

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
July 1, 2021
5:00 P.M.

PUBLIC HEARING

1.) Request to Amend Zoning Ordinance for Carwash Use (Second Reading): Jennifer Morris, Community Development

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 – June 3, 2021
Special Called Meeting – June 24, 2021

Board Will Hear Comments from Citizens

Board Will Hear Comments from the Commission

Service Resolutions and Proclamations: None

OLD BUSINESS

- 1.) **Adoption of building code oversight for Tiny Houses – International Code Council, International Residential Code, Appendix Q:** Lowell Schrader, Building Inspector / Codes
- 2.) **Request to Amend Zoning Ordinance for Carwash Use (Second Reading):** Jennifer Morris, Community Development Director
- 3.) **Request to Acquire Undeveloped Alley:** Jennifer Morris, Community Development Director

NEW BUSINESS

- 1.) **Financial Update:** Traci Shannon, Finance Director
- 2.) **Appointments to Boards:** Carlton Gerrell, City Mayor
- 3.) **Request to Acquire City Owned Property at 110 Wynn Street:** Jennifer Morris, Community Development Director
- 4.) **Ordinance to Amend Ch. 11, Conditional Uses, of the Paris Municipal Code as it Relates to the Sale, Storage or Recapping of Tires:** Jennifer Morris, Community Development Director
- 5.) **Resolution to Adopt An Updated Technology Acceptable Use Policy:** Kim Foster, City Manager
- 6.) **Ordinance to Amend Title 11 of the Paris Municipal Code Relating to As-Built Site Plan Requirements:** Jennifer Morris, Community Development Director
- 7.) **Ordinance to Prohibit the Use of Tobacco / Vapor Products:** Kim Foster, City Manager
- 8.) **Resolution Authorizing Matching Funds and the Mayor to Execute Documents Related to the Application of a 2021 Downtown Improvement Grant:** Kim Foster, City Manager

Status of Various Projects

Updates from the City Manager

Adjournment

OLD BUSINESS
AGENDA ITEM NO. 1
Adoption of building code oversight for Tiny Houses – International Code Council,
International Residential Code, Appendix Q

The currently adopted building code for the city related to residential construction is the 2018 International Code Council, International Residential Code (2018 IRC) which applies specifically to traditional one and two family residential dwellings.

Tiny houses are houses that are less than 400 square feet. They utilize various unique construction methods to accommodate small square footage living areas which are not authorized methods of construction per the currently adopted chapters of the 2018 IRC. This bans construction of tiny houses in the city because of the use of nontraditional construction methods for stairs, windows, egress, and ceiling height, etc... which essentially makes them illegal. As discussed, adoption of the IRC, Appendix Q will give the City's Building Inspector guidelines on which to advise and inspect the construction of a tiny house

Ordinance No. 1271

AN ORDINANCE
to Enact 4-102. D. of the Paris Municipal Code

SECTION 1. Be it ordained by the Board of Commissioners of the City of Paris, Tennessee that 4-102. D. be enacted as follows:

D. The provisions of Appendix Q, of the 2018 International Residential Code are hereby adopted and incorporated by reference as a part of the "Building Codes for the City of Paris, Tennessee". (Ord. # 1271, 07 / 01 / 21).

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 June 3, 2021.

Passed and adopted July 1, 2021.

Mayor

Finance Director

OLD BUSINESS
AGENDA ITEM NO. 2
Request to Amend Zoning Ordinance for Carwash Use (Second Reading)

After review and discussion the Planning Commission has recommended to amend the Zoning Ordinance table of uses to allow an Auto Wash as a use by right in B-1, B-2, P-B, and add the SC-1 Zoning District.

The basis for this recommendation is that a car wash is currently allowed in the other commercial zones. However, we currently have a car wash in each of the zones including the SC-1 which is non-conforming. This business would not be allowed to expand or rebuild if destroyed.

This ordinance is up for second reading.

Ordinance No. 1272

AN ORDINANCE
to Amend 11-105 Table 1, 11-502. B., 11-503. B.,
11-505. B., and 11-506. B. 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 11-105 Table 1 be amended by allowing “automobile car wash” as a Use Permitted by Right in B-1, B-2, P-B, and SC-1 Zones. (Ord. # 1272, 07/01/21).
- B. That 11-502. B. be amended by adding “automobile car wash” as a Use Permitted by Right in B-1 Zones. (Ord. # 1272, 07/01/21).
- C. That 11-503. B. be amended by adding “automobile car wash” as a Use Permitted by Right in B-2 Zones. (Ord. # 1272, 07/01/21).
- D. That 11-505. B. be amended by adding “automobile car wash” as a Use Permitted by Right in P-B Zones. (Ord. # 1272, 07/01/21).
- E. That 11-506. B. be amended by adding “automobile car wash” as a Use Permitted by Right in SC-1 Zones. (Ord. # 1272, 07/01/21).

