

KIM FOSTER, CITY MANAGER
JAMES SMITH, ATTORNEY



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

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

**CITY HALL COURTROOM
June 4, 2026
5:00 P.M.**

PUBLIC HEARING

- 1. Ordinance (No. 1336) to Amend the Fiscal Year 25-26 Budget**
- 2. 2026 Property Tax Rate Ordinance (No. 1337)**
- 3. FY 26-27 Proposed Budget Ordinance (No. 1338)**

REGULAR MEETING

Call to Order: Kathy Ray, City Mayor

Roll Call: Liana Compton, Finance Director

Pledge of Allegiance and Prayer

Approval of the Minutes of Previous Meetings: Regular Meeting – May 7, 2026

Board Will Hear Comments from Citizens

Board Will Hear Comments from the Commission

Service Resolutions and Proclamations:

OLD BUSINESS

- 1.) Ordinance (No. 1336) to Amend the Fiscal Year 25-26 Budget (Second Reading):**
Kim Foster, City Manager
- 2.) 2026 Property Tax Rate Ordinance (No. 1337) (Second Reading):** Kim Foster, City Manager
- 3.) FY 26-27 Proposed Budget Ordinance (No. 1338) (Second Reading):** Kim Foster, City Manager

NEW BUSINESS

- 1.) Financial Update:** Liana Compton, Finance Director
- 2.) Appointments to Boards:** Kathy Ray, City Mayor
- 3.) Reappointment of City Judge:** James Smith, City Attorney
- 4.) Public Works Internal Policy Update regarding Brush Pickup:** Jessica Crouch, Community Development Director
- 5.) Resolution (No. 1736) to Amend the COP Personnel Rules and Regulations by Updating the Job Descriptions of Building and Codes Director, Codes Enforcement Officer, Administrative Coordinator, and Community Development Director and Creating Job Description for Planner and Deputy Fire Marshal:** Kim Foster, City Manager
- 6.) Rezoning Request for Property on Hwy 77 (Control Map: 116, Parcel: 017.01):**
Jessica Crouch, Community Development Director
- 7.) Rezoning Request for Property on Hwy 218 (Control Map: 116, Parcel: 059.00):**
Jessica Crouch, Community Development Director
- 8.) Recommendation to Award the Contract for 2022 Multimodal Access Grant for 4 Downtown Intersections:** Kim Foster, City Manager
- 9.) Request to Acquire Undeveloped Alley on E Washington Street:** Jessica Crouch, Community Development Director

- 10.) Ordinance (No. 1339) for Temporary Moratorium on the Approval of Development of Property for any type of Computer and/or Electronic Data Processing Centers Within the City Limits of Paris, Tennessee:** Jessica Crouch, Community Development Director

Monthly Service Highlights

Status of Various Projects

Notes from the City Manager

Adjournment

**OLD BUSINESS
AGENDA ITEM NO. 1**

Ordinance (No. 1336) to Amend the Fiscal Year 25-26 Budget (Second Reading)

As is typical, an ordinance to amend the current year budget is being presented for your consideration. Most adjustments needing to be made relate to grant projects that have not gotten to construction as quickly as hoped, but there are a few extraordinary items I would like to bring to your attention.

BPU's In Lieu of Taxes payments we up considerably due to their new infrastructure; Our LOST is coming in ahead of budget; Animal Control has received some extraordinary donations; the sale of a parcel of land in our existing industrial park to TDOT has hit a few snags which will push it into next fiscal year; we took on the Chamber employees for administrative purposes; the interim financing for the new fire station ended up being received in FY 2025 instead of 2026 and the construction didn't move quite as quickly as anticipated; it was approved mid-year to engage a consultant to help us rewrite our Zoning Ordinance. Also, in the Sanitation Fund, we were able to sell one of our backup sanitation trucks.

Our original General Fund budget reflected expenditures exceeding revenues by almost \$260,600. After this adjustment our budgeted expenditures will exceed revenues by just under \$4.8M. This is primarily due to taking the fire station construction costs from fund balance where the interim financing is currently sitting.

ORDINANCE NO. 1336

AN ORDINANCE TO AMEND THE CITY OF PARIS FISCAL YEAR
2025– 2026 BUDGET

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated
; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality amend the annual budget ordinance to insure compliance with the relating lawful expenditures,

NOW THEREFORE BE IT ORDAINED BY THE CITY OF PARIS, TENNESSEE AS FOLLOWS:

The FY 2025 – 2026 Budget Ordinance, Section 2 shall be amended by deleting Section 2 in its entirety:

SECTION 2. The City of Paris City Commission does hereby adopt the following estimate of revenues, estimated unencumbered fund balances, and expenditures:

Fund	General			Sanitation		
	FY 2024 Audited	FY 2025 Budget	FY 2026 Proposed	FY 2024 Audited	FY 2025 Budget	FY 2026 Proposed
Revenues						
Local Taxes	\$10,828,214	\$11,056,450	\$10,700,000			
State of TN	2,164,606	3,570,250	3,987,000			
Federal Government	533,349	2,963,160	3,450,160			
Other Sources	2,379,268	2,078,287	12,462,550	1,691,428	1,815,300	2,181,500
Total Revenues	\$15,905,437	\$19,668,147	\$30,599,710	\$1,691,428	\$1,815,300	\$2,181,500
Expenditures						
Salaries	6,750,323	\$7,031,206	\$7,540,525	\$570,977	\$591,186	\$599,292
Other	9,280,194	13,230,631	23,319,764	1,470,055	1,458,791	1,849,000
Total Expenditures	16,030,517	\$20,261,837	\$30,860,289	\$2,041,032	\$2,049,977	\$2,448,292
Beginning Fund Balance	\$8,654,043	\$8,716,346	\$8,122,656	\$3,595,852	\$3,246,248	\$3,011,571
Ending Fund Balance	\$8,716,346	\$8,122,656	\$7,862,077	\$3,246,248	\$3,011,571	\$2,744,779
No. of FTE Employees	134	135	136	9	10	10

Fund	Landfill		
	FY 2024 Audited	FY 2025 Budget	FY 2026 Proposed
Revenues			
Local Taxes			
State of TN			
Federal Government			
Other Sources	259,894	264,550	285,050
Total Revenues	\$259,894	\$264,550	\$285,050
Expenditures			
Salaries	\$58,868	\$60,215	\$61,836
Other	242,449	180,738	181,315
Total Expenditures	\$301,317	\$240,953	\$243,151
Beginning Fund Balance	\$318,660	\$277,237	\$300,834
Ending Fund Balance	\$277,237	\$300,834	\$342,733
No. of FTE Employees	2	1	1

Fund	Drug			Cemetery		
	FY 2024 Audited	FY 2025 Budget	FY 2026 Proposed	FY 2024 Audited	FY 2025 Budget	FY 2026 Proposed
Revenues						
Local Taxes						
State of TN						
Federal Government						
Other Sources	\$45,028	\$58,050	\$59,040	\$3743	\$1,500	\$9,500
Total Revenues	\$45,028	\$58,050	\$59,040	\$3743	\$1,500	\$9,500
Expenditures						
Salaries						
Other	\$22,907	\$82,000	\$42,000	\$0	\$10,000	\$22,200
Total Expenditures	\$22,907	\$82,000	\$42,000	\$0	\$10,000	\$22,200
Beginning Fund Balance	\$176,808	\$198,929	\$174,979	\$345,301	\$349,044	\$340,544
Ending Fund Balance	\$198,929	\$174,979	\$192,019	\$349,044	\$340,544	\$327,844
No. of FTE Employees	0	0	0	0	0	0

The City of Paris City Commission does hereby adopt the following estimate of revenues, estimated unencumbered fund balances, and expenditures:

General Fund **Revenues** shall be amended as follows:

In Lieu of Taxes – BPU shall be increases by \$125,000
Local Option Sales Tax shall be increased by \$200,000
2022 Multimodal Grant shall be decreased by \$300,000

2020 Multimodal Grant shall be decreased by \$600,000
TEMA Grant – Warning Sirens shall be decreased by \$197,000
2018 STBG for Signal Replacement shall be decreased by \$450,000
BRZ – Rison St. Bridge shall be decreased by \$250,000
2024 CDBG – Boardwalk shall be decreased by \$150,000
Animal Control Deposit shall be increased by \$18,000
Sale of Assets shall be decreased by \$180,000
Chamber of Commerce Reimbursement shall be added in the amount of \$111,000
Proceeds from Interim Financing shall be decreased by \$10,000,000

Sanitation Fund **Revenues** shall be amended as follows:

Sale of Assets shall be increased by \$95,000

General Fund **Expenditures** are amended as follows:

General Administration Department:

Sundry Contractual shall be increased by \$56,000

Chamber of Commerce Department:

Salaries shall be added in the amount of \$97,000

OASI shall be added in the amount of \$7,300

Health & Life Insurance shall be added in the amount \$4,100

Retirement shall be added in the amount of \$2,600

Health & Animal Control Department:

Veterinary Services shall be increased by \$25,000

Donations Projects shall be increased by \$38,500

In the area of Community Development, the following amendments will be made:

2020 Multimodal Grant shall be decreased by \$625,000

2022 Multimodal Grant shall be decreased by \$325,000

2024 CDBG - Boardwalk shall be decreased by \$200,000

2018 STBG – Signal Replacements shall be decreased by \$225,000

TEMA Grant – Warning Sirens shall be decreased by \$225,150

BRZ – Rison St. Bridge shall be decreased by \$300,000

Fire Station #1 Project shall be decreased by \$5,500,000

So that Section 2 shall read as follows:

SECTION 2. The City of Paris City Commission does hereby adopt the following estimate of revenues, estimated unencumbered fund balances, and expenditures:

Fund	General			Sanitation		
	FY 2024 Audited	FY 2025 Budget	FY 2026 Proposed	FY 2024 Audited	FY 2025 Budget	FY 2026 Proposed
Revenues						
Local Taxes	\$10,828,214	\$11,056,450	\$11,025,000			
State of TN	2,164,606	3,570,250	2,890,000			
Federal Government	533,349	2,963,160	2,600,160			
Other Sources	2,379,268	2,078,287	2,411,550	1,691,428	1,815,300	2,276,500
Total Revenues	\$15,905,437	\$19,668,147	\$18,926,710	\$1,691,428	\$1,815,300	\$2,276,500
Expenditures						
Salaries	6,750,323	\$7,031,206	\$7,651,525	\$570,977	\$591,186	\$599,292
Other	9,280,194	13,230,631	16,039,114	1,470,055	1,458,791	1,849,000
Total Expenditures	16,030,517	\$20,261,837	\$23,690,639	\$2,041,032	\$2,049,977	\$2,448,292
Beginning Fund Balance	\$8,654,043	\$8,716,346	\$8,122,656	\$3,595,852	\$3,246,248	\$3,011,571
Ending Fund Balance	\$8,716,346	\$8,122,656	\$3,358,727	\$3,246,248	\$3,011,571	\$2,839,779
No. of FTE Employees	134	135	136	9	10	10

Fund	Landfill		
	FY 2024 Audited	FY 2025 Budget	FY 2026 Proposed
Revenues			
Local Taxes			
State of TN			
Federal Government			
Other Sources	259,894	264,550	285,050
Total Revenues	\$259,894	\$264,550	\$285,050
Expenditures			
Salaries	\$58,868	\$60,215	\$61,836
Other	242,449	180,738	181,315
Total Expenditures	\$301,317	\$240,953	\$243,151
Beginning Fund Balance	\$318,660	\$277,237	\$300,834
Ending Fund Balance	\$277,237	\$300,834	\$342,733
No. of FTE Employees	2	1	1

Fund	Drug			Cemetery		
	FY 2024 Audited	FY 2025 Budget	FY 2026 Proposed	FY 2024 Audited	FY 2025 Budget	FY 2026 Proposed
Revenues						
Local Taxes						
State of TN						
Federal Government						
Other Sources	\$45,028	\$58,050	\$59,040	\$3743	\$1,500	\$9,500
Total Revenues	\$45,028	\$58,050	\$59,040	\$3743	\$1,500	\$9,500
Expenditures						
Salaries						
Other	\$22,907	\$82,000	\$42,000	\$0	\$10,000	\$22,200
Total Expenditures	\$22,907	\$82,000	\$42,000	\$0	\$10,000	\$22,200
Beginning Fund Balance	\$176,808	\$198,929	\$174,979	\$345,301	\$349,044	\$340,544
Ending Fund Balance	\$198,929	\$174,979	\$192,019	\$349,044	\$340,544	\$327,844
No. of FTE Employees	0	0	0	0	0	0

The current Section 3 shall be deleted in its entirety:
SECTION 3.

