

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN AGENDA
February 6, 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**

- January 2nd, 2024 BOMA meeting minutes; January 11th, 2024, Special Call BOMA meeting minutes

5. **CORRESPONDENCE**

6. **COMMENTS FROM CITIZENS**

7. **COMMENTS FROM MAYOR**

8. **COMMITTEE AND COMMISSION REPORTS**

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

9. **RESOLUTIONS AND ORDINANCES**

Resolutions:

- a) A resolution to 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.
- 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
- 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.

Ordinances:

- a) 2nd reading of an ordinance to adopt an updated Land Use Plan (Physical Development Plan); sponsored by Vice Mayor Messick.
- b) 1st 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)

10. **OLD BUSINESS**

11. **NEW BUSINESS**

- Insurance Broker/Consultant Services
- Chief of Staff pay scale passed by Finance Committee \$75K to \$85K
- Parks & Recreation intent to apply for TDEC Grant 50/50 match
- Fitness Instructor Job Description

- Lifeguard Job Description
- Finance Director Job Description
- Finance Dept. Contracting Year-End Closing Services
- FY 2024-2025 Budget Calendar

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

13. **ADJOURNMENT: Beer Board to Follow**

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CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
Meeting Minutes
January 2nd, 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 Chuck Hopkins, and the pledge to the flag was spoken in unison. Mayor Howard called the meeting to order.

ROLL CALL:

Director Myers called the roll.

APPROVAL OF MINUTES: Alderman French made a motion to approve the December 5, 2023, BOMA Minutes. Alderman Parsley 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 commented on the passing of Mike Niederauer and his involvement in the community.

Safety Committee- Chief Sipe stated the next meeting would be 1-8-24, and all new Dodge Durangos had arrived and have a bid opening for equipment.

Finance Committee- Director Myers discussed the finance committee meetings will meet the 3rd Tuesday of each month at 4 pm.

Street Committee- Director Gannon stated next meeting would be 1-11-24 and they are working on getting all of the Christmas decorations down.

Water /Sewer Commission- Director Miller stated next meeting would be Thursday

Recreation Commission- Director Fox stated they are getting ready to work on the fields for Spring and upcoming bid openings for lighting and cameras

Tourism Development Commission- Alderman Hobbs stated they will meet 1-8-24

Planning & Zoning Commission- Director Fiske stated next meeting would be 1-18-24, and DOT Foods

Information Systems Committee- Director Smotherman

Historic Zoning Commission- Director Fiske stated they would meet next Thursday at 5 pm.

RESOLUTIONS & ORDINANCES

Resolutions:

- a) A resolution to approve a contract in the amount of Sixty-Seven Thousand Two Hundred Fifty and 00/100 Dollars (\$67,250.00) with Southern Flooring, Inc. for Recreation Center weight room floor replacement, Project #102-184.04; sponsored by Alderman Anderson. Alderman French made a motion and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and called for the roll. The resolution passed 6-0.
- b) A resolution to amend by-laws of the Greater Manchester Economic Development Board; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded

by Vice Mayor Messick. Mayor Howard opened the floor to discussion. Alderman French discussed the two non-voting seats (Industrial Board & Education) changing over to voting seats. GMEDB Director Katy Riddle discussed the recommendation by their Attorney. Attorney Johnson discussed the amended by-laws that were presented to the BOMA by the GMEDB. Alderman French made a motion to send the amended by-laws back to the GMEDB to consider making the two non-voting seats to voting seats and seconded by Alderman Hobbs. Alderman Anderson stated she would be voting nay because she did not feel comfortable without the legal representation of the GMEDB weighing in. The resolution failed to send the amended by-laws back to the GMEDB 3-4 with Alderman Anderson, Vice Mayor Messick, Alderman Parsley, and Mayor Howard voting nay to break the tie. Mayor Howard called for the original motion to approve the resolution. The resolution passed 6-0.

Ordinances:

- a) 1st reading of an ordinance to amend Manchester Municipal Code 12-401 et. seq. relative to building impact fees; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion. Alderman French discussed implementing a scale to apply to the fee. A discussion ensued on amending the ordinance. Alderman French removed his motion to approve and made a motion to table the ordinance. Alderman Hobbs seconded the motion to table the ordinance. Mayor Howard called for the roll and the motion passed to table the ordinance 6-0.

