

CARLTON GERRELL, MAYOR
KIM FOSTER, CITY MANAGER
FRED MCLEAN, ATTORNEY



JACKIE JONES, VICE-MAYOR
GAYLE GRIFFITH, COMMISSIONER
SAM THARPE, COMMISSIONER
JOHN ETHERIDGE, COMMISSIONER

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

**CITY HALL COURTROOM
April 1, 2021
5:00 P.M.**

PUBLIC HEARING

- 1.) Ordinance to Amend 11-808. A. of the Paris Municipal Code deleting a minimum site area for schools both public and private.**
- 2.) Ordinance to Amend 11-300 Table of Uses to allow schools in a B-1 and P-B Zone.**

REGULAR MEETING

Call to Order: Carlton Gerrell, City Mayor

Roll Call: Traci Shannon, Finance Director

Pledge of Allegiance and Prayer

Approval of the Minutes of Previous Meetings: Regular Meeting – March 4, 2021

Board Will Hear Comments from Citizens

Board Will Hear Comments from the Commission

Service Resolutions and Proclamations: None

OLD BUSINESS

- 1.) **Ordinance to Amend 11-808. A., 11-105 Table 1, 11-502. C. and 11-505. C. of the Paris Municipal Code Deleting a Minimum Site Area for Both Public and Private Schools, and to Allow Schools in B1 and PB Zones (Second Reading):** Jennifer Morris, Community Development Director

NEW BUSINESS

- 1.) **Financial Update:** Traci Shannon, Finance Director
- 2.) **Appointments to Boards:** Carlton Gerrell, City Mayor
- 3.) **Report on Debt Obligation:** Kim Foster, City Manager
- 4.) **Resolution to Amend and Add Job Descriptions to the City of Paris Personnel Rules and Regulations:** Kim Foster, City Manager
- 5.) **Approval of Update to the OSHA Plan for City Employees:** Kim Foster, City Manager
- 6.) **Ordinance to Amend 1-907 Regarding the Administration of the City's OSHA Plan (First Reading):** Kim Foster, City Manager

Status of Various Projects

Updates from the City Manager

Adjournment

**OLD BUSINESS
AGENDA ITEM NO. 1**

Ordinance to Amend 11-808. A., 11-105 Table 1, 11-502. C. and 11-505. C. of the Paris Municipal Code Deleting a Minimum Site Area for Both Public and Private Schools, and to Allow Schools in B1 and PB Zones (Second Reading)

In March, the City was contacted by a private school that wanted to relocate to a location which did not currently meet zoning requirements for a school. After review of our zoning ordinance it was determined that a minimum 5 acres, which was not present at the desired location, along with only allowing schools in residential zones might be too prohibitive in today's environment. Staff suggested referral of this issue to the Planning Commission for study. You passed an ordinance to amend these requirements by caption and referred the issue to the Planning Commission as suggested.

The Planning Commission looked at the issue at their March meeting and did determine that the current ordinance and Table of Uses should be amended. The following ordinance reflects their recommendations that the minimum 5 acres be removed from our ordinance and that the Table of Uses be amended to allow for schools in B-1 and P-B zones.

Ordinance No. 1266

AN ORDINANCE
To Amend 11-808. A., 11-105 Table 1, 11-502. C.,
And 11-505. C. of the Paris Municipal Code

SECTION 1. Be it ordained by the Board of Commissioners of the City of Paris, Tennessee as follows:

A. That 11-808. A. be deleted in its entirety and the following substituted therefore:

- A. Primary and secondary school site plans shall be presented to the Board of Zoning Appeals. (Ord. # 1266, 04 / 01 / 2021.)
- B. That 11-105 Table 1 be amended by allowing “School, Public or Private K-12” as a Special Permit Use in B-1 and P-B Zones. (Ord. # 1266, 04 / 01 / 2021.)
- C. That 11-502. C. be amended by adding “School, Public or Private K-12” as an allowed Special Permit Use in B-1 Zones. (Ord. # 1266, 04 / 01 / 2021.)
- D. That 11-505. C. be amended by adding “School, Public or Private K-12” as an allowed Special Permit Use in P-B Zones. (Ord. # 1266, 04 / 01 / 2021.)

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

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

Passed and adopted March 4, 2021.

Passed and adopted April 1, 2021.

Mayor

Finance Director

**NEW BUSINESS
AGENDA ITEM NO.1
Financial Update**

Narrative to February 2021 Operating Statement

Our retail sales tax revenue was up an incredible 18.34% for the month of January compared to last January. This is the tenth month in a row to reflect an increase. We are also ahead fiscal year-to-date by 12.11%.

