

**CITY OF PARIS, TENNESSEE
BOARD OF COMMISSIONERS
September 4, 2014
6:00 P.M.**

PUBLIC HEARING

1. Ordinance to Amend 4-102C, Enact 4-102E, Amend 11-1308C, and Enact 11-1803 of the Paris Municipal Code (Second Reading)

REGULAR HEARING

- I. Call to Order**
- II. Roll Call – Finance Director**
- III. Pledge of Allegiance and Moment of Silence**
- IV. Approval of the Minutes of Previous Meetings – August 7, 2014 & August 13, 2014**
- V. The Board Will Hear Comments from the Citizens**
- VI. The Board Will Hear Comments from the Commission**
- VII. OLD BUSINESS**
 1. Ordinance to Amend 4-102C, Enact 4-102E, Amend 11-1308C, and Enact 11-1803 of the Paris Municipal Code (Second Reading) – Mike Brown
 2. City Hall Design - City Manager Holder
- VIII. NEW BUSINESS**
 1. Financial Update – Kim Foster
 2. Appointments to Boards – Mayor Tharpe
- IX. Status of Various Projects and Departmental Summaries**
 1. Project Update Sheet-City Manager Holder
- X. Adjournment**

THE CITY COMMISSION
CITY OF PARIS, TENNESSEE
AUGUST 7, 2014
SPECIAL-CALLED MEETING

The Board of Commissioners of the City of Paris, Tennessee met in a special-called session Thursday, August 7, 2014 at 5:00 p.m. in the City Hall Courtroom of the City of Paris, Tennessee for the purpose of conducting the following and any other business:

NEW BUSINESS:

1. Financial Update
2. Appointments to Boards
3. Mixed Drink Tax Agreement
4. Resolution Authorizing the City of Paris to Participate in TML's Risk Management Pool "Safety Partners" Loss Control Matching Grant Program
5. Resolution Authorizing the City of Paris to Participate in TML's James L. Richardson "Driver Safety" Loss Control Matching Grant Program
6. Agreement with State Board of Regents
7. Local Option Sales Tax Correction
8. Ordinance to Amend 4-102, Enact 4-102E, Amend 11-1308C, and Enact 11-1803 of the Paris Municipal Code (First Reading)

STATUS OF VARIOUS PROJECTS AND DEPARTMENTAL SUMMARIES

1. Project Update Sheet

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

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
John Etheridge, Board of Public Utilities

Media: Bill McCutcheon, The Paris Post-Intelligencer

Mayor Tharpe called the meeting to order. The Pledge of Allegiance was presented by Vice Mayor Griffith and a Prayer was presented by Commissioner Gerrell.

APPROVAL OF MINUTES

The minutes of the special called meeting held Thursday, July 3, 2014 were approved as presented following a motion by Vice Mayor Griffith and seconded by Commissioner Gerrell. The motion carried unanimously.

COMMENTS FROM CITIZENS & PUBLIC

None

COMMENTS FROM THE COMMISSION

Commissioner Fuller requested that at the special called meeting scheduled for Wednesday, August 13th that City Manager Holder present a revised City Manager selection schedule. There was consensus agreement among the Commission members.

NEW BUSINESS

FINANCIAL UPDATE

Finance Director Kim Foster presented the Financial Update. Retail Sales continue to show strong growth. For the month of May sales were up 4.3% from 2013 and 2.55% from 2012. This makes six straight months of positive growth.

Overall, we finished our fiscal year on a high note. In the General Fund we had budgeted to take a little over \$300,000 from Fund Balance, but will have to take less than \$150,000. This is attributable to prudent spending by our department heads, as well as not getting as far along on a couple of community development projects as we had hoped. (Back Alley Paris and some Annexation related items).

We also received the final reimbursement on the Joy Street Project which helped our Revenues. The Solid Waste Fund ended the fiscal year on an even higher note with Expenses being slightly under budget while Revenues exceeded projections.

We will be adding approximately \$200,000 to our Solid Waste Fund balance this year. Please do remember though that these are unaudited figures and may change slightly once our audit is completed.

APPOINTMENTS TO BOARDS

Mayor Tharpe reappointed Terry Wimberley to the Planning Commission for another 3 year term. His term will expire on August 8, 2017.

After a brief discussion, Commissioner Gerrell made a motion which was seconded by Vice Mayor Griffith to reappoint George Bass, Jr. to the Housing Board of Adjustments and Appeals for another 3 year term. His term will expire on August 14, 2017. The motion carried unanimously.

After a brief discussion, Commissioner Gerrell made a motion which was seconded by Vice Mayor Griffith to reappoint Terry Fuller to the Housing Board of Adjustments and Appeals for another 3 year term. His term will expire on August 14, 2017. The motion carried unanimously.

MIXED DRINK TAX AGREEMENT

City Attorney Fred McLean provided information on the Mixed Drink Tax Agreement. After a brief discussion, Commissioner Gerrell made a motion which was seconded by Vice Mayor Griffith to give Mayor Tharpe the authority to sign the Agreement. The motion carried unanimously.

AGREEMENT

Whereas, the City of Paris, Tennessee, "City" levees a Mixed Drink Tax pursuant to T.C.A. 57-4-301(c); and,

Whereas, T.C.A. 57-4-306(a)(2)(A) provides that one half (½) of the Mixed Drink Tax proceeds collected by the City shall be distributed to the Henry County Board of Education, "Board of Education" and the Paris Special School District, "PSSD"; and,

Whereas, it has been discovered that the City has inadvertently failed to remit to the Board of Education and PSSD their portion of the aforementioned Mixed Drink Tax proceeds; and,

Whereas, the State of Tennessee has enacted legislation, the same being T.C.A. 49-2-203(d) whereby the City, the Board of Education, and PSSD can enter into a binding agreement to compromise and settle the City's obligation for back mixed drink taxes owed to the Board of Education and PSSD; and,

Whereas, the City, the Board of Education, and PSSD wish to enter into such an agreement whereby the City pays to the Board of Education and PSSD an agreed sum in full and final compromise and settlement of the City's obligation to the Board of Education and PSSD for previously unpaid Mixed Drink Taxes as provided for and authorized by the provisions of T.C.A. 49-2-203(d).

