

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
May 2, 2024
5:00 P.M.

Regular Meeting

Call to Order: Kathy Ray, Mayor

Roll Call: Jessica Crouch, Administrative Assistant to the City Manager

Pledge of Allegiance and Prayer

Approval of the Minutes of Previous Meetings: April 4, 2024 – 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 Amend Title 1 Chapter 14 – Code of Ethics of the Paris Municipal Code (Second Reading):** Kim Foster, City Manager

NEW BUSINESS

- 1.) Financial Update:** Tammie Hopper, Finance Director
- 2.) Appointments to Boards:** Kathy Ray, City Mayor
- 3.) Ordinance to Amend the Fiscal Year 2024 Budget (First Reading):** Kim Foster, City Manager
- 4.) Resolution to Amend the Paris Police Department Manual – Mobile Device Policy:** Ean Reed, Assistant Chief of Police
- 5.) Resolution to Amend the Uniform Policy in the COP Personnel Rules and Regulations:** Kim Foster, City Manager

Status of Various Projects
Notes from the City Manager

Adjournment

OLD BUSINESS
AGENDA ITEM #1
Ordinance to Amend Title 1 Chapter 14 – Code of Ethics in the Paris Municipal Code
(Second Reading)

In 2006 the General Assembly of the State of TN required all governing bodies to adopt a code of ethics and appoint someone to be responsible for administering and enforcing the entity's ethical standards. At that time, the City of Paris and Henry County jointly passed a Code of Ethics and appointed someone to enforce it. In 2023 additional legislation was passed requiring every governing body to notify the Tennessee Ethics Commission of the primary person responsible for enforcing their ethics code. After consulting with the County, we both felt it prudent to have our own policies and each appoint an individual to oversee the enforcement. The following ordinance deletes the original ordinance jointly passed by the City and County and replaces it with an updated ordinance that reflects only the City's Code of Ethics.

ORDINANCE NO. 1303

AN ORDINANCE to Delete Title 1 Chapter 14 (1-1401 – 1-1410) and Enact Title 1 Chapter 14 (1-1401 – 1-1411) of the Paris Municipal Code.

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, Title 1, Chapter 14 of the Paris Municipal Code shall be amended as follows:

- A. That Title 1 Chapter 14 of the Paris Municipal Code be amended by deleting Title 1 Chapter 14 in its entirety. (Ord. #1303, 05/02/2024).

CHAPTER 14
CODE OF ETHICS FOR HENRY COUNTY AND CITY OF PARIS, TENNESSEE

Sections.

Preamble.

- 1-1401. Definitions.
- 1-1402. Disclosure of Personal Interest in Voting Matters.
- 1-1403. Disclosure of Personal Interest in Non-Voting Matters
- 1-1404. Acceptance of Gifts and Other Things of Value.
- 1-1405. Use of Information.
- 1-1406. Use of County or Municipal Time, Facilities, Etc.
- 1-1407. Use of Position or Authority.
- 1-1408. Ethics Complaints.
- 1-1409. Violations.
- 1-1410. Applicable State Laws.

Preamble:

This ordinance is adopted jointly by the City of Paris and Henry County Government (by resolution) in order to be consistent in the adoption of a Code of Ethics for all jointly appointed boards as required by Public Chapter 1 of the Extraordinary Session of the 2006 General Assembly.

1-1401. Definitions.

- (1) "County" means Henry County, which includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the county or an official of the county, and specifically including the county school board, the county election commission, the county health department, and utility districts in the county.
- (2) "Municipality or city" means City of Paris, which includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the City or an official of the City, and specifically including the city school board, and utility districts in the city.
- (3) "Entity" means City or County according to context.
- (4) "Officials and employees" means and includes any official, whether elected or appointed, officer, employee or servant, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee, or servant thereof, of the County or City.
- (5) "Personal interest" means, for the purpose of disclosure of personal interest in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

1-1402. Disclosure of personal interest in voting matters.

An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

1-1403. Disclosure of personal interest in non-voting matters.

An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on the attached disclosure form and file the disclosure form with the county clerk or city recorder. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

1-1404. Acceptance of gifts and other things of value.

An official or employee, or an official's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the county or city: (1) For the performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties; or

- (2) That a reasonable person would understand was intended to influence the vote, official action, or judgment of the official or employee in executing city or county business.

It shall not be considered a violation of this policy for an official or employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of county government officials or by an umbrella or affiliate organization of such statewide association of city or county government officials.

1-1405. Use of information.

- (1) An official or employee may not disclose any information obtained in his official capacity or position of employment that is made confidential under state or federal law, except as authorized by law.
- (2) An official or employee may not use or disclose information obtained in his official capacity or position of employment with the intent to result in financial gain for himself or any other person or entity.

1-1406. Use of county or municipal time, facilities, etc.

- (1) An official or employee may not use or authorize the use of county or municipal time, facilities, equipment or supplies for private gain or advantage to himself.
- (2) An official or employee may not use or authorize the use of county or municipal time, facilities, equipment, or supplies for private gain or advantage to any private person or entity, except as authorized by legitimate contract or lease that is determined by the governing body to be in the best interests of the county or municipality.

1-1407. Use of position or authority.

- (1) An official or employee may not make or attempt to make private purchases, for cash or otherwise, in the name of the municipality.
- (2) An official or employee may not use or attempt to use his position to secure any privilege or exemption for himself or others that is not authorized by charter, general law, or ordinance or policy of the municipality or county.

1-1408. Ethics complaints.

