

KIM FOSTER, CITY MANAGER
JAMES SMITH, ATTORNEY



KATHY RAY, MAYOR
VICKEY ROBERTS, VICE MAYOR
JOHN ETHERIDGE, COMMISSIONER
JACKIE JONES, COMMISSIONER
SAM THARPE, COMMISSIONER

**CITY OF PARIS, TENNESSEE
BOARD OF COMMISSIONERS REGULAR MEETING AGENDA**

**CITY HALL COURTROOM
December 7, 2023
5:00 P.M.**

Regular Meeting

Call to Order: Kathy Ray, Mayor

Roll Call: Tammie Hopper, Finance Director

Pledge of Allegiance and Prayer

Approval of the Minutes of Previous Meetings: November 2, 2023 – Regular Meeting

Board Will Hear Comments from Citizens

Board Will Hear Comments from the Commission

Service Resolutions and Proclamations: None

OLD BUSINESS

- 1.) **Request to Acquire Undeveloped Alley on Depot Street:** Kim Foster, City Manager

NEW BUSINESS

- 1.) **Financial Update:** Tammie Hopper, Finance Director
- 2.) **Appointments to Boards:** None
- 3.) **Donation of Property for Conveyance to the PHCIC:** James Smith, City Attorney

**Status of Various Projects
Notes from the City Manager**

Adjournment

OLD BUSINESS
AGENDA ITEM #1
Request to Acquire Undeveloped Alley on Depot Street

The City received a request from Mr. Khris Dumas of 1108 Depot Street to acquire the undeveloped alley behind his properties. His letter of request is included below.

The issue was referred to the Planning Commission in November. After review, the Planning Commission is recommending approval of Mr. Dumas's request with easements for utilities (Wastewater) and adding the Keenan Amendments.



October 11, 2023

Paris City Commissioners:

I own two properties located on Depot Street. They are Tax Map 096M, G, parcels 23.00 and 28.00. There is an alley that runs behind these two properties. I am interested in acquiring all or a portion of this alley.

Your consideration of this request is appreciated.

Khris Dumas
1108 Depot Street



**NEW BUSINESS
AGENDA ITEM #1
Financial Update**

Narrative to October 2023 Operating Statement

We had an 11.22% decrease in our sales tax revenue over this time last year but only a slight decrease in comparison to 2022 sales.

- We finally received the Brush Truck and Fire Marshall SUV we ordered for the Fire Department two years ago. The Brush Truck was purchased out of our ARPA funds.
- We also received a new truck for Animal Control.
- The new Wash Pad building at the old landfill has been completed with ARPA funds as well.
- October was our first full month collecting Hotel/Motel Occupancy tax for a total received of \$17,254.28.

Other Business:

Personnel changes in October:

New Employees (4): Full Time Firefighters (3), Full Time Emergency Communications Dispatcher (1)

Retirements (1): Full Time Emergency Communications Dispatcher (1)

We issued eleven business licenses in October:

(M) Minimal – under \$100K annually

(S) Standard – over \$100K annually

New Business (4): Ynot Antiques (M), Whaley Property Solutions LLC (M), Londyn Kate Boutique (online) (M), Barks and Bubbles (S)

New Owner (2): Bealls 1987 INC (S), PK Florist & Gifts LLC (S)

CITY OF PARIS, TENNESSEE							
RETAIL SALES TAX REVENUE							
		FY2020	FY2021	FY2022	FY2023	FY2024	% Incr(Decr)
JULY		\$802,267	\$898,979	\$951,793	\$1,046,570	\$1,054,946	0.80%
AUGUST		\$799,378	\$843,541	\$895,516	\$931,433	\$943,347	1.28%
SEPTEMBER		\$797,992	\$888,921	\$965,256	\$1,067,740	\$947,948	-11.22%
OCTOBER		\$761,453	\$873,733	\$974,047	\$1,036,880		
NOVEMBER		\$807,105	\$874,641	\$988,199	\$1,059,818		
DECEMBER		\$957,286	\$1,097,412	\$1,210,615	\$1,218,473		
JANUARY		\$713,906	\$844,826	\$839,389	\$915,685		
FEBRUARY		\$727,380	\$719,938	\$859,647	\$936,706		
MARCH		\$840,175	\$1,101,592	\$1,102,651	\$1,106,574		
APRIL		\$865,360	\$1,040,359	\$1,060,677	\$1,069,082		
MAY		\$949,140	\$1,005,346	\$1,105,515	\$1,122,824		
JUNE		\$966,861	\$1,013,926	\$1,125,455	\$1,177,018		
TOTAL		\$9,988,303	\$11,203,215	\$12,078,759	\$12,688,803	\$2,946,241	
Previous YTD % Increase/Decrease		2.79%	12.16%	7.82%	5.05%		

