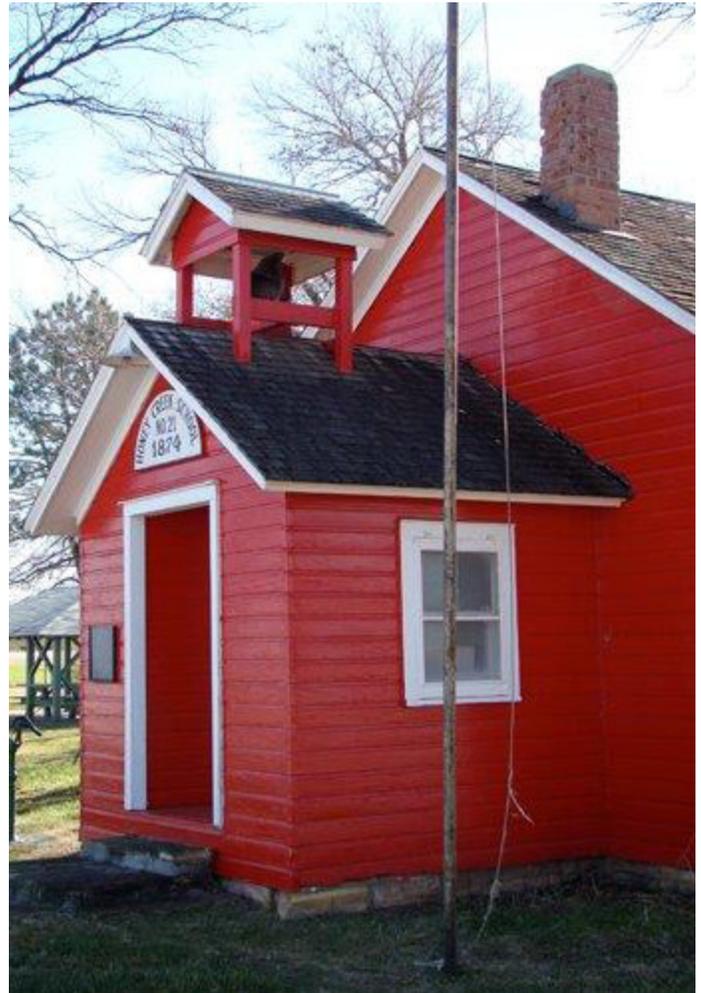
The City has approximately ten churches of diverse denominations. Civic organizations also contribute to community life including the Chamber of Commerce, Rotary International, the Lions Club, and many other volunteer organizations that give time and resources to civic projects. *The Beloit Call* keeps residents informed on community and local government news. The regional newspaper, *The Salina Journal*, is published daily.

## II. Beloit City Government

The City is governed by a nine-member governing body, the Mayor and eight Council Members, elected on a non-partisan ballot to staggered, four-year terms. The Mayor is a directly-elected position who presides at meetings, votes to break tie votes of the Council, may exercise a veto over certain Council actions, and appoints certain officials subject to Council confirmation. The next municipal election will be held in November, 2017, when four Council Members are on the ballot.

All governing body meetings are video-taped and available on YouTube.

Beloit established the position of City Administrator in 1978, and since that time, eight individuals have served in the position. The most recent City Administrator resigned



*Little Red School House Museum*

to assume another position after serving for seven years. The current Interim City Administrator is not a candidate for the position.

The City's annual general fund budget (2016) is approximately \$2.4 million. Budgeted expenditures for all utility funds (water, wastewater, and electric) total nearly \$10 million. A \$791,000 capital improvement budget is dedicated to general capital projects.

Total assessed valuation in 2015 was \$24,372,000, a five percent increase above the previous year. In 2015, the City levied 55.021 mills in property taxes, which represents approximately nine percent of the total operating budget. The local sales tax is one percent and allocated to the capital fund and debt service of the new swimming pool.

Total indebtedness is \$10,236,000 and includes general obligation bonds for the water and electric utilities and revenue bonds for the swimming pool.