- (1) The Henry County Mayor and the Mayor of Paris shall jointly appoint an Ethics Officer to serve a term of five years commencing July 1, 2007 and said officer shall continue to service until the expiration of his term when a new appointment has been made by the Mayors, or in the event the Mayors have not agreed on an appointment, said officer shall continue to serve until replaced by a duly appointed successor.
- (2) The Ethics Officer may request the assistance of the City Attorney and /or County Attorney as appropriate in order to properly apply the provisions contained herein.
- (3) Questions and complaints regarding violations of this Code of Ethics or of any violation of state law governing ethical conduct should be directed to the Ethics Officers. Complaints shall be in writing and signed by the person making the complaint, and shall set forth in reasonable detail the facts upon which the complaint is based.
The Ethics Officer shall investigate any credible complaint against an official or employee charged with any violation of this Code of Ethics, or may undertake an investigation on its own initiative when it acquires information indicating a possible violation, and make recommendations for action to end or seek retribution for any activity that, in the Officer's judgment, constitutes a violation of this Code of Ethics.

The Officer may:

- (1) refer the matter to the City and /or County Attorney for a legal opinion and/or recommendations for action;
- (2) in the case of an official, refer the matter to the appropriate city or county legislative body for possible public censure if the legislative body finds such action warranted;
- (3) in the case of an employee, refer the matter to the official responsible for the supervision of the employee for possible disciplinary action if the official finds the discipline warranted;
- (4) in a case involving possible violation of state statutes, refer the matter to the district attorney for possible ouster or criminal prosecution;

The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this Code of Ethics.

1-1409. Violations.

An elected official or appointed member of a separate municipal or county board, commission, committee, authority, corporation or other instrumentality who violates any provision of this chapter is subject to punishment as provided by the municipality and the county's charter or other applicable law and in addition is subject to censure by the governing body. An appointed official or an employee who violates any provision of this chapter is subject to disciplinary action.

1-1410. Applicable State Laws.

In addition to the ethical principles set out in this Code of Ethics, state laws also provide a framework for the ethical behavior of county and city officials and employees in the performance of their duties. Officials and employees should familiarize themselves with the state laws applicable to their office or position and the performance of their duties. To the extent that an issue is addressed by state law (law of general application, public law of local application, local option law, or private act), the provisions of that state law, to the extent they are more restrictive, shall control. (Ord. #1066, 2/01/07)

- B. That Title 1 Chapter 14 of the Paris Municipal Code be amended by enacting Title 1 Chapter 14 as follows:

CHAPTER 14
CODE OF ETHICS FOR CITY OF PARIS, TENNESSEE

Sections

- 1-1401.** Applicability.
- 1-1402.** Definition of "personal interest."
- 1-1403.** Disclosure of personal interest by official with vote.
- 1-1404.** Disclosure of personal interest in nonvoting matters.

- 1-1405. Acceptance of gratuities, etc.
- 1-1406. Use of Information.
- 1-1407. Use of municipal time, facilities, etc.
- 1-1408. Use of position or authority.
- 1-1409. Outside employment.
- 1-1410. Ethics complaints.

1-1401. Applicability.

This chapter is the code of ethics for personnel of the municipality. It applied to all full-time and part-time elected or appointed officials and employees, whether compensated or not, including those of any separate board (except school board), commission, committee, authority, corporation, or other instrumentality appointed or created by the municipality. The words “municipal” and “municipality” include these separate entities.

1-1402. Definition of “personal interest.”

1. For purposes of Sections 3 and 4, “personal interest” means:
 - a. Any financial, ownership, or employment interest in the particular entity or person that is the subject of a vote by a municipal board not otherwise regulated by state statutes on conflicts of interests; or
 - b. Any financial, ownership, or employment interest in the entity or person to be regulated or supervised; or
 - c. Any such financial, ownership, or employment interest of the official’s or employee’s spouse, parent(s), stepparent(s), grandparent(s), sibling(s), child(ren), or stepchild(ren).
2. The words “employment interest” include a situation in which an official, an employee or a designated family member is negotiating possible employment with a person or entity that is the subject of the vote or that is to be regulated or supervised.
3. In any situation in which a personal interest is also a conflict of interest under state law, the provisions of the state law take precedence over the provisions of this chapter.

1-1403. Disclosure of personal interest by official with vote.

An official with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and so it appears in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official’s vote on the measure. In addition, the official may recuse himself from voting on the measure.

1-1404. Disclosure of personal interest in nonvoting matters.

An official or employee who must exercise discretion relative to any matter, other than casting a vote, and who has a personal interest in the particular person or entity being regulated or supervised that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose the interest on a form provided by and filed with the recorder before the exercise of the discretion when possible. In addition, the official or employee may, to the extent allowed by law, charter, ordinance, or policy, recuse himself from the exercise of discretion in the matter.

1-1405. Acceptance of gratuities, etc.

An official or employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the municipality:

1. For the performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties; or
2. That might reasonably be interpreted as an attempt to influence his discretion, or reward him for past exercise of discretion, in executing municipal business.

1-1406. Use of information.

1. An official or employee may not disclose any information obtained in his official capacity or position of employment that is made confidential under state or federal law except as authorized by law.
2. An official or employee may not use or disclose information obtained in his official capacity or position of employment with the intent to result in financial gain for himself or any other person or entity.

1-1407. Use of municipal time, facilities, etc.

1. An official or employee may not use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to himself.

2. An official or employee may not use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to any private person or entity, except as authorized by legitimate contract or lease that is determined by the governing body to be in the best interests of the municipality.

1-1408. Use of position or authority.

1. An official or employee may not make or attempt to make private purchases, for cash or otherwise, in the name of the municipality.
2. An official or employee may not use or attempt to use his position to secure any privilege or exemption for himself or others that is not authorized by the charter, general law, ordinance or policy of the municipality.

1-1409. Outside employment.

An official or employee may not accept or continue any outside employment if the work unreasonably inhibits the performance of any affirmative duty of the municipal position or conflicts with any provision of the municipality's charter or any ordinance or policy.

1-1410. Ethics complaints.

