

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN AGENDA
April 4, 2023 @ 6:30 P.M.
City Hall Board Room
NO WORK SESSION

1. INVOCATION

2. PLEDGE TO THE FLAG

3. ROLL CALL

4. MINUTES

. March 7, 2023 BOMA Meeting 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:

- a. A resolution to authorize the expenditure of up to Twenty-Thousand Dollars (\$20,000) for an engineering study for growth to Exit 105 on I-24; sponsored by Alderman French.
- b. A resolution to submit an application for funds to the U.S. Economic Development Administration in the amount of \$2,000,000. The total cost of the project is estimated to be \$2,500,000. The balance of \$500,000 in local matching contribution will be provided by the City of Manchester; sponsored by Vice Mayor Messick.
- c. A resolution to approve a contract in the amount of Sixty Thousand Seven Hundred Forty-Seven and 75/100 dollars (\$60,747.75) with Fitness Flooring, Inc. for Recreation Center weight room floor replacement, Project #102-184.03; sponsored by Alderman Anderson.

Ordinances:

- a. 2nd reading of an ordinance rezoning property owned by I.A. Howard ET UX Marilyn Howard on Hillsboro Blvd. and Buck St. containing Thirty-Nine and Sixty-Eight/Hundredths (39.68) Acres, from R-2M and C-3 to R-2; sponsored by Vice Mayor Messick.
- b. 2nd reading of an ordinance to adopt a Bi-Weekly Pay Period for all City Employees; sponsored by Alderman Hobbs.
- c. 2nd reading of an ordinance to amend Manchester Municipal Code 18-203 relative to Tap Fees and Capacity Fees; sponsored by Vice Mayor Messick.
- d. 2nd reading of an ordinance to amend Manchester Municipal Code 18-201 relative to nonpayment of bills; sponsored by Vice Mayor Messick.
- e. 2nd reading of an ordinance to add a provision to Title 14 Chapter 4 of Manchester Municipal Code to regulate Travel Trailers; sponsored by Vice Mayor Messick.
- f. 1st reading of an ordinance to add a provision of Title 14 Chapter 4 of Manchester Municipal Code to regulate permitted travel trailers; sponsored by Vice Mayor Messick.

10. OLD BUSINESS

11. NEW BUSINESS

- Human Resource Job Description
- Outsourcing Payroll

12. ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN

13. ADJOURNMENT: Beer Board to Follow

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
Meeting Minutes
March 7, 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 by Mayor Howard. Present for the meeting were Mayor Howard, Alderman French, Alderman Anderson, Alderman Bellamy, Alderman Hobbs, Vice Mayor Messick, Alderman Parsley, Attorney Johnson, Executive Administrative Assistant Keele, Police Chief Sipe, Assistant Police Chief Floied, Fire Chief Chambers, Community Development & Zoning Director Brittany Fiske, Public Works Director George Gannon, MWSD Director Phillip Miller, Assistant MWSD Director Kevin Raney, Parks/Rec Director Fox, Payroll Specialist Christine David, I.S. Director Smotherman, Engineer Scot St. John, and other citizens. Absent was Director Myers. The meeting opened with a prayer by Minister Dana Brooks, and the pledge to the flag was spoken in unison. Mayor Howard called the meeting to order.

ROLL CALL:

Executive Administrative Assistant Keele (sitting in for Director Myers) called the roll.

APPROVAL OF MINUTES:

Alderman French made a motion to approve the February 7th, 2023, Minutes; seconded by Vice Mayor Messick. The minutes passed 5-0, with Alderman French abstaining.

CORRESPONDENCE: none

COMMENTS FROM CITIZENS: none

COMMENTS FROM MAYOR: Mayor Howard

Safety Committee- Alderman Hobbs stated they would meet next Monday (3-13-23)

Finance Committee- Alderman Hobbs stated they will meet next Monday (3-13-23) to discuss Exit 105, and updates on ARP funds.

Street Committee- Vice Mayor Messick stated they would have a Special Called Street Committee Meeting on 3-14-23 at City Hall.

Water /Sewer Commission- Director Miller stated the next meeting would be 3-9-23

Recreation Commission- Alderman Anderson discussed upcoming activities at the Rec. Complex

Tourism Development Commission- Alderman Hobbs stated they will meet 3-13-23 and would be discussing the 2023-24 Budget.

Planning & Zoning Commission- Director Fiske stated their next meeting would be (3-20-23).

Information Systems Committee- Alderman Parsley stated nothing to report.

Historic Zoning Commission- Alderman Bellamy stated nothing to report.

RESOLUTIONS & ORDINANCES

Resolutions:

- a. A resolution to amend the benefits of Philip Miller, the newly hired Director of the City of Manchester Water and Sewer Department; sponsored by Alderman Bellamy. Alderman Bellamy made a motion to approve and seconded by Alderman Parsley. Mayor Howard opened the floor to discussion and a discussion ensued. Mayor Howard called for the roll. The resolution passed 6-0.
- b. A resolution authorizing the purchase of a Cues TV-O Trailer System for mainline inspections for Two Hundred and Twenty-Seven Thousand, Eight Hundred and Twenty-Three Dollars and Four Cents (\$227,823.03) for use of the Water and Sewer Department of the City of Manchester; sponsored by Vice Mayor Messick. Alderman Parsley made a motion to approve and seconded by Alderman French. Mayor Howard opened the floor to discussion and called for the roll. The resolution passed 6-0.

Ordinances:

- a. 2nd reading or an ordinance to rezoning a portion owned by Common John Brewing Company at 210 Woodbury Highway from R-3 to C-3; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to a public hearing. A discussion ensued and Mayor Howard called for the roll. The ordinance passed 2nd and final reading 6-0.

- b. 2nd reading or an ordinance amending Title 14, Chapter 3 of the Manchester Municipal Code, the same being the Zoning Ordinance of the City of Manchester, Tennessee, to amend the definition of Wholesale Sales; sponsored by Vice Mayor Messick. Vice Mayor Messick 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 2nd and final reading 5-0 with Alderman French abstaining.
- c. 1st reading of an ordinance rezoning property owned by I.A. Howard ET UX Marilyn Howard on Hillsboro Blvd. and Buck St. containing Thirty-Nine and Sixty-Eight/Hundredths (39.68) Acres, from R-2M and C-3 to R-2; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Hobbs. Vice Mayor Messick opened the floor to discussion and a discussion ensued. Vice Mayor Messick called for the roll and the ordinance passed 1st reading 5-1 with Alderman Anderson voting nay.
- d. 1st reading of an ordinance to adopt a Bi-Weekly Pay Period for all City Employees; sponsored by Alderman Hobbs. Mayor Howard discussed the current pay period every week. Alderman French made a motion to begin the two week pay period on 5-2-23 and seconded by Alderman Parsley. Mayor Howard opened the floor to discussion and called for the roll. The motion failed 2-4 with Alderman Anderson, Alderman Bellamy, Vice Mayor Messick, and Alderman Hobbs voting nay. Alderman Hobbs made a motion to amend the ordinance to begin the two-week pay period schedule on 7-1-23 and omit gradual pay schedule so everyone begins on 7-1-23. Vice Mayor Messick seconded the amended motion. Mayor Howard called for the roll, and the motion passed 6-0.
- e. 1st reading of an ordinance to amend Manchester Municipal Code 18-203 relative to Tap Fees and Capacity Fees; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and Director Miller discussed the ordinance. Mayor Howard called for the roll and the ordinance passed 1st reading 6-0.
- f. 1st reading of an ordinance to amend Manchester Municipal Code 18-201 relative to nonpayment of bills; sponsored by Vice Mayor Messick. Vice Mayor Messick 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 1st reading 6-0.

OLD BUSINESS: none

NEW BUSINESS

- Mental Health Plan with “Wellness All Around” 20,450.00 yearly for first responders. Alderman French made a motion to approve and seconded by Alderman Hobbs. A discussion ensued and Mayor Howard called for the roll. The approval to contract with “Wellness All Around” for 20,450.00 a year passed 4-2 with Vice Mayor Messick and Alderman Parsley voting nay.
- Athletic Director Job Description-Alderman Anderson made a motion to approve and seconded by Alderman Parsley. A discussion ensued and Mayor Howard called for the roll. The Job Description passed 6-0.

COMMENTS FROM BOMA: Vice Mayor Messick complimented the Conference Center. Mayor Howard thanked Stephen Crook for his assistance with the EDA Grant.

ADJOURNMENT:

- Being no further business to discuss, Mayor Howard asked for a motion to adjourn and Alderman Hobbs made the motion. The motion was seconded by Alderman Parsley The motion to adjourn was passed 6-0. The meeting adjourned at 7:55 p.m.

SIGNATURES:

Mayor Marilyn Howard

Executive Administrative Assistant Keele

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE THE EXPENDITURE OF UP TO TWENTY THOUSAND DOLLARS (\$20,000) FOR AN ENGINEERING STUDY FOR GROWTH TO EXIT 105 ON I-24

WHEREAS the City of Manchester operates certain utilities; and

WHEREAS Coffee County and the City of Manchester are studying a growth plan from the Manchester City limits running North to Exit 105 on I-24; and

WHEREAS the City of Manchester is working with Coffee County, through a subcommittee, and this subcommittee needs utility data and engineering projections to appropriately asses the situation and formulate a growth plan. The City of Manchester and Coffee County have agreed to split the costs equally, up to Twenty Thousand dollars (\$20,000.00) each.

WHEREAS the Manchester Board of Mayor and Aldermen agree for the City to expend up to Twenty Thousand Dollars (\$20,000) as payment to the City Engineer, St John Engineering, LLC, as its equal share of the costs for the study, and that this appropriation should be approved by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester expend up to Twenty Thousand Dollars (\$20,000) as payment to the City Engineer, St John Engineering, LLC, as its equal share of the costs for the Engineering Study for the Growth Plan to Exit 105 on I-24

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that any resolution inconsistent herewith,

including, but not limited to, any resolution restricting spending be amended to allow payment of the City's obligation under this resolution.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Mayor and Finance Director are authorized to execute the necessary documents to expend this money.

Resolved this _____ day of _____ 2023.

Marilyn Howard, Mayor

Lisa Myers, Finance Director

RESOLUTION ____

WHEREAS, the City of Manchester, Tennessee is eligible for funds under the Economic Development Administration Public Works Program; and

WHEREAS, there exists a need for improvements to the Manchester Sewer System in order to accommodate the sewer needs of two new industries that will result in the creation of new jobs and private investment; and

WHEREAS, the City of Manchester wishes to make improvements to the municipal sewer system that will reduce significant infiltration/inflow and address the state-mandated sewer moratorium; and

WHEREAS, economic development in the Manchester vicinity is dependent upon an adequate municipal sewer system; and

WHEREAS, the City of Manchester wishes to make an application for said project;

NOW, THEREFORE, BE IT RESOLVED, THAT

- 1) The Mayor be authorized and directed to execute and submit an application for funds to the U.S. Economic Development Administration in the amount of \$2,000,000.
- 2) The Mayor be authorized and directed to enter into all necessary agreements to receive and administer such grant funds.
- 3) The total cost of the project is estimated to be \$2,500,000. The balance of \$500,000 in local matching contribution will be provided by the City of Manchester.
- 4) The City of Manchester, Tennessee, will own, maintain, and operate all infrastructure improvements included in this project.