Monthly Operating Statement October 2023

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,985,000	8,606	18,541	0.93%
Local Option Sales Tax	6,600,000	466,491	2,120,234	32.12%
Wholesale Liquor / Beer	900,000	75,474	321,115	35.68%
Business Tax	450,000	3,758	29,612	6.58%
Fees & Licenses	166,250	9,461	47,473	28.56%
In Lieu Payments	852,250	52,662	196,543	23.06%
Grants	2,854,250	4,100	308,722	10.82%
State Shared taxes	1,895,000	144,004	571,157	30.14%
All Other	1,815,550	160,978	830,397	45.74%
ARPA/TDEC-WII	950,000	0	0	0.00%
Total General Fund Revenue	18,468,300	925,534	4,443,793	24.06%
Solid Waste Collection - BPU	1,285,000	106,368	415,330	32.32%
Solid Waste Disposal - Transfer	470,000	43,104	181,168	38.55%
Other Revenue	30,300	5	508	1.68%
Total Sanitation	1,785,300	149,476	597,007	33.44%
Gate Receipts - Brush & Debris	175,000	16,608	68,757	39.29%
County Share Operating Exp	35,000	0	0	0.00%
Gate Receipts - Tires	10,000	585	2,654	26.54%
Other Revenue	41,550	34	910	2.19%
Total Landfill	261,550	17,227	72,321	27.65%
Total Drug Fund	43,550	808	14,916	34.25%
TOTAL REVENUES	20,558,700	1,093,045	5,128,037	24.94%

EXPENDITURES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	189,505	43,550	75,828	40.01%
General Administration	515,851	44,076	180,526	35.00%
Economic Development	178,877	14,371	58,083	32.47%
Elections	0	0	0	0.00%
Financial Administration	344,685	28,245	150,058	43.53%
City Hall Building	111,969	13,739	44,275	39.54%
Police Department	2,705,709	185,222	941,359	34.79%
Emergency Communications	831,273	60,043	236,377	28.44%
Fire Department	2,068,767	195,781	706,326	34.14%
Building Inspection	242,763	15,840	81,275	33.48%
Street Maintenance	1,963,762	122,150	664,806	33.85%
State Street Aid	1,696,500	10,931	1,327,288	78.24%
Storm Water Management	158,757	5,511	33,000	20.79%
Street Lighting	131,000	14,345	33,439	25.53%
City Garage	350,263	18,496	96,409	27.52%
Cemetery Maintenance	78,892	8,448	39,213	49.70%
Health & Animal Control	289,290	69,805	135,865	46.96%
Civic Center	740,931	58,564	221,796	29.93%
Parks & Recreation	1,240,489	111,356	533,082	42.97%
Library	196,096	0	65,366	33.33%
Community Development	3,082,500	98,240	370,275	12.01%
ARPA-SLFRF	1,000,000		17,753	1.78%
ARPA/TDEC-WII	950,000		1,170	0.12%
Debt Service	259,000	0	102,511	39.58%
General Fund Expenditures	19,326,879	1,118,714	6,116,080	31.65%
Sanitation Collection	1,217,528	63,341	340,796	27.99%
Contractual Services	800,000	61,539	275,617	34.45%
Total Sanitation	2,017,528	124,880	616,413	30.55%
Total Landfill	234,677	8,266	86,829	37.00%
Total Drug Fund	49,500	1,837	13,418	27.11%
TOTAL EXPENDITURES	21,628,584	1,253,697	6,832,741	31.59%