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 June 3, 2021.

Passed and adopted July 1, 2021.

Mayor

Finance Director

OLD BUSINESS
AGENDA ITEM NO. 3
Request to Acquire Undeveloped Alley

The City of Paris received a request from Ed and Vickey Roberts to acquire a portion of a 10 ft. undeveloped alley adjacent to their property facing Chickasaw Road. This undeveloped alley is adjacent to properties that front Powell Street, Curtis Street and Chickasaw Road.

This request was referred to the Planning Commission for their review and recommendation. After review, the P.C. is recommending conveyance of the alley to any interested property owner adjoining the alley. They also recommend adding the Keenan Amendments as is typical with the conveyance of undeveloped alleyways.

NEW BUSINESS
AGENDA ITEM NO.1
Financial Update

Narrative to May 2021 Operating Statement

We have had amazing increases in our retail sales tax revenue this year, especially the last two months. Our Local Options Sales Tax revenue reflected an increase of 20.22% compared to last April and we are ahead fiscal year-to-date by 13.77%. We are cautiously optimistic but still anticipate the economy to level out in the months ahead.

As predicted, our General Fund expenditures exceeded revenues in the month of May. Other than the principal payments on debt service, a couple of other large expenses included \$156K for a dump truck for the Street Dept. and \$25K for equipment for patrol cars.

The General Fund is considerably ahead fiscal year-to-date. We should end our fiscal year with more to add to fund balance.

Other Business:

New Employees (18): 14 part-time seasonal (Parks & Rec), 4 part-time (Civic Center)

Resignation: None

We issued fifteen business licenses in May:

New Business (13): T&J Detailing Service, Sheds 365 Sales – Memorial Dr, Sheds 365 Sales – E. Wood, The Veggie Shack, Lewis Lawn Care, Grade A Pressure Washing,

Felt #1 Handyman Services, Euphoria by LA, Street Dynamics 2, Reynolds Remodeling, Bryan of All Trades, Mae Mae's Mowing & Landscaping, Kayla Bell LLC

New Owner (1): Sally Lane's TN Candy Farm

Minimal License Renewal (1): Paris Yoga

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	\$719,938	-1.02%
MARCH	\$840,859	\$840,412	\$877,659	\$840,175	\$1,101,592	31.11%
APRIL	\$792,642	\$774,320	\$849,875	\$865,360	\$1,040,359	20.22%
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	\$9,183,943	
Previous YTD % Increase/Decrease	2.52%	1.66%	1.24%	2.79%	13.77%	

MONTHLY OPERATING STATEMENT
May 2021

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,469,000	9,614	1,512,505	102.96%
Local Option Sales Tax	5,375,000	539,154	4,923,476	91.60%
Wholesale Liquor / Beer	790,000	76,842	851,312	107.76%
Business Tax	360,000	165,243	343,769	95.49%
Fees & Licenses	162,500	31,677	163,422	100.57%
In Lieu Payments	876,250	60,795	721,273	82.31%
Grants	709,175	0	671,672	94.71%
State Shared taxes	1,516,000	161,474	1,520,253	100.28%
All Other	1,682,664	109,421	1,513,417	89.94%
Total General Fund Revenue	12,940,589	1,154,220	12,221,099	94.44%
Solid Waste Collection - BPU	1,225,000	99,898	1,149,493	93.84%
Solid Waste Disposal - Transfer	350,000	31,702	363,372	103.82%
Other Revenue	400	246	646	161.58%
Total Sanitation	1,575,400	131,845	1,513,511	96.07%
Gate Receipts - Brush & Debris	130,000	11,198	129,969	99.98%
County Share Operating Exp	35,000	0	6,198	17.71%
Gate Receipts - Tires	12,000	358	4,589	38.24%
Other Revenue	48,250	243	49,328	102.23%
Total Landfill	225,250	11,799	190,084	84.39%
Total Drug Fund	68,050	16,632	57,098	83.91%
TOTAL REVENUES	14,809,289	1,314,496	13,981,791	94.41%

