

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
January 5, 2023
5:00 P.M.**

Public Input Meeting

Consideration of the City of Paris's application for a Community Development Block Grant (CDBG) for Parks and Drainage Improvements

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 – December 1, 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:** Kathy Ray, Mayor
- 3.) Discussion of an Application to Apply for a CDBG:** Kim Foster, City Manager
- 4.) Resolution to Amend the COP Personnel Rules and Regulations: Holiday Pay for Police Dept.; Identification of Executive and Administrative Exempt Employees; Compensatory Time for SROs:** Kim Foster, City Manager

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 November 2022 Operating Statement

Retail sales tax revenue for the month of October increased 6.45% compared to last October, and fiscal year to date we are up 7.82%

Revenues were above expenditures in the General Fund for the month of November and for the fiscal year-to-date. We did receive the second half of the Federal ARPA Grant of just under \$1.5 million. We had an extraordinarily large expense of over one million dollars for the cost of asphalt and material for street repairs. Also, \$80K for salt, \$60K for two police vehicles, and \$61K for a crew cab truck for Public Works.

Other Business:

New employees (2): One full-time (Public Works), One part-time (Civic Center)

Resignations (0): None

We issued five business licenses in November:

New business (4): Tidal Wave Auto Spa, EmpowerMe Wellness, Canter's Appliances, Skin Works Aesthetics & Med Spa

Ownership type change (1): Cannon Realty Group LLC

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

	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>% Incr(Decr)</u>
JULY	\$787,901	\$802,267	\$898,979	\$951,793	\$1,046,570	9.96%
AUGUST	\$790,533	\$799,378	\$843,541	\$895,516	\$931,433	4.01%
SEPTEMBER	\$774,425	\$797,992	\$888,921	\$965,256	\$1,067,740	10.62%
OCTOBER	\$761,812	\$761,453	\$873,733	\$974,047	\$1,036,880	6.45%
NOVEMBER	\$809,116	\$807,105	\$874,641	\$988,199		
DECEMBER	\$960,027	\$957,286	\$1,097,412	\$1,210,615		
JANUARY	\$665,013	\$713,906	\$844,826	\$839,389		
FEBRUARY	\$704,313	\$727,380	\$719,938	\$859,647		
MARCH	\$877,659	\$840,175	\$1,101,592	\$1,102,651		
APRIL	\$849,875	\$865,360	\$1,040,359	\$1,060,677		
MAY	\$863,697	\$949,140	\$1,005,346	\$1,105,515		
JUNE	\$873,145	\$966,861	\$1,013,926	\$1,125,455		
TOTAL	<u>\$9,717,515</u>	<u>\$9,988,303</u>	<u>\$11,203,215</u>	<u>\$12,078,759</u>	<u>\$4,082,623</u>	
Previous YTD % Increase/Decrease	1.24%	2.79%	12.16%	7.82%	7.82%	

**Monthly Operating Statement
November 2022**

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,727,000	78,928	88,388	5.12%
Local Option Sales Tax	6,086,700	525,179	2,599,729	42.71%
Wholesale Liquor / Beer	875,000	69,110	403,258	46.09%
Business Tax	400,000	14,767	36,097	9.02%
Fees & Licenses	168,500	40,049	80,800	47.95%
In Lieu Payments	904,250	94,443	375,547	41.53%
Grants	1,036,430	141,416	462,344	44.61%
State Shared taxes	1,791,800	144,505	701,956	39.18%
All Other	1,615,948	101,300	1,300,737	80.49%
Federal ARPA Grant	1,491,875	1,491,875	1,491,875	100.00%
ARPA/TDEC-WII	500,000	0	0	0.00%
Total General Fund Revenue	16,597,503	2,701,572	7,540,733	45.43%
Solid Waste Collection - BPU	1,250,000	105,318	537,648	43.01%
Solid Waste Disposal - Transfer	400,000	35,470	205,975	51.49%
Other Revenue	25,400	0	25,302	99.61%
Total Sanitation	1,675,400	140,788	768,925	45.89%
Gate Receipts - Brush & Debris	140,000	10,509	63,669	45.48%
County Share Operating Exp	30,000	0	0	0.00%
Gate Receipts - Tires	10,000	742	9,037	90.37%
Other Revenue	91,450	40	35,987	39.35%
Total Landfill	271,450	11,291	108,693	40.04%
Total Drug Fund	42,050	12,215	48,052	114.27%
TOTAL REVENUES	18,586,403	2,865,865	8,466,403	45.55%