OLD BUSINESS: none

NEW BUSINESS

- Rescue Squad Training Waiver-Use of Rec Complex Pool- AJ discussed waiving the pool fees for the Rescue Squads training 1-24 to 12-24. Vice Mayor Messick made a motion to waive the fee and seconded by Alderman Bellamy. The motion passed 6-0.
- Mayor Howard asked if the board would entertain a motion to hire Paul Degges and Mike Agee Consultants discussed in the prior Work Session. Alderman French made a motion and Vice Mayor Messick seconded the motion. Mayor Howard opened the floor to discussion and a discussion ensued. Attorney Johnson discussed the contract. Alderman Anderson discussed if it was okay to bring the item up since it was not listed on the BOMA Agenda and only on the Work Session Agenda. Attorney Johnson stated it would be safer to have a special called meeting and have the item on the agenda for a vote. A discussion ensued on prior items that have been added to agendas under new business. A discussion ensued regarding setting a Special Called meeting on 1-11-24. Mayor Howard called for the roll, and the motion passed 6-0.
- MWSD Director Miller and TAUD Apprentice Program Director Mr. Byrd recognized Austin Haithcote for receiving the first TAUD Apprenticeship Certification in the State.

COMMENTS FROM BOMA: none

ADJOURNMENT:

- Being no further business to discuss, Mayor Howard asked for a motion to adjourn and Vice Mayor Messick made the motion. The motion was seconded by Alderman Hobbs. The motion to adjourn was passed 6-0. The meeting adjourned at 7:26 p.m.

SIGNATURES:

Mayor Marilyn Howard

Executive Administrative Assistant Keele

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMAN
SPECIAL CALL BOARD MEETING Minutes
Manchester City Hall Board Room
January 11th, 2024
5:30 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 Thursday, January 11th, 2024, at 5:30 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, Finance Director Myers, Alderman Bellamy, Alderman Parsley, Vice Mayor Messick, Alderman Anderson, Alderman French, Alderman Hobbs, Executive Administrative Assistant Keele, Community Development and Zoning Director Fiske, Public Works Director Gannon, Parks & Rec. Director Fox, Water and Sewer Director Miller, and other guest. Absent was Alderman French and Alderman Hobbs.

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 Thursday, January 11th, 2024, at 5:30 p.m. for the following resolutions and ordinances.

Call to Order: Mayor Howard called for the roll, Finance Director Myers called the roll

Citizen Comments: none

Resolution:

- a. A resolution to approve Degges Consulting Services, LLC, to perform governmental consulting services at a cost not to exceed Seventy-Two Thousand and 00/100 (\$72,000.00 Dollars); sponsored by Vice Mayor Messick. Alderman Anderson made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and called for the roll. The resolution passed 4-0.
- b. A resolution approving contracting for services with Southern Ground Sewer LLC; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and seconded by Alderman Anderson. Mayor Howard opened the floor to discussion and called for the roll. The resolution passed 4-0.

Ordinance:

- a. 1st reading of an ordinance to amend Manchester Municipal Code 12-401 et. seq. relative to building impact fees; sponsored by Vice Mayor Messick. (tabled on 1-2-24) Vice Mayor Messick stated he would like for the full board to be present before voting and asked Attorney Johnson if they could discuss only and not take the ordinance off the table. Attorney Johnson stated they could discuss the ordinance without making a motion. A discussion relating to commercial fee, residential fee, rebuilding after natural disaster, percentage to infrastructure, and percentage to schools ensued.

Adjournment: Mayor Howard asked for a motion to adjourn. Vice Mayor Messick made the motion to adjourn and seconded by Alderman Parsley. Mayor Howard called for the roll and the motion passed 4-0 at 6:15 pm.

RESOLUTION NO. _____

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 FIRE HALL #1 ROOF REPLACEMENT

WHEREAS the City of Manchester solicited bids for the replacement of the Fire Hall #1 roof; and

WHEREAS the bids were reviewed by the City's Engineer firm and the Finance Department and after said review, Ross Services Corporation was the low bidder for the base bid, and by letter, the City engineer firm recommended acceptance of the base bid of Ross Services Corporation, for the replacement of the Fire Hall #1 roof; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester enter into a contract with Ross Services Corporation, for the replacement of the Fire Hall #1 Roof, for the base bid of Fifty Five Thousand Nine Hundred Eighty Seven and 00/100 Dollars (\$55,987.00) and the Mayor and Finance Director are authorized to execute the documents necessary to meet the intent of this resolution.

Resolved this _____ day of February, 2024.

