

Finance & Administration Committee Meeting
January 18, 2022
4:00 p.m.

1. LED Lighting Project Update - PATH
2. Boundary Line Discussion – Ronnie Neill
3. Leave Policy – Firemen – Ronnie Neill
4. Auction Item List for approval – Brad Kinney
5. ARPA Funding Discussion – Eboni Eaton/Tina Dunn
6. Municipal Code Chapter 10 & 11 Discussion – Director Fisher/Attorney
Witherington

Streetlight Conversion Project IGA Results






January 18, 2022

The PATH Process

1. PATH and City of Covington sign Professional Development Agreement (PDA)
2. PATH performs Investment Grade Audit (IGA)
 1. Complete utility negotiations with CES
 2. Perform physical audit of current streetlight equipment and design for future streetlight equipment
3. PATH presents City of Covington with final project proposal for Council approval
4. PATH implements a wholesale conversion to LED fixtures throughout the City

Where We Stand

1. Fully executed on 7/26/2021 
2. Investment Grade Audit (IGA)
 1. Physical audit began on 8/30/21 and design ended on 1/6/22 
3. F&A meeting today with possible Council approval at the 1/25/22 Council Meeting 
4. Materials can be ordered immediately after City Council approval. Installation should begin sometime in April-May and will take approximately 4 months

PANTH™

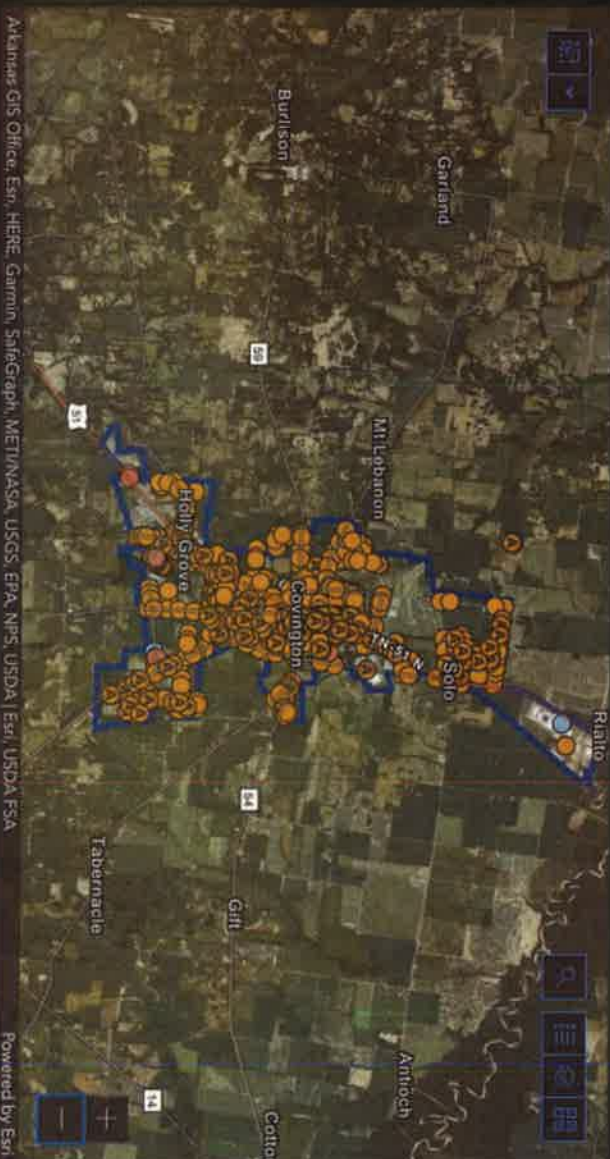
Work Conducted During the IGA:
Physical Audit – Two Months

1,233 Lights Audited

Audit Status



Fixture Model



Streetlights

- Audit Status
- Fieldchecked
 - Fieldchecked Added
 - Flagged For Review
 - To Be Audited
 - No Light Here