General Fund revenues exceeded expenditures for the month of February and we also are ahead fiscal year-to-date. There were no large out of the ordinary expenses during the month.

February was the last month to pay 2020 property taxes without penalty or interest. As usual we collected the majority of payments during the month (40% of total collections). At month end, we collected our typical average of 91% of the total amount billed for current property taxes. Of course, delinquent payments will come in after the February 28th due date.

Delinquent 2020 tax notices will be mailed in April. The 2019 delinquent taxes were turned over to Chancery Court in March and are no longer payable at the City business office.

Other Business:

New Employees (1): One full-time Police Officer (Jacob Parris)

We issued three business licenses in February:

New Business (1): Custom Building Solutions

New Location & License Type (1): Paris Custom Embroidery LLC

Minimal License Renewal (1): The Yoga House

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

	FY2017	FY2018	FY2019	FY2020	FY2021	% Incr(Decr)
JULY	\$748,999	\$791,918	\$787,901	\$802,267	\$898,979	12.05%
AUGUST	\$738,171	\$775,581	\$790,533	\$799,378	\$843,541	5.52%
SEPTEMBER	\$791,866	\$812,873	\$774,425	\$797,992	\$888,921	11.39%
OCTOBER	\$732,345	\$777,777	\$761,812	\$761,453	\$873,733	14.75%
NOVEMBER	\$770,351	\$821,637	\$809,116	\$807,105	\$874,641	8.37%
DECEMBER	\$999,663	\$927,868	\$960,027	\$957,286	\$1,097,412	14.64%
JANUARY	\$674,764	\$689,391	\$665,013	\$713,906	\$844,826	18.34%
FEBRUARY	\$684,426	\$697,202	\$704,313	\$727,380		
MARCH	\$840,859	\$840,412	\$877,659	\$840,175		
APRIL	\$792,642	\$774,320	\$849,875	\$865,360		
MAY	\$796,500	\$840,600	\$863,697	\$949,140		
JUNE	\$871,656	\$849,365	\$873,145	\$966,861		
TOTAL	\$9,442,243	\$9,598,946	\$9,717,515	\$9,988,303	\$6,322,054	
Previous YTD % Increase/Decrease	2.52%	1.66%	1.24%	2.79%	12.11%	
	\$9,442,243	\$9,598,946	\$9,717,515	\$5,639,386		

MONTHLY OPERATING STATEMENT
February 2021

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,469,000	511,989	1,350,849	91.96%
Local Option Sales Tax	4,550,000	537,108	3,618,477	79.53%
Wholesale Liquor / Beer	790,000	62,982	626,041	79.25%
Business Tax	360,000	21,256	128,112	35.59%
Fees & Licenses	162,500	34,197	126,766	78.01%
In Lieu Payments	876,250	60,795	509,866	58.19%
Grants	1,779,475	23,105	677,565	38.08%
State Shared taxes	1,366,000	153,381	1,055,811	77.29%
All Other	4,898,664	90,310	1,141,396	23.30%
Total General Fund Revenue	16,251,889	1,495,122	9,234,883	56.82%
Solid Waste Collection - BPU	1,225,000	104,600	833,529	68.04%
Solid Waste Disposal - Transfer	350,000	19,630	253,463	72.42%
Other Revenue	400	0	400	100.04%
Total Sanitation	1,575,400	124,230	1,087,392	69.02%
Gate Receipts - Brush & Debris	120,000	5,538	99,370	82.81%
County Share Operating Exp	35,000	0	6,198	17.71%
Gate Receipts - Tires	12,000	112	2,426	20.22%
Other Revenue	30,450	55	31,059	102.00%
Total Landfill	197,450	5,706	139,054	70.42%
Total Drug Fund	68,050	661	30,954	45.49%
TOTAL REVENUES	18,092,789	1,625,719	10,492,283	57.99%