EXPENDITURES	Budget	Month	Yr to Date	Realized
Grants & Donations	229,961	12,892	85,783	37.30%
General Administration	423,856	32,039	164,232	38.75%
Economic Development	178,474	14,062	68,978	38.65%
Elections	4,500	0	0	0.00%
Financial Administration	331,384	20,861	159,166	48.03%
City Hall Building	104,397	9,175	50,087	47.98%
Police Department	2,369,010	218,903	1,006,861	42.50%
Emergency Communications	748,932	63,035	290,097	38.73%
Fire Department	1,923,446	154,257	781,854	40.65%
Building Inspection	178,037	11,665	68,466	38.46%
Street Maintenance	1,772,747	-9,748	857,618	48.38%
State Street Aid	1,683,000	1,368,206	1,449,278	86.11%
Storm Water Management	72,140	4,051	20,783	28.81%
Street Lighting	116,000	9,386	42,107	36.30%
City Garage	310,298	22,325	123,802	39.90%
Cemetery Maintenance	73,324	648	33,340	45.47%
Health & Animal Control	199,228	15,246	76,954	38.63%
Civic Center	692,100	44,905	272,644	39.39%
Parks & Recreation	1,111,601	73,475	558,828	50.27%
Library	183,430	30,572	91,715	50.00%
Community Development	1,376,700	49,644	719,370	52.25%
ARPA-SLFRF	1,000,000	50,160	352,454	35.25%
ARPA/TDEC-WII	500,000	12,187	30,875	6.18%
Debt Service	683,917	13,741	146,118	21.36%
General Fund Expenditures	16,266,482	2,221,686	7,451,413	45.81%
Sanitation Collection	1,566,797	87,332	609,711	38.91%
Contractual Services	661,500	59,857	314,336	47.52%
Total Sanitation	2,228,297	147,189	924,047	41.47%
Total Landfill	215,404	6,738	109,425	50.80%
Total Drug Fund	75,300	30,106	34,828	46.25%
TOTAL EXPENDITURES	18,785,483	2,405,720	8,519,713	45.35%

REVENUES OVER / (UNDER) EXPENDITURES	Current Month	Yr to Date
General Fund	479,886	89,320
Sanitation	(6,402)	(155,122)
Landfill	4,552	(732)
Drug Fund	(17,891)	13,225

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

<u>BOARD</u>	<u>CURRENT MEMBER</u>	<u>PROPOSED MEMBER</u>	<u>TERM EXPIRATION</u>	<u>NEW EXPIRATION</u>
Housing Board of Adjustments and Appeals 3 Year Term (City Commission Appointment)	Jamison Townsend	Scott Morrison	September 4, 2022	September 4, 2025
Historic Zoning Board 5 Year Term (Mayor w/Commission Approval)	Dickie Routon	Annette Douglas	September 3, 2025	September 3, 2025
Alcoholic Beverage Control Board 3 Year Term (Mayor w/Commission Approval)	Stephen Fall	Vickey Roberts	June 4, 2024	June 4, 2024
Planning Commission / Board of Zoning Appeals 3 Year Term (Mayor Position)	John Etheridge	Kathy Ray	August, 2023	August 8, 2025
Planning Commission / Board of Zoning Appeals 3 Year Term (Commission Appointment)	Gayle Griffith	Jackie Jones	August 8, 2022	August 8, 2025
Planning Commission / Board of Zoning Appeals 3 Year Term (Mayoral Appointment)	Vickey Roberts	Gayle Griffith	August 6, 2024	August 6, 2024

Personnel Appeals Board 4 Year Term (Commission Appointment)	Ralph Anderson	John Etheridge	February 5, 2024	February 5, 2024
Revolving Loan Advisory Board 4 Year Term (Mayoral Appointment)	Alta Lambert	Justin Oliver	October 1, 2026	October 1, 2026