EXPENDITURES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	273,990	26,589	284,009	103.66%
General Administration	371,814	27,341	323,620	87.04%
Economic Development	124,265	10,750	113,569	91.39%
Elections	4,500	0	0	0.00%
Financial Administration	301,825	16,911	262,194	86.87%
City Hall Building	94,689	17,470	90,318	95.38%
Police Department	2,331,078	170,197	2,000,430	85.82%
Emergency Communications	709,475	50,072	587,712	82.84%
Fire Department	1,973,837	111,683	1,822,946	92.36%
Building Inspection	91,503	5,593	73,624	80.46%
Street Maintenance	1,598,399	243,148	1,352,488	84.62%
State Street Aid	600,000	-12,146	599,323	99.89%
Storm Water Management	71,587	2,213	47,033	65.70%
Street Lighting	102,000	4,029	81,608	80.01%
City Garage	278,963	17,869	243,407	87.25%
Cemetery Maintenance	61,124	10,348	59,398	97.18%
Health & Animal Control	165,976	10,705	141,912	85.50%
Civic Center	544,296	43,731	418,070	76.81%
Parks & Recreation	997,394	81,353	815,583	81.77%
Library	166,487	27,748	166,487	100.00%
Community Development	1,203,100	18,428	1,150,814	95.65%
Debt Service	823,546	515,835	764,757	92.86%
General Fund Expenditures	12,889,848	1,399,868	11,399,302	88.44%
Sanitation Collection	873,671	83,184	763,092	87.34%
Contractual Services	630,000	51,544	557,703	88.52%
Total Sanitation	1,503,671	134,728	1,320,795	87.84%
Total Landfill	229,283	9,677	147,997	64.55%
Total Drug Fund	100,900	1,627	32,848	32.56%
TOTAL EXPENDITURES	14,723,702	1,545,900	12,900,942	87.62%

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	(245,648)	821,797
Sanitation	(2,883)	192,716
Landfill	2,122	42,086
Drug Fund	15,005	24,249

**NEW BUSINESS
AGENDA ITEM NO.2
Appointments of Boards**

No appointments to board

NEW BUSINESS
AGENDA ITEM NO. 3
Request to Acquire City Owned Property at 110 Wynn Street

The City received a request from Deleon Kendley to purchase this property which is adjacent to his property. His request was presented to the Planning Commission for their consideration and recommendation. The Planning Commission reviewed this request and property and is recommending the City declare it surplus property and advertise it for liquidation via the typical method of accepting sealed bids. It is also recommending no Keenan Amendments be added because there is no need for first right of refusal nor are there any utilities currently located on this property.



NEW BUSINESS
AGENDA ITEM NO. 4
Ordinance to Amend Ch. 11, Conditional Uses, of the Paris Municipal Code as it
Relates to the Sale, Storage or Recapping of Tires:

In the past, over many years, the City of Paris has struggled with the accumulation of tires in business, industrial and even residential settings. This accumulation is not only unsightly but a health hazard as well. In an effort to address any existing or future issues the Planning Commission was asked to look at the only requirements we currently have relating to tires in our Zoning Ordinance which is found under Conditional Uses. The

Planning Commission reviewed this topic at its May and June meetings, along with recommendations from staff.

After consideration and discussion the Planning Commission is recommending the following ordinance be adopted. This ordinance will change 11-105 Table 1, 11-502. C., 11-602. B., 11-603. B., 11-604. B. and 11-907 of the Paris Municipal Code by expanding the “tire recapping” category to also include “sale and storage” of tires. Additionally, it will allow for the outside storage of tires but limit the number to 10.

Ordinance No. 1273

AN ORDINANCE

to Amend 11-105 Table 1, 11-502. C., 11-602. B., 11-603. B., 11-604. B.
and 11-907 of the Paris Municipal Code

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

- F. That 11-105 Table 1 be amended by deleting the Uses Permitted categories “tire recapping” and “tire recapping or retreading” in **REPAIR SERVICES** section of Table 1 and creating the Uses Permitted category “Sale, Storage, or Recapping of Tires” in the **BUSINESS SERVICES** section of Table 1. (Ord. # 1273, _____ / _____ / 21).
- G. That 11-105 Table 1 be amended by allowing “Sale, Storage, or Recapping of Tires” as a Conditional Use in B-1 and as a Use Permitted by Right in M-1, M-2, and P-M. (Ord. # 1273, _____ / _____ / 21).
- H. That 11-502. C. be amended by adding “Sale, Storage, or Recapping of Tires” as a Conditional Use in B-1 Zones. (Ord. # 1273, _____ / _____ / 21).
- I. That 11-602. B., 11-603. B. and 11-604. B. be amended by allowing “Sale, Storage, or Recapping of Tires” as a Use Permitted by Right in M-1, M-2, and P-M Industrial Districts (Ord. # 1273, _____ / _____ / 21).
- J. That 11-907 of the Paris Municipal Code be deleted in its entirety and the following substituted therefore:

11-907. Sale, Storage, or Recapping of Tires.