EXPENDITURES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	273,990	53,642	184,726	67.42%
General Administration	371,814	26,038	236,594	63.63%
Economic Development	124,264	9,447	81,407	65.51%
Elections	4,500	0	0	0.00%
Financial Administration	301,825	16,098	210,253	69.66%
City Hall Building	94,689	5,477	59,426	62.76%
Police Department	2,331,078	130,442	1,510,797	64.81%
Emergency Communications	709,474	48,608	433,641	61.12%
Fire Department	1,671,837	111,789	1,408,709	84.26%
Building Inspection	91,502	6,391	58,077	63.47%
Street Maintenance	1,598,399	117,151	906,282	56.70%
State Street Aid	500,000	1,577	479,425	95.88%
Storm Water Management	71,587	4,934	39,053	54.55%
Street Lighting	102,000	7,379	68,171	66.83%
City Garage	278,963	24,831	185,796	66.60%
Cemetery Maintenance	61,124	548	36,158	59.16%
Health & Animal Control	165,976	11,748	108,849	65.58%
Civic Center	544,297	36,047	295,966	54.38%
Parks & Recreation	997,395	56,408	577,368	57.89%
Library	166,487	0	110,991	66.67%
Community Development	5,385,400	5,956	1,162,861	21.59%
Debt Service	823,546	19,317	222,633	27.03%
General Fund Expenditures	16,670,147	693,829	8,377,183	50.25%
Sanitation Collection	873,671	54,876	534,932	61.23%
Contractual Services	630,000	38,240	394,282	62.58%
Total Sanitation	1,503,671	93,116	929,214	61.80%
Total Landfill	175,284	11,835	102,893	58.70%
Total Drug Fund	100,900	1,634	23,644	23.43%
TOTAL EXPENDITURES	18,450,002	800,414	9,432,934	51.13%

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Mont</u>	<u>Yr to Date</u>
General Fund	801,293	857,700
Sanitation	31,114	158,178
Landfill	(6,129)	36,161
Drug Fund	(972)	7,310

**NEW BUSINESS
AGENDA ITEM NO.2
Appointments of 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)	Jeremy Owen	Stephen Fall	April 5, 2021	April 5, 2024
Alcoholic Beverage Control Board 3 Year Term (Mayor w/ Commission Approval)	Olivia Rice	Olivia Rice	April 5, 2021	April 5, 2024
County Board of Equalization 2 Year Term (City Commission Appointment)	Sabra Fuller	Sabra Fuller	April 1, 2021	April 1, 2023
Paris – Henry County Library Board 3 Year Term (limit of 2 terms) (Mayor w/Commission Approval)	Carlton Gerrell	Samuel Tharpe	March, 2021	March, 2024
Parks and Recreation Commission 5 Year Term (Mayoral Appointments)	Bill Jelks	Bill Jelks	May, 2021	March, 2026

NEW BUSINESS
AGENDA ITEM NO. 3
Report on Debt Obligation

The Comptroller's Office requires that within 45 days of issuance of any debt obligation by a municipality, it must report that obligation to the Office of State and Local Finance. Following is a report reflecting the debt obligation incurred by the City of Paris in connection with a USDA Rural Development bond issue for the benefit of the Paris Utility Authority. This is a second interim closing on a portion of the bond. Staff requests the following motion:

"I move that, having reviewed the report regarding the debt obligation of the City of Paris issued March 23, 2021, the City Commission approves the report as submitted and that notice of this approval be forwarded to the State of TN Office of State and Local Finance."

REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated Section 9-21-151)

1. Public Entity:
 Name: CITY OF PARIS, TENNESSEE
 Address: 100 N. Caldwell P.O. Box 970
Paris, Tennessee 38242
 Debt Issue Name: Sewer System Revenue and Tax Bond Anticipation Note (Interim Certificates)
 If disclosing initially for a program, attach the form specified for updates, indicating the frequency required.

2. Face Amount: \$ 7,500,000.00
 Premium/Discount: \$ _____

3. Interest Cost: 1.3750 % Tax-exempt Taxable
 TIC NIC
 Variable: Index _____ plus _____ basis points; or
 Variable: Remarketing Agent _____
 Other: _____

4. Debt Obligation:
 TRAN RAN CON
 BAN CRAN GAN
 Bond Loan Agreement Capital Lease
 If any of the notes listed above are issued pursuant to Title 9, Chapter 21, enclose a copy of the executed note with the filing with the Division of Local Government Finance ("LGF").

5. Ratings:
 Unrated
 Moody's _____ Standard & Poor's _____ Fitch _____

6. Purpose:

		BRIEF DESCRIPTION
<input type="checkbox"/> General Government	_____ %	_____
<input type="checkbox"/> Education	_____ %	_____
<input checked="" type="checkbox"/> Utilities	<u>64.83</u> %	<u>Sewer system improvements and extensions</u>
<input type="checkbox"/> Other	_____ %	_____
<input checked="" type="checkbox"/> Refunding/Renewal	<u>35.17</u> %	<u>Renewal of Bond Anticipation Note</u>

7. Security:
 General Obligation General Obligation + Revenue/Tax
 Revenue Tax Increment Financing (TIF)
 Annual Appropriation (Capital Lease Only) Other (Describe): _____

8. Type of Sale:
 Competitive Public Sale Interfund Loan
 Negotiated Sale Loan Program USDA Rural Development
 Informal Bid

9. Date:
 Dated Date: 03/23/2021 Issue/Closing Date: 03/23/2021

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-151)

10. Maturity Dates, Amounts and Interest Rates *:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2023	\$7,500,000.00	1.3750 %		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%

If more space is needed, attach an additional sheet.

