

**CITY OF DRESDEN
BOARD MEETING AGENDA**

June 5, 2023

6:00 p.m.

- I. Call To Order By Mayor**
- II. Opening Ceremonies**
 - A. Welcoming Remarks
 - B. Invocation
 - C. Pledge of Allegiance
- III. Roll Call by City Recorder**
- IV. Minutes of the Previous Meeting**
- V. Input From Citizens**
- VI. Employee's Report**
 - A. Carla Edwards – Finance
 - B. Josh Lassiter – Public Works
 - C. Jeff Pierpoint – Water Plant
 - D. Bryan Chandler – Police
 - E. Joey Winstead – Park
 - F. Paul Hutcherson – Fire
- VII. Reports from Aldermen or Advisory Committees**
- VIII. Unfinished Business**
 - A. None
- IX. New Business**
 - A. Donation Acceptance Resolution 2023-12
 - B. Budget Ordinance 2023-03
 - C. Cyber Security Policy Resolution 2023-13
 - D. Budget Amendment Resolution 2023-14
 - E. Municipal Complex
- X. Announcements**
- XI. Adjournment**

City of Dresden
Board of Directors Meeting
May 8, 2023
6:00 p.m.

BE IT REMEMBERED that the Board of Mayor and Aldermen met in regular session on Monday, May 8, 2023 at 6:00 p.m. at the McWherter Civic Center. Mayor Mark Maddox was present and presiding when the following was entered into record. Mayor Mark Maddox, City Recorder Jennifer Branscum, Water Plant Operator Jeff Pierpoint, Park Director Joey Winstead, Police Chief Bryan Chandler, Public Works Director Josh Lassiter and Fire Chief Paul Hutcherson were present. Mayor Mark Maddox called the meeting to order. Mayor Mark Maddox then asked for the roll call. Mayor Maddox gave the invocation and led the board and guests in the pledge.

Roll Call

Gwin Anderson	Present	Ralph Cobb	Present
Curtis Doran	Present	Dale Hutcherson	Present
Kenneth Moore	Present	Willie Parker	Absent

Mayor Maddox presented the minutes of the April 3, 2023 meeting. Mayor Maddox asked if there were any corrections, additions or deletions to the minutes. With no input, Mayor Maddox stated the minutes were approved as presented.

Tracy King, Will Woodall and Linda Woodall addressed the board concerning a house on Ethridge Street that has drug activity going on, loud music, scrap yard, appliances in the yard, tractor running and hitting light pole, and constantly burning. They asked for assistance on this matter. Mayor Maddox stated there was a property maintenance ordinance in place and that ordinance is what was used when he was cited into court the first time. Mayor Maddox asked Chief Chandler to cite the property owner into court every day the property is not cleaned up. Mayor Maddox assured the neighbors that all legal avenues were being pursued.

Brandi George asked if a proposed tax rate had been decided on yet so residents could prepare for the increase. Mayor Maddox stated one had not been decided on yet due to the fact that the final amount needed to be borrowed for the municipal complex project had not been determined yet. She further asked for information on FEMA project that had been approved and/or denied to date. Mayor Maddox stated City Recorder Jennifer Branscum would be able to provide that information. Miss George further asked how much impact on the budget the hiring of two new officers had. Mayor Maddox stated there was a positive impact on the budget as the two new officers were hired to fill vacancies.

Ralph Cobb asked for a status update on the Vaughn Bros. drainage issue. Public Works Director Josh Lassiter stated the engineers are reviewing it. He also asked about the status of the new vehicle for Public Works. Lassiter stated the funds had been appropriated but there has been a long wait time on receipt of a vehicle and no vehicles are currently available.

Lassiter stated a preliminary estimate on patch work had been received. It was noted there would be some coal patch placed on the spot on Morrow Street. It was suggested a flashing light be placed on barrels in the street to provide more notice to drivers.

Dale Hutcherson asked Lassiter if there was anything the board could do to improve the efficiency in his department. Lassiter stated he is trying to do smaller projects to save money.

