

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN AGENDA
December 5, 2023 @ 6:30 P.M.
City Hall Board Room
5:30 PM BOMA Work Session

1. **INVOCATION**
2. **PLEDGE TO THE FLAG**
3. **ROLL CALL**
4. **MINUTES**
 - November 7, 2023 BOMA meeting minutes and BOMA Beer Board minutes
5. **CORRESPONDENCE**
6. **COMMENTS FROM CITIZENS**
7. **COMMENTS FROM MAYOR**
8. **COMMITTEE AND COMMISSION REPORTS**
 - *Safety *Finance *Street *Water & Sewer *Recreation *Tourism *Planning & Zoning
 - *Information Systems *Historic Zoning
9. **RESOLUTIONS AND ORDINANCES**
 - Resolutions:**
 - Ordinances:**
 - a) 2nd reading of an ordinance rezoning property owned by Loyd Glen Chapman and Shawn Trail on 512 West Taylor St., from R-3 to R-4; sponsored by Vice Mayor Messick. (tabled 11-7-23)
 - b) 2nd reading of an ordinance rezoning property owned by Loyd Glen Chapman and Shawn Trail on 811 Lynchburg Rd., from R-3 to R-4; sponsored by Vice Mayor Messick. (tabled 11-7-23)
 - c) 2nd reading of an ordinance rezoning property owned by Mark Willis on Doak Road, from R-1 to C-2 sponsored by Vice Mayor Messick. (tabled 11-7-23)
 - d) 2nd reading of an ordinance to revise Title 14 Chapter 12 of Manchester Municipal Code, Stormwater Ordinance; sponsored by Vice Mayor Messick.
10. **OLD BUSINESS**
 - Job Description Discussion: Chief of Staff/ Project Planner/ Chief Operating Officer/ City Manager
Job Descriptions Discussion
 - Discussion Land Acquisition & Remodeling Manchester City Schools
11. **NEW BUSINESS**
12. **ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN**
13. **ADJOURNMENT:**

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
Meeting Minutes
November 7th, 2023, @ 6:30 pm
City Hall Board Room

The Board of Mayor and Aldermen met in regular session at 6:30 p.m. in the Board Room at Manchester City Hall. The meeting was presided over by Mayor Howard. Present for the meeting were Mayor Howard, Alderman Anderson, Alderman Bellamy, Vice Mayor Messick, Alderman Parsley, Attorney Johnson, Finance Director Myers, Executive Administrative Assistant Keele, MWSD Director Miller, Public Works Director George Gannon, Parks/Rec Director Fox, Asst. Parks/Rec. Director Johnson, I.S. Director Smotherman, MPD Chief Sipe, MPD Assistant Chief Floied, MFD Chief Chambers, Community Development & Zoning Director Brittany Fiske, Engineer Scot St. John, and other citizens. Absent was Alderman Hobbs and Alderman French. The meeting opened with a prayer by Pastor Billy Levengood, and the pledge to the flag was spoken in unison. Mayor Howard called the meeting to order.

ROLL CALL:

Director Myers called the roll.

APPROVAL OF MINUTES: Alderman Anderson made a motion to approve the October 3, 2023, BOMA Minutes. Alderman Parsley seconded the motion. Mayor Howard called for the roll and the motion passed 4-0.

CORRESPONDENCE: Lori Parsley West presented a thank you letter on behalf of Susan Parsley thanking the employees of the City of Manchester donating time to her.

COMMENTS FROM CITIZENS: Kim Childress of the mach running organization thanked the MPD, MFD, and the Tourism Commission for helping sponsor the Haunts & Hops run at Common Johns.

COMMENTS FROM MAYOR: Mayor Howard thanked everyone for attending.

Safety Committee- Chief Sipe discussed at the last meeting purchasing radar signs and stated the next meeting would be 11-13-23.

Finance Committee- Director Myers discussed moving the regularly scheduled committee date and time.

Street Committee- Director Gannon announced the next Street Dept. meeting would be 11-9-23 and discussed leaf season.

Water /Sewer Commission- Director Miller announced the next meeting would be 11-9-23 at City Hall and he is working with the County on extending water lines.

Recreation Commission- Director Fox discussed the success of the Halloween Bash w/ Reeses Genes, Dusty Elam Basketball league with 202 participates, Trees of Christmas 12-4 thru 12-9, Christmas Parade, and farmer's market will open up on Wednesday.

Tourism Development Commission- Lori West announced the next meeting would be 11-13-23 @ 6.

Planning & Zoning Commission- Director Fiske stated next meeting would be 11-20-23 @ 5:30 pm.

Information Systems Committee- Director Smotherman stated next meeting would be 11-20-23.

Historic Zoning Commission- Director Fiske announced they met last Thursday and had one COA for approval and discussed the ARC Grant.

RESOLUTIONS & ORDINANCES

Resolutions:

- a) A resolution to approve a contract in the base amount of Seventy-Four Thousand Five Hundred Eighty and 00/100 Dollars (\$74,580.00) and Three add-alternates totaling Twenty-Four Thousand and 00/100 Dollars (\$24,000.00) with Southern Flooring, Inc. for the Recreation Center Gym Floor Replacement, Project #102-195/3255-046; sponsored by Alderman Anderson. Alderman Parsley made a motion to approve and seconded by Alderman Bellamy. Mayor Howard opened the floor to discussion and then called for the roll. The resolution passed 4-0.

- b) A resolution to approve the purchase of six radar signs funded by Capital Outlay Funds; sponsored by Alderman Hobbs. Attorney Johnson removed from agenda, amount under 35,000 threshold.

Ordinances:

- a) 2nd reading of an ordinance rezoning property owned by Loyd Glen Chapman and Shawn Trail on 512 West Taylor St., from R-3 to R-4; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to table ordinance a, b, and c; and stated because it has been a habit to have a full board to vote on the zoning matters and there isn't a full board tonight and seconded by Alderman Parsley. The motion passed 3-1 with Alderman Anderson voting nay. Attorney Johnson stated 4 votes were not needed to pass a motion only legislation.
- b) 2nd reading of an ordinance rezoning property owned by Loyd Glen Chapman and Shawn Trail on 811 Lynchburg Rd., from R-3 to R-4; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to table the ordinance due to its been a habit to have a full board to vote on the zoning matters and there isn't a full board tonight and seconded by Alderman Parsley. The motion passed 3-1 with Alderman Anderson voting nay. Attorney Johnson stated 4 votes were not needed to pass a motion only legislation.
- c) 2nd reading of an ordinance rezoning property owned by Mark Willis on Doak Road, from R-1 to C-2 sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to table the ordinance due to its been a habit to have a full board to vote on the zoning matters and there isn't a full board tonight and seconded by Alderman Parsley. The motion passed 3-1 with Alderman Anderson voting nay. Attorney Johnson stated 4 votes were not needed to pass a motion only legislation.
- d) 2nd reading of an ordinance adopting an unclaimed property policy adding Title 20 Chapter 4 Section 408 to the Manchester Municipal Code; sponsored by Alderman Hobbs. Alderman Parsley made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and called for the roll. The ordinance passed final reading 4-0.
- e) 2nd reading of an ordinance to add a provision to Title 4 Chapter 2 of Manchester Municipal Code to clarify leave policy; sponsored by Mayor Howard. Vice Mayor Messick made a motion to approve and seconded by Alderman Anderson. Mayor Howard opened the floor to discussion and called for the roll. The ordinance passed final reading 4-0.
- f) 2nd reading ordinance to amend Manchester Municipal Codes 9-202, Exemptions; sponsored by Alderman Hobbs. Alderman Anderson made a motion to approve and seconded by Alderman Parsley. Mayor Howard opened the floor to discussion and called for the roll. The motion passed final reading 4-0.
- g) 2nd reading of an ordinance adding provisions to Manchester Municipal Code 4-603 regarding Manchester Water and Sewer Department Director Vehicle "Take Home" Policy; sponsored by Vice Mayor Messick. Alderman Bellamy made a motion to approve and seconded by Alderman Parsley. Mayor Howard opened the floor to discussion and called for the roll. The ordinance passed final reading 4-0.
- h) 1st reading of an ordinance to adopt an updated Land Use Plan (Physical Development Plan); sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and asked that Director Fiske speak regarding the ordinance. Director Fiske discussed the 2015 Land Use Plan and the proposed 2022 Land Use Plan that incorporates the UGB. Vice Mayor Messick stated it doesn't change any zoning. Director Fiske stated the Planning and Zoning Commission has already passed the Land Use Plan and will use it whether the BOMA pass it or not. Alderman Bellamy seconded the motion and Mayor Howard opened the floor to discussion. Alderman Anderson stated she would not be voting on the ordinance because she believes there were some procedural mistakes relating to the open meetings act. Alderman Anderson stated she doesn't share the same vision as the Planning Commission relating to annexation and high-density areas; concerned we are planning for the UGB area and we don't have a planner on staff and the TCA code states we should. Mayor Howard called for the roll. The ordinance failed 1-3 with Alderman Anderson, Vice Mayor Messick stated he was voting nay so he could bring it back, and Alderman Parsley voting nay.