General Fund	\$38,727,366
Sanitation	5,193,071
Landfill	585,884
Drug Fund	234,019
Cemetery Fund	350,044
Total All Funds	\$45,090,384

Section 3 is amended as follows:
SECTION 3.

General Fund	\$27,054,366
Sanitation	5,288,071
Landfill	585,884
Drug Fund	234,019
Cemetery Fund	350,044
Total All Funds	\$33,512,384

SECTION 4. All encumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 5. This ordinance shall take effect June 4, 2026 the public welfare requiring it.

Passed and adopted May 7, 2026.

Passed and adopted June 4, 2026.

Mayor

Finance Director

OLD BUSINESS
AGENDA ITEM NO. 2
2026 Property Tax Rate Ordinance (No. 1337) (Second Reading)

The current property tax rate is \$0.5703 per \$100 of assessed value. To meet the current needs of the City, especially in the area of personnel needs, the following ordinance is being presented with a suggested \$0.10 increase to make the property tax rate for 2027 \$0.6703. Some of the personnel needs driving this suggestion include: five new positions – Deputy Fire Marshal, 2 additional Firefighters, an additional Dispatcher (being requested by HC 911) and a Planner; as well as a market adjustment for the Police Department.

ORDINANCE NO. 1337

AN ORDINANCE Fixing the Property Tax Rate and Providing for the
Date and Condition of Payment for the Year 2026.

BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that the following shall be the property tax rate and conditions by which they may be paid for the year 2026.

SECTION 1. A tax of \$ 0.6703 per hundred dollars (\$100) of assessed valuation on all taxable property, real and personal, within the corporate limits of the City of Paris, be and hereby is levied for the use of the City of Paris, Tennessee, for the taxable year of 2026.

SECTION 2. All taxes on property, both real and personal, shall be due and payable upon the effective date of this ordinance and shall become delinquent on the first (1st) day of March, 2027. In the event that payment is not made before March 1, 2027, the amount of said tax will become delinquent and a penalty of one and one-half percent (1.5%) for each month thereafter for twelve months upon all taxes remaining shall be imposed by the City and paid into the City Treasury.

SECTION 3. All ordinance and parts of ordinances or resolutions in conflict with this ordinance are hereby repealed.

SECTION 4. This ordinance shall take effect on the first day of October, 2026.

Passed and adopted May 07, 2026.

Passed and adopted June 04, 2026.

Mayor

Finance Director

OLD BUSINESS
AGENDA ITEM NO. 3
FY 26-27 Proposed Budget Ordinance (No. 1338) (Second Reading)

The following proposed FY 2027 Budget Ordinance is submitted for your consideration. Items of interest include:

- A 3% COLA for all employees
- \$1.6M in the street paving budget
- Five new full-time positions: a Fire Marshal, two additional Firefighters, an additional dispatcher, and a Planner. There is also a substantial market adjustment in the Police Dept. to improve attraction and retention; as well as a few salary adjustments to compensate for additional responsibilities.
- Eight grant projects with a combined match of \$493,150.

ORDINANCE NO. 1338

AN ORDINANCE OF THE CITY OF PARIS, TENNESSEE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2026 AND ENDING JUNE 30, 2027

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with the information required by that state statute and that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the City Commission shall not make any appropriations in excess of estimated available funds except to provide for an actual emergency threatening the health, property or life of the inhabitants of the City of Paris; and

WHEREAS, the City Commission has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting when the City Commission will consider final passage of the budget; and

NOW THEREFORE BE IT ORDAINED BY THE CITY OF PARIS, TENNESSEE AS FOLLOWS:

SECTION 1. The City Commission of the City of Paris does adopt the following revenue schedule for fiscal Year 2027:

	<u>2025 Actual</u>	<u>2026 Budgeted</u>	<u>2027 Proposed</u>
Property Taxes	\$1,833,273	\$1,870,000	\$2,255,000
Sales Tax (State & Local)	\$7,727,590	\$7,820,000	\$8,910,000

SECTION 2. The City of Paris City Commission does hereby adopt the following estimate of revenues, estimated unencumbered fund balances, and expenditures:

Fund	General			Sanitation		
	FY 2025 Audited	FY 2026 Budget	FY 2027 Proposed	FY 2025 Audited	FY 2026 Budget	FY 2027 Proposed

Revenues						
Local Taxes	\$10,719,385	\$10,700,000	\$12,250,000			
State of TN	2,252,718	3,982,000	4,440,500			
Federal Government	799,283	3,450,160	4,309,000			
Other Sources	12,262,213	12,467,550	4,672,558	2,184,070	2,181,500	2,222,100
Total Revenues	\$26,033,599	\$30,599,710	\$25,672,058	\$2,184,070	\$2,181,500	\$2,222,100
Expenditures						
Salaries	7,011,521	\$7,366,560	\$7,718,095	\$580,775	\$599,292	\$594,663
Other	9,104,712	23,493,728	24,834,142	1,653,682	1,849,000	1,813,453
Total Expenditures	16,116,233	\$30,860,288	\$32,552,237	\$2,234,457	\$2,448,292	\$2,408,116
Beginning Fund Balance	\$8,716,343	\$18,633,709	\$18,373,131	\$3,370,681	\$3,320,294	\$3,053,502
Ending Fund Balance	\$18,633,709	\$18,373,131	\$11,492,952	\$3,320,294	\$3,053,502	\$2,867,486
No. of FTE Employees	135	136	141	9	10	10

	Landfill		
Fund	FY 2025 Audited	FY 2026 Budget	FY 2027 Proposed
Revenues			
Local Taxes			
State of TN			
Federal Government			
Other Sources	315,507	285,050	336,050
Total Revenues	\$315,507	\$285,050	\$336,050
Expenditures			
Salaries	\$60,394	\$61,836	\$62,859
Other	166,991	181,314	290,304
Total Expenditures	\$227,385	\$243,150	\$353,163
Beginning Fund Balance	\$277,237	\$365,359	\$407,259
Ending Fund Balance	\$365,359	\$407,259	\$390,146
No. of FTE Employees	1	1	1

Fund	Drug			Cemetery		
	FY 2025 Audited	FY 2026 Budget	FY 2027 Proposed	FY 2025 Audited	FY 2026 Budget	FY 2027 Proposed

Revenues						
Local Taxes						
State of TN						
Federal Government						
Other Sources	\$60,615	\$59,040	\$38,040	\$9,358	\$9,500	\$9,500
Total Revenues	\$60,615	\$59,040	\$38,040	\$9,358	\$9,500	\$9,500
Expenditures						
Salaries						
Other	\$58,654	\$42,000	\$34,200	\$9,400	\$22,200	\$16,000
Total Expenditures	\$58,654	\$42,000	\$34,200	\$9,400	\$22,200	\$16,000
Beginning Fund Balance	\$198,928	\$200,889	\$217,929	\$349,044	\$349,002	\$336,302
Ending Fund Balance	\$200,889	\$217,929	\$221,769	\$349,002	\$336,302	\$329,802
No. of FTE Employees	0	0	0	0	0	0

SECTION 3. The City Commission of the City of Paris accordingly appropriate from the estimate of revenues and unencumbered fund balances the following amounts for Fiscal Year 2026 (July 1, 2025 through June 30, 2026) the following amounts as set forth above. No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with T.C.A 6-56-205.:

General Fund	\$44,045,189
Sanitation	5,275,602
Landfill	407,259
Drug Fund	255,969
Cemetery Fund	345,802
Total All Funds	\$50,329,821

SECTION 4. The City Commission acknowledges the following indebtedness on behalf of the City:

**CITY OF PARIS SCHEDULE OF OUTSTANDING DEBT
FISCAL YEAR 2027 DEBT SERVICE PAYMENTS**

	Authorized & Unissued	Outstanding	Payment Fund	Principal	Interest	Total Debt Service
GO BONDS						
Energy Cons Bond 2017	0	1,560,000	General	135,000	17,473	\$152,473
TML Bond Series 2020	0	447,000	General	105,000	8,008	\$113,008
BAN	0	10,000,000	General	0	355,000	\$355,000
TOTAL BONDS	\$0	\$12,007,000		\$240,000	\$380,481	\$620,481

SECTION 5. For Fiscal Year 2027, the following capital projects are proposed:

Project	Proposed Appropriation Amount	By Debt
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STBG for Signal Replacement	\$855,000	\$0
Rison St. Bridge Replacement	\$1,100,000	\$0
2022 TA – Sidewalk & Intersection Upgrades	\$25,000	\$0
2020 Multimodal Access Grant	\$1,470,000	\$0
2022 Multimodal Access Grant	\$780,000	\$0
2024 CDBG – Boardwalk	\$839,000	\$0
2024 Municipal Building Project	\$2,000,000	\$2,000,000
2024 Fire Station #1 Project	\$6,850,000	\$6,850,000
TEMA Grant – Warning Sirens	\$225,150	\$0
ARPA / TDEC WII Grant	\$1,200,000	\$0

SECTION 6. A detailed financial plan will be attached to this budget and become part of this budget ordinance.

SECTION 7. This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval pursuant to Title 9, Chapter 21 of the Tennessee Code Annotated within fifteen (15) days of its adoption. If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes or as directed by the Comptroller of the Treasury or Comptroller's Designee.

SECTION 8. All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 9. All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.

SECTION 10. This ordinance shall take effect July 1, 2026, the public welfare requiring it.

Passed 1st Reading: May 7, 2026.

Passed 2nd Reading: June 4, 2026.

Mayor

Finance Director

NEW BUSINESS
AGENDA ITEM NO.1
Financial Update

Narrative to the April 2026 Operating Statement

We continue to see an increase in retail sales tax revenue over prior year same month. The month of March was up 3.64% compared to March of last year, with an adjusted overall annual increase YTD of 6.20%.

General fund expenditures exceeded revenues in April. There were 2 large payments related to projects, ~\$500K for Fire Station #1, and ~\$400K for Brooks St Drainage. There were no large capital expenditures.

There was 1 new seasonal hire, and 2 replacement hires; one FT patrol officer and 1 FT firefighter. There were 3 resignations/terminations, the stormwater director, a patrol officer, and a PT parks assistant.

There were 5 new standard business licenses, one of which was for TJ Maxx. There were 7 new minimal licenses, and 29 minimal annual renewals.

CITY OF PARIS, TENNESSEE RETAIL SALES TAX REVENUE							
						%	
	FY2022	FY2023	FY2024	FY2025	FY2026	Incr(Decr)	Adjusted 2026
JULY	\$951,793	\$1,046,570	\$1,054,946	\$1,094,220	\$1,178,064	7.66%	
AUGUST	\$895,516	\$931,433	\$943,347	\$1,021,159	\$1,152,275	12.84%	7.98%
SEPTEMBER	\$965,256	\$1,067,740	\$947,948	\$934,065	\$1,176,569	25.96%	12.15%
OCTOBER	\$974,047	\$1,036,880	\$1,049,601	\$1,098,267	\$1,122,029	2.16%	
NOVEMBER	\$988,199	\$1,059,818	\$1,088,505	\$1,092,808	\$1,147,362	4.99%	
DECEMBER	\$1,210,615	\$1,218,473	\$1,554,254	\$1,256,621	\$1,328,185	5.69%	
JANUARY	\$839,389	\$915,685	\$984,017	\$939,527	\$969,097	3.15%	
FEBRUARY	\$859,647	\$936,706	\$980,140	\$946,298	\$1,030,687	8.92%	
MARCH	\$1,102,651	\$1,106,574	\$1,270,965	\$1,177,011	\$1,219,820	3.64%	
APRIL	\$1,060,677	\$1,069,082	\$1,061,509	\$1,136,745			
MAY	\$1,105,515	\$1,122,824	\$1,133,990	\$1,177,125			
JUNE	\$1,125,455	\$1,177,018	\$1,130,424	\$1,147,603			
TOTAL	\$12,078,759	\$12,688,803	\$13,199,647	\$13,021,448	\$10,324,086		
Previous YTD % Increase/Decrease Adjusted	7.82%	5.05%	4.03%	-1.35%	7.99%	6.20%***	
	\$12,078,759	\$12,688,803	\$13,199,647	\$9,559,975			
				\$9,720,975			
***	Percentages were adjusted/normalized due to large negative activity in FY2025 related to overpayments in previous fiscal years						