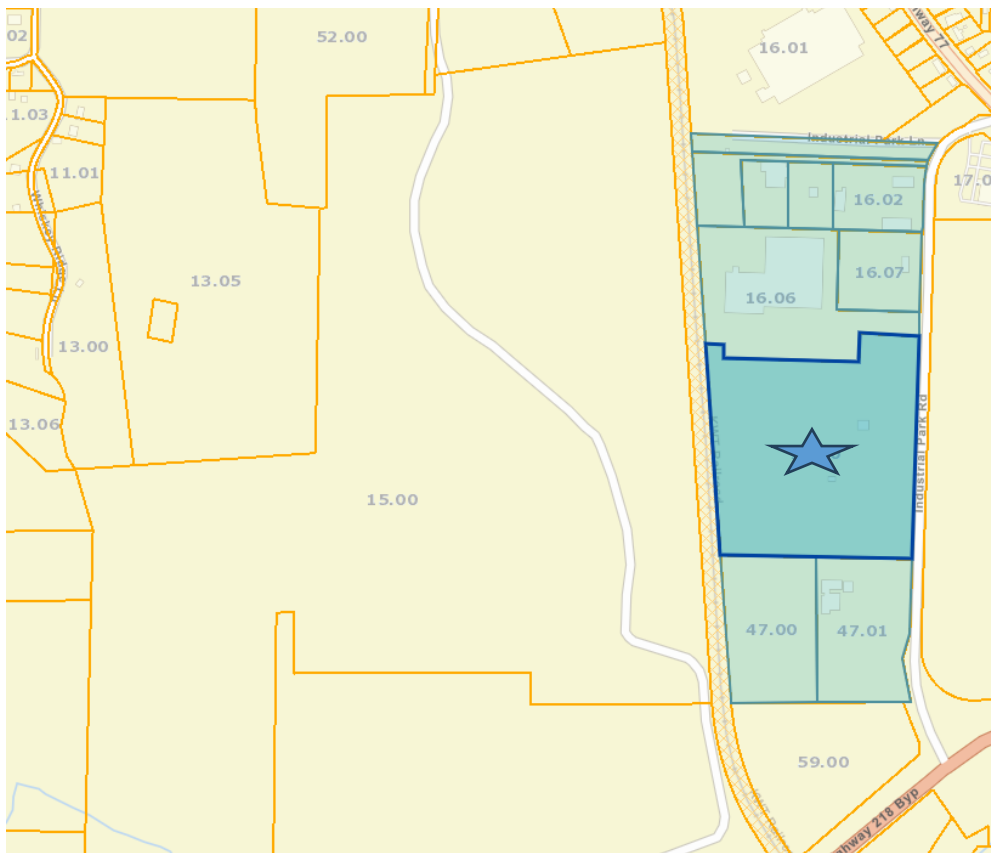
<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	(193,181)	(1,672,287)
Sanitation	24,596	(19,407)
Landfill	8,961	(14,508)
Drug Fund	(1,028)	1,498

**NEW BUSINESS
AGENDA ITEM #2
Appointments to Boards**

None

**NEW BUSINESS
AGENDA ITEM #3
Donation of Property for Conveyance to the PHCIC**

Mrs. Missy Hamilton has a 25-acre piece of property located on Industrial Park Road adjacent to the site of our future industrial park that she would like to donate to the Paris-HC Industrial Committee. Because she would like to be able to count this donation as charitable, she needs to donate it to an eligible recipient. Since the PHCIC is not a 501C3 entity it is more appropriate for her to donate this property to the City of Paris and let us convey it on to the PHCIC. City Attorney James Smith will provide additional information at the meeting.



**STATUS OF VARIOUS PROJECTS
December 2023**

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	
HOME Grant	Morris/Foster	2024	House #3 on W. Blythe St. was torn down last week. House #2 is over 70% complete. The same contractor that is building house #2 will be building house #3 so timing on #3 will depend on finishing house #2.
Back Alley Paris	Foster/Morris/ Ray	June 2024	“Destination Paris” is currently in the conceptual phase. Dan Knowles is again the artist.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Fall 2024	Final Right of way plans are at TDOT. Waiting on NTP to Right of Way. Finalizing Preliminary Construction plans for submittal when NTP to Right of Way is received. TLM addressing comments on final NEPA document.
Rison St Bridge Replacement	Foster/Morris	Summer 2024	Staff had secured 7 out of 8 construction easements from property owners but recently we discovered an issue with one of them. We need to resolve outstanding issues with two of the easements before we can move forward with this project.
2020 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Fall 2024	Excess land process continues. Submitted preliminary construction plans. Began receiving comments from TDOT on preliminary construction plans. Right of Way acquisition process continues. TLM has received plats and easement descriptions from the surveyor. The city attorney is working on Title Opinions. Final Utility Coordination completed, and certification package submitted to TDOT for review.
2022 Multimodal Access Grant for Tyson/M.W. Intersection Upgrades & Sidewalk	Foster/Morris	Fall 2025	Waiting on NTP to design from TDOT. TLM is working on a preliminary construction estimate. TLM is working on adding sidewalk connection to asphalt shoulders on Veteran’s Drive.
2021 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2026	TLM continues to work on the preliminary layout and the SCD form.
TDEC Water Infrastructure Improvement (WII) Grant	Foster	Spring 2026	City-wide hydraulic modeling continues. Field verification of preliminary survey has been completed and markups have been provided to surveyor on the Brooks St. drainage project.
Downtown Improvement Grant	Morris/Crouch/Foster	Summer 2023	We have an additional project moving forward and work has begun. Estimated completion date December 2023 due to weather. This project is 50% complete.
Municipal Facilities Project	Foster	Dependent on Direction	This project has hit a snag. The SHPO (State Historic Preservation Office) has determined the existing City Hall building is historically significant and should be preserved. Staff is working through a resolution to this issue.
Volunteer Sidewalk Issue	Foster	ASAP	Field verification of preliminary survey completed, and markups delivered to surveyor. Revised survey received. Surveyor clarifying information on one of the driveways. Design has begun.

Notes from the City Manager:

- None