Marilyn Howard, Mayor

Lisa Myers, Finance Director

RESOLUTION NO. _____

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

WHEREAS, the City of Manchester Public Works Department needs two new dump trucks with snow removal equipment; and

WHEREAS, the Public Works Department has determined that two ford F-350 Crew Cab Diesel Trucks with Dump Bodies and Snow Plows will best serve the department's needs; and

WHEREAS, the city has sufficient funds in its account to purchase this equipment, and

WHEREAS, this equipment is available pursuant to the State of Tennessee Department of General Services contract making the purchase exempt from the City's bidding requirements; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, that the City of Manchester purchase two ford F-350 Crew Cab Diesel Trucks with Dump Bodies and Snow Plows at a total cost of ONE HUNDRED AND NINETY ONE THOUSAND THREE HUNDRED AND FIFTY FOUR DOLLARS AND 00/100 (\$191,354.00), which revises the previous Resolution 38-2022, through a State of Tennessee Department of General Services contract vendor and that the Mayor and Finance Director are authorized to execute the documents necessary to meet the intent of this resolution.

RESOLVED THIS _____th DAY OF FEBRUARY, 2024.

RESOLUTION NO. 38-2022

A RESOLUTION AUTHORIZING THE PURCHASE OF TWO (2) FORD F-350 CREW CAB TRUCKS AT A COST OF SEVENTY-NINE THOUSAND THREE HUNDRED AND ONE DOLLARS (\$79,301.00) EACH, TWO (2) FORD F-350 CREW CAB TRUCKS AT FORTY-TWO THOUSAND SEVEN HUNDRED AND NINETY-SEVEN DOLLARS (\$42,797.00) EACH, AND A JOHN DEERE 5067E UTILITY TRACTOR AT THIRTY-NINE THOUSAND ONE HUNDRED AND SEVENTY-NINE DOLLARS AND SIXTY-NINE CENTS (\$39,179.69) FOR USE OF THE PUBLIC WORKS DEPARTMENT OF THE CITY OF MANCHESTER

WHEREAS, the City of Manchester Public Works Department needs four vehicles and a piece of equipment; and

WHEREAS, the Public Works Department has determined that four (4) Ford F-350 Crew Cab Trucks and a John Deere 5067E Utility Tractor will best serve the department's needs; and

WHEREAS, the city has sufficient funds in its account to purchase these vehicles, and

WHEREAS, these vehicles are available pursuant to the State of Tennessee Department of General Services contract making the purchase exempt from the City's bidding requirements; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, that the City of Manchester purchase two Ford F-350 Crew Cab Trucks at a cost of SEVENTY-NINE THOUSAND THREE HUNDRED AND ONE DOLLARS (\$79,301.00) each, two Ford F-350 Crew Cab Trucks at FORTY-TWO THOUSAND SEVEN HUNDRED AND NINETY-SEVEN DOLLARS (\$42,797.00) each, and a John Deere 5067E Utility Tractor at THIRTY-NINE THOUSAND ONE HUNDRED AND

SEVENTY-NINE DOLLARS AND SIXTY-NINE CENTS (\$39,179.69) through the State of Tennessee Department of General Services contract vendors.

RESOLVED THIS 6 th DAY OF SEPTEMBER, 2022.

Marilyn Howard, Mayor

Bridget Anderson, Finance Director

RESOLUTION NO. _____

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 AND ZERO CENTS (\$70,545.00) FOR USE OF THE WATER AND SEWER DEPARTMENT OF THE CITY OF MANCHESTER

WHEREAS, the City of Manchester Water and Sewer Department needs the capability to perform bypass pumping operations; and

WHEREAS, the Water and Sewer Committee has approved the purchase of the needed capability and the city has sufficient funds in its account to purchase this equipment, and

WHEREAS, the Manchester Water and Sewer Department has now determined that the Xylem Dri-Prime NC1505 with Trailer Kit System will best serve the department's needs; and

WHEREAS, the Xylem Bypass Pump Trailer System was the winning bid pursuant to a public bid, therefore meeting the City's bidding requirements; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, that the City of Manchester Water and Sewer Department purchase the Xylem NC1505 Bypass Pump Trailer System for bypass pumping operations for SEVENTY THOUSAND, FIVE HUNDRED AND FORTY FIVE DOLLARS AND ZERO CENTS (\$70,545.00) and the Mayor and Finance Director are authorized to execute the documents to meet the intent of this resolution.

RESOLVED THIS _____th DAY OF FEBRUARY, 2024.

ORDINANCE NO. _____

AN ORDINANCE TO ADOPT AN UPDATED LAND USE PLAN (PHYSICAL DEVELOPMENT PLAN)

Whereas the City of Manchester currently has a Land Use Plan (Physical Development Plan) which was previously adopted under TCA Sections 13-4-201, et seq; and

Whereas the Board of Mayor and Aldermen of City of Manchester believes an updated plan would further the objectives and goals of orderly and efficient future growth and development; and

Whereas the Manchester Regional Planning Commission considered the new and updated Land Use Plan (Physical Development Plan) set forth in an attachment to this ordinance at its meeting held on September 18, 2023 and as required by T.C.A. Section- 13-4-201, et seq, and approved same.