Kenneth Moore asked if there was FEMA funding for the sidewalk repair. City Recorder Jennifer Branscum stated there was but the project had to be completed first before reimbursement could be received.

Mayor Maddox presented bids received to repair the staging site where the tornado debris was placed on Jones Street. He stated Martin Paving submitted a bid in the amount of \$126,825.00, Union City Paving submitted a bid in the amount of \$118,280.00 and Pavement Restorations submitted a bid in the amount of \$277,080.00. Mayor Maddox stated there was \$47,205.08 expected in reimbursement from FEMA for this project with the possibility of additional funding being provided at close out of all FEMA projects. Dale Hutcherson made a motion to accept the bid from Union City paving in the amount of \$118,280.00. Gwin Anderson seconded the motion. Anderson, Cobb, Doran, Hutcherson, and Moore all voted yes. The motion passed with a vote of 5 to 0.

Mayor Maddox presented Budget Amendment Resolution 2023-11 for approval. Finance Director Carla Edwards explained each line item. Gwin Anderson made a motion to approve Resolution 2023-11. Ralph Cobb seconded the motion. Anderson, Cobb, Doran, Hutcherson, and Moore all voted yes. The motion passed with a vote of 5 to 0.

Mayor Maddox notified the Board the City would be writing a letter of support for naming the basketball court at Dresden High School after Chuck West.

Mayor Maddox stated a date would be set for a budget workshop in the next couple weeks.

With no further business to discuss, Ralph Cobb made a motion to adjourn. Gwin Anderson seconded the motion. Anderson, Cobb, Doran, Hutcherson, and Moore all voted yes. The motion passed with a vote of 5 to 0.

Mayor Mark Maddox

ATTEST:

City Recorder Jennifer Branscum

Finance Director Report

Board Meeting 6/5/23

1. The 2022 tax data has been received and has been loaded into our Accounting system. The original tax revenue, including ad valorem taxes in the amount of \$25,235.14, is \$694,598.44. This reflects a decrease from the prior year of \$21,297.46. Tax revenue has increased by \$43.54 for rollback taxes and decreased by \$7,867.91 for assessment changes. The current grand total of tax revenue of \$686,774.07 is higher than the budgeted tax revenue of \$685,000 by \$1,774.07. Tax payments received as of 5/25/23 equal \$653,133.56 and the current balance due as of 5/25/23 is \$33,640.51. The balance outstanding at this time in the prior year was \$14,694.99.
2. As of 5/25/23, the outstanding balance for 2021 Property Taxes is \$3,632.77. Tax payments in the amount of \$1,390.00 have been received since the previous report. The one year delinquent tax receivable at this time in the prior year was \$5,492.84. Our current balance is lower than the prior year by \$1,860.07.
3. As of 5/25/23, the outstanding balance for 2012 through 2020 Property Taxes is \$6,634.58. No payments have been received since the prior report. The delinquent tax balance for two years or more at this time in the prior year was \$6,942.73. Our current balance is lower than the prior year by \$308.15.
4. All property taxes for years prior to 2012 have been written off as non-collectible. All outstanding taxes are fully reserved so any collections of prior year taxes will be recognized as delinquent tax revenue.
5. Monthly activities:
 - a. Processed biweekly payrolls for 5/12/23 and 5/26/23.
 - b. Processed volunteer fire and monthly payroll for 5/31/23.
 - c. Processed purchase orders.
 - d. Coded and entered accounts payable invoices and check requests.
 - e. Processed 4 weekly accounts payable check runs.
 - f. Prepared monthly account reconciliations.
 - g. Assisted at the counter to receipt water bill payments, property tax payments and miscellaneous receipts.

Please let me know if there is any additional information you would like for me to be presenting to you each month.

Thank you.

