



JUSTIN HANSON  
Mayor

TINA DUNN  
Recorder-Treasurer

# *City of Covington*

POST OFFICE BOX 768

200 West Washington Avenue, Covington, Tennessee 38019

Telephone (901) 476-9613 Fax (901) 476-6699

THE MEETING OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF COVINGTON, TENNESSEE ON MAY 22, 2018 AT 5:30 P.M.

1. Meeting to be called to order by Mayor Justin Hanson.
2. Invocation to be given by Alderman John Edwards.
3. Pledge of Allegiance to the Flag to be led by Alderwoman Minnie Bommer.
4. Minutes of the Preceding Meeting to be approved (See Attached – Blue).
5. Report from Committees:
  - Minutes of the General Welfare–Public Relations Committee Meeting (See Attached–Tan).
  - Minutes of the Public Works Committee Meeting (See Attached–Pink).
  - Minutes of the Finance & Administration Committee Meeting (See Attached – White).
6. Additions to the Agenda.
7. Welcome to visitors and grievances from citizens.
8. Report from Mayor Justin Hanson:
  - Request from St. Alphonsus Catholic Church (See Attached – Yellow).
  - ID Board - Appointments
  - Updates
9. Report from Recorder-Treasurer Tina Dunn:
10. Report from City Attorney Rachel Witherington.
11. Old Business:

12. New Business:

- Ordinance 1701 (Administrative) (Public Hearing) ready for approval on third and final reading (See Attached – Blue).
- Ordinance 1702 (Budget Amendment) ready for approval on first reading (See Attached – White).
- Resolution to Annex First Baptist Church Property ready for approval on first reading (See Attached – Pink).
- Ordinance 1703 (Zoning of First Baptist Church Property ready for approval on first reading ( See Attached – Yellow).
- Ordinance 1704 (Personnel Handbook) ready for approval on first reading (See Attached – Gold).
- Bills Over \$250.00 ready for Board Approval (See Attached – Green).

The Board of Mayor and Aldermen met at City of Covington on April 24, 2018 at 5:30 p.m. with the following members present: Mayor Justin Hanson, Aldermen: Jere Hadley, John Edwards, Drew Glass, Minnie Bommer, C. H. Sullivan, and Mac McGowan. Also present were Personnel Director Tiny Barton, Police Chief Buddy Lewis, Fire Chief Michael Naifeh, Park and Recreation Director Joe Mack, Public Works Director David Gray, Building Official Lessie Fisher, City Attorney Rachel Witherington, and Recorder-Treasurer Tina Dunn.

Meeting was called to order by Mayor Justin Hanson.

Invocation was given by Alderwoman Minnie Bommer.

Pledge of Allegiance to the Flag was led by Alderman John Edwards.

Motion was made by Alderman John Edwards and seconded by Alderman C H Sullivan that the Minutes of the Preceding Meeting be approved as distributed to the Board (See Attached). Motion passed.

Motion was made by Alderman C H Sullivan and seconded by Alderman Jere Hadley that the Minutes of the General Welfare – Public Safety be approved (See Attached). Motion passed.

Motion was made by Alderman C H Sullivan and seconded by Alderman Jere Hadley that the minutes of the Covington Municipal Regional Planning Commission be received (See Attached). Motion passed.

Alderman John Edwards requested the Board of Mayor and Alderman's agenda with attached documents be placed on the Covington website.

Gaetano "Guy" Critelli gave an updated on the veteran services that is offered to Tipton County.

Mayor Justin Hanson presented the Resolution to request unclaimed balance of accounts remitted to State Treasury under the Unclaimed Property Act for Covington Electric.

Motion was made by Alderman Jere Hadley and seconded by Alderman C H Sullivan to approve the Resolution to request unclaimed balance of accounts remitted to State Treasury under the Unclaimed Property Act for Covington Electric. Motion passed.

Meleia Evans presented a letter of request from Covington - Tipton County Chamber of Commerce for permission to have specific street closures, safety barricades, and detour signage placed for the 2018 Heritage Festival from September 20-22 (See Attached).

Motion was made by Alderman Jere Hadley and seconded by Alderman C H Sullivan to approve the request for the Heritage Festival contingent on Public Works and Public Safety approval. Motion passed.

Mayor Justin Hanson presented a letter from Kreston Smith, Director of Bands, for support for the Covington High School and Crestview Middle School Bands (See Attached).

Motion was made by Alderman John Edwards and seconded by Alderman Jere Hadley to send the letter of request from Covington Band Director to the Finance & Administration Committee Meeting in May for the 2018-19 budget discussion. Motion passed.

Mayor Justin Hanson presented a letter from the Crestview Middle School Track team requesting donations to help with the cost of attending the state tournament (See Attached).

Mayor Justin Hanson presented a letter from Scott & Lisa Oates to have a vendor event on the north side of Covington Liquor Store located on Hwy 51 on Saturday, May 12, 2018 (See Attached).

Motion was made by Alderman C H Sullivan and seconded by Alderman Mac McGowan to approve the vendor event located on the north side of Covington Liquor on May 12, 2018. Motion passed.

Mayor Justin Hanson presented the Resolution to select A2H to provide engineering services in the implementation of City's Select Tennessee Site Development Grant project (See Attached).

Motion was made by Alderman C H Sullivan and seconded by Alderman Jere Hadley to approve the Resolution to select A2H to provide engineering services in the implementation of City's Select Tennessee Site Development Grant project. Motion passed.

Mayor Justin Hanson presented the Resolution to select Community Development Partners to provide assistance in the administration of City's Select Tennessee Site Development Grant project (See Attached).

Motion was made by Alderman Drew Glass and seconded by Alderman C H Sullivan to approve the Resolution to select Community Development Partners to provide assistance in the administration of City's Select Tennessee Site Development Grant project. Motion passed.

Mayor Justin Hanson presented the Resolution for the Plan of Services for property to be annexed into the City of Covington referred to as the First Baptist Church Property adjacent to Hastings Way (See Attached).

Motion was made by Alderman Jere Hadley and seconded by Alderman C H Sullivan to approve the Resolution for the Plan of Services for property to be annexed into the City of Covington referred to as the First Baptist Church Property adjacent to Hastings Way. Motion passed.

Mayor Justin Hanson presented Ordinance 1701 (Administrative) for approval on second reading as amended (See Attached).

Motion was made by Alderman C H Sullivan and seconded by Alderman Jere Hadley to approve Ordinance 1701 (Administrative) on second reading as amended. Motion passed.

Motion was made by Alderwoman Minnie Bommer and seconded by Alderman John Edwards that the preceding bills over \$250.00 be paid when properly approved. Motion passed.

The following bills over \$250.00 were presented for approval:

BancorpSouth	527.00	51 Radio Inc.	300.00
Barrie Foster	211.44	A T & T	647.57
BNY Mellon	2,181.60	ADT	436.81
Bob Austill	528.00	Amber McCain Band	500.00
Bob Austill	1,584.00	BancorpSouth	11,189.22
Bread of Life	2,459.29	BFI N Shelby Landfill	3,596.26
Brenntag Mid-South, Inc.	4,601.75	Carrot Top	320.00
Budget Drain Masters	9,800.00	Centerpoint Energy	129,988.41
Cody Peeler	271.00	Comcast	1,028.34
Dan West Garden Center	250.00	Cottrell Electric Inc	400.00
Display Sales	1,656.00	Dept of Comm & Ins-TFACA	420.00
Dr. John McCoy, PhD	800.00	Fastenal	465.49
Fleet Safety Equipment Inc.	19,302.63	Fisher Scientific	435.15
G & C Supply	1,342.04	Hach	2,144.31
Hub City Tire	1,276.70	Hi-Speed	822.42
Improved Const. Methods	1,685.00	Jeremy Cates	196.00
James P. Murdaugh, IFAS	7,774.00	Jeremy Channell	308.00
JD Distributors	592.52	Lessie Fisher	194.00
Jim's Auto Body& Towing	550.00	Light Bulb Depot	1,497.00
Kone	355.67	Memphis Pool Supply, Inc	445.69
Lake Country Corporation	1,100.59	Michael Naifeh	54.19
Navitas Credit Corp	381.52	Mid-South Bus Center	3,692.07
NAYS	545.00	National Water Services	3,404.00
Northwest Contracting Ser.	38,177.00	Polydyne Inc.	4,572.00
R.L. Coulston & Sons	260.20	Robert Hull	500.00
Sandstorm	435.00	Robin Anderson	598.75



The General Welfare – Public Relations Committee met at City Hall on May 8, 2018 at 1:00 p.m. with the following members present: Chairman Alderman Drew Glass, Mayor Justin Hanson, Alderwoman Minnie Bommer, and Alderman Jere Hadley. Also present were Alderman John Edwards, Alderman Mac McGowan, Parks and Recreation Director Joseph Mack, Airport Manager Robin Anderson, Police Chief Buddy Lewis, Building Official Lessie Fisher, Assistant to the Mayor Sara Gangaware, and Recorder-Treasurer Tina Dunn.

Meeting was called to order by Chairman Alderman Drew Glass.

Airport Director Robin Anderson reported fuel sales were 2,973 gallons in April. The LED Lighting Project will start in August, 2018 with the completion of the project in September. Estimates for the cost of such equipment as mowers, spray equipment, utility vehicle, and any other equipment needed for the maintenance of the airport facility was presented. The city share will be 25% of the total project. The Airport License was issued and is valid until December, 2019.

Motion was made by Alderman Jere Hadley and seconded by Alderwoman Minnie Bommer to proceed with the airfield maintenance grant at a cost of \$41,173.00.

Motion was made by Alderman Drew Glass and seconded by Alderman Jere Hadley to amend the cost to \$45,000.00. Motion passed.

Motion was made by Mayor Justin Hanson and seconded by Alderman Jere Hadley to accept the report from Airport Director Robin Anderson. Motion passed.

Parks and Recreation Director Joe Mack discussed city hotel room taxes. This would not be a burden on the citizens and a way to generate revenue for the Park and Recreation Department. The City Attorney will research this source for revenue. The Adopt a Park has added A Diamond in the Rough. The Park and Recreation Department would like to partner with a company with an impeccable reputation. This will be a win-win situation with the beautification of our city and an additional iconic location associated with the company. Drug Free Tipton and Tipton County Health Department will paint the roof of the horse barn with a healthy message to help adults and children quit smoking. There will be a community service project on May 19, 2018 for the Covington Confidence Course. Other events include Master Chiefs Mack's boot camp, a squat & bench press challenge and Walk across America. The Tipton County Museum's May Festival was a success. The Museum was presented a plaque & certificate for their loyalty to the Military. A sponsorship of \$100.00 was also received for the Veteran of the Month Program.

Motion was made by Mayor Justin Hanson and seconded by Alderwoman Minnie Bommer to accept the report from Park and Recreation Director Joe Mack. Motion passed.

There being no further business, the meeting adjourned at 1:55 p.m.

## May Committee Meeting 2018

### 1. Fuel Sales

April Sales

### 2. Update's                      LED Lighting Project

Grant Fully Executed

Lighting Survey complete waiting on  
Electrical engineer to view

### 3. Ground Maintenance Equipment

### 4. Hosted Helen R. Tucker Adult Learning Center (april 30<sup>th</sup>)

### 5. Career Day May 31<sup>st</sup> 10 am-12pm Invited by Ms Ayanna Dowell

### 6. Airport License ( 2019 )

# Annual Sales Profile

**Start date:** 1/1/2018  
**End date:** 12/31/2018

**Site:** Covington Airport

## Inventory History — Complete Summary

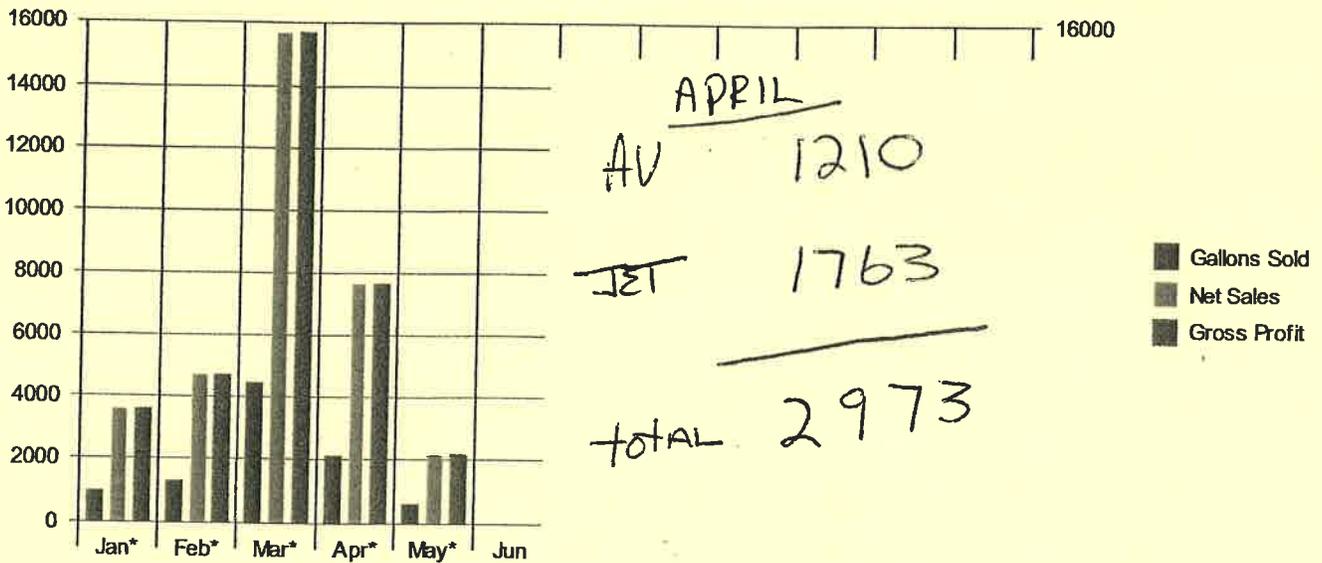
	Jan*	Feb*	Mar*	Apr*	May*	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.*
Beg Inventory	(392,676.900)	(393,685.200)	(395,001.700)	(399,459.600)	(401,624.800)	(402,235.100)	(402,235.100)	(402,235.100)	(402,235.100)	(402,235.100)	(402,235.100)	(402,235.100)	(402,235.100)
Gal Purchased	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Adjustments	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Gallons Sold	1,008.320	1,316.520	4,457.870	2,165.150	610.330	0.000	0.000	0.000	0.000	0.000	0.000	0.000	9,558.190
End Inventory	(393,685.200)	(395,001.700)	(399,459.600)	(401,624.800)	(402,235.100)	(402,235.100)	(402,235.100)	(402,235.100)	(402,235.100)	(402,235.100)	(402,235.100)	(402,235.100)	(402,235.100)

## Financial History — Complete Summary

	Jan*	Feb*	Mar*	Apr*	May*	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.*
Net Sales	3,638.750	4,726.760	15,734.650	7,662.580	2,201.110	0.000	0.000	0.000	0.000	0.000	0.000	0.000	33,963.850
Cost of Goods	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Gross Profit	3,638.750	4,726.760	15,734.650	7,662.580	2,201.110	0.000	0.000	0.000	0.000	0.000	0.000	0.000	33,963.850

## Monthly Statistics — Complete Summary

	Jan*	Feb*	Mar*	Apr*	May*	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.*
Avg Sale \$	110.265	90.899	154.261	127.710	104.815	0.000	0.000	0.000	0.000	0.000	0.000	0.000	117.590
Avg Sale Vol	30.555	25.318	43.705	36.086	29.063	0.000	0.000	0.000	0.000	0.000	0.000	0.000	32.945
Avg PPU Vol	3.609	3.590	3.530	3.539	3.606	0.000	0.000	0.000	0.000	0.000	0.000	0.000	3.575
Avg CPU Vol	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Avg Margin/Unit	3.609	3.590	3.530	3.539	3.606	0.000	0.000	0.000	0.000	0.000	0.000	0.000	3.575
Avg Margin/Sale	110.265	90.899	154.261	127.710	104.815	0.000	0.000	0.000	0.000	0.000	0.000	0.000	117.590
% of Vol YTD	10.549	13.774	46.639	22.652	6.385	0.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000
% of Profit YTD	10.714	13.917	46.328	22.561	6.481	0.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000
# of Sales	33.000	52.000	102.000	60.000	21.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	268.000



\* INVALID DATA. Fuel sold exceeds fuel purchased.



**Wooten Tractor Co. Inc.** 2031 Hwy 51 S. / P.O. Box 668 Covington, TN 38019  
 901-476-2631 / Fax: 901-475-0600 Email: wootentractor@hotmail.com

04/23/2018

Mowers  
 GAS 19528

COVINGTON MUNICIPAL AIRPORT

ATV 7865

2 NEW KUBOTA ZD1211-60 ZERO TURN MOWER

GAS 3958

- 3 CYL KUBOTA DIESEL ENGINE
- 24.8 GROSS ENGINE HP
- HYDROSTATIC DRIVE
- HYDRAULIC INDEPENDENT PTO
- 60" COMMERCIAL WELDED DECK

31,351

TOTAL \$12,491.00 EACH

1 NEW KUBOTA RTV-X900W-A UTILITY VEHICLE

- 3 CYL KUBOTA DIESEL ENGINE
- VARIABLE HYDRO TRANSMISSION
- HYDROSTATIC POWER STEERING
- HYDRAULIC CARGO DUMP BED
- 4WD
- ATV TIRES
- TOW CAPACITY 1300 LBS
- LOAD CAPACITY 1102 LBS

Mowers  
 DIESEL 24982

ATV  
 DIESEL 12233

Weed Eater/Blower 3958

TOTAL \$12,233.00

41173.

THANK YOU,

STEVE WOOTEN

**ECHO SRM266 – WEED EATER \$299.99**

**HONDA MOWER 21" SMART DRIVE \$429**

**ECHO PB755ST BACKPACK BLOWER \$429**

**TRAILER \$1500/ \$1700**

**SPRAYER \$800**

**FUEL TANK \$300**

Issue Date: 05/07/2018

No. 22930.\*A

STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION

This certifies that Covington Municipal Airport at  
Tipton County, 35° 35'N Latitude, 89° 35'W Longitude;  
In Covington, Tennessee is hereby licensed as an

AIRPORT

This license is valid until December 31, 2019, only so long as operations are conducted in accordance with the laws and regulations of the United States and the State of Tennessee governing the operations of civil aircraft landing areas.

