



# Great Bend, Kansas

Invites Qualified Candidates to Apply for

## City Administrator

### ABOUT GREAT BEND

Great Bend is a vibrant community of more than 16,000 people located in the heart of America near the geographical center of Kansas. The community's central location allows for short travel to anywhere in Kansas including Wichita and Kansas City. Also, Denver is just a mere six-hour drive from Great Bend.

Great Bend which is the county seat of Barton County was named after its location at the "great bend" in the Arkansas River where the river's course makes a turn. The city was incorporated in 1872.

Great Bend is known for its quiet and scenic neighborhoods, low crime rate, low cost of living, and job opportunities in most industries. Companies in Great Bend enjoy an adaptable hard-working regional labor pool of close to 66,000. Some of Great Bend's largest employers include: Great Bend Regional Hospital (300-500 employees); CUNA Mutual Retirement Solutions (250+ employees); Fuller Industries (150-225 employees); and several other manufacturing and retail employers. A link to all major employers in Great Bend can be found at <https://www.greatbend.org/majoremployers>.

### EDUCATION

Great Bend has a strong education system with excellent public and private schools. Great Bend USD 428 has five elementary schools, one middle school, and one high school. Great Bend also has two private schools: Central Kansas Christian Academy which offers kindergarten through eighth grade, and Holy Family School which consists of pre-kindergarten through sixth grade.



Post-secondary education is available in the Great Bend area at Barton Community College (BCC) which offers the following four degrees in a wide range of subject matters: Associate of Arts (A.A.); Associate of Science (A.S.); Associate of General Studies (A.G.S.); and Associate of Applied Science (A.A.S). BCC also provides certificates in many vocational areas such as business and technology, health care, and public safety.

## LEISURE AND CULTURE

There are numerous recreation and cultural opportunities in Great Bend including one of the only free zoos between Kansas City and Denver. Founded in 1952, the Great Bend Brit Spaugh Zoo is a showcase for lion cubs and grizzly bears. The zoo also includes the Raptor Center which features interactive exhibits, displays, learning stations, and a colorful mural featuring birds of prey.



The Crest Theater is a downtown landmark constructed in 1950 and named to the National Register of Historical Places in 2005. The Crest Theater hosts community theater and musical productions and is available for rent. Also, located downtown is the Golden Belt Cinema 6 movie theatre. The renowned Shafer Art Gallery at BCC has 8,000 square feet of exhibit space with western-themed bronze sculptures, monthly exhibitions by national and regionally known artists, and educational programs.



The City's Public Lands Department is responsible for maintaining over 2,000 acres of public lands including 11 City parks. The following are park facilities owned and maintained by the City.

- Great Bend Sports Complex with five lighted fields (two baseball and three softball) home to various leagues of all ages and numerous state and regional tournaments
- Great Bend Waterpark features eight water slides, spray features, 300-gallon tipping bucket, and zero-depth entry
- BMX track
- Lighted skateboard area
- Picnic areas and playground equipment
- Hiking and biking trails
- Band shell and splash pad
- Portable ice rink
- 43-acre lake offering two fishing docks
- Tennis courts
- Disc golf course
- Sand volleyball
- Horseshoe pits for state tournament



In addition, soccer fields and basketball courts are owned and maintained by the Recreation Commission which is also responsible for the community's recreation programming.

Recreation Commissions which are independent governmental entities are common in Kansas communities. The Great Bend Recreation Commission has two representatives appointed by the School District, two appointed by the City, and one at-large.

Another leisure option is the Sunflower Rod and Custom Association (SRCA) Dragstrip which holds semi-monthly National Hot Rod Association (NHRA) dragstrip races between March and October. The SRCA Dragstrip hosted the first-ever NHRA event in the US in 1955. Lastly, there is an 18-hole privately owned golf course in Great Bend which is open to the public.



The City owns the Events Center with more than 12,000 square feet of meeting space that can accommodate up to 700 people for meetings, conventions, banquets, and other special events. The City also owns the Great Bend Expo Complex which includes the Rodeo Arena operated by the City and additional structures operated by other entities including the National Guard Armory, the SRCA Dragstrip, the Expo I and II buildings with more than 40,000 square feet of space managed by the Chamber of Commerce and Economic Development, and the Expo III building managed by the Barton County Fair Association.



The City owns the Great Bend Municipal Airport built in the early 1940's as an Air Force base and later transferred to the City. The airport which has a 7,700-foot runway has periodically hosted an Airfest Show.