Moritz Municipal Airport



Mitchell County Hospital Health Systems

The City provides a full range of services including:

- police
- street maintenance
- water production and distribution, and wastewater
- electric generation and distribution
- planning and zoning
- building/code inspection and enforcement
- parks and recreation
- municipal court
- cemetery
- building maintenance
- administration and finance

City services are administered by ten department directors who are supervised by the City Administrator.

City departments are: police; transportation; airport; parks and recreation; water; sewer; electric; economic development; planning, zoning and code enforcement; and municipal court.

Solid waste and emergency medical services are provided by Mitchell County. A 25-member volunteer Beloit Fire Department provides fire suppression services.

Economic development is led by Beloit's Community Development Director, a position jointly funded by Mitchell County and the City. The City also works cooperatively with the North Central Regional Planning Commission, a 12-county partnership, on economic development and long-term planning.

The City's workforce is comprised of 60 full-time and 30 part-time employees.

Group health insurance is provided through Blue Cross-Blue Shield. The City pays either 85 percent or 100 percent of the premium, depending on the size of the deductible. The employee's portion of the monthly premium is as follows:

- Employee only           \$ 64.18
- Employee/child       \$136.05
- Employee/spouse     \$137.78
- Family                   \$209.65

City employees are also eligible to participate in a Cafeteria Plan/Section 125 and a health savings account program.

Employees are eligible for retirement benefits through the Kansas Public Employees Retirement System (KPERs). The state mandates that employees contribute six percent of their gross earnings. Employees are vested after five years of service. Employer contributions remain with the retirement system and go toward the cost of life insurance, long-term disability insurance, and death and retirement benefits. Employees may also voluntarily participate in a deferred compensation program through Investment Centers of America.

Vacation leave for the first five years of employment is earned at the rate of 80 hours per year and is proportioned equally per pay period. Sick leave accumulates at the rate of one day per month up to 60 days. Employees have 9.5 paid holidays and one personal day per year for additional leave. The City also offers an education tuition reimbursement program and a membership at the NCK Wellness Center.

### III. City Government Opportunities and Challenges

The Mayor and City Council have identified immediate projects and issues that will require the next City Administrator's attention and resourcefulness:

**1. Marketing North Campus for residential and retail development.** City leaders have enjoyed remarkable success in repurposing the former grounds of a state juvenile correctional facility for public purposes, and community and retail development. With recent investment in residential streets and utility infrastructure in the land that remains, the City is now well positioned to sell the remaining platted land for new housing development and possibly additional retail businesses. Leadership from the new Administrator will be important in achieving this goal.

**2. Analysis and recommendations for improving water quality.** The City recently contracted with an engineering firm to pinpoint the causes of odor and taste issues from water treated by the City, and they are weighing options for improving water quality. The options will range from modifying the existing treatment plan, to upgrading the existing plant, to constructing a new plant to treat river or Waconda Lake water. The Mayor and Council will look to the next Administrator for expertise and guidance as they make this decision that is so important to the community's long-term future.

**3. Project management for infrastructure improvements.** Voters recently approved a sales tax referendum for improvements to eight blocks of East Main Street, the main east/west arterial, and the City is ready to initiate this project. Additionally, as the result of a \$200,000 grant received jointly with the Beloit School District, the City is poised to begin its Safe Routes to School project. The next Administrator's project management skills will be essential to successfully complete these street, gutter, and sidewalk improvements.

**4. Succession planning.** The City has enjoyed the skills and allegiance of a long-tenured workforce, especially in

management positions. The unwelcome consequence of this benefit, however, is that the City anticipates retirement of many key personnel over the next five years. The governing body expects the next Administrator to develop leadership capacity within the organization and additional strategies for meeting the human resource needs of the municipal organization.