This the 7th day of May, 2018

*Michelle Tragg*

Director of Aeronautics Division

*[Signature]*

Commissioner of Transportation



# AGENDA



- ❖ Hotel/Motel Tax
- ❖ Adopt -A- Park (A Diamond in the Rough)
- ❖ Horse Barn
- ❖ Obstacle Course
- ❖ FREE Boot Camp Classes
- ❖ Walk Across the US
- ❖ Squat & Bench Press Contest
- ❖ Adult HR Derby Survey
- ❖ Tipton County Museum

# CITY HOTEL ROOM TAXES



## National Examples:

New Orleans there is a 14% City & State Tax, 1.75% Tourism Support Assessment and a \$1.00 occupancy fee per night.

In Birmingham there is a general Alabama state sales tax of 4% + Jefferson County sales tax of 4% + City of Birmingham sales tax of 2%

## Statewide Examples:

The Nashville hotel and motel room tax is 5%, which when added to the 9.25% makes for a total hotel room tax of 14.25% plus \$2 city tax, per night.

Hotel Occupancy Tax Rates vary by jurisdiction and averages 6% statewide. Chattanooga: 8% (total tax 17.25%)  
Memphis: 6.70% (total tax 15.95%)

# CITY HOTEL ROOM TAXES



## Benefits

Zero impact on the local tax payers

No additional cost or resources required for collection.

Hotel Owners & Guest accept these fees as a part of the cost of doing business.

Can help to offset local Parks and Recreation budget.

## Potential Revenue

City Hotel Room Tax 5%.

Occupancy Rate \$2 per night.

Holiday Inn – 67 Rooms

Quality Inn - 55 Rooms

Days Inn – 35 Rooms

Average Room Rate per Night \$65-\$104 per night.

# CITY HOTEL ROOM TAXES



## Benefits:

- Zero impact on the local tax payers
- No additional cost or resources required for collection.
- Hotel Owners & Guest accept these fees as a part of the cost of doing business.
- Can help to fund local Parks and Recreation budget.

## Proposal

- City Hotel Room Tax 5%.
- Occupancy Rate \$2 per night.
- Parks and Recreation – City Hotel Tax & Occupancy Tax for next 5 years to rebuild fields & parks.
- Parks and Recreation – City Hotel Tax after 5 years.

# CITY HOTEL ROOM TAXES

## Must Do's:

More overnight events in the city:

Heritage Festival

MayFest

Isaac Hayes

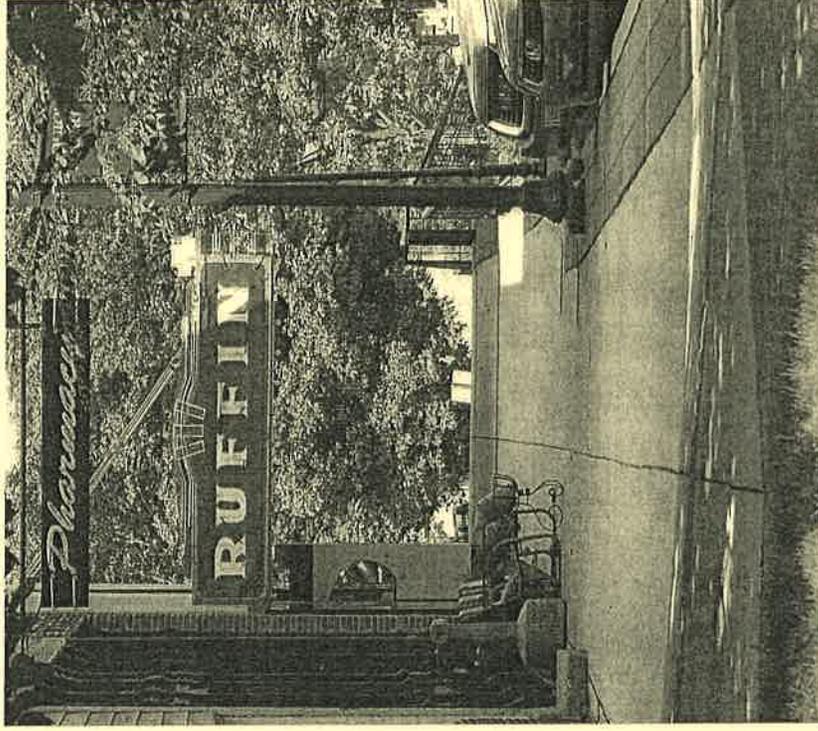
Don Baskins Auto Show

Multiple Day Events (Music Festival)

Ball Tournaments

Chocolate Tour

Incentives (Truck Drivers, Salesmen, Hotels, & Restaurants).

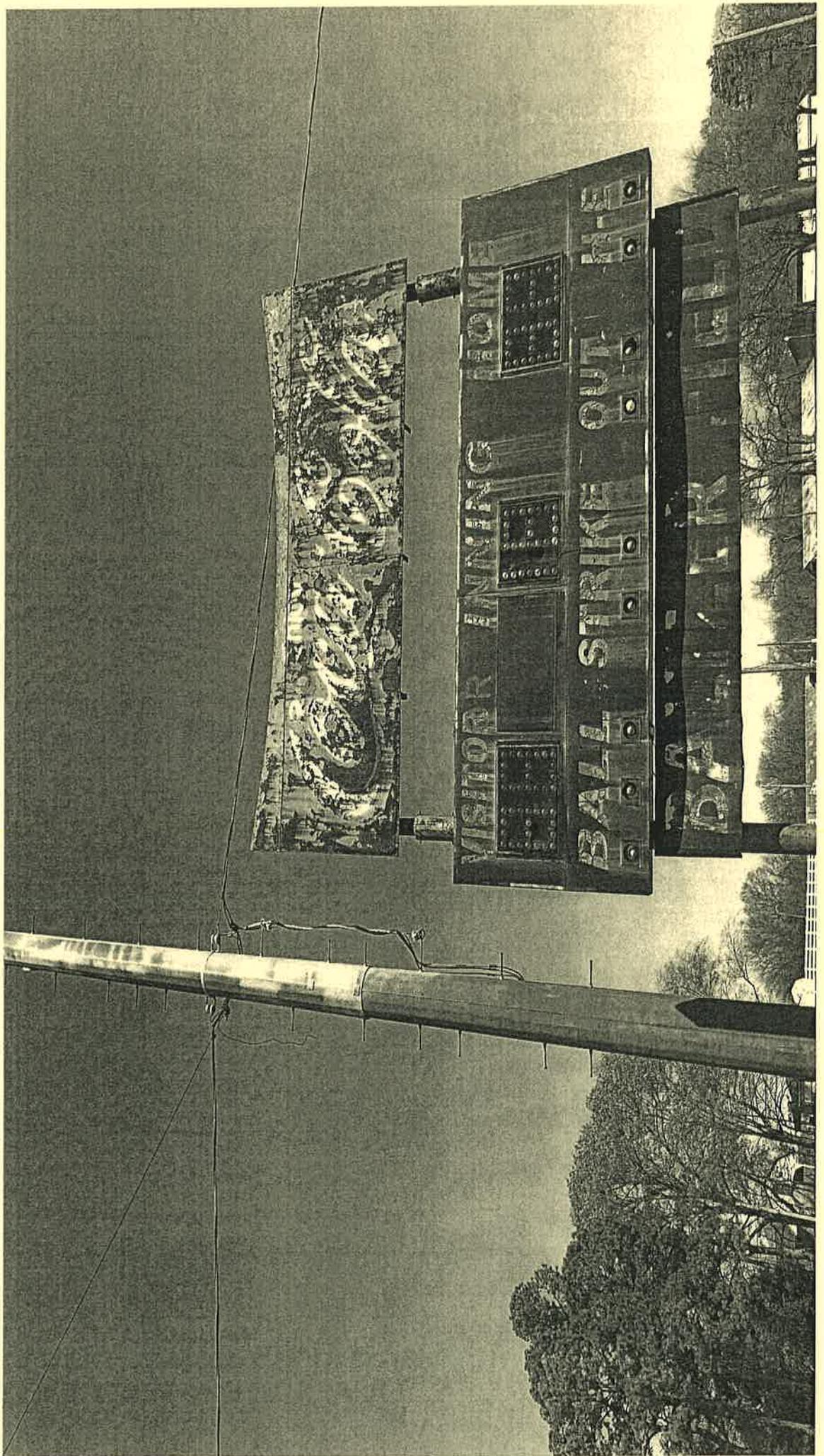




## A DIAMOND IN THE ROUGH

### **Definition of DIAMOND IN THE ROUGH**

: one having exceptional qualities or potential but lacking refinement or polish.



# ROSE

CONSTRUCTION

## SPORTS COMPLEX

HOME

INNING

GUESTS

39

8

4

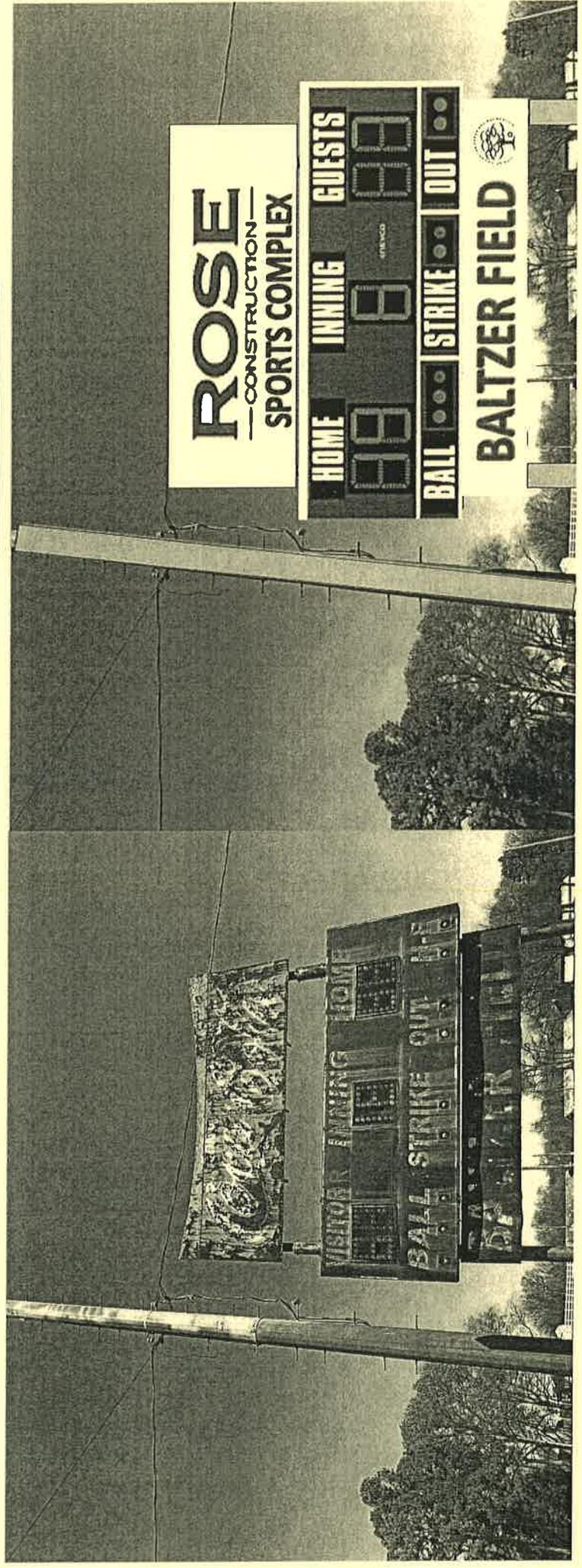
BALL

STRIKE

OUT

# BALTZER FIELD





# ADOPT-A-PARK

CITY OF WASHINGTON PARKS AND RECREATION



## **DIAMOND IN THE ROUGH**

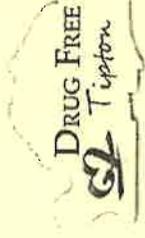
- ✓ We need to partner with a company with an impeccable reputation. Rose Construction.
- ✓ Win-Win (beautification of the city and additional iconic location associated with Rose Construction)
- ✓ Long Term agreement with low cost projects over the course of years. Beginning with signage and new scoreboard.

100'

**QUIT SMOKING** 10'

**1-800-QUIT-NOW** 10'

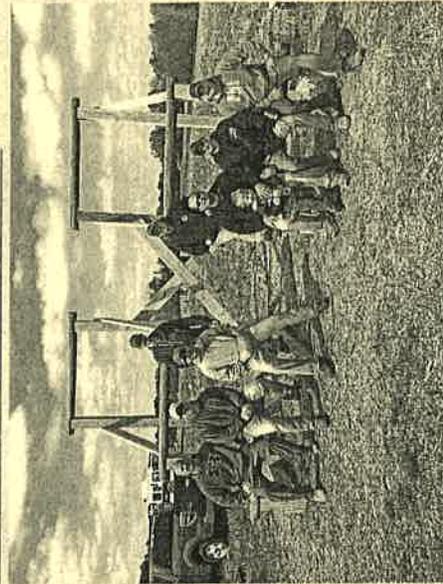
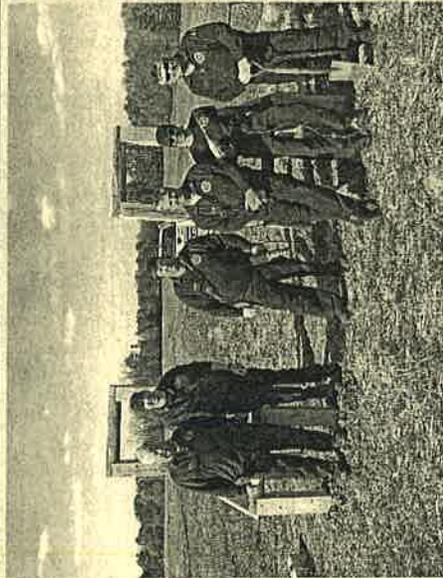
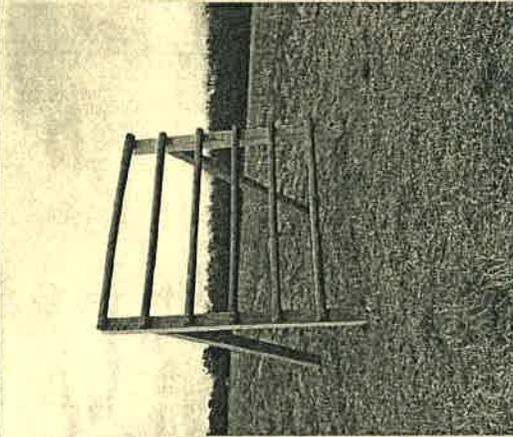
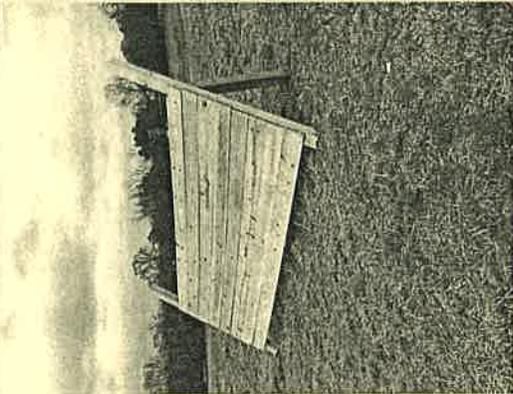
Tennessee Tobacco Quitline 7'



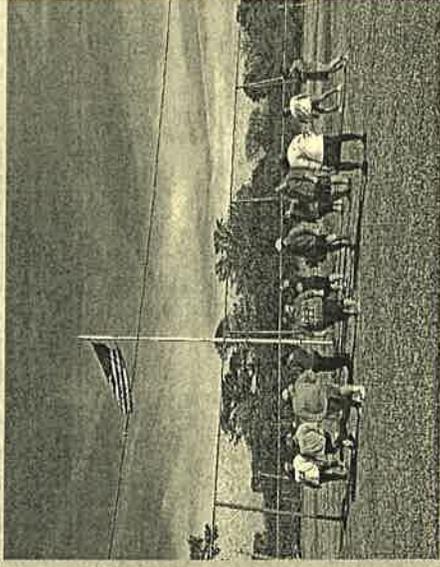
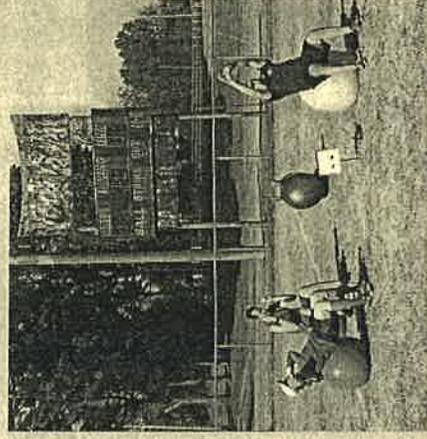
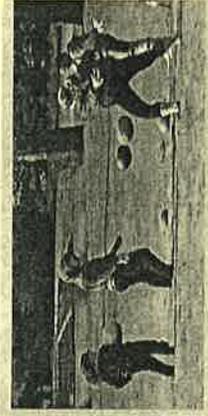
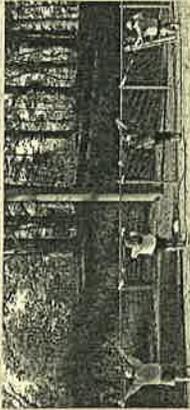
**DRUG FREE TIPTON & TIPTON HEALTH DEPT**

- ✓ Win-Win no out of pocket expense for the city (beautification and a healthy message and POC to help adults and children quit smoking).

