

KIM FOSTER, CITY MANAGER
JAMES SMITH, ATTORNEY



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

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

**CITY HALL COURTROOM
November 2, 2023
5:00 P.M.**

Regular Meeting

Call to Order: Kathy Ray, Mayor

Roll Call: Tammie Hopper, Finance Director

Pledge of Allegiance and Prayer

Approval of the Minutes of Previous Meetings: October 5, 2023 – Regular Meeting

Board Will Hear Comments from Citizens

Board Will Hear Comments from the Commission

Service Resolutions and Proclamations: None

OLD BUSINESS

- 1.) Ordinance to Enact Title 4 Chapter 6 regarding the International Energy Code in the Paris Municipal Code (Second Reading):** Jesse Skidmore, Building & Codes Dir.

NEW BUSINESS

- 1.) Financial Update:** Tammie Hopper, Finance Director
- 2.) Appointments to Boards:** Kathy Ray, City Mayor
- 3.) Resolution to Amend the Police Department Rules and Procedures Manual by adding Body Worn Camera Policy:** Ean Reed, Asst. Chief of Police
- 4.) Resolution to Amend the Police Department Rules and Procedures Manual by adding Police K9 Units:** Ean Reed, Asst. Chief of Police
- 5.) Request to Acquire Undeveloped Alley on Depot Street:** Kim Foster, City Manager
- 6.) Request to Commit ARPA Funds:** Kim Foster, City Manager

**Status of Various Projects
Notes from the City Manager**

Adjournment

**OLD BUSINESS
AGENDA ITEM #1**

**Ordinance to Enact Title 4 Chapter 6 regarding the International Energy Code in the
Paris Municipal Code (Second Reading)**

The following ordinance encompasses staff recommendations for the addition of the 2018 International Energy Conservation Code to the Paris Municipal Code. This code is a subset of building codes, which establishes baseline requirements and governs building construction. This is a simple housekeeping measure that puts the Building and Codes Department in compliance with the State of Tennessee after a recent audit.

ORDINANCE NO. 1300

AN ORDINANCE to Amend Title 4 Chapter 1 of the Paris Municipal Code

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, Title 4, Chapter 1 of the Paris Municipal Code shall be amended as follows:

- A. That 4-101 et.seq. of the Paris Municipal Code be deleted in its entirety and the following substituted therefore:

4-101. Building Code Adopted. Pursuant to authority granted by T.C.A. 6-54-501 et seq., and for the purposes of regulating the construction, alteration, repair, use and occupancy, location, maintenance, removal, and demolition of every building or structure or any appurtenance connected or attached to any building or structure the 2018 International Building Code, 2018 International Residential Code, 2018 International Mechanical Code, 2018 International Property Maintenance Code, 2018 International Existing Building Code, and **2018 International Energy Conservation Code** with all current amendments are hereby adopted, incorporated by reference as a part of this code, and are hereafter referred to collectively as the "Building Codes for the City of Paris, Tennessee" (Ord. #205, 1947, modified; Ord. #387, 05/01/67; Ord. #415, 04/11/70; Ord. #420, 11/09/70; Ord. #624, 06/06/85; Ord. #677, 02/04/88, Ord. #738, 08/17/90; Ord. #864, 10/06/94, Ord. #934, 06/02/98, Ord. #1026 12/04/03, Ord. #1063, 9/7/06; Ord. #1082, 2/7/08, Ord. #1135, 04/05/12, Ord. #1255, 6/23/20, Ord. #1300, __/__/2023).

- B. That 4-105 of the Paris Municipal Code be deleted in its entirety and the following substituted therefore:

4-105. Violations and Penalties. It shall be unlawful for any person to violate or fail to comply with any provisions of the Building Codes for the City of Paris, Tennessee as herein adopted by reference and modified. **Any Violation of any section of this chapter upon conviction, shall be punished by a fine of not less nor more than fifty (\$50.00) dollars. Each day such violation continues shall constitute a separate offense. This penalty shall be in addition to any other penalty provided by any section of this chapter.** (Ord. #1255, 6/23/20), Ord. #417, 04/30/1970, Ord. #1300, __/__/2023).

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

SECTION 3. This Ordinance shall take effect on and after the final passage and adoption.

Passed and adopted October 5, 2023.

Passed and adopted November 2, 2023.

