

**Finance & Administration Committee Meeting**

**May 17, 2022**

**4:00 p.m.**

1. City Property (Hwy 51 S & Holly Grove) – Director Fisher, Dan Gatlin
2. Special Events Request – Director Glass, Kate Krull
3. Audit Contract for year ending June, 2022 – Director Dunn
4. Extension Policy – Director Gray
5. USDA Grant – Assistant Chief Channell
6. Purchasing Ordinance – Director Eaton
7. 2022-23 Budget Discussion – Mayor Hanson  
-Administrative Ordinance

SURPLUS REAL ESTATE NOMINATION FORM

CITY OF COVINGTON, TENNESSEE

DEPARTMENT: Public Works

The following property is hereby nominated for designation as surplus city real estate pursuant to the City of Covington Resolution approved June 22, 2021.

Property Description: See Attached

How the City acquired the property - Annexation

How long the property has been of no use to the City – Since the intersection improvements by TDOT took place in 2005

How much does the City have invested in the property - Unknown

The reasonable fair market value of the property - 0

How much does the property cost the City to maintain – 0 – it is in the TDOT ROW contract

Any other factors determined to be relevant given the property and the specific characteristics:

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Reasons for making the nomination: Dan Gatlin representing Gatlin Properties LLC requested the property be given to the developer proposing to purchase the two properties and develop a commercial business.

  
Signature 

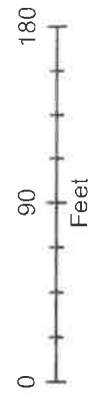
  
Date

This aerial map displays a large property tract in Houston, Texas, with a total area of 64 acres. A specific 4.03-acre portion of this tract is highlighted with a blue rectangle. The map includes several key features and labels:

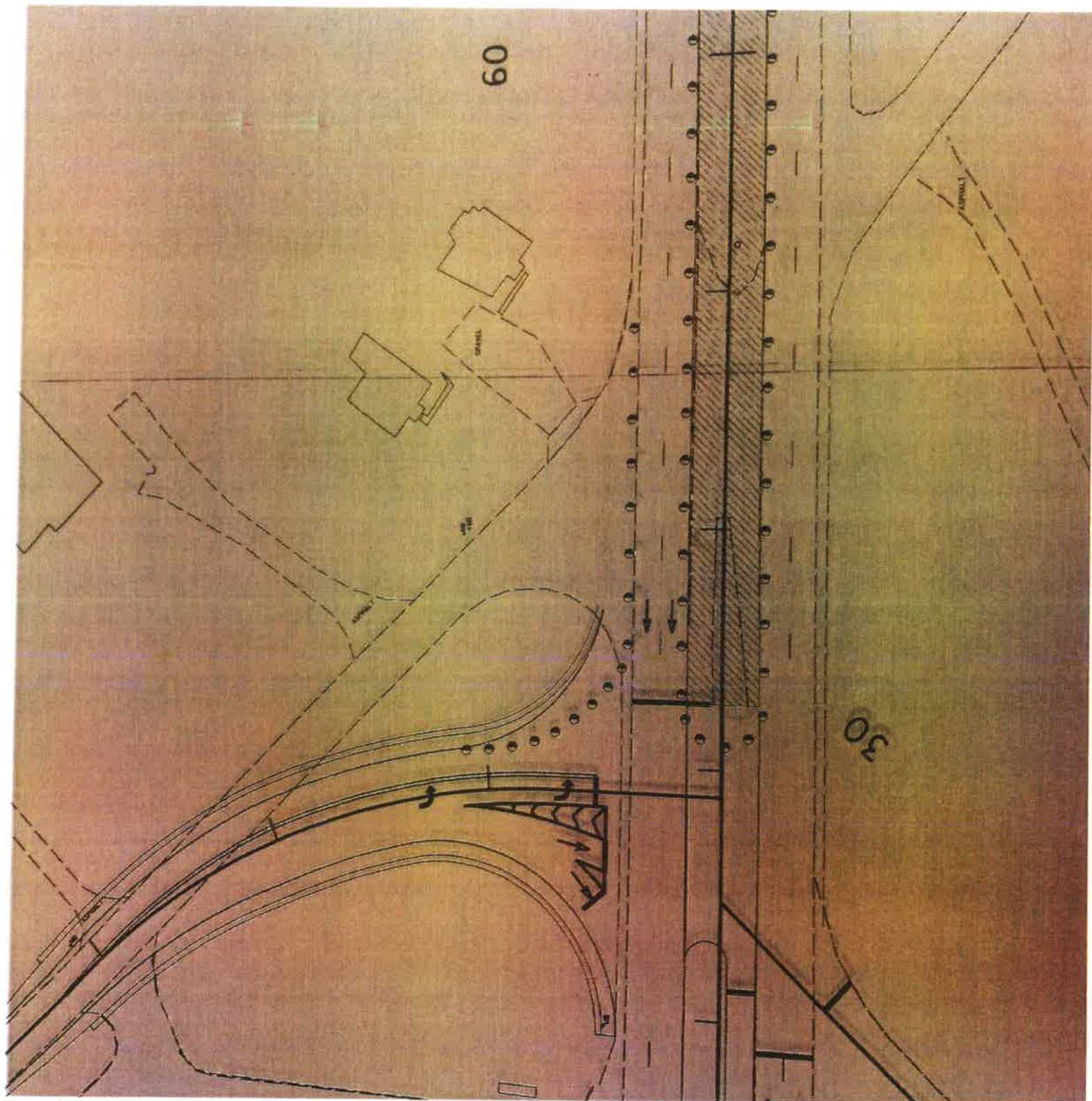
- Property Labels:** The main tract is labeled "64 AC" and the highlighted area is labeled "4.03".
- Highways:** "Highway 61 S" runs diagonally across the upper right portion of the map.
- Roads:** "Holly Grove Rd" is located at the bottom right, and "Rutledge Pkwy" is at the top right.
- Markers:** A red dot is placed on the highlighted area, and another red dot is visible on the left side of the map near a building labeled "1655".
- Other Labels:** "104" and "100" are visible near the highlighted area, and "122" is at the bottom left.
- Compass Rose:** A compass rose is located in the bottom right corner, indicating North.