# COVINGTON CONFIDENCE COURSE



**May 19, 2018**  
**Community Service Project**

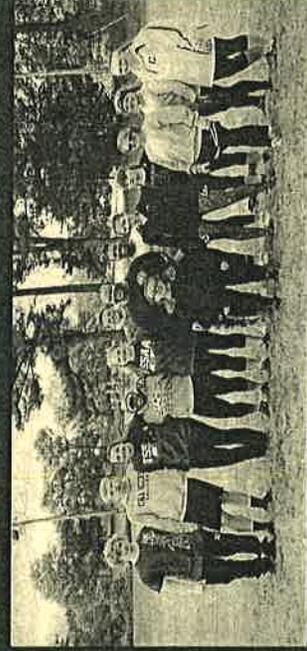
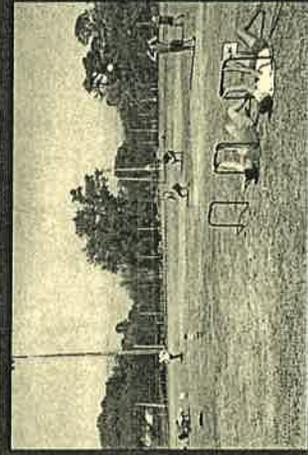


# MASTER CHIEF MACK'S

## BOOT CAMP FREE OUTDOOR FITNESS CLASS

### SATURDAY MAY 12TH

### 1PM @COBB-PARR PARK





Members ONLY Weigh In  
start Friday May 4th



# SQUAT & BENCH PRESS 1RM CHALLENGE

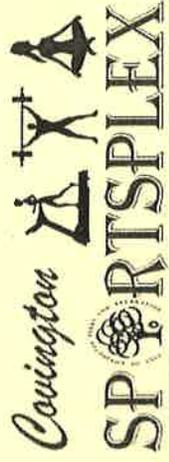
Male & Female WT Classes

May 7th-June 30th

SIGN UP AT THE FRONT  
DESK



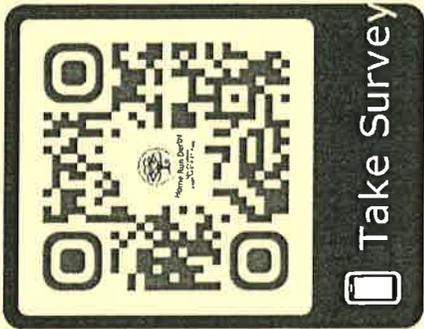
**Start Slow**



2018

**Finish Strong**





Name: \_\_\_\_\_

Email: \_\_\_\_\_

# Home Run Derby

Ages 18 and Older  
prizes for 1<sup>st</sup> & 2<sup>nd</sup> Place

## Would you participate in an Adult HR Derby

Yes

No

4TH ANNUAL  
**Tipton County Museum**

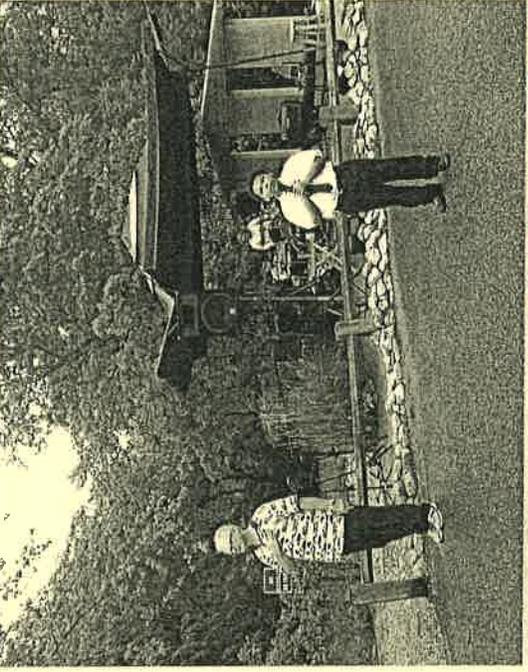
SATURDAY  
**May 15TH**  
 10AM TO 3PM

**FESTIVAL**

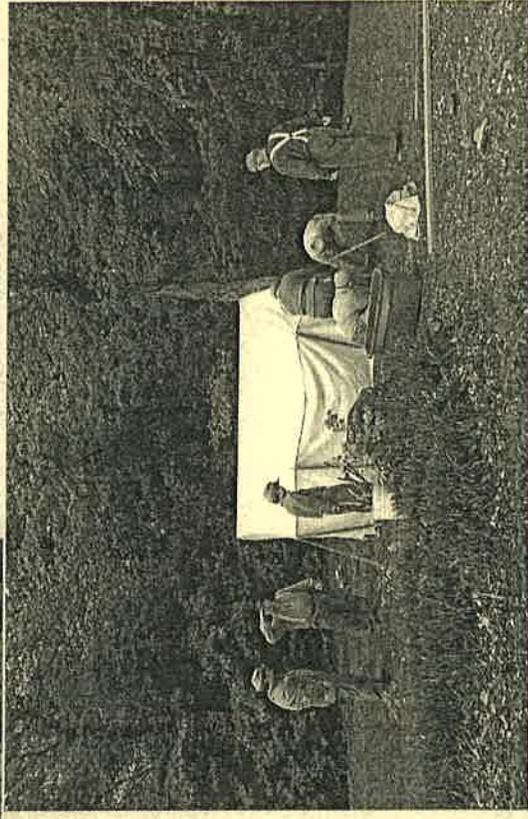
MUSIC ♦ FOOD ♦ CRAFTS ♦ FUN



VFW presented a plaque & certificate to the TCM for their loyalty to the Military. \$100 for sponsorship of the Veteran of the Month program.



**TIPTON COUNTY  
 MUSEUM**



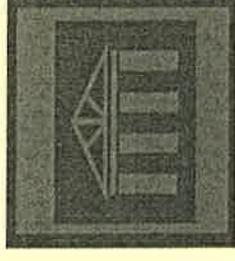
The Tipton County Museum Presents  
**Artist Series for Kids**  
**Salvador Dalí**

Saturday, June 2, 2018  
1 p.m.—3 p.m.

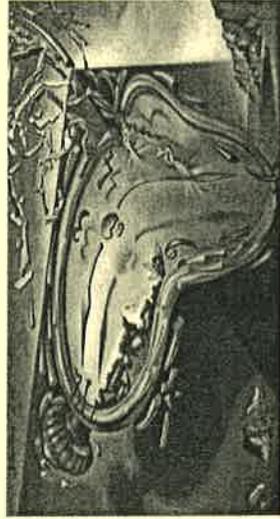
Tipton County Museum, 751 Bert Johnston Ave., Covington  
\$20 Museum Members, \$25 General Public

Museum Director and Professional Artist Barrie Foster will introduce Salvador Dalí to your children. They will learn that he was born and raised in Spain, and he was a surrealist. They will then paint one of his paintings in mixed media. All materials will be supplied. A snack will be provided and a sibling discount is available. Children 10 and up.

Tipton County Museum, Veterans Memorial & Nature Center  
751 Bert Johnston Ave., Covington, TN 38019  
(901) 476-0242



TIPTON COUNTY  
M·U·S·E·U·M  
VETERANS MEMORIAL  
NATURE CENTER



# Story Walk

Presented by the Tipton County Public Library & Tipton County Veterans Museum and Nature Center

## READ A STORY WHILE TAKING A WALK

Bring the whole family and discover a story page-by-page with activities along the way on the grounds of:

**Tipton County Museum Veterans Memorial and Nature Center**  
751 Bert Johnson Ave.  
Covington, TN 38019

**MAY 12TH**

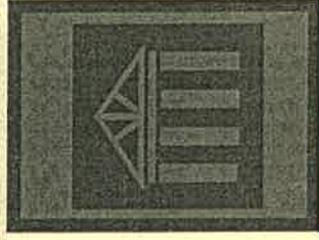


FREE EVENT!!!  
FOR MORE INFORMATION PLEASE CALL THE LIBRARY  
@ 476-8289

COME ANYTIME BETWEEN  
10:00-12:00PM



# Tipton County Library STORY WALK



TIPTON COUNTY  
M·U·S·E·U·M

VETERANS MEMORIAL  
NATURE CENTER

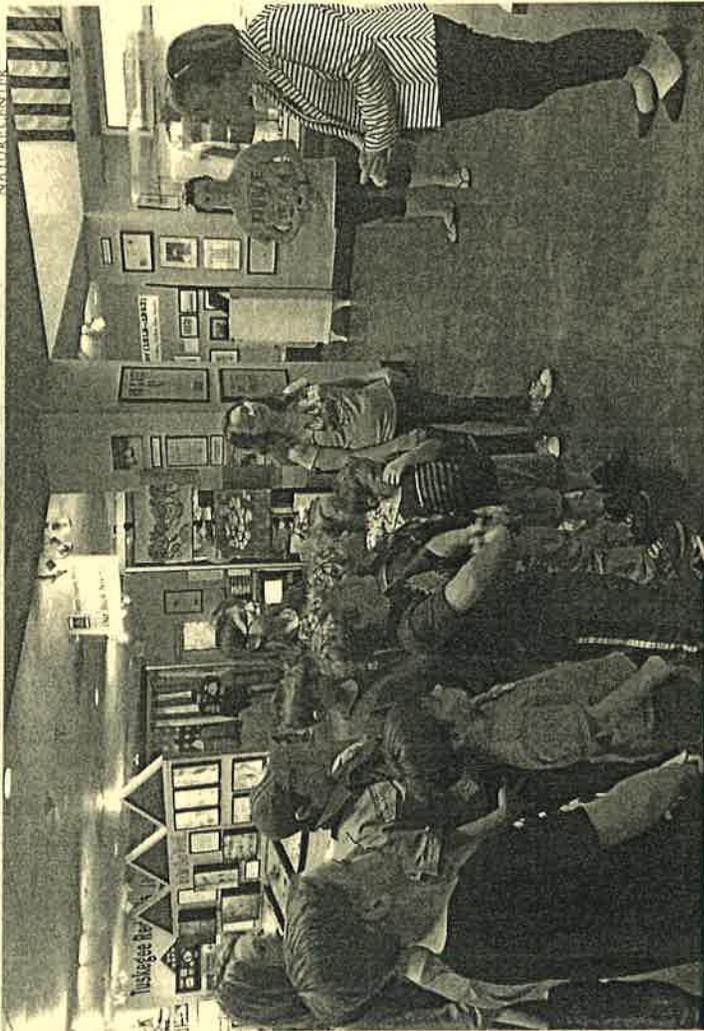
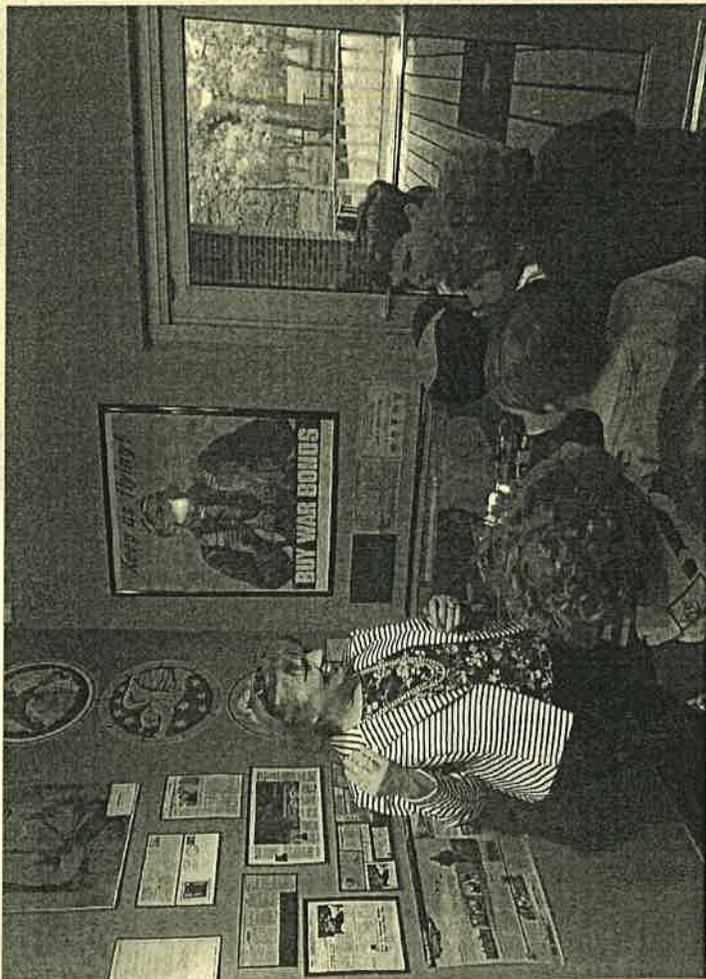


# Cub Scouts Pack 1261 toured the Tipton County Museum



TIPTON COUNTY  
MUSEUM

VETERANS MEMORIAL  
NATURE CENTER



The Public Works Committee met at City Hall on May 8, 2018 at 2:05 p.m. with the following members present: Chairman Alderman Mac McGowan, Alderman Drew Glass, Alderman John Edwards, and Mayor Justin Hanson. Also present were Public Works Director David Gray, Building Official Lessie Fisher, David Gwinn, Alderwoman Minnie Bommer, Alderman Jere Hadley, Police Chief Buddy Lewis, Assistant to the Mayor Sara Gangaware, and Recorder-Treasurer Tina Dunn.

Chairman Alderman Mac McGowan called meeting to order.

Public Works Director David Gray reported he was contacted by Debbie Daniels from the Country Wood subdivision requesting the removal of speed bumps. A petition needs to be presented before the consideration of the removal of these speed bumps. Discussion began on the need for a school zone for Tipton Christian Academy. Municipal Code states an engineering investigation will be required. Head of Schools Lisa Blalock stated the school is growing and there are safety concerns. She will work with Public Works David Gray to get the study completed and talk to engineers for the investigation that is required. She asked for a slower speed limit and any help from the city to improve safety in this area. TDOT will be contacted to see if a traffic study of the area could be completed. The bids were opened on May 4, 2018 for the Gas Rate Study. There were three bids received, however, the bid from Fisher & Arnold was not considered because there was no dollar amount for the study. Public Works Director recommended going with D2 Energy whose bid was the lowest at \$11,500.00. References will be contacted and a recommendation will be brought to the next Public Works Committee meeting in June. All repairs on the sewer manhole located at the South Fire Station have been completed for approximately \$50,000.00. Mosquito spraying has started with the schedule to spray Monday, Wednesday, and Friday from 10 p.m. to 6 a.m. Annual inventory bids will be opened on May 10<sup>th</sup> for the fiscal year ending June 30, 2019.

Motion was made by Alderman John Edwards and seconded by Alderman Drew Glass to table the discussion for the school zone at TCA until the next Public Works Committee Meeting. Motion was amended by Mayor Justin Hanson and seconded by Alderman John Edwards to table discussion until June Public Works Meeting and contact TDOT for the study moving forward if no cost to City. Motion passed.

Motion was made by Alderman John Edwards and seconded by Alderman Mac McGowan to table the discussion of the Gas Rate Study until next meeting. Motion passed.

Motion was made by Mayor Justin Hanson and seconded by Alderman John Edwards to accept the report from Public Works Director David Gray. Motion passed.

Building Official Lessie Fisher gave an update on the Codes Department for the month of April, 2018. The department is sending letters for grass cutting violations. There will be meetings set up for the M-3 property owners to discuss the M-3 text amendment. Also, she has proposed

**City of Covington**  
**Public Works Meeting**

City Hall

Down Stairs Boardroom

1:00 P.M.

May 1, 2018

**1. Removal of speed humps Country Wood subdivision.**

**2. Discussion on school zone for TCA.**

**3. (RFP) Gas rate study. (See attached)**

**4. Update Sewer manhole South fire station.**

**5. Mosquito spraying schedule. (See Attached)**

**6. Annual inventory bids. (see attached)**

**7. TRA inspection May 7,8,and 9<sup>th</sup>.**

**8.**

**Other Business:**

- 1. Code Division monthly report: ( will be distributed at meeting)**

**Adjourn:**

15-106. Yellow lines. On streets with a yellow line placed to the right of any lane line or center line, such yellow line shall designate a no-passing zone, and no operator shall drive his vehicle or any part thereof across or to the left of such yellow line except when necessary to make a lawful left turn from such street. (1971 Code, § 9-112)

15-107. Miscellaneous traffic-control signs, etc.<sup>1</sup> It shall be unlawful for any pedestrian or the operator of any vehicle to violate or fail to comply with any traffic-control sign, signal, marking, or device placed or erected by the state or the city unless otherwise directed by a police officer.

It shall be unlawful for any pedestrian or the operator of any vehicle to willfully violate or fail to comply with the reasonable directions of any police officer. (1971 Code, § 9-113)

15-108. General requirements for traffic-control signs, etc. All traffic control signs, signals, markings, and devices shall conform to the latest revision of the Manual on Uniform Traffic Control Devices for Streets and Highways, published by the U.S. Department of Transportation, Federal Highway administration and shall, so far as practicable, be uniform as to type and location throughout the city. (1971 Code, § 114, modified)

15-109. Unauthorized traffic-control signs, etc. No person shall place, maintain, or display upon or in view of any street, any unauthorized sign, signal, marking, or device which purports to be or is an imitation of or resembles an official traffic-control sign, signal, marking, or device or railroad sign or signal, or which attempts to control the movement of traffic or parking of vehicles, or which hides from view or interferes with the effectiveness of any official traffic-control sign, signal, marking, or device or any railroad sign or signal. (1971 Code, § 9-115)

15-110. Presumption with respect to traffic-control signs, etc. When a traffic-control sign, signal, marking, or device has been placed, the presumption shall be that it is official and that it has been lawfully placed by the proper authority. All presently installed traffic-control signs, signals, markings and devices are hereby expressly authorized, ratified, approved and made official. (1971 Code, § 9-116)

15-111. School safety patrols. All motorists and pedestrians shall obey the directions or signals of school safety patrols when such patrols are assigned

---

<sup>1</sup>Municipal code references

Stop signs, yield signs, flashing signals, pedestrian control signs, traffic control signals generally: §§ 15-505--15-509.

## CHAPTER 3

SPEED LIMITS

## SECTION

- 15-301. In general.
- 15-302. At intersections.
- 15-303. In school zones.
- 15-304. In congested areas.

**15-301. In general.** It shall be unlawful for any person to operate or drive a motor vehicle upon any highway or street at a rate of speed in excess of thirty (30) miles per hour except where official signs have been posted indicating other speed limits, in which cases the posted speed limit shall apply. (1971 Code, § 9-201)

**15-302. At intersections.** It shall be unlawful for any person to operate or drive a motor vehicle through any intersection at a rate of speed in excess of fifteen (15) miles per hour unless such person is driving on a street regulated by traffic-control signals or signs which require traffic to stop or yield on the intersecting streets. (1971 Code, § 9-202)

**15-303. In school zones.** It shall be unlawful for any person to operate or drive a motor vehicle through any school zone or near any playground at a rate of speed in excess of fifteen (15) miles per hour when official signs indicating such speed limit have been posted by authority of the municipality. This section shall not apply at times when children are not in the vicinity of a school and such posted signs have been covered by direction of the chief of police. (1971 Code, § 9-203)

**15-304. In congested areas.** It shall be unlawful for any person to operate or drive a motor vehicle through any congested area at a rate of speed in excess of any posted speed limit when such speed limit has been posted by authority of the municipality. (1971 Code, § 9-204)

ABOUT TCA    ADMISSIONS    ACADEMICS    STUDENT LIFE    ATHLETICS  
 PARENTS    SUPPORT TCA



PRESCHOOL

ELEMENTARY

MIDDLE

HIGH SCHOOL

## WELCOME TO TCA

Tipton Christian Academy is Covington's only Christian school and is committed to educating, inspiring and discipling our students.