Cheyenne Bottoms ten miles north of Great Bend is the largest wetlands marsh in the interior United States. Also, there are great hunting opportunities nearby.

Additional information about Great Bend is available at <http://www.greatbends.net/>. Also a 2017 Great Bend Year End video can be found at <https://www.facebook.com/ExploreGreatBend/videos/2236545213038474/>

## **CITY GOVERNMENT**

### *GOVERNANCE AND ORGANIZATIONAL STRUCTURE*

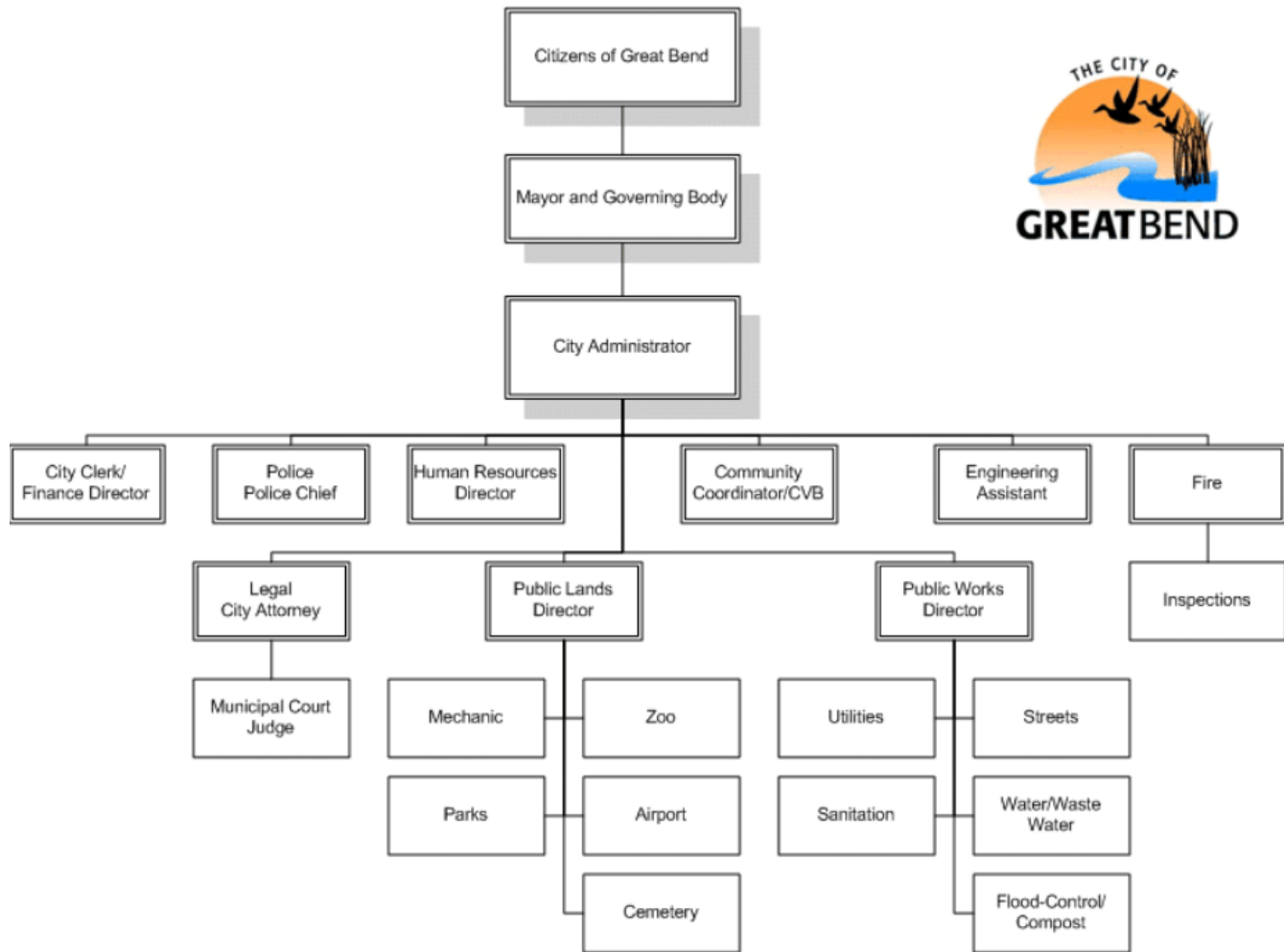
The City of Great Bend utilizes a Mayor-Council-City Administrator form of government and has been recognized by ICMA in the General Management category since 1978. Two City Council Members are elected from each of four wards to serve staggered two-year terms. The Mayor who is elected at-large to a two-year term can only vote on Council meeting agenda items to break a tie. The Mayor and Council Members are unpaid positions. There are no term limits for these positions. In the Mayor's absence the Council President presides over Council meetings.