1. The city attorney is designated as the ethics officer of the municipality. Upon the written request of an official or employee potentially affected by a provision of this chapter, the city attorney may render an oral or written advisory ethics opinion based upon this chapter and other applicable law.
2.
 - A. Except as otherwise provided in this subsection, the city attorney shall investigate any credible complaint against an appointed official or employee charging any violation of this chapter, or may undertake an investigation on his own initiative when he acquires information indicating a possible violation and make recommendations for action to end or seek retribution for any activity that, in the attorney's judgment, constitutes a violation of this code of ethics.
 - B. The city attorney may request that the governing body hire another attorney, individual, or entity to act as ethics officer when he has or will have a conflict of interests in a particular matter.
 - C. When a complaint of a violation of any provision of this chapter is lodged against a member of the municipality's governing body, the governing body shall either determine that the complaint has merit, determine that the complaint does not have merit, or determine that the complaint has sufficient merit to warrant further investigation. If the governing body determines that a complaint warrants further investigation, it shall authorize an investigation by the city attorney or another individual or entity chosen by the governing body.
3. The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this code of ethics.
4. When a violation of this code of ethics also constitutes a violation of a personnel policy, rule, or regulation or a civil service policy, rule, or regulation, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this code of ethics.

1-1411. Violations.

An elected official or appointed member of a separate municipal board, commission, committee, authority, corporation, or other instrumentality who violates any provision of this chapter is subject to punishment as provided by the municipality's charter or other applicable law and, in addition, is subject to censure by the governing body. An appointed official or an employee who violates any provision of this chapter is subject to disciplinary action.

(Ord. #1303, 05/02/2024).

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 04/04/2024.

Passed and adopted 05/02/2024.

Mayor

Finance Director

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

Narrative to March 2024 Operating Statement

Sales tax revenue increased 4.65% in February 2024 as compared to February 2023. Annually we are at a 4.74% increase overall as compared to 2023-2024 fiscal year.

We have begun the 2024-2025 budget process meetings with all departments and will be prepared for the budget workshop scheduled for May 1st.

Current "2023" property tax collections are right on track with this time last year at nearly 90% and only \$7,000 of "2022" prior year taxes turned over to Chancery Court for collection.

We have collected \$36K through March over what was projected in fees and licenses due to Hotel-Motel tax collection. Negotiated rates with local banks have currently earned an additional 47.08% over the projected amount in annual interest payments. Parks and Recreation / Civic Center collections have exceeded 100% of the projected amount in several areas including a 27.73% increase in Splashpad admissions which will help offset liability insurance increases.

In the month of March, the Police Department hired one new patrol officer and the Building and Codes Director resigned.

The City issued 3 new standard (over \$100K) business licenses in March which included the following: Tidal Wave Auto Spa, Handy Haulers Transport LLC and Northwest Tennessee Property. We also issued 6 new minimal (under \$100K) business licenses to CIM Remodeling, Lakeway Lightscapes and Lawns LLC, J & M's Grits and Glam, Emilee Brown, Little Paws Pet Grooming and Josh Damesworth 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	\$947,948	-11.22%
OCTOBER	\$761,453	\$873,733	\$974,047	\$1,036,880	\$1,049,601	1.23%
NOVEMBER	\$807,105	\$874,641	\$988,199	\$1,059,818	\$1,088,505	2.71%
DECEMBER	\$957,286	\$1,097,412	\$1,210,615	\$1,218,473	\$1,554,254	27.56%
JANUARY	\$713,906	\$844,826	\$839,389	\$915,685	\$984,017	7.46%
FEBRUARY	\$727,380	\$719,938	\$859,647	\$936,706	\$980,140	4.64%
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	\$9,988,303	\$11,203,215	\$12,078,759	\$12,688,803	\$8,602,759	
Previous YTD % Increase/Decrease	2.79%	12.16%	7.82%	5.05%	4.74%	

**Monthly Operating Statement
March 2024**

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,985,000	721,954	1,775,243	89.43%
Local Option Sales Tax	6,600,000	484,879	4,887,132	74.05%
Wholesale Liquor / Beer	900,000	67,243	693,035	77.00%
Business Tax	450,000	6,594	90,045	20.01%
Fees & Licenses	166,250	16,943	202,224	121.64%
In Lieu Payments	852,250	71,855	560,698	65.79%
Grants	2,854,250	0	405,802	14.22%
State Shared taxes	1,895,000	236,717	1,416,235	74.74%
All Other	1,815,550	173,420	1,701,464	93.72%
Federal ARPA Grant	0		0	0.00%
ARPA/TDEC-WII	950,000	17,205	70,791	7.45%
Total General Fund Revenue	18,468,300	1,796,811	11,802,669	63.91%
Solid Waste Collection - BPU	1,285,000	0	877,892	68.32%
Solid Waste Disposal - Transfer	470,000	35,028	339,305	72.19%
Other Revenue	30,300	29,968	30,735	101.43%
Total Sanitation	1,785,300	64,996	1,247,933	69.90%
Gate Receipts - Brush & Debris	175,000	10,928	132,673	75.81%
County Share Operating Exp	35,000	0	29,327	83.79%
Gate Receipts - Tires	10,000	738	5,441	54.41%
Other Revenue	41,550	40,302	41,519	99.92%
Total Landfill	261,550	51,968	208,960	79.89%
Total Drug Fund	43,550	5,234	50,310	115.52%
TOTAL REVENUES	20,558,700	1,919,008	13,309,872	64.74%