Located on a shared campus with First Baptist Church, TCA follows a discipleship model of christian education. High standards of learning presented from a biblical worldview are found in all courses and at all grade levels.

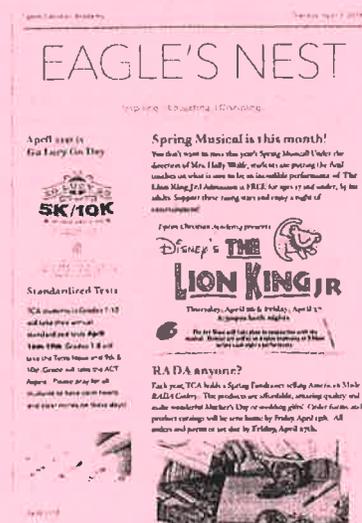
Ecclesiastes 4:12 says "a cord of three strands is not easily

## UPCOMING EVENTS

- 27 APR** Friday 5:30pm TCA Art Show
- 27 APR** Friday TCA-RADA Cutlery Fundraiser
- 27 APR** Friday 8:00am - 9:00am Moms in Prayer meet in The Commons

[View All](#)

## SCHOOL NEWSLETTER



[Open House](#)

## David Gray

---

**From:** David Gray [dgray@covingtontn.com]  
**Sent:** Tuesday, April 24, 2018 1:24 PM  
**To:** 'jnjones@pendulumenergy.com'  
**Cc:** JENNIFER S HACKETT  
**Attachments:** RFP Gas Rate Study RW edit.docx

Good afternoon Mr. Jones,

Please find attached a copy of the RFP gas rate study for the City of Covington, Tn. Should you be interested in bidding.

Thanks

David

David Gray  
Director, Public Works/Utilities  
Positive, Productive, Leadership

200 West Washington Avenue  
901-476-9531 EXT- 127  
901-237-8165 (cell)  
901-476-5056 (fax)  
Email:dgray@covingtontn.com  
Website:www.covingtontn.com

## David Gray

---

**From:** David Gray [dgray@covingtontn.com]  
**Sent:** Tuesday, April 24, 2018 1:16 PM  
**To:** 'Justin McCann'  
**Subject:** RE: Request for Proposal for Gas Rate Study  
**Attachments:** RFP Gas Rate Study RW edit.docx

Good afternoon Justin,

Please find attached a copy of the RFP gas rate study for the City of Covington, Tn.

Thanks

David

David Gray  
Director, Public Works/Utilities  
Positive, Productive, Leadership

200 West Washington Avenue  
901-476-9531 EXT- 127  
901-237-8165 (cell)  
901-476-5056 (fax)  
Email:dgray@covingtontn.com  
Website:www.covingtontn.com

---

**From:** Justin McCann [mailto:jmccann@fisherarnold.com]  
**Sent:** Tuesday, April 24, 2018 12:57 PM  
**To:** dgray@covingtontn.com  
**Cc:** Tim Verner; Steve Jones; Scott Cochran  
**Subject:** Request for Proposal for Gas Rate Study

Mr. Gray,

Per the City of Covington's recent notice, Fisher Arnold would like to request a copy of the detailed request for proposal to provide a Rate Study for the City of Covington's gas utility. The Fisher Arnold team has decades of utility financial analytical and planning experience which should prove the most advantageous to Covington. If there is anything we can do to further assist in this request, my contact information is below for your reference.

Sincerely,

*Justin McCann, PE*

**FISHER ARNOLD**

ENGINEERS | ARCHITECTS | CONSULTANTS | PLANNERS

9180 Crestwyn Hills Drive | Memphis, TN 38125

901.748.1811 Office | 888.583.9724 Toll Free | 901.646.5808 Direct

[jmccann@fisherarnold.com](mailto:jmccann@fisherarnold.com) [www.fisherarnold.com](http://www.fisherarnold.com)

---

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## David Gray

---

**From:** David Gray [dgray@covingtontn.com]  
**Sent:** Monday, April 23, 2018 3:48 PM  
**To:** 'David George'  
**Subject:** RE: RFP Gas Rate Study  
**Attachments:** RFP Gas Rate Study RW edit.docx

Good afternoon David,

Please find attached is the RFP gas rate study for the City of Covington, Tn.

Thanks

David

---

**From:** David George [mailto:dgeorge@raftelis.com]  
**Sent:** Monday, April 23, 2018 2:38 PM  
**To:** dgray@covingtontn.com  
**Subject:** RFP Gas Rate Study

Hi, could you please email me a full copy of the City's RFP for the gas utility rate study. Thanks for your help!

David

**David George** Marketing Director  
o 704 910 8965 M 704 884 6042 E dgeorge@raftelis.com  
raftelis.com

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## David Gray

---

**From:** David Gray [dgray@covingtontn.com]  
**Sent:** Monday, April 23, 2018 2:11 PM  
**To:** 'jcp@jpollockinc.com'  
**Cc:** JENNIFER S HACKETT  
**Subject:** Gas rate study  
**Attachments:** RFP Gas Rate Study RW edit.docx

Good afternoon Jeffrey,

Please see the attached RFP gas rate study for the City of Covington, Tn.

Thanks

David

David Gray  
Director, Public Works/Utilities  
Positive, Productive, Leadership

200 West Washington Avenue  
901-476-9531 EXT- 127  
901-237-8165 (cell)  
901-476-5056 (fax)  
Email:dgray@covingtontn.com  
Website:www.covingtontn.com

## David Gray

---

**From:** David Gray [dgray@covingtontn.com]  
**Sent:** Monday, April 23, 2018 10:10 AM  
**To:** 'ronny.greer@frazierdeeter.com'  
**Subject:** Gas rate study  
**Attachments:** RFP Gas Rate Study RW edit.docx

Good morning Mr. Greer,

Please find attached a copy of a RFP for a gas rate study for the City of Covington, Tn. The City had one done back in 1997 by Works and Greer. Hopefully this would be something that your firm would be interested in, if not maybe you could give me contact information on one that would.

Thanks

David

David Gray  
Director, Public Works/Utilities  
Positive, Productive, Leadership

200 West Washington Avenue  
901-476-9531 EXT- 127  
901-237-8165 (cell)  
901-476-5056 (fax)  
Email:dgray@covingtontn.com  
Website:www.covingtontn.com

## David Gray

---

**From:** David Gray [dgray@covingtontn.com]  
**Sent:** Monday, April 23, 2018 8:48 AM  
**To:** 'Molly Pancurak'  
**Subject:** RE: Request for Proposal Rate Study for Gas Utility  
**Attachments:** RFP Gas Rate Study RW edit.docx

Good morning Molly,

Please find attached a copy of the RFP for a gas rate study for the City of Covington, Tn.

Thanks

David

David Gray  
Director, Public Works/Utilities  
Positive, Productive, Leadership

200 West Washington Avenue  
901-476-9531 EXT- 127  
901-237-8165 (cell)  
901-476-5056 (fax)  
Email:dgray@covingtontn.com  
Website:www.covingtontn.com

---

**From:** Molly Pancurak [mailto:mpancurak@troybanks.com]  
**Sent:** Friday, April 20, 2018 2:22 PM  
**To:** Dgray@covingtontn.com  
**Cc:** Thomas Ranallo; Justin Raybeck  
**Subject:** Request for Proposal Rate Study for Gas Utility

Good afternoon.

Troy & Banks is interested in receiving a copy of the above-mentioned RFP.

Would you please email it to me at [mpancurak@troybanks.com](mailto:mpancurak@troybanks.com) or else please mail a hard copy to my attention at the address below.

Thank you and have a wonderful weekend!  
Molly Pancurak

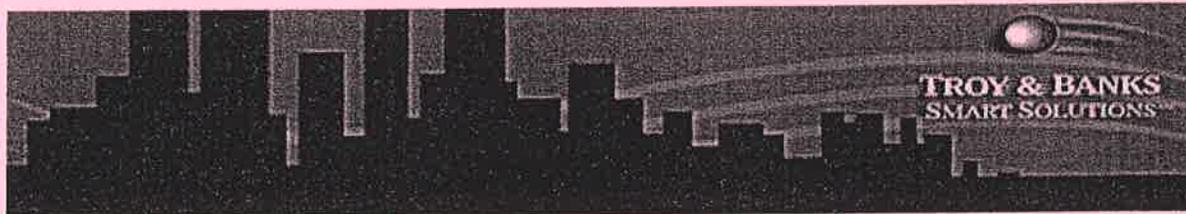
*Molly B. Pancurak*  
*Office Manager*

Troy & Banks, Inc

2216 Kensington Ave. / Buffalo, NY 14226  
Toll Free: 800-499-8599 / Direct: 716-517-3951  
Office: 716-839-4402 / Fax: 716-839-4452  
[mpancurak@troybanks.com](mailto:mpancurak@troybanks.com)  
[www.troybanks.com](http://www.troybanks.com)



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Low (90): Pass

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## David Gray

---

**From:** David Gray [dgray@covingtontn.com]  
**Sent:** Monday, April 23, 2018 8:46 AM  
**To:** 'Jacqueline Sessa'  
**Subject:** RE: Document Request  
**Attachments:** RFP Gas Rate Study RW edit.docx

Good morning Jacqueline,

Please find attached a copy of the RFP for a gas rate study for the City of Covington, tn.

Thanks

David

David Gray  
Director, Public Works/Utilities  
Positive, Productive, Leadership

200 West Washington Avenue  
901-476-9531 EXT- 127  
901-237-8165 (cell)  
901-476-5056 (fax)  
Email:dgray@covingtontn.com  
Website:www.covingtontn.com

---

**From:** Jacqueline Sessa [mailto:JacquelineSessa@deltek.com]  
**Sent:** Friday, April 20, 2018 2:14 PM  
**To:** dgray@covingtontn.com  
**Subject:** Document Request

Hello,

I recently came across this project:

Gas Utility Rate Study

I am hoping you can email me a copy of any specifications and/or documents associated with this project. If they can't be emailed, please let me know. Please do not send them if a fee is required.

Thank you,

Jacqueline Sessa

Click to view PDF. City Of Covington Tennessee Request for Proposal Rate Study for Gas Utility The City of Covington Tennessee hereby requests proposal for preparation of a Gas Utility rate study. In order to be considered the firm must have provided services of similar scope complexity and magnitude to similar-sized and like entities. Copies of the Request for Proposal (RFP) may be obtained from the Director of Public Works in person at Covington City Hall 200 W. Washington Ave. Covington TN 38019 or via email at dgray@covingtontn.com. Proposals will be received by the Director at Covington City Hall 200 W. Washington Ave. Covington TN 38019 until 2:00 p.m. May 4 2018. At 2:00pm on May 4 2018 bids will be opened at Covington City Hall. All interested firms shall submit their proposal in a sealed envelope and must be plainly marked DQ Gas Rate Study DQ on the outside of the envelope. BACKGROUND The Covington Gas Company was established in 1959 when the City of Covington purchased the system from West Tennessee Gas Company. The City is located in Tipton County Tennessee. The Mayor and Board of Aldermen of the City govern the Company using a Public Works Committee composed of four Aldermen. The committee is responsible for long range planning establishing policy and revising rates among other things. The Director of Public Works manages on a day-to-day basis. The Company serves approximately 3 100 customers primarily within the boundaries of the City. The Company has about seventy-one miles of distribution mains and fourteen employees. Center Point Energy purchases gas for the Company. Texas Gas Transmission Company transports the gas to the city gate of the Company SCOPE OF SERVICES The scope of service to be performed by the consultant for the preparation of a gas utility rate study includes:

- Five year financial forecast to develop projected revenue requirements and evaluate capital funding requirements.
- A cost of service study to determine the City's individual customer classes' revenue requirements.
- Rate design analyses to develop rates for gas service that recover the projected revenue requirements.

CONTRACT AWARDS The City anticipates entering into a formal agreement with the proposer that submits the proposal judged by the City to be most advantageous to the City. The proposer may provide a sample of a proposed agreement for Gas Utility rate study as part of the proposal. The City reserves the right to accept or reject any or all proposals. The proposer understands that this RFP does not constitute an offer or an agreement with the proposer. An offer or agreement shall not be deemed to exist and is not binding until proposals are reviewed accepted by the Public Works committee and Board and executed by all parties. 19apr2wp



**JACQUELINE SESSA**

Agency Relationship Specialist

509 Olive Way, Suite 400, Seattle WA 98101

P (206) 373-9150

[onvia.com](http://onvia.com) | [jacquelinesessa@deltek.com](mailto:jacquelinesessa@deltek.com)

**BID:36246791**

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## David Gray

---

**From:** David Gray [dgray@covingtontn.com]  
**Sent:** Monday, April 23, 2018 8:43 AM  
**To:** 'Kaytie Harrah'  
**Subject:** RE: City of Covington RFP for Gas Utility Rate Study  
**Attachments:** RFP Gas Rate Study RW edit.docx

Good morning Kaylie,

Please find attached a copy of the RFP for a gas rate study for the City of Covington, tn.

Thanks

David

David Gray  
Director, Public Works/Utilities  
Positive, Productive, Leadership

200 West Washington Avenue  
901-476-9531 EXT- 127  
901-237-8165 (cell)  
901-476-5056 (fax)  
Email:dgray@covingtontn.com  
Website:www.covingtontn.com

---

**From:** Kaytie Harrah [mailto:Kaytie.Harrah@gdsassociates.com]  
**Sent:** Friday, April 20, 2018 10:59 AM  
**To:** dgray@covingtontn.com  
**Subject:** City of Covington RFP for Gas Utility Rate Study

Good morning,

Our firm is interested in reviewing the above referenced RFP issued by the City of Covington. Is it possible to obtain the solicitation documents via email?

Should you need further information from me please let me know.

Sincerely,  
Kaytie Ruditys

**Kaytie Harrah**  
**Project Consultant**

Energy Efficiency, Renewables & Utility Regulation Department

**GDS ASSOCIATES INC**

o (770) 425-8100 | f (866) 611 3791

[gdsassociates.com](http://gdsassociates.com)

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From: kaytie.harrah@gdsassociates.com

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## David Gray

---

**From:** David Gray [dgray@covingtontn.com]  
**Sent:** Monday, April 23, 2018 8:41 AM  
**To:** 'Chuck Loy'  
**Subject:** RE: Gas Rate Study RFP  
**Attachments:** RFP Gas Rate Study RW edit.docx

Good morning Chuck,

Please find attached a copy of the RFP for a gas rate study for the City of Covington, Tn.

Thanks

David

David Gray  
Director, Public Works/Utilities  
Positive, Productive, Leadership

200 West Washington Avenue  
901-476-9531 EXT- 127  
901-237-8165 (cell)  
901-476-5056 (fax)  
Email:dgray@covingtontn.com  
Website:www.covingtontn.com

**From:** Chuck Loy [mailto:Chuck.Loy@gdsassociates.com]  
**Sent:** Friday, April 20, 2018 8:12 AM  
**To:** dgray@covingtontn.com  
**Subject:** Gas Rate Study RFP

Greetings,

My name is Chuck Loy and I am a Principal with GDS Associates, Inc. We are interested in reviewing the Gas Rate Study RFP recently issued by the City. Please feel free to email it to this address.

Thank you!

Chuck



**Chuck Loy, CPA**  
Principal

919 Congress Avenue, Suite 1110  
Austin, TX 78701  
main 512-494-0369  
direct 512-541-3166  
cell 512-791-7766

fax 866-611-3791  
chuck.loy@gdsassociates.com



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P. O. Box 3266

Clarksville, TN 37043

May 4, 2018

## **Natural Gas Rate Study Proposal City of Covington, Tennessee**

D2 Energy appreciates the opportunity to propose to the City of Covington on this important project. D2 Energy is an eleven-year-old company with nearly 200 years of team experience. The team key members for the rate study will be Dwight Luton, principle; Mark Smith, accountant; and Donnie Leggett, project manager.

Natural gas is a life necessity commodity that is also one of the more volatile commodities in the market today. We believe team work is the answer to better serve your rate payers. We believe two heads are better than one every time. D2 Energy will work with your gas system's personnel to help serve your citizens with reliable and possibly lower cost natural gas.

D2 Energy currently assists more than twenty towns, cities, utility districts in Tennessee and Kentucky on natural gas, including several in the West Tennessee area.

**Scope of work:** Develop natural gas rates for residential, commercial and industrial customers.

### **Objectives of the Study:**

1. Prepare Purchased Gas Adjustment (PGA) rates for the City of Covington natural gas customers.
2. Develop a two (2) part rate that will include revenues to cover the cost of natural gas and all cost associated with operating a natural gas system.
  - (a) Develop a fixed cost rate to cover all cost to fund the annual operating budget for the City of Covington distribution system. (Revenues & Expenses)
  - (b) Prepare method of monthly calculations to cover the cost of the natural gas commodity cost, pipeline cost and/or all other associated cost to have natural gas delivered to the City of Covington city gate station.
3. Develop rates to ensure the natural gas system has adequate cash flow.



Page 2  
Natural Gas Rate Study for the City of Covington, Tennessee  
May 4, 2018

**Preparation for Rate Study:**

1. Review annual operating budget.
2. Estimate number of customers in each class.
3. Use APGA estimated benchmark volumes for each class of customers if usage is not known.
4. Prepare monthly projections that include estimated cost of gas, pipeline fees/charges, other associated cost, monthly and annual sales volumes, five (5) year capital plan, planned capital outlay items in annual O & M budget, any debt service schedule including interest and a calculated estimate of annual natural gas use in MCF.
5. Rates will be prepared on a CCF/Therm basis for customer to be invoiced.
6. Meet with the City of Covington management to review draft rates and to finalize in Covington.
7. Other necessary tasks to confirm natural gas rates for the City of Covington.

Other factors will be included in the rate study on the City of Covington Natural Gas Division's Local Distribution Company (LDC) benefits and uses for the customers and the community.