WITNESSETH

The parties understand and agree as follows:

1. The City shall pay to Board of Education and PSSD the sum of \$115,073.36. Said sum of \$115,073.36 represents the agreed amount of unremitted payments owed by the City to Board of Education and PSSD for fiscal years 2005 – 2014 as provided on the attached Exhibit "A".
2. Said payment of \$115,073.36 shall be made in five (5) equal annual installments totaling \$23,014.67 per year.
3. The City shall remit the said five (5) annual installments on September 1, 2014 and on September 1st of each succeeding year thereafter until said agreed amount is paid in full.
4. There shall be no interest paid on said installment payments.
5. The City shall remit said payments to Board of Education and PSSD in amounts to be apportioned between Board of Education and PSSD as agreed to by and between Board of Education and PSSD. Said apportionment of each of the five installment payments shall be in the amounts as set out on the attached Exhibit "B".
6. Said payment shall be paid directly from the City to the Board of Education and PSSD.
7. The parties understand and agree that this is a binding agreement that addresses, compromises, and settles the City's responsibility for failing to remit past Mixed Drink Tax revenues to Board of Education and PSSD as required by T.C.A. 57-4-306(a)(2).
8. The parties are entering into and approving this agreement as the final understanding of the obligations between the parties and each party understands and agrees that said agreement shall not be subject to additional requests or demands as is provided for in T.C.A. 49-2-203(d)(2).
9. The parties understand and agree that a copy of this agreement shall be filed with the Comptroller of the Treasury and the Commissioner of Revenue for the State of Tennessee for the purposes provided for in T.C.A. 49-2-203(d)(2).

This agreement entered into this the _____ 7th day of _____ August, 2014 _____.

/s/Samuel Tharpe
Sam Tharpe, Mayor
City of Paris

/s/Sam Miles
Sam Miles, Superintendent,
Henry County Board of Education

/s/Mike Brown
Mike Brown, Superintendent
Paris Special School District

EXHIBIT A

MIXED DRINK TAX SETTLEMENT

<u>FYE</u>	<u>COP Full Allocation</u>	<u>50% to Schools</u>
2014	24,975.78	12,487.89
2013	24,080.00	12,040.00
2012	20,926.76	10,463.38
2011	20,800.68	10,400.34
2010	20,894.50	10,447.25
2009	23,688.00	11,844.00
2008	26,614.00	13,307.00
2007	27,494.00	13,747.00
2006	22,477.00	11,238.50
2005	18,196.00	9,098.00
TOTAL	\$ 230,146.72	\$ 115,073.36

EXHIBIT B

MIXED DRINK TAX SETTLEMENT

<u>FYE</u>	<u>Amount to PSSD</u>	<u>Amount to HCSS</u>
2014	7,470.55	15,544.12
2015	7,470.55	15,544.12
2016	7,470.55	15,544.12
2017	7,470.56	15,544.12
2018	7,470.56	15,544.11

Said amounts shall be paid to each school system beginning September 1, 2014 and each September 1 thereafter until paid in full.

RESOLUTION AUTHORIZING THE CITY OF PARIS TO PARTICIPATE IN TML'S RISK MANAGEMENT POOL "SAFETY PARTNERS" LOSS CONTROL MATCHING GRANT PROGRAM

Each year the City applies for the Loss Control Matching Grant. Either the Police Department or Fire Department identifies eligible items which the Department is in real need of, and we attempt to obtain 50% funding.

The limit is \$2,000. Staff requests you authorize the Mayor or City Manager to sign the application.

After a brief discussion, Commissioner Fuller made a motion which was seconded by Commissioner Gerrell to authorize the Mayor to sign the application. The motion carried unanimously.

RESOLUTION NO. 1538
A RESOLUTION AUTHORIZING THE CITY OF PARIS,
TENNESSEE TO PARTICIPATE IN THE TML
RISK MANAGEMENT POOL “SAFETY PARTNERS”
LOSS CONTROL MATCHING GRANT PROGRAM

WHEREAS, the safety and well-being of the employees of the City of Paris is of the greatest importance;
and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace for the City of Paris employees; and

WHEREAS, the TML Risk Management Pool seeks to encourage the establishment of a safe workplace by offering a “Safety Partners” Loss Control Matching Grant Program; and

WHEREAS, the City of Paris now seeks to participate in this important program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Paris, Tennessee the following:

SECTION 1. That the City of Paris is hereby authorized to submit application for a “Safety Partners” Loss Control Matching Grant through the TML Risk Management Pool.

SECTION 2. That the City of Paris is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

Resolved this 7th day of August in the year of 2014.

/s/Samuel Tharpe
Mayor

/s/Kim Foster
Finance Director

RESOLUTION AUTHORIZING THE CITY OF PARIS TO PARTICIPATE IN TML’S JAMES L. RICHARDSON “DRIVER SAFETY” MATCHING GRANT PROGRAM

The Richardson “Driver Safety” Grant Program offers financial assistance to Pool members with auto liability coverage whose employees are required to operate city/agency vehicles.

Staff requests you authorize the Mayor or City Manager to sign the application.

After a brief discussion, Commissioner Fuller made a motion which was seconded by Vice Mayor Griffith to authorize the Mayor to sign the application. The motion carried unanimously.

RESOLUTION NO. 1539

A RESOLUTION AUTHORIZING THE CITY OF PARIS,
TENNESSEE TO PARTICIPATE IN THE TML
RISK MANAGEMENT POOL JAMES L. RICHARDSON “DRIVER SAFETY”
MATCHING GRANT PROGRAM

WHEREAS, the safety and well-being of the employees of the City of Paris is of the greatest importance; and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace for the City of Paris employees; and

WHEREAS, the TML Risk Management Pool seeks to encourage the establishment of a safe workplace by offering a "Safety Partners" Loss Control Matching Grant Program; and

WHEREAS, the City of Paris now seeks to participate in this important program.

NOW, THEREFORE, BE IS RESOLVED by the Board of Commissioners of the City of Paris, Tennessee the following:

SECTION 1. That the City of Paris is hereby authorized to submit application for a "Safety Partners" Loss Control Matching Grant through the TML Risk Management Pool.

SECTION 2. That the City of Paris is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

Resolved this 7th day of August in the year of 2014.

s/Samuel Tharpe
Mayor

/s/Kim Foster
Finance Director

AGREEMENT WITH STATE BOARD OF REGENTS

In the effort to remediate flooding issues in the Collinwood Subdivision we have had a plan engineered which calls for a detention pond located at the north end of the property occupied by the Tennessee College of Applied Technology (TCAT) at Paris facility.

The City Attorney had prepared an agreement for the development of the detention facility. Staff requests a motion to approve the proposed agreement between the City and the State Board of Regents subject to any appropriate clarifying modifications by the City Attorney.

After a brief discussion, Vice Mayor Griffith made a motion which was seconded by Commissioner Gerrell to approve the authorization of Mayor Tharpe to sign the Agreement. The motion carried unanimously.

AGREEMENT

Whereas, the City of Paris, "City" wishes to construct a detention pond for the purpose of storm water flood control, "Project" on property identified as Control Map 106, Parcel 25.01, "Property", located within the corporate limits of the City; and

Whereas, said Property is owned by the Henry County Board of Education "Board"; and

Whereas, the Board has leased said property to the Tennessee Board of Regents, "State", for its use by the Tennessee College of Applied Technology, "TCAT"; and

Whereas, the parties wish to enter into an agreement concerning the rights, duties, and responsibilities of the parties relative to the Project.