If (1) the debt has a final maturity of 31 or more years from the date of issuance, (2) principal repayment is delayed for two or more years, or (3) debt service payments are not level throughout the retirement period, then a cumulative repayment schedule (grouped in 5 year increments out to 30 years) including this and all other entity debt secured by the same source **MUST BE PREPARED AND ATTACHED**. For purposes of this form, debt secured by an ad valorem tax pledge and debt secured by a dual ad valorem tax and revenue pledge are secured by the same source. Also, debt secured by the same revenue stream, no matter what lien level, is considered secured by the same source.

* This section is not applicable to the Initial Report for a Borrowing Program.

11. Cost of Issuance and Professionals:

No costs or professionals

	AMOUNT (Round to nearest \$)	FIRM NAME
Financial Advisor Fees	\$ 0	
Legal Fees	\$ 0	
Bond Counsel	\$ 0	
Issuer's Counsel	\$ 0	
Trustee's Counsel	\$ 0	
Bank Counsel	\$ 0	
Disclosure Counsel	\$ 0	
Paying Agent Fees	\$ 0	
Registrar Fees	\$ 0	
Trustee Fees	\$ 0	
Remarketing Agent Fees	\$ 0	
Liquidity Fees	\$ 0	
Rating Agency Fees	\$ 0	
Credit Enhancement Fees	\$ 0	
Bank Closing Costs	\$ 0	
Underwriter's Discount _____%		
Take Down	\$ 0	
Management Fee	\$ 0	
Risk Premium	\$ 0	
Underwriter's Counsel	\$ 0	
Other expenses	\$ 0	
Printing and Advertising Fees	\$ 0	
Issuer/Administrator Program Fees	\$ 0	
Real Estate Fees	\$ 0	
Sponsorship/Referral Fee	\$ 0	
Other Costs _____	\$ 0	
TOTAL COSTS	\$ 0	

REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated Section 9-21-151)

12. Recurring Costs:

No Recurring Costs

	AMOUNT (Basis points/\$)	FIRM NAME (If different from #11)
Remarketing Agent	_____	_____
Paying Agent / Registrar	_____	_____
Trustee	_____	_____
Liquidity / Credit Enhancement	_____	_____
Escrow Agent	_____	_____
Sponsorship / Program / Admin	_____	_____
Other _____	_____	_____

13. Disclosure Document / Official Statement:

None Prepared

EMMA link _____ or

Copy attached

14. Continuing Disclosure Obligations:

Is there an existing continuing disclosure obligation related to the security for this debt? Yes No

Is there a continuing disclosure obligation agreement related to this debt? Yes No

If yes to either question, date that disclosure is due June 30th

Name and title of person responsible for compliance Traci Shannon, Finance Director

15. Written Debt Management Policy:

Governing Body's approval date of the current version of the written debt management policy 11/03/2011

Is the debt obligation in compliance with and clearly authorized under the policy? Yes No

16. Written Derivative Management Policy:

No derivative

Governing Body's approval date of the current version of the written derivative management policy _____

Date of Letter of Compliance for derivative _____

Is the derivative in compliance with and clearly authorized under the policy? Yes No

17. Submission of Report:

To the Governing Body: on 4-1-21 and presented at public meeting held on 4-1-21

Copy to Director, Division of Local Govt Finance: on _____ either by:

Mail to: _____ OR Email to: LGF@cot.tn.gov

Cordell Hill Building
425 Fifth Avenue North, 4th Floor
Nashville, TN 37243-2400

18. Signatures:

	AUTHORIZED REPRESENTATIVE	PREPARER
Name	<u>Carlton Gerrell</u>	<u>Lillian Blackshear</u>
Title	<u>Mayor</u>	<u>Member</u>
Firm	<u>City of Paris</u>	<u>Bass, Berry & Sims PLC</u>
Email	<u>cgerrell@tvcc.us</u>	<u>lblackshear@bassberry.com</u>
Date	<u>03/23/2021</u>	<u>03/23/2021</u>

**NEW BUSINESS
AGENDA ITEM NO. 4
Resolution to Amend and Add Job Descriptions to the City of Paris Personnel Rules and
Regulations**

There are three job descriptions contained in the following resolution. The Assistant Chief of Police job description reflects a few small changes to the existing job description. The other two job descriptions are new and need to be added.