EXPENDITURES	<u>Budget</u>	<u>Month</u>	<u>Yr to Date</u>	<u>Realized</u>
Grants & Donations	189,505	17,700	178,928	94.42%
General Administration	515,851	36,775	386,766	74.98%
Economic Development	178,877	14,397	137,442	76.84%
Elections	0	0	0	0.00%
Financial Administration	344,685	19,556	267,658	77.65%
City Hall Building	111,969	7,069	87,121	77.81%
Police Department	2,705,709	214,688	2,112,122	78.06%
Emergency Communications	831,273	61,018	598,075	71.95%
Fire Department	2,068,767	158,011	1,586,290	76.68%
Building Inspection	242,763	9,110	169,580	69.85%
Street Maintenance	1,963,762	127,884	1,323,146	67.38%
State Street Aid	1,696,500	2,068	1,519,627	89.57%
Storm Water Management	158,757	6,181	105,100	66.20%
Street Lighting	131,000	8,321	98,860	75.47%
City Garage	350,263	18,832	253,347	72.33%
Cemetery Maintenance	78,892	5,448	48,977	62.08%
Health & Animal Control	289,290	24,296	226,960	78.45%
Civic Center	740,931	54,577	514,785	69.48%
Parks & Recreation	1,240,489	85,523	1,013,341	81.69%
Library	196,096	32,683	163,414	83.33%
Community Development	3,082,500	38,030	621,085	20.15%
ARPA-SLFRF	1,000,000	0	17,753	1.78%
ARPA/TDEC-WII	950,000	17,205	18,375	1.93%
Debt Service	259,000	0	119,734	46.23%
General Fund Expenditures	19,326,879	959,374	11,568,483	59.86%
Sanitation Collection	1,217,528	106,777	841,223	69.09%
Contractual Services	800,000	64,777	596,643	74.58%
Total Sanitation	2,017,528	171,555	1,437,867	71.27%
Total Landfill	234,677	34,265	192,354	81.97%
Total Drug Fund	49,500	1,369	16,679	33.69%
TOTAL EXPENDITURES	21,628,584	1,166,563	13,215,382	61.10%

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	837,437	234,186
Sanitation	(106,559)	(189,934)
Landfill	17,702	16,606
Drug Fund	3,864	33,631

**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>
Alcoholic Beverage Control Board 3 Year Term Mayor w/Commission Approval	Tas Smith	Tas Smith	June 4, 2024	June 4, 2027
Paris Henry County Library Board 3 Year Term (limit of two terms) Mayor w/Commission Approval	Sam Tharpe (2nd Term)	Sam Tharpe (2nd Term)	July 1, 2024	July 1, 2027



March 11, 2024

Dear Mayor Ray:

The W.G. Rhea Public Library respectfully submits the following for reappointment to the W. G. Rhea Public Library Board.

Current Member:	Board Status:	Term Expires:
Sam Tharpe	W.G. Rhea Library Trustee	6/30/2024 (1st term)

Mr. Tharpe has completed his first 3-year term as a city trustee representative and has agreed to serve on the Library Board for a second 3-year term to expire 6/30/2027.

The Board requests that this reappointment be acted upon at the next commission meeting deemed convenient before June 30.

Most sincerely,

A handwritten signature in blue ink that reads "Kathy Collins".

Kathy Collins, Library Director

"Enriching Henry County"

NEW BUSINESS
AGENDA ITEM #3
Ordinance to Amend the Fiscal Year 2024 Budget (First Reading)

In keeping with the wishes of the Office of State and Local Finance, proposed adjustments to the FY 2024 budget are contained in the following ordinance.

Our original General Fund budget reflected expenditures to exceed revenues by \$961,079. After this adjustment our budgeted expenditures will only exceed revenues by \$407,079, a difference of \$554,000. This is even after adding a \$715,000 appropriation for the purchase of the 10 acres on Tyson Ave.

ORDINANCE NO. 1304

**AN ORDINANCE TO AMEND THE CITY OF PARIS FISCAL YEAR
2023– 2024 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:

Section 1. The FY 2023 – 2024 Budget Ordinance, Section 2 shall be amended by deleting Section 2 in its entirety:

Fund	General			Sanitation		
	FY 2022 Audited	FY 2023 Budget	FY 2024 Proposed	FY 2022 Audited	FY 2023 Budget	FY 2024 Proposed
Revenues						
Local Taxes	\$9,952,872	\$10,022,950	\$10,698,750			
State of TN	1,902,860	1,776,800	3,135,750			
Federal Government	431,729	871,480	2,311,500			
Other Sources	1,977,026	3,926,273	2,219,800	1,772,995	1,675,400	1,785,300
Total Revenues	\$14,264,487	\$16,597,503	\$18,365,800	\$1,772,995	\$1,675,400	\$1,785,300
Expenditures						
Salaries	5,588,738	\$5,914,810	\$6,346,692	\$498,260	\$507,940	\$565,841
Other	8,145,707	10,351,672	12,980,187	1,100,837	1,720,357	1,451,687
Total Expenditures	13,734,445	\$16,266,482	\$19,326,879	\$1,599,097	\$2,228,298	\$2,017,528
Beginning Fund Balance	\$5,673,177	\$6,203,219	\$6,534,240	\$3,509,509	\$3,675,203	\$3,122,306
Ending Fund Balance	\$6,203,219	\$6,534,240	\$5,573,161	\$3,675,203	\$3,122,306	\$2,890,078
No. of FTE Employees	113	113	113	9	10	10

Fund	Landfill		
	FY 2022 Audited	FY 2023 Budget	FY 2024 Proposed
Revenues			
Local Taxes			
State of TN			
Federal Government			
Other Sources	261,068	271,450	261,550
Total Revenues	\$261,068	\$271,450	\$261,550
Expenditures			
Salaries	\$52,602	\$52,490	\$58,005
Other	159,197	162,915	176,673
Total Expenditures	\$211,799	\$215,405	\$234,677
Beginning Fund Balance	\$249,970	\$298,573	\$354,618
Ending Fund Balance	\$298,573	\$354,618	\$381,491
No. of FTE Employees	2	1	1