MAP DATE April 21, 2022







**A RESOLUTION OF THE CITY OF COVINGTON, TENNESSEE, TO ESTABLISH  
A POLICY FOR THE SALE AND DISPOSAL OF REAL ESTATE DETERMINED  
TO BE SURPLUS TO THE CITY'S NEEDS.**

**WHEREAS**, it is in the public interest for the City of Covington to periodically sell or dispose of certain real estate which, by nature of its location, method of acquisition, value, or lack of usefulness to the City's needs, has been determined by the Board of Mayor and Aldermen to be surplus to the realistic and foreseeable needs of the City; and

**WHEREAS**, the Board of Mayor and Aldermen wishes to establish a uniform policy, which provides that real estate will be offered for sale to the general public in an open, transparent, and cost-effective manner.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF COVINGTON BOARD OF MAYOR AND ALDERMEN, AS FOLLOWS:**

1. **Title.** This Resolution shall be known as the "Covington Real Estate Sale Policy" and shall be the official guideline for the sale of the City's surplus real estate.
2. **Authority to declare real estate as surplus to the City's needs.** Any member of the Board of Mayor and Aldermen, the Mayor, and any department head may nominate any City-owned real estate for sale as surplus as no longer meeting the City's needs, unlikely to be of use to the City in the future, and/or not cost effective to retain. All such nominations shall be made on forms developed by the City and signed by the person making the nomination. Signed nominations shall be forwarded to the Finance and Administration Committee for review, discussion, approval to sell the property, and the method in which the property will be marketed for sale.
3. **Method of Sale.** Upon the Finance and Administration Committee concluding that real estate owned by the City the Committee shall determine how the property will be marketed for sale. The method of sale shall be determined on a case by case basis taking into account the following factors:
  - i. How the City acquired the property
  - ii. How long the property has been of no use to the City

- iii. How much does the City have invested in the property
- iv. The reasonable fair market value of the property
- v. How much does the property cost the City to maintain
- vi. Any other factors determined to be relevant given the property and the specific characteristics

4. **Sales procedures.** Based upon the factors set out above real estate owned by the City of Covington shall be marketed for sale in one of the following manners:

i. Listed for sale with a licensed real estate agent.

- a. If the Finance & Administration Committee determines that the property should be listed for sale with a real estate agent the Mayor shall send a letter with the relevant details of the property to all real estate agencies in the City of Covington, and any other more specialized real estate agents if the circumstances warrants, and publish notice of same requesting the agents/agencies to submit a proposal to the Mayor to list the property for sale.
- b. At the next Finance & Administration Committee meeting the Mayor shall present the proposals from real estate agents to the Committee and the Committee shall choose an agent to list the property, taking into account the proposed commission charged, experience, qualifications of the agent, proposal for marketing, and any other relevant factors as determined by the Committee.
- c. Upon the Committee choosing an agent to list the property they shall authorize the Mayor to execute a real estate listing contract for no longer than 6 months, and the listing agent shall report activity, progress, and/or any other relevant inf

ii. Solicitation of sealed bids.

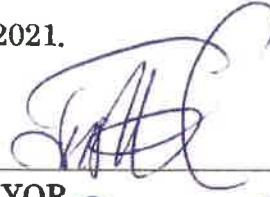
- a. If the Finance & Administration Committee determines that the property should be marketed for sale by soliciting sealed bids then notice shall be published in the Covington Leader for two consecutive weeks,

with the date for bids to be submitted to be two weeks from the second publication.

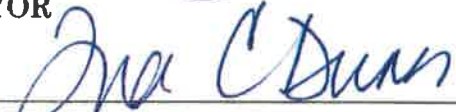
- b. The notice shall list the property's address, zoning designation, times the property will be available for inspection (if necessary), minimum bid price (as determined by the Finance & Administration Committee), instructions on how to submit a bid, and the date, time, and location when the bids will be opened.
- c. The same notice published in the Covington Leader soliciting sealed bids shall also be posted at City Hall and on the City's website.
- d. The Mayor may, in his/her discretion, send a copy of the notice directly to adjoining property owners, known developers within the City of Covington, and any other person, entity, or business who, based on professional knowledge, may be interested in the property to generate as many bids as possible.

- 5. **Appraisals.** The Finance & Administration Committee may determine that an appraisal to determine a fair market value of any particular real estate owned by the City. However, nothing in this policy requires an appraisal as it is within the sole discretion of the Board of Mayor and Aldermen to approve a sale of real estate.
- 6. **Resolution.** Upon the Finance & Administration Committee determining the method of sale and procedure for the sale of real estate a resolution shall be presented to the Board of Mayor and Aldermen to adoption. The resolution shall state that (1) contracts for sale obtained by any real estate agent shall be presented to the Board of Mayor and Aldermen for final approval and/or (2) that all bids which meet the requirements shall be submitted to the Finance and Administration Committee for review and formal acceptance.
- 7. **10. Effective date.** This Resolution shall take effect immediately upon its adoption by the City of Covington Board of Mayor and Aldermen, the public welfare requiring it.

APPROVED this 22<sup>nd</sup> day of June, 2021.

A stylized, handwritten signature in blue ink, likely belonging to the Mayor, positioned above a horizontal line.

MAYOR

A handwritten signature in blue ink, likely belonging to the Recorder/Treasurer, positioned above a horizontal line.

RECORDER/TREASURER





Covington Parks and Recreation

Special Events

790 Bert Johnston Avenue

Covington, TN 38019

# Invoice

BILL TO:

**Go Lucy Go 5K/10K/Fun Run**

Kate Krull

901.674.8377

kate@golucygo.org

DATE

5.9.2022

INVOICE DUE DATE

10 Days Prior to event

DESCRIPTION	GL Number	MR Number	QUANTITY	Total Hours	PRICE	AMOUNT
Covington Police Department	110-42100-111	601	3	3	\$30.00	\$270.00
Covington Fire Department	110-42200-111	599	0	0	\$30.00	\$0.00
Fire Extinguisher Usage		604	0	N/A	\$250.00	\$0.00
Covington Public Works	110-43120-111	602	3	4	\$27.00	\$324.00
Public Works Vehicle @Current state rate			0	0	\$000.00	\$0.00
Covington Parks and Recreation	110-44450-111	600	0	0	\$25.00	\$0.00
Race Timing System			0	N/A	\$750.00	\$0.00
City Stage		603	0	N/A	\$1000.00	\$0.00
Civic Center	110-34140	530	1	20.5	\$100.00	\$2,050.00
Civic Center House Manager	110-34140	530	1	10	\$15.00	\$150.00

**\*\* Payment in full is due ten (10) days prior to the event date listed above.**

DESCRIPTION	MR Number	Gross Total	15% of Gross
Gate Fee	604		
Concession Fee	604		

**\*\* Payment in full is due ten (10) days after the event date listed above for gate and concession fees.**

\* If you would like to request a waiver of the above fees from the board of Mayor and Aldermen at the next Finance and Administration Committee meeting (5.17.22), you need to notify Parks and Recreation Director Molly Glass at 901.504.8982 by 5.12.22 at 4pm.