WITNESSETH

The parties understand and agree as follows:

1. The City shall be allowed to construct the Project on the Property.
2. The Project shall be built in accordance with plans for design and construction prepared by L.I. Smith Engineers. A copy of said design plans are attached to this agreement as Exhibit "A".
3. The entire cost of design and construction of said project shall be borne by the City.

4. The City shall be responsible for repair, maintenance, and upkeep of the Project. Provided, however, TCAT shall be responsible for mowing the Project grounds. Provided, further, TCAT may request mowing assistance from the City from time to time as the need arises.
5. If, in the future, TCAT creates additional impervious improvements on its campus so as to require additional detention capacity for storm water runoff pursuant to any City development requirement, the City shall expand the project to add the required additional capacity.

Entered into this the _____ day of August, 2014.

/s/Samuel Tharpe
Samuel Tharpe, Mayor

Henry County Board of Education
By: _____

Tennessee Board of Regents
By: _____

LOCAL OPTION SALES TAX CORRECTION

Recently the County Clerk's office reviewed sales tax registration information from the Tennessee Department of Revenue (DOR) and found that there were several businesses where the City of Paris was getting credited the local option sales tax in error due to the businesses being located outside the city limits. It was determined that Henry County should have been receiving the local option sales tax for these businesses.

The DOR has created an adjustment reflecting the sales tax the City received in error over the last 12 months. We have received notice from the Department of Revenue stating the adjustment amount that will be deducted from our next two months apportionment.

A letter received from the State of Tennessee Department of Revenue stated that the last 12 months of the businesses were examined. The amount of local sales tax that was credited to the City of Paris in error is \$90,081.04. This amount will be deducted from the City of Paris and credited to Henry County. The \$90,081.04 will be deducted in two payments of \$45,040.52 to satisfy reimbursement to Henry County. The first payment will be deducted starting with the City's August 2014 apportionment.

This was presented to the Commission for informational purposes.

ORDINANCE TO AMEND 4-102C, ENACT 4-102E, AMEND 11-1308C AND ENACT 11-1803 OF THE PARIS MUNICIPAL CODE (FIRST READING)

Included in the agenda was an Ordinance to amend 4-102C, enact 1-102E, amend 11-1308C and enact 11-1803 of the Paris Municipal Code which pertains to building permit fees, inspection fees, sign permit fees, and Planning Commission fees.

This was presented for First Reading.

After a brief discussion, Commissioner Fuller made a motion to approve this Ordinance on First Reading. Vice Mayor Griffith seconded the motion which carried unanimously.

This Ordinance will be presented at next month's City Commission meeting scheduled for Thursday, September 4, 2014 for a Public Hearing and a Second Reading.

STATUS OF VARIOUS PROJECTS AND DEPARTMENTAL SUMMARIES

The Ongoing Project Update Sheet, as of August 1, 2014, is presented for review.

**ONGOING PROJECTS
(as of 08-01-14)**

	Item	Primary Staff	Target Completion Date(s)	Notes
1	218 Bypass	Holder / Morris / Greer	?	Major issue with moving utilities resolved by Morris; State appears to have resolved issues with railroad; October 29 th turn in date doable
2	Bailey Fork I Drainage	Public Works	Weather and funding dependent	TDEC now requiring Mitigation Plan; WTRB Authority now working on developing a mitigation plan using Clifty Creek
3	Back Alley Paris	Holder / Morris	5 Year Implementation	Major grant applications denied; ArtPlace America Grant and NEA; small grant from NWDD (\$2,000)
4	Annexation Projects	Holder / Morris	Finished original scope	Peppers Drive and 77 South underway July 1, 2014
5	MS-4 Permit	Holder / Morris / Jessie / Brown	5 Year implementation	New personnel alignment in place; moving forward
6	MTAS Benchmarking	Holder		Will issue Commission a Report soon

7	Collinwood Drainage Project	Holder / Jessie	Ongoing	Completed Phase I; Starting Phase II weather permitting; Engineering complete
8	Transfer Station	Holder / Jessie / Brown	July 2014	Design underway / soil exploration and financing considerations being explored

There being no further business the meeting was duly adjourned at 6:50 p.m.

/s/Samuel Tharpe

 Mayor

/s/Kim Foster

 Finance Director

THE CITY COMMISSION
CITY OF PARIS, TENNESSEE
AUGUST 13, 2014
SPECIAL-CALLED MEETING

The Board of Commissioners of the City of Paris, Tennessee met in a special-called session Thursday, August 13, 2014 at 5:00 p.m. in the City Hall Courtroom of the City of Paris, Tennessee for the purpose of conducting the following and any other business:

NEW BUSINESS:

1. Review Long – Term Financial Projections
2. Transfer Station Plan
3. City Hall Proposals
4. Bond Sizing
5. Local Option Sales Tax Referendum
6. Revised City Manager Selection Schedule

Present: Mayor Sam Tharpe
Commissioner Terry Fuller
Commissioner Carlton Gerrell

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
Mike Brown, Building Inspector
Traci Pillow, Account Clerk
Lana White, Account Clerk
Chris Moseley, Landfill
Michael McClure, Jacobs

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

Mayor Tharpe called the meeting to order. An update on the health of Vice Mayor Griffith was given. Prayer was presented by Commissioner Gerrell.

REVIEW LONG-TERM FINANCIAL PROJECTIONS

The following information was presented for review:

General Fund Revenues / Expenditures
FY 14 through FY 15 (Proposed)
Operating and Maintenance Only

	<u>FY 11</u>	<u>FY 12</u>	<u>FY 13</u>	<u>FY 14</u>	<u>FY 15</u>	<u>Annual</u>
Revenues	8768	8660	9010	8891	9333 *	1.6 % / .8%
Expenditures	<u>8691</u>	<u>8703</u>	<u>9072</u>	<u>9111</u>	<u>9279</u>	<u>1.7%</u>
(+ or -)	+ 77	- 43	- 62	- 220	+ 54	- 204

Comments:

Revenues

Lack of Revenue growth reflects a very poor calendar year 2012 (minus -2%) and the loss of Liquor and less extent beer sales over the past two years.

Hopefully 2012 was an unexplainable anomaly and Liquor and Beer sales revenues will now renew normal growth patterns.

However, without increases in revenue sources, it is difficult to envision more than a 2% annual increase.

Expenditures

Expenditure growth of less than inflation reflects all efforts to hold the line on expenses despite demand on services and constant pressure to upgrade technology, equipment, etc.

* includes tax increase

** CPI 2.1% annually

Solid Waste Fund

\$ (000's)

Solid Waste						
	<u>FY 11</u>	<u>FY 12</u>	<u>FY 13</u>	<u>FY 14</u>	<u>FY 15</u>	<u>Net</u>
Revenues	1558	1702	1477	1599	1567	
Expenditures	<u>1211</u>	<u>1070</u>	<u>1106</u>	<u>1455</u>	<u>1310</u>	
(+ or -)	+ 347	+ 632	+ 301	+ 144	+ 257	+ 1681

These are cash only and do not reflect depreciation or the allowance for closure. While revenues should remain steady (plus or minus 1% growth), expenditures should not grow by more than 3% annually.