- i) 1st reading of an ordinance to revise Title 14 Chapter 12 of Manchester Municipal Code, Stormwater Ordinance; sponsored by Vice Mayor Messick. Alderman Parsley made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and called for the roll. The ordinance passed 1st reading 4-0.
- j) 1st reading or an ordinance rezoning property owned by Matt and Emily Norman at 1201 Oak Drive from R-2 to R-3; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and seconded by Alderman Bellamy. Mayor Howard opened the floor to discussion. Alderman Bellamy discussed the two maps presented and Director Fiske explained the zoning and the 2022 land use plan map. Mayor Howard called for the roll. The ordinance failed 1-3 voting nay Alderman Anderson, Vice Mayor Messick, and Alderman Parsley.

OLD BUSINESS: none

NEW BUSINESS

- Part-time Pay Rate Scale for Recreation Center Staff – Pay Scale attached- Approved by Rec. Commission & Finance Committee Finance Committee voted to increase budget for part-time wages by \$70,000.00 for 2023-2024 Fiscal Budget Year. Alderman Parsley made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard asked if there would need to be a Budget Amendment and Director Myer’s stated they would like the wages to be voted on to set a pay scale for their office. A discussion ensued and Mayor Howard called for the roll. The motion passed 4-0.
- MPD Retirement Presentation to Vandagriff, Guffey, and Garza.

COMMENTS FROM BOMA: Vice Mayor Messick discussed a call he received bragging on the Public Works Department. Attorney Johnson discussed the Hills Chapel Sidewalk Project and he has made contact with 4 out 5 of the property owners.

ADJOURNMENT:

- Being no further business to discuss, Mayor Howard asked for a motion to adjourn and Alderman Parsley made the motion. The motion was seconded by Alderman Anderson. The motion to adjourn was passed 4-0. The meeting adjourned at 7:25 p.m.

SIGNATURES:

Mayor Marilyn Howard

Executive Administrative Assistant Keele

City of Manchester
Board of Mayor and Alderman
Beer Board Minutes
November 7th, 2023

Immediately Following the Mayor and Aldermen Board Meeting.

Mayor Howard called the meeting to order.

Application(s):

1. Name of Business: Bayu Abadi LLC, DBA: Kami Sushi and Asian Kitchen; Business Address: 108 West McLean St., Manchester, TN 37355; Previous Name of Business: KUBO Grill; Name and Address of Property Owner: AHA Holdings LLC, 1213 Anderson Ave., Fort Lee, NJ 07024, Name of Applicant: Fendy Kurniawan, 5021 Creekside Park Ave., Orlando, FL 32811. Application is for On-premises consumption. Assistant Police Chief Floied stated the applicant has met all requirements and is favorable for permit. Alderman Parsley made a motion to approve and seconded by Alderman Anderson. Mayor Howard opened the floor to discussion and after none, called for the roll. The application passed 5-0.

 2. Name of Business: Bayu Abadi LLC, DBA: Kami Sushi and Asian Kitchen; Business Address: 108 West McLean St., Manchester, TN 37355; Previous Name of Business: KUBO Grill; Name and Address of Property Owner: AHA Holdings LLC, 1213 Anderson Ave., Fort Lee, NJ 07024, Name of Applicant: Batara Yudha, 197 Enchanted Way, Santa Rosa Beach, FL 32459. Application is for On-premises consumption. Assistant Police Chief Floied stated the applicant has met all requirements and is favorable for permit. Alderman Parsley made a motion to approve and seconded by Alderman Anderson. Mayor Howard opened the floor to discussion and after none, called for the roll. The application passed 5-0.
- **Adjournment:** Being no further business to discuss, Mayor Howard asked for a motion to adjourn and Alderman Parsley made the motion. The motion was seconded by Alderman Anderson. The motion to adjourn was passed 4-0. The meeting adjourned at 7:35 p.m.

ORDINANCE NO. _____

**AN ORDINANCE REZONING PROPERTY OWNED BY LOYD GLEN CHAPMAN
AND SHAWN TRAIL ON 512 W. TAYLOR ST., FROM R-3 TO R-4**

WHEREAS the City of Manchester has a currently enacted a Zoning Ordinance and a Zoning Map; and

WHEREAS, pursuant to Tennessee Law, since the zoning of real estate is accomplished by ordinance: it must be amended by ordinance rather than by resolution; and

WHEREAS the Manchester Planning Commission, at its meeting June 22, 2023, considered the rezoning request that the property owned by Loyd Glenn Chapman and Shawn Trail, described below, be rezoned from R-3 to R-4, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of R-4 to the following described property owned by Loyd Glenn Chapman and Shawn Trail on 512 W. Taylor St.:

Map 075M, Group B, Parcel 003.01

Beginning at an iron pin in the north margin of Taylor Street and being the southeast corner of the property herein conveyed being Wimberley's southwest corner; thence along the north margin of Taylor Street North 88 deg. 32 min. West 54.0 feet ta an iron pin in the north margin of Taylor Street; thence North 04 deg. 11 min. East 143.0 feet to an iron pin in the southeast margin of Lynchburg Road; thence South 88 deg. 55 min. East 37.78 feet to an iron pin: thence South 05 deg. 42 min. West 200.87 feet to the point of beginning.

Being a portion of the same property conveyed to Loyd Glen Chapman and Shawn Trail from Rose Lonnelle Dodge by Warranty Deed dated May 24, 2023 of record in Book 432, Page 454, Register's Office of Coffee County, Tennessee.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 2 of the Manchester Municipal Code entitled Zoning Map be amended to show this property as R-4; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

This ordinance is presented and passed with the positive recommendation of the Manchester Planning Commission obtained at its meeting on June 22, 2023.

PASSED FIRST READING: _____ October 3 _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor

FEE: 200.00

DATE: 5-26-23

MEETING DATE: 6-22-23

CASE#: 12-2023

TIME OF MEETING: 5:30 P.M.

APPROVAL Positive to Board

LOCATION: City Hall Meeting Room

DISAPPROVAL

NO ACTION TAKEN

MANCHESTER PLANNING COMMISSION

NAME OF PROPERTY OWNER: G+T Construction

ADDRESS OF OWNER: P.O. Box 1835 Manchester TN

PHONE: (Home) 273-1685 (Work) _____

I hereby request to the Manchester Planning Commission:

Rezoning R-3 to R-4

Intended use: Multi-Family

ADDRESS OF PROPERTY: 512 W. Taylor St.

