

**CITY OF MANCHESTER  
BOARD OF MAYOR AND ALDERMEN  
May 2<sup>nd</sup>, 2023 @ 4:00 P.M.  
SPECIAL CALLED WORK SESSION  
AGENDA  
City Hall - Board Room**

**1. Chief Operating Officer/City Manager Discussion:**

**2. 2<sup>nd</sup> Budget Amendment Fiscal Year 2022-2023  
Discussion:**

**3. Budget Fiscal Year 2023-2024 Discussion:**

**4. NEW BUSINESS:**

**5. OLD BUSINESS:**

**6. ADJOURNMENT:**

# **CHIEF OPERATING OFFICER**

## **DEFINITION**

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

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

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

## **REQUIRED KNOWLEDGE AND ABILITIES**

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

representatives of other agencies and the general public.

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

### **EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS**

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

### **ADA REQUIREMENTS**

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

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

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

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

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

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

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

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

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

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

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

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

PASSED FIRST READING: \_\_\_\_\_, 2023

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

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

\_\_\_\_\_

# CITY MANAGER

## DEFINITION

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

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

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

## **REQUIRED KNOWLEDGE AND ABILITIES**

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

## **EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS**

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

## **ADA REQUIREMENTS**

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

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

# 2021 Salaries

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

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

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

**Contacts:  
Honna Rogers  
Municipal Management Consultant  
[honna.rogers@tennessee.edu](mailto:honna.rogers@tennessee.edu)  
865-742-6162**

## **How Can MTAS Assist the City of Manchester?**

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

### **1. Determining what kind of City Manager to hire**

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

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

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

### **2. Advertisement of Position**

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

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

### **3. Review of Applications/Resumes**

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

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

#### **4. Interviews**

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

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

Options for interviews:

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

#### **6. Employment**

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

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

#### **7. Summary**

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

## **Optional Service:**

### **Assessment of Applicants – California Psychological Inventory**

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

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

## **What MTAS Will Not Do In Any Recruitment Effort?**

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

## **What Else Does The City Need To Know?**

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

## **The Assessment Center Process**

### **Introduction**

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

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

## **MTAS Assessment Process**

### **Job Analysis**

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

### **Competencies**

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

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

## **Measurements**

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

## **Simulations**

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

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

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

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

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

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

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

The following represents a common one-day Assessment Center:

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

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 \_\_\_\_\_.

Attest:

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

\_\_\_\_\_  
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	Sports Betting 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 (CSES 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
	<b>Total Personnel</b>	<b>\$ 98,011</b>	<b>\$ -</b>	<b>\$ 98,011</b>
	<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
	<b>Total Contractual Services</b>	<b>\$ 63,600</b>	<b>\$ -</b>	<b>\$ 63,600</b>
	<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
	<b>Total Supplies</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ 6,000</b>
	<u>Fixed Charges</u>			
533	Machinery & Equipment - Copier	\$ 50	\$ -	\$ 50
	<b>Total Fixed Charges</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ 50</b>
	<u>Capital Outlay</u>			
944	Computer Equipment and Software	\$ 15,000	\$ -	\$ 15,000
	<b>Total Capital Outlay</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ 15,000</b>
	<b>Total Information Systems</b>	<b>\$ 182,661</b>	<b>\$ -</b>	<b>\$ 182,661</b>
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
	<b>Total Personnel</b>	<b>\$ 276,712</b>	<b>\$ -</b>	<b>\$ 276,712</b>
	<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
	<b>Total Contractual Services</b>	<b>\$ 51,700</b>	<b>\$ -</b>	<b>\$ 51,700</b>
	<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	
<b>43100 Public Works</b>									
<b>Personnel</b>									
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
<b>Contractual Services</b>									
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
<b>Supplies</b>									
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
<b>Building Materials</b>									
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
<b>Fixed Charges</b>									
533	Machinery and Equip - Copier	\$	2,000	\$	-	\$		2,000	
	Total Fixed Charges	\$	2,000	\$	-	\$	-	\$	2,000
<b>Capital Outlay</b>									
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

working 2023-2024  
 Budget presented to  
 Finance 4-24-23

Schedule C  
 Director Myers working  
 with Directors to cut 10%  
 and will be presented 5-2-23

City of Manchester, Tennessee  
 Annual Budget  
 For the Fiscal Year Ending June 30, 2024

City of Manchester, Tennessee  
 General Fund 110  
 Statement of Proposed Operations  
 July 1, 2023 To June 30, 2024

Account Number	Account Description	2019-2020 Audited	2020-2021 Audited	2021-2022 Audited	2022-2023 Amended Budget	2022-2023 Requested Budget	2022-2023 Estimated Balance	2023-2024 Proposed Budget
<b>Revenues</b>								
<b>Local Taxes</b>								
31200	Current Property Taxes	4,396,196	4,597,861	4,780,133	4,800,000	4,850,000	4,901,227	4,999,252
31211	Delinquent Property Tax - 1st Prior Year	155,621	224,657	121,580	160,000	160,000	77,805	70,000
31219	Delinquent Property Tax - Other Years	423,093	(5,977)	55,739	100,000	100,000	30,782	30,000
31320	Interest and Penalty	117,809	94,871	37,259	66,000	66,000	26,026	26,000
31610	Local Option Sales Tax	4,606,524	5,103,828	6,007,292	5,400,000	5,900,000	6,110,979	6,000,000
31710	Wholesale Beer Tax	507,589	515,309	542,993	510,000	510,000	576,712	550,000
31720	Wholesale Liquor Tax	250,434	301,284	305,696	300,000	300,000	279,284	300,000
31800	Entertainment/Event Ticket Tax			44				
31850	Business Tax	314,377	459,935	489,323	350,000	350,000	500,175	480,000
31912	Cable TV Franchise Tax	149,438	145,282	142,202	145,000	145,000	139,611	145,000
31920	Room Occupancy Tax	438,712	420,092	568,436	500,000	500,000	540,324	550,000
31922	Hotel/Motel License Fee	1,600	1,400	1,300			1,625	
	<b>Total Local Taxes</b>	\$ 11,961,193	\$ 11,858,542	\$ 13,051,995	\$ 12,331,000	\$ 12,881,000	\$ 13,184,551	\$ 13,150,252
<b>Licenses and Permits</b>								
32230	Beer and Liquor by Drink Permits	\$ 13,308	\$ 13,745	\$ 13,623	\$ 15,000	\$ 15,000	\$ 13,631	\$ 15,000
32231	Special Events Permit	100	150	100			250	
32610	Building Permits	118,865	198,451	161,472	150,000	150,000	306,023	200,000
32611	Bonnaroo Property Permits		3,300	41,450	30,000	30,000	9,950	30,000
	<b>Total Licenses and Permits</b>	\$ 132,273	\$ 215,646	\$ 216,645	\$ 195,000	\$ 195,000	\$ 329,854	\$ 245,000
<b>Intergovernmental</b>								
33310	Payment in Lieu of Taxes - Housing Authority	\$ 12,261	\$ 9,629	\$ 12,536	\$ 10,000	\$ 10,000	\$ 25,363	\$ 10,000
33320	State Revenue Sharing - T.V.A.	124,249	115,472	126,794	125,000	125,000	146,828	125,000
33321	MCA Payment in Lieu of Taxes	16,961	16,692					
33322	ASPEN Payment in Lieu of Taxes	13,082	15,796		13,000	13,000		
33323	Great Lake Cheese Pilot						95,099	
33425	THSO Police Grant	25,195	13,295	26,998	25,000	25,000	20,913	6,250
33426	ARC Downtown Grant				100,000	100,000	4,706	95,294
33432	Safe Route to School Grant	59,706						
33436	TDOT Signalization Project	732	16,608	1,258	190,128	190,128	10,435	179,893
33437	TDOT Widening Project							
33438	COPS Grant			54,840	61,000	61,000	37,907	
33439	VCIF Grant							86,257
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)		3,308	57	1,500	1,500	425	
33498	State Grant - COVID19		246,900					
33499	State CARES ACT-COVID19 Reim		95,313					
33500	2022 Local Gov DA Grant			135,765				