### IV. City Administrator Job Responsibilities

As authorized by local ordinance, the City Administrator is the chief administrative officer for the City and works under the direction of the Mayor and City Council. The Administrator's duties include:

- Manage, direct, control, and supervise all the administrative departments and services of the City.
- Recommend to the Mayor, the governing body and other boards hiring and discharging of appointive officers and employees (in accordance with the position classification pay plan).
- Supervise, direct, and assign the duties of all appointive officers and employees.
- Recommend a schedule of salaries for all officers and employees.
- Submit an annual budget to the governing body and provide timely reports of the financial condition.
- Exercise general supervision and control over all City purchases and expenditures in accordance with the budget and policies as may be adopted by the governing body.
- Have general oversight of the care and management of all City property, buildings and equipment.
- Assist and provide leadership in developing short- and long-range goals.
- Attend all meetings of the governing body and other meetings as required.
- Make recommendations to the governing body for effective administration of all City services.

The person appointed to the position of City Administrator is expected to establish residency within the City limits no later than six months after assuming the position.



## V. Qualifications for the Position of City Administrator

**Minimum qualifications:** 1) three years of experience in a public management position that includes supervisory and budget/finance responsibility; 2) bachelors degree in business or public administration, or related field from an accredited university; 3) evidence of a stable work history and progressive career advancement; and 4) an unblemished record of ethical conduct.

**Preferred qualifications:** 1) three years of executive management experience in a local government organization; 2) masters degree in public administration or related field from an accredited university; 3) experience in managing an electric utility; 4) personal or professional experience in a small community; 5) experience in obtaining external grants for projects or programs; and 6) International City and County Association Management (ICMA) membership.

## VI. Qualities Desired in the Selection of a City Administrator

The Mayor and City Council have identified preferred leadership qualities and practices of the next City Administrator, and will look for evidence of them in interviews and background reviews:

**Expertise in financial management.** Because Beloit is a full-service utility City, its budgets are sizeable and complex in comparison with similar cities. The size of capital projects also requires knowledge of debt financing. The governing body expects its Administrator to have specialized expertise in budgeting, debt management, and other aspects of financial management. Staying current with best practices, including financial transparency, is also a priority.

**Initiative to participate in the life of the community.** Beyond the requirements of residency, citizens in Beloit expect the Administrator to be approachable and visible in the community. The best candidates for the position will have a track record of community volunteerism. The development of informal community relationships in everyday community settings will enhance the leadership effectiveness of the Administrator. At the same time, the governing body understands an accomplished Administrator also needs to balance time for relaxation and renewal.

**Skills to sustain positive community relationships.** Recent history in Beloit is marked by the successes of collaborative leadership that reached across organizational

boundaries for the public interest. The cooperation between and among the City, County, College, Planning District, and School District have leveraged resources and built “social” capital. The next Administrator will have an important role in nurturing current community and regional partnerships, and seeking new avenues for governmental and cross-sector cooperation.

**Excellent communication skills.** The City Administrator is a prominent “face” of Beloit City government. He or she needs the ability and inclination to easily engage with others and invite feedback, listen without early judgment, provide governing body communication, interpret plans and decisions, and convey the City’s message to businesses and residents. The next Administrator must demonstrate superior writing and public presentation skills.

## VII. Parameters of Compensation

The Mayor and City Council are committed to providing a base salary, benefits and an employment agreement that is competitive with similar Kansas cities and commensurate with the experience of its preferred candidate. Accordingly, the low end of the salary range for the City Administrator position is \$90,000.

The City provides benefits that include group health insurance through Blue Cross-Blue Shield, and retirement benefits through the Kansas Public Employees Retirement System. Automobile and technology allowances, and support for professional development and association memberships may be negotiated as part of total compensation. Other benefits include life insurance, paid vacation, and holiday and sick leave. The governing body’s intent is to formalize compensation and other terms of employment in a City Administrator employment agreement.





## VIII. Estimated Timetable for City Administrator Recruitment

June 9	Board receives and approves City Administrator Recruitment Profile	August 15 (week of)	Mayor and Council interview finalists and receive reference reports
June 13	Recruitment Profile brochure completed	August 29 (week of)	Mayor and Council identify preferred candidate, make offer, conduct background checks, and negotiate employment agreement
June 14	Announcement of position vacancy posted on job boards; informal network recruitment begins	Sept. 5 (week of)	Employment agreement approved; new City Administrator announced
July 15	Preferred deadline for resume submission		
August 2	Mayor and Council receive Screening Report; determine finalists		