

KIM FOSTER, CITY MANAGER
JAMES SMITH, ATTORNEY



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

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

**CITY HALL COURTROOM
July 6, 2023
5:00 P.M.**

Regular Meeting

Call to Order: Kathy Ray, Mayor

Roll Call: Traci Shannon, Finance Director

Pledge of Allegiance and Prayer

Approval of the Minutes of Previous Meetings: June 28, 2023 – Special Called Meeting

Board Will Hear Comments from Citizens

Board Will Hear Comments from the Commission

Service Resolutions and Proclamations: None

OLD BUSINESS

None

NEW BUSINESS

1.) Financial Update: Traci Shannon, Finance Director

2.) Appointments to Boards: Kathy Ray, City Mayor

3.) Resolution to Amend the COP Personnel Rules and Regulations by Creating / Updating Job Descriptions: Kim Foster, City Manager

4.) Ordinance to Amend Title 1 Chapter 2 Regarding the Order of Business for Regular Board of Commissioners Meetings (First Reading): Kim Foster, City Manager

5.) Ordinance to Levy a Privilege Tax upon the Occupancy in any Hotel or Motel (First Reading): Kim Foster, City Manager

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

Adjournment

OLD BUSINESS

None

NEW BUSINESS AGENDA ITEM #1 Financial Update

Our retail sales tax revenue was up less than one percent for the month of April. It reflected .79% increase compared to last April and we are ahead fiscal year-to-date by 5.5%.

As predicted, our General Fund expenditures exceeded revenues in the month of May. A few of the larger out of the ordinary expenses included \$23K for a storage building at McNeil Park, \$36K for hydraulic doors at Public Works, and \$55K for new roof/roof repair at City Hall. We also paid one million dollars on debt service, of which included one-half million to pay-off two of our bond issues.

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

Other Business:

New Employees (17): 16 part-time seasonal (Parks & Rec)
1 part-time temporary (Finance)

Resignation (7): 7 part-time (Civic Center)

We issued two business licenses in May:

New Business (2): Little Shop of Rad, Youngblood Excavating & Contracting

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

	FY2019	FY2020	FY2021	FY2022	FY2023	% Incr(Decr)
JULY	\$787,901	\$802,267	\$898,979	\$951,793	\$1,046,570	9.96%
AUGUST	\$790,533	\$799,378	\$843,541	\$895,516	\$931,433	4.01%
SEPTEMBER	\$774,425	\$797,992	\$888,921	\$965,256	\$1,067,740	10.62%
OCTOBER	\$761,812	\$761,453	\$873,733	\$974,047	\$1,036,880	6.45%
NOVEMBER	\$809,116	\$807,105	\$874,641	\$988,199	\$1,059,818	7.25%
DECEMBER	\$960,027	\$957,286	\$1,097,412	\$1,210,615	\$1,218,473	0.65%
JANUARY	\$665,013	\$713,906	\$844,826	\$839,389	\$915,685	9.09%
FEBRUARY	\$704,313	\$727,380	\$719,938	\$859,647	\$936,706	8.96%
MARCH	\$877,659	\$840,175	\$1,101,592	\$1,102,651	\$1,106,574	0.36%
APRIL	\$849,875	\$865,360	\$1,040,359	\$1,060,677	\$1,069,082	0.79%
MAY	\$863,697	\$949,140	\$1,005,346	\$1,105,515		
JUNE	\$873,145	\$966,861	\$1,013,926	\$1,125,455		
TOTAL	\$9,717,515	\$9,988,303	\$11,203,215	\$12,078,759	\$10,388,961	
Previous YTD % Increase/Decrease	1.24%	2.79%	12.16%	7.82%	5.50%	

**Monthly Operating Statement
May 2023**

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,727,000	12,916	1,651,360	95.62%
Local Option Sales Tax	6,086,700	544,430	5,689,329	93.47%
Wholesale Liquor / Beer	875,000	71,971	845,054	96.58%
Business Tax	400,000	237,177	364,559	91.14%
Fees & Licenses	168,500	35,117	164,477	97.61%
In Lieu Payments	824,250	52,411	762,804	92.55%
Grants	811,430	79,100	753,680	92.88%
State Shared taxes	1,826,800	175,014	1,691,956	92.62%
All Other	2,358,948	233,047	2,405,655	101.98%
Federal ARPA Grant	1,491,875	0	1,491,875	100.00%
ARPA/TDEC-WII	0	0	0	#DIV/0!
Total General Fund Revenue	16,570,503	1,441,183	15,820,748	95.48%
Solid Waste Collection - BPU	1,250,000	107,610	1,178,703	94.30%
Solid Waste Disposal - Transfer	400,000	45,157	430,425	107.61%
Other Revenue	55,300	6	55,222	99.86%
Total Sanitation	1,705,300	152,773	1,664,350	97.60%
Gate Receipts - Brush & Debris	140,000	19,951	132,906	94.93%
County Share Operating Exp	30,000	0	38,917	129.72%
Gate Receipts - Tires	10,000	677	14,141	141.41%
Other Revenue	61,550	216	61,696	100.24%
Total Landfill	241,550	20,844	247,660	102.53%
Total Drug Fund	42,050	7,876	83,854	199.42%
TOTAL REVENUES	18,559,403	1,622,676	17,816,612	96.00%

EXPENDITURES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	229,961	0	222,220	96.63%
General Administration	423,856	34,707	374,291	88.31%
Economic Development	178,474	13,650	157,438	88.21%
Elections	4,500	0	0	0.00%
Financial Administration	339,384	23,593	298,336	87.91%
City Hall Building	104,397	7,733	101,803	97.52%
Police Department	2,429,010	185,219	2,201,828	90.65%
Emergency Communications	748,932	58,303	695,261	92.83%
Fire Department	1,998,446	205,822	1,776,139	88.88%
Building Inspection	178,037	16,095	150,793	84.70%
Street Maintenance	1,792,747	100,429	1,578,484	88.05%
State Street Aid	1,760,000	4,353	1,526,321	86.72%
Storm Water Management	72,140	2,491	41,632	57.71%
Street Lighting	126,000	12,297	121,705	96.59%
City Garage	310,298	28,268	273,093	88.01%
Cemetery Maintenance	73,324	15,048	66,902	91.24%
Health & Animal Control	199,228	14,370	170,145	85.40%
Civic Center	722,100	40,841	606,180	83.95%
Parks & Recreation	1,111,601	93,993	1,092,529	98.28%
Library	183,430	30,572	183,430	100.00%
Community Development	1,001,700	114,327	916,241	91.47%
ARPA-SLFRF	1,000,000	64,132	844,944	84.49%
ARPA/TDEC-WII	50,000	0	39,554	79.11%
Debt Service	1,217,717	1,046,885	1,216,490	99.90%
General Fund Expenditures	16,255,282	2,113,127	14,655,758	90.16%
Sanitation Collection	1,489,797	71,025	1,330,036	89.28%
Contractual Services	711,500	70,113	703,923	98.94%
Total Sanitation	2,201,297	141,139	2,033,959	92.40%
Total Landfill	215,404	8,788	193,483	89.82%
Total Drug Fund	75,300	0	53,566	71.14%
TOTAL EXPENDITURES	18,747,283	2,263,054	16,936,766	90.34%

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	(671,944)	1,164,990
Sanitation	11,634	(369,608)
Landfill	12,056	54,177
Drug Fund	7,876	30,288

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

<u>BOARD</u>	<u>CURRENT MEMBER</u>	<u>PROPOSED MEMBER</u>	<u>TERM EXPIRATION</u>	<u>NEW EXPIRATION</u>
Alcoholic Beverage Control Board 3 Year Term (Mayor w/ Commission Approval)	Jeremy Owen	Jeremy Owen	July 18, 2023	July 18, 2026
Paris Housing Authority 5 Year Term (Mayoral Appointment)	William Owen Tharpe	William Owen Tharpe	July 7, 2023	July 7, 2028
Paris Housing Authority 5 Year Term (Mayoral Appointment)	Willie Ruth Pearson	Willie Ruth Pearson	July 7, 2023	July 7, 2028

**NEW BUSINESS
AGENDA ITEM #3**

Resolution to Amend the COP Personnel Rules and Regulations by Creating / Updating Job Descriptions

The following Resolution, presented for your consideration, reflects new job descriptions for the positions of Stormwater Director, Human Resource Director, Administrative Coordinator for the Building, Codes & Stormwater Dept., Public Works Foreman – Sanitation Department, Downtown Police Officer and School Resource Officer. It also includes revised job descriptions for the Building and Codes Director (formerly known as the Building Inspector/Stormwater Mgr), Codes Enforcement Officer, Public Works Administrative Assistant, and Account Clerk – Payroll (formerly known as Account Clerk / Human Resources).

RESOLUTION NO. 1684

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 Building Inspector/Stormwater Manager in its entirety and enacting the following the job descriptions for Building and Codes Director and Stormwater Director in Appendix B.:

BUILDING AND CODES DIRECTOR

Nature of Work

This is primarily a field inspection and investigation position responsible for the enforcement of housing standards and insuring compliance with current building codes and related regulations. This individual develops and executes programs with considerable technical independence according to accepted principles and in conformance with the general policies prescribed by the City Planning Commission and the City Commission.

General direction is received from the City Manager, but the employee must exercise wide discretion and independent judgment in managing the department. Work is reviewed through conferences, inspection, and review of reports.

Employee will operate computer, copier, and other modern office equipment. The employee will also operate a light duty vehicle. Work will be performed both indoors and outdoors and some tasks may be performed regardless of weather conditions when necessary. The employee will be exposed to dirt, dust, and loud noises.