PASSED AND SO ORDERED THIS ____ DAY OF April, 2023.

Marilyn Howard
Mayor

Lisa Myers
Finance Director

RESOLUTION NO. _____

A RESOLUTION TO APPROVE A CONTRACT IN THE AMOUNT OF SIXTY THOUSAND SEVEN HUNDRED FORTY SEVEN AND 75/100 DOLLARS (\$60,747.75) WITH FITNESS FLOORING, INC. FOR RECREATION CENTER WEIGHT ROOM FLOOR REPLACEMENT, PROJECT #102-184.03

WHEREAS the City of Manchester solicited bids for the replacement of the Recreation Center's Weight Room floor after damage was incurred; and

WHEREAS the bids were reviewed by the City's Engineer firm and the Finance Department and after said review, Fitness Flooring, Inc. was the low bidder for the base rebid, and by letter, the City engineer firm recommended acceptance of the base rebid of Fitness Flooring, Inc., for the replacement of the Recreation Center's Weight Room floor; and

WHEREAS Manchester Municipal Code Section 5-703(4) of the City of Manchester requires any obligation of the City on any contract in excess of \$35,000 be approved by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester enter into a contract with Fitness Flooring, Inc., for the replacement of the Recreation Center Weight Room floor, Project # 102-184.03 for the base rebid of Sixty Thousand Seven hundred and Forty Seven 75/100 Dollars (\$60,747.75).

Resolved this _____ day of April, 2023.

Marilyn Howard, Mayor

Lisa Myers, Finance Director

Sage Keele

From: AJ Fox
Sent: Wednesday, March 15, 2023 1:51 PM
To: Mayor Marilyn Howard; Mark Messick; Joey Hobbs; Donny Parsley; Julie Anderson
Cc: Sage Keele; Lisa Myers
Subject: FW: Flooring supplement

Good afternoon Mayor and Aldermen,

I would like to first apologize for providing the wrong information at the Finance Committee meeting. I misread the email below from the insurance company in regards to replacing the weight room floor. I just spoke with Tom Stanley, our insurance rep, on the phone to clarify. The approximate \$13,000.00 number I presented at the Finance Committee meeting is actually \$1,000.00, which is our deductible.

The insurance company originally issued a check for \$35,643.38. They are now issuing a check for \$11,954.82. After completion of the project, they will issue an additional check in the amount of \$12,149.55. This will make the total amount received from the insurance company \$59,747.75.

The bid amount is \$60,747.75. So, the bid amount \$60,747.75 minus insurance payments of \$59,747.75 will leave a balance to be covered by City funds of \$1,000.00.

We at the Parks and Recreation Department appreciate the Board's support in making the repairs to the facility.

Sincerely,
A.J. Fox, CPRP, CPSI
Parks and Recreation Director



557 N. Woodland St.
Manchester, TN 37355

Office: (931) 728-0273
Cell: (931) 952-9043
E-mail: ajfox@cityofmanchestertn.com
Connect with Us: [Website](#) | [Facebook](#) | [Instagram](#) | [Twitter](#)

From: Tom Stanley <tstanley@tnrmt.com>
Sent: Monday, March 13, 2023 8:55 AM
To: AJ Fox <ajfox@cityofmanchestertn.com>; David Young <dyoung@bushins.com>
Subject: Flooring supplement

AJ and David,

After inspection, the bid for \$60,747.75 appears to be in line.

We are issuing a supplemental payment this morning, figured as follows:

\$60,747.75 bid less \$12,149.55 depreciation for net of \$48,598.20

\$48,598.20 less \$36,643.38 originally allowed for net supplement of \$11,954.82.

The depreciated amount can be recovered once the job is complete and we are presented with a certificate of completion.

Please let me know if you have any questions.

Tom Stanley, MBA, AIM, AIC, SCLA
Safety Engineering and Claims Management
Vice President, Claims
888-743-4336 x138
615-953-7292 fax

Please note our new address:

TNRMT

101 Tamaras Way

Hendersonville, TN 37075



925 Jackson Street
Manchester, Tn 37355
931.954.0343
www.heartharch.com

February 27, 2023

To: AJ Fox, Director City of Manchester Parks and Recreation
557 N. Woodland St.
Manchester, TN 37355
ajfox@cityofmanchestertn.com

Re: Manchester Rec Center Weight Room Floor - Rebid 102-184.03 / 3255-029

AJ:

As the Architecture Consultant to St. John Engineering, I have reviewed the bids for the above referenced project. Fitness Flooring, Inc. had the low bid of \$60,747.75. I have reviewed their paperwork, and it looks complete with the exception of their State license. With a job over \$25,000, they should be licensed in the State of Tennessee. I have contacted Steve Chase with Fitness Flooring, and they are willing to get the required license. I have run into this situation before, and we moved forward with the contract based on a signed letter from the bidder stating that their company was in the process of obtaining the proper license. I should note also that the other bidder on your project, Fitworx, failed to indicate a State license number on their paperwork as well.

Fitness Flooring, Inc.'s bid price of \$60,747.75 represents a savings over the single bid of \$66,141.17 (\$64,214.73 on bid form plus \$1,926.44 for performance and payment bonds) obtained during the original bidding process in December of last year. Although Fitness Flooring's bid is still above what the insurance quoted, you have three bids from two separate bidding processes that are all within about 10% of each other, indicating that you have a reasonable price for the cost of the work.

Should you wish to see if you can reduce the cost of the project further, there is room for value-engineering in the project. The insurance quote was based on foam tiles 5/8"-1". For the bidding process we specified the thicker, 1" tile to help with noise reduction. Switching to the thinner 5/8" tile should reduce the cost slightly.

If the City Attorney has reviewed the paperwork and is in agreement with accepting a letter from Fitness Flooring that they are getting the proper license, I recommend that the City move forward with awarding a contract for the work to Fitness Flooring.

Sincerely,

A handwritten signature in blue ink that reads "Stacy Slabaugh".

Stacy Slabaugh, RA

FINAL BID TABULATION

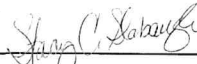
Manchester Recreation Center Flooring Rebid - Manchester TN, Coffee County TN

Bid Opening: Thursday - 2/23/23 - 10am

Project #: 102-184.03

CONTRACTOR NAME AND ADDRESS			FITNESS FLOORING, INC 6199 NORWALDO AVE. INDIANAPOLIS, IN 56220			CONTRACTOR NAME AND ADDRESS			FITWORX, LLC 215 GOTHIC COURT, STE 103 FRANKILIN, TN 37067		
NO.	ITEM	UNIT	UNIT PRICE	NO.	ITEM	UNIT	UNIT PRICE				
1.05	OFFER	LS	\$ 60,747.75	1.05	OFFER	LS	\$ 62,761.00				
TOTAL BASE BID:			\$ 60,747.75	TOTAL BASE BID:			\$ 62,761.00				

I certify this Bid Tabulation to be an accurate and complete summary of the Bids Received and opened on 2/23/23 at 10am.



 St. John Engineering, LLC

ORDINANCE NO. _____

**AN ORDINANCE REZONING PROPERTY OWNED BY I. A. HOWARD ET UX
MARILYN HOWARD ON HILLSBORO BLVD. AND BUCK ST. CONTAINING
THIRTY NINE AND SIXTY EIGHT /HUNDREDTHS (39.68) ACRES, FROM R-2M
AND C-3 TO R-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 February 20, 2023, considered the rezoning request that the property owned by I. A. Howard and wife Marilyn Howard, described below, be rezoned from R-2M and C-3 to R-2 Residential, 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-2 Residential to the following described property owned by I. A. Howard and wife Marilyn Howard on Hillsboro Blvd. and Buck St.:

Tract 1

Being a tract of land in the 1st Civil District of Coffee County, Tennessee, in the Town of Manchester, and being more particularly described as follows:

BEGINNING a metal fence post found at the mid-point of the southerly terminus of Buck Street, being the northwest corner of Pou and the northeast corner of the property herein described; thence leaving the terminus of said road and proceeding along the west line of Pou, which is staked with metal fence posts, S 32°01'55" W, 1774.87 ft. to a rebar found at a 60-inch twin oak in the north line of Greenbriar S/D. the southwest corner of Pou and the southeast corner of the property herein described; thence along the north line of Greenbriar, N 85°21'13" W, 305.90 ft. to an iron pipe found; thence along the north line of Thompson, N 85°46'55" W, 260.88 ft to a ½-inch capped rebar set; thence leaving said line of Thompson and proceeding along the east line of Chandler and east line of their 40-ft. right-of-way, the following calls: thence N 05°32'35" E, 62.79 ft. to a ½

inch capped rebar set; thence N 71°04'14" E, 31.23 ft. to a 1/2-inch capped rebar set; thence N 21°45'03" E, 42.49 ft. to a 1/2-inch capped rebar set; thence N 04°13'21" E, 556.68 ft. to a 1/2-inch capped rebar set; thence N 10°54'00" E, 66.42 ft. to a 1/2-inch capped rebar set; thence N 19°19'06" E, 23.68 ft. To a 1/2-inch capped rebar set in the south line of Adams (WDB. 367, pg. 833); thence leaving said line and proceeding around the Shady Acres S/D. the following calls: thence S 55°00'03" E, 193.06 ft. to an iron pipe found; thence S 22°45'36" E, 13.09 ft. to a 1/2-inch capped rebar set; thence S 33°13'58" W, 79.76 ft. to a wood fence post; thence S 56°46'02" E, 272.00 ft. to a rebar found at a wood fence corner post; thence N 32°32'10" E, 218.46 ft. to a 1/2-inch capped rebar set at a drain; thence N 32°22'39" E, 1270.20 ft. to a rebar found at a metal fence post, the southwest corner of Foster (WDB. 329, pg. 445); thence leaving Shady Acres and proceeding along the south line of said Foster, S 43°15'28" E, 150.19 ft. to a rebar found at the metal fence post; thence along the south line of Foster (WDB. 333, pg. 302), S 41°42'14" E, 150.16 ft. to a rebar found, the southwest corner of the southerly terminus of Buck Street; thence along the terminus of Buck Street, S 52°59'55" E, 24.96 ft. to the POINT OF BEGINNING, containing 18.24 acres, as surveyed by Northcutt & Associates Land Surveying, Inc., 1019 Hillsboro Boulevard, Manchester, TN 37355, Job # 15c-152, dated 09-21-2015.