Projections

Through FY 2019 –

Revenues of	6,268,000
Expenditures of	<u>5,000,000</u>
Additional Cash Funds	\$1,268,000 *

* If we build a Transfer Station this could be reduced by \$250,000 to \$300,000

TRANSFER STATION PROPOSAL

The following information was provided for the transfer station proposal:

TRANSFER STATION PROPOSAL

- Commission agreed to City ownership in principle
- City as general contractor and use force account labor for site and road prep, and perform as much of scope of work as possible
- Henson Construction as Construction Manager
- Holder authorized soil borings of possible site
- Current budget \$525,000 cash with possible reductions
- Why cost? Daily heavy use, re-enforced floor and design to avoid habitual need for rehabilitation – 25 solid years
- Concrete and steel
- Funding: \$250,000 from Solid Waste Fund equity;
\$250,000 from Bond

OPTIONS

1. Bid Station with disposal
 2. Own and operate
- Schedule – We can move forward, however, be prepared to shut down contingent upon weather

City Manager Holder recommended that the City bid the transfer station with disposal. He also reported that Landfill Supervisor Johnny Berry stated that the schedule for the construction of the station was too aggressive.

After a brief discussion, Commissioner Fuller made a motion which was seconded by Commissioner Gerrell to approve the construction of the transfer station based on the scope presented. The motion carried unanimously.

CITY HALL PROPOSALS

Staff recommended that the Commission proceed with Option III renovations of \$3 million creating an additional 2,200 square feet. The reasoning behind this is:

- This buys us another possible 40 to 45 years of utilization by addressing immediate and foreseeable needs;
- Future needs could be addressed by an additional building (for example, dispatch, police, etc.); and

- Level I and Level II do not address current space needs.

An issue with the lobby entrance to the police department was addressed as well as additional costs involved. After a lengthy discussion, it was decided to have Henson Construction to revise the plans to show the changes ed by the Commission.

DRAINAGE ISSUES ON BAILEY FORK I

Staff recommended a further reduced effort to “hot spots only” approach and within 100 feet of manmade structures

- Budget of \$1 million and address remediation and “hot spots only” strategy
- Option – reduce effort to General Permit only and do not address balance
 - Pros – No expense
 - Cons – Does not address continually devolving issue and highly incremental

BOND SIZING

The following information was provided to the Commission:

Bond Sizing	
• Public Works Equipment	350,000
• Drainage	1,000,000
• City Hall	<u>3,000,000</u>
	4,350,000

Solid Waste	
Transfer Station	
\$250,000 - \$300,000	
• Solid Waste can easily handle the Transfer Station portion	
• Staff calculations on General Fund assuming:	
○ 2% interest over 20 years	
○ TML Pool / Comptroller approval	
○ Current debt service schedule	
▪ Establish a goal to keep consolidated debt under \$500,000 annually for at least twelve years. This allows for future capital needs, which could:	
(1) Drainage concerns	
(2) City Hall Annex	
(3) Long life equipment	

Staff recommended keeping the debt service under \$500,000.

LOCAL OPTION SALES TAX REFERENDUM

Considered as a possible source of revenue, City Manager Holder discussed the idea of putting a referendum before the voters to increase the Local Option Sales tax for Paris and Henry County which currently sets at 2.25%.

Holder stated that the city is facing a revenue crunch and a local option sales tax referendum is the only viable option to help raise revenue since property taxes have already been increased. Holder suggested that if the city does go with sales tax and it passes, then they could roll back the property taxes 8 cents to negate the property tax increase.

City attorney Fred McLean advised that if the county decides to go ahead with a sales tax referendum and it fails, the city could hold another election for a city of Paris only sales tax referendum.

It was recommended that the City continues discussions with the County, Paris Special School District, and the Henry County School System.

REVISED CITY MANAGER SELECTION SCHEDULE

Attached below is the revised City Manager selection schedule submitted by City Manager Holder:

City Manager Replacement Schedule

August 13	Commission reviews advertisement for position based on ad prepared by City Manager. Ad should appear in ICMA Newsletter, TCMA Newsletter, TML Town and City. Tennessean newspaper, optional Training of Foster continues
September 4	6 month evaluation of Foster due; Commission decides on method for evaluation of applicants
October 2 thru October 17	Disseminate resumes; report back on preferences; Various methods have been employed for selecting candidates; for example: (a) each Commissioner submits 3 to 5 names, ranking up to ten persons; or (b) each Commissioner nominates one person with the Commission ranking them 1, 2, 3, 4., or 5 for interviews
October 20	Begin setting up interviews for after November 4
November 4	Election Day; decide if there is a need to delay the process given number of new Commissioners
November 17	Begin arranging interviews based on the number of preferred candidates
Month of November	Interviews
Dec 1, 2	Decision and at least one optional candidate
Allow 4 to 6 weeks	Begin negotiations on salary, starting date, etc. Also conduct thorough background check, and check resume
Feb 1 to Mar 1 if desirable	On the job or selection in place
	Allow for 2 to 3 month overlap <u>if</u> desirable

Since you have decided to consider candidates, I will perform any, all, or none of the following based on your preferences:

1. Prepare job description
2. Place ads
3. Review and critique resumes

4. Hold informal discussions with potential candidates about their level of interest (some usually call the incumbent)
5. Pass the word informally to “shadow” candidates
6. Check out potential candidates and report findings (verify resumes)
7. Arrange interviews
8. Escort candidates around town
9. Conduct interviews for Commission based on pre-set but flexible format
10. Critique candidates and call references

Again I will do as much or as little as you desire.

City Manager Opening

The City of Paris is seeking applicants for the position of City Manager to replace the retiring City Manager. The City operating under a Manager – Commission charter, has an annual budget of 1\$2 million, and 147 FTEs. Utilities are operated under a separate Board. The salary range is 80,080 – 97,760. The City of Paris participates in the TCRS Pension system.

The ideal candidate should have a minimum of five years of progressive experience in municipal management, including a supervisory experience, and bachelor’s degree in public administration. A master’s degree in public administration is preferable. Strong financial capabilities and major project planning skills are a must. An expanded position / community description may be obtained by electronic mail by contacting wray@cityofparistn.gov.

Resumes may be submitted electronically to cholder@cityofparistn.gov.

Tennessee Salary Comparisons

Also included in the agenda was a MTAS 2012 Survey of 16 participating Cities. The average of the 16 is \$89,000.

The Cities average approximately 11,500 in population. The positions vary from administrators answering to the Mayor to full charter City.

Additional Salary Comparisons

I extracted the following from the International City Manager’s Association Newsletter from the past three months. Unfortunately few of the cities listed in the southeast or near Mid-West give a salary range.