RESOLUTION NO. 1650

WHEREAS, The City of Paris, Tennessee, has adopted Personnel Rules and Regulations effective April 6, 1994; and,

WHEREAS, Paris Municipal Code 1-503 specifies that amendments to said Personnel Rules and Regulations shall be adopted by the Board of Commissioners of the City of Paris, Tennessee by Resolution before they shall have force and effect; and,

WHEREAS, The City Manager of the City of Paris, Tennessee has recommended to the Board of Commissioners of the City of Paris, Tennessee that said Personnel Rules and Regulations be amended as follows:

- A. By deleting the job description of Assistant Police Chief in its entirety and enacting the following the job description for Assistant Chief of Police in Appendix B.:

ASSISTANT CHIEF OF POLICE

Nature of Work

This position is under the direct supervision of the Chief of Police. This is a full-time position working regular business hours with periods of shift work to stay in touch with the street officers. The employee is responsible for assisting the Chief of Police in planning, organizing and directing of all activities of the Police Department. The employee acts as Chief in absence of the Chief of Police. The employee is expected to perform his or her duties according to state laws, city ordinances and the policies and procedures of the police department. Instructions to the employee are somewhat general, but many aspects of the work follow standardized guidelines. However, the employee may be required to use independent judgment in order to complete tasks.

Illustrative Examples of Work

- Supervise operations of computer system and records maintenance problems.
- Assists the chief in preparation of the department budget and control of expenditures.
- Establish and maintain a CID records hardcopy system.
- Maintain any identification records currently on file.

- Attend meetings on new Police concepts in training, records, equipment, etc.
- Monitor and maintain all department certification for all personnel.
- Administration of E-911 communications operations.
- Delivers talks to civic and professional organizations.
- Schedules and conducts crime prevention programs for businesses and homeowners.
- Serves as information officer.
- Monitors new regulations and trends in labor relations. Monitors comments and attitudes of department members and makes recommendations as to practices to increase morale within the department.
- Performs related duties as required.
- Performs other tasks as assigned by the Chief of Police.

Desirable Knowledges, Abilities and Skills

- The employee will operate a variety of equipment including firearms, stun guns, computer, cameras, and other audio and video equipment, radio and E911 communications equipment, police vehicles, radar and fingerprinting and emergency equipment.
- The demands of this position can be stressful both mentally and physically. The employee will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions and hazardous or extremely dangerous situations.
- Thorough knowledge of modern police methods and procedures and of the principles, practices, and techniques of criminal investigation and identification.
- Considerable knowledge of pertinent federal and state laws, municipal ordinances, recent high court decisions, and of sources of information on legal matters.
- Considerable knowledge of the principles and practices of police administration.
- Ability to enforce laws and regulations firmly, tactfully, and impartially.
- Ability to express ideas clearly and concisely, both orally and in writing.

Desirable Training and Experience

Graduation from a standard high school, supplemented by specialized training in police administration, police science, or related subjects; and considerable supervisory police experience; or an equivalent combination of training and experience.

B. By enacting following job description for Splash Park Attendant in Appendix B.:

SPLASH PARK ATTENDANT

Nature of Work

This position is responsible for entrance fee collection and general oversight of activities at the Splash Park. Work involves interaction with patrons, supervision of Splash Park area, answering inquiries regarding rentals, set up for group rentals and light custodial work. Performs other related tasks as directed. Must be able to enforce Splash Pad Rules and Regulations. Work is to be performed under the supervision of the Parks and Recreation Director and/or Paris Swimming Pool Manager.

Illustrative Examples of Work

- Collects entrance fee to splash park with accuracy and a positive attitude.
- Interacts with the public in an informative and helpful way, always with a professional demeanor.
- Responsible for light custodial work keeping the splash park free of trash and the restrooms clean and well stocked.
- Fosters a great place to work environment, encouraging accountability, open communication, teamwork, and a commitment to serving others.
- Follows all safety rules and regulations while performing work assignments and adheres to all policies and procedures as outlined in the employee handbook.
- Maintains a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Performs all duties as assigned by management in a professional and efficient manner.

Desirable Knowledge, Abilities and Skills

- Ability to work with money and count money back to customers.
- Ability to deal firmly yet tactfully with the general public.
- Ability to perform custodial tasks, cleaning restrooms as needed.
- Ability to communicate both orally and in writing.
- Ability to work effectively within a team.