City Boundary

Wattage

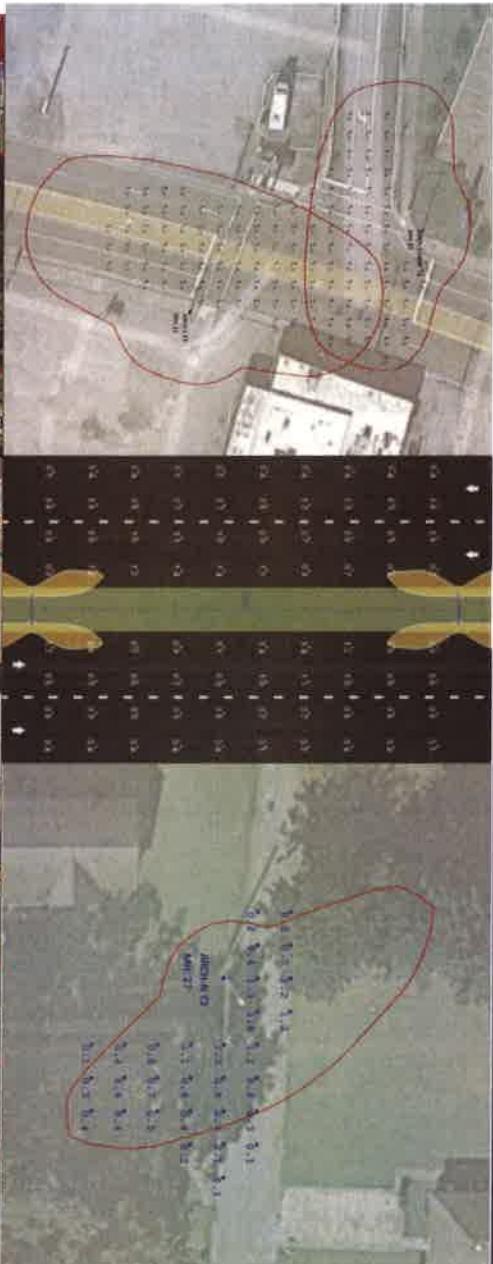


Pole Context



PVTH™

Work Conducted During the IGA:
Data Reconciliation and Design – Three Months



Streetlights:
 Evari Number: 320
 Audit Status: Fieldchecked
[Link to Google Street View](#)

X, Y: -89.649, 35.565

EVARI

RFI Status: RFI: Security Light?
 Field Notes: not facing road

Pole Number: NN
 Fixture Model: Flood Light
 Light Count: 1
 Lamp Type: Unknown
 Wattage: No Wattage Sticker

Pole Material: Metal
 Fixture Height: 30 - 32'
 Mast Arm Length: 30"
 Mast Arm Compliance: No
 Pole Offset: Not On Roadway
 Pole Condition: Average
 Mast Arm Condition: Average
 Power Service: Shared with Electric (Distribution)
 Pole Color: Galvanized Steel
 Mast Arm Color: Galvanized Steel