Monthly Operating Statement April 2026

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	2,570,000	126,491	2,429,445	94.53%
Local Option Sales Tax	6,500,000	508,804	5,638,815	86.75%
Wholesale Liquor / Beer	880,000	62,698	678,811	77.14%
Business Tax	450,000	73,335	178,027	39.56%
Fees & Licenses	144,250	5,107	123,525	85.63%
In Lieu Payments	170,250	78,708	148,416	87.18%
Hotel-Motel Occupancy Tax	200,000	20,528	194,495	97.25%
Grants	3,447,160	6,963	736,052	21.35%
State Shared taxes	1,967,500	142,738	1,587,402	80.68%
TVA Impact Payment	242,500	0	270,210	111.43%
All Other	12,353,050	217,408	2,198,680	17.80%
ARPA/TDEC-WII	1,675,000	0	280,558	16.75%
Total General Fund Revenue	30,599,710	1,242,779	14,464,435	47.27%
Solid Waste Collection - BPU	1,400,000	126,204	1,189,267	84.95%
Solid Waste Disposal - Transfer	750,000	61,340	664,018	88.54%
Other Revenue	31,500	1,167	129,981	412.64%
Total Sanitation	2,181,500	188,710	1,983,267	90.91%
Gate Receipts - Brush & Debris	200,000	9,176	135,122	67.56%
County Share Operating Exp	35,000	0	16,914	48.33%
Gate Receipts - Tires	8,000	829	5,287	66.08%
Other Revenue	42,050	162	1,932	4.60%
Total Landfill	285,050	10,167	159,255	55.87%
Total Drug Fund	59,040	666	16,342	27.68%
TOTAL REVENUES	33,125,300	1,442,322	12,910,988	38.98%

EXPENDITURES		<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations		209,000	0	178,384	85.35%
General Administration		719,500	56,142	615,401	85.53%
Economic Development		200,371	15,349	162,322	81.01%
Chamber of Commerce		0	11,191	83,144	0.00%
Financial Administration		367,878	26,750	295,192	80.24%
City Hall Building		65,285	4,150	51,962	79.59%
Police Department		2,997,899	185,216	2,232,262	74.46%
Emergency Communications		1,130,104	90,826	919,450	81.36%
Fire Department		2,196,532	151,513	1,749,963	79.67%
Building Inspection		261,459	17,052	185,022	70.77%
Street Maintenance		1,936,893	138,713	1,519,649	78.46%
State Street Aid		1,715,000	944	1,571,564	91.64%
Storm Water Management		674,233	13,740	642,985	95.37%
Street Lighting		129,300	9,654	126,817	98.08%
City Garage		322,945	20,411	255,616	79.15%
Cemetery Maintenance		83,448	10,248	64,404	77.18%
Health & Animal Control		258,931	18,585	279,184	107.82%
Civic Center		866,806	59,864	631,729	72.88%
Parks & Recreation		1,407,825	90,521	1,143,853	81.25%
Library		212,019	0	176,683	83.33%
Community Development		14,359,210	1,029,204	1,863,698	12.98%
Debt Service		745,650	0	298,092	39.98%
General Fund Expenditures		30,860,288	1,950,073	15,047,375	48.76%
Sanitation Collection		1,523,292	72,509	1,145,869	75.22%
Contractual Services		925,000	83,805	785,789	84.95%
Total Sanitation		2,448,292	156,314	1,931,659	78.90%
Total Landfill		243,150	27,476	168,231	69.19%
Total Drug Fund		42,000	39	22,972	54.70%
TOTAL EXPENDITURES		33,593,730	2,133,902	17,170,237	51.11%

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	(707,295)	(582,940)
Sanitation	32,396	51,609
Landfill	(17,308)	(8,975)
Drug Fund	627	(6,630)

NEW BUSINESS
AGENDA ITEM NO. 2
Appointments to Boards

Paris-Henry County Volunteer Center Board				
<u>Appointment And Term</u>	<u>Current Member</u>	<u>Proposed Member</u>	<u>Term Expiration</u>	<u>New Expiration</u>
Mayor with Commission Approval 3 Year Term	Vickey Roberts	Vickey Roberts	July 1, 2026	July 1, 2029

NEW BUSINESS
AGENDA ITEM NO. 3
Reappointment of City Judge

The Paris Municipal Code Section 1-1001, et seq., contemplates the appointment of a City Judge. In addition to the qualifications, the Municipal Code provides that the City Judge's term shall begin on July 1 and that the "term of office shall continue for a period of one (1) year." Accordingly, each June, the Commission must consider re-appointment, or appointment if appropriate, of the City Judge for the next one (1) year term. Hansel McCadams has served several years in the role of our City Judge. It is recommended that Mr. McCadams be re-appointed to another one (1) year term. Mr. McCadams has agreed to serve if re-appointed.

NEW BUSINESS
AGENDA ITEM NO. 4
Public Works Internal Policy Update Regarding Brush Pickup

This policy, presented for your consideration and approval, introduces a new residential brush collection process designed to bring greater consistency and clarity to brush pickup services within the city limits. While there are several updates, the most notable change is the transition away from a call-in system to a set, zone-based schedule. The city will be divided into three zones with brush collected during the last week of the month in each zone. On this schedule every zone will be serviced four times per year. The policy also provides flexibility during storm events allowing crews to respond to community needs as they arise. Clear guidelines are established to help ensure the program is utilized appropriately and remains sustainable. Overall, this approach supports reliable service delivery, improved efficiency, and protection of City resources.

City of Paris, Tennessee
Public Works Department
Residential Brush Pickup Program Policy
(This is an administrative policy and not a municipal ordinance)

SOP No.: PW-SOP-01
Effective Date: June 1, 2026

1. Program Purpose

The City of Paris provides residential brush collection as a convenience service to assist residents with routine yard maintenance. This program is intended to accommodate small-scale, homeowner-generated brush and is not designed to serve as a debris removal service for commercial activity, contractors, or large-scale land clearing.

The continuation of this service depends on resident compliance with the rules outlined in this policy.

2. Nature of the Service

- Brush pickup is a voluntary municipal service, not an entitlement.
- Participation is conditional upon compliance with all program requirements.
- The City reserves the right to refuse collection of brush that does not meet program guidelines.
- The City is not obligated to return for missed or non-compliant piles.

3. Eligibility

Brush pickup is available **only** for:

- Residential properties located within the City of Paris corporate limits
- Brush generated by routine yard maintenance performed by the occupant or property owner

Brush pickup is **not available** for:

- Commercial properties
- Vacant property maintenance
- Contractor-generated or third-party debris
- Rental equipment, landscaping services, or tree service operations

If a contractor or paid service performs the work, removal of debris is the responsibility of the contractor.

4. Acceptable Materials

The following materials **may be collected**:

- Residential Yard Maintenance
 - Tree limbs
 - Branches
 - Shrubbery and natural vegetation

5. Prohibited Materials

The following materials **will not be collected**:

- Contractor-generated brush
- Stumps, root balls, or large trunks
- Treated, painted, or manufactured wood
- Pallets or lumber
- Construction or demolition debris
- Household trash or refuse
- Dirt, rocks, mulch, or grass clippings

Brush containing prohibited materials will not be collected.

6. Brush Size Requirements

To ensure safe and efficient collection:

- Maximum limb length: **10 feet**
- Maximum pile width: **6 feet**
- Brush should be neatly stacked, not tangled
- Piles must be accessible to knuckle-boom equipment

7. Placement Requirements

Residents must place brush:

- Along the roadside in front of the residence where the brush was generated
- In a location accessible from the street

Brush **must not** be placed:

- In streets, sidewalks, or drainage ditches
- In culverts or stormwater structures
- Under power lines or tree canopies
- Near mailboxes, fences, fire hydrants, water meters, or utility infrastructure

Collection equipment reach is limited to approximately 15 feet from the roadway.

8. Collection Schedule

- The City operates a zone-based brush pickup schedule
- Each residential address is eligible for one pickup per designated zone month
- Brush should be placed at the curb only during the assigned pickup period, which begins the weekend before the last full week of the month.
- Call in, on-demand, or special request pickups are not available.
- Each residential address in each zone receives one pickup during the last full week of the month, continuing until all scheduled areas are completed.

Residents are responsible for knowing their assigned zone and pickup schedule.

9. Missed Pickups

If brush is not placed out correctly or on time:

- The City will not return until the next scheduled pickup cycle
- Residents should not place additional brush out after crews have passed

10. Non-Compliance

Compliance is enforced through **service refusal**, not automatic citation.

If brush does not meet program rules:

- The pile will not be collected
- A tag or door hanger may be left explaining the issue
- The resident must correct the issue and wait until the next cycle

Repeated non-compliance may be referred for further enforcement action under applicable city ordinances if necessary.

11. Storm Event Exception

Following severe weather events, the City Manager or Public Works Director may declare a storm event brush pickup period.

During a declared storm event:

- Zone schedules may be temporarily suspended
- Collection may prioritize safety and accessibility

- Only storm-generated brush will be collected

Routine trimming and contractor debris remain prohibited unless explicitly authorized.

12. Program Changes

The City reserves the right to modify program rules, adjust schedules, and suspend service temporarily or permanently.

Notice of changes will be provided through the City website and other official communication channels.

13. Resident Responsibility Statement

The continuation of this program depends on resident cooperation. Failure to follow these rules may result in missed pickups, refusal of service, and/or reduced service availability citywide

14. Adoption and Signatures

Approved by: _____
 Title: City Manager _____ Date: _____
 Reviewed by: _____
 Title: Public Works Director _____ Date: _____

NEW BUSINESS AGENDA ITEM NO. 5

Resolution (No. 1736) to Amend the COP Personnel Rules and Regulations by Updating the Job Descriptions of Building and Codes Director, Codes Enforcement Officer, Administrative Coordinator, and Community Development Director and Creating Job Description for Planner and Deputy Fire Marshal

The following resolution, presented for your consideration, reflects the new job descriptions for the positions of Planner and Deputy Fire Marshal. This resolution also reflects the updated job descriptions for Building and Codes Director, Codes Enforcement Officer, Administrative Coordinator, and Community Development Director. These updates and additions represent a direct reflection of the City's continued growth and evolution, as well as ongoing efforts to improve internal efficiency and organizational effectiveness.

RESOLUTION NO. 1736

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 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 deleting the job description of Building and Codes Director; Administrative Assistant to Building, Codes, and Stormwater; Codes Enforcement Officer; and Community Development Director in its entirety which state:**

BUILDING AND CODES DIRECTOR

Nature of Work

This is primarily a field inspection and investigation position responsible for the enforcement of housing standards and insuring compliance with current building codes and related regulations. This individual develops and executes programs with considerable technical independence according to accepted principles and in conformance with the general policies prescribed by the City Planning Commission and the City Commission.

General direction is received from the City Manager, but the employee must exercise wide discretion and independent judgment in managing the department. Work is reviewed through conferences, inspection, and review of reports.

Employee will operate computer, copier, and other modern office equipment. The employee will also operate a light duty vehicle. Work will be performed both indoors and outdoors and some tasks may be performed regardless of weather conditions when necessary. The employee will be exposed to dirt, dust, and loud noises.

Illustrative Examples of Work

- Inspects new and existing construction to ensure minimum compliance with housing standards.
- Inspects new construction, alterations, and repairs while in progress and upon completion to ensure compliance with the approved plans and specifications and the current building codes.
- Inspects structures being brought into code compliance and site of buildings being razed.
- Attends meetings with the Planning Commission, Board of Commissioners, Zoning & Appeals Board, and all other applicable meetings and professional associations.
- Checks plans and specifications for code and permit compliance and recommends necessary changes to make them compliant if necessary.
- Makes on-site inspections, to include those in the interest of public safety and health.
- Reviews and discusses construction, alteration, and repair activities with property owners, contractors, and other interested and affected parties to ensure compliance with all codes, regulations and permits.
- Performs investigations upon request and responds to specific complaints as appropriate.
- Monitors all construction related activities, notes any violations of codes, regulations or permits, and, if necessary, takes appropriate enforcement action.
 - Prepares inspection reports noting conditions found, actions taken, recommendations given, and other information as necessary.
 - Interprets and enforces the current building code in effect.
 - Primarily responsible for all correspondence relating to the enforcement of the current building code.
 - Reviews plans and issues building permits.
 - Responsible for consulting with builders, contractors, engineers, and architects regarding building codes and State guidelines.
 - Issues Certificate of Occupancy upon compliant completion of construction.
 - Keeps informed of new construction materials and methods.
 - Makes interpretations of technical issues regarding the building, mechanical, and plumbing disciplines.
 - Prepares and recommends amendments and revisions to the Municipal Code relating to the Building and Codes Department.
 - Makes routine/unannounced inspections throughout the city to insure conformance with the Municipal Code.
 - May give presentations on building regulations and building safety to civic, professional, and other organizations.
 - Prepares and manages departmental budget.