Essential Job Requirements

- Must be able to work outside.
- Must be able to count money and make change.
- Must be able to effectively and professionally communicate with the public.
- Must be motivated and able to work independently.
- Must be able to work nights and weekends.
- Must be 16 years of age or older.
- Must be able to sit or stand for long periods of time.
- Must be able to perform light custodial tasks, on splash park deck and restrooms.
- Must be able to exert up to 20 pounds of force occasionally.
- Must be able to: kneel, crouch, crawl, walk, stand, sit, reach, lift, grasp, feel, talk, hear and complete repetitive motions.
- Worker is required to have visual and hearing acuity to determine neatness and to make general observations of facilities and structures for the safety of others.
- Worker is substantially exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Must complete Red Cross CPR and first aid certification course.

- C. By enacting following job description for Eiffel Tower Park Concessions Attendant in Appendix B.:

EIFFEL TOWER PARK CONCESSIONS ATTENDANT

Nature of Work

This position is responsible for concession sales at Eiffel Tower Park. Work involves interaction with patrons, handling food preparation and distribution, taking payment and making change, keeping a clean workspace, and light custodial work. Work to be performed under the supervision of the Parks and Recreation Director and/or Paris Swimming Pool Manager.

Illustrative Examples of Work

- Takes orders and distributes food / drink products in an accurate and friendly manner.
- Collects payment and makes change with accuracy and a positive attitude.
- Responsible for light custodial work keeping the concessions area clean and neat, and making sure the restrooms are clean and well stocked.
- Fosters a great place to work environment, encouraging accountability, open communication, teamwork, and a commitment to serving others.
- Follows all safety rules and regulations while performing work assignments and adheres to all policies and procedures as outlined in the employee handbook.

- Must maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all duties as assigned by management in a professional and efficient manner.

Desirable Knowledge, Abilities and Skills

- Ability to work with money and counting skills.
- Ability to deal firmly yet tactfully with the general public.
- Ability to perform custodial tasks, cleaning concessions area and restrooms as needed.
- Ability to communicate both orally and in writing.
- Ability to work effectively within a team.

Essential Job Requirements

- Must be able to count money and make change.
- Must be able to work outside occasionally.
- Must be able to effectively and professionally communicate with the public.
- Must be motivated and able to work independently.
- Must be 16 years of age or older.
- Must be able to work nights and weekends.
- Must be able to sit or stand for long periods of time.
- Must be able to perform light custodial tasks in concessions area and restrooms.
- Must be able to exert up to 20 pounds of force occasionally.
- Must be able to: kneel, crouch, crawl, walk, stand, sit, reach, lift, grasp, feel, talk, hear and complete repetitive motions.
- Worker is required to have visual and hearing acuity to determine neatness and to make general observations of facilities and structures for the safety of others.
- Worker is substantially exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Must complete Red Cross CPR and first aid certification course.

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:

- A. By deleting the job description of Assistant Police Chief in its entirety and enacting the following the job description for Assistant Chief of Police in Appendix B.:

ASSISTANT CHIEF OF POLICE

Nature of Work

This position is under the direct supervision of the Chief of Police. This is a full-time position working regular business hours with periods of shift work to stay in touch with the street officers. The employee is responsible for assisting the Chief of Police in planning, organizing and directing of all activities of the Police Department. The employee acts as Chief in absence of the Chief of Police. The employee is expected to perform his or her duties according to state laws, city ordinances and the policies and procedures of the police department. Instructions to the employee are somewhat general, but many aspects of the work follow standardized guidelines. However, the employee may be required to use independent judgment in order to complete tasks.

Illustrative Examples of Work

- Supervise operations of computer system and records maintenance problems.
- Assists the chief in preparation of the department budget and control of expenditures.
- Establish and maintain a CID records hardcopy system.
- Maintain any identification records currently on file.
- Attend meetings on new Police concepts in training, records, equipment, etc.
- Monitor and maintain all department certification for all personnel.
- Administration of E-911 communications operations.
- Delivers talks to civic and professional organizations.
- Schedules and conducts crime prevention programs for businesses and homeowners.
- Serves as information officer.
- Monitors new regulations and trends in labor relations. Monitors comments and attitudes of department members and makes recommendations as to practices to increase morale within the department.
- Performs related duties as required.
- Performs other tasks as assigned by the Chief of Police.

Desirable Knowledges, Abilities and Skills

- The employee will operate a variety of equipment including firearms, stun guns, computer, cameras, and other audio and video equipment, radio and E911 communications equipment, police vehicles, radar and fingerprinting and emergency equipment.

