



City Administrator Recruitment Profile

A stable rural community in the heart of Kansas seeks a new City Administrator who can provide leadership and collaboration to deliver results.



LYONS • KANSAS

PRIDE *of the* TRAIL

Qualified persons are invited to apply by October 4, 2024.

Send one integrated file (PDF or Word) with a resume and cover letter highlighting how the candidate meets or exceeds the City's minimum and preferred qualifications to:

Recruitment Advisor

Beth Tatarko

The Austin Peters Group

etatarko@austinpeters.com

(970) 266-8724

More information about Lyons can be found at:

lyonsks.org

Lyons is an outstanding community in which to live and work, and there is plenty of work here for an Administrator to leave a lasting legacy. My departure is for personal and family reasons.

Ed Truelove, retiring City Administrator

Community

Lyons, Kansas is a stable, caring rural community with a strong quality of life and a growing local economy.

Candidates will find Lyons, a town of approximately 3,611 people, offers a high quality of life while providing a low cost of living, making it affordable and a great place to call home. Lyons is the county seat of Rice County, located in the heart of Kansas. The historic courthouse is the anchor of the downtown shopping area. Local shops offer an array of goods and services, from home décor and clothing to coffee shops and breweries. Residents can enjoy attending festivals and the farmer's market. Lyons has excellent parks and recreation (including a waterpark and golf course), strong schools, local healthcare and hospital access, and a rich history. The local economy is growing, with a major industry set to add 250 jobs.

The community sits at a highway junction where US-56, K-96, and K-14 meet, making it a nearly equal distance of 30 miles to easy interstate access to both the north (I-70) and east (I-135). Hutchinson and McPherson are larger communities within a 30-mile radius, providing easy access and convenience to regional goods and services.

The next City Administrator will have a tremendous impact on the community of Lyons. Job growth, infrastructure upgrades, and housing expansion will be areas the Administrator will shape for decades.

Education

Lyons K-12 schools have many selling points, including a high school, a middle school, two elementary schools, and a learning center. The schools offer small class sizes, provide laptops for all students after 2nd grade, and have a high graduation rate (sources: National Center for Education Statistics, 2022-23; Kansas State Department of Education, 2022-23; and USD 405 Website). Higher education opportunities are abundant and close, with five private colleges and two community colleges within 50 miles of Lyons. Lyons also has a preschool and a Parents as Teachers program.

Higher Education Opportunities:

- Sterling College
- Central Christian College
- Hesston College
- Hutchinson Community College
- McPherson College
- Bethany College
- Barton Community College

Health Care

The Rice Community Hospital received national recognition in 2024 as a "Top 100 Critical Access Hospital" by Chartis. The hospital offers a 25-bed facility and critical medical care, including emergency care, a family birthing center, imaging, surgical services, outpatient rehabilitation, and more. Lyons Medical Center offers medical services and EMS services are provided 24/7 by Rice County. Hutchinson Regional Medical Center (HRMC) is a 190-licensed bed, acute-care hospital serving the region. HRMC offers a range of health services, including cancer treatment, pulmonology, heart, and orthopedics.





Lyons thrives because of deep-rooted relationships, a willingness to bring in new ideas, and a mindset to help us grow and thrive into a proud community.

Mayor Dustin Schultz



Economy

Lyons has a strong and diverse agriculture, manufacturing, services, and retail economy with 108 businesses. The salt industry plays a major economic role, with two companies - Compass Minerals and Central Salt. Other large employers include Rice Community Hospital, USD 405, MKC Co-op, Kansas Ethanol, Jacam Chemicals, and KMW. The City partners with the Lyons Chamber of Commerce and Rice County Economic Development Corporation to support economic development using a transient guest tax.

Jobs

Lyons and the area have a growing job market, led by KMW's expansion with 250 jobs and Kansas Ethanol's planned expansion. Rice County has shown enormous resilience and growth since the pandemic. Since 2019, local manufacturing and construction have added 85 jobs, and nearby McPherson and Reno Counties have added 715 jobs in these sectors (source: Center for Economic Development and Business Research, Wichita State University, 2023). Lyons has a bright outlook for job growth.

Parks and Recreation

Children, families, and visitors are drawn to the Lyons municipal water park, which features a swimming pool, water slides, spray grounds, diving boards, and a lazy river. Playgrounds, tennis courts, baseball and softball complexes round out city facilities. The Lyons Recreation Commission provides recreation events and programming, including fun runs, volleyball, football, basketball, and more. The Recreation Commission operates Ironworks Fitness and the Lyons Public Golf Course and uses city facilities for programming. The Celebration Centre and Bar K Bar Arena host large events for the community, including weddings, celebrations, conventions, and the rodeo. Outdoor enthusiasts will find plenty to enjoy with the local Davis Walking Trails and bronze sculpture garden at the Celebration Centre, Quivira National Wildlife Refuge, Cheyenne Bottoms Refuge Wildlife, and Lake Kanopolis nearby. Lyons is home to a large collection of outdoor bronze statues featured around the community, including City Hall.