Mayor

Finance Director

**NEW BUSINESS
AGENDA ITEM #1
Financial Update**

Narrative to September 2023 Operating Statement

We had a slight increase in our retail sales tax revenue of 1.28% over this time last year.

We received \$8,272.59 in Hotel/Motel tax collected during the month of September and expect to see an increase in October as systems were updated and owners/operators began collecting.

A total of 3,766 ESN122 Fire Fee notices were mailed at the end of August due by September 30th. We collected about 53% of the amount billed, which is the average we typically receive each September. We usually collect an additional 10-15% by the end of the fiscal year.

Other Business:

Personnel changes in September:

New Employees (4): One Dispatcher (Full time), Three Civic Center (Part time)
Terminations (1): Fire Department (Full time)

We issued five business licenses in September:

New Business (5): Hope LP, S. Diamond Lea, Laine Boutique, Gina Marie Hair and Makeup, B & H Construction.

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

| | | | | | | | | % |
|-------------------------------------|--|---------------------------|----------------------------|----------------------------|----------------------------|---------------------------|--|------------|
| | | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 | | Incr(Decr) |
| JULY | | \$802,267 | \$898,979 | \$951,793 | \$1,046,570 | \$1,054,946 | | 0.80% |
| AUGUST | | \$799,378 | \$843,541 | \$895,516 | \$931,433 | \$943,347 | | 1.28% |
| SEPTEMBER | | \$797,992 | \$888,921 | \$965,256 | \$1,067,740 | | | |
| OCTOBER | | \$761,453 | \$873,733 | \$974,047 | \$1,036,880 | | | |
| NOVEMBER | | \$807,105 | \$874,641 | \$988,199 | \$1,059,818 | | | |
| DECEMBER | | \$957,286 | \$1,097,412 | \$1,210,615 | \$1,218,473 | | | |
| JANUARY | | \$713,906 | \$844,826 | \$839,389 | \$915,685 | | | |
| FEBRUARY | | \$727,380 | \$719,938 | \$859,647 | \$936,706 | | | |
| MARCH | | \$840,175 | \$1,101,592 | \$1,102,651 | \$1,106,574 | | | |
| APRIL | | \$865,360 | \$1,040,359 | \$1,060,677 | \$1,069,082 | | | |
| MAY | | \$949,140 | \$1,005,346 | \$1,105,515 | \$1,122,824 | | | |
| JUNE | | \$966,861 | \$1,013,926 | \$1,125,455 | \$1,177,018 | | | |
| TOTAL | | <u>\$9,988,303</u> | <u>\$11,203,215</u> | <u>\$12,078,759</u> | <u>\$12,688,803</u> | <u>\$1,998,293</u> | | |
| Previous YTD % Increase/Decrease | | 2.79% | 12.16% | 7.82% | 5.05% | 1.03% | | |

**Monthly Operating Statement
September 2023**

| REVENUES | <u>Annual Budget</u> | <u>Current Month</u> | <u>Yr to Date</u> | <u>Percent Realized</u> |
|-----------------------------------|----------------------|----------------------|-------------------|-------------------------|
| Property Taxes | 1,985,000 | 2,558 | 9,935 | 0.50% |
| Local Option Sales Tax | 6,600,000 | 520,106 | 1,653,744 | 25.06% |
| Wholesale Liquor / Beer | 900,000 | 83,608 | 245,641 | 27.29% |
| Business Tax | 450,000 | 16,228 | 25,853 | 5.75% |
| Fees & Licenses | 166,250 | 1,355 | 38,012 | 22.86% |
| In Lieu Payments | 852,250 | 52,411 | 143,880 | 16.88% |
| Grants | 2,854,250 | 80,925 | 304,622 | 10.67% |
| State Shared taxes | 1,895,000 | 127,729 | 427,153 | 22.54% |
| All Other | 1,815,550 | 237,918 | 669,389 | 36.87% |
| ARPA/TDEC-WII | 950,000 | 0 | 0 | 0.00% |
| Total General Fund Revenue | 18,468,300 | 1,122,839 | 3,518,229 | 19.05% |
| | | | | |
| Solid Waste Collection - BPU | 1,285,000 | 106,622 | 308,962 | 24.04% |
| Solid Waste Disposal - Transfer | 470,000 | 37,030 | 138,065 | 29.38% |
| Other Revenue | 30,300 | 309 | 504 | 1.66% |
| Total Sanitation | 1,785,300 | 143,961 | 447,530 | 25.07% |
| | | | | |
| Gate Receipts - Brush & Debris | 175,000 | 15,955 | 52,149 | 29.80% |
| County Share Operating Exp | 35,000 | 0 | 0 | 0.00% |
| Gate Receipts - Tires | 10,000 | 394 | 2,069 | 20.69% |
| Other Revenue | 41,550 | 518 | 876 | 2.11% |
| Total Landfill | 261,550 | 16,866 | 55,094 | 21.06% |
| | | | | |
| Total Drug Fund | 43,550 | 1,141 | 14,108 | 32.39% |
| | | | | |
| TOTAL REVENUES | 20,558,700 | 1,284,807 | 4,034,961 | 19.63% |

