



**PARIS CITY COMMISSION
REGULAR MEETING AGENDA**
525 High Street Paris, KY 40361
Commission Chambers – Room 121
Tuesday, April 23, 2024 - 9:00 AM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVE MINUTES

- A. Regular Meeting - April 9, 2024

5. SPECIAL PRESENTATIONS

- A. Legislative Update

6. ORDINANCES

- A. Second Reading: Ordinance 2024-8; Amendment to the Compensation Scale Re: Utility Generalist

7. CONSENT AGENDA

- A. Payment of Invoices: General and Utility Fund
- B. Authorization to Surplus Miscellaneous Items

8. REGULAR AGENDA

- A. Purchase of Backyard Machine
- B. Millersburg Rd. Sanitary Sewer Project: Cleaner Water Fund Reallocation
- C. Municipal Order 2024-22; Tap Fee Waiver Request
- D. Municipal Order 2024-23; Member Owned Resource Contract Amendment - KYMEA
- E. Municipal Order 2024-24; Inclement Weather Administrative Guideline
- F. Municipal Order 2024-25; Personnel Orders - Ratification
- G. Discussion Item: City Manager Evaluation Process
- H. City Manager FY'25 Budget Message

- I. March General and Utility Fund Financials
- J. Workshop Request: Rate Study

9. REPORTS

- A. Outside Agencies
- B. City Staff
- C. Mayor & Commissioners

10. ADJOURNMENT

Paris City Commission
525 High Street Paris, KY 40361
Commission Chambers – Room 121
Meeting Minutes
April 9, 2024

CALL TO ORDER

The Paris City Commission met in regular session at 9:00 a.m. viewable on Facebook live at www.facebook.com/cityofparisky on April 9, 2024.

PLEDGE OF ALLEGIANCE

Mayor Plummer called the meeting to order, and the Pledge of Allegiance was recited.

ROLL CALL

Present: Mayor, John Plummer; Commissioner, Wallis Brooks; Commissioner, Tim Gray; Commissioner, Sharon Fields; Commissioner, Mike Withrow.

Others in attendance: City Manager, Jamie Miller; City Attorney, Bryan Beaman; CPA, Brad Oberlander; City Clerk & Treasurer, Stephanie Settles.

APPROVE MINUTES

Motion by Brooks, seconded by Withrow, the motion unanimously carried approving March 26, 2024 minutes as presented.

ORDINANCES

Motion: Move to approve Ordinance 2024-5 an Ordinance Enacting and Adopting a Supplement to the Code of Ordinances.

By: Withrow

Seconded: Plummer

Yes: Plummer, Brooks, Fields, Gray, Withrow

No: None

Abstain: None

Motion: Move to approve Ordinance 2024-6; Amendment to the Compensation Scale for a Police Cadet.

By: Withrow

Seconded: Brooks

Yes: Plummer, Brooks, Fields, Gray, Withrow

No: None

Abstain: None

Motion: Move to approve Ordinance 2024-7 Budget Amendment for July 1, 2023 thru June 30, 2024.

By: Withrow

Seconded: Brooks

Yes: Plummer, Brooks, Fields, Gray, Withrow

No: None

Abstain: None

First Reading of ordinance 2024-8 was read by Jamie Miller and Jacob Barker related to an amendment to the Compensation Scale for a Utility Generalist position.

CONSENT AGENDA

Motion by Plummer, seconded by Fields, the motion unanimously carried approving payment of invoices for General Fund in the amount of \$221,144.30 and Utility Fund in the amount of \$160,887.25.

Motion by Plummer, seconded by Fields, the motion unanimously carried approving Municipal Order 2024-17 for the full-time hire of Forrest Vaughn to the position of Firefighter/EMT, pay scale F6-1. Move to also authorize the Mayor, City Manager, and City Clerk to execute necessary employment agreements.

Motion by Withrow, seconded by Fields, the motion unanimously carried approving Municipal Order 2024-18 for the full-time hire of Jarrod Carter to the position of Firefighter/EMT, pay scale F6-12. Move to also authorize the Mayor, City Manager, and City Clerk to execute necessary employment agreements.