Fees: \$11,500.00

\*The rate plan will need to be reviewed and updated annually by the City of Covington or D2 Energy will assist at a fee of \$1,850.00 annually.

See attached references that D2 Energy has served for rate studies and gas management.

Regards,

**D2 ENERGY, LLC**

A handwritten signature in black ink that reads "Dwight Luton".

Dwight Luton  
President

## REFERENCES

City of Martin, TN  
Mayor Randy Brundige

City of Portland, TN  
Mayor Ken Wilber

City of Adamsville, TN  
Steve Simon

City of Gallaway, TN  
Terry Leggett

Lake County Utility District  
David Gooch

Hardeman-Fayette Utility District  
Billy Tomlinson

City of Newbern, TN  
Jason Roberts or Cindy Reed

Town of Obion, TN  
Mayor Underwood or Jana Fluty

Town of Troy, TN  
Johnny Mcturner

Paris Henry County Utility District  
Tae Eaton

City of Parsons, TN  
Mayor Tim Boaz

City of Guthrie, KY  
Mayor Scott Marshall

City of Hopkinsville, KY  
Derrick Watson

\*Other references upon request

## **2018 Mosquito Spraying Schedule**

- **Spraying will be done on Monday, Wednesday and Friday from 10 pm till 6pm.**
- **Parks and ball fields will be sprayed on Monday, and Friday.**
- **We will spray everything on the east side of Hwy. 51 then the west side covering the entire City limits each week.**
- **We will monitor complaints and revisit those areas for additional spraying.**

## NOTICE TO BIDDERS

The City of Covington Public Works / Utilities Department are seeking bids for the annual supply of the following categories of items:

<u>Category:</u>	<u>Bid Opening Date:</u>	<u>Time:</u>
Chemicals for the WTP / WWTP	Thursday May 10, 2018	8:30AM
Gas, Water, Sewer Inventory	Thursday May 10, 2018	8:40AM
Concrete Placement & Finishing	Thursday May 10, 2018	8:50AM
Road Materials Delivered E Ripley	Thursday May 10, 2018	9:00AM

The period of supply will be from July 1, 2018 until June 30, 2019. Please call David Gray for specific information about each category at (901) 476-7191 ext. 127.

Bids will be accepted until the Scheduled Bid Opening Date at which time bids will be opened publicly. Bid envelopes shall be sealed and conspicuously marked on the outside "Sealed Bid: Annual Supply (category for which you are bidding)" to avoid premature opening. Each bid must be in a separate envelope, and marked correctly. The City reserves the right to reject any and all bids and to waive the bidding formalities in the best interest of the City.



# DEPARTMENT OF CODE COMPLIANCE 2018

<u>MONTHS:</u>	<u>JAN.</u>	<u>FEB.</u>	<u>MAR.</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG.</u>	<u>SEPT.</u>	<u>OCT.</u>	<u>NOV.</u>	<u>DEC.</u>
<b><u>Beer Licenses:</u></b>												
Inquiries	12	10	9	9								
New Applications	1		2									
Renewals in Process												
Liquor by the drink Renewed												
<b><u>Business Licenses:</u></b>												
Inquiries	45	50	49	59								
New Applications	6	16	15	15								
Renewals Processed	36	53	53	50								
Amended Applications	10	10	10	20								
<b><u>Peddler Permit:</u></b>												
Inquiries	7		2	12								
New Applications				1								
Renewals Processed			1	1								

# DEPARTMENT OF CODE COMPLIANCE 2018

<u>MONTHS:</u>	<u>JAN.</u>	<u>FEB.</u>	<u>MAR.</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG.</u>	<u>SEPT.</u>	<u>OCT.</u>	<u>NOV.</u>	<u>DEC.</u>
<b><u>Cemetery:</u></b>												
Inquiries	32	39	26	34								
Grave Sales	2	2	2	2								
Transfer of Graves		4	4									
On-site Visits		29	30	30								
<b><u>Court Clerk:</u></b>												
Inquiries	4	25	31	22								
<b><u>Public Works:</u></b>												
Inquiries	30	35	14	19								
<b><u>Animal Control:</u></b>												
Inquiries		21										
Cats to County			2	1								
Dogs to Foster	2		1	6								
Dogs Picked up by Owner	1		3	5								
Dogs to Dr. Clay	2		2	1								
Dog bites reported		1	1									

# DEPARTMENT OF CODE COMPLIANCE 2018

<u>MONTHS:</u>	<u>JAN.</u>	<u>FEB.</u>	<u>MAR.</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG.</u>	<u>SEPT.</u>	<u>OCT.</u>	<u>NOV.</u>	<u>DEC.</u>
<u>Marketing/Community Involvement:</u>												
Covington Tipton County Chamber of Commerce	X	X	X	X								
Drug Free Tipton	X	X	X	X								
Veteran of the Month Recognition	X	X	X	X								
Tipton County Museum	X	X	X	X								
APAAC	X	X	X	X								
T.V. Covington Connect	X	X	X	X								
Website	X	X	X	X								
Facebook Pages	X	X	X	X								
Marketing Campaign #COVINGTONPRIDE	X	X	X	X								
Clean Up Fix Up - 3/24/18	X	X	X									
Rotary Club/Lions Club	X		X									
Proclamations			X									

## PROJECT CODE RECAP FOR PERMITS ISSUED: 4/01/2018 TO 4/30/2018

<b>Description</b>	<b># of Permits</b>	<b>Fees</b>	<b>Value</b>
<b>Accessory Building</b>	<b>2</b>	<b>69.00</b>	<b>4,997</b>
<b>Renovations - Commercial</b>	<b>1</b>	<b>369.00</b>	<b>50,000</b>
<b>Fences</b>	<b>1</b>	<b>35.00</b>	<b>2,600</b>
<b>Mechanical</b>	<b>1</b>	<b>27.50</b>	<b>27</b>
<b>Plumbing</b>	<b>6</b>	<b>4,574.24</b>	<b>4,526</b>
<b>Swimming Pool</b>	<b>2</b>	<b>200.00</b>	<b>87,245</b>
<b>Additions - Residential</b>	<b>1</b>	<b>102.00</b>	<b>18,000</b>
<b>Renovations - Residential</b>	<b>4</b>	<b>329.00</b>	<b>48,050</b>
<b>Sign Installation</b>	<b>4</b>	<b>99.00</b>	<b>6,290</b>
<b>Communication Tower</b>	<b>2</b>	<b>729.75</b>	<b>129,276</b>
<b>TOTALS</b>	<b>24</b>	<b>6534.49</b>	<b>351,011</b>

GAS RATE STUDY MAY 04, 2018 2:00 P.M.

NAME	BID			
D & energy	11,500. <sup>00</sup>			
GDS Associates, Inc.	29,114. <sup>00</sup>			
Fisher Arnold	No bid, included			

OPENED BY S. Henning

WITNESSED BY J. Nolan

The Finance and Administration Committee met at City of Covington on May 15, 2018 at 1:00 p.m. with the following members present: Chairman Alderman C H Sullivan, Mayor Justin Hanson, Aldermen: John Edwards, Jere Hadley, Minnie Bommer, Drew Glass, and Mac McGowan. Also present were: Building Official Lessie Fisher, Police Chief Buddy Lewis, Fire Chief Michael Naifeh, Personnel Director Tiny Barton, Public Works Director David Gray, Park and Recreation Director Joe Mack, Assistant to the Mayor Sara Gangaware, City Attorney Rachel Witherington, and Recorder-Treasurer Tina Dunn.

Chairman Alderman C H Sullivan called meeting to order.

Personnel Director Tiny Barton began discussion on the Personnel Handbook. This was presented with changes for approval at the last meeting and tabled until today for approval. Alderman Edwards inquired about the dress code including a hat turned to the side. Alderman Edwards also inquired about tattoos. Personnel Director will work with the labor attorney for proper verbiage and will be brought back for an amendment at the second reading.

Motion was made by Alderman C H Sullivan and seconded by Alderman Mac McGowan to approve the Personnel Handbook with the exception of the hat turned to the side in the dress code section and accept other changes as presented last meeting. Motion passed.

Recorder-Treasurer presented the audit engagement letter from Whitehorn, Tankersley, and Davis for approval for the year ending June 30, 2018. The cost is \$44,100.00 which is an increase of \$1,100.00 from last year.

Motion was made by Alderman Jere Hadley and seconded by Alderman C H Sullivan to accept the audit engagement letter from Whitehorn, Tankersley, and Davis for the fiscal year ending June 30, 2018.

Building Official Lessie Fisher discussed the M-3 Text Amendment. This Ordinance to amend the municipal zoning in the M-3 District will allow retail trade, eating and drinking, and accessory single family residential uses in the M-3 District. The Planning Commission has recommended this Ordinance for approval.

City Attorney Rachel Witherington discussed the demolition and clearance program policies for the blighted structures in the City of Covington. Under this policy, there will not be a lien placed on the property. This is a voluntary program but the blighted structures can still be demolished. The slum ordinance states there shall be a lien on the property that is demolished.

Motion was made by Alderman C H Sullivan and seconded by Alderman Jere Hadley to accept the demolition and clearance program policies. Motion passed.

Recorder-Treasurer presented the Ordinance for the Budget Amendment for the 2017-18 budget year for review. This will be presented for first approval at the Board Meeting on May 22, 2018.

United Way will be present at the Finance and Administration Committee Meeting on May 22, 2018 to discuss 501/C3 appropriations.

Discussion began on the 2018-19 Budget. Department heads discussed the highlights of their budget that was presented by Mayor Hanson to the Board for discussion and approval. Park and Recreation Director Joe Mack reported in addition to his recommended budget items, he is in need of a new position for a baseball/softball program manager. A job description was presented. The additional cost to the general fund budget for this salary and benefits would be approximately \$50,000.00. Police Chief Buddy Lewis and Public Works Director David Gray will discuss their budget items at the Finance and Administration Meeting set for May 22, 2018.

There being no further business, the meeting adjourned at 2:55 p.m.

Finance & Administration Committee Meeting  
May 15, 2018  
1:00 p.m.

1. Personnel Handbook
2. Audit Contract
3. M-3 Text Amendment
4. Blight Eradication Policies/Procedures
5. Budget Amendment (2017-18)
6. 2018-19 Budget/501-C 3



Whitehorn  
Tankersley &  
Davis, PLLC

CERTIFIED PUBLIC ACCOUNTANTS

110 East Pleasant Avenue • P.O. Box 369  
Covington, TN 38019  
(901) 476-8275 • (901) 476-0867 FAX  
www.wtdcpa.com

April 25, 2018

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

CLIENT'S COPY

We are pleased to confirm our understanding of the services we are to provide City of Covington, Tennessee for the year ended June 30, 2018. 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 related notes to the financial statements, which collectively comprise the basic financial statements, of City of Covington, Tennessee as of and for the year ended June 30, 2018. 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 auditing standards generally accepted in the United States of America. 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

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 auditing standards generally accepted in the United States of America, 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.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

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

CLIENT'S COPY

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to 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. The objective also includes 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).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states 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 include a paragraph that states 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.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; 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. 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 and Covington Electric System's Defined Benefit Plan in our report on your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. 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.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. 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 abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting 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 a risk that material misstatements or noncompliance may exist and 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, and of any material abuse that comes to our attention. 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.

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

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

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. 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. 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*.

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. 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 and (2) maintain long-term debt schedules based on activity recorded in the general ledger accounts and schedules provided by management and outside sources.

**Management Responsibilities**

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, 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.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. 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, (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.

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. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse 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) 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 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.

You agree to assume all management responsibilities relating to 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, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, 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. We anticipate providing the following nonaudit services: (1) drafting of financial statements (2) maintain depreciation schedules for which management has determined the method and rate of depreciation and salvage value of the assets and (3) maintain long-term debt schedules based on activity recorded in the general ledger accounts and schedules provided by management and outside sources.

#### **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, auditors' 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 auditors' 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.

We expect to begin our audit on approximately September 1, 2018 and to issue our reports no later than December 31, 2018. Jeff Hunter is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

**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 \$44,100.** 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 2017 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.

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.

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

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

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

CLIENT'S COPY



**GOAD & COMPANY, PLLC**  
CERTIFIED PUBLIC ACCOUNTANTS

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

James W. Goad, CPA  
Tamara D. Honeycutt, CPA

Brenna K. Boone, CPA  
John C. Hale  
Bryce E. Goad  
Cindy W. Gulley

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

October 27, 2017

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, 2017. 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.

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### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and an audit of an employee benefit plan.

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, 2017, 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***

Goad & Company, PLLC

ORDINANCE \_\_\_\_\_

**AN ORDINANCE TO AMEND THE MUNICIPAL ZONING ORDINANCE OF COVINGTON, TENNESSEE: AMENDING TEXT OF THE MUNICIPAL ZONING ORDINANCE TO ALLOW FOR RETAIL TRADE – EATING AND DRINKING AND ACCESSORY SINGLE FAMILY RESIDENTIAL USES IN THE M-3 (ARTISAN-INDUSTRIAL) DISTRICT.**

WHEREAS, pursuant to *Tennessee Code Annotated* Sections 13-7-201 through 13-7-211, a municipal zoning ordinance has been adopted for City of Covington, Tennessee; and,

WHEREAS, the Covington Municipal-Regional Planning Commission has recommended the following amendment to the text of the municipal zoning ordinance; and,

WHEREAS, pursuant to *Tennessee Code Annotated* Section 13-7-203, a public hearing was held before this body, the time and place of which was published with fifteen days advance notice;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF COVINGTON, TENNESSEE:

**Section 1.** That the text of the municipal zoning ordinance of Covington, Tennessee, be amended by adding the following language to Section 11-803. M-3 (Artisan-Industrial) District. 1. Uses Permitted:

- M. Single-Family Dwellings as an accessory use to commercial uses subject to Site Plan review requirements contained in Section 11-324 of this Ordinance and provided the following conditions are met:
1. One space per unit must be provided on the same lot as the residential use in addition to the required parking for the commercial use as required by 11-314.
  2. Any dwelling unit to be developed shall not be less than 750 square feet in area.
  3. The character of the building as a business structure shall not be changed by the addition of a residential use.
  4. The portion of the building facing the public view shall be devoted to commercial use or shall have space available for commercial use. Residential uses shall be located only in the upstairs portion of a building or an area of the building separated from the commercial use and not visible to the general public.

5. Detailed architectural plans prepared by a licensed architect certified by the State of Tennessee may be required by the Planning Commission to ensure compliance with all pertinent state and local codes and that the provisions of this Ordinance are met. Recommendations shall be provided by the Staff Planner, Building Official, Fire Chief, or an authorized representative prior to review and site plan approval by the Planning Commission.
6. The Building Official is authorized to waive the requirement for architectural plans by a licensed architect if it is found that the nature of the work applied for is such that review of the plans is not necessary to obtain compliance with this Ordinance and the locally adopted building code.

**Section 2.** That the text of the municipal zoning ordinance of Covington, Tennessee, be amended by deleting the following language to Section 11-803. M-3 (Artisan-Industrial) District. 1. Uses Permitted:

B. Retail Trade. (Except Retail Trade-eating and drinking and Retail Trade-food)

**Section 3.** That the text of the municipal zoning ordinance of Covington, Tennessee, be amended by adding the following language to Section 11-803. M-3 (Artisan-Industrial) District. 1. Uses Permitted:

B. Retail Trade.

**Section 4.** BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after third and final reading, THE PUBLIC WELFARE REQUIRING IT.

\_\_\_\_\_  
Date Passed First Reading

\_\_\_\_\_  
Date Passed Third Reading

\_\_\_\_\_  
Date Passed Second Reading

\_\_\_\_\_  
Date of Public Hearing

ATTESTED:

APPROVED:

\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Mayor

# DEMOLITION AND CLEARANCE PROGRAM POLICIES

## POLICIES AND PROCEDURES

### City of Covington

#### 1. PURPOSE

This program will make available financial assistance for the demolition and clearance of blighted structures in the City of Covington. Demolition activities will enhance and stabilize established neighborhoods and promote opportunities for redevelopment and growth.

#### 2. AUTHORITY

The legal authority for this demolition and clearance program comes from the working agreement with a 2017 Tipton County CDBG Contract, Edison Vendor ID No.12090 and contract ID 53789 with the Tennessee Department of Economic and Community Development, Public Law 93-383 (the Housing and Community Development Act of 1974) as well as State and local laws.

#### 3. PROGRAM RESOURCES

The source of funds for the undertaking of demolition activities is a grant in the amount of \$ 261,450 which Tipton County (Grantee) has been awarded by the State of Tennessee through the U.S. Department of Housing and Urban Development Small Cities Community Development Block Grant program.

#### 4. APPLICABLE LAWS

The local governing bodies, contractors, sub-contractors, vendors and applicants for rehabilitation assistance are required to abide by a number of State and Federal laws and may be required to sign documents certifying their compliance.

- The Civil Rights Act of 1974
- Executive Order 11246 concerning Equal Employment Opportunity
- Standards of Conduct for CDBG Recipients – Conflict of Interest
- Notice of Requirement for Action to Ensure Equal Employment Opportunity
- Standard of Equal Opportunity Construction Contract Specifications
- Certification of Non-Segregated Facilities for Contracts over \$10,000.00
- Title VI of Civil Rights Act of 1964 Provisions
- Section 109 of Housing and Community Development Act of 1974 Provisions
- Section 3 Compliance Provisions
- Age Discrimination Act of 1975 Provisions
- Section 504 Affirmative Action for Handicapped Workers Provision
- Lead-based Paint Hazard Provisions (Tile X)

- Access to Records/Maintenance of Records Provisions
- Conflict of Interest Provisions

**5. PROGRAM RESOURCES**

No elected or appointed Federal, State and local official, member of the local governing body, or any other public official or employee who exercises any functions of responsibilities in conjunction with the administration of the demolition and clearance program shall have any interest, direct or indirect, in the proceeds or benefits of the grant project. In those cases where the interest may not be direct or indirect and the conflict of interest is only "apparent", the City must contact ECD for clarification before proceeding.

**6. KICKBACKS AND DISCOUNTS**

No member of the governing body of City of Covington or Covington employee shall receive kickbacks or discounts from either contractors or property owners in return for special favors in regard to the demolition and clearance project.

**7. INCOME ELIGIBILITY**

This program will serve the corporate limits of the City of Covington in which at least 51% of the residents meet the low and moderate income national objective (LMI).