| EXPENDITURES | <u>Annual Budget</u> | <u>Current Month</u> | <u>Yr to Date</u> | <u>Percent Realized</u> |
|----------------------------------|----------------------|----------------------|-------------------|-------------------------|
| Grants & Donations | 189,505 | 0 | 32,278 | 17.03% |
| General Administration | 515,851 | 38,825 | 136,449 | 26.45% |
| Economic Development | 178,877 | 14,371 | 43,713 | 24.44% |
| Elections | 0 | 0 | 0 | 0.00% |
| Financial Administration | 344,685 | 50,679 | 121,813 | 35.34% |
| City Hall Building | 111,969 | 11,781 | 30,536 | 27.27% |
| Police Department | 2,705,709 | 186,286 | 756,137 | 27.95% |
| Emergency Communications | 831,273 | 59,132 | 176,334 | 21.21% |
| Fire Department | 2,068,767 | 145,736 | 510,545 | 24.68% |
| Building Inspection | 242,763 | 17,615 | 65,435 | 26.95% |
| Street Maintenance | 1,963,762 | 131,559 | 542,656 | 27.63% |
| State Street Aid | 1,696,500 | 16,516 | 1,316,357 | 77.59% |
| Storm Water Management | 158,757 | 6,510 | 27,489 | 17.32% |
| Street Lighting | 131,000 | 4,992 | 19,094 | 14.58% |
| City Garage | 350,263 | 18,104 | 77,912 | 22.24% |
| Cemetery Maintenance | 78,892 | 10,248 | 30,765 | 39.00% |
| Health & Animal Control | 289,290 | 15,567 | 66,059 | 22.84% |
| Civic Center | 740,931 | 40,281 | 163,232 | 22.03% |
| Parks & Recreation | 1,240,489 | 115,930 | 421,726 | 34.00% |
| Library | 196,096 | 32,683 | 65,366 | 33.33% |
| Community Development | 3,082,500 | 87,307 | 272,035 | 8.83% |
| ARPA-SLFRF | 1,000,000 | 0 | 17,753 | 1.78% |
| ARPA/TDEC-WII | 950,000 | 0 | 1,170 | 0.12% |
| Debt Service | 259,000 | 0 | 102,511 | 39.58% |
| General Fund Expenditures | 19,326,879 | 1,004,120 | 4,997,366 | 25.86% |
| Sanitation Collection | 1,217,528 | 98,036 | 277,456 | 22.79% |
| Contractual Services | 800,000 | 62,379 | 214,078 | 26.76% |
| Total Sanitation | 2,017,528 | 160,415 | 491,533 | 24.36% |
| Total Landfill | 234,677 | 16,762 | 78,563 | 33.48% |
| Total Drug Fund | 49,500 | 717 | 11,582 | 23.40% |
| TOTAL EXPENDITURES | 21,628,584 | 1,182,014 | 5,579,043 | 25.79% |

| <u>REVENUES OVER / (UNDER) EXPENDITURES</u> | <u>Current Month</u> | <u>Yr to Date</u> |
|---|----------------------|-------------------|
| General Fund | 118,719 | (1,479,136) |
| Sanitation | (16,454) | (44,003) |
| Landfill | 105 | (23,469) |
| Drug Fund | 424 | 2,526 |

**NEW BUSINESS
AGENDA ITEM #2
Appointments to Boards**

| <u>BOARD</u> | <u>CURRENT MEMBER</u> | <u>PROPOSED MEMBER</u> | <u>TERM EXPIRATION</u> | <u>NEW EXPIRATION</u> |
|--|-----------------------|------------------------|------------------------|-----------------------|
| Downtown Parking Committee 1 Year Term (Chamber of Commerce Appointment) | Rachel Steedly | Rachel Steedly | November 7, 2023 | November 7, 2024 |
| Downtown Parking Committee 3 Year Term (City Manager Appointment) | Kathy Carney | Donna Craig | November 7, 2023 | November 7, 2026 |