**TOTAL:  
\$2,794.00**

April 26, 2022

Honorable Justin Hanson, Mayor and  
Mrs. Tina Dunn, Recorder-Treasurer and  
Members of the Board of Mayor and Aldermen  
City of Covington, Tennessee  
P.O. Box 768  
Covington, Tennessee 38019

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We are pleased to confirm our understanding of the services we are to provide City of Covington, Tennessee for the year ended June 30, 2022.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of City of Covington, Tennessee as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Covington, Tennessee's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Covington, Tennessee's RSI in accordance with U.S. generally accepted auditing standards. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Pension Plan Schedules.
- 3) Changes in Total OPEB Liability and Related Ratios.

We have also been engaged to report on supplementary information other than RSI that accompanies City of Covington, Tennessee's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining Fund Financial Statements.
- 2) Schedules of Revenues, Expenditures, and Changes in Fund Balances- Actual and Budget- for all Governmental Funds that adopt an annual budget (other than the General Fund).
- 3) Schedule of Expenditures of Federal Awards.
- 4) Schedule of Expenditures of State Awards.
- 5) Various schedules required by the Tennessee Comptroller of the Treasury.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report:

- 1) Introductory Section.
- 2) Nonaccounting Information.
- 3) Management's Corrective Action Plan.

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The objectives of our audit are to obtain reasonable assurance whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

#### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste or abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.



We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

Our report will make reference to Alexander Thompson & Arnold PLLC's audit of Covington Electric System Electric Fund, Covington Electric System Defined Benefit Plan, and Covington Electric System 457 Plan in our report on your financial statements. As such, we will not exercise any overview of the audit planning, other audit procedures performed, or reports issued by the other auditors.

We have not yet completed the identification of significant risks of material misstatement since audit planning has not concluded. Following are significant risks identified in the prior-period audit that we believe are likely to be still relevant. However, modifications to significant risks of material misstatement may be made as audit planning and other audit procedures continue.

- Management override of controls
- Improper revenue recognition due to fraud
- Misstatement of governmental fund receivables, deferred revenues, and revenues
- Misstatement of proprietary fund receivables, deferred revenues, and revenues
- Incentive to shift governmental fund expenditures to proprietary funds
- Misstatement and/or omission of capital assets and capital expenditures

Our audit of financial statements does not relieve you of your responsibilities.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional misstatements, misrepresentation, or override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Covington, Tennessee's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

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The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Covington, Tennessee's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on City of Covington, Tennessee's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of City of Covington, Tennessee in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We anticipate providing the following additional nonaudit services: (1) maintain depreciation schedules for which management has determined the method and rate of depreciation and salvage value of the assets, (2) maintain long-term debt schedules based on activity recorded in the general ledger accounts and schedules provided by management and outside sources, and (3) prepare the single audit reporting package for submission to the federal audit clearinghouse.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access



to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review prior to commencement of the audit.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

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## Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to City of Covington, Tennessee; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Whitehorn Tankersley & Davis, PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Tennessee Comptroller of the Treasury or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Whitehorn Tankersley & Davis, PLLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Tennessee Comptroller of the Treasury. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jeff Hunter is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately September 1, 2022 and to issue our reports no later than December 31, 2022.

To ensure that Whitehorn Tankersley & Davis, PLLC's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

**Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$49,000.00.** Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract, if requested by you. Although not requested by you, our 2020 peer review report accompanies this letter.

During the course of our engagement, we may need to electronically transmit confidential information to each other. E-mail is a fast and convenient way to communicate. However, e-mail travels over the public Internet, which is not a secure means of communication and, thus, confidentiality could be compromised. The City of Covington, Tennessee agrees to the use of e-mail and other electronic methods to transmit and receive

information, including confidential information, between Whitehorn Tankersley & Davis, PLLC and City of Covington, Tennessee.

### Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Mayor and the Board of Aldermen of City of Covington, Tennessee. We will make reference to Alexander Thompson & Arnold PLLC's audit of Covington Electric System Electric Fund, Covington Electric System Defined Benefit Plan, and Covington Electric System 457 Plan in our report on your financial statements. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to City of Covington, Tennessee and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

After we receive the signed engagement letter, we will create, and sign, the State-required electronic audit contract on the State's website. You will be notified by e-mail when the contract is ready for your signature. You will need to login to the State's website using your account's username and password in order to electronically sign the contract. After the State approves the audit contract, you will receive an e-mail notifying you as to the contract's approval. We recommend that you retain a copy of the approved contract for your records.

Very truly yours,



Jeff Hunter, CPA

Member of the Firm

RESPONSE:

This letter correctly sets forth the understanding of City of Covington, Tennessee.

CLIENT'S COPY

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_ Mayor \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: Chairman, Finance & Administration Committee

Date: \_\_\_\_\_



GOAD & COMPANY, PLLC  
CERTIFIED PUBLIC ACCOUNTANTS

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

James W. Goad, CPA  
Tamara D. Honeycutt, CPA  
Sarah M. Bowden, CPA  
Matthew K. Clark, CPA

Brenna K. Boone, CPA  
Cindy W. Gulley

## Report on the Firm's System of Quality Control

November 16, 2020

To the Members of Whitehorn Tankersley & Davis, PLLC  
and the Peer Review Committee of the  
Tennessee Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Whitehorn Tankersley & Davis, PLLC (the firm) in effect for the year ended May 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.



## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Whitehorn Tankersley & Davis, PLLC. in effect for the year ended May 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Whitehorn Tankersley & Davis, PLLC has received a peer review rating of *pass*.

*Goad & Company, PLLC*

**POLICY NO. 22-0503-001**

**Date: May 3, 2022**

**SUBJECT: UTILITY SERVICE EXTENSION POLICY**

**REFERENCES:** City Policy dated July 9, 1996

**GENERAL**

This Policy was passed to regulate utility extensions as they apply to development and developers within the City of Covington Planning region to strike a balance between cost and incentive for developers; an entrepreneurial spirit to promote development that will yield positive return on investments. It does not apply to private homeowners.