- A. The sale or storage of new tires or the sale, storage, or recapping of tires operation should be compatible with other uses on the adjacent or surrounding properties.
- B. All applicable State and Federal Standards must be met.
- C. All operations shall be conducted entirely within an enclosed building.
- D. No more than ten (10) tires, new or used, shall be stored outside the building. Outside storage of any scrap rubber or any usable or waste materials shall not be permitted.
(Ord. # 1273, _____ / _____ / 21).

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 June 10, 2021.

Passed and adopted _____.

Mayor

Finance Director

NEW BUSINESS
AGENDA ITEM NO. 5
Resolution to Adopt an Updated Technology Acceptable Use Policy

Appendices H (Information Security Policy) and I (E-Mail Communication Policy) in the City of Paris Personnel Rules and Regulations currently give guidance on the acceptable use of electronic information and systems. Much of what is contained in the current appendices is outdated. The following resolution, submitted for your consideration, contains a new policy to replace both appendices H & I. It was created and reviewed with the assistance of our IT contractor and gives guidance based on current day practices and standards.

RESOLUTION NO. 1652

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 Appendix H in its entirety and enacting the following as Appendix H to the Personnel Rules and Regulations:

APPENDIX H
TECHNOLOGY ACCEPTABLE USE POLICY

Mission

It is the goal of the City of Paris to provide all employees with access to a variety of technological resources as needed to fulfill their job requirements. The creation of a large and varied technological environment demands that technology usage be

conducted in legally and ethically appropriate ways consistent with the policies and public stewardship goals of the City of Paris.

Thus, it is the intention of the City of Paris that all technological resources be used in accordance with any and all City of Paris policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is understood that all employees, vendors and guests of the City of Paris will use the provided technological resources so as not to waste or abuse, interfere with or cause harm to other individuals, institutions or companies.

Scope of Use

All computer hardware and software belong to the City of Paris. Before any employee is allowed use of the City of Paris' computers, networks other electronic devices such as cell phones, tablets or recording devices, the employee shall review and become familiar with the Technology Acceptable Use Policy which sets out the terms and conditions of such use. The City of Paris requires the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of being a good public steward.

Each City of Paris department administration will apply the same standard of employment suitability to an employee's use of computers and other electronic devices, the Internet and the computer network as they use to review other city resources. Misuse of any City of Paris technology will result in disciplinary action, up to and including dismissal from employment.

Privacy

Employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive or display when using the city networks, devices, Internet access, email system, telephone communication system or other technological resources owned or issued by the City of Paris, whether the resources are used at their job headquarters or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted or displayed using City of Paris technological resources or stored on servers or on the storage mediums of individual devices will be private. The City of Paris may, without notice, (1) monitor, track and/or log network access, communications and use; (2) monitor and allocate filespace; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with City of Paris policy and applicable laws and regulations, protecting the City of Paris from liability, and complying with public records requests.

City employees are allowed to have their employee email accounts placed on personal devices. By placing an employee email on a personal device an employee acknowledges that ANY and ALL email transmitted from the device are subject to local, state and federal laws regarding open records. In addition, ALL sms/text/mms and social media communications regarding city business from personal devices from city employees are also governed under this policy. **Employee's email may be a public record and therefore subject to inspection under the Tennessee Public Records Act (TCA 10-7-512).**

The City Manager and the assigned Technology Director (employee or contractor) retain the right to regularly monitor the on-line activities conducted on City of Paris technology.

Rights and Responsibilities

The City of Paris is committed to complying with applicable information security requirements and relevant information security standards and protocols. Users of the City of Paris' network are required to adhere to state and federal law and local policy. Any attempt to break those laws or policies may result in discipline or litigation against the offender(s) by the proper authority. All employees and vendors are expected to report any system misuse, inappropriate Internet sites that are not stopped by the network Internet filter, and behavior that falls with the city discrimination and sexual harassment policies.