City-Wide LED Conversion Project Cost

\$868,703

Pre-Project Annual Streetlight Charges

\$140,104

Post-Project Annual Streetlight Charges

\$50,464

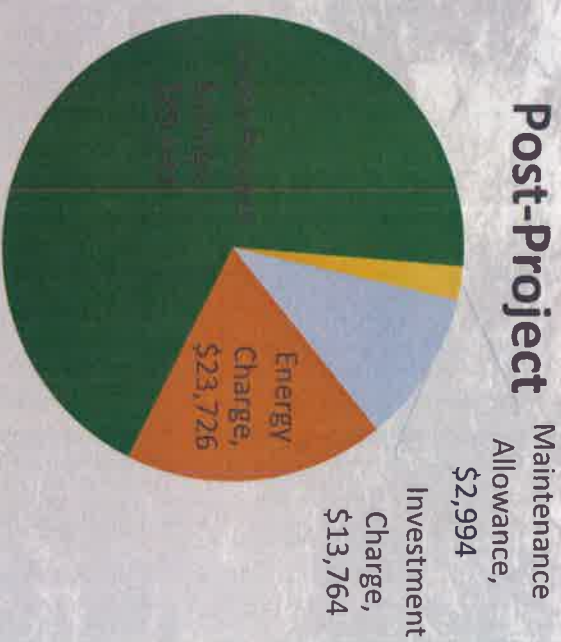
Gross Annual Savings

\$89,641

Pre-Project



Post-Project



20 Year Gross Project Savings: \$2,408,677



Financing Matrix

Covington Streetlight Project - Financing Options

	City of Covington Bond/PATH Construction		
Term (years)	10	15	20
(Effective) Interest Rate	1.50%	2.00%	2.50%
Annual Payment	\$94,197	\$67,607	\$55,725
Net Annual Savings	(\$4,556)	\$22,033	\$33,916
Net 20 Year Savings	\$1,466,706	\$1,394,569	\$1,294,181

PATH™

Next Steps



1. City-Council approves final project pricing on 1/25/2022
 - Contract is approved under TN Code 12-4-110
2. Installation Contract executed by both the City and PATH
 - Equipment is ordered ASAP
3. Payment submitted to CES for buyout of existing streetlight system
 - Savings immediately begin to be realized

Russ Phillips, PE
Co-Founder and Principal
PATH Company
Russ@PathCompany.com
901-896-5130

William Franklin
VP, Finance & Development
PATH Company
William@PathCompany.com
901-921-6516

Nathan Molica
VP, Infrastructure
PATH Company
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253-376-4516

**Surplus Auction
February, 2022**

Police Department

1. 2005 Chevrolet Trailblazer
2. 2003 Lincoln Town Car
3. 2004 Jeep Cherokee
4. 2008 Toyota Matrix
5. 2013 Dodge Charger
6. 2001 Chevrolet Suburban
7. 1997 Dodge Dakota
8. 2004 Ford Mustang

Public Works Dept.

9. 2002 Chevrolet Pickup
10. Mosquito Fogger
11. 1990's John Deere 1145 Mower
12. 1984 John Deere 1050 Tractor
13. 420E Cat Backhoe
14. 1997 Model 3500 Ditch Witch
15. 40 Foot Converted Flat Trailor
16. Yamaha Gas Golf Cart
17. Coats Tire Balancer
18. Segway

Fire Dept.

19. (2) 20kw Natural Gas Generators

Parks & Recreation Department

20. John Deere d170 Mower
21. S120 Snapper Mower

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: Seized Automobile

Description: 2005 Chevy Trailblazer

Serial Number: VIN #1GNET16S456160356

Age: 17 Estimated remaining useful life (years)___

Purchase price: Seized

Estimated Current Value: \$ 1,500⁰⁰

Reasons for making the nomination: Seized Vehicle


Signature

1-13-22
Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: Seized Automobile

Description: 2003 Lincoln Town Car

Serial Number: VIN #1LNHM82W03Y604205

Age: 19 Estimated remaining useful life (years)___

Purchase price: Seized

Estimated Current Value: 4,200⁰⁰

Reasons for making the nomination: Seized vehicle



Signature

1-13-22

Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: Seized Automobile

Description: 2004 Jeep Cherokee

Serial Number: VIN # 1J4GW8S44C318776

Age: 18 Estimated remaining useful life (years)___

Purchase price: Seized

Estimated Current Value: \$ 1500⁰⁰

Reasons for making the nomination: Seized Vehicle



Signature

1.13.22

Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: Seized Automobile

Description: 2008 Toyota Matrix

Serial Number: VIN # 2T1KR32E38C701545

Age: 14 Estimated remaining useful life (years)___

Purchase price: Seized

Estimated Current Value: \$ 1600⁰⁰

Reasons for making the nomination: Seized Vehicle



1-13-22

Signature

Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: Automobile

Description: 2013 Dodge Charger


Serial Number: VIN # 2C3CDXAG5DH532114

Age: 9 Estimated remaining useful life (years)___

Purchase price: \$25,922.00

Estimated Current Value: \$ 1500⁰⁰

Reasons for making the nomination: Cost Evaluation.