Property Tax Map No. 07501 Group B Control Map _____ Parcel No. 003.01

Is this property in a Flood Hazard Area per FIRM Map No. 47031C0- _____
Map Revised: August 4, 2008.

NOTE: _____

I do hereby certify that the information given above is accurate/correct to the best of my knowledge.

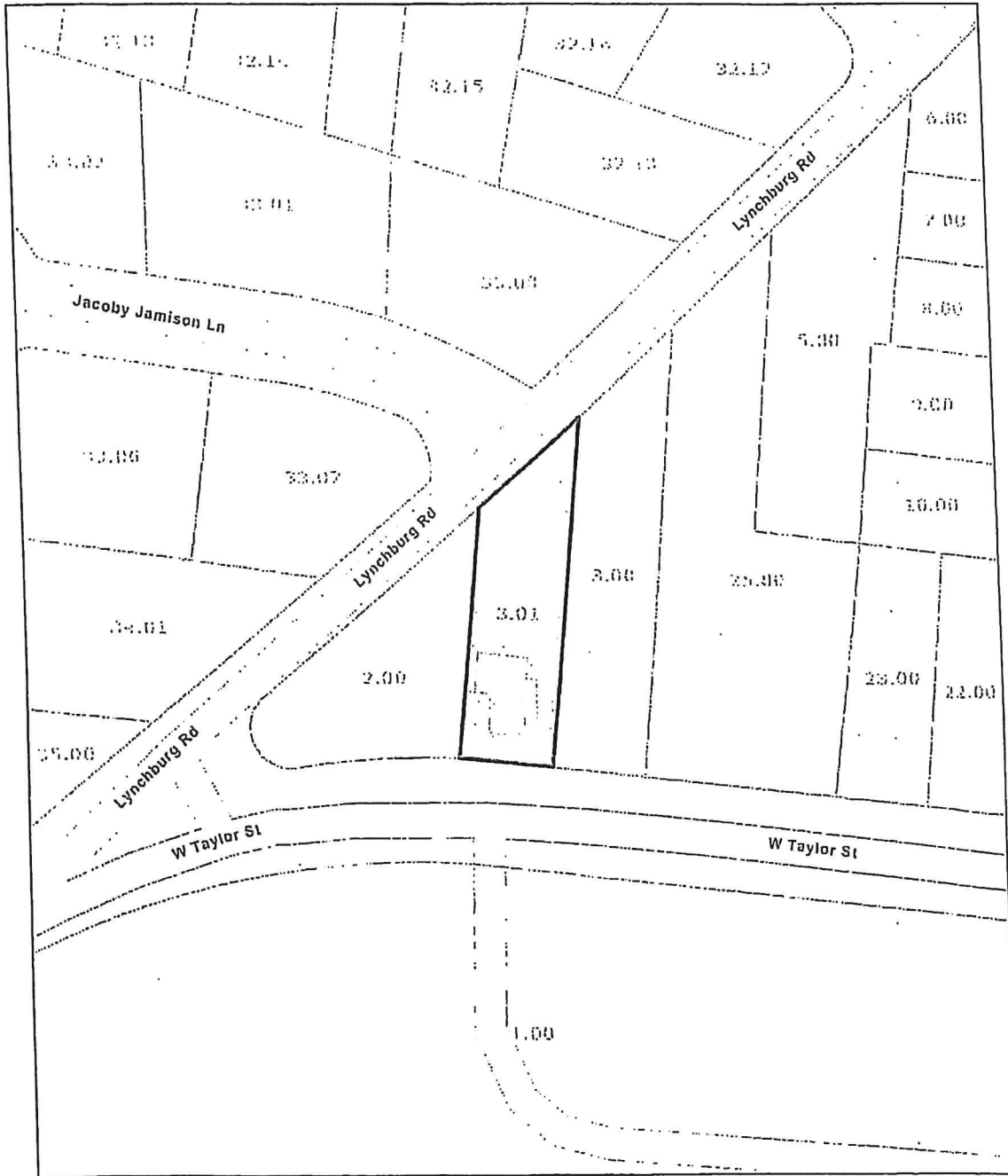


Signature of Owner / Authorized Agent

Rezoning instruction sheet received _____

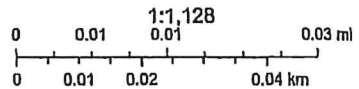
Site Plan checklist received _____

Coffee County - Parcel: 075M B 003.01



Date: May 26, 2023

County: Coffee
 Owner: DODGE ROSE LONNETTE
 Address: W TAYLOR ST 512
 Parcel Number: 075M B 003.01
 Deeded Acreage: 0
 Calculated Acreage: 0



Esri Community Maps Contributors, Tennessee GIS, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, Swisstopo, GeoTechnologies, Inc, METU, NASA, USGS, EPA, NPS, US Census Bureau, USDA, State of Tennessee, Comptroller of the Treasury, Office of Local Government (OLG)

The property lines are compiled from information maintained by your local







ORDINANCE NO. _____

**AN ORDINANCE REZONING PROPERTY OWNED BY LOYD GLEN CHAPMAN
AND SHAWN TRAIL ON 811 LYNCHBURG RD., FROM R-3 TO R-4**

WHEREAS the City of Manchester has a currently enacted a Zoning Ordinance and a Zoning Map; and

WHEREAS, pursuant to Tennessee Law, since the zoning of real estate is accomplished by ordinance: it must be amended by ordinance rather than by resolution; and

WHEREAS the Manchester Planning Commission, at its meeting June 22, 2023, considered the rezoning request that the property owned by Loyd Glenn Chapman and Shawn Trail, described below, be rezoned from R-3 to R-4, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of R-4 to the following described property owned by Loyd Glenn Chapman and Shawn Trail on 811 Lynchburg Rd.:

Map 075M, Group B, Parcel 002.00

Beginning at an iron pin in the north margin of Taylor Street and being the southeast corner of the property herein conveyed thence from said point South 87 deg. 07 mi. 17 sec. West 111.29 stake; thence North 27 deg. 13 min. 14 sec. West 16.68 feet to a stake, which stake is located at the intersection of the Old Lynchburg Road and Taylor Street; thence North 49 deg. 03 min. 13 sec. East 93.60 feet to a stake in the edge of the right of way of the Old Lynchburg Road; thence further along the Old Lynchburg Road North 48 deg. 49 min. 59 sec. East a distance of 95.54 feet to an iron pin; thence South 04 deg. 07 min. 00 sec. West 143 feet along a fence to the point of beginning, as depicted by survey of Alton C. Morris, dated 13 October, 1982.

Being a portion of the same property conveyed to Loyd Glen Chapman and Shawn Trail from Rose Lonnette Dodge by Warranty Deed dated May 24, 2023 of record in Book 432, Page 454, Register's Office of Coffee County, Tennessee.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 2 of the Manchester Municipal Code entitled Zoning Map be amended to show this property as R-4; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

This ordinance is presented and passed with the positive recommendation of the Manchester Planning Commission obtained at its meeting on June 22, 2023.

PASSED FIRST READING: _____ October 3 _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor

FEE: 200⁰⁰

DATE: 5-26-23

MEETING DATE: 6-22-23

CASE#: 11-2023

TIME OF MEETING: 5:30 P.M.

APPROVAL Positive to Board

LOCATION: City Hall Meeting Room

DISAPPROVAL

NO ACTION TAKEN

MANCHESTER PLANNING COMMISSION

NAME OF PROPERTY OWNER: G & T Construction

ADDRESS OF OWNER: P.O. Box 1835 Manchester TN

PHONE: (Home) 273-1685 (Work) _____

I hereby request to the Manchester Planning Commission:

Rezoning R-3 to R-4

Intended use: Multi-family

ADDRESS OF PROPERTY: 811 Lynchburg Rd.

