

Special Called Finance Committee Meeting
City of Manchester
August 28th, 2023

Present: Alderman Hobbs, Vice Mayor Messick

Absent: Alderman Parsley

The Manchester City Finance Committee held a special called meeting on Monday, August 28th, at 4:00 p.m. in the board room at Manchester City Hall. Others present were: Mayor Howard, Alderman Anderson, Alderman Bellamy, Director Myers, Director George Gannon, Director AJ Fox, Chief George Chambers, Chief Bill Sipe, Director Fiske, other employees and members of the press. The first agenda item was to call the meeting to order by Alderman Joey Hobbs, Chairman of the committee.

The second agenda item was approving the minutes from the Special Called Meeting held on May 17th meeting. Vice-Mayor Messick moved to approve the minutes with a second from Alderman Hobbs. Motion carried. Alderman Hobbs removed the agenda item number 12 dealing with Bonnaroo. Motion to approve the agenda removing item number 12 was made by Alderman Hobbs with Vice-May Messick seconding. Motion carried.

The third agenda item was public comments which none were given.

Fourth agenda item was the assignment of the Capital Fund Balance. Director Myers wanted to inform all Finance Committee members of what is written in the Codes concerning the Hotel/Motel Tax. She directed them to the section that the allocation going to the general fund was to be used for capital equipment or capital improvements. She suggested that all members remember this revenue can play an important part in establishing a five-year capital plan. Director Myers went on to explain that currently past years of unspent budgeted funds were being accounted for on an Excel spreadsheet outside of the Incode Software System. She was suggesting to the committee that going forward we book an entry to account for these unspent funds by assigning fund balance by department. This would eliminate extra work by tracking activity in both Incode and in Excel. Also, the departments would have access to the amounts in the system. Currently we do track why it was budgeted by building, equipment, etc. This would be lost, however, she pointed out the needs of departments change and the board would still have to approve what the monies were used for through the budget amendment process. Alderman Hobbs asked if these monies can be transferred by to the General Fund. Director Myers answered they could with board approval. Vice-Mayor Messick asked that if an emergency happened could the funds of all departments be transferred to another department. Director Myers said that could be done with a board vote. Director Myers clarified that currently the whole balance is unassigned and that it could be used for anything. By assigning it to the departments, the city is saying it is our intent to use it for the department in which it is assigned but it is not mandatory. Alderman Hobbs made the motion to make the change and assign the fund balance by department. Alderman Messick seconded the motion. Motion carried.

Fifth agenda item was the approval of the 2024 Holiday Schedule. Motion was made by Vice-Mayor Messick and seconded by Chairman Hobbs. Motion carried.

Sixth agenda item was presented by AJ Fox, Director of Parks and Recreation. He presented a new pay scale for Aquatics to keep competitive with surrounding offerings and other part-time staff a 10% raise. These raises are already in the FY24 budget. Also updated job descriptions for Assistant Aquatics Manager and Aquatics Supervisor. Fully staffed in the summer is 35 part-time positions. The budget contains \$35,000 for part-time 10% raises and \$6,400 for the new aquatic pay scale. The finance committee needs to approve the pay scale and the job descriptions so the employees can start being paid. Motion made by Vice-Mayor Messick and seconded by Alderman Hobbs to approve the new pay scale. Motion carried. The job descriptions will be voted on by the board. Director Fox then addressed the part-time positions. He said it was in the budget for a 10% raise, however, he would like the committee to consider more considering what other businesses are paying and he offered examples. The committee asked for a better analysis before addressing the part-time raises.

Seventh agenda item was adding one fireman and one police officer coming with an unanimous vote from the Safety Committee. Each position would start around \$45,000 per year. Motion was made by Vice-Mayor Messick and seconded by Chairman Hobbs. Motion Carried.

Eighth agenda item was the approval of a new job description of Municipal Court Administrator and compensation for a present position. The job would have increased managerial duties with a raise of around \$2500 per year. Police Chief Sipe said their current budget could absorb the increase cost. It has passed the Safety Committee. Motion made by Vice-Mayor Messick and seconded by Chairman Hobbs. Motion carried.


Ninth agenda item was discussion of a Project Manager Position. Discussion ensued on what type of position the city needs. It was decided this needs to be taken before the board for discussion along with job descriptions then back to the finance committee for budgeting. The mayor is to put on the board agenda.

Tenth agenda item was a possible Impact Fee. Vice Mayor Messick said with the growth of our area, we need to generate new revenue for future school building projects without raising taxes. He recommended that Director Myers and Director Fiske work together and present at the next Finance Committee meeting on a possible Impact Fee looking at surrounding areas.

The eleventh agenda item was the Exit 110 and Exit 114 Light Improvement Grant. This grant will be \$900,000 with a 20% match of \$180,000. Alderman Hobbs suggested he take to the Tourism Committee to do the matching funds. Alderman Hobbs made the motion to send the grant to the board while working on the matching funds. Vice-Mayor Messick seconded. Motion Approved.

Motion made by Vice-Mayor Messick to adjourn the meeting. It was seconded by Chairman Hobbs. Motion carried.

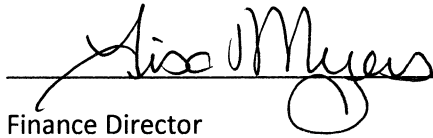
Meeting was adjourned around 5:00 p.m.



Finance Committee Chairperson

10-9-2023

Date



Finance Director

10/9/23

Date