Signature

1-13-22

Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: Seized Automobile

Description: 2001 Chevrolet Suburban

Serial Number: VIN # 3GNFK16T31G136901

Age: 21 Estimated remaining useful life (years)___

Purchase price: Seized

Estimated Current Value: \$ 800⁰⁰

Reasons for making the nomination: Seized Vehicle



Signature

1-13-2021

Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: Seized Automobile

Description: 1997 Dodge Dakota

Serial Number: VIN # 1B7GL23YXVS268214

Age: 25 Estimated remaining useful life (years)___

Purchase price: Seized

Estimated Current Value: \$1,500.00

Reasons for making the nomination: seized vehicle



Signature

1.13.02

Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: Seized Automobile

Description: 2004 Ford Mustang


Serial Number: VIN # 1FAFP40644F182635

Age: 18 Estimated remaining useful life (years)___

Purchase price: Seized

Estimated Current Value: \$1,000.00

Reasons for making the nomination: Seized Vehicle



Signature

1-13-22

Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Water

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: Automobile

Description: 2002 Chevrolet C1500 Pickup

Serial Number: VIN # 1GCEC14Z22Z303226

Age: 20 Estimated remaining useful life (years)___

Purchase price: \$3,000.00

Estimated Current Value: \$ 500⁰⁰

Reasons for making the nomination: Wrecked - Totaled


Signature

1-13-22
Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Public Works

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: Mosquito Fogger

Description: Fogger

Serial Number:

Age: 15 Estimated remaining useful life (years) 0

Purchase price: 5000⁰⁰

Estimated Current Value: -0-

Reasons for making the nomination: Replaced w/new fogger



Signature

1-13-22

Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Public Works

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: 1990's John Deere 1145 Mower

Description: Mower

Serial Number:

Age: 29 Estimated remaining useful life (years) -0-

Purchase price: \$6000⁰⁰

Estimated Current Value: \$100⁰⁰

Reasons for making the nomination: No Useful Life



1-13-22

Signature

Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Public Works

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: 1984 John Deere 1050 Tractor

Description: Tractor

Serial Number:

Age: 40 Estimated remaining useful life (years) -0-

Purchase price: \$ 5000⁰⁰

Estimated Current Value: 200⁰⁰

Reasons for making the nomination: No Useful Life Remaining



1-13-22

Signature Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Public Works

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: 420e Cat Backhoe

Description: Backhoe


Serial Number:

Age: 15 Estimated remaining useful life (years) 0

Purchase price: ?

Estimated Current Value: \$18000⁰⁰

Reasons for making the nomination: Replaced w/ new Tractor



Signature

1-¹³~~20~~-22

Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Public Works

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: 1997 Model 3500 Ditch Witch

Description: Ditch Witch

Serial Number:

Age: 25 Estimated remaining useful life (years) 0

Purchase price: \$ 9000⁰⁰

Estimated Current Value: \$ 1000⁰⁰

Reasons for making the nomination: Replaced with new
machine



Signature

1-13-22

Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Public Works

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: 40 Foot Converted Flat Trailer

Description: Flat Trailer

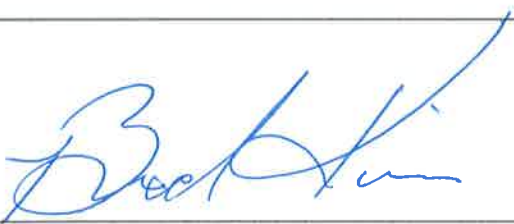
Serial Number:

Age: 50 Estimated remaining useful life (years) 0

Purchase price: 100⁰⁰

Estimated Current Value: 50⁰⁰

Reasons for making the nomination: No Current Use


Signature

1-13-22
Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Public Works

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: Yamaha Gas Golf Cart

Description: Golf Cart

Serial Number:

Age: 25 Estimated remaining useful life (years) -0-

Purchase price: ??

