

**CITY OF MANCHESTER**  
**BOARD OF MAYOR AND ALDERMEN AGENDA**  
**May 2, 2023 @ 6:30 P.M.**  
**City Hall Board Room**  
**4 P.M. Special Called WORK SESSION**

1. **INVOCATION**
2. **PLEDGE TO THE FLAG**
3. **ROLL CALL**
4. **MINUTES**
  - . April 4, 2023 BOMA Meeting Minutes and BOMA Beer Board Minutes
5. **CORRESPONDENCE**
6. **COMMENTS FROM CITIZENS**
7. **COMMENTS FROM MAYOR** Rescue Squad Proclamation
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 approve Matlock Clements, P.C. as the City of Manchester's auditor for Fiscal Year 2023-2024 at a cost not to exceed Forty-Two Thousand Dollars (\$42,000) for the Standard and an additional "Single Audit" of Federal Funds expenditures: sponsored by Alderman Hobbs.
  - b. A resolution to approve the City of Manchester to receive State of Tennessee Environment and Conservation Water Infrastructure Investment Program (American Rescue Finds); sponsored by Vice Mayor Messick
  - c. A resolution to authorize the expenditure of up to Fifty Thousand Dollars (\$50,000) for an engineering study for flood analysis for Coffee and street over Grindstone Hollow Creek; sponsored by Vice Mayor Messick.

**Ordinances:**

  - a. 2<sup>nd</sup> 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.
  - b. 1<sup>st</sup> reading of an ordinance amending the Budget Ordinance for Fiscal Year 2022-23, Ordinance No. 1654; sponsored by Alderman Hobbs.
  - c. 1<sup>st</sup> reading of an ordinance adding provisions to Manchester Municipal Code regarding Police vehicle "Take Home" policy; sponsored by Alderman Hobbs.
  - d. 1<sup>st</sup> reading of an ordinance to add a provision to Title 4 Chapter 2 of the Manchester Municipal Code to adopt an Information Security Policy; sponsored by Alderman Parsley.
10. **OLD BUSINESS**
11. **NEW BUSINESS**
  - Monies from rec center roof project
  - Annual Evaluations for Directors
  - 7-4-23 BOMA Meeting move to 7-11-23
12. **ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN**
13. **ADJOURNMENT:**

**CITY OF MANCHESTER**  
**BOARD OF MAYOR AND ALDERMEN**  
**Meeting Minutes**  
**April 4, 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 Vice Mayor Messick. Present for the meeting were Alderman French, Alderman Anderson, Alderman Bellamy, Alderman Hobbs, Vice Mayor Messick, Alderman Parsley, Attorney Johnson, Finance Director Myers, 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, Parks/Rec Director Fox, Asst. Parks/Rec. Director Johnson, I.S. Director Smotherman, Engineer Scot St. John, and other citizens. Absent was Mayor Howard. The meeting opened with a prayer by Pastor David Petty, and the pledge to the flag was spoken in unison. Vice Mayor Messick called the meeting to order.

**ROLL CALL:**

Director Myers called the roll.

**APPROVAL OF MINUTES:**

Alderman French made a motion to approve the March 7<sup>th</sup>, 2023, Minutes; seconded by Alderman Parsley. The minutes passed 6-0

**CORRESPONDENCE:** none

**COMMENTS FROM CITIZENS:** none

**COMMENTS FROM MAYOR:** Vice Mayor Messick stated Mayor Howard was under the weather  
**Safety Committee-** Alderman Hobbs stated they would meet next Monday (4-10-23) and the MFD would discuss their training and MPD training discussion in May.

**Finance Committee-**Alderman Hobbs stated they would not meet in April.

**Street Committee-** Director Gannon announced the next meeting would be April 13, at the Street Dept.

**Water /Sewer Commission-** Director Miller announced the next meeting would be 4-6-23 at City Hall

**Recreation Commission-** Director Fox announced upcoming activities and recognized Colt Pittman.

**Tourism Development Commission-** Alderman Hobbs stated they would meet 4-10-23

**Planning & Zoning Commission-** Director Fiske stated their next meeting would be 4-17-23

**Information Systems Committee-** Alderman Parsley stated nothing to report.

**Historic Zoning Commission-** Alderman Bellamy stated no April Meeting

**RESOLUTIONS & ORDINANCES**

- Vice Mayor Messick stated he would be presiding over the meeting this evening and would be voting. Attorney Johnson discussed his legal opinion that Vice Mayor Messick would be able to vote under Article 4 Section B.

**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. Vice Mayor Messick made a motion to approve and seconded by Alderman Hobbs. Vice Mayor Messick opened the floor to discussion and after none called for the roll. The resolution passed 6-0.
- 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. Alderman French made a motion to approve and seconded by Alderman Parsley. Vice Mayor Messick opened the floor to discussion and after none called for the roll. The resolution passed 6-0.
- 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. Alderman French made a motion to approve and seconded by Alderman Anderson. Vice Mayor Messick opened the floor to discussion and after none called for the roll. The resolution passed 6-0.

**Ordinances:**

- a. 2<sup>nd</sup> 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 a public hearing and after none called for the roll. The ordinance passed 2<sup>nd</sup> and final reading 5-1 with Alderman Anderson voting nay.
- b. 2<sup>nd</sup> reading of an ordinance to adopt a Bi-Weekly Pay Period for all City Employees; sponsored by Alderman Hobbs. Alderman French made a motion to approve and seconded by Alderman Parsley. Vice Mayor Messick opened the floor to discussion and after none called for the roll. The ordinance passed 2<sup>nd</sup> and final reading 5-1 with Alderman Anderson voting nay.
- c. 2<sup>nd</sup> reading of an ordinance to amend Manchester Municipal Code 18-203 relative to Tap Fees and Capacity Fees; sponsored by Vice Mayor Messick. Alderman Parsley made a motion to approve and seconded by Alderman Bellamy. Vice Mayor Messick opened the floor to discussion and after none called for the roll. The ordinance passed 2<sup>nd</sup> and final reading 6-0.
- d. 2<sup>nd</sup> reading of an ordinance to amend Manchester Municipal Code 18-201 relative to nonpayment of bills; 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 after none called for the roll. The ordinance passed 2<sup>nd</sup> and final reading 6-0.
- e. 2<sup>nd</sup> 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. Alderman Anderson made a motion to approve and seconded by Alderman Parsley. Vice Mayor Messick opened the floor to discussion and after none called for the roll. The ordinance passed 2<sup>nd</sup> and final reading 6-0.
- f. 1<sup>st</sup> 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. Alderman Anderson made a motion to approve and seconded by Alderman Parsley. Vice Mayor Messick opened the floor to discussion and after none called for the roll. The ordinance passed 1<sup>st</sup> reading 6-0.

**OLD BUSINESS:** none

**NEW BUSINESS**

- Human Resource Job Description- Alderman Hobbs made a motion to postpone until the 6-6-23 BOMA meeting and seconded by Alderman Parsley. The motion passed 6-0.
- Outsourcing Payroll- Alderman French made a motion to approve packet C (Paycom) and seconded by Alderman Hobbs. Alderman Bellamy discussed the funding by a vacant position and Vice Mayor Messick called for the roll. The motion to approve outsourcing payroll and accepting the RFP of Paycom as the Payroll Provider passed 6-0.

**COMMENTS FROM BOMA:** Alderman French discussed the Covenant school shooting. Alderman Bellamy thanked employees. Alderman Hobbs thanked employees.

**ADJOURNMENT:**

- Being no further business to discuss, Vice Mayor Messick asked for a motion to adjourn and Alderman Hobbs made the motion. The motion was seconded by Alderman French. The motion to adjourn was passed 6-0. The meeting adjourned at 6:53 p.m.

**SIGNATURES:**

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Mayor Marilyn Howard

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Executive Administrative Assistant Keele

**City of Manchester**  
**Board of Mayor and Alderman**  
**Beer Board Minutes**  
**April 4<sup>th</sup>, 2023**

Immediately Following the Mayor and Aldermen Board Meeting

Vice Mayor Messick called 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 3<sup>rd</sup>, 2023, Event held by Good Friends Music LLC. Beginning time of Beer Sales 2 pm and Ending time of Beer Sales 10 pm. Police Chief Sipe stated the applicant has met all requirements and is favorable for permit. Alderman French made a motion to approve and seconded by Alderman Parsley. Vice Mayor Messick opened the floor to discussion and after none, called for the roll. The application passed 6-0.
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- **Adjournment:** Being no further business to discuss, Vice Mayor Messick asked for a motion to adjourn and Alderman French made the motion. The motion was seconded by Alderman Hobbs. The motion to adjourn was passed 6-0. The meeting adjourned at 7:02 p.m.

**RESOLUTION NO. .**

**A RESOLUTION TO APPROVE MATLOCK CLEMENTS, P.C. AS THE CITY'S  
AUDITOR FOR FISCAL YEAR 2022 – 2023 AT A COST NOT TO EXCEED FORTY  
TWO THOUSAND DOLLARS (\$42,000) FOR THE STANDARD AND AN  
ADDITIONAL "SINGLE AUDIT" OF FEDERAL FUNDS EXPENDITURES**

WHEREAS the City of Manchester, Tennessee is required by statute to have an annual audit; and

WHEREAS the City of Manchester, Tennessee has reviewed the written proposal of Matlock Clements, P.C., dated April 6<sup>th</sup>, 2023, to perform the city's statutory audit for the period July 1, 2022 through June 30, 2023 and an additional "single audit" of Federal funds expenditures and found said proposal to be advantageous to the City.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester, Tennessee accepts the written proposal of Matlock Clements, P.C., dated April 6<sup>th</sup>, 2023, in an amount not to exceed Forty Two Thousand Dollars (\$42,000), for its annual statutory audit and an additional "single audit" of Federal funds expenditures.