- Works closely with the Community Development Department to ensure compliance with all regulations and codes.
- Serves as the enforcement agent for TOSHA and OSHA guidelines.
- Establishes and maintains an effective working relationship with other employees.
- Performs related work as required.

Desirable Knowledge, Ability, Skill

- Extensive knowledge of modern construction methods, practices, materials, and equipment as applicable to the approval of plans and specifications and the inspection of buildings and structures.
- Thorough knowledge of current building code, Municipal Code, Ordinances, state statutes and the rules and regulations pursuant thereto affecting the operations and functions of the Building and Codes Department.
- Knowledgeable of building, plumbing, and mechanical construction to ensure compliance with appropriate codes.
- Knowledgeable of the legal problems and procedures involved in the prosecution of persons violating the laws administered.
- Ability to establish and maintain cooperative and professional relationships with contractors, general public, public officials, and all other clients while still enforcing building and zoning regulations with firmness and tact.
- Ability to apply the principles and practices of organization, personnel, and financial management of the operation of a municipal department.
- Ability to speak and communicate effectively in public.
- Ability to utilize the latest available technology in an efficient manner.
- Ability to manage correspondence and other administrative details.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to move objects.

Physical Activities:

- Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned or to make general observations of facilities or structures.
- The worker is required to have visual acuity to operate motor vehicles and a valid driver's license.

Working Conditions:

- The worker is substantially exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Minimum of a high school diploma with five (5) years' experience in a building construction trade at the journeyman or higher level, or a bachelor's degree or higher from an accredited college or university with major course work in construction management, business administration, engineering, architecture, or other related field.

Either possess, or will obtain, all state mandated certifications associated with the position within one (1) year of employment and maintain these certifications throughout employment. (Res. #1668, 7/7/22).

CODES ENFORCEMENT OFFICER

Nature of Work

This is a clerical / field position working directly for the Building and Codes Director. This employee will also assist the Stormwater Director as needed to accomplish the goals of the Building, Codes and Stormwater Department.

Work involves dealing with the public, both verbally and in writing, in situations which are routinely difficult and require considerable tact in handling.

Illustrative Examples of Work

- Accepts and processes requests and/or complaints related to Code Enforcement.
- Monitors the community to discover violations of the City Municipal Code as it relates to the Building, Codes and Stormwater Department.
- Performs clerical functions including composition of letters, filing, completing necessary reports, etc. as assigned by the Building and Codes Director. Assists in storing and managing records.
- Field verifies complaints or requests as assigned.
- Performs basic building and site inspections under the guidance of and per the request of the Building and Codes Director.
- Tracks and schedules follow-up inspections to verify compliance.
- Determines who owns property by examination of tax records, deeds, and similar records; completes case forms for legal notification.
- Contacts contractors and property owners regarding results of inspections as directed by Building and Codes Director or as determined necessary per departmental practice.
- Attends meetings of the Housing Board of Adjustment and Appeals, Planning Commission, Board of Zoning Appeals, and Historic Zoning Board meetings as requested.
- Handles sign regulation requests (copies and applications). Accepts applications for sign permits. Verifies conformity with regulations and issues permits.
- Responds appropriately to requests for assistance with the City of Paris Zoning Ordinance.
- Accepts and processes citizen complaints related to the enforcement of health and sanitation ordinances.
- Handles all permitting questions and applications, and processes such in the absence of the Building and Codes Director.
- Works with other departments, especially Public Works, to clean up illicit dumps and garbage.

Desirable Knowledge, Ability, Skill

- Thorough knowledge of current ordinances, state and local statutes and the rules and regulations pursuant thereto affecting the operations and functions of the Building, Codes and Stormwater Department.
- Knowledgeable of the legal problems and procedures involved in the prosecution of persons violating the laws administered.
- Ability to establish and maintain cooperative and professional relationships with the general public while still enforcing codes and zoning regulations with firmness and tact.
- Ability to speak and communicate effectively with the public.
- Ability to utilize the latest available technology in an efficient manner.
- Ability to manage correspondence and other administrative details.
- Ability to work cooperatively and effectively with other employees to solve problems.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to move objects.

Physical Activities:

- Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned or to make general observations of facilities or structures.
- The worker is required to have visual acuity to operate motor vehicles and a valid driver's license.

Working Conditions:

- The worker is occasionally exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Graduation from high school including or supplemented by general business and/or clerical assistance courses, or any equivalent general business combination of experience and training.

ADMINISTRATIVE COORDINATOR FOR BUILDING, CODES AND STORMWATER DEPARTMENT

Nature of Work

This employee is responsible for administrative work in the Building, Codes and Stormwater Department and may serve as assistant to the Building / Codes and Stormwater Officials. Duties also include other support services under the general supervision of the Building and Codes Inspector. Instructions to the employee are general and the employee must consider different courses of action and sometimes deviate from standard operating procedures. Independent judgement is required to complete some tasks.

The employee will be required to perform any other tasks as may be required to accomplish the essential functions of the position as set out herein.

Illustrative Examples of Work

- Supports the Building, Codes & Stormwater Department by performing administrative assistance with internal as well as external communications.
- Supports the department in duties related to property maintenance, code violations, building inspections, stormwater outreach, and municipal code interpretation.
- Issues various permits and other official documents deemed necessary within the department.
- Enters permit information into applicable programs.
- Receives and processes utility connection requests.
- Responds to sewer leak issues and coordinates with BPU.
- Tracks and schedules follow-up inspections.
- Receives and answers questions related to the responsibilities that fall within the department. Gets assistance from the department Directors when necessary.
- Attends court dates for the department when necessary.
- Maintains a friendly, tactful, knowledgeable, professional, and efficient persona to both internal and external customers. This can be in person, by phone or via electronic media.
- Makes sure all phone calls and messages are answered in an efficient and timely manner, and/or routed properly.
- Takes corrective actions against code violators. Cites violator to court for non-compliance.
- Conducts title checks for property ownership and/or abandoned vehicles.
- Maintains all files and general records of the department in a proper and orderly manner.
- Uses a computer to input and retrieve information.
- Communicates with the Community Development Director on issues related to Planning and Zoning Development.
- Coordinates between other City departments when necessary.

- Works in a team environment to meet the goals and functions of the department.
- Determines measures necessary to comply with applicable municipal ordinances.
- Tracks and orders supplies when necessary.
- Completes or assists with any other tasks as may be necessary to accomplish the essential functions of the position as set out herein.

Desirable Knowledge, Abilities and Skills

- Knowledge of the geographic area of the city.
- Ability to create and maintain Word, Excel, and PowerPoint documents.
- Ability to ascertain facts by personal contact, observation, and the examination of records.
- Knowledge of Property Standards Code and the minimum requirements for property maintenance, housing, and premises standards within the City of Paris.
- Knowledge of costs and fees for all permits.
- Knowledge of City Ordinances.
- Ability to detect deviations from regulatory codes.
- Ability to work with the public.
- Ability to keep records and make operational reports.
- Ability to make math calculations.
- Ability to evaluate applicable information and make decisions.
- Knowledge of International Property Maintenance Code and other applicable codes.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 25 pounds of force occasionally and/or negligible amount of force constantly to move objects.

Physical Activities:

- Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal.
- The worker is required to have visual acuity to operate motor vehicles and a valid Tennessee driver's license.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned or to make general observations of facilities or structures.

Working Conditions:

- The worker is not substantially exposed to adverse environmental conditions.

Desirable Training and Experience

High School Diploma including or supplemented by general business and/or clerical assistance courses, experience in administrative office procedures, or any equivalent general business combination of experience and training.

PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR

Nature of Work

Work performed under this title includes administrative and technical work under the direction of the City Manager. Is responsible for the administration of all city planning functions and zoning administration. Will work as staff to the Planning Commission and Zoning Board of Appeals.

Illustrative Examples of Work

- Processes all planning and zoning related requests from the public including assisting developers with site plans.
- Serves as staff to the Planning Commission and Board of Zoning Appeals, including agenda preparation.
- Develops recommendations on zoning requests for consideration by the Planning Commission.
- Monitors federal/state grant funding sources, prepares applications and administers grants.
- Accepts and processes citizen complaints related to the enforcement of zoning ordinances and health and sanitation ordinances.

Desirable Knowledges, Abilities and Skills

- Knowledge of municipal administration with a strong emphasis on planning and zoning.
- Thorough knowledge of City Codes, City Ordinances, State statutes, and the rules and regulations pursuant thereto affecting the operations and functions of the City.
- Ability to read legal descriptions and prepare legal descriptions with a minimal technical content.
- Working knowledge of good office practices and machines.
- Ability to apply good judgment in applying and interpreting policies and procedures.
- Considerable ability in analyzing a variety of planning problems, to make sound recommendations as to their solution, and to prepare working procedures.
- Ability to manage time and work schedule independently.
- Ability to speak effectively in public.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to communicate and work effectively with elected or appointed city, county and state officials.

Desirable Training and Experience

Any combination of training and experience equivalent to:

- Experience in public relations or direct contact with people in business or professional relations.
- College graduate with related courses in the field of planning and municipal administration or any combination of experience and training approved by the City Manager.

B. Enacting the job description of Building and Codes Director, Administrative Coordinator, Codes Enforcement Officer, and Community Development Director as follows:

BUILDING AND CODES DIRECTOR

Nature of Work

This is primarily an administrative position responsible for the enforcement of the current building codes and related regulations. This individual develops and executes programs with considerable technical independence according to accepted principles and in conformance with the general policies prescribed by the City Planning Commission and the City Commission.

General direction is received from the City Manager, but the employee must exercise wide discretion and independent judgment in managing the department.

Employee will operate computers, copiers, and other modern office equipment. The employee will also operate a light duty vehicle. Work will be performed both indoors and outdoors and some tasks may be performed regardless of weather conditions when necessary. The employee will be exposed to dirt, dust, and loud noises.

Illustrative Examples of Work

- Inspect new construction, alterations, and repairs while in progress and upon completion to ensure compliance with the approved plans, specifications, and the current building codes.
- Attend meetings with the Planning Commission, Board of Commissioners, Board of Zoning Appeals, and all other applicable meetings and professional associations.
- Review plans and specifications for code compliance and recommend necessary changes to achieve compliance.
- Make on-site inspections, including those in the interest of public health and safety.
- Review and discuss construction, alteration, and repair activities with property owners, contractors, and other interested and affected parties to ensure compliance with all codes and regulations.
- Perform investigations upon request and respond to specific complaints as appropriate.
- Prepare inspection reports for noting conditions found, actions taken, recommendations given, and other information as necessary.
- Primarily responsible for correspondence relating to the enforcement of the current building code.
- Keep informed of new construction materials and methods.
- Make interpretations of technical issues regarding the building, mechanical, and plumbing disciplines.
- Prepare and recommend amendments and revisions to the Municipal Code relating to the Building and Codes Department.
- Makes scheduled/required inspections throughout the city to ensure compliance with the adopted Building Codes.
- Present information on building regulations and building safety to civic, professional, and other organizations.
- Prepare and manage the departmental budget.
- Work closely with the Planning & Zoning Departments to ensure compliance with all regulations and codes.
- Establish and maintain an effective working relationship with other employees.
- Provide oversight and direction to the Codes Enforcement Officer, Planner and Stormwater & MS4 Coordinator.
- Perform related work as required.