REGULAR AGENDA

Motion by Withrow, seconded by Fields, the motion unanimously carried approving Municipal Order 2024-19 approving the Mayor, City Manager, and City Attorney to finalize and execute any and all necessary documents to carry out the acquisition and construction of the solid waste and recycling convenience center concerning the real property including, but not limited to any plat, easement, deed of correction, quitclaim deed, or lease.

Motion by Gray, seconded by Withrow, the motion unanimously carried approving Municipal Order 2024-20 which authorizes the double staffing of the position of EMS Major within the Fire Department and approves the promotion of Jason Taylor to the position of EMS Major at a Grade/Step of F11-9.

NLC Service Line Warranty Program was presented for discussion. Homeowners can pay monthly rates of \$5.75 for water lines, \$7.75 for sewer lines, and in home lines \$9.95 per month for a warranty program if the homeowner has any breaks or issues with those lines NLC will repair those lines at no cost to the homeowner. The Commission decided to move forward and it will be voted on in a future meeting.

REPORTS

Betty Ann Allen, Tourism

- Tourism website has been updated, and information sent to magazines for publishing. The contract was extended with Travel Host magazine.
- Tourism will be participating in the 400-mile yard sale.

Lauren Biddle, Chamber of Commerce

- Retail Strategies contract was extended to September 11, 2024. Market analyst packets were sent to two grocery store retailers. Additional retailers are showing interest in space located in the Save a Lot area.

Jamie Miller, City Manager

- Joint City County Meeting for FY' 25 funding requests will be at the Library tonight at 6:30 p.m.
- Budget 1 on 1 meetings will be scheduled individually soon.
- Friday April 29th, 1:00 p.m. ground breaking ceremony will be held for the transfer station.

Sharon Fields, Commissioner

- Storm warning notice not heard by citizens, Mike Withrow stated the warning alarms are for outdoor warnings they are not intended to be heard indoors.
- Joint Parks director new hire recommendation was not accepted by the Fiscal Court. Concerns were not shared with the City prior to denial of the position.

Tim Gray, Codmmissioner

- Payment online has a cap and can't pay anything over \$ 300. Jamie Miller stated that the new system will have different threshold and will follow up and prove more information once the threshold is establised.

Commissioner Withrow,
Corner of Pleasant and 10th Street, the tractor trailers are cutting thru the parking lot requesting safety be reviewed for the area.

ADJOURNMENT

Motion by Withrow, seconded by Brooks, the motion unanimously carried to adjourn the meeting at 9:40 a.m.

Attest:

Mayor, John A. Plummer

City Clerk, Stephanie Settles



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: April 23, 2024

AGENDA ITEM: Legislative Update

DEPARTMENT: City Manager

RECOMMENDED MOTION: No motion required

DESCRIPTION: State Representative Matthew Koch will be present to provide an update on the major legislative highlights for the most recently completed session.

REQUESTED BY:

Name: Jamie Miller, City Manager



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: April 23, 2024

AGENDA ITEM: Second Reading: Ordinance 2024-8; Amendment to the Compensation Scale Re: Utility Generalist

DEPARTMENT: Human Resources

RECOMMENDED MOTION: Move to approve Ordinance 2024-8 for the creation of the "Utility Generalist" job position.

DESCRIPTION: In an effort to begin planning for succession within the Power Plant, Human Resources is recommending the creation of a new position within the Operations Compensation Payscale that will be graded at O5 titled, "Utility Generalist". The intent of this position is to develop an individual that will eventually take over Power Plant operations, as well as providing support to the other Utility Departments where appropriate. This will be a short term position with an estimated need not to exceed 2-3 years, unless there is a change in condition. The estimated annual total compensation cost is \$60,000 (compensation and benefits), with a current fiscal year impact of approximately \$15,000. The current year would require a budget transfer to moves funds into the appropriate line.

The individual placed into this position will report directly to the Assistant City Manager who will work with the Power Plant Foreman to develop a training routine as well as assigning duties to assist Water, Wastewater, Field Operations, and GIS as required.