City	Population	Salary Amount
City of Fort Madison, Iowa	11,050	\$86,000 - \$94,000
Village of Mahomet, Illinois	7,258	\$85,000 – 95,000
City of Miami, Oklahoma	13,758	\$100,000 – 120,000

The City of Paris, TN City Manager’s Position

The City Manager is appointed by the Mayor and Commission and serves as the Chief Administrative Officer for the City. The City Manager, as a Charter appointed position, is responsible for directing various City departments and providing guidance in supervising, coordinating and planning the day-to-day administration of the affairs of the City and the implementation of the policies established by the City Commission.

The City Manager represents the City with other governmental agencies, presents an annual budget to the City Commission for approval, and coordinates a variety of public information resources for internal and public distribution. The City Manager is also responsible for long-range planning and the development of recommendations to the City Commission on a variety of public policy issues.

The Manager ensures that the entire community is served effectively and efficiently by providing direct management and oversight department including: Finance, Planning and Code Enforcement, Fire, Police and Dispatch, Parks, Public Works including Streets, Vehicle Maintenance, Animal Control, Sanitation, and Landfill.

The City Manager also coordinates a number of joint operations with County Government.

Current Issues and Challenges

Project Planning and Execution – the City is undertaking four major infrastructure Projects – City Hall renovations, a solid waste transfer station, a major drainage way repair and a downtown enhancement project. Project planning, organization, and execution including coordination with other governmental and development entities are necessary skills.

Budget and Finance – the City of Paris revenue system is heavily dependent on retail sales including alcoholic beverages. These have experienced anemic or no growth over the last two years, while budget pressures to keep abreast of technology, meet state and Federal mandates which continue to grow. The next City Manager must be prepared to respond to these challenges.

Economic Development – the next City Manager will be a major participant in the joint City – County – Chamber economic development effort which is broad based including traditional industrial recruitment and retention, tourism, retail development, with continued emphasis on Downtown Paris.

Basic Operations – the current departmental leadership is good overall. The norm is a close day to day interaction with the City Manager. However, the next City Manager will need to reset that paradigm based on experience and balancing those relationships against other needs.

Manager – Commission Relationship – currently three positions held by incumbents are up for election in November. Two incumbents are standing for re-election. Over the last twenty years, only once in eleven elections, has an incumbent been defeated.

The Mayor is elected from among the Commission every two years.

For additional information about our community, visit www.paristn.gov, the Chamber of Commerce, etc.

There being no further business the meeting was duly adjourned at 6:30 p.m.

/s/Samuel Tharpe
Mayor

/s/Kim Foster
Finance Director

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 4, 2014**

OLD BUSINESS

Agenda Item No. 1

**Ordinance to Amend 4-102C, Enact 4-102E, Amend 11-1308C, and Enact 11-1803 of the
Paris Municipal Code (Second Reading)**

Attached is an Ordinance to amend 4-102C, Enact 4-102E, Amend 11-1308C, and Enact 11-1803 of the Paris Municipal Code which pertains to building permit fees, inspection fees, sign permit fees and Planning Commission fees.

A public hearing was conducted prior to the meeting and this is presented for second reading.

Ordinance No. _____

AN ORDINANCE
to Amend 4-102C, enact 4-102E, amend 11-1308C,
and enact 11-1803 of the Paris Municipal Code

SECTION 1. Be it ordained by the Board of Commissioners of the City of Paris, Tennessee that 4-102C be amended, 4-102E be enacted, 11-1308C be amended, and 11-1803 be enacted as follows:

(1) That 4-102C(1) be deleted in its entirety and the following be enacted as 4-102D:

D. Recommended Schedule of Permit Fees.

(1) Building Permit Fees

0 - \$100	\$0.00
\$101 - \$2,000	\$10.00
\$2,001 - \$15,000	\$20.00
\$15,001 - \$50,000	\$50.00
50,001 - \$100,000	\$100.00
\$100,001 - \$500,000	\$200.00
\$500,001 - \$1,000,000	\$400.00
\$1,000,001 - \$2,000,000	\$800.00

Add an additional \$200.00 for each million over \$2,000,000.00.

(Ord. # _____, _____ / _____ /

14).

(2) Moving of Building or Structure – For the moving of any building or structure, the fee shall be \$100.00 if the City Manager determines that City personnel or equipment is required to be used to properly assure that the structure is safely moved. In the event that there is no need for the use of City personnel or equipment there shall be no fee required, but a permit shall be required. (Ord. #677 02/04/88; Ord. # 761, 8/6/91;

Ord. # _____, _____ / _____ /

14).

(3) Demolition/Grading – There shall be a \$100.00 fee for a permit for demolition of any building or structure. There shall be a \$100.00 fee for a grading permit. (Ord. # 677, 02/04/88; Ord. # 761, 08/06/91;

Ord. # _____, _____ / _____ /

14).

(4) Where work for which a permit is required by this code is started or proceeded with prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other penalties prescribed herein. (Ord. # 677, 02/04/88;

Ord. # _____, _____ / _____ /

14).

(5) In applying to the Building Inspector for a building permit, the applicant shall submit a dimensional sketch or scale plan indicating the shape, size, and location of the lot to be built upon, the shape, size, height and location of all buildings to be erected, altered or moved, and of any buildings already on the lot. The applicant shall also state the existing and intended use of all such buildings and supply such other information as may be required by the Building Inspector for determining whether the provisions of this Ordinance are being observed. The fee for the plan review shall be:

- (a) 0 - \$1,000,000 \$100.00
- (b) Add an additional \$50.00 for each million over 1 million

(Ord. # _____, _____ / _____ /

14).

(2) That the following be enacted as 4-102 E of the Paris Municipal Code:

(E) Inspection Fees

- (1) RESIDENTIAL per project
 - Up to \$1,000,000 \$ 25.00
- (2) COMMERCIAL per project
 - Up to \$1,000,000 \$ 50.00
- (3) ANY project over \$1,000,000 \$100.00

(Ord. # _____, _____ / _____ /

14).

(3) That 11-1308 C shall be deleted in its entirety and the following substituted therefore:

(C) Sign Permit Fees:

0 - \$100	\$0.00
\$101 - \$2,000	\$10.00
\$2,001 - \$15,000	\$20.00
\$15,001 - \$50,000	\$50.00
50,001 - \$100,000	\$100.00
\$100,001 - \$500,000	\$200.00

\$500,001 - \$1,000,000	\$400.00
\$1,000,001 - \$2,000,000	\$800.00

(Ord. # _____, _____ / _____ / 14).

(4) That the following be enacted as 11-1803 of the Paris Municipal Code:

11-1803. Planning Commission Fees. There shall be a fee for submittals presented for review pursuant to Title 11 of the Paris Municipal Code as follows:

Board of Zoning Appeals	\$100.00
Rezoning Requests	\$100.00
Preliminary Subdivision Plats	\$100.00
Minor Subdivision Plats	\$ 25.00
Final Subdivision Plats	\$ 50.00
Site Plan Review – Minor	\$ 50.00
Site Plan Review – Major	\$100.00

(Ord. # _____, _____ / _____ / 14).