Eats and Drinks

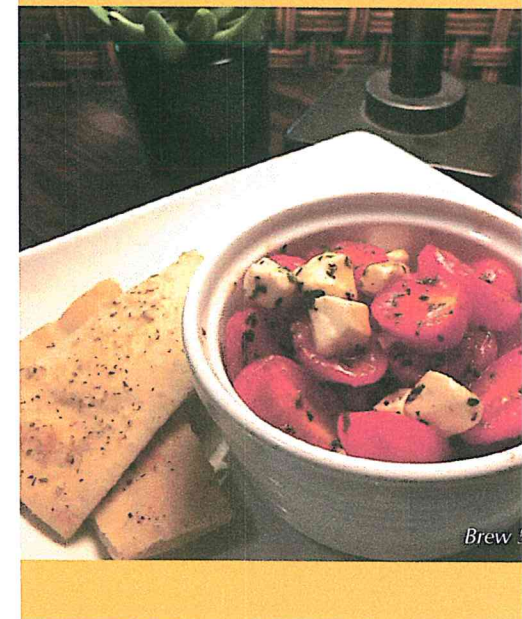
Lyons has over a dozen local eateries, coffee shops, and even breweries. Whether the morning begins with pancakes and a latte or the day ends with chicken fried steak and a cold beer, Lyons has many choices for local eateries and establishments. Local food producers are supported by Harvest Hub, a network of artisans, producers, and consumers promoting local food and rural life with farmers' markets, workshops, grant support for commercial kitchen equipment, and a business incubator.



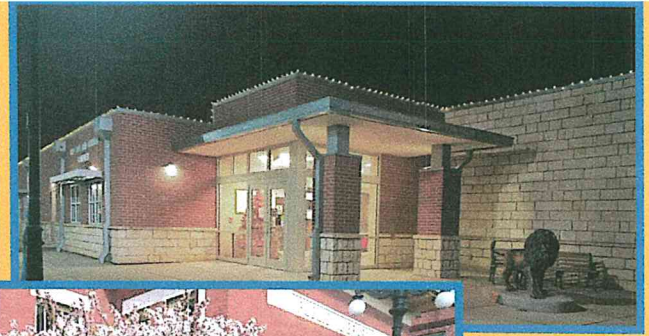
The Lumberyard



Brew



Brew



Other Community Assets

In 2024, Lyons joined a handful of Kansas communities with the unique Purple Heart City designation, recognizing the City's support for military personnel wounded or killed in combat. For history buffs, Lyons is home to the Santa Fe Trail and the Coronado Quivira Museum, which houses Native American and pioneer artifacts and historical exhibits. Lyons has a strong faith-based community and is home to more than a dozen churches that support an active community and serve as great community partners. The community has good access to today's world of connectivity; it is served by many competing companies that offer fiber, fixed wireless, cable, and satellite service options. Lyons has been making progress in diversifying its housing stock with new subdivisions, in-fill housing using tax rebates, and a free home site incentive program. Country Living of Lyons and Noble Place provides assisted living options for seniors who no longer want to live alone.

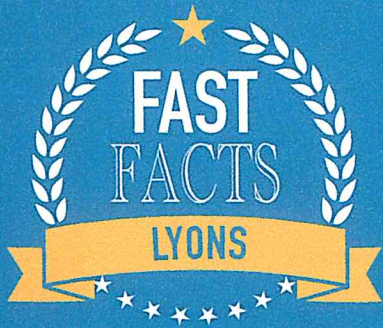
Lyons City Government

A 'City of the Second Class' as defined in Kansas statutes, Lyons operates under the Mayor/Council/Administrator form of government; the mayor is elected 'at large', and the eight council members (two from each of the four wards) are elected to overlapping terms. The Mayor presides over Council meetings and serves as the City's spokesperson. Council elections are held every two years, with the next election scheduled in November 2024, when the Mayor and four Council positions are on the ballot. Three incumbents have chosen not to run for reelection. Elections will occur before interviews of the City Administrator finalists. Newly elected candidates will be included in the City Administrator selection process to ensure a smooth transition.

The City Administrator position was established by ordinance in 1970. Three persons have served as Administrator in the past twenty years. The current Administrator is retiring after a long career serving multiple cities in Kansas, including a one-year stay with the City of Lyons.

City Services, Staff, and Budget

- The City departments include Administration, Police, Fire, Public Works (Water, Wastewater, Stormwater, Streets), Parks and Recreation, Cemetery, and Compost. The City oversees an all-volunteer fire department (sharing facilities with Rice County) and shares airport operations with the County.
- Lyons employs 29 full-time staff, 31 seasonal staff, and 26 volunteer firefighters.
- The City's 2024 general fund budget is \$3.9 million, utility fund revenues (gas, wastewater, water, stormwater) were \$7.7 million, and the capital improvement budget was \$385,404.
- The City's 2024 budgeted mill levy is 52, with a Total Assessed Valuation for 2025 at \$20,606,194.
- Total indebtedness for the City is \$6.9 million (general and revenue bonds).
- Local sales tax is 8.5% (state and local).