Property Tax: Map No. 075m Group A Control Map _____ Parcel No. 002.40

Is this property in a Flood Hazard Area per FIRM Map No. 47031C0- _____
Map Revised: August 4, 2008.

NOTE: _____

I do hereby certify that the information given above is accurate/correct to the best of my knowledge.

Signature of Owner / Authorized Agent

Rezoning instruction sheet received _____

Site Plan checklist received _____









**CITY OF MANCHESTER, TENNESSEE
BUILDING PERMIT
VAR,SPEC EXC,REZONING, ORD AMD**

PERMIT #: 116743

DATE ISSUED: 5/26/2023

DESCRIPTION:	VAR,SPEC EXC,REZONING, ORD AMD	DEBRIS
LOCATION: SUBDIVISION: LOT#:	811 LYNCHBURG RD	AFFADAVIT W/C TILE PERMIT
OWNER NAME:	G & T CONSTRUCTION	CONTRACTOR: G & T CONSTRUCTION
ADDRESS:	P. O. BOX 1835	ADDRESS: P. O BOX 1835
CITY:	MANCHESTER	CITY: MANCHESTER
STATE:	TN	ST: TN
ZIP:	37349	ZIP: 37349
PHONE:	615-477-8856 SHAWN	PHONE: 273-1685
		LICENSE:
ELEC CONTRACTOR VALUATION:	S 0.00	PLB CONTRACTR SITE PLN ON FILE
NO OF ELEVATORS:		HEIGHT:
NO OF FLOORS:		BLDG LxW
NO OF FAMILIES:		NUMBER ROOMS
USE ZONE:		NUM KITCHENS:
ROOF:		FOUNDATION:
EXTERIOR WALLS:		INTERIOR WALLS:
SPRINKLERS:		NUMBER BATHS:
STANDPIPES:		HEAT SOURCE:
FIREPLACES:		
FRONT SETBACK:		REAR SETBACK:
LEFT SETBACK:		RIGHT SETBACK:

TOTAL BLDG FEES \$ 200.00

Remarks _____

If not approved, give reason: _____

Board of Zoning Appeals In case number _____ adopted _____

Application approved by _____

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT) DATE 05-26-23

Brittany Fisher 5/26/23
(ZONING/BLDG CODE EXAMINER) DATE (BLDG INSPECTOR) DATE

ORDINANCE NO. _____

AN ORDINANCE REZONING PROPERTY OWNED BY MARK WILLIS ON DOAK ROAD, FROM R-1 TO C-2

WHEREAS the City of Manchester has a currently enacted a Zoning Ordinance and a Zoning Map; and

WHEREAS, pursuant to Tennessee Law, since the zoning of real estate is accomplished by ordinance: it must be amended by ordinance rather than by resolution; and

WHEREAS the Manchester Planning Commission, at its meeting September 18, 2023, considered the rezoning request that the property owned by Mark Willis, described below, be rezoned from R-1 and C-2 Commercial, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of C-2 Commercial to the following described property owned by Mark Willis on Doak Road:

Tax Map 085 Group A Parcel No. 012.00

Being in the City of Manchester, and beginning at a stake in the east margin of Doak Road, said place of beginning being 176 feet northward from the north margin of Campbell Avenue (White Oak Drive); thence North 04 deg. 41 min. east along the east margin of Doak Road 126 feet to a stake at the southwest corner of the property of Clark M Willis, Jr., thence south 85 deg. 12 min. east along the Willis' south line 228.29 feet to a stake at Sissom's northwest corner; thence south 11 deg. 50 min. west along Sissom's west line 124 feet to a stake; thence north 86 deg. West 212.88 feet to the place of beginning, as surveyed by Alton C. Morris in May, 1974.

Property description taken from Deed Book 198, page 728, ROCCT.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 2 of the

Manchester Municipal Code entitled Zoning Map be amended to show this property as C-2 Commercial; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

This ordinance is presented and passed with the positive recommendation of the Manchester Planning Commission obtained at its meeting on September 18, 2023.

PASSED FIRST READING: _____ October 3 _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor

Lisa Myers, Finance Director

FEE: \$ 200.00

DATE: 8-22-23

MEETING DATE: 9-18-23
TIME OF MEETING: 5:30 P.M.
LOCATION: City Hall Meeting Room

CASE#: 17-2023
 APPROVAL
 DISAPPROVAL
 NO ACTION TAKEN

MANCHESTER PLANNING COMMISSION

NAME OF PROPERTY OWNER: MARK WILLIS

ADDRESS OF OWNER: 13538 Hillsboro Hwy

PHONE: (Home) 931-467-3015 (Work) 931-247-7547

I hereby request to the Manchester Planning Commission:

Rezoning R-1 to C-2

Intended use: Commercial

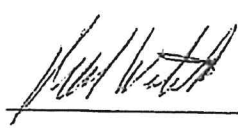
ADDRESS OF PROPERTY: Doak Rd.

Property Tax Map No. 085 Group A Control Map _____ Parcel No. 012.00

Is this property in a Flood Hazard Area per FIRM Map No. 47031C0- _____
Map Revised: August 4, 2008.

NOTE: _____

I do hereby certify that the information given above is accurate/correct to the best of my knowledge.



Signature of Owner / Authorized Agent

Rezoning instruction sheet received _____

Site Plan checklist received _____



CITY OF MANCHESTER, TENNESSEE BUILDING PERMIT REZONING

PERMIT # 115792

DATE ISSUED: 8/22/2023

DESCRIPTION: VAR, SPEC EXC. REZONING,
ORD AMD
LOCATION: DOAK RD

DEBRIS
AFFADAVIT W/C
TILE PERMIT

OWNER NAME: MARK WILLIS
ADDRESS: 13538 HILLSBORO HWY
CITY: HILLSBORO
STATE: TN
ZIP: 37342-3940
PHONE:

CONTRACTOR: MARK WILLIS
ADDRESS: 13538 HILLSBORO HWY
CITY: HILLSBORO
ST: TN
ZIP: 37342-3940
PHONE: 931-247-7547
LICENSE:

ELEC CONTRACTOR VALUATION 5 0 00
NO OF ELEVATORS:
NO OF FLOORS:
NO OF FAMILIES:
USE ZONE:
ROOF:
EXTERIOR WALLS:
SPRINKLERS:
STANDPIPES:
FIREPLACES:

PLB CONTRACTR
SITE PLN ON FILE
HEIGHT:
BLDG LxW
NUMBER ROOMS
NUM KITCHENS:
FOUNDATION:
INTERIOR WALLS:
NUMBER BATHS:
HEAT SOURCE:

FRONT SETBACK:
LEFT SETBACK:

REAR SETBACK:
RIGHT SETBACK:

TOTAL BLDG FEES \$ 200.00

Remarks 085E A 012.00

If not approved, give reason: _____

Board of Zoning Appeals in case number _____ adopted _____

Application approved by _____

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Paul North 8-22-23
(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT) DATE