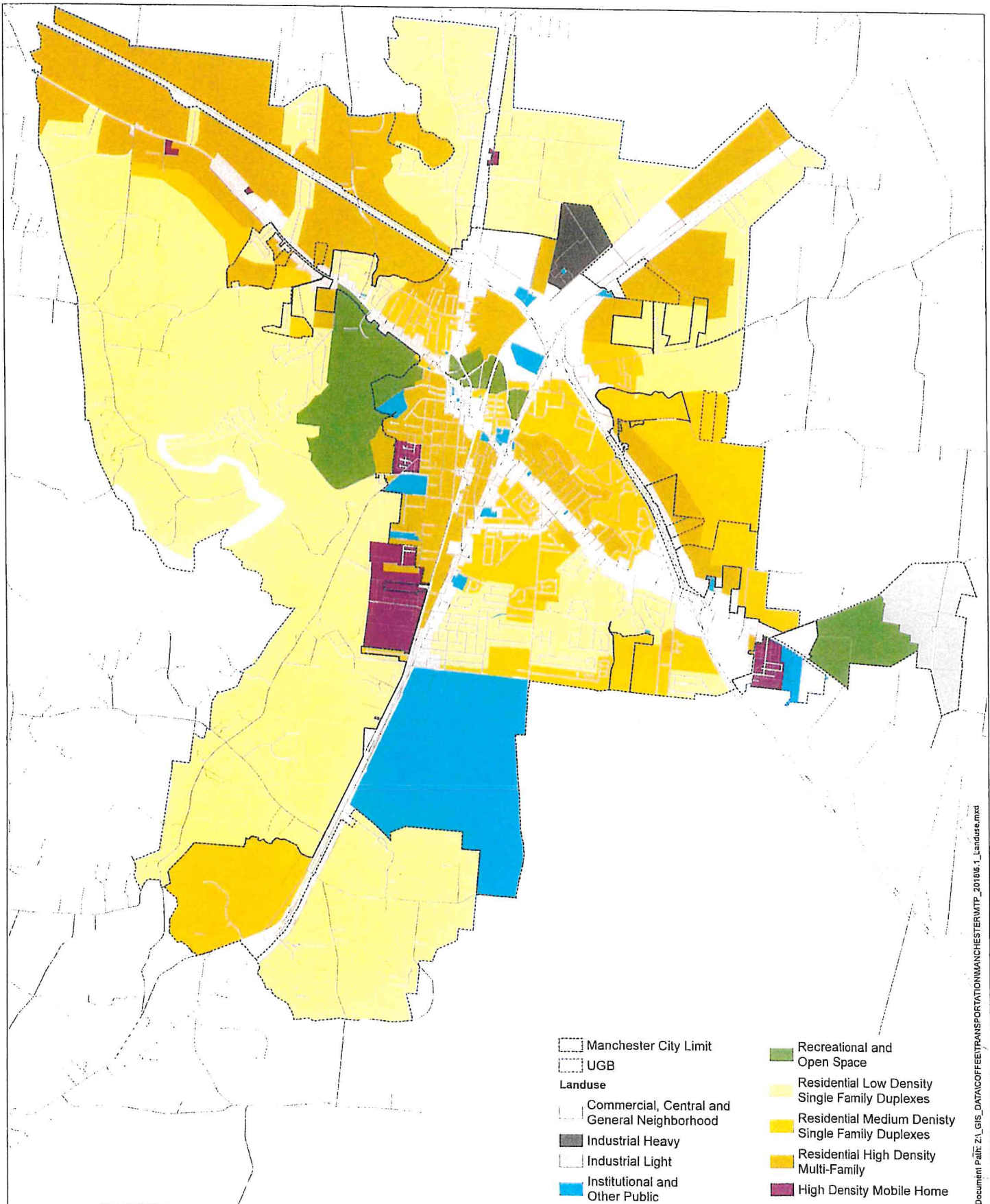
BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the current Land Use Plan (Physical Development Plan) be updated as amended and attached hereto;

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

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

PASSED FIRST READING: _____ December 5 _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023



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Approval herein certifies that this map represents the official land use map of the City of Manchester, TN.

