



# CITY OF PARIS, KENTUCKY

## **CITY MANAGER**



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## EXECUTIVE RECRUITMENT

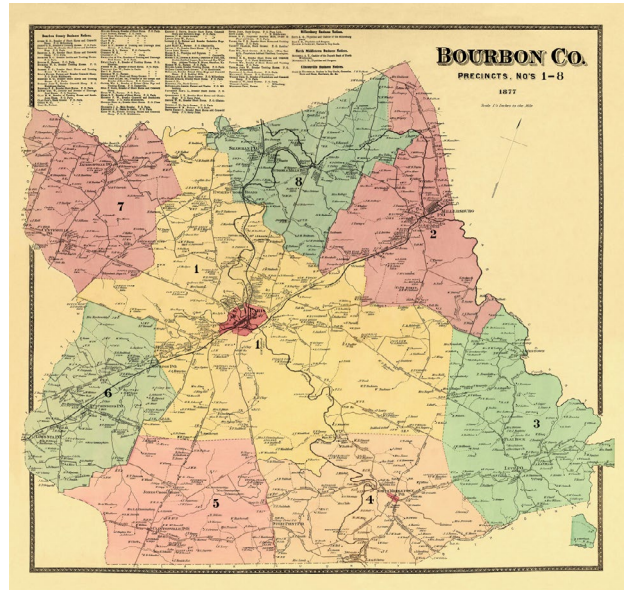
## COMMUNITY INFORMATION

PARIS, KY (Population: 9,846) - Paris is a home-rule city in Bourbon County, Kentucky. It lies 18 miles northeast of Lexington on the Stoner Fork of the Licking River. Paris is a historic, spirited, and evolving community with small town hospitality. It strives to encourage great innovation, sustainable development, and enhanced recreational and educational opportunities, thus providing a safe and secure place to live, raise families, work and conduct business.

The city's location places it as the center of a 31-state distribution area. Paris is located approximately 14 miles from I-75, a major north-south corridor, and I-64, a major east-west route. It is also within 600 miles of 50% of the U.S.A. population, manufacturing employment, and retail sales. There is access to Bluegrass Airport Lexington, Louisville International Airport, and Cincinnati-Northern Kentucky International Airport.

Paris is the seat of Bourbon County and forms part of the Lexington–Fayette Metropolitan Statistical Area. Bourbon County is home to some of the world's finest thoroughbred farms that have housed some of the best horses in the racing industry. Getting up close and personal with these majestic animals is part of everyday life in Paris.

Paris was originally settled 1775 and originally chartered in 1789 as Hopewell, Virginia. In June of 1792, Kentucky was admitted to the Union as the fifteenth state and in 1794 the first post office opened as Bourbonton. It was later renamed Paris in 1815 and was formally chartered by the Kentucky State Legislature in 1862. Major George W. Williams, an 1812 war hero, was elected as the town's first Mayor on April 5, 1862.



## HORSES/HISTORY/HOSPITALITY

With a total area of 7.96 square miles, Paris is quintessential Kentucky as it beats with a soft, subtle rhythm that is hard to make out at first – especially if the jangled sounds of a big city are still ringing in your ears. But drive across the county line on Paris Pike (US 68 East/ US 27 North) and you will feel it humming under your tires. You will see it in the gentle swell of bluegrass pastures and the gray bones of hand-stacked limestone fences. Stop by the side of the road, and you will hear the rhythm in the sound of thoroughbreds cantering in the breeze. Stroll through Paris, and you will discover it in the slow, neighborly smiles of the lucky folks who call this place home.

At the Welcome Center, with its own replica Eiffel Tower and a year-round farmer's market, is a place where you can chat with the locals, shop for pumpkin butter, bars of old-fashioned soap and a full range of locally made artisanal crafts and food items. Also, near the center of town is the Shinner Building, built in 1891 and located on the corner of 8th and Main Street, and is listed by Ripley's Believe It or Not! as the world's tallest three-story structure which is now home to a popular Asian Fusion restaurant.

