

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**

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**CITY HALL COURTROOM  
February 2, 2023  
5:00 P.M.**

**Regular Meeting**

**Call to Order:** Kathy Ray, Mayor

**Roll Call:** Traci Shannon, Finance Director

**Pledge of Allegiance and Prayer**

**Approval of the Minutes of Previous Meetings:** Regular Meeting – January 5, 2022

**Board Will Hear Comments from Citizens**

**Board Will Hear Comments from the Commission**

**Service Resolutions and Proclamations:** None

## **OLD BUSINESS**

None

## **NEW BUSINESS**

- 1.) Financial Update:** Traci Shannon, Finance Director
- 2.) Appointments to Boards:** None
- 3.) Audit Presentation:** Matt Wood, CPA, Alexander, Thompson, Arnold
- 4.) Resolution to Authorize Matching Funds for the Community Development Block Grant for Fiscal Year 2023:** Kim Foster, City Manager
- 5.) Discussion of Early Payoff of Debt Issuances:** Traci Shannon, Finance Director

**Status of Various Projects**

**Notes from the City Manager**

**Adjournment**

**OLD BUSINESS  
AGENDA ITEM NO. 1**

NONE

**NEW BUSINESS  
AGENDA ITEM NO.1  
Financial Update**

**Narrative to the December 2022 Operating Statement**

Our retail sales tax revenue continues to increase. The month of November was up 7.25% compared to last November and we are ahead 7.7% for our fiscal year-to-date.

Expenditures exceeded revenues for the month of December, however we are still ahead fiscal year-to-date. A few of the larger expenses included \$43K for the skate park project, \$67K for two patrol cars, \$20K for material for street repair, and \$23K for tree trimming. Also, the month of December was a three pay-period month which occurs twice yearly.

Other Business:

**New employees (16):** Sixteen seasonal part-time (PHCBL)

We issued three business licenses in December:

**New business (1):** Shamrock Dirt and Forestry

**Ownership change (2):** Lura Lee's, Beltone Hearing Aid Service

**CITY OF PARIS, TENNESSEE  
RETAIL SALES TAX REVENUE**

	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>% Incr(Decr)</b>
<b>JULY</b>	\$787,901	\$802,267	\$898,979	\$951,793	\$1,046,570	9.96%
<b>AUGUST</b>	\$790,533	\$799,378	\$843,541	\$895,516	\$931,433	4.01%
<b>SEPTEMBER</b>	\$774,425	\$797,992	\$888,921	\$965,256	\$1,067,740	10.62%
<b>OCTOBER</b>	\$761,812	\$761,453	\$873,733	\$974,047	\$1,036,880	6.45%
<b>NOVEMBER</b>	\$809,116	\$807,105	\$874,641	\$988,199	\$1,059,818	7.25%
<b>DECEMBER</b>	\$960,027	\$957,286	\$1,097,412	\$1,210,615		
<b>JANUARY</b>	\$665,013	\$713,906	\$844,826	\$839,389		
<b>FEBRUARY</b>	\$704,313	\$727,380	\$719,938	\$859,647		
<b>MARCH</b>	\$877,659	\$840,175	\$1,101,592	\$1,102,651		
<b>APRIL</b>	\$849,875	\$865,360	\$1,040,359	\$1,060,677		
<b>MAY</b>	\$863,697	\$949,140	\$1,005,346	\$1,105,515		
<b>JUNE</b>	\$873,145	\$966,861	\$1,013,926	\$1,125,455		
<b>TOTAL</b>	<b>\$9,717,515</b>	<b>\$9,988,303</b>	<b>\$11,203,215</b>	<b>\$12,078,759</b>	<b>\$5,142,441</b>	
<b>Previous YTD % Increase/Decrease</b>	<b>1.24%</b>	<b>2.79%</b>	<b>12.16%</b>	<b>7.82%</b>	<b>7.70%</b>	