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 a contract on behalf of the City of Manchester.

Resolved this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Marilyn Howard, Mayor

\_\_\_\_\_  
Lisa Myers, Finance Director

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION TO APPROVE THE CITY OF MANCHESTER TO RECEIVE STATE OF TENNESSEE ENVIRONMENT AND CONSERVATION WATER INFRASTRUCTURE INVESTMENT PROGRAM (AMERICAN RESCUE FUNDS)**

WHEREAS, the City of Manchester, Tennessee is eligible for funds under the State of Tennessee Environment and Water Infrastructure Investment Program (American Rescue Funds); and

WHEREAS, there exists a need to address the critical needs indicated on the Manchester Scorecard including the development of an Asset Management Plan and to meet the requirements of the TDEC Compliance Order to reduce excessive infiltration and inflow (I and I) into the system; and

WHEREAS, repair and replacement of older, deteriorated lines will address these critical needs, and

WHEREAS, the City of Manchester wishes to receive said funds,

**NOW, THEREFORE, BE IT RESOLVED, THAT**

1. The total outstanding project costs for the I and I improvements to the Manchester Sewer system is \$2,059,774.14. The City of Manchester is eligible for \$1,647,819.31 in American Rescue Funds. The balance of \$411,954.83 or 20% of total project cost will be a local government match.
2. The Mayor and Finance Director are authorized to execute the necessary documents to expend this money.

**RESOLVED THIS \_\_\_\_\_th DAY OF May, 2023.**

\_\_\_\_\_  
Marilyn Howard, Mayor

\_\_\_\_\_  
Lisa Myers, Finance Director

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION TO AUTHORIZE THE EXPENDITURE OF UP TO FIFTY THOUSAND DOLLARS (\$50,000) FOR AN ENGINEERING STUDY FOR FLOOD ANALYSIS FOR COFFEE AND STREET OVER GRINDSTONE HOLLOW CREEK**

WHEREAS the City of Manchester is currently undergoing sidewalk improvements; and

WHEREAS the City of Manchester is currently designing sidewalk improvements along Coffee and Madison Streets; and

WHEREAS the City of Manchester, upon the recommendation of the City Engineer, deem it necessary as a part of the design of the sidewalk improvements, to perform a hydro-logic and hydraulic analysis to evaluate the flood impacts to culverts on Coffee and Madison Streets that are over Grindstone Hollow Creek.

WHEREAS the Manchester Board of Mayor and Aldermen agree for the City to expend up to Fifty Thousand Dollars (\$50,000) as payment to the engineering firm of Civil and Environmental Consultants, INC, for the flood analysis and any application and submittal fees, 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 Fifty Thousand Dollars (\$50,000) as payment to the engineering firm of Civil and Environmental Consultants, INC, for the flood analysis and any application and submittal fees.

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

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: \_\_\_\_\_ April 4 \_\_\_\_\_, 2023

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2023

\_\_\_\_\_  
Marilyn Howard, Mayor

\_\_\_\_\_  
Lisa Myers, Finance Director

ORDINANCE NO. \_\_\_\_\_  
 AN ORDINANCE AMENDING THE BUDGET ORDINANCE  
 FOR FISCAL YEAR 2022-23, ORDINANCE NO. 1654

Be it ordained by the Board of Mayor and Aldermen of the City of Manchester, Tennessee, that the Budget Ordinance for Fiscal Year 2022-2023, Ordinance No. 1654, be amended as follows:

SECTION 1. The available funds for said budget are changed as follows:

	Original	New
<u>General Fund</u>		
Local Taxes	12,331,000	12,881,000
Licenses and Permits	195,000	345,000
Intergovernmental	2,497,928	2,693,027
 <u>Recreation</u>		
Intergovernmental	750,000	16,500
Charges for Current Services	932,600	1,024,300
Other Sources	1,400,000	2,036,450
 <u>General Purpose School Fund</u>		
Other Local Revenues	29,500	64,857
State Education Funds	8,916,940	10,395,902
Other Sources	2,542,491	4,430,294
 <u>Central Cafeteria Fund</u>		
Other Local Revenues	1,305	8,305
Federal Government	1,126,897	1,234,431
Other Sources	0	100,000

SECTION 2. The appropriation(s) for the department(s) in the fund(s) is (are) changed as follows:

<b>Appropriation</b>	Original	New
<u>General Fund</u>		
Police	3,139,593	3,195,579
Fire	2,463,966	2,507,925
Other Uses	5,539,917	6,176,367
 <u>Recreation</u>		
Center	1,427,672	3,072,231
Park	1,976,990	524,733

<u>Capital Equipment Fund</u>		
Expenditures	483,900	595,571
<u>Water and Sewer</u>		
Purification	1,930,000	2,250,000
Shop and Maintenance	2,288,954	2,700,888
Customer Accounts & Collections	372,309	455,710
Sewer Treatment and Disposal	1,976,990	2,004,916
<u>General Purpose School Fund</u>		
<u>Instruction</u>		
Regular Instruction Program	8,128,010	8,837,062
Alternative Instruction Program	27,950	40,650
Special Education Program	1,623,717	1,640,717
<u>Support Services</u>		
Attendance	134,618	161,307
Health Services	266,107	277,207
Other Student Support	468,608	474,618
Regular Instruction Support	371,012	438,184
Special Education Support	291,167	295,167
Technology	634,732	641,732
Board of Education	314,886	320,886
Office of the Superintendent	277,056	299,356
Office of the Principal	783,138	845,703
Fiscal Services	369,467	382,487
Operation of Plant	1,039,400	1,039,730
Maintenance of Plant	527,456	533,416
Transportation	49,353	66,763
Community Services	80,580	1,175,274
Regular Capital Outlay	0	1,300,800
Regular Indirect Cost	0	18,320
<u>Central Cafeteria Fund</u>		
Expenditures	1,346,299	1,560,833

SECTION 3. Unless indicated in Section 1 above, to the extent required by the new appropriation, funds shall be drawn from the Fund Balance(s) of the Fund(s) as of June 30, 2023.

SECTION 4. A detailed, line-item financial plan shall be prepared in support of this amendment. The financial plan shall be used as guidance and generally followed in the implementation of this amendment.

SECTION 5. This Ordinance shall take effect from and after its publication, passage and public hearing.

Passed 1st Reading \_\_\_\_\_.  
Passed 2nd Reading \_\_\_\_\_.

\_\_\_\_\_  
Marilyn Howard, Mayor

Attest:

\_\_\_\_\_  
Lisa Myers, Finance Director

City of Manchester, Tennessee

General Fund 110

**2022-2023 BUDGET AMENDMENT #2**

Statement of Proposed Operations

July 1, 2022 To June 30, 2023

Account Number	Account Description	2022-2023			2022-2023
		Amended Budget	Increase	Decrease	Requested Budget
<u>Revenues</u>					
<u>Local Taxes</u>					
31200	Current Property Taxes	\$ 4,800,000	\$ 50,000		\$ 4,850,000
31211	Delinquent Property Tax - 1st Prior Year	160,000		-	160,000
31219	Delinquent Property Tax - Other Years	100,000		-	100,000
31320	Interest and Penalty	66,000		-	66,000
31610	Local Option Sales Tax	5,400,000	500,000		5,900,000
31710	Wholesale Beer Tax	510,000		-	510,000
31720	Wholesale Liquor Tax	300,000		-	300,000
31800	Entertainment/Event Ticket Tax			-	
31850	Business Tax	350,000		-	350,000
31912	Cable TV Franchise Tax	145,000		-	145,000
31920	Room Occupancy Tax	500,000		-	500,000
31922	Hotel/Motel License Fee	-		-	-
	Total Local Taxes	\$ 12,331,000	\$ 550,000	\$ -	\$ 12,881,000
<u>Licenses and Permits</u>					
32230	Beer and Liquor by Drink Permits	\$ 15,000		\$ -	\$ 15,000
32231	Special Events Permit	-		-	-
32610	Building Permits	150,000	150,000		300,000
32611	Bonnaroo Property Permits	30,000		-	30,000
	Total Licenses and Permits	\$ 195,000	\$ 150,000	\$ -	\$ 345,000
<u>Intergovernmental</u>					
33310	Payment in Lieu of Taxes - Housing Authority	\$ 10,000		\$ -	\$ 10,000
33320	State Revenue Sharing - T.V.A.	125,000		-	125,000
33321	MCA Payment in Lieu of Taxes	-		-	-
33322	ASPEN Payment in Lieu of Taxes	13,000		-	13,000
33323	Great Lake Cheese Pilot		95,099		95,099
33425	THSO Police Grant	25,000		-	25,000
33426	ARC Downtown Grant	100,000		-	100,000
33432	Safe Route to School Grant	-		-	-
33436	TDOT Signalization Project	190,128		-	190,128
33437	TDOT Widening Project	-		-	-
33438	COPS Grant	61,000		-	61,000
33439	VCIF Grant			-	
33488	JAG Grant Revenue	-		-	-
33489	Other Federal Grants	-		-	-
33490	Other State Grants	-		-	-
33493	Downtown Revitalization Grant	-		-	-
33494	Site Development Grant (MIP)	-		-	-
33495	THDA Home Grant Revenue	-		-	-
33497	BVP DOJ Grant (Vests)	1,500		-	1,500
33498	State Grant -COVID19	-		-	-
33499	State CARES ACT-COVID19 Reim	-		-	-
33500	2022 Local Gov DA Grant	-		-	-
33510	State Sales Tax	1,200,000	100,000		1,300,000
33520	State Income Tax	18,000		-	18,000
33530	State Beer Tax	4,700		-	4,700
33541	State Mix Drink Tax	60,000		-	60,000
33551	State Gasoline and Motor Fuel Tax	200,000		-	200,000
33552	State - City Streets and Transportation	20,000		-	20,000
33556	State 3% Gas Tax	180,000		-	180,000
33557	SportsBetting Tax	10,000		-	10,000
33590	State Highway Maintenance Contract	50,000		-	50,000
33591	State Supplemental Reimburse-Police	28,000		-	28,000
33592	State Supplemental Reimburse-Fire	24,000		-	24,000
33593	Corporate Excise Tax	110,000		-	110,000

