

CITY OF PARIS, TENNESSEE
BOARD OF COMMISSIONERS
March 6, 2014
6:00 P.M.

PUBLIC HEARING

1. **FY 2014 Budget Amendment Number 1 (Second Reading)**

REGULAR MEETING

- I. **Call to Order**
- II. **Roll Call – Finance Director**
- III. **Pledge of Allegiance and Moment of Silence**
- IV. **Approval of the Minutes of Previous Meeting – February 6, 2014**
- V. **The Board Will Hear Comments from the Citizens**
- VI. **The Board Will Hear Comments from the Commission**
- VII. **OLD BUSINESS**
 1. **FY 2014 Budget Amendment Number 1 (Second Reading) – Finance Director Foster**
- VIII. **NEW BUSINESS**
 1. **Financial Update – Finance Director Foster**
 2. **Appointments to Boards – City Manager Holder**
 3. **Municipal Election – City Attorney McLean**
 4. **Resolution Regulating Fees Charged in the Police Audit Formula Required by the State of Tennessee – Chief Elizondo**
 5. **Resolution to Adopt the Policies and Procedures for the CDBG Housing Rehabilitation Grant – Community Development Director Jennifer Morris**
- IX. **Status of Various Projects and Departmental Summaries – City Manager Holder**
- X. **Adjournment**

Mardi Gras
March 8, 2014



THE CITY COMMISSION

CITY OF PARIS, TENNESSEE

February 6, 2014
REGULAR MEETING

The Board of Commissioners of the City of Paris, Tennessee met in regular session Thursday, February 6, 2014 at 6:00 p.m. in the City Hall Courtroom of the City of Paris, Tennessee for the purpose of conducting the following and any other business:

OLD BUSINESS:

1. Rezoning Request for Property Located at 401 East Wood Street (Second Reading)

NEW BUSINESS:

1. Financial Update
2. Appointments to Boards
3. Request for Retroactive Approval of RDA Loan Borrowing
4. Beaver Management Agreement on Bailey Fork
5. Administrative Hearing Board for MS-4 Violations
6. FY 2014 Budget Amendment Number 1
7. Request to Sell Surplus Property
8. Signalization Concerns
9. Former Catholic / Lutheran Church Renovation

Present: Mayor Sam Tharpe
Vice Mayor Gayle Griffith
Commissioner Pete Lackey
Commissioner Carlton Gerrell
Commissioner Terry Fuller

Also Present: Carl Holder, City Manager
Fred McLean, City Attorney
Kim Foster, Finance Director
Willette Ray, Administrative Assistant to the City Manager
Jennifer Morris, Community Development Director
Terry Wimberley, Board of Public Utilities

Media: Bill McCutcheon, The Paris Post-Intelligencer
Tim Alsobrooks, WMUF
Shannon McFarlin, WTPR

Mayor Tharpe called the meeting to order. The Pledge of Allegiance was led by Mr. Conner Samuels and a Moment of Silence was observed.

APPROVAL OF MINUTES

The minutes of the previous meeting held Thursday, February 6, 2014 were approved with a correction following a motion by Commissioner Gerrell and seconded by Commissioner Fuller. The motion carried unanimously.

COMMENTS FROM CITIZENS & PUBLIC

No Comments

COMMENTS FROM THE COMMISSION

No Comments.

OLD BUSINESS

REZONING REQUEST FOR PROPERTY LOCATED AT 401 EAST WOOD STREET (SECOND READING)

Gary Wayne and Emily Wilson have requested the rezoning of the rear of their property from B-3 (General Commercial) to R-2-M (Medium Density Residential). This property is the rear portion of their property at 401 East Wood Street.

After a brief discussion, Vice Mayor Griffith made a motion to approve the rezoning request on First Reading and refer this to the Planning Commission. The motion was seconded by Commissioner Fuller and was approved unanimously.

At the Planning Commission meeting held Thursday, January 9th, Mr. Griffith made a motion which was seconded by Ms. Terrell to refer this to the City Commission for a Public Hearing and a Second Reading at the next meeting scheduled for Thursday, February 6, 2014. The motion carried unanimously.