**City of Manchester, Tennessee  
Annual Budget  
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**City of Manchester, Tennessee  
General Fund 110  
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Account Number	Account Description	2019-2020 Audited	2020-2021 Audited	2021-2022 Audited	2022-2023 Amended Budget	2022-2023 Requested Budget	2022-2023 Estimated Balance	2023-2024 Proposed Budget
33510	State Sales Tax	937,475	1,090,714	1,392,546	1,200,000	1,300,000	1,455,262	1,300,000
33520	State Income Tax	21,952	37,281	3,230	18,000	18,000	3,230	3,200
33530	State Beer Tax	4,732	4,783	5,578	4,700	4,700	5,648	5,000
33541	State Mix Drink Tax	43,268	58,806	68,586	60,000	60,000	142,974	100,000
33551	State Gasoline and Motor Fuel Tax	183,850	187,696	216,294	200,000	200,000	217,516	200,000
33552	State - City Streets and Transportation	20,056	20,056	22,192	20,000	20,000	22,376	20,000
33556	State 3% Gas Tax	175,161	177,890	204,775	180,000	180,000	206,225	180,000
33557	Sports/Betting Tax	-	5,850	12,280	10,000	10,000	17,772	10,000
33590	State Highway Maintenance Contract	47,447	52,959	47,159	50,000	50,000	63,514	50,000
33591	State Supplemental Reimburse-Police	28,000	25,600	28,000	28,000	28,000	28,000	28,000
33592	State Supplemental Reimburse-Fire	24,800	24,000	23,200	24,000	24,000	22,400	24,000
33593	Corporate Excise Tax	132,750	107,156	117,537	110,000	110,000	132,179	110,000
33700	Coffee County Industrial Park	57,600	57,600	57,600	57,600	57,600	57,600	57,600
33711	Coffee County Appropriation to Fire Dept.	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	<b>Total Intergovernmental</b>	<b>\$ 2,191,659</b>	<b>\$ 2,383,404</b>	<b>\$ 2,567,225</b>	<b>\$ 2,497,928</b>	<b>\$ 2,597,928</b>	<b>\$ 2,726,372</b>	<b>\$ 2,600,294</b>
	<b>Charges for Current Services</b>							
34125	Development Street Lighting	3,164	6,208	17,495	-	-	12,700	-
34230	Fees and Commissions	3,659	2,108	2,001	3,000	3,000	1,712	3,000
34240	Accident Report Charges	504	584	550	-	-	523	-
34314	Mowing Charges	1,968	3,000	792	3,000	3,000	912	1,000
34420	Black & Concrete Tile	23,727	19,492	41,928	30,000	30,000	28,929	30,000
34510	Animal Control Charges	1,248	1,290	4,330	2,000	2,000	3,138	2,000
34511	Donations-Animal Control	-	50	360	-	-	1,775	-
	<b>Total Charges for Current Services</b>	<b>\$ 34,270</b>	<b>\$ 32,732</b>	<b>\$ 67,455</b>	<b>\$ 38,000</b>	<b>\$ 38,000</b>	<b>\$ 48,689</b>	<b>\$ 36,000</b>
	<b>Fines, Forfeitures and Penalties</b>							
35109	Court Judgement Interest	-	-	19	-	-	-	-
35110	Court Fines and Costs	250,975	197,912	150,920	180,000	180,000	147,597	150,000
35111	Knox Box Revenue	337	2,897	1,334	-	-	888	-
35115	SOR Fees	1,501	2,100	2,250	1,600	1,600	2,100	1,600
	<b>Total Fines, Forfeitures and Penalties</b>	<b>\$ 252,813</b>	<b>\$ 202,909</b>	<b>\$ 154,523</b>	<b>\$ 181,600</b>	<b>\$ 181,600</b>	<b>\$ 150,585</b>	<b>\$ 151,600</b>
	<b>Other Revenues</b>							
36101	Interest Earnings	-	-	89	-	-	-	-
36330	Sale of Equipment/Vehicles	-	-	-	-	-	-	-
36331	Sale of Equipment/Vehicles - Police	-	-	-	-	-	-	-
36333	Sale of Property-Industrial Park	64,505	-	-	-	-	-	-
36340	Sale of Cemetery Lots	400	525	1,125	400	400	150	400
36350	Insurance Recovery	598	31,255	1,900	-	-	-	-
36711	Contribution/Donations - Fire Dept	5,103	1,375	1,000	-	-	5,000	-
36713	Contribution/Donations - Police Dept	81,780	3,937	9,204	75,000	75,000	62,282	60,000
36716	National Fire Safety Council Income	-	1,593	80	-	-	1,658	-
36717	Community Policing Donations	34,819	13,775	11,821	30,000	30,000	29,250	30,000
36964	Calendar Revenue-Fire	-	200	-	-	-	600	-
36965	New Money for School Bonds	-	2,245,000	-	-	-	-	-
36994	Transfer from City Schools (CSES Project)	-	1,600,000	-	-	-	-	-

City of Manchester, Tennessee  
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City of Manchester, Tennessee  
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Account Number	Account Description	2019-2020 Audited	2020-2021 Audited	2021-2022 Audited	2022-2023 Amended Budget	2022-2023 Requested Budget	2022-2023 Estimated Balance	2023-2024 Proposed Budget
36995	Transfer from City Schools (SRO)	125,330	125,205	130,030	131,600	131,600	131,602	134,232
36999	Miscellaneous Revenues	46,336	45,355	29,348	25,000	25,000	25,010	25,000
	Total Other Revenues	\$ 358,671	\$ 4,068,010	\$ 184,797	\$ 262,000	\$ 262,000	\$ 255,552	\$ 249,632
	Total Revenues	\$ 14,331,079	\$ 18,771,243	\$ 16,242,640	\$ 15,505,528	\$ 16,155,528	\$ 16,696,602	\$ 16,432,778

City of Manchester, Tennessee  
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General Fund 110  
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Account Number	Account Description	2019-2020 Audited	2020-2021 Audited	2021-2022 Audited	2022-2023 Amended Budget	2022-2023 Requested Budget	2022-2023 Estimated Balance	2023-2024 Proposed Budget
Expenditures and Other Uses								
41210	City Court	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
252	Legal Services	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
	Total City Court	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000