Illustrative Examples of Work

- Inspects new and existing construction to ensure minimum compliance with housing standards.
- Inspects new construction, alterations, and repairs while in progress and upon completion to ensure compliance with the approved plans and specifications and the current building codes.
- Inspects structures being brought into code compliance and site of buildings being razed.
- Attends meetings with the Planning Commission, Board of Commissioners, Zoning & Appeals Board, and all other applicable meetings and professional associations.
- Checks plans and specifications for code and permit compliance and recommends necessary changes to make them compliant if necessary.
- Makes on-site inspections, to include those in the interest of public safety and health.
- Reviews and discusses construction, alteration, and repair activities with property owners, contractors, and other interested and affected parties to ensure compliance with all codes, regulations and permits.
- Performs investigations upon request and responds to specific complaints as appropriate.
- Monitors all construction related activities, notes any violations of codes, regulations or permits, and, if necessary, takes appropriate enforcement action.
- Prepares inspection reports noting conditions found, actions taken, recommendations given, and other information as necessary.
- Interprets and enforces the current building code in effect.
- Primarily responsible for all correspondence relating to the enforcement of the current building code.
- Reviews plans and issues building permits.
- Responsible for consulting with builders, contractors, engineers, and architects regarding building codes and State guidelines.

- Issues Certificate of Occupancy upon compliant completion of construction.
- Keeps informed of new construction materials and methods.
- Makes interpretations of technical issues regarding the building, mechanical, and plumbing disciplines.
- Prepares and recommends amendments and revisions to the Municipal Code relating to the Building and Codes Department.
- Makes routine/unannounced inspections throughout the city to insure conformance with the Municipal Code.
- May give presentations on building regulations and building safety to civic, professional, and other organizations.
- Prepares and manages departmental budget.
- Works closely with the Community Development Department to ensure compliance with all regulations and codes.
- Serves as the enforcement agent for TOSHA and OSHA guidelines.
- Establishes and maintains an effective working relationship with other employees.
- Performs related work as required.

Desirable Knowledge, Ability, Skill

- Extensive knowledge of modern construction methods, practices, materials, and equipment as applicable to the approval of plans and specifications and the inspection of buildings and structures.
- Thorough knowledge of current building code, Municipal Code, Ordinances, state statutes and the rules and regulations pursuant thereto affecting the operations and functions of the Building and Codes Department.
- Knowledgeable of building, plumbing, and mechanical construction to ensure compliance with appropriate codes.
- Knowledgeable of the legal problems and procedures involved in the prosecution of persons violating the laws administered.
- Ability to establish and maintain cooperative and professional relationships with contractors, general public, public officials, and all other clients while still enforcing building and zoning regulations with firmness and tact.
- Ability to apply the principles and practices of organization, personnel, and financial management of the operation of a municipal department.
- Ability to speak and communicate effectively in public.
- Ability to utilize the latest available technology in an efficient manner.
- Ability to manage correspondence and other administrative details.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to move objects.

Physical Activities:

- Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work

assigned or to make general observations of facilities or structures.

- The worker is required to have visual acuity to operate motor vehicles and a valid driver's license.

Working Conditions:

- The worker is substantially exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Minimum of a high school diploma with five (5) years' experience in a building construction trade at the journeyman or higher level, or a bachelor's degree or higher from an accredited college or university with major course work in construction management, business administration, engineering, architecture, or other related field.

Either possess, or will obtain, all state mandated certifications associated with the position within one (1) year of employment and maintain these certifications throughout employment. (Res. #1668, 7/7/22).

STORMWATER DIRECTOR

Nature of Work

This position is primarily responsible for coordinating, implementing, and managing code enforcement activities related to the National Pollutant Discharge Elimination System MS4 permit and Flood Plain Management. This individual develops and executes programs with considerable technical independence according to accepted principles and in conformance with the general policies prescribed by the City Planning Commission and the City Commission.

General direction is received from the City Manager; however, the employee must exercise wide discretion and independent judgement. Work is reviewed through conferences, inspection, and review of reports.

Employee will operate computer, copier, and other modern office equipment. The employee will also operate a light duty vehicle. Work will be performed both indoors and outdoors and some tasks may be performed regardless of weather conditions when necessary. The employee will be exposed to dirt, dust, and loud noises.

Illustrative Examples of Work

- Inspects new and existing construction to ensure minimum compliance with MS4 permit and flood plain requirements.
- Attends meetings with the Planning Commission, Board of Commissioners and all other applicable meetings and professional associations.
- Checks plans and specifications for code and permit compliance and recommends necessary changes to make them compliant if necessary.
- Makes on-site inspections, to include those in the interest of public safety and health.
- Reviews and discusses construction, alteration, and maintenance activities with property owners, contractors, and other interested and affected parties to ensure compliance with all codes, regulations and permits.
- Performs investigations upon request as outlined in the MS4 permit.
- Responds to complaints regarding drainage issues, stormwater pollution and illicit discharges into stormwater conveyances.
- Notes any violations of codes, regulations or permits, and, if necessary, takes appropriate enforcement action.

- Prepares inspection reports noting conditions found, actions taken, recommendations given, and other information as necessary.
- Consults with contracted engineer for guidance in storm water management administration when necessary.
- Primarily responsible for all correspondence relating to the enforcement of the current MS4 permit and flood plain management regulations.
- Reviews site plans for proper handling of stormwater and advises contractors, builders, engineers and architects if changes need to be made.
- Works closely with the Building & Codes Director to resolve site plan issues.
- Makes interpretations on technical issues regarding detention and drainage features.
- Assists the Tennessee Department of Environmental Conservation (TDEC) to address stormwater issues and regulations governing stormwater discharge into various waters of the State of Tennessee.
- Prepares and recommends amendments and revisions to the Municipal Code relating to Stormwater and Flood Plain Mgmt. Department.
- Makes routine/unannounced inspections throughout the city to insure conformance with the Municipal Code.
- May give presentations on stormwater and flood plain management to civic, professional, and other organizations.
- Develops educational and marketing materials pertaining to stormwater and flood plain management for distribution to the public.
- Helps develop community education and outreach events pertaining to stormwater and flood plain management.
- Prepares and manages departmental budget.
- Works closely with the Community Development Department to ensure compliance with all regulations and codes.
- Establishes and maintains an effective working relationship with other employees.
- Performs related work as required.

Desirable Knowledge, Ability, Skill

- Extensive knowledge and understanding of stormwater drainage as it relates to both water quality and quantity.
- Thorough knowledge of current stormwater and flood plain management as it is prescribed in Municipal Code, Ordinances, state statutes and the rules and regulations pursuant thereto.
- Knowledgeable of the legal problems and procedures involved in the prosecution of persons violating the laws administered.
- Ability to establish and maintain cooperative and professional relationships with contractors, general public, public officials, and all other clients while still enforcing applicable regulations with firmness and tact.
- Ability to apply the principles and practices of organization, personnel, and financial management of the operation of a municipal department.
- Ability to speak and communicate effectively in public.
- Ability to utilize the latest available technology in an efficient manner.
- Ability to manage correspondence and other administrative details.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to move objects.

Physical Activities:

- Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned or to make general observations of facilities or structures.
- The worker is required to have visual acuity to operate motor vehicles and a valid driver's license.

Working Conditions:

- The worker is are substantially exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Prefer five (5) years of experience and/or training in construction, stormwater, drainage, roadway construction, erosion control or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Either possess, or will obtain, all state mandated certifications associated with the position and maintain these certifications throughout employment.

- Must have or be able to obtain a TNEPSC Level 1 certification within one year.
- Must obtain a TNEPSC Level 2 certification within two years.

- B. By deleting the job description of Codes Enforcement Officer in its entirety and enacting the following the job description for Codes Enforcement Officer in Appendix B.:

CODES ENFORCEMENT OFFICER

Nature of Work

This is a clerical / field position working directly for the Building and Codes Director. This employee will also assist the Stormwater Director as needed to accomplish the goals of the Building, Codes and Stormwater Department.

Work involves dealing with the public, both verbally and in writing, in situations which are routinely difficult and require considerable tact in handling.

Illustrative Examples of Work

- Accepts and processes requests and/or complaints related to Code Enforcement.
- Monitors the community to discover violations of the City Municipal Code as it relates to the Building, Codes and Stormwater Department.
- Performs clerical functions including composition of letters, filing, completing necessary reports, etc. as assigned by the Building and Codes Director. Assists in storing and managing records.
- Field verifies complaints or requests as assigned.

- Performs basic building and site inspections under the guidance of and per the request of the Building and Codes Director.
- Tracks and schedules follow-up inspections to verify compliance.
- Determines who owns property by examination of tax records, deeds, and similar records; completes case forms for legal notification.
- Contacts contractors and property owners regarding results of inspections as directed by Building and Codes Director or as determined necessary per departmental practice.
- Attends meetings of the Housing Board of Adjustment and Appeals, Planning Commission, Board of Zoning Appeals, and Historic Zoning Board meetings as requested.
- Handles sign regulation requests (copies and applications). Accepts applications for sign permits. Verifies conformity with regulations and issues permits.
- Responds appropriately to requests for assistance with the City of Paris Zoning Ordinance.
- Accepts and processes citizen complaints related to the enforcement of health and sanitation ordinances.
- Handles all permitting questions and applications, and processes such in the absence of the Building and Codes Director.
- Works with other departments, especially Public Works, to clean up illicit dumps and garbage.

Desirable Knowledge, Ability, Skill

- Thorough knowledge of current ordinances, state and local statutes and the rules and regulations pursuant thereto affecting the operations and functions of the Building, Codes and Stormwater Department.
- Knowledgeable of the legal problems and procedures involved in the prosecution of persons violating the laws administered.
- Ability to establish and maintain cooperative and professional relationships with the general public while still enforcing codes and zoning regulations with firmness and tact.
- Ability to speak and communicate effectively with the public.
- Ability to utilize the latest available technology in an efficient manner.
- Ability to manage correspondence and other administrative details.
- Ability to work cooperatively and effectively with other employees to solve problems.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to move objects.

Physical Activities:

- Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned or to make general observations of facilities or structures.
- The worker is required to have visual acuity to operate motor vehicles and a valid driver's license.

Working Conditions:

- The worker is occasionally exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Graduation from high school including or supplemented by general business and/or clerical assistance courses, or any equivalent general business combination of experience and training.

- C. By deleting the job description of Account Clerk / Human Resources in its entirety and enacting the following the job description for Account Clerk – Payroll in Appendix B.:

ACCOUNT CLERK – PAYROLL

Nature of Work

This is bookkeeping and specialized clerical work in maintaining, preparing, and processing payrolls and/or fiscal records.