ORDINANCE NO. 1167

AN ORDINANCE to Amend Title 11, Chapter 104
of the Paris Municipal Code

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that the Paris Municipal Code be amended as follows:

Title 11, Chapter 104, Section B, identifying, "The Official Zoning Map of Paris, Tennessee," as adopted, is amended as follows:

That the following described property be zoned R-2-M same being currently zoned B-3:

This property is located in the First Civil District of Henry County, Tennessee, and now known as Map 106A, Group D, Parcel 1.0. It is situated on the north margin of Blythe Street. The property is more particularly described as follows:

BEGINNING at a ½-inch rebar with cap number 1791 found at the southeast corner of which this tract is a part, and being the southwest corner of McKenzie Banking Company, Record Book 247, Page 299, and being in the north margin of Blythe Street, 11 feet from the center; runs thence with the north margin of Blythe Street North 87 degrees 14 minutes 03 seconds West, 119.90 feet to the east right-of-way of Blakemore Street; thence with the right-of-way North 02 degrees 53 minutes 15 seconds East, 117.57 feet to a ½-inch rebar found; thence with a severance line as follows: South 77 degrees 41 minutes 14 seconds East, 43.58 feet to a ½-inch rebar with cap set; South 38 degrees 01 minutes 44 seconds East, 42.24 feet to a ½-inch rebar with cap set; South 85 degrees 53 minutes 28 seconds East, 49.27 feet to a ½-inch rebar with cap set in the west line of McKenzie Banking Company, Record Book 247, Page 299; thence with McKenzie Banking Company South 02 degrees 53 minutes 50 seconds West, 77.21 feet to the Point of Beginning, and containing 0.26 acres, more or less, as surveyed by James M. McCrory, Tennessee Registered Land Surveyor Number 2760, of L. I. Smith & Associates, 302 North Caldwell Street, Paris, TN 38242, on January 23, 2014. Record bearings are based upon Plat Cabinet F, Slide 15.

SECTION 2. All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect on and after passage of final adoption.

Passed and adopted January 2, 2014.

Passed and adopted February 6, 2014.

/s/Samuel Tharpe
Mayor

/s/Kim Foster
Finance Director

NEW BUSINESS

FINANCIAL UPDATE

Finance Director Kim Foster presented the Financial Update. She stated that November's Retail Sales fell below last year's level, but were not as significantly below the previous year as sales were at the first of the calendar year. Sales in November were \$310,251 below sales in November 2012, representing a 1.23% reduction. At the first of this year we were seeing sales fall anywhere from 4 1/2% to 6% below the previous years levels. Year-to-date we are 2.37% behind last year with just one more month to be reported.

Revenues, after being adjusted for extraordinary items, are at 47.48% of budget in the General Fund and are at 48.57% of budget in the Solid Waste Fund. Expenditures, after adjustments, are at 49.01% of budget in the General Fund being ahead of budget is associated with our transfer station and our contract with Freedom Waste. The tonnage going through our transfer station is up 5.66% year-to-date over last year-to-date. We have also recognized a sight price increase per ton. Additionally, we have realized that we under budgeted for this line item this year. We will resolve the last issue with a budget amendment.

APPOINTMENTS TO BOARDS

There were no new appointments to be considered in the month of February.

REQUEST FOR RETROACTIVE APPROVAL OF RDA LOAN BORROWING

In May of 2011 as we were creating the financial structure for the Bethel – HCMC Project we were informed by RDA that they would look favorably upon a request for an RDA Rural Economic Development Loan / Grant. At that time we (County Mayor Brent Greer, Mr. Larry Crawford and Holder) called personnel in the Office of the State and Local Financing inquiring as to whether prior approval of debt to RDA was required. We were informed that it was not and we proceeded accordingly. We did get prior approval for the TML loan of \$6.5m.

Currently our auditors issued a finding based on current Comptroller's Office Policy which requires prior approval of borrowings from RDA. We considered protesting the finding, but after consultation with the City Attorney it was decided that the best course was to offer an explanation of why we did not comply, no ill intent, and offer to comply after the fact while giving assurances we will comply in the future.

After a brief discussion, Mr. Gerrell made a motion which was seconded by Mr. Lackey to approve the submittal of the post-borrowing CT-0253 Report of Debt Obligation. The motion carried unanimously.

BEAVER MANAGEMENT AGREEMENT ON BAILEY FORK

The West Tennessee Riverbasin Authority preformed a major re-channelization on Bailey Fork Tribe II a couple of years ago. The area most impacted was Lankford Road area up and down stream.

A major issue with the previous channel loss was beaver activity.

The Basin Authority offers a management program with a cost of \$2,000 for the stream, local share \$500. Holder suggested this as a cost effective method to minimize upstream issues of flooding and future loss of channelization.

No formal action is necessary but informal consensus concurrence.

After a brief discussion, Commissioner Lackey made a motion which was seconded by Commissioner Gerrell to make an informal consensus on the topic. The motion carried unanimously.

ADMINISTRATIVE HEARING BOARD FOR MS-4 VIOLATIONS

State regulations have been clarified by State EPA to require that an Administrative Board be available to hear from any enforcement action the City administration takes against MS-4 violators. They must be trained to hear such appeals. It does not have to be a new Board but may be an existing Board. The current ordinance bestows sufficient authority to designate such a Board.

Possibilities are the Planning Commission, Board of Adjustments and Appeals, or the Board of Zoning Appeals.