**8. PROPERTY ELIGIBILITY**

**ELIGIBILITY CRITERIA** - Any type of structure may be demolished under the grantees CDBG program including, commercial, industrial, and residential properties. However, the following criteria must be satisfied for each structure to be demolished using CDBG funds:

- A. Must meet the definition of blighted, which is defined as a property structure that exhibits objectively determinable signs of deterioration sufficient to constitute a threat to human health, safety, and public welfare
- B. Must be located within the corporate limits of Covington unless approval is granted by ECD to add eligible LMI areas or individuals
- C. Must meet the definition of blighted, substandard and dilapidated property as set forth in the City of Covington Municipal Code and corresponding property maintenance regulations.

## **9. TERMS AND CONDITIONS FOR DEMOLITION**

Demolition activities shall be completed in accordance with local ordinance(s) establishing minimum standards for property maintenance and clean up. When CDBG funds are used to facilitate demolition and clearance activities, at a minimum the following procedure shall be followed.

- A. Documentation of Blighted structure – The Local Codes enforcement officer or inspector shall identify vacant, blighted or dilapidated, properties that pose a threat to public health, safety and welfare.
- B. 30-day notice to property owner – A notice shall be sent to the property owner which designates the property as a source of blight, describes property violation, recommend corrective measure, and outline enforcement action if any.
- C. Notice of Grant Assistance – Following the determination of blight, a notice of availability of CDBG grant funds to cover the cost for demolition and clearance of blighted properties along with a Voluntary Agreement for Demolition and Clearance will be transmitted for property owner's signature.
- D. Lien – No lien shall be placed against the property if owners agree to participate in this voluntary demolition and clearance grant program.
- E. Voluntary Compliance – Demolition activities carried out using CDBG funds must be voluntary. In order for the demolition to be considered voluntary, the property owner(s) must sign an authorization for demolition and clearance.
- F. Prioritization of Applicants – The awarding of demolition and clearance assistance grants to eligible applicants will be based on a first come first served basis for all properties meeting the blight definition and other qualifications for participation. Houses/structures will be demolished until the funds are expended.

## **10. DEMOLITION SPECIFICATIONS/CONTRACTING**

The City of Covington will have work write-up prepared for each structure to be demolished. Demolition work will be undertaken through a written contract between the City of Covington and contractor. The City of City of Covington will advertise openly and publicly for bids and encourage minority and female owned firms to bid on its projects.

**ATTACHMENT A**

**LOCAL ORDINANCE(S) / PROPERTY MAINTENANCE CODE**

*[Faint, illegible text, likely bleed-through from the reverse side of the page]*

ORDINANCE 1702

AN ORDINANCE TO AMEND ORDINANCE "THE ANNUAL BUDGET FOR THE CITY OF COVINGTON, TENNESSEE FOR THE FISCAL YEAR 2017-18" BEGINNING ON JULY 1, 2017 AND ENDING ON JUNE 30, 2018.

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

Section 1. That there is hereby adopted the amendments to the total revenues and available funds and total expenditures (Annual Budget) for the City of Covington, Tennessee for Fiscal Year 2018 beginning on July 1, 2017 and ending on June 30, 2018 as follows:

(A) TOTAL REVENUES AND AVAILABLE FUNDS:

General Fund	<b>2018 Proposed</b>	Adjustments	Insurance Recoveries Total	43,000 orig
Local Taxes	\$ 8,792,200.00	\$ -	\$ 8,792,200.00	
Licenses & Permits	\$ 33,100.00	\$ -	\$ 33,100.00	
Intergovernmental	\$ 1,788,900.00	\$ -	\$ 1,788,900.00	
Charges for Services	\$ 376,500.00	\$ -	\$ 376,500.00	
Fines, Forfeits, & Penalty	\$ 125,000.00	\$ -	\$ 125,000.00	
Other	\$ 3,312,000.00	\$ -	\$ 3,312,000.00	
Public Enterprise	\$ 36,000.00	\$ -	\$ 36,000.00	
<b>Total Revenues</b>	<b>\$ 14,463,700.00</b>	<b>\$ -</b>	<b>\$ 14,463,700.00</b>	
Beginning Fund Balance	\$ 1,600,000.00		\$ 1,600,000.00	
<b>Total Available Funds</b>	<b>\$ 16,063,700.00</b>	<b>\$ -</b>	<b>\$ 16,063,700.00</b>	
<b>State Street</b>	<b>2018 Proposed</b>			
Intergovernmental	\$ 255,400.00	\$ -	\$ 255,400.00	
<b>Total Revenues</b>	<b>\$ 255,400.00</b>		<b>\$ 255,400.00</b>	
Beginning Fund Balance	\$ 70,000.00		\$ 70,000.00	
<b>Total Available Funds</b>	<b>\$ 325,400.00</b>	<b>\$ -</b>	<b>\$ 325,400.00</b>	
<b>T C Museum</b>	<b>2018 Proposed</b>			
Charges for Services	\$ 9,800.00	\$ -	\$ 9,800.00	
Other	\$ 139,500.00	\$ -	\$ 139,500.00	
<b>Total Revenues</b>	<b>\$ 149,300.00</b>		<b>\$ 149,300.00</b>	
Beginning Fund Balance	\$ 60,000.00		\$ 60,000.00	
<b>Total Available Funds</b>	<b>\$ 209,300.00</b>	<b>\$ -</b>	<b>\$ 209,300.00</b>	

Community Development	<b>2018 Proposed</b>		
Other	\$ -		
Public Enterprise	\$ 479,400.00	\$ 125,000.00	\$ 604,400.00
Total Revenues	\$ 479,400.00	\$ 125,000.00	\$ 604,400.00
Beginning Fund Balance	\$ 600,000.00		\$ 600,000.00
Total Available Funds	\$ 1,079,400.00	\$ 125,000.00	\$ 1,204,400.00

Solid Waste			
Charges for Services	\$ 1,560,000.00	\$ -	\$ 1,560,000.00
Other	\$ -	\$ 33,000.00	\$ 33,000.00
Public Enterprise	\$ 20,000.00	\$ -	\$ 20,000.00
Total Revenues	\$ 1,580,000.00	\$ 33,000.00	\$ 1,613,000.00
Beginning Fund Balance	\$ 400,000.00		\$ 400,000.00
Total Available Funds	\$ 1,980,000.00	\$ 33,000.00	\$ 2,013,000.00

TIIP Grant	<b>2018 Proposed</b>		
Intergovernmental	\$ 609,555.00	\$ -	\$ 609,555.00
Total Revenues	\$ 609,555.00		\$ 609,555.00
Beginning Fund Balance	\$ -		\$ -
Total Available Funds	\$ 609,555.00	\$ -	\$ 609,555.00

Drug Fund	<b>2018 Proposed</b>		
Fines	\$ 30,000.00	\$ -	\$ 30,000.00
Other	\$ -	\$ -	\$ -
Total Revenues	\$ 30,000.00	\$ -	\$ 30,000.00
Beginning Fund Balance	\$ 60,000.00		\$ 60,000.00
Total Available Funds	\$ 90,000.00	\$ -	\$ 90,000.00

PBACCT Bd Skg	<b>2018 Proposed</b>		
Other	\$ 211,784.00	\$ -	\$ 211,784.00
Total Revenues	\$ 211,784.00	\$ -	\$ 211,784.00
Beginning Fund Balance	\$ 5,000.00		\$ 5,000.00
Total Available Funds	\$ 216,784.00	\$ -	\$ 216,784.00

Airport Bond Skg	<b>2018 Proposed</b>		
Other	\$ 7,750.00	\$ -	\$ 7,750.00
Total Revenues	\$ 7,750.00		\$ 7,750.00
Beginning Fund Balance	\$ -		\$ -
Total Available Funds	\$ 7,750.00	\$ -	\$ 7,750.00

GO Refunding Bonds	<b>2018 Proposed</b>			
Other	\$ 1,100.00	\$ -	\$ -	\$ 1,100.00
Total Revenues	\$ 1,100.00			\$ 1,100.00
Beginning Fund Balance	\$ 4,000.00			\$ 4,000.00
Total Available Funds	\$ 5,100.00	\$ -	\$ -	\$ 5,100.00

Water	<b>2018 Proposed</b>			
Licenses & Permits	\$ 1,600.00	\$ -	\$ -	\$ 1,600.00
Other	\$ 51,500.00	\$ -	\$ -	\$ 51,500.00
Public Enterprise	\$ 1,827,100.00	\$ -	\$ -	\$ 1,827,100.00
Total Revenues	\$ 1,880,200.00	\$ -	\$ -	\$ 1,880,200.00
Beginning Fund Balance	\$ 3,000,000.00			\$ 3,000,000.00
Total Available Funds	\$ 4,880,200.00	\$ -	\$ -	\$ 4,880,200.00

Sewer	<b>2018 Proposed</b>			
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Public Enterprise	\$ 2,296,850.00	\$ -	\$ -	\$ 2,296,850.00
Total Revenues	\$ 2,297,850.00	\$ -	\$ -	\$ 2,297,850.00
Beginning Fund Balance	\$ 2,500,000.00			\$ 2,500,000.00
Total Available Funds	\$ 4,797,850.00	\$ -	\$ -	\$ 4,797,850.00

Gas	<b>2018 Proposed</b>			
Licenses & Permits	\$ 500.00	\$ -	\$ -	\$ 500.00
Other	\$ 18,730.00	\$ -	\$ -	\$ 18,730.00
Public Enterprise	\$ 2,802,000.00	\$ -	\$ -	\$ 2,802,000.00
Total Revenues	\$ 2,821,230.00	\$ -	\$ -	\$ 2,821,230.00
Beginning Fund Balance	\$ 11,000,000.00			\$ 11,000,000.00
Total Available Funds	\$ 13,821,230.00	\$ -	\$ -	\$ 13,821,230.00

Biomass Gasification	<b>2018 Proposed</b>			
Intergovernmental	\$ -		\$ -	\$ -
Other	\$ 175,000.00	\$ -	\$ -	\$ 175,000.00
Total Revenues	\$ 175,000.00	\$ -	\$ -	\$ 175,000.00
Beginning Fund Balance	\$ -			\$ -
Total Available Funds	\$ 175,000.00	\$ -	\$ -	\$ 175,000.00

Airport	<b>2018 Proposed</b>			
Intergovernmental	\$ 614,000.00	\$ -	\$ -	\$ 614,000.00
Other	\$ 50,000.00	\$ 20,000.00	\$ -	\$ 70,000.00

Public Enterprise	\$ 346,500.00	\$ -	\$ 346,500.00
Total Revenues	\$ 1,010,500.00	\$ 20,000.00	\$ 1,030,500.00
Beginning Fund Balance	\$ 40,000.00		
Total Available Funds	\$ 1,050,500.00	\$ 20,000.00	\$ 1,070,500.00

Cemetery	<b>2018 Proposed</b>		
Other	\$ 3,700.00	\$ -	\$ 3,700.00
Total Revenues	\$ 3,700.00	\$ -	\$ 3,700.00
Beginning Fund Balance	\$ 245,000.00		\$ 245,000.00
Total Available Funds	\$ 248,700.00	\$ -	\$ 248,700.00

(B) Expenditures:

General Fund	2018 Proposed	Adjustments	Total
Governmental Administrative	\$ 3,570,050.00	\$ -	\$ 3,570,050.00
City Court	\$ 12,000.00	\$ -	\$ 12,000.00
General Elections	\$ -	\$ -	\$ -
Recorder-Treasurer	\$ 363,300.00	\$ -	\$ 363,300.00
City Attorney	\$ 96,000.00	\$ -	\$ 96,000.00
Purchasing	\$ 176,860.00	\$ 6,000.00	\$ 182,860.00
Data Processing	\$ 70,000.00	\$ 6,000.00	\$ 76,000.00
Developmental Services	\$ 144,500.00	\$ -	\$ 144,500.00
Grounds Maintenance	\$ 218,100.00	\$ 40,000.00	\$ 258,100.00
City Hall	\$ 45,425.00	\$ -	\$ 45,425.00
CMC Building	\$ 108,700.00	\$ -	\$ 108,700.00
Police Department	\$ 5,334,120.00	\$ 125,000.00	\$ 5,459,120.00
Fire Department	\$ 1,785,050.00	\$ 30,000.00	\$ 1,815,050.00
Outside Fire	\$ 268,000.00	\$ -	\$ 268,000.00
Civil Defense	\$ 34,750.00	\$ 10,000.00	\$ 44,750.00
Street Department	\$ 1,267,700.00	\$ -	\$ 1,267,700.00
Street Lighting	\$ 15,000.00	\$ -	\$ 15,000.00
City Garage	\$ 214,649.00	\$ -	\$ 214,649.00
Cemetery Maintenance	\$ 2,000.00	\$ -	\$ 2,000.00
Gis Department	\$ 9,350.00	\$ -	\$ 9,350.00
Industrial Department	\$ 54,000.00	\$ -	\$ 54,000.00
Rabies and Animal Control	\$ 56,612.00	\$ 7,000.00	\$ 63,612.00
Library	\$ 23,512.00	\$ -	\$ 23,512.00
Recreation Administration	\$ 75,350.00	\$ 2,000.00	\$ 77,350.00
Recreation Center	\$ 2,000.00		\$ 2,000.00
Playgrounds	\$ 99,270.00	\$ (2,000.00)	\$ 97,270.00
Pool	\$ 174,700.00	\$ -	\$ 174,700.00

Sportsplex	\$	306,500.00		\$	306,500.00
Park Security	\$	33,800.00	\$ (31,000.00)	\$	2,800.00
Music On Square	\$	-		\$	-
CDBG 2013 Comm Improve	\$	-		\$	-
Education	\$	10,000.00	\$ 8,000.00	\$	18,000.00
Debt Service	\$	238,052.00	\$ 15,000.00	\$	253,052.00
Total Appropriations	\$	14,809,350.00	\$ 216,000.00	\$	15,025,350.00
Surplus/(Deficit)	\$	-			
Ending Fund Balance	\$	14,809,350.00	\$ 216,000.00	\$	15,025,350.00

<b>State Street</b>	<b>2018 Proposed</b>				
Highways, Streets, Lighting	\$	255,400.00	\$ 60,000.00	\$	315,400.00
Total Appropriations	\$	255,400.00	\$ 60,000.00	\$	315,400.00
Surplus/(Deficit)	\$	-			
Ending Fund Balance	\$	255,400.00	\$ 60,000.00	\$	315,400.00

<b>Museum</b>	<b>2018 Proposed</b>				
Museum/nature Center	\$	147,775.00	\$ -	\$	147,775.00
Total Appropriations	\$	147,775.00	\$ -	\$	147,775.00
Surplus/(Deficit)	\$	-		\$	-
Ending Fund Balance	\$	147,775.00	\$ -	\$	147,775.00

<b>Community Development</b>	<b>2018 Proposed</b>	<b>Adjustment</b>	<b>Total</b>
Slum/Blighted Areas	\$ 475,900.00	\$ 125,000.00	\$ 600,900.00
Total Appropriations	\$ 475,900.00	\$ 125,000.00	\$ 600,900.00
Surplus/(Deficit)	\$ -		\$ -
Ending Fund Balance	\$ 475,900.00	\$ 125,000.00	\$ 600,900.00

<b>Solid Waste Mgmt</b>	<b>2018 Proposed</b>				
Solid Waste Mgmt	\$	1,518,675.00	\$ 20,000.00	\$	1,538,675.00
Debt Service	\$	8,443.00	\$ -	\$	8,443.00
Total Appropriations	\$	1,527,118.00	\$ 20,000.00	\$	1,547,118.00
Surplus/(Deficit)	\$	-			
Ending Fund Balance	\$	1,527,118.00	\$ 20,000.00	\$	1,547,118.00

<b>TIIP Grant</b>	<b>2018 Proposed</b>				
ELS Industries	\$	609,555.00	\$ -	\$	609,555.00
Total Appropriations	\$	609,555.00	\$ -	\$	609,555.00
Surplus/(Deficit)	\$	-		\$	-
Ending Fund Balance	\$	609,555.00	\$ -	\$	609,555.00

<b>Drug</b>	<b>2018 Proposed</b>		
Drug Investigation	\$ 41,300.00	\$ 7,000.00	\$ 48,300.00
Total Appropriations	\$ 41,300.00	\$ 7,000.00	\$ 48,300.00
Surplus/(Deficit)	\$ -		
Ending Fund Balance	\$ 41,300.00	\$ 7,000.00	\$ 48,300.00

<b>GO Fire Truck Skg</b>	<b>2018 Proposed</b>		
Debt Service	\$ -	\$ -	\$ -
Total Appropriations	\$ -	\$ -	\$ -
Surplus/(Deficit)	\$ -	\$ -	\$ -
Ending Fund Balance	\$ -		\$ -

<b>PBACCT BD Skg</b>	<b>2018 Proposed</b>		
Debt Service	\$ 211,784.00	\$ -	\$ 211,784.00
Total Appropriations	\$ 211,784.00	\$ -	\$ 211,784.00
Surplus/(Deficit)	\$ -		\$ -
Ending Fund Balance	\$ 211,784.00	\$ -	\$ 211,784.00

<b>Airport Bd Skg</b>	<b>2018 Proposed</b>		
Debt Service	\$ 7,750.00	\$ -	\$ 7,750.00
Total Appropriations	\$ 7,750.00	\$ -	\$ 7,750.00
Surplus/(Deficit)	\$ -		\$ -
Ending Fund Balance	\$ 7,750.00	\$ -	\$ 7,750.00

<b>GO Refunding Bonds</b>	<b>2018 Proposed</b>		
Debt Service	\$ 1,100.00	\$ -	\$ 1,100.00
Total Appropriations	\$ 1,100.00	\$ -	\$ 1,100.00
Surplus/(Deficit)	\$ -		\$ -
Ending Fund Balance	\$ 1,100.00	\$ -	\$ 1,100.00

<b>Water</b>	<b>2018 Proposed</b>		
Purification	\$ 351,100.00	\$ -	\$ 351,100.00
Transmission & Distribution	\$ 394,450.00	\$ -	\$ 394,450.00
Water Administration	\$ 724,630.00	\$ -	\$ 724,630.00
Debt Service	\$ 44,060.00	\$ -	\$ 44,060.00
Total Appropriations	\$ 1,514,240.00	\$ -	\$ 1,514,240.00
Surplus/(Deficit)	\$ -		\$ -
Ending Fund Balance	\$ 1,514,240.00	\$ -	\$ 1,514,240.00

<b>Sewer</b>	<b>2018 Proposed</b>		
Collection	\$ 202,300.00	\$ -	\$ 202,300.00
Treatment & Disposal	\$ 566,925.00	\$ -	\$ 566,925.00
Sewer Administration	\$ 1,265,400.00	\$ -	\$ 1,265,400.00
Debt Service	\$ 138,688.00	\$ -	\$ 138,688.00
Total Appropriations	\$ 2,173,313.00	\$ -	\$ 2,173,313.00
Surplus/(Deficit)	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 2,173,313.00	\$ -	\$ 2,173,313.00

<b>Gas</b>	<b>2018 Proposed</b>		
Purchased Gas	\$ 1,320,400.00	\$ -	\$ 1,320,400.00
Transmission & Distribution	\$ 391,850.00	\$ -	\$ 391,850.00
Administrative	\$ 781,900.00	\$ -	\$ 781,900.00
Total Appropriations	\$ 2,494,150.00	\$ -	\$ 2,494,150.00
Surplus/(Deficit)	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 2,494,150.00	\$ -	\$ 2,494,150.00

<b>Biomass Gasification</b>	<b>2018 Proposed</b>		
Gasification	\$ 140,000.00	\$ -	\$ 140,000.00
Debt Service	\$ 35,000.00	\$ -	\$ 35,000.00
Total Appropriations	\$ 175,000.00	\$ -	\$ 175,000.00
Surplus/(Deficit)	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 175,000.00	\$ -	\$ 175,000.00

<b>Airport</b>	<b>2018 Proposed</b>		
Airport Expenses	\$ 991,500.00	\$ 20,000.00	\$ 1,011,500.00
Debt Service	\$ 7,750.00	\$ -	\$ 7,750.00
Total Appropriations	\$ 999,250.00	\$ 20,000.00	\$ 1,019,250.00
Surplus/(Deficit)	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 999,250.00	\$ 20,000.00	\$ 1,019,250.00

<b>Cemetery</b>	<b>2018 Proposed</b>		
Cemetery Expenditures	\$ 3,700.00	\$ -	\$ 3,700.00
Total Appropriations	\$ 3,700.00	\$ -	\$ 3,700.00
Surplus/(Deficit)	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 3,700.00	\$ -	\$ 3,700.00

Section 2. That all ordinances or parts of ordinances in conflict with this ordinance be and the same are hereby repealed; but all ordinances not in conflict with this ordinance remain in full force and effect.