- The demands of this position can be stressful both mentally and physically. The employee will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions and hazardous or extremely dangerous situations.
- Thorough knowledge of modern police methods and procedures and of the principles, practices, and techniques of criminal investigation and identification.
- Considerable knowledge of pertinent federal and state laws, municipal ordinances, recent high court decisions, and of sources of information on legal matters.
- Considerable knowledge of the principles and practices of police administration.
- Ability to enforce laws and regulations firmly, tactfully, and impartially.
- Ability to express ideas clearly and concisely, both orally and in writing.

Desirable Training and Experience

Graduation from a standard high school, supplemented by specialized training in police administration, police science, or related subjects; and considerable supervisory police experience; or an equivalent combination of training and experience.

B. By enacting following job description for Splash Park Attendant in Appendix B.:

SPLASH PARK ATTENDANT

Nature of Work

This position is responsible for entrance fee collection and general oversight of activities at the Splash Park. Work involves interaction with patrons, supervision of Splash Park area, answering inquiries regarding rentals, set up for group rentals and light custodial work. Performs other related tasks as directed. Must be able to enforce Splash Pad Rules and Regulations. Work is to be performed under the supervision of the Parks and Recreation Director and/or Paris Swimming Pool Manager.

Illustrative Examples of Work

- Collects entrance fee to splash park with accuracy and a positive attitude.
- Interacts with the public in an informative and helpful way, always with a professional demeanor.
- Responsible for light custodial work keeping the splash park free of trash and the restrooms clean and well stocked.
- Fosters a great place to work environment, encouraging accountability, open communication, teamwork, and a commitment to serving others.

- Follows all safety rules and regulations while performing work assignments and adheres to all policies and procedures as outlined in the employee handbook.
- Maintains a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Performs all duties as assigned by management in a professional and efficient manner.

Desirable Knowledge, Abilities and Skills

- Ability to work with money and count money back to customers.
- Ability to deal firmly yet tactfully with the general public.
- Ability to perform custodial tasks, cleaning restrooms as needed.
- Ability to communicate both orally and in writing.
- Ability to work effectively within a team.

Essential Job Requirements

- Must be able to work outside.
- Must be able to count money and make change.
- Must be able to effectively and professionally communicate with the public.
- Must be motivated and able to work independently.
- Must be able to work nights and weekends.
- Must be 16 years of age or older.
- Must be able to sit or stand for long periods of time.
- Must be able to perform light custodial tasks, on splash park deck and restrooms.
- Must be able to exert up to 20 pounds of force occasionally.
- Must be able to: kneel, crouch, crawl, walk, stand, sit, reach, lift, grasp, feel, talk, hear and complete repetitive motions.
- Worker is required to have visual and hearing acuity to determine neatness and to make general observations of facilities and structures for the safety of others.
- Worker is substantially exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Must complete Red Cross CPR and first aid certification course.

- C. By enacting following job description for Eiffel Tower Park Concessions Attendant in Appendix B.:

EIFFEL TOWER PARK CONCESSIONS ATTENDANT

Nature of Work

This position is responsible for concession sales at Eiffel Tower Park. Work involves interaction with patrons, handling food preparation and distribution, taking payment and making change, keeping a clean workspace, and light custodial work. Work to be performed under the supervision of the Parks and Recreation Director and/or Paris Swimming Pool Manager.

Illustrative Examples of Work

- Takes orders and distributes food / drink products in an accurate and friendly manner.
- Collects payment and makes change with accuracy and a positive attitude.
- Responsible for light custodial work keeping the concessions area clean and neat, and making sure the restrooms are clean and well stocked.
- Fosters a great place to work environment, encouraging accountability, open communication, teamwork, and a commitment to serving others.
- Follows all safety rules and regulations while performing work assignments and adheres to all policies and procedures as outlined in the employee handbook.
- Must maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all duties as assigned by management in a professional and efficient manner.

Desirable Knowledge, Abilities and Skills

- Ability to work with money and counting skills.
- Ability to deal firmly yet tactfully with the general public.
- Ability to perform custodial tasks, cleaning concessions area and restrooms as needed.
- Ability to communicate both orally and in writing.
- Ability to work effectively within a team.

Essential Job Requirements

- Must be able to count money and make change.
- Must be able to work outside occasionally.
- Must be able to effectively and professionally communicate with the public.
- Must be motivated and able to work independently.
- Must be 16 years of age or older.
- Must be able to work nights and weekends.
- Must be able to sit or stand for long periods of time.
- Must be able to perform light custodial tasks in concessions area and restrooms.
- Must be able to exert up to 20 pounds of force occasionally.