Desirable Knowledge, Abilities & Skills

- Extensive knowledge of modern construction methods, practices, materials, and equipment as applicable to the approval of plans and specifications and the inspection of buildings and structures.
- Thorough knowledge of current building code, Municipal Code, Ordinances, state statutes and the rules and regulations pursuant thereto affecting the operations and functions of the Building and Codes Department.
- Knowledge of building, plumbing, and mechanical construction to ensure compliance with applicable codes.
- Knowledge of legal procedures involved in the processing of violations of the codes administered.
- Ability to establish and maintain cooperative and professional relationships with contractors, the general public, public officials, and all other related individuals while still enforcing building and zoning regulations with firmness and tact.
- Ability to apply the principles and practices of organizational, personnel, and financial management disciplines in the operation of a municipal department.
- Ability to speak and communicate effectively in public.
- Ability to utilize the latest available technology in an efficient manner.
- Ability to manage correspondence and other administrative details.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 25 pounds of force occasionally and/or negligible amount of force constantly to move objects. Other tasks include those associated with the use of office-related tools. Attending functions outside of standard business hours.

Physical Activities:

- Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions. Frequent communication via telephone, email, and other electronic/digital devices and platforms.

Visual Acuity:

- The worker is required to have visual acuity to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned or to make general observations of facilities or structures.
- The worker is required to have visual acuity to safely operate motor vehicles.
Working Conditions:
- The worker is substantially exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Minimum of a high school diploma with five (5) years' experience in a building construction trade at the journeyman or higher level, or a bachelor's degree or higher from an accredited college or university with major course work in construction management, business administration, engineering, architecture, or other related field.

Either possess, or will obtain, all state mandated certifications associated with the position within one (1) year of employment and maintain these certifications throughout employment.

ADMINISTRATIVE COORDINATOR

Nature of Work

This position performs administrative work in support of the Building/Codes and Community Development functions. Work is performed under general guidance, with responsibility for evaluating situations, considering alternative courses of action, and exercising a high degree of independent judgment and problem-solving. Supervision is received from the Building/Codes Director.

Illustrative Examples of Work

- Supports the department by providing administrative assistance with internal as well as external communications.
- Prepares Permits, contracts, agreements, reports and spreadsheets for execution and follows them through to completion.
- Enters information into applicable programs.
- Tracks and schedules appointments.
- Receives and answers questions related to the responsibilities that fall within the department. Is the first point of contact with the public.
- Maintains a friendly, tactful, knowledgeable, professional, and efficient persona to both internal and external customers. This can be in person, by phone or via electronic media.
- Makes sure phone calls and messages are answered in an efficient and timely manner, and/or routed properly.
- Conducts research when necessary.
- Maintains files and general records of the department in a proper and orderly manner.
- Uses a computer to input and retrieve information.
- Coordinates between other City departments when necessary.
- Works in a team environment to meet the goals and functions of the department.
- Determines measures necessary to comply with applicable municipal ordinances.
- Tracks and orders supplies when necessary.
- Performs other duties related to the Building/Codes and Community Development functions as assigned.

Desirable Knowledge, Abilities and Skills

- Strong organization skills.
- Ability to create and maintain Word, Excel, and PowerPoint documents.
- Ability to ascertain facts by personal contact, observation, and the examination of records.
- Ability to work with the public.

- Ability to keep records and make operational reports.
- Ability to make math calculations.
- Ability to evaluate applicable information and make decisions.

Essential Job Requirements

General Physical Requirements:

This position includes sedentary and non-sedentary functions. Tasks include those associated with the use of office related tools and machinery. Attending functions outside of standard business hours will be occasionally necessary.

Physical Activities:

Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions. Frequent communication via telephone, email, and other electronic/digital devices and platforms.

Visual Acuity:

Must be able to perform activities such as: preparing and analyzing data and figures; preparing emails and other electronic/digital materials using a computer; determining the accuracy, neatness and thoroughness of work; operating a motor vehicle.

Working Conditions:

The worker is not substantially exposed to adverse environmental conditions.

Desirable Training and Experience

High School Diploma including or supplemented by general business and/or clerical assistance courses, experience in administrative office procedures, or any equivalent general business combination of experience and training.

CODES ENFORCEMENT OFFICER

Nature of Work

This is a clerical / field position working directly for the Building and Codes Director. This employee will also assist the Stormwater Inspector as needed to accomplish the goals of the Building, Codes, and Stormwater Department.

General direction is received from the Building and Codes Director; however, the employee must exercise discretion and independent judgement.

Work involves dealing with the public, both verbally and in writing, in situations which are routinely difficult and require considerable tact in handling.

Illustrative Examples of Work

- Accept and process requests and/or complaints related to Code Enforcement.
- Monitor the community to discover violations of the City Municipal Code as it relates to the Building, Codes, and Stormwater Department.
- Perform clerical functions including composition of letters, filing, completing necessary reports as assigned by the Building and Codes Director. Assist in storing and managing records.
- Field verify complaints or requests as assigned.
- Perform basic building and site inspections under the guidance of and per the request of the Building and Codes

Director.

- Issue notices regarding substandard structures.
- Track and schedule follow-up inspections to verify compliance.
- Take corrective action against code violators. Cite violators to court for non-compliance.
- Determine who owns property by examination of tax records, deeds, and similar records; complete case forms for legal notification.
- Attend meetings of the Housing Board of Adjustment and Appeals, Planning Commission, Board of Zoning Appeals, and Historic Zoning Board meetings as requested.
- Respond appropriately to requests for assistance with the City of Paris Zoning Ordinance.
- Accept and process citizen complaints related to the enforcement of health and sanitation ordinances.
- Work with other departments, especially Public Works, to clean up illicit dumps and garbage.
- Communicate with contracted mowing company, keep records regarding properties to be mowed and subsequent billing.
- Respond to sewer leak issues and coordinate with BPU.
- Issue sign ordinance violations.
- Issue yard sale permits.
- Issue livestock and chicken permits.

Desirable Knowledge, Ability, Skill

- Thorough knowledge of current ordinances, state and local statutes, and the rules and regulations pursuant thereto and their effect on the operations and functions of the Building, Codes and Stormwater Department.
- Knowledgeable of the legal problems and procedures involved in the prosecution of persons violating the laws administered.
- Ability to establish and maintain cooperative and professional relationships with the general public while still enforcing codes and zoning regulations with firmness and tact.
- Ability to speak and communicate effectively with the public.
- Ability to utilize the latest available technology in an efficient manner.
- Ability to manage correspondence and other administrative details.
- Ability to work cooperatively and effectively with other employees to solve problems.
- Knowledge of the geographic area of the city.
- Knowledge of Property Standards Code and the minimum requirements for property maintenance, housing, and premises standards within the City of Paris.
- Knowledge of City Ordinances.
- Knowledge of International Property Maintenance Code and other applicable codes.

Essential Job Requirements

General Physical Requirements:

Light work exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to move objects. Other tasks include those associated with the use of office-related tools.

Physical Activities:

Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions. Frequent communication via telephone and email.

Visual Acuity:

Must be able to perform activities such as: preparing and analyzing data and figures, viewing a computer terminal and expansive reading; determining the accuracy, neatness, thoroughness of work assigned, or to make general observations of facilities or structures; operating a motor vehicle

Working Conditions:

The worker is occasionally exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Graduation from high school including or supplemented by general business and/or clerical assistance courses, or any equivalent general business combination of experience and training.

COMMUNITY DEVELOPMENT DIRECTOR

Nature of Work

Work performed under this title includes administrative and professional work under the direction of the City Manager and is responsible for the administration and coordination of all city planning functions, zoning administration, and economic development to promote the city's orderly physical growth, development, and change. Serves as the city's primary point of contact for development, policy implementation, strategic planning, and coordination of community development functions. Serves as lead staff to the Planning Commission, Zoning Board of Appeals, and Historic Zoning Board.

Illustrative Examples of Work

- Directs the provisions of planning services for residents, businesses, and developers.
- Provides oversight and guidance for the application and permitting process and serves as an advocate for responsible development in line with the Comprehensive Plan, zoning ordinances, and other policies.
- Provides staff support to the Planning Commission, Board of Zoning Appeals and Historic Zoning Board, including agenda preparation and conduction of formal presentations.
- Develops and provides recommendations on zoning and land-use requests for consideration by the Planning Commission.
- Monitors federal/state grant funding sources, prepares applications, and administers grants.
- Implements adopted ordinances, policies, and strategic plans related to community development.
- Serves as liaison to Commissioners, boards, and external agencies. Prepares applicable agenda items for the City Manager and the Board of Commissioners.
- Leads and coordinates retail recruitment strategies and provides oversight for community development operations.
- Ensures compliance with public records requirements in coordination with the City Recorder.
- Assists applicable departments regarding site plan review and issuance of associated permits.
- Provides public information and leads educational outreach and marketing efforts related to community development functions, including presentations, promotional activities, and materials for community groups, government entities, and the public.
- Oversees risk management and provides appropriate guidance for risk mitigation to all departments within the City.
- Supervises and provides direction to the Community Engagement Coordinator and the Risk and Compliance Coordinator.
- Performs other related duties as assigned.

Desirable Knowledges, Abilities and Skills

- Thorough knowledge of municipal administration with a strong emphasis in planning, zoning, and community development principles.
- Strong knowledge of City Codes, City Ordinances, State statutes, and the rules and regulations pursuant thereto affecting the operations and functions of the City.
- Ability to apply good judgment and discretion in applying and interpreting policies and procedures.

- Ability to plan, prioritize, and manage time and workload independently while coordinating multiple projects, deadlines, and responsibilities.
- Ability to direct, coordinate, and evaluate planning and community development functions, ensuring efficient workflows, regulatory compliance, and alignment with adopted policies and procedures.
- Strong communication and presentation skills, including the ability to provide public information, deliver formal presentations, and lead educational outreach initiatives related to community development functions.
- Ability to establish and maintain effective working relationships with City staff, elected officials, external partners, and the general public.
- Knowledge of federal and state grant programs and the ability to assist in managing grant development, administration, and compliance.
- Ability to communicate and work effectively with elected or appointed city boards and commissions, developers, business leaders, and county and state officials.

Essential Job Requirements

General Physical Requirements:

This position includes sedentary as well as non-sedentary functions. Tasks include those associated with the use of office-related tools, such as computers and peripherals. Attending functions outside of standard business hours; and preparing/providing public speaking engagements to a variety of groups and organizations, including City Commission.

Physical Activities:

Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions. Frequent communication via telephone, email, and other electronic/digital devices and platforms.

Visual Acuity:

Must be able to perform an activity such as: preparing emails, agendas, and other electronic/ digital material; determine the accuracy, neatness, thoroughness of work assigned; operate a motor vehicle.

Working Conditions:

The worker is not substantially exposed to adverse environmental conditions.

Desirable Training and Experience

Any combination of training and experience equivalent to:

- Experience in public relations or direct contact with people in business or professional relations.
College graduate with related courses in the field of planning and municipal administration or any combination of experience and training approved by the City Manager

C. By creating the job description of Planner and Deputy Fire Marshal as follows:

PLANNER

Nature of Work

The Planning and Zoning is responsible for administration of planning and zoning programs and providing professional staff support to the Planning Commission, Board of Zoning Appeals, and Historic Zoning Board. This position performs administrative, technical, and customer-focused duties to ensure orderly growth, consistent land use practices, and compliance with applicable zoning and development regulations.

General direction is received from the Building and Codes Director, but the employee must exercise wide discretion and independent judgment.

Illustrative Examples of Work

- Process planning and zoning related requests from the public including assisting developers with site plans.
- Serve as staff to the Municipal Regional Planning Commission, Board of Zoning Appeals, and Historic Zoning Board.
- Accept and process citizen complaints related to the enforcement of zoning ordinances.
- Reviews site plans and development applications.
- Work with the City Attorney and staff to make sure all laws and regulations are properly interpreted and enforced.
- Follow up on all site plan contingencies until they are acceptably completed.
- Prepare staff reports and recommendations for applicable boards.
- Coordinate land use review and approval processes.
- Provide planning assistance to residents, businesses, and developers.
- Maintain zoning and land use records.
- Handle sign regulation requests (copies and applications). Accepts applications for sign permits. Verifies conformity with regulations and issues permits.
- Receive and processes utility connection requests.
- Handle permitting questions, applications, and processes
- Work with the City Recorder regarding public records requests.
- Work with the Public Works Department on Curb Cut/Driveway permits.
- Coordinate utility disconnections with Public Utilities.
- Communicate with applicable departments regarding site plan review and issuance of associated permits.
- Coordinate with the Fire Department regarding the review of building plans and issuance of associated permits.
- Perform other related duties as assigned.