NEW BUSINESS
AGENDA ITEM NO.3
Discussion of an Application to Apply for a CDBG

Bob Safin, an engineer that we frequently work with on grant projects, recently made us aware that park projects are now eligible under the Community Development Block Grant (CDBG) program. Under this program the City of Paris could qualify for up to approximately \$650,000 in grant money with only a 10% required match. Staff met with Jennie Keel, a TLM Project Manager, on Dec. 19 to talk through options for an application. Staff would like to suggest the Commission consider undertaking construction of a sidewalk and boardwalk around the trout pond in Eiffel Tower Park Extended. This project is a piece of the E.T. Park Master Plan. In addition to the sidewalk / boardwalk, which would also include a small parking lot, we want to look at the feasibility of increasing the detention capacity in the pond as it is currently at max capacity. This could be beneficial for drainage mitigation.

**NEW BUSINESS
AGENDA ITEM NO. 4**

Resolution to Amend the COP Personnel Rules and Regulations: Holiday Pay for Police Dept.; Identification of Executive and Administrative Exempt Employees; Compensatory Time for SROs

The following resolution, presented for your consideration, is a housekeeping measure to bring our Personnel Rules and Regulations into alignment with current practice. The changes are as follows:

Holidays for Police Dept. employees:

However, Police Department employees, and in certain instances civilian employees, will be required to work their regularly assigned shifts even if they fall on holidays. When this occurs employees will be allowed to take the holiday on another day during the same or a subsequent pay period or receive an extra shift's holiday compensation equal to eight hours of regular pay at the end of the pay period. Fire personnel will receive five shifts off per year in lieu of holidays. The shifts may be taken off at a rate of no more than one per quarter and may not be accumulated or carried forward to the next calendar year. Prior approval of the shift Supervisor is required.

Identification of Executive and Administrative Exempt Employees:

OLD VERSION

Executive Employees – Finance Director, Police Chief, Assistant Police Chief, Fire Chief, Garage Superintendent, Landfill Superintendent, Public Works Director, Street Maintenance Superintendent, Parks Maintenance Superintendent, and Sanitation Superintendent.

Administrative Employees – Administrative Assistant to City Manager, Assistant Finance Director, Community Development Director/Administrative Secretary, Fire Marshal, Building Inspector, Code Enforcement Officer, Police Detectives, Police Lieutenant.

NEW VERSION

Executive Employees – City Manager, Finance Director, Assistant Finance Director, Police Chief, Assistant Police Chief, Fire Chief, Parks & Recreation Director, Public Works Director, Community Development Director, Landfill Superintendent, Building Inspector/Stormwater Manager

Administrative Employees – Administrative Assistant to the City Manager, Fire Marshal, Police Captain

Compensatory Time for SROs:

The following sentence is an addition to the current policy - *Because of the nature of the position, an exception will be allowed for School Resource Officers which may accrue a maximum of 320 hours.*

RESOLUTION NO. 1674

WHEREAS, The City of Paris, Tennessee, has adopted Personnel Rules and Regulations effective April 6, 1994; and,

WHEREAS, Paris Municipal Code 1-503 specifies that amendments to said Personnel Rules and Regulations shall be adopted by the Board of Commissioners of the City of Paris, Tennessee by Resolution before they shall have full force and effect; and,

WHEREAS, The City Manager of the City of Paris, Tennessee has recommended to the Board of Commissioners of the City of Paris, Tennessee that said Personnel Rules and Regulations be amended as follows:

- A. By amending **IV. COMPENSATION AND BENEFITS** S. Holidays, paragraph 2 to say:

However, Police Department employees, and in certain instances civilian employees, will be required to work their regularly assigned shifts even if they fall on holidays. When this occurs employees will receive holiday compensation equal to eight hours of regular pay at the end of the pay period. Fire personnel will receive five shifts off per year in lieu of holidays. The shifts may be taken off at a rate of no more than one per quarter and may not be accumulated or carried forward to the next calendar year. Prior approval of the shift Supervisor is required.