Staff recommends the Housing Board of Adjustments and Appeals as the closest fit and the Commission agreed.

FY 2014 BUDGET AMENDMENT NUMBER 1

As we have previously informed you the Office of State and Local Finance strongly encourage the use of the budget amendment process to keep pace with modifications in our budget plan.

The following Ordinance is presented for First Reading.

After a brief discussion, Commissioner Fuller made a motion to approve the Amendment on First Reading. Commissioner Lackey seconded the motion which carried unanimously.

This will be presented at next month's meeting scheduled for Thursday, March 6, 2014 for a Public Hearing and a Second Reading.

REQUEST TO SELL SURPLUS PROPERTY

Our Code outlines a specific process for the declaring and sale of surplus real property.

The BPU requests that the Commission declare one acre located on Mockingbird Lane surplus. This is a wooded lot surrounded by woods, and bounding Mockingbird.

The property description was included in the agenda.

Terry Wimberley, of the Board of Public Utilities, was present to answer any questions.

After a brief discussion, Commissioner Lackey made a motion which was seconded by Commissioner Gerrell to approve the request to sell the surplus property. The motion carried unanimously.

SIGNALIZATION CONCERNS

FYI – we are reviewing data from two (2) intersections, both involving a state route. The results for SR 76 on US 79 and Chickasaw / Fairground Roads are as follows:

5 Year Data			
<u>Accidents</u>	<u>Injuries</u>	<u>Fatalities</u>	<u>Property Damage</u>
17	18	0	2

Superficial analyses of the accidents reveal:

Causes	
6	Rear end – Lack of attention
	2 of 6 in transition area
6	Ran red signal
2	Claim of black out
1	Improper attempt to enter road
2	Difficult turn execution

The majority of the accidents bear no relation to intersection design. The balance might could be impacted by changes in posting (warning) or changes in turn movements. Speed did not appear to be a factor in any of the accidents. However, Holder stated that he would defer to the TDOT experts.

FORMER CATHOLIC / LUTHERAN CHURCH RENOVATION

We plan to secure the former Catholic / Lutheran Church building for storage via safety related renovations.

There is personal property in the building. We will dispose of by the appropriate methods.

STATUS OF VARIOUS PROJECTS AND DEPARTMENTAL SUMMARIES

ONGOING PROJECTS (as of 01-31-14)

	Item	Primary Staff	Target Completion Date(s)	Notes
1	Back Alley Paris Proposal	Holder / Morris	N/A	Major grant applications submitted; in depth planning process underway.
2	Collinwood Drainage	Public Works	Weather dependent	Completed Phase I; Starting Phase II; Weather permitting; Engineering complete.
3	Hazelwood	Holder		Holder and Greer creating Plan B for development of Youth Camp
4	Annexation Projects	Holder / Morris	Finished original scope	Amending for pressure issues on 79 South; Also on Peppers Drive
5	Employee Handbook	Holder / Foster / Ray	Indefinite	Reflect personnel rules
6	MTAS Benchmarking	Holder		Draft results received for review January 24th
7	218 Bypass	Morris / Holder / Greer	January 22 nd for all purchases to be completed	Missed January 22 nd deadline for purchases due to railroad issues; Morris actively working with railroad, TDOT, and Greer to resolve.
8	Valleywood Drainage Project	Holder / Jessie	Ongoing Process	ARAP Permit denied; Reapplying; Have General Permit with 100' of man-made structures.
9	MS-4 Permit	Holder / Morris / Jessie / Brown	Deadline for NOI Application December 31, 2013	Currently working on NOI submission.

There being no further business the meeting was duly adjourned at 6:45 p.m.

/s/Samuel Tharpe
Mayor

/s/Kim Foster
Finance Director

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
March 6, 2014**

**OLD BUSINESS
Agenda Item No. 1
FY2014 Budget Amendment Number 1 (Second Reading)**

As we have previously informed at last month's meeting, the Office of State and Local Finance strongly encourage the use of the budget amendment process to keep pace with modifications in our budget plan.

This is presented for a Public Hearing and a Second Reading.

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
March 6, 2014**

**NEW BUSINESS
Agenda Item No. 1
Financial Update**

The Finance Director will provide a financial update.