Work involves the application of fundamental bookkeeping knowledge and skills applied to various bookkeeping tasks such as posting, checking entries, and balancing accounts. This position requires the operation of adding and other standard office machines. Work is performed according to established procedures, although this employee is expected to perform standardized tasks with independence. Work is performed under general supervision of the Finance Director and is subject to checks for accuracy through internal controls and independent audits.

Work also involves contact with the public under conditions requiring the use of tact and judgment.

Illustrative Examples of Work

- Posts to and maintains, either electronically or manually, a variety of ledgers and reports associated with the processing of payroll.
- Classifies disbursements in accordance with established codes, referring questionable allocations to superiors; prepares payrolls and performs related payroll accounting, record keeping, and reporting tasks.
- Compiles data, makes arithmetic computation and prepares reports as required or requested.
- Assists with the yearly budgeting process by providing all payroll and employee benefit costs to the Finance Director.
- Meets and serves the public; directs persons to proper offices and officials; gives information and explains municipal policies and rules.
- Operates several types of standard office equipment such as adding and calculating machines, duplicating equipment, and other standard office appliances which can be learned on the job.
- Requires the operation of computer input and output devices.
- Performs related work as assigned.

Desirable Knowledges, Abilities and Skills

- Knowledge of basic double entry bookkeeping principles and practices, and of their application to accounting transactions.

- Knowledge of business English, spelling, and arithmetic.
- Some knowledge of modern office methods, procedures, and equipment.
- Ability to maintain financial records and to prepare periodic and special financial reports and statements.
- Ability to operate various standard office machines.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to understand the operation of computer hardware and application software.
- Ability to understand and follow oral and written instructions and to undertake responsibilities of increasing variety with some initiative and judgment.
- Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental routines.
- Ability to make and verify arithmetical computations and tabulations accurately and with reasonable speed.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 25 pounds of force occasionally and/or negligible amount of force constantly to move objects.

Physical Activities:

- Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal.
- The worker is required to have visual acuity to operate motor vehicles and a valid driver's license.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned or to make general observations of facilities or structures.

Working Conditions:

- The worker is not substantially exposed to adverse environmental conditions.

Desirable Training and Experience

Graduation from high school including or supplemented by general business courses in bookkeeping and/or accounting; some experience in double entry bookkeeping; or any equivalent general business combination of experience and training. (Res. # 1489, 10/06/11)

D. By enacting the following job description for Human Resources Director in
Appendix B.:

Human Resources Director

Nature of Work

This employee works under the general supervision of the City Manager but with a great deal of independence to prioritize workflow. Employee performs administrative/managerial functions associated with the development, coordination, and administration of all aspects of the City's personnel functions, to include recruitment/retention, staffing, compensation, benefits, employee relations and risk management. Duties and responsibilities include assisting with recruiting/selecting new employees; administering all benefit plans; coordinating workers

compensation program activities; training programs; representing the City in personnel-related situations; providing counseling on employment matters; developing/maintaining documentation, rules, and regulations; and maintaining an awareness of legal/governmental requirements pertaining to personnel functions.

Illustrative Examples of Work

- Assists with employee recruitment, to include reviewing applications; assisting in interviewing candidates; conducting employment and reference verifications; scheduling applicable testing; selecting/recommending new hires.
- Conducts all orientation and on-boarding activities.
- Administers all benefit plans to include insurance plans, pension plans, cafeteria plans, etc.; reviews/recommends plan administrators/benefits; coordinates benefit-related problem resolution.
- Coordinates with ADA coordinator on personnel-related compliance with requirements of Americans with Disabilities Act; arranges for accommodations for disabled employees.
- Coordinates workers compensation program activities; receives/reviews documentation and works to ensure compliance with legal requirements.
- Organizes/evaluates employee safety training programs and maintains training records.
- Plans/coordinates employee events such as employee appreciation, new employee breakfast, retirement receptions or other like activities.
- Develops/maintains city-wide personnel rules and regulations, incorporating legal/regulatory requirements; makes recommendations for revisions; works to ensure compliance to rules and regulations by City and by employees.
- Represents the City in personnel-related issues or at hearings; prepares/maintains documentation/files related to potential legal issues.
- Communicates relevant information to employees by disseminating through appropriate channels and posting information in appropriate locations.
- Provides individual counseling and assistance.
- Responds to and investigates grievances.
- Participates in planning/preparing annual budget for departmental operations and City benefit programs.
- Prepares routine correspondence and reports, prepares and maintains departmental and employee personnel files.
- Responds to open records requests for any information related to employees or reports generated out of the Human Resources Department.
- Maintains a comprehensive, current knowledge and awareness of laws/regulations pertaining to all aspects of personnel activities; maintains professional affiliations; reads professional literature; attends workshops and training sessions as appropriate.
- Other duties as assigned by the City Manager.

Desirable Knowledge, Abilities and Skills

- Knowledge of policies, procedures, and activities of the City and Human Resources Department practices.

- Ability to react quickly and calmly in stressful situations and to execute duties firmly, tactfully, and impartially while still being objective and thoughtful.
- Must keep abreast of any changes in policy or work rules that pertain to departmental operations and activities.
- Proficient with modern office equipment and technology.
- Ability to communicate effectively both orally and in writing.
- Must be able to read, understand, and interpret financial reports and related materials.
- Ability to effectively communicate and interact with staff, supervisors, members of the general public and all other groups involved in the activities of the department.
- Must have good organizational, management, human relations, and technical skills and be able to use independent judgment and discretion.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 25 pounds of force occasionally and/or negligible amount of force constantly to move objects.

Physical Activities:

- Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal.
- The worker is required to have visual acuity to operate motor vehicles and a valid driver's license.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned or to make general observations of facilities or structures.

Working Conditions:

- The worker is not substantially exposed to adverse environmental conditions.

Desirable Training and Experience

Graduation from a four-year college or university with a major in Personnel/Human Resources, Psychology, Public or Business Administration preferred. Minimum 5 years of experience in personnel management and/or public relations administration, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

- E. By enacting the following job description for Public Works Foreman – Sanitation Department in Appendix B.:

PUBLIC WORKS FOREMAN – SANITATION DEPARTMENT

Nature of Work

This is responsible supervisory work concerning the operation of both residential and commercial refuse collection and disposal activities. This position requires emphasis on customer service for the Public Works Department as a whole. Work includes route planning, assignment, training, and scheduling of the refuse collection crews to insure prompt and efficient service.

Duties entail filling in for sanitation equipment driver when necessary. The work also involves extensive public contact, often under trying circumstances that require considerable tact and diplomacy. All work is performed under the general direction of the Public Works Director, is reviewed through inspection, and by evaluating reactions and comments of the public.

Illustrative Examples of Work

- Organizes, trains, schedules, assigns, and reviews the work of a group of crews and workers engaged in refuse collection and disposal activities. Assigns routes and schedules locations and new service; makes provision for providing service to new residential and commercial customers; and informs the public of changes in schedules.
- Receives, investigates, addresses complaints from the public; takes necessary remedial action; coaches sanitation employees to effectively communicate with the public to improve customer service; keeps necessary records and makes required reports.
- Informs commercial customers of rates for sanitation service and collection schedules.
- Assists in scheduling maintenance of trucks and equipment.
- Supervises and participates in the refuse collection and disposal activities, when necessary.
- Services, cleans, and makes minor or emergency repairs to assigned equipment.
- Instructs others in safety and in methods of operation.
- Performs related work as required.

Desirable Knowledge, Abilities and Skills

- Ability to fill the qualifications of Equipment Operator II.
- Thorough knowledge of the geographic and population characteristics of the city.
- Considerable knowledge of modern methods and techniques of refuse collection and disposal.
- Ability to establish and maintain effective working relationships with subordinates, other departments, and the public.
- Ability to plan, lay out, coordinate, schedule, and effectively supervise the work of a large number of workers engaged in refuse collection and disposal.
- Ability to deal effectively and tactfully with the general public and to mentor others to do the same.
- Considerable knowledge of the occupational hazards involved and the safety precautions necessary for the safe conduct of work and equipment operation.
- Considerable knowledge of applicable traffic laws, ordinances, regulations, and geography of the community involved in the operation of assigned equipment.
- Ability to plan and supervise a group of subordinates, to obtain effective results and meet established schedules.
- Ability to make decisions recognizing established precedents and practices and to use resourcefulness and tact in meeting new problems.

- Ability to maintain required operating records and prepare reports.
- Ability to make operating adjustments and to recognize operating deficiencies in assigned equipment.
- Ability to understand and follow complex oral and written instructions.
- Ability to be respectful to others.
- Active Listening Skills.
- A positive and patient attitude with the goal of exemplary service to the public.
- Ability to communicate clearly with internal as well as external customers.

Essential Job Requirements

General Physical Requirements

- Good physical condition and sufficient strength to do heavy lifting and carrying for extended periods, often under adverse weather conditions must be able to lift to 80 pounds on a regular basis. Must be able to perform repetitive duties using arms, hands, shoulders, and legs Must be able to stand or walk on all surfaces for extended periods of time.

Physical Activities

- Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Acuity

- The worker is required to have visual and hearing acuity to determine the neatness and to make general observations of facilities of structures for safety of others.
- Must have visual acuity to operate motor vehicles.

Working Conditions

- Work is substantially exposed to adverse environmental conditions while working outdoors in rain, heat and/or cold for long periods of time.

Desirable Training and Experience

Education sufficient to develop above average reading, writing, and mathematical skills. Ability to obtain a valid Tennessee Driver's License with minimum of Class B CDL. Considerable knowledge in operating sanitation equipment, with experience in municipal refuse collection, including supervisory and customer service experience.

- F. By enacting the following job description for Administrative Coordinator for Building, Codes and Stormwater Department in Appendix B.:

ADMINISTRATIVE COORDINATOR FOR BUILDING, CODES AND STORMWATER DEPARTMENT

Nature of Work

This employee is responsible for administrative work in the Building, Codes and Stormwater Department and may serve as assistant to the Building / Codes and Stormwater Officials. Duties also include other support services under the general supervision of the Building and Codes Inspector. Instructions to the employee are general and the employee must consider different courses of action and sometimes deviate from standard operating procedures. Independent judgement is required to complete some tasks.

The 20 employee will be required to perform any other tasks as may be required to accomplish the essential functions of the position as set out herein.