Settled in the late 18th century, Paris is a compact city, scaled for walking, with a treasure-trove of early American architecture. The rough-hewn stone walls and centuries-old wooden beams of Duncan Tavern (currently the state headquarters of the Daughters of the American Revolution) date back to 1788, when pioneers like Daniel Boone and legends like Aaron Burr dropped in to meet friends and raise a pint.

A few steps away, the ionic columns and sharply peaked cupola of the Bourbon County Courthouse loom over the town with classic grace. A few blocks away, at the Wallis House and Arboretum, the Garden Club of Kentucky maintain flower gardens and groves of stately trees – a peaceful spot for quiet meditation or watching flocks of songbirds.

Just across the way, in a boldly designed Beaux Art building from 1909 (originally a post office), the Hopewell Museum documents the history, culture and art of Bourbon County with exhibits that include tattered Civil War flags, tributes to the many Kentucky-bred Derby winners who have galloped the area's farms and the rich African-American heritage that has long shaped this part of the world. With so much to offer in the downtown, in 2021, the City was awarded "Best Downtown" in the ABC 36 Viewer's Choice Awards.

In addition, many visitors enjoy a round of golf at Houston Oaks Golf Course or Shady Brook Golf Course; taking a walk on the paved track at the Bourbon Country Park, which also has a playground area for children; or taking in a movie at the drive-in during the summer (one of the few drive-ins left in the state).



## DEMOGRAPHICS



POPULATION

**9,817**



MEDIAN HOME VALUE

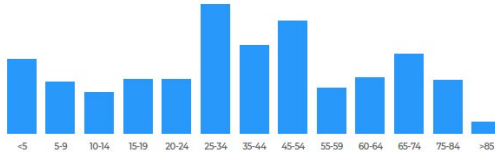
**\$127,400**



MEDIAN HOUSEHOLD INCOME

**\$42,550**

POPULATION BY AGE GROUP



## TOP EMPLOYERS

Central Motor Wheel of America - 500

Bourbon County Schools - 475

Bourbon Community Hospital - 250

Avantor - 210

Bourbon Heights, Inc. - 150

Southeast Kentucky Rehabilitation Industries Inc. (SEKRI) - 150

Paris Independent Schools - 140

EnovaPremier - 105

Hunt Advantage Group/Pizza Wholesale of Lexington - 50

Kentucky Smelting - 50

## SCHOOL SYSTEM/EDUCATIONAL OPPORTUNITIES

Paris Independent Schools has a long tradition of educating children in Paris and Bourbon County. Beginning in 1798 as the Bourbon Academy and changing its name to Paris City School in 1865, the tradition of creating "life-long learners", who contribute to society, still holds true today.

The Paris Independent School District is diligent in merging a long-standing tradition with today's modern and emerging technologies. The district is committed to the concept of 21st Century learning and is working to prepare its students for global competition. The ambitious standards of academic excellence demanded at Paris Schools are another key to success. Paris Schools ~ "All the benefits of a private school in a public setting"

The district has Paris Elementary School, Paris Middle School and Paris High School with a total school enrollment of over 665 students. Located in the heart of the town, Paris Elementary School serves approximately 350 students in kindergarten through fifth grade. With a low student to teacher ratio the entire staff works to create a safe, positive and motivating learning environment for all children.

With an enrollment of less than two hundred students, Paris Middle School ensures individualized attention and instruction during the challenging years of an adolescent student. It is dedicated to every individual young person who walks into the building. With grades sixth – eighth, it has a diverse student population and creative teachers who seek to develop the whole student. Paris Middle School prides itself in this statement, "We are a family."

For over 120 years, Paris High School has been a community icon of progress, tradition, diversity, and pride. It has established itself as a premier academic institution being previously recognized as one of America's best high schools by U.S. News and World Report. Since 2007, Paris High School has partnered with Maysville Community College offering a dual credit program to juniors and seniors and Workforce Development dual-credit courses in Allied Health to grades ninth – 12th students. Starting in the spring of 2020 the University of Kentucky started offering dual credit classes on campus through the Next Generation Scholars program. Additionally, the Racer Academy through Murray State University also started in 2020 for juniors and seniors. Since the inclusion of dual credit, approximately forty percent of Paris graduates have entered college with 3 to 12 hours of college credit.