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 final passage and adoption.

Passed and adopted _____.
 Passed and adopted _____.

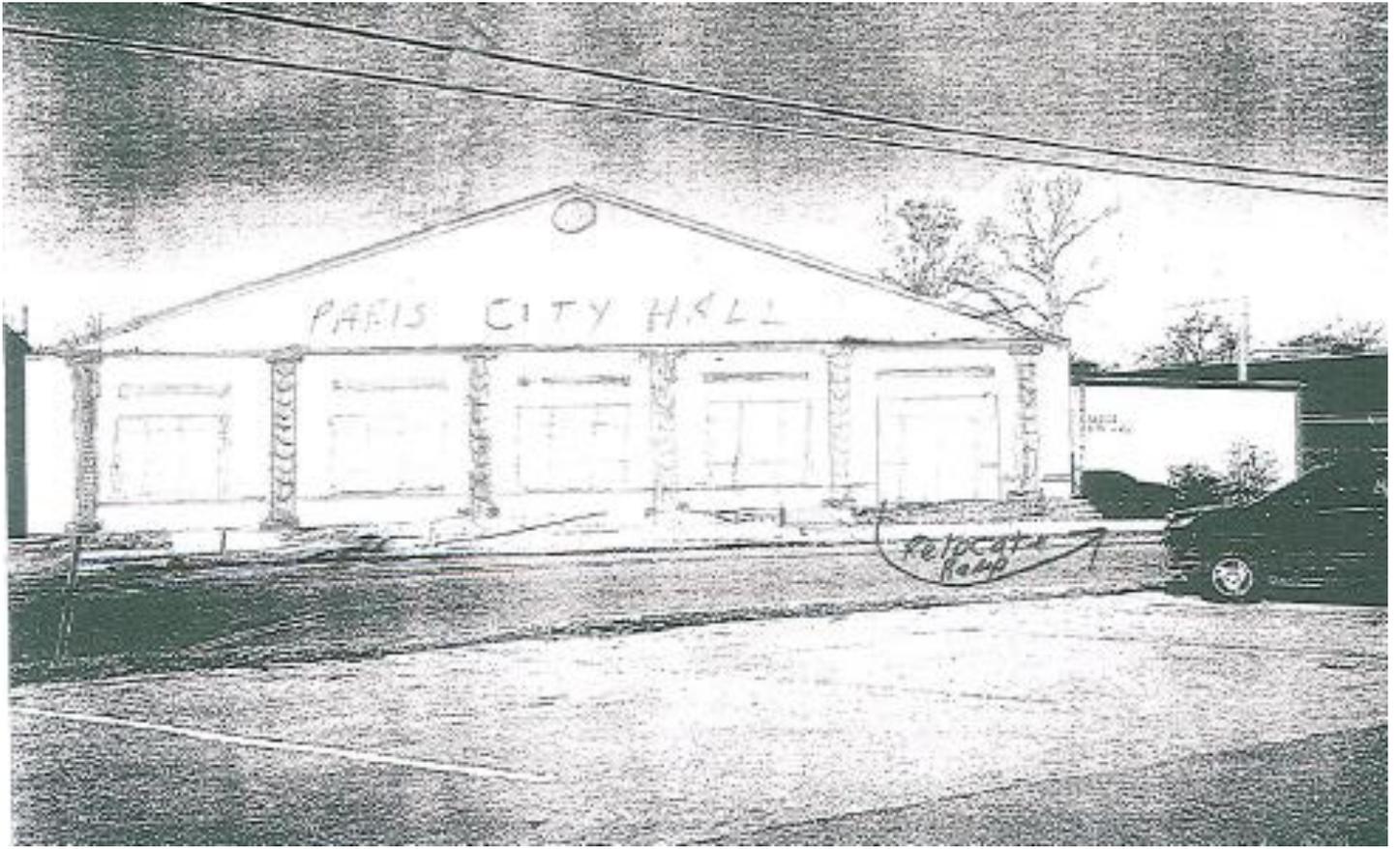
 Mayor

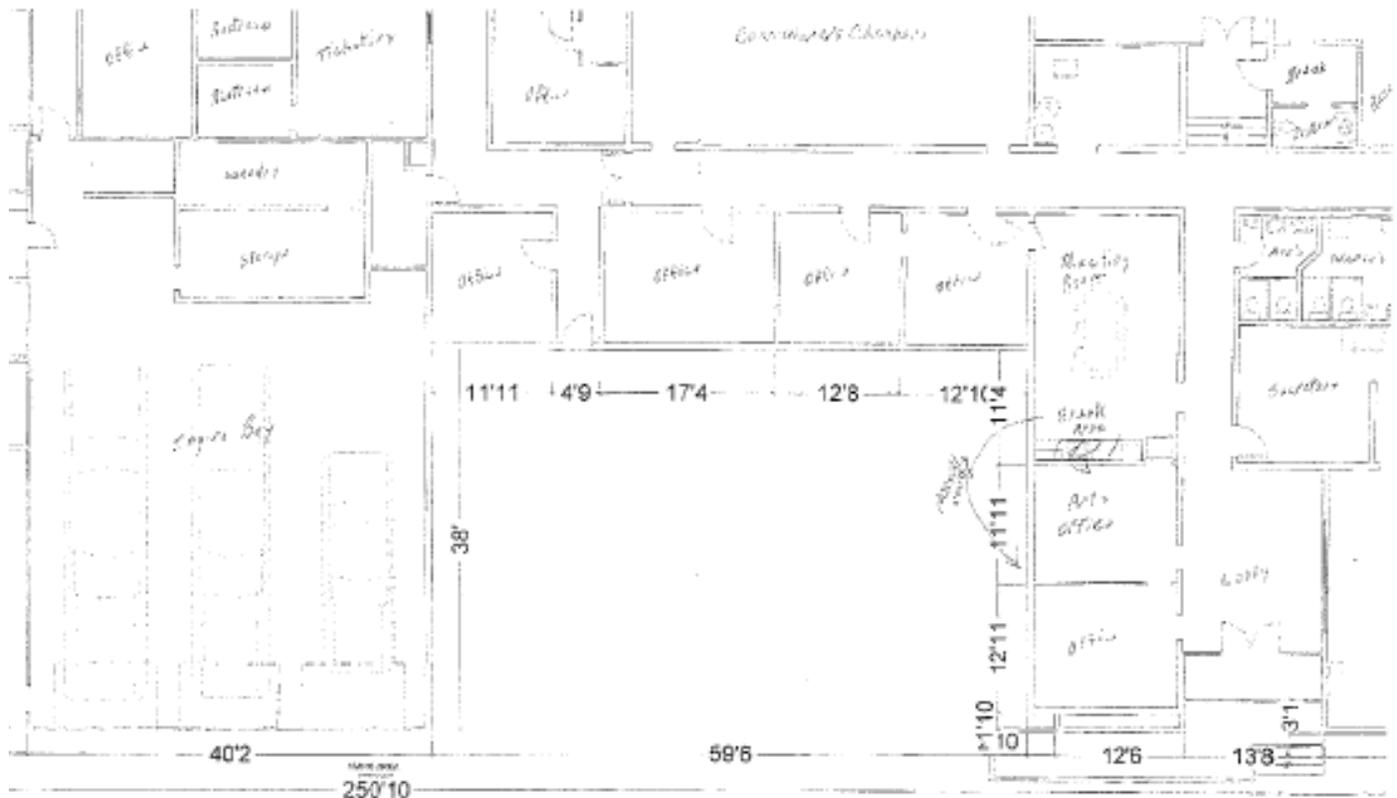
 Finance Director

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 4, 2014**

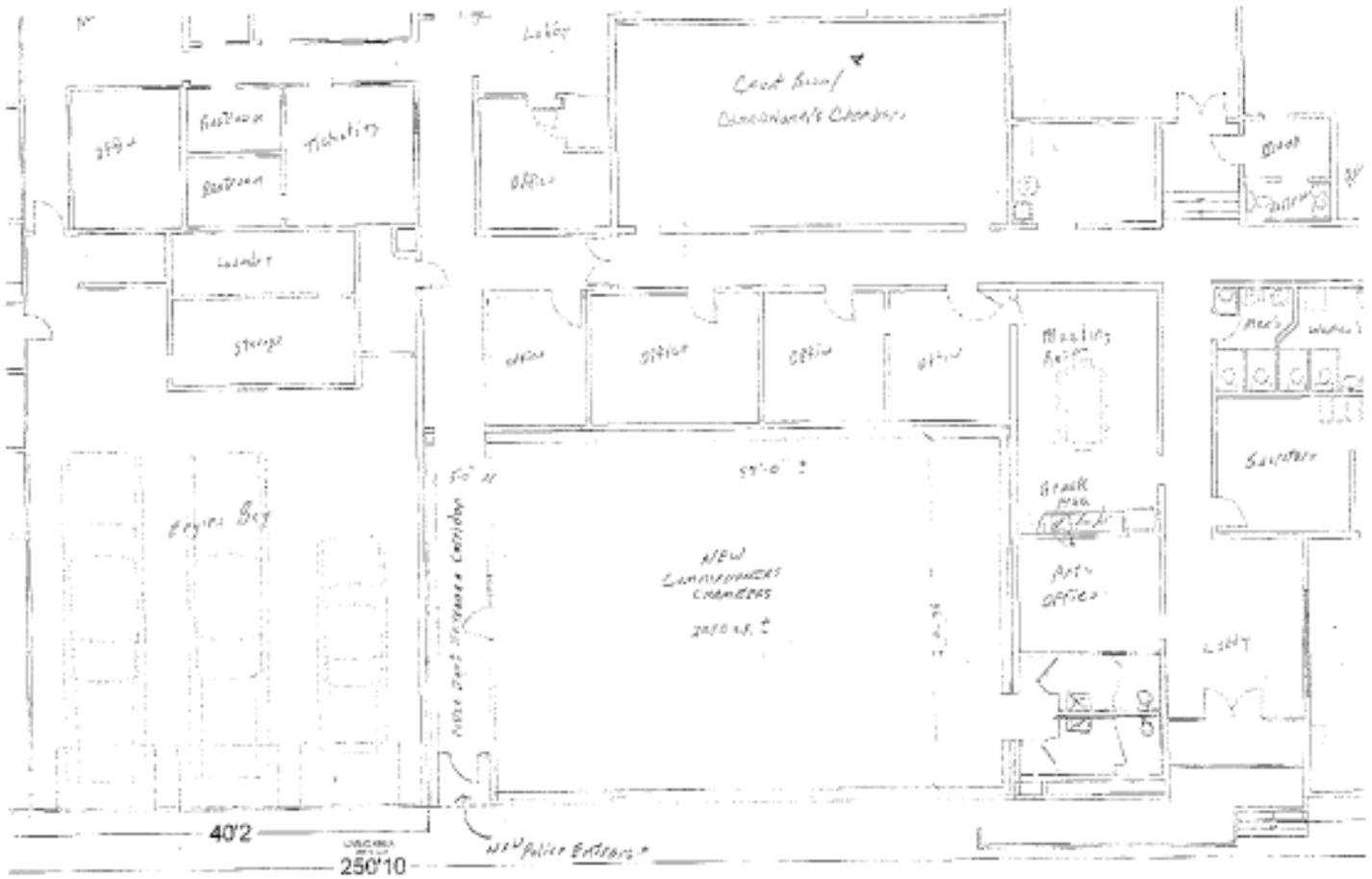
**OLD BUSINESS
Agenda Item No. 2
City Hall Design**

At the last meeting, Commissioner Fuller requested classification on Police Department access with a Level II design. Since we have recommended suspending further consideration of City Hall renovations until such time as the appropriate revenue sources can be identified, the staff is submitting the revised rough sketch.





EXISTING



NEW POLICE DEPT ENTRANCE

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 4, 2014**

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

The Finance Director will provide the financial update.

CITY OF PARIS, TENNESSEE
RETAIL SALES

	2010	2011	2012	2013	2014	% Incr/Decr
JANUARY	\$20,292,046	\$19,978,890	\$22,378,512	\$21,142,986	\$21,496,329	1.67%