The City of Paris will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

General Rules for Acceptable Use

1. City of Paris technological resources are provided for city business-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support the mission and charter of the City of Paris. **Use of City of Paris technological resources for personal gain or profit is prohibited.**
2. It is the policy of the City of Paris to respect all computer software copyrights and to adhere to the terms of all software licenses (vendor purchased or donated) to which the City is a party. No duplications of software or related documentation for use either on City premises or elsewhere is permitted unless authorization is obtained from licensor or from the Technology Director. Nor shall users give software to any outsider including clients, contractors, customers, etc. without permission from the Technology Director.
3. Employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information and public records. Any use that violates state or federal law is strictly prohibited.
4. Employees with network access shall not utilize network resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system for the purpose of conducting City of Paris business functions without approval from the City Manager. E-mail correspondence may be a public record under the law and may be subject to public inspection.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.
6. The use of anonymous proxies to circumvent content filtering is prohibited. Users of technological resources may not send electronic communications fraudulently (i.e. by misrepresenting the identity of the sender).
7. Internet access and use is considered a privilege, not a right. Incidental use of the City of Paris' Internet service for personal reasons is permissible only if it does not interfere with either job performance or access by another employee for business purposes. **Employee use is governed by applicable City of Paris Personnel policies.**
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, employees must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of fellow employees. In addition, employees must not disclose on city owned or leased websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning other employees (including names, addresses, or pictures) without the written permission of an employee, or in the case of an employee under the age of 18, the parent or guardian. Users also may not forward or post personal communications without the author's prior consent.
9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to City of Paris technological resources.
10. Users may not create or introduce games, network communications programs, or any foreign program or software onto any City of Paris computer, electronic device, or network without the express permission of the Technology Director or designee.
11. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.

12. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission. Employees shall not use passwords or user IDs for any data system (e.g. vendor improvement system applications, etc.) for an unauthorized or improper purpose.

13. Bypassing security procedures and structures, as well as downloading unapproved apps or software for personal use on city owned devices, is strictly prohibited unless prior approval is granted by the City Manager.

14. If a user identifies a security problem on a technological resource he or she must immediately notify a system administrator or the Technology Director.

15. Views may be expressed on the Internet or other technological resources as representing the views of the City of Paris ONLY with prior approval by the City Manager.

16. Department Heads may not change the intent or verbiage of the Technology Acceptable Use Policy without authorization from the City Manager.

The City of Paris Technology Acceptable Use Policy shall govern all use of technological devices, digital resources, and network infrastructure. Because information technology is constantly changing, not all circumstances can be anticipated or addressed in the policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this agreement and show good judgment in their use of these resources. By using or by accessing City of Paris technological facilities or services, the user agrees to abide by this policy. Any employee who accesses the City of Paris computer systems, electronic devices or networks for any purpose agrees to be bound by the terms of the Technology Acceptable Use Policy, even if no signed written agreement is on file.

B. By deleting Appendix I in its entirety.

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 Appendix H in its entirety and enacting the following as Appendix H to the Personnel Rules and Regulations:

APPENDIX H TECHNOLOGY ACCEPTABLE USE POLICY

Mission

It is the goal of the City of Paris to provide all employees with access to a variety of technological resources as needed to fulfill their job requirements. The creation of a large and varied technological environment demands that technology usage be conducted in legally and ethically appropriate ways consistent with the policies and public stewardship goals of the City of Paris.

Thus, it is the intention of the City of Paris that all technological resources be used in accordance with any and all City of Paris policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is understood that all employees, vendors and guests of the City of Paris will use the provided technological resources so as not to waste or abuse, interfere with or cause harm to other individuals, institutions or companies.

Scope of Use

All computer hardware and software belong to the City of Paris. Before any employee is allowed use of the City of Paris' computers, networks other electronic devices such as cell phones, tablets or recording devices, the employee shall review and become familiar with the Technology Acceptable Use Policy which sets out the terms and conditions of such use. The City of Paris requires the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of being a good public steward.

Each City of Paris department administration will apply the same standard of employment suitability to an employee's use of computers and other electronic devices, the Internet and the computer network as they use to review other city resources. Misuse of any City of Paris technology will result in disciplinary action, up to and including dismissal from employment.

Privacy

Employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive or display when using the city networks, devices, Internet access, email system, telephone communication system or other technological resources owned or issued by the City of Paris, whether the resources are used at their job headquarters or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted or displayed using City of Paris technological resources or stored on servers or on the storage mediums of individual devices will be private. The City of Paris may, without notice, (1) monitor, track and/or log network access, communications and use; (2) monitor and allocate filespace; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with City of Paris policy and applicable laws and regulations, protecting the City of Paris from liability, and complying with public records requests.