MONTHLY OPERATING STATEMENT
January 2014

REVENUES

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Local Taxes				
Property & In Lieu Taxes	1,773,000	184,293	957,763	54.02%
Local Option Sales Tax	3,500,000	273,746	1,937,780	55.37%
Wholesale Liquor / Beer	890,000	72,711	489,579	55.01%
Business Tax	340,000	3,702	105,985	31.17%
Fees & Licenses	121,750	3,625	69,706	57.25%
In Lieu Payments	147,250	28,091	86,584	58.80%
Grants				
Parks	0	0	0	0.00%
General	0	0	0	0.00%
Street	340,000	0	477,373	140.40%
Police	9,250	0	1,891	20.45%
State Shared taxes	1,264,000	86,089	799,800	63.28%
Receipts-Bethel/HCMC Project	0	0	329,315	0.00%
Proceeds-Fire / Annex Bond	270,000	0	138,906	51.45%
All Other	2,098,700	103,109	913,276	43.52%
Total General Fund	10,753,950	755,366	6,307,958	58.66%
Solid Waste Collection - BPU	1,240,000	99,415	704,521	56.82%
Solid Waste Disposal - Transfer	135,000	10,264	84,187	62.36%
Solid Waste Disposal - Brush	110,000	2,253	71,905	65.37%
Refuse Disposal Chgs - County	58,000	39,485	39,485	68.08%
Proceeds from Co-Track Loader	28,375	28,375	28,375	100.00%
Other (Tires / Recycle / Disc.)	1,500	26	1,474	98.29%
Total Solid Waste	1,572,875	179,818	929,947	59.12%
Drug Fund	60,100	890	19,401	32.28%
TOTAL REVENUES	12,386,925	936,074	7,257,306	58.59%

EXPENDITURES

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	212,708	71,301	124,033	58.31%
General Administration	356,223	26,470	223,144	62.64%
Economic Development	155,602	9,416	77,886	50.05%
Financial Administration	279,514	26,875	184,799	66.11%
City Hall Building	107,580	7,342	62,139	57.76%
Police Department	1,855,389	129,147	1,071,352	57.74%
Downtown Parking	14,936	1,007	9,107	60.97%
Emergency Communications	516,371	39,816	279,897	54.20%
Fire Department	1,446,286	108,653	801,796	55.44%
Building Inspection	121,592	4,143	39,186	32.23%
Street Maintenance	1,246,881	70,211	682,277	54.72%
State Street Aid	230,000	0	196,092	85.26%
Street Lighting	300,000	25,642	178,978	59.66%
City Garage	265,554	24,459	152,516	57.43%
Cemetery Maintenance	50,601	200	27,010	53.38%
Health & Animal Control	140,891	9,087	83,647	59.37%
Civic Center	455,005	40,871	270,085	59.36%
Parks & Recreation	838,524	64,419	501,664	59.83%
Library	140,000	23,376	94,140	67.24%
Community Development	655,300	26,764	936,800	142.96%
Debt Service	1,089,850	4,326	65,938	6.05%
Transfer to By-Pass	500,000	0	473,076	94.62%
General Fund Expenditures	10,978,807	713,526	6,535,561	59.53%
Refuse Collection	673,560	38,622	353,008	52.41%
Contractual Services	400,000	38,837	267,698	66.92%
Landfill	240,456	13,049	321,359	133.65%
Total Solid Waste	1,314,016	90,507	942,065	71.69%
Drug Fund	82,050	1,906	22,826	27.82%
TOTAL EXPENDITURES	12,374,873	805,940	7,500,452	60.61%



RETAIL SALES

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>% Incr(Decr)</u>
JANUARY	22,556,161	20,292,046	19,978,890	22,378,512	21,142,986	-5.52%
FEBRUARY	21,983,572	21,817,288	22,138,676	24,022,360	22,891,104	-4.71%
MARCH	23,959,459	25,834,336	25,872,609	28,039,692	26,331,754	-6.09%
APRIL	23,249,757	25,546,993	24,301,168	25,543,148	24,763,172	-3.05%
MAY	24,154,400	24,651,605	25,112,662	26,579,916	26,115,472	-1.75%
JUNE	26,956,284	27,184,283	26,933,854	27,033,060	26,442,974	-2.18%
JULY	24,501,054	24,543,360	26,547,403	24,683,431	24,708,444	0.10%
AUGUST	23,992,284	23,781,281	24,880,476	25,366,827	24,462,464	-3.57%
SEPTEMBER	23,672,737	24,513,176	24,171,237	25,187,368	24,928,640	-1.03%
OCTOBER	22,759,255	24,312,413	24,300,791	23,679,751	24,450,137	3.25%
NOVEMBER	23,145,947	23,530,884	24,813,271	25,168,707	24,858,456	-1.23%
DECEMBER	<u>27,872,974</u>	<u>29,625,960</u>	<u>30,519,040</u>	<u>30,402,070</u>	<u>31,005,408</u>	1.98%
TOTAL	<u>288,803,883</u>	<u>295,633,625</u>	<u>299,570,077</u>	<u>308,084,840</u>	<u>302,101,012</u>	
Previous YTD % Increase / Decrease		-0.81%	2.36%	1.33%	2.84%	-1.94%

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
March 6, 2014**

**NEW BUSINESS
Agenda Item No. 2
Appointments to Boards - Explanation**

The City of Paris – County of Henry adopted a joint resolution (Resolution No. 1410) to establish a Code of Ethics as required by an Act adopted by the 2006 General Assembly. This Resolution calls for the selection of a jointly appointed Ethics Officer to server a five –year term, first commencing on July 1, 2007.