**City of Manchester, Tennessee  
Annual Budget  
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**City of Manchester, Tennessee  
General Fund 110  
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Account Number	Account Description	2019-2020 Audited	2020-2021 Audited	2021-2022 Audited	2022-2023 Amended Budget	2022-2023 Requested Budget	2022-2023 Estimated Balance	2023-2024 Proposed Budget
<b>41310 Board of Mayor and Aldermen</b>								
<b>Personnel</b>								
111	Regular Employee Salaries	\$ 68,912	\$ 68,754	\$ 77,146	\$ 79,500	\$ 79,500	\$ 78,527	\$ 172,000
113	Salaries-Overtime	118	-	-	1,050	1,050	-	1,000
141	OASI Employers Share	5,023	5,018	5,655	6,195	6,195	6,007	13,235
142	Employee Health Insurance	12,102	12,528	14,036	14,000	14,000	12,395	14,000
143.001	Retirement-TCRS	2,148	2,144	2,567	3,350	3,350	4,602	10,138
145	Employee Life Insurance	53	37	26	100	100	31	100
147	Unemployment Insurance	32	24	24	150	150	24	150
148	Education/Training/Travel/ Lodging	8,738	-	10,399	17,000	17,000	6,968	17,000
172	Election Officials and Clerks	-	3,512	-	5,000	5,000	3,239	1,600
	<b>Total Personnel</b>	\$ 97,126	\$ 92,017	\$ 109,852	\$ 126,345	\$ 126,345	\$ 111,792	\$ 229,222
<b>Contractual Services</b>								
211	Postage	141	146	146	300	300	-	300
211.001	Historical Zoning-Supplies	-	-	-	300	300	-	300
221	Printing, Duplicating and Typing	4,116	3,217	2,245	4,500	4,500	4,301	5,000
231	Legal Notices	5,746	3,099	555	5,000	5,000	2,231	5,000
233	Subscriptions/Publications	3,350	967	1,781	4,000	4,000	2,285	4,000
236	Public Relations	13,050	7,957	11,554	18,000	18,000	9,940	18,000
239	Dues and Subscriptions	4,444	4,855	4,260	6,200	6,200	5,255	6,200
239.001	Dues and Subscriptions-SC/TDD	2,121	2,121	2,121	2,121	2,121	2,121	2,121
245	Telephone	2,026	1,575	1,127	3,000	3,000	2,414	3,000
252	Legal Services	60,860	97,456	50,900	150,000	150,000	143,234	150,000
254	Architectural/Engineering	1,030	8,857	4,745	25,000	25,000	5,536	25,000
261	Repairs and Maint - Vehicle	146	-	-	-	-	-	-
	<b>Total Contractual Services</b>	\$ 97,030	\$ 130,250	\$ 79,433	\$ 218,421	\$ 218,421	\$ 177,315	\$ 218,921
<b>Supplies</b>								
311	Office Supplies	348	21,351	308	1,000	1,000	96	1,000
312	Small Items of Equipment	3,265	2,321	300	3,500	3,500	300	3,500
326	Clothing and Uniforms	395	-	-	-	-	-	-
331	Gas, Oil, Diesel Fuel and Grease	1,256	43	-	-	-	-	-
340	Meeting Expenses	820	554	681	1,500	1,500	120	1,500
	<b>Total Supplies</b>	\$ 6,084	\$ 24,269	\$ 1,269	\$ 6,000	\$ 6,000	\$ 516	\$ 6,000
<b>Fixed Charges</b>								
533	Machinery & Equipment - Copier	236	144	-	1,500	1,500	-	1,500
	<b>Total Fixed Charges</b>	\$ 236	\$ 144	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500
	<b>Total Board of Mayor and Aldermen</b>	\$ 200,476	\$ 246,680	\$ 190,574	\$ 352,266	\$ 352,266	\$ 289,623	\$ 455,643

**City of Manchester, Tennessee**  
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City of Manchester, Tennessee  
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Account Number	Account Description	2019-2020 Audited	2020-2021 Audited	2021-2022 Audited	2022-2023 Amended Budget	2022-2023 Requested Budget	2022-2023 Estimated Balance	2023-2024 Proposed Budget
41510	Financial Administration							
	Personnel							
111	Regular Employee Salaries	\$ 238,850	\$ 238,794	\$ 258,693	\$ 299,250	\$ 299,250	\$ 276,359	\$ 312,100
113	Salaries - Overtime	2,626	-	2,155	4,200	4,200	701	1,000
141	OASI Employers Share	16,912	16,791	18,480	23,855	23,855	21,195	23,952
142	Employee Health Insurance	47,881	50,136	60,827	66,000	66,000	43,781	60,000
143.001	Retirement - TORS	12,517	12,515	13,517	17,155	17,155	16,236	18,348
145	Employee Life Insurance	144	144	150	300	300	157	250
147	Unemployment Insurance	121	120	143	450	450	161	200
148	Education/Training/Travel/ Lodging	3,194	39	3,382	8,000	5,000	3,313	8,000
	Total Personnel	\$ 322,245	\$ 318,539	\$ 357,347	\$ 419,210	\$ 416,210	\$ 361,902	\$ 423,850
	Contractual Services							
211	Postage	\$ 4,250	\$ 4,606	\$ 4,807	\$ 8,000	\$ 5,000	\$ 3,033	\$ 6,000
221	Printing, Duplicating and Typing	4,206	5,105	5,652	8,000	6,000	4,300	8,000
231	Publication Formal and Legal Notices	1,161	629	133	1,000	1,000	997	1,000
239	Dues and Subscription	585	269	769	1,000	1,000	239	1,000
245	Telephone	606	1,015	1,185	1,500	1,500	1,070	1,500
253	Accounting/Auditing Services	13,028	18,286	20,358	39,700	60,000	57,978	138,840
255	Data Processing Support	6,757	35,711	31,101	50,000	40,000	31,619	45,000
261	Repairs and Maint - Vehicles	237	-	-	-	-	-	-
267	Repairs and Maint - Computer Equip	-	-	231	250	250	245	250
	Total Contractual Services	\$ 32,830	\$ 65,621	\$ 64,238	\$ 109,450	\$ 114,750	\$ 99,481	\$ 201,590
	Supplies							
311	Office Supplies	\$ 3,751	\$ 3,958	\$ 806	\$ 8,000	\$ 5,700	\$ 3,345	\$ 6,000
312	Small Items of Equipment	4,343	4,672	5,937	8,000	8,000	1,073	8,000
326	Clothing and Uniforms	-	-	-	500	500	50	500
331	Gas, Oil, Diesel Fuel and Grease	297	-	-	-	-	-	-
340	Meeting Expense	-	-	-	300	300	-	300
	Total Supplies	\$ 8,391	\$ 8,630	\$ 6,743	\$ 16,800	\$ 14,500	\$ 4,468	\$ 14,800
	Fixed Charges							
514	Professional Liability/Surety Bond	\$ 939	\$ 940	\$ 1,039	\$ 1,500	\$ 1,500	\$ 739	\$ 1,500
	Total Fixed Charges	\$ 939	\$ 940	\$ 1,039	\$ 1,500	\$ 1,500	\$ 739	\$ 1,500
	Capital							
947	Office Machinery & Equipment	-	-	-	-	-	0	-
	Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -
	Total Financial Administration	\$ 364,405	\$ 393,730	\$ 429,367	\$ 546,960	\$ 546,960	\$ 466,591	\$ 641,740

new director less payroll position  
 less payroll position  
 less payroll position  
 less payroll position  
 less payroll position  
 FY23 Bridget \$21.5K Paycom \$13K, FY24 Audit \$42K, BTA \$39.3K, Paycom :  
 Paycom, Pay/Benefit Study, Audit, Director less Payroll Position