[Signature] 8-22-23
(ZONING / BLDG CODE EXAMINER) DATE (BLDG INSPECTOR) DATE



Zoning



Land Use

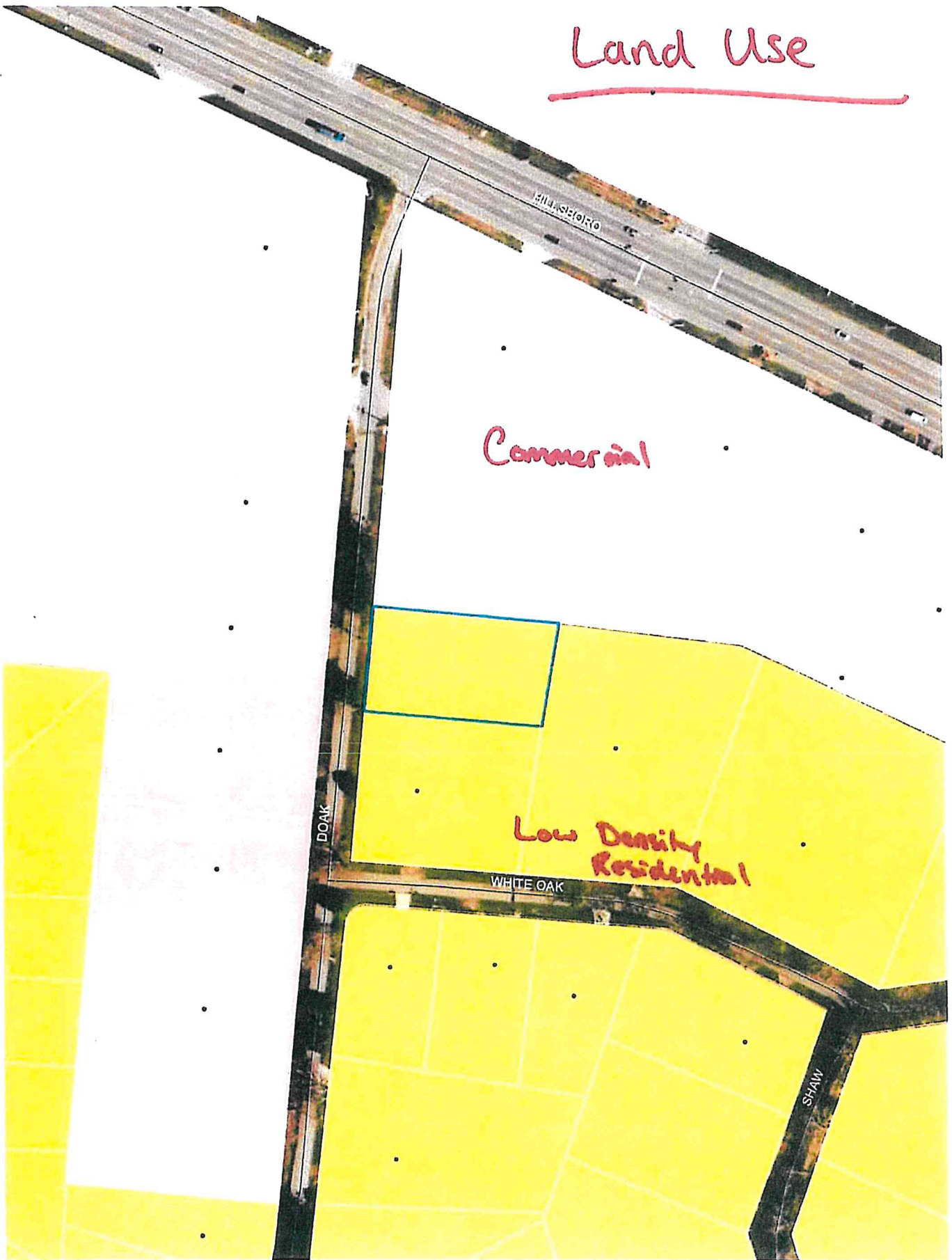
Commercial

Low Density Residential

DOAK

WHITE OAK

SHAW



ORDINANCE NO. _____

**AN ORDINANCE TO REVISE TITLE 14 CHAPTER 12 OF MANCHESTER
MUNICIPAL CODE, STORMWATER ORDINANCE**

WHEREAS the City of Manchester regulates stormwater run-off, as set forth in Title 14 Chapter 12 of Manchester Municipal Code; and

WHEREAS the Planning Commission recommended at its October 16, 2023 meeting and the Board of Mayor and Aldermen of the City of Manchester believes it to be in the best interest of the City to revise the current Stormwater Ordinance to better meet the needs of the Citizens of Manchester.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14 Chapter 12 of Manchester Municipal Code be revised to delete the current Chapter 12 and replace it with the attached Stormwater Ordinance as written and incorporated herein.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: _____ November 7 _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor

Lisa Myers, Finance Director

CHIEF OF STAFF

DEFINITION

The Chief of Staff for the City of Manchester performs executive administrative, technical and professional work in facilitating the administration of City government. This position works under the supervision of the Mayor for the City of Manchester.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Works with all departments and offices of the City to achieve goals within available resources; plans and organizes recommended workloads and staff assignments under the Mayor's control; trains and leads assigned staff; reviews progress and recommends changes as needed.
- Provides leadership and assistance in the development of municipal short and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations; supports the operations of the various departments and coordinates department activities with other municipal departments and governmental entities as needed.
- Provides professional advice to the Mayor and Board of Aldermen; makes presentations to Mayor and Board of Aldermen, boards, committees, and the general public.
- Communicates adopted plans, policies, and procedures to staff and the general public.
- Tracks to ensure the budget is performed with fiscal responsibility; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control, makes recommendations for the annual fiscal budget proposal reflecting departmental fiscal resource needs; monitors for effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Works with the Finance Director to advise the Mayor of financial conditions and current and future City fiscal needs.
- Studies and makes recommendations for procedures to improve efficiency and effectiveness of operations.
- Facilitates positive, professional attitude among employees.
- Performs or assists staff subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Assists the Mayor and makes recommendations on enforcement and application of all laws, provisions of the City Charter, and acts of the Mayor and Board of Aldermen including the Personnel Regulations.
- Apply for grants that are beneficial to the City and execute requirements. Upon request, may act as a project coordinator.
- Attends all meetings of the Mayor and Board of Aldermen at which attendance may be required by the Mayor and Board of Aldermen.
- Works to recruit businesses to the City and supports those currently present in the City.
- Serves on governmental and quasi-governmental boards and committees as a representative of the City.
- Performs related work as required.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Therefore, the following two lists are representative of the abilities and skills necessary:

REQUIRED KNOWLEDGE AND ABILITIES

- Demonstrated knowledge of modern policies and practices of public administration.
- A strong working knowledge of municipal finance, human resources, municipal services, and economic development.
- Ability to establish and maintain an effective working relationship with associates, elected officials, representatives of other agencies and the general public.
- Skill in grant writing and execution of grant requirements.
- Skill in preparing municipal budgets.
- Skill in planning and administering municipal programs.
- Ability to prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Ability to record and deliver information, to explain procedures, to follow verbal and written instructions.
- Knowledge of City rules, regulations and procedures.
- Knowledge and ability to work with computers and software programs that are relevant to the position.
- Valid Tennessee Driver's License

EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's degree in public administration, political science, business administration, or closely related field, with a preferred Master's degree in similar fields and,
- Five (5) years of professional experience as a Chief of Staff, Assistant Chief of Staff, Chief Operating Officer or their equivalent in a public agency or department with related duties; or
- Any combination of experience and training that provides the required knowledge, skills and abilities.

ADA REQUIREMENTS

Physical Requirements - Physical demand requirements are at levels for those of sedentary work. Must be able to lift and/or carry weights of five to ten pounds and occasionally up to forty pounds; occasional bending, kneeling, stooping and reaching above shoulder level; manual dexterity in the use of fingers, limbs or body to operate office equipment; may involve extended periods of sitting at a keyboard.

Sensory Requirements - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of sound.

POSITION TITLE: **CITY PROJECT MANAGER**
CLASSIFICATION: Manager/Administration
REPORTS TO: City Mayor
FLSA STATUS: Exempt
APPROVED:

Position Summary: Under the general Supervision of the City Mayor this professional position provides Capital and other project management for the City to include preparation, coordination and completion of projects on time within budget and within scope. In addition, the position is responsible for research, development, application and implementation of grants for the City.

Minimum Qualifications and Required Knowledge, Skills and Abilities:

Education: Graduation from an accredited College with a B.S. degree in Public Administration, Business Administration, Political Science, or relevant degree; Masters' Degree in Public Administration or comparable advanced degree preferred.