Population: 3,611

**Cost of Living:
32% below the
national average**

Households: 1,545

**Median Income:
\$60,938**

Median Age: 37.7

**Typical Home Price:
\$86,100**

**Education:
Small elementary
class sizes, an average of
15 students per class**

**Technology: Laptops for
students grades 2-12**

**Graduation Rates:
91.4%**

What is New in Lyons?

- Recently, the City completed an agreement with the Lyons Recreation Commission to build a new recreation center and ballfield complex.
- In Rice County, KMW Industries will invest \$105 million to construct a headquarters and state-of-the-art production facility, creating 250 new jobs and benefitting Lyons with housing, jobs, and new sales tax revenue.
- Kansas Ethanol, located 3 miles south of Lyons, recently announced the planned construction of the world's largest biogenic carbon dioxide utilization facility.
- Rice Community Hospital continues to be a leader with prestigious awards and growing services for the community.
- The creative Salt & Art project is complete, adding a splash of color around town and celebrating the community's history. A new mural and the world's largest salt shaker will add to the new vibe.

What are City Government Priorities?

In the Spring of 2024, the governing body and department heads worked together to prioritize strategic planning initiatives for the next three years. The following is a summary of the strategic planning priorities.

- Upgrade and maintain City infrastructure, including the water and sewer systems and plants.
- Oversee financial planning, both current and future projections, and complete the transition to a new financial management system.
- Plan and complete annual street maintenance, replacement, and rehabilitation according to schedule.
- Conduct a utility rate study to understand current operation costs and plan for future capital expenses and rate adjustments as needed.
- Improve the City's appearance using focused clean-up efforts in residential and commercial areas.
- Continue economic development initiatives to bring in new businesses, support current businesses, and address the need for new housing.
- Improve public communication, ensure accurate information, and educate the public about current City efforts and future needs.
- Support strategic planning implementation and stay informed about progress on priorities.



Duties of the City Administrator

- Coordinate the duties of City administrative officials and their employees.
- Coordinate communications between the City Council, Mayor, and department heads.
- Oversee the preparation, presentation, and monitoring of the City budget.
- Investigate all complaints about the administration of the City and its services.
- Submit reports to update the City Council on the execution of franchises, permits, and privileges granted by the City.
- Attend all meetings and committee meetings of the City Council.
- Report and track the status and utilization of all city-owned land, personal property, buildings, and equipment to ensure proper maintenance and utilization.
- Act as the purchasing agent for the City, coordinate department purchases and receive competitive bids for materials, services, supplies, and equipment. Make recommendations of rules and regulations for expenditures.
- Coordinate all expenditures of money and the investment of idle funds of the City.
- Make studies, analyses, and reports to the City Council for adoption.
- Receive applications, interview, hire, and discharge all non-appointed employees of the City.
- Oversees local, state, and federal compliance and reporting to agencies.
- Perform other duties as directed by the City Council or the Mayor.

An additional obligation of the City Administrator is that the person holding the position will establish residency within the Lyons City limits within one year of employment.

Qualifications

Preferred qualifications:

- Four years of experience in local government as manager or administrator, assistant manager or administrator, department head, or supervising manager;
- master's degree in public administrator or related field from an accredited university;
- local government budgeting and finance experience;
- project or process management experience; and
- ICMA (International City and County Management Association) membership.

Minimum qualifications:

- Three years of experience in public or private administration/management, including strong people skills and leadership experience;
- bachelor's degree in business, public administration, or related field from an accredited university; or equivalent education and experience;
- evidence of a stable, progressive employment history; and
- an unblemished work record of performing with integrity.

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**The locals are friendly
and welcoming.
The town has a great
sense of community and
plenty of opportunities
for outdoor recreation.**

Sperlings Best Places 2024





Lake Kanopolis

Compensation

The Mayor and City Council are committed to providing a base salary, benefits and an employment agreement competitive with similar cities and commensurate with the experience and education of a preferred candidate. Accordingly, the low end of the salary range for the City Administrator position is \$115,000.

The City provides competitive employee benefits, including group health, dental, and vision insurance and retirement benefits through the Kansas Public Employees Retirement System (KPERs), life insurance, vacation, holiday, and sick leave.

Additional incentives may include a recruitment and retention incentive of up to \$30,000, a vehicle and cell phone allowance, professional development, and relocation assistance.

Estimated Timetable

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| Sept 3 | Approval of recruitment profile. |
| Sept 6 | Recruitment profile and announcements posted. |
| Oct 4 | Deadline for cover letter and resume submission. |
| Oct 21 | Confidential screening report presented to the Governing Body. |
| Oct 21 | Governing Body identifies finalists. |
| Oct 28 | The City directs formal background checks. |
| Nov 5 | Election Day. |
| Nov 7 | Finalists reference interviews are conducted. |
| Nov 11-15 | Finalists will be interviewed this week. |
| Nov 18 | Preferred candidate identified, and employment offer extended. |
| Dec 2 | Employment agreement approved, and new City Administrator announced. |

*Recruitment Profile prepared by
The Austin Peters Group*