



HINSON CONSULTING, LLC

LOCAL GOVERNMENT HIRING, PLANNING & FINANCE

SHELDON, IOWA City Manager Position Profile



Apply by September 5, 2018

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**CITY OF SHELDON, IOWA
CITY ADMINISTRATOR**

Community and Position Profile

About Us

The City of Sheldon is located northwest Iowa in O'Brien and Sioux counties and is the largest city in O'Brien County with a population of 5,188. Sheldon is at the crossroads of 4-lane Iowa Highway 60 and U.S. Highway 18; Sheldon is 70 miles from Sioux Falls, South Dakota.



Northwest Iowa Lifelong Learning & Recreation Center

The City has seen a steady population growth since the 2010 Census with new housing starts. Sheldon is also home to Northwest Iowa Community College with approximately 1,500 students on campus. The city partners with the college in the use of Lifelong Learning and Recreation Center on campus. Dordt College and Northwestern College are also located close by. The Sheldon Community Schools serves the Sheldon, Matlock, Ashton, and Archer communities and has a student enrollment of 1,071.

Recent Accomplishments

- The city constructed a state of the art 14,500 square foot events center, Crossroads Pavilion, to host community activities, performances, conferences, and trade shows.
- A \$37 million expansion by Deluxe Feeds/Kent Nutrition Group.
- The city acquired 35 acres of development ground. Current developments include a new travel plaza and construct a new multi-family development in the fall of 2018 which will create 30 new high quality apartment units and eight townhomes.



Sheldon Crossroads Pavilion Events Center

City Government

The City of Sheldon has a mayor-council with appointed city manager form of local government. The mayor is elected every four years and the five city council members serve four year overlapping terms. Three council members are elected from wards and two at-large. The mayor does not vote, and the city council appoints the city manager. The city council meets in regular session on the 1st and 3rd Wednesdays of the month at 4:30 p.m. In the summer, the council meets at Noon.

The City employs 31 full-time employees. The city's annual budget for Fiscal Year 2018-19 is \$16.5 million, not including transfers between funds. A breakdown of budgeted FY18-19 city expenditures is as follows:

Public Safety- Police, Fire & Ambulance.....	\$1,361,056
Public Works- Streets, Lighting, Snow Removal & Airport.....	\$2,741,751
Health & Social Services.....	\$20,000
Culture & Recreation- Library, Parks & Recreation, Comm Center...	\$1,024,195
Community & Economic Development.....	\$369,668
General Government.....	\$440,696
Debt Service.....	\$1,828,806
Capital Projects.....	\$2,495,105
Proprietary- Water & Sewer	\$6,224,974

The major sources of city revenues include the following:

Property Taxes.....	\$1,708,533
Tax Increment Financing.....	\$2,699,886
Local Option Sales Taxes.....	\$640,000
Hotel/Motel Taxes.....	\$130,000

Road Use Taxes.....	\$610,000
Water Utility User Fees	\$1,120,255
Sewer Utility User Fees	\$1,244,719
Grants & Reimbursements	\$1,598,064
Other Fees & Charges for Service	\$2,118,191

The City's current tax rate is \$13.86597 per \$1,000 valuation. Total fund balances estimated for 6/30/19 are \$1,601,792. The City has \$13,855,000 in outstanding general obligation debt and \$8,560,171 in outstanding revenue debt.

City Services

Sheldon's city departments include: Police, Fire/Emergency Management, Ambulance, Public Works, Community Development, Parks & Recreation, Library, Cemetery, Finance, and Crossroads Pavilion.

Boards & Commissions include:

Airport Commission, Zoning Board of Adjustment, Cemetery Board, Housing Review Board, Library Board, Museum Board, Parks & Recreation Commission, Planning & Zoning Commission, Recreation Trails Board, and Crossroads Pavilion Board.



Sheldon Outdoor Aquatic Center

Future Projects & Initiatives

The new City Manager will play an important role in the following upcoming projects & initiatives:

- Water Tower Project
- Wastewater Treatment Plant (in progress)
- Funding options for Emergency Vehicles
- Rental Code Adoption
- Newly Developed Crossroads Industrial Park North
- Continued Trail and Park Development
- Continued Development of Community Amenities
- Continue to develop partnerships with schools and community college
- Workforce Development and Recruitment
- Monitor ongoing housing developments to ensure they meet the needs of the community

Duties and Responsibilities of the Position of City Manager

Supervision Received:

Works under the general supervision of the Mayor and City Council.