City employees are allowed to have their employee email accounts placed on personal devices. By placing an employee email on a personal device an employee acknowledges that ANY and ALL email transmitted from the device are subject to local, state and federal laws regarding open records. In addition, ALL sms/text/mms and social media communications regarding city business from personal devices from city employees are also governed under this policy. **Employee's email may be a public record and therefore subject to inspection under the Tennessee Public Records Act (TCA 10-7-512).**

The City Manager and the assigned Technology Director (employee or contractor) retain the right to regularly monitor the on-line activities conducted on City of Paris technology.

Rights and Responsibilities

The City of Paris is committed to complying with applicable information security requirements and relevant information security standards and protocols. Users of the City of Paris' network are required to adhere to state and federal law and local policy. Any attempt to break those laws or policies may result in discipline or litigation against the offender(s) by the proper authority. All employees and vendors are expected to report any system misuse, inappropriate Internet sites that are not stopped by the network Internet filter, and behavior that falls with the city discrimination and sexual harassment policies.

The City of Paris will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

General Rules for Acceptable Use

1. City of Paris technological resources are provided for city business-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support the mission and charter of the City of Paris. **Use of City of Paris technological resources for personal gain or profit is prohibited.**

2. It is the policy of the City of Paris to respect all computer software copyrights and to adhere to the terms of all software licenses (vendor purchased or donated) to which the City is a party. No duplications of software or related documentation for use either on City premises or elsewhere is permitted unless authorization is obtained from licensor or from the Technology Director. Nor shall users give software to any outsider including clients, contractors, customers, etc. without permission from the Technology Director.
3. Employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information and public records. Any use that violates state or federal law is strictly prohibited.
4. Employees with network access shall not utilize network resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system for the purpose of conducting City of Paris business functions without approval from the City Manager. E-mail correspondence may be a public record under the law and may be subject to public inspection.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.
6. The use of anonymous proxies to circumvent content filtering is prohibited. Users of technological resources may not send electronic communications fraudulently (i.e. by misrepresenting the identity of the sender).
7. Internet access and use is considered a privilege, not a right. Incidental use of the City of Paris' Internet service for personal reasons is permissible only if it does not interfere with either job performance or access by another employee for business purposes. **Employee use is governed by applicable City of Paris Personnel policies.**
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, employees must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of fellow employees. In addition, employees must not disclose on city owned or leased websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning other employees (including names, addresses, or pictures) without the written permission of an employee, or in the case of an employee under the age of 18, the parent or guardian. Users also may not forward or post personal communications without the author's prior consent.
9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to City of Paris technological resources.
10. Users may not create or introduce games, network communications programs, or any foreign program or software onto any City of Paris computer, electronic device, or network without the express permission of the Technology Director or designee.
11. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
12. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission. Employees shall not use passwords or user IDs for any data system (e.g. vendor improvement system applications, etc.) for an unauthorized or improper purpose.
13. Bypassing security procedures and structures, as well as downloading unapproved apps or software for personal use on city owned devices, is strictly prohibited unless prior approval is granted by the City Manager.

14. If a user identifies a security problem on a technological resource he or she must immediately notify a system administrator or the Technology Director.

15. Views may be expressed on the Internet or other technological resources as representing the views of the City of Paris ONLY with prior approval by the City Manager.

16. Department Heads may not change the intent or verbiage of the Technology Acceptable Use Policy without authorization from the City Manager.

The City of Paris Technology Acceptable Use Policy shall govern all use of technological devices, digital resources, and network infrastructure. Because information technology is constantly changing, not all circumstances can be anticipated or addressed in the policy. All users are expected to understand and comply with both the “letter” and the “spirit” of this agreement and show good judgment in their use of these resources. By using or by accessing City of Paris technological facilities or services, the user agrees to abide by this policy. Any employee who accesses the City of Paris computer systems, electronic devices or networks for any purpose agrees to be bound by the terms of the Technology Acceptable Use Policy, even if no signed written agreement is on file.

B. By deleting Appendix I in its entirety.

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 July, 2021.

Mayor

City Recorder

ATTESTED:

NEW BUSINESS
AGENDA ITEM NO. 6
Ordinance to Amend Title 11 of the Paris Municipal Code Relating to As-Built Site Plan Requirements

A site plan is created by a licensed engineer. This would include any improvements such as parking, existing or proposed utilities, drainage and any drainage features. Prior to the city accepting the improvements as constructed, it must be inspected, approved, disapproved or changes made prior to final acceptance.