Illustrative Examples of Work

- Supports the Building, Codes & Stormwater Department by performing administrative assistance with internal as well as external communications.
- Supports the department in duties related to property maintenance, code violations, building inspections, stormwater outreach, and municipal code interpretation.
- Issues various permits and other official documents deemed necessary within the department.
- Enters permit information into applicable programs.
- Receives and processes utility connection requests.
- Responds to sewer leak issues and coordinates with BPU.
- Tracks and schedules follow-up inspections.
- Receives and answers questions related to the responsibilities that fall within the department. Gets assistance from the department Directors when necessary.
- Attends court dates for the department when necessary.
- Maintains a friendly, tactful, knowledgeable, professional, and efficient persona to both internal and external customers. This can be in person, by phone or via electronic media.
- Makes sure all phone calls and messages are answered in an efficient and timely manner, and/or routed properly.
- Takes corrective actions against code violators. Cites violator to court for non-compliance.
- Conducts title checks for property ownership and/or abandoned vehicles.
- Maintains all files and general records of the department in a proper and orderly manner.
- Uses a computer to input and retrieve information.
- Communicates with the Community Development Director on issues related to Planning and Zoning Development.
- Coordinates between other City departments when necessary.
- Works in a team environment to meet the goals and functions of the department.
- Determines measures necessary to comply with applicable municipal ordinances.
- Tracks and orders supplies when necessary.
- Completes or assists with any other tasks as may be necessary to accomplish the essential functions of the position as set out herein.

Desirable Knowledge, Abilities and Skills

- Knowledge of the geographic area of the city.
- Ability to create and maintain Word, Excel, and PowerPoint documents.
- Ability to ascertain facts by personal contact, observation, and the examination of records.
- Knowledge of Property Standards Code and the minimum requirements for property maintenance, housing, and premises standards within the City of Paris.
- Knowledge of costs and fees for all permits.
- Knowledge of City Ordinances.
- Ability to detect deviations from regulatory codes.
- Ability to work with the public.

- Ability to keep records and make operational reports.
- Ability to make math calculations.
- Ability to evaluate applicable information and make decisions.
- Knowledge of International Property Maintenance Code and other applicable codes.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 25 pounds of force occasionally and/or negligible amount of force constantly to move objects.

Physical Activities:

- Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal.
- The worker is required to have visual acuity to operate motor vehicles and a valid Tennessee driver's license.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned or to make general observations of facilities or structures.

Working Conditions:

- The worker is not substantially exposed to adverse environmental conditions.

Desirable Training and Experience

High School Diploma including or supplemented by general business and/or clerical assistance courses, experience in administrative office procedures, or any equivalent general business combination of experience and training.

G. By enacting the following job description for Downtown Police Officer in Appendix B.:

DOWNTOWN POLICE OFFICER

Nature of Work

This is general duty police work in enforcing laws and ordinances with a set assignment to the downtown Paris area.

This employee is responsible for the protection of life and property, detection and investigation of crime, and for maintaining law and order in the downtown Paris area. Work involves an element of danger and will primarily be conducted in patrol uniform. The officer will be supervised by the operations Captain and fall under the Criminal Investigations Division.

This is a full-time law enforcement officer position that will primarily be a Monday through Friday dayshift position with a flexible schedule to accommodate special events in the downtown Paris area. This position will work hand in hand with the businesses and organizations that utilize the downtown area and should form positive

relationships with those groups. This position will require an officer who has independent initiative but is able to follow general and standardized guidelines as set forth by PPD. The employee is expected to perform his or her duties according to state laws, city ordinances, and the policies and procedures set forth by the PPD and the City of Paris.

Illustrative Examples of Work

- Monitor and enforce traffic laws in the downtown area.
- Enforce city parking regulations and issue citations.
- Build strong working relationships with downtown businesses owners and officials.
- Organize security for downtown events.
- Monitor and assist with pedestrian safety issues.
- Collect parking ticket fees.
- Respond to calls for service in the assigned area.
- Act as the liaison to the Downtown Paris Association and attend meetings.
- Other duties as deemed necessary by the Chief of Police.

Desirable Knowledges, Abilities and Skills

- Considerable knowledge of approved principles and practices of police work.
- Considerable knowledge of laws and ordinances governing police work particularly as they apply to the downtown setting.
- Some skills in investigatory techniques and the use of police equipment.
- Ability to work with a significant amount of independence.
- Ability to react quickly and calmly in emergencies and to execute duties firmly, tactfully, and impartially.
- Ability to maintain effective working relationships with businesses and organizations utilizing the downtown area.
- Must be a POST certified law enforcement officer.
- Must have appropriate job knowledge, education, appearance, attitude, and communication skills.

Essential Job Requirements

General Physical Requirements

- Good physical condition and sufficient strength to do vigorous interment activity often under adverse weather conditions on a regular basis. Must be able to perform repetitive duties using arms, hands, shoulders, and legs Must be able to stand and/or walk on all surfaces for extended periods of time.

Physical Activities

- Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Acuity

- The worker is required to have visual and hearing acuity to determine the neatness and to make general observations of their environment, for their safety and for the safety of others.
- Must have visual acuity to operate motor vehicles.

Working Conditions

- Work is substantially exposed to adverse environmental conditions while working outdoors in rain, heat and/or cold for long periods of time.

Desirable Training and Experience

Graduation from high school, or a recognized equivalent certificate; preferably supplemented in course work in modern police work and investigative techniques. Must meet all requirements as prescribed by the minimum standards of the state. Experience as a police officer is desired.

- H. By enacting the following job description for School Resource Officer in Appendix B.:

SCHOOL RESOURCE OFFICER

Nature of Work

This is a specialized duty police work in enforcing laws and fostering positive relationships with students, parents/guardians, and staff of schools inside the jurisdiction of the PPD.

This employee is responsible for the protection of life and property; for prevention, detection, and investigation of crime; and maintaining law and order on the campus of the assigned school. This assignment involves an element of danger and is to be primarily carried out in the police uniform to familiarize the students with officers in uniform and make them more comfortable in their presence. The SRO will be supervised by the operations Captain and fall under the Criminal Investigative Division.

The SRO will be in constant and varied contact with students, faculty, and families of students attending his/her assigned school and requires the exercise of individual initiative. Specific assignments are to be carried out in accordance with established rules and procedures, however employee must be able to react with discretion and authority in meeting emergencies. SRO will work hand in hand with school officials in the performance of his/her duties and maintain a positive working relationship with the school administration.

Illustrative Examples of Work

- SRO frequently patrols campus and performs law enforcement functions within school settings.
- Identifies and assists school administration in the prevention of delinquent behavior.
- Fosters a better understanding of the law enforcement function among students and faculty by promoting positive relations between students and officers, while enhancing knowledge of the fundamental concepts and structures of law.
- Provides information about crime prevention and assistance and support for crime victims in the school setting.
- SRO may act as an instructor for specialized, short-term programs at the school or as guest speaker when requested to do so by school administration and with approval of PPD.
- Performs related work as required.

Knowledge, Abilities and Skills

- Considerable knowledge of approved principles and practices of police work.
- Considerable knowledge of laws and ordinances governing police work, especially pertaining to juvenile justice and school security.
- Some skill in investigatory techniques and the use of police equipment.
- Ability to work with significant amount of independence.
- Ability to react quickly and calmly in emergencies; to execute duties firmly, tactfully, and impartially.
- Ability to maintain effective working relationships with school personnel and student body.

- SRO must be a POST certified full-time law enforcement officer.
- SRO will have appropriate job knowledge, education, appearance, attitude, and communication skills.

Essential Job Requirements

General Physical Requirements

- Good physical condition and sufficient strength to do vigorous interment activity often under adverse weather conditions on a regular basis. Must be able to perform repetitive duties using arms, hands, shoulders, and legs. Must be able to stand and/or walk on all surfaces for extended periods of time.

Physical Activities

- Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Acuity

- The worker is required to have visual and hearing acuity to determine the neatness and to make general observations of their environment, for their safety and for the safety of others.
- Must have visual acuity to operate motor vehicles.

Working Conditions

- Work is substantially exposed to adverse environmental conditions while working outdoors in rain, heat and/or cold for long periods of time.

Desirable Training and Experience

Graduation from high school, or a recognized equivalent certificate; preferably supplemented in course work in modern police work and investigative techniques. SRO will participate in forty (40) hours of basic training in school policing within twelve (12) months of assignment to a school. Every year thereafter, the SRO will participate in a minimum of sixteen (16) hours of training specific to school policing that has been approved by the POST commission and must meet all requirements as prescribed by the minimum standards of the state. Experience as a police officer is desired.

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 Building Inspector/Stormwater Manager in its entirety and enacting the following the job descriptions for Building and Codes Director and Stormwater Director in Appendix B.:

BUILDING AND CODES DIRECTOR

Nature of Work

This is primarily a field inspection and investigation position responsible for the enforcement of housing standards and insuring compliance with current building codes and related regulations. This individual develops and executes programs with considerable technical independence according to accepted principles and in conformance with the general policies prescribed by the City Planning Commission and the City Commission.

General direction is received from the City Manager, but the employee must exercise wide discretion and independent judgment in managing the department. Work is reviewed through conferences, inspection, and review of reports.

Employee will operate computer, copier, and other modern office equipment. The employee will also operate a light duty vehicle. Work will be performed both indoors and outdoors and some tasks may be performed regardless of weather conditions when necessary. The employee will be exposed to dirt, dust, and loud noises.