**NEW BUSINESS
AGENDA ITEM #3
Resolution to Amend the Police Department Rules and Procedures Manual by adding
Body Worn Camera Policy**

The following resolution, presented for your consideration, contains a Body Worn Camera policy for the Policies and Procedures Manual of the City of Paris Police Department. This policy is a requirement in part of a Federal Grant that the Paris Police Department received in order to purchase the cameras and equipment. This policy also addresses the procedure of use of the body worn cameras.

RESOLUTION NO. 1687

WHEREAS, 1-302 of the Paris Municipal Code provides for the adoption of a Policies and Procedures Manual for the Paris Police Department; and,

WHEREAS, amendments to such policies and procedures are enacted by Resolution by the Board of Commissioners of the City of Paris pursuant to 1-302 and 1-503 of the Paris Municipal Code; and,

WHEREAS, the Board of Commissioners of the City of Paris wishes to go on record as adopting policies for the Paris Police Department governing Body Worn Camera.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the City of Paris, enacts VOLUME TWO – GENERAL PATROL, CHAPTER 200 – SECTION 273 BODY WORN CAMERA of the Policies and Procedures Manual of the City of Paris Police Department and substitutes the following therefore:

CHAPTER 2
BODY WORN CAMERA

I. PURPOSE

The purpose of this policy is to establish a standard procedure from which all Officers will operate the Mobile Video Camera System. This policy will include, but is not limited to, the guidelines for day-to-day use of Mobile Video Cameras by Officers of the City of Paris Police Department.

II. POLICY

It is the policy of the City of Paris Police Department to utilize a mobile video camera system during official contacts with citizens and patrol officers.

III. DEFINITIONS

BWC - Body Worn Camera

MVC - Mobile Video Camera

Recording Media - Any media used to record video from the MVC (VHS, DVD, Hard Drives, Flash Memory, etc.)
Department – City of Paris Police Department

IV. PROCEDURES

A. General Procedures

1. Only Department approved MVCs will be used. No other video recording device shall be used in Department patrol cars unless authorized by the Chief of Police.
2. MVCs will be installed in patrol cars under guidelines set forth by the Department. The MVC shall not be altered from the original installation without authorization from a supervisor.
3. All officers shall read the manuals and attend training on the MVC system prior to use of the system.
4. The MVC will be in operation while blue lights are in operation. This includes funeral escorts, accident scenes, etc. The only exception is long term use of blue lights at construction sites, traffic control, etc. For the purpose of this section, long term is defined as one (1) hour or longer.
5. The MVC will be in operation any time an Officer has contact with the public in an official capacity.
6. Once the MVC has been activated, it will remain in operation until the Officer has completed whatever activity he/she is engaged in and is back in service. At no time will an officer deactivate the MVC while in the middle of a traffic stop or in contact with the public.
7. Officers with MVC that have external audio recording devices will have those devices active during the time they are outside of the vehicle while the emergency lights are activated. The external audio will only be cut off while inside the vehicle to eliminate feedback from the internal microphone.
8. If asked, Officers will respond that audio/video recording equipment is in use.
9. Whenever possible, Officers will conduct all business in view of the camera. Officers may turn the camera head if it is needed to obtain a view of an encounter. If the camera head is turned, it will be returned to its original position before returning to patrol. The camera head will not be disconnected from the mount.