Desirable Knowledge, Abilities and Skills

- Knowledge of municipal administration with a strong emphasis on planning and zoning.
- Thorough knowledge of City Codes, City Ordinances, State statutes, and the rules and regulations pursuant thereto and their impact on the operations and functions of the City.
- Working knowledge of good office practices and machines.
- Ability to apply good judgment in applying and interpreting policies and procedures.
- Considerable ability to analyze a variety of planning problems, make sound recommendations, and prepare working procedures.
- Ability to manage time and work schedule independently.
- Ability to speak effectively in public.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to communicate and work effectively with elected or appointed city, county and state officials.
- Ability to detect deviations from regulatory codes.
- Knowledge of costs and fees for all permits.
- Knowledge of International Property Maintenance Code and other applicable codes.

Essential Job Requirements

General Physical Requirements:

This position includes sedentary and non-sedentary functions. Tasks include those associated with the use of office-related tools. Attending functions outside of standard business hours.

Physical Activities:

Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions. Frequent communication via telephone, email, and other electronic/digital devices and platforms.

Visual Acuity:

Must be able to perform activities such as: preparing and analyzing data and figures; preparing emails, agendas, and other electronic/digital materials; determining the accuracy, neatness and thoroughness of work; operating a motor vehicle.

Working Conditions:

The worker is not substantially exposed to adverse environmental conditions.

Desirable Training and Experience

Any combination of training and experience equivalent to:

- Experience in public relations or direct interaction with business, professional, or community stakeholders.
- Graduation from an accredited college or university with coursework in planning, municipal administration, or a related field; or an equivalent combination of education and relevant experience as approved by the City Manager.

DEPUTY FIRE MARSHAL

Nature of Work

Under direction of the Fire Marshal, the Deputy Fire Marshal will provide a wide range of risk reduction services in support of the local fire code and ordinances of Paris Fire Department's Fire Prevention and Community Risk Reduction efforts. The position is primarily intended to perform plan reviews, inspections, permitting, public education efforts, investigation, and other fire code services directly supportive of the Fire Marshal's Office.

Work involves the responsibility for improving standards of public safety and securing compliance with fire prevention laws, ordinances, and accepted standards through the inspection of buildings and other installations, and investigating fires to determine causes. Although new or unusual problems may be referred to a superior for advice and assistance, work is ordinarily performed independently following established procedures. Work is reviewed through conferences and reports.

Illustrative Examples of Work

- Conduct annual field inspections of prioritized business/commercial occupancies to ensure life safety measures and fire protection systems are in place and maintained to meet NFPA 1 Fire Code.
- Inspect and approve fire extinguishing equipment and systems, signaling, and special systems to ensure operability and compliance with approved plans and standards.
- Assist in the review and approval of site plans, building plans, and fire protection systems to include sprinkler plans, alarm system plans and commercial cooking equipment.
- Assist with field inspections of proposed developments for compliance with fire and other related codes and standards prior to site construction and development; inform the Fire Marshal of any code violations and/or corrective actions which need to be interpreted and communicated to other city employees and committees, building owners, contractors, architects, engineers, general public, and other city or state agencies as appropriate.
- Assist in new construction field inspections throughout all phases of project to ensure fire code standards are met.
- Plan, coordinate, and supervise all public education efforts as approved by the Fire Marshal.

- Assist in fire investigations to determine cause, origin, and circumstance.
- Perform related work as required.

Desirable Knowledge, Abilities and Skills

- Thorough knowledge of the rules and regulations of the Fire Department.
- Thorough knowledge of the laws, ordinances, and codes pertaining to fire prevention.
- Thorough knowledge of fire causes and hazards and the use of protective devices.
- Ability to deal courteously, but firmly, with the general public.
- Ability to prepare clear written and oral reports of fire services and activities.
- Ability to remain calm and follow instructions under pressure.

Essential Job Requirements

General Physical Requirements:

Light work, exerting up to 50 pounds of force occasionally, and/or negligible amount of force constantly, to move objects.

Physical Activities:

Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions. Ability to climb ladders, work at heights, and confined spaces.

Visual Acuity:

Must be able to determine the accuracy, neatness, thoroughness of work assigned and to make general observations of facilities and structures, and operate a motor vehicle.

Working Conditions:

The worker is substantially exposed to adverse environmental conditions including working outdoors in rain, heat and/or cold. Must also have the ability to work in hazardous environments that could include electrical, mechanical and chemical exposure.

Desirable Training and Experience

Graduation from a standard high school or successful completion of GED, supplemented by building construction, alarm system, fire suppression systems, NFPA codes, public education skills, or any equivalent combination of education and experience.

Candidates for this position shall attend and pass the State Fire Safety Inspection School and become a certified TN Fire Inspector I within one year (State Law).

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 by deleting the job description for Building and Codes Director, Administrative Assistant to Building, Codes, and Stormwater, Codes Enforcement Officer, and Community Development Director in Appendix A by substituting the following therefore and creating the following job descriptions for Planner and Deputy Fire Marshal as follows:

BUILDING AND CODES DIRECTOR

Nature of Work

This is primarily an administrative position responsible for the enforcement of the current building codes and related regulations. This individual develops and executes programs with considerable technical independence according to accepted principles and in conformance with the general policies prescribed by the City Planning Commission and the City Commission.

General direction is received from the City Manager, but the employee must exercise wide discretion and independent

judgment in managing the department.

Employee will operate computers, copiers, and other modern office equipment. The employee will also operate a light duty vehicle. Work will be performed both indoors and outdoors and some tasks may be performed regardless of weather conditions when necessary. The employee will be exposed to dirt, dust, and loud noises.

Illustrative Examples of Work

- Inspect new construction, alterations, and repairs while in progress and upon completion to ensure compliance with the approved plans, specifications, and the current building codes.
- Attend meetings with the Planning Commission, Board of Commissioners, Board of Zoning Appeals, and all other applicable meetings and professional associations.
- Review plans and specifications for code compliance and recommend necessary changes to achieve compliance.
- Make on-site inspections, including those in the interest of public health and safety.
- Review and discuss construction, alteration, and repair activities with property owners, contractors, and other interested and affected parties to ensure compliance with all codes and regulations.
- Perform investigations upon request and respond to specific complaints as appropriate.
- Prepare inspection reports for noting conditions found, actions taken, recommendations given, and other information as necessary.
- Primarily responsible for correspondence relating to the enforcement of the current building code.
- Keep informed of new construction materials and methods.
- Make interpretations of technical issues regarding the building, mechanical, and plumbing disciplines.
- Prepare and recommend amendments and revisions to the Municipal Code relating to the Building and Codes Department.
- Makes scheduled/required inspections throughout the city to ensure compliance with the adopted Building Codes.
- Present information on building regulations and building safety to civic, professional, and other organizations.
- Prepare and manage the departmental budget.
- Work closely with the Planning & Zoning Departments to ensure compliance with all regulations and codes.
- Establish and maintain an effective working relationship with other employees.
- Provide oversight and direction to the Codes Enforcement Officer, Planner and Stormwater & MS4 Coordinator.
- Perform related work as required.

Desirable Knowledge, Abilities & Skills

- Extensive knowledge of modern construction methods, practices, materials, and equipment as applicable to the approval of plans and specifications and the inspection of buildings and structures.
- Thorough knowledge of current building code, Municipal Code, Ordinances, state statutes and the rules and regulations pursuant thereto affecting the operations and functions of the Building and Codes Department.
- Knowledge of building, plumbing, and mechanical construction to ensure compliance with applicable codes.
- Knowledge of legal procedures involved in the processing of violations of the codes administered.
- Ability to establish and maintain cooperative and professional relationships with contractors, the general public, public officials, and all other related individuals while still enforcing building and zoning regulations with firmness and tact.
- Ability to apply the principles and practices of organizational, personnel, and financial management disciplines in the operation of a municipal department.
- Ability to speak and communicate effectively in public.
- Ability to utilize the latest available technology in an efficient manner.
- Ability to manage correspondence and other administrative details.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 25 pounds of force occasionally and/or negligible amount of force constantly to move

objects. Other tasks include those associated with the use of office-related tools. Attending functions outside of standard business hours.

Physical Activities:

- Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions. Frequent communication via telephone, email, and other electronic/digital devices and platforms.

Visual Acuity:

- The worker is required to have visual acuity to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned or to make general observations of facilities or structures.
- The worker is required to have visual acuity to safely operate motor vehicles.

Working Conditions:

- The worker is substantially exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Minimum of a high school diploma with five (5) years' experience in a building construction trade at the journeyman or higher level, or a bachelor's degree or higher from an accredited college or university with major course work in construction management, business administration, engineering, architecture, or other related field.

Either possess, or will obtain, all state mandated certifications associated with the position within one (1) year of employment and maintain these certifications throughout employment.

ADMINISTRATIVE COORDINATOR

Nature of Work

This position performs administrative work in support of the Building/Codes and Community Development functions. Work is performed under general guidance, with responsibility for evaluating situations, considering alternative courses of action, and exercising a high degree of independent judgment and problem-solving. Supervision is received from the Building/Codes Director.

Illustrative Examples of Work

- Supports the department by providing administrative assistance with internal as well as external communications.
- Prepares Permits, contracts, agreements, reports and spreadsheets for execution and follows them through to completion.
- Enters information into applicable programs.
- Tracks and schedules appointments.
- Receives and answers questions related to the responsibilities that fall within the department. Is the first point of contact with the public.
- Maintains a friendly, tactful, knowledgeable, professional, and efficient persona to both internal and external customers. This can be in person, by phone or via electronic media.
- Makes sure phone calls and messages are answered in an efficient and timely manner, and/or routed properly.
- Conducts research when necessary.
- Maintains files and general records of the department in a proper and orderly manner.
- Uses a computer to input and retrieve information.
- Coordinates between other City departments when necessary.
- Works in a team environment to meet the goals and functions of the department.
- Determines measures necessary to comply with applicable municipal ordinances.
- Tracks and orders supplies when necessary.
- Performs other duties related to the Building/Codes and Community Development functions as assigned.

Desirable Knowledge, Abilities and Skills

- Strong organization skills.
- Ability to create and maintain Word, Excel, and PowerPoint documents.
- Ability to ascertain facts by personal contact, observation, and the examination of records.
- Ability to work with the public.
- Ability to keep records and make operational reports.
- Ability to make math calculations.
- Ability to evaluate applicable information and make decisions.

Essential Job RequirementsGeneral Physical Requirements:

This position includes sedentary and non-sedentary functions. Tasks include those associated with the use of office related tools and machinery. Attending functions outside of standard business hours will be occasionally necessary.

Physical Activities:

Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions. Frequent communication via telephone, email, and other electronic/digital devices and platforms.

Visual Acuity:

Must be able to perform activities such as: preparing and analyzing data and figures; preparing emails and other electronic/digital materials using a computer; determining the accuracy, neatness and thoroughness of work; operating a motor vehicle.

Working Conditions:

The worker is not substantially exposed to adverse environmental conditions.

Desirable Training and Experience

High School Diploma including or supplemented by general business and/or clerical assistance courses, experience in administrative office procedures, or any equivalent general business combination of experience and training.

CODES ENFORCEMENT OFFICER**Nature of Work**

This is a clerical / field position working directly for the Building and Codes Director. This employee will also assist the Stormwater Inspector as needed to accomplish the goals of the Building, Codes, and Stormwater Department.

General direction is received from the Building and Codes Director; however, the employee must exercise discretion and independent judgement.

Work involves dealing with the public, both verbally and in writing, in situations which are routinely difficult and require considerable tact in handling.

Illustrative Examples of Work

- Accept and process requests and/or complaints related to Code Enforcement.

- Monitor the community to discover violations of the City Municipal Code as it relates to the Building, Codes, and Stormwater Department.
- Perform clerical functions including composition of letters, filing, completing necessary reports as assigned by the Building and Codes Director. Assist in storing and managing records.
- Field verify complaints or requests as assigned.
- Perform basic building and site inspections under the guidance of and per the request of the Building and Codes Director.
- Issue notices regarding substandard structures.
- Track and schedule follow-up inspections to verify compliance.
- Take corrective action against code violators. Cite violators to court for non-compliance.
- Determine who owns property by examination of tax records, deeds, and similar records; complete case forms for legal notification.
- Attend meetings of the Housing Board of Adjustment and Appeals, Planning Commission, Board of Zoning Appeals, and Historic Zoning Board meetings as requested.
- Respond appropriately to requests for assistance with the City of Paris Zoning Ordinance.
- Accept and process citizen complaints related to the enforcement of health and sanitation ordinances.
- Work with other departments, especially Public Works, to clean up illicit dumps and garbage.
- Communicate with contracted mowing company, keep records regarding properties to be mowed and subsequent billing.
- Respond to sewer leak issues and coordinate with BPU.
- Issue sign ordinance violations.
- Issue yard sale permits.
- Issue livestock and chicken permits.

