

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 OCTOBER 12, 2021, 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 Johnetta Yarbrough.
4. Minutes of the Preceding Meeting to be approved.
5. Report from Committees:
 - Minutes of the General Welfare - Public Safety Committee Meeting
 - Minutes of the Public Works Committee Meeting
6. Additions to the Agenda.
7. Welcome to visitors and grievances from citizens.
8. Report from Mayor Justin Hanson:
 - Appointment – Covington Housing Authority
 - Updates
9. Report from Recorder-Treasurer Tina Dunn:
10. Report from City Attorney Rachel Witherington.
11. Old Business:
12. New Business:
 - Report on Debt Obligation – Paving Project
 - Bid Approval – Frazier Alumni Center Roof
 - Resolution – Open Records Policy
 - Bills Over/Under \$1,000.00 ready for Board Approval

The Board of Mayor and Aldermen met at City of Covington on September 28, 2021 at 5:30 p.m. with the following members present: Mayor Justin Hanson, Aldermen: Johnetta Yarbrough, Jeff Morris, Danny Wallace, C H Sullivan, John Edwards, and Chris Richardson. Also, present were Assistant Fire Chief Jeremy Channell, Police Captain Jack Howell, Public Works Director David Gray, Building Official Lessie Fisher, Personnel Director Eboni Eaton, Parks and Recreation Director Molly Glass, City Attorney Rachel Witherington, and Recorder-Treasurer Tina Dunn.

Meeting was called to order by Mayor Justin Hanson.

Invocation was given by Alderwoman Johnetta Yarbrough.

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

Motion was made by Alderman John Edwards and seconded by Alderwoman Johnetta Yarbrough that the Minutes of the Preceding Meeting be approved as distributed to the Board (See Attached).

Motion passed.

Motion was made by Alderwoman Jeff Morris and seconded by Alderwoman Johnetta Yarbrough that the Minutes of the General Welfare – Public Relations be approved (See Attached).

Motion passed.

Motion was made by Alderman C H Sullivan and seconded by Alderman Danny Wallace that the Minutes of the Finance & Administration Committee Meeting be approved (See Attached).

Motion passed.

Alderman John Edwards presented information to be reviewed for a TVA Grant that can be used for the funding for the placement of a charging station.

Mayor Hanson announced Ford Motor Company will build a 5.6 billion facility on the Memphis Regional Mega site. This will be a game changer for the City of Covington.

Recorder-Treasurer Tina Dunn gave the sales tax report for July tax collections in the amount of \$364,000.00 which is an increase of \$510.00 or .01 percent (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderman Edwards to approve the report from Recorder-Treasurer Dunn.

Motion passed.

Mayor Justin Hanson presented the Resolution authorizing the city to participate in the Safety Partners Matching Grant Program through Public Entity Partners (See Attached). This resolution will be used for fire equipment in the amount of \$6,000.00 with a 50% match from the city.

Motion was made by Alderman Sullivan and seconded by Alderwoman Edwards to approve the Resolution authorizing the city to participate in the Safety Partners Matching Grant Program through Public Entity Partners.

Motion passed.

Mayor Hanson presented the contract from A2H for on call consulting services for the period 2021-2024 (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderman Edwards to approve the contract from A2H for on call consulting services for the period 2021-2024.

Motion passed.

Mayor Hanson presented the contract from A2H for their professional services on the 2021 Invest Prep Grant (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderman Richardson to approve the contract from A2H for their professional services on the 2021 Invest Prep Grant.

Motion passed.

The following bills over/under \$1,000.00 were presented for approval:

ATCO INTL	SEWER	SUPER VINDICATOR - LIFT STATIONS	2,583.00
AUSTOM MEALER EQUIPMENT	CIVIC CTR	REFRIGERATOR REPAIR	1,003.07
BFI NORTH SHELBY LANDFILL	WWTP	SLUDGE REMOVAL	1,759.61
BRENNTAG MID SOUTH INC	SEWER	CHEMICALS	1,973.75
BRENNTAG MID SOUTH INC	WWTP	CHEMICALS	2,705.00
CITY OF COVINGTON	VARIOUS	GAS, WATER, SEWER, SANITATION	4,699.80
COVINGTON ELECTRIC	VARIOUS	ELECTRIC	5,951.77
COVINGTON TIPTON CHAMBER	GENERAL	HERITAGE FESTIVAL CONTRIBUTION	2,000.00
DELL EMC	FIRE/GENERAL	COMPUTERS (2)	1,802.81
FATCHETT FIRE PROTECTION	MUSEUM	FIRE PROTECTION REPAIR	2,364.31
FIRSTNET	VARIOUS	TELEPHONE SERVICE	1,953.27
G & C SUPPLY CO	SEWER	LIFT STATION REPLACEMENT PUMPS	2,700.00
G & C SUPPLY CO	GAS	GAS MAIN UPGRADE	2,325.25
G & C SUPPLY CO	GAS	INVENTORY	1,365.00
G & C SUPPLY CO	WATER	MATERIALS	1,001.00
G & C SUPPLY CO	STREET	MATERIALS	2,580.00
HOME DEPOT	VARIOUS	MISCELLANEOUS	4,660.89
JUSTIN HANSON	GENERAL	TRAVEL	520.00
KRISTIE GLASS MAXWELL	GENERAL	SEPT 2021 MIXED DRINK TAX	1,849.00
MEAC	GAS	PURCHASED NATURAL GAS	64,914.00
ROY BLACKWELL ENTERPRISES	WWTP	ARCHIMEDES PUMP-BEARING	18,117.87
SMART PRACTICE	FIRE	GLOVES	1,381.62
SOUTHWEST TN EMC	AIRPORT	ELECTRIC	1,643.31