10. The MVC vault or locking device which secures recording media shall remain locked at all times.

B. Identification, use, and storage of recording media.

1. The Department will furnish recording media for the MVC. Only department issued recording media will be used in the MVC.
2. All recording media are the sole property of the Department. Recording media will not be viewed or handled by anyone other than members of the Department unless authorized by a supervisor.
3. Recording media will only be viewed on the MVC in-car monitor or in a video player at the Department. Civilians or anyone outside the Department will not view recording media unless a supervisor has authorized it. Recording media will not be taken home, shared with friends, or distributed to anyone outside the Department. Under certain circumstances, a supervisor may make a copy of a portion of a recording media and release it to an officer for training use.
4. Recording media are to be considered evidence and should be handled accordingly.
5. Under no circumstances, other than those outlined in the recycling recording media section of this policy, will a recording media or any segment of a recording media be altered, erased, or destroyed. If it is determined that an employee of the Department has altered, erased, or destroyed a recording media that employee will be subject to termination.
6. When a recording media is needed for preliminary viewing by the DAs Office, attorneys, or the courts, the following procedure will be followed:
 - a) No original recording media will be sent from the Department unless an Officer accompanies it..
 - b) Attorneys will make an appointment with the evidence custodian to view a recording.
 - c) Recording media will be viewed by attorneys at the courthouse or at the Department with a member of the Department present. Recording media will not be viewed at an attorney's private office.
 - d) Whenever possible, a copy of only the portion of the recording media in question should be produced and available for viewing.
 - e) The Department will make every effort possible to maintain the original recording media.
 - f) Multiple recording media will only be available under subpoena.
7. Recording media, both used and unused, will be kept in a cool, dry place. Recording media should be kept out of any direct sunlight.
8. Recording media or copies of recording media will not be released to the media by anyone other than the Chief of Police or his designee.
9. Each individual recording media will be labeled in the following manner:

Information will be written on the sticker or written on the face of the recording media, and will include:

 - a) The Officers last name
 - b) The recording media number
 - c) The time which the recording media is first inserted.
 - d) The time which the full recording media is removed.
10. All full recording media will be turned in to the evidence custodian in a timely manner.
11. A new recording media will be put in the MVC when the last recording media is removed,
12. Officers will be completely responsible for the recording media that they have been issued. Recording media will be kept secure at all times.

13. The evidence custodian will maintain an evidence log of all recording media issued and returned.
14. Recordings that do not contain criminal evidence that may be used in court may be recycled or destroyed after one year.
15. Recordings that contain criminal evidence may be recycled or destroyed as authorized by law.
16. Officers should notify a supervisor of any segment of a recording media that could be used for training. Supervisors will compile segments of various recording media for training purposes.

C. Care and maintenance of MVC

1. Officers will clean the camera lens with a soft cotton cloth as needed.
2. Officers will allow the interior of the car to reach a comfortable temperature (warm or cool) before powering up the MVC.
3. Officers will drive in a manner that will keep shock and vibration of the MVC to a minimum.
4. Any problems with the MVC including operational or mechanical shall be brought to the attention of a supervisor immediately. A work order shall accompany all notification of mechanical problems.
5. The MVC will not be disconnected or dismantled for repairs by anyone other than a supervisor or authorized service technician.
6. If a camera is out of service, the officer should log that the camera is out of service with the dispatcher.
7. Supervisors shall be responsible to follow up on operational problems with the MVC in a timely manner.

D. Body Worn Cameras

1. Body worn cameras are available for use under limited circumstances. Body worn cameras will only be authorized for use:
 - a) When a MVC has gone out of service and has been reported to a supervisor.
 - b) Other times when authorized by a supervisor.
2. Recordings from body worn cameras will be handled in the same manner as MVC recordings. Archives of the recordings should reflect the name of the officer who was operating the camera.
3. Body worn cameras will be checked in and out on the log sheet maintained by the Patrol Captain.
4. Body worn cameras should be activated by the officer under the same circumstances as the MVC and should be pointed forward and unobstructed when worn.

V. REVIEW PROCESS:

The Chief of Police and Assistant Chief will conduct an annual review of this Policy and Procedure and will make necessary revisions.

VI. CANCELLATION:

This Policy and Procedure will remain in force until revoked or revised.

Chief Ricky Watson

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 2nd day of November, 2023.

Mayor

Finance Director

ATTESTED:

NEW BUSINESS
AGENDA ITEM #4
Resolution to Amend the Police Department Rules and Procedures Manual by adding
Police K9 Units

The following resolution, presented for your consideration, contains a Police K9 Units policy for the Policies and Procedures Manual of the City of Paris Police Department. This policy is simply a housekeeping measure to replace an existing police update and clarify the use of K9 Units in the Paris Police Department.