All new Utility Main or Service extensions must be approved by the Mayor and Board of Aldermen before the work is accomplished.

**DEFINITIONS:**

Developer: A person or persons that is building subdivisions with the intent to sell.

**WATER MAIN EXTENSIONS to accommodate Development**

**1. Extensions to accommodate Development.**

**a. Inside City of Covington Planning Region.**

The Developer must pay all cost of the extension. If the Developer requests to be annexed by the City they will reimburse the developer the water tap fee cost from the current administrative ordinance collected from the new home owner when they make utility application.

**2. Water Main Extensions to accommodate established individual reaches of homes where there is no developer.**

**a. Out side City Limit.**

In order to provide water extensions to existing or new homes the City of Covington must evaluate its cost/benefit ratio and estimate to be able to recover its cost of installation withing 15 years.

## **Sewer Extensions to accommodate Development**

### **1. Extensions to accommodate Development**

#### **a. Inside City of Covington Planning Region**

The Developer must pay all cost of the extension. If the Developer requests to be annexed by the City, they will reimburse the developer the sewer tap fee cost from the current administration ordinance collected from the home owner when they make utility application.

### **2. Sewer Extensions to accommodate established individual reaches of homes where there is no developer.**

#### **a. Out side the City limits.**

In order to provide sewer extensions to existing and new homes the City of Covington must evaluate its cost/benefit ratio and estimate to be able to recover its cost of installation within 15 years.

## **NATURAL GAS MAIN EXTENSIONS**

### **1. Extensions to accommodate Development**

#### **a. Inside the City of Covington Planing Region.**

The City will pay all cost of the extension provided that the cost recovered through revenues is within seven (7) years.

Upon request to extend a water and/or sewer main the City Board has the following options for response:

1. Approve and allow the developer to install the extension at his expense.
2. Install and jointly finance the extension in cooperation with the developer when there is a predicted positive return of investment.
3. Deny the request.

## Tina Dunn

---

**From:** Downing, Walton - RD, State Office <walton.downing@usda.gov>  
**Sent:** Monday, May 2, 2022 9:36 AM  
**To:** Richard Griggs  
**Cc:** Tina Dunn; Justin Hanson  
**Subject:** RE: City of Covington Fire Equipment Grant/USDA Rural Development

Good Morning Chief,

RD requires a resolution or copy of meeting minutes showing the City has the authorization to apply for USDA funds. At the next board meeting, I recommend the City have a vote to give you the authority to apply for USDA RD CF Grant funds. If you want to do an official resolution that is fine or you can just provide a copy of the meeting minutes. Only language I need is the following:

"The Board of Alderman authorize the Mayor and City Staff to pursue an application from USDA Rural Development for Community Facility Grant funds. Grant funds to be used to purchase fire equipment."

If you have any questions, please let me know.

Thanks

**\*Below my signature line is a customer service link. I would like to encourage you to click the link and complete the brief survey/review. The feedback we receive will enable us to improve and refine our approach in assisting our customers in the future. If you have an opportunity, please take a few minutes to share your experience with USDA Rural Development.\***

Walton Downing

Loan Specialist

Jackson Area Office, Rural Development

United States Department of Agriculture

Phone: (731)-574-3431 | Fax: (855)-776-7054

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*Please rate me on my service.*

"Together, America Prospers"

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## ORDINANCE 1745

AN ORDINANCE TO AMEND THE "COVINGTON MUNICIPAL CODE" BY DELETING, TITLE 5 CHAPTER 5, PURCHASING.

BE IT ENACTED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF COVINGTON, TENNESSEE, THAT:

Section 1. That Title 5 Chapter 5, Purchasing, Sections 5-501 through 5-510 be deleted in its entirety and replaced with:

### CHAPTER 5

### PURCHASING

#### SECTION

- 5-501. Purchasing Director.
- 5-502. General powers and duties.
- 5-503. Purchasing procedures.
- 5-504. Award of bid or contract.
- 5-505. Performance bonds.
- 5-506. Surplus supplies materials and equipment.
- 5-507. Cooperative purchasing.
- 5-508. Emergency purchases.
- 5-509. Blanket purchase orders.

**5-501. Purchasing officer.** The purchasing/personnel Director is designated by the mayor with consent of the board. (Ord. #1149, Nov. 1983, modified)

**5-502. General powers and duties.** The general powers and duties of the purchasing officer shall be:

- (1) Procure for the city the highest quality in supplies, materials, equipment, and contractual services at the least expense. He/She shall keep informed of current developments in the field of purchasing, prices, market conditions and new products, and secure for the city the benefits of research done in the field of purchasing by other governmental jurisdictions, national technical societies, trade associations having national recognitions, and by private businesses and organizations.
- (2) Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases and sales.
- (3) Exploit the possibilities of bulk and seasonal buying.
- (4) Adopt as standards the minimum number of qualities, sizes, and varieties of supplies consistent with the successful operation of the city government. Such standards shall be

developed in cooperation with the Directors of using departments.

(5) Prepare and adopt written specifications for supplies, materials, equipment and services, as may be required. Specifications shall be developed with information available through governmental and private sources and in cooperation with the using departments.

(6) Prescribe and maintain such forms as may be reasonable and necessary to the operation of these rules and the purchasing ordinance.

(7) Prepare, adopt, and maintain such files as may be necessary to the operation of these rules and the purchasing ordinance. To notify the board of mayor and aldermen of the vendors who default on their quotations, irresponsible bidders and to recommend their disqualification from receiving any business from the municipality for a stated period of time.

(8) Obtain all federal and state tax exemptions to which the city is entitled.

(9) In the purchasing of supplies, materials and equipment for the city's requirements, preference shall be given to those dealers within the City of Covington--price, quality, delivery and service being equal.

(10) Purchases for the city shall be distributed or rotated among the various merchants regularly handling or stocking such merchandise--price, quality, delivery and service being equal.

(11) Upon the advice and consent of the board of mayor and aldermen shall dispose of supplies, materials, and equipment by sale or otherwise.

(12) Develop and maintain an inventory control system on all supplies, materials and equipment of the city. (Ord. #1149, Nov. 1983)

**5-503. Purchasing procedures.** (1) Authorized employees making purchases of nine hundred ninety-nine dollars and ninety-nine cents (\$999.99) or less:

- A. Such purchases must be authorized by the department director.
- B. Each purchase shall require a bill or invoice from the place of business, showing the date of purchase, item purchased, and sales price.
- C. The employee making such purchases shall sign the bill or invoice. The Department Director, or designee, shall also be required to sign the bill or invoice and see that it is delivered to the accounts payable department.