Illustrative Examples of Work

- Inspects new and existing construction to ensure minimum compliance with housing standards.
- Inspects new construction, alterations, and repairs while in progress and upon completion to ensure compliance with the approved plans and specifications and the current building codes.
- Inspects structures being brought into code compliance and site of buildings being razed.
- Attends meetings with the Planning Commission, Board of Commissioners, Zoning & Appeals Board, and all other applicable meetings and professional associations.
- Checks plans and specifications for code and permit compliance and recommends necessary changes to make them compliant if necessary.
- Makes on-site inspections, to include those in the interest of public safety and health.
- Reviews and discusses construction, alteration, and repair activities with property owners, contractors, and other interested and affected parties to ensure compliance with all codes, regulations and permits.
- Performs investigations upon request and responds to specific complaints as appropriate.
- Monitors all construction related activities, notes any violations of codes, regulations or permits, and, if necessary, takes appropriate enforcement action.
- Prepares inspection reports noting conditions found, actions taken, recommendations given, and other information as necessary.
- Interprets and enforces the current building code in effect.
- Primarily responsible for all correspondence relating to the enforcement of the current building code.
- Reviews plans and issues building permits.
- Responsible for consulting with builders, contractors, engineers, and architects regarding building codes and State guidelines.
- Issues Certificate of Occupancy upon compliant completion of construction.
- Keeps informed of new construction materials and methods.
- Makes interpretations of technical issues regarding the building, mechanical, and plumbing disciplines.
- Prepares and recommends amendments and revisions to the Municipal Code relating to the Building and Codes Department.
- Makes routine/unannounced inspections throughout the city to insure conformance with the Municipal Code.
- May give presentations on building regulations and building safety to civic, professional, and other organizations.
- Prepares and manages departmental budget.
- Works closely with the Community Development Department to ensure compliance with all regulations and codes.
- Serves as the enforcement agent for TOSHA and OSHA guidelines.
- Establishes and maintains an effective working relationship with other employees.
- Performs related work as required.

Desirable Knowledge, Ability, Skill

- Extensive knowledge of modern construction methods, practices, materials, and equipment as applicable to the approval of plans and specifications and the inspection of buildings and structures.
- Thorough knowledge of current building code, Municipal Code, Ordinances, state statutes and the rules and regulations pursuant thereto affecting the operations and functions of the Building and Codes Department.
- Knowledgeable of building, plumbing, and mechanical construction to ensure compliance with appropriate codes.
- Knowledgeable of the legal problems and procedures involved in the prosecution of persons violating the laws administered.
- Ability to establish and maintain cooperative and professional relationships with contractors, general public, public officials, and all other clients while still enforcing building and zoning regulations with firmness and tact.
- Ability to apply the principles and practices of organization, personnel, and financial management of the operation of a municipal department.
- Ability to speak and communicate effectively in public.
- Ability to utilize the latest available technology in an efficient manner.
- Ability to manage correspondence and other administrative details.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to move objects.

Physical Activities:

- Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned or to make general observations of facilities or structures.
- The worker is required to have visual acuity to operate motor vehicles and a valid driver's license.

Working Conditions:

- The worker is substantially exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Minimum of a high school diploma with five (5) years' experience in a building construction trade at the journeyman or higher level, or a bachelor's degree or higher from an accredited college or university with major course work in construction management, business administration, engineering, architecture, or other related field.

Either possess, or will obtain, all state mandated certifications associated with the position within one (1) year of employment and maintain these certifications throughout employment. (Res. #1668, 7/7/22).

STORMWATER DIRECTOR

Nature of Work

This position is primarily responsible for coordinating, implementing, and managing code enforcement activities related to the National Pollutant Discharge Elimination System MS4 permit and Flood Plain Management. This individual develops and executes programs with considerable technical independence according to accepted principles and in conformance with the general policies prescribed by the City Planning Commission and the City Commission.

General direction is received from the City Manager; however, the employee must exercise wide discretion and independent judgement. Work is reviewed through conferences, inspection, and review of reports.

Employee will operate computer, copier, and other modern office equipment. The employee will also operate a light duty vehicle. Work will be performed both indoors and outdoors and some tasks may be performed regardless of weather conditions when necessary. The employee will be exposed to dirt, dust, and loud noises.

Illustrative Examples of Work

- Inspects new and existing construction to ensure minimum compliance with MS4 permit and flood plain requirements.
- Attends meetings with the Planning Commission, Board of Commissioners and all other applicable meetings and professional associations.
- Checks plans and specifications for code and permit compliance and recommends necessary changes to make them compliant if necessary.
- Makes on-site inspections, to include those in the interest of public safety and health.
- Reviews and discusses construction, alteration, and maintenance activities with property owners, contractors, and other interested and affected parties to ensure compliance with all codes, regulations and permits.
- Performs investigations upon request as outlined in the MS4 permit.
- Responds to complaints regarding drainage issues, stormwater pollution and illicit discharges into stormwater conveyances.
- Notes any violations of codes, regulations or permits, and, if necessary, takes appropriate enforcement action.
- Prepares inspection reports noting conditions found, actions taken, recommendations given, and other information as necessary.
- Consults with contracted engineer for guidance in storm water management administration when necessary.
- Primarily responsible for all correspondence relating to the enforcement of the current MS4 permit and flood plain management regulations.
- Reviews site plans for proper handling of stormwater and advises contractors, builders, engineers and architects if changes need to be made.
- Works closely with the Building & Codes Director to resolve site plan issues.
- Makes interpretations on technical issues regarding detention and drainage features.
- Assists the Tennessee Department of Environmental Conservation (TDEC) to address stormwater issues and regulations governing stormwater discharge into various waters of the State of Tennessee.
- Prepares and recommends amendments and revisions to the Municipal Code relating to Stormwater and Flood Plain Mgmt. Department.
- Makes routine/unannounced inspections throughout the city to insure conformance with the Municipal Code.
- May give presentations on stormwater and flood plain management to civic, professional, and other organizations.
- Develops educational and marketing materials pertaining to stormwater and flood plain management for distribution to the public.

- Helps develop community education and outreach events pertaining to stormwater and flood plain management.
- Prepares and manages departmental budget.
- Works closely with the Community Development Department to ensure compliance with all regulations and codes.
- Establishes and maintains an effective working relationship with other employees.
- Performs related work as required.

Desirable Knowledge, Ability, Skill

- Extensive knowledge and understanding of stormwater drainage as it relates to both water quality and quantity.
- Thorough knowledge of current stormwater and flood plain management as it is prescribed in Municipal Code, Ordinances, state statutes and the rules and regulations pursuant thereto.
- Knowledgeable of the legal problems and procedures involved in the prosecution of persons violating the laws administered.
- Ability to establish and maintain cooperative and professional relationships with contractors, general public, public officials, and all other clients while still enforcing applicable regulations with firmness and tact.
- Ability to apply the principles and practices of organization, personnel, and financial management of the operation of a municipal department.
- Ability to speak and communicate effectively in public.
- Ability to utilize the latest available technology in an efficient manner.
- Ability to manage correspondence and other administrative details.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to move objects.

Physical Activities:

- Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned or to make general observations of facilities or structures.
- The worker is required to have visual acuity to operate motor vehicles and a valid driver's license.

Working Conditions:

- The worker is are substantially exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Prefer five (5) years of experience and/or training in construction, stormwater, drainage, roadway construction, erosion control or any equivalent combination of education, training, and experience which provides the

requisite knowledge, skills, and abilities for this job. Either possess, or will obtain, all state mandated certifications associated with the position and maintain these certifications throughout employment.

- Must have or be able to obtain a TNEPSC Level 1 certification within one year.
- Must obtain a TNEPSC Level 2 certification within two years.

B. By deleting the job description of Codes Enforcement Officer in its entirety and enacting the following the job description for Codes Enforcement Officer in Appendix B.:

CODES ENFORCEMENT OFFICER

Nature of Work

This is a clerical / field position working directly for the Building and Codes Director. This employee will also assist the Stormwater Director as needed to accomplish the goals of the Building, Codes and Stormwater Department.

Work involves dealing with the public, both verbally and in writing, in situations which are routinely difficult and require considerable tact in handling.

Illustrative Examples of Work

- Accepts and processes requests and/or complaints related to Code Enforcement.
- Monitors the community to discover violations of the City Municipal Code as it relates to the Building, Codes and Stormwater Department.
- Performs clerical functions including composition of letters, filing, completing necessary reports, etc. as assigned by the Building and Codes Director. Assists in storing and managing records.
- Field verifies complaints or requests as assigned.
- Performs basic building and site inspections under the guidance of and per the request of the Building and Codes Director.
- Tracks and schedules follow-up inspections to verify compliance.
- Determines who owns property by examination of tax records, deeds, and similar records; completes case forms for legal notification.
- Contacts contractors and property owners regarding results of inspections as directed by Building and Codes Director or as determined necessary per departmental practice.
- Attends meetings of the Housing Board of Adjustment and Appeals, Planning Commission, Board of Zoning Appeals, and Historic Zoning Board meetings as requested.
- Handles sign regulation requests (copies and applications). Accepts applications for sign permits. Verifies conformity with regulations and issues permits.
- Responds appropriately to requests for assistance with the City of Paris Zoning Ordinance.
- Accepts and processes citizen complaints related to the enforcement of health and sanitation ordinances.
- Handles all permitting questions and applications, and processes such in the absence of the Building and Codes Director.
- Works with other departments, especially Public Works, to clean up illicit dumps and garbage.

Desirable Knowledge, Ability, Skill

- Thorough knowledge of current ordinances, state and local statutes and the rules and regulations pursuant thereto affecting the operations and functions of the Building, Codes and Stormwater Department.
- Knowledgeable of the legal problems and procedures involved in the prosecution of persons violating the laws administered.
- Ability to establish and maintain cooperative and professional relationships with the general public while still enforcing codes and zoning regulations with firmness and tact.
- Ability to speak and communicate effectively with the public.
- Ability to utilize the latest available technology in an efficient manner.
- Ability to manage correspondence and other administrative details.
- Ability to work cooperatively and effectively with other employees to solve problems.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to move objects.

Physical Activities:

- Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned or to make general observations of facilities or structures.
- The worker is required to have visual acuity to operate motor vehicles and a valid driver's license.

Working Conditions:

- The worker is occasionally exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Graduation from high school including or supplemented by general business and/or clerical assistance courses, or any equivalent general business combination of experience and training.

- C. By deleting the job description of Account Clerk / Human Resources in its entirety and enacting the following the job description for Account Clerk – Payroll in Appendix B.:

ACCOUNT CLERK – PAYROLL

Nature of Work

This is bookkeeping and specialized clerical work in maintaining, preparing, and processing payrolls and/or fiscal records.

Work involves the application of fundamental bookkeeping knowledge and skills applied to various bookkeeping tasks such as posting, checking entries, and balancing accounts. This position requires the operation of adding and other standard office machines. Work is performed according to established procedures, although this employee is expected to perform standardized tasks with independence. Work is performed under general supervision of the Finance Director and is subject to checks for accuracy through internal controls and independent audits.