REQUESTED BY:

Name: Jacob Barker, Director of Human Resources

**CITY OF PARIS
ORDINANCE 2024-8**

**AN ORDINANCE RELATED TO THE AMENDMENT OF EMPLOYEE PAY
SCALE AND CLASSIFICATION RANGES**

WHEREAS, the City regularly reviews its system of personnel organization and management and those reviews periodically result in recommended revisions to its pay scales and grades;

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

The pay scales and grades attached as Exhibit A incorporated into this Ordinance as is set out in full are adopted as the governing pay scales, steps, and grades for all full time employees of the City of Paris, in accordance with KRS 83A.070, until such time as the City Commission may amend these pay scales, steps, and grades. This ordinance also adopts all positions outlined in the Exhibit.

This Ordinance shall be effective upon approval of the second reading.

The foregoing Ordinance was read for the first time April 9, 2024 and was read for the second time adopted and approved April 23, 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: April 23, 2024

AGENDA ITEM: Payment of Invoices: General and Utility Fund

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve the payment of invoices for General Fund in the amount of \$196,848.01 and Utility Fund in the amount of \$150,069.04.

DESCRIPTION: Attached is the summary of invoices for the General Fund (\$196,848.01) and Utility Fund (\$150,069.04). Notable purchases include the continued repair and replacement of pumps and payment towards the Rate Study.

REQUESTED BY:

Name: Brad Oberlander, Finance Director



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: April 23, 2024

AGENDA ITEM: Authorization to Surplus Miscellaneous Items

DEPARTMENT: Assistant City Manager

RECOMMENDED MOTION: Move to approve the surplus of miscellaneous items for sale, recycling, or scrap and authorize the Mayor, City Clerk, and City Manager to execute any necessary documents.

DESCRIPTION: The attached list consists of items that were acquired by the City of Paris or has come into possession of the City. They are being declared surplus because they are broken and/or no longer useable as intended when acquired.

It is in the best interest of the public to dispose of these items as they are no longer needed and are causing a hazard because of the large amount of accumulation in storage areas.

In keeping with KRS 82.083, items will be sold for scrap or disposed of as garbage/ recycling in a manner consistent with the public interest if the property has no value, or of nominal value as determined by an independent appraisal; or it will be sold by sealed bid or through online auction.

Electronic Auction is an approved method of sale or disposition of City property under KRS82.083.

REQUESTED BY:

Name: Kevin Mayhorn, Assistant City Manager

CITY OF PARIS - NOTICE OF SURPLUS

As authorized by KRS 82.083(3)(a) and other applicable law, the City of Paris declares the following miscellaneous items as surplus property:

[illegible]



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: April 23, 2024

AGENDA ITEM: Purchase of Backyard Machine

DEPARTMENT: Electric

RECOMMENDED MOTION: No motion required.

DESCRIPTION: The Electric Department is requesting permission to follow the process to purchase a tracked utility backyard machine, reallocating funds originally budgeted in Major Capital Outlay for the repair of the old Claysville Substation transformer (23EL01).

For the current fiscal year \$266,545.00 was budgeted for the purchase of the new transformer, which was intended to include the repair of the old transformer. After the new transformer was installed, it was determined that the old transformer could not be fixed with a minor repair. Due to the higher expense, a new project profile will be created in the upcoming Fiscal Year.

This has left a surplus of \$105,749.45 in the major capital budget for the current year while funding is being evaluated in the upcoming year to determine the appropriate course for the old transformer.

The Electric Department is requesting the reallocation of this budget to purchase a backyard machine. This machine would be useful for the repair and replacement of utility poles, transformers and power outages in areas that are prone to more frequent outages and inaccessible to a regular utility bucket truck.

Staff will complete the required purchasing process and this item will be brought back before the Commission for award since it is anticipated to be in excess of \$40,000. The staff believe options for purchase may be within the current amount of the excess budget.

REQUESTED BY:

Name: Aaron Sparkman, Electric Superintendent



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: April 23, 2024

AGENDA ITEM: Millersburg Rd. Sanitary Sewer Project: Cleaner Water Fund Reallocation

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve and authorize the Mayor, City Manager, and City Clerk to execute the Reallocation Request form for the Millersburg Road Sanitary Sewer Extension.

DESCRIPTION: Municipal Order 2022-16 Established the Millersburg Road Sanitary Sewer Extension.