LAND USE PLAN MANCHESTER, TN October 4, 2022

Planning Commission Chairman Date Approved

Planning Commission Secretary Date Approved



ST JOHN ENGINEERING, LLC
MANCHESTER, TN 37355
Created 10/21/2022 By: K.Pruitt
6.1_Landuse.mxd

PUBLIC MEETING

Proposed Land Use Plan(2022 Revision)

Meeting goal: review work done by a subcommittee of the Manchester Planning Commission to ensure public understanding and solicit input.

Appointed Members of the committee: Mark Williams, Ward Johnson, Bill Nickels, Katy Riddle, Leif Swanson, Alan Howard (Staff: Brittany Fiske, Scot St. John)

Bi-weekly meetings were held May through September, often attended by local newspaper representatives and general public.

Mission statement for Land Use Plan Subcommittee

Update the existing land use plan and make it a living document to capture past changes and define a future vision including beyond the current city limits
Review existing zoning ordinances to ensure relevancy

Why?

- Tennessee Code Annotated Title 13 Chapter 4 Part 2 (13-4-201) states “it is the function and duty of the commission to make and adopt an official general plan for the physical development of the municipality, including any area outside of its boundaries which, in the commission’s judgment, bears relation to the planning of the municipality.”
- The general plan for the development of the municipality is comprised of parts that include the Land Use Plan, the Major Thoroughfare Plan, the Zoning Plan and Map, and other relevant plans as determined by the Planning Commission.
- Per TCA Title 13 Chapter 4 Part 2 (13-4-202) states that the Planning Commission may adopt the plan as a whole or in parts. Once the Planning Commission has adopted the plan, the legislative body of the municipality must adopt it.
- Per TCA 13-4-203, General Purposes of the Plan, states that “the plan shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the municipality.”

What is the Land Use Plan?

- The Land Use Plan is a vision for the future of the municipality.
- The Plan is to identify areas suitable for development considering utilities, public and private services, transportation methods, and other facilities. The Plan is to identify suitable spaces for parks, public buildings, and other public services.
- Serves as guidance for the Planning Commission and all other city departments. It gives direction on future rezonings, annexations, transportation projects, pedestrian ways, public spaces, and replanning of blighted districts.
- Vision for the greater good of Manchester by the citizens of Manchester

What it is not?

- **It is not a zoning map. It does not rezone specific areas nor does it limit the uses of existing zoned properties.**
- Not “Set in stone” or binding
- Not the Growth Plan
- Is not defined to the individual parcel level

Previous Land Use Plans

- 1990 Land Use Plan (adopted in 1970)
 - The population in 1970 was listed as 6,295 for City of Manchester
 - The 1990 LUP predicted a population of 14,000 in 1990.
 - The 2022 population is around 12,000.
- The transportation network indicated on the 1990 LUP is very similar to what the City has today.
- The 1990 LUP indicated much Low and Medium density residential area and a small amount of high-density residential area. The 2015 LUP and the proposed 2022 LUP show an increase in the medium and high density residential areas.
- The industrial areas indicated on the 1990 LUP are very similar to the industrial areas present today with the exception of the new Manchester Industrial Park.

Revision Points

- The 2022 revision to the LUP reviewed previous land use plan versions including:
 - 1990 Land Use Plan (prepared in 1970)- initial adopted plan
 - 2015 Land Use Plan
- The subcommittee reviewed a number of recent rezonings by BOMA to High Density that differed from the current Land Use Plan. The subcommittee reviewed and increased the land use areas of High Density Residential in response to the BOMA actions.
- The subcommittee reviewed the recent annexations/rezonings on the Highway 41 North corridor and made revisions accordingly.
- The subcommittee considered the Urban Growth Boundary area and revised the plan to recommend land uses in the UGB to guide the PC and BOMA in future requests. The land uses shown in the county areas of the UGB are not binding since Coffee County is not being asked to approve.
- The subcommittee reviewed and included in the Plan the proposed areas for mobile home-high-density residential (corresponding to the new R-5 district).
- The subcommittee updated commercial and industrial land use areas including along the I-24 and State highway corridors.
- The subcommittee reviewed and established land use classifications in the Bonnaroo property area since the previous plan did not address this recently annexed area.
- Stepped land use classifications along Highway 41 North corridor were incorporated.
- The Plan updated the City and County owned institutional parcels.
- The Plan was updated to reflect recent annexations and rezonings.

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:

Single Residential Units	\$2.00 per square foot
Multi-Family Residential Units	\$2.00 per square foot
All Other Building Types	
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

“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: _____, 2024

PASSED SECOND AND FINAL READING: _____, 2024

Marilyn Howard, Mayor

**City of Manchester
Job Description**

Job Title: Fitness Instructor
Department: Parks and Recreation
Reports to: Parks and Recreation Director
FLSA Status: Non-Exempt
Prepared by: A.J. Fox
Prepared Date: 01/22/24
Approved By:
Approved Date:

SUMMARY

The position is under the direction of the Wellness Manager. Plans, administers, and directs wellness programs for the Parks and Recreation Department by performing the following duties personally. These wellness duties include but are not limited to: maintains cleanliness of the aerobics room, spin room, and pool deck. Teach group fitness and/or water aerobics classes. Maintains proper working order of wellness equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Studies and analyzes recreational needs and resources to produce a variety of wellness programs
- Leads recreational programs to individuals and/or groups through personal participation, teaching, and staff assignments. Must have the knowledge and ability to design wellness programs for specific age groups and ability levels
- Maintains proper working order of wellness equipment by personally servicing equipment or submitting work orders for repairs
- Develops program schedules and coordinates with other staff members and maintenance staff
- Assist with setup, implementation, cleanup, and evaluation of special events, programs, and activities
- Other duties may be assigned

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.

- Experience
 - Minimum of 1 year of teaching experience

- Applicant must be able to demonstrate proficiency in class(es) to be taught
- **Language Skills**
Ability to read and interpret documents and emails such as those pertaining to safety rules, operating and maintenance instructions, and procedure manuals. Must be able to communicate to the public in a polite and reasoned manner.
- **Mathematical Skills**
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The ability to compute rate, ratio, and percent.
- **Reasoning Ability**
Must be able 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:

- Should hold and maintain at least one national professional certification as a personal trainer or fitness instructor. Preferred certifications are ACE, AFAA, NASM, and American College of Sports Medicine
- Applicant should hold and maintain certifications in class(es) to be taught.
- CPR, First Aid, and AED are required or able to be obtained within six months of hire date
- Must possess a 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.

- Must be able to stand and/or sit for long periods of time
- Must be able to reach and/or lift objects above head level
- The employee will operate light duty vehicles
- Must be able to routinely lift 50 pounds
- Intermittently sitting, standing, stopping, kneeling, and walking is required
- Must maintain a healthy physical condition to allow teaching of group fitness and water aerobics classes

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.

- Will have to work and/or communicate with the public in a polite, courteous, professional, and reasoned manner
- Maybe exposed to infectious diseases and/or blood-borne pathogens.
- Evening, weekend, and holiday hours may be required

City of Manchester

Job Description

Job Title: Lifeguard
Department: Parks and Recreation
Reports to: Aquatics Manager
FLSA Status: Non-Exempt
Prepared By: Colt Pittman
Prepared Date: 1/20/2024

Approved By:

Approved Date:

Summary

Ensure the safety of all guests that are using city pools and provide CPR and First Aid as necessary. Maintain a clean aquatic environment and effectively scan and perform appropriate rescues while on duty.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- 1.) Lifeguard the swimmers and guests in the pools according to the established conduct and safety rules.
- 2.) Provide and implement rescue procedures to a distressed swimmer according to American Red Cross standards.
- 3.) Ensure that all safety protocols are followed to ensure guest and staff safety at all times.
- 4.) Enforce the Parks and Recreation department's policies and procedures.
- 5.) Ensure cleanliness and sanitation of the aquatics department and other areas of the complex as assigned.
- 6.) Provide CPR and First Aid if needed to guests of the city pools.
- 7.) Teach swim lessons as needed.
- 8.) Check water chemistry as directed by supervisor or manager.
- 9.) Lifeguard private pool reservations indoor and outdoor as well as open swim and lap swim times.
- 10.) Participate in trainings and continuing education.

Maintain daily records pertaining to pool chemical levels with online software and/or paper.

Works some evenings and weekends regularly. Holiday work maybe required.

Qualifications To perform this job successfully, and 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 job functions.

Minimum age of 15

Language Skills

Must have excellent communication skills to communicate with staff and guests. Written skills must include ability to write and read.

Mathematical Skills

Must be able to compute basic math equations for pool ratios.

Reasoning Ability

Must be able to work independently and make decisions.

Certificates, Licenses, Registrations

Current CPR for the Professional Rescuer and AED. Lifeguard Certification through the American Red Cross.

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.

The ability to lift up to 50 lbs.

Prolonged and extensive standing/walking.

Flexibility and ease of movement which includes considerable reaching, bending, kneeling, and crouching.

Maintain a healthy physical condition to allow for lifeguarding functions and teaching swim lessons.

Must be able to tolerate a pool sanitized by chlorine.

Work Environment The work environment characteristics described here are representative of that 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.

Subject to varying situations and locations.

May be exposed to infections and contagious diseases.

May be exposed to hazardous agents, body fluids, and wastes.

May be exposed to extremes in heat and cold.

City of Manchester
Job Description

Job Title: Finance Director
Department: Finance
Reports to: Mayor and Board of Mayor and Alderman
FLSA Status: Exempt
Prepared by: Mayor Howard
Prepared Date: 1/29/2024
Approved By:
Approved Date:

SUMMARY

Under general supervision by the Mayor, the Finance Director performs complex professional and difficult administrative work in directing and overseeing the financial operations of the local city government. These responsibilities are accomplished by the overall supervision of finance, accounting, payroll and the tax collections division to ensure compliance with all applicable regulations, laws and internal policies pertaining to the proper accounting of public funds. The position also serves as the City's Recorder and performs related work.

ESSENTIAL FUNCTIONS OF THE JOB

Confers, coordinates, plans and provides support for the Mayor, department heads, and other employees on various financial and administrative matters.

Understand the standards of internal control required by state law and assist the Mayor and department heads to develop, document, implement and monitor the City's internal control system.

Plans, organizes and directs operations in the areas of accounting, budgeting and capital budgeting, reporting, purchasing, tax collection, and other financial activities.

Manages and evaluates subordinates.

Administers grants, including required record-keeping, financial records, reporting, etc.

Formulates and oversees the City's investment program.

Makes effective oral and written presentations to City Council as required.

Helps assure that all financial operations are performed in compliance with applicable local, state, and federal laws, as well as with generally accepted governmental accounting principles and nationally recognized governmental best practices.

Cooperates with external auditors conducting audits. Provides financial information and data to auditors when requested and answers questions or inquires regarding information and prepares reports to auditors as required.

Attends regular and special called meetings of the Board of Mayor and Alderman. Prepares agendas and minutes for the finance committee.

Recommends and implements, at the direction of the Mayor, changes in financial policies and procedures for various departments.

Tracks financial trends and develops financial recommendations based on such.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of local government administration and modern municipal accounting practices; knowledge of complex planning methods and procedures, and project coordination; knowledge of effective supervisory methods and techniques; thorough working knowledge in the areas of debt management, capital funding and financial analysis; thorough knowledge of data processing and computer systems; thorough knowledge of the principles underlying State and City laws and regulations pertaining to City government; ability to sustain a high degree of concentration for extended periods of time; ability to be decisive in complex policy interpretation in accordance with laws, ordinances, and regulations; ability to apply departmental policy in routine and extraordinary work situations; ability to communicate effectively in both oral and written form; ability to direct and coordinate the work of supervisory personnel; ability to maintain effective communications with media and the general public; manual dexterity required for efficient use of office equipment such as keyboards, computers and calculators, etc.; able to sit for extended periods of time while at work station or desk.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university in accounting, finance or closely related field supplement by seven years' experience that demonstrates progressively responsible public sector accounting and financial management or any equivalent combination of work experience and education that provides the required knowledge, abilities and skills. Certified Public Accountant (CPA) or Certified Governmental Financial Manager highly desirable. Supervisory experience a plus. Must hold CMFO certification or be able to obtain certification within two (2) years from date of hire, as required by the State of Tennessee, or be exempted from the certification as noted in T.C.A. 6-56-405.

ADA REQUIREMENTS

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

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

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

Reasonable Accommodations(s): Reasonable accommodations(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual

acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace

JOB TITLE: Finance Director
REPORTS TO:

FLSA: Exempt

DATE: Approved
9-18-07

GENERAL DEFINITION OF WORK:

Under general administrative direction of the Mayor and Board of Aldermen, shall serve as the Chief Financial Officer of the City. The position shall be responsible for planning, direction and control the City's financial plans and policies, accounting practices, relationships with lending institutions and the financial community, procurement, and the investment of funds for the City. Direct other functions, including audits, and risk management.

ESSENTIAL JOB FUNCTIONS:

1. Plan, direct and coordinate, through subordinate level managers financial activities; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility and review and evaluate the efficiency and effectiveness of services provided.
2. Preparation and administration of the city budget and development of a five (5) year capital budget plan.
3. Maintains current information regarding departmental budget activities and schedules, cost overruns, and recommending corrective action as necessary.
4. Preparing reports, agenda items, and other information for submission to the Board of Mayor and Aldermen.
5. Preparing budget directives and bulletins, and conducting on his/her initiative or upon the request of the Board of Mayor and Aldermen analyses of financial programs and their impact on the financial condition of the city.
6. Coordinating, and supervising all day to day financial activities and operations for each department of the city under the financial policies and regulation of the city.
7. Plan, develop, implement, and manage the municipal accounting and record keeping system and procedures to ensure the accurate and effective accounting of funds, including responsibility for purchasing, budgeting, cash disbursement, payroll, petty cash, bonds and interest, federal and state aid, drug funds, capital projects, escrow accounts, checks, bank transfers, and other.
8. Manage cash control systems to ensure that all available city revenue is collected and protected.
9. Manage cash flow to ensure that the city can meet normal financial operational obligations. Coordinate debt management and City bond sales.
10. Analyzes the financial abilities of the city and prevailing market conditions and advise the Board of Mayor and Aldermen on appropriate methods to finance capital improvements by issuing bonds, borrowing money, and/or using financial reserves.
11. Direct the establishment, maintenance, and oversight of all accounting practices and procedures for the maintenance of the city's fiscal records, the preparation of the

city's financial reports and audits, and financial transactions to ensure compliance with appropriate procedures as determined by City, State and Federal regulations, and insure that internal controls are adequate to protect against fraud and waste.

12. Evaluates available insurance and risk management coverage to recommend and obtain suitable routine and catastrophic protection for the city.
13. Direct and oversee the development of risk management and loss prevention programs to ensure timely investigation of accidents and compliance with safety regulations.
14. Direct and oversee purchasing programs and processes to ensure adherence to approved cost, quality and delivery standards and compliance with City, State and Federal regulations.
15. Delegate authority for receipt, disbursement, banking , protection and custody of funds, securities, and financial instruments.
16. Collaborate on long-range financial forecasting and debt service planning.
17. Analyzes financial records to forecast future financial positions and budget requirements.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles and practices of public finance, accounting, and auditing.
- Knowledge of investment fund management and municipal debt administration.
- Knowledge of risk management and insurance.
- Knowledge of purchasing and materials management.
- Skill in communicating in writing and/or in person on a one-on-one basis and before groups for the purpose of justifying, defending, or negotiating significant or controversial issues.
- Ability to work cooperatively with City officials, boards and commissions, employees and the general public.
- Ability to prepare and direct preparation of comprehensive reports.
- Ability to handle confidential material in a highly professional manner.
- Ability to develop long-terms plans and programs and to evaluate work accomplishments.
- Ability to plan and schedule the work of others.
- Ability to read, analyze and interpret technical journals, financial reports and legal documents.

EDUCATION AND EXPERIENCE:

A bachelor's degree in business administration, accounting, or finance is required. MBA, CPA, or Certified Government Finance Officer designation is desirable. Seven years of increasingly responsible experience in government finance, including three years in a financial managerial capacity; or any combination of education, training, and experience

providing the necessary knowledge, skills, and abilities to perform the essential job functions.

WORKING CONDITIONS:

Work is performed primarily in an office setting requiring some travel to attend meetings and conferences. While performing the duties of this job the employee is regularly required to sit, use hands to finger, handle; talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Memo

To: Mayor/Aldermen / Department Heads
From: Lisa Myers, Finance Director
Date: February 6, 2024
Subject: 2024-2025 Fiscal Budget Calendar

Wednesday, February 7, 2024

Letters sent to Not-for-profit Organizations.

Friday, February 9, 2024

FY25 Budget Worksheets/Amendments for 2023-2024 budget email sent to individual departments.

Friday, February 23, 2024

FY25 Department Worksheets/Changes for 2023-2024 budget are due back to the Finance Director.

Wednesday, March 6, 2024

Requests from Not-for-profits are due back to Finance Director.

Tuesday, March 12 2024 @ 1:00pm

Mayor Howard and Director Myers review departmental requests/worksheets.

Tuesday, March 19, 2024

FY24-25 Working budget and FY23-24 budget amendments presented to Finance Committee. All directors are to be in attendance.

Tuesday, April 2, 2024 Work Session @ 5:30pm

Budget presented to Full Board at Work Session for review/changes/approval. All directors are to be in attendance.

Tuesday, April 16, 2024 @ 4:00pm (deadline)

Manchester City Schools budget presented to Finance Committee.

Tuesday, May 7, 2024

1st Reading for 2024-2025 Budget.

Wednesday, May 15, 2024

Publication of budget in local paper.

Tuesday, June 4, 2024

2nd Reading (Final) and Public Hearing on 2024-2025 Budget.

This calendar has been approved by Mayor Howard and Alderman Hobbs, Finance Committee Chairman. With proper notice, additional meetings and/or changes to this calendar will be scheduled accordingly.