Estimated Current Value: 100⁰⁰

Reasons for making the nomination: No Useful life



1-13-22

Signature Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Public Works

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: Coats Tire Balancer

Description: tire balancer

Serial Number:

Age: 25 Estimated remaining useful life (years) 0-

Purchase price: \$6000⁰⁰

Estimated Current Value: \$150⁰⁰

Reasons for making the nomination: Replaced w/new Machine



Signature

1-13-22

Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Public Works

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: Segway

Description: Segway


Serial Number:

Age: 3 Estimated remaining useful life (years) 2

Purchase price:

Estimated Current Value: \$1000⁰⁰

Reasons for making the nomination: No longer Reading Meters



Signature

1-13-22

Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Fire

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: 2 20KW Natural Gas Generators

Description: Generators

Serial Number:

Age: Estimated remaining useful life (years) 0-

Purchase price: Donated by FEMA

Estimated Current Value: \$100⁰⁰

Reasons for making the nomination: Had for years, no volod use
for any longer



Signature

1-13-22

Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Parks & Recreation

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: John Deere d170 Mower

Description: Mower


Serial Number:

Age: 5 Estimated remaining useful life (years) -0-

Purchase price: ?

Estimated Current Value: \$400⁰⁰

Reasons for making the nomination: No Use for Mower



Signature

1-13-22

Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Parks & Recreation

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution approved June, 22, 2021.

Item: S120 Snapper Mower

Description: Mower


Serial Number:

Age: 12 Estimated remaining useful life (years) -0-

Purchase price: \$ 9000⁰⁰

Estimated Current Value: \$ 300⁰⁰

Reasons for making the nomination: Replaced w/ new Mower



Signature

1-13-22

Date

American Rescue Plan Act

The City of Covington has been approved funding of \$2,700,000.

An allowable expense is premium pay for essential workers.

Surrounding cities have paid this premium pay to all city employees. At the present time, Munford, Atoka, and Millington have not approved any payment.

City/County	Full-Time Premium Pay	Part-Time Premium Pay
Shelby	\$5,000.00	
City of Ripley	\$2,000.00	\$1,000.00
City of Dyersburg	\$2,000.00	\$1,000.00
City of Cleveland	\$2,000.00	
Memphis	% of Salary	
City of Hendersonville	\$1,000.00 Public Safety Only	
Rutherford County	\$2,000.00	\$1,000.00

I recommend a one-time premium payment of \$2,500.00 to all full-time employees and a \$250.00 one-time payment to all part-time employees. The total cost will be approximately \$352,000.00.

Also, the funding covers any update to the building to help avoid the contact with COVID. We have researched kiosks for the City Hall Building and received estimates. The cost of a kiosk for our customers and the update to our sound system is estimated to be approximately \$100,000.00.

In light of the Blue Oval City announcement, necessary improvements to public works infrastructure are vital. The infrastructure for water and sewer is also an approved expense. This would leave \$2,248,000 to help with utility infrastructure improvements.

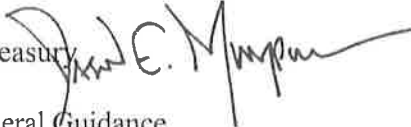


JASON E. MUMPOWER
Comptroller

January 11, 2022

MEMORANDUM

TO: All County Mayors/Executives, and Finance Directors; All City Mayors and Finance Directors

FROM: Jason E. Mumpower, Comptroller of the Treasury 

SUBJECT: American Rescue Plan Act – Final Rule Federal Guidance

The U.S. Treasury released its Final Rule guidance regarding the American Rescue Plan Act on January 6, 2022. We have included a link to the document and the accompanying Overview of the Final Rule document on a website dedicated to the American Rescue Act Plan at:

tncot.cc/covid

Below are some key points included in the new guidance documents we want to bring to your attention. We also recommend that you read through the Overview of the Final Rule document for further information.