STITCH-N-TIME	PARKS/REC	BASEBALL SHIRTS / CAPS	2,632.00
STRIBLING EQUIPMENT	STREET	COUPLER	1,715.00
STUART C IRBY	PARKS/REC	MATERIALS	2,364.00
SULLIVAN'S NATURAL GAS SERV	GAS	ANNUAL SCADA SYSTEM SERVICE	1,455.00
SYMMETRY	GAS	PURCHASED NATURAL GAS	63,768.19
WOOTEN OIL CO	DIESEL INV	LOAD OF DIESEL	2,020.48
		TOTAL	205,809.00

Motion was made by Alderman Morris and seconded by Alderwoman Yarbrough that the preceding bills over/under \$1000.00 be paid when properly approved.
Motion passed.

There being no further business, the meeting adjourned at 5:54 p.m.

Attest: _____
Recorder-Treasurer Mayor

The General Welfare – Public Safety Committee met at City of Covington on September 28, 2021 at 4:00 p.m. with the following members present: Chairman Alderwoman Johnetta Yarbrough, Mayor Justin Hanson, Alderman C H Sullivan, and Alderman Chris Richardson. Also, present were Captain Jack Howell, Assistant Fire Chief Jeremy Channell, Alderman Jeff Morris, Alderman Danny Wallace, Public Works Director David Gray, Building Official Lessie Fisher, Assistant to the Mayor Rebecca Ray, Personnel Director Eboni Eaton, and Recorder-Treasurer Tina Dunn.

Chairman Alderwoman Johnetta Yarbrough called meeting to order.

Captain Howell reported two of the three new hires have been accepted in the October TLETA class. The third new hire will attend in February, 2022. Captain Howell graduated the Southeastern Command Leadership School in Jackson on September 24, 2021. There was a total of five confirmed shots fired this month. The statistics for the month was presented showing 974 calls for the month and 586 traffic stops.

Motion was made by Alderman Sullivan and seconded by Alderman Richardson to approve the police department report.

Motion passed.

Assistant Fire Chief Jeremy Channell reported the department attended the Heritage Days Festival. Fire prevention week is scheduled for October 3rd – 9th. There were 36 hours worked by volunteers in the month of August. The run report was presented showing 277 calls from August 19th to September 23rd. There has been a total of 1,954 calls for the year. The Assistant to Firefighters Grant has been awarded for fire equipment in the amount of \$18,105.00 with \$862.14 being the nonfederal commitment. The Safety Partners Grant was awarded for Personal Protective Gear in the total amount of \$6,000.00 with a city match of \$3,000.00. Chief Griggs and Lt. Moss are attending a fire investigation course at TFACA. Firefighters Ginn and Moore are continuing the Madison County Firefighter Recruit Course. A financial quote for the Ford Expedition was presented for a total cost of \$50,222.00. This lease purchase is included in the current budget. The care report was presented for review. He reported there are five volunteer candidates in process of completing basic firefighter training.

Motion was made by Alderman Sullivan and seconded by Alderman Richardson to approve the fire department report.

Motion passed.

There being no further business, the meeting adjourned at 4:12 p.m.

The Public Works Committee met at City of Covington on October 5, 2021 at 4:00 p.m. with the following members present: Chairman Alderman Danny Wallace, Alderman Jeff Morris, Alderwoman Johnetta Yarbrough, and Mayor Justin Hanson. Also, present were Public Works Director David Gray, Building Official Lessie Fisher, Street/Sanitation Manager James Dowell, Utilities Manager Calvin Johnson, Alderman Chris Richardson, Pat Harcourt, Steven Hight, Assistant to the Mayor Rebecca Ray, and Recorder-Treasurer Tina Dunn.

Chairman Alderman Danny Wallace called meeting to order.