A total of \$1.3M was allocated to the Sanitary Sewer Project from Phase I (\$726,735) and II (\$573,265) of the Cleaner Water Funds. An additional \$656,936 was earmarked for Planning and Design costs for the future Water Tank at the Millersburg Rd. park.

Bluegrass Area Development District is administering the grant funding.

Strand Associates, Inc. is the Engineer for this project. They have provided a few alternative options for the project. The cost of the alternatives range from construction costs of \$2.02M to \$6.61M.

The staff is recommending reallocating the funds assigned to the design of the Water Tank to the Sanitary Sewer project. This would bring the total funding for the Sanitary Sewer project to approximately \$1,956,936. The use of this funding has to be agreed upon between the City and the County.

The BGADD has indicated that after the project is bid some small adjustment of Cleaner Water Funding may be available. A Fund B Loan may be a source available (0.5% interest rate) to assist with funding the remainder of the project.

REQUESTED BY:

Name: Kevin Mayhorn, Assistant City Manager
Jamie Miller, City Manager



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: April 23, 2024

AGENDA ITEM: Municipal Order 2024-22; Tap Fee Waiver Request

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve Municipal Order 2024-22 regarding a partial sewer tap fee waiver and authorize the Mayor, City Manager, and City Clerk to execute all necessary documents.

DESCRIPTION: Municipal Order 2023-24 granted a partial sewer tap fee waiver to Magnolia Trace as an Economic Development Incentive. This granted a 40% waiver for 47 taps, valid through June 30, 2025.

The developers have completed all the taps on Phase I, except for the commercial lots.

The developers are working on Phase II and the requested Economic Development Incentive is being proposed for consideration. Phase II will contain 11 duplexes with a total of 24 taps.

Overall, all phases of the project are anticipated to result in approximately 225-250 housing units for the City of Paris.

The sewer tap fee is \$900.00.

Local Kentucky communities such as Georgetown, Pineville, Elizabethtown, Paducah, Hardin County, Bullitt County, and Corbin have been surveyed to determine if there are other communities with programs that have tap fee waivers or other economic incentives for residential development. I was not able to find a comparison within the Commonwealth as an example that has a tap fee waiver program. Most entities do not offer programs for residential development unless it is focused on infill/redevelopment or the Main St. area.

There have been other communities in other states that provide full or partial tap fee waivers.

Attached is a Municipal Order that is drafted to provide a 55% reduction in sewer tap fees designated for this specific phase of this project as an Economic Development package. This specific package is being proposed because there is a current need and desire to increase housing availability options within the City of Paris. Based on research, staff recommend adopting a formal program going forward as incentives for residential development are not as common, and it is recommended that we continue to consider this case by case. A few of the reasons for the proposed increase in the percentage of waiver from 40% to 55% are based on the developers recent success in completing their proposed development in a timely manner and the additional phase being evaluated as an addition to the Phase I and not a separate development.

The percentage can be changed when making the motion if desired. This is an approximate \$11,800 fee waiver. This is for the sewer tap only. There is not a proposed waiver on the water tap fee.

REQUESTED BY:

Name: Jamie Miller, City Manager

**CITY OF PARIS
MUNICIPAL ORDER 2024-22**

**A MUNICIPAL ORDER APPROVING A PARTIAL WAIVER
OF SEWER TAP FEES AS AN ECONOMIC
DEVELOPMENT INCENTIVE FOR PHASE II OF THE
MAGNOLIA TRACE RESIDENTIAL HOUSING
DEVELOPMENT**

WHEREAS, the City Commission has a need to attract additional housing development options to the City of Paris;

WHEREAS, Phase I of the Magnolia Trace development was recently completed and had 47 lots of residential development;

WHEREAS, Phase II of the Magnolia Trace development is proposed to have 11 duplexes and 24 taps for residential development;

WHEREAS, the City of Paris is interested in extending a one-time incentive package without creating a precedence for the extension of a similar program to other projects or phases;

NOW THEREFORE be it resolved by the Board of Commissioners of the City of Paris, Kentucky to approve a 55% reduction of the sewer tap fees in Phase II of Magnolia Trace residential development. This reduction shall expire June 30, 2026.