In the past this was left to staff from the City, particularly with regard to the drainage features such as detention ponds, grades, etc. Staff may not have the expertise or equipment to offer good judgement on the final product.

The Planning Commission is recommending adding a requirement to the site plan process to require the developer to provide an as built approval from the designing engineer that would certify any drainage, grading or drainage features to insure that the work was completed according to the design.

Any costs related to this process would be the responsibility of the developer. The recommendation only includes drainage since that has always been an issue and continues to plague the City. An as-built drawing for the entire development would be costly for the developer, therefore, our only recommendation is for drainage and anything related.

Ordinance No. 1274

AN ORDINANCE
to Enact 11-1105 of the Paris Municipal Code

SECTION 1. Be it ordained by the Board of Commissioners of the City of Paris, Tennessee that the following be enacted as 11-1105 of the Paris Municipal Code:

11-1105. As Built Site Plans.

- A. Intent. In order to ensure that Site Plans are followed in accordance with City Regulations and in compliance with the approved Site Plan, As Built Drawings containing the following information are required for all Site Plans approved pursuant to 11-1101 *et seq.*
- B. Contents of As Built Site Plan. The As Built Site Plan shall show the following storm drainage features:
1. Manholes/Catch Basins – Locations, types, sizes and rim/invert elevations.
 2. Storm Lines – Locations, lengths, slopes, sizes and materials (abandoned lines should also be shown).
 3. Public & Private Utility Easements – Locations and widths.
 4. Water Quality Facilities – (swale length/slope, infiltration galleries, etc.).
 5. Low Impact Development Facilities – (pervious pavement locations, rain garden details, etc.).
 6. Topographic information pertinent to the on-site drainage system, such as ditches, swales, lakes, canals, etc. that are deemed necessary by the City to verify the functional performance of the storm water system shall be noted.
 7. Retention/Retention Systems – Volume of storage provided, Storage elevation, Overflow elevation and location, Discharge control orifice size, Roof drain connections, Bypass area (Emergency overflow), etc.
 8. Stabilization/erosion control.
 9. All storm drainage retention/detention systems shall include the following statement: “The storm drainage retention/detention system has been constructed in conformance with the approved plans and is functioning as designed.”
- C. Construction Record Drawing Requirements.

1. Intent. The following Construction Record Drawing requirements are intended to provide a minimum guide to the surveyor, engineer of record, and construction supervisors and should be used along with good engineering practices as the type of project and situation warrants. These requirements should complement, but do not supersede any other City construction/plan requirements. The City of Paris requires construction record documentation before project closeout and acceptance. Developers, engineers and contractors need to be aware of these requirements in order to satisfy this documentation requirement.

Good on-site records must be maintained to ensure accuracy. Upon completion of the project, the Site Plans approved by the City of Paris are to be corrected to accurately reflect all as-built conditions and shall be submitted by the developer or the Tennessee Registered Professional Engineer that prepared them to: City of Paris, 100 North Caldwell, Paris, TN 38242.

2. As Built Site Plan Format. The As Built Site Plan will be both in the form of a 22 inch by 34 inch (22"x 34") printed copy and electronic clean set of plans, upon which the Contractor shall note any additions and deletions of work. The Contractor shall use red colored pencil to mark all work not shown on the original Site Plans and green colored pencil for deleting any work from the original Site Plans.

The Contractor shall also indicate all deviations in location and elevation of improvements as shown on the Site Plans. As Built Site Plans will be reviewed for accuracy and completeness by the reviewing engineer. If the as-built information is found deficient, it shall be corrected by the Contractor and resubmitted to the City for review and approval.

- D. As Built Site Plans required for all Site Plans. As Built Site Plans are required for all projects for which a Site Plan is approved pursuant to this chapter even if there are no deviations from the original approved Site Plan. (Ord. # 1274, _____ / _____ / 21).

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 July 1, 2021.

Passed and adopted _____.

Mayor

Finance Director

NEW BUSINESS
AGENDA ITEM NO. 7
Ordinance to Prohibit the Use of Tobacco / Vapor Products

In the most recent legislative session T.C.A. 39-17-1551 (e) was amended to allow municipalities to prohibit by ordinance the use of tobacco and/or vapor products on the grounds of any public park, public playground, public greenway, or any public property that is accessible to use by youth that is owned or controlled by a municipality. We have had requests for several years to prohibit smoking and tobacco use at our parks. This new legislation now gives us the ability to adopt and enforce the following ordinance which is presented for your consideration.