The City Administrator is appointed by the Mayor with the consent of the City Council. Department Directors except for the Human Resources and Community Coordinator/CVB Directors are also appointed by the Mayor with the consent of the City Council. The City Administrator makes recommendations to the Mayor regarding Department Director hires except for the Human Resources and Community Coordinator/CVB Directors which the City Administrator has sole authority to hire.

The City Administrator oversees all City operations and is responsible for supervising Department Directors and recommending the annual budget to the Mayor and Council. The City Administrator and Department Directors can only be terminated for cause by a vote of the City Council which has never occurred. The last City Administrator retired after 37 years in the position. Even with only two-year terms, the Mayor and Council Members tend to have long tenures. For example, the immediately preceding Mayor held the position for 18 consecutive years. In addition, another former Mayor was in that position for 12 consecutive years.

# CITY OF GREAT BEND, KANSAS

## ORGANIZATIONAL CHART



The City is a full-service-plus organization that provides an airport, two cemeteries, a convention and visitors bureau (CVB), events center, rodeo arena, zoo, and water, water pollution control, and storm water utilities in addition to other traditional municipal services. The City which operates on a calendar fiscal year has an annual budget of \$25.9 million and 145 FTE's. The City has no employee unions and does not conduct collective bargaining.

### FINANCIAL CONDITION

The largest sources of General Fund revenue are property tax (33 percent), City sales tax (21 percent), and County sales tax (16 percent). Other sources of General Fund revenue include franchise fees, ambulance fees, police fines, and motor vehicle taxes. The General Fund has a fund balance of approximately 30 percent of annual General Fund expenditures.

The City sales tax consists of two components. The first is a 1/4-cent sales tax for street projects which has a ten-year sunset clause. This sales tax was originally approved in 2008 and was renewed in November 2017 for another ten years with 75 percent voter approval. The second component is a 1/2-cent sales tax with a sunset clause that enables



this tax to continue until 2025. Forty-five (45) percent of the 1/2 cent sales tax is for infrastructure including streets, 35 percent is for property tax reduction, and 20 percent is for economic development.

Moody's Investors Service assigned a bond rating of Aa3 to the City of Great Bend's 2016 \$7.8 million general obligation (GO) bond issue. According to Moody's "the Aa3 rating reflects the City's small, relatively stable tax base with moderate volatility stemming from economic exposure to the oil/gas and agriculture industries, below-average net direct debt burden, lack of pension liability, and strong financial position." The City has an Insurance Services Office (ISO) rating of 3 for Fire and 10 for Building Inspection.

### OUR VISION

The City of Great Bend is committed to becoming The Premier Community by being Open For Business.

### VALUES STATEMENT

We find value in:

- Achievement
- Advancement
- Competition
- Consensus
- Civility
- Creativity
- Family
- Perseverance
- Community
- Team Work

### CITY AND COMMUNITY RECOGNITIONS

Cheyenne Bottoms which is the largest inland wetlands marsh in the interior United States was named one of three Wetlands of International Importance by the Ramsar Convention in 1988. Other recognitions received related to Cheyenne Bottoms are:

- Designation as Globally Important Bird Area by National Audubon Society in 2011;
- Wetlands and Wildlife Scenic Byway designated by Federal Highway Administration as a National Scenic Byway in 2005; and
- Designation as Hemispheric Wetland Site by Western Hemispheric Shorebird Reserve Network in 1990.

Other recognitions include:

- Trail of Lights Named 1 of 50 Best Christmas Light Displays in America in December 2017;
- Named #9 out of 10 of Happiest Cities in Kansas by Only in Your State in July 2017;
- Great Bend Santa Fe Trail Named 1 of 50 Best Free Tourist Attractions in Every State by msn.com in April 2017;
- USDA Rural Development Housing Award for Partnership with City Council and staff in 2004; and
- City Public Improvement Award on Flood Control Project in 1997.





## ISSUES AND OPPORTUNITIES

The following is a summary of the issues and opportunities to be managed by Great Bend's next City Administrator.

### ***Economic Development***

As with most communities expanding the local economy is one of Great Bend's top priorities. The community and City are aligned in their vision to continue to attract more retail, residential, and industrial development. Great Bend is fortunate to possess an ample and easily accessible water supply and available land.