Fund	Drug			Cemetery		
	FY 2022 Audited	FY 2023 Budget	FY 2024 Proposed	FY 2022 Audited	FY 2023 Budget	FY 2024 Proposed
Revenues						
Local Taxes						
State of TN						
Federal Government						
Other Sources	\$56,023	\$42,050	\$43,550	\$734	\$700	\$1,000
Total Revenues	\$56,023	\$42,050	\$43,550	\$734	\$700	\$1,000
Expenditures						
Salaries						
Other	\$78,434	\$75,300	\$49,500	\$1,514	\$10,000	\$9,000
Total Expenditures	\$78,434	\$75,300	\$49,500	\$1,514	\$10,000	\$9,000
Beginning Fund Balance	\$172,351	\$149,940	\$116,690	\$352,733	\$351,953	\$342,653
Ending Fund Balance	\$149,940	\$116,690	\$110,740	\$351,953	\$342,653	\$334,653
No. of FTE Employees	0	0	0	0	0	0

Section 2. The City of Paris City Commission does hereby amend the following estimate of revenues, estimated unencumbered fund balances, and expenditures as follows:

General Fund Revenues shall be amended as follows:

Property Tax Delinquent shall decrease by \$65,000
Hotel-Motel Occupancy Tax shall be added at \$110,000
ARPA / TDEC WII shall decrease by \$850,000
2022 Multimodal Grant shall decrease by \$220,000
2020 Multimodal Grant shall decrease by \$782,000
BRZ – Rison St. Bridge shall decrease by \$500,000
2022 TA Grant – Intersection Upgrades shall decrease by \$40,000
2018 STBG – Signal Replacements shall decrease by \$656,500
City Court Fines and Forfeitures shall increase by \$15,000
Interest Income shall increase by \$225,000
Sale of Assets shall increase by \$30,000
Insurance Proceeds shall increase by \$80,000

General Fund Expenditures are amended as follows:

Police Department:
General Purpose Equipment shall increase by \$50,000
Parks Department:
General Purpose Equipment shall increase by \$25,000

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

- 2020 Multimodal Grant shall decrease by \$835,000
- 2022 Multimodal Grant shall decrease by \$250,000
- 2018 STBG – Signal Replacements shall decrease by \$656,500
- BRZ – Rison St. Bridge shall decrease by \$625,000
- ARPA / SLFRF shall decrease by \$700,000
- ARPA – TDEC WII shall decrease by \$900,000
- Tyson Property Purchase shall be added at \$715,000
- TIF Incentive shall be decreased by \$41,000

Debt Service:

- Interest on Bonded Debt shall increase by \$10,000

So that Section 2 shall read as follows:

Fund	General			Sanitation		
	FY 2022 Audited	FY 2023 Budget	FY 2024 Proposed	FY 2022 Audited	FY 2023 Budget	FY 2024 Proposed
Revenues						
Local Taxes	\$9,952,872	\$10,022,950	\$10,846,250			
State of TN	1,902,860	1,776,800	1,477,250			
Federal Government	431,729	871,480	921,500			
Other Sources	1,977,026	3,926,273	2,569,800	1,772,995	1,675,400	1,785,300
Total Revenues	\$14,264,487	\$16,597,503	\$15,814,800	\$1,772,995	\$1,675,400	\$1,785,300
Expenditures						
Salaries	5,588,738	\$5,914,810	\$6,346,692	\$498,260	\$507,940	\$565,841
Other	8,145,707	10,351,672	9,772,687	1,100,837	1,720,357	1,451,687
Total Expenditures	13,734,445	\$16,266,482	\$16,119,379	\$1,599,097	\$2,228,298	\$2,017,528
Beginning Fund Balance	\$5,673,177	\$6,203,219	\$6,534,240	\$3,509,509	\$3,675,203	\$3,122,306
Ending Fund Balance	\$6,203,219	\$6,534,240	\$6,127,161	\$3,675,203	\$3,122,306	\$2,890,078
No. of FTE Employees	113	113	113	9	10	10

Fund	Landfill		
	FY 2022 Audited	FY 2023 Budget	FY 2024 Proposed
Revenues			
Local Taxes			
State of TN			
Federal Government			
Other Sources	261,068	271,450	261,550
Total Revenues	\$261,068	\$271,450	\$261,550
Expenditures			
Salaries	\$52,602	\$52,490	\$58,005
Other	159,197	162,915	176,673
Total Expenditures	\$211,799	\$215,405	\$234,677
Beginning Fund Balance	\$249,970	\$298,573	\$354,618
Ending Fund Balance	\$298,573	\$354,618	\$381,491
No. of FTE Employees	2	1	1

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

General Fund	\$25,080,040
Sanitation	4,907,606
Landfill	616,168
Drug Fund	160,240
Cemetery Fund	343,653
Total All Funds	\$31,107,707

Section 3 is amended as follows:

General Fund	\$22,349,040
Sanitation	4,907,606
Landfill	616,168
Drug Fund	160,240
Cemetery Fund	343,653
Total All Funds	\$28,376,707

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 the public welfare requiring it.

Passed and adopted _____.

Passed and adopted _____.

Mayor

Finance Director

NEW BUSINESS
AGENDA ITEM #4
Update to Paris Police Department Manual – Mobile Device Policy

The following resolution, presented for your consideration, contains a Mobile Device policy for the Policies and Procedures Manual of the City of Paris Police Department. This policy is obsolete due to covering home phone usage versus mobile phones. The current policy addresses residency requirements already covered under the City of Paris Personnel Rules and Regulations. The new policy, presented for your consideration, covers policies and procedures for Paris Police Department issued cellphones.

RESOLUTION NO. 1691

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 Mobile Device Policy.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the City of Paris, delete VOLUME ONE – GENERAL PATROL, CHAPTER 200 – SECTION 2.34 RESIDENCE AND TELEPHONE REQUIREMENTS and enact VOLUME ONE – GENERAL RULES, CHAPTER 200 – SECTION 2.34 MOBILE DEVICE POLICY of the Policies and Procedures Manual of the City of Paris Police Department and substitutes the following therefore:

PARIS PD MOBILE DEVICE POLICY

Purpose

To establish guidelines for the use of mobile devices provided by the City of Paris Police Department.