RESOLUTION NO. 1688

WHEREAS, 1-302 of the Paris Municipal Code provides for the adoption of a Policies and Procedures Manual for the Paris Police Department; and,

WHEREAS, amendments to such policies and procedures are enacted by Resolution by the Board of Commissioners of the City of Paris pursuant to 1-302 and 1-503 of the Paris Municipal Code; and,

WHEREAS, the Board of Commissioners of the City of Paris wishes to go on record as adopting policies for the Paris Police Department governing Body Worn Camera.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the City of Paris, enacts VOLUME TWO – GENERAL PATROL, CHAPTER 200 – SECTION 207 POLICE K9 UNITS of the Policies and Procedures Manual of the City of Paris Police Department and substitutes the following therefore:

CHAPTER 2 POLICE K9 UNITS

A. Mission

The mission of the Canine Team is to utilize trained police dogs to accomplish the mission of the City of Paris Police Department: prevention of crime, protection of life and property, and apprehension of criminals.

1. The Canine Team will work in a cooperative effort with other Officers by:
 - a. Responding to requests for the assistance of the police dog by other Officers;
 - b. When possible, proceeding to traffic stops initiated by other Officers to allow the police dog to search the area around the stopped vehicle; and
 - c. Conducting searches for narcotics during the execution of search warrants.
2. The Canine Team will conduct self-initiated patrol activity to include:
 - a. Routinely conduct patrols around self-storage warehouses.
 - b. In cooperation with the administration of all area schools, patrol the parking lots and the interior areas of all local schools; and
 - c. Patrol specific areas of the city as directed by the Chief of Police

B. Procedures

1. While on duty, the Canine Team will respond to radio requests for assistance initiated by other Officers.
2. While on duty, requests for assistance which originate from outside agencies may be honored under these circumstances:
 - a. The requesting agency has a current mutual aid agreement with the City of Paris;
 - b. There are no current requests for assistance made by Officers of the City of Paris Police Department; and
 - c. The Canine Handler has notified the Chief of Police or his designee of any mutual aid requests prior to proceeding outside of the City of Paris.
3. While off duty, the Canine Team will respond to requests for service made by the on duty supervisor or a member of the detective division. While off duty, any mutual aid requests must be approved by the Chief of Police or his designee prior to response.
4. When the Canine Team is to be utilized the following procedures shall apply:
 - a. Prior to the arrival of the Canine Team, the area of the building to be searched should be cleared of people and/or animals with the minimal disturbance to the scene as possible;
 - b. Officers should not do a visual or physical search of the area prior to the arrival of the canine team;
 - c. Contraband in plain sight that could be dangerous to the Police Dog should be removed.
 - d. Any removed contraband should be shown to the Canine Handler;
 - e. The Canine Handler should be shown the original location of any removed contraband;
 - f. The ranking Police Officer or Detective will be in charge at any scene.
 - g. If the Canine Handler has the opinion that using the Police Dog would not be productive, the Canine Handler shall inform the ranking Police Officer or Detective who will make a final decision about whether or not using the Police Dog will be productive;
 - h. If the Canine Handler has the opinion that the Canine Handler's safety, the Police Dog's safety, and/or the Police Dog's training would be compromised by continuing an operation, the Canine Handler's decision regarding whether or not to use the Police Dog shall be final.

C. Reporting

1. Arrests made or evidence located as the result of a request for Canine Team assistance will be considered to have been accomplished by the requesting Officer.
 - a. The requesting Officer will be responsible for all incident and arrest reports.
 - b. The Canine Handler will be responsible for completing a supplemental report, documenting the actions taken by the Canine Team.
2. The Canine Team and/or Canine Handler will be responsible for all reports for any self-initiated activity.

D. Canine Handler Responsibilities

1. The Canine Handler shall be responsible for the grooming, feeding, and medical care of his assigned Police Dog on a daily basis.
2. The Canine Handler will be allowed thirty (30) minutes each day for the grooming, feeding, and minor medical care of the Police Dog. Time spent administering medication, changing dressings, or other minor medical related tasks will be considered part of the daily thirty (30) minutes compensation.
3. If a major medical issue arises regarding the Police Dog, the Canine Handler will immediately notify the Chief of Police or his designee.
4. Time spent by the Canine Handler at a veterinary clinic or dealing with a major medical issue, including transportation to and from the clinic, will be submitted as additional time worked.
5. The City of Paris Police Department will furnish food and veterinary care for the Police Dog.
6. The Canine Handler shall use the veterinarian specified by the City of Paris Police Department for all medical care of the Police Dog.
7. The Canine Handler shall file a complete report of all medical care for the Police Dog, including annual examinations.
8. The City of Paris Police Department may authorize boarding of the Police Dog, if necessary, during the Canine Handler's vacation and/or during any prolonged leave of absence by the Canine Handler.
9. The Canine Handler is responsible for all canine equipment and training aids. All training aids shall be kept in a secure area at the City of Paris Police Department or locked in the trunk of the Canine Police unit.
10. The Canine Handler will prepare weekly reports indicating time spent training, working requests for assistance, and/or self-initiated patrol functions.