Passed on 1st Reading  
 Passed on 2nd Reading

CITY OF COVINGTON  
 501-C-3  
 2018-2019

Mayor  
 Recorder-Treasurer

ORGANIZATION	17-18 BUDGET	17-18 ACTUAL	2018-19 REQUEST	PACKET RECEIVED
AMERICAN LEGION POST 67	\$ 250.00	\$ 250.00	\$ 350.00	X
CONFIDENTIAL CARE MOBILE MINISTRY			\$ 1,500.00	X
TIPTON FINE ARTS COUNCIL	\$ 1,500.00	\$ 1,500.00		
CHILDREN & FAMILY SERVICES	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	X
VETERAN'S SERVICE OFFICE				
CARL PERKINS CHILD ABUSE CENTER	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	X
DELTA HUMAN RESOURCE AGENCY	\$ 750.00	\$ 750.00	\$ 1,500.00	X
TIPTON COUNTY COMMISSION ON AGING	\$ 5,111.50	\$ 5,111.50		
COVINGTON BOXING CLUB	\$ 1,250.00	\$ 1,250.00		
COVINGTON BOXING CLUB - EQUIPMENT	\$ 900.00	\$ 900.00		
COVINGTON ECONOMIC DEV. CORP.	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	X
TIPTON CO SCHOOL ARTS (IMAGINATION LIBRARY)	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	X
BOY SCOUTS				
WESTSTAR UT MARTIN				
BOY & GIRLS CLUB OF THE HATCHIE RIVER	\$ 13,000.00	\$ 13,000.00	\$ 26,000.00	X
JACO A				
TIPTON COUNTY JUNIOR AUXILIARY	\$ 250.00	\$ 250.00	\$ 1,000.00	X
MISC	\$ 513.50	\$ 513.50	\$ 513.50	
TOTAL	\$ 34,525.00	\$ 34,525.00	\$ 52,863.50	\$ -

All organizations included in budget for fiscal year 17-18 were mailed a letter with their donation checks in January with the new guidelines.  
 \*Deadline for packets to be turned in is 5/1/2018 X - notates packet received by 5/1/18 otherwise date shown is date the packet was received

# **ST. ALPHONSUS CATHOLIC CHURCH**

*1225 Highway 51 South, P. O. Box 430  
Covington, TN 38019*

May 17, 2018

Dear Mayor Hanson and Aldermen,

I am Fr. Martin Orjanioké, Pastor of St. Alphonsus Catholic Church. I am respectfully requesting approval for our church to hold a Corpus Christi Procession on Sunday, June 3<sup>rd</sup> at noon, the first in the history of Tipton County. We will process north on Hwy 51 to Cobb-Parr Park where we will have a Benediction. After the Benediction there will be a bus available to take the parishioners back to the church. We are expecting approximately 50-75 people to participate in the procession. For safety purposes we will require a police escort to the park.

Please contact me should you have any questions or concerns regarding this request.

Thank you for your time and consideration in our endeavor to bring forth a new tradition in our community.

May God's blessings and grace be with each of you as you lead and govern the welfare of our city.

Peace of Christ

Rev. Martin Orjanioké



Parks Rec  
FY 2017/2018

1	Description					
2	Membership	Season Oct.- April	SportsPlex or Pool Only	SportsPlex or Pool Only	Water & Weights	Water &Weights
3		Annual	Annual	Monthly	Annual	Monthly
4	Single Resident	\$100.00	\$200.00	\$25.00	\$250.00	\$30.00
5	Family Resident	\$150.00	\$250.00	\$30.00	\$325.00	\$35.00
6	Single Non-Resident	\$150.00	\$250.00	\$30.00	\$325.00	\$35.00
7	Family Non-Resident	\$200.00	\$300.00	\$35.00	\$400.00	\$45.00
8	Senior (55 & Over)	\$75.00	\$125.00	\$15.00	\$155.00	\$20.00
9	Special Needs Adults	\$75.00	\$125.00	\$15.00	\$155.00	\$20.00
10	Corporate Rate	\$100.00	\$150.00	\$20.00	\$200.00	\$25.00
11	Corporate Family	\$150.00	\$225.00	\$25.00	\$275.00	\$30.00
12	City Employee Single	\$90.00	\$125.00	N/A	\$150.00	N/A
13	City Employee Family	\$125.00	\$200.00	N/A	\$250.00	N/A
14	Students (College ID Required)	\$75.00	\$125.00	\$15.00	\$155.00	\$20.00
15	Military/Fire/Police/Teac her-Single	\$100.00	\$150.00	\$20.00	\$200.00	\$25.00
16	Military/Fire/Police/Teac her-Family	\$150.00	\$225.00	\$25.00	\$275.00	\$30.00
17	Guest Fee	\$7.00				
18	Kids Summer Pass ages 8- 17	\$60.00	Starts the day school lets out ends day school starts back			
19	2 or more at the same addressed home	\$90.00				
20	Water Aerobics	\$30.00 monthly				
21	Master Swim	\$50.00 monthly				
22						

Parks Rec  
FY 2017/2018

	Description					
	Swim Lessons:					
	1st Session	\$50 Siblings		\$100(3)perfamily		
	2nd Session	\$40 Siblings	\$75(2)per family	\$90(3)per family		
	3rd Session	\$30 Siblings	\$65(2) perfamily	\$80(3)per family		
23	4 or more Sessions	\$25 per session	\$55(2)per family			
24						
25						
26	Pool Admission -Non-member	\$7.00				
27	Pool Party	\$125.00 for 3 hours; \$50.00 per additional hour				
28		\$45.00 deposit does include lifeguard				
29						
30	Race Timing System	\$500.00				
31	Special Events Permit Fee	\$100.00				
32	Pavilion Usage/Pole Barn	\$50.00 4 hours or less; \$70.00 over 4 hours				
33	Stage Usage	\$1000.00 includes delivery and pickup				
34	Ballfields	10% of tournament entry fee & 15% of concession sales				
35	Turface (field drying material)	\$10.00 per bag				
36	Parks & Recs Employees	\$25.00 per hour per employee	between games only			
37	Ballfield Rentals (Practice)	Time Slot for a rental - One and a half ours (90 minutes)				

Parks Rec  
FY 2017/2018

	Description					
38	Covington resident(team) rate (a team consisting of at least 70% Covington residents)	Field rental w/o lights - \$30.00 per slot(multi rental discount paid in advance \$225 for 10)	Field rental with lights - \$40.00 per slot(multi rental discount paid in advance \$325.00 for 10)	Deposit: \$100.00		
39	Non-Resident (team) rate (a team consisting of less than 70% Covington residents)	Field Rental w/o lights -\$40.00 per slot (multi rental discount pain in advance \$325.00) for 10	Field Rental with lights - \$50.00 per slot (multi rental discount paid in advance \$425.00 for 10)	Deposit: \$150.00		
40						
41	Fairgrounds	15% of gate & 15% of concession sales				
57	Park Bench Dedications					
58	Park Bench New Only	\$1,000.00				
59	Park Bench Plaque	\$350.00				
43	<b>Tipton County Museum, Veterans' Memorial and Nature Center</b>					
44	Museum Conference Room	\$50.00 per hour; \$100.00 refundable deposit				
45	Dues					
46	Individual, Military Family, Senior Family	\$25.00				
47	Family Membership	\$30.00				
48	Contributor	\$50.00				
49	Philanthropist	\$100.00				
50	Benefactor	\$200.00				

Parks Rec  
FY 2017/2018

51	Corporate Sponsor	\$500.00				
52						
53	Lecture Series - Non Members	\$5.00				
54	Art Classes - Members	\$60.00				
55	Art Classes - Non Members	\$85.00				
56	Brick, Sale of	\$100.00				
60	<b>Education</b>					
61	School programs of 10 or more	\$5.00 per child				
62	Saturday Workshops for	\$8.00 per child Non Members				
63	school age children					
64						
65	Mayfest Booth Rentals	\$25.00				

64

COURT  
FY 2017/2018

	Description	CMC	TCA	FINE	FEES	TAX	TOTAL
61	Profanity			\$25.00			\$25.00
62	Contempt of Court	3-204		\$25.00			\$25.00
63	Description						
64	Appeal Bond to Circuit Court -	3-402					\$250.00
65	Dissatisfied with City Court judgement						
66	Fireworks	561		\$50.00	\$105.00	\$13.75	\$168.75
67	Bumper Law	564		\$10.00	\$105.00	\$13.75	\$128.75
68	Texting While Driving	308		\$50.00	\$10.00		\$60.00
69	Heavy Trucks			\$50.00			
70	Towed Vehicles			Actual Cost			
71	Releasing immobilized vehicle \$50.00 Fee						
72							
73							
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ORDINANCE 1702

AN ORDINANCE TO AMEND ORDINANCE "THE ANNUAL BUDGET FOR THE CITY OF COVINGTON, TENNESSEE FOR THE FISCAL YEAR 2017-18" BEGINNING ON JULY 1, 2017 AND ENDING ON JUNE 30, 2018.

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

Section 1. That there is hereby adopted the amendments to the total revenues and available funds and total expenditures (Annual Budget) for the City of Covington, Tennessee for Fiscal Year 2018 beginning on July 1, 2017 and ending on June 30, 2018 as follows:

(A) TOTAL REVENUES AND AVAILABLE FUNDS:

General Fund	<b>2018 Proposed</b>	Adjustments	Total
Local Taxes	\$ 8,792,200.00	\$ -	\$ 8,792,200.00
Licenses & Permits	\$ 33,100.00	\$ -	\$ 33,100.00
Intergovernmental	\$ 1,788,900.00	\$ -	\$ 1,788,900.00
Charges for Services	\$ 376,500.00	\$ -	\$ 376,500.00
Fines, Forfeits, & Penalty	\$ 125,000.00	\$ -	\$ 125,000.00
Other	\$ 3,312,000.00	\$ -	\$ 3,312,000.00
Public Enterprise	\$ 36,000.00	\$ -	\$ 36,000.00
Total Revenues	\$ 14,463,700.00	\$ -	\$ 14,463,700.00
Beginning Fund Balance	\$ 1,600,000.00		\$ 1,600,000.00
Total Available Funds	\$ 16,063,700.00	\$ -	\$ 16,063,700.00
State Street	<b>2018 Proposed</b>		
Intergovernmental	\$ 255,400.00	\$ -	\$ 255,400.00
Total Revenues	\$ 255,400.00		\$ 255,400.00
Beginning Fund Balance	\$ 70,000.00		\$ 70,000.00
Total Available Funds	\$ 325,400.00	\$ -	\$ 325,400.00
T C Museum	<b>2018 Proposed</b>		
Charges for Services	\$ 9,800.00	\$ -	\$ 9,800.00
Other	\$ 139,500.00	\$ -	\$ 139,500.00
Total Revenues	\$ 149,300.00		\$ 149,300.00
Beginning Fund Balance	\$ 60,000.00		\$ 60,000.00
Total Available Funds	\$ 209,300.00	\$ -	\$ 209,300.00

Community Development	<b>2018 Proposed</b>		
Other	\$	-	
Public Enterprise	\$	479,400.00	\$ 125,000.00 \$ 604,400.00
Total Revenues	\$	479,400.00	\$ 125,000.00 \$ 604,400.00
Beginning Fund Balance	\$	600,000.00	\$ 600,000.00
Total Available Funds	\$	1,079,400.00	\$ 125,000.00 \$ 1,204,400.00

Solid Waste			
Charges for Services	\$	1,560,000.00	\$ - \$ 1,560,000.00
Other	\$	-	\$ 33,000.00 \$ 33,000.00
Public Enterprise	\$	20,000.00	\$ - \$ 20,000.00
Total Revenues	\$	1,580,000.00	\$ 33,000.00 \$ 1,613,000.00
Beginning Fund Balance	\$	400,000.00	\$ 400,000.00
Total Available Funds	\$	1,980,000.00	\$ 33,000.00 \$ 2,013,000.00

TIIP Grant	<b>2018 Proposed</b>		
Intergovernmental	\$	609,555.00	\$ - \$ 609,555.00
Total Revenues	\$	609,555.00	\$ 609,555.00
Beginning Fund Balance	\$	-	\$ -
Total Available Funds	\$	609,555.00	\$ - \$ 609,555.00

Drug Fund	<b>2018 Proposed</b>		
Fines	\$	30,000.00	\$ - \$ 30,000.00
Other	\$	-	\$ -
Total Revenues	\$	30,000.00	\$ - \$ 30,000.00
Beginning Fund Balance	\$	60,000.00	\$ 60,000.00
Total Available Funds	\$	90,000.00	\$ - \$ 90,000.00

PBACCT Bd Skg	<b>2018 Proposed</b>		
Other	\$	211,784.00	\$ - \$ 211,784.00
Total Revenues	\$	211,784.00	\$ - \$ 211,784.00
Beginning Fund Balance	\$	5,000.00	\$ 5,000.00
Total Available Funds	\$	216,784.00	\$ - \$ 216,784.00

Airport Bond Skg	<b>2018 Proposed</b>		
Other	\$	7,750.00	\$ - \$ 7,750.00
Total Revenues	\$	7,750.00	\$ 7,750.00
Beginning Fund Balance	\$	-	\$ -
Total Available Funds	\$	7,750.00	\$ - \$ 7,750.00

GO Refunding Bonds	<b>2018 Proposed</b>			
Other	\$ 1,100.00	\$ -	\$ 1,100.00	
Total Revenues	\$ 1,100.00		\$ 1,100.00	
Beginning Fund Balance	\$ 4,000.00		\$ 4,000.00	
Total Available Funds	\$ 5,100.00	\$ -	\$ 5,100.00	

Water	<b>2018 Proposed</b>			
Licenses & Permits	\$ 1,600.00	\$ -	\$ 1,600.00	
Other	\$ 51,500.00	\$ -	\$ 51,500.00	
Public Enterprise	\$ 1,827,100.00	\$ -	\$ 1,827,100.00	
Total Revenues	\$ 1,880,200.00	\$ -	\$ 1,880,200.00	
Beginning Fund Balance	\$ 3,000,000.00		\$ 3,000,000.00	
Total Available Funds	\$ 4,880,200.00	\$ -	\$ 4,880,200.00	

Sewer	<b>2018 Proposed</b>			
Intergovernmental	\$ -	\$ -	\$ -	
Other	\$ 1,000.00	\$ -	\$ 1,000.00	
Public Enterprise	\$ 2,296,850.00	\$ -	\$ 2,296,850.00	
Total Revenues	\$ 2,297,850.00	\$ -	\$ 2,297,850.00	
Beginning Fund Balance	\$ 2,500,000.00		\$ 2,500,000.00	
Total Available Funds	\$ 4,797,850.00	\$ -	\$ 4,797,850.00	

Gas	<b>2018 Proposed</b>			
Licenses & Permits	\$ 500.00	\$ -	\$ 500.00	
Other	\$ 18,730.00	\$ -	\$ 18,730.00	
Public Enterprise	\$ 2,802,000.00	\$ -	\$ 2,802,000.00	
Total Revenues	\$ 2,821,230.00	\$ -	\$ 2,821,230.00	
Beginning Fund Balance	\$ 11,000,000.00		\$ 11,000,000.00	
Total Available Funds	\$ 13,821,230.00	\$ -	\$ 13,821,230.00	

Biomass Gasification	<b>2018 Proposed</b>			
Intergovernmental	\$ -		\$ -	
Other	\$ 175,000.00	\$ -	\$ 175,000.00	
Total Revenues	\$ 175,000.00	\$ -	\$ 175,000.00	
Beginning Fund Balance	\$ -		\$ -	
Total Available Funds	\$ 175,000.00	\$ -	\$ 175,000.00	

Airport	<b>2018 Proposed</b>			
Intergovernmental	\$ 614,000.00	\$ -	\$ 614,000.00	
Other	\$ 50,000.00	\$ 20,000.00	\$ 70,000.00	

Public Enterprise	\$ 346,500.00	\$ -	\$ 346,500.00
Total Revenues	\$ 1,010,500.00	\$ 20,000.00	\$ 1,030,500.00
Beginning Fund Balance	\$ 40,000.00		
Total Available Funds	\$ 1,050,500.00	\$ 20,000.00	\$ 1,070,500.00