The City owns an 80-acre Industrial Park which has 14 acres undeveloped. There are opportunities to expand the Industrial Park by adding adjacent undeveloped property. The community has freight rail service and a transload facility at the Industrial Park to transfer goods between rail and semi-trucks.

There is a desire to attract and retain a younger demographic to Great Bend through community involvement of youth. For example, there is a young professionals group in Great Bend with more than 500 members.

The City Administrator is one of the key players in the City's economic development efforts. It is desired that the City Administrator promote economic development opportunities both inside and outside of the community. In addition, the City Administrator should work closely with the Chamber of Commerce and Economic Development and the City's Community Coordinator/CVB Director who works on retail and tourism development.

### ***Continue Strong Financial Condition***

The City Council and staff have been diligent over the years in ensuring all City funds are financially solvent with adequate fund balances. There is a strong interest in ensuring the next City Administrator continues to practice this same philosophy of fiscal soundness.

### ***Strategic Planning***

There is an interest in doing more strategic planning and visioning for the City organization's benefit and to better align the City and community especially after some community controversy occurred in the summer of 2017. The Interim City Administrator and City Council will be holding a strategic planning workshop in the near future.



### ***Develop CIP***

The City does not have a formal Capital Improvements Program (CIP). Developing a CIP will help prioritize the City's infrastructure needs over a five-year period and ensure adequate funding is available for both construction and operating costs associated with these projects.

### ***Code Compliance***

There is interest among many stakeholders in enhancing the effectiveness of the City's code compliance function particularly in the southeast portion of the community where there are some substandard structures and nuisance issues such as inoperable vehicles and weeds.

### ***Pay Plan Study***

A pay plan study is currently being conducted by a compensation consultant. Some departments indicated they are losing some employees to other local governments due to the perception that the City of Great Bend's salary and benefits are less than the prevailing market.

## **JOB REQUIREMENTS**

The minimum job requirements are: 1) Master's degree in Public or Business Administration, or related field; and 2) seven years of local government management experience; or any combination of education, training, and experience which would qualify for the position as determined by the City.

### ***Desired Professional and Personal Attributes***

The following are the desired professional and personal attributes for Great Bend's next City Administrator:

- Visionary consensus builder who embraces strategic planning;
- Track record of economic development success;
- Skillful relationship-builder who is authentic and transparent;
- Superior financial management experience with sense of fiscal discipline and ability to recommend strategic cost-effective expenditures that help fulfill City's vision;
- High visibility who stays well connected with City employees and community;
- Accomplished written and verbal communicator and good listener;
- Innovative and open-minded;
- Does not micromanage City staff but supports and coaches staff when needed;
- Persuasive leader with good moral compass and ability to not take criticism personally;
- Technology savvy who encourages use of social media to foster communication with stakeholders;
- Displays high level of integrity, honesty, and diplomacy;
- Enthusiastic with positive attitude;
- Promotes teamwork in City organization and empowers employees;
- Supports professional development opportunities for City staff and develops and cultivates talent for succession planning;
- Strong intergovernmental relations experience at federal and state levels especially to help obtain grants—also builds mutually supportive relationships with surrounding communities;
- Long tenure for City Administrator desired;
- Understanding and supportive of employees need to balance professional and personal lives; and
- Keeps current with local government management state-of-the-art.



## **Compensation**

The compensation for the City Administrator job is competitive with the starting salary dependent on the selected individual's qualifications and match with the desired attributes being sought by the City. The City has a defined contribution 401A retirement plan whereby the City contributes 5.625 percent of salary and employees contribute 4.5 percent of salary. A 457 deferred compensation plan is also available.

The City has four health insurance options for employee consideration. Employee premiums for these options range from \$1.24 to \$82.04 per month for single coverage and \$3.56 to \$254.32 for family coverage. The City does not have prescription drug coverage. However, City employees do have a discount prescription card through Blue Cross/Blue Shield of Kansas that reduces the cost of prescriptions. Also, City employee health insurance premiums have been relatively stable over the last several years.

The City will pay reasonable and customary moving expenses for the next City Administrator. It is preferred but not required that the City Administrator live within the city limits. There are a variety of housing options available in Great Bend at various price points.

### **To Apply:**

In order to be considered for this position, please send your resume and cover letter with current salary to [pwconsulting@cox.net](mailto:pwconsulting@cox.net) by **April 8, 2018**. For additional information about this job, please contact:

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