(2) Purchases of one thousand dollars (\$1,000.00) to four thousand nine hundred ninety-nine dollars and ninety-nine cents (\$4,999.99), the following shall apply:

- A. The requisition shall be forwarded to the accounts payable department and signed by the department director.
- B. The department director, after consulting with the accounts payable department, shall verify funds are available for such purchases.
- C. The Accounts Payable Department shall issue a purchase order to the vendor with the lowest and best quotation. If the purchasing director deems it necessary, he/she

may secure additional quotations.

D. The department head shall not "split-up" purchases to circumvent this limit.

(3) Purchases of five thousand dollars (\$5,000.00) to twenty-four thousand nine hundred and ninety-nine dollars and ninety-nine cents (\$24,999.99), the following shall apply:

- A. The department director, upon approval of the mayor and the regular committee chairman with an appropriate functional relationship to the specific purchase, shall get quotations by personal contact, phone, letter or catalog price from three suppliers, if possible. This information shall be reflected on the requisition with a listing of the goods or services to be purchased.
- B. The requisition shall be signed by the department directors.
- C. The Accounts Payable Department shall verify funds are available for such purchases.
- D. The Accounts Payable Department shall issue a purchase order to the vendor with the lowest and best quotation. If the purchasing director deems it necessary, he/she may secure additional quotations.
- E. The department director shall not "split-up" purchases to circumvent this limit.

(4) Bids are required for all materials, equipment, supplies and contractual services, when the estimated cost thereof shall exceed twenty-five thousand dollars (\$25,000.00) and shall be purchased by formal written contract from the lowest and best bidder, and after due notice inviting proposals. Purchases shall not be "split-up" to circumvent this limit. The sale and disposal of property determined to be surplus to the city's needs should follow the currently adopted resolution known as the "Covington Surplus Property Policy."

- A. The purchasing officer in conjunction with the department head, mayor, and regular committee with an appropriate relationship to the specific purchase shall obtain authorization from the board of mayor and aldermen to develop plans and/or bid specifications.
- B. Upon approval of the board of mayor and aldermen, the purchasing director, in conjunction with the department director, mayor and regular committee with an appropriate functional relationship to the specific purchase, shall develop bid specifications and submit them to the board of mayor and aldermen for approval and for authorization to advertise for bids.
- C. Upon approval of the board of mayor and aldermen, the purchasing director shall publish notices inviting bids once in at least one official newspaper in the city at least fifteen (15) days preceding the last day for receipt of proposals. The newspaper notice, when it is used, shall include a general description of the articles

to be purchased or sold, shall state where bid blanks and specifications may be secured, and the time and place for opening bids. In all cases a notice inviting bids will be posted in an appropriate place in the city hall at least ten (10) days preceding the last day for the receipt of bids. The purchasing director may solicit bids from all prospective vendors and contractors by mailing or emailing them copies of the bids with the necessary specifications, and any other information which will acquaint them with the proposed purchases.

- D. When deemed necessary by the purchasing director and/or board of mayor and aldermen, bid deposits shall be prescribed in the public notices inviting bids. The amounts of such deposits shall be at least five percent (5%) of the bids and shall be in the form of a bond or certified check. Bonds and certified checks shall be returned to the unsuccessful bidders within five (5) days after the awarding of the contracts. The successful bidder shall forfeit any deposit required upon failure on his part to enter into a contract within fifteen (15) days after the award.
- E. Bids shall be sealed, shall be identified on the envelope, shall be submitted at the place and no later than the time stated in the public notice inviting bids and shall be opened at a public meeting at the time and place stated in the public notice. The purchasing director shall tabulate all bids and submit the results (along with recommendations and verification that money is available) to the regular committee with an appropriate relationship to the specific purchase, who shall submit a committee recommendation at the next meeting of the board of mayor and aldermen. (Ord. #1149, Nov. 1983, as amended by Ord. #1516, July 2003)

**5-504. Award of bid or contract.** The board of mayor and aldermen shall award all bids for purchases exceeding twenty-five thousand dollars (\$25,000.00) and award all formal contracts, the dollar limits of this chapter notwithstanding.

- 1. When the award is not given to the lowest bidder a full and complete statement of the reasons for placing the contract elsewhere shall be placed in the minutes of the board meeting following the award.
- 2. If all bids received are for the same total amount or unit price, quality being equal, the contract shall be awarded to a local bidder. When the decision can be made in no other way, the contract shall be awarded to one of the tie bidders by drawing lots in public. (Ord. #1149, Nov. 1983, modified)

**5-505. Performance bonds.** To protect the interest of the city, a performance bond in the amount of one hundred percent (100%) of the proposed contract shall be required from the successful bidder before entering into the contract. If such bond is not provided within fifteen (15) days of the award of such bid, the award shall be void. The contractor shall

furnish such other bonds or insurances as may be required by law, the city, or specifications. The amounts and types of these bonds and insurances shall be set forth in the bid specifications. (Ord. #1149, Nov. 1983)

**5-506. Surplus supplies, materials and equipment.** The purchasing director, after consultation with the mayor and affected department directors, shall have the authority to transfer surplus supplies, materials, and equipment to other using departments, to exchange such personal property materials, and equipment, or to sell personal property which has become unsuitable for public use. Surplus, unuseable, or obsolete supplies, materials, and equipment shall be sold in accordance with the provisions of these rules and regulations and the purchasing ordinance. (Ord. #1149, Nov. 1983)

**5-507. Cooperative purchasing.** The purchasing director shall have the authority to join with other units of government in cooperation purchasing plans so that the best interest of the city shall be served thereby. (Ord. #1149, Nov. 1983)

**5-508. Emergency purchases.** An emergency purchase is any purchase of supplies, materials, equipment or services whose immediate procurement is essential to prevent delays of the department which may vitally affect the life, health, or convenience of the citizens. The purchasing director, in conjunction with the department director, shall submit to the mayor and regular committee chairman a record of the emergency purchasing together with a report of the circumstances of the emergency. (Ord. #1149, Nov. 1983, modified)

**5-509. Blanket purchase orders.** The department directors at their discretion may issue blanket purchase orders for those merchants from whom repeated purchases are made as supplies are required. One (1) purchase order shall be issued for a specified time period not to exceed one (1) year. (Ord. #1149, Nov. 1983)

Section 2. If any provision of this Ordinance, or any policy or order thereafter, or the application of any provision to any person or circumstances is held invalid, the remainder of this title, and the application of the provision of this title, or the policy or order to persons or circumstances other than those to which it is held invalid, shall not be affected thereby.