Tract 2

Being a tract of land lying in the 1st Civil District of Coffee County, Tennessee, in the Town of Manchester, and being more particularly described as follows:

BEGINNING at a 1/2-inch rebar found in the west margin of a 40-ft. private right-of-way, being the southwest corner of Moreau and the northeast corner of the property herein described; thence proceeding along the west margin of said right-of-way, the following calls: thence S 19°42'08" W, 45.07 ft. to a 1/2-inch capped rebar set; thence S 10°54'00" W, 71.52 ft. to a 1/2-inch capped rebar set; thence S 04°13'21" W, 553.18 ft. to a 1/2-inch capped rebar set; thence S 21°45'03" W, 27.17 ft. to a 1/2-inch capped rebar set; thence S 51°52'46" W, 22.65 ft. to a 1/2-inch capped rebar set in the east line of Chandler; thence proceeding around Chandler, the following calls: thence N 05°32'35" E, 143.51 ft. to a 1/2-inch capped rebar set; thence N 85°46'56" W, 206.98 ft. to a 1/2-inch capped rebar set in the east line of Brook Hollow S/D; thence proceeding along the east line of said subdivision, the following calls: thence N 05°32'54" E, 566.53 ft. to a rebar found at a metal fence post; thence N 06°25'58" E, 129.69 ft. to a rebar found at a 24-inch hacked oak, the southwest corner of Moreau; thence leaving said line and proceeding along the south line of Moreau, S 56°16'32" E, 265.22 ft. to the POINT OF BEGINNING, containing 3.33 acres, as surveyed by Northcutt & Associates Land Surveying, Inc., 1019 Hillsboro Boulevard, Manchester, Tn 37355, Job # 15c-152, dated 09-21-2015.

Being the same property conveyed to IA Howard and wife Marilyn Howard by Warranty Deed 385 Page 855, and Warranty Deed ROCCtn, also listed as Parcel 036.00, Property Tax Map 085G, Control Map B.

Tract 3

Being a tract of land lying in the 1st Civil District of Coffee County, Tennessee, in the Town of Manchester, and being more particularly described as follows:

Being a portion of the property conveyed to I. A. Howard and wife Marilyn Howard by Warranty Deed 381 Page 152 ROCCTn, as depicted as a part of Lot 4, Plat P390B ROCCTn, also listed as Parcel 02 00, Property Tax Map 085F Control Map A.

Both parcels together totaling approximately 39.68 acres

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-2 Residential; 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 February 20, 2023.

PASSED FIRST READING: _____ March 7 _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Mark Messick, Vice Mayor

Lisa Myers, Finance Director

FEE: 200⁰⁰

DATE: 2/1/23

MEETING DATE: 2/20/23

CASE#: _____

TIME OF MEETING: 5:30 P.M.

APPROVAL

LOCATION: City Hall Meeting Room

DISAPPROVAL

NO ACTION TAKEN

MANCHESTER PLANNING COMMISSION

NAME OF PROPERTY OWNER: Allan E Marilyn Howard

ADDRESS OF OWNER: 80 Beady Lane

PHONE: (Home) 212-697-2 (Work) _____

I hereby request to the Manchester Planning Commission:

Rezoning RZ-M(C-3) to RZ

Intended use: Residential

ADDRESS OF PROPERTY: Hillsboro Blvd / Buck St

Property Tax Map No. 085G Group _____ Control Map B Parcel No. 036.02
085F A 002.02

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

NOTE: positive recommendation

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



Signature of Owner / Authorized Agent

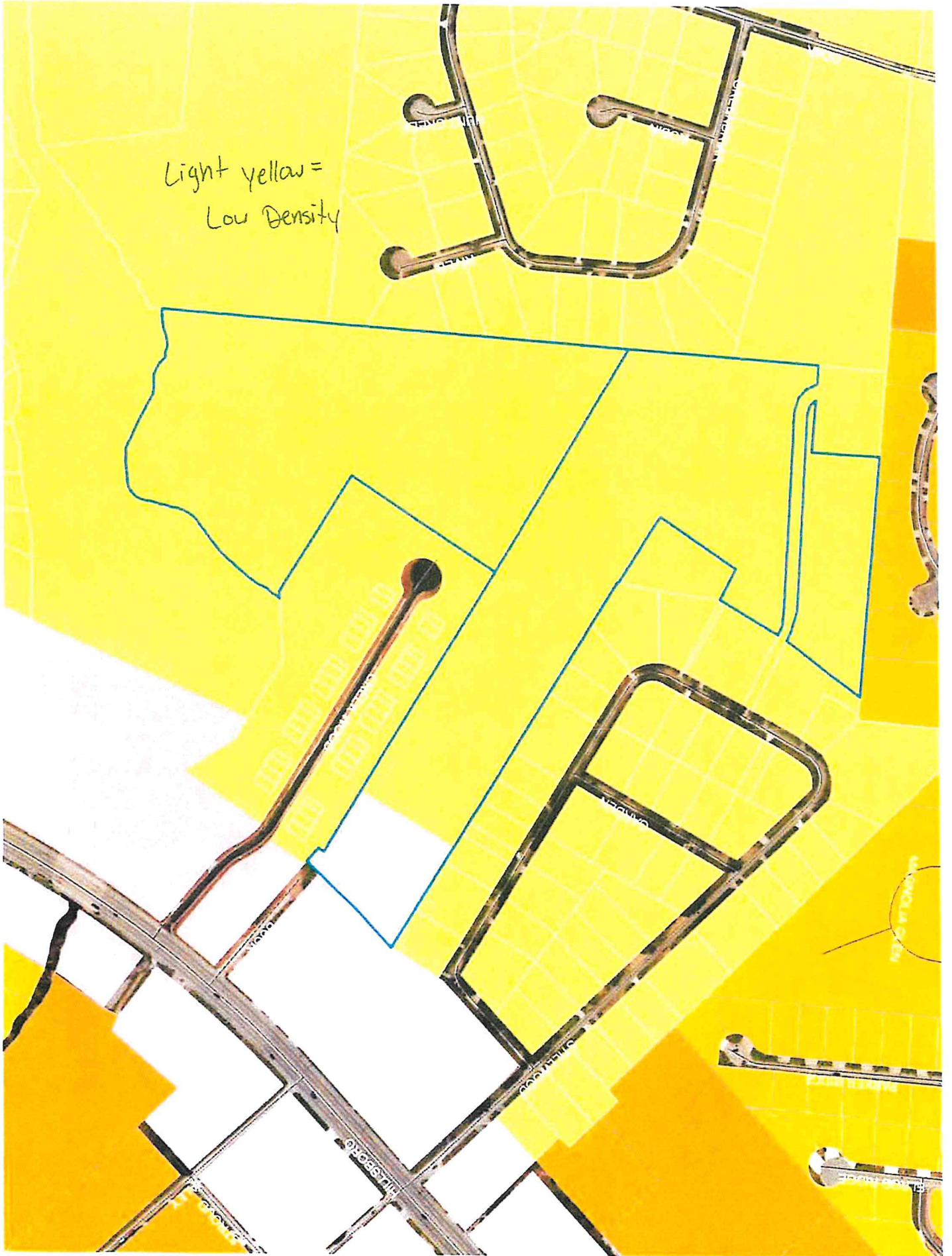
Rezoning instruction sheet received _____

Site Plan checklist received _____





Light yellow =
Low Density



ORDINANCE NO. _____

AN ORDINANCE TO ADOPT A BI-WEEKLY PAY PERIOD FOR ALL CITY EMPLOYEES

WHEREAS Manchester Municipal Charter Article VIII establishes that the Board of Mayor and Alderman can promulgate Personnel Rules and Regulations for the employees of the City; and

WHEREAS the Finance Committee and the Board of Mayor and Alderman feel it appropriate to make all employee pay periods consistent to further ensure the conduct of orderly and efficient City business; and;

WHEREAS the Board of Mayor and Aldermen believes that updating the Personnel Rules to end all weekly pay cycles for employees starting July 1st, 2023, by going to a 2 week pay cycle for all employees currently on a weekly pay cycle beginning July 1st, 2023.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE to adopt a Personnel Rule that ends all weekly pay cycles for employees starting July 1st, 2023, by going to a bi-weekly pay cycle for all employees currently on a weekly pay cycle.

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: _____ March 7 _____, 2023

PASSED SECOND AND FINAL READING: _____, 2022

Marilyn Howard, Mayor

Lisa Myers, Finance Director

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 18-203
RELATIVE TO TAP FEES AND CAPACITY FEES,**

WHEREAS Manchester Municipal Code 18-203 currently sets rates for tap fees and other charges; and

WHEREAS, at the recommendation of the Manchester Water and Sewer Commission, the Board of Mayor and Aldermen of the City of Manchester believes it to be in the best interest of the City to increase some tap fees and add a wastewater capacity fee.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 18-203 be amended to replace its current title and add the following:

“18-203. Tap fees, capacity fees, service discontinued for cause, charges for reinstatement of service.”

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 18-203 be amended to delete (1) (a) in its entirety and add the following:

- (1)
 - (a) Residential inside city
 - (i) Water, (¾’ service) \$1500
Over ¾’ service computed at cost
 - (ii) Sewer, (4’ connection) \$2000
Over 4’ connection computed at cost

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 18-203 be amended to delete (1) (c) in its entirety and add the following:

(1)

(c) **Restaurant inside city**

(i) **Water, (¾' service) \$1500**

Over ¾' service computed at cost

(ii) **Sewer, (4' connection) \$2000**

Over 4' connection computed at cost

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 18-203 be amended to add the following paragraph:

“(2) Capacity fees.

(a) Upon Tennessee Department of Environment and Conservation (TDEC) approval, a new development capacity fee will be charged for wastewater at \$1000.00/SFU (single family unit, or equivalent). Capacity fees for hotels and motels shall be based on the number of guestrooms, divided in half and rounded up to the nearest whole number, and multiplied by the applicable fee. Capacity fees for new commercial/industrial facilities shall be based on data from similar facilities, standard design criteria, and or other published data, with the basis of 200 gallons per day equivalent to one SFU, rounded up to the next highest whole number and multiplied by the applicable fee.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the text before and

after the new paragraph number (2) remain as part of Code 18-203, except for the subsequent paragraphs to be renumbered, and continue in full force and effect.

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, 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.

PASSED FIRST READING: _____ March 7 _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor

Lisa Myers, Finance Director

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 18-201
RELATIVE TO NONPAYMENT OF BILLS**

WHEREAS Manchester Municipal Code 18-201 currently sets the number of days before someone's water can be cut-off for nonpayment; and

WHEREAS, at the recommendation of the Manchester Water and Sewer Commission, the Board of Mayor and Aldermen of the City of Manchester believes it to be in the best interest of the City to increase the number of days from ten (10) to forty five (45) before someone's water can be cut-off for nonpayment.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 18-201 be amended to increase the number of days from ten (10) days to forty five (45) days before someone's water can be cut-off for nonpayment.

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, 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.

PASSED FIRST READING: _____ March 7 _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor

Lisa Myers, Finance Director

ORDINANCE NO. _____

**AN ORDINANCE TO ADD A PROVISION TO TITLE 14 CHAPTER 4 OF
MANCHESTER MUNICIPAL CODE TO REGULATE TRAVEL TRAILERS**

WHEREAS the City of Manchester regulates structures and lot uses, as set forth in Title 14 Chapter 4 of Manchester Municipal Code; and

WHEREAS the Planning Commission recommends and the Board of Mayor and Aldermen of the City of Manchester believes it to be in the best interest of the City to regulate the use of travel trailers.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that there be added to Title 14 Chapter 4 of Manchester Municipal Code the following provision:

“14-412. Travel Trailers Outside of Campgrounds or Travel Trailer Parks. It shall be unlawful for any travel trailer to be occupied more than thirty (30) days outside of any property designated a travel trailer park, campground, or properly permitted event venue. This provision shall not apply to the storage of travel trailers provided the trailer is not permanently occupied as a dwelling unit.”