- B. By amending **IV. COMPENSATION & BENEFITS**, F. Overtime, 3. Exempt Employees:

a. Executive Employees – City Manager, Finance Director, Assistant Finance Director, Police Chief, Assistant Police Chief, Fire Chief, Parks & Recreation Director, Public Works Director, Community Development Director, Landfill Superintendent, Building Inspector/Stormwater Manager

b. Administrative Employees – Administrative Assistant to the City Manager, Fire Marshal, Police Captain

- C. By adding at the end of paragraph 3 under **IV. COMPENSATION & BENEFITS**, G. Compensatory Time, 2. Fire and Police:

Because of the nature of the position, an exception will be allowed for School Resource Officers which may accrue a maximum of 320 hours.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the City of Paris, Tennessee go on record as approving the amendments to the Personnel Rules and Regulations as follows:

- D. By amending **IV. COMPENSATION AND BENEFITS** S. Holidays, paragraph 2 to say:

However, Police Department employees, and in certain instances civilian employees, will be required to work their regularly assigned shifts even if they fall on holidays. When this occurs employees will receive holiday compensation equal to eight hours of regular pay at the end of the pay period. Fire personnel will receive five shifts off per year in lieu of holidays. The shifts may be taken off at a rate of no more than one per quarter and may not be accumulated or carried forward to the next calendar year. Prior approval of the shift Supervisor is required.

- E. By amending **IV. COMPENSATION & BENEFITS**, F. Overtime, 3. Exempt Employees:

c. Executive Employees – City Manager, Finance Director, Assistant Finance Director, Police Chief, Assistant Police Chief, Fire Chief, Parks & Recreation Director, Public Works Director, Community

Development Director, Landfill Superintendent, Building Inspector/Stormwater Manager

d. Administrative Employees – Administrative Assistant to the City Manager, Fire Marshal, Police Captain

F. By adding at the end of paragraph 3 under **IV. COMPENSATION & BENEFITS**, G. Compensatory Time, 2. Fire and Police:

Because of the nature of the position, an exception will be allowed for School Resource Officers which may accrue a maximum of 320 hours.

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.

Unanimously adopted, this the 5th day of January 2023.

Mayor

Finance Director

ATTESTED:

**STATUS OF VARIOUS PROJECTS
January 2023**

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	
HOME Grant	Morris/Foster	2024	THDA determined there was an issue with one of the two approved home projects. That project is being rebid and the bid will be opened on Jan 4. A small density change is needed on the second project and the Planning Commission will meet on Jan. 12 to consider the needed change.
Back Alley Paris	Foster/Morris/ Ray (DA)	June 2023	Dan Knowles is currently doing research on the 2 nd 100 yrs of Pairs/HC history which will be the subject of the newest project.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Fall 2022	Contractor closed for the holidays. Driveway will be replaced in the new year and closeout will begin.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Fall 2024	Received comments from TDOT on preliminary plans. TLM is addressing comments for incorporation in preliminary ROW plans. Work continues on preliminary ROW plans. TDOT environmental has requested that a qualified historian perform an assessment to determine how the project will affect the Paris Commercial Historic District
Rison St Bridge Replacement	Foster/Morris	Summer 2024	The extent of this project has caused TDOT NEPA Div to have to do excessive coordination with SHPO. They hope to have the completed ESR submitted by 11/30/22.
2020 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Fall 2024	Preliminary budget has been updated. Work continues on addressing TDOT comments on preliminary plans. Work on preliminary ROW plans continues. Comments on preliminary plans did not mention effects assessment for historical district that was received for the STBG Signal project. TLM has reached out to TDOT to see if assessment will be required for this project. Second and final early utility notices went out last week of December.
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 were notified Oct. 7 that we were awarded \$1.164M for this project! We have completed the initiation packet with TDOT, waiting for them to issue the contract.
TDEC Water Infrastructure Improvement (WII) Grant	Foster	Spring 2026	TLM met with city and provided copy of storm water mapping. Work on hydraulic analysis continues with development of individual drainage basins. Basin development approximately 25% 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 annual Dr. Martin Luther King, Jr. Day celebration will be on January 16 at the cafeteria at Henry Co. High School. The breakfast will begin at 7:00 a.m. There will also be an all-star basketball game in Gamlin Gymnasium following the morning program, and a community forum at 6:00 p.m. at Mount Zion Baptist Church, 401 Irvin St.