33700	Coffee County Industrial Park	57,600	-	57,600
33711	Coffee County Appropriation to Fire Dept.	10,000	-	10,000
	Total Intergovernmental	\$ 2,497,928	\$ 195,099	\$ - \$ 2,693,027
	<u>Charges for Current Services</u>			
34125	Development Street Lighting	\$ -	\$ -	\$ -
34230	Fees and Commissions	3,000	-	3,000
34240	Accident Report Charges	-	-	-
34314	Mowing Charges	3,000	-	3,000
34420	Black & Concrete Tile	30,000	-	30,000
34510	Animal Control Charges	2,000	-	2,000
34511	Donations-Animal Control	-	-	-
	Total Charges for Current Services	\$ 38,000	\$ -	\$ - \$ 38,000
	<u>Fines, Forfeitures and Penalties</u>			
35109	Court Judgement Interest	\$ -	\$ -	\$ -
35110	Court Fines and Costs	180,000	-	180,000
35111	Knox Box Revenue	-	-	-
35115	SOR Fees	1,600	-	1,600
	Total Fines, Forfeitures and Penalties	\$ 181,600	\$ -	\$ - \$ 181,600
	<u>Other Revenues</u>			
36101	Interest Earnings	\$ -	\$ -	\$ -
36330	Sale of Equipment/Vehicles	-	-	-
36331	Sale of Equipment/Vehicles - Police	-	-	-
36333	Sale of Property-Industrial Park	-	-	-
36340	Sale of Cemetery Lots	400	-	400
36350	Insurance Recovery	-	-	-
36711	Contribution/Donations - Fire Dept	-	-	-
36713	Contribution/Donations - Police Dept	75,000	-	75,000
36716	National Fire Safety Council Income	-	-	-
36717	Community Policing Donations	30,000	-	30,000
36964	Calendar Revenue-Fire	-	-	-
36965	New Money for School Bonds	-	-	-
36994	Transfer from City Schools (CSSES Project)	-	-	-
36995	Transfer from City Schools (SRO)	131,600	-	131,600
36999	Miscellaneous Revenues	25,000	-	25,000
	Total Other Revenues	\$ 262,000	\$ -	\$ - \$ 262,000
	Total Revenues	\$ 15,505,528	\$ 895,099	\$ - \$ 16,400,627
	<u>Expenditures and Other Uses</u>			
41210	<u>City Court</u>			
252	Legal Services	\$ 12,000	\$ -	\$ 12,000
	Total City Court	\$ 12,000	\$ -	\$ - \$ 12,000
41310	<u>Board of Mayor and Aldermen</u>			
	<u>Personnel</u>			
111	Regular Employee Salaries	\$ 79,500	\$ -	\$ 79,500
113	Salaries-Overtime	1,050	-	1,050
141	OASI Employers Share	6,195	-	6,195
142	Employee Health Insurance	14,000	-	14,000
143.001	Retirement-TCRS	3,350	-	3,350
145	Employee Life Insurance	100	-	100
147	Unemployment Insurance	150	-	150
148	Education/Training/Travel/ Lodging	17,000	-	17,000
172	Election Officials and Clerks	5,000	-	5,000
	Total Personnel	\$ 126,345	\$ -	\$ - \$ 126,345
	<u>Contractual Services</u>			
211	Postage	\$ 300	\$ -	\$ 300
211.001	Historical Zoning-Supplies	300	-	300
221	Printing, Duplicating and Typing	4,500	-	4,500
231	Legal Notices	5,000	-	5,000
233	Subscriptions/Publications	4,000	-	4,000
236	Public Relations	18,000	-	18,000
239	Dues and Subscriptions	6,200	-	6,200
239.001	Dues and Subscriptions-SCTDD	2,121	-	2,121

245	Telephone	3,000	-	3,000
252	Legal Services	150,000	-	150,000
254	Architectural/Engineering	25,000	-	25,000
261	Repairs and Maint - Vehicle	-	-	-
	Total Contractual Services	\$ 218,421	\$ -	\$ 218,421
	<u>Supplies</u>			
311	Office Supplies	\$ 1,000	\$ -	\$ 1,000
312	Small Items of Equipment	3,500	-	3,500
326	Clothing and Uniforms	-	-	-
331	Gas, Oil, Diesel Fuel and Grease	-	-	-
340	Meeting Expenses	1,500	-	1,500
	Total Supplies	\$ 6,000	\$ -	\$ 6,000
	<u>Fixed Charges</u>			
533	Machinery & Equipment - Copier	\$ 1,500	\$ -	\$ 1,500
	Total Fixed Charges	\$ 1,500	\$ -	\$ 1,500
	Total Board of Mayor and Aldermen	\$ 352,266	\$ -	\$ 352,266
41510	<u>Financial Administration</u>			
	<u>Personnel</u>			
111	Regular Employee Salaries	\$ 299,250	\$ -	\$ 299,250
113	Salaries - Overtime	4,200	-	4,200
141	OASI Employers Share	23,855	-	23,855
142	Employee Health Insurance	66,000	-	66,000
143.001	Retirement - TCRS	17,155	-	17,155
145	Employee Life Insurance	300	-	300
147	Unemployment Insurance	450	-	450
148	Education/Training/Travel/ Lodging	8,000	3,000	5,000
	Total Personnel	\$ 419,210	\$ 3,000	\$ 416,210
	<u>Contractual Services</u>			
211	Postage	\$ 8,000	\$ 3,000	\$ 5,000
221	Printing, Duplicating and Typing	8,000	2,000	6,000
231	Publication Formal and Legal Notices	1,000	-	1,000
239	Dues and Subscription	1,000	-	1,000
245	Telephone	1,500	-	1,500
253	Accounting/Auditing Services	39,700	20,300	60,000
255	Data Processing Support	50,000	10,000	40,000
261	Repairs and Maint - Vehicles	-	-	-
267	Repairs and Maint - Computer Equip	250	-	250
	Total Contractual Services	\$ 109,450	\$ 20,300	\$ 114,750
	<u>Supplies</u>			
311	Office Supplies	\$ 8,000	\$ 2,300	\$ 5,700
312	Small Items of Equipment	8,000	-	8,000
326	Clothing and Uniforms	500	-	500
331	Gas, Oil, Diesel Fuel and Grease	-	-	-
340	Meeting Expense	300	-	300
	Total Supplies	\$ 16,800	\$ 2,300	\$ 14,500
	<u>Fixed Charges</u>			
514	Professional Liability/Surety Bond	\$ 1,500	\$ -	\$ 1,500
	Total Fixed Charges	\$ 1,500	\$ -	\$ 1,500
	<u>Capital</u>			
947	Office Machinery & Equipment	\$ -	\$ -	\$ -
	Total Capital	\$ -	\$ -	\$ -
	Total Financial Administration	\$ 546,960	\$ 20,300	\$ 546,960
41600	<u>Information Systems</u>			
	<u>Personnel</u>			
111	Regular Employee Salaries	\$ 76,469	\$ -	\$ 76,469
113	Salaries - Overtime	-	-	-