E. Officer Responsibilities

1. No Police Officer shall be permitted to tease or antagonize the Police Dog.
2. Members of the City of Paris Police Department, other than the designated Canine Handler, shall not command the or attempt to command the Police Dog
3. No member of the City of Paris Police Department, other than the designated Canine Handler, shall offer food or any substance to the Police Dog.

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 2nd day of November, 2023.

Mayor

Finance Director

ATTESTED:

NEW BUSINESS
AGENDA ITEM #5
Request to Acquire Undeveloped Alley on Depot Street

The City received a request from Mr. Khris Dumas of 1108 Depot Street to acquire the undeveloped alley behind his properties. His letter of request is included below.

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



October 11, 2023

Paris City Commissioners:

I own two properties located on Depot Street. They are Tax Map 096M, G, parcels 23.00 and 28.00. There is an alley that runs behind these two properties. I am interested in acquiring all or a portion of this alley.

Your consideration of this request is appreciated.

Khris Dumas
1108 Depot Street



**NEW BUSINESS
AGENDA ITEM #6
Request to Commit ARPA Funds**

We currently have a little over \$400,000 in ARPA funds still left to be committed. Staff would like to request permission to fund the following projects:

- Up to \$50,000 to purchase and install a safety surface under a wheelchair swing at Eiffel Tower Park. The swing is being purchased with funds received through a Three Star Grant from the TN Dept. of Economic and Community Development (TECD).
- Up to \$200,000 to purchase a couple of pieces of property adjacent to the City Hall parking lot west of the building. These properties would give us some needed “wiggle room” for the potential future building project.

**STATUS OF VARIOUS PROJECTS
November 2023**

| | PRIMARY STAFF | TARGET COMPLETION DATE(S) | |
|---|-----------------------|----------------------------------|---|
| HOME Grant | Morris/Foster | 2024 | Construction on house #2 is coming along nicely. Bids for construction of house #3 were opened on August 11. Once a survey is completed the City will demolish the existing house, hopefully in December. |
| Back Alley Paris | Foster/Morris/ Ray | June 2024 | “Destination Paris” is currently in the conceptual phase. Dan Knowles is again the artist. We received the first payment from the NWTDD in early October. |
| 2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown | Foster/Morris | Fall 2024 | Final Right of way plans are at TDOT. Waiting on NTP to Right of Way. Finalizing Preliminary Construction plans for submittal when NTP to Right of Way is received. Sent final NEPA document for review. |
| Rison St Bridge Replacement | Foster/Morris | Summer 2024 | Staff has secured 6 out of 8 construction easements from property owners. |
| 2020 Multimodal Access Grant for 4 Downtown Intersections | Foster/ Morris | Fall 2024 | Excess land process continues. Finalizing Preliminary Construction Plans. To be submitted at the end of October/first of November. Right of Way acquisition process continues. Information on easements has been sent to the surveyor. Information for Title Opinions has been sent to the city attorney. Final Utility Coordination continues. |
| 2022 Multimodal Access Grant for Tyson/M.W. Intersection Upgrades & Sidewalk | Foster/Morris | Fall 2025 | NEPA document approved. Preliminary layout and grading completed. TLM is working on adding sidewalk connection to asphalt shoulders on Veteran’s Drive. |
| 2021 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak | Foster | Winter of 2026 | TLM is working on the SDC form and the preliminary layout. |
| TDEC Water Infrastructure Improvement (WII) Grant | Foster | Spring 2026 | City-wide hydraulic modeling continues. Field verification of preliminary survey has been completed and markups have been provided to surveyor on the Brooks St. drainage project. |
| Downtown Improvement Grant | Morris/Crouch/Foster | Summer 2023 | We have an additional project moving forward who has begun work. Estimated completion date November 2023. |
| Municipal Facilities Project | Foster | Dependent on Direction | Preliminary Architectural Report due to USDA by Nov. 1. |

Notes from the City Manager:

- The developers who had requested that sanitary sewer be extended outside the city limits to a property on Muzzall Street have withdrawn their request. A property owner on Jackson Drive has submitted the same request. This project is being evaluated.