**City of Manchester, Tennessee**  
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City of Manchester, Tennessee  
 General Fund 110  
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Account Number	Account Description	2019-2020 Audited	2020-2021 Audited	2021-2022 Audited	2022-2023 Amended Budget	2022-2023 Requested Budget	2022-2023 Estimated Balance	2023-2024 Proposed Budget
<b>41600 Information Systems</b>								
<b>Personnel</b>								
111	Regular Employee Salaries	\$ 69,894	\$ 69,627	\$ 73,108	\$ 76,469	\$ 76,469	\$ 76,422	\$ 80,111
113	Salaries - Overtime	-	-	-	-	-	-	-
141	OASI Employers Share	5,234	5,236	5,493	5,879	5,879	5,846	6,128
142	Employee Health Insurance	5,206	5,362	6,117	6,200	6,200	6,807	6,200
143.001	Retirement - TCRS	3,626	3,628	3,803	4,318	4,318	4,478	4,695
145	Employee Life Insurance	26	26	26	45	45	31	45
147	Unemployment Insurance	24	24	24	100	100	24	100
148	Education/Training/Travel/ Lodging	1,805	-	2,572	5,000	5,000	2,041	5,000
	<b>Total Personnel</b>	\$ 85,815	\$ 83,903	\$ 91,145	\$ 98,011	\$ 98,011	\$ 95,649	\$ 102,279
<b>Contractual Services</b>								
211	Postage	-	-	-	50	50	-	50
221	Printing, Duplicating and Typing	-	-	-	50	50	-	50
231	Publication Formal and Legal Notices	-	-	-	-	-	-	-
239	Dues and Subscription	-	-	-	300	300	-	-
245	Telephone	713	1,114	623	1,200	1,200	615	1,200
255	Data Processing Support	19,529	26,283	32,206	60,000	60,000	43,513	65,940
267	Repairs and Maint - Computer Equip	-	-	732	2,000	2,000	876	2,000
	<b>Total Contractual Services</b>	\$ 20,242	\$ 27,397	\$ 33,561	\$ 63,600	\$ 63,600	\$ 45,003	\$ 69,240
<b>Supplies</b>								
311	Office Supplies	722	87	1,024	1,500	1,500	145	1,500
312	Small Items of Equipment	3,828	1,504	3,017	4,000	4,000	2,310	4,000
326	Clothing and Uniforms	-	-	-	200	200	-	-
331	Gas, Oil, Diesel Fuel and Grease	-	-	-	-	-	-	-
340	Meeting Expense	-	-	-	300	300	-	300
	<b>Total Supplies</b>	\$ 4,550	\$ 1,591	\$ 4,041	\$ 6,000	\$ 6,000	\$ 2,456	\$ 5,800
<b>Fixed Charges</b>								
533	Machinery & Equipment - Copier	-	-	-	50	50	-	50
	<b>Total Fixed Charges</b>	\$ -	\$ -	\$ -	\$ 50	\$ 50	\$ -	\$ 50
<b>Capital Outlay</b>								
944	Computer Equipment and Software	12,538	1,819	14,997	15,000	15,000	13,907	15,000
	<b>Total Capital Outlay</b>	\$ 12,538	\$ 1,819	\$ 14,997	\$ 15,000	\$ 15,000	\$ 13,907	\$ 15,000
	<b>Total Information Systems</b>	\$ 123,145	\$ 114,710	\$ 143,744	\$ 182,661	\$ 182,661	\$ 157,015	\$ 192,369
								Cybersecurity training, server backup, 10% raise

**City of Manchester, Tennessee**  
**Annual Budget**  
**For the Fiscal Year Ending June 30, 2024**

**City of Manchester, Tennessee**  
**General Fund 110**  
**Statement of Proposed Operations**  
**July 1, 2023 To June 30, 2024**

Account Number	Account Description	2019-2020 Audited	2020-2021 Audited	2021-2022 Audited	2022-2023 Amended Budget	2022-2023 Requested Budget	2022-2023 Estimated Balance	2023-2024 Proposed Budget
41700	Planning and Zoning							
	Personnel							
111	Regular Employee Salaries	\$ 237,680	\$ 236,772	\$ 219,645	\$ 208,425	\$ 208,425	\$ 209,760	\$ 218,400
113	Salaries - Overtime	-	-	-	2,100	2,100	-	1,000
141	OASI Employers Share	17,451	17,423	20,013	16,767	16,767	16,047	16,784
142	Employee Health Insurance	18,737	22,284	26,920	33,000	33,000	26,197	33,000
143.001	Retirement - TORS	12,331	12,336	11,508	11,896	11,896	11,789	12,857
145	Employee Life Insurance	130	130	119	175	175	136	175
147	Unemployment Insurance	120	120	128	350	350	144	350
148	Education/Training/Travel/ Lodging	1,656	501	1,668	4,000	4,000	2,505	4,000
	Total Personnel	\$ 288,105	\$ 289,566	\$ 280,002	\$ 276,712	\$ 276,712	\$ 266,578	\$ 286,556
	Contractual Services							
211	Postage	49	30	43	200	200	7	200
221	Printing, Duplicating and Typing	309	137	285	1,000	1,000	321	700
231	Publication Formal and Legal Notices	1,467	1,623	5,323	6,000	6,000	5,570	6,000
234	Manuals and Code Updates	269	1,358	-	1,500	1,500	1,300	1,500
239	Dues and Subscription	4,310	3,685	5,700	5,000	5,000	3,606	5,000
245	Telephone	2,149	2,212	2,032	3,000	3,000	1,664	3,000
259	Other Professional Service	25,931	13,785	9,649	30,000	30,000	24,578	40,000
261	Repairs and Maint - Vehicles	1,130	757	1,197	2,500	2,500	500	2,500
262	Online SDS Management	1,799	1,799	2,131	2,500	2,500	2,131	3,000
	Total Contractual Services	\$ 37,413	\$ 25,366	\$ 26,360	\$ 51,700	\$ 51,700	\$ 39,678	\$ 61,900
	Supplies							
311	Office Supplies	316	779	1,022	700	700	659	1,500
312	Small Items of Equipment	3,975	460	2,647	2,800	2,800	2,212	2,800
326	Clothing and Uniforms	-	410	382	1,200	1,200	1,131	1,200
329	Other Operating Supplies	4	-	80	200	200	210	200
331	Gas, Oil, Diesel Fuel and Grease	2,739	2,496	2,981	4,500	4,500	3,251	4,500
334	Tires and Tubes	-	1,484	1,118	1,500	1,500	1,118	1,500
340	Meeting Expenses	204	-	-	800	800	477	800
341	City Cemetery Expense	-	-	9	100	100	-	100
	Total Supplies	\$ 7,238	\$ 5,629	\$ 8,240	\$ 11,800	\$ 11,800	\$ 9,058	\$ 12,800
	Fixed Charges							
533	Machinery & Equipment - Copier	1,240	1,611	1,506	3,000	3,000	1,837	3,000
	Total Fixed Charges	\$ 1,240	\$ 1,611	\$ 1,506	\$ 3,000	\$ 3,000	\$ 1,837	\$ 3,000
	Capital Outlay							
	Total Planning and Zoning	\$ 333,996	\$ 322,172	\$ 316,108	\$ 343,212	\$ 343,212	\$ 317,151	\$ 364,066

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Annual Budget  
For the Fiscal Year Ending June 30, 2024**