141	OASI Employers Share	5,879	-	5,879
142	Employee Health Insurance	6,200	-	6,200
143.001	Retirement - TCRS	4,318	-	4,318
145	Employee Life Insurance	45	-	45
147	Unemployment Insurance	100	-	100
148	Education/Training/Travel/ Lodging	5,000	-	5,000
	Total Personnel	\$ 98,011	\$ -	\$ 98,011
	<u>Contractual Services</u>			
211	Postage	\$ 50	\$ -	\$ 50
221	Printing, Duplicating and Typing	50	-	50
231	Publication Formal and Legal Notices	-	-	-
239	Dues and Subscription	300	-	300
245	Telephone	1,200	-	1,200
255	Data Processing Support	60,000	-	60,000
267	Repairs and Maint - Computer Equip	2,000	-	2,000
	Total Contractual Services	\$ 63,600	\$ -	\$ 63,600
	<u>Supplies</u>			
311	Office Supplies	\$ 1,500	\$ -	\$ 1,500
312	Small Items of Equipment	4,000	-	4,000
326	Clothing and Uniforms	200	-	200
331	Gas, Oil, Diesel Fuel and Grease	-	-	-
340	Meeting Expense	300	-	300
	Total Supplies	\$ 6,000	\$ -	\$ 6,000
	<u>Fixed Charges</u>			
533	Machinery & Equipment - Copier	\$ 50	\$ -	\$ 50
	Total Fixed Charges	\$ 50	\$ -	\$ 50
	<u>Capital Outlay</u>			
944	Computer Equipment and Software	\$ 15,000	\$ -	\$ 15,000
	Total Capital Outlay	\$ 15,000	\$ -	\$ 15,000
	Total Information Systems	\$ 182,661	\$ -	\$ 182,661
41700	<u>Planning and Zoning</u>			
	<u>Personnel</u>			
111	Regular Employee Salaries	\$ 208,425	\$ -	\$ 208,425
113	Salaries - Overtime	2,100	-	2,100
141	OASI Employers Share	16,767	-	16,767
142	Employee Health Insurance	33,000	-	33,000
143.001	Retirement - TCRS	11,896	-	11,896
145	Employee Life Insurance	175	-	175
147	Unemployment Insurance	350	-	350
148	Education/Training/Travel/ Lodging	4,000	-	4,000
	Total Personnel	\$ 276,712	\$ -	\$ 276,712
	<u>Contractual Services</u>			
211	Postage	\$ 200	\$ -	\$ 200
221	Printing, Duplicating and Typing	1,000	-	1,000
231	Publication Formal and Legal Notices	6,000	-	6,000
234	Manuals and Code Updates	1,500	-	1,500
239	Dues and Subscription	5,000	-	5,000
245	Telephone	3,000	-	3,000
259	Other Professional Service	30,000	-	30,000
261	Repairs and Maint - Vehicles	2,500	-	2,500
262	Online SDS Management	2,500	-	2,500
	Total Contractual Services	\$ 51,700	\$ -	\$ 51,700
	<u>Supplies</u>			
311	Office Supplies	\$ 700	\$ -	\$ 700
312	Small Items of Equipment	2,800	-	2,800
326	Clothing and Uniforms	1,200	-	1,200
329	Other Operating Supplies	200	-	200
331	Gas, Oil, Diesel Fuel and Grease	4,500	-	4,500
334	Tires and Tubes	1,500	-	1,500
340	Meeting Expenses	800	-	800
341	City Cemetery Expense	100	-	100



221	Marketing Materials/Advertising	10,000		\$	5,000	\$	5,000
252	Legal Services		5,000				5,000
	Total Contractual Services	10,000	5,000		5,000		10,000
	<u>Supplies</u>						
310	Trade Show Exhibit	7,500		\$	4,500	\$	3,000
312	Computer/Office Equipment	5,000			4,000	\$	1,000
329	Other Operating Supplies	-			-		-
	Total Supplies	12,500	-		8,500		4,000
	Total Economic Development Board	\$ 114,000	\$ 17,000	\$	17,000	\$	114,000
41900	<u>Conference Center</u>						
	<u>Personnel</u>						
111	Regular Employee Salaries	\$ -		\$	-	\$	-
113	Salaries - Overtime	-			-		-
141	OASI Employers Share	-			-		-
142	Employee Health Insurance	-			-		-
143.001	Retirement - TCRS	-			-		-
145	Employee Life Insurance	-			-		-
147	Unemployment Insurance	-			-		-
	Total Personnel	\$ -	\$ -		-	\$	-
	Total Conference Center	\$ -	\$ -	\$	-	\$	-
42100	<u>Police</u>						
	<u>Personnel</u>						
111	Regular Employee Salaries	\$ 1,989,750		\$	-	\$	1,989,750
113	Salaries - Overtime	63,000	42,000				105,000
135	Holiday	79,800			19,800		60,000
141	OASI Employers Share	172,769			7,930		164,838
142	Employee Health Insurance	365,000			-		365,000
143	Retirement - ING	40,031			5,031		35,000
143.001	Retirement - TCRS	121,093			-		121,093
145	Employee Life Insurance	1,600			-		1,600
147	Unemployment Insurance	3,500			1,500		2,000
148	Education/Training/Travel/ Lodging	20,000			-		20,000
	Total Personnel	\$ 2,856,543	\$ 42,000	\$	34,261	\$	2,864,281
	<u>Contractual Services</u>						
211	Postage	\$ 600		\$	-	\$	600
213	Automobile Licenses and Title	300			-		300
216	Radio and TV Services	1,500			-		1,500
221	Printing, Duplicating and Typing	2,500			-		2,500
231	Legal Advertisement	600			-		600
239	Dues and Subscription	400			-		400
245	Telephone	18,000	3,000				21,000
256	Information System Support	30,000			-		30,000
259	Other Professional Services		11,248				11,248
259.001	Collection Expense Fees	-			-		-
261	Repairs and Maint - Vehicles	38,000	12,000				50,000
267	Repairs and Maint - Computer Equip	200			-		200
269	Repairs and Maint - Other	200			-		200
	Total Contractual Services	\$ 92,300	\$ 26,248	\$	-	\$	118,548
	<u>Supplies</u>						
311	Office Supplies	\$ 5,000		\$	-	\$	5,000
311.001	Office Supplies-SOR	350			-		350
312	Small Items of Equip	22,100			-		22,100
323.001	Trustee Expenses	-			-		-
323.002	Community Policing Expense	30,000			-		30,000
326	Clothing and Uniforms	11,000			-		11,000
327	Firearm Supplies	7,000			-		7,000
329	Other Operating Supplies	4,500			-		4,500
331	Gas, Oil, Diesel Fuel and Grease	85,000	20,000				105,000
334	Tires and Tubes	6,000			-		6,000

	Total Supplies	\$	170,950	\$	20,000	\$	-	\$	190,950
	<u>Fixed Charges</u>								
533	Machinery & Equipment - Copier	\$	1,800			\$	-	\$	1,800
	Total Fixed Charges	\$	1,800	\$	-	\$	-	\$	1,800
	<u>Capital Outlay</u>								
944	Computer Equipment and Software	\$	18,000	\$	2,000			\$	20,000
944.001	IT Hardware Purchase-State Grant		-				-		-
944.002	VCIF Grant		-				-		-
	Total Capital Outlay	\$	18,000	\$	2,000	\$	-	\$	20,000
	Total Police	\$	3,139,593	\$	90,248	\$	34,261	\$	3,195,579
42200	<u>Fire</u>								
	<u>Personnel</u>								
111	Regular Employee Salaries	\$	1,515,150			\$	-	\$	1,515,150
113	Salaries - Overtime		84,000		36,000				120,000
135	Holiday		68,250				-		68,250
141	OASI Employers Share		133,074				-		133,074
142	Employee Health Insurance		300,000				38,000		262,000
143	Retirement - ING		15,188				-		15,188
143.001	Retirement - TCRS		94,764				-		94,764
145	Employee Life Insurance		1,300				-		1,300
147	Unemployment Insurance		5,000				-		5,000
148	Education/Training/Travel/ Lodging		18,000		2,000				20,000
	Total Personnel	\$	2,234,726	\$	38,000	\$	38,000	\$	2,234,726
	<u>Contractual Services</u>								
211	Postage	\$	150			\$	-	\$	150
216	Radio and TV Services		4,000		600				4,600
221	Printing, Duplicating and Typing		150				-		150
221.002	Calendar Expense		-				-		-
221.001	Nat. Fire Safety Council		-		1,658				1,658
231	Publication and Legal Notices		300				-		300
236	Public Relations (Advertising)		2,500		300				2,800
239	Dues and Subscription		2,000		200				2,200
245	Telephone		7,040				-		7,040
259	Other Professional Services				9,202				9,202
261	Repairs and Maint - Vehicles		43,000				-		43,000
266	Repairs and Maint - Buildings		12,000		10,000				22,000
266.001	Repairs & Maint - Bldgs (HVAC)		800				-		800
269	Repairs and Maint - Other		1,000				-		1,000
269.300	Repairs and Maint - Fire Hydrants		-				-		-
271	Reserve Firemen		2,000				-		2,000
	Total Contractual Services	\$	74,940	\$	21,960	\$	-	\$	96,900
	<u>Supplies</u>								
311	Office Supplies	\$	800			\$	-	\$	800
312	Small Items of Equipment		30,000		5,000				35,000
322	Chemical, Lab and Medical Supplies		3,000				-		3,000
324	Household and Janitorial Supplies		3,000				-		3,000
326	Clothing and Uniforms		18,000		4,000				22,000
326.001	Clothing and Uniforms - PPE Turnout Gear		30,000		4,000				34,000
328	Educational Supplies (Fire Prevention)		2,500		1,000				3,500
329	Other Operating Supplies		24,000		1,000				25,000
329.001	Other Operating Supplies - Bed						-		-
331	Gas, Oil, Diesel Fuel and Grease		20,000		7,000				27,000
334	Tires and Tubes		8,000				-		8,000
344	Safety Supplies		1,000				-		1,000
	Total Supplies	\$	140,300	\$	22,000	\$	-	\$	162,300
	<u>Fixed Charges</u>								
533	Machinery and Equipment - Copier	\$	1,000			\$	-	\$	1,000
944.001	IT Hardware Purchase-State Grant		-				-		-
571	Inspections/Testing		13,000				-		13,000
	Total Fixed Charges	\$	14,000	\$	-	\$	-	\$	14,000