The appointment is by the City of Paris and the Henry County Mayors. The position is currently vacant and the unexpired term of Mr. Lee Greer needs to be filled to run July 1, 2014.

Mayor Greer and Mayor Tharpe have agreed on the Reverend Rob Martin who has agreed to serve.

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
March 6, 2014**

**NEW BUSINESS
Agenda Item No. 3
Municipal Elections**

The following is information pertaining to the Municipal Elections.

MEMO

TO: CARL HOLDER, CITY MANAGER

FROM: FRED N. McLEAN, CITY ATTORNEY

DATE: November 20, 2014

RE: MUNICIPAL ELECTIONS AND FINANCIAL DISCLOSURE

The City of Paris has begun holding its municipal election on the same date as the November general election. The November general election this year will be held on November 4, 2014. I have checked with Registrar Darrin Thompson and obtained specific information from him regarding the requirements if the City of Paris wishes to hold its municipal election on November 4, 2014.

The charter for the city of Paris, Tennessee, in Title 6-20-102, requires the Board of Commissioners to fix the date of election to the Board of Commissioners during a period of time which falls within ninety (90) days of the date of the anniversary of the first election of the Board of Commissioners. The first election of the Board of Commissioners was held on December 17, 1946, and all subsequent elections must be held during the period of time between September 18th and March 17th.

This means that our charter would allow us to schedule municipal elections on November 4, 2014. The cost to the city of scheduling the election on November 4, 2014 would be substantially less than if we scheduled a "stand alone" city election on another date.

The charter requires the Board of Commissioners to pass an ordinance to call a municipal election or allows for the passage of an ordinance to call elections by resolution. The Board of Commissioners passed Ordinance 556 on December 11, 1980, allowing future elections to be called by resolution, thus removing the necessity of passing a new ordinance on two (2) readings each time an election is called. I have provided a proposed resolution for the Board's consideration calling the election on November 4, 2014. This resolution would need to be placed on a city commission agenda for a vote by the commission. A copy of this resolution should be forwarded to the Henry County Election Commission after passage and the Election Commission, under the general state laws governing elections, handles the subsequent procedures.

After notification by the city of the November 4, 2014, election date, the County Election Commission must publish notice of the election for municipal office at least one hundred (100) days prior to the date of the election. Candidates may pick up a nominating petition beginning May 23, 2014. Candidates must file their nominating petitions by 12:00 noon on the third Thursday in the third calendar month before the date of the election. Mr. Thompson has advised that nominating petitions must be filed in his office by 12:00 noon on August 21, 2014.

The nominating petition must be signed by the candidate and include the signatures of at least twenty-five (25) registered voters who are eligible to vote in such an election. State election laws control the manner in which a nominating petition is obtained. Either a candidate or a

designated representative must pick up the original petition. No copy of a petition can be used by the candidate. Mr. Thompson is required to fill out the information on the nominating petition form, such as the candidate's name, office the candidate is running for, and the date of the election. If additional nominating petitions are needed by the candidate, the process has to be repeated through Mr. Thompson.

The Tennessee Campaign Financial Disclosure Act controls election expenditures and the following is a brief outline of the requirements for complying with this Act. Anyone who is running for public office must file a financial report with the state. The only exception, pursuant to T.C.A. 2-10-101 (b), is if the office has a salary of less than one thousand dollars (1,000.00) monthly and less than one thousand dollars (\$1,000.00) is spent on the campaign and the office is part-time and not that of mayor. A candidate has to file two (2) separate types of financial forms: a treasurer's appointment form is required before any money is collected or spent and a report of receipts and expenditures is required at various deadline dates.

The treasurer's appointment form requires a candidate name someone to be responsible for keeping financial records before any money is received or spent. A candidate may appoint himself or herself as political treasurer. The financial reports are required to be filed at least twice during a candidate's elective effort. Mr. Thompson recommends that any candidate contact him directly regarding financial reporting. He will tell the candidate when all reporting forms should be filed. He will also provide the candidate with the appropriate forms for filing. He also indicates that he will be reminding all candidates, shortly before a report form is due, of the reporting deadline.

These forms should be filed with the County Election Commission. All subsequent forms required under the law would also be filed with the County Election Commission. It is important to remember that any funds expended either from contributions or from the candidate's own funds are defined as contributions. Further, candidates must remember that they can neither accept contributions nor spend any money until the treasurer's appointment form is completed and filed.