Policy

The City of Paris Police Department provides technological equipment to Employees and/or Officers to conduct the business of the Department. Examples of such equipment are mobile devices such as cell phones and tablet computers for use in police vehicles.

Procedure

- 2.) Data Usage- The City of Paris Police Department provides mobile data and mobile data hotspots for official use by Employees and/or Officers of the Department. Employees and/or Officers granted access to mobile data and mobile data hotspots should use these technological resources in a manner consistent with the Employee's and/or Officer's job function, even during off-duty hours.

A. Acceptable Uses of Mobile Data

1. As with any department provided resource, use of mobile data should be dedicated to legitimate police business. The use of mobile data is a privilege which imposes certain responsibilities and obligations on officers and is subject to Paris Police department policies and local, state, and federal laws.
2. Acceptable use must be legal, ethical, reflect honesty and show restraint in the consumption of shared resources.
3. The following list, although not all-inclusive, provides some examples of acceptable uses of Paris Police department provided mobile data:
 - a. Access to federal, state, or local government internet home pages;
 - b. Communications, including information access and exchange for professional development or to maintain job knowledge or skills;
 - c. Activities involving research and information gathering;
 - d. Connection to department provided reporting software and other department provided software; and
 - e. Communications for administrative purposes.

B. Prohibited activities

1. Unacceptable use of department provided mobile data can be defined as activities that do not conform to the purpose, goals, and mission of the Paris Police department. **ANY QUESTIONABLE MOBILE DATA USAGE SHOULD BE AVOIDED.**
2. The following list, although not all-inclusive, provides some examples of unacceptable uses:
 - a. Private or personal for-profit activities. This includes use of mobile data for private purposes such as marketing or business transactions, private advertising of products or services and any activity meant to foster personal gain;
 - b. Unauthorized not-for-profit business activities;
 - c. Use for, or in support of, unlawful/prohibited activities as defined by federal, state, or local laws and regulations. Illegal activities relating to mobile data access include but are not limited to:
 - i. Tampering with computer hardware or software;
 - ii. Knowledgeable vandalism or destruction of computer files;
 - iii. Transmission of threatening, obscene, or harassing materials;
 - iv. Attempts to penetrate a remote site/computer without proper authorization;
 - v. Use of mobile data to try and access data that is protected and not intended for public access;
 - vi. Violation of federal and state laws dealing with copyrighted materials or materials protected by a trade secret; and
 - vii. Seeking information about obtaining copies of or modifying contents of files, other data, or passwords belonging to other users, unless explicitly authorized to do so by those users.
 - d. Attempts to subvert network security, to impair the functionality of the network, or to bypass restrictions set by the network administrators.
Assisting others in violating these rules by sharing information or passwords is also unacceptable behavior.
 - e. Seeking /exchanging information, software which is not related to users' job duties and responsibilities to include social media;
 - f. Solicitation for religious or political causes;
 - g. Use to gain access to any other service which requires membership if the user does not have proper membership, rights, and privileges in the other service;
 - h. Unauthorized distribution of Paris Police department data and information; and

- i. Use of the mobile data for streaming services or any other service which consume large quantities of mobile data resulting in the user not having the required connection for official police business

2. Department issued Cell Phones

- A. The use of cell phones issued to personnel shall be restricted to official use only.
 1. Exceptions are limited to family emergencies or other circumstances that require immediate attention, where alternative forms of communication are not suitable or available.
- B. Employees who are issued cell phones are expected to answer all official duty related calls promptly and return any missed call within a reasonable timeframe.
- C. Approved cell phone usage or texting includes but is not limited to:
 1. Conveyance of sensitive or restricted information;
 2. Communications with supervisors or other Paris Police department personnel;
 3. Undercover operations;
 4. Communication beyond normal radio range;
 5. Incidents in which direct contact with an employee and the public is critical;
 6. Incidents in which the use of a hardline telephone would be appropriate, but where one is not available; and/or
 7. Situations in which the officer is directed by a superior officer to communicate via cell phone;
 8. When using a cell phone in public view, all such communications should be kept brief;
 9. Cell phones should not be used when they would unnecessarily or unreasonably divert attention from official duties or cause a potentially hazardous condition;
 10. Call forwarding to personal cellular devices or similar services is prohibited;
 11. Employees may use hands-free technology or devices in conjunction with issued cell phones. The allowed use of such devices does not relieve personnel's obligation to minimize cell phone use while engaged in their duties;
 12. Photo messaging capabilities are prohibited unless they can be clearly linked to official business;
 13. Any images captured or audio recorded during the course of an employee's duties are considered to be official documents. They may only be distributed in accordance with Paris Police department policy.

3. Records

All personnel should be aware that records concerning department issued mobile devices and personal cell phones used while on duty may be the subject of an open records request and/or may be subject to disclosure.

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 May, 2024.

Mayor

Finance Director

ATTESTED:

**NEW BUSINESS
AGENDA ITEM #5**

Resolution to Amend the Uniform Policy in the COP Personnel Rules and Regulations

The following Resolution, presented for your consideration, reflects changes in verbiage in the City of Paris Personnel Rules and Regulations as a simple housekeeping measure. This verbiage change comes from updating the uniform guidelines in all City of Paris departments.