Enacted at the City Commission's regular meeting on April 23, 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: April 23, 2024

AGENDA ITEM: Municipal Order 2024-23; Member Owned Resource Contract Amendment - KYMEA

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve Municipal Order 2024-23 regarding the amendment to the member owned resource contract with KYMEA and authorize the Mayor, City Manager, and City Clerk to execute all necessary documents.

DESCRIPTION: The City of Paris currently has a contract with KYMEA and receives credit for the Diesel Units owned by the City of Paris that are periodically operated for energy generation for KYMEA.

The current contract is based on the availability to generate up to 11 MW.

In August 2023, major damage was sustained to Unit 4. The estimated cost to repair Unit 4 is in excess of \$1.2M. Due to the high cost of repair and the estimated remaining life of the KYMEA contract, staff do not recommend repairing Unit 4 at this time.

The attached contract amendment reduces the generation credit from 11MW to 10MW based on the loss of this unit. This is a loss in credit of approximately \$45,000 annually.

REQUESTED BY:

Name: Jamie Miller, City Manager

**CITY OF PARIS
MUNICIPAL ORDER 2024-23**

**A MUNICIPAL ORDER APPROVING AN AMENDMENT
TO THE MEMBER OWNED RESOURCE CREDIT
AGREEMENT WITH KYMEA**

WHEREAS, the City has a current agreement with KYMEA that provides for a member resource generation credit for 11MW for the Diesel Power Plant;

WHEREAS, in 2023 one of the engines sustained major damages and is not operable;

WHEREAS, the attached amendment to the agreement reduces the member generation credit to be based off 10MW to account for the reduction of the unit;

NOW THEREFORE be it resolved by the Board of Commissioners of the City of Paris, Kentucky to approve the attached revised Appendix A to the contract dating February 1, 2024 and authorizes the Mayor, City Manager, and City Clerk to execute all necessary documents.

Enacted at the City Commission's regular meeting on April 23, 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: April 23, 2024

AGENDA ITEM: Municipal Order 2024-24; Inclement Weather Administrative Guideline

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve Municipal Order 2024-24 approving an Inclement Weather Administrative Guideline.

DESCRIPTION: Attached is the portion of the Personnel Ordinance regarding Inclement Weather.

The attached Municipal Order provides for an Administrative Guideline, not in conflict with the ordinance, that provides additional clarity for administration during times of Inclement Weather and Emergency Closures.

FEMA recommends certain parameters be in place in the policy, such as how an emergency is declared, in order to increase the chances for reimbursement for FEMA during declared disasters. Other surrounding community's policies were reviewed as well to ensure the recommendation aligns with common practices within the state.

REQUESTED BY:

Name: Jamie Miller, City Manager

**CITY OF PARIS
MUNICIPAL ORDER 2024-24**

**A MUNICIPAL ORDER APPROVING ADMINISTRATIVE
GUIDELINES RELATED TO INCLEMENT WEATHER.**

WHEREAS, the City has general Policy within the Personnel Ordinance governing Inclement Weather that allows for the fair and consistent administration of rules for emergency closures; and

WHEREAS, it has been determined that an Administrative Guidelines that provide additional detail will assist in administration and FEMA compliance; and

WHEREAS, the guidelines occasionally require revision; and

NOW THEREFORE be it resolved by the Board of Commissioners of the City of Paris, Kentucky that the Inclement Weather Administrative Guideline be adopted. FURTHER authorize the City Manager to make amendments to the guide related to administrative clean-up or operational matters. Policy decisions and items impacting financial items shall be brought forth to the Commission for adoption.

Enacted at the City Commission's regular meeting of April 23, 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



Administrative Guide 1-3

Inclement Weather and Emergency Closure

Effective Date: XXXXXXXX

Prior Version Date:

Statement of Policy

The City of Paris (City) recognizes that periodic inclement weather may occur that could have an impact on the operations of the City. The City of Paris recognizes the importance of ensuring the safety and well-being of its employees during times of inclement weather and emergency closures. This policy establishes guidelines for employee attendance, compensation, and responsibilities during such circumstances, while ensuring compliance with FEMA reimbursement requirements. This guideline is adopted and maintained in accordance with Municipal Order XXXXX and as an expansion of the City of Paris Personnel Policy and Procedures Handbook. Departments may establish Department Specific rules and if these guidelines conflict with any City, Departmental or Division Standard Operating Procedure, directive and/or regulations, the directive and/or regulation will take precedence, with the exception of any rules or provisions governing pay and benefits.