In addition, candidates must fill out a statement of interest form. This form must be used to report all interests required to be disclosed under the Conflict of Interest Disclosure Act, T.C.A. 8-50-501, *et seq.* The statement of interest form must be filed with the Bureau of Ethics and Campaign Finance in Nashville, Tennessee. The County Election Commission requests a copy of this original form. This form may also be obtained from the County Election Commission.

Darrin Thompson has prepared a 2014 Election Schedule. This schedule shows the deadline dates for all City, County, and State elections. A copy of this Election Schedule is attached for your review.

STATE OF TENNESSEE / 2014 ELECTION SCHEDULE

Election Date	Election	First date to pick up petitions	Qualifying deadline date	Withdraw deadline date	Last date to register to vote	Early voting period	Offices to be elected
May 6, 2014	County Primary	November 22, 2013	February 20, 2014 (12:00 NOON)	February 27, 2014 (12:00 NOON)	April 7, 2014	April 16 thru May 1, 2014	<ul style="list-style-type: none"> - Mayor - Sheriff - Circuit Court Clerk - County Clerk - Co Trustee - Register of Deeds - Gen Sess./Juv. Judge
August 7, 2014	State Primary	January 3, 2014	April 3, 2014 (12:00 NOON)	April 10, 2014 (12:00 NOON)	July 8, 2014	July 18 thru August 2, 2014	<ul style="list-style-type: none"> - Governor - US Senate - US House of Rep - State House of Rep - State Committee Person(s)
	County General						<ul style="list-style-type: none"> - Mayor - Sheriff - Circuit Court Clerk - County Clerk - Trustee - Register of Deeds - Gen Sess./Juv. Judge - Circuit Court Judge Part 1 & Part 2 - Chancery Judge - Attorney General - Public Defender - County Commission (1-5) - Road Board Commission (1,3) - Constable (1-5) - Co School Board (2,4) - PSSD School Board (3 spots)
November 4, 2014	State General /Municipal	May 23, 2014	August 21, 2014 (12:00 NOON)	August 28, 2014 (12:00 NOON)	October 6, 2014	October 15 thru October 30, 2014	<ul style="list-style-type: none"> - Governor - US Senate - US House of Rep - State House of Rep - Paris City Commission (3 spots) - Henry & Puryear City Elections

RESOLUTION NO. 1533

WHEREAS, the Board of Commissioners of the City of Paris, Tennessee, have provided a procedure, pursuant to Ordinance No. 556, for the calling by the County Election Commission of municipal elections by passage of an appropriate resolution; and,

WHEREAS, the Board of Commissioners of the City of Paris, Tennessee, hereby directs the County Election Commission to make the necessary arrangements for holding a municipal election for the election of three (3) commissioners for the City of Paris, Tennessee; and,

WHEREAS, the Board of Commissioners of the City of Paris, Tennessee, directs the County Election Commission to make the necessary arrangements for holding said election in a manner prescribed by statute on November 4, 2014.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the City of Paris, Tennessee, go on record, pursuant to Ordinance No. 556, as directing the County Election Commission to hold an election for the purpose of electing three (3) commissioners for the City of Paris, Tennessee, said election to be held on November 4, 2014.

This the 6th day of March, 2014.

Mayor

Finance Director

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
March 6, 2014**

**NEW BUSINESS
Agenda Item No. 4**

**Resolution Regulating Fees Charged in the Police Audit Formula Required by the State of
Tennessee**

A Resolution requesting approval from the City Commission on behalf of the Paris Police Department regulating the fees charged in the police audit formula required by the State of Tennessee in TCA 40-33-211 is attached.

RESOLUTION NO. 1534

RESOLUTION AUTHORIZING THE CITY OF PARIS POLICE DEPARTMENT TO
REGULATE FEES CHARGED REQUIRED BY THE STATE OF TENNESSEE REGARDING
SEIZED PROPERTY

WHEREAS, the City of Paris Board of Commissioners recognizes that the seizure of property and vehicles as set forth in TCA 40-33-211 is a normal function of the Police Department; and

WHEREAS, the Chief of Police of the City of Paris Police Department requests that certain fees be set by the City Commission of the City of Paris; and

WHEREAS, the Chief of Police of the City of Paris Police Department requests that the daily storage fee be set at the dollar amount of \$25.00 (twenty-five dollars) a day; and

WHEREAS, the Chief of Police of the City of Paris Police Department requests that the winter service fee be set at the dollar amount of \$50.00 (fifty dollars) if one is performed on a vehicle; and

NOW THEREFORE BE IT RESOLVED that the Mayor and the Commission of the City of Paris, Tennessee hereby set the figures for the daily storage and the winter service fee respectively at the amounts of \$25.00 and \$50.00 beginning Tuesday, July 1, 2014 and continuing unless changed by a future resolution or modification of this Resolution on this the _____^{6th} day of _____ March 2014 _____.