**Monthly Operating Statement  
December 2022**

<b>REVENUES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,727,000	192,949	281,337	16.29%
Local Option Sales Tax	6,086,700	510,319	3,110,048	51.10%
Wholesale Liquor / Beer	875,000	82,609	485,868	55.53%
Business Tax	400,000	2,079	38,176	9.54%
Fees & Licenses	168,500	4,804	85,604	50.80%
In Lieu Payments	904,250	63,184	438,731	48.52%
Grants	1,036,430	111,513	573,856	55.37%
State Shared taxes	1,791,800	137,154	839,110	46.83%
All Other	1,615,948	132,071	1,432,807	88.67%
Federal ARPA Grant	1,491,875	0	1,491,875	100.00%
ARPA/TDEC-WII	500,000	0	0	0.00%
<b>Total General Fund Revenue</b>	<b>16,597,503</b>	<b>1,236,681</b>	<b>8,777,414</b>	<b>52.88%</b>
Solid Waste Collection - BPU	1,250,000	105,763	643,411	51.47%
Solid Waste Disposal - Transfer	400,000	34,657	240,631	60.16%
Other Revenue	25,400	1	25,303	99.62%
<b>Total Sanitation</b>	<b>1,675,400</b>	<b>140,421</b>	<b>909,346</b>	<b>54.28%</b>
Gate Receipts - Brush & Debris	140,000	8,202	71,871	51.34%
County Share Operating Exp	30,000	0	0	0.00%
Gate Receipts - Tires	10,000	59	9,096	90.96%
Other Revenue	91,450	115	36,102	39.48%
<b>Total Landfill</b>	<b>271,450</b>	<b>8,375</b>	<b>117,069</b>	<b>43.13%</b>
<b>Total Drug Fund</b>	<b>42,050</b>	<b>5,110</b>	<b>53,162</b>	<b>126.43%</b>
<b>TOTAL REVENUES</b>	<b>18,586,403</b>	<b>1,390,587</b>	<b>9,856,990</b>	<b>53.03%</b>

<b>EXPENDITURES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	229,961	392	86,175	37.47%
General Administration	423,856	36,350	200,582	47.32%
Economic Development	178,474	20,177	89,155	49.95%
Elections	4,500	0	0	0.00%
Financial Administration	331,384	26,881	186,047	56.14%
City Hall Building	104,397	10,851	60,938	58.37%
Police Department	2,369,010	307,373	1,314,234	55.48%
Emergency Communications	748,932	94,644	384,742	51.37%
Fire Department	1,923,446	197,027	978,881	50.89%
Building Inspection	178,037	16,683	85,149	47.83%
Street Maintenance	1,772,747	194,208	1,051,826	59.33%
State Street Aid	1,683,000	4,781	1,454,059	86.40%
Storm Water Management	72,140	7,543	28,326	39.27%
Street Lighting	116,000	4,166	46,274	39.89%
City Garage	310,298	29,576	153,378	49.43%
Cemetery Maintenance	73,324	1,522	34,862	47.55%
Health & Animal Control	199,228	18,433	95,387	47.88%
Civic Center	692,100	70,556	343,200	49.59%
Parks & Recreation	1,111,601	103,370	662,199	59.57%
Library	183,430	0	91,715	50.00%
Community Development	1,376,700	108,897	828,267	60.16%
ARPA-SLFRF	1,000,000	0	352,454	35.25%
ARPA/TDEC-WII	500,000	0	30,875	6.18%
Debt Service	683,917	3,291	149,409	21.85%
<b>General Fund Expenditures</b>	<b>16,266,482</b>	<b>1,256,723</b>	<b>8,708,136</b>	<b>53.53%</b>
Sanitation Collection	1,566,797	82,760	692,470	44.20%
Contractual Services	661,500	57,273	371,609	56.18%
<b>Total Sanitation</b>	<b>2,228,297</b>	<b>140,033</b>	<b>1,064,080</b>	<b>47.75%</b>
<b>Total Landfill</b>	<b>215,404</b>	<b>12,415</b>	<b>121,841</b>	<b>56.56%</b>
<b>Total Drug Fund</b>	<b>75,300</b>	<b>298</b>	<b>35,126</b>	<b>46.65%</b>
<b>TOTAL EXPENDITURES</b>	<b>18,785,483</b>	<b>1,409,469</b>	<b>9,929,182</b>	<b>52.86%</b>