Requirements:

- Valid driver's license.
- Certified Public Manager (CPM), ICMA Credentialed Manager, Certified Municipal Finance Officer (CMFO), and/or Certified Project Manager (PMP) certification(s) desired,

Experience: 5+ years' experience in managing municipal financial, operational and process management, to include grant writing, grant application, project management of major development projects, and related high-level managerial activities;

Reports Directly to: City Mayor

Review Responsibility: City Mayor

Essential Duties and Tasks: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Project Management

- Plans, directs, coordinates, manages and drives construction or other projects forward.
- Delegates, supervises and assigns work to subordinates. Evaluates needs, vendors and request for proposals.
- Plans and directs implementation efforts.

- Assists in the selection and negotiation for consultant services.
- Coordinates and administers the work of project contractors and consultants; provides documentation of all project-related discussions and meetings.
- Monitors permit mandates, conditions and stipulations and ensures they are incorporated in the project design.
- Negotiates and resolves construction disputes and participates in construction claim defenses.
- Assists in the evaluation and negotiation of capital project change orders and draft change orders
- Collaborates with staff and management across the organization and with outside third parties to clearly identify, explain and communicate their project involvement, project goals, expectations, objectives, policies, priorities, and tasks.
- Develops, manages and ensures the scope of contract services.
- Conducts difficult policy, organizational, and fiscal-related analytical studies and reports.
- Seeks alternate funding for City Projects through research and application for grants through Federal and State funding opportunities.
- Determines operational and capital financing needs.
- Develops strategies for long term financing
- Receives complaints, suggestions, or inquiries from citizens; investigates and responds as appropriate; coordinates with Mayor, Alderman, and City Attorney.
- Represents the City in community and civic groups to explain, confer, and obtain input related to City programs, policies, and procedures.
- In conjunction with senior City management and department heads, coordinates operational activities as needed to ensure coordination across all departments, continuous customer service, public safety, optimal use of available resources, avoidance of duplication, and compliance with applicable regulations; facilitates collaboration across departments.
- Identifies current or potential operating problems and coordinates resolution.
- Contributes to and facilitates development of revised or new operating policies and procedures.
- Conducts post project evaluation and identifying successful and unsuccessful elements.

Grant Management

Grant management duties will include grants writing; updating program guidelines; oversight of all grant contractual, fiscal, and program documentation, including site visits and monitoring; overseeing timely disbursement of grant funds; monitoring account balances; preparing and submitting any required reports;

collecting and reviewing required program and financial reports; providing corrective action planning to other departments; and providing ongoing technical assistance to other departments. Also responsible for prioritizing projects to keep multiple projects moving in a timely manner, meet deadlines, and within budgetary constraints.

Other Essential Duties

Coordinates preparation and proposed scope of City Capital and other projects. Project management responsibilities include the coordination and completion of projects on time within budget and within scope. Oversee all aspects of projects. Set deadlines, assign responsibilities and monitor and summarize progress of project. Prepare reports for City Mayor and BOMA regarding status of project. Works directly with contractors to ensure deliverables fall within the applicable scope and budget. He or she will coordinate with other departments to ensure all aspects of each project are compatible with overall project scope and goals. Prepares estimates of project costs for competitive bidding and budgeting purposes. Attends and makes presentations at BOMA and other public meetings. Coordinates activities with other City departments and other public and private agencies. Represents the department and City by attending meetings, public events, and speaking engagements; attends staff meetings; schedules and coordinates project meetings and appointments.

Knowledge, Skills and Abilities:

- Candidates must be self-motivated, detail oriented, highly-organized, and have experience using online databases and other sources to locate grant-related information.
- Candidates must possess an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct form.
- Strong organizational, program planning, and analytical skills.
- Strong verbal and written communication skills.
- Proficiency with Microsoft Office Suite, and experience using database management systems.
- Candidates must be able to work independently, and in a team environment.
- Considerable knowledge of state and federal laws,
- Ability to act without direct supervision when need arises
- Ability to communicate effectively in oral and written forms.
- Ability to build and maintain cooperative and effective public relations with the residents, businesses, and visitors of the City.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and other public officials.

- Maintain working knowledge of City personnel policy.
- Ability to work in partnership with all segments of the community.

Physical Requirements and Work Environment:

The position requires sitting, standing, walking, reaching, twisting, bending, and crouching in the performance of daily duties. The position also requires the ability to lift, carry or move items up to 25 pounds. The City Project Manager may also be required to be available during emergency situations and may be required to work irregular or extended hours as necessary to complete City business.

Employee Review:

I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the City's needs. I have been given a copy of this description.

Incumbent's Signature: _____ Date: _____

Date Approved: _____

Reports to: City Mayor

FLSA: Exempt

This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

CHIEF OPERATING OFFICER

DEFINITION

The Chief Operating Officer for the City of Manchester performs executive administrative, technical and professional work in directing and supervising the administration of City government. This position works under the supervision of the Mayor for the City of Manchester.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Works with all departments and offices of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains and leads assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other municipal departments and governmental entities as needed.
- Provides professional advice to the Mayor and Board of Aldermen; makes presentations to Mayor and Board of Aldermen, boards, committees, and the general public.
- Communicates adopted plans, policies, and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares and submits a preliminary annual fiscal budget proposal reflecting departmental fiscal resource needs; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Advises the Mayor of financial conditions and current and future City fiscal needs.
- Studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Facilitates positive, professional attitude among workers.
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Enforcement and application of all laws, provisions of the City Charter, and acts of the Mayor and Board of Aldermen including the Personnel Regulations.
- Apply for grants that are beneficial to the City and execute requirements.
- Attends all meetings of the Mayor and Board of Aldermen at which attendance may be required by the Mayor and Board of Aldermen.
- Works to recruit businesses to the City and supports those currently present in the City.
- Serves on governmental and quasi-governmental boards and committees as a representative of the City.
- Performs related work as required.

REQUIRED KNOWLEDGE AND ABILITIES

- Demonstrated knowledge of modern policies and practices of public administration.
- A strong working knowledge of municipal finance, human resources, municipal services, and economic development.
- Ability to establish and maintain an effective working relationship with associates, elected officials,

representatives of other agencies and the general public.

- Skill in grant writing and execution of grant requirements.
- Skill in preparing and administering municipal budgets.
- Skill in planning, directing and administering municipal programs.
- Ability to prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Ability to record and deliver information, to explain procedures, to follow verbal and written instructions.
- Knowledge of City rules, regulations and procedures.
- Knowledge and ability to work with computers and software programs that are relevant to the position.
- Valid Tennessee Driver's License

EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's degree in public administration, political science, business administration, or closely related field, with a preferred Master's degree in similar fields and,
- Five (5) years of professional experience as a Chief Operating Officer, Assistant Chief Operating Officer, or manager of a public agency or department with related duties; or
- Any combination of experience and training that provides the required knowledge, skills and abilities.

ADA REQUIREMENTS

Physical Requirements - Physical demand requirements are at levels for those of sedentary work. Must be able to lift and/or carry weights of five to ten pounds and occasionally up to forty pounds; occasional bending, kneeling, stooping and reaching above shoulder level; manual dexterity in the use of fingers, limbs or body to operate office equipment; may involve extended periods of sitting at a keyboard.

Sensory Requirements - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of sound.