Mayor

Finance Director

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
March 6, 2014**

**NEW BUSINESS
Agenda Item No. 5**

**Resolution to Adopt the Policies and Procedures for the Community Development Block Grant
(CDBG) Housing Rehabilitation Program**

Attached is a Resolution to adopt the policies and procedures for the CDBG Housing Rehabilitation Program.

RESOLUTION NO. 1535

RESOLUTION TO ADOPT THE POLICIES AND PROCEDURES FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) HOUSING REHABILITATION PROGRAM

WHEREAS, the Department of Housing and Urban Development (HUD) annually funds the Community Development Block Grant (CDBG) program to provide funds to the Tennessee Department of Economic and Community Development (ECD) for projects that benefit low income persons ; and

WHEREAS, the City of Paris has affordable housing needs that can be addressed with CDBG funds; and

WHEREAS, the ECD has awarded the City of Paris \$500,000 for a housing rehabilitation program; and

NOW THEREFORE BE IT RESOLVED by the legislative body of the City of Paris, Tennessee that the attached Policies and Procedures be adopted for the administration of a homeowner housing rehabilitation program for the Target Area.

This Resolution is read and adopted at this public meeting on this the 6th day of March 2014.

Mayor

Finance Director

**2013 PARIS, TENNESSEE
COMMUNITY DEVELOPMENT BLOCK GRANT
HOUSING REHABILITATION PROGRAM**

Background

The City has been awarded \$500,000 from the Tennessee Department of Economic and Community Development (ECD) for a Community Development Block Grant (CDBG) grant for owner-occupied housing repairs within the designated Target Area as submitted in the application to ECD. (See last page for location of Target Area and names of potential applicants).

Qualifications for Assistance

To be eligible for the target-area program the homeowner must meet five (5) standards set by HUD and ECD. The minimum standards are as follows:

1. **A household must be judged low-income by HUD guidelines.**

**2013 Income Limits for Henry County
(Household Income is based on Number of Persons in the Household)**

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$27,450	\$31,400	\$35,300	\$39,200	\$42,350	\$45,500	\$48,650	\$51,750

It will be the applicant's responsibility to prove the household's income. They will need to provide copies of their latest paycheck stubs, employer verification, SSI benefit verification, or benefit/retirement stubs documenting the household's current income.

2. **They must own their home and occupied the house for one year before they can submit an application.**

A Warranty Deed, Quit Claim Deed or 99 year lease are the only recognized proof of ownership by ECD. The residency requirement is from the date of the homeowner's application, back one year.

3. **Their home must be in need of repairs to either make it safe, to prevent it from decaying or to meet the latest building codes.**

There must be items wrong with the basic building structures such as: roof, siding, foundation, electrical, plumbing, windows, doors, floors, ceilings, or walls. The program does not add additional bedrooms or bathrooms unless required by the building codes.

4. **All city and county taxes must be current .**

Copies of their Property Receipts will be required to be submitted with their application.

5. **There can not be a conflict-of-interest (favoritism)**

Immediate family member of any local city elected official or city employee that works in administration is ineligible to receive benefits through the program. "Immediate family member" means the spouse, parent

(including stepparent), child (including stepchild), grandparent, grandchild, sister or brother (including a stepsister or stepbrother) of any covered individual.

General Rules

The following are some of the general rules the City must adopt:

1. The program will be a restricted to residents within the Target Area. (see attached map on last page)
2. Lead-based paint inspections will be conducted on all homes being rehabilitated that were built prior to 1978. If lead-based paint is found, then the homeowner may be required to move out of the house until the lead issue has been solved.

Forgivable Grants

In order to avoid real-estate speculation the following rules will apply to all persons receiving a grant of money for repairing their homes:

1. They will be required to sign a Grant Note for the cost of the repairs and allow the City to place a Trust Deed (lien) on the property. Terms of the note will be a “forgivable loan” to them for the amount of grant money used to pay for the repairs. They, in turn, agree not to sell or rent the home for five (5) years. This five years is called the “affordability period”. The “forgivable loan” will be forgiven at 20% (1/5th) a year.
2. If they elect to sell or rent their home during the affordability period then they must repay the remaining unforgiven amount to the City.
3. If they were to die before their affordability period was up, as long as the ownership of their home passes to an heir, there is no required repayment. If the heir sells or rents the home before the affordability period is up, then repayment will be required, less any forgiven portion.

Public Meeting

A Public Meeting has been set for March 13 at 6:30 PM at City Hall. Those households that were identified in the application will be notified about the meeting. The policies and procedures of the program will be explained to all that attend. Applications have been sent to the homeowners. After the Public Meeting the applications will be reviewed for completeness.