- Must be able to: kneel, crouch, crawl, walk, stand, sit, reach, lift, grasp, feel, talk, hear and complete repetitive motions.
- Worker is required to have visual and hearing acuity to determine neatness and to make general observations of facilities and structures for the safety of others.
- Worker is substantially exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Must complete Red Cross CPR and first aid certification course.

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 1st day of April, 2021.

Mayor

City Recorder

ATTESTED:

NEW BUSINESS
AGENDA ITEM NO. 5
Approval of Update to the OSHA Plan for City Employees

Our Municipal Code, in compliance with the TN Occupational Safety & Health Administration, requires us to have a Plan of Operation for the Occupational Safety and Health Program for our employees. Occasionally this plan requires an update as required by TOSHA. They have sent the following amendment to our plan:

“The Safety Director shall, in the eventuality that there is a fatality, insure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours. All work-related inpatient hospitalizations, amputations, and loss of an eye must be reported to TOSHA within 24 hours.”

This item originally read: “The Safety Director shall, in the eventuality that there is a fatality or an accident resulting in the hospitalization of three or more employees insure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours.”

Staff requests your approval of this amendment to our plan.

NEW BUSINESS
AGENDA ITEM NO. 6
Ordinance to Amend 1-907 Regarding the Administration of the City's OSHA Plan (First Reading)

The following ordinance, submitted for your consideration, is simply a housekeeping item to our Municipal Code Title 1, chapter 9 which governs our Occupational Safety and Health Program. 1-907 previously contained Carl Holder's name as the administrator of the program. This change replaces his name with "City Manager or the City Manager's designee".

Ordinance No. 1267

AN ORDINANCE
to Amend 1-907 of the Paris Municipal Code

SECTION 1. Be it ordained by the Board of Commissioners of the City of Paris, Tennessee that the first sentence of 1-907 of the Paris Municipal Code be amended by deleting the phrase "Carl Holder, City Manager" and substituting therefore the phrase "the City Manager or the City Manager's designee" (Ord. # 1267, _____ / _____ / 2021.)

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

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

Passed and adopted _____.

Passed and adopted _____.

Mayor

Finance Director

STATUS OF VARIOUS PROJECTS
April 2021

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	
HOME Grant	Morris/Foster	2022	We are awaiting final approval and signature for the Authority to Use Grant Funds. We should receive this any day. We are hoping to be able to schedule an informational meeting for the public by the end of April.
Back Alley Paris	Foster/Morris/ Ray(DPA)	June 2021	Dan Knowles is now working on the full size mural to be placed on the back wall of Commercial Bank. The goal is for it to be complete by June.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Spring 2022	TLM has received final comments on Construction Plans from TDOT. Requested edits will be made and construction plans will be resubmitted in early April. Easements for donation of property have been signed by four of the five affected property owners. The fifth property owner has elected to receive compensation. The calculated compensation has been submitted to TDOT for approval.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Spring 2022	We are still waiting to receive final approval for the edited NEPA document submitted on 1/26. TLM continues to work on preliminary layout and are still coordinating with TDOT on Wood Street intersections that will be reworked by TDOT as part of a TDOT paving project. Design review meeting is scheduled for April 19.
Rison St Bridge Replacement	Foster/Morris	Fall 2021	It has been over a year since we submitted our NEPA document TDOT. We found out last week that we now have to complete another study "...documenting the presence or absence of jurisdictional streams and wetlands within the project limits...". More info. will be provided at the Commission meeting.
2019 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Spring 2022	TDOT is still considering an abbreviated NEPA document instead of a full review. As of 3/29 TDOT was still working on this. NOTE: The request for this was presented to TDOT in AUGUST. Preliminary design continues on layout and grading. Preliminary design for intersections at Market and Ruff and Market and Wood are complete. Design review meeting is scheduled for April 19.
BCBS Healthy Place Grant	Morris/Lawrence	Summer of 2021	Construction has begun! The contractor arrived on-site on 3/26 and will stay until 4/2 before going home for a break.
2020 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2023 (if awarded)	Grant application was submitted, award announcements will probably not come until summer of 2021.
Drainage Improvements	Foster/Morris/ Schrader	Ongoing	Patrick Smith, P.E., has submitted recommended changes to our development standards & subdivision regs. Staff has been reviewing and tweaking. We hope to present them to the Planning Commission for their review and recommendation at their next meeting. We have decided the CDBG project we were working on is a little premature. We have postponed this project until next year to see if a change to Wal-Mart's detention pond will make the proposed project unnecessary.