ORDINANCE NO. _____

**AN ORDINANCE TO CREATE THE POSITION OF CHIEF OPERATING OFFICER
WITHIN THE CITY OF MANCHESTER**

WHEREAS the Charter of the City of Manchester provides that the Board of Mayor and Aldermen may establish City Departments, Offices or Agencies and prescribe their functions; and

WHEREAS the growth and expansion of operations of the City has made it advisable to create a position of Chief Operating Officer to serve at the pleasure of the Mayor to whom the Mayor may delegate certain duties.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that there is created for the City of Manchester the position of Chief Operating Officer.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Chief Operating Officer:

- A) Shall be appointed by the Mayor (with the approval of the Board of Mayor and Aldermen?);
- B) Shall serve at the pleasure of the Mayor and
- C) May be delegated any of the following duties by the Mayor:
 - i. Administer the business of the City;
 - ii. Make recommendations to the Mayor for improving the quantity and quality of public services to be rendered by officers and employees to the inhabitants of the City;
 - iii. Keep the Mayor fully advised as to the conditions and needs of the City;

- iv. Report to the Mayor the condition of all property, real and personal, owned by the City and recommend repairs or replacements as needed;
- v. Recommend to the Mayor and suggest the priority of programs or projects involving public works or public improvements that should be undertaken by the City;
- vi. Recommend to the Mayor specific personnel positions, as may be required for the needs and operations of the City, and may approve personnel policies and procedures for approval of the Mayor to be submitted to the Board for adoption and
- vii. Perform other such duties as may from time to time be designated or required by the Mayor.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE, with the exception of serving at the pleasure of the Mayor, any provision of the Charter or the Code of Ordinances applicable to Department Heads shall apply to the Chief Operating Officer.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor

CITY MANAGER

DEFINITION

The City Manager for the City of Manchester performs executive administrative, technical and professional work in directing and supervising the administration of City government. This position works under the broad policy guidance of the Mayor and Board of Aldermen for the City of Manchester. The City Manager exercises supervision over all municipal employees.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Manages and supervises all departments and offices of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, leads and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other municipal departments and governmental entities as needed.
- Provides professional advice to the Mayor and Board of Aldermen; makes presentations to Mayor and Board of Aldermen, boards, committees, and the general public.
- Communicates adopted plans, policies, and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares and submits a preliminary annual fiscal budget proposal reflecting departmental fiscal resource needs; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Acts as the purchasing director for the City.
- Administers the adopted budget of the City; advises the Board of financial conditions and current and future City fiscal needs.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, professional presentation, and conformance to policies and procedures.
- Facilitates positive, professional attitude among workers and resolves grievances.
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Enforcement and application of all laws, provisions of the City Charter, and acts of the Mayor and Board of Aldermen including the Personnel Regulations.
- Apply for grants that are beneficial to the City and execute requirements.
- Attends all meetings of the Mayor and Board of Aldermen at which attendance may be required by the Mayor and Board of Aldermen.
- Works to recruit businesses to the City and supports those currently present in the City.
- Serves on governmental and quasi-governmental boards and committees as a representative of the City.
- Performs related work as required.

REQUIRED KNOWLEDGE AND ABILITIES

- Demonstrated knowledge of modern policies and practices of public administration.
- A strong working knowledge of municipal finance, human resources, municipal services, and economic development.
- Ability to establish and maintain an effective working relationship with associates, elected officials, representatives of other agencies and the general public.
- Skill in grant writing and execution of grant requirements.
- Skill in preparing and administering municipal budgets.
- Skill in planning, directing and administering municipal programs.
- Ability to prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Ability to record and deliver information, to explain procedures, to follow verbal and written instructions.
- Knowledge of City rules, regulations and procedures.
- Knowledge and ability to work with computers and software programs that are relevant to the position.
- Valid Tennessee Driver's License

EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's degree in public administration, political science, business administration, or closely related field, with a preferred Master's degree in similar fields and,
- Five (5) years of professional experience as a City Manager, Assistant City Manager, or manager of a public agency or department with related duties; or
- Any combination of experience and training that provides the required knowledge, skills and abilities.

ADA REQUIREMENTS

Physical Requirements - Physical demand requirements are at levels for those of sedentary work. Must be able to lift and/or carry weights of five to ten pounds and occasionally up to forty pounds; occasional bending, kneeling, stooping and reaching above shoulder level; manual dexterity in the use of fingers, limbs or body to operate office equipment; may involve extended periods of sitting at a keyboard.

Sensory Requirements - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of sound.

2021 Salaries

Municipality	Population	Number of Employees	Minimum	Actual/Median	Maximum
FAIRVIEW	8002	51	\$70,161.00		\$102,212.00
COLLEGE DALE	8282	65		\$121,056.00	
SIGNAL MOUNTAIN	8363	89	\$84,994.00		\$127,491.00
ALCOA	8449	284		\$160,620.00	
WINCHESTER	8530	69		\$87,104.42	
LENOIR CITY	8642	83		\$91,404.00	
CLINTON	9841	100	\$92,100.00		\$138,185.00
LAWRENCEBURG	10428	125		\$67,392.00	
UNION CITY	10895	145		\$111,865.00	
MILLINGTON	11132	145		\$121,555.00	
CROSSVILLE	11564	170		\$90,771.00	
WHITE HOUSE	11600	96		\$98,491.12	
RED BANK	11651	88		\$106,038.00	
SODDY-DAISY	12714	71		\$84,074.00	
ARLINGTON	13217	74	\$85,590.44		\$124,106.13
ATHENS	13458	118	\$99,594.00		\$146,461.00
MCMINNIVILLE	13605	159		\$105,601.60	

**A PROPOSAL FOR ASSISTING IN
RECRUITMENT AND SELECTION
CITY OF MANCHESTER CITY MANAGER**

**THE UNIVERSITY OF TENNESSEE
MUNICIPAL TECHNICAL ADVISORY SERVICE (MTAS)**

**Contacts:
Honna Rogers
Municipal Management Consultant
honna.rogers@tennessee.edu
865-742-6162**

How Can MTAS Assist the City of Manchester?

The Municipal Technical Advisory Service delivers technical assistance services upon request. We can provide as much or as little assistance as the city would like in recruiting and hiring a new City Manager. Previous requests have entailed the following:

1. Determining what kind of City Manager to hire

The MTAS recruitment process can be coordinated with the Mayor or Human Resources Director of the City of Manchester. The first task in the recruitment process can be to prepare a job analysis to help prospective applicants better understand the duties and responsibilities that are required of this position. The job analysis would help prospective applicants, as well as the city board, to determine whether their education and experience make them a good fit for service as the City Manager of a complex and growing city. The job analysis could be prepared by performing any or all of the following:

- Conducting a survey of elected officials on personality traits that they want to see in the next manager
- Reviewing the city's charter and code for a list of job duties and responsibilities
- Establishing core competencies of the position
- Facilitating discussions with the governing body on minimum qualifications it requires and prefers for the position

The timetable for the process is dependent on the availability of the governing body.

2. Advertisement of Position

After writing a job announcement/advertisement, MTAS will offer suggestions on where to advertise. Previous suggestions have included placement with the International City/County Management Association (ICMA), in the Tennessee Town & City (a publication of the Tennessee Municipal League that is distributed to all Tennessee cities), the MTAS website, requesting other state's city management associations to post the job notices and using MTAS consultants to help recruit colleagues both current and past.

Almost all City Managers who would be qualified for this position on the basis of education and prior experience are familiar with job resources through Tennessee Town and City and the MTAS website.

3. Review of Applications/Resumes

A review of all applications can be undertaken to determine those that meet the job requirements and should be seriously considered. The number of applicants can be screened and reduced to a qualified short list, as may be determined by the Mayor and Board of Aldermen. MTAS can handle all correspondence to applicants, if requested. The short list will

be forwarded to the City Board for review and to the Human Resources Director for background investigation. All other applications would be forwarded to the City of Manchester's Human Resources Director for filing.