Section 3. This ordinance shall take effect from and after its passage, the welfare of the public requiring it.

Passed by the Board of Mayor and Alderman of the City of Covington, Tennessee, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.



Passed on 1st reading: \_\_\_\_\_

Passed on 2nd reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Passed on 3rd reading: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**Recorder-Treasurer**

\_\_\_\_\_  
**Mayor**



1	Description	Fee								
2										
3	Pick Up	\$35.00							\$40.00	
4	Housing per night	\$15.00							\$20.00	
5	Veterinary Care & Testimony	actual cost								
6	Fowl Permit	\$35.00								
7										
8	Fine per violation upon conviction in City Court	\$50.00								
9										
10										
11										
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25										
26										

1	Description		Fee						
2									
3	Grave Space Fee, purchase of		\$100.00						
4	Maintenance Fee per Grave		\$300.00						\$330.00
5	Perpetual Care per grave		\$100.00						
6	Certificate Fee per grave		\$20.00						
7	Refundable Marker Deposit		\$100.00						
8									
9									
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1	Description	Fee							
2									
3	Wedding - Full package (includes everything)	\$2,500.00							
4	Wedding Ceremony Only (4 hrs) + Rehearsal (2hrs)	\$500.00							
5	Wedding Ceremony (4hrs) + Rehearsal Dinner (2hrs)	\$700.00							
	Events on weekends (birthday, reunions, etc.) Add on tablecloth/tableware	\$1200.00							
6	warming kitchen	\$200.00							
		\$100.00							
7									
8	Tennessean rental during the week	Call for pricing							
9	Second Floor Rooms during hours 9a-4p	\$50.00							
10									
11									
12									
13									
14									
15									
16									
17									
18									

\$20.00

24	Building Permit:							Still reviewing 5-13-22
25								
26	Commercial Fees							
27	0.00 to 2,000.00					\$30.00		
28	2,001 to 50,000					30.00 for the first 2,000		
29						plus 4.50 for each additional		
30						thousand up to 50,000		
31	50,001 to 100,000					218.50 for the first 50,000		
32						plus 4.00 for each additional thousand up to 100,000		
33								
34	Building Permit:							Still reviewing 5-13-22
35	100,001 to 500,000					393.50 for the first 100,000		
36						plus 2.50 for each additional		
37						thousand up to 500,000		
38	500,001 and above					1,357.00 for the first 500,000		
39						plus 2.00 for each additional		
40						thousand or fraction thereof		
41								
42	Commercial Plans Review Fees					One-half of Building Permit		
43						Minimum Fee of \$20.00		
44						Maximum Fee of 5,000.00		
45	Commercial Fast Track Review Fees					Two-thirds of Building Permit		
46						Minimum Fee of \$20.00		
47						Maximum Fee of 5,000.00		





COURT  
FY 2022/2023

No changes per Carolyn Scott

1	Description	CMC	TCA	FINE	FEES	STATE TAX	LOCAL TAX		
2	Allowing unlicensed driver to drive		55-50-504	\$10.00	\$105.00	\$13.75	\$13.75		
3	Anti-Noise Loud Music		55-8-193	\$50.00	\$105.00	\$13.75	\$13.75		
4	Disregard Redlight		55-8-109	\$10.00	\$105.00	\$13.75	\$13.75		
5	Disgard RR Signal		55-8-109	\$10.00	\$105.00	\$13.75	\$13.75		
6	Disregard Stop Sign		55-8-109	\$10.00	\$105.00	\$13.75	\$13.75		
7	Disturb Peace with Auto			\$25.00	\$105.00	\$13.75	\$13.75		
8	Drag Racing		55-10-101	\$50.00	\$105.00	\$13.75	\$13.75		
9	Driving on Wrong Side of Road		55-8-115	\$15.00	\$105.00	\$13.75	\$13.75		
10	Failure to Report Accident		55-10-111	\$50.00	\$105.00	\$13.75	\$13.75		
11	Failure to Yield		55-8-130	\$10.00	\$105.00	\$13.75	\$13.75		
12	Failure to Yield to Blue Lights		55-8-130	\$50.00	\$105.00	\$13.75	\$13.75		
13	Follow to Close		55-8-124	\$10.00	\$105.00	\$13.75	\$13.75		
14	Going Wrong Way on a One Way Street		55-8-115	\$15.00	\$105.00	\$13.75	\$13.75		
15	Hit and Run		55-10-102	\$50.00	\$105.00	\$13.75	\$13.75		
16	Improper Backing		55-8-163	\$10.00	\$105.00	\$13.75	\$13.75		
17	Improper Control			\$10.00	\$105.00	\$13.75	\$13.75		
18	Improper Driving on Divided Highway			\$25.00	\$105.00	\$13.75	\$13.75		
19	Improper Passing		55-8-117	\$10.00	\$105.00	\$13.75	\$13.75		
20	Improper Pass School Bus		55-8-151	\$50.00	\$105.00	\$13.75	\$13.75		
21	Improper Signals for Turning		55-8-143	\$10.00	\$105.00	\$13.75	\$13.75		
22	Improper Turn		55-8-140	\$10.00	\$105.00	\$13.75	\$13.75		
23	Improper Turn Around		55-8-140	\$15.00	\$105.00	\$13.75	\$13.75		
24	Improper Turn Right or Left		55-8-140	\$10.00	\$105.00	\$13.75	\$13.75		

