

**Special Called Finance Committee Meeting  
City of Manchester  
December 14<sup>th</sup>, 2023**

Present: Alderman Hobbs, Vice Mayor Messick, Alderman Parsley

The Manchester City Finance Committee held a special called meeting on Thursday, December 14<sup>th</sup>, at 3:00 p.m. in the board room at Manchester City Hall. Others present were: Mayor Howard, Director Myers, Chief Bill Sipe, Asst. Chief Floied, Director Fox, Asst. Director Johnson, Christine David, Payroll and Benefits 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 November 21<sup>st</sup> special called meeting. Vice-Mayor Messick made the motion to approve the minutes with a second from Alderman Parsley. Motion carried. The third agenda item was the approval of the agenda. Vice-Mayor Messick moved to approve with a second from Alderman Parsley. Motion carried. Fourth agenda item was public comments which none were given.

Fifth agenda item was presented by Asst. Police Chief, Adam Floid of adding License Plate Readers to their current contract prior to January 1<sup>st</sup> so the cost can remain the same and avoid a \$500 per reader increase from \$2500 to \$3000 per reader. The motion was made by Vice-Mayor Messick to add two LPR to the existing contract before January 1<sup>st</sup> to keep the current contractual rate with a second by Alderman Parsley. Motion carried.

Sixth agenda item was department business. There were none.

Seventh agenda item was discussing the salary for the new Chief of Staff job description. Vice-Mayor Messick said he has called MTAS and but has not gotten a response. In the past, he said their range has been from \$80,000 to \$100,000 per year. Alderman Parsley had no comment and Alderman Hobbs thought the county's chief of staff makes around \$65,000 per year. Christine David, Payroll and Benefits, asked if we should reach out to BTA to see if they can make a recommendation when they return the compensation and benefit study. It was decided to add this item on the January agenda pending the survey.

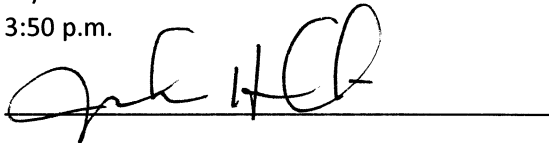
Eighth agenda item was the discussion of the possibility to hire consultants to help navigate opportunities with the state on future infrastructure. The mayor would like to see the city hire a consultant with the coming of the mega site so the city can be prepared in the most advantageous way possible. These individuals are experts in working with multiple state departments and navigating the state legislative branch. It was decided for the mayor to invite the consultants to the January BOMA work session to hear their proposal and determine the benefit versus cost. All members felt it sounded very favorable of the possibility.

Ninth agenda item was the discussion of Bonnaroo. Alderman Hobbs wanted to discuss the need to delete or update the ordinance in order for it to be enforced. If we are to receive revenue for each ticket sold, this will probably need to be re-worked and sent to the state for approval. Director Myers

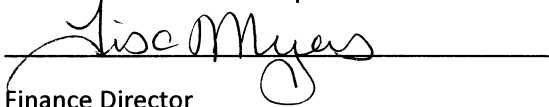
stated that she estimated that the sales tax revenue from Bonnaroo for the city was around \$600,000 with an increase of around \$300,000 over last year. It was decided to have the city attorney to research how to move forward with revenue from ticket sales. Director Myers asked if we hire consultants, would they be able to help with a passage of this through the state. The mayor said if it was done by a private act, they should be able to assist. Director Myers said she is not seeing the same upward trend with hotel/motel tax that we are experiencing with the sales tax. It was discussed for tourism to sponsor another hotel/motel audit which increased the tax collected the last time it was conducted. Alderman Parsley stated this tax is hard to regulate because of how it is collected. There is no accountability. Alderman Hobbs asked for her to gather information on the audit for him to present at the Tourism Committee meeting. Alderman Parsley stated it would be interesting to see how much revenue increased after the last audit. It was decided to add Bonnaroo to the January meeting as a follow-up and to invite representatives from Live Nation to have a discussion after the city develops its' expectations.

Tenth agenda item was the discussion of impact fees. Vice-Mayor Messick thought it should be \$2 per square foot for residential with an 80-20 split with schools and city usage. After consulting with Attorney Johnson, these special revenues would not be able to go into the general fund but be accounted for in a special fund and named for a specific purpose. It was discussed that the school portion should go for school building and the remaining 20% would be for the city. Alderman Parsley asked if this fee would promote more building in the county versus the city. Vice-Mayor Messick didn't think it would slow the rate of building. Alderman Parsley felt that if our residents were paying this fee, he felt all other construction should also have a fee because they also increase the need for city services. Discussion ensued on retail, industrial and commercial fees. Motion was made by Vice-Mayor Messick to add an impact fee of \$2 per square foot for single and multi-family residential units and \$1 per square foot for all other construction with 80% going for school building projects and 20% going for city infrastructure with the understanding we may have to better define city infrastructure. The motion was seconded by Alderman Parsley. Motion carried. The mayor stated that she felt the legislature passed that local governments can pass impact fees without it going to the state for approval thereby shortening the time in which this could go into effect.

The eleventh agenda item was the discussion of the Comptroller FY22 Audit Letter. Director Myers distributed letter for the past three years. Discussion ensued about the letters. Most of the problems were how the financial statements were presented by the auditors. Director Myers stated that discussions were happening with the schools to correct some items. She also stated that for the city, the audit will get worse before it gets better due to the turnover in the finance department but it was her goal, if given enough time, to have no audit findings and a glowing comptroller's letter. Director Myers said we will be late with the audit submission again this year. Meeting was adjourned around 3:50 p.m.



Finance Committee Chairperson



Finance Director

1-22-2024

Date

1/22/24

Date