FEBRUARY	\$21,017,280	\$22,138,676	\$24,022,360	\$22,891,104	\$24,572,900	7.35%
MARCH	\$25,034,338	\$25,072,959	\$28,039,892	\$26,331,754	\$26,710,508	1.44%
APRIL	\$25,546,993	\$24,301,168	\$25,543,148	\$24,753,172	\$25,907,395	4.62%
MAY	\$24,051,605	\$25,112,862	\$26,579,916	\$26,115,472	\$27,250,406	4.37%
JUNE	\$27,184,283	\$26,933,854	\$27,033,060	\$26,442,974	\$25,398,848	-3.86% Note: This would have been 3.61% ahead of last yr had it not been for the adjustment to the County
JULY	\$24,543,360	\$26,547,403	\$24,683,431	\$24,708,444		
AUGUST	\$23,781,281	\$24,800,476	\$25,366,027	\$24,462,484		
SEPTEMBER	\$24,513,176	\$24,171,257	\$25,187,368	\$24,928,640		
OCTOBER	\$24,312,413	\$24,300,791	\$23,678,751	\$24,450,537		
NOVEMBER	\$23,530,884	\$24,813,271	\$25,168,707	\$24,858,456		
DECEMBER	\$29,625,960	\$30,519,040	\$30,402,070	\$31,005,460		
TOTAL	\$295,633,625	\$299,570,077	\$308,084,040	\$302,101,012	\$311,341,306	
Previous YTD % Increase / Decrease	2.36%	1.33%	2.84%	-1.94%	2.47%	This figure would be 3.63% if not for the adjustment to the County