Public Works Director Gray gave an update on the street paving job. Steve Hight, Union City Paving, reported the roads have been completed under the contractual agreement. Areas of concern are being addressed. Some of the streets that need additional work are College Street, Indian Wells, and Torrey Pines. The intersection at Sherrod and College will also be completed by the end of the week. Once the repairs are complete, Union City Paving will stop paving in the city to complete another contract job. They will be returning in November or early spring to complete the additional streets included in an amended contract. Director Gray reported he has contacted Republic Services to discuss the sanitation contract. Republic will research to determine if better pricing can be reached. This information will be provided at the committee meeting in October. The primary portion of the field audit for the LED project is complete. This moves us into the Data Reconciliation Design Stage. Quotes for the upgrades to the main gate regulator station and the regulator station at Mueller Brass Road and Hwy 179 were presented. The upgrade to the main gate regulator station will cost \$64,000.00, however this will be reimbursed by Texas Gas. The cost for the upgrades at the Bruce Regulator Station and the First Utility System is \$94,300.00. This cost is included in the 2021-22 Budget. The Wastewater Treatment Plant has made repairs for electrical issues. Preliminary audit numbers were presented showing net gains in the water (667,000.00), sewer (238,000.00), and sanitation (136,000.00) funds. The gas fund will have an approximate loss of \$96,000.00.

Motion was made by Alderman Morris and seconded by Alderwoman Yarbrough to accept the report from Public Works Director Gray.
Motion passed.

Building Official Lessie Fisher reported the department is working on the updating of subdivision regulations, the 2018 code adoption, and the update of the municipal code. Also, research for the current annexation policy is being completed.

Motion was made by Alderman Morris and seconded by Alderwoman Yarbrough to accept the report from Building Official Lessie Fisher.
Motion passed.

There being no further business, the meeting adjourned at 5:13 p.m.

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-134)

1. Public Entity:							
Name:	City of Covington						
Address	200 West Washington Ave.						
	Covington, TN 38019						
Debt Issue Name:	2021 General Obligation Bond, Paving Project						
If disclosing initially for a program, attach the form specified for updates, indicating the frequency required.							
2. Face Amount: \$ 1,240,000.00							
Premium/Discount:	\$						
3. Interest Cost: 2.0000 %							
<input checked="" type="checkbox"/> Tax-exempt <input type="checkbox"/> Taxable							
<input type="checkbox"/> TIC <input type="checkbox"/> NIC							
<input type="checkbox"/> Variable: Index _____ plus _____ basis points; or							
<input type="checkbox"/> Variable: Remarketing Agent _____							
<input type="checkbox"/> Other: _____							
4. Debt Obligation:							
<input type="checkbox"/> TRAN <input type="checkbox"/> RAN <input type="checkbox"/> CON <input checked="" type="checkbox"/> BAN <input type="checkbox"/> CRAN <input type="checkbox"/> GAN <input type="checkbox"/> Bond <input type="checkbox"/> Loan Agreement <input type="checkbox"/> Financing Lease							
If any of the notes listed above are issued pursuant to Title 9, Chapter 21, enclose a copy of the executed note with the filing with the Division of Local Government Finance ("LGF").							
5. Ratings:							
<input type="checkbox"/> Unrated							
Moody's _____	Standard & Poor's AA Fitch _____						
6. Purpose:							
<input checked="" type="checkbox"/> General Government 100.00 % <input type="checkbox"/> Education _____ % <input type="checkbox"/> Utilities _____ % <input type="checkbox"/> Other _____ % <input type="checkbox"/> Refunding/Renewal _____ %	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left; padding: 5px;">BRIEF DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Paving Project</td> </tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </tbody> </table>	BRIEF DESCRIPTION	Paving Project				
BRIEF DESCRIPTION							
Paving Project							
7. Security:							
<input checked="" type="checkbox"/> General Obligation <input type="checkbox"/> Revenue <input type="checkbox"/> Annual Appropriation (Financing Lease Only)	<input type="checkbox"/> General Obligation + Revenue/Tax <input type="checkbox"/> Tax Increment Financing (TIF) <input type="checkbox"/> Other (Describe): _____						
8. Type of Sale:							
<input type="checkbox"/> Competitive Public Sale <input type="checkbox"/> Negotiated Sale <input type="checkbox"/> Informal Bid	<input checked="" type="checkbox"/> Interfund Loan Gas Fund <input type="checkbox"/> Loan Program						
9. Date:							
Dated Date: 09/01/2021	Issue/Closing Date: 09/01/2021						

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-134)

10. Maturity Dates, Amounts and Interest Rates *:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2022	\$620,000.00	2.0000 %		\$	%
2023	\$620,000.00	2.0000 %		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%

If more space is needed, attach an additional sheet.

If (1) the debt has a final maturity of 31 or more years from the date of issuance, (2) principal repayment is delayed for two or more years, or (3) debt service payments are not level throughout the retirement period, then a cumulative repayment schedule (grouped in 5 year increments out to 30 years) including this and all other entity debt