COURT  
FY 2022/2023

No changes per Carolyn Scott

25	Description	CMC	TCA	FINE	FEES	STATE TAX	LOCAL TAX		
26	Littering		39-14-502	\$15.00	\$105.00	\$13.75	\$13.75		
27	Loitering			\$50.00	\$105.00	\$13.75	\$13.75		
28	Loud Mufflers - Antinnoise			\$10.00	\$105.00	\$13.75	\$13.75		
29	No Driver License		55-50-301	\$20.00	\$105.00	\$13.75	\$13.75		
30	No Motor Cycle Driver License		55-50-302	\$20.00	\$105.00	\$13.75	\$13.75		
31	No Motor Cycle Helmet			\$25.00	\$105.00	\$13.75	\$13.75		
32	Obstructing Traffic			\$25.00	\$105.00	\$13.75	\$13.75		
33	Open Container Alcohol		55-10-416	\$50.00	\$105.00	\$13.75	\$13.75		
34	Parking - Fire Lane		55-8-160	\$25.00	\$105.00	\$13.75	\$13.75		
35	Parking - Side Walk		55-8-160	\$25.00	\$105.00	\$13.75	\$13.75		
36	Parking - Restricted Zone/Area		55-8-160	\$25.00	\$105.00	\$13.75	\$13.75		
37	Parking - Handicap Zone			\$50.00	\$105.00	\$13.75	\$13.75		
38	Parking - Over			\$2.00					
39	Passing - No Passing Zone		55-8-117	\$15.00	\$105.00	\$13.75	\$13.75		
40	Reckless Driving		55-10-205	\$50.00	\$105.00	\$30.00			
41	Resisting Arrest		39-16-603	\$50.00	\$105.00	\$13.75	\$13.75		
42	Speeding - \$1 Every Mile Over Limit		55-8-152		\$110.00	\$13.75	\$13.75		
43	Speed-Guilty in Court-\$1 Every Mile Over Limit		55-8-152		\$110.00	\$13.75	\$13.75		
44	Squealing Tires			\$25.00	\$105.00	\$13.75	\$13.75		
45	Violation - Child Restraint		55-9-602	\$50.00	\$105.00	\$13.75	\$13.75		
46	Violation - Light Law		55-9-402	\$10.00	\$105.00	\$13.75	\$13.75		
47	Violation - Seat Belt Law		55-9-603						
48	Violation - State Reg Law		55-54-101	\$10.00	\$105.00	\$13.75	\$13.75		

49	Description	CMC	TCA	FINE	FEES	STATE TAX	LOCAL TAX		
50	Violation - Window Tint Law		55-9-107	\$50.00	\$105.00	\$13.75	\$13.75		
51	Violation - Financial Responsibility DM Current @ Time of Ticket		55-12-139	\$50.00	\$105.00	\$13.75	\$13.75		
52	Violation - Financial Responsibility - Guilty		55-12-115	\$50.00	\$105.00	\$13.75	\$13.75		
53	Violation - Financial Responsibility - Obtained after CT & Ticket Dismiss		55-12-140						
54	Pedestrian			\$25.00					
55	Profanity			\$25.00					
56	Contempt of Court	3-205		\$50.00					
57	Appeal Bond to Circuit Court -	3-402							
58	Dissatisfied with City Court judgement								
59	Fireworks	561		\$50.00	\$105.00	\$13.75	\$13.75		
60	Bumper Law	564		\$10.00	\$105.00	\$13.75	\$13.75		
61	Heavy Trucks			\$50.00					
62	Towed Vehicles			Actual Cost					
63	Releasing immobilized vehicle				\$50.00				
64	Hands free law (cell phone)		5-58-199	\$50.00	\$10.00				
65	E-Citation&Written-Sunset Provision 7-1-2026		55-10-207		\$5.00				
66	Continuation Fee				\$10.00				1st no cost after that \$7.00
67									
68									
69									
70									

1	Description					Fee				
2	Hazardous Materials-Cost Recovery					actual cost				
3	<b>MUNICIPAL</b>									
4	False Alarm - Commercial									
5	First 3 per year					\$0.00				
6	Each Additional per year					\$50.00				
7										
8										
9	<b>RURAL</b>									
10	Fire Subscription - Annual					\$75.00				
11	Deposit - One Commercial - per Incident					\$500.00				
12	Deposit - One Residential & Accessory & Motor Vehicle - per Incident					\$500.00				
14	per Incident Fee - insured					\$1,000.00				
15	per Incident Fee - uninsured					\$400 per hour with minimum of 2 hours				
	<b>MISCELLANEOUS</b>									
16	Permit - Open Burn					\$50.00				
17	Fire Reports					As allowed per TCA 10-7-503				
19	Food Truck Annual Inspection					\$50.00				
20	Pyrotechnics					\$50.00				
22	Fire Hydrant Flow Reports					\$75.00				
23	Fire hydrant inspection-private					\$50.00 ea				

24	<b>Original Inspection</b>								
25	Day care centers (child and adult)					\$50.00			
26	Nursing homes					\$50.00			
37	Care homes/mental health					\$50.00			
27	Alcohol and drug centers					\$50.00			
28	Counseling centers					\$50.00			
29	<b>Annual Inspection</b>								
30	Day care centers (child and adult)					\$25.00			
31	Nursing homes					\$25.00			
32	Care homes/mental health					\$25.00			
33	Alcohol and drug centers					\$25.00			
34	Counseling centers					\$25.00			
35	<b>New Installation - 2 inspections</b>								
36	Fire Suppression Systems								
37	Hood and duct					\$50.00			
38	Special					\$100.00			
39	Standpipe					\$50.00			
40	<b>Sprinkler System Inspection</b>								
41	Commercial					\$50.00			
42	Residential					\$25.00			
43	<b>Fire Alarm Inspection</b>								
44	Full or Partial evacuation system					\$50.00			
45									
46									

1	Description		Fee:		
2	Business Licenses				
3	Privilege Tax - Business License		\$15.00	TCA 67-4-723 (a)(1)	
4	Privilege Tax - Minimum Business License		\$15.00	TCA 67-4-723(b)(1)	
5	Renewal Minimum Business License		\$15.00	TCA 67-4-723(b)(1)	
6	Beer				
7	Beer Permits Application Fee (nonrefundable)		\$250.00	TCA 57-5-104(a)	
8	Beer Permits Annual Renewal		\$100.00	TCA 57-5-104(b)(1)	
9	Beer Civil Penalty - sale to minors	Not to exceed	TCA 57-5-108 (2)(a) \$1000.00 each offense if a Responsible Vendor		
10	Beer Civil Penalty - sale to minors		TCA 57-5-108 (2)(b) \$2500.00 each offense if not a Responsible Vendor		
11	Beer Civil Penalty -any other offense	Not to exceed	TCA 57-5-108-(2)(b) \$1000.00 each offense		
12	Liquor				
13	Intoxicating Liquor License - Package and Wine in Grocery Stores		\$250.00		
14	Inspection Fee - Liquor		5%	TCA 57-3-503(a)	
15	Failure to collect, report, and/or pay Inspection fee - penalty		10% of the fee due Same as paid to TN ABC TCA 57- 4-301	TCA 57-3-503(b)	
16	Renewal of Liquor License				
17					
18	Nonpayment of Check		\$20.00	TCA 9-1-109	
19	Nonpayment of Check/Handling		\$30.00	TCA 47-29-102	
20	Notary Fee		\$5.00		