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
<b>General Fund</b>	<b>(20,042)</b>	<b>69,278</b>
<b>Sanitation</b>	<b>388</b>	<b>(154,734)</b>
<b>Landfill</b>	<b>(4,040)</b>	<b>(4,772)</b>
<b>Drug Fund</b>	<b>4,812</b>	<b>18,036</b>

**NEW BUSINESS  
AGENDA ITEM NO.2  
Appointments to Boards**

NONE

**NEW BUSINESS  
AGENDA ITEM NO.3  
Audit Presentation**

A fiscal year 2021-2022 audit presentation will be given by Matt Wood, CPA, Alexander, Thompson, Arnold.

**NEW BUSINESS  
AGENDA ITEM NO.4  
Resolution to Authorize Matching Funds for the Community Development Block Grant  
for Fiscal Year 2023**

Although this was discussed and approved last month, a formal resolution authorizing the matching funds, which follows, is required for the grant application.

**RESOLUTION NO. 1675**

**AUTHORIZING MATCHING FUNDS FOR THE BLOCK GRANT  
PROGRAM/CDBG FOR FISCAL YEAR 2023**

**WHEREAS**, the governing body of Paris, TN, having committed itself to the improvement of the community that it represents, wishes to make application for a Community Revitalization project through the Community Development Block Grant program,

**WHEREAS**, having determined proper eligibility by CDBG program guidelines, said governing body wishes to make application for up to \$630,000 in grant funds to implement the aforementioned improvements, and understands that Paris will be accountable for providing a match rate of no less than **10** percent. This match rate was determined by ECD and includes a 4-point reduction for ThreeStar Communities. Said governing body will commit local funds for the match which will be provided by the City of Paris.

**NOW, THEREFORE BE IT RESOLVED** by the governing body of Paris, TN, meeting in session on this the 2<sup>nd</sup> day of February, 2023, that the Mayor of Paris is authorized to commit local matching funds to the proposed project, and to sign and all necessary assurances, agreements, or contracts required for recipients of CDBG funds.

This resolution shall become a part of and be spread upon the minutes of this meeting of the Board of Commissioners of the City of Paris, Tennessee.

Resolved this the 2<sup>nd</sup> day of February, 2023.

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City of Paris Mayor

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Finance Director



**NEW BUSINESS  
AGENDA ITEM NO.5  
Discussion of Early Payoff of Debt Issuances**

As was requested last month, the following recap of principal balances and estimated savings is presented. As you will see, by paying off the remaining debt balances on the series 2012 and series 2015 bond issues the City will save *approximately* \$51,000. There is no penalty for early payoff. It is impossible to calculate the exact amount of savings as both interest payments and interest earnings are tied to a heavily fluctuating rate, but staff feels comfortable that there is a significant amount of savings to be gained without putting the City in any financial risk when paying off this debt early. This will also put us in a more favorable position to issue new debt sooner. Staff's recommendation is to move forward with paying off these debt issuances.