Responsibility

This policy applies to all City Employees, including full-time and part-time employees.

Governing Laws or Policy Reference

City of Paris Personnel Policy and Procedures

Federal Emergency Management Administration (FEMA) Rules for Force Labor Accounting and Emergency Labor

Administrative Guidelines

1.1 Emergency Closing

When changes in hours of operations are necessary due to emergency situations such as inclement weather or a loss in a facility function, the City Manager may authorize an Emergency Closing. The hours of the period of closure will be documented.

(a) Communication

The City Manager will notify the Department Heads of emergency closings. Department Heads or other designated Supervisors will notify Employees. Employees are encouraged to sign up for RAVE alerts. When possible, it is the goal to provide prior notice of emergency closures. However, not all closures can be determined until all factors are evaluated and the City cannot account for the distance each employee travels to arrive at work, or the different schedules worked by staff.

(b) Use of Leave for Closures

If the City remains closed for an entire day because of an emergency situation, employees scheduled to work that day that were unable to report to work will be paid for the number of hours they were scheduled to work. If an emergency closing occurs during hours the City is open, employees will be paid for any remaining hours scheduled. However, said hours will not be considered productive or worked hours for the purpose of overtime calculations. Further, if an employee is on approved time off, they will not receive credit for the hours that the City is closed. If the City opens late due to an emergency situations, scheduled staff who report to

work will receive credit for regularly scheduled hours for that day. If hours are required outside of normal working hours due to a call out unrelated to the emergency closure, the City Manager will have the authority to evaluate the impact of the closure on the calculation of these hours.

1.2 Essential Services

The City is responsible for providing essential services, regardless of weather conditions. Public Safety employees and other employees as determined by each Department Head may be required to report to work as scheduled, even in the event of weather conditions in which travel to and from work is difficult. Each Department Head shall have the authority to require sufficient employees to work in order to meet essential services.

- (a) Employees involved in essential services are excused from work only with specific authorization of supervisors, regardless of radio or other announcements. Failure to report to work during emergencies by employees required for essential services may be cause for disciplinary action.
- (b) Essential employees that are required to come in during periods of full City Closure will be given time off at an hour for hour basis for any hours worked during the period of closure for time that would be within their 40 hours of the workweek. Any hours worked over forty hours are compensated at a rate of 1 ½ times their rate (overtime) and would not be converted into time off. Ability to take the time off is at the request of the employee with the approval of the supervisor. All time must be used within one year of accrual. This provision will not apply if only one building or only a portion of the City facilities are designated as a closure due to an emergency.

1.3 Extreme Weather Not Resulting in a Closure

When the City is open, but extreme weather conditions and individual circumstances make it impossible for an employee to arrive at their regular time, reasonable allowances for tardiness may be made by the supervisor. The employee must exercise personal judgement in not reporting to work, but must notify their immediate supervisor prior to the time of starting work. If City offices are not subsequently closed, this time off will be charged against available paid leave banks or leave without pay at the employee's discretion.

1.4 Telecommuting and Remote Work

Where feasible and appropriate, employees may be authorized to work remotely during inclement weather or emergency closures, subject to supervisor approval and the availability of necessary resources, equipment, and duties to be assigned.

1.5 Declared Disasters

Periodically an Emergency will occur that is larger in scope than an inclement weather event that may result in extended periods of interruption to normal City operations. These events will be designated as a Declared Disaster by the Mayor. The Declaration will be done in writing. This section of the Policy will be specifically cited for the provisions to be applicable.

- (a) All employees may be considered essential during such Declared Disaster. All employees are required to report to work during such an event and may be expected to perform duties outside of the scope of their normal duties. In exceptional circumstances, the city may provide Emergency Leave to employees unable to work during this time, but the employee will be required to use Paid Time Off for absences during these closures.

- (b) Employees working during this Declared Disaster will be eligible for premium pay at a rate of 1.5x their normal rate for all hours over 40 hours worked in the work week. This will include salary exempt employees that are not generally authorized premium pay. These provisions may only be considered for a period of the first seven (7) days of the Declared Disaster without explicit extension of these provisions.