RESOLUTION NO. 1692

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 full 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 amending **IV. COMPENSATION AND BENEFITS** V. Uniforms, to say:

V. Uniforms

1. General – Police, Fire, Public Works and Parks personnel will be provided uniforms or work clothes at the expense of the City subject to annual budgetary limitations. The Department Head, with the approval of the City Manager, will prescribe all uniform styles, components and manner of dress. The term uniform shall include all clothing, hardware, equipment and other items furnished by the City. Ownership of the uniforms shall remain with the City and shall be returned to the department in the event that employment ceases. ~~This provision will apply to plain clothes purchased by plain clothes police officers.~~ Uniforms and work clothes are provided for use at the workplace only. Employees are not to wear their uniforms at any other time without specific approval by their Supervisor ~~or~~ Department Head. Any employee engaged in drinking alcoholic beverages or other misconduct while in City uniform shall be subject to severe disciplinary action. All employees are expected to wear a clean and neat uniform to work each day. The expense of cleaning and maintenance of uniforms shall be borne by the employee except in the event of damage or soiling which occurs as a result of circumstances beyond the control of the employee. Employees are expected to respect and protect their uniforms from excessive abuse.

2. Police and Fire Uniforms – Each sworn police and fire employee will receive a clothing allowance to be established in the annual fiscal budget. It is the responsibility of the individual employee to utilize the clothing allowance in the most efficient manner possible to comply with the general provisions listed above. The Police and Fire Departments will establish policies which will dictate which individual articles of clothing are to be furnished by the City and chargeable to the employee’s clothing allowance. In no case will protective clothing such as turnout suits, personal body armor, or riot gear be charged to the individual employee allowance unless the gear is damaged due to neglect or abuse. Police and Fire personnel should consult with their Supervisors or Chiefs for detailed requirements and policies concerning uniforms.

3. Public Works and Parks Personnel Uniforms:

Each public works and parks employee will receive a clothing allowance to be established in the annual fiscal budget. It is the responsibility of the individual employee to utilize the clothing allowance in the most efficient manner possible to comply with the general provisions listed above (V.1.). The Public Works and Parks Departments will establish policies of which clothing ~~will dictate which individual articles of clothing are to be furnished by the City and~~ will be chargeable to the employee’s clothing allowance.

a. Before any article of clothing is purchased employees must obtain an authorization slip from the ~~Department Head or Department Clerk~~ **Supervisor or Department Head.**

b. Initial Employment:

1. Shoes – Upon employment with the City each employee shall be required to wear safety shoes at all times. The type of shoe required shall be determined by the Department Head with the cost of the initial pair being borne by the City. ~~Employees may purchase more expensive shoes; however, the additional cost above the basic shoe shall be the responsibility of the employee.~~
2. Clothing – Three months from the date of full-time employment employees shall **obtain** ~~be entitled to and furnished with~~ five complete sets of uniforms **from their annual budgetary allowance.**
3. Accessories – Hard hats and rain suits shall be furnished at the time of employment.

c. Subsequent Years:

1. Shoes – ~~The City will pay one half the cost of replacement of the basic shoe, as specified in 3.b. above, upon evidence satisfactory to the Department Head that replacement is warranted.~~ **Each fiscal year employees will be allowed to replace up to three sets of safety shoes required by department. Replacement will be based on need and annual budgetary allowance and must be approved by the Department Head. In cases of extreme wear or damage resulting from conditions or duties at the workplace, additional replacement may be authorized by the Department Head.**
 2. Clothing – Each fiscal year employees will be allowed to replace ~~up to three sets of~~ uniforms. Replacement will be based on need **and annual budgetary allowance** and must be approved by the Department Head. In cases of extreme wear or damage resulting from conditions or duties at the workplace, additional replacement may be authorized by the Department Head.
 3. Accessories – Hard hats and rain suits shall be replaced on an as needed basis with approval of the Department Head.
 4. Other personal protective equipment such as hearing protection, gas mask, air packs, and infectious disease protection equipment, (as mentioned in the infectious disease policy) will be made available to department personnel as needed. Supervisors shall maintain availability and see that equipment is maintained in an operable condition. Training on each piece of equipment shall be provided by appropriate trainers coordinated through the department training officer. Such training shall be annual and documented by the department training officer (Res. #1293, 06/01/99).
4. Administrative Personnel – City issued clothing for personnel in departments other than Police, Fire, Public Works, and Parks shall be considered an extra benefit to employment and shall be taxable in accord with applicable Internal Revenue Regulations. In order for clothing allowances to be non-taxable to the employee, the clothing must clearly identify the individual as a City employee and must not be worn at other occasions. In the event of additional restrictions imposed by Internal Revenue Service regulations, management shall act to bring the City into compliance. (Res. #1480, 05/05/11)

(Res. #1692, 04/25/2024)

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 as follows:

B. By amending IV. COMPENSATION AND BENEFITS V. Uniforms, to say:

V. Uniforms

1. General – Police, Fire, Public Works and Parks personnel will be provided uniforms or work clothes at the expense of the City subject to annual budgetary limitations. The Department Head, with approval of the City Manager, will prescribe all uniform styles, components and manner of dress. The term uniform shall include all clothing, hardware, equipment and other items furnished by the City. Ownership of the uniforms shall remain with the City and shall be returned to the department in the event that employment ceases. Uniforms and work clothes are provided for use at the workplace only. Employees are not to wear their uniforms at any other time without specific approval by their Supervisor or Department Head. Any employee engaged in drinking alcoholic beverages or other misconduct while in City uniform shall be subject to severe disciplinary action. All employees are expected to wear a clean and neat uniform to work each day. The expense of cleaning and maintenance of uniforms shall be borne by the employee except in the event of damage or soiling which occurs as a result of circumstances beyond the control of the employee. Employees are expected to respect and protect their uniforms from excessive abuse.
2. Police and Fire Uniforms – Each sworn police and fire employee will receive a clothing allowance to be established in the annual fiscal budget. It is the responsibility of the individual employee to utilize the clothing allowance in the most efficient manner possible to comply with the general provisions listed above. The Police and Fire Departments will establish policies which will dictate which individual articles of clothing are to be furnished by the City and chargeable to the employee’s clothing allowance. In no case will protective clothing such as turnout suits, personal body armor, or riot gear be charged to the individual employee allowance unless the gear is damaged due to neglect or abuse. Police and Fire personnel should consult with their Supervisors or Chiefs for detailed requirements and policies concerning uniforms.
3. Public Works and Parks Personnel Uniforms:

Each public works and parks employee will receive a clothing allowance to be established in the annual fiscal budget. It is the responsibility of the individual employee to utilize the clothing allowance in the most efficient manner possible to comply with the general provisions listed above (V.1.). The Public Works and Parks Departments will establish policies of which clothing will be chargeable to the employee’s clothing allowance.