**City of Manchester, Tennessee  
General Fund 110  
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Account Number	Account Description	2019-2020 Audited	2020-2021 Audited	2021-2022 Audited	2022-2023 Amended Budget	2022-2023 Requested Budget	2022-2023 Estimated Balance	2023-2024 Proposed Budget
<b>41800 General Government and Buildings</b>								
Personnel								
143	Retirement Expense	\$ 1,741	\$ 2,307	\$ 2,186	\$ 5,000	\$ 5,000	\$ 2,007	\$ 5,000
149	Other Employee Benefits	19,117	(62)	20	50,000	50,000	170	50,000
	<b>Total Personnel</b>	<b>\$ 20,858</b>	<b>\$ 2,245</b>	<b>\$ 2,205</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 2,177</b>	<b>\$ 55,000</b>
Contractual Services								
216	Radio and Cable Services	\$ 1,352	\$ 1,401	\$ 1,405	\$ 2,000	\$ 5,000	\$ 4,855	\$ 2,000
241	Electric	52,328	45,088	44,482	65,000	62,000	42,085	55,000
241.001	DREMC-Electric Substation	30,000	30,000	30,000	30,000	30,000	30,000	30,000
242	Water	6,140	5,921	5,728	10,000	10,000	7,208	10,000
244	Gas	12,413	13,776	18,011	22,000	22,000	14,062	20,000
245	Telephone	49,682	31,191	17,658	45,000	45,000	33,866	38,000
251	Medical Services	7,215	11,420	16,638	20,000	20,000	12,913	20,000
258	Census 2020 Expense	4,896	2,138	-	-	-	-	-
259	Other Professional Service	1,682	722	31,926	37,000	37,000	27,242	35,000
266	Repairs and Maint - Buildings	19,772	21,722	12,441	35,000	35,000	20,818	95,000
292	Janitorial Services	16,160	22,800	20,645	35,000	35,000	20,950	25,000
	<b>Total Contractual Services</b>	<b>\$ 201,640</b>	<b>\$ 186,179</b>	<b>\$ 199,335</b>	<b>\$ 301,000</b>	<b>\$ 301,000</b>	<b>\$ 213,999</b>	<b>\$ 330,000</b>
Supplies								
311	Office Supplies	\$ 2,593	\$ 300	\$ 233	\$ 3,000	\$ 3,000	\$ 2,219	\$ 3,000
324	Household and Janitorial Supplies	4,365	1,426	2,587	3,500	3,500	834	3,000
	<b>Total Supplies</b>	<b>\$ 6,958</b>	<b>\$ 1,726</b>	<b>\$ 2,821</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>	<b>\$ 3,053</b>	<b>\$ 6,000</b>
Fixed Charges								
511	General Liability	\$ 127,094	\$ 143,237	\$ 151,119	\$ 175,000	\$ 175,000	\$ 171,219	\$ 175,000
515	Workers Compensation Insurance	218,986	101,178	96,628	250,000	250,000	96,653	250,000
521	Building Insurance	9,662	6,787	6,535	10,000	10,000	10,000	10,000
521.001	Building Insurance-Conference Ctr	-	3,006	-	10,000	10,000	-	-
533	Machinery/Equip - Copier	1,713	940	1,014	2,000	2,000	1,046	1,800
533.001	IT Hardware Purchase-State Grant	-	4,999	-	-	-	-	-
533.002	Machinery/Equip - Computer Software	-	-	-	-	-	-	-
533.003	Machinery/Equip - Postage Machine	2,158	2,096	2,374	3,500	3,500	462	2,600
	<b>Total Fixed Charges</b>	<b>\$ 359,613</b>	<b>\$ 262,243</b>	<b>\$ 257,670</b>	<b>\$ 450,500</b>	<b>\$ 450,500</b>	<b>\$ 279,381</b>	<b>\$ 439,400</b>
Capital Outlay								
948	Westwood Grant Expenses	\$ 52,376	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
948.004	Transportation Plan-TDOT	-	-	-	-	-	-	-
948.006	TDOT Signalization Project	17,340	831	1,275	190,128	190,128	10,435	179,693
948.007	TDOT Widening Project	-	174,259	-	-	-	8,589	-
948.01	Site Development Grant (MIP)	-	-	-	-	-	-	-
948.011	Transportation Grant w/ Tullahoma	-	-	-	-	-	-	-
948.012	THDA Home Grant Expense	252,382	-	-	-	-	-	-
948.013	STP Grant Projects	-	-	-	-	-	-	-
948.014	CSES Renovation Project	-	2,188,636	1,649,182	-	-	123,689	-
948.015	Industrial Bd of Coffee Co Reimb	-	242,285	151,987	-	-	-	-
948.016	Multi-Modal Sidewalk Grant	-	-	10,321	45,750	45,750	-	45,750
	<b>Total Capital Outlay</b>	<b>\$ 359,613</b>	<b>\$ 262,243</b>	<b>\$ 257,670</b>	<b>\$ 450,500</b>	<b>\$ 450,500</b>	<b>\$ 279,381</b>	<b>\$ 439,400</b>
	<b>Total</b>	<b>\$ 359,613</b>	<b>\$ 262,243</b>	<b>\$ 257,670</b>	<b>\$ 450,500</b>	<b>\$ 450,500</b>	<b>\$ 279,381</b>	<b>\$ 439,400</b>

gutter/mold repair (\$10K), property tax office remodel (\$50K)

Will be done by TDOT \$1m. City total \$50,000 already paid \$4,250

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**City of Manchester, Tennessee**  
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Account Number	Account Description	2019-2020 Audited	2020-2021 Audited	2021-2022 Audited	2022-2023 Amended Budget	2022-2023 Requested Budget	2022-2023 Estimated Balance	2023-2024 Proposed Budget
948.017	ARC Downtown Grant	-	-	1,812,766	200,000	200,000	4,706	195,294
	Total Capital Outlay	\$ 322,098	\$ 2,606,011	\$ 1,812,766	\$ 435,878	\$ 435,878	\$ 147,419	\$ 420,737
	Total General Government and Buildings	\$ 911,167	\$ 3,058,404	\$ 2,274,796	\$ 1,248,878	\$ 1,248,878	\$ 646,028	\$ 1,251,137
<b>41650 Economic Development Board</b>								
148	Education/Travel/Lodging	-	-	275	7,500	4,000	763	8,000
171	Administrative Director Support	-	-	40,000	40,000	48,000	48,000	55,000
171.001	Outside Retail Dev. Consultant	-	-	-	44,000	48,000	22,975	20,000
	Total Personnel	-	-	40,275	91,500	100,000	71,738	83,000
	Contractual Services	-	-	7,580	10,000	5,000	5,000	6,000
221	Marketing Materials/Advertising	-	-	7,580	10,000	5,000	5,000	15,000
252	Legal Services	-	-	7,580	10,000	10,000	10,000	21,000
	Total Contractual Services	-	-	7,580	10,000	10,000	10,000	21,000
	Supplies	-	-	-	-	-	-	-
310	Trade Show Exhibit	-	-	-	7,500	3,000	3,000	8,000
312	Computer/Office Equipment	-	-	1,135	5,000	1,000	-	1,000
329	Other Operating Supplies	-	-	-	-	-	-	12,000
	Total Supplies	-	-	1,135	12,500	4,000	3,000	21,000
	Total Economic Development Board	\$ -	\$ -	\$ 48,990	\$ 114,000	\$ 114,000	\$ 84,738	\$ 125,000
<b>41800 Conference Center</b>								
	Personnel	\$ -	\$ 73,526	\$ 5,045	\$ -	\$ -	\$ -	\$ -
111	Regular Employee Salaries	-	-	-	-	-	-	-
113	Salaries - Overtime	-	-	668	-	-	-	-
141	OASI Employee Share	-	4,969	2,159	-	-	-	-
142	Employee Health Insurance	-	16,388	192	-	-	-	-
143.001	Retirement - TORS	-	3,599	-	-	-	-	-
145	Employee Life Insurance	-	33	-	-	-	-	-
147	Unemployment Insurance	-	72	-	-	-	-	-
	Total Personnel	\$ -	\$ 98,587	\$ 8,064	\$ -	\$ -	\$ -	\$ -
	Total Conference Center	\$ -	\$ 98,587	\$ 8,064	\$ -	\$ -	\$ -	\$ -

**City of Manchester, Tennessee**  
**Annual Budget**  
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City of Manchester, Tennessee  
 General Fund 110  
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 July 1, 2023 To June 30, 2024

Account Number	Account Description	2019-2020 Audited	2020-2021 Audited	2021-2022 Audited	2022-2023 Amended Budget	2022-2023 Requested Budget	2022-2023 Estimated Balance	2023-2024 Proposed Budget
42100	Police							
	Personnel							
111	Regular Employee Salaries	\$ 1,771,032	\$ 1,796,899	\$ 1,909,801	\$ 1,989,750	\$ 1,989,750	\$ 1,970,434	\$ 2,088,500
113	Salaries - Overtime	41,818	35,223	96,599	63,000	105,000	99,733	105,000
135	Holiday	50,680	54,614	56,487	79,800	60,000	57,577	60,500
141	OASI Employers Share	137,348	138,794	151,455	172,769	164,838	162,772	172,431
142	Employee Health Insurance	315,233	305,402	341,295	365,000	365,000	351,870	365,000
143	Retirement - ING	21,695	21,969	23,293	40,031	35,000	29,833	35,000
143.001	Retirement - TCRS	78,943	79,443	88,102	121,093	121,093	119,579	132,084
145	Employee Life Insurance	1,128	1,140	1,131	1,600	1,600	1,310	1,600
147	Unemployment Insurance	1,033	1,027	1,085	3,500	2,000	1,062	2,000
148	Education/Training/Travel/ Lodging	16,608	16,078	19,218	20,000	20,000	17,441	23,000
	Total Personnel	\$ 2,435,518	\$ 2,450,589	\$ 2,688,567	\$ 2,856,543	\$ 2,864,281	\$ 2,811,811	\$ 2,985,115
	Contractual Services							
211	Postage	\$ 515	\$ 437	\$ 390	\$ 600	\$ 600	\$ 433	\$ 600
213	Automobile Licensee and Title	113	318	368	300	300	292	400
216	Radio and TV Services	283	944	-	1,500	1,500	217	1,500
221	Printing, Duplicating and Typing	2,326	480	862	2,500	2,500	382	2,500
231	Legal Advertisement	1,138	100	115	600	600	302	600
239	Dues and Subscription	995	1,155	200	400	400	40	1,000
245	Telephone	13,582	17,518	21,325	18,000	21,000	19,858	21,000
256	Information System Support	10,150	11,561	24,448	30,000	30,000	21,596	30,000
259	Other Professional Services	-	-	-	-	11,248	11,248	-
259.001	Collection Expense Fees	-	532	-	-	-	-	-
261	Repairs and Maint - Vehicles	32,626	31,566	40,552	36,000	50,000	48,682	50,000
267	Repairs and Maint - Computer Equip	64	119	-	200	200	-	200
269	Repairs and Maint - Other	-	-	-	200	200	-	200
	Total Contractual Services	\$ 61,792	\$ 64,730	\$ 88,261	\$ 92,300	\$ 118,548	\$ 103,051	\$ 108,000

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Account Number	Account Description	2019-2020 Audited	2020-2021 Audited	2021-2022 Audited	2022-2023 Amended Budget	2022-2023 Requested Budget	2022-2023 Estimated Balance	2023-2024 Proposed Budget
	<b>Supplies</b>							
311	Office Supplies	\$ 1,501	\$ 1,225	\$ 5,633	\$ 5,000	\$ 5,000	\$ 1,932	\$ 5,000
311.001	Office Supplies-SOR	200	500	-	350	350	156	350
312	Small Items of Equip	13,978	19,303	18,422	22,100	22,100	12,923	22,100
323.001	Trustee Expenses	-	-	-	-	-	-	-
323.002	Community Policing Expense	23,082	18,883	22,503	30,000	30,000	22,159	30,000
326	Clothing and Uniforms	9,740	12,428	9,957	11,000	11,000	8,234	11,000
327	Firearm Supplies	2,698	5,823	3,585	7,000	7,000	5,205	7,000
329	Other Operating Supplies	3,997	7,887	5,280	4,500	4,500	4,449	4,500
331	Gas, Oil, Diesel Fuel and Grease	61,308	56,219	94,731	85,000	105,000	104,256	105,000
334	Tires and Tubes	5,988	5,999	5,145	6,000	6,000	3,659	6,000
	Total Supplies	\$ 122,492	\$ 126,277	\$ 165,256	\$ 170,950	\$ 190,950	\$ 162,972	\$ 190,950
	<b>Fixed Charges</b>							
533	Machinery & Equipment - Copier	\$ 167	\$ 1,922	\$ 212	\$ 1,800	\$ 1,800	\$ 500	\$ 1,800
	Total Fixed Charges	\$ 167	\$ 1,922	\$ 212	\$ 1,800	\$ 1,800	\$ 500	\$ 1,800
	<b>Capital Outlay</b>							
944	Computer Equipment and Software	\$ 18,522	\$ 11,909	\$ 9,961	\$ 18,000	\$ 20,000	\$ 20,316	\$ 18,000
944.001	IT Hardware Purchase-State Grant	-	30,258	-	-	-	-	-
944.002	VCIF Grant	-	-	-	-	-	-	86,257
	Total Capital Outlay	\$ 18,522	\$ 42,167	\$ 9,961	\$ 18,000	\$ 20,000	\$ 20,316	\$ 104,257
	<b>Total Police</b>	\$ 2,638,491	\$ 2,687,665	\$ 2,952,257	\$ 3,139,593	\$ 3,195,579	\$ 3,098,450	\$ 3,390,122
								Grant, fuel, Bommaroo overtime, 10% raises

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City of Manchester, Tennessee  
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Account Number	Account Description	2019-2020 Audited	2020-2021 Audited	2021-2022 Audited	2022-2023 Amended Budget	2022-2023 Requested Budget	2022-2023 Estimated Balance	2023-2024 Proposed Budget
42200	Fire							
	Personnel							
111	Regular Employee Salaries	\$ 1,349,596	\$ 1,335,817	\$ 1,362,757	\$ 1,515,150	\$ 1,515,150	\$ 1,520,446	\$ 1,571,507
113	Salaries - Overtime	79,568	72,584	119,043	84,000	120,000	119,088	126,000
135	Holiday	58,862	59,025	65,199	68,250	68,250	65,664	71,500
141	OASI Employers Share	108,449	107,135	113,315	133,074	133,074	130,448	135,329
142	Employee Health Insurance	221,909	233,198	257,211	300,000	262,000	258,816	300,000
143	Retirement - ING	11,119	11,417	11,923	15,188	15,188	14,001	14,000
143.001	Retirement - TCRS	69,270	69,231	71,282	94,764	94,764	99,925	103,664
145	Employee Life Insurance	957	939	916	1,300	1,300	1,071	1,300
147	Unemployment Insurance	816	792	760	5,000	5,000	902	2,000
148	Education/Training/Travel/ Lodging	10,875	6,876	13,281	18,000	20,000	19,714	20,000
	Total Personnel	\$ 1,911,441	\$ 1,897,014	\$ 2,015,687	\$ 2,234,726	\$ 2,234,726	\$ 2,230,073	\$ 2,345,300
	Contractual Services							
211	Postage	\$ 163	\$ -	\$ 54	\$ 150	\$ 150	\$ 25	\$ 150
216	Radio and TV Services	4,337	4,500	4,493	4,000	4,600	4,500	4,600
221	Printing, Duplicating and Typing	-	-	-	150	150	129	150
221.002	Calendar Expense	-	-	-	-	-	-	-
221.001	Nat. Fire Safety Council	903	2,890	-	-	1,658	1,658	-
231	Publication and Legal Notices	99	183	56	300	300	56	300
236	Public Relations (Advertising)	3,973	1,383	1,214	2,500	2,800	2,682	2,500
239	Dues and Subscription	1,545	1,692	1,975	2,000	2,200	2,265	6,000
245	Telephone	6,421	5,435	6,566	7,040	7,040	6,991	9,000
259	Other Professional Services						9,202	
261	Repairs and Maint - Vehicles	21,903	45,719	48,290	43,000	43,000	43,095	43,000
266	Repairs and Maint - Buildings	12,979	9,301	11,576	12,000	22,000	22,875	30,000
266.001	Repairs & Maint - Bldgs (HVAC)	430	260	485	800	800	278	800
269	Repairs and Maint - Other	-	-	-	1,000	1,000	-	1,000
269.300	Repairs and Maint - Fire Hydrants	-	-	-	-	-	-	8,500
271	Reserve Firemen	60	120	1,160	2,000	2,000	1,000	2,000
	Total Contractual Services	\$ 52,813	\$ 71,483	\$ 75,889	\$ 74,940	\$ 96,899	\$ 94,756	\$ 108,000

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Account Number	Account Description	2019-2020 Audited	2020-2021 Audited	2021-2022 Audited	2022-2023 Amended Budget	2022-2023 Requested Budget	2022-2023 Estimated Balance	2023-2024 Proposed Budget
	<b>Supplies</b>							
311	Office Supplies	\$ 921	\$ 209	\$ 544	\$ 800	\$ 800	\$ 576	\$ 1,000
312	Small Items of Equipment	26,063	22,438	26,949	30,000	35,000	33,106	40,000
322	Chemical, Lab and Medical Supplies	892	849	2,680	3,000	3,000	2,465	4,000
324	Household and Janitorial Supplies	2,371	2,774	2,128	3,000	3,000	2,514	3,000
326	Clothing and Uniforms	13,601	10,720	23,022	18,000	22,000	21,358	22,000
326.001	Clothing and Uniforms - PPE Turnout Gear	25,730	5,173	18,623	30,000	34,000	32,216	30,000
328	Educational Supplies (Fire Prevention)	2,995	3,941	1,633	2,500	3,500	3,396	5,000
329	Other Operating Supplies	14,189	19,224	15,013	24,000	25,000	21,738	25,000
329.001	Other Operating Supplies - Bed							
331	Gas, Oil, Diesel Fuel and Grease	12,473	10,794	17,487	20,000	27,000	26,001	24,500
334	Tires and Tubes	1,908	5,659	5,367	8,000	8,000	6,832	27,000
344	Safety Supplies	148	521	-	1,000	1,000	-	10,000
	<b>Total Supplies</b>	\$ 101,291	\$ 82,302	\$ 113,446	\$ 140,300	\$ 162,300	\$ 150,203	\$ 192,500
	<b>Fixed Charges</b>							
533	Machinery and Equipment - Copier	\$ 600	\$ 441	\$ 334	\$ 1,000	\$ 1,000	\$ 441	\$ 1,000
944.001	IT Hardware Purchase-State Grant	-	4,989	-	-	-	-	-
571	Inspections/Testing	10,986	7,726	6,664	13,000	13,000	12,728	15,000
	<b>Total Fixed Charges</b>	\$ 11,586	\$ 13,166	\$ 6,998	\$ 14,000	\$ 14,000	\$ 13,169	\$ 16,000
	<b>Total Fire</b>	\$ 2,077,131	\$ 2,063,965	\$ 2,212,020	\$ 2,463,966	\$ 2,507,925	\$ 2,488,201	\$ 2,661,800
								Building R&M; increased overtime, 10% raise

**City of Manchester, Tennessee**  
**Annual Budget**  
**For the Fiscal Year Ending June 30, 2024**

**City of Manchester, Tennessee**  
**General Fund 110**  
**Statement of Proposed Operations**  
**July 1, 2023 To June 30, 2024**

Account Number	Account Description	2019-2020 Audited	2020-2021 Audited	2021-2022 Audited	2022-2023 Amended Budget	2022-2023 Requested Budget	2022-2023 Estimated Balance	2023-2024 Proposed Budget
<b>43100 Public Works</b>								
<b>Personnel</b>								
111	Regular Employee Salaries	\$ 804,137	\$ 811,263	\$ 815,945	\$ 946,050	\$ 946,050	\$ 944,860	\$ 1,124,063
113	Salaries - Overtime	23,006	23,662	23,706	31,500	31,500	20,060	33,000
141	OASI Employers Share	58,658	56,395	61,294	75,561	72,373	56,519	88,515
142	Employee Health Insurance	151,273	148,688	179,447	198,000	198,000	164,122	198,000
143	Retirement - ING	7,500	7,453	7,944	10,381	10,381	7,907	9,450
143.001	Retirement - TCRS	36,747	34,847	35,091	55,793	55,793	54,228	67,804
145	Employee Life Insurance	527	508	493	740	740	565	740
147	Unemployment Insurance	431	448	435	1,500	1,500	553	1,500
148	Education/Training/Travel/ Lodging	1,509	600	1,515	5,000	5,000	-	5,000
	<b>Total Personnel</b>	<b>\$ 1,063,788</b>	<b>\$ 1,085,844</b>	<b>\$ 1,125,868</b>	<b>\$ 1,324,525</b>	<b>\$ 1,321,337</b>	<b>\$ 1,248,814</b>	<b>\$ 1,528,072</b>
<b>Contractual Services</b>								
211	Postage	229	537	438	800	800	472	1,000
213	Automobile Licenses and Title	59	-	46	200	200	23	400
216	Radio and TV Services	1,354	1,303	1,419	5,000	3,000	715	3,000
221	Printing, Duplicating and Typing	-	-	-	400	400	-	400
231	Publication/Formal Ads	1,057	-	325	2,000	2,000	710	2,000
239	Dues and Subscriptions	80	-	65	4,000	1,000	-	1,000
242	Water	3,004	2,876	2,282	3,500	3,500	2,819	3,500
245	Telephone	3,274	3,103	2,917	7,500	5,000	2,724	5,000
247	Street Lighting	242,986	222,360	203,064	275,000	268,688	200,967	250,000
251	Veterinary Services	1,025	737	1,722	3,000	3,000	2,744	5,000
255	Data Processing	-	-	-	-	-	-	-
259	Other Professional Services	7,148	2,218	1,462	8,000	8,000	6,537	10,000
261	Repairs and Maint - Vehicles	22,729	22,175	26,483	27,000	27,000	27,344	27,000
262	Repairs and Maint - Other Machinery	17,880	19,033	17,505	20,000	20,000	17,707	25,000
264	Repairs and Maint - Traffic Lighting	9,521	10,409	12,440	30,000	30,000	9,047	30,000
266	Repairs and Maint - Buildings	13,585	10,660	12,002	20,000	20,000	13,378	20,000
268	Repairs and Maint - Roads and Streets	6,482	5,659	6,768	10,000	10,000	6,128	10,000
	<b>Total Contractual Services</b>	<b>\$ 330,423</b>	<b>\$ 301,070</b>	<b>\$ 288,937</b>	<b>\$ 416,400</b>	<b>\$ 402,588</b>	<b>\$ 291,317</b>	<b>\$ 393,300</b>
<b>Supplies</b>								
311	Office Supplies	2,250	2,227	3,715	5,000	5,000	2,556	5,000
312	Small Items of Equipment	21,754	21,408	20,886	30,000	30,000	19,994	35,000
322	Chemical, Lab and Medical Supplies	6,258	10,842	12,582	11,000	13,000	12,413	13,000
323.001	Trustee Expenses	14,896	7,949	9,400	13,500	13,500	11,789	14,000
324	Household and Janitorial Supplies	2,921	2,608	4,212	4,500	4,500	3,828	5,500
326	Clothing and Uniforms	14,668	15,816	16,591	20,000	20,000	16,890	25,000
331	Gas, Oil, Diesel Fuel and Grease	10,842	41,070	57,890	75,000	85,000	79,667	85,000
334	Tires and Tubes	8,673	8,231	12,575	10,000	10,000	8,466	10,000
342	Sign Parts and Supplies	8,629	13,769	6,916	20,000	20,000	14,453	20,000
343	Salt Purchase	-	18,349	16,162	15,000	15,000	15,609	18,000
344	Safety Supplies	2,376	4,122	2,650	7,000	7,000	2,785	7,000
	<b>Total Supplies</b>	<b>\$ 95,267</b>	<b>\$ 146,391</b>	<b>\$ 163,568</b>	<b>\$ 211,000</b>	<b>\$ 223,000</b>	<b>\$ 188,448</b>	<b>\$ 237,500</b>

**City of Manchester, Tennessee**  
**Annual Budget**  
**For the Fiscal Year Ending June 30, 2024**

**City of Manchester, Tennessee**  
**General Fund 110**  
**Statement of Proposed Operations**  
**July 1, 2023 To June 30, 2024**

Account Number	Account Description	2019-2020 Audited	2020-2021 Audited	2021-2022 Audited	2022-2023 Amended Budget	2022-2023 Requested Budget	2022-2023 Estimated Balance	2023-2024 Proposed Budget
<b>Building Materials</b>								
421	Guardrails	\$ -	\$ -	\$ -	10,000	10,000	10,000	20,000
451	Crushed Stone	10,066	9,614	4,002	20,000	20,000	10,075	20,000
455	Tile and Pipe	18,175	30,807	22,005	40,000	40,000	25,264	40,000
471	Asphalt and Asphalt Filler	8,165	15,000	11,497	20,000	20,000	14,146	20,000
	Total Building Materials	\$ 36,406	\$ 55,421	\$ 37,504	\$ 90,000	\$ 90,000	\$ 59,484	\$ 100,000
<b>Fixed Charges</b>								
533	Machinery and Equip - Copier	\$ 306	\$ 82	\$ 293	\$ 2,000	\$ 2,000	\$ 500	\$ 2,000
	Total Fixed Charges	\$ 306	\$ 82	\$ 293	\$ 2,000	\$ 2,000	\$ 500	\$ 2,000
<b>Capital Outlay</b>								
931	Roads, Street, and Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
931.001	Roads, Street, and Parking	286,355	223,936	366,694	450,000	450,000	387,459	475,000
931.002	Street Striping	16,415	29,193	-	30,000	30,000	30,000	35,000
933	Sidewalks	-	2,895	354	10,000	10,000	5,000	-
933.001	State Grant-Phase 1 Sidewalks	-	3,238	25,491	190,000	190,000	11,137	-
933.002	HillsChapel Road Phase 2 Sidewalk Project	-	-	15,330	250,000	250,000	22,750	801,613
933.003	Coffee Street Sidewalk Project	-	-	6,870	50,000	50,000	15,394	349,806
933.004	Oakdale Street Sidewalk Project	-	-	-	-	-	-	83,840
933.005	Madison Street Sidewalk Project	-	-	-	-	-	-	83,840
933.006	Oak Drive Sidewalk Project	-	-	-	-	-	-	83,840
938	Transition Plan Repairs	-	-	-	-	-	-	-
939	Bridge Repairs	-	7,104	5,219	15,000	15,000	3,365	15,000
943	Vehicles	-	53	-	10,000	10,000	-	10,000
949	Other Machinery and Equipment	-	-	-	-	-	-	-
960	Capital Repairs - Street Lights	-	-	1,045	-	-	-	-
999	Additions to Capital Assets	-	-	-	-	5,000	2,540	-
	Total Capital Outlay	\$ 302,770	\$ 266,419	\$ 441,003	\$ 1,005,000	\$ 1,010,000	\$ 477,646	\$ 1,854,299
	Total Public Works	\$ 1,848,960	\$ 1,855,227	\$ 2,057,174	\$ 3,048,925	\$ 3,048,925	\$ 2,266,210	\$ 4,115,171
								Sidewalks \$978,580, 10% raise

**City of Manchester, Tennessee  
Annual Budget  
For the Fiscal Year Ending June 30, 2024**

City of Manchester, Tennessee  
General Fund 110  
Statement of Proposed Operations  
July 1, 2023 To June 30, 2024

Account Number	Account Description	2019-2020 Audited	2020-2021 Audited	2021-2022 Audited	2022-2023 Amended Budget	2022-2023 Requested Budget	2022-2023 Estimated Balance	2023-2024 Proposed Budget
44210	Contributions to Other Agencies							
720.001	TN Rehabilitation Center	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
720.003	Coffee County Child Care Center	3,000	3,000	3,000	3,000	3,000	3,000	3,000
720.005	South Central Human Resources	1,616	1,616	1,616	1,954	1,954	1,954	1,954
720.006	Coffee County Library	12,500	12,500	12,500	12,500	12,500	12,500	12,500
720.007	Coffee County Senior Center	8,500	8,500	8,500	8,500	8,500	8,500	8,500
720.008	Manchester Senior Center	-	-	-	-	-	-	-
720.010	Keep Coffee County Beautiful	-	-	-	-	-	-	-
720.011	Manchester/Coffee County Conference Center	195,669	213,674	386,418	500,000	500,000	500,000	500,000
720.013	Coffee County Children's Advocacy Center	6,500	6,500	6,500	6,500	6,500	6,500	2,000
720.014	TN Backroads Heritage	-	-	-	-	-	-	-
720.018	Chamber of Commerce	10,000	10,000	10,000	10,000	10,000	10,000	10,000
720.019	CASA	-	-	-	-	-	-	-
720.020	Coffee County Historical Society	5,000	5,000	-	-	-	-	-
720.021	Coffee County DAV	-	-	-	-	-	-	-
720.022	Haven of Hope	5,000	5,000	5,000	5,000	5,000	5,000	5,000
720.023	The Storehouse	-	3,000	3,000	3,000	3,000	3,000	3,000
720.024	Imagination Library of Coffee County	-	-	-	-	-	-	-
	Total Contributions to Other Agencies	\$ 256,785	\$ 277,790	\$ 425,534	\$ 559,454	\$ 559,454	\$ 559,454	\$ 554,954
	Total Expenditures	\$ 8,766,556	\$ 11,130,950	\$ 11,070,628	\$ 12,011,916	\$ 12,111,861	\$ 10,385,459	\$ 13,764,002
	Other Uses							
51620	Operating Transfers							
762	Transfer to Sanitation	\$ 50,000	\$ 250,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
763	Transfer to Recreation Fund	950,000	1,234,835	831,000	1,400,000	2,036,450	2,036,450	1,400,000
764	Transfer to General Purpose School Fund	1,858,467	1,858,467	1,858,467	1,858,467	1,858,467	1,858,467	1,858,467
765	Transfer to Debt Service Fund	1,417,049	1,433,424	1,388,200	1,397,550	1,397,550	1,397,550	1,397,550
765.001	Transfer to Debt Service-Leave	25,500	125,500	300,000	300,000	300,000	300,000	300,000
767	Transfer to Tourism Fund	-	-	-	-	-	-	-
768	Transfer to Capital Equipment	-	-	871,215	483,900	483,900	483,900	1,500,000
	Total Other Uses	\$ 4,301,016	\$ 4,902,226	\$ 5,298,882	\$ 5,539,917	\$ 6,176,367	\$ 6,176,367	\$ 6,456,017
	Total Expenditures and Other Uses	\$ 13,067,572	\$ 16,033,176	\$ 16,369,510	\$ 17,551,833	\$ 18,288,228	\$ 16,561,826	\$ 20,220,019
	Revenues and Other Sources Over (Under)	\$ 1,263,507	\$ 2,738,067	\$ (126,869)	\$ (2,046,305)	\$ (2,132,700)	\$ 134,776	\$ (3,767,241)
	Expenditures and Other Uses	6,982,715	8,246,222	11,026,747	10,899,878	10,899,878	10,899,878	11,034,654
	Estimated Beginning Fund Balance July 1	80,000	80,000	98,484	98,484	98,484	98,484	98,484
	Non-spendable Fund Balance	-	-	-	-	-	-	-
	Assigned Fund Balance	-	-	-	-	-	-	-
	Fire Department Equipment	-	-	-	-	-	-	-
	Community Policing Fund Balance	-	-	-	-	-	-	-
	Unassigned Fund Balance	8,166,222	10,904,289	10,801,394	8,755,089	8,668,694	10,936,170	7,148,928
	Prior Period Adjustment	42,458	42,458	-	-	-	-	-
	Estimated Ending Fund Balance June 30	\$ 8,246,222	\$ 11,026,747	\$ 10,899,878	\$ 8,853,573	\$ 8,767,178	\$ 11,034,654	\$ 7,247,412

FY23 approved budget showed \$5,967,244