(c) **FEMA Compliance**

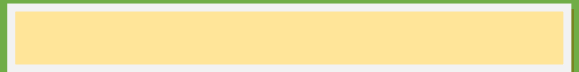
Department must maintain and submit to the Payroll Office all records of employee attendance, leave usage, and compensation during Declared Disasters. All forms must be in compliance with FEMA Reimbursement requirements. Departments will record time in the automated time system, but must still complete the FEMA required forms. All forms required for FEMA reimbursement must be submitted in a timely manner.

Employees are responsible for accurately reporting their time.

Approval

Commission Approval Date (if applicable) _____.

Signature Date: _____ City Manager



Head:

k) Inclement Weather Policy:

- i) In the event of occurrence of weather conditions in which travel to and from work may jeopardize the safety of employees, city offices may be closed at the direction of the City Manager. Employees will be notified of this action in an appropriate manner.
- ii) The city is responsible for providing essential services, regardless of weather conditions. Public safety employees and other employees as determined by each Department Head may be required to report to work as scheduled, even in the event of weather conditions in which travel to and from work is difficult. Each Department Director shall have the authority to require sufficient employees to report to work in order to meet essential services.
- iii) Where individual circumstances exist, such as longer than average distance of travel to and from the work place, the employee may exercise personal judgment in not reporting for work, provided that the immediate supervisor is notified prior to the scheduled time to report to work. If city offices are not subsequently closed, this time off will be charged against annual leave or leave without pay at the employee's discretion.



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: April 23, 2024

AGENDA ITEM: Municipal Order 2024-25; Personnel Orders - Ratification

DEPARTMENT: Human Resources

RECOMMENDED MOTION: Move to approve Municipal Order 2024-25 regarding direction on personnel orders and ratification of prior appointments.

DESCRIPTION: City practice, in accordance with the Personnel Ordinance, has been to bring forward all full-time new hires and any full-time terminations outside of probation to the commission for approval, with the City Manager approving all other items.

The staff has had discussions with Kentucky League of Cities, reviewed the verbiage of KRS 83A.140, and discussed best practices with surrounding communities. The statute references "Appointments, Tenure, or Removal of Any Employee". The consensus is that the statute should be interpreted to mean that any full time new hire, transfer, promotion, demotion, or removal from employment should be brought forward and confirmed by the Commission. The staff has recently begun this process and items have been placed on the Agenda as Municipal Orders under "Personnel Orders".

The attached Municipal Order recommends and provides clarity going forward that all full-time hires, transfers between departments, staff promotions/demotions, lateral position changes, and removal from full-time employment in an involuntary manner will be brought to commission via municipal order.

Employee compensation adjustments based upon evaluations, additional training/certifications, or for merit will still remain within the authority of the City Manager to authorize as it is considered as part of the budget and Compensation Scales.

Movement of personnel within a position that has been pre-identified as part of the compensation scale to have multiple tiers (such as Water Plant Operators, Maintenance Workers, Lineman levels etc.) and can be filled on a non-competitive basis (not a promotion) will be within the authority of the City Manager to authorize, so long as their base position is not changing. If an employee is moving from Maintenance Worker to Plant Operator, that would be considered moving to a new role and would come to the Commission for approval.

New hires and terminations of part-time employees will remain within the authority of the City Manager. Termination of employment for employees on probation will remain within the authority of the City Manager.

The Municipal Order also ratifies all staff in their current position and grade.

If the City Commission is comfortable with the recommended direction of the Municipal Order, when the next revision of the Personnel Ordinance for this section is addressed, this language will be cleaned up.

REQUESTED BY:

Name: Jacob Barker, Director of Human Resources

**CITY OF PARIS
MUNICIPAL ORDER NO. 2024-25**

**A MUNICIPAL ORDER APPROVING THE AUTHORITY
FOR PERSONNEL ACTIONS AND RATIFYING ALL
CURRENT PERSONNEL.**

WHEREAS, the City has sought clarification on a portion of the personnel policy as it relates to KRS 83A.140; and

WHEREAS, the City desires to acknowledge and ratify all employees within their current position and grade; and

WHEREAS, the City desires to provide additional clarification on authority as it relates to personnel action.