- 1) The final rule takes effect on April 1, 2022. Until that time, the interim final rule remains in effect and funds spent consistent with the interim final rule comply with program requirements. However, recipients can choose to take advantage of the final rule's flexibilities and simplifications now, ahead of the effective date.
- 2) One of the most impactful changes in the final rule is found in the revenue loss category. This guidance provides that any government can elect to take a "standard allowance" for revenue loss of up to \$10 million, allowing governments to select between the standard allowance or complete the full revenue loss calculation contained in the guidance. The significance of this change is that the revenue loss category can be used to fund any "government services." This is much less restrictive than some of the other allowable categories.
- 3) The guidance from the interim final rule mentions stormwater projects as an example of allowable uses under the category of sewer and water infrastructure. The final rule expands the guidance of allowed projects under this category and includes detailed examples such as culvert repair; dam and reservoir rehabilitation to provide safe drinking water; lead remediation projects; and improving access to safe drinking water for citizens served by residential wells. Please refer to the final rule for more details of these expanded allowable projects. Our Office continues to believe that the investment allowed for sewer and water infrastructure is one of the most impactful uses of these funds for your citizens, particularly when paired with the Tennessee Department of Environment & Conservation's non-competitive grant program.

- 4) The final rule contains detailed discussions, explanations, and examples of expenses eligible under the category of “responding to the public health emergency” for low-income and underserved communities. Please refer to the final rule documents for details if you are considering these types of programs.
- 5) The final rule has greatly expanded the list of critical sectors and occupations eligible for premium pay. The list has been extended to include all “state, local, or tribal workforce.” The same eligibility criteria are in effect. Please see our memo dated July 9, 2021, for details concerning premium pay eligibility. Our previous memos can also be found at tncot.cc/covid.
- 6) The final rule provides further guidance related to capital expenditures incurred under any of the eligible categories (other than revenue loss). The related reporting in the federal portal will require detailed justification of the capital expenditures. Additionally, the final rule lists categories of capital projects that Treasury will “presume are ineligible.” These include construction of a new correctional facility as a response to increased rates of crime; construction of new congregate facilities to decrease spread of COVID-19 in the facility; and construction of convention centers, stadiums, or other large capital projects intended for general economic development. Please refer to the final rule for further details regarding guidance for capital projects.
- 7) The final rule reiterates the following costs, originally contained in the interim final rule, that remain unallowable across all categories, including the revenue loss category:
 - a) Funds cannot be used to reimburse costs incurred by your government prior to March 3, 2021.
 - b) Funds cannot be used to replenish or make contributions to rainy day funds or other reserve funds.
 - c) Funds cannot be used to pay interest, principal, or costs on debt. This includes long-term debt, short-term revenue or tax anticipation notes, or fees or issuance costs associated with new debt.
 - d) Funds cannot be deposited into a pension fund.
- 8) As a service to local governments, the Tennessee Department of Finance & Administration (F&A) has opened a technical assistance program portal for local governments to submit annual spending plans of American Rescue Plan funds. By submitting your plan through this portal, F&A will provide you feedback regarding the allowability of your proposed uses of funds. Please visit <https://www.tn.gov/finance/coronavirus-local-fiscal-recovery-fund---state-guidance-for-local-governments/tennessee-department-of-finance-and-administration-local-government-support-program.html> for more information regarding this service.

Please be strategic and develop an overall plan to use the money to benefit the greatest number of citizens as you make decisions about spending this money.

Please contact us with any questions at the email address and phone number below:

ARP@cot.tn.gov
615.401.7841

Finance and Administration Committee meeting 1-18-2022

Charter, Section 13. Salaries, benefits, and reimbursement allowances of officers (attached)

Last sentence – The salaries for the Alderman and the Mayor shall be set by ordinance at least ninety (90) days prior to the mayoral municipal election. (8-10-2022 will be ninety (90) days prior).