 - a. Before any article of clothing is purchased employees must obtain an authorization slip from the Supervisor or Department Head.
 - b. Initial Employment:
 1. Shoes – Upon employment with the City each employee shall be required to wear safety shoes at all times. The type of shoe required shall be determined by the Department Head with the cost of the initial pair being borne by the City.

2. Clothing – Three months from the date of full-time employment employees shall obtain five complete sets of uniforms from their annual budgetary allowance.
3. Accessories – Hard hats and rain suits shall be furnished at the time of employment.

c. Subsequent Years:

1. Shoes – Each fiscal year employees will be allowed to replace ~~up to three sets of~~ safety shoes required by department. Replacement will be based on need and annual budgetary allowance and must be approved by the Department Head. In cases of extreme wear or damage resulting from conditions or duties at the workplace, additional replacement may be authorized by the Department Head.
 2. Clothing – Each fiscal year employees will be allowed to replace uniforms. Replacement will be based on need and annual budgetary allowance and must be approved by the Department Head. In cases of extreme wear or damage resulting from conditions or duties at the workplace, additional replacement may be authorized by the Department Head.
 3. Accessories – Hard hats and rain suits shall be replaced on an as needed basis with approval of the Department Head.
 4. Other personal protective equipment such as hearing protection, gas mask, air packs, and infectious disease protection equipment, (as mentioned in the infectious disease policy) will be made available to department personnel as needed. Supervisors shall maintain availability and see that equipment is maintained in an operable condition. Training on each piece of equipment shall be provided by appropriate trainers coordinated through the department training officer. Such training shall be annual and documented by the department training officer (Res. #1293, 06/01/99).
4. Administrative Personnel – City issued clothing for personnel in departments other than Police, Fire, Public Works, and Parks shall be considered an extra benefit to employment and shall be taxable in accord with applicable Internal Revenue Regulations. In order for clothing allowances to be non-taxable to the employee, the clothing must clearly identify the individual as a City employee and must not be worn at other occasions. In the event of additional restrictions imposed by Internal Revenue Service regulations, management shall act to bring the City into compliance. (Res. #1480, 05/05/11)

(Res. #1692, 04/25/2024)

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 2nd day of May, 2024.

Mayor

Finance Director

ATTESTED:

STATUS OF VARIOUS PROJECTS
May 2024

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	
HOME Grant	Morris/Foster	2024	Final reimbursement to the City for the Depot St house should be received in the next few days. Once that payment is received the keys will be turned over to the homeowner and that house will be considered complete. In the third and final house on Blythe St, the plumbing inspection has been passed and the walls are going up.
Back Alley Paris	Foster/Morris/ Ray	June 2024	Artist Dan Knowles is working on the mural which is scheduled to be complete by June. The mural will be located on the Market Street side of the Wimberly Agency building.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Fall 2024	Received NTP to Right of Way. Preliminary construction plans submitted to TDOT for review and comment. Began final utility coordination. Began Right of Way process. Staff have begun work on title opinions. TLM has received plats and descriptions for easements from the surveyor. Resubmitted proprietary items request to TDOT for approval. Submitted permit certification form to TDOT
Rison St Bridge Replacement	Foster/Morris	Summer 2024	TDOT has requested review of several documents related to six parcels on Rison Street. Documents have been reviewed by staff and the requested additional information has been sent to TDOT for approval.
2020 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Fall 2024	Excess land process continues. We have received some minor comments on Construction Plans from TDOT. Will address comments and resubmit once all TDOT reviewers have provided comments. Resubmitted proprietary items request to TDOT for approval. TLM is assisting us with easement acquisition. Met with property owner regarding easement. Submitted specifications and bid advertisement to TDOT for review and approval. Bid advertisement approved.
2022 Multimodal Access Grant for Tyson/M.W. Intersection Upgrades & Sidewalk	Foster/Morris	Fall 2025	Submitted preliminary Right of Way plans to TDOT for review and comment. A public meeting is scheduled for May 2, 2024, at 4:30 p.m.
2021 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2026	Work continues on the SDC form, the preliminary layout., and on the preliminary grading plan.
TDEC Water Infrastructure Improvement (WII) Grant	Foster	Spring 2026	Continued looking at possible sites for storm water detention and effects on timing of peak flows. Continued work on preliminary calculations. Began setting up HEC RAS model to analyze culverts and stream on Brooks Street
Downtown Improvement Grant	Morris/Crouch/Foster	Summer 2023	We have one additional project to be completed. Estimated completion date June 2024. This project is 75% complete.
Municipal Facilities Project	Foster	Dependent on Direction	Ed Smith, local retiree with a background in historical preservation, is working with us to complete the Level II documentation of our current City Hall that SHPO has requested. Looking at new property to be purchased for the relocation of the fire station. Will be revising the PAR for RD to include the new property. Continuing to work on layout revisions and exterior elevations.

Notes from the City Manager:

- Property Purchase – We have signed MOUs from all property owners. The Phase I environmental study came back with just one small notation about a potential issue from a property upstream. That property was cleared of its issue several years ago so we do not consider this small notation of significance. Volunteer Surveying is currently working to complete the property survey. Once it is completed Attorney Smith will turn over all related documents to Neese Law Firm who will prepare for the closing.
- Mike Brown, former Building Inspector from 2011 – 2022, has agreed to come back and work with us once again as our Building Inspector. His tentative start date will be mid to late May.