Work also involves contact with the public under conditions requiring the use of tact and judgment.

Illustrative Examples of Work

- Posts to and maintains, either electronically or manually, a variety of ledgers and reports associated with the processing of payroll.
- Classifies disbursements in accordance with established codes, referring questionable allocations to superiors; prepares payrolls and performs related payroll accounting, record keeping, and reporting tasks.
- Compiles data, makes arithmetic computation and prepares reports as required or requested.
- Assists with the yearly budgeting process by providing all payroll and employee benefit costs to the Finance Director.
- Meets and serves the public; directs persons to proper offices and officials; gives information and explains municipal policies and rules.
- Operates several types of standard office equipment such as adding and calculating machines, duplicating equipment, and other standard office appliances which can be learned on the job.
- Requires the operation of computer input and output devices.
- Performs related work as assigned.

Desirable Knowledges, Abilities and Skills

- Knowledge of basic double entry bookkeeping principles and practices, and of their application to accounting transactions.
- Knowledge of business English, spelling, and arithmetic.
- Some knowledge of modern office methods, procedures, and equipment.
- Ability to maintain financial records and to prepare periodic and special financial reports and statements.
- Ability to operate various standard office machines.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to understand the operation of computer hardware and application software.
- Ability to understand and follow oral and written instructions and to undertake responsibilities of increasing variety with some initiative and judgment.
- Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental routines.
- Ability to make and verify arithmetical computations and tabulations accurately and with reasonable speed.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 25 pounds of force occasionally and/or negligible amount of force constantly to move objects.

Physical Activities:

- Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal.
- The worker is required to have visual acuity to operate motor vehicles and a valid driver's license.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned or to make general observations of facilities or structures.

Working Conditions:

- The worker is not substantially exposed to adverse environmental conditions.

Desirable Training and Experience

Graduation from high school including or supplemented by general business courses in bookkeeping and/or accounting; some experience in double entry bookkeeping; or any equivalent general business combination of experience and training. (Res. # 1489, 10/06/11)

D. By enacting the following job description for Human Resources Director in
Appendix B.:

Human Resources Director

Nature of Work

This employee works under the general supervision of the City Manager but with a great deal of independence to prioritize workflow. Employee performs administrative/managerial functions associated with the development, coordination, and administration of all aspects of the City's personnel functions, to include recruitment/retention, staffing, compensation, benefits, employee relations and risk management. Duties and responsibilities include assisting with recruiting/selecting new employees; administering all benefit plans; coordinating workers compensation program activities; training programs; representing the City in personnel-related situations; providing counseling on employment matters; developing/maintaining documentation, rules, and regulations; and maintaining an awareness of legal/governmental requirements pertaining to personnel functions.

Illustrative Examples of Work

- Assists with employee recruitment, to include reviewing applications; assisting in interviewing candidates; conducting employment and reference verifications; scheduling applicable testing; selecting/recommending new hires.
- Conducts all orientation and on-boarding activities.
- Administers all benefit plans to include insurance plans, pension plans, cafeteria plans, etc.; reviews/recommends plan administrators/benefits; coordinates benefit-related problem resolution.
- Coordinates with ADA coordinator on personnel-related compliance with requirements of Americans with Disabilities Act; arranges for accommodations for disabled employees.
- Coordinates workers compensation program activities; receives/reviews documentation and works to ensure compliance with legal requirements.
- Organizes/evaluates employee safety training programs and maintains training records.

- Plans/coordinates employee events such as employee appreciation, new employee breakfast, retirement receptions or other like activities.
- Develops/maintains city-wide personnel rules and regulations, incorporating legal/regulatory requirements; makes recommendations for revisions; works to ensure compliance to rules and regulations by City and by employees.
- Represents the City in personnel-related issues or at hearings; prepares/maintains documentation/files related to potential legal issues.
- Communicates relevant information to employees by disseminating through appropriate channels and posting information in appropriate locations.
- Provides individual counseling and assistance.
- Responds to and investigates grievances.
- Participates in planning/preparing annual budget for departmental operations and City benefit programs.
- Prepares routine correspondence and reports, prepares and maintains departmental and employee personnel files.
- Responds to open records requests for any information related to employees or reports generated out of the Human Resources Department.
- Maintains a comprehensive, current knowledge and awareness of laws/regulations pertaining to all aspects of personnel activities; maintains professional affiliations; reads professional literature; attends workshops and training sessions as appropriate.
- Other duties as assigned by the City Manager.

Desirable Knowledge, Abilities and Skills

- Knowledge of policies, procedures, and activities of the City and Human Resources Department practices.
- Ability to react quickly and calmly in stressful situations and to execute duties firmly, tactfully, and impartially while still being objective and thoughtful.
- Must keep abreast of any changes in policy or work rules that pertain to departmental operations and activities.
- Proficient with modern office equipment and technology.
- Ability to communicate effectively both orally and in writing.
- Must be able to read, understand, and interpret financial reports and related materials.
- Ability to effectively communicate and interact with staff, supervisors, members of the general public and all other groups involved in the activities of the department.
- Must have good organizational, management, human relations, and technical skills and be able to use independent judgment and discretion.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 25 pounds of force occasionally and/or negligible amount of force constantly to move objects.

Physical Activities:

- Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal.
- The worker is required to have visual acuity to operate motor vehicles and a valid driver's license.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned or to make general observations of facilities or structures.

Working Conditions:

- The worker is not substantially exposed to adverse environmental conditions.

Desirable Training and Experience

Graduation from a four-year college or university with a major in Personnel/Human Resources, Psychology, Public or Business Administration preferred. Minimum 5 years of experience in personnel management and/or public relations administration, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

- E. By enacting the following job description for Public Works Foreman – Sanitation Department in Appendix B.:

PUBLIC WORKS FOREMAN – SANITATION DEPARTMENT

Nature of Work

This is responsible supervisory work concerning the operation of both residential and commercial refuse collection and disposal activities. This position requires emphasis on customer service for the Public Works Department as a whole. Work includes route planning, assignment, training, and scheduling of the refuse collection crews to insure prompt and efficient service.

Duties entail filling in for sanitation equipment driver when necessary. The work also involves extensive public contact, often under trying circumstances that require considerable tact and diplomacy. All work is performed under the general direction of the Public Works Director, is reviewed through inspection, and by evaluating reactions and comments of the public.

Illustrative Examples of Work

- Organizes, trains, schedules, assigns, and reviews the work of a group of crews and workers engaged in refuse collection and disposal activities. Assigns routes and schedules locations and new service; makes provision for providing service to new residential and commercial customers; and informs the public of changes in schedules.

- Receives, investigates, addresses complaints from the public; takes necessary remedial action; coaches sanitation employees to effectively communicate with the public to improve customer service; keeps necessary records and makes required reports.
- Informs commercial customers of rates for sanitation service and collection schedules.
- Assists in scheduling maintenance of trucks and equipment.
- Supervises and participates in the refuse collection and disposal activities, when necessary.
- Services, cleans, and makes minor or emergency repairs to assigned equipment.
- Instructs others in safety and in methods of operation.
- Performs related work as required.

Desirable Knowledge, Abilities and Skills

- Ability to fill the qualifications of Equipment Operator II.
- Thorough knowledge of the geographic and population characteristics of the city.
- Considerable knowledge of modern methods and techniques of refuse collection and disposal.
- Ability to establish and maintain effective working relationships with subordinates, other departments, and the public.
- Ability to plan, lay out, coordinate, schedule, and effectively supervise the work of a large number of workers engaged in refuse collection and disposal.
- Ability to deal effectively and tactfully with the general public and to mentor others to do the same.
- Considerable knowledge of the occupational hazards involved and the safety precautions necessary for the safe conduct of work and equipment operation.
- Considerable knowledge of applicable traffic laws, ordinances, regulations, and geography of the community involved in the operation of assigned equipment.
- Ability to plan and supervise a group of subordinates, to obtain effective results and meet established schedules.
- Ability to make decisions recognizing established precedents and practices and to use resourcefulness and tact in meeting new problems.
- Ability to maintain required operating records and prepare reports.
- Ability to make operating adjustments and to recognize operating deficiencies in assigned equipment.
- Ability to understand and follow complex oral and written instructions.
- Ability to be respectful to others.
- Active Listening Skills.
- A positive and patient attitude with the goal of exemplary service to the public.
- Ability to communicate clearly with internal as well as external customers.

Essential Job Requirements

General Physical Requirements

- Good physical condition and sufficient strength to do heavy lifting and carrying for extended periods, often under adverse weather conditions must be able to lift to 80 pounds on a regular basis. Must be able to perform repetitive duties using arms, hands, shoulders, and legs Must be able to stand or walk on all surfaces for extended periods of time.

Physical Activities

- Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Acuity

- The worker is required to have visual and hearing acuity to determine the neatness and to make general observations of facilities of structures for safety of others.
- Must have visual acuity to operate motor vehicles.

Working Conditions

- Work is substantially exposed to adverse environmental conditions while working outdoors in rain, heat and/or cold for long periods of time.

Desirable Training and Experience

Education sufficient to develop above average reading, writing, and mathematical skills. Ability to obtain a valid Tennessee Driver's License with minimum of Class B CDL. Considerable knowledge in operating sanitation equipment, with experience in municipal refuse collection, including supervisory and customer service experience.

F. By enacting the following job description for Administrative Coordinator for Building, Codes and Stormwater Department in Appendix B.:

**ADMINISTRATIVE COORDINATOR FOR
BUILDING, CODES AND STORMWATER DEPARTMENT**

Nature of Work

This employee is responsible for administrative work in the Building, Codes and Stormwater Department and may serve as assistant to the Building / Codes and Stormwater Officials. Duties also include other support services under the general supervision of the Building and Codes Inspector. Instructions to the employee are general and the employee must consider different courses of action and sometimes deviate from standard operating procedures. Independent judgement is required to complete some tasks.

The 36 employee will be required to perform any other tasks as may be required to accomplish the essential functions of the position as set out herein.