Municipal Code, 1-104. Salaries of alderman and mayor (attached)

List current amounts.

Tennessee Secretary of State – Key Dates for the 2022 Election Cycle (attached)

Tuesday, November 8, 2022, State and Federal General Election and Municipal elections.

Once the election has been certified the successful candidates will be sworn in and take office at the next regularly scheduled meeting of the BMA.

F & A meetings and possible timeline for discussions and ordinance process.

1-18-2022 Discussion of any changes to be considered

2-15-2022 or 3-15-2022 Present possible changes for consideration

4-19-2022 F&A recommendation to present to BMA

4-26-2022 1st reading

5-10-2022 2nd reading

5-24-2022 Public Hearing and 3rd reading

5-17-2022 F&A recommendation to present to BMA

5-24-2022 1st reading

6-14-2022 2nd reading

6-28-2022 Public Hearing and 3rd reading

Since this consideration will need to be considered when working on the budget now seems to be an appropriate time to begin discussion.

Presented for consideration by
Director Lessie Fisher 

applicant having the lowest vote total during the preceding vote.

(E) Subsequent voting rounds, if necessary, shall be conducted in accordance with the provisions above until such time as an applicant shall have received a majority vote of the remaining membership of the Board.

(F) Upon approval and appointment by the Board of Mayor and Aldermen, the applicant shall immediately thereafter be sworn by the Mayor, or Vice-Mayor in the absence of the Mayor, and shall take their seat and hold office until the next general election.

City attorney

SECTION 10. The Mayor shall have the authority to employ a city attorney with the consent of the Board at a salary to be fixed by the Board.

Officers to take an oath

SECTION 11. Every officer, as the term is defined in Tennessee Code Annotated, Title 6, Chapter 1, Part 1 of the corporation, whether elected by the people or by the Board, shall before entering upon the discharge of the duties of the office, take an oath to support the Constitution and laws of the United States and the State of Tennessee.

Bonds of officers

SECTION 12. The Board of Mayor and Aldermen may by ordinance prescribe and require a bond or bonds of any officer elected by said Board or by the people or voters of the City of Covington and fix the amount and terms thereof.

Salaries, benefits and reimbursement allowances of officers

SECTION 13. The Board of Mayor and Aldermen shall, by ordinance, establish the salary, benefits and reimbursement allowances for the Mayor, Aldermen, City officers and officials and elected and appointed committee members. Such salaries, benefits and reimbursement allowances may be changed by ordinance at any time, but the salary of officials elected by the people may not be increased or diminished during the term of office for which such officials were elected.

The salaries for the Aldermen and the Mayor shall be set by ordinance at least ninety (90) days prior to the mayoral municipal election.

Regular meetings, special meetings and quorum of the board

SECTION 14. The Board of Mayor and Alderman shall hold regular meetings at least once monthly. Whenever, in the opinion of the Mayor, the welfare of the corporation demands it, the Mayor may call a special meeting of the Board of Mayor and Aldermen, and if the Mayor fails or refuses to call a special meeting of the said Board, any three (3) Aldermen may call such special meeting, and when the Board is convened under such special call by three (3) Aldermen, a quorum of said Board being present, if the Mayor or Vice-Mayor be absent, or shall refuse to take part in the said meeting, the Aldermen may elect one (1) of their number to preside at such special meeting of the Board.

Board's rules of procedure

SECTION 15. The Board of Mayor and Aldermen may determine its own rules of procedure, except as herein provided, and may, by ordinance, fix the punishment of members or other persons for disorderly conduct during the meeting of the Board, and enforce the same. The Mayor shall have power to direct that any person not a member of the Board who shall be guilty of boisterous or disorderly conduct as to disturb the session of the Board be ejected from the room where such meetings are held. For that purpose, the Mayor may call any member of the police force and as many other persons as deemed necessary; and the Board may, by ordinance, provide proper penalties for the refusal of any persons to obey the orders of the Mayor in such cases.