Ordinance No. 1275

AN ORDINANCE
to Enact 10-201 of the Paris Municipal Code

SECTION 1. Be it ordained by the Board of Commissioners of the City of Paris, Tennessee that 10-201 of the Paris Municipal Code be enacted as follows:

10-201. **Prohibition of Use of Tobacco/Vapor Products.** Pursuant to the provisions of T.C.A. 39-17-1551 (e) the use of tobacco products or vapor products, or both, is prohibited on the grounds of any public park, public playground, public greenway, or any public property that is accessible to use by youth that is owned or controlled by the City of Paris. The City of Paris adopts, and incorporates by reference, the applicable provisions of T.C.A. 39-17-1551 (e) for the purposes of interpretation and enforcement of the provisions of this section. (Ord. # 1275, _____ / _____ / 21).

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 July 1, 2021.

Passed and adopted _____.

Mayor

Finance Director

**NEW BUSINESS
AGENDA ITEM NO. 8**

**Resolution Authorizing Matching Funds and the Mayor to Execute Documents Related
to the Application of a 2021 Downtown Improvement Grant**

This grant was formerly known as the Façade Improvement Grant which we were awarded previously in 2017. At that time the maximum grant value was \$100,000. This time a community can apply for up to \$150,000. As a reminder, the city does not provide the 25% match for this grant, the benefitting property owner(s) will supply the match. We will be surveying property owners in the designated area to see how much interest there is before applying for a specific amount. The resolution presented for your consideration will get us started and allow us to complete the application process.

RESOLUTION NO. 1653

A RESOLUTION AUTHORIZING THE CITY OF PARIS,
TENNESSEE TO PARTICIPATE IN THE TNECD DOWNTOWN IMPROVEMENT GRANT PROGRAM

WHEREAS, the City of Paris Board of Commissioners values the economic driver the downtown center provides; and

WHEREAS, the City of Paris Board of Commissioners wishes to encourage growth and vitality in the downtown footprint; and

WHEREAS, the City of Paris Board of Commissioners wishes to encourage and assist property owners of buildings in the downtown area by facilitating grant opportunities via the **TNECD DOWNTOWN IMPROVEMENT GRANT**; and

WHEREAS, the City of Paris now seeks to participate in this important program.

NOW, THEREFORE, BE IT RESOLVED that the Mayor of the City of Paris, Tennessee is authorized to develop and sign the application for the **TNECD DOWNTOWN IMPROVEMENT GRANT** and enter into any and all agreements and assurances necessary to consummate the project.

Resolved this 1st day of July in the year of 2021.

Mayor

Finance Director

STATUS OF VARIOUS PROJECTS
July 2021

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	
HOME Grant	Morris/Foster	2023	Drive-by evaluations have been done on all applicants' homes and scoring has been completed. A Paris Housing Corp. meeting has been scheduled for July 15 th so the committee can review the results and get an update on the grant process.
Back Alley Paris	Foster/Morris/ Ray(DPA)	June 2022 (if awarded)	Ms. Kathy Ray has completed and submitted an application for the 2021 round of ABC grant offered through the TN Arts Commission. The next project, if the grant is awarded, is planned to be a mural commemorating our upcoming bicentennial.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Summer 2022	ROW certification package has been submitted to TDOT for their review. We have obtained the required wetland permit from the ACOE and it will be submitted to TDOT for certification. Minor comments received on Construction Drawings have been addressed and returned to TDOT. DBE goal, specifications & advertisement, and final estimate are all under review at TDOT.
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 resubmitted on 4/1/21. TLM still coordinating with TDOT on Wood Street intersections that will be reworked by TDOT as part of a TDOT paving project. Preliminary layout & grading, as well as drainage and gutter spread calculations are complete. A public input meeting was held on June 24 to review design and gather feedback from the community.
Rison St Bridge Replacement	Foster/Morris	Fall 2022	A2H has contracted with a consultant to complete the Wetlands/Ecology Study now required by TDOT. Once it has been completed it will be submitted to TDOT for their approval. Once it is approved it will be added to the NEPA document and resubmitted to TDOT. This requirement will add at least another 3 months to a process that has already taken over a year.
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. Preliminary layout and grading have been submitted to the signal designer and signal design continues. Work on preliminary plans continues. A public input meeting was held on June 24 to review design and gather feedback from the community.
BCBS Healthy Place Grant	Morris/Lawrence	Summer of 2021	The playground has been transferred to the City of Paris. A formal ribbon cutting will be held at 11:00 on July 1.
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	TLM is working on a quote to do a drainage study on a specific neighborhood. We may want to consider asking them for a quote to do a city-wide study.