Illustrative Examples of Work

- Supports the Building, Codes & Stormwater Department by performing administrative assistance with internal as well as external communications.
- Supports the department in duties related to property maintenance, code violations, building inspections, stormwater outreach, and municipal code interpretation.
- Issues various permits and other official documents deemed necessary within the department.
- Enters permit information into applicable programs.
- Receives and processes utility connection requests.
- Responds to sewer leak issues and coordinates with BPU.
- Tracks and schedules follow-up inspections.
- Receives and answers questions related to the responsibilities that fall within the department. Gets assistance from the department Directors when necessary.
- Attends court dates for the department when necessary.

- Maintains a friendly, tactful, knowledgeable, professional, and efficient persona to both internal and external customers. This can be in person, by phone or via electronic media.
- Makes sure all phone calls and messages are answered in an efficient and timely manner, and/or routed properly.
- Takes corrective actions against code violators. Cites violator to court for non-compliance.
- Conducts title checks for property ownership and/or abandoned vehicles.
- Maintains all files and general records of the department in a proper and orderly manner.
- Uses a computer to input and retrieve information.
- Communicates with the Community Development Director on issues related to Planning and Zoning Development.
- Coordinates between other City departments when necessary.
- Works in a team environment to meet the goals and functions of the department.
- Determines measures necessary to comply with applicable municipal ordinances.
- Tracks and orders supplies when necessary.
- Completes or assists with any other tasks as may be necessary to accomplish the essential functions of the position as set out herein.

Desirable Knowledge, Abilities and Skills

- Knowledge of the geographic area of the city.
- Ability to create and maintain Word, Excel, and PowerPoint documents.
- Ability to ascertain facts by personal contact, observation, and the examination of records.
- Knowledge of Property Standards Code and the minimum requirements for property maintenance, housing, and premises standards within the City of Paris.
- Knowledge of costs and fees for all permits.
- Knowledge of City Ordinances.
- Ability to detect deviations from regulatory codes.
- Ability to work with the public.
- Ability to keep records and make operational reports.
- Ability to make math calculations.
- Ability to evaluate applicable information and make decisions.
- Knowledge of International Property Maintenance Code and other applicable codes.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 25 pounds of force occasionally and/or negligible amount of force constantly to move objects.

Physical Activities:

- Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal.
- The worker is required to have visual acuity to operate motor vehicles and a valid Tennessee driver's

license.

- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned or to make general observations of facilities or structures.

Working Conditions:

- The worker is not substantially exposed to adverse environmental conditions.

Desirable Training and Experience

High School Diploma including or supplemented by general business and/or clerical assistance courses, experience in administrative office procedures, or any equivalent general business combination of experience and training.

G. By enacting the following job description for Downtown Police Officer in Appendix B.:

DOWNTOWN POLICE OFFICER

Nature of Work

This is general duty police work in enforcing laws and ordinances with a set assignment to the downtown Paris area.

This employee is responsible for the protection of life and property, detection and investigation of crime, and for maintaining law and order in the downtown Paris area. Work involves an element of danger and will primarily be conducted in patrol uniform. The officer will be supervised by the operations Captain and fall under the Criminal Investigations Division.

This is a full-time law enforcement officer position that will primarily be a Monday through Friday dayshift position with a flexible schedule to accommodate special events in the downtown Paris area. This position will work hand in hand with the businesses and organizations that utilize the downtown area and should form positive relationships with those groups. This position will require an officer who has independent initiative but is able to follow general and standardized guidelines as set forth by PPD. The employee is expected to perform his or her duties according to state laws, city ordinances, and the policies and procedures set forth by the PPD and the City of Paris.

Illustrative Examples of Work

- Monitor and enforce traffic laws in the downtown area.
- Enforce city parking regulations and issue citations.
- Build strong working relationships with downtown businesses owners and officials.
- Organize security for downtown events.
- Monitor and assist with pedestrian safety issues.
- Collect parking ticket fees.
- Respond to calls for service in the assigned area.
- Act as the liaison to the Downtown Paris Association and attend meetings.
- Other duties as deemed necessary by the Chief of Police.

Desirable Knowledges, Abilities and Skills

- Considerable knowledge of approved principles and practices of police work.
- Considerable knowledge of laws and ordinances governing police work particularly as they apply to the downtown setting.
- Some skills in investigatory techniques and the use of police equipment.
- Ability to work with a significant amount of independence.
- Ability to react quickly and calmly in emergencies and to execute duties firmly, tactfully, and impartially.
- Ability to maintain effective working relationships with businesses and organizations utilizing the downtown area.
- Must be a POST certified law enforcement officer.
- Must have appropriate job knowledge, education, appearance, attitude, and communication skills.

Essential Job Requirements

General Physical Requirements

- Good physical condition and sufficient strength to do vigorous interment activity often under adverse weather conditions on a regular basis. Must be able to perform repetitive duties using arms, hands, shoulders, and legs Must be able to stand and/or walk on all surfaces for extended periods of time.

Physical Activities

- Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Acuity

- The worker is required to have visual and hearing acuity to determine the neatness and to make general observations of their environment, for their safety and for the safety of others.
- Must have visual acuity to operate motor vehicles.

Working Conditions

- Work is substantially exposed to adverse environmental conditions while working outdoors in rain, heat and/or cold for long periods of time.

Desirable Training and Experience

Graduation from high school, or a recognized equivalent certificate; preferably supplemented in course work in modern police work and investigatory techniques. Must meet all requirements as prescribed by the minimum standards of the state. Experience as a police officer is desired.

H. By enacting the following job description for School Resource Officer in Appendix

B.:

SCHOOL RESOURCE OFFICER

Nature of Work

This is a specialized duty police work in enforcing laws and fostering positive relationships with students, parents/guardians, and staff of schools inside the jurisdiction of the PPD.

This employee is responsible for the protection of life and property; for prevention, detection, and investigation of crime; and maintaining law and order on the campus of the assigned school. This assignment involves an element of danger and is to be primarily carried out in the police uniform to familiarize the students with officers in

uniform and make them more comfortable in their presence. The SRO will be supervised by the operations Captain and fall under the Criminal Investigative Division.

The SRO will be in constant and varied contact with students, faculty, and families of students attending his/her assigned school and requires the exercise of individual initiative. Specific assignments are to be carried out in accordance with established rules and procedures, however employee must be able to react with discretion and authority in meeting emergencies. SRO will work hand in hand with school officials in the performance of his/her duties and maintain a positive working relationship with the school administration.

Illustrative Examples of Work

- SRO frequently patrols campus and performs law enforcement functions within school settings.
- Identifies and assists school administration in the prevention of delinquent behavior.
- Fosters a better understanding of the law enforcement function among students and faculty by promoting positive relations between students and officers, while enhancing knowledge of the fundamental concepts and structures of law.
- Provides information about crime prevention and assistance and support for crime victims in the school setting.
- SRO may act as an instructor for specialized, short-term programs at the school or as guest speaker when requested to do so by school administration and with approval of PPD.
- Performs related work as required.

Knowledge, Abilities and Skills

- Considerable knowledge of approved principles and practices of police work.
- Considerable knowledge of laws and ordinances governing police work, especially pertaining to juvenile justice and school security.
- Some skill in investigatory techniques and the use of police equipment.
- Ability to work with significant amount of independence.
- Ability to react quickly and calmly in emergencies; to execute duties firmly, tactfully, and impartially.
- Ability to maintain effective working relationships with school personnel and student body.
- SRO must be a POST certified full-time law enforcement officer.
- SRO will have appropriate job knowledge, education, appearance, attitude, and communication skills.

Essential Job Requirements

General Physical Requirements

- Good physical condition and sufficient strength to do vigorous interment activity often under adverse weather conditions on a regular basis. Must be able to perform repetitive duties using arms, hands, shoulders, and legs Must be able to stand and/or walk on all surfaces for extended periods of time.

Physical Activities

- Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Acuity

- The worker is required to have visual and hearing acuity to determine the neatness and to make general observations of their environment, for their safety and for the safety of others.
- Must have visual acuity to operate motor vehicles.

Working Conditions

- Work is substantially exposed to adverse environmental conditions while working outdoors in rain, heat and/or cold for long periods of time.

Desirable Training and Experience

Graduation from high school, or a recognized equivalent certificate; preferably supplemented in course work in modern police work and investigative techniques. SRO will participate in forty (40) hours of basic training in school policing within twelve (12) months of assignment to a school. Every year thereafter, the SRO will participate in a minimum of sixteen (16) hours of training specific to school policing that has been approved by the POST commission and must meet all requirements as prescribed by the minimum standards of the state. Experience as a police officer is desired.

Unanimously adopted, this the 6th day of July, 2023.

Mayor

City Recorder

ATTESTED:

NEW BUSINESS
AGENDA ITEM #4
Ordinance to Amend Title 1 Chapter 2 Regarding the Order of Business for Regular Board of Commissioners Meetings (First Reading)

The following ordinance is simply a housekeeping measure suggested by MTAS to bring our municipal code up to date. Our code currently references an old version of Roberts Rules of Order and needs to reference the current version. Additionally, new legislation passed during the last legislative session addresses public comment requirements. We already have in place a time for public comment, but for consistency we need to add some parameters.

ORDINANCE NO. 1296

AN ORDINANCE to amend Title 1, Chapter 2, of the Paris Municipal Code

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, Title 1, Chapter 2, of the Paris Municipal Code shall be amended as follows:

- A. That Title 1, Chapter 2, Section 1-202(4), be amended by deleting “grievances” and substituting in its place “comments.”

- B. That Title 1, Chapter 2, Section 1-202(4), be amended by adding subparagraphs (a) and (b) as follows:
 - (a) A citizen may only speak one time at each meeting.
 - (b) A citizen may only speak for three (3) minutes unless such limitation is modified or waived by the Mayor or other presiding officer of the board of commissioners.

- C. That Title 1, Chapter 2, Section 1-203, be amended by deleting “Robert’s Rules of Order, Revised” and substituting in its place “Robert’s Rules of Order, Newly Revised, 12th Edition.”

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.

NEW BUSINESS AGENDA ITEM #5

Ordinance to Levy a Privilege Tax upon the Occupancy in any Hotel or Motel (First Reading)

In 2021 the TN State Legislature passed legislation giving cities the authority to levy a 4% privilege tax on the privilege of occupancy in any hotel/motel which must be used to support tourism development. Over the past several years the parks system in the City of Paris has been intentionally enhanced to not only serve our community, but to also attract visitors from surrounding communities thus complementing our tourism development activities.