Desirable Knowledge, Ability, Skill

- Thorough knowledge of current ordinances, state and local statutes, and the rules and regulations pursuant thereto and their effect on the operations and functions of the Building, Codes and Stormwater Department.
- Knowledgeable of the legal problems and procedures involved in the prosecution of persons violating the laws administered.
- Ability to establish and maintain cooperative and professional relationships with the general public while still enforcing codes and zoning regulations with firmness and tact.
- Ability to speak and communicate effectively with the public.
- Ability to utilize the latest available technology in an efficient manner.
- Ability to manage correspondence and other administrative details.
- Ability to work cooperatively and effectively with other employees to solve problems.
- Knowledge of the geographic area of the city.
- Knowledge of Property Standards Code and the minimum requirements for property maintenance, housing, and premises standards within the City of Paris.
- Knowledge of City Ordinances.
- Knowledge of International Property Maintenance Code and other applicable codes.

Essential Job Requirements

General Physical Requirements:

Light work exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to move objects. Other tasks include those associated with the use of office-related tools.

Physical Activities:

Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions. Frequent communication via telephone and email.

Visual Acuity:

Must be able to perform activities such as: preparing and analyzing data and figures, viewing a computer terminal and expansive reading; determining the accuracy, neatness, thoroughness of work assigned, or to make general observations of facilities or structures; operating a motor vehicle

Working Conditions:

The worker is occasionally exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Graduation from high school including or supplemented by general business and/or clerical assistance courses, or any equivalent general business combination of experience and training.

COMMUNITY DEVELOPMENT DIRECTOR

Nature of Work

Work performed under this title includes administrative and professional work under the direction of the City Manager and is responsible for the administration and coordination of all city planning functions, zoning administration, and economic development to promote the city's orderly physical growth, development, and change. Serves as the city's primary point of contact for development, policy implementation, strategic planning, and coordination of community development functions. Serves as lead staff to the Planning Commission, Zoning Board of Appeals, and Historic Zoning Board.

Illustrative Examples of Work

- Directs the provisions of planning services for residents, businesses, and developers.
- Provides oversight and guidance for the application and permitting process and serves as an advocate for responsible development in line with the Comprehensive Plan, zoning ordinances, and other policies.
- Provides staff support to the Planning Commission, Board of Zoning Appeals and Historic Zoning Board, including agenda preparation and conduction of formal presentations.
- Develops and provides recommendations on zoning and land-use requests for consideration by the Planning Commission.
- Monitors federal/state grant funding sources, prepares applications, and administers grants.
- Implements adopted ordinances, policies, and strategic plans related to community development.
- Serves as liaison to Commissioners, boards, and external agencies. Prepares applicable agenda items for the City Manager and the Board of Commissioners.
- Leads and coordinates retail recruitment strategies and provides oversight for community development operations.
- Ensures compliance with public records requirements in coordination with the City Recorder.
- Assists applicable departments regarding site plan review and issuance of associated permits.
- Provides public information and leads educational outreach and marketing efforts related to community development functions, including presentations, promotional activities, and materials for community groups, government entities, and the public.
- Oversees risk management and provides appropriate guidance for risk mitigation to all departments within the City.
- Supervises and provides direction to the Community Engagement Coordinator and the Risk and Compliance Coordinator.
- Performs other related duties as assigned.

Desirable Knowledges, Abilities and Skills

- Thorough knowledge of municipal administration with a strong emphasis in planning, zoning, and community development principles.
- Strong knowledge of City Codes, City Ordinances, State statutes, and the rules and regulations pursuant thereto affecting the operations and functions of the City.
- Ability to apply good judgment and discretion in applying and interpreting policies and procedures.
- Ability to plan, prioritize, and manage time and workload independently while coordinating multiple projects, deadlines, and responsibilities.
- Ability to direct, coordinate, and evaluate planning and community development functions, ensuring efficient workflows, regulatory compliance, and alignment with adopted policies and procedures.
- Strong communication and presentation skills, including the ability to provide public information, deliver formal presentations, and lead educational outreach initiatives related to community development functions.
- Ability to establish and maintain effective working relationships with City staff, elected officials, external partners, and the general public.
- Knowledge of federal and state grant programs and the ability to assist in managing grant development, administration, and compliance.
- Ability to communicate and work effectively with elected or appointed city boards and commissions, developers, business leaders, and county and state officials.

Essential Job Requirements

General Physical Requirements:

This position includes sedentary as well as non-sedentary functions. Tasks include those associated with the use of office-related tools, such as computers and peripherals. Attending functions outside of standard business hours; and preparing/providing public speaking engagements to a variety of groups and organizations, including City Commission.

Physical Activities:

Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions. Frequent communication via telephone, email, and other electronic/digital devices and platforms.

Visual Acuity:

Must be able to perform an activity such as: preparing emails, agendas, and other electronic/ digital material; determine the accuracy, neatness, thoroughness of work assigned; operate a motor vehicle.

Working Conditions:

The worker is not substantially exposed to adverse environmental conditions.

Desirable Training and Experience

Any combination of training and experience equivalent to:

- Experience in public relations or direct contact with people in business or professional relations.
College graduate with related courses in the field of planning and municipal administration or any combination of experience and training approved by the City Manager

PLANNER

Nature of Work

The Planning and Zoning is responsible for administration of planning and zoning programs and providing professional staff support to the Planning Commission, Board of Zoning Appeals, and Historic Zoning Board. This position performs administrative, technical, and customer-focused duties to ensure orderly growth, consistent land use practices, and compliance with applicable zoning and development regulations.

General direction is received from the Building and Codes Director, but the employee must exercise wide discretion and independent judgment.

Illustrative Examples of Work

- Process planning and zoning related requests from the public including assisting developers with site plans.
- Serve as staff to the Municipal Regional Planning Commission, Board of Zoning Appeals, and Historic Zoning Board.
- Accept and process citizen complaints related to the enforcement of zoning ordinances.
- Reviews site plans and development applications.
- Work with the City Attorney and staff to make sure all laws and regulations are properly interpreted and enforced.
- Follow up on all site plan contingencies until they are acceptably completed.
- Prepare staff reports and recommendations for applicable boards.
- Coordinate land use review and approval processes.
- Provide planning assistance to residents, businesses, and developers.
- Maintain zoning and land use records.
- Handle sign regulation requests (copies and applications). Accepts applications for sign permits. Verifies conformity with regulations and issues permits.
- Receive and processes utility connection requests.
- Handle permitting questions, applications, and processes
- Work with the City Recorder regarding public records requests.
- Work with the Public Works Department on Curb Cut/Driveway permits.
- Coordinate utility disconnections with Public Utilities.
- Communicate with applicable departments regarding site plan review and issuance of associated permits.
- Coordinate with the Fire Department regarding the review of building plans and issuance of associated permits.
- Perform other related duties as assigned.

Desirable Knowledge, Abilities and Skills

- Knowledge of municipal administration with a strong emphasis on planning and zoning.
- Thorough knowledge of City Codes, City Ordinances, State statutes, and the rules and regulations pursuant thereto and their impact on the operations and functions of the City.
- Working knowledge of good office practices and machines.
- Ability to apply good judgment in applying and interpreting policies and procedures.
- Considerable ability to analyze a variety of planning problems, make sound recommendations, and prepare working procedures.
- Ability to manage time and work schedule independently.
- Ability to speak effectively in public.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to communicate and work effectively with elected or appointed city, county and state officials.
- Ability to detect deviations from regulatory codes.
- Knowledge of costs and fees for all permits.
- Knowledge of International Property Maintenance Code and other applicable codes.

Essential Job Requirements

General Physical Requirements:

This position includes sedentary and non-sedentary functions. Tasks include those associated with the use of office-related tools. Attending functions outside of standard business hours.

Physical Activities:

Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions. Frequent communication via telephone, email, and other electronic/digital devices and platforms.

Visual Acuity:

Must be able to perform activities such as: preparing and analyzing data and figures; preparing emails, agendas, and other electronic/digital materials; determining the accuracy, neatness and thoroughness of work; operating a motor vehicle.

Working Conditions:

The worker is not substantially exposed to adverse environmental conditions.

Desirable Training and Experience

Any combination of training and experience equivalent to:

- Experience in public relations or direct interaction with business, professional, or community stakeholders.
- Graduation from an accredited college or university with coursework in planning, municipal administration, or a related field; or an equivalent combination of education and relevant experience as approved by the City Manager.

DEPUTY FIRE MARSHAL

Nature of Work

Under direction of the Fire Marshal, the Deputy Fire Marshal will provide a wide range of risk reduction services in support of the local fire code and ordinances of Paris Fire Department's Fire Prevention and Community Risk Reduction efforts. The position is primarily intended to perform plan reviews, inspections, permitting, public education efforts, investigation, and other fire code services directly supportive of the Fire Marshal's Office.

Work involves the responsibility for improving standards of public safety and securing compliance with fire prevention laws, ordinances, and accepted standards through the inspection of buildings and other installations, and investigating fires to determine causes. Although new or unusual problems may be referred to a superior for advice and assistance, work is ordinarily performed independently following established procedures. Work is reviewed through conferences and reports.

Illustrative Examples of Work

- Conduct annual field inspections of prioritized business/commercial occupancies to ensure life safety measures and fire protection systems are in place and maintained to meet NFPA 1 Fire Code.
- Inspect and approve fire extinguishing equipment and systems, signaling, and special systems to ensure operability and compliance with approved plans and standards.
- Assist in the review and approval of site plans, building plans, and fire protection systems to include sprinkler plans, alarm system plans and commercial cooking equipment.
- Assist with field inspections of proposed developments for compliance with fire and other related codes and standards prior to site construction and development; inform the Fire Marshal of any code violations and/or corrective actions which need to be interpreted and communicated to other city employees and committees, building owners, contractors, architects, engineers, general public, and other city or state agencies as appropriate.
- Assist in new construction field inspections throughout all phases of project to ensure fire code standards are met.
- Plan, coordinate, and supervise all public education efforts as approved by the Fire Marshal.
- Assist in fire investigations to determine cause, origin, and circumstance.

- Perform related work as required.

Desirable Knowledge, Abilities and Skills

- Thorough knowledge of the rules and regulations of the Fire Department.
- Thorough knowledge of the laws, ordinances, and codes pertaining to fire prevention.
- Thorough knowledge of fire causes and hazards and the use of protective devices.
- Ability to deal courteously, but firmly, with the general public.
- Ability to prepare clear written and oral reports of fire services and activities.
- Ability to remain calm and follow instructions under pressure.

Essential Job Requirements

General Physical Requirements:

Light work, exerting up to 50 pounds of force occasionally, and/or negligible amount of force constantly, to move objects.

Physical Activities:

Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions. Ability to climb ladders, work at heights, and confined spaces.

Visual Acuity:

Must be able to determine the accuracy, neatness, thoroughness of work assigned and to make general observations of facilities and structures, and operate a motor vehicle.

Working Conditions:

The worker is substantially exposed to adverse environmental conditions including working outdoors in rain, heat and/or cold. Must also have the ability to work in hazardous environments that could include electrical, mechanical and chemical exposure.

Desirable Training and Experience

Graduation from a standard high school or successful completion of GED, supplemented by building construction, alarm system, fire suppression systems, NFPA codes, public education skills, or any equivalent combination of education and experience.

Candidates for this position shall attend and pass the State Fire Safety Inspection School and become a certified TN Fire Inspector I within one year (State Law).

(Res. #1736, 06/04/2026)

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 4th day of June, 2026.