Total Fire	\$	2,463,966	\$	81,960	\$	38,000	\$	2,507,926	
<u>43100 Public Works</u>									
<u>Personnel</u>									
111	Regular Employee Salaries	\$	946,050	\$	-	\$		946,050	
113	Salaries - Overtime		31,500		-			31,500	
141	OASI Employers Share		75,561		3,188			72,373	
142	Employee Health Insurance		198,000		-			198,000	
143	Retirement - ING		10,381		-			10,381	
143.001	Retirement - TCRS		55,793		-			55,793	
145	Employee Life Insurance		740		-			740	
147	Unemployment Insurance		1,500		-			1,500	
148	Education/Training/Travel/ Lodging		5,000		-			5,000	
	Total Personnel	\$	1,324,525	\$	-	\$	3,188	\$	1,321,337
<u>Contractual Services</u>									
211	Postage	\$	800	\$	-	\$		800	
213	Automobile Licenses and Title		200		-			200	
216	Radio and TV Services		5,000		2,000			3,000	
221	Printing, Duplicating and Typing		400		-			400	
231	Publication/Formal Ads		2,000		-			2,000	
239	Dues and Subscriptions		4,000		3,000			1,000	
242	Water		3,500		-			3,500	
245	Telephone		7,500		2,500			5,000	
247	Street Lighting		275,000		6,312			268,688	
251	Veterinary Services		3,000		-			3,000	
255	Data Processing		-		-			-	
259	Other Professional Services		8,000		-			8,000	
261	Repairs and Maint - Vehicles		27,000		-			27,000	
262	Repairs and Maint - Other Machinery		20,000		-			20,000	
264	Repairs and Maint - Traffic Lighting		30,000		-			30,000	
266	Repairs and Maint - Buildings		20,000		-			20,000	
268	Repairs and Maint - Roads and Streets		10,000		-			10,000	
	Total Contractual Services	\$	416,400	\$	-	\$	13,812	\$	402,588
<u>Supplies</u>									
311	Office Supplies	\$	5,000	\$	-	\$		5,000	
312	Small Items of Equipment		30,000		-			30,000	
322	Chemical, Lab and Medical Supplies		11,000	2,000				13,000	
323.001	Trustee Expenses		13,500		-			13,500	
324	Household and Janitorial Supplies		4,500		-			4,500	
326	Clothing and Uniforms		20,000		-			20,000	
331	Gas, Oil, Diesel Fuel and Grease		75,000	10,000				85,000	
334	Tires and Tubes		10,000		-			10,000	
342	Sign Parts and Supplies		20,000		-			20,000	
343	Salt Purchase		15,000		-			15,000	
344	Safety Supplies		7,000		-			7,000	
	Total Supplies	\$	211,000	\$	12,000	\$	-	\$	223,000
<u>Building Materials</u>									
421	Guardrails	\$	10,000	\$	-	\$		10,000	
451	Crushed Stone		20,000		-			20,000	
455	Tile and Pipe		40,000		-			40,000	
471	Asphalt and Asphalt Filler		20,000		-			20,000	
	Total Building Materials	\$	90,000	\$	-	\$	-	\$	90,000
<u>Fixed Charges</u>									
533	Machinery and Equip - Copier	\$	2,000	\$	-	\$		2,000	
	Total Fixed Charges	\$	2,000	\$	-	\$	-	\$	2,000
<u>Capital Outlay</u>									
931	Roads, Street, and Parking	\$	-	\$	-	\$		-	
931.001	Roads, Street, and Parking		450,000		-			450,000	
931.002	Street Striping		30,000		-			30,000	
933	Sidewalks		10,000		-			10,000	
933.001	State Grant-Phase 1 Sidewalks		190,000		-			190,000	
933.002	HillsChapel Road Phase 2 Sidewalk Project		250,000		-			250,000	
933.003	Coffee Street Sidewalk Project		50,000		-			50,000	

933.004	Oakdale Street Sidewalk Project	-	-	-	-
933.005	Madison Street Sidewalk Project	-	-	-	-
933.006	Oak Drive Sidewalk Project	-	-	-	-
938	Transition Plan Repairs	15,000	-	-	15,000
939	Bridge Repairs	10,000	-	-	10,000
943	Vehicles	-	-	-	-
949	Other Machinery and Equipment	-	-	-	-
960	Capital Repairs - Street Lights	-	5,000	-	5,000
999	Additions to Capital Assets	-	-	-	-
	Total Capital Outlay	\$ 1,005,000	\$ 5,000	\$ -	\$ 1,010,000
	Total Public Works	\$ 3,048,925	\$ 17,000	\$ 17,000	\$ 3,048,925
44210	<u>Contributions to Other Agencies</u>				
720.001	TN Rehabilitation Center	\$ 9,000	\$ -	\$ -	\$ 9,000
720.003	Coffee County Child Care Center	3,000	-	-	3,000
720.005	South Central Human Resources	1,954	-	-	1,954
720.006	Coffee County Library	12,500	-	-	12,500
720.007	Coffee County Senior Center	8,500	-	-	8,500
720.008	Manchester Senior Center	-	-	-	-
720.010	Keep Coffee County Beautiful	-	-	-	-
720.011	Manchester/Coffee County Conference Center	500,000	-	-	500,000
720.013	Coffee County Children's Advocacy Center	6,500	-	-	6,500
720.014	TN Backroads Heritage	-	-	-	-
720.018	Chamber of Commerce	10,000	-	-	10,000
720.019	CASA	-	-	-	-
720.020	Coffee County Historical Society	-	-	-	-
720.021	Coffee County DAV	-	-	-	-
720.022	Haven of Hope	5,000	-	-	5,000
720.023	The Storehouse	3,000	-	-	3,000
720.024	Imagination Library of Coffee County	-	-	-	-
	Total Contributions to Other Agencies	\$ 559,454	\$ -	\$ -	\$ 559,454
	Total Expenditures	\$ 12,011,916	\$ 229,507	\$ 129,561	\$ 12,111,862
	<u>Other Uses</u>				
51620	Operating Transfers				
762	Transfer to Sanitation	\$ 100,000	\$ -	\$ -	\$ 100,000
763	Transfer to Recreation Fund	1,400,000	636,450	-	2,036,450
764	Transfer to General Purpose School Fund	1,858,467	-	-	1,858,467
765	Transfer to Debt Service Fund	1,397,550	-	-	1,397,550
765.001	Transfer to Debt Service-Leave	300,000	-	-	300,000
767	Transfer to Tourism Fund	-	-	-	-
768	Transfer to Capital Equipment	483,900	-	-	483,900
	Total Other Uses	\$ 5,539,917	\$ 636,450	\$ -	\$ 6,176,367
	Total Expenditures and Other Uses	\$ 17,551,833	\$ 865,957	\$ 129,561	\$ 18,288,229
	Revenues and Other Sources Over (Under)				
	Expenditures and Other Uses	\$ (2,046,305)		\$ -	\$ (1,887,602)
	Estimated Beginning Fund Balance July 1	10,899,878			10,899,878
	Residual Equity Transfer				
	Estimated Ending Fund Balance June 30	\$ 8,853,573		\$ -	\$ 9,012,276

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE ADDING PROVISIONS TO MANCHESTER MUNICIPAL CODE  
REGARDING POLICE VEHICLE “TAKE HOME” POLICY**

WHEREAS Manchester Municipal Code provides restrictions on city employees taking their vehicles home and outside the city limits; and

WHEREAS the Board of Mayor and Aldermen believes it in the best interest of the City of Manchester that certain regulation should be enacted to allow police officers a reasonable vehicle “take home” policy.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that there be an amendment to Title 4-601, after (6) to add the following:

**“(7) Notwithstanding any other provision of this Title, a police officer may take his/her assigned vehicle (whether marked or unmarked) to his/her residence when on or off duty, as long as it is no farther than 15 miles from the closest city limits boundary by roadway.**

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

\_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO ADD A PROVISION TO TITLE 4 CHAPTER 2 OF  
MANCHESTER MUNICIPAL CODE TO ADOPT AN INFORMATION SECURITY  
POLICY**

WHEREAS the City of Manchester maintains well established personnel rules, policies, and regulations, which includes information and computer use policies in separate chapters as set forth in Title 4 of Manchester Municipal Code; and

WHEREAS the Information Systems Committee 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 adopt an additional “stand-alone” information security policy as directed by Federal and State law.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Manchester Information Security Policy attached to this ordinance as Exhibit “A” shall become part of the Manchester Code by reference.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that there be added to Title 4 Chapter 2 of Manchester Municipal Code the following provision:

**“4-451. Information Security Policy.** An information security policy is hereby adopted for the City of Manchester as contained in an Information Security Program Manual in the office of the Records Custodian of the City of Manchester, Tennessee, which is hereby adopted and incorporated by reference as part of this code and hereafter referred to as the Manchester Information Security Policy. The provisions of this policy shall govern if another portion of this code is in contradiction of the terms 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: \_\_\_\_\_, 2023

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2023

\_\_\_\_\_  
Marilyn Howard, Mayor

\_\_\_\_\_  
Lisa Myers, Finance Director

# **INFORMATION SECURITY POLICY**

**CITY OF MANCHESTER**

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## **1.0 Introduction**

### **1.1 Purpose**

The purpose of the Information Security Policy (Policy) is to establish the appropriate use and protection of the City of Manchester's (City) information assets and technology. This Policy is intended to ensure that the City of Manchester's information assets and technology are secure from unauthorized access, misuse, or destruction. Compliance with this Policy drives the City's ability to protect services, employees and the citizens of Manchester.