The following ordinance, presented for your consideration, would add chapter 7 to Title 6 of our Municipal Code and allow the City of Paris to collect this privilege tax.

ORDINANCE NO. 1297

AN ORDINANCE LEVYING A PRIVILEGE TAX UPON THE OCCUPANCE IN ANY HOTEL OR MOTEL OR ANY PLACE IN WHICH ROOMS, LODGING OR ACCOMMODATIONS ARE FURNISHED TO TRANSIENTS FOR CONSIDERATION

WHEREAS, Tennessee Code Annotated § 67-4-1401, et seq., authorizes the City of Paris, Henry County, Tennessee, to levy by Ordinance an occupancy or hotel/motel tax; and

WHEREAS, the City of Paris, Tennessee, deems it to be in the best interest of the City of Paris to have such tax; and

WHEREAS, the health, safety, and welfare of the citizens of the City of Paris, Tennessee, will be positively impacted by the adoption of this Ordinance.

NOW, THEREFORE BE IT ENACTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PARIS, TENNESSEE, AS FOLLOWS:

- (1) "Exhibit A" attached herein is hereby adopted and shall be codified in its entirety as Title 6, Chapter 7 of the City of Paris Municipal Code.
- (2) All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.
- (3) This Ordinance shall take effect on September 1, 2023, the public welfare requiring it.

"EXHIBIT A"

TITLE 6

FINANCE AND TAXATION

CHAPTER 7

HOTEL/MOTEL OCCUPANCY TAX

SECTION

- 7-701. Definitions.
- 7-702. Rooms to be numbered.
- 7-703. Tax levied.
- 7-704. Collection.
- 7-705. Remission to City of Paris.
- 7-706. Collection, development of report, audit, etc.
- 7-707. Operator cannot advertise that the operator will assume tax.
- 7-708. Delinquent taxes; offenses by operators and/ or transients.
- 7-709. Operators to keep records.
- 7-710. Additional powers of recorder; remedies available to taxpayer.
- 7-711. Recorder to collect; disposition of proceeds.

Section 7-701. Definitions. As used in this chapter:

- (1) "**Consideration**" means the consideration charged, whether or not received, for the occupancy in a hotel valued in money, goods, labor or otherwise, including all receipts, cash, credits, property and services of any kind or nature without and deduction therefrom whatsoever;
- (2) "**Hotel**" means any structure or space, or any portion thereof, that is occupied or intended or designed for occupancy by transients for dwelling, lodging, or sleeping purposes, and includes privately, publicly, or government-owned hotels, inns, tourist camps, tourist courts, tourist cabins, motels,

- short-term rental units, primitive and recreational vehicle campsites and campgrounds, or any place in which rooms, lodgings, or accommodations are furnished to transients for consideration;
- (3) “**Occupancy**” means the use or possession, or the right to use or possession, of any room lodgings or accommodations in any hotel;
 - (4) “**Operator**” means the person operating the hotel, whether as owner, lessee or otherwise;
 - (5) “**Person**” means any individual, firm, partnership, joint venture, association, social club, fraternal organization, joint stock company, estate, trust, business trust, receiver, trustee, syndicate or any other group or combination acting as a unit;
 - (6) “**Tourism**” means attracting nonresidents to visit a particular municipality and encouraging those nonresidents to spend money in the municipality, which includes travel related to both leisure and business activities;
 - (7) “**Tourism development**” means the acquisition and construction of, and financing and retirement of debt for, facilities related to tourism; and
 - (8) “**Transient**” means any person who exercises occupancy or is entitled to occupancy of any rooms, lodgings, or accommodations in a hotel for a period of less than thirty (30) continuous days.

Section 7-702. Rooms to be numbered. Each sleeping room and in every hotel in the City of Paris shall be numbered in a plain and conspicuous manner. The number of each room shall be placed on the outside of the door of such room, and no two (2) doors shall bear the same number.

Section 7-703. Tax levied. There is hereby levied, assessed and imposed, and shall be paid and collected, a privilege tax upon the privilege of occupancy in any hotel of each transient in an amount equal to **four (4) percent** of the consideration charged by the operator. Such tax is a privilege tax upon the transient occupying such room and is to be collected as provided herein.

Section 7-704. Collection. Such tax shall be added by each operator to each invoice prepared by the operator for the occupancy in the operator’s hotel to be given directly or transmitted to the transient and shall be collected by such operator from the transient and remitted to the City of Paris.

Section 7-705. Remission to City of Paris. The tax hereby levied shall be remitted by all operators who lease, rent or charge for occupancy within a hotel in the City of Paris to the City of Paris recorder no later than the twentieth (20th) day of each month for taxes collected the preceding month. The operator is hereby required to collect the tax from the transient at the time of the presentation of the invoice for such occupancy whether prior to occupancy or after occupancy as may be the custom of the operator. If credit is granted by the operator to the transient then the obligation to the City of Paris shall be that of the operator.

Section 7-706. Collection, development of report, audit, etc. The City of Paris recorder shall be responsible for the collection of such tax. A monthly tax return under oath shall be filed with the City of Paris recorder by the operator with such number of copies thereof as the City of Paris recorder may reasonably require for the collection of such tax. The report of the operator shall include such facts and information as may be deemed reasonable for the verification of the tax due. The form of such report shall be developed by the City of Paris recorder and approved by the Board of Commissioners prior to use. The City of Paris recorder shall audit each operator in the City of Paris at least once per year and shall report on the audits made on a quarterly basis to the Board of Commissioners.

Section 7-707. Operator cannot advertise that the operator will assume tax. No operator of a hotel shall advertise or state in any manner, whether directly or indirectly, that the tax or any part thereof, will be assumed or absorbed by the operator or that it will not be added to the rent, or that if added, any part will be refunded.

Section 7-708. Delinquent taxes; offenses by operators and/or transients. Taxes collected by the operator which are not remitted to the City of Paris recorder on or before the due dates are delinquent. An operator shall be liable for interest on such delinquent taxes from the due date at the rate of twelve percent (12%) per annum, and in addition, for the penalty of one percent (1%) for each month or fraction thereof such taxes are delinquent. Such interest shall become a part of the tax. Each occurrence of willful refusal of an operator to collect or remit the tax or willful refusal of a transient to pay the tax imposed is declared to be unlawful and shall be punishable upon conviction by a fine not in excess of fifty dollars (\$50.00).

Section 7-709. Operators to keep records. It shall be the duty of every operator liable for the collection and payment to the City of Paris of the tax imposed by this article to keep and preserve for a period of three (3) years all records as may be necessary to determine the amount of such tax as he may have been liable for the collection of and payment to the City of Paris. Every operator of a hotel shall at all times keep a standard hotel register, in which shall be inscribed the names of all guests renting or occupying rooms and the number of the room which guest is to occupy, together with the time such room is rented, which records the City of Paris recorder shall have the right to inspect at all reasonable times.

Section 7-710. Additional powers of recorder; remedies available to tax payer. The City of Paris recorder administering and enforcing the provisions of this ordinance shall have, as additional powers, those powers and duties with respect to collecting taxes as provided by law for the county clerks.

Upon any claim of illegal assessment and collection, the taxpayer shall have the remedy provided in Tennessee Code Annotated, Title 67. The City of Paris recorder shall have all those powers and duties as provided in Tennessee Code Annotated § 67-1-707(b). Any tax paid under protest shall be paid to the City of Paris recorder. Any suit filed to recover taxes paid under protest may be brought by filing the same against the City of Paris recorder.

Section 7-711. Recorder to collect; disposition of proceeds. The City of Paris recorder is hereby charged with the duty of collection of the tax herein levied and the proceeds received by the City of Paris from the tax shall be used exclusively for tourism and tourism development within the City of Paris as required by Tennessee Code Annotated § 67-4-1403.

**STATUS OF VARIOUS PROJECTS
July 2023**

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	
HOME Grant	Morris/Foster	2024	House #1 is close to final inspection. Construction on house #2 continues. House #3 is currently on hold. We are waiting until the first two are complete to see how much money is left.
Back Alley Paris	Foster/Morris/ Ray	June 2024 (if awarded)	The application for the 2023 round of Art Builds Communities grant has been submitted. The planned project is being called Destination Paris. We should find out if we are awarded by mid-August.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Fall 2024	Submitted final ROW plans to TDOT. Waiting on NTP to ROW. Development of Construction Plans has begun. Excess land application has been submitted. Still waiting on responses from the following agencies for the in-house reveal: historic & NAC.
Rison St Bridge Replacement	Foster/Morris	Summer 2024	We received NTP with funded ROW. Staff are working to secure construction easements from 8 property owners. A2H has received comments back from TDOT on construction plans. They will revise plans and resubmit in July.
2020 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Fall 2024	Preliminary Right of Way plans are at TDOT. Waiting on review comments from several divisions. No further NEPA action required at this time.
2021 Multimodal Access Grant for Tyson/M.W. Intersection Upgrades & Sidewalk	Foster/Morris	Fall 2025	TLM is working on the final NEPA document (SDC form) to submit to TDOT. Preliminary grading plan is 95% complete.
2021 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2026	Submitted NEPA documents, Initial studies, and the Section 106 LP agency templates. Survey fieldwork has been completed. Preliminary survey expected in early July. Environmental Boundaries Report has been ordered.
TDEC Water Infrastructure Improvement (WII) Grant	Foster	Spring 2026	Hydraulic modeling continues. Survey proposal requests have been sent out for the Brooks St. drainage improvements portion of this project.
Downtown Improvement Grant	Morris/Crouch/Foster	Summer 2023	One of the two additional projects has now been completed, the other should be finished by the end of the month. If it is completed in time we will apply for the next round of grant funds.
Municipal Facilities Project	Foster	Dependent on Direction	Survey of downtown properties underway. TLM working on redesign of Fire & Police facilities based on city's comments.
DIDD Inclusive Playground and Facility Grant	Morris/Crouch/Foster		Application was submitted Friday, June 30 th . The anticipated award date is August 2023.

Notes from the City Manager:

- None