## DEPARTMENTS

- Police
- 911
- Fire
- EMS
- Electric
- Transfer Station
- Public Works
- Wastewater Treatment
- Water Distribution
- Water Treatment
- Utilities office

## CITY MANAGER'S OFFICE

- City Manager
- Assistant City Manager
- City Clerk/Treasurer
- Human Resources Director

## Total budget 2021 -2022

\$18.5 million

## General fund budget

\$7.9 million

## Utility fund

\$10.3 million

## EMPLOYEES

125 FTE employees

23 part-time/seasonal employees

## PARIS CITY GOVERNMENT

Paris is organized and managed under the City Manager plan of government according to city ordinance (Ord. 20.001(a)). The Mayor and four commissioners make up the Board of Commissioners, which possesses the legislative and executive powers of a home rule city. The Board is elected to function as city representatives in all legislative matters. Their primary duties are to enact ordinances, resolutions, municipal orders, appointing administrative personnel and members to boards, adopt policies and procedures that are for the ultimate good of the community as a whole. The Commissioners are elected for two-year terms. The City Manager is appointed by the Board of Commissioners and serves at its pleasure.

The City Manager's powers and duties are set in state law and the City Charter. The City Manager shall be the administrative authority of the city and shall manage the affairs of the city under the supervision of the council. The Manager shall appoint and employ as set forth in KRS 83A.150.

The City Manager is to supervise the administrative affairs of the city; to see that the orders, bylaws, ordinances, acts and resolutions of the council are faithfully executed and enforced; and to see that the laws of the Commonwealth are enforced within the corporate limits of the city. The City Manager shall prepare the annual operating and capital improvement budgets for submission to council and shall keep the council advised of the financial condition and the future needs of the city.

Paris has the following departments: Police, 911, Fire, EMS, Electric, Transfer Station, Public Works, Wastewater Treatment, Water Distribution, Water Treatment, and a Combined Utilities office. Aiding the City Manager is the Assistant City Manager, City Clerk/Treasurer, and the Human Resources Director. The City is also a part of the Paris – Bourbon County Joint Planning Office, which has representatives from Paris. There are also various boards and commissions that make up the remaining governmental functions.

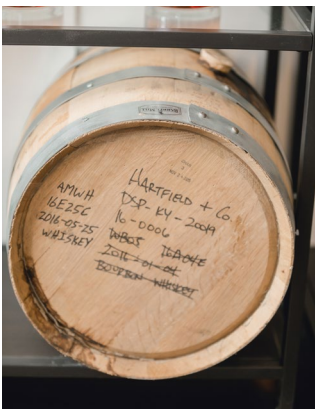
Paris is a fiscally conservative driven community placing value on keeping the financial stability of the community at the forefront of their capital planning and growth. They are a value-driven organization dedicated to responsive, respectful and courteous customer service. The total budget for 2021 -2022 including all funds is approximately \$18.5 million with a general fund budget of \$7.9 million and utility fund \$10.3 million. When fully staffed, the city has 125 FTE employees with an additional 23 part-time/seasonal employees.





## CHALLENGES/OPPORTUNITIES FOR THE CITY MANAGER

- Paris places a high value on quality of life through its commitment to tourism and recreational activities in the community and providing exceptional venues for them. This will be a continued focus as the community continues to grow in the future.
- It was recently announced that the Paris-Bourbon County Economic Development Authority is receiving a \$2.3 million federal grant for roadway infrastructure improvements to accommodate the expansion of the Paris-Bourbon County Industrial Park. There will need to be continued expansion of businesses within the park for job creation and growth. Economic Development Authority also received a \$500K Transportation Grant from the Commonwealth to help with matching requirement of the \$2.3 million grant.
- American Rescue Plan Act was a \$2,504,999 direct allocation from the U.S. Treasury to be used for water, wastewater, broadband or COVID purposes. The City has an opportunity to use these funds for infrastructure improvements.
- Cleaner Water Program - Bourbon County to receive \$726,734.97 this is for water and wastewater utilities within the county. The City has been working with the County Judge to use this money to extend utilities to the new County Park and this will provide greater economic opportunities.
- The City has Community Development Block Grant funds and is working with the Bluegrass Area Development District on a \$200,000 grant to help COVID effected citizens pay utility bills.