Supervision Exercised:

Exercises supervision over all municipal employees either directly or through subordinate supervision.

The Position:

The City Manager plans, coordinate, and directs the administration of City

government in accordance with the policies and procedures established by the City Council. The Manager must possess high personal integrity, a well-balanced personality, excellent communication skills, be a self-starter, and have the passion to promote Sheldon. The City Manager supervises all departments and is specifically responsible for:



Sheldon Community Services Center (City Hall)

- Overseeing the preparation and presentation of the annual budget.
- Developing policies and procedures regarding the financial management of the City.
- Reviewing the performance of all contractual work done for the City; ensuring that all material, supplies, and workmanship are of the quality and character specified; supervising the construction, improvement, repair, maintenance, and management of all City property, capital improvements, and undertaking of the City.
- Cooperating with administrative agencies, boards, business, and community groups; keeping the Council informed on external developments which may potentially have an impact on programs, services, and policies.
- Assisting the Council, Zoning Commission, Development Committee, and other designated parties in carrying out the comprehensive plan and related activities within the City. Acts as zoning administrator and nuisance abatement officer.
- Providing leadership and direction in the development of short and long-range plans; gathering, interpreting, and preparing data for studies, reports, and other recommendations; coordinating departmental activities with other departments and agencies as needed.
- Communicating official plans, policies, and procedures to staff, community groups, and the general public.
- Overseeing compliance with all laws and ordinances.

- Advising the City Council of financial conditions as well as current and future needs of the City.
- Developing and implementing a systematic program of training and performance reviews of all City employees.
- Attending all meetings of the Council, and any other meeting which may be required by the Council.

Education and Experience

Minimum qualifications for the position include a bachelor's degree in public administration, business administration, or a related field plus at least three years of experience in municipal government, including supervisory experience.

Desired Skills and Abilities

Well-qualified candidates should possess:

- Knowledge of public administration including the principles and practices of modern budget and financial management, human resource management, procurement, public works, Federal/State regulatory provisions, legislative processes, public relations, zoning, property utilization, and compliance programs.
- Experience in the development of capital improvement program.
- Skills in the strategic planning process including the implementation of action plans.
- Background in infrastructure repair and replacement.
- Experience in economic development and redevelopment, including development incentives.
- Experience in developing a comprehensive plan.
- Experience in labor negotiations.
- Ability to execute projects and programs in a timely fashion.
- Ability to evaluate the importance of future planning.
- Ability to assist the Council in assessing goals, determining priorities, and making decisions.
- Ability to provide a strong sense of direction within a creative, risk-taking framework.
- Ability to take a significant role in the development of a vision for the City. Helps develop a consensus on strategic issues as identified by the Council.
- Ability to communicate effectively verbally and in writing, and the ability to establish and maintain an effective working relationship with employees, City officials, and the public.
- Significant background in municipal finance, including direct experience in debt structuring, investments, maintaining proper reserves, and financial/future cash-flow forecasting. Knowledge of State of Iowa revenue sources and processes.

- Experience in community development and related issues.
- General knowledge of tax increment financing.
- Knowledge of zoning, code enforcement, and nuisance abatement practices.

Announcement/Advertisement

City Manager, Sheldon, Iowa. (Population 5,188).

Sheldon, a progressive and growing community in northwest Iowa is seeking a City Manager. Salary range is \$90,000 to \$105,000, depending upon qualifications, with full range of benefits. The city manager directly oversees or works with all municipal departments, including public works, police, finance, economic development, parks & recreation, and Crossroads Pavilion, including a total of 31 full-time employees and an annual operating budget of \$12 million.

Qualifications include four-year college degree in public or business administration or related field and three or more years of experience in a public sector management position, including supervisory experience. Residency requirement is in effect.

Applications should be submitted to sheldonapps2018@gmail.com. Application materials requested include: a cover letter, resume, salary history, and five work-related references. Applications will be accepted until the position has been filled with the first review of applications on September 5, 2018.

Tentative Timetable For Search Process

It is the City's intent to conclude the search process as expediently as possible with the goal of offering the position to a candidate by October 6. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

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|--|-----------------|
| 1. First review of applications..... | September 5 |
| 2. Notifications of finalists for the position..... | By September 14 |
| 3. Candidates' day to tour the community and meet City employees, Mayor and Council members..... | October 5 |
| 4. Interviews of candidates..... | October 6 |
| 5. Offer of employment..... | October 6 |
| 6. City Council approval of employment contract | October 10 |
| 7. Proposed starting date of employment, if mutually agreeable.... | November 12 |