NOW THEREFORE, be it ordered by the City Commission of the City of Paris, Kentucky to ratify all current employees within their current position and grade. FURTHER authorize the City Manager to approve movement of employees within their current grades utilizing the step program based on evaluation and merit; implementation of training and certification pay as outlined in the compensation scale; movement of personnel within tier progressed positions; new hire and termination of part-time employees; and termination of employees that have not completed their probationary period. FURTHER authorize the City Commission shall retain authority for all full-time new hires, transfers between departments, promotions, demotions, lateral position changes, and involuntary removal from full-time employment.

Enacted at the City Commission's regular meeting of April 23, 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: April 23, 2024

AGENDA ITEM: Discussion Item: City Manager Evaluation Process

DEPARTMENT: Human Resources

RECOMMENDED MOTION: No motion required; Discussion Item

DESCRIPTION: Per contract, the City Manager's evaluation is to be completed by June 30th of each year.

Attached is the form used in prior evaluations. Also attached is a sample form provided by International City Manager Association (ICMA).

Staff is requesting direction from the City Commission on their preferred process for this year to include topics such as:

- Does the Commission have a preferred form? If neither of the attached forms meet the needs of the Commission, staff can create a form that meets the needs of the Commission.
- Timeline and Process: Staff is proposing that the Commission complete the written evaluation by May 20 and return to Human Resources. HR will compile the written responses by May 31 and return to the Commission and the City Manager. An evaluation meeting will be held with the City Manager by two Commission members by mid-June. The evaluation will be discussed at the last meeting in June.

This process follows what has been done most recently, but can be changed if desired by the Commission. If no changes are desired, then two commission members need to be identified to have a meeting with the City Manager.

REQUESTED BY:

Name: Jacob Barker, Human Resources Director



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: April 23, 2024

AGENDA ITEM: City Manager FY'25 Budget Message

DEPARTMENT: City Manager

RECOMMENDED MOTION: No motion required; Discussion item only

DESCRIPTION: The City Manager will present an initial FY24-25 Budget Message for review and direction by the Commission.

REQUESTED BY:

Name: Jamie Miller, City Manager



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: April 23, 2024

AGENDA ITEM: March General and Utility Fund Financials

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve financial reports as presented reflecting general fund revenues of \$8,317,535 with expenses of \$8,041,971 and utility fund revenues of \$15,067,255 with expenses of \$11,385,684.

DESCRIPTION: General Fund financial reports as presented reflect revenues of \$8,317,535 or 78.3% of budgeted revenues with expenses of \$8,041,971 or 68.4% of budgeted expenditures, with revenues exceeding expenses by \$275,564. Operating cash at the end of February totaled \$6,446,344 in addition to \$3,000,000 being held in CD's.

Utility Fund financial reports as presented reflect revenues of \$8,184,288 or 73.6% of budgeted revenues, excluding grant and loan proceeds received of \$6,883,000 and budgeted \$14,611,936, respectively. Expenses total \$8,107,318 or 75.1% of budgeted expenditures, excluding grant and loan disbursements of \$3,878,366 and budgeted \$14,611,936, respectively. Revenues exceeded expenses by \$81,604 (net of \$3,000,000 in bond proceeds). Operating cash at the end of February totaled \$603,054 with total cash on hand totaling \$2,832,761.

REQUESTED BY:

Name: Brad Oberlander, CPA



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: April 23, 2024

AGENDA ITEM: Workshop Request: Rate Study

DEPARTMENT: City Manager

RECOMMENDED MOTION: Provide direction on a desired date for a Workshop

DESCRIPTION: The staff is requesting the Commission to consider holding a Workshop to review and discuss the preliminary results of the Utility Rate Study.

The recommended date is Tuesday, May 7, 2024, at 9am.

If that date does not work, the next recommended date is Wednesday, May 8, 2024, at 9am.

Two alternative dates if neither of the above work are Wednesday, May 1, 2024, at 9am or Thursday, May 2nd, 2024, at 9am.

REQUESTED BY:

Name: Jamie Miller, City Manager