### **1.2 Scope**

This Policy applies to the City of Manchester's employees, temporary workers, contractors, consultants, vendors, volunteers, and other workers of the City, including all personnel affiliated with third parties (collectively referred to as "Users") as set forth below:

- All new employees are required to receive and sign this Information Security Policy, which will be included in the new hire packet provide by the Human Resources Department.
- All employees, temporary workers, contractors, consultants, vendors, volunteers, and agents who have access to the City's secure network system shall be required to acknowledge that they have read this Policy and will abide by its terms upon logging in to the system.

Any arrangements that extend the City's information from the City's secure network into a third parties' computing environments require that the third party to abide by this Policy as applicable.

This Policy does not create any rights, constitute a contract, or contain the terms of any employment contract or other contract between the City, any employee or applicant for employment, or any other person. Rather, this Policy details certain procedures and responsibilities with respect to the management of information assets. The City reserves the right to amend this Policy or any part or provision of it.

### **1.3 Responsibility for Organizing Information Security**

The Information Systems (IS) Department is responsible for designing, implementing, and maintaining a City-wide information security program, and for

assisting all City Departments in implementing and maintaining practices for information management.

The IS Director is responsible for the overall security of information assets and technology at the City. The IS Director may delegate specific responsibilities related to information security to others within the City based on their job function.

#### **1.4 Definitions**

The following are some of the definitions of terms used in this Policy:

- City Secure Network System – The City’s data network that allows computers and other mobile device to securely exchange data for distributed applications.
- Users – The City’s employees, temporary workers, contractors, consultants, vendors, volunteers, and agents who use the City’s information technology as part of their job function.
- Information Assets – Information and data created, developed, processed, or stored by the City that has value to the City’s business operations.
- Information Technology (IT) or Network and Computer Resources – Computer hardware and software, mobile devices that connect to the network or Internet, network hardware and software, email, voice mail, video conferencing, facsimile transmission, telephone, remote access services, printers, copiers, and all other printed and electronic media.

#### **2.0 Classifications of Information Assets**

The City’s information assets, whether in electronic or physical form, are categorized into three classifications. This Policy sets forth the manner in which the three classifications must be protected.

1. Confidential Information: Sensitive Personal Identifiable Information (PII) used for business purposes within the City which, if disclosed through unauthorized means, could adversely affect the City’s personnel, including employees and constituents, and could have legal, statutory, or regulatory repercussions. Such sensitive information includes the following items whether stored in electronic or printed format:

- a. Credit card information (e.g., credit card number, expiration date, cardholder name, and cardholder address)
- b. Tax identification numbers (e.g., Social Security number, business identification number, and employer identification numbers)

- c. Payroll information (e.g., paychecks, pay stubs, and cafeteria plan check requests and associated paperwork)
- d. Medical information for any employee or customer (e.g., doctor names and claims, insurance claims, prescriptions, and any other related personal information protected from disclosure under the federal Health Insurance Portability and Accountability Act (HIPAA))
- e. Other personal identifiable information (PII) belonging to any customer, employee, or contractor (e.g., date of birth, address, phone numbers, maiden name, and customer number)
- f. Passwords, Encryption Keys, other authentication and authorization codes
- g. Banking information

2. Internal Information: Information related to the City's business that if disclosed, accessed, modified, or destroyed by unauthorized means, could have a financial or operational impact on the City. Examples of internal information are:

- a. Business Documents
- b. Confidential Contract negotiations
- c. Vendors' proprietary information and information protected by non-disclosure agreements
- d. Internet Protocol (IP) addresses of computer assets
- e. Budget spreadsheets and revenue projections
- f. Internal Memos

3. Public Information: Information intended for public disclosure in the course of the City's business. Information that does not expose the City to financial loss or jeopardize the security of the City's information assets. Below are examples:

- a. Press releases
- b. Marketing analysis
- c. Employment advertisements
- d. Meeting Agendas & Minutes
- e. Documents & Information allowed according to the Tennessee Open Records Act T.C.A. § 10-7-503.

City personnel are encouraged to use common sense judgment in securing confidential information to the proper extent. Furthermore, this section should be

read in conjunction with the Tennessee Public Records Act and the City's public records Policy. If an employee is uncertain of the sensitivity of a particular piece of information, he/she should contact their supervisor. If the City cannot resolve a conflict between this Policy and the Tennessee Public Records Act, the City will contact the Tennessee Office of Open Records Counsel.

When a user leaves the City, all information assets remain the property of the City. A user must not take away Confidential or Internal Information or take away a copy of Confidential or Internal Information when user leaves the City without the prior express written permission of the City management.

### **2.1 Hard Copy Security and Distribution**

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

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

### **2.2 Electronic Distribution**

Each employee will comply with the following policies:

- Internally, sensitive information may be transmitted using approved City email.
- Any sensitive information sent externally must be encrypted and password protected and only to approved recipients. Additionally, a statement such as this should be included in the e-mail: *"This message*

*may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.”*

### **3.0 Ownership of Information Assets**

All information assets stored and processed over the City’s technology systems is the property of the City. Users of the system have no expectations of privacy associated with the information they store in or send through these systems.

### **4.0 Acceptable and Unacceptable Use of IT Resources**

To effectively conduct the City’s business and operations, the City makes available to authorized Users various IT resources, including email, Internet, and other communication and productivity devices.

- Use of these resources is intended for business purposes in accordance with Users’ work functions and responsibilities, with limited personal use permitted only in accordance with other applicable City policies, personnel rules, and this Policy.
- The use of IT resources is not permissible if it creates more than a negligible expense to the City, consumes excessive time, or violates a City or departmental Policy.
- The privilege of limited personal use may be revoked or limited at any time by the City or department officials.
- Personal mobile devices must not be used as peripheral devices plugged into City-issued computers/workstations. Any charging of these devices shall be performed through a wall charging unit.

### **4.1 Rules for Using IT Resources**

IT assets are intended for business purposes. Users must use IT assets in a professional, ethical and legal manner. The following rules apply for using the City’s IT resources:

- Users must not allow any consultant, visitor, friend, family member, customer, vendor, or other unauthorized person to use their network account, email address, or other City provided computer facilities.

- Users are responsible for the activities performed by and associated with the accounts assigned to them by the City.
- No User may use the City's secure network to solicit or conduct any personal commercial activity or for personal gain or profit or non-City approved solicitation. The City's secure network does not include Internet provided through the public network and guest access.
- Users must not use IT assets to engage in Internet gambling, post in non-business related chat rooms or on non-business-related Internet Web logs (blogs), or to view pornographic or other inappropriate material.
- Users must not disclose Confidential or Internal City Information outside of the organization unless expressly authorized by their Department Management.
- Users must protect Confidential or Internal information being transmitted across the Internet or public networks in a manner that ensures its confidentiality and integrity between a sender and a recipient.
- Internal information must not be posted to any external information source, listed in telephone directories, placed on business cards, or otherwise make available to third parties without the prior express written permission of the User's Department Management.
- Users must not install software on the City's network and computer resources without prior express permission from the IS Department.
- Users must not copy, alter, modify, disassemble, or reverse engineer the City's authorized software or other intellectual property in violation of licenses provided to or by the City.
- Users must not download, upload, or share files in violation of U.S. patent, trademark, or copyright laws. Intellectual property that is created for the City by its employees, vendors, consultants, and others is property of the City unless otherwise agreed upon by means of third-party agreements or contracts.
- All Users must abide by the City of Manchester's Internet, Email, Cybersecurity, and Social Media Policies.

## **5.0 Communications and Operations Management**

### **5.1 Protection against Malicious Code**

It is the City's Policy to conduct virus scanning of its technology resources to protect them from the threat of malicious code. The City will quarantine any networking and computer resources that poses a virus threat to its information assets.

All servers and computers/workstations must have the City's approved antivirus protection software installed, properly configured, and functioning at all times. Systems that have not been issued by the City but that are used to access the City's secure network must also be protected by antivirus software.

## **5.2 Data Backup**

The IS Department will perform daily backups of User files stored on the City's file server that are centrally managed by the IS Department. The backups are stored in City Hall's vault and off-site.

## **5.3 Media Handling and Disposal**

Except as otherwise provided by law or court order, electronic or paper information maintained in a department's office may be destroyed by department staff or the IS Department when the retention period expires, in compliance with the State of Tennessee's Disposition of Municipal Records.

## **5.4 Monitoring System Use**

Users should have no expectation of privacy in their use of Internet services when using computers or other mobile devices provided by the City. The City reserves the right to monitor for unauthorized activity of information sent, received, processed or stored on City-provided network and computer resources without the consent of the creator or recipient. This includes all use of the City's secure network including but not limited to the Internet, City's email, and instant messaging systems. Audits may be conducted by the IS Department to:

- Ensure integrity, confidentiality, and availability of information and resources.
- Investigate possible security incidents.
- Ensure conformance with the City's security policies.
- Monitor user or system activity where appropriate.

## **5.5 Remote Access**

External access into the City's network is through a Virtual Private Network (VPN) using multifactor authorization (MFA). Remote access is provided by the City as an information conduit to assist in the accomplishment of municipal duties and goals. Any other use is strictly prohibited. Requests for remote access must have a valid business reason and be approved by the IS Department.

Non-City owned computer equipment used for remote access must have up-to-date Antivirus and comply with the City's standards. The City will not be responsible for maintenance, repair, upgrades, or other support of non-City owned computer equipment used to access the City's network and computer resources through remote access services.

## **6.0 User Responsibilities**

### **6.1 Password Use**

Use of a password does not imply that Users have an expectation of privacy in the Information they create, store, send, or receive on IT assets.