MONTHLY OPERATING STATEMENT

July 2014

REVENUES

Local Taxes	Annual Budget	Current Month	Yr to Date	Percent Realized
Property & In Lieu Taxes	2,018,000	2,296	2,296	0.11%
Local Option Sales Tax	3,475,000	300,153	300,153	8.64%
Wholesale Liquor / Beer	855,000	70,043	70,043	8.19%
Business Tax	340,000	150	150	0.04%
Fees & Licenses	146,750	466	466	0.32%
In Lieu Payments	150,250	0	0	0.00%
Grants				
General	427,000	8,925	8,925	2.09%
Street	0	0	0	0.00%
Police	6,500	0	0	0.00%
State Shared taxes	1,351,500	289,395	289,395	21.41%
Proceeds-2014	2,000,000	0	0	0.00%
Multi-Purpose Bond				
Proceeds-Fire / Annex Bond	100,000	0	0	0.00%
All Other	1,406,007	125,968	125,968	8.96%
Total General Fund	12,276,007	797,396	797,396	6.50%
Solid Waste Collection - BPU	1,220,000	101,126	101,126	8.29%
Solid Waste Disposal - Transfer	140,000	15,428	15,428	11.02%
Solid Waste Disposal - Brush Refuse Disposal	125,000	12,982	12,982	10.39%
Chgs - County	49,000	0	0	0.00%
Proceeds from Co-Track Loader	28,375	0	0	0.00%
Other (Tires / Recycle / Disc.)	5,000	425	425	8.49%
Total Solid Waste	1,567,375	129,960	129,960	8.29%
Drug Fund	33,500	1,571	1,571	4.69%
TOTAL	13,876,882	928,927	928,927	6.69%

EXPENDITURES

Annual Budget	Current Month	Yr to Date	Percent Realized
Grants & Donations	207,935	6,355	3.06%
Administration	363,760	36,313	9.98%
Economic Development	144,953	11,160	7.70%
Elections	2,500	0	0.00%
Financial Administration	290,878	34,884	11.99%
City Hall Building	95,899	8,345	8.70%
Police Department	1,891,250	187,051	9.89%
Downtown Parking	16,303	1,080	6.62%
Emergency Communications	498,440	39,573	7.94%
Fire Department	1,466,969	154,657	10.54%
Building Inspection	108,609	11,284	10.39%
Street Maintenance	1,513,882	139,317	9.20%
State Street Aid	265,000	3,623	1.37%
Street Lighting	300,000	26,797	8.93%
City Garage	254,827	22,409	8.79%
Cemetery	50,061	11,400	22.77%
Maintenance			
Health & Animal Control	138,360	13,910	10.05%
Civic Center	482,859	48,187	9.98%

Parks & Recreation	928,539	103,115	103,115	11.11%
Library	142,500	23,750	23,750	16.67%
Community Development	2,298,100	19,282	19,282	0.84%
Debt Service	542,650	50,115	50,115	9.24%
Transfer to By-Pass	170,000	0	0	0.00%
General Fund Expenditures	12,174,274	952,606	952,606	7.82%
Refuse Collection	629,696	60,160	60,160	9.55%
Contractual Services	460,000	41,884	41,884	9.11%
Landfill	227,011	26,617	26,617	11.72%
Total Solid Waste	1,316,707	128,660	128,660	9.77%
Drug Fund	98,950	1,526	1,526	1.54%
TOTAL EXPENDITURES	13,589,931	1,082,792	1,082,792	7.97%

Narrative to July 2014 Operating Statement

Retail sales remained ahead of the same month last year, but because of the adjustment for the portion due to the County the actual tax dollars remitted to us are behind last year's figure. We show a 3.95% decrease when compared to last year, but if we take the adjustment into consideration we would have been 3.61% **ahead** of last year. As a reminder, the State split the amount due from us to the County into two equal parts, one deducted this month, the other half will be deducted from next month's remittance. We would be 3.83% ahead of last year, year-to-date, if not for the adjustment.

Our revenues in the general fund were behind expenditures by \$155,000, and were down by approximately \$47,000 when compared to July 2013. The loss as compared to last July is attributable to two major areas; 1) beer and liquor tax down by almost \$22,000 and 2) the change that the State made concerning business tax collections. Since the restructuring of business

tax collections we will now receive probably 90 to 95% of these dollars in May as apposed to receiving portions intermittently

throughout the year. Also, don't forget that revenues tend to be leaner during the summer months.

As a reminder where expenditures are concerned, we pay TML for our Workers Compensation policy in July and that is a huge one-time per year expense at \$193,100 this year. Also, summer months mean a lot more work for departments like Parks, Street Maintenance and Cemetery Maintenance.

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 4, 2014**

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

The following appointments are to be considered this month:

Board of Zoning Appeals:

Ray Hill – Expires November 10, 2013

Historic Zoning Board:

David Webb – Expires September 3, 2014

American's With Disabilities Advisory Board:

Traci Wilson – Expires September 2, 2014

Aaron Dobbs – Expires September 2, 2014

Sue Quinn – Expires September 2, 2014

**Honorable Mayor and Board of Commissioners
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**STATUS OF VARIOUS PROJECTS AND DEPARTMENTAL SUMMARIES
Project Update Sheet**

The Ongoing Project Update Sheet, as of August 29, 2014, is presented for your review.

ONGOING PROJECTS (As of 8-28-14)

	Item	Primary Staff	Target Completion Date(s)	Notes
1	218 Bypass	Holder / Morris / Greer	?	Utilities moved by Oct. 1; bid letting by Mid-Oct.
2	Bailey Fork I Drainage	Public Works	Weather and funding dependent	TDEC requiring Mitigation Plan; WTRB Authority working on mitigation plan using Clifty Creek; PW has started work under General Permit
3	Back Alley Paris	Holder / Morris	5 Year Implementation	Major grant applications denied; Reapplying for for NEA grant mid Jan; small grant from NWDD (\$2000)
4	Annexation Projects	Holder / Morris	Finished original scope	Complete; warranty issued
5	MS-4 Permit	Holder/ Morris / Jessie / Brown	5 Year implementation	New personnel alignment in place; moving forward
6	MTAS Benchmarking	Holder	New Year	Next round of data collection begins soon
7	Collinwood Drainage Project	Holder / Jessie	Ongoing	Completed Phase I; Starting Phase II weather permitting; Engineering complete
8	Transfer Station	Holder/Berry/Brown	July 2014	Design/Soil Exploration Civil Layout underway
9	CDBG Housing	Holder/Morris/Brown	In Progress	Delayed due to SHPO