Ranking of Application

Based on the housing condition inspection and the information provided by applicants the applications will be scored as follows:

Income of the household (20-70 points)

Points awarded for percentage under income limits (lower the income the more points awarded)

80 – 100%	- 70 points
60 - 79%	- 60 points
40 - 59%	- 50 points
Less than 40%	- 20 points

Number in Household (5 – 45 points)

1 Person Household – 5 Points	5 Person Household – 30 Points
2 Person Household – 10 Points	6 Person Household – 35 Points
3 Person Household – 20 Points	7 Person Household – 40 Points
4 Person Household – 25 Points	8 Person Household – 45 Points

Number of Elderly (10 points per person)

For each person at least 62 years old at the time of application will receive 10 points.

Number of Handicapped/Disabled (10 points per person)

Household members receiving disability benefits from Social Security, a pension program, life insurance program, or a total or partial physical impairment which renders the person unable to work will receive 10 points. . Where there exist a reasonable question, a doctor’s certification will be used. Old-age is not recognized as a program disability.

Female Head of Household (10 points per household)

Female head of households or households where the female has Power of Attorney will receive 10 points.

Number of Persons 18 or Younger (10 points per person)

For each person in the household 18 or younger at the time of the application will receive 10 points.

Condition of the Dwelling Structure (0 – 50 points)

Standard Dwelling – No Points
Substandard Dwelling – 15 – 30 Points
Life Threatening or Non-Repairable – 50 Points

Beginning the Program

When all applications have been ranked, each applicant will be notified of their score and place in the ranking. The program will begin with the highest scored application. Once that home has been taken care of, then the next highest score will be helped. This will continue until all the money has been spent.

Homeowner’s Requirement

The homeowner must agree to the following:

1. Allow the contractor to use their existing utilities, such as water and electricity, when repairing the house.
2. Voluntarily move from their home if repairs and/or liabilities are extensive or lead-base paint is found or if their old home is torn down and a new one built for them.
3. If a move is required, the homeowner will be responsible for moving their household items into a provided storage trailer or storage building.
4. All fixtures being replaced by the program become the property of the contractor.

TYPICAL STEPS IN THE REHABILITATION PROGRAM

Nelson Community Development Group will set an appointment to visit with each homeowner at their home. We will conduct a thorough inspection of their home. We will go over items that will need to be repaired with the homeowners. We will get input from them on items they think need repairing also.

A Work-Write Up will be put together by Nelson CD Group with an estimate of costs. This Work-Write Up will detail what items are to be repaired. After his/her acceptance, it will be reviewed with each homeowner before going to bid. Their Work-Write Up will be put to bid to contractors on the Program Eligible Contractor List.

After publicly opening bids at City Hall, a pre-construction meeting between the homeowner, the winning contractor and Nelson CD Group will be held at the City Hall. Construction contract, construction starting and finishing dates and etc. will be established. The work write-up will be reviewed with all parties.

The contractor then begins the repairs/construction to homeowner's home. When the job is satisfactorily completed, then the project is considered finished.

At this time all final papers are signed, the Trust Deed (lien) is filed and the Compliance Period begins for the five years on their home.

Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
March 6, 2014

STATUS OF VARIOUS PROJECTS AND DEPARTMENTAL SUMMARIES
Project Update Sheet

The Ongoing Project Update Sheet, as February 28, 2014 is presented for your review.

ONGOING PROJECTS (as of 02-28-14)

	Item	Primary Staff	Target Completion Date(s)	Notes
1	Back Alley Paris Proposal	Holder / Morris	N/A	Major grant applications submitted; Denied Art Place America
2	Collinwood Drainage	Public Works	Weather dependent	Completed Phase I; Starting Phase II; Weather permitting; Engineering complete.
3	Hazelwood	Holder		Holder and Greer creating Plan B for development of Youth Camp
4	Annexation Projects	Holder / Morris	Finished	Amending for pressure issues on 79 South; Also on Peppers Drive, Garland Avenue and 77 South
5	Employee Handbook	Holder / Foster / Ray	Indefinite	Reflect personnel rules
6	641 North	Holder / Morris		No further City involvement
7	MTAS Benchmarking	Morris / Holder / Greer		Draft results received for review January 24th
8	218 Bypass	Morris / Holder / Greer	All purchases completed	Missed January 22 nd deadline for purchases due to railroad issues; Morris actively working with railroad, TDOT, and Greer to resolve. Major issue with moving utilities based on revised plans; trying to find less costly solutions.
9	Valleywood Drainage Project	Holder / Jessie	Ongoing	ARAP permit denied; reapplying; have General Permit with 100' ft. of man-made structures
10	MS-4 Permit	Holder / Morris / Jessie / Brown	5 Year Implementation	Received Permit; now must implement; Attempting to get
11	Long Range Planning	Staff	January 1, 2014	Evaluation of various issues underway