Carla R Edwards

Finance Director

City of Dresden

Dresden Public Works
May 2023

Daily Checking of 25 Lift Stations
Cleaning of Sewer Lines
Read Water Meters & Checked High Readings
Repaired Water Lines & Water Mains
Installed New Remote Read Meters
Turn Ons & Offs
Picked up bulk items
Picked up brush
Routine Maintenance of Equipment
Picked Up Trash
Made new water tap for Dresden High School for practice field
Assisted in Iris Festival activities
Took down Iris Festival banners
Answered questions for companies bidding on municipal complex plumbing
Met with vendors on sidewalk repair
Met with contractor on repair of Jones Street property where the tornado debris was staged

DRESDEN POLICE DEPARTMENT

April 16, 2023 - May 15, 2023

Roadway Accidents: 6

Private Property Accidents: 2

Citations

Chandler	3	Property Maintenance
	1	Health and Sanitation Violation
Ewards	12	Speeding
	1	Light Law
	3	Driving on Rev/Susp DL
		Registration
	3	Financial Resp
	2	Seatbelt
	1	Child Restraint
	1	Leash Law
	1	Hands Free
	2	Simple Possession
Hickman	1	Financial Responsibility
Lee	1	Driving on Rev/Susp DL
	1	Speeding
	1	Financial Responsibility
Travis	4	Seatbelt
	11	Speeding
	1	Driving on Rev/Susp DL
	1	No DL
	1	Financial Responsibility
	1	Simple Possession
	1	Registration
Vargas	4	Speeding
	1	Seatbelt
	2	Stop Sign/Light Violation
	1	Registration

Total Offenses

62

Citations

55

(There may be more than one offense on each citation)

Citation Collections: \$3,943.09

<u>Residence</u>	<u>#</u>	<u>Percentage</u>
Dresden	21	38%
Weakley Co	22	40%
Out of county	12	22%
TOTAL	55	100%

<u>Location</u>	<u>Citations Written</u>	<u>Percentage</u>
E Main St	2	
E Maple St	2	
Ethridge St	2	
Evergreen St	8	15%
Gaylord St	1	
Hwy 22	12	22%
Hwy 54	3	
Hwy 89	1	
Morrow St	2	
N Cedar St	1	
Pikeview	6	11%
S Fuller St	1	
Taylor St	6	11%
W Main St	8	15%
TOTAL	55	

City Court Docket: 5/16/23 48

6 No show

1 Continued

24 Pd before court (guilty plea per pmt)

8 Dismissed and ordered to pay court cost (no driving school).

1 Dismissed and ordered to driving school

6 Guilty

2 Warning

Arrests

Chandler Criminal Trespass

Edwards Driving on Susp/Rev DL

Hickman Domestic Assault (warrant on file)

Lee Pos Sch II, Tampering with evidence (warrant on file)
Accessory after the fact

Travis Driving on Susp/Rev DL, Fin Resp

RESOLUTION – 2023-12

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF DRESDEN, TENNESSEE, ESTABLISHING TO ACCEPT GIFTS AND OTHER DONATIONS.

WHEREAS, the Dresden Board of Mayor and Aldermen wish to evaluate the suitability of donations and other gifts prior to acceptance by the Town.

WHEREAS, gifts and donations to be approved by the Board of Mayor and Aldermen. It is the policy of the City of Dresden that no City official or employee shall solicit or accept any donation or gift on behalf of the City unless and until such solicitation or proposed donation is first approved and authorized by the Board of Mayor and Aldermen. For the purpose of this Resolution, the phrase “donation or gift” shall include, but is not limited to, such items of value as cash, bonds, real estate, automobiles, and other items of personal use.

WHEREAS, prior to voting to accept a donation or gift, the Board of Mayor and Aldermen shall first conduct a cost/benefit analysis to determine how acceptance of the proposed gift or donation will affect the City treasury and cash flow.

WHEREAS, prior to voting to accept a donation or gift, the Board of Mayor and Aldermen shall seek and obtain appropriate legal advice to determine the legal implications of such acceptance. In no event shall the City accept offers of donations or gifts which are predicated on the donor receiving favorable treatment by the City, nor shall the City accept donations or gifts which are predicated on the City pursuing policies which violate Federal or State laws or municipal ordinance.

WHEREAS, in considering the acceptance of gifts or donations, the Board of Mayor and Aldermen may consider whether such acceptance, or the conditions of such acceptance, may be unreasonably offensive to the citizens of Dresden.

WHEREAS, nothing in this policy shall be construed to apply to any federal or state grants or low-interest loans offered to the City of Dresden.

NOW, THEREFORE BE IT RESOLVED, the City of Dresden Board of Mayor and Aldermen authorize the acceptance of:

- A monetary donation from WK&T in the amount of \$3330.00 for the Fire Department.
- A monetary donation from an anonymous source in the amount of \$25.00 for the Police Department.
- A monetary donation from Lora & Fred Tustison in the amount of \$7,000.00 for the Dog Pound (kennels).

This resolution shall be adopted and these donations be accepted, the public welfare requiring it.

PASSED AND APPROVED THIS 5th DAY OF June, 2023 BY A ROLL CALL VOTE OF THE DRESDEN BOARD OF MAYOR AND ALDERMEN.

Aye / Nay	Gwin Anderson
Aye / Nay	Ralph Cobb
Aye / Nay	Curtis Doran
Aye / Nay	Dale Hutcherson
Aye / Nay	Kenneth Moore
Aye / Nay	Willie Parker

Mark Maddox, Mayor

Attest: _____
City Recorder Jennifer Branscum

Budget Ordinance 2023-03

AN ORDINANCE OF THE CITY OF DRESDEN, TENNESSEE ADOPTING THE ANNUAL OPERATING AND CAPITAL BUDGET AND TAX RATE FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024.

WHEREAS, Tennessee Code Annotated Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriate in excess of estimated available funds; and

WHEREAS, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF DRESDEN, TENNESSEE AS FOLLOWS:

Section 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows.

GENERAL FUND	2021-2022 ACTUAL	2022-2023 ESTIMATED	2023-2024 PROPOSED
Local Taxes			
License and Permits			
Intergovernmental			
Charge for Services			
Other			
Total Revenues			
Beginning Fund Balance			
Total Available Funds			

SOLID WASTE FUNDS	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed
Charges for Services	\$334031.15	\$361,000.00	\$361,000
Miscellaneous Revenues	\$1,880.67	\$3,600	\$3,000
Total Revenues	\$335,911.82	\$364,600	\$364,000

Beginning Fund Balance			
Total Available Funds			

Water & Sewer Fund	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed
Operating Revenues	\$941,879.16	\$1,118,567.06	\$1,229,025.00
Total Revenues	\$941,879.16	\$1,118,567.06	\$1,229,025.00
Beginning Fund Balance	\$	\$	\$
Total Available Funds	\$	\$	\$

DRUG FUND	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed
Court Fines	\$13,698.46	\$10,575.00	\$10,600
Beginning Fund Balance	\$	\$	\$
Total Available Funds	\$	\$	\$

Section 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

General Fund	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed
Administration			
Police Department			
Fire Department			
Public Works			
Parks & Recreation			
Debt Service			
Total Appropriations			

Solid Waste Fund	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed
Solid Waste	\$685,543.59	\$746,722.08	\$343,652.00
Total Appropriations	\$685,543.59	\$746,722.08	\$343,652.00

Water & Sewer Fund	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed
Water & Sewer	\$1,438,869.62	\$1,447,495.11	\$1,462,089.00
Total Appropriations	\$1,438,869.62	\$1,447,495.11	\$1,462,089.00

Drug Fund	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed
Police	\$1,922.02	\$2,000	\$4,000
Total Appropriations	\$1,922.02	\$2,000	\$4,000

Section 3: At the end of the current fiscal year, the governing body estimates balances/(deficits) as follows:

General Fund	\$
Solid Waste Fund	\$
Drug Fund	\$
Water & Sewer Fund	\$

Section 4: That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Debt Redemption	Interest Requirements	Debt Authorized and Unissued	Condition of Sinking Fund
Bonds	\$0	\$0	\$0	
Notes	\$0	\$0	\$0	
Capital Leases	\$0	\$0	\$0	
Other Debt	\$145,197	\$	\$0	

Section 5: During the coming fiscal year, the governing body has planned capital projects and proposed funding as follows:

Proposed Capital Projects	Proposed Amount Financed by Appropriations	Proposed Amount Financed by Debt
Mayor – Capital Purchase	\$14,000	\$0
Police Car	\$40,000	\$0
Brush Truck	\$55,000	\$0
Paving	\$265,000	\$0
Truck/Tractor	\$81,750	\$0
Sidewalk Repair	\$15,000	\$0
Park Field Lights	\$25,000	\$0
Park Shop Building Reserve	\$10,000	\$0
Press Box, Dougouts, Concrete	\$25,000	\$0
Ride on Sprayer	\$25,000	\$0
Paint Water Tanks	\$129,000	\$0
Service Truck	\$115,000	\$0
Aerator for Lagoon	\$15,000	\$0
Municipal Complex	\$ _____	\$ _____

Section 6: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Section 6-56-205 of the Tennessee Code Annotated.

Section 7: Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may describe as allowed by Section 6-56-209 of the Tennessee Code Annotated. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

Section 8: A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full-time equivalent employees required by Section 6-56-206, Tennessee Code Annotated will be attached.

Section 9: If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with Section 6-56-210, Tennessee Code Annotated provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Office of State and Local Finance in the Comptroller of the Treasury for a continuation budget will be requested if any indebtedness is outstanding.

Section 10: There is hereby levied a property tax of \$_____ per \$100 of assessed value on all real and personal property.

Section 10: The water and sewer rates will not increase.

Water Base Rate:

\$14.00 (Inside City Limits)

\$29.45 (Outside City Limits)

Sewer Base Rate:

\$21.00 (Inside City Limits)

\$44.18 (Outside City Limits)

Usage over 2,000 gallons \$2.35 per 1,000

(Inside City Limits)

Section 11: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

Section 12: This ordinance shall take effect July 1, 2023, the public welfare requiring it.

Mayor Mark Maddox

Attest: Jennifer Branscum, City Recorder

First Reading: June 5, 2023

Second Reading: June 27, 2023

Public Hearing: June 27, 2023

Resolution No. 2023-13

A RESOLUTION OF THE CITY OF DRESDEN, TENNESSEE ADOPTING AN INTERNET, CYBER SECURITY, AND SENSITIVE INFORMATION POLICY

WHEREAS, policies and procedures provide an established set of regulations governing the behavior of City employees; and,

WHEREAS, from time to time such policies must be updated to reflect changing conditions; and,

WHEREAS, internet use and reliance on electronic technologies has become essential to the efficient operation of the City; and,

WHEREAS, City employees have responsibilities for the proper and appropriate use of these technologies; and,

WHEREAS, cyber security and protection of sensitive and confidential information has become an important responsibility of City employees.

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF DRESDEN, TENNESSEE THAT:

These policies shall apply to all city employees. They shall not apply to elected officials and independent contractors, except as specified in the section on Sensitive Information.

Internet, E-Mail, Social Media, and Cyber Security. (1) The Internet is an important resource for information gathering. However, we must remember that not all Internet users have the City's best interest in mind. Employees must be alert for viruses and exercise good choices in what is downloaded from the Internet. The City's computers may not be used for personal communication, personal social media use, personal gain or profit, for any commercial solicitations, to interfere with the operation of internet gateways, for sending or replying to "chain letters" or to distribute or obtain offensive or inappropriate material. Most information and software that is accessible on the Internet is subject to copyright or other property rights protection, therefore, nothing should be copied or downloaded from the Internet for use by the City unless express permission to do so is stated by the material owner and City management.

With regards to usernames and passwords, if these are set by management they shall not be changed except by permission of management. The employee must be aware that all files placed on City equipment become public property (this includes any personal files, the placement of which on City equipment is in violation of this policy). All files placed on City equipment shall be backed up in two additional locations including a physical location such as a removable hard drive or SSD, as well as some form of cloud storage as approved by management.

When using social media an employee may not characterize themselves as representing the City, directly or indirectly, in any online posting unless pursuant to this policy or at the direction of a supervisor. The use of a City email address, job title, use of City uniforms, insignia, emblems, official City name or logo in conjunction with a posting shall be evidence of an attempt to represent the City in an official capacity. Other communications leading a reasonable viewer to conclude that a posting was made in an official capacity shall also be deemed evidence to represent the City in an official capacity. When posting in a personal capacity an employee should take reasonable care to distinguish that content is a personal expression and not that of the City.

(2) Cyber Security. Do not allow any external storage devices to be attached to City equipment without the permission of management. When checking City e-mail, do not reply to e-mails that look strange or click on links in unfamiliar e-mails. Report any of these to management immediately. Do not forward these e-mails to anyone unless told to do so. Do not dispose of any City IT equipment without management approval, and all electronic equipment which may contain sensitive information shall only be disposed of in a manner which cleans and eliminates such information from the equipment, and in a manner prescribed by City management.

To help ensure the security of the City's technology, users shall not:

- a. Share access codes or passwords.
- b. Use accounts, access codes, privileges, or IT resources for which they are not authorized.
- c. Tamper, modify, or alter any restrictions or protections placed on City IT equipment or software.
- d. Use City resources to introduce, create, or propagate SPAM, PHISHING email, computer viruses, worms, Trojan horses, or other malicious code.
- e. Gain access to accounts for which they are not authorized.
- f. Eavesdrop on or intercept other users' transmissions.
- g. Attempt to degrade the performance or availability of any system.
- h. Misrepresent their identity with actions such as IP address "spoofing," email address falsification, or social engineering.
- i. Send email chain letters or mass mailings for purposes other than official City business.
- j. Connect devices (such as switches, routers, hubs, computer systems, and wireless access points) to the City system without prior approval.
- k. Include or request sensitive or confidential information be included in unprotected electronic communication (email, instant message, text message, etc.).

Sensitive Information. The City adopts this sensitive information policy to help protect employees, customers, contractors, and the City from damages related to the loss or misuse of sensitive information. This policy will:

1. Define sensitive information.
2. Describe the physical security of data when it is printed on paper.
3. Describe the electronic security of data when stored and distributed.
4. Place the City in compliance with state and federal law regarding identity theft protection.

This policy enables the City to protect customers, reducing risk from identity fraud, and minimize potential damage to the City from fraudulent new accounts. The program will help the City:

1. Identify risks that signify potentially fraudulent activity within new or existing covered accounts.
2. Detect risks when they occur in covered accounts.
3. Respond to risks to determine if fraudulent activity has occurred and act if fraud has been attempted or committed.
4. Update the program periodically, including reviewing the accounts that are covered and the identified risks that are part of the program.

Scope of the Policy

This policy and protection program applies to employees, contractors, consultants, temporary workers, and other workers of the City, including all personnel affiliated with third parties.

Sensitive Information

For purposes of this policy the following information shall be considered sensitive but may not be considered confidential under state law. If there are questions regarding the confidentiality of a particular item, the employee should contact management. Such sensitive information includes the following items whether stored in electronic or printed format:

- A. Credit card information, including any of the following:
 1. Credit card number (in part or whole)
 2. Credit card expiration date
 3. Cardholder name
 4. Cardholder address
- B. Tax identification numbers, including:
 1. Social Security number
 2. Business identification number
 3. Employer identification numbers
- C. Payroll information, including, among other information:
 1. Paychecks
 2. Pay stubs
 3. Cafeteria plan check requests and associated paperwork
- D. Medical information for any employee or customer, including but not limited to:
 1. Doctor names and claims
 2. Insurance claims
 3. Prescriptions
 4. Any related personal medical information
- E. Other personal information belonging to any customer, employee or contractor, examples of which include:

1. Date of birth
2. Address
3. Phone numbers
4. Maiden name
5. Names
6. Customer number

City personnel are encouraged to use common sense judgment in securing confidential information to the proper extent. Furthermore, this section should be read in conjunction with the Tennessee Public Records Act and the City's public records policy. If an employee is uncertain of the sensitivity of a particular piece of information, he/she should contact their supervisor. If the City cannot resolve a conflict between this policy and the Tennessee Public Records Act, the City will contact the Tennessee Office of Open Records Counsel.

Hard Copy Security and Distribution

Each employee and contractor performing work for the City will comply with the following policies:

1. File cabinets, desk drawers, overhead cabinets, and any other storage space containing documents with sensitive information will be locked when not in use.
2. Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday or when unsupervised.
3. Desks, workstations, work areas, printers and fax machines, and common shared work areas will be cleared of all documents containing sensitive information when not in use.
4. Do not dispose of paper documents with sensitive information except by shredding.
5. Whiteboards, dry-erase boards, writing tablets, etc. in common shared work areas will be erased, removed, or shredded when not in use.
6. Municipal records, however, may only be destroyed in accordance with the city's records retention policy.

Electronic Distribution

Each employee and contractor performing work for the City will comply with the following policies:

1. Internally, sensitive information may be transmitted using approved City e-mail, provided such e-mail system is encrypted. All sensitive information must be encrypted when stored in an electronic format.
2. Any sensitive information sent externally must be encrypted and password protected and only to approved recipients. Additionally, a statement such as this should be included in the e-mail: *"This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited."*

Cyber-Attack Response

In the event the City of Dresden falls victim to a cyber-attack, the following steps will be taken.

1. The City of Dresden’s IT personnel (Local Government Corporation – 1-800-737-1826) will be contacted immediately.
2. Once Local Government Corporation is contacted, LGC will investigate. LGC will help determine what steps need to be taken based on the type of attack - ransom request, malicious email, malware, etc.
3. LGC and City of Dresden will assess the situation to see what data has been affected (Word files, Excel files, text files or other files that may contain sensitive information)
4. If LGC determines there is an infection from malware (worms, Trojan horses, spyware, etc.), then the computer will be cleaned of the virus or reloaded if necessary.
5. In the event a backup is encrypted or corrupted, LGC will restore an earlier version.
6. Contact law enforcement and the bank, when necessary, based on the type of attack.
7. Contact affected individuals when necessary.
8. Contact insurance company (Dresden Insurance Agency – 123 N. Poplar Street, Dresden, TN 38225, 731-364-3117).

This resolution shall become effective from and after its passage, the public welfare requiring it.

Passed/Failed by a vote of _____ to _____ this 5th day of June, 2023.

Roll Call Vote:

_____ **Gwin Anderson**
 _____ **Curtis Doran**
 _____ **Kenneth Moore**

_____ **Ralph Cobb**
 _____ **Dale Hutcherson**
 _____ **Willie Parker**

Mayor Mark Maddox

Attest:

City Recorder Jennifer Branscum

Resolution 2023-14

WHEREAS, the City of Dresden has adopted a budget for Fiscal Year 2023 that defines line item budgets for the General Fund and,

WHEREAS, there is need to amend the budget to reallocate funds and expenses.

NOW, THEREFORE BE IT RESOLVED, the Dresden Board of Mayor and Aldermen authorize the following:

General Fund – Municipal Code update not part of original budget; higher than budgeted insurance costs for the City; Downtown Revitalization Grant issued to the Flower Box; Engineering costs for the municipal complex project.

DB	110-27000	Fund Balance	\$84,451.54
CR	110-41300-250	Professional Services (Code Update)	\$1,285.00
CR	110-41300-510	Property & Liability Insurance	\$2,090.54
CR	110-41300-900	Capital (Downtown Revitalization Grant)	\$15,217.00
CR	110-41510-750	Tornado Recovery (Engineering Costs)	\$65,859.00

This resolution shall take effect upon its passage, the public welfare requiring it.

_____ Anderson	_____ Cobb	_____ Doran
_____ Hutcherson	_____ Moore	_____ Parker

___ Passed / ___ Failed with a vote of ___ to ___ this 5th day of June, 2023.

Mayor Mark Maddox

ATTEST: _____
Jennifer Branscum, City Recorder