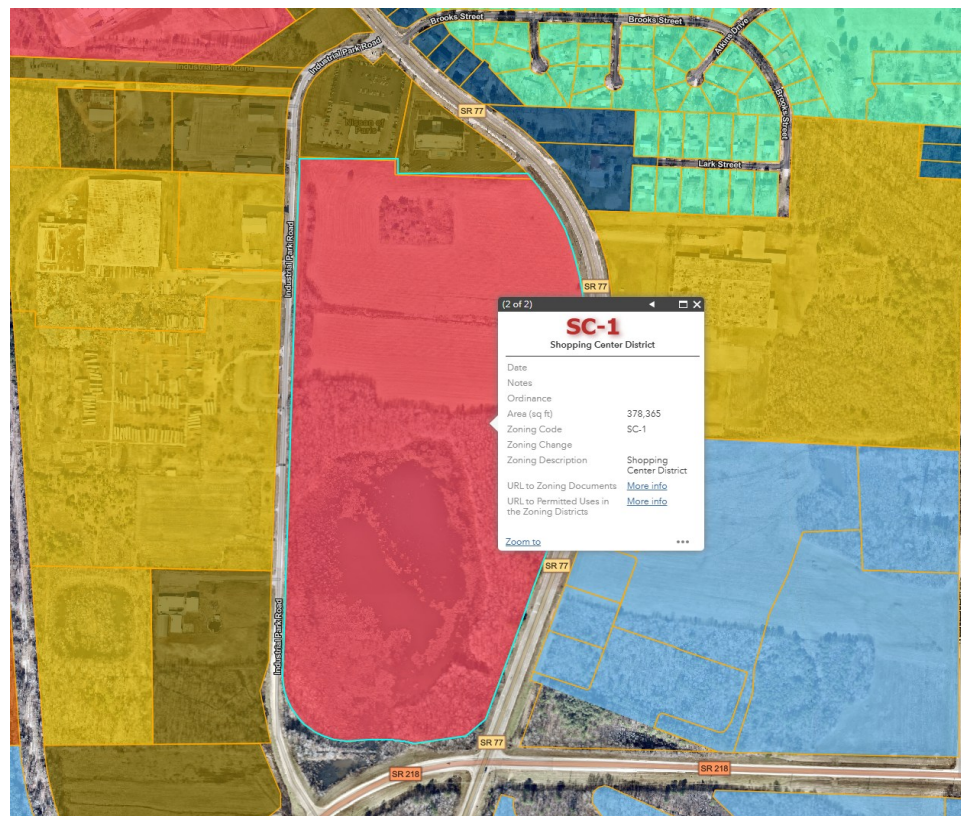
Mayor

ATTESTED:

NEW BUSINESS
AGENDA ITEM NO. 6
Rezoning Request for Property on Hwy 77 (Control Map: 116, Parcel: 017.01)

Kevin Fialko has submitted a rezoning request for property he owns on Hwy 77. Currently the property is zoned SC-1 (Shopping Center District). He is requesting a rezoning to B-1 (Highway Commercial District). This rezoning aligns with the long-term goals and future plans for the property.

This request may be approved on first reading and forwarded to the Planning Commission for recommendation.



**NEW BUSINESS
AGENDA ITEM NO. 7**

Rezoning Request for Property on Hwy 218 (Control Map: 116, Parcel: 059.00)

Harold Bass has submitted a rezoning request for property he owns on Hwy 218. Currently the southern portion of the property is zoned R-1L (Residential District). He is requesting a rezoning to B-1 (Highway Commercial District). This rezoning aligns with the long-term goals and future plans for the property.

This request may be approved on first reading and forwarded to the Planning Commission for recommendation.



NEW BUSINESS
AGENDA ITEM NO. 8
Recommendation to Award the Contract for 2022 Multimodal Access Grant for 4
Downtown Intersections

The rebid for our 2020 Multimodal Access Grant was opened on May 19 with the results outlined below. Staff request approval of the grant award recommendation.



May 19, 2026

City of Paris
100 North Caldwell
Paris, TN 38242

Re: Recommendation to Award
Paris Multimodal
TDOT PIN: 130270.00
TLM Project No. J-5761

Dear Mayor Ray:

The bids received on May 19, 2026, for the above-referenced project are listed below in ascending order.

<u>Contractor</u>	<u>Base Bid</u>
Martin Paving Company, Inc.	\$1,375,676.00
NSITE, Inc.	\$1,396,963.00

Based upon the bids and information received, Martin Paving Company is the lowest responsible and responsive bidder. It is our recommendation that the bid contract for this project be awarded to Martin Paving Company located at 546 US Hwy. 45 E South, Medina, TN 38355 in the amount of One million, three hundred seventy-five thousand, six hundred seventy-six dollars and zero cents (\$1,375,676.00), contingent upon review by the City of Paris, TN.

Sincerely,

TLM ASSOCIATES, INC.
Architects + Engineers

A handwritten signature in blue ink, appearing to read 'Robert J. Safin', is written over the printed name and title.

Robert J. Safin, PE
Principal

NEW BUSINESS
AGENDA ITEM NO.9
Request to Acquire Undeveloped Alley on E Washington Street

The City received a request from Mr. Jeff Hill, Paris Henry County Public Utility District General Manager, to acquire the undeveloped alley next to their warehouse on E Washington Street.

According to procedure found in the Paris Municipal Code, the City Commission should forward this request to the Planning Commission for recommendation.



**NEW BUSINESS
AGENDA ITEM NO.10**

Ordinance (No. 1339) for Temporary Moratorium on the Approval of Development of Property for any type of Computer and/or Electronic Data Processing Centers Within the City Limits of Paris, Tennessee

This ordinance establishes a temporary moratorium on the approval of new development for computer and/or electronic data processing centers within the City of Paris. In response to recent interest and inquiries from property owners, this action serves as a proactive planning measure to allow adequate time to evaluate appropriate zoning, locations, development standards, and potential community impacts.

Data processing centers can significantly affect land use, utility demand, and surrounding development patterns. Allowing such projects during the current zoning update process could lead to approvals that are inconsistent with the City's forthcoming regulations. This moratorium protects the integrity of that process and the public interest. It is temporary and will automatically expire upon adoption of the revised zoning ordinance.

ORDINANCE NO. 1339

AN ORDINANCE ESTABLISHING A MORATORIUM ON THE APPROVAL OF DEVELOPMENT OF PROPERTY FOR ANY TYPE OF COMPUTER AND/OR ELECTRONIC DATA PROCESSING CENTERS WITHIN THE CITY LIMITS OF PARIS, TENNESSEE UNTIL THE COMPLETION AND APPROVAL OF THE REVISED ZONING ORDINANCE

WHEREAS, the City of Paris, Tennessee, is currently undertaking a comprehensive review and rewrite of its zoning ordinance to ensure consistency with community development goals and land use regulations; and

WHEREAS, the approval of development for computer and/or electronic data processing centers within the city limits may conflict with the objectives of the forthcoming zoning ordinance and could result in unintended consequences during the review period; and

WHEREAS, the City Commission finds it necessary to temporarily suspend any approvals for development related to computer and/or electronic data processing centers within the city limits to preserve the integrity of the zoning process and protect the public interest;

NOW THEREFORE BE IT ORDAINED BY THE CITY OF PARIS, TENNESSEE AS FOLLOWS:

SECTION 1. Moratorium Imposed.

A moratorium is hereby imposed on any new development related to the establishment or development of locations of computer and/or electronic data processing centers within the corporate limits of the City of Paris, Tennessee. No person, business, or entity shall engage in new

development related to the establishment of computer and/or electronic data processing centers within the city limits during the term of this moratorium.

SECTION 2. Duration

This moratorium shall remain in effect until the City Commission has reviewed, adopted, and approved the rewrite of the zoning ordinance. The moratorium shall automatically terminate upon the effective date of the newly adopted zoning ordinance.

SECTION 3. Definitions

For purposes of this ordinance, “computer and/or electronic data processing centers” shall mean any type of facility or business in which a substantial purpose is housing or using computer servers for the purpose of analyzing, computing, processing, disseminating, evaluating, or managing large volumes of electronic data.

SECTION 4. Enforcement

Violations of this ordinance shall be subject to enforcement under the City’s existing code enforcement provisions, including applicable fines and penalties.

SECTION 5. Severability

If any provision of this ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, such declaration shall not affect the remaining provisions, which shall remain in full force and effect.

SECTION 6. This ordinance shall take immediately upon its passage and approval as required by law.

Passed and Adopted on 1st Reading: _____.

Passed and Adopted on 2nd Reading: _____.

Mayor

Finance Director

NEW BUSINESS
MONTHLY SERVICE HIGHLIGHTS
“YOUR TAX DOLLARS AT WORK”

May 2026

<u><i>Department</i></u>	<u><i>Highlight/Service</i></u>	<u><i>Metric</i></u>	<u><i>Significance</i></u>
Landfill	Diversion Rate	9.4%	Shows the Landfill's role in keeping waste out of our community and ensuring it is properly managed and disposed of.
Animal Shelter	Intakes	72 Animals	Reflects the shelter's ongoing efforts to provide care and safe housing for animals in need throughout the community.
Community Development	Paris Crossings Retail Opening (TJ Maxx)	Approx 13,400 visits (Thurs, Fri, & Saturday)	Demonstrates strong community interest in new retail development and highlights continued economic growth in Paris.
Police	Training	Total Hours	Reflects the department's commitment to professional development and maintaining a high level of preparedness to serve the community.

STATUS OF VARIOUS PROJECTS

June 2026

PROJECT	PRIMARY STAFF	TARGET COMPLETION DATE(S)	DISCUSSION
Back Alley Paris	Foster/Ray	June 2027 (if awarded)	An application will be submitted in June 2026 for the next Back Alley Paris Project. If awarded, this project will finalize Back Alley Paris through the addition of the final mural in the west alley along the Hat Law Firm building.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Crouch	Spring 2027	TLM held Pre-con meeting on May 18, 2026. Martin Paving tentatively set to begin start of construction on June 22, 2026. Staff will be meeting with affected business owners in the next few weeks. Project updates will appear on our website.
Rison St Bridge Replacement	Foster/Crouch	Fall 2026	Work is almost complete on relocation of power lines by BPU. A temporary driveway has been installed and trees have been cut. The poles have been moved back to allow for a crane needed to set the new bridge but electrical lines still need to be moved. Weather permitting, the utility relocation should be complete by June 4.
2020 Multimodal Access Grant for 4 Downtown Intersections	Foster/Crouch	Fall 2027	TLM rebid project on 5/19/2026 with Martin Paving being the low bidder. TLM submitted bid concurrence package to TDOT 5/20/2026. The City of Paris has requested additional funds of \$315,118 to cover the amount the bid exceeds the budget.
2022 Multimodal Access Grant for Tyson/M.W. Intersection Upgrades & Sidewalk	Foster/Crouch	Summer 2026	Construction was scheduled to begin on May 4, 2026. Contractor indicated the week of 4/27/2026 that he is running 1 month behind schedule and won't be on site until June. Will confirm start date when contractor returns from international vacation.
2022 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster/Crouch	Winter of 2027	TLM received TDOT review comments for preliminary plans. They are addressing comments and working on preliminary ROW plans. TLM completed Transportation Management Plan (TMP). TLM plans to submit Preliminary ROW plans to TDOT in early June.
TDEC Water Infrastructure Improvement (WII) Grant	Foster/Crouch	Summer 2026	The Brooks St. project has resumed. There will be intermittent lane closures as the underground pipe is installed. Project status meeting is scheduled for June 4.
Paris City Wide Drainage Study	Foster	TBD	TLM continues to work on report.
2024 CDBG – Boardwalk at Eiffel Tower Park	Foster/Lawrence	Summer 2026	City of Paris approved Graves and Graves as the successful bidder. The bid concurrence information was submitted to Faith at NWTDD.
Municipal Facilities Project – Municipal building on N. Caldwell St.	Foster	Winter 2027	Construction Document design phase continues to progress. Design work is ongoing by architects and engineers. TLM and City of Paris have held coordination meetings on door hardware, access controls, and security system.
Municipal Facilities Project – Fire Station on Tyson Ave.	Foster	Summer 2026	The Contractor continues to progress on site. Progress is being made on the CMU walls. The fire suppression has been tied in with domestic after the city test for pressure. Slabs A & B have been poured. Submittals and shop drawing reviews continue. Work is progressing in line with the current schedule. The current substantial completion date is March 6, 2027.

Notes from the City Manager:

- July City Commission Meeting rescheduled to Wednesday, July 1, 2026, at 5:00 PM.
- Kelley Klepper, Kimley Horn Zoning Consultant, and Taylor DiPietro, Land Planning Analyst, will be present for the July 1st City Commission meeting regarding two updates: Home Occupations and Permanent Outdoor Storage/Display.