Cemetery	<b>2018 Proposed</b>		
Other	\$ 3,700.00	\$ -	\$ 3,700.00
Total Revenues	\$ 3,700.00	\$ -	\$ 3,700.00
Beginning Fund Balance	\$ 245,000.00		\$ 245,000.00
Total Available Funds	\$ 248,700.00	\$ -	\$ 248,700.00

(B) Expenditures:

<b>General Fund</b>	<b>2018 Proposed</b>	<b>Adjustments</b>	<b>Total</b>
Governmental Administrative	\$ 3,570,050.00	\$ -	\$ 3,570,050.00
City Court	\$ 12,000.00	\$ -	\$ 12,000.00
General Elections	\$ -	\$ -	\$ -
Recorder-Treasurer	\$ 363,300.00	\$ -	\$ 363,300.00
City Attorney	\$ 96,000.00	\$ -	\$ 96,000.00
Purchasing	\$ 176,860.00	\$ 6,000.00	\$ 182,860.00
Data Processing	\$ 70,000.00	\$ 6,000.00	\$ 76,000.00
Developmental Services	\$ 144,500.00	\$ -	\$ 144,500.00
Grounds Maintenance	\$ 218,100.00	\$ 40,000.00	\$ 258,100.00
City Hall	\$ 45,425.00	\$ -	\$ 45,425.00
CMC Building	\$ 108,700.00	\$ -	\$ 108,700.00
Police Department	\$ 5,334,120.00	\$ 125,000.00	\$ 5,459,120.00
Fire Department	\$ 1,785,050.00	\$ 30,000.00	\$ 1,815,050.00
Outside Fire	\$ 268,000.00	\$ -	\$ 268,000.00
Civil Defense	\$ 34,750.00	\$ 10,000.00	\$ 44,750.00
Street Department	\$ 1,267,700.00	\$ -	\$ 1,267,700.00
Street Lighting	\$ 15,000.00	\$ -	\$ 15,000.00
City Garage	\$ 214,649.00	\$ -	\$ 214,649.00
Cemetery Maintenance	\$ 2,000.00	\$ -	\$ 2,000.00
Gis Department	\$ 9,350.00	\$ -	\$ 9,350.00
Industrial Department	\$ 54,000.00	\$ -	\$ 54,000.00
Rabies and Animal Control	\$ 56,612.00	\$ 7,000.00	\$ 63,612.00
Library	\$ 23,512.00	\$ -	\$ 23,512.00
Recreation Administration	\$ 75,350.00	\$ 2,000.00	\$ 77,350.00
Recreation Center	\$ 2,000.00		\$ 2,000.00
Playgrounds	\$ 99,270.00	\$ (2,000.00)	\$ 97,270.00
Pool	\$ 174,700.00	\$ -	\$ 174,700.00

Sportsplex	\$	306,500.00		\$	306,500.00
Park Security	\$	33,800.00	\$ (31,000.00)	\$	2,800.00
Music On Square	\$	-		\$	-
CDBG 2013 Comm Improve	\$	-		\$	-
Education	\$	10,000.00	\$ 8,000.00	\$	18,000.00
Debt Service	\$	238,052.00	\$ 15,000.00	\$	253,052.00
Total Appropriations	\$	14,809,350.00	\$ 216,000.00	\$	15,025,350.00
Surplus/(Deficit)	\$	-			
Ending Fund Balance	\$	14,809,350.00	\$ 216,000.00	\$	15,025,350.00

#### State Street

#### 2018 Proposed

Highways, Streets, Lighting	\$	255,400.00	\$ 60,000.00	\$	315,400.00
Total Appropriations	\$	255,400.00	\$ 60,000.00	\$	315,400.00
Surplus/(Deficit)	\$	-			
Ending Fund Balance	\$	255,400.00	\$ 60,000.00	\$	315,400.00

#### Museum

#### 2018 Proposed

Museum/nature Center	\$	147,775.00	\$ -	\$	147,775.00
Total Appropriations	\$	147,775.00	\$ -	\$	147,775.00
Surplus/(Deficit)	\$	-		\$	-
Ending Fund Balance	\$	147,775.00	\$ -	\$	147,775.00

#### Community Development

#### 2018 Proposed

#### Adjustment

#### Total

Slum/Blighted Areas	\$	475,900.00	\$ 125,000.00	\$	600,900.00
Total Appropriations	\$	475,900.00	\$ 125,000.00	\$	600,900.00
Surplus/(Deficit)	\$	-		\$	-
Ending Fund Balance	\$	475,900.00	\$ 125,000.00	\$	600,900.00

#### Solid Waste Mgmt

#### 2018 Proposed

Solid Waste Mgmt	\$	1,518,675.00	\$ 20,000.00	\$	1,538,675.00
Debt Service	\$	8,443.00	\$ -	\$	8,443.00
Total Appropriations	\$	1,527,118.00	\$ 20,000.00	\$	1,547,118.00
Surplus/(Deficit)	\$	-			
Ending Fund Balance	\$	1,527,118.00	\$ 20,000.00	\$	1,547,118.00

#### TIIP Grant

#### 2018 Proposed

ELS Industries	\$	609,555.00	\$ -	\$	609,555.00
Total Appropriations	\$	609,555.00	\$ -	\$	609,555.00
Surplus/(Deficit)	\$	-		\$	-
Ending Fund Balance	\$	609,555.00	\$ -	\$	609,555.00

<b>Drug</b>	<b>2018 Proposed</b>		
Drug Investigation	\$ 41,300.00	\$ 7,000.00	\$ 48,300.00
Total Appropriations	\$ 41,300.00	\$ 7,000.00	\$ 48,300.00
Surplus/(Deficit)	\$ -		
Ending Fund Balance	\$ 41,300.00	\$ 7,000.00	\$ 48,300.00

<b>GO Fire Truck Skg</b>	<b>2018 Proposed</b>		
Debt Service	\$ -	\$ -	\$ -
Total Appropriations	\$ -	\$ -	\$ -
Surplus/(Deficit)	\$ -	\$ -	\$ -
Ending Fund Balance	\$ -		\$ -

<b>PBACCT BD Skg</b>	<b>2018 Proposed</b>		
Debt Service	\$ 211,784.00	\$ -	\$ 211,784.00
Total Appropriations	\$ 211,784.00	\$ -	\$ 211,784.00
Surplus/(Deficit)	\$ -		\$ -
Ending Fund Balance	\$ 211,784.00	\$ -	\$ 211,784.00

<b>Airport Bd Skg</b>	<b>2018 Proposed</b>		
Debt Service	\$ 7,750.00	\$ -	\$ 7,750.00
Total Appropriations	\$ 7,750.00	\$ -	\$ 7,750.00
Surplus/(Deficit)	\$ -		\$ -
Ending Fund Balance	\$ 7,750.00	\$ -	\$ 7,750.00

<b>GO Refunding Bonds</b>	<b>2018 Proposed</b>		
Debt Service	\$ 1,100.00	\$ -	\$ 1,100.00
Total Appropriations	\$ 1,100.00	\$ -	\$ 1,100.00
Surplus/(Deficit)	\$ -		\$ -
Ending Fund Balance	\$ 1,100.00	\$ -	\$ 1,100.00

<b>Water</b>	<b>2018 Proposed</b>		
Purification	\$ 351,100.00	\$ -	\$ 351,100.00
Transmission & Distribution	\$ 394,450.00	\$ -	\$ 394,450.00
Water Administration	\$ 724,630.00	\$ -	\$ 724,630.00
Debt Service	\$ 44,060.00	\$ -	\$ 44,060.00
Total Appropriations	\$ 1,514,240.00	\$ -	\$ 1,514,240.00
Surplus/(Deficit)	\$ -		\$ -
Ending Fund Balance	\$ 1,514,240.00	\$ -	\$ 1,514,240.00

<b>Sewer</b>	<b>2018 Proposed</b>		
Collection	\$ 202,300.00	\$ -	\$ 202,300.00
Treatment & Disposal	\$ 566,925.00	\$ -	\$ 566,925.00
Sewer Administration	\$ 1,265,400.00	\$ -	\$ 1,265,400.00
Debt Service	\$ 138,688.00	\$ -	\$ 138,688.00
Total Appropriations	\$ 2,173,313.00	\$ -	\$ 2,173,313.00
Surplus/(Deficit)	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 2,173,313.00	\$ -	\$ 2,173,313.00

<b>Gas</b>	<b>2018 Proposed</b>		
Purchased Gas	\$ 1,320,400.00	\$ -	\$ 1,320,400.00
Transmission & Distribution	\$ 391,850.00	\$ -	\$ 391,850.00
Administrative	\$ 781,900.00	\$ -	\$ 781,900.00
Total Appropriations	\$ 2,494,150.00	\$ -	\$ 2,494,150.00
Surplus/(Deficit)	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 2,494,150.00	\$ -	\$ 2,494,150.00

<b>Biomass Gasification</b>	<b>2018 Proposed</b>		
Gasification	\$ 140,000.00	\$ -	\$ 140,000.00
Debt Service	\$ 35,000.00	\$ -	\$ 35,000.00
Total Appropriations	\$ 175,000.00	\$ -	\$ 175,000.00
Surplus/(Deficit)	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 175,000.00	\$ -	\$ 175,000.00

<b>Airport</b>	<b>2018 Proposed</b>		
Airport Expenses	\$ 991,500.00	\$ 20,000.00	\$ 1,011,500.00
Debt Service	\$ 7,750.00	\$ -	\$ 7,750.00
Total Appropriations	\$ 999,250.00	\$ 20,000.00	\$ 1,019,250.00
Surplus/(Deficit)	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 999,250.00	\$ 20,000.00	\$ 1,019,250.00

<b>Cemetery</b>	<b>2018 Proposed</b>		
Cemetery Expenditures	\$ 3,700.00	\$ -	\$ 3,700.00
Total Appropriations	\$ 3,700.00	\$ -	\$ 3,700.00
Surplus/(Deficit)	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 3,700.00	\$ -	\$ 3,700.00

Section 2. That all ordinances or parts of ordinances in conflict with this ordinance be and the same are hereby repealed; but all ordinances not in conflict with this ordinance remain in full force and effect.



## RESOLUTION

### **A RESOLUTION TO ANNEX CERTAIN TERRITORY AND INCORPORATE SAME WITHIN THE CORPORATE BOUNDARIES OF THE CITY OF COVINGTON, TENNESSEE: AN AREA KNOWN AS FIRST BAPTIST CHURCH PROPERTY LOCATED ALONG HASTINGS WAY, A PORTION OF PARCEL 33.03, MAP 50.**

- WHEREAS, a request to be annexed has been made of the City of Covington by the current property owners of the area for annexation; and,
- WHEREAS, pursuant to *Tennessee Code Annotated* Sections 6-51-101 through 6-51-1123, the City of Covington has decided to expand its corporate boundaries through Annexation.
- WHEREAS, the Covington Municipal-Regional Planning Commission has recommended the area described below for annexation; and,
- WHEREAS, pursuant to *Tennessee Code Annotated* Sections 13-7-201 through 13-7-210 a municipal zoning ordinance has been adopted for the City of Covington; and,
- WHEREAS, the annexation of such territory is deemed necessary for the welfare of the residents and property owners thereof and of the City as a whole;
- WHEREAS, a Plan of Service for this area was adopted by resolution on June 26, 2018 as required by Section 6-51-102, Tennessee Code Annotated.
- WHEREAS, pursuant to *Tennessee Code Annotated* Section 13-7-203, a public hearing was held before this body on Tuesday, the 26<sup>th</sup> day of June, 2018, the time and place of which was published with fifteen days advance notice;

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

- Section 1** Pursuant to authority conferred by Sections 6-51-101 through 6-51-123, *Tennessee Code Annotated*, there is hereby annexed to the City of Covington, Tennessee, and incorporated within the corporate boundaries thereof, the following described territory adjoining the present corporate boundaries:

#### **A Portion of Parcel 33.03, Tipton County Tax Map 50**

Beginning at a point, said point being the intersection of the existing corporate limits of Covington, TN and the western boundary of Parcel 33.03, Tipton County Tax Map 50; thence moving in a southerly direction along the western boundary for Parcel 33.03 to a point, said point being the southwestern most corner of Parcel 33.03; thence moving in an easterly direction along the southern boundary of Parcel 33.03 to a point, said point being the intersection of the eastern boundary of Parcel 33.03 and the existing corporate limits of the City of Covington; thence moving in a northerly direction along the eastern boundary of Parcel 33.03 and the existing corporate limits to a point, said point being the intersection of the eastern boundary of Parcel 33.03 and the southern corporate limits of the City of Covington; thence moving in a westerly direction along the corporate limits of the City of Covington to the point of beginning.

- Section 2.** BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its passage after third and final reading, THE PUBLIC WELFARE REQUIRING IT.

\_\_\_\_\_  
Passed First Reading

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Passed Second Reading

\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Passed Third Reading

**ORDINANCE 1703**

**AN ORDINANCE TO ZONE CERTAIN TERRITORY AND INCORPORATE THE SAME WITHIN THE CORPORATE BOUNDARIES OF THE CITY OF COVINGTON, TENNESSEE: AN AREA KNOWN AS FIRST BAPTIST CHURCH PROPERTY LOCATED ALONG HASTINGS WAY, A PORTION OF PARCEL 33.03, MAP 50.**

WHEREAS, pursuant to *Tennessee Code Annotated* Sections 13-7-201 through 13-7-210 a municipal zoning ordinance has been adopted for the City of Covington; and,

WHEREAS, the Covington Municipal-Regional Planning Commission has recommended the following amendment to the Zoning Map to zone said property R-1 (Low Density Residential) District); and,

WHEREAS, pursuant to *Tennessee Code Annotated* Section 13-7-203, a public hearing was held before this body on Tuesday, the 26<sup>th</sup> day of June, 2018, the time and place of which was published with fifteen days advance notice;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF COVINGTON, TENNESSEE:

**Section 1.** That the Covington Municipal Zoning Map be amended by providing zoning services to the annexed area, and zone said Area R-1 (Low Density Residential) District. The area is more fully described as follows:

**A portion of Parcel 33.03, Tipton County Tax Map 50**

Beginning at a point, said point being the intersection of the existing corporate limits of Covington, TN and the western boundary of Parcel 33.03, Tipton County Tax Map 50; thence moving in a southerly direction along the western boundary for Parcel 33.03 to a point, said point being the southwestern most corner of Parcel 33.03; thence moving in an easterly direction along the southern boundary of Parcel 33.03 to a point, said point being the intersection of the eastern boundary of Parcel 33.03 and the existing corporate limits of the City of Covington; thence moving in a northerly direction along the eastern boundary of Parcel 33.03 and the existing corporate limits to a point, said point being the intersection of the eastern boundary of Parcel 33.03 and the southern corporate limits of the City of Covington; thence moving in a westerly direction along the corporate limits of the City of Covington to the point of beginning.

**Section 2.** BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after third and final reading, THE PUBLIC WELFARE REQUIRING IT.

\_\_\_\_\_  
Passed First Reading

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Passed Second Reading

\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Passed Third Reading

ORDINANCE 1704

AN ORDINANCE TO AMEND THE "COVINGTON MUNICIPAL CODE" BY ADOPTING, IN ACCORDANCE WITH TITLE 1, CHAPTER 8 ENTITLED PERSONNEL SYSTEM, SECTION 1-804 ENTITLED PERSONNEL RULES AND REGULATIONS, THE ATTACHED PERSONNEL RULES AND REGULATIONS, EMPLOYEE HANDBOOK, AND WORK RULES FOR THE CITY OF COVINGTON, TENNESSEE.

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

Section 1. That Title 1, Chapter 8, of the "Covington Municipal Code" is amended by adopting the attached Personnel Rule and Regulations, Employee Handbook and Work Rules in accordance with Section 1-804 entitled "Personnel Rules and Regulations:"

Section 2. If any provision of this Ordinance, or any policy or order thereafter, or the application of any provision to any person or circumstance is held invalid, the remainder of this chapter, and the application of the provision of this chapter, or of 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 Aldermen of the City of Covington, Tennessee, this \_\_\_\_ day of \_\_\_\_ .

Passed on 1<sup>st</sup> reading \_\_\_\_\_.

Passed on 2<sup>nd</sup> reading \_\_\_\_\_.

Passed on 3<sup>rd</sup> reading \_\_\_\_\_.

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

Recorder-Treasurer

Mayor

5-22-18

A2H	20,207.91	ADAPCO	3,468.00
ActSoft	585.00	Andrew Hefner	172.00
Airgas	384.28	AT&T	1,758.55
BFI N Shelby Landfill	5,533.74	Brenntag Mid-South,Inc.	2,800.00
Brighton Lumber, LLC	999.00	Co-op	968.00
Canon Solutions America	575.17	Cummins Sales&Service	478.72
Coin Holders LLC	1,569.05	Fleet Safety Equipment,Inc.	1,685.00
Comcast	1,028.34	G&C	697.50
Eastern Aviation Fuels,Inc.	19,233.35	Glide Paddlesports,LLC	3,120.00
ESRI	800.00	GM Financial	14,101.24
Jamieson&Fisher,Inc.	1,170.00	JD Distributors,Inc	477.08
John Deere Financial	882.66	Just-N-Case Security	349.00
Mid-South Bus Center	705.13	McCarter&English	289.69
Mike Adams	500.00	Memphis Sound.com	700.00
Republic Services	75,573.28	National Water Services,LLC	4,100.00
Richard Griggs	138.00	Nitro	1,750.76
Seth Walker	500.00	Owen/Jenkins/Dedmon	2,351.66
Shawn Parker	172.00	Quill	583.99
Sherman Hearn	1,800.00	Sandstorm	462.50
Southeastern Security Con.	720.00	Sanford Geary Electric	1,884.00
Sullivan's Natural Gas	8,023.00	Shapiro Uniform	3,827.28
Summit Roofing& Restoration	2,400.00	Simonton's	480.00
TGA	2,948.40	Ted's Glass Company	347.00
The Leader	1,957.00	Tipton County Sanitation	1,344.00
Tipton County Printing Ser.	712.50	TN Law Enforce Training	430.00
Verizon Wireless	637.93	Vermeer Mid-South	444.11
Waypoint	425.00	Wilson County	34,557.60
Wells Fargo	275.00	Witherington	3,027.00
Wooten Oil Co	20,063.79		
		<b>TOTAL:</b>	<b>257,174.21</b>