

**CITY OF MANCHESTER  
BOARD OF MAYOR AND ALDERMAN  
SPECIAL CALL BOARD MEETING AGENDA  
Manchester City Hall Board Room  
May 15<sup>th</sup>, 2025  
5:30 P.M.**

Pursuant to a call by Mayor Joey Hobbs, there will be a Special Called Board of Mayor and Alderman Board Meeting on Thursday, May 15<sup>th</sup>, 2025, at 5:30 p.m. for the following resolution, ordinance, and new business:

**Roll Call:**

**Citizen Comments:**

**Resolution:**

- a) A resolution authorizing a contract to sublease the Conference Center from the MPBA; sponsored by Alderman Crosslin.

**Ordinance:**

- a) 1<sup>st</sup> reading of an ordinance of the City of Manchester, Tennessee, adopting a budget for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026; sponsored by Mayor Hobbs.

**New Business:**

- BOMA Committee/Commission Assignments

**Adjournment:**

[www.cityofmanchestertn.com](http://www.cityofmanchestertn.com)

LIVE STREAMING <https://www.youtube.com/@CityofManchesterTennessee>

**RESOLUTION NO. .**

**A RESOLUTION AUTHORIZING A CONTRACT TO SUBLEASE THE CONFERENCE CENTER FROM THE PBA**

WHEREAS the City of Manchester is part owner of the property known as the Conference Center located at 147 Hospitality Blvd. Manchester, Tennessee; and

WHEREAS the City of Manchester, Coffee County, Tennessee, and the Manchester Public Building Authority (PBA), are parties to an agreement dated December 11, 2020, that allows the PBA to contract/subcontract the operations of the premises to others; and

WHEREAS the City of Manchester has determined that in the best interest of the City, it would be beneficial to operate the Conference Center directly, through an appropriate Department, as outlined in the attached agreement with the PBA; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester contract to sub-lease the premises known as the Conference Center, located at 147 Hospitality Blvd. Manchester, Tennessee, per the attached agreement.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Mayor be authorized to enter into the contract and execute any documents in furtherance of this resolution.

Resolved this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Joey Hobbs, Mayor

\_\_\_\_\_  
Anthony Burrows, Finance Director

**ORDINANCE NO:**  
**AN ORDINANCE OF THE CITY OF MANCHESTER, TENNESSEE**  
**ADOPTING A BUDGET FOR THE FISCAL YEAR JULY 1, 2025**  
**THROUGH JUNE 30, 2026**

WHEREAS, Tennessee Code Annotated Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF MANCHESTER, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows:

<b>GENERAL FUND</b>	<b>FY24 Unaudited</b>	<b>FY25 Estimated</b>	<b>FY26 Proposed</b>
Local Taxes	\$ 14,726,640	\$ 14,883,600	\$ 14,510,750
License and Fees	291,373	290,076	258,150
Intergovernmental	3,067,996	3,131,570	3,673,290
Charges for Services	62,865	54,000	60,800
Fines and Forfeitures	147,173	169,712	151,800
Miscellaneous Revenues	596,362	290,076	1,895,900
Nonspendable Fund Balance	98,484	98,484	98,484
Assigned Fund Balance	-	-	-
Unassigned Fund Balance	8,635,510	11,773,619	11,773,619
<b>Total Available Funds</b>	<b>\$ 27,626,403</b>	<b>\$ 30,691,137</b>	<b>\$ 32,422,793</b>
<b>SANITATION</b>			
Charges for Current Services	\$ 1,557,846	\$ 1,636,000	\$ 2,095,673
Transfer from Other Funds	-	-	-
Unassigned Fund Balance	658,012	751,719	922,311
<b>Total Available Funds</b>	<b>\$ 2,215,858</b>	<b>\$ 2,387,719</b>	<b>\$ 3,017,984</b>
<b>RECREATION FUND</b>			
Local Taxes	\$ 256,616	\$ 236,130	\$ -
Intergovernmental	-	750,000	-
Charges for Current Services	1,060,290	552,710	837,541
Other Revenues	11,448	10,000	15,000
Transfer from Other Funds	1,000,000	1,800,000	1,163,910
Unassigned Fund Balance	(510,303)	(1,604,302)	(1,829,038)
<b>Total Available Funds</b>	<b>\$ 1,818,051</b>	<b>\$ 1,744,538</b>	<b>\$ 187,413</b>

**DRUG CONTROL FUND**

Fines and Forfeitures	\$	28,947	\$	35,000	\$	35,006
Other Revenues		8,877		57,000		57,000
Unassigned Fund Balance		362,544		397,434		432,330
Total Available Funds	\$	400,368	\$	489,434	\$	524,336