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: _____ January 3 _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor

Lisa Myers, Finance Director

ORDINANCE NO. _____

**AN ORDINANCE TO ADD A PROVISION TO TITLE 14 CHAPTER 4 OF
MANCHESTER MUNICIPAL CODE TO REGULATE PERMITTED TRAVEL
TRAILERS**

WHEREAS the City of Manchester regulates structures and lot uses, as set forth in Title 14 Chapter 4 of Manchester Municipal Code; and

WHEREAS the Planning Commission recommends and the Board of Mayor and Aldermen of the City of Manchester believes it to be in the best interest of the City to regulate the use of travel trailers.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that there be added to Title 14 Chapter 4 of Manchester Municipal Code the following provision:

“14-413. Travel Trailers Permitted: Individuals constructing or remodeling a single-family dwelling may be issued a travel trailer permit for a fee of \$200 at time of building permit issuance. The permit shall be valid for 180 days and may be renewed no more than two times. Any permit issued in accordance with the provisions of this section is not transferable from one person to another person, nor from one location to another. The Director may revoke the permit if the permit holder fails to comply with the provisions of this section. Placement of travel trailer must be on parcel on which the building permit is issued and meet all setback within that zone. The parcel must have approved access from city right of way. The travel trailer must have approved sanitary sewer and potable city water connections. Any electric usage must be approved by Duck River Electric Membership Corporation.”

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 of Manchester
Job Description**

Job Title: Human Resources Manager

Department: BOMA

Reports to: Mayor

FLSA Status: Exempt

Prepared by: Mayor

Prepared Date: 03/2023

Approved By:

Approved Date:

PURPOSE: This position is responsible for managing the employee life cycle, hire to retire. Inclusive of the development, coordination and administration of all aspects of the City's human resources functions. Responsibilities to include maintaining the City's personnel system; administering the health and worker's compensation insurance programs; assisting employees; promoting workplace safety; developing training programs; providing general support within the Human Resources Department; performs other work as required. There are no direct reports to this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages employee life cycle to include facilitation of hiring process and all separation processes
- Maintains the City's personnel records relative to salary and personal data
- Administers the City's health, workers' compensation insurance, employee benefits and retirement programs
- Maintains the Classification-Compensation Plan including the continuous update of classification and salary data
- Maintains current information on State and Federal employment-related regulations and reports developments to the City's Mayor
- Reviewing performance evaluations and other reports
- Implements the City's directives concerning overall personnel policy
- Prepares administrative and special reports
- Conducts general employee orientations for new hires, along with all onboarding paperwork and government compliance
- Working with Departments to establish Training Programs
- Recording and investigating complaints when needed
- Participating in interviews when needed
- Provide recruiting assistance and candidate screening and assessment
- Develop recruitment policies and strategies

- Schedules pre-employment post-offer physical exams and drug screens
- Manages random drug screen procedure for all safety related employees
- Provides benefits assistance (trouble-shooting) for employees as needed
- Submit monthly and annual reports to the Department of Labor
- Review all Unemployment claims
- Prepares and/or generates a variety of detailed and specialized reports, letters, memoranda, forms and other documents via computer
- Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary
- Responds to routine requests for information from officials, directors, employees, and members of the staff, the public or other individuals
- Uses knowledge of various software programs to operate a computer in an effective and efficient manner
- Maintains a comprehensive, current knowledge and awareness of laws and regulations pertaining to all aspects of public personnel administration; attends workshops and training sessions as appropriate

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the standard principles, practices, methods, techniques and terminology of public personnel administration
- Knowledge of local government organization and procedures
- Knowledge of the various governmental reporting forms required for employees
- Knowledge of modern office practices, procedures, and equipment, including computers
- Knowledge of the requirements for worker's compensation injuries
- Knowledge of the overall requirements of the personnel functions
- Knowledge of federal and state statutes applicable to personnel administration
- Demonstrates proficiency in organizational operations management and change management processes.
- Ability to organize and direct the City's personnel program
- Ability to formulate administrative and special reports
- Ability to evaluate situations and make decisions
- Ability to express ideas clearly, concisely, and convincingly
- Ability to comprehend, interpret, and apply departmental rules and regulations, procedures, and related information
- Ability to communicate effectively and interact with supervisors, other employees, members of the general public and all other groups involved in the activities of the department
- Ability to assemble information and make written reports and documents in a concise, clear and effective manner
- Ability to use independent judgment, and is able to work with little direct supervision when necessary

- Mathematical ability to handle required calculators using percentages and decimals
- Ability to read, understand, and interpret financial reports and related materials

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Experience in professional personnel administration, preferable in municipal government or graduation from an accredited college or university with major course work in personnel or business administration
- Possess a valid operator's license

(ADA) MINIMUM QUALIFICATIONS OR STANDARD REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

ADA REQUIREMENTS

Physical Requirements: Task involve some physical effort i.e., some standing and walking, or frequent light lifting (5-10 lb.); manual dexterity in the use of fingers, limbs, or body in the operation of shop and office equipment; may involve extended periods of sitting at a typewriter or keyboard.

Environmental Requirements: Task is regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Sensory Requirements: Task requires sound perception and discrimination; task requires visual perception and discrimination; task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Note: The City of Manchester is an Equal Opportunity Employer. In compliance with the American with Disabilities Act (ADA), the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not constitute an employment agreement between the City of Manchester and the employee and is subject to change by the employer as the needs of the City and requirements of the job change.

City of Manchester: 03/2023



Outline

How Paycom Differentiates

- Paycom History
- Security Standards
- Our Proprietary Solution
- Our Service Model
- Commitment to Lifetime Adoption

Paycom Services Overview

- Organizational Management
- Talent Acquisition
- Onboarding
- Employee Self Service- Digital Transformation
- Ask Here
- Manager On-the-Go
- Time and Attendance
- Geofencing
- Scheduling
- PTO Management
- Payroll: Employee View
- Employee File
- Document & Task Management
- I-9 Management
- Learning & Development
- Benefits Administration
- ACA Management
- Personnel Action Forms / Performance Discussions Forms
- Performance Management
- Surveys
- Government & Compliance (FMLA, EEO, OSHA, etc.)
- Expense Management
- Payroll Processing
- Reporting & Analytics
- Separation/Offboarding & COBRA Administration

Pricing





History

Founded in 1998

Since day one, we've been committed to the development of a single application that lowers labor costs, drives employee engagement and reduces exposure.

56 Offices

Headquartered in Oklahoma City, we have 56 sales teams across the U.S. that support clients and prospects nationwide.

Support 36,000+ Companies

We serve more than 36,000+ companies – in the middle to large market – every day.

Who We Are



With our combination of technology and customer service, Paycom is a leader in the HCM industry

with a companywide retention rate of **94%**. We build and grow with you for the long term.





Our Security Standards

DATA INTEGRITY

- » It's a part of our culture, and we continually strive to set the standard for the best security practices in any industry.

256-BIT ENCRYPTION TECHNOLOGY

- » Approved by the National Security Agency, 256-bit encryption helps protect information transmitted over the Internet.

MULTIPLE OFF-SITE BACKUP LOCATIONS

- » And 24/7 system monitoring means you don't have to worry about losing data or experiencing downtime.

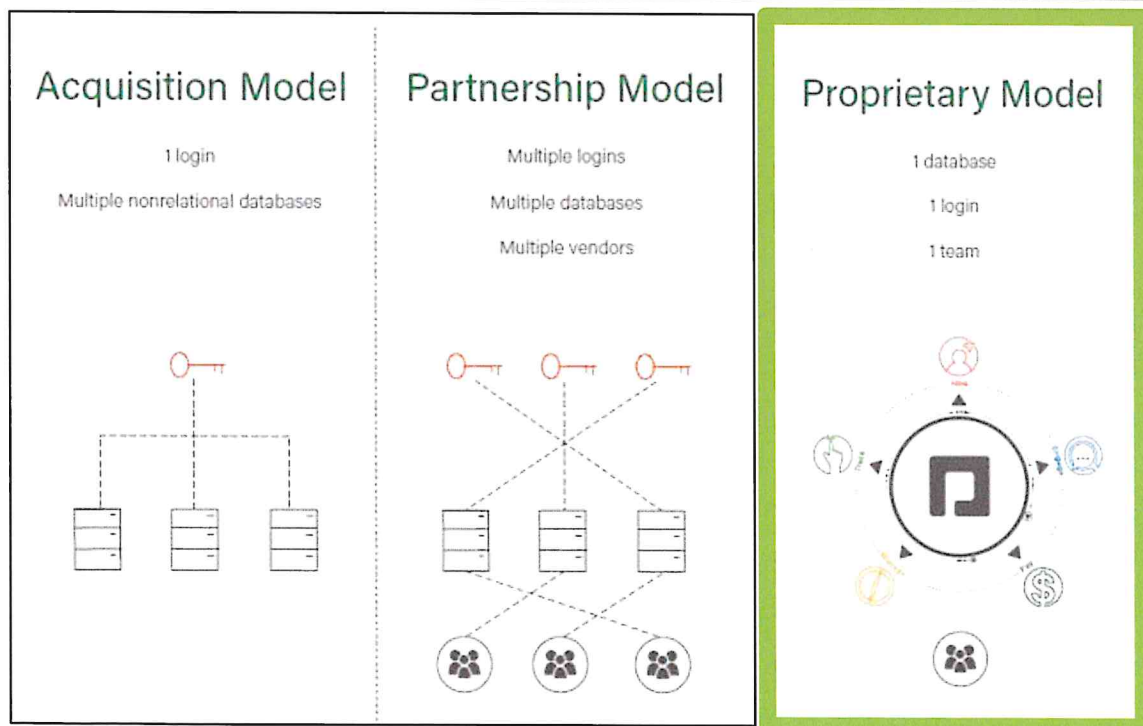
ISO 9001/27001/22301 & SOC 2-CERTIFIED

- » Our information security management and quality management systems are formally audited and certified that we meet international standards.

MULTILEVEL LOGINS

- » Protects your users and data.

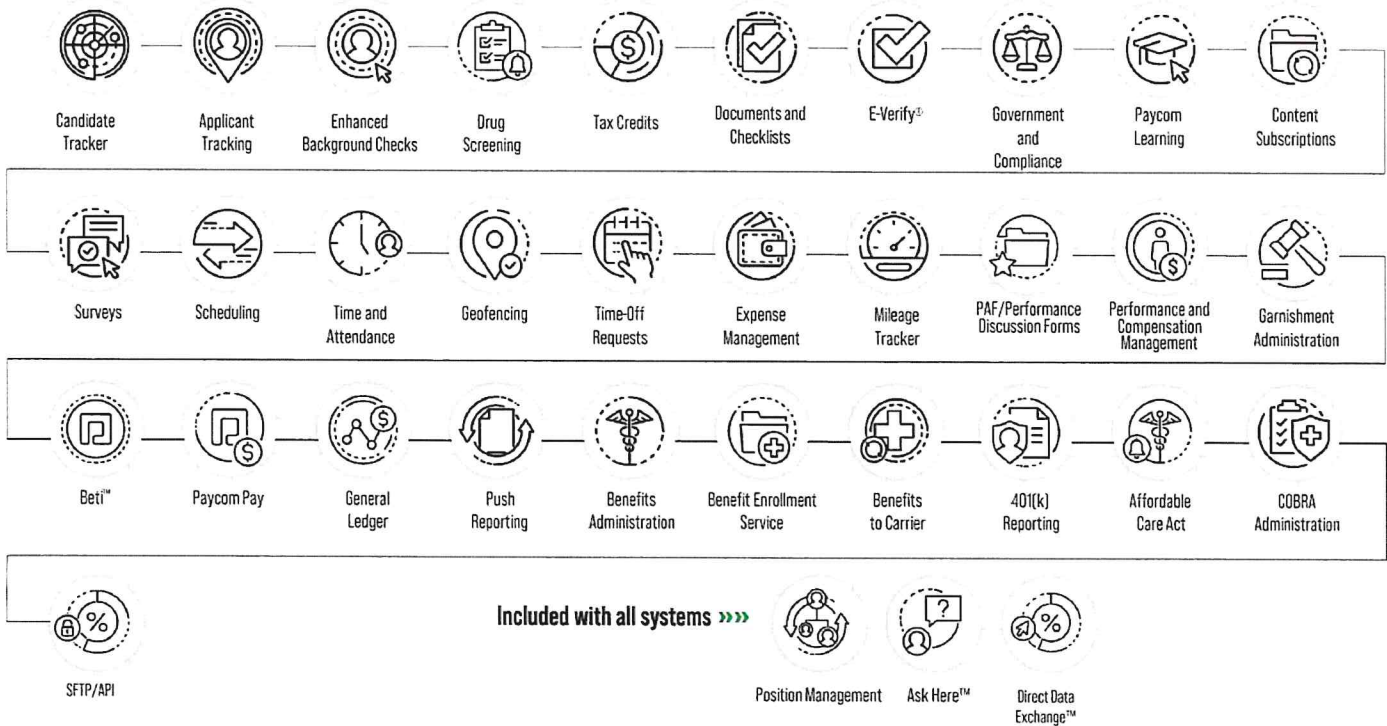
Our Technology Differentiator



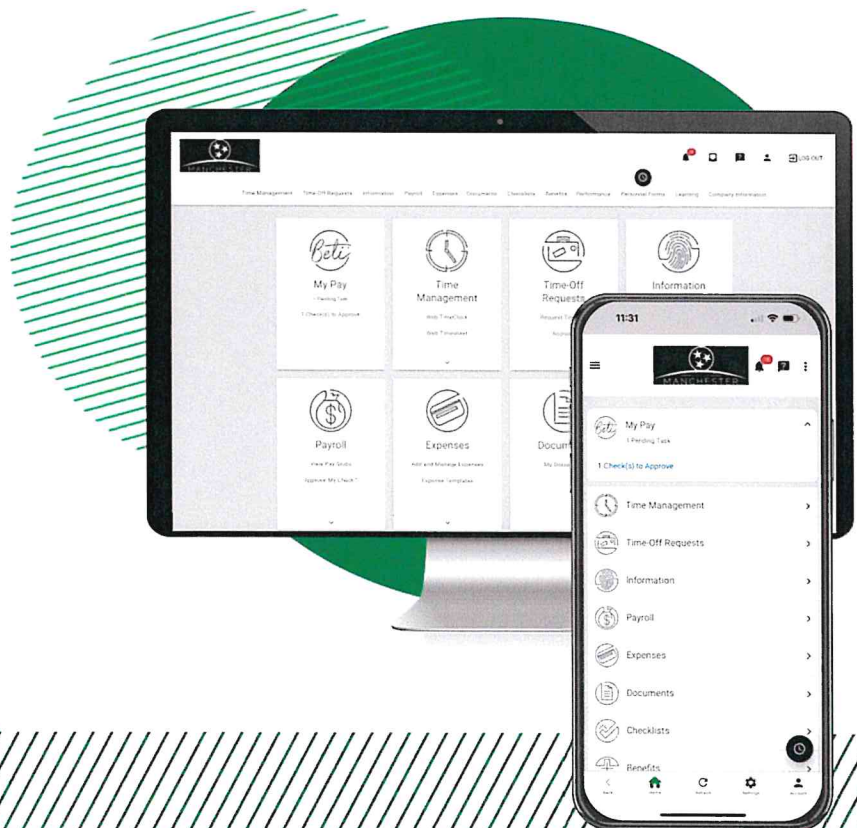


Our Proprietary Solution

HR LIFE CYCLE



- True Single System, built in-house with no back end integration
- Mobile first technology
- Monthly product updates based on client feedback
- In-house and US-based development and customer service
- Dedicated service representative





Our Service Model

YOUR IMPLEMENTATION SUPPORT

Executive Sales Representative (Blain Hill)

- Oversee the entire transition from the sales process to the first payroll
- Assist in trainings and implementation meetings to ensure a successful transition

Transition Specialist (TSR)

- Serves as the lead Project Manager for the implementation process
- Serves as customer service resource during implementation
- Handles all client training, including payroll processing and HRIS products

New Client Setup Specialist (NCS)

- Sets up client's company information in the Paycom system
- Assists with daily processing needs and questions
- Serves as client's primary contact throughout implementation

YOUR LONG-TERM SUPPORT

Client Relations Representative (CRR)

- Serves as ongoing, in-person support and best-practices consultant
- Supplies up-to-date information on system enhancements and additional services
- Will measure your usage in the Paycom system to ensure adoption of the technology.

Dedicated Paycom Specialist (PSD)

- Serves as ongoing and primary point of contact
- Assists with daily processing needs and questions
- Offers continuous product training
- Ensures proper payroll processing and tax filing





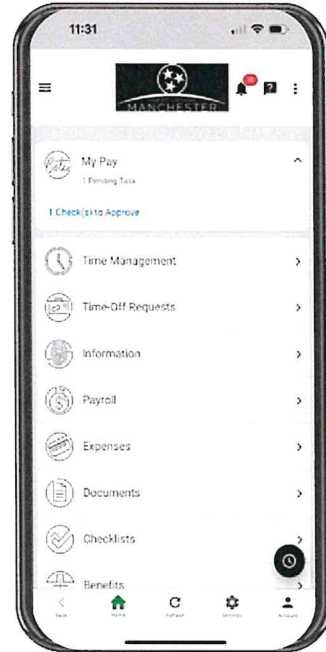
Employee Self-Service

Employee Self-Service improves employee engagement by empowering your staff with the ability to self-manage certain transactions, obtain quick answers to frequent payroll and HR questions, and access their pay history at any time.

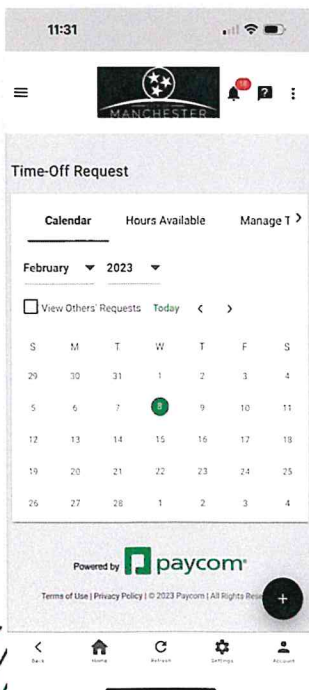
Functions Employees Can Access in Mobile App or Desktop (Device Agnostic):

- Approve Paycheck (BETI)
- View Pay Stubs
- Change Tax Information
- Update Personal Information
- Submit Time Off Requests
- Enroll in Benefits
- Trainings
- Test Sample Paycheck
- Submit Expenses/Mileage and Upload Photos of Receipts
- Electronically Sign Documents
- Complete Checklists
- Acknowledge Personnel Action Forms and Performance Discussions

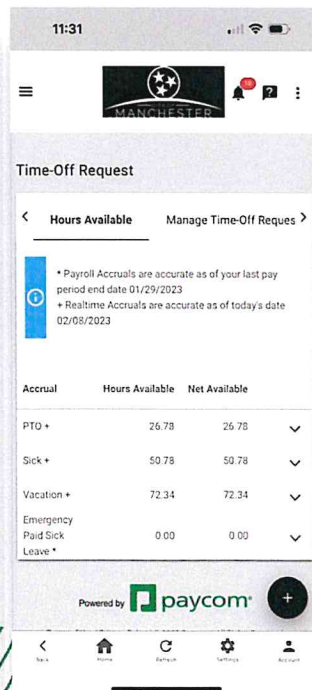
****Employee Self-Service available in Spanish too!**



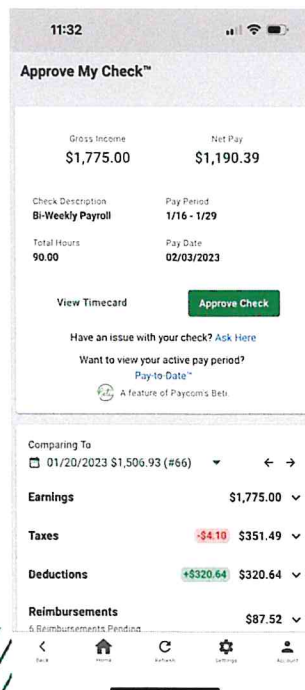
Electronic Time-Off Requests



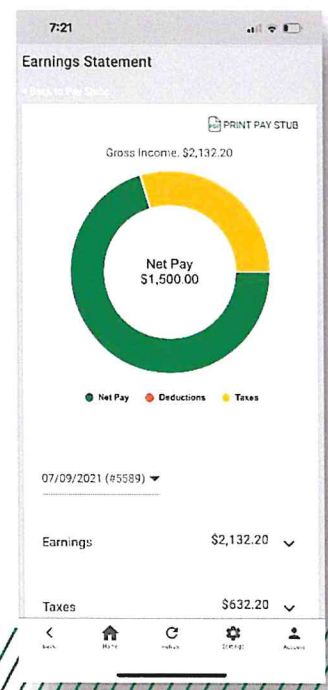
Accrual Balance Visibility



Approve My Check



View Earnings Statement





Manager On-the-Go

Manager-On-The-Go: Within Paycom's single app, managers can also perform a variety of tasks straight from their mobile device. The most critical functions for managers to address are easily accessible from their fingertips – any time, anywhere!

The collage illustrates the following features:

- Main Menu:** View Employees, View Timecards, Punch Change Requests (26 for you to approve), Time-Off Requests (0 for you to approve), Time-Off Calendar, Manage Schedules, Schedule Exchange (5 requests to approve), Personnel Action Forms (12 for you to approve), View Analytics, and User Status.
- Employee Profile (Ally Abbott):** Call, Message, Email, Chief Executive Officer, Sales[200], Demographics, Pay Rates, and Taxes, Scheduled Earnings and Deductions, Dates and HR, Percentage Labor Distribution, and Accrual Information.
- Time-Off Requests:** A calendar view for Amy Adams showing 8.00 Hours Requested and 2.62 Projected Available Vacation.
- Create PAF Form:** Employee: Adele Adkins (A164), PAF Action Type: Termination, PAF Reason: Low Performance, Effective Date: Nov 28, 2019. Includes options for 'Display in ESS upon Final Approval', 'Employee Status', and 'ESS Access Profile'.
- Analytics:** 'Company Overtime by Month' bar chart and 'Labor Breakdown' stacked bar chart showing hours for California Lunch (CAL) and Double Time (DBT).

Managers can easily view/update all employees' information and can even create employee change forms (with workflow approvals) such as termination, status changes, and promotions/pay changes all from their mobile app!



Time Management: Employee

Clock In/Out

Time Clock

Web TimeClock

✔ Current Status - Out Day 08:23 PM

8:24:07 PM

MORE ▾ IN DAY

Customer

Search or Make Selection ▾

Job

Search or Make Selection ▾

Department

Search or Make Selection ▾

Comment

Recent Punches

Type	Date	Time	Allocation	
Out Day	11/11/2020	08:23 PM		
In Day	11/11/2020	08:00 AM	Sales-Kent...	
Out Day	11/10/2020	05:00 PM		
In Day	11/10/2020	08:00 AM	Sales-Kent...	
Out Day	11/09/2020	05:00 PM		
In Day	11/09/2020	08:00 AM	Sales-Kent...	
Out Day	11/06/2020	05:00 PM		
In Day	11/06/2020	08:00 AM	Sales-Kent...	
Out Day	11/05/2020	05:00 PM		
In Day	11/05/2020	04:29 PM	Sales-Kent...	

Timecard Approval with Legalese

Mon 10/14	8.25 Hours	▾
Tue 10/15	8.25 Hours	▾
Wed 10/16	12.15 Hours	▾
Thu 10/17	8.25 Hours	▾
Fri 10/18	16.25 Hours	▾
Sat 10/19	10.00 Hours	▾
Sun 10/20	12.00 Hours	▾
Weekly Totals		
Total Hours	75.15	
Total Dollars	\$0.00	
Total Units	0.00	
Approve Timecard ▾		

Total Dollars: \$0.00

Confirm

By approving this timesheet, I certify that the hours recorded are accurate and correct, that I received and took my appropriate meal and rest breaks, and that any on-the-job injuries were reported

CANCEL
OK

Electronic Punch Change Requests

Request Punch Edit (Out Day: 10/21/19)

Request Delete will submit a request to delete the selected punch.

Date: 10/21/2019

OUT DAY

Punch Time: 5:00 PM

Reason for Punch Change Request

CANCEL
REQUEST DELETE

ADD REQUEST

Allocation: 12345-Orange County-Unassigned

OUT: 05:00 PM



Time Management: Admin

Time and Attendance from Paycom provides you the tools to more accurately and efficiently manage when, where, and how your employees report their hours worked. Customized rules, batch-editing and timecard management tools accommodate even the most complex labor management needs. Managers can even manage this from their Paycom mobile app via Manager on the Go!

Online Timecard

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Units	Exceptions (0 points)			
MON (11/02)	1[R] Regular	08:00 AM	[400]-F...	05:00 PM				9.00	9.00						
TUE (11/03)	1[R] Regular	08:00 AM	[400]-F...	05:00 PM				9.00	9.00						
WED (11/04)	1[R] Regular	08:00 AM	[400]-F...	05:00 PM				9.00	9.00						
THU (11/05)	1[R] Regular	08:00 AM	[400]-F...	??	04:29 PM		05:00 PM	0.52	0.52						
FRI (11/06)	1[R] Regular	08:00 AM	[400]-F...	05:00 PM				9.00	9.00						
SAT (11/07)															
SUN (11/08)															
Weekly Totals								36.52		\$0.00	0.00				
MON (11/09)	1[R] Regular	08:00 AM	[400]-A...	??				0.00	0.00						
TUE (11/10)	1[R] Regular	08:00 AM	[400]-T...	05:00 PM				9.00	9.00						
WED (11/11)	1[R] Regular	08:00 AM	[400]-T...	08:23 PM				12.38	12.38						
THU (11/12)	1[R] Regular	08:00 AM	[400]-A...	05:00 PM				9.00	9.00						
FRI (11/13)	1[R] Regular	08:00 AM	[400]-A...	05:00 PM				9.00	9.00						
SAT (11/14)															
SUN (11/15)															
Weekly Totals								39.38		\$0.00	0.00				

Easily identify missing employee punches and act accordingly.

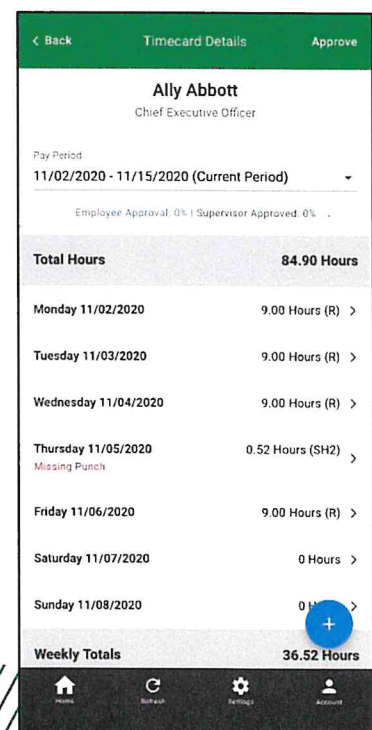
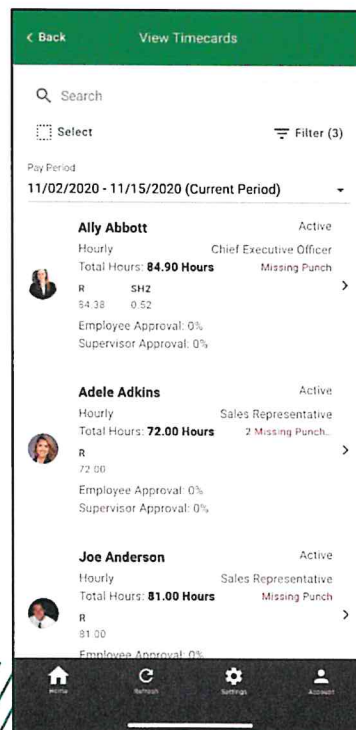
Approve Timecard

Totals Approvals

Pay Period Totals

Pay Code	Allocation (Tax Profile)	Hours	Units	Rate	Dollars
R Regular Effective 04/01/2020	[400]-Florida-Lifepoint Health	36.00		\$20.00	\$720.00
SH2 Shift 2 Effective 04/01/2020	[200]-Kentucky-Regular	0.52		\$20.50	\$10.66
R Regular Effective 04/01/2020	[400]-Tennessee-HCA	21.38		\$20.00	\$427.60
R Regular Effective 04/01/2020	[400]-Atlanta-HCA	18.00		\$20.00	\$360.00
Pay Period Totals		75.90			\$1,518.26

Managers can easily access, edit and approve employees timecards all through their Manager on the Go app, as well as from their computer as shown above!





Geofencing and Kiosk Mode

Geofencing - Web Time Clock (WEB00)

Map Satellite 7501 West Memorial Road, Oklahoma City, OK, USA Radar Polygonal

Require location services to punch: No Yes

If punch is not inside a geofence: Block Punch Block Punch Allow punch with warning

Radial Geofences: Polygonal Geofences:

Select	ID	Geofence Name	Coordinates	Radius (ft)
<input type="checkbox"/>	01257	Paycom Headquarters	35.611417, -97.541600	250
<input type="checkbox"/>	01362	Paycom Sales Headquarters	35.613721, -97.551019	200

- Geofencing will restrict the employee from clocking outside of the permissible zones
- Tie labor allocation to geofenced zones for easy tracking of labor costs
- Kiosk mode allows you to use your own internet-enable device (tablet, iPad, etc) for easy clocking

Kiosk

4:10:14 PM

Badge Number

00000000

Show Badge Number

1 2 3

4 5 6

7 8 9

Clear 0 Login

paycom





Employee Schedules

Schedule: Week View

Schedule

Availability Schedule Exchange

Week Month

10/20/19 - 10/26/19

SUN 10/20
No Shifts Scheduled

MON 10/21
Mon 10/21 8:00 AM - 8:00 PM
Server

TUE 10/22
Tue 10/22 8:00 AM - 7:00 PM
Caddy

WED 10/23
Wed 10/23 8:00 AM - 7:00 PM
Caddy

Schedule: Month View

Schedule

Availability Schedule Exchange

Week **Month**

October 2019

S	M	T	W	T	F	S
29	30	1 11h	2 11h	3 9h	4 11h	5 11h
6 12h	7	8 8	9 9	10 10	11 11	12 12
13	14	15	16	17	18	19
20	21 12h	22 11h	23 11h	24 12h	25 11h	26 12h
27 11h	28 12h	29 9h	30 12h	31 6h	1 12h	2 12h

Shifts

Wed 10/23 8:00 AM - 7:00 PM
Caddy

Post, Pickup, or Swap Shifts with Supervisor Approval

SUN 10/20

Shift Detail

Regular Shift

Start 8:00 AM Fri, Oct 25 | End 7:00 PM Fri, Oct 25 (11.00h)

Description: Caddy

Allocation: Tour Director/Trip Manager, Los Angeles, 16/16a

Shift Exchange

Recipient: Job Board Individual

Duration: Entire Shift Partial Shift

Reason *

POST TO BOARD **PUBLIC SWAP**

CLOSE

Schedule Exchange

Availability Schedule Exchange

My Exchange Job Board

Pending Pick Up or Swap

Shift	Shift Start Time	Shift End Time
Server	10/24/2019 08:00 AM	10/24/2019 08:00 PM

Posted to Board

Shift	Shift Start Time	Shift End Time
Server	10/24/2019 08:00 AM	10/24/2019 08:00 PM



PTO Management

Electronic Time-Off Requests that Tie with Scheduling

Add Time-Off Request

Hours per day *
8.00

Type *
Paid Time Off

Days
10/31/2019

To
10/31/2019

Start Time
08:00AM

Exclude Weekends

Update Schedule Availability to Unavailable
 Unavailable All Day
 Unavailable During Time-Off

Reason
Enter a reason for your request

Projected Net Available
2.76 hours (0 future hours)

CANCEL ADD REQUEST

Posting a Shift to the Job Board will Prompt you to Submit a Time-Off Request

Availability Schedule Exchange

Add Time-Off Request

Would you like to add a time-off request for this day as well?

NO YES

SUN 10/20
No Shifts Scheduled

MON 10/21
Mon 10/21 8:00 AM - 8:00 PM
Server

TUE 10/22
Tue 10/22 8:00 AM - 7:00 PM
Caddy

Accrual Balance Visibility

Time-Off Request

Calendar Hours Available Manage Time-Off Requests

Accruals are accurate as of your last pay period end date 05/05/2019

Accrual	Hours Available	Hours Approved	Net Available
Paid Time Off (PTO)	18.14	16.00	2.14
Sick (S)	28.08	28.00	0.08
Vacation (V)	26.62	24.00	2.62



Payroll: Employee View

Approve Check

Compare Checks

Make Hypothetical Changes

Earnings Statement

Back to Pay Stubs PRINT PAY STUB

Gross Income: \$947.50

Net Pay \$815.60

Legend: Net Pay (Green), Deductions (Red), Taxes (Yellow)

04/12/2019 (#10794)

Earnings	\$947.50
Taxes	\$131.90
Deductions	\$0.00
Net Pay	\$815.60

Net Earnings	\$947.50	Taxes	\$131.90	Deductions	\$0.00	Net Pay	\$815.60
--------------	----------	-------	----------	------------	--------	---------	----------

Pay-To-Date™

The below calculation is an estimate for the time worked since the start of the current pay period beginning Monday, October 07, 2019. This is not a

Pay Period: 10/07/2019 - 10/20/2019

Gross Income: \$467.66

10/14/2019 Current Period
Net Pay Amount: \$427.21
Difference: +\$38.82
Percentage: +47.82%

Comparing to: 04/12/2019 \$815.60 (#10794)

Earnings	\$467.66
Taxes	\$40.45
Deductions	\$0.00
Net Pay	\$427.21

Earnings	\$467.66	Taxes	\$40.45	Deductions	\$0.00	Net Pay	\$427.21
----------	----------	-------	---------	------------	--------	---------	----------

Test Sample Paycheck

Earnings			
Earning	Hours	Rate	Amount
Regular	80.00	15.00	\$1,200.00
Bonus	0.00	0.00	\$100.00
Commission	0.00	0.00	\$0.00
Hours	0.00	6.00	\$0.00
Part Diem	0.00	0.00	\$0.00
Plane	0.00	10.00	\$0.00
Tubing	0.00	12.00	\$0.00
GROSS	80.00		\$1,304.00

Employee Taxes	
W/H Tax	Amount
Federal W/H	\$38.55
Medicare	\$19.20
Social Security	\$82.09
Arizona State W/H	\$0.00
California State W/H	\$4.46
Oregon State W/H	\$0.00
California SDI Tax	\$13.24
TOTAL TAXES	\$137.84

Access to Garnishment Orders and Info

Garnishment Orders

1 - 2 of 2

Deduction Name	Case Number Reference	Garnishment Release	Review
*Not in Use	Test	No	
*Not in Use	Test	No	

Notes:





ACA Management

Enhanced ACA provides comprehensive reporting and monitoring to complying with the ever-changing complexities of the Affordable Care Act IRS Forms. 1094/1095-B or -C filed for you.

The screenshot displays the ACA Management software interface with four main sections:

- Head Count:** Shows a pie chart for FTEs (49%) and ACA Full-Time (51%). Summary statistics include ACA Full-Time: 18.07, FTEs: 18, and Total: 35.67.
- Status Tracker:** Includes an 'Active Track' section with a table for employee details and a note: 'No Employees Added to Active Track'.
- Affordability:** Features a table for employee affordability data.
- Periods:** Contains tables for 'New Employees' and 'Ongoing Employees' with columns for Category, Start, Stop, and Length.

Employee File: Automated series codes for 1094/1095 based on employee's benefits, time, status, and pay

Hours Worked in 2017

January	February	March	April	May	June	July	August	September	October	November	December
180	12	100.36	32.15	107.71	117	56	180.58	162	80	0.00	0.00

Benefit Information

View Explanation of Codes

Form 1095-C Line	All Months	January	February	March	April	May	June	July	August	September	October	November	December
Offer of Coverage Indicator View Series 1 Codes	-	1H	1E	1E	1E	1E	1E	1E	1E	1E	-	-	-
Employee Share of Lowest Cost Self-Only Coverage	-	Not Offered	\$136.50	\$136.50	\$136.50	\$136.50	\$136.50	\$136.50	\$136.50	\$136.50	-	-	-
Safe Harbor View Series 2 Codes	-	-	2B	2B	2B	2B	2B	2B	-	-	-	-	-
Enrolled in Self-Insured Coverage	-	No	No	No	No	No	No	No	No	No	-	-	-
ACA Status	-	Full Time	Part Time	Part Time	Part Time	Part Time	Part Time	Part Time	Full Time	Full Time	-	-	-
Edited ?	-	-	-	-	-	-	-	-	-	-	-	-	-

Provide a 1095 for this individual?

1095 Form Status: Not Approved

ACA Safe Harbor [?](#) W2 Wages

Is this employee a veteran enrolled in 2017 Tricare or veteran's coverage? Yes No





Payroll Processing

Payroll Grid

Flexible Layout that allows easy payroll changes. Also, allows easy weekly upload of time & expense data.

Select	Employee Name	Pay Type	Department	[R] Regular	[O] Overtime	[TIP] Tips
<input type="checkbox"/>	HARRINGTON, JUDY (1212)	Salary	Cherry Creek Grill	56.00	0.00	\$0.00
<input type="checkbox"/>	SCHMIDT, AIMEE (A00C)	Salary	Corporate	56.00	0.00	\$0.00
<input type="checkbox"/>	SMITH, BOB (0000)	Salary	East Hampton Grill	56.00	0.00	\$0.00
<input type="checkbox"/>	SMITH, GREG (A003)	Salary	Honor Bar Beverly Hills	56.00	0.00	\$0.00

Employee Payroll Details

Ability to add earning/deductions and see Net Pay difference

Earnings	Total Earnings : \$1,576.92
Employee Taxes	Total Taxes : \$313.97
Deductions	Total Deductions : \$105.06
Net Pay	Total Net Pay : \$1,157.89
Employer Taxes	Total Taxes : \$112.60

Payroll Check Register Preview

Review, Edit, and Audit Payroll prior to submitting

Employee	Earnings			Deductions		Employee Taxes		Employer Taxes		Net		
	Description	Hours	Rate	Amount	Description	Amount	Description	Amount	Description	Amount	Description	Amount
HARRINGTON, JUDY (1212) Clock Sequence: None Assigned Chk#: 1* Status: Active Home Department: Cherry Creek Grill [900] Pay Type: Salary Pay Frequency: Bi-Weekly Default Tax Profile: 1	Regular	56.00	\$19.71	\$1,103.84	Dental Pre-Tax	\$30.00	Federal W/H (S/O)	\$189.59	Employer Medicare	\$21.34	Net Check	\$1,157.89
	Paid Time Off (*)	24.00	\$19.71	\$473.08	Health Pre-Tax	\$63.00	Medicare	\$21.34	Employer Social Security	\$91.26	(*)	
	Gross	80.00		\$1,576.92	Life Deduction	\$0.06	Social Security	\$91.26			Curren..	
					Vision Pre-Tax	\$12.00	Arizona State W/H (C/O)	\$11.78				
SCHMIDT, AIMEE (A00C) Clock Sequence: None Assigned Chk#: 1* Status: Active Home Department: Corporate [600] Pay Type: Salary Pay Frequency: Bi-Weekly Default Tax Profile: 1	Regular	56.00	\$50.00	\$2,800.00			Federal W/H (S/O)	\$825.30	Employer Medicare	\$58.00	Net Check	\$2,836.70
	Paid Time Off	24.00	\$50.00	\$1,200.00			Medicare	\$58.00	Employer Social Security	\$248.00		
	Gross	80.00		\$4,000.00			Social Security	\$248.00				
							Arizona State W/H (C/O)	\$32.00				





Payroll Processing

Payroll Analytics

Ability to compare payroll over payroll to find discrepancies

Payroll Preview Analytics

Earnings | Deductions | Employee Taxes | Employer Taxes | Net

Search [] Previous 1 Next [] 25

Payroll Item Description	Discrepancies		Current Payroll		Previous Payroll	
	Hours/Units	Amount	Hours/Units	Amount	Hours/Units	Amount
California Lunch [CAL]	-6.00	-\$158.06	0.00	\$0.00	6.00	\$158.06
Overtime [O]	-104.20	-\$3,997.59	0.00	\$0.00	104.20	\$3,997.59
Regular [R]	-4,640.00	-\$128,172.96	280.00	\$6,458.84	4,920.00	\$134,631.80
Tips [TIP]	0.00	-\$9,270.00	0.00	\$0.00	0.00	\$9,270.00
Dept Rates Regular [DRR]	-40.00	-\$1,621.28	0.00	\$0.00	40.00	\$1,621.28
Paid Time Off [PTO]	120.00	\$2,768.08	120.00	\$2,768.08	0.00	\$0.00
Tips flat earning [TFE]	0.00	-\$8,003.00	0.00	\$0.00	0.00	\$8,003.00
Company Total	-4,670.20	-\$148,454.81	400.00	\$9,226.92	5,070.20	\$157,681.73

Showing 1 to 7 of 7 entries

Previous 1 Next [] Go to Page []

Payroll Warnings

System will Proactively inform you of critical/important warnings that may impact your payroll.

! Critical Payroll Warnings 1

- 1 negative net check [View Details](#)

! Important Payroll Warnings 3

- 2 salary employees with gross hours that do not match their scheduled pay period hours [View Details](#)
- 1 employees with an excessive net amount [View Details](#)
- 1 employees with an excessive gross amount [View Details](#)

Analyze Payroll [Save and Exit](#) [Submit Payroll](#)





Reporting and Analytics

Advanced Report Writers allow you to create custom reports for a more comprehensive and graphical analysis with any field in the system into multiple formats along with a plethora of canned reports provided. You can filter by your specifications, save among several formats and share the results with fellow users.

Push Reporting lets you set up recurring reports once and schedule them to be run and sent to specific users daily, weekly, monthly, quarterly or yearly.

Advanced Report Name: Hillstone Report [Generate Report]

1. Employee Information 2. Payroll Specific Fields 3. Filters 4. Sorting Options 5. Review

Employee Information

- Search [] Select All
- Employee Code
- Employee Name
- Firstname
- Lastname
- Middle Name
- Nickname
- SS Number
- Show All
- Direct Deposit
- Search [] Select All
- Dist 1 Acct Code
- 401k Eligible

Pay Information

- Search [] Select All
- pay [x]
- Select All
- Alt Pay Freq
- Pay Basis Check Display
- Pay Freq
- Pay Type
- Sick Leave Pay Rate
- Show All
- Dates
- Search [] Select All
- 401k Hours Calculation Rule
- 4802458562

Tax Information

- Search [] Select All
- # Fed Allowances
- #State Exemptions/Allowances
- 1099 Electronic Only Election
- ACA Electronic Only Election
- Additional
- Block FUTA
- Block Fed Tax?
- Other Allowances
- HR
- Search [] Select All

Time and Attendance

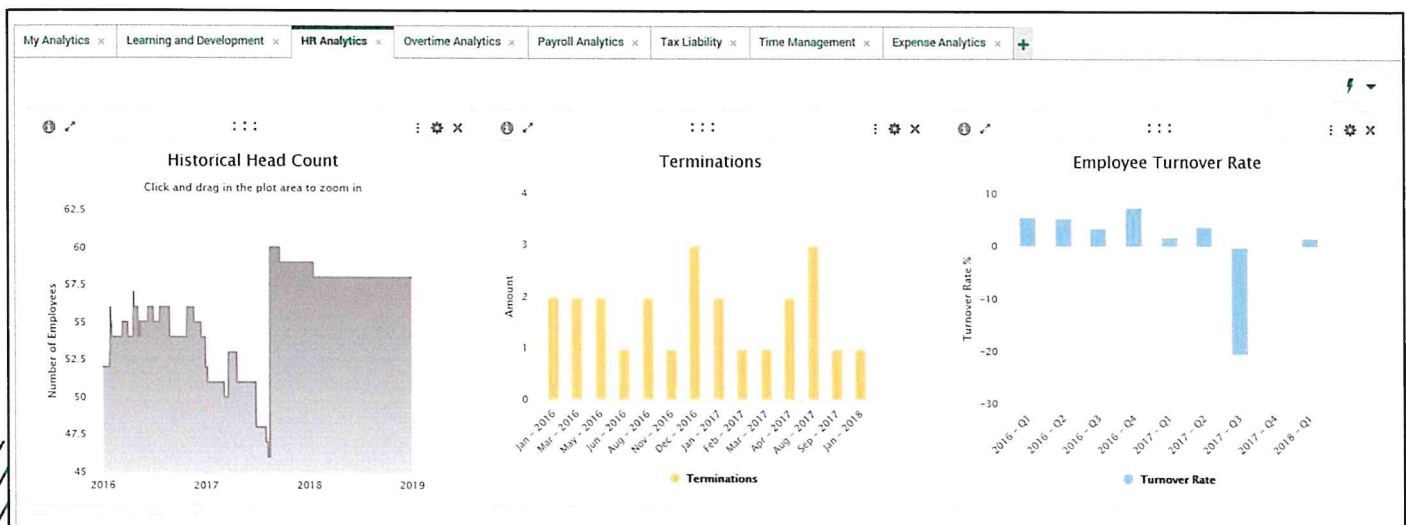
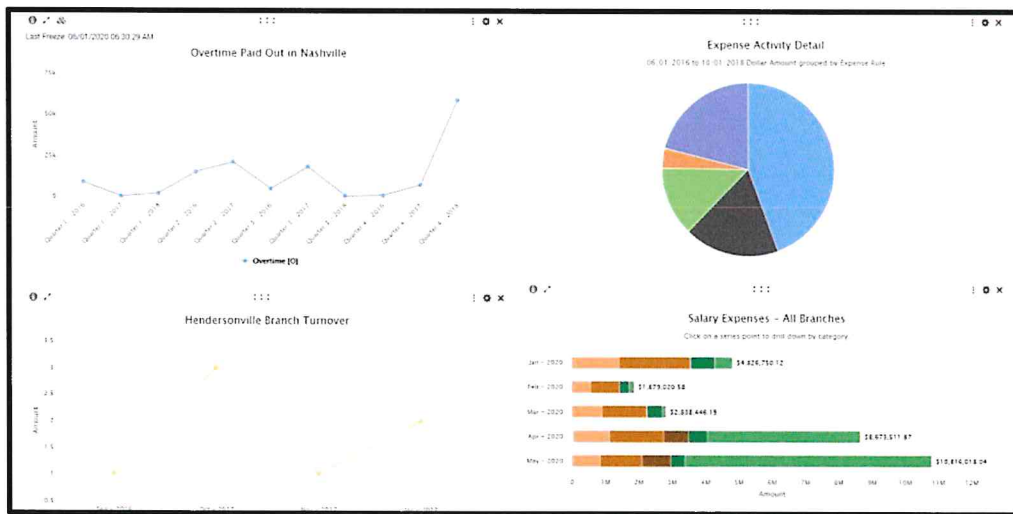
- Search [] Select All
- Additional Schedule Group(s)
- Badge #
- CA Lunch Waiver
- Currently Clocked In
- Earning Profile
- Fingerprint Templates Enrolled
- Fingerprint Templates Last Enroll Date
- Custom
- Search [] Select All
- 4802458562

Selected Fields

Search Fields [Type field name]

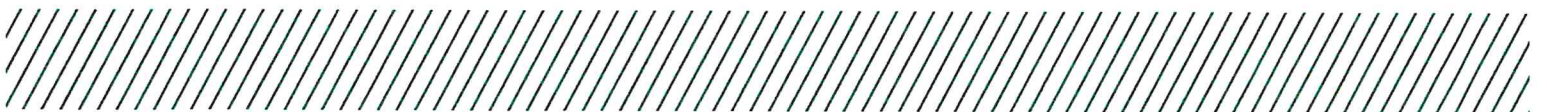
- Employee Code [x]
- Employee Name [x]
- Department [x]
- Pay Type [x]

Custom Analytics allow for a quick graphical glimpse of the company. Customize analytics dashboard per user.





Pricing





Estimated Pricing

<p>Recommended Product Set</p>	<ul style="list-style-type: none">• Payroll• BETI (Better Employee Transaction Interface)• Federal Electronic Tax Depositing (941, 940)• Deposit and File SUTA (State Unemployment)• Quarterly Federal/State Deposit Statements• Quarterly 941s Signed and Filed• Jurisdiction Filing• AskHere Communication Conduit• Employee Self Service• Fully Functional Mobile Application• Document & Task Management• Basic Performance Management• General Ledger Concierge• Advanced Report Writer• HRIS/Organizational Management• Position Management• Analytics Dashboard• Enhanced ACA Dashboard & Tracking• Full Garnishment Services• Direct Data Exchange (Real Time ROI) Dashboard• Workers Comp Tracking• Enhanced Background & Drug Testing• Onboarding• Offboarding• Manager On the Go• Electronic Employee File• Custom Fields & Corresponding Notifications• Government & Compliance• Time & Attendance• Time Off Requests• Personnel Action Forms	<p>BASE (Per Payroll): \$129.96</p> <p>PER EE: \$4.98</p>
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Products for Future Consideration: Expense Management, Schedule Exchange, Geofencing, Benefits Administration, Benefits-to-Carrier, COBRA, Custom 401(k), Clue, E-Verify, Applicant Tracking, Paycom Learning, Enhanced Performance & Compensation Management,

One-Time Implementation Fee: ~25% of Annualized Total

Annual Costs: \$6.95 per W-2, \$75 for W-3 ; 940/941 included





Your Implementation Team

SUCCESSFUL TRANSITION TO SUCCESSFUL LONG-TERM PARTNERSHIP



Blain Hill (Nashville, TN): Executive Sales Representative

- Oversees the entire transition from the sales process to the first payroll
- Assists in trainings and implementation meetings to ensure a successful transition
- Key POC for Executive team



Hailey Stone (Nashville, TN): Sales Manager

- Key contact for any escalations during transition process
- Communicates with key executive players both at your organization and internally at Paycom to ensure the transition is benchmarking appropriately



Transition Specialist Representative (TSR) (Nashville, TN): Project Lead

- Oversees project management and timeline throughout implementation
- HR Product consultant and onsite client resource during implementation
- Manages usage scores and follow-up on score improvement opportunities during implementation



New Client Setup (NCS) (HQ – OKC)

- Serves as client's primary contact for payroll and general ledger throughout implementation
- Sets up client's company information in the Paycom system
- Oversees daily processing needs and questions



Benefits Coordinator (HQ – OKC)

- Short term additional resource who serves as primary contact for benefits throughout implementation
- Collects benefits plan and enrollment information, and ensures it is accurately set up and processed within payroll





Ways We Train

PAYCOM'S BLENDED LEARNING TOOLS



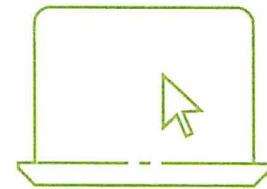
On-Site and/or Live Trainings

Your Paycom representative will cover the specific, high-level ways your company will use Paycom. In order to ensure your needs are met from the start, questions are encouraged.
*Zoom trainings at the moment due to COVID-19



Live Webcasts

In this ongoing, hands-on learning experience, industry experts will guide you through a deep dive into Paycom by sharing best practices and enhancing your knowledge with live Q&A sessions.



Paycom University

Learn the basics by earning your certification through Paycom University's on-demand training. Take the online courses at your own pace so you are prepared before on-site training.





Ways We Train

EMPLOYEE ROLLOUT KIT

» Exciting Email Announcement

Email templates: one from your CEO or one from your HR team announcing the switch to Paycom

» "It's Go Time Announcement" Posters

Posters to display around your organization notifying the employees of the transition to Paycom and when upcoming trainings will be conducted.

» Employee Self Service FAQs

Documents that breakdown how to login via desktop or our mobile app. It also walks through the common FAQs employees have when logging in.

IT'S **GO** TIME



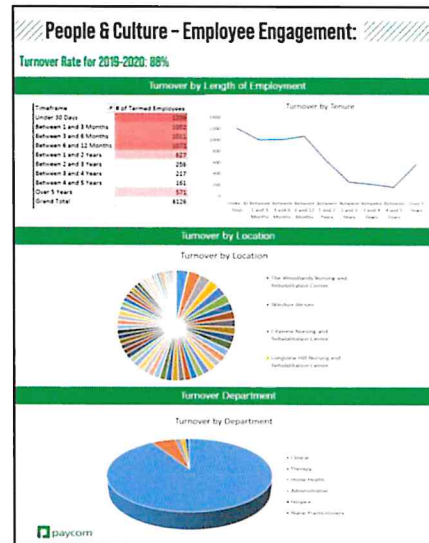


Long Term Support

ON SITE AND ON-CALL

» Client Relations Representative (Local – Nashville)

- Serves as ongoing, in-person support and best-practices consultant
- Reviews employee, administrator, and manager usage scores
- Supplies up-to-date information on system enhancements and additional services
- Provides HRIS strategy and solutions to streamline manual processes
- Provides Executive Benchmarks and continuous development for system users and employees



» Dedicated Paycom Specialist (HQ – Oklahoma City)

- Serves as ongoing and primary point of contact
- Assists with daily processing needs and questions
- 10-minute call escalation metrics
- Set up new earnings/deductions, new tax accounts
- Offers continuous product training
- Ensures proper payroll processing and tax filing

Contact Your Paycom Specialist

STEVEN WHITE
Inbox (0)

Monday - Friday
8 a.m. to 5 p.m. CDT

Toll Free Number 800-580-4505
Phone Number 405-722-6900
Fax Number 405-722-2312

City of Manchester
Board of Mayor and Alderman
Beer Board Agenda
April 4th, 2023

Immediately Following the Mayor and Aldermen Board Meeting

Call the Meeting to Order:

Special Event Beer Permit Application:

1. Matthew Logan Eley, 145 McGuire St. Manchester, TN 37355, DBA Good Friends Music LLC, located at 103 Hillsboro Blvd., Manchester, TN 37355. Event located at Manchester City Rotary Park on Saturday, June 3rd, 2023, Event held by Good Friends Music LLC. Beginning time of Beer Sales 2 pm and Ending time of Beer Sales 10 pm.

Adjournment: