

**CITY OF MANCHESTER**  
**BOARD OF MAYOR AND ALDERMEN AGENDA**  
**March 5, 2024 @ 6:30 P.M.**  
**City Hall Board Room**  
**5:30 PM BOMA Work Session**

1. **INVOCATION:**

2. **PLEDGE TO THE FLAG**

3. **ROLL CALL**

4. **MINUTES**

- February 6, 2024 BOMA Minutes: February 6, 2024 BOMA Beer Board Minutes; and February 19<sup>th</sup>, 2024, Special Called BOMA Minutes.

5. **CORRESPONDENCE**

6. **COMMENTS FROM CITIZENS**

7. **COMMENTS FROM MAYOR**

8. **COMMITTEE AND COMMISSION REPORTS**

- \*Safety \*Finance \*Street \*Water & Sewer \*Recreation \*Tourism \*Planning & Zoning  
\*Information Systems \*Historic Zoning

9. **RESOLUTIONS AND ORDINANCES**

**Resolutions:**

- a) A resolution approving a contract with FLOCK Safety, Inc. for the acquisition, installation, maintenance and monitoring of Six (6) automated license plate recognition (ALPR) cameras; sponsored by Alderman Hobbs.
- b) A resolution approving a contract with BANKPAK, Inc. for the acquisition and installation of cameras at the Manchester Recreation Center in the amount of Sixty-Eight Thousand Five Hundred and Sixty and 00/100 Dollars (\$68,560.00); sponsored by Alderman Anderson
- c) A resolution approving a rate increase for Residential and Commercial Refuse Pick-Up pursuant to Manchester Municipal Code 17-108; sponsored by Vice Mayor Messick.

**Ordinances:**

- a) 2<sup>nd</sup> reading of an ordinance to amend Manchester Municipal Code 12-401 et. seq. RELATIVE TO BUILDING IMPACT FEES; sponsored by Vice Mayor Messick.
- b) 1<sup>st</sup> reading of an ordinance amending the Budget Ordinance for FY 2023-2024, Ordinance No. 1692; sponsored by Alderman Hobbs.
- c) 1<sup>st</sup> reading of an ordinance rezoning Property owned by John Gavin Foster on 1308 Hillsboro Blvd from C-3 to R-4; sponsored by Vice Mayor Messick.
- d) 1<sup>st</sup> reading of an ordinance adding provisions to Manchester Municipal Code regarding refuse collection service fee credits; sponsored by Vice Mayor Messick.

10. **OLD BUSINESS**

- Amending Ordinance Food Truck Ordinance relating to Beer Permits

11. **NEW BUSINESS**

- Public Works Job Descriptions: Crew Foreman, Crew Superintendent, Heavy Equipment Operator, Animal Control, Light Operator, Office Manager
- Parks & Recreation Job Description: Front Desk Attendant, Concession Attendant, Concessions Manager, Day Camp Counselor
- Finance Job Description: Temporary Accounting Clerk

- GMEDB Appointments (3 vacant seats) BOMA Appointment: vacant seat (Niederhauser) term expires Sept. 2027; Newly formed seat will expire Sept. 2027; Newly formed seat will expire Sept. 2029.

**QUALIFYING APPLICANTS**

- Katy Bess
- Steve Jernigan
- Lindsey Powers-Joyner
- Bonita Mayfield
- Anna Singleton

**12. ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN**

**13. ADJOURNMENT:**

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**CITY OF MANCHESTER**  
**BOARD OF MAYOR AND ALDERMEN**  
**Meeting Minutes**  
**February 6<sup>th</sup>, 2024, @ 6:30 pm**  
**City Hall Board Room**

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

**ROLL CALL:**

Director Myers called the roll.

**APPROVAL OF MINUTES:** Vice Mayor Messick made a motion to approve the January 2<sup>nd</sup>, 2024 BOMA Minutes and the January 11<sup>th</sup>, 2024, Special Call BOMA minutes. Alderman Hobbs seconded the motion. Mayor Howard called for the roll and the motion passed 6-0.

**CORRESPONDENCE:** none

**COMMENTS FROM CITIZENS:** none

**COMMENTS FROM MAYOR:** Mayor Howard thanked everyone for attending the meeting.

**Safety Committee-** Chief Sipe stated the next Safety meeting would be 2-12-24, and they are working on the installation of equipment in the new dodge durangos.

**Finance Committee-** Director Myers discussed items on the agenda that were approved by the Finance Committee.

**Street Committee-** Director Gannon stated the next meeting would be 2-8-24, and working on repairing pot holes from the snow & ice.

**Water /Sewer Commission-** Director Miller stated next meeting would be Thursday, digging large hole in front of City Hall hoping to get out the I & I and the work is being done in-house.

**Recreation Commission-** Director Fox stated next meeting would be 2-8-24, they will be discussing the camera system RFP at the Rec Center and the RFP for the ball field lights. Repairs to the basketball court will begin in March at the Rec. Center.

**Tourism Development Commission-** Lori West stated the next meeting would be 1-12-24.

**Planning & Zoning Commission-** Director Fiske stated next meeting would be 2-19-24.

**Information Systems Committee-** Director Smotherman stated next meeting would be 2-19-24.

**Historic Zoning Commission-** Director Fiske stated no meeting in Feb.

**RESOLUTIONS & ORDINANCES**

**Resolutions:**

- a) A resolution to approve a contract in the amount of Fifty-Five Thousand Nine Hundred Eighty-Seven and 00/100 Dollars (\$55,987.00) with Ross Services Corporation for the Hire Hall #1 roof replacement; sponsored by Alderman Hobbs. Alderman French made a motion to approve and seconded by Alderman Parsley. Mayor Howard opened the floor to discussion and called for the roll. The resolution passed 6-0.
- b) A resolution authorizing the purchase of two (2) Ford F-350 4X4 crew cab diesel trucks (dump body and snow plow) for a total of One Hundred and Ninety-One Thousand Three Hundred

and Fifty-Four Dollars and 00/100 (\$191,354.00) for use of the Public Works Department of the City of Manchester revising Resolution 38-2022; sponsored by Vice Mayor Messick. Alderman Anderson made a motion to approve and seconded by Alderman French. Mayor Howard opened the floor to discussion and called for the roll. The resolution passed 6-0.

- c) A resolution authorizing the purchase of a Xylem NC150 trailer mounted Bypass Pump for bypass pumping operations for Seventy Thousand, Five Hundred and Forty-Five Dollars (\$70,545.00) for use of the Water and Sewer Department of the City of Manchester; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to table the resolution and send back to MWSD Commission to review rental quotes. Alderman Hobbs seconded the motion and Mayor Howard opened the floor to discussion. Director Miller stated they will need a bypass pump for the televising contract the BOMA had approved. MWSD Director Miller discussed the Interstate drive project and the contractor had cancelled on them because they didn't have a bypass pump. Vice Mayor Messick discussed the two bypass pumps the MWSD currently has and renting a by-pass pump as needed since we haven't needed one since 1836. Mayor Howard called for the roll and the motion to table the resolution failed 2-4 with Alderman French, Alderman Anderson, Alderman Hobbs, and Alderman Bellamy voting nay. Alderman French made a motion to approve the resolution and seconded by Alderman Anderson. Mayor Howard opened the floor to discussion. Mayor Howard called for the roll and the resolution passed 4-2 with Vice Mayor Messick and Alderman Parsley voting nay.

#### **Ordinances:**

- a) 2<sup>nd</sup> reading of an ordinance to adopt an updated Land Use Plan (Physical Development Plan); sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Hobbs. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to a public hearing. Coffee County resident Sarah Bradley spoke in opposition of the Land Use Plan. City residents Brent Rader, Laura Finch, Rocky Jones, and Janet Fowler, all spoke in opposition of the Land Use Plan. Director Fisk clarified that the Land Use Plan does not rezone anything unless the property owners request it to be rezoned. Rob Clutter of the Manchester Planning and Zoning Commission UGB Member discussed that the Land Use Plan is a vision of what may happen, and is a suggestion or a guide. Clutter discussed the community is on the edge of a lot of growth and the need to have a plan in place or we are going to be in trouble. Attorney Johnson discussed the state statutes and the Land Use Plan is a guide and it does not rezone any property unless the property owner request their land to be rezoned. A discussion ensued with the BOMA. Mayor Howard called for the roll. The ordinance passed 2<sup>nd</sup> and final reading 4-2 with Alderman Parsley and Alderman Anderson voting nay.
- b) 1<sup>st</sup> reading of an ordinance to amend Manchester Municipal Code 12-401 et. seq. RELATIVE TO BUILDING IMPACT FEES; sponsored by Vice Mayor Messick. (tabled 1-2-24) Alderman French made a motion to remove the ordinance from the table and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and called for the roll. The motion to remove the ordinance from the table passed 6-0. Vice Mayor Messick made a motion to pass the alternative ordinance with a change of maximum fee from 75,000 to 100,000 and seconded by Alderman French. Mayor Howard opened the floor to discussion and called for the roll. The ordinance passed 1<sup>st</sup> reading 6-0.

**OLD BUSINESS:** none

#### **NEW BUSINESS**

- **Insurance Broker/Consultant Services-** Vice Mayor Messick made a motion to approve Bush Insurance/Insurance Benefits Associates as the City's Insurance Consultant, and seconded by Alderman French. Mayor Howard opened the floor to discussion and after none called for the roll. The motion passed 6-0.

- **Chief of Staff pay scale passed by Finance Committee \$75K to \$85K-** Vice Mayor Messick made a motion to approve and seconded by Alderman French. Mayor Howard opened the floor to discussion and called for the roll. The motion passed 5-1 with Alderman Parsley voting nay.
- **Parks & Recreation intent to apply for TDEC Grant 50/50 match-** Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and called for the roll. The motion for the Parks & Rec to send an intent to apply for the TDEC Grant which would cover lighting for three remaining ball fields and ADA improvements passed 6-0.
- **Fitness Instructor Job Description-** Alderman Anderson made a motion to approve and seconded by Alderman French. Mayor Howard opened the floor to discussion and called for the roll. The job description passed 6-0.
- **Lifeguard Job Description-** Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and called for the roll. The motion passed 6-0.
- **Finance Director Job Description-** Alderman Hobbs made a motion to approve the new revised job description and seconded by Alderman French. Mayor Howard opened the floor to discussion and called for the roll. The motion passed 6-0.
- **Finance Dept. Contracting Year-End Closing Services-** Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion. Alderman Bellamy questioned why we are hiring someone to close out the year and hadn't in the past. Mayor Howard stated this is new and bringing in this company will help with the transition. Alderman Hobbs discussed the need to close everything out and this will help moving forward. Vice Mayor Messick stated this is a onetime fee. Mayor Howard called for the roll. The motion passed 5-1 with Alderman Bellamy voting nay.
- **FY 2024-2025 Budget Calendar-** Alderman Hobbs made a motion to approve and seconded by Alderman Parsley. Mayor Howard opened the floor to discussion and called for the roll. The motion passed 6-0.

**COMMENTS FROM BOMA:** Alderman French discussed beer permitting for food trucks and the need to change the language and would like it on the next agenda. Alderman French stated he would not be at the June BOMA 2024 meeting. Alderman Bellamy stated he appreciates the employees and they work like dogs. Vice Mayor Messick discussed that he wasn't picking on Director Miller but he looks at spending money very conservatively.

**ADJOURNMENT:**

- Being no further business to discuss, Mayor Howard asked for a motion to adjourn and Alderman French made the motion. The motion was seconded by Vice Mayor Messick. The motion to adjourn was passed 6-0. The meeting adjourned at 7:49 p.m. BOMA Beer Board followed.

**SIGNATURES:**

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Mayor Marilyn Howard

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Executive Administrative Assistant Keele

**City of Manchester**  
**Board of Mayor and Alderman**  
**Beer Board Minutes**  
**February 6<sup>th</sup>, 2024**

Immediately Following the Mayor and Aldermen Board Meeting.

Mayor Howard called the meeting to order.

**Application(s):**

1. **Name of Business: Manchester Venture Inc., Business Address: 2277 Hillsboro Blvd., Manchester, TN 37355; Previous Name of Business: Raceway 930; Name and Address of Property Owner: Race Trac Petroleum, 200 Galleria Blvd. Ste. 200 Atlanta, GA 30339; Name of Applicant: Sam Ghali, 4732 Onyx Lane, Murfreesboro TN 37128; Application is for Off-premises consumption and retail. Police Chief Sipe stated the applicant has met all requirements and is favorable for permit. Alderman Parsley made a motion to approve and seconded by Alderman French. Mayor Howard opened the floor to discussion and after none called for the roll. The application passed 7-0.**
  
  2. **Name of Business: Manchester Venture Inc., Business Address: 2277 Hillsboro Blvd., Manchester, TN 37355; Previous Name of Business: Raceway 930; Name and Address of Property Owner: Race Trac Petroleum, 200 Galleria Blvd. Ste. 200 Atlanta, GA 30339; Name of Applicant: Mamdouh Hineen, 4732 Onyx Lane, Murfreesboro TN 37128; Application is for Off-premises consumption and retail. Police Chief Sipe stated the applicant has met all requirements and is favorable for permit. Alderman Parsley made a motion to approve and seconded by Alderman French. Mayor Howard opened the floor to discussion and after none called for the roll. The application passed 7-0.**
- **Adjournment:** Being no further business to discuss, Mayor Howard asked for a motion to adjourn and Alderman Hobbs made the motion. The motion was seconded by Alderman Parsley. The motion to adjourn was passed 6-0. The meeting adjourned at 7:52 p.m.

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**Mayor Marilyn Howard**

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**Exec. Administrative Assistant Keele**

CITY OF MANCHESTER  
BOARD OF MAYOR AND ALDERMAN  
SPECIAL CALL BOARD MEETING Minutes  
Manchester City Hall Board Room  
February 19<sup>th</sup>, 2024  
5 P.M.

**CALL THE MEETING TO ORDER:**

Pursuant to a call by Mayor Howard, there will be a Special Called Board of Mayor and Alderman Board Meeting on Monday, February 19<sup>th</sup>, 2024, at 5 p.m. The meeting was called to order by Mayor Howard. City Attorney Johnson read the call sheet and the Agenda. Present for the meeting were Mayor Howard, City Attorney Johnson, Alderman Bellamy, Alderman Parsley, Vice Mayor Messick, Alderman Anderson, Alderman French, Alderman Hobbs, Executive Administrative Assistant Keele, Parks & Rec. Director Fox, Assistant Director Parks & Rec. Becki Johnson. Attorney Johnson read the call sheet: Pursuant to a call by Mayor Marilyn Howard, there will be a Special Called Board of Mayor and Alderman Board Meeting on Monday, February 19<sup>th</sup>, 2024, at 5 p.m. for the following resolutions and ordinances.

**Call to Order:** Mayor Howard called for the roll, Executive Administrative Assistant Keele called the roll.

**Citizen Comments:** none

**Resolution:**

- a. A resolution approving a contract with C & H Commercial Contractors, Inc. in the amount of One Million One Hundred Eighty-Seven Thousand Nine Hundred Fifty Dollars (\$1,187,950.00) for Ballfield Lighting & ADA Improvements LPRF Grant Project; sponsored by Alderman Anderson. Alderman Bellamy made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and Director Fox discussed the fields that would be covered in the grant and the 50/50 match. Mayor Howard called for the roll and the resolution passed 6-0.

**Adjournment:** Mayor Howard asked for a motion to adjourn. Alderman French made the motion to adjourn and seconded by Alderman Hobbs. Mayor Howard called for the roll and the motion passed 6-0 at 5:04 pm.

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**Mayor Marilyn Howard**

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**Exec. Administrative Assistant Keele**

**RESOLUTION**

**24 \_\_\_\_\_**

**A RESOLUTION APPROVING A CONTRACT WITH FLOCK SAFETY, INC. FOR THE ACQUISITION, INSTALLATION, MAINTENANCE AND MONITORING OF SIX (6) AUTOMATED LICENSE PLATE RECOGNITION (ALPR) CAMERAS**

**WHEREAS**, the Board of Mayor and Alderman for the City of Manchester, Tennessee (the “BOMA”), has determined the addition of Automated License Plate Recognition (ALPR) cameras would increase public safety by aiding the police department in its crime prevention and criminal investigation efforts and strategies; and

**WHEREAS**, the Board of Mayor and Alderman has authorized and funded the acquisition and installation of six (6) ALPR cameras within the City through the City’s General Fund; and

**WHEREAS**, the Board of Mayor and Alderman desired to engage the services of Flock Safety, Inc. for the acquisition, installation, maintenance, and monitoring of six (6) fixed, pole-mounted ALPR cameras; and

**WHEREAS**, the Board of Mayor and Alderman, through approval of the FY 2023-24 budget resolution, authorized the Mayor (or his/her designee) to execute a contract (the “Agreement”) attached hereto as Exhibit “A” respectively, with Flock Safety, Inc.;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF MANCHESTER, TENNESSEE, THAT:**

**Section 1. Recitals Incorporated**

The recitals set forth above are incorporated herein for all purposes as if set forth in full.

**Section 2. Approval of Agreement**

The Board of Mayor and Alderman, by approving the decision package for six (6) ALPR cameras from Flock Safety, Inc., authorized the expenditure for the acquisition, installation, maintenance, and monitoring of six (6) ALPR cameras from Flock Safety, Inc. The Board of Mayor and Alderman further authorized the Mayor to execute any associated documents necessary to consummate the business relationship after review and approval of the City Attorney.

**PASSED AND APPROVED** on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**CITY OF MANCHESTER, TENNESSEE**

**ATTEST**

By: \_\_\_\_\_  
Marilyn Howard, Mayor

By: \_\_\_\_\_  
Lisa Myers, Finance Director

**RESOLUTION 24 \_\_\_\_\_**

**A RESOLUTION APPROVING A CONTRACT WITH BANKPAK, INC.  
FOR THE ACQUISITION AND INSTALLATION OF CAMERAS AT THE  
MANCHESTER RECREATION CENTER IN THE AMOUNT OF SIXTY  
EIGHT THOUSAND FIVE HUNDRED AND SIXTY AND 00/100  
DOLLARS (\$68,560.00)**

**WHEREAS**, the Board of Mayor and Alderman for the City of Manchester, Tennessee (the "BOMA"), has determined the addition of monitoring cameras would increase public safety by aiding the Manchester Recreation Center in its crime prevention and parking lot monitoring efforts and strategies; and

**WHEREAS**, the Board of Mayor and Alderman has authorized and funded the acquisition and installation of monitoring cameras within the area of the Manchester Recreation Center and parking lot and

**WHEREAS**, the Board of Mayor and Alderman desired to engage the services of BANKPAK, Inc. for the acquisition and installation of monitoring cameras in the total amount of Sixty Eight Thousand, Five Hundred and Sixty and 00/100 dollars (\$68,560.00); and

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF MANCHESTER, TENNESSEE, THAT:**

**Section 1. Recitals Incorporated**

The recitals set forth above are incorporated herein for all purposes as if set forth in full.

**Section 2. Approval of Agreement**

The Board of Mayor and Alderman, by approving the decision package for monitoring cameras from BANKPAK, Inc., authorized the expenditure for the acquisition and installation, of the monitoring cameras from BANKPAK, Inc. The Board of Mayor and Alderman further authorized the Mayor to execute any associated documents necessary to consummate the business relationship after review and approval of the City Attorney.

**PASSED AND APPROVED** on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

By: \_\_\_\_\_  
Marilyn Howard, Mayor

By: \_\_\_\_\_  
Lisa Myers, Finance Director

Res.

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

**A RESOLUTION APPROVING A RATE INCREASE FOR RESIDENTIAL AND COMMERCIAL REFUSE PICK-UP PURSUANT TO MANCHESTER MUNICIPAL CODE 17-108**

WHEREAS the City of Manchester contracts with Republic Services for the pickup of residential and commercial refuse; and

WHEREAS the contract with Republic Services of Murfreesboro provides in the terms for annual rate adjustments based on the Consumer Price Index (CPI); and

WHEREAS the City of Manchester was notified by letter dated November 30, 2023 that rates for collection for both residential and commercial pick up will increase for the contract term effective January 6, 2024, through January 5, 2025; and

WHEREAS MMC 17-108 requires any rate adjustments to be amended by Resolution of the Board of Mayor and Alderman; and

WHEREAS the Street Committee recommends, and the Manchester Board of Mayor and Alderman feel, in is in the best interest of the City of Manchester to raise the rate charged to residential and commercial customers by the same 5.3%.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that rates for collection for residential refuse collection will increase by 5.3% to \$20.13 per unit and the various commercial rates will also increase by 5.3%.

Resolved this \_\_\_\_\_ day of March 2024.

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

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

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

**AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 12-401 et.seq.  
RELATIVE TO BUILDING IMPACT FEES**

WHEREAS the City of Manchester continues to grow at an increasing rate from New Development that impacts school population and other city services and infrastructure; and

WHEREAS Manchester Municipal Code 12-401 et. seq. currently sets fees for building permits and other charges for construction type activities within the City limits; and

WHEREAS the Manchester City Charter gives the authority to assess and collect impact fees in Article II, Section 1, Paragraph (32) and the Manchester Municipal Code 14-803 gives it the authority to enact and amend the fee schedule for building permits to the Board of Mayor and Aldermen; and

WHEREAS, at the recommendation of the Manchester Finance Committee, the Board of Mayor and Aldermen of the City of Manchester believes it to be in the best interest of the City to revise those fees and charges by adding certain impact fees to New Development; and

WHEREAS, “New Development” should be defined for the purposes of this ordinance as “the process of developing land that has not been previously developed by the construction, or substantial alteration of residential, commercial, industrial, institutional, recreation, transportation, or utility facilities or structures.”

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code Title 12, Chapter 4, be amended to add the following:

**“12-410 Rates for New Development Building Impact Fees**

**Effective \_\_\_\_\_, \_\_\_\_\_, 2024, building impact fees for New Development within the corporate limits shall be:**

<b>Single Residential Units</b>	<b>\$2.00 per square foot</b>
<b>Multi-Family Residential Units</b>	<b>\$2.00 per square foot</b>
<b>All Other Building Types</b>	
<b>Office</b>	<b>\$2.00 per square foot</b>
<b>Retail/Commercial</b>	<b>\$1.50 per square foot</b>
<b>Warehouse /Storage</b>	<b>\$0.50 per square foot</b>
<b>Industrial</b>	
1 to 10,000 - square feet	\$1.00 per square foot
10,001 to 25,000 - square feet	\$0.90 per square foot
25,001 to 50,000 - square feet	\$0.80 per square foot
Above 50,001 – square feet	\$0.70 per square foot- maximum fee of \$100,000.00
<b>Institutional</b>	<b>\$0.50 per square foot</b>
<b>Non-profit/Public</b>	<b>Exceptions granted case by case</b>

“New Development” is defined as: the process of developing land that has not been previously developed by the construction, or substantial alteration of residential, commercial, industrial, institutional, recreation, transportation, or utility facilities or structures.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the funds generated from these impact fees be shared between the Manchester Education Capital Fund (80%) for new projects and to other city infrastructure projects (20%) and used accordingly. For purposes of this ordinance; “Infrastructure” is defined as “all physical improvements that are required to provide roads, boulevards, walkways, utilities, and parks, etc.”

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

PASSED FIRST READING: \_\_\_\_\_ February 6 \_\_\_\_\_, 2024

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2024

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

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

ORDINANCE NO. \_\_\_\_\_  
 AN ORDINANCE AMENDING THE BUDGET ORDINANCE  
 FOR FISCAL YEAR 2023-24, ORDINANCE NO. 1692

Be it ordained by the Board of Mayor and Aldermen of the City of Manchester,  
 Tennessee, that the Budget Ordinance for Fiscal Year 2023-2024, Ordinance  
 No. 1692, be amended as follows:

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

	Original	New
<u>General Fund</u>		
Intergovernmental	3,006,230	3,231,230
Other Revenues	249,632	542,850
 <u>Recreation</u>		
Other Sources	1,000,000	1,012,500
 <u>Debt Service</u>		
Other Sources	240,052	245,052
 <u>Capital Fund</u>		
Other Sources	2,447,000	3,190,750

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>		
Board of Mayor and Alderman	339,434	414,354
Police	3,399,584	3,513,430
Fire	2,644,989	2,679,235
Contributions to Other Agencies	404,954	414,954
Other Uses	5,380,467	6,124,217
 <u>Recreation</u>		
Center	1,674,200	2,040,774
Park	1,963,131	1,968,731
 <u>Debt Service</u>		
Debt Service	1,640,902	1,645,902
 <u>Capital Fund</u>		
Expenses	1,447,000	2,541,664
Other Uses	0	12,500

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, 2024.

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

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

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

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

Attest:

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

City of Manchester, Tennessee  
 General Fund 410  
 Statement of Proposed Operations  
 July 1, 2023 To June 30, 2024

2023-2024 BUDGET AMENDMENT #1

Account Number Account Description 2023-2024 Approved Budget Increase Decrease 2023-2024 Amended Budget Comments

Revenues

31200	Local Taxes				
31200	Current Property Taxes	\$ 5,100,000		\$ -	\$ 5,100,000
31211	Delinquent Property Tax - 1st Prior Year	75,000		-	75,000
31219	Delinquent Property Tax - Other Years	30,000		-	30,000
31320	Interest and Penalty	26,000		-	26,000
31610	Local Option Sales Tax	6,000,000		-	6,000,000
31710	Wholesale Beer Tax	550,000		-	550,000
31720	Wholesale Liquor Tax	300,000		-	300,000
31800	Entertainment/Event Ticket Tax	480,000		-	480,000
31850	Business Tax	145,000		-	145,000
31912	Cable TV Franchise Tax	550,000		-	550,000
31920	Room Occupancy Tax	1,600		-	1,600
31922	Hotel/Motel License Fee	1,600		-	1,600
	Total Local Taxes	\$ 13,257,600	\$ -	\$ -	\$ 13,257,600

Licenses and Permits

32230	Beer and Liquor by Drink Permits	\$ 15,000		\$ -	\$ 15,000
32231	Special Events Permit	200,000		-	200,000
32610	Building Permit	30,000		-	30,000
32611	Bonmaroo Property Permits	245,000		-	245,000
	Total Licenses and Permits	\$ 290,000	\$ -	\$ -	\$ 290,000

Intergovernmental

33310	Payment in Lieu of Taxes - Housing Authority	\$ 10,000		\$ -	\$ 10,000
33320	State Revenue Sharing - T/V/A	144,000		-	144,000
33321	MCA Payment in Lieu of Taxes	-		-	-
33322	ASPEN Payment in Lieu of Taxes	88,394		-	88,394
33323	Great Lake Cheese Grant	6,250		-	6,250
33425	THSO Police Grant	95,294		-	95,294
33426	ARC Downtown Grant	-	225,000	-	225,000
33427	TN Dept of Safety SRO Grant	-	-	-	-
33430	TDOT Interstate LED Lighting Grant	-	-	-	-
33432	Sale Route to School Grant	-	-	-	-
33436	TDOT Signalization Project	179,693		-	179,693
33437	TDOT Widening Project	-		-	-
33438	COPS Grant	-		-	-
33439	VOCF Grant	127,719		-	127,719
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 (Vestis)	-		-	-
33498	State Grant - COVID1c	-		-	-
33499	State CARES ACT- COVID19 Rein	-		-	-
33500	2022 Local Gov DA Grant	-		-	-
33510	State Sales Tax	1,440,000		-	1,440,000
33520	State Income Tax	3,200		-	3,200
33530	State Income Tax	5,520		-	5,520
33541	State Beer Tax	140,000		-	140,000
33541	State Mix Drink Tax	2,700,000		-	2,700,000
33551	State Gasoline and Motor Fuel Tax	21,980		-	21,980
33552	State - City Streets and Transportation	180,000		-	180,000
33556	State 3% Gas Tax	12,000		-	12,000
33557	SportsBetting Tax	50,000		-	50,000
33580	State Highway Maintenance Contract	28,000		-	28,000
33591	State Supplemental Reimburse-Police	24,000		-	24,000
33592	State Supplemental Reimburse-Fire	110,000		-	110,000
33593	Corporate Excise Tax	115,200		-	115,200
33700	Coffee County Industrial Park	15,000		-	15,000
33711	Coffee County Appropriation to Fire Dept.	3,005,230		-	3,005,230
	Total Intergovernmental	\$ 3,231,230	\$ 225,000	\$ -	\$ 3,456,230

Charges for Current Services

34125	Development Street Lighting	\$ -		\$ -	\$ -
34230	Fees and Commissions	3,000		-	3,000

2023-2024 BUDGET AMENDMENT #1

2023-2024  
 Approved Budget

2023-2024  
 Amended Budget

Comments

Account Number	Account Description	2023-2024 Approved Budget	Increase	Decrease	2023-2024 Amended Budget
34240	Accident Report Charges	-	-	-	1,000
34314	Mowing Charges	1,000	-	-	30,000
34420	Black & Concrete Tile	30,000	-	-	2,000
34510	Animal Control Charges	2,000	-	-	-
34511	Donations-Animal Control	-	-	-	-
	Total Charges for Current Services	36,000	-	-	36,000
35109	Fines, Forfeitures and Penalties	-	-	-	-
35110	Court Judgement Interest	-	-	-	-
35111	Court Fines and Costs	150,000	-	-	150,000
35115	Knox Box Revenue	-	-	-	1,600
	Total Fines, Forfeitures and Penalties	151,600	-	-	151,600
	<b>Other Revenues</b>				
36101	Interest Earnings	-	-	-	-
36330	Sale of Equipment/Vehicles	-	-	-	-
36331	Sale of Equipment/Vehicles - Police	-	417,450	-	417,450
36333	Sale of Property-Industrial Park	-	-	-	400
36340	Sale of Cemetery Lots	400	-	-	-
36350	Insurance Recovery	-	-	-	10,000
36711	Contribution/Donations - Fire Dept.	-	-	-	60,000
36713	Contribution/Donations - Police Dept.	60,000	-	-	-
36716	National Fire Safety Council Income	-	-	-	30,000
36717	Community Policing Donations	30,000	-	-	-
36964	Calendar Revenue-Fire	-	-	-	-
36965	New Money for School Bonds	-	-	-	-
36994	Transfer from City Schools (CSES Project)	134,232	-	-	134,232
36995	Transfer from City Schools (SRO)	25,000	-	-	25,000
36999	Miscellaneous Revenues	25,000	-	-	-
39120	Transfer from Tourism Fund	-	-	-	-
	Total Other Revenues	249,632	427,450	134,232	542,850
	<b>Total Revenues</b>	16,946,062	652,450	134,232	17,464,280

**Expenditures and Other Uses**

41210	City Court	12,000	-	-	12,000
252	Legal Services	12,000	-	-	12,000
	Total City Court	24,000	-	-	24,000

**Board of Mayor and Aldermen**

41310	Personal	82,000	29,000	-	111,000
111	Regular Employee Salaries	1,000	-	-	1,000
113	Salaries-Overtime	6,350	2,220	-	8,570
141	OASD Employers Share	-	3,500	-	3,500
142	Employee Health Insurance	4,864	1,500	-	6,364
143 001	Retirement-TRCS	50	50	-	100
145	Employee Life Insurance	150	150	-	300
147	Unemployment Insurance	17,000	2,500	-	19,500
148	Education/Training/Travel/Lodging	1,600	-	-	1,600
172	Election Officials and Clerks	1,600	-	-	1,600
	Total Personnel	113,013	38,920	-	151,933

**Contractual Services**

211	Postage	300	-	-	300
211 001	Historical Zoning-Supplies	300	-	-	300
221	Printing, Duplicating and Typing	5,000	-	-	5,000
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
259	Other Professional Services	36,000	-	-	36,000
261	Repairs and Maint - Vehicle	-	-	-	-
	Total Contractual Services	218,921	36,000	-	254,921

Degges Consulting Services passed by BOMA 1/11/24 (\$72,000 annually)

**Statutes**

2023-2024 BUDGET AMENDMENT #1

2023-2024  
 Amended  
 Budget

Comments

Account Number	Account Description	2023-2024 Approved Budget	Increase	Decrease	2023-2024 Amended Budget
311	Office Supplies	\$ 1,000			\$ 1,000
312	Small Items of Equipment	3,500			3,500
328	Clothing and Uniforms	-			-
331	Gas, Oil, Diesel Fuel and Grease	-			-
340	Meeting Expenses	1,500			1,500
	Total Supplies	6,000			6,000
	Fixed Charges:				
533	Machinery & Equipment - Copier	1,500			1,500
	Total Fixed Charges	1,500			1,500
	Total Board of Mayor and Aldermen	339,434	74,920		414,354

Account Number	Account Description	2023-2024 Approved Budget	Increase	Decrease	2023-2024 Amended Budget
41510	Financial Administration:				
	Personnel:				
111	Regular Employee Salaries	312,100			312,100
113	Salaries - Overtime	1,000			1,000
141	OASI Employers Share	23,952			23,952
142	Employee Health Insurance	60,000			60,000
143 001	Retirement - TCRS	18,348			18,348
145	Employee Life Insurance	250			250
147	Unemployment Insurance	200			200
148	Education/Training/Travel/Lodging	8,000			8,000
	Total Personnel	423,950			423,950
	Contractual Services:				
211	Postage	6,000			6,000
221	Printing, Duplicating and Typing	8,000			8,000
231	Publication Form and Legal Notices	1,000			1,000
239	Dues and Subscription	1,500			1,500
245	Telephone	138,840			138,840
253	Accounting/Auditing Services	45,000			45,000
255	Data Processing Support	-			-
261	Repairs and Maint. - Vehicles	250			250
267	Repairs and Maint. - Computer Equip	-			-
	Total Contractual Services	201,590			201,590
	Supplies:				
311	Office Supplies	4,000			4,000
312	Small Items of Equipment	6,000			6,000
326	Clothing and Uniforms	500			500
328	Gas, Oil, Diesel Fuel and Grease	-			-
340	Meeting Expense	300			300
	Total Supplies	10,800			10,800
	Fixed Charges:				
514	Professional Liability/Surety Bond	1,500			1,500
	Total Fixed Charges	1,500			1,500
	Capital:				
947	Office Machinery & Equipment	-			-
	Total Capital	-			-
	Total Financial Administration	637,740			637,740

Total Financial Administration

Account Number	Account Description	2023-2024 Approved Budget	Increase	Decrease	2023-2024 Amended Budget
41600	Information Systems:				
	Personnel:				
111	Regular Employee Salaries	80,111			80,111
113	Salaries - Overtime	6,128			6,128
141	OASI Employers Share	6,200			6,200
142	Employee Health Insurance	4,695			4,695
143 001	Retirement - TCRS	45			45
145	Employee Life Insurance	100			100
147	Unemployment Insurance	3,500			3,500
148	Education/Training/Travel/Lodging	100,779			100,779
	Total Personnel	192,158			192,158
	Contractual Services:				
211	Postage	-			-

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

2023-2024 BUDGET AMENDMENT #1

Account Number	Account Description	2023-2024	Increase	Decrease	2023-2024	Comments
		Approved Budget			Amended Budget	
221	Printing, Duplicating and Typing	-		-	-	
231	Publication, Formal and Legal Notices	-		-	-	
239	Dues and Subscription	1,200		-	1,200	
245	Telephone	65,940		-	65,940	
255	Data Processing Support	2,000		-	2,000	
267	Repairs and Maint. - Computer Equip	63,140		-	63,140	
	Total Contractual Services					
	Supplies:					
311	Office Supplies	1,500		-	1,500	
312	Small Items of Equipment	4,000		-	4,000	
326	Clothing and Uniforms	-		-	-	
331	Gas, Oil, Diesel Fuel and Grease	-		-	-	
340	Meeting Expenses	300		-	300	
	Total Supplies	5,800		-	5,800	
	Fixed Charges:					
533	Machinery & Equipment - Copier	-		-	-	
	Total Fixed Charges	15,000		-	15,000	
944	Computer Equipment and Software	15,000		-	15,000	
	Total Capital Outlay	15,000		-	15,000	
	Total Information System	190,719		-	190,719	
	<b>Personnel and Zenita:</b>					
41700	Personnel:					
111	Regular Employee Salaries	218,400		-	218,400	
113	Salaries - Overtime	1,000		-	1,000	
141	OASI Employee's Share	16,784		-	16,784	
142	Employee Health Insurance	33,000		-	33,000	
143001	Retirement - TCRS	12,857		-	12,857	
145	Employee Life Insurance	175		-	175	
147	Unemployment Insurance	350		-	350	
148	Education/Training/Travel/ Lodging	3,500		-	3,500	
	Total Personnel	286,066		-	286,066	
	Contractual Services:					
211	Postage	200		-	200	
221	Printing, Duplicating and Typing	700		-	700	
231	Publication, Formal and Legal Notices	6,000		-	6,000	
234	Manuals and Code Updates	1,000		-	1,000	
239	Dues and Subscription	5,000		-	5,000	
245	Telephone	3,000		-	3,000	
259	Other Professional Service	35,000		-	35,000	
261	Repairs and Maint. - Vehicles	2,000		-	2,000	
262	Online SDS Management	3,000		-	3,000	
	Total Contractual Services	55,900		-	55,900	
	Supplies:					
311	Office Supplies	1,500		-	1,500	
312	Small Items of Equipment	2,800		-	2,800	
326	Clothing and Uniforms	1,000		-	1,000	
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	
	Total Supplies	12,400		-	12,400	
	Fixed Charges:					
533	Machinery & Equipment - Copier	3,000		-	3,000	
	Total Fixed Charges	3,000		-	3,000	
	Capital Outlay:					
	Total Planning and Zoning	357,366		-	357,366	

41800 General Government and Buildings  
 Personnel

City of Manchester, Tennessee  
 General Fund 110  
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2023-2024 BUDGET AMENDMENT #1

Account Number	Account Description	2023-2024		2023-2024	Comments
		Approved Budget	Increase		
143	Retirement Expense	\$ 2,500		\$ 2,500	
149	Other Employee Benefits	20,000		20,000	
	Total Personnel	22,500		22,500	
	<b>Contractual Services</b>				
216	Radio and Cable Services	\$ 2,000		\$ 2,000	
241	Electric	55,000		55,000	
241 001	DREMIC-Electric Substation	30,000		30,000	
242	Water	10,000		10,000	
244	Gas	20,000		20,000	
245	Telephone	38,000		38,000	
251	Medical Services	20,000		20,000	
258	Census 2020 Expense	-		-	
259	Other Professional Service	35,000		35,000	
266	Repairs and Maint - Buildings	45,000		45,000	
292	Janitorial Services	25,000		25,000	
	Total Contractual Services	280,000		280,000	
	<b>Supplies</b>				
311	Office Supplies	\$ 3,000		\$ 3,000	
324	Household and Janitorial Supplies	3,000		3,000	
	Total Supplies	6,000		6,000	
	<b>Fixed Charges</b>				
511	General Liability	\$ 175,000		\$ 175,000	
515	Workers Compensation Insurance	150,000		150,000	
521	Building Insurance	10,000		10,000	
521 001	Building Insurance-Conference Cr	-		-	
533	Machinery/Equip - Copier	1,800		1,800	
533 001	IT Hardware Purchase-State Grant	-		-	
533 002	Machinery/Equip - Passenger Machine	2,600		2,600	
533 003	Machinery/Equip - Passenger Machine	-		-	
	Total Fixed Charges	339,400		339,400	
	<b>Capital Outlay</b>				
948	Westwood Grant Expenses	\$ -		\$ -	
948 004	Transportation Plan-TDOT	-		-	
948 006	TDOT Signalization Project	179,693		179,693	
948 007	TDOT Widening Project	-		-	
948 01	Site Development Grant (MIP)	-		-	
948 011	Transportation Grant w/ Tullahoma	-		-	
948 012	THDA Home Grant Expense	-		-	
948 013	STP Grant Project	-		-	
948 014	CSES Renovation Project	-		-	
948 015	Industrial Bd of Coffee Co Rent	-		-	
948 016	Multi-Modal Sidewalk Grant	45,750		45,750	
948 017	ARC Downtown Grant	195,294		195,294	
	Total Capital Outlay	420,737		420,737	
	Total General Government and Buildings	1,068,637		1,068,637	
	<b>Economic Development Board</b>				
41950	Economic Development Board				
148	Education/Travel/Lodging	\$ 7,500		\$ 7,500	
171	Administrative Director Support	50,000		50,000	
171 001	Outside Retail Dev. Consultant	18,000		18,000	
	Total Personnel	75,500		75,500	
	<b>Contractual Services</b>				
221	Marketing Materials/Advertising	\$ 6,000		\$ 6,000	
252	Legal Services	15,000		15,000	
	Total Contractual Services	21,000		21,000	
	<b>Supplies</b>				
310	Trade Show Exhibit	\$ 7,500		\$ 7,500	
312	Computer/Office Equipment	1,000		1,000	
329	Other Operating Supplies	7,500		7,500	
	Total Supplies	16,000		16,000	
	Total Economic Development Board	112,500		112,500	

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2023-2024 BUDGET AMENDMENT #1

2023-2024 Approved Budget      2023-2024 Amended Budget      Comments

Account Number	Account Description	2023-2024 Approved Budget	Increase	Decrease	2023-2024 Amended Budget	Comments
41900	Conference Center					
	<b>Personnel</b>					
111	Regular Employee Salaries	\$ -	\$ -	\$ -	\$ -	
113	Salaries - Overtime	-	-	-	-	
141	OASD Employers Share	-	-	-	-	
142	Employee Health Insurance	-	-	-	-	
143.001	Retirement - TCRS	-	-	-	-	
145	Employee Life Insurance	-	-	-	-	
147	Unemployment Insurance	-	-	-	-	
	Total Personnel	\$ -	\$ -	\$ -	\$ -	
	Total Conference Center	\$ -	\$ -	\$ -	\$ -	

42100	Police					
	<b>Personnel</b>					
111	Regular Employee Salaries	\$ 2,088,500	\$ 27,500	\$ -	\$ 2,116,000	clerk promotion/additional police officer passed BOMA 10/3/23
113	Salaries - Overtime	105,000	1,000	-	106,000	
135	Holiday	60,500	1,200	-	61,700	
141	OASD Employers Share	172,431	2,300	-	174,731	
142	Employee Health Insurance	365,000	5,000	-	370,000	
143	Retirement - NCG	35,000	-	-	35,000	
143.001	Retirement - TCRS	132,084	1,800	-	133,884	
145	Employee Life Insurance	1,600	25	-	1,625	
147	Unemployment Insurance	2,000	21	-	2,021	
148	Educational/Training/Travel/ Lodging	23,000	-	-	23,000	
	Total Personnel	\$ 2,985,115	\$ 38,846	\$ -	\$ 3,023,961	
	<b>Contractual Services</b>					
211	Postage	\$ 600	\$ -	\$ -	\$ 600	
213	Automobile Licenses and Title	400	-	-	400	
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	1,000	-	-	1,000	
245	Telephone	21,000	-	-	21,000	
256	Information System Support	22,000	5,000	-	27,000	added 2 LPR for Recreation Dept
259	Other Professional Services	-	-	-	-	
259.001	Collection Expense Fees	40,000	-	-	40,000	
261	Repairs and Maint. - Vehicles	200	-	-	200	
267	Repairs and Maint. - Computer Equip	200	-	-	200	
269	Repairs and Maint. - Other	200	-	-	200	
	Total Contractual Services	\$ 90,000	\$ 5,000	\$ -	\$ 95,000	

	<b>Supplies</b>					
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	26,000	-	-	26,000	
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	100,000	-	-	100,000	
334	Tires and Tubes	6,000	-	-	6,000	
	Total Supplies	\$ 181,950	\$ -	\$ -	\$ 181,950	

533	<b>Fixed Charges</b>					
	<b>Machinery &amp; Equipment - Copier</b>					
	Total Fixed Charges	\$ 1,800	\$ -	\$ -	\$ 1,800	
	<b>Capital Outlay</b>					
944	Computer Equipment and Software	\$ 13,000	\$ -	\$ -	\$ 13,000	
944.001	IT Hardware Purchase-State Grant	-	-	-	-	
944.002	VCF Grant	127,719	-	-	127,719	
944.003	THSO Police Grant	-	-	-	-	
944.004	BVP DOJ Grant (Vests)	-	-	-	-	
944.005	SRO GRANT	-	-	-	-	
	Total Capital Outlay	\$ 140,719	\$ 70,000	\$ -	\$ 210,719	70,000 new SRO grant

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Account Number Account Description 2023-2024 Approved Budget 2023-2024 Amended Budget

Total Police \$ 3,399,884 \$ 113,846 \$ 3,513,730

42200 **Elia**

**Personnel**

111	Regular Employee Salaries	\$ 1,571,507	23,000	\$ 1,594,507	additional fireman passed BOMA 10/06/23
113	Salaries - Overtime	120,000	1,500	121,500	
135	Holiday	71,500	1,200	72,700	
141	OASD Employers Share	134,870	2,000	136,870	
142	Employee Health Insurance	300,000	5,000	305,000	
143	Retirement - ING	14,000	-	14,000	
143.001	Retirement - TCRS	103,312	1,500	104,812	
145	Employee Life Insurance	1,300	25	1,325	
147	Unemployment Insurance	2,000	21	2,021	
148	Educational Training/Travel/ Lodging	20,000	-	20,000	
	<b>Total Personnel</b>	<b>\$ 2,338,489</b>	<b>\$ 34,246</b>	<b>\$ 2,372,735</b>	

**Contractual Services**

211	Postage	150	-	150	
216	Radio and TV Services	4,600	-	4,600	
221	Printing, Duplicating and Typing	150	-	150	
221.002	Calendar Expense	-	-	-	
221.001	Nat. Fire Safety Council	-	-	-	
231	Publication and Legal Notices	300	-	300	
236	Public Relations (Advertising)	2,500	-	2,500	
239	Dues and Subscription	6,000	-	6,000	
245	Telephone	9,000	-	9,000	
259	Other Professional Services	-	-	-	
261	Repairs and Maint. - Vehicles	43,000	-	43,000	
266	Repairs and Maint. - Buildings	30,000	-	30,000	
266.001	Repairs & Maint. - Bldgs (HVAC)	800	-	800	
269	Repairs and Maint. - Other	1,000	-	1,000	
269.500	Repairs and Maint. - Fire Hydrants	8,500	-	8,500	
271	Reserve Premium	2,000	-	2,000	
	<b>Total Contractual Services</b>	<b>\$ 108,000</b>	<b>\$ -</b>	<b>\$ 108,000</b>	

**Supplies**

311	Office Supplies	1,000	-	1,000	
312	Small Items of Equipment	35,000	-	35,000	
322	Chemical, Lab and Medical Supplies	4,000	-	4,000	
324	Household and Janitorial Supplies	3,000	-	3,000	
326	Clothing and Uniforms	22,000	-	22,000	
326.001	Clothing and Uniforms - PPE Turnout Gear	30,000	-	30,000	
328	Educational Supplies (Fire Prevention)	5,000	-	5,000	
329	Other Operating Supplies	25,000	-	25,000	
329.001	Other Operating Supplies - Bed	19,500	-	19,500	
331	Gas, Oil, Diesel Fuel and Grease	27,000	-	27,000	
334	Tires and Tubes	10,000	-	10,000	
344	Safety Supplies	1,000	-	1,000	
	<b>Total Supplies</b>	<b>\$ 182,500</b>	<b>\$ -</b>	<b>\$ 182,500</b>	

**Fixed Charges**

533	Machinery and Equipment - Copier	1,000	-	1,000	
944.001	IT Hardware Purchase-State Grant	-	-	-	
571	Inspection/Testing	15,000	-	15,000	
	<b>Total Fixed Charges</b>	<b>\$ 16,000</b>	<b>\$ -</b>	<b>\$ 16,000</b>	

**Total Fire**

\$ 2,644,989 \$ 34,246 \$ 2,679,235

43100 **Public Works**

**Personnel**

111	Regular Employee Salaries	\$ 1,124,063	-	\$ 1,124,063	
113	Salaries - Overtime	33,000	-	33,000	
141	OASD Employers Share	88,515	-	88,515	
142	Employee Health Insurance	198,000	-	198,000	
143	Retirement - ING	9,450	-	9,450	
143.001	Retirement - TCRS	67,804	-	67,804	

Comments

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

2023-2024 BUDGET AMENDMENT #1

Account Number	Account Description	2023-2024		Comments
		Approved Budget	Amended Budget	
145	Employer Life Insurance	740	740	
147	Unemployment Insurance	1,500	1,500	
148	Education/Training/Travel/Lodging	5,000	5,000	
	Total Personnel	\$ 1,528,072	\$ 1,528,072	
	<b>Contractual Services</b>			
211	Postage	600	600	
213	Automobile Licenses and Title	200	200	
216	Radio and TV Services	3,000	3,000	
221	Printing, Duplicating and Typing	400	400	
231	Publication/Formal Ads	2,000	2,000	
239	Dues and Subscriptions	1,000	1,000	
242	Wires	3,500	3,500	
245	Telephone	4,000	4,000	
247	Street Lighting	250,000	250,000	
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	\$ 382,700	\$ 382,700	
	<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	13,000	13,000	
323 001	Household and Janitorial Supplies	13,000	13,000	
324	Household and Janitorial Supplies	5,000	5,000	
326	Clothing and Uniforms	25,000	25,000	
331	Gas, Oil, Diesel Fuel and Grease	85,000	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	\$ 228,000	\$ 228,000	
	<b>Buildout 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	-	-	
933 001	State Grant-Phase 1 Sidewalks	-	-	
933 002	HillChapel Road Phase 2 Sidewalk Project	626,613	626,613	
933 003	Coffee Street Sidewalk Project	34,606	34,606	
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	-	-	
961 001	TDOT LED Lighting Grant	-	-	
999	Additions to Capital Assets	-	-	
	Total Capital Outlay	\$ 1,166,219	\$ 1,166,219	

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

**2023-2024 BUDGET AMENDMENT #1**

Account Number	Account Description	2023-2024		2023-2024		Comments
		Approved Budget	Increase	Decrease	Amended Budget	
	Total Public Works	\$ 3,396,991	\$ -	\$ -	\$ 3,396,991	
44210	Contributions to Other Agencies	\$ -	\$ -	\$ -	\$ 9,000	
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	350,000	-	-	350,000	
720.011	Manchester/Coffee County Conference Centk	2,000	-	-	2,000	
720.013	Coffee County Children's Advocacy Center	-	-	-	-	
720.014	TN Backroads Heritage	-	-	-	-	
720.018	Chamber of Commerce	10,000	-	-	10,000	
720.019	CAS/	-	-	-	-	
720.020	Coffee County Historical Society	-	-	-	-	
720.021	Coffee County DAV	-	-	-	-	
720.022	Heaven of Hope	5,000	-	-	5,000	
720.023	The Storehouse	3,000	-	-	3,000	
720.024	Coffee County Rescue Squad	-	10,000	-	10,000	contribution voted BOMA 12/5/23
	Total Contributions to Other Agencies	\$ 402,954	\$ 10,000	\$ -	\$ 414,954	
	Total Expenditures	\$ 12,564,915	\$ 233,912	\$ -	\$ 12,797,927	
	Other Uses					
51620	Operating Transfers	\$ -	\$ -	\$ -	\$ -	
762	Transfer to Sanitator	1,000,000	-	-	1,000,000	
763	Transfer to Recreation Fund	1,858,467	-	-	1,858,467	
764	Transfer to General Purpose School Fund	-	-	-	-	
765	Transfer to Debt Service Fund	200,000	-	-	200,000	
765.001	Transfer to Debt Service-Leave	-	-	-	-	
767	Transfer to Tourism Fund	-	743,750	-	3,058,750	85 acres @ 35000/acre divided 50/50 = \$1,487,500 half this year half paid next year approved BOMA 12/5/23
768	Transfer to Capital Equipment	2,322,000	-	-	6,123,217	
	Total Other Uses	\$ 5,380,467	\$ 743,750	\$ -	\$ 6,123,217	
	Total Expenditures and Other Uses	\$ 17,945,382	\$ 976,762	\$ -	\$ 18,922,144	
	Revenues and Other Sources Over (Under)	\$ (999,320)			\$ (1,457,864)	
	Expenditures and Other Uses	10,947,063			10,947,063	
	Estimated Beginning Fund Balance July 1				98,484	
	Non-spendable Fund Balance				9,849,259	
	Unassigned Fund Balance				9,380,715	
	Estimated Ending Fund Balance June 30				9,947,743	

City of Manchester Tennessee  
 Recreation Fund 122  
 Statement of Proposed Operations  
 JUNE 1, 2023 TO JUNE 30, 2024

2023-2024 BUDGET AMENDMENT #1

Account Number	Account Description	2023-2024		2023-2024	
		Approved Budget	Amended Budget	Increase	Decrease
<b>Revenues and Other Sources</b>					
31920	Local Taxes	\$ 262,000	\$ -	\$ -	\$ 262,000
	Room Occupancy Tax	\$ 262,000	\$ -	\$ -	\$ 262,000
	Total Local Taxes	\$ 262,000	\$ -	\$ -	\$ 262,000
33485	Adm Bldg Comm Grant Revenue	-	\$ -	\$ -	-
33486	TN Arts Commission	-	-	-	-
33487	Sale CARES/ACT-COVID 19 Reimb	-	-	-	-
33494	Comm Foundation Grant	-	-	-	-
33498	LPRF Grant (Soccer Complex)	-	-	-	-
33499	LPRF Grant (Soccer Complex)-Park Partners	-	-	-	-
33500	LPRF Grant (Soccer Complex)-h/knd	-	-	-	-
33501	Diabetes GrantB	-	-	-	-
33502	Diabetes GrantA	-	-	-	-
33504	Tennis CourtGrant	-	-	-	-
33505	Diabetes Bike Grant	-	-	-	-
33509	Forestry Grant	-	-	-	-
33510	TAP Greenway Grant	-	-	-	-
33511	Bull Environment Grant	-	-	-	-
33512	Sale Grant-COVID19	-	-	-	-
33513	NRPA Grant	-	-	-	-
33514	TDOH Basketball Court Grant	-	-	-	-
33515	TDEC LPRF Ballfield Light Grant	-	-	-	-
	Total Intergovernmental	\$ 750,000	\$ -	\$ -	\$ 750,000
<b>Charges for Current Services</b>					
34722	Swim Team Charges	\$ -	\$ -	\$ -	\$ 35,000
34723	Swimming Lesson Charges	35,000	-	-	40,000
34724	Pool Rental	40,000	-	-	25,000
34742	Activity Fees	25,000	-	-	50,000
34743	Day Camp Charges	50,000	-	-	-
34744	Fireworks	-	-	-	55,000
34745	Park and Recreation Concessions	55,000	-	-	8,000
34746	ADA Wright Center - Rental	8,000	-	-	3,000
34747	Shelter Rentals	3,000	-	-	20,000
34770	Membership and Dues - 6 Month Passes	20,000	-	-	450,000
34771	Membership and Dues - Yearly Passes	450,000	-	-	15,000
34772	Membership and Dues - Monthly Passes	15,000	-	-	140,000
34773	Membership and Dues - Daily Passes	140,000	-	-	75,000
34774	Recreation Complex Concessions	75,000	-	-	20,000
34777	Athletic League	20,000	-	-	15,000
34779	Silver and Fil	15,000	-	-	4,500
34780	Tw/Y Health	4,500	-	-	9,000
34781	Sponsorships	9,000	-	-	4,200
34782	Christmas Parade Sponsorships	4,200	-	-	2,100
34783	Renew Active	2,100	-	-	12,000
34792	Meeting Room Rental	12,000	-	-	500
34795	Food Booth/Space Rentals	500	-	-	-
	Total Charges for Current Services	\$ 983,300	\$ -	\$ -	\$ 983,300
<b>Other Revenues</b>					
36330	Sale of Equipment	\$ -	\$ -	\$ -	\$ -
36350	Insurance Recovery	-	-	-	-
36716	Donation from Schools	-	-	-	-
36731	Donation from Tourism	-	-	-	10,000
36999	Miscellaneous Revenues	10,000	-	-	10,000
	Total Other Revenues	\$ 10,000	\$ -	\$ -	\$ 10,000
	Total Revenues	\$ 2,005,300	\$ -	\$ -	\$ 2,005,300
<b>Other Sources</b>					
39110	Transfer from General Fund	\$ 1,000,000	-	-	\$ 1,000,000
39130	Transfer from Capital Fund	\$ -	12,500	-	\$ 12,500
	Total Other Sources	\$ 1,000,000	\$ 12,500	\$ -	\$ 1,012,500
	Total Revenue and Other Sources	\$ 3,005,300	\$ 12,500	\$ -	\$ 3,017,800

Word contract for from Capital Fund

City of Manchester, Tennessee  
 Recreation Fund 122  
 Statement of Proposed Operations  
 June 1, 2023 To June 30, 2024

2023-2024 BUDGET AMENDMENT #1

Account Number	Account Description	2023-2024		2023-2024	
		Approved Budget	Increase	Decrease	Amended Budget
44410	Recreation Administration				
	<b>Personnel</b>				
111	Regular Employee Salaries	\$ 195,200			\$ 195,200
113	Salaries - Overtime	550			550
141	OAS/Employers Share	14,975			14,975
142	Employee Health Insurance	31,000			31,000
143	Retirement - IRG	2,940			2,940
143.001	Retirement - TCRS	11,471			11,471
145	Employee Life Insurance	125			125
147	Unemployment Insurance	300			300
148	Education/Training/Travel/Lodging	3,200			3,200
	<b>Total Personnel</b>	<b>\$ 239,761</b>			<b>\$ 239,761</b>
	<b>Contractual Services</b>				
211	Postage	\$ 500			\$ 500
221	Printing, Duplicating and Typing	2,500			2,500
231	Publication Formal legal Notices	2,000			2,000
239	Dues and Subscription	2,700			2,700
240	Bank, Credit Card, Fines, & Fees	500			500
	<b>Total Contractual Services</b>	<b>\$ 8,200</b>			<b>\$ 8,200</b>
	<b>Supplies</b>				
311	Office Supplies and Materials	\$ 2,000			\$ 2,000
319	Office Stationery and Forms	-			-
326	Clothing and Uniforms	-			-
	<b>Total Supplies</b>	<b>\$ 2,000</b>			<b>\$ 2,000</b>
	<b>Fixed Charges</b>				
533	Machinery & Equipment	\$ 4,500			\$ 4,500
	<b>Total Fixed Charges</b>	<b>\$ 4,500</b>			<b>\$ 4,500</b>
	<b>Capital Outlay</b>				
947	Office Machinery and Equipment	\$ -			\$ -
999	Add to Capital Assets	-			-
	<b>Total Capital Outlay</b>	<b>\$ -</b>			<b>\$ -</b>
	<b>Total Recreation Administration</b>	<b>\$ 274,461</b>			<b>\$ 274,461</b>
44420	Recreation Center				
	<b>Personnel</b>				
111	Regular Employee Salaries	\$ 295,000			\$ 295,000
113	Salaries - Overtime	5,500			5,500
121	Wages - Part-Time	352,443	64,800		417,243
141	OAS/Employers Share	49,950	5,000		54,950
142	Employee Health Insurance	45,000			45,000
143.001	Retirement - TCRS	17,609			17,609
144	Employee Life Insurance	245			245
146	Worker's Compensation	15,000			15,000
147	Unemployment Insurance	1,500			1,500
148	Education/Training/Travel/Lodging	3,500			3,500
	<b>Total Personnel</b>	<b>\$ 785,748</b>	<b>\$ 69,800</b>		<b>\$ 855,548</b>
	<b>Contractual Services</b>				
216	Radio and Cable Services	\$ 1,500			\$ 1,500
241	Electric	280,000			280,000
242	Water	28,000			28,000
244	Gas	90,000			90,000
245	Telephone	5,500			5,500
254	Architectural/Engineering	-	12,500		12,500
255	Data Processing Support	14,000			14,000
258	Christmas Parade Expense	4,100			4,100
261	Repairs and Maint. - Vehicles	2,000			2,000
262	Repairs and Maint. - Other Machinery	60,000			60,000
263	Repairs and Maint. - Office Equip	4,000			4,000
265	Repairs and Maint. - Grounds	92,000	67,000		159,000
266	Repairs and Maint. - Buildings	82,000			82,000
270	Contracted Recreational Services	3,500			3,500
	<b>Total Contractual Services</b>	<b>\$ 656,500</b>	<b>\$ 79,500</b>		<b>\$ 745,100</b>
	<b>Supplies</b>				
312	Small Items of Equipment-Wellness	\$ 1,500			\$ 1,500

part-time Recreation hourly rate increases approved BOMA 1/17/23  
 part-time Recreation hourly rate increases approved BOMA 1/17/23

Wold contractor from Capital Fund

FY23 remaining purchase order funds of \$597K moved to aquatics approved BOMA 6/6/23

City of Manchester, Tennessee  
 Recreation Fund 122  
 Statement of Proposed Operations  
 July 1, 2023 To June 30, 2024

2023-2024 BUDGET AMENDMENT #1

Account Number	Account Description	2023-2024		2023-2024	
		Approved Budget	Increase	Amended Budget	Decrease
312.003	Small Items of Equipment/Tools	2,500.00	-	2,500.00	-
322	Chemical/Lab and Medical Supplies	-	-	26,000	-
322.001	Pool Chemicals	26,000	-	7,500	-
322.002	Lab Supplies - Co2	7,500	-	2,000	-
322.003	First Aid Supplies	2,000	-	65,000	-
323	Food	65,000	-	2,300	-
323.002	Program Meals	2,300	-	20,000	-
324	Household and Janitorial Supplies	20,000	-	13,000	-
325	Recreation Supplies/Program Expenses	13,000	-	2,500	-
326	Clothing and Uniforms	2,500	-	-	-
329.001	Diabetes Grant B Expense	-	-	-	-
329.002	Diabetes Grant A Expense	-	-	-	-
329.003	Diabetes Grant A-kind Expense	-	-	-	-
330	Community/ Foundation Grant Expense	-	-	-	-
331	Gas, Oil Diesel Fuel and Grease	500	-	500	-
	Total Supplies	\$ 142,800	\$ -	\$ 142,800	\$ -
	Expend Liabilities				
511	General Liability	27,000	-	27,000	-
512	IT Hardware Purchase-Sale Grant	4,500	-	4,500	-
533	Machinery and Equipment - Copier	2,500	-	2,500	-
533.001	Machinery and Equipment - Rental	2,500	-	34,000	-
	Total Fixed Charges	\$ 34,000	\$ -	\$ 34,000	\$ -
	Capital Outlay				
948	Bonarron Grant-Movie Screen	-	-	-	-
949	NRPA Grant Expense-Digital	-	-	105,975	-
950.001	Basketball Court Repair	-	-	32,094	-
951	Rec. Center Roof	-	-	79,205	-
952	Weight Room Floor	20,052	-	20,052	-
960	Transfer to Debt Service	29,000	-	25,000	-
960.002	Transfer to Debt Service-Leave	29,000	-	25,000	-
	Total Capital Outlay	\$ 49,052	\$ 217,274	\$ -	\$ 282,325
	Total Recreation Center	\$ 1,874,200	\$ 386,574	\$ -	\$ 2,040,774
447.20	Ball Area				
	Part-time				
111	Regular Employee Salaries	112,000	-	112,000	-
113	Salaries - Overtime	4,400	-	4,400	-
121	Wages - Part-Time	25,000	5,200	30,200	-
141	OASIS/Employers Share	10,690	400	11,090	-
142	Employee Health Insurance	25,000	-	25,000	-
143.001	Retirement-TORS	6,821	-	6,821	-
145	Employee Life Insurance	125	-	125	-
146	Worker's Compensation Insurance	10,000	-	10,000	-
147	Unemployment Insurance	500	-	500	-
	Total Personnel	\$ 197,536	\$ 5,600	\$ 200,136	\$ -
	Contractual Services				
231	Publication and Legal Notices	1,000	-	1,000	-
241	Electric	31,250	-	31,250	-
242	Water	16,000	-	16,000	-
244	Gas	4,000	-	4,000	-
245	Telephone	1,000	-	1,000	-
259	Other Professional Services - Fireworks	20,000	-	20,000	-
261	Repair and Maintenance - Motor Vehicles	10,000	-	10,000	-
262	Repair and Maintenance - Other Machinery	7,000	-	7,000	-
265	Repair and Maintenance - Grounds	52,000	-	52,000	-
266	Repair and Maintenance - Buildings	25,000	-	25,000	-
270	Contracted Recreational Services	2,000	-	2,000	-
	Total Contractual Services	\$ 169,250	\$ -	\$ 169,250	\$ -
	Subtotals				
312.003	Small Items of Equipment/Tools	7,000	-	7,000	-
323	Food - Concessions	43,000	-	43,000	-
323.001	Truslee Expenses	2,000	-	2,000	-
324	Household and Janitorial Supplies	6,000	-	6,000	-
325	Recreation Supplies/Program Equipment	10,000	-	10,000	-

Insurance proceeds received June 23  
 FY23 remaining purchase order funds of \$57K moved to aquatics approved BOMA 66/23  
 insurance proceeds and contract price BOMA approved 1/2/24

part-time Recreation hourly rate increases approved BOMA 11/7/23  
 part-time Recreation hourly rate increases approved BOMA 11/7/23

City of Manchester, Tennessee  
 Recreation Fund 132  
 Statement of Proposed Operations  
 JUNE 1, 2023 TO JUNE 30, 2024

2023-2024 BUDGET AMENDMENT #1

Account Number	Account Description	2023-2024		2023-2024	
		Approved Budget	Increase	Decrease	Amended Budget
328	Recreation Uniforms	3,000	-	-	3,000
331	Gas, Oil, Diesel Fuel, and Grease	14,000	-	-	14,000
333	Forestry Grant/Expense	-	-	-	-
334	Tires, Tubes, ETC.	2,500	-	-	2,500
	Total Supplies	\$ 87,500	\$ -	\$ -	\$ 87,500
	Fixed Charges				
511	General Liability	9,000	-	-	9,000
533	Machinery and Equipment - Rental	3,500	-	-	3,500
	Total Fixed Charges	\$ 12,500	\$ -	\$ -	\$ 12,500
	Capital Outlay				
955	Arts Bldg Comm Grant/Expense	-	-	-	-
956	Arts Grant/Creative Place	-	-	-	-
957	Built Environment Grant	-	-	-	-
965	Repair & Maint - Grounds	-	-	-	-
966	Repair & Maint - Building	-	-	-	-
967	Lease Invoices/Expense	-	-	-	-
999.003	LPRF Soccer Grant/Parking Lot	-	-	-	-
999.004	Soccer Complex Electrical Project	-	-	-	-
999.005	Commlib Health Grant	-	-	-	-
999.006	Dog Park Grant	-	-	-	-
999.007	TAP Greenway Extension	-	-	-	-
999.008	TDOH Basketball Court Grant	1,499,345	-	-	1,499,345
999.009	TDEC/LPRF Ballfield Ligh Grant	1,499,345	-	-	1,499,345
	Total Capital Outlay	\$ 1,499,345	\$ -	\$ -	\$ 1,499,345
	Total Park Area	\$ 1,963,131	\$ 5,600	\$ -	\$ 1,968,731
	Total Expenditures	\$ 3,311,791	\$ 372,174	\$ -	\$ 4,283,965
	Transfer to Other Funds				
960	Transfer to Debt Service - Land Purchase	-	-	\$ -	-
960.001	Transfer to Debt Service - Equipment Lease	-	-	\$ -	-
960.002	Transfer to Debt Service - Leave	-	-	\$ -	-
	Total Transfers	\$ -	\$ -	\$ -	\$ -
	Total Expenditures and Other Sources	\$ 3,311,791	\$ 372,174	\$ -	\$ 4,283,965
	Revenues and Other Sources Over (Under)	\$ (906,491)			\$ (1,266,165)
	Expenditures and Other Uses	\$ 2,350,000			\$ 2,350,000
	Estimated Beginning Fund Balance July 1				
	Estimated Ending Fund Balance June 30	\$ 1,443,509			\$ 1,083,835

City of Manchester, Tennessee  
General Debt Service Fund 211  
Statement of Proposed Operations  
July 1, 2023 To June 30, 2024

2023-2024 BUDGET AMENDMENT #1

Account Number	Account Description	2023-2024		2023-2024	
		Approved Budget	Increase	Decrease	Amended Budget
	<b>Revenues and Other Sources</b>				
	<b>Charges for Current Services</b>				
	<b>Other Revenues</b>				
36101	Interest Earnings	\$ 20,000	\$ -	\$ -	\$ 20,000
36220	Lease of Property	23,500	-	-	23,500
	Total Other Revenues	\$ 43,500	\$ -	\$ -	\$ 43,500
	Total Revenues	\$ 43,500	\$ -	\$ -	\$ 43,500
	<b>Other Sources</b>				
36961	Transfer from General Fund	\$ -	\$ -	\$ -	\$ -
36962	Transfer from General Fund-Leave	200,000	-	-	200,000
36963	Transfer from Recreation Fund-Leave	20,000	5,000	-	25,000
36965	Transfer from Sanitation	-	-	-	-
36968	Transfer from Recreation	20,052	-	-	20,052
	Total Other Sources	\$ 240,052	\$ 5,000	\$ -	\$ 245,052
	Total Revenue and Other Sources	\$ 283,552	\$ 5,000	\$ -	\$ 288,552
	<b>Expenditures</b>				
49000	Debt Service	\$ 920,000	\$ -	\$ -	\$ 920,000
610	Principal on Bonds	480,850	-	-	480,850
640	Interest on Bonds	20,052	-	-	20,052
680	Rec Center Lease	-	-	-	-
690	Other Debt Service-Principal	-	-	-	-
691	Other Debt Service-Interest	200,000	-	-	200,000
691,006	Accumulated Leave Payout-City	20,000	5,000	-	25,000
691,007	Accumulated Leave Payout-Recreation	-	-	-	-
	Total General Government Debt Service	\$ 1,640,902	\$ 5,000	\$ -	\$ 1,645,902
	<b>Expenditures</b>				
49000	Bank Service Charges	\$ 2,500	\$ -	\$ -	\$ 2,500
692	Total Service Charges	\$ 2,500	\$ -	\$ -	\$ 2,500
	Total Expenditures	\$ 1,643,402	\$ 5,000	\$ -	\$ 1,648,402
	Revenues and Other Sources Over (Under)	\$ (1,359,850)	\$ -	\$ -	\$ (1,359,850)
	Estimated Ending Fund Balance July 1	\$ 3,057,235	-	-	\$ 3,057,235
	Estimated Ending Fund Balance June 30	\$ 1,697,385	\$ -	\$ -	\$ 1,697,385

to correct original budget

to correct original budget

City of Manchester, Tennessee  
 CAPITAL FUND 250  
 Statement of Proposed Operations  
 JULY 1, 2023 TO JUNE 30, 2024

2023-2024 BUDGET AMENDMENT #1

Account Number	Account Description	2023-2024		2023-2024		
		Approved Budget	Increase	Amended Budget	Change	
36332	Sale of Equipment-Street	-	-	-	-	
36333	Sale of Equipment-Sanitation	-	-	-	-	
36334	Sale of Equipment-Codes	-	-	-	-	
36335	Sale of Equipment-Recreation	-	-	-	-	
36350	Insurance Recoveries	-	-	-	-	
36351	Donation from Tourism for Recreation	-	-	-	-	
36352	Sale of Vehicles-Street	-	-	-	-	
36364	Sale of Vehicles-Sanitation	-	-	-	-	
36364	Sale of Vehicles-Police	-	-	-	-	
36365	Sale of Vehicles-Codes	-	-	-	-	
36961	Transfer from General Fund	2,322,000	743,750	-	3,065,750	85 acres @ 35000/acre divided 50/50 = \$1,487,500 half this year half paid next year approved BOMA 12/5/23
36965	Transfer from Sanitation	\$ 125,000	-	-	125,000	
	Total Revenues	\$2,447,000	\$ 743,750	\$ -	\$3,190,750	
<b>Expenditures</b>						
41310-943	Vehicles-Administration	-	-	-	-	
41510-943	Vehicles-Finance	-	-	-	-	
41600-943	Vehicles-Information Systems	-	15,500	-	15,500	Automatic Debit/llars passed Finance 1/22/24
41700-942	Equipment-Health and Codes	-	-	-	-	
41700-943	Vehicles-Health and Codes	-	743,750	-	743,750	85 acres @ 35000/acre divided 50/50 = \$1,487,500 half this year half paid next year approved BOMA 12/5/23
41800-911	Land	50,000	-	-	50,000	
41800-921	Building Improvement/Renovations	-	-	-	-	
41800-949	Other Machinery and Equipment	200,000	-	-	200,000	
42100-943	Vehicles-Police	-	25,000	-	25,000	6 Solar Radar Signs approved finance committee 10/23 and 11/23
42100-949	Building Improvement/Renovations-Fire	90,000	58,000	-	148,000	Fire Dept/robid passed by finance 1/22/24, BOMA 2/6/24
42200-921	Vehicles-Fire	-	-	-	-	
42200-943	Other Machinery and Equipment-Fire	160,000	-	-	160,000	
42200-949	Vehicles-Street	-	191,354	-	191,354	(2) F-350 trucks with snow plows has \$238K from previous years in fund balance passed BOMA 2/6/24
43100-943	Other Machinery and Equipment	125,000	-	-	125,000	
43100-949	Capital Repairs-Street Lights	100,000	-	-	100,000	
43100-960	Vehicles-Sanitation	125,000	-	-	125,000	
43200-943	Other Machinery and Equipment-Sanitation	-	-	-	-	
43200-949	Building Improvement/Renovation-Rec Center	550,000	58,060	-	608,060	security cameras passed finance 2/20/24 less Wold Contract/lunding moved to Recreation Fund
44420-921	Vehicles-Recreation	-	-	-	-	
44420-943	Other Machinery and Equipment-Rec Center	-	-	-	-	
44420-949	Building Improvements-Parks	-	-	-	-	
44720-921	Vehicles-Parks	-	-	-	-	
44720-943	Other Machinery and Equipment-Parks	47,000	7,000	-	54,000	Recreation had fund balance to cover overage of \$7K Passed by BOMA 8/1/23
44720-949	Other Machinery and Equipment-Parks	-	-	-	-	
Total Expenditures		\$1,447,000	\$1,094,664	\$ -	\$2,541,664	
<b>Other Uses</b>						
Operating Transfers		-	\$ 12,500	-	\$ 12,500	
Transfer to Recreation Fund		-	\$ 12,500	-	\$ 12,500	Wold Contract/moved to recreation
Total Other Uses		-	\$ 25,000	-	\$ 25,000	
Revenues and Other Sources Over (Under) Expenditures		\$1,000,000	\$ (363,414)	\$ -	\$ 636,586	
Estimated Beginning Fund Balance July 1		\$ 292,199	-	-	\$ 292,199	
Estimated Ending Fund Balance June 30		\$1,292,199	-	-	\$ 928,785	

51820-763

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

**AN ORDINANCE REZONING PROPERTY OWNED BY JOHN GAVIN FOSTER ON  
1308 HILLSBORO BLVD FROM C-3 TO R-4**

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

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

WHEREAS the Manchester Planning Commission, at its meeting January 25, 2024, considered the rezoning request that the property owned by John Gavin Foster, described below, be rezoned from C-3 to R-4 Residential, and voted to send that request to the Board with a negative recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of R-4 Residential to the following described property owned by John Gavin Foster at 1308 Hillsboro Blvd:

Being a parcel of land lying in the 1<sup>st</sup> Civil District of Coffee County, Tennessee, generally bounded on the south by Summer Street (30-ft. R/W), on the west by Dodge (WDB. 419, pg. 806), on the north by the remaining Onate (WDB. 322, pg. 141), and on the east by Fonseca & Onate (WDB. 406, pg. 853), and being more particularly described as follows:

BEGINNING at a rebar found in the north margin of Summer Street, being the southeast corner of Dodge and the southwest corner of the property herein described; thence leaving the margin of said road and proceeding along the east line of Dodge, N 47°35'42" E, 120.03 ft. to a 1 / 2-inch capped rebar set; thence leaving the line of Dodge and proceeding along the new severance line, as per this survey, between the remaining Onate and the property herein described, S 42°38'10" E, 149.94 ft. to a 1 / 2-inch capped rebar set in the west line of Fonseca & Onate; thence proceeding along the west line of Fonseca & Onate, S 47°31'33" W, 117.04 ft. to a 1 / 2-inch capped rebar set in the north margin of Summer Street; thence proceeding along the margin of said road, N 43°46'41" W, 150.12

ft. to the POINT OF BEGINNING, containing 0.41 Acre, as surveyed by Northcutt and Associates Land Surveying, Inc., 409 Woodbury Highway, Manchester, Tn 37355, Job # 22C-497, dated 10-27-2022, and being a portion of the property described in WDB. 322, pg. 141, ROCCTn.

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

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

This ordinance is presented and passed with the negative recommendation of the Manchester Planning Commission obtained at its meeting on January 25, 2024.

PASSED FIRST READING: \_\_\_\_\_, 2024

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2024

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

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

**CITY OF MANCHESTER, TENNESSEE**

**DEPARTMENT OF HEALTH AND CODES**

200 W. Fort Street  
Manchester, TN 37355  
931-723-1464

Email: [gfrazier@cityofmanchestertn.com](mailto:gfrazier@cityofmanchestertn.com)

**REZONING APPLICATION**

FEE: \$200

DATE: 1/25/24

MEETING DATE: 2/19/24

CASE #: 02-2024 (116995)

TIME OF MEETING: 5:30 P.M.

LOCATION: CITY HALL MEETING ROOM

- APPROVAL
- DISAPPROVAL *Negative recommendation to BOMA*
- NO ACTION TAKEN

**MANCHESTER PLANNING COMMISSION**

Name of Property Owner: John Gavin Foster

Address of Owner: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I hereby request to the Planning Commission:

Rezoning C-3 to R-4

Intended Use: \_\_\_\_\_

*Rear portion of*  
Address of Property: 1308 Hillsboro Blvd. Manchester, TN 37355

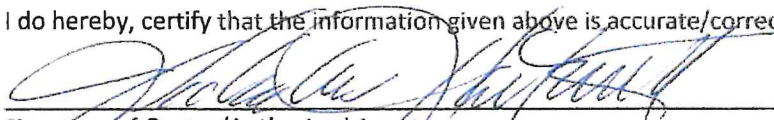
Property Tax Map No: 085B Group: C Control Map: \_\_\_\_\_ Parcel No. 022.00

Is this property in a Flood Hazard Area per FIRM Map No. 47031C0-202D

Map Revised: August 4, 2008. 5/15/2020

Note: ONLY REAR PORTION TO BE REZONED

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

  
Signature of Owner/Authorized Agent

- Rezoning instruction sheet received
- Site Plan checklist received



# CITY OF MANCHESTER, TENNESSEE

## BUILDING PERMIT

### VAR,SPEC EXC,REZONING, ORD AMD

PERMIT #: 116995

DATE ISSUED: 1/25/2024

DESCRIPTION: VAR,SPEC EXC,REZONING,  
ORD AMD  
LOCATION: 1308 HILLSBORO BLVD  
SUBDIVISION:  
LOT#

DEBRIS  
AFFADAVIT W/C  
TILE PERMIT

OWNER NAME: GAVIN FOSTER  
ADDRESS: 2110 CAT CREEK RD  
CITY: MANCHESTER  
STATE: TN  
ZIP: 37355  
PHONE:

CONTRACTOR: GAVIN FOSTER  
ADDRESS: 2110 CAT CREEK RD  
CITY: MANCHESTER  
ST: TN  
ZIP: 37355  
PHONE: 273-9555  
LICENSE:

ELEC CONTRACTOR VALUATION: \$ 0.00  
NO OF ELEVATORS:  
NO OF FLOORS:  
NO OF FAMILIES:  
USE ZONE:C-3  
ROOF:  
EXTERIOR WALLS:  
SPRINKLERS:  
STANDPIPES:  
FIREPLACES:

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

FRONT SETBACK:  
LEFT SETBACK:

REAR SETBACK:  
RIGHT SETBACK:

TOTAL BLDG FEES \$ 200 00

Remarks REZONE FROM C-3 TO R-4

If not approved, give reason:

Board of Zoning Appeals in case number adopted

Application approved by

#### NOTICE

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

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

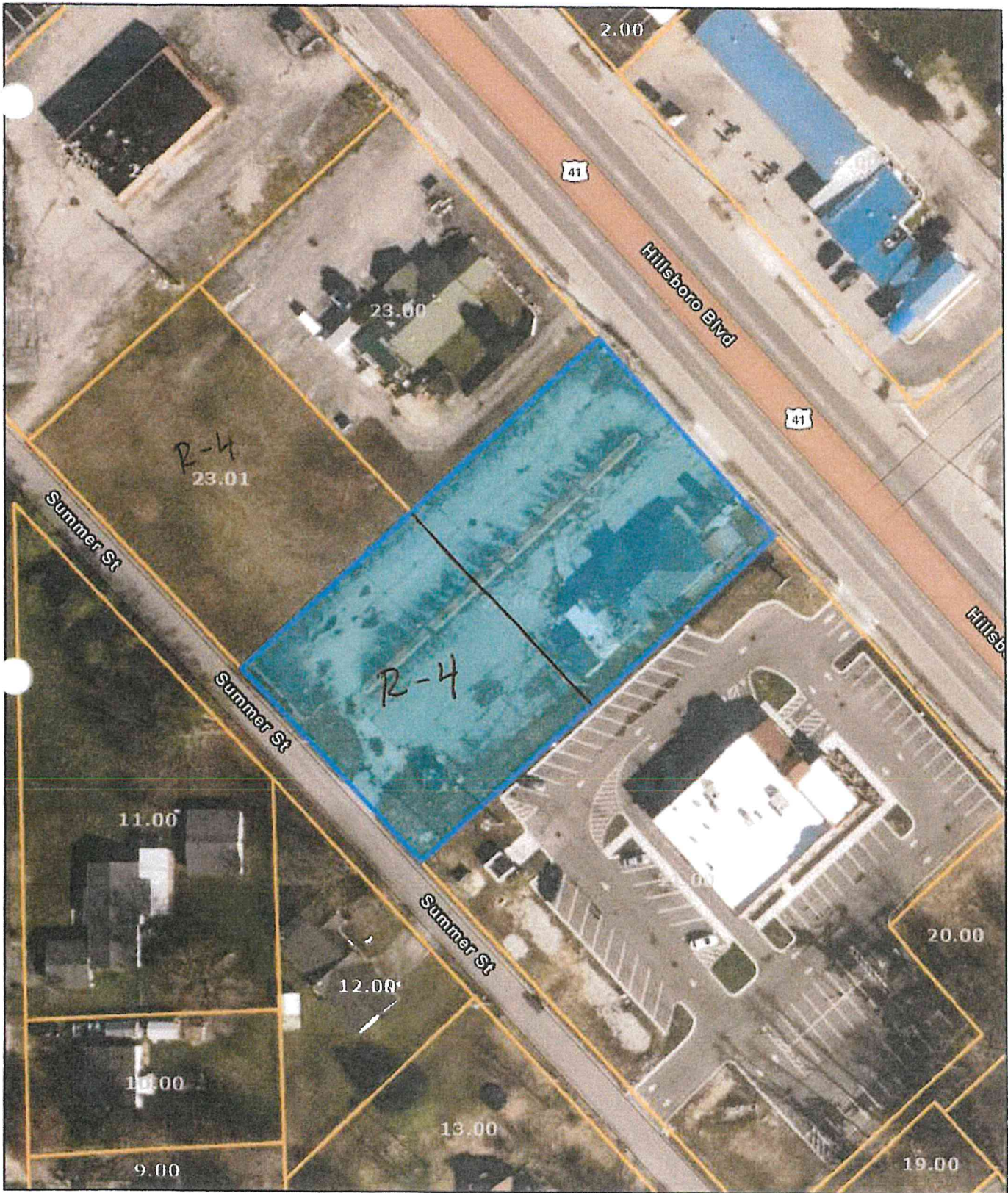
Mandy B...  
(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT)

1/25/24  
DATE

Dustin Fisher  
(ZONING) BLDG CODE EXAMINER) DATE 1/25/24

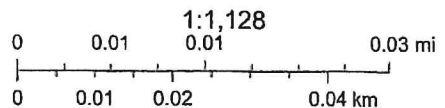
(BLDG INSPECTOR) DATE

# Coffee County - Parcel: 085B C 022.00



Date: January 25, 2024

County: Coffee  
Owner: FOSTER JOHN G  
Address: HILLSBORO BLVD 1308  
Parcel Number: 085B C 022.00  
Deeded Acreage: 0  
Calculated Acreage: 0



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, State of Tennessee, Comptroller of the Treasury

The property lines are compiled from information maintained by your local

# Zoning

R-2

C-3

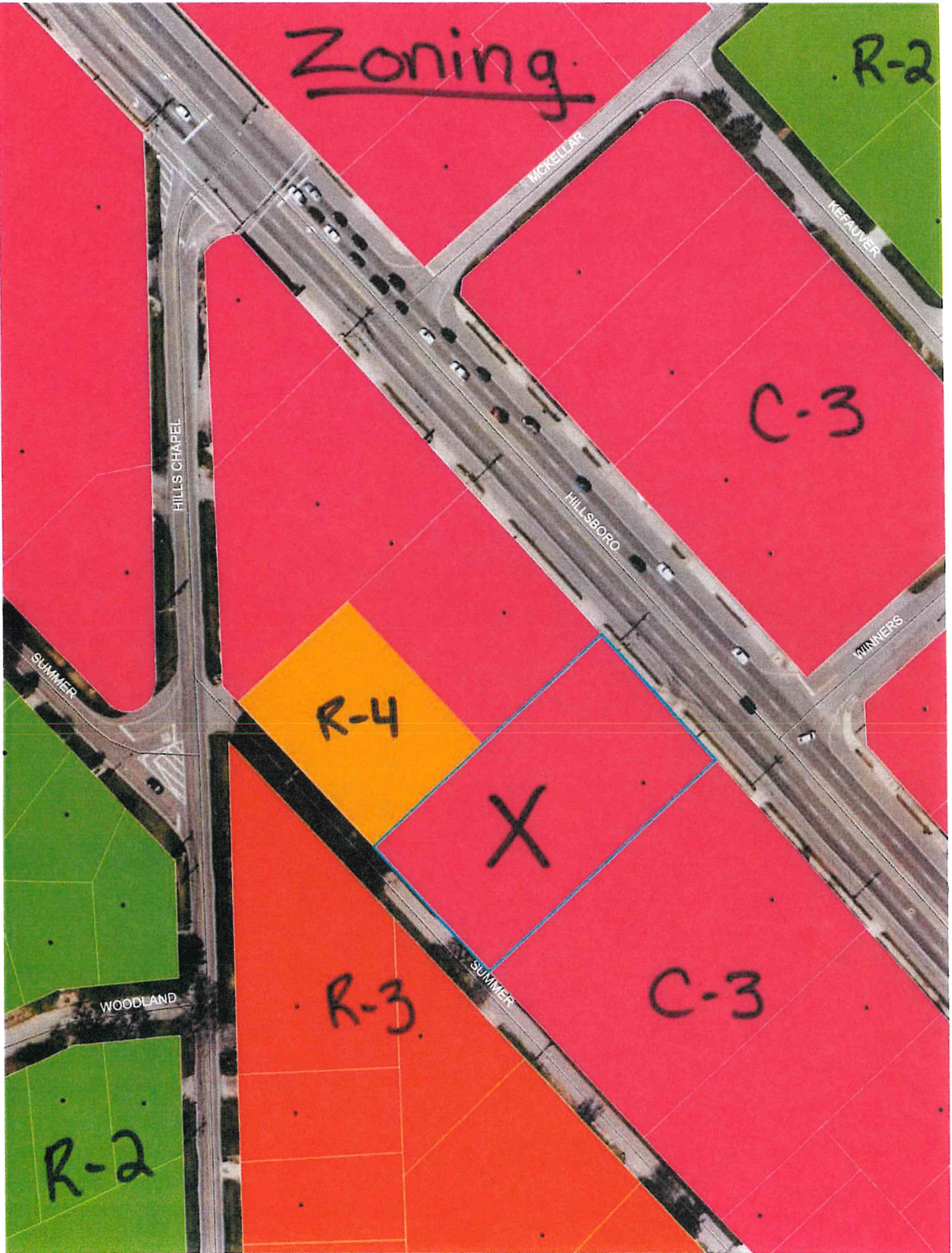
R-4

X

R-3

C-3

R-2



# Land Use

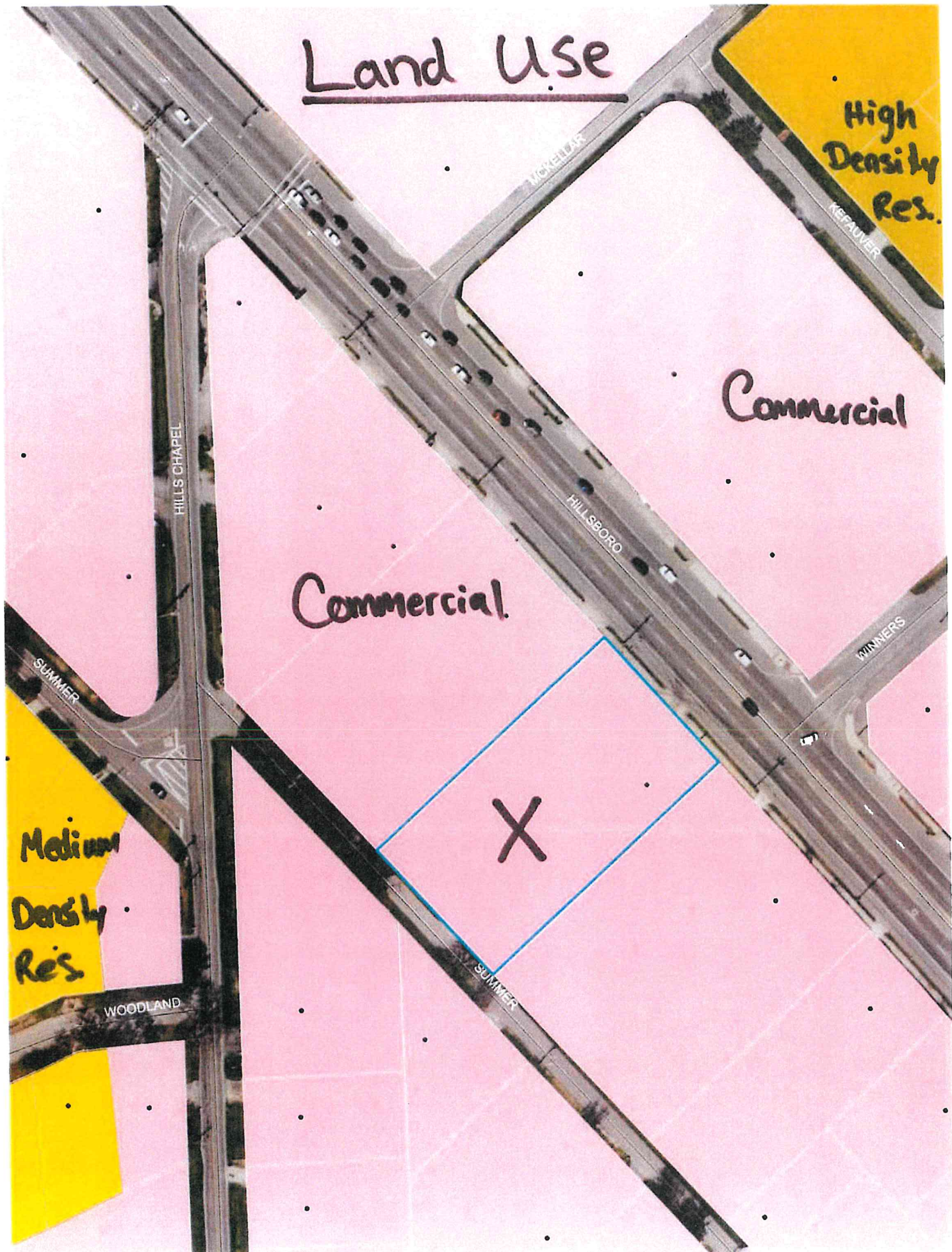
High  
Density  
Res.

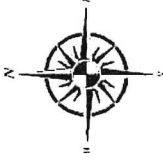
Commercial

Commercial

Medium  
Density  
Res.

X





- ▲ PROPERTY BOUNDARIES
- ▲ EXISTING BUILDINGS
- ▲ EXISTING DRIVEWAYS
- ▲ EXISTING UTILITIES
- ▲ EXISTING EASEMENTS
- ▲ EXISTING RIGHT-OF-WAY
- ▲ EXISTING LOT LINES
- ▲ EXISTING CURBS
- ▲ EXISTING SIDEWALKS
- ▲ EXISTING DRIVEWAYS
- ▲ EXISTING UTILITIES
- ▲ EXISTING EASEMENTS
- ▲ EXISTING RIGHT-OF-WAY
- ▲ EXISTING LOT LINES
- ▲ EXISTING CURBS
- ▲ EXISTING SIDEWALKS

THIS PLAN IS A PRELIMINARY SURVEY AND IS NOT TO BE USED FOR CONVEYANCE OF ANY INTEREST IN REAL ESTATE. IT IS THE RESPONSIBILITY OF THE SURVEYOR TO OBTAIN ALL NECESSARY RECORDS AND TO VERIFY THE ACCURACY OF THE INFORMATION PROVIDED. THE SURVEYOR DOES NOT WARRANT THE ACCURACY OF THE INFORMATION PROVIDED OR THE RESULTS OF THE SURVEY. THE SURVEYOR IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS PLAN. THE SURVEYOR IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS PLAN.

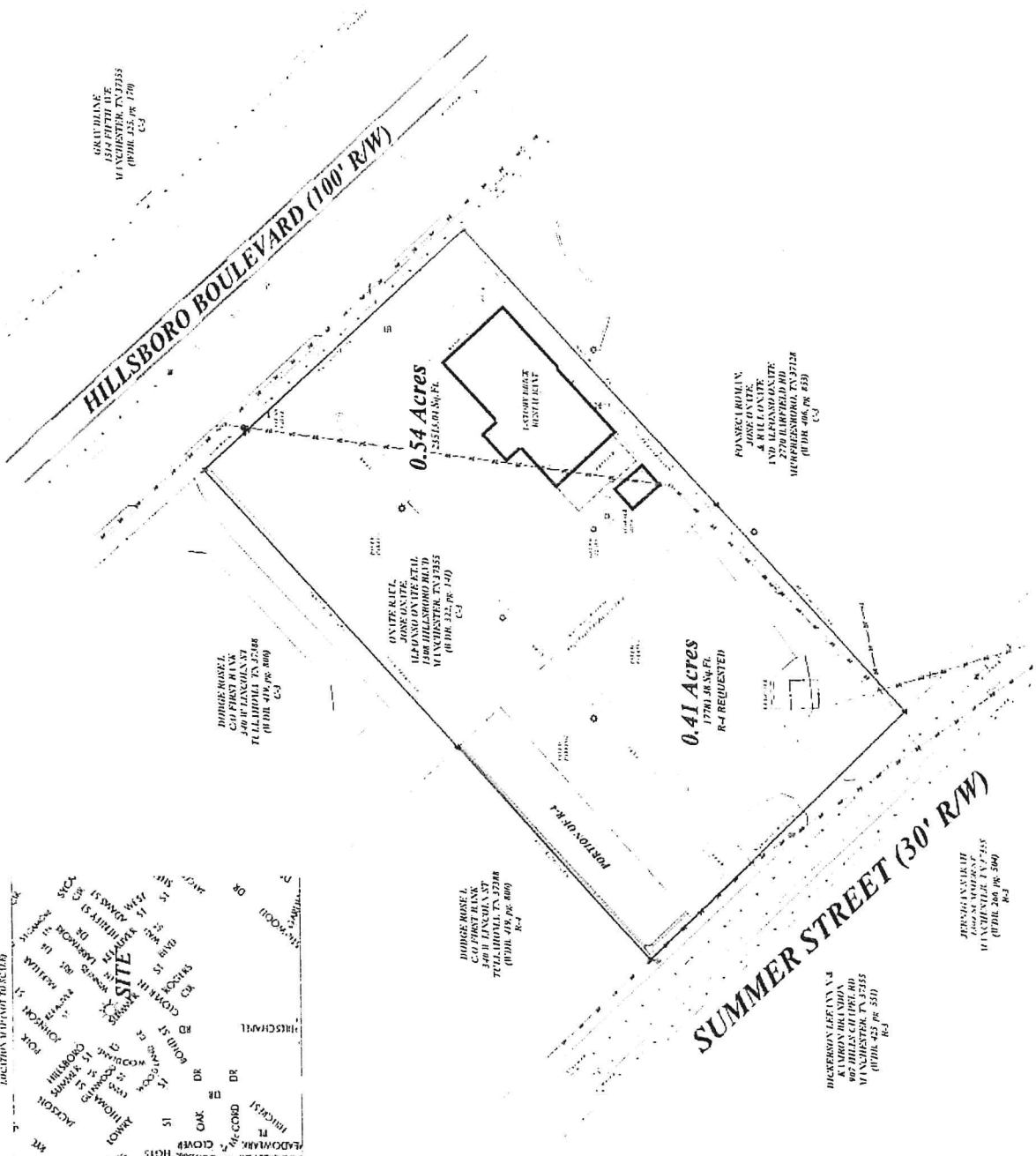
THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE PROPERTY AND HAS FOUND NO EVIDENCE OF ANY UNRECORDED INTERESTS. THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE PROPERTY AND HAS FOUND NO EVIDENCE OF ANY UNRECORDED INTERESTS.



**NORTHCUTT & ASSOCIATES  
LAND SURVEYING, INC.**  
1100 N. 10TH ST., SUITE 100  
WINCHESTER, TN 37383  
PH: 615.425.1234  
FAX: 615.425.1235  
www.northcuttandassociates.com

**FOSTER REZONING REQUEST,  
HILLSBORO HWY/SUMMER ST**

PROJECT NO.	1778
DATE	08/14/2018
CLIENT	JOHN W. WALKER
ADDRESS	1778 JONES BLVD, TULLAHOMA, TN 37388
OWNER	JOHN W. WALKER
PREPARED BY	JOHN W. WALKER
CHECKED BY	JOHN W. WALKER
DATE CHECKED	08/14/2018



***NORTHCUTT & ASSOCIATES LAND SURVEYING, INC.***

409 WOODBURY HIGHWAY, MANCHESTER, TN 37355

931-728-9500

10-27-2022

Job # 22C-497

FOSTER, REZONING REQUEST

0.41 Acre

Being a parcel of land lying in the 1<sup>st</sup> Civil District of Coffee County, Tennessee, generally bounded on the south by Summer Street (30-ft. R/W), on the west by Dodge (WDB. 419, pg. 806), on the north by the remaining Onate (WDB. 322, pg. 141), and on the east by Fonseca & Onate (WDB. 406, pg. 853), and being more particularly described as follows:

BEGINNING at a rebar found in the north margin of Summer Street, being the southeast corner of Dodge and the southwest corner of the property herein described; thence leaving the margin of said road and proceeding along the east line of Dodge, N 47°35'42" E, 120.03 ft. to a 1 / 2-inch capped rebar set; thence leaving the line of Dodge and proceeding along the new severance line, as per this survey, between the remaining Onate and the property herein described, S 42°38'10" E, 149.94 ft. to a 1 / 2-inch capped rebar set in the west line of Fonseca & Onate; thence proceeding along the west line of Fonseca & Onate, S 47°31'33" W, 117.04 ft. to a 1 / 2-inch capped rebar set in the north margin of Summer Street; thence proceeding along the margin of said road, N 43°46'41" W, 150.12 ft. to the POINT OF BEGINNING, containing 0.41 Acre, as surveyed by Northcutt and Associates Land Surveying, Inc., 409 Woodbury Highway, Manchester, Tn 37355, Job # 22C-497, dated 10-27-2022, and being a portion of the property described in WDB. 322, pg. 141, ROCCTn.

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

**AN ORDINANCE ADDING PROVISIONS TO MANCHESTER MUNICIPAL CODE  
REGARDING REFUSE COLLECTION SERVICE FEE CREDITS**

WHEREAS Manchester Municipal Code is currently ambiguous in allowing for the temporary cessation of refuse collection service fees pursuant to the wording of MMC 17-110; and

WHEREAS, the City of Manchester’s contracted refuse service collector (Republic Services) does not temporarily discontinue its charges to the City for said service; and

WHEREAS the Board of Mayor and Aldermen believes it in the best interest of the City of Manchester that MMC 17-110 be amended to make it clear that temporary cessation of service fees for collection, removal and disposal are not allowed.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the third paragraph of MMC 17-110 that begins with “When service commences or ceases” be deleted in its entirety.

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: \_\_\_\_\_, 2024

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2024

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

\_\_\_\_\_

The determination of the sanitary conditions is solely a question for the City of Manchester. (1972 Code, § 2-222)

**8-217. Employees liable for violations.** Any employee of any permittee, either retailer or wholesaler, who violates any provision of this chapter or any provision of the State Beer Act shall be guilty of a misdemeanor. (1972 Code, § 2-223)

**8-218. Special event beer permit.** The beer board may issue a special event beer permit to any applicant who would qualify for a regular permit under this title. Said special event beer permit shall be issued for on premises consumption and only for a limited duration, as specified in the permit. In addition to the requirements set forth in § 8-207, the following requirements must be met before a special event beer permit will be issued:

(1) The applicant will have obtained a special event permit under title 16 chapter 4 with adequate provision for insurance, clean-up, sanitation and security, as required by that chapter, including the posting of any required bond.

(2) Submitted an application including the information set forth in § 8-207.

(3) Set forth the days, times, locations and a description of the premises where beer will be sold. The beer board may further restrict the hours of sale of beer under a special event beer permit but may not expand the hours beyond those set forth in § 8-215.

(4) Pays a special event beer permit fee of seventy-five dollars (\$75.00).

(5) Provides proof of registration with the Tennessee Department of Revenue for payment of any taxes due.

(7) If the premises are not owned by the applicant; proof of a contract or lease allowing the applicant to use the premises for the duration of the permit.

(8) The beer board shall specify the premises upon which sales and consumption are allowed.

(9) Acknowledges that numerous state laws apply to the sale of beer other than the requirements of City of Manchester ordinances.

(10) If the applicant already possesses a permit for on premises consumption at another location; subsections (2), (5) and (8) shall not be required. (as added by Ord. #1525, April 2017)

**8-219. Beer permit holders operating mobile food units may sell beer from such units.** (1) All beer permit holders must operate a permanent fixed place of business in the City of Manchester.

(2) Any City of Manchester beer permit holder and any holder of a State of Tennessee brewers' permit allowed to make retail or restaurant sales pursuant to Tennessee Code Annotated, § 57-5-101(c)(1), who or which also lawfully operates a mobile food unit pursuant to title 9 of Manchester Municipal

Code, may make beer sales from such mobile food unit within the City of Manchester under the following circumstances:

(a) Any City of Manchester beer permit holder who or which is also a caterer as defined by Tennessee Code Annotated, § 57-4-101(14) may make sales of beer within the City of Manchester coextensive with any sales of alcoholic beverages allowed by the ABC caterers' license.

(b) Except as set forth in subsection (a) above no sales shall be made at times not otherwise permitted by code § 8-215.

(c) Each permit holder shall comply with all state laws regarding the wholesale purchase, transportation and storage of beer.

(d) Sales of beer from a mobile food unit shall be restricted to closed containers. The mobile food unit operator shall advise or shall prominently display a clearly legible sign on such unit advising its customers of the city's prohibition of drinking, consuming or possession of open containers of beer in public areas which is set forth in § 11-101.

(e) The sale of beer from each such mobile food unit shall not exceed twenty percent (20%) of total sales made from each unit at any location in any one (1) day.

(f) Sales of beer from mobile food vendors shall be permitted only in the following zones: Commercial, Residential, Industrial.

(g) No mobile food vendor may make sales of beer at any event required to have a special event permit pursuant to title 16, chapter 4 unless the sponsor of the event has obtained a special event permit.

(h) This code section, to the extent applicable, shall supersede any provision of § 8-218 in conflict.

(i) Each mobile food unit shall prominently display a copy of the permit holder's beer permit.

(j) ~~An annual fee of one hundred dollars (\$100.00) is required for each mobile food unit selling beer.~~ (as added by Ord. #1603, Oct. 2020 Ch21-07-05-22)



**ORDINANCE NO. 1603**

**AN ORDINANCE TO ADD A PROVISION TO TITLE 8 CHAPTER 2 OF  
MANCHESTER MUNICIPAL CODE TO ALLOW BEER PERMIT HOLDERS WHO  
OPERATE MOBILE FOOD UNITS TO SELL BEER FROM SUCH UNITS**

WHEREAS the City of Manchester regulates the sale of beer and alcoholic beverages, as set forth in Title 8 of Manchester Municipal Code; and

WHEREAS the City of Manchester authorizes and regulates mobile food units in Title 9 of Manchester Municipal Code; and

WHEREAS the State of Tennessee also permits and regulates the distribution and sale of beer, alcoholic beverages and mobile food units; and

WHEREAS the Board of Mayor and Aldermen of the City of Manchester believes it to be in the best interest of the City to allow City beer permit holders who also operate mobile food units to sell beer therefrom.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that there be added to Title 8 Chapter 2 of Manchester Municipal Code the following provision:

**“8-219**

- A) All beer permit holders must operate a permanent fixed place of business in the City of Manchester.**
- B) Any City of Manchester beer permit holder and any holder of a State of Tennessee brewers’ permit allowed to make retail or restaurant sales pursuant to T.C.A. 57-5-101(c)(1), who or which also lawfully operates a mobile food unit pursuant to Title 9 of Manchester Municipal Code, may make beer sales from such mobile food unit within the City of Manchester under the following circumstances:
  - 1) Any City of Manchester beer permit holder who or which is also a caterer as defined by T.C.A. 57-4-101(14) may make sales of beer within the City of Manchester coextensive with any sales of alcoholic beverages allowed by the ABC caterers’ license.**
  - 2) Except as set forth in Subsection 1 above no sales shall be made at times not otherwise permitted by code section 8-215.**
  - 3) Each permit holder shall comply with all State laws regarding the wholesale purchase, transportation and storage of beer.****

- 4) Sales of beer from a mobile food unit shall be restricted to closed containers. The mobile food unit operator shall advise or shall prominently display a clearly legible sign on such unit advising its customers of the City's prohibition of drinking, consuming or possession of open containers of beer in public areas which is set forth in Code 11-101.
- 5) The sale of beer from each such mobile food unit shall not exceed twenty percent (20%) of total sales made from each unit at any location in any one day.
- 6) Sales of beer from mobile food vendors shall be permitted only in the following zones: Commercial, Residential, Industrial?
- 7) No mobile food vendor may make sales of beer at any event required to have a special event permit pursuant to Title 16 Chapter 4 unless the sponsor of the event has obtained a special event permit.
- 8) This code section, to the extent applicable, shall supersede any provision of Code 8-218 in conflict.
- 9) Each mobile food unit shall prominently display a copy of the permit holder's beer permit.
- 10) An annual fee of One Hundred Dollars (\$100) is required for each mobile food unit selling beer.

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: \_\_\_\_\_ September 1 \_\_\_\_\_, 2020

PASSED SECOND AND FINAL READING: \_\_\_\_\_ October 6 \_\_\_\_\_, 2020

SIGNATURES ON FILE:

\_\_\_\_\_  
Lonnie Norman, Mayor  
Marilyn Howard, Vice Mayor

\_\_\_\_\_  
Finance Director Bridget Anderson

# City of Manchester

## Job Description

**Job Title:** Crew Foreman  
**Department:** Public Works/Street Department  
**Reports To:** Director, Crew Superintendent  
**FLSA Status:** Non-Exempt  
**Prepared By:**  
**Prepared Date:**  
**Approved By:**  
**Approved Date:**

### SUMMARY

Instructs, leads, and inspects activities of workers in operation and maintenance of infrastructure by performing the following duties or through subordinate supervisors.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises and leads daily activities concerned with infrastructure (drainage, streets, sidewalks)
- Monitors employee functions on daily assignments
- Takes actions in the event of emergencies such as flooding, storms and other situations
- Reads and takes actions in order to comply with daily work orders
- Directs work crews
- Responsible for effectively and efficiently completing work orders on a day-to-day basis in order to ensure that all City, State, and Federal regulations are met.
- Must understand a clear working knowledge of the Manchester Public Works Department Standard Specifications.
- Ability to follow and give good written and oral instructions
- Must have a clear understanding of all safety factors involved with the use of light and heavy equipment
- Must be able to operate all equipment classified as light and heavy equipment by the Manchester Public Works Department
- Performs other duties may be assigned
- On call 24/7
- Must respond to callout with in 30-minute time frame

### SUPERVISORY RESPONSIBILITIES

Supervises, directs, and inspects work crews and subordinates in the department, in the absence of the Director

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

High School Diploma or GED Equivalent

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management

**MATHEMATICAL SKILLS**

Ability to calculate figures such as percentages, area, circumference, and volume

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply principals of logical thinking to a wide range of abstract and concrete variables. Ability to deal with nonverbal symbolism (formulas, site plats, graphs, etc.)

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid CDL Class B Tennessee Driver's License

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision, and color vision.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to fumes or airborne particles and vibration. The noise level in the work environment is usually loud.

# City of Manchester

## Job Description

**Job Title:** Crew Superintendent  
**Department:** Public Works/Street Department  
**Reports To:** Director  
**FLSA Status:** Non-Exempt  
**Prepared By:**  
**Prepared Date:**  
**Approved By:**  
**Approved Date:**

### SUMMARY

Plans and coordinated activities of workers in operation and maintenance of Public Works

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Schedules and coordinates activities concerned with Public Works
- Determines action to be taken in the event of emergencies
- Reviews and evaluates daily reports , records, and logs
- Recommends solutions to either real or potential problems with public works issues
- Acts in behalf of Director in his/her absence
- Plans and organizes departmental operations and projects assigned
- Supervises, directs, and inspects construction and work crews as assigned or required
- Responsible for daily scheduling of work crews
- Oversees subordinates to ensure work performed is completely efficiently and effectively
- Other duties may be assigned
- On call 24/7
- Must respond to callout with in 30-minute time frame

### SUPERVISORY RESPONSIBILITIES

Supervises, directs, and inspects work crews and subordinates in the department, in the absence of the Director

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

High School Diploma or GED Equivalent

### LANGUAGE SKILLS

Ability to read, analyze, and interpret financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management

**MATHEMATICAL SKILLS**

Ability to calculate figures such as percentages, area, circumference, and volume

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply principals of logical thinking to a wide range of abstract and concrete variables. Ability to deal with nonverbal symbolism (formulas, site plats, graphs, etc.)

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid CDL Class B Tennessee Driver's License

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision, and color vision.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to fumes or airborne particles and vibration. The noise level in the work environment is usually loud.

# City of Manchester

## Job Description

**Job Title:** Heavy Equipment Operator  
**Department:** Public Works/Street Department  
**Reports To:** Director, Crew Superintendent, Crew Foreman  
**FLSA Status:** Non-Exempt  
**Prepared By:**  
**Prepared Date:**  
**Approved By:**  
**Approved Date:**

### SUMMARY

Operates a wide variety of light equipment and light equipment to maintain city streets, rights-of-ways, city properties, etc., including backhoes, graders, trucks, bushhogs, mowers, etc. May also perform general labor duties as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Operates heavy equipment such as, but not restricted to, Dump Trucks, backhoes, graders, bush hogs, sweepers, rollers, jackhammer, leaf and brush machines, and others.
- Operated light equipment and performs general laborer work as may be assigned
- Performs other related duties as assigned.
- On call 24/7
- Must respond to callout with in 30-minute time frame

### SUPERVISORY RESPONSIBILITIES

None required

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

High School or GED Equivalent

### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volume, and distance.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

CDL

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision, and color vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to fumes or airborne particles and vibration. The noise level in the work environment is usually loud.

## **City of Manchester Job Description**

**Job Title:** Animal Control Officer  
**Department:** Public Works/Street Department  
**Report To:** Director  
**FLSA Status:** Non - Exempt  
**Prepared By:**  
**Prepared Date:**  
**Approved By:**  
**Approved Date:**

### **SUMMARY**

Investigates animal cruelty and neglect charges and performs related duties to promote compliance with laws regulating animal treatment by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Observes areas of alleged violations and interviews available witnesses to determine if laws are being violated.
- Informs persons perpetrating inhumane acts of laws and penalties for violations.
- Reports violators to police or requests police to arrest violators
- Aids animals in distress by feeding starving animals and freeing trapped animals
- Removes animals from inhumane conditions and drives vehicle to transport animals to shelter for treatment and care.
- Inspects establishments housing or exhibiting animals to ascertain compliance with humane laws.
- Writes reports of activities.
- Feed and water animals at the shelter
- Clean Shelter
- On call 24/7, including weekends and holidays
- Must respond to callouts within 30-minute time frame
- Other duties may be assigned

### **SUPERVISORY RESPONSIBILITIES**

None Required but may monitor court assigned prisoner

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volume, and distance.

**REASONING ABILITY**

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATION**

Valid Drivers License

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

# City of Manchester

## Job Description

**Job Title:** Light Equipment Operator  
**Department:** Public Works/Street Department  
**Reports To:** Director, Crew Superintendent, Crew Forman  
**FLSA Status:** Non-Exempt  
**Prepared By:**  
**Prepared Date:**  
**Approved By:**  
**Approved Date:**

### SUMMARY

Operates a wide variety of light equipment and hand tools in maintenance and repair of city streets, rights-of-ways, parks, city properties, etc. Frequently works in lower rated functions assisting street crews as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Operates light equipment such as leaf and brush machines, bush hogs, lawnmowers, trimmers and others.
- May assist backhoe operators as required.
- May perform duties as general laborer as required.
- On call 24/7
- Must respond to callout within 30-minute time frame

### SUPERVISORY RESPONSIBILITIES

None required

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

High School or GED Equivalent

### LANGUAGE SKILLS

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

### MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision, and color vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to fumes or airborne particles and vibration. The noise level in the work environment is usually loud.

**City of Manchester**  
**Job Description**

**Job Title:** Office Manager

**Department:** Public Works/Street Department

**Reports To:** Director

**FLSA Status:** Non-Exempt

**Updated:**

**Approved Date:**

**Approved By:**

**SUMMARY**

Position performs administrative duties related to the Street Department operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Answers department telephones and directs or responds to call requests appropriately.
- Greets all department visitors and directs them to the appropriate location or personnel.
- Codes, logs, and processes a variety of city documents related business, finance, or transactions.
- Maintains all departmental records and updates as required.
- Coordinates and transacts personnel matters with Personnel Office.
- Prepares and distributes departmental budgets as required.
- Attends city meetings as required, takes and translates dictation of all events.
- Acts as departmental liaison to all taxpayer requests, complaints and to address related issues.
- Handles trash service complaints
- Calculates and issues all rate increases for city street services.
- Department dispatcher for all crews and operations.
- Calculates street paving and striping figures
- Call in 811 Locates
- Maintains supply room and pull supply orders for City Departments
- Logs supplies to be ordered for supply room
- Prepares state maintenance reports
- Prepare monthly reports
- Prepare and sends out mowing letters
- Prepare and send out mowing bills

**SUPERVISOR RESPONSIBILITIES**

None.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High School Diploma or GED. One-year certification from college or technical school is preferred, but not required. Six months to one year of related experience and/or training; or equivalent combination of experience and education.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, walk, climb, and/or balance. The employee is required to reach, stoop, kneel, crouch, and crawl. The employee is regularly required to lift and move up to 25 lbs., Specific vision abilities required by this job include distance and color vision. The noise level in the work environment is usually quiet.

## City of Manchester Job Description

Job Title: Front Desk Attendant  
Department: Parks and Recreation  
Reports To: Office Manager  
FLSA Status: Non-Exempt  
Prepared by: Becki Johnson  
Prepared Date: 02-07-2024  
Approved By:  
Approved Date:

**SUMMARY** Work the front desk at Parks and Recreation Department Rec Center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Greet customers and get them checked in when they enter the Rec Center.

Enter information into the Computer- RecTrac visits and/or programs. Assist with memberships.

Maintain cash drawer and closing out drawer at end of shift. Responsible for cash, check, and credit card purchases.

Sell concession items and make appropriate change.

Stock and inventory concession items.

Clean front desk area, stock information pamphlets. Closing duties which include, but not limited to sweeping, cleaning and tidying the gym, vacuuming rugs, emptying garbage, cleaning windows, and restrooms.

Answer phones, file paperwork, and other duties as assigned.

Available to work day, night, weekend, and holiday shifts.

**SUPERVISORY RESPONSIBILITIES** None

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Less than high school education; or up to one-month related experience or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar

## REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## CERTIFICATES, LICENSES, REGISTRATIONS None

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

## **City of Manchester Job Description**

**Job Title:** Concessions Attendant

**Department:** Parks and Recreation

**Reports To:** Concession Manager

**FLSA Status:** Non-Exempt

**Prepared By:** Becki Johnson, Assistant Director Parks and Recreation

**Prepared Date:** 2-26-2024

**Approved By:**

**Approved Date:**

**SUMMARY** Sell Concessions at Parks and Recreation Department facilities and programs .

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Sell concession items and make appropriate change.

Prepare food sold at Concessions.

Clean concessions area and restrooms.

Stock and inventory concession items.

**SUPERVISORY RESPONSIBILITIES** None

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Less than high school education; or up to one-month related experience or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure , using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Driver's License

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

**City of Manchester**  
**Job Description**

**Job Title:** Concessions Manager

**Department:** Parks and Recreation Department

**Reports To:** Director Parks and Recreation

**FLSA Status:** Non-Exempt

**Prepared By:** Becki Johnson, Assistant Director Parks and Recreation

**Prepared Date:**2-26-2024

**Approved By:**

**Approved Date:**

**SUMMARY** Manage Concession sales in Park and Recreation facilities and programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Organize Concessions operation and food items sold.

Inventory and order concessions items.

Schedule concessions assistants work schedule.

Supervise use of Concessions building.

Interface with ball leagues and Director Parks and Recreation Department.

Prepare daily accounting reports of sales to Office Manager of Parks and Recreation Department.

Take money to evening bank drop and turn in money to City Hall.

**SUPERVISORY RESPONSIBILITIES** Supervises 4 Concession assistants.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

One-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to count cash drawers and cash registers.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Driver's License.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

**City of Manchester  
Job Description**

**Job Title:** Day Camp Counselor (Seasonal)

**Department:** Parks and Recreation

**Reports To:** Activity Coordinator Parks and Recreation

**FLSA:** Non-Exempt

**Prepared By:** Becki Johnson, Assistant Director of Parks and Recreation

**Prepared Date:** 2-26-2024

**Approved by:**

**Approved Date:**

**SUMMARY:** Implements Summer Day Camp curriculum under the direction of the Activities Coordinator. Implements the Summer Day Camp program and follows all policy developed for the operation of the camp. They are directly responsible for the safety and daily activities performed at summer day camp.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following however other duties may be assigned as needed.

Daily Supervision of children ranging in ages of 5-12 in an outdoor day camp environment.

Communicates the rules concerning safety, conduct, and respecting the rights of others that the campers must follow.

Assists the Day Camp Director in developing a structured camping program which incorporates indoor and outdoor age appropriate activities designed to increase the physical fitness, and education of campers. Create and enjoyable experience for campers.

Cleaning of day camp areas, care of supplies, and day camp discipline for counselors and campers.

Assumes responsibility for maintaining a first aid kit and reporting accidents promptly and handling the care for them until further help is available.

**SUPERVISORY RESPONSIBILITY:** NONE

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Must be age 16 and older. Preference is given to those who have graduated from high school.

**LANGUAGE SKILLS:** Must be able to communicate effectively with both children and adults and articulate clearly the goals of the program and staff.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must have a valid Driver's License and be willing to obtain CPR and First Aid certifications.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk or hear, taste and smell, and lift or move up to 50lbs. The employee is occasionally required to sit and write. Specific vision abilities require by this job include close vision, distance vision, color vision, peripheral vision, depth vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, and extreme heat. The employee is occasionally exposed to moving mechanical parts, high precarious places, and toxic or caustic chemicals. The noise level in the work environment is usually loud to moderate.

# Greater Manchester Economic Development Board

## 3 SEATS TO BE FILLED:

- 1) Vacant seat of Mike Niederhauser will expire in 2027
- 2) New Seat will expire in 2027 (this will balance the number of members on each term)
- 3) New Seat will expire in 2029 (this will balance the number of members on each term)

## APPLICANTS:

Katy Bess

Steve Jernigan

Lindsey Powers-Joyner

Bonita Mayfield

Anna Singleton

Taylor Worley (does not qualify- doesn't live in Manchester or own property)

## REVISED as of 1-2-26

### GREATER MANCHESTER ECONOMIC DEVELOPMENT BOARD (7)

Mike Niederhauser (Vacant Seat)

Mitch Umbarger (2<sup>nd</sup> term)

New Seat (1<sup>st</sup> term)

Eric Burch (1<sup>st</sup> term)

John Carter Sain (2<sup>nd</sup> term)

New Seat (1<sup>st</sup> term)

Rebecca French (1<sup>st</sup> term)

Ken Huddleston (1<sup>st</sup> term)

Jon Bell (1<sup>st</sup> term replaced Martha Henley)

Katy Riddle (non-voting Chamber Director)

Stephan Crook replaced Sharpe (non-voting Rep. Industrial Bd)

Dr. Joey Vaughn 2-2-21 (non-voting Rep. Education)

### BOMA APPOINTMENT-6 yr term ESTABLISHED 2019

Expires September, 2027

Expires September, 2027

Expires September 2027

Expires September, 2029

Expires September, 2029

Expires September, 2029

Expires September, 2025

Expires September, 2025

Expires September, 2025

Expires September, 2025

Expires September, 2024

Expires September, 2024

## ORIGINAL

### GREATER MANCHESTER ECONOMIC DEVELOPMENT BOARD (7)

Mike Niederhauser (2<sup>nd</sup> term)

Mitch Umbarger (2<sup>nd</sup> term)

Eric Burch (1<sup>st</sup> term)

John Carter Sain (2<sup>nd</sup> term)

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Expires September, 2025

Expires September, 2025

Expires September, 2024

Expires September, 2024