**TOURISM FUND**

Local Taxes	\$	128,308	\$	118,065	\$	945,865
Grant Revenue		-		-		-
Unassigned Fund Balance		27,926		350,847		662,952
Total Available Funds	\$	156,234	\$	468,912	\$	1,608,817

**CAPITAL EQUIPMENT FUND**

Transfer from Other Funds		2,322,000		714,650		-
Unassigned Fund Balance		1,426,830		-		-
Total Available Funds	\$	3,748,830	\$	714,650	\$	-

**GENERAL DEBT SERVICE FUND**

Other Revenues	\$	166,830	\$	116,137	\$	144,020
Transfer from Other Funds		239,687		230,052		1,581,900
Unassigned Fund Balance		1,695,732		1,721,594		1,855,075
Total Available Funds	\$	2,102,249	\$	2,067,783	\$	3,580,995

**GENERAL PURPOSE SCHOOL FUND**

Local Taxes	\$	4,216,710	\$	4,216,710	\$	4,216,710
Licenses and Permits	\$	650	\$	650	\$	650
Charges for Current Services	\$	51,229	\$	51,229	\$	51,229
Other Local Revenues	\$	29,500	\$	62,280	\$	29,500
State Education Funds	\$	10,388,691	\$	12,398,985	\$	12,914,595
Other State Revenues	\$	1,000	\$	1,000	\$	1,000
Federal Funds Received Thru State Reserve	\$	-	\$	-	\$	-
Reserve	\$	-	\$	1,132,394	\$	1,295,184
Transfer from Other Funds	\$	1,858,467	\$	2,612,467	\$	2,608,467
Total Available Funds	\$	16,546,247	\$	20,475,715	\$	21,117,335

**CAFETERIA FOOD SERVICE FUND**

Charges for Current Services	\$	208,280	\$	208,280	\$	208,280
Other Local Revenues	\$	1,300	\$	1,300	\$	1,300
State Education Funds	\$	9,815	\$	8,295	\$	8,295
Federal Funds Received Thru State	\$	1,153,640	\$	1,316,613	\$	1,316,613
Other Sources	\$	-	\$	-	\$	-
Unassigned Fund Balance	\$	-	\$	237,475	\$	207,555
Total Available Funds	\$	1,373,035	\$	1,771,963	\$	1,742,043

**SECTION 2.** That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

**GENERAL FUND**

General Government	\$	7,907,302	\$	9,977,830	\$	8,443,633
Public Safety		6,025,395		7,378,996		7,481,999
Public Works		2,334,215		3,591,387		3,604,498
Total Appropriations	\$	16,266,912	\$	20,948,213	\$	19,530,129

**SANITATION FUND**

Sanitation Fund	\$	1,602,777	\$	1,542,293	\$	1,925,081
Total Appropriations	\$	1,602,777	\$	1,542,293	\$	1,925,081

**PARKS AND RECREATION FUND**

Administration	\$	247,018	\$	341,108	\$	215,875
Center		2,920,520		2,141,220		1,717,403
Park Area		585,000		1,960,511		307,908
Total Appropriations	\$	3,752,538	\$	4,442,839	\$	2,241,187

**DRUG CONTROL FUND**

Drug Fund	\$	108,513	\$	57,110	\$	57,110
Total Appropriations	\$	108,513	\$	57,110	\$	57,110

**TOURISM FUND**

Tourism Fund	\$	110,382	\$	115,000	\$	633,760
Total Appropriations	\$	110,382	\$	115,000	\$	633,760

**CAPITAL EQUIPMENT FUND**

Capital Equipment Program	\$	1,020,170	\$	714,650	\$	-
Total Appropriations	\$	1,020,170	\$	714,650	\$	-

**GENERAL DEBT SERVICE FUND**

General Debt Service Fund	\$	1,641,541	\$	1,596,351	\$	1,592,439
Total Appropriations	\$	1,641,541	\$	1,596,351	\$	1,592,439

**GENERAL PURPOSE SCHOOL FUND**

Instruction

Regular Instruction Program	\$	9,197,055	\$	10,258,496	\$	10,678,329
Alternative Instruction Program		43,487		89,246		90,698
Vocational Education Program		273,229		273,229		160,821
Special Education Program		1,888,529		2,195,845		2,318,616
Student Body Education Program		1,999		2,000		2,000