21	Utility Fees					
22	Reconnect during business hours			\$50.00		
23	After Hours Service Call			\$100.00		
24	Reconnect fee - if bill not paid by 8:30am morning after services are reestablished			\$25.00		
25	Nonrefundable User Fee			\$25.00		
26	Transfer			\$25.00		
27	Taxi Cabs					
28	Taxicab License & Permit			\$150.00		delete
29	Taxicab License & Permit Renewal			\$100.00		delete
30	Transient Vendor Permits					
31	Permit Application & Renewal			\$50.00 for each 14 day period	TCA 67-4-710	
32	Permit Surety Bond			\$2,500.00		
33	SOB					
34	Sexually Oriented Business Permit			\$100.00		
35	SOB Injunction Fee			\$500.00		
36	SOB Annual Permit Fee			\$850.00		
37	SOB Permit Transfer Fee			20%		
38	SOB Employee License			\$25.00		
39	SOB Employee Annual Renewal			\$25.00		
40						
41						
42						
43						

## Proposed

\$0.71

1	Description								
2	<b>Membership</b>	Season Oct.- April	SportsPlex or Pool Only	SportsPlex or Pool Only	Water & Weights	Water & Weights			
3		Annual	Annual	Monthly	Annual	Monthly			
4	Single Resident			\$20.00 from \$25.00	\$250.00	\$25.00from \$30.00			
5	Family Resident			\$30.00	\$325.00	\$35.00			
6	Single Non-Resident			\$30.00	\$325.00	\$35.00			
7	Family Non-Resident			\$35.00	\$400.00	\$45.00			
8	Senior (55 & Over)			\$15.00	\$155.00	\$20.00			
9	Special Needs Adults			\$15.00	\$155.00	\$20.00			
10	Corporate Rate			\$20.00	\$200.00	\$25.00			
11	Corporate Family			\$25.00	\$275.00	\$30.00			
12	City Employee Single			N/A	\$150.00	N/A			
13	City Employee Family			N/A	\$250.00	N/A			
14	Students (College ID Required)			\$15.00	\$155.00	\$20.00			
15	Military/Fire/Police/Teacher-Single			\$15.00 from \$20.00	\$200.00	\$20.00 from \$25.00			
16	Military/Fire/Police/Teacher-Family			\$25.00	\$275.00	\$30.00			
17	Guest Fee								

18	Kids Summer Pass ages 8-17		\$60.00	Starts the day school lets out ends day school starts back					Military Discounts \$54.00
19	2 or more at the same addressed home		\$90.00						
20									\$81.00
21	Swim Lessons: 1st Session 2nd Session 3rd Session 4 or more Sessions		\$50 Siblings		\$100(3)perfamily				
22									
23	Pool Admission -Non-member		\$7.00						\$6.00
24	Pool Party	\$150.00 for 2 hours; \$25.00 per additional hour \$45.00 deposit includes lifeguard							\$135.00
25									
26	Race Timing System		\$750.00						\$675.00
27									
28	Pavilion Usage/Pole Barn	\$50.00 4 hours or less; \$20.00 per hour after 4 hours							\$45.00
29	Turfage (field drying material)	\$20.00 per bag							
30	Parks & Recs Employees & Contractors	\$25.00 per hour per employee between games only							
31	Ballfield Rentals (Practice)	Time Slot for a rental - One and a half hours (90 minutes)		\$30.00 without lights \$40.00 with lights					
32	<b>Park Bench Dedications</b>								
33	Park Bench New Only		\$1,000.00						
34	Park Bench Plaque		\$350.00						

	Tipton County Museum, Veterans' Memorial and Nature Center						
54							
55	Museum Conference Room	\$50.00 per hour - Resident \$75.00 per hour - Non-Resident \$100.00 refundable deposit				\$100.00 per hour during business hours \$150.00 per hour after business hours \$150.00 refundable deposit	
56	Dues						
57	Individual, Military Family, Senior Family	\$25.00					
58	Family Membership	\$30.00					
59	Contributor	\$50.00					
60	Philanthropist	\$100.00					
61	Benefactor	\$200.00					
62	Corporate Sponsor	\$500.00					
63							
64	Lecture Series - Non Members	\$5.00			\$4.00		
65	Art Classes - Members	\$60.00			\$54.00	\$15.00 per	
66	Art Classes - Non Members	\$80.00			\$72.00	\$20.00 per	
67	Brick, Sale of	\$150.00				\$100.00	
68	Education						
69	School programs of 10 or more	\$5.00 per child					

	Saturday Workshops for school age 70 children	\$8.00 per child Non Members						
	71 Mayfest Booth Rentals		\$25.00				Delete Mayfest Insert if selling products - *not applicable to Core Member Organization	
	*Core Member Organization Examples - VFW, OCR, Veteran Council, American Legion, TRABBA, DAR, Out of the Woods Wildlife, ect.							



1	Description				Fee		
2							
3	Reports accident/incident		As allowed per TCA 10-7-503				
4							
5	Seized Vehicles						
6	Impounding Fee				Impounding fee shall be equal to the service fee for towing the vehicle wrecker		
7	Daily Storage Fees				\$40.00		
8							
9							
10							
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16							
17							
18							

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\$6.35

## Proposed changes

\$7.17

## Proposed

**\$137.00**





## Proposed

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1	Description	Fee							
2									
3	Application	Free							
4	Stage Rental	\$1,000.00						Delete per Brad	
5	Fire Extinguisher Usage	\$250.00 Refundable Deposit/if no usage							
6	Fire Department Employees	\$30.00 per hour/per person							
7	Parks & Recreation Employees	\$25.00 per hour/per person							
8	Police Department Employees	\$30.00 per hour/per person							
9	** Public Works Employees	\$27.00 per hour per person							\$31.00
10									
11									
12	**CPW equipment or vehicle usage will be charged per current State rate(s)								
13									
14									
15	Per November 16, 2021 Finance and Administrative Committee meeting minutes approved at the Board of Mayor and Alderman meeting on December 14, 2021 the following applies to the Special Event fees : Third Party Sponsored - 100% no waiver; City and Third Party Mixed-Sponsored - waive all fees with approval from the Board; Nonprofit Third Party Sponsored - 50% fees waived.								
16									
17									
18									

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## Proposed

Page 17



## Proposed

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