	<u>Series 2012</u>	<u>Series 2015</u>	<u>Total</u>
Principal scheduled to be paid in May 2023	\$110,000	\$260,000	\$370,000
Remaining principal	\$98,000	\$434,000	\$532,000
<b>Total Principal</b>	<b>\$208,000</b>	<b>\$694,000</b>	<b>\$902,000</b>
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Estimated fees saved	\$2,500	\$10,800	\$13,300
Estimated interest saved	\$4,600	\$33,200	\$37,800
<b>Total savings</b>	<b>\$7,100</b>	<b>\$44,000</b>	<b>\$51,100</b>

**STATUS OF VARIOUS PROJECTS  
February 2023**

	<b>PRIMARY STAFF</b>	<b>TARGET COMPLETION DATE(S)</b>	
HOME Grant	Morris/Foster	2024	All of the hurdles have been crossed on the first two houses to be rebuilt under this grant. Construction has been started on the first one and will begin shortly on the second one.
Back Alley Paris	Foster/Morris/ Ray (DA)	June 2023	A conceptual painting depicting the second 100 years of our bicentennial should be completed by the middle of February. The project is on target for a June unveiling.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Fall 2022	Still waiting for the one driveway repair. Contractor has it on his list but waiting now on the weather to cooperate.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Fall 2024	Work on preliminary ROW plans continues. A qualified historian has been released to begin an assessment to determine how the project will affect the Paris Commercial Historic District.
Rison St Bridge Replacement	Foster/Morris	Summer 2024	The updated NEPA (environmental) document has been submitted to TDOT, we are awaiting their response.
2020 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Fall 2024	Work on preliminary ROW plans continues. A qualified historian has been released to begin an assessment to determine how the project will affect the Paris Commercial Historic District. Coordination meeting held with TDOT regarding State Route 54 Repaving Project.
2021 Multimodal Access Grant for Tyson/M.W. Intersection Upgrades & Sidewalk	Foster/Morris	Fall 2025	Work on NEPA phase documentation continues. TLM submitted LP Agency Coordination and Section 106 Assessment documents to TDOT, waiting on responses. Work continues on preliminary layout and grading on intersection. Design for preliminary grading continues.
2021 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2025 (if awarded)	We received our executed contract and notice to proceed to NEPA mid-January. We are currently advertising for a consultant for this project.
TDEC Water Infrastructure Improvement (WII) Grant	Foster	Spring 2026	Work on hydraulic analysis continues with development of individual drainage basins. Basin development approximately 75% complete.
Downtown Improvement Grant	Morris/Crouch/Foster	Fall 2024	Ten projects have now been completed. We have three projects left to complete; Scott building on Ruff St., Scott building on Poplar & the Iron Place.
Municipal Facilities Study	Foster	Spring 2023	TLM continuing evaluation layouts and reports creation.

**Notes from the City Manager:**

- The MTAS Fire Chief Assessment Center has been scheduled for March 15 & 16. Thus far we have received 7 resumes from external candidates. Although no internal candidates have yet applied, I have been told by 2 or 3 that they plan to apply.

- I am planning an employee input meeting on February 22. We will have a catered lunch and then put all participating employees through an exercise similar to what we did at our Positively Paris Community Input event. I value our employees and I want to know what they think. I have four facilitators lined up to take the employees through the exercise. The Department Heads and I will not be involved so that the employees will not feel inhibited.
- The City's Helping Hand day is February 21.
- Public Works, with the exception of the garage, has decided to change their work schedule to the 4/10 hr days schedule. The new schedule started on Monday. The only noticeable changes to the public are that sanitation crews will begin collecting residential trash at 6:00 a.m. and bulk and cardboard pickup day will be on Thursdays. We have created social media posts addressing these small changes. There aren't any anticipated issues, but if any arise they will be handled on a case by case basis.
- I want to recognize extraordinary work by Finance Director Traci Shannon. Not only has Ms. Shannon brought to our attention the possibility of saving money by early retirement of some of our debt, she also recently caught a bank error and determined our interest earnings were not being properly calculated. She immediately notified the bank who confirmed the error and deposited an additional \$20,000+ in unrecognized interest in our account. We are truly fortunate to have such a conscientious director watching over our finances!
- Included in this month's packet was a copy of the data collected as a part of our Mainstreet annual report. Much thanks to Mayor Ray and Community Development Dir. Jennifer Morris for the work they did on the report. As you can see, investment in our downtown continues prove beneficial, not only for the downtown district, but for our entire community.