Support Services

Attendance	159,619	159,619	162,959
Health Services	283,614	292,072	302,643
Other Student Support	455,632	594,346	589,058
Regular Instruction Program	421,059	421,059	432,720
Special Education Program	348,539	348,539	362,966
Technology	513,470	529,666	592,165
Board of Education	397,208	397,208	395,713
Office of Superintendent	309,070	324,507	356,280
Office of Principal	885,057	903,742	942,824
Fiscal Services	370,574	454,719	484,440
Operation of Plant	1,227,230	1,221,520	1,240,649
Maintenance of Plant	582,412	600,514	736,518
Transportation	88,677	116,871	127,899

Operation of Non-Instructional Services

Community Services	287,933	755,697	722,348
Early Childhood Education	333,187	333,187	361,189
Regular Capital Outlay	755,086	1,051,464	-
Debt Payments	50,463	50,463	50,400
Indirect Cost	6,099	6,100	6,100
Total Appropriations	\$ 18,879,228	\$ 21,380,109	\$ 21,117,335

**CAFETERIA FOOD SERVICE FUND**

Food Service	\$ 1,384,377	\$ 1,771,963	\$ 1,742,043
Total Appropriations	\$ 1,384,377	\$ 1,771,963	\$ 1,742,043

**SECTION 3:** At the end of the current fiscal year the governing body estimates balances/(deficits) as follows:

General Fund	\$ 11,773,619
Sanitation Fund	\$ 922,311
Recreation Fund	\$ (1,829,038)
Drug Fund	\$ 432,330
Tourism Fund	\$ 662,952
General Debt Service Fund	\$ 1,855,075
General Purpose School Fund	\$ 1,295,184
Central Cafeteria Fund	\$ 207,555

**SECTION 4:** That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Debt Redemption	Interest Requirements	Debt Authorized and Unissued	Condition of Sinking Fund
Bonds	965,000	424,900		
Notes	-	-		
Capital Leases	-			
Other Debt				

**SECTION 5:** During the coming fiscal year the governing body has planned capital projects and proposed funding as follows:

Proposed Capital Projects	Proposed Amount Financed by Appropriations	Proposed Amount Financed by Debt
Coffee Street Sidewalk Project	\$ 50,000	
Oakdale Street Sidewalk Project	\$ 50,000	
Madison Street Sidewalk Project	\$ 50,000	
Hills Chapel Road Phase 2	325,000	
Total Appropriations	\$ 475,000	

**SECTION 6:** No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Section 6-56-205 of the Tennessee Code Annotated.

**SECTION 7:** Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may prescribe as allowed by Section 6-56-209 of the Tennessee Code Annotated. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

**SECTION 8:** A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Section 6-56-206, Tennessee Code Annotated will be attached.

**SECTION 9:** If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with Section 6-56-210, Tennessee Code Annotated provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Division of Local Finance in the Comptroller of the Treasury for a continuation budget will be requested if any indebtedness is outstanding.

**SECTION 10:** There is hereby levied a property tax of \$1.5221 per \$100 of assessed value on all real and personal property.

**SECTION 11:** All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

**SECTION 12:** This ordinance shall take effect upon passage, the public welfare requiring it.

PASSED FIRST READING:  
PASSED SECOND READING:

ATTEST:

\_\_\_\_\_  
Joey Hobbs, Mayor

ATTEST:

\_\_\_\_\_  
Anthony Burrows, Finance Director

**THE CITY OF MANCHESTER  
ALDERMAN  
COMMITTEE/COMMISSION/VICE MAYOR ASSIGNMENT  
2024-2025**

**2024-2025**

Vice Mayor:	<u>Mark Messick</u>
Safety Committee:	<u>Ryan French</u> <u>Mark Messick</u> <u>Thomas Crosslin</u>
Finance Committee:	<u>Thomas Crosslin</u> <u>Mark Messick</u> <u>Donny Parsley</u>
Street & Street Light Committee:	<u>Mark Messick</u> <u>Thomas Crosslin</u> <u>James Threet</u>
Water & Sewer Commission:	<u>Julie Anderson</u>
Recreation Committee:	<u>Ryan French</u>
Historical/Zoning:	<u>James Threet</u>
Landfill Committee:	<u>James Threet</u> <u>Julie Anderson</u> <u>Donny Parsley</u>
Tourism Committee:	<u>Mark Messick</u>
Adult Entertainment Committee:	<u>Julie Anderson</u>
Planning Commission:	<u>Mark Messick</u>
I.S. Committee:	<u>Ryan French</u> <u>Donny Parsley</u> <u>Thomas Crosslin</u>