1. All email, network, and domain accounts must be password protected. All new accounts will be created with a temporary password and must be changed upon the first use.
2. Mobile devices must be password protected. This includes but is not limited to smart phones (e.g. iPhones, Androids, iPads), laptops, and off-site desktops.
3. Passwords used on the City's systems that are authorized for use must have the following characteristics unless otherwise approved by the IS Department.
  - a. Passwords must be a minimum of 12 characters in length.
  - b. Passwords must contain three out of four of the following characteristics: Uppercase, lowercase, numeric (0-9), and special characters.
  - c. Passwords must not be the same as the username.
  - d. Passwords cannot be one of the previous 24 passwords.
  - e. Passwords must be changed at a minimum of every 90 days.
  - f. User accounts are locked after 5 logon attempts for 10 minutes.
4. Passwords must not be disclosed to anyone. All passwords are to be treated as confidential information.
5. Do not use the same password for the City's secure network as for other non-City access (e.g., personal internet access, stock accounts, banking, etc.) Where possible, do not use the same password for various City access. For example, use separate passwords for software access and the network.

### **6.2 Screen Savers**

Use of password-protected screen savers are required to prohibit unauthorized system access. Screen savers should initiate after 15 minutes of inactivity. Password protected screen savers are required on computers/workstations that

access Confidential information. An exception is allowed for a limited number of computers/workstations located in a secure location such as payment computers and SCADA workstations.

### **6.3 Internet Use**

Internet access is provided to network users to assist them in performing the duties and responsibilities associated with their positions. Users must be alert for viruses and exercise good choices in what is downloaded from the Internet. The City's computers may not be used for personal communication, personal social media use, personal gain or profit, for any commercial solicitations, to interfere with the operation of internet gateways, for sending or replying to "chain letters" or to distribute or obtain offensive or inappropriate material. Most information and software that is accessible on the Internet is subject to copyright or other property rights protection, therefore, nothing should be copied or downloaded from the Internet for use by the City unless express permission to do so is stated by the material owner and City management.

### **6.4 Email**

Email and calendar functions are provided to expedite and improve communications among network users. All City email addresses are password protected and utilize multifactor authorization (MFA). Prohibitions include:

- Sending unsolicited junk email or chain letters (e.g. "spam") to any users of the network.
- Sending any material that contains viruses, Trojan horses, worms, time bombs, cancel bots, or any other harmful or deleterious programs.
- Sending copyrighted materials via email that is either not within the fair use guidelines or without prior permission from the author or publisher.
- Sending or receiving communications that violate conduct policies established by the Department of Human Resources or the Agency where the user is employed or under contract.
- Sending confidential material to an unauthorized recipient, or sending confidential e-mail without the proper security standards (including encryption if necessary) being met.

### **6.5 Social Media**

When using social media an employee may not characterize themselves as representing the City, directly or indirectly, in any online posting unless pursuant to this Policy or at the direction of a supervisor. The use of a City email address, job title, insignia,

emblems, official City name or logo in conjunction with a posting shall be evidence of an attempt to represent the City in an official capacity. Other communications leading a reasonable viewer to conclude that a posting was made in an official capacity shall also be deemed evidence to represent the City in an official capacity. When posting in a personal capacity, an employee should take reasonable care to distinguish that content as a personal expression and not that of the City.

## **6.6 Cybersecurity**

Do not allow any external storage devices to be attached to City equipment without the permission of IS Department. When checking City email, do not reply to emails that look strange or click on links in unfamiliar emails. Report any of these to IS Department immediately. Do not forward these emails to anyone unless told to do so. Do not dispose of any City IT equipment without IS Department approval, and all electronic equipment which may contain sensitive information shall only be disposed of in a manner prescribed by City management. To help ensure the security of the City's technology, Users shall not:

- Share access codes or passwords.
- Use accounts, access codes, privileges, or IT resources for which they are not authorized.
- Tamper, modify, or alter any restrictions or protections placed on City IT equipment or software.
- Use City resources to introduce, create, or propagate SPAM, PHISHING email, computer viruses, worms, Trojan horses, or other malicious code.
- Gain access to accounts for which they are not authorized.
- Eavesdrop on or intercept other users' transmissions.
- Attempt to degrade the performance or availability of any system.
- Misrepresent their identity with actions such as IP address "spoofing," email address falsification, or social engineering.
- Send email chain letters or mass mailings for purposes other than official City business.
- Connect devices (such as switches, routers, hubs, computer systems, and wireless access points) to the City system without IS Department approval.

## **7.0 Reporting of Information Security Events**

Users shall report any known or suspected IT security incidents immediately to their Department Head or the IS Director. These incidents include any real or suspected event that may adversely affect the security of the City's Information or

the systems that process, store, or transmit that information. Examples of incidents include, but are not limited to:

- Loss or theft of computer equipment or other data storage devices and media
- Loss or theft of personally owned computer equipment, smart phone, data storage device, etc. that may store City information
- Unauthorized access or inappropriate disclosure of information, especially Sensitive
- Information, like passwords, social security numbers, credit card numbers, etc.
- Computer infected with malware
- Clicking on a link in a phishing email
- Interference with the intended use or inappropriate or improper usage of IT resources
- Security weakness such as an un-patched vulnerability
- Inappropriate use of City Technology Assets

All reports of alleged violations of this Policy, or any part or provision hereof, will be investigated by the appropriate authority. During the course of an investigation, access privileges may be suspended. Failure to report a security incident immediately upon discovery of event occurrence may result in disciplinary action up to and including termination of employment.

## **8.0 Compliance with Legal Requirements**

### **8.1 Intellectual Property Rights**

Intellectual Property that is created for the City by its employees is property of the City unless otherwise agreed upon by means of third-party agreements or contracts. No user may transmit to, or disseminate from, the Internet any material that is protected by copyright, patent, trademark, service mark, or trade secret, unless such disclosure is properly authorized and bears the appropriate notations.

### **8.2 Prevention of Misuse of City's Information Assets, Technology, Network, and Computer Resources**

Users are prohibited from using the City's information assets, technology, network, and/or computer resources in any way that violates this Policy, and federal, state, or municipal law, including, but not limited to, the City's Municipal Code and Personnel Rules.

### **8.3 Compliance with Relevant Laws and Regulations**

By virtue of the City's services to its constituents and the nature of its legal status, the City is covered by certain laws and regulations dealing with security and privacy of information, most notably the Health Insurance Portability and Accountability Act (HIPAA) and the Payment Card Industry's Digital Security Standard (PCI DSS). These laws and regulation, in some circumstances, may require additional safeguards for protection of the City's information beyond the stipulations of this Policy. Users with access to Protected Health Information (PHI) must abide by HIPAA and Users with access to credit/debit card information must abide by PCI, as applicable.

## **Appendix A - Common Technology Terms and Definitions**

Computer Resources – All related peripherals, components, disk space, system memory and other items necessary to run computer systems.

Credit Card Data – The Primary Account Number (PAN), Card Verification Value (CVV-the 3-4-digit code on the signature block on the back of a Credit Card), track data (the data read directly from the magnetic stripe of a Credit Card), and PIN Block data (also read from the magnetic stripe).

Electronic Mail (Email) – The transmission of message through electronic means in a body or attachment using the City’s network or other information technology.

Information Assets – Information and data created, developed, processes, or stored by the City that has value to the City’s business or operations.

Internet – The worldwide network of networks connected to each other using Internet Protocol (IP) and other similar protocols. The Internet enables a variety of information management services, including email, instant messaging, file transfers, file uploads, file downloads, news, and other services.

Mobile Computing Devices – Mobile data processing devices are used as business productivity tools (e.g., laptops, smart phones, handhelds, and off-site desktops). Mobile media are devices used to transport data (e.g., flash drives, DVDs, and external hard drives).

Network – The linking of multiple computers, printers, etc. over wired or wireless connections.

Protected Health Information – Individually identifiable health information about an individual that relates to the past, present, or future physical or mental health or condition, provision of health care, or payment for health care.

Remote Access Services – A service that enables off-site access to the City information technology and assets.

Security Incident – An event that has an adverse impact on the confidentiality, integrity, and availability of computer systems, computer networks, electronic information assets, or physical information assets.

**Appendix B - Acceptable Use of Information Security Policy Consent and Release**

City of Manchester  
Acceptable Use of Information Security Policy Consent and Release

The City of Manchester has created a Policy that has been prepared for your understanding of the City’s policies and practices related to the City’s technology resources and private information. Please read the document carefully and upon completion, sign the statement below. For all employees, temporary workers, contractors, consultants, vendors, volunteers, and agents, please return the form to the Human Resources Department.

I, \_\_\_\_\_ have received and read a copy of the City’s written information security Policy that details my responsibilities for implementing appropriate administrative, technical, and physical safeguards to maintain the security and confidentiality of private information.

I have familiarized myself with this document. I acknowledge, understand, accept and agree to comply with the information contained in the City’s written information security Policy provided by the City of Manchester.

---

(Signature)

(Date)

---

(Print Name)

# Memo



**To:** Board of Mayor and Aldermen  
**From:** A.J. Fox  
**CC:**  
**Date:** April 25, 2023  
**Re:** Funds from Recreation Center Roof Project to Outdoor Pool Repairs

---

At the April 13, 2023, Recreation Commission meeting, a discussion was held on the recreation center roofing project. It was reported to the Recreation Commission that two change orders have been issued to change the scope of work for the project. The change orders are making the following changes.