## CANDIDATE QUALIFICATION CRITERIA

The City Council is seeking candidates who are strong leaders in city management with a proven record of providing effective leadership in a complex organization, preferably in a City, or other level of government of comparable size as Paris. Ideal candidates will be able to drive innovation and move agendas forward in a multi-stakeholder environment. The successful candidate will demonstrate excellent communication skills and significant career success in building collaborative and effective relationships. Additional experience in strategic planning, budgeting and project management and complex problem solving with the ability to work effectively in a wide variety of governmental disciplines is important.

The following factors of education, experience, and leadership and management skills have been identified as ideal attributes for the City Manager to possess to function effectively in the position.

### EDUCATION AND EXPERIENCE

- A Bachelor's Degree in public administration, public policy, business or related field with a Master's in Public/Business Administration or related discipline from an accredited college or university preferred.
- Seven to ten years of progressively responsible experience as a City Manager or an Assistant City Manager, including considerable experience at a senior level interacting with elected officials and other stakeholder groups
- Have a strong understanding of governmental finances and budgetary preparations. Possess the ability to formulate a budget and capital improvement plan and present the proposed budget to City Council in a way that provides the most accurate information and transparency for City operations and financial stability.
- Demonstrate significant accomplishments in complex project management with the ability to interact with elected officials, senior staff, boards or commissions and community organizations in the development and implementation of project goals and objectives.
- Candidates must have strong analytical skills with the ability to examine programs, budgets and proposed policies for efficiency and effectiveness.
- Have experience in economic development, fostering business-community relationships with the City; be adept at how the City can craft meaningful and sustainable economic development initiatives.
- Have experience in delivering written and oral presentations to officials at all levels of the organization, including elected officials and community organizations.
- Have proven and successful managerial skills utilizing a consensus-building, team-oriented approach to managing staff members; have the ability to remain accountable for departmental activities without unnecessary micromanagement of senior staff.
- Be committed to the community and the city management profession and have a willingness to commit to a long tenured service in the community including residency.





## LEADERSHIP AND MANAGEMENT SKILLS

- Have a balance of technical and leadership/management skills with people skills a high priority. Have skills in diplomacy and interpersonal skills and the ability to remain objective despite personal feelings towards a situation or person.
- Have a collaborative and open, friendly personality and management style and be one who can establish trust quickly with others. Regularly go out into the public and listen to their concerns.
- Have good listening skills and a willingness to work through challenges in a collegial, respectful manner with the ability to offer alternative ideas for problem solving.
- Have a desire to be involved in the community and willingness to be active in civic organizations and community events.
- Have the maturity, self-confidence, and strength of professional convictions to provide administrative insights and administrative counsel to the City Council and staff.
- Have a City-wide perspective and utilize a "we" mentality rather than an "I" mentality in dealing with all City matters.
- Exhibit a style characterized by candor, directness, tactfulness, and diplomacy, with the ability to admit when mistakes were made, and when corrective action needs to be taken.
- Be flexible and open to change with a willingness to learn and ask questions. Be assertive, when necessary, yet empathetic.
- Have a genuine passion for public service from both an internal standpoint and for service to the community. Have a high energy level and enthusiasm for meeting the challenges and responsibilities of the Manager's position; have an excellent work ethic.

## COMPENSATION/BENEFITS/APPLICATION

Compensation begins at \$90,000 and is negotiable. The city offers a benefit package that includes an on-site health care provider that provides primary and preventative care to city employees and their families. Residency within the City is required. Interested candidates should apply online by 11/10/2021, with a cover letter, resume, and contact information for at least five (5) professional references to [www.GovHRUSA.com](http://www.GovHRUSA.com) and to the attention of Sarah McKee, Senior Vice President, GovHR USA, 630 Dundee Road, Suite 225, Northbrook, IL 60062. Tel: 847-380-3240, EXT 120.

*The City of Paris, KY is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to their success. They seek to recruit the most talented people from a diverse candidate pool and strongly encourage all qualified candidates to apply.*



# EXECUTIVE RECRUITMENT