Recorder-Treasurer to keep minute books and ordinance books; adoption of ordinances and resolutions

SECTION 16. All ordinances of the City of Covington and a full and complete record of the proceedings of the Board of Mayor and Aldermen shall be kept by the Recorder-Treasurer, who shall keep a minute book and also a separate book called the "Ordinance Book" in which shall be recorded all the ordinances passed by the Board, with the date upon which they were passed. All ordinances and resolutions, before being introduced and received and considered by the Board, shall be reduced to writing. No ordinance shall be adopted without first having been passed on three (3) separate occasions, and no more than one (1) passage may be on one (1) day. Any ordinance may be rejected on its first or second consideration. No ordinance or resolution shall be adopted

1-104. Salaries of aldermen and mayor. The salary of each member of the board of aldermen shall be six hundred dollars (\$600.00) per month, and the salary of the mayor of the board of mayor and aldermen shall be seventy-five thousand dollars (\$75,000.00) per year, and shall be a full-time position.¹ (1971 Code, § 1-104, as amended by Ord. #1456, Sept. 1999, Ord. #1528, July 2004, Ord. #1603, July 2010, and Ord. #1637, Nov. 2012)

¹Charter reference
Salaries of mayor and aldermen: § 13.



Key Dates for the 2022 Election Cycle

Tuesday, May 3, 2022

State and County Primary Election

Primaries for state judicial offices and applicable county offices will be held where a party calls for a primary. The deadlines below apply to all candidates for these offices if a primary has been called, whether they will be nominated by primary or caucus or file as independent candidates. No petition is necessary for caucus nominations; however, the nominating party must submit the caucus nomination by the qualifying deadline.

Deadline to Call Primary	Monday, August 23, 2021
Deadline to Rescind Call for Primary	Friday, November 19, 2021
First Day to Pick Up Petitions	Monday, December 20, 2021* <i>* May be delayed for some offices until redistricting is completed</i>
Qualifying Deadline	Thursday, February 17, 2022, 12:00 Noon
Withdrawal Deadline	Thursday, February 24, 2022, 12:00 Noon
Voter Registration Deadline	Monday, April 4, 2022
Early Voting Period	Wednesday, April 13 – Thursday, April 28, 2022
Absentee Ballot Request Deadline	Tuesday, April 26, 2022

Thursday, August 4, 2022

State and Federal Primary and State and County General Election

Primary elections will be held for Governor, U.S. House of Representatives, Tennessee Senate (odd-numbered districts), and Tennessee House of Representatives. General elections will be held for state judicial offices and applicable county offices. These deadlines also apply to independent candidates for these offices.

First Day to Pick Up Petitions	Monday, February 7, 2022* <i>* May be delayed for some offices until redistricting is completed</i>
Qualifying Deadline	Thursday, April 7, 2022, 12:00 Noon
Withdrawal Deadline	Thursday, April 14, 2022, 12:00 Noon
Voter Registration Deadline	Tuesday, July 5, 2022
Early Voting	Friday, July 15 – Saturday, July 30, 2022
Absentee Ballot Request Deadline	Thursday, July 28, 2022



Tuesday, November 8, 2022
State and Federal General Election

All candidates (including independents) for Governor, U.S. House of Representatives, Tennessee Senate (odd-numbered districts), and Tennessee House of Representatives must follow the qualifying dates for the August election. For municipal elections held with the November election, the qualifying dates below apply.

First Day to Pick Up Petitions	Monday, June 20, 2022
Qualifying Deadline	Thursday, August 18, 2022, 12:00 Noon
Withdrawal Deadline	Thursday, August 25, 2022, 12:00 Noon
Voter Registration Deadline	Tuesday, October 11, 2022
Early Voting	Wednesday, October 19 – Thursday, November 3, 2022
Absentee Ballot Request Deadline	Tuesday, November 1, 2022