4. Interviews

MTAS services include any range of activities, including but not limited to:

- Facilitating discussions with the City Board on narrowing the list of applicants to invite for an interview
- Scheduling interviews with candidates
- Writing interview questions specifically tailored for the city that address current issues, criteria specified in the advertisement, and core competencies
- Supplying a ranking system for interviews
- Assisting the governing body in making a decision on who to bring back for a second interview (if desired)
- Supplying a list of generic interview questions for the governing body to select from
- Proctoring interviews
- Providing cost estimates of hosting interviews
- Developing and proctoring assessment centers

Options for interviews:

- Meet with department heads
- Reception with citizens and employees
- Group interview with the Mayor and Board of Aldermen
- One-on-one interviews with the Mayor and Board members
- Dinner with Mayor
- Tour of city with department head
- Assessment Center

6. Employment

After interviews have concluded, the City Board will need to offer the position to the individual that is the best fit for the organization. MTAS would provide the City Board with any of the following:

- comparable salary and benefit information
- assistance in background checks by suggesting questions to ask of references or calling references

7. Summary

The process, as set forth herein, can be completed in approximately 80 days. This estimate may be slowed down by the City to extend the review process, in which case the projected completion timeframe could be approximately 110 days.

Optional Service:

Assessment of Applicants – California Psychological Inventory

The applicants are tested using the California Psychological Inventory (CPI), which is normally a part of the MTAS Assessment Center. The CPI is recognized as one of the best tests of everyday personality (as opposed to psychopathology). The purpose of this report is to compare the applicants' competencies to those competencies identified for the job. Many researchers have documented success using the test in personnel selection, particularly for jobs that require management and interpersonal skills.

One of the difficulties employers face in using the CPI is that it provides a great deal of information. It describes the applicant's entire personality, not just those traits that are relevant for performance in a particular job. For this reason, interpretation of the scores is generally left to a trained professional. MTAS utilizes the services of Dr. Gary Kaufman, Organizational Psychologist, Human Resources Consulting.

What MTAS Will Not Do In Any Recruitment Effort?

MTAS will not make recommendations on which candidate the city should hire; place paid advertisements; make offers of employment; or send rejection letters to candidates that have been interviewed.

What Else Does The City Need To Know?

- MTAS is unique in the country offering one-on-one, prepaid services directly to cities and towns.
- MTAS annually completes more than 1,000 major municipal management projects and provides an average of 6,000 other services each year.
- MTAS works closely with the Tennessee City Management Association and has contacts and relationships with other state associations.
- MTAS consultants have at least a combined 400 years of municipal experience in multiple cities across the U.S.
- MTAS has a vested interest in making sure the governing body makes a good hire because he or she is a future client.

The Assessment Center Process

Introduction

An Assessment Center is not a place - it is a method of evaluating candidates using standardized techniques under controlled conditions. These techniques offer a more "real-life" flavor to the selection process. An Assessment Center, moreover, is a comprehensive evaluation approach that allows candidates an opportunity to demonstrate their skills in a number of different situations. Its primary purpose, however, is to evaluate managerial skills and abilities.

The most widespread use of an Assessment Center has been in the selection of managers and supervisors. It places the candidate in situations similar to those encountered on the job, yielding better measures of his/her managerial skills. It puts candidates through a series of group and individual exercises, interviews, and tests designed to simulate the conditions of a supervisory or managerial job and determines if they have the skills and abilities necessary to perform the job.

MTAS Assessment Process

Job Analysis

A job analysis is a systematic collection and analysis of information about a job. It provides the foundation for the development of a number of personnel instruments, including the job description. The focus of a job analysis is on performance and the knowledge, skills, abilities (KSAs), and motivation needed to do the job. The primary goal of the job analysis is to provide enough information to create a model of performance and to determine causes of good and bad performance. Generally, in building the model, one would collect information about: (1) the organizational context of the job - its purpose, major responsibilities, and the environment; (2) KSAs, - tasks, behaviors, tools, processes, and products of the work; and (3) Critical Incidents - behaviors and outcomes that the organization values.

Competencies

Competencies are a new way of discussing KSAs. Job competencies are underlying characteristics of an employee (i.e., a motive, trait, skill, aspect of one's self-image, social role, or a body of knowledge) that results in effective and/or superior job performance. Competencies are behaviors that encompass the KSAs, attitudes, motives, and temperament that distinguish excellent and poor performance. Competencies are generally expressed in performance-related terms. Competencies are the elements the assessors will be evaluating during the Assessment Center.

In the development of competencies, information from the job analysis and expert interviews is grouped according to skills required to excellent performance. The intent of the grouping is to document that certain skills are judged to be necessary for the performance of the more important tasks of the job. The grouping is also useful in designing assessment center simulation exercises.

Measurements

Once the job analysis is completed, a determination must be made about the specific instruments to use to measure the desired competency. The goal is to develop exercises that simulate the skill requirements of the job. There are a number of different instruments that may be used to measure the competency of an individual. These range from pen and pencil tests to group interviews to simulations. A good practice is to chart the most important competencies and the measurement instrument that best evaluates the competency.

Simulations

A simulation is an imitation of a "real-life" experience. It can take the form of a group discussing a "real-life" problem; a role-playing setting where individuals "act out" behaviors in response to stimuli; a presentation designed to represent a work-related speech; an in-basket exercise to demonstrate how candidates make decisions about work activities or work flow; or case studies where the candidate solve real work-related problems. Here are some examples:

Leaderless Group Exercise - Leaderless Group Exercises are good tests of leadership skills. They generally fall into two distinct areas: (1) assigned roles; and (2) non assigned roles. The term "leaderless" is used because the participants carry equal status; that is, the instructions do not establish anyone as the leader of the group. The fact that the group members must work toward achieving a preestablished goal builds a situation in which leadership is needed – thus, candidates are in a situation in which they have an opportunity to demonstrate their leadership skills.

Role Playing (Employee Counseling) - Counseling is a very important part of a manager's job, but it can also be the most difficult and unpleasant task the employee will have to perform. Candidates are given information about a situation involving an employee. They are instructed to interview and counsel the employee. Candidates should be able to point out the seriousness and consequences of continued behaviors.

Presentations - Candidates are required to make a speech lasting five to ten minutes on a management topic or subject area related to a particular job. The candidates are given the same topic. At the conclusion of each presentation, assessors ask questions of the candidates. Another example of the presentation might be displayed in a "press conference." The behaviors generated by a manager during a press conference are strong indicators of the abilities of the candidate as a leader.

In-Basket - The in-basket exercise is by far the most popular exercise used in the Assessment Center process. Candidates are given a set of materials that might be found in a manager's in-basket. Typically, the instructions for the exercise tell the candidate that he/she has just been promoted to the new position and that his/her predecessor has left a rather large amount of material in his/her in-basket. The in-basket contains memos, letters, and reports of varying importance. The candidate must write down every action he/she would take, including notes, letters, conference agenda, phone calls, etc. The in-basket scenario forces candidates to handle their in-basket as best they can, demonstrating their approach to problem-solving, decision-

making, delegation, written communication skills, etc., rather than permitting them to avoid the in-basket problems by claiming they would handle them later.

Work Sample (case study) - The work sample is one of the most involved of the Assessment Center exercises. Most work samples require two (2) to three (3) hours of work by the candidate and then at least one hour interviews by the assessors. The key to success in the development of the work sample is the quality of work in the development phase. The manner in which a candidate handles a work sample is a good measure of his/her stress tolerance and, like in the in-basket, will be rated accordingly.

The following represents a common one-day Assessment Center:

- In-Basket - The in-basket should be allocated about 90 minutes to complete.
- Oral Presentation - The oral presentation requires preparation time of 15-30 minutes, plus a fifteen (15) minute block of time in making the presentation and responding to assessor questions.
- Leaderless Group - The leaderless group discussion should take approximately 40-50 minutes.
- Structured Interview - The structured interview should take approximately 30-45 minutes.