- Eliminate Walk Pads
- Mechanically Fastened Insulation in Lieu of Adhered Except Cover Board
- Remove Substrate Except at Pool
- In Lieu of R-30 Insulation, Match Height of Existing Tapered Insulation at Areas with Scuppers to Avoid Reworking Walls at Scuppers

The change orders have changed the contracted cost of the project from \$1,158,170.00 to \$964,291.00. Resulting in a savings of \$193,879.00.

A motion was made at the April 13, 2023, Recreation Commission meeting by Alderman Anderson to move the funds from the change orders to a line item to make repairs to the aquatics area of the recreation center. The motion passed unanimously.

After meeting with Finance Director Myers, it was decided that \$126,879.00 is to remain allocated to the recreation center roof project line item for unforeseen change orders that increase the cost of the project. The remaining \$67,000.00 to be moved to the recreation center Repair and Maintenance of Grounds for the aquatics area repairs.

A handwritten signature in black ink that reads "A.J. Fox".

A.J. Fox  
Parks and Recreation Director

**CHANGE ORDER NO. 1**

Owner:	<b>City of Manchester</b>	Owner's Project No.:	
Engineer:	<b>St. John Engineering</b>	Engineer's Project No.:	<b>102-184.01</b>
Contractor:	<b>Don Kennedy Roofing</b>	Contractor's Project No.:	
Project:	<b>97295</b>		
Contract Name:	<b>Manchester Rec Center Roof Replacement</b>		
Date Issued:	<b>April 10, 2023</b>	Effective Date of Change Order:	<b>April 10, 2023</b>

The Contract is modified as follows upon execution of this Change Order:

Description:

**Value engineering items:**

- Eliminate walk pads - \$5,188.00
- Mechanically fastened insulation in lieu of Adhered except cover board - \$136,477.00
- Remove substrate except at pool - \$25,591.00
- Total Deduct \$167,186.00**

Attachments:

**Change Order Request No. 1 on Contractor's Letter Head**

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>1,158,170.00</u>	Original Contract Times: Substantial Completion: <u>90 days</u> Ready for final payment: <u>105 days</u>
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. [Number of previous Change Order]: \$ <u>N/A</u>	[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order]: Substantial Completion: <u>N/A</u> Ready for final payment: _____
Contract Price prior to this Change Order: \$ <u>1,158,170.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>90 days</u> Ready for final payment: <u>105 days</u>
Decrease this Change Order: \$ <u>167,186.00</u>	[Increase] [Decrease] this Change Order: Substantial Completion: <u>N/A</u> Ready for final payment: _____
Contract Price incorporating this Change Order: \$ <u>990,984.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>90 days (July 2, 2023)</u> Ready for final payment: <u>105 days (July 17, 2023)</u>

Recommended by Engineer (if required) Accepted by Contractor  
By: Stacy Slabaugh *[Signature]* *[Signature]*  
Title: Architect *C. P. O.*  
Date: 4/10/2023 *4-13-2023*

Authorized by Owner Approved by Funding Agency (if applicable)  
By: *Marilyn Howard* *[Signature]*  
Title: *Mayor, City of Manchester*  
Date: *4-11-23*



Don Kennedy Roofing Co.  
815 Fesslers Lane  
Nashville, TN 37210

615-833-9393 Phone  
615-248-0964 Fax  
www.donkennedyroofing.com

## CHANGE ORDER REQUEST

DATE: 03/03/2023 CHANGE ORDER # 1  
 ACCOUNT: City of Manchester DKR JOB # 97295  
 ACCOUNT 200 West Fort Street JOB NAME: Manchester Recreation Center  
 ADDRESS: Manchester, TN 37355 JOB 227 North Woodland Street  
 CONTACT: \_\_\_\_\_ ADDRESS: Manchester, TN 37355  
 PHONE: \_\_\_\_\_ CONTRACT DATE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ GC JOB # \_\_\_\_\_

We are requesting authorization to perform the following specifically described additional work that is not specified in the original contract listed above:

- ~~Install R-25 insulation in lieu of R-30 insulation for a deduct of \$3,411.00~~ -ScS
- Eliminate walk pads except at access points for a deduct of \$5,118.00
- Mechanically fasten insulation in lieu of adhered (except for coverboard) for a deduct of \$136,477.00
- Remove substrate board on all sections except pool area for a deduct of \$25,591.00

\$ - 167,186.00 - ScS

Please issue a Change Order in the amount of \$ ~~-170,597.00~~ to cover this change in our scope of work.

We hereby agree to furnish labor and materials, complete in accordance with the above described work, for the amount stated above.

Name: Brett Brashear Title: Estimator

Signature: \_\_\_\_\_ Date: 03/03/2023

DKR Authorized Representative

I authorize the above described work to be performed under the same terms & conditions as specified in the original contract unless otherwise stipulated.

Name: Marilyn Howard Title: Mayor

Signature: Marilyn Howard Date: 4-11-23

Customer Authorized Representative

No work stated in this change order will be performed until Don Kennedy Roofing has received a signed copy of this change order from the appropriate party.

**CHANGE ORDER NO. 2**

Owner:	<b>City of Manchester</b>	Owner's Project No.:	
Engineer:	<b>St. John Engineering</b>	Engineer's Project No.:	<b>102-184.01</b>
Contractor:	<b>Don Kennedy Roofing</b>	Contractor's Project No.:	
Project:	<b>97295</b>		
Contract Name:	<b>Manchester Rec Center Roof Replacement</b>		
Date Issued:	<b>April 10, 2023</b>	Effective Date of Change Order:	<b>April 10, 2023</b>

The Contract is modified as follows upon execution of this Change Order:

Description:

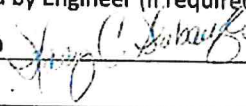
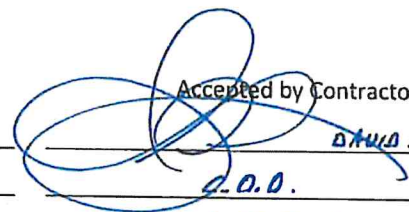
**In lieu of R-30 insulation, match height of existing tapered insulation at areas with scuppers to avoid reworking walls at scuppers:**

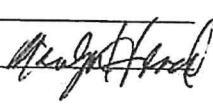
- **Deduct \$26,693.00**

Attachments:

**Change Order Request dated 4/7/2023 on Contractor's Letter Head**

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>1,158,170.00</u>	Original Contract Times: Substantial Completion: <u>90 days</u> Ready for final payment: <u>105 days</u>
Decrease from previously approved Change Orders No. 1 \$ <u>167,186.00</u>	[Increase] [Decrease] from previously approved Change Order No.1 Substantial Completion: <u>N/A</u> Ready for final payment: _____
Contract Price prior to this Change Order: \$ <u>990,984.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>90 days</u> Ready for final payment: <u>105 days</u>
Decrease this Change Order: \$ <u>26,693.00</u>	[Increase] [Decrease] this Change Order: Substantial Completion: <u>N/A</u> Ready for final payment: _____
Contract Price incorporating this Change Order: \$ <u>964,291.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>90 days (July 2, 2023)</u> Ready for final payment: <u>105 days (July 17, 2023)</u>

Recommended by Engineer (if required) Accepted by Contractor  
By: Stacy Slabaugh   DAVID B. FRYER  
Title: Architect \_\_\_\_\_ D.D.O. \_\_\_\_\_  
Date: 4/10/2023 \_\_\_\_\_ 4-13-2023 \_\_\_\_\_

Authorized by Owner Approved by Funding Agency (if applicable)  
By: Marilyn Howard  \_\_\_\_\_  
Title: Mayor \_\_\_\_\_  
Date: 4-11-23 \_\_\_\_\_



Don Kennedy Roofing Co.  
815 Fesslers Lane  
Nashville, TN 37210

615-833-9393 Phone  
615-248-0964 Fax  
www.donkennedyroofing.com

## CHANGE ORDER REQUEST

DATE: <u>04/07/2023</u>	CHANGE ORDER # <del>1</del> <u>2 -ScS</u>
ACCOUNT: <u>City of Manchester</u>	DKR JOB # <u>97295</u>
ACCOUNT ADDRESS: <u>200 West Fort Street</u> <u>Manchester, TN 37355</u>	JOB NAME: <u>Manchester Recreation Center</u> JOB ADDRESS: <u>227 North Woodland Street</u> <u>Manchester, TN 37355</u>
CONTACT: _____	CONTRACT DATE: _____
PHONE: _____	GC JOB # _____
EMAIL: _____	

We are requesting authorization to perform the following specifically described additional work that is not specified in the original contract listed above:

Mechanically fasten tapered insulation an adhered cover board for Alternate #2 with a maximum height of insulation of 4.6" for a deduct of \$26,693.00

Please issue a Change Order in the amount of \$ -26,693.00 to cover this change in our scope of work.

We hereby agree to furnish labor and materials, complete in accordance with the above described work, for the amount stated above.

Name: Brett Brashear Title: Estimator

Signature: \_\_\_\_\_ Date: 04/07/2023

DKR Authorized Representative

I authorize the above described work to be performed under the same terms & conditions as specified in the original contract unless otherwise stipulated.

Name: Marilyn Howard Title: Mayor

Signature: Marilyn Howard Date: 4-11-23

Customer Authorized Representative

No work stated in this change order will be performed until Don Kennedy Roofing has received a signed copy of this change order from the appropriate party.