



POLICIES & PROCEDURES COMMITTEE MEETING MINUTES

City of Manchester

August 20, 2026

Present: Attorney Craig Johnson, Mayor Joey Hobbs, HR Manager Tina Warren, Senior Accountant Kelley Weber, Assistant Police Chief Dale Robertson, Fire Chief George Chambers, Yvonne Waggoner

The Manchester Policies and Procedures Committee held meeting on August 20, 2026 at 4:30 pm in the Board Room of Manchester City Hall.

1. **Call to Order**

Secretary Kelley Weber called the meeting to order.

2. **Citizen Comments**

There were no citizen comments.

3. **Approval of Minutes**

A motion to approve the previous meeting minutes was made by Attorney Craig Johnson and seconded by HR Manager Tina Warren. The motion passed **5-0**.

4. **Approval of Agenda**

A motion to approve the updated agenda (added MWS Job Description for Field Supervisor-Utilities Maintenance to submitted items) as presented was made by Mayor Joey Hobbs and seconded by Attorney Craig Johnson. The motion passed **5-0**.

5. **Nepotism Policy**

It was discussed to remove the first sentence in policy 4-208 (No more than one member of each family shall be employed in the same department of the city government.) to allow family members to be hired into the same department; however, they cannot be under direct supervision from family member(s). A motion was made by Mayor Joey Hobbs and seconded by Attorney Craig Johnson. The motion passed **5-0**.

6. **Manchester Fire Department Sick Leave Accrual Proposal**

The Manchester Fire Department submitted a proposal to modify sick leave accruals in conjunction with its transition from 16-hour shifts to 24-hour shifts. Following discussion and review, a motion was made by Mayor Joey Hobbs and seconded by Yvonne Waggoner. The motion passed **5-0**.

7. **Manchester Fire Department Shift Change**

The Manchester Fire Department submitted proposal to transition from 16-hour shifts to 24-hour shifts. A motion was made by Attorney Craig Johnson and seconded by HR Manager Tina Warren. The motion passed **5-0**.

8. **Manchester Water & Sewer Job Title Changes**

Manchester Water & Sewer submitted proposal to change and update job description for Field Supervisor-Utilities Maintenance to better align with the department's organizational structure. HR Director Tina Warren reviewed the proposed changes and determined that they met the necessary criteria. A motion was made by Attorney Craig Johnson and seconded by Mayor Joey Hobbs. The motion passed **5-0**.

9. **Background and Motor Vehicle Record Checks**

HR Director Tina Warren proposed implementing more comprehensive background investigations and motor vehicle record checks for job applicants, as well as periodic reviews for current employees. She noted that the City Code does not currently contain provisions addressing these checks. Following discussion, Ms. Warren will review available processes, seek input from department directors, and present a formal proposal at the next committee meeting.

10. **Manchester Police Department Overtime Threshold Proposal**

The Manchester Police Department submitted a proposal to adjust its overtime threshold from 86 hours to 80 hours. Assistant Chief Dale Robertson asked that this be put on hold as the police department is doing some additional research. When police department is ready, they will advise the committee.

11. **Adjournment**

A motion to adjourn was made by Mayor Joey Hobbs and seconded by Attorney Craig Johnson. The motion passed unanimously, and the meeting was adjourned at **4:50 p.m.**

Policies & Procedures Committee Chairperson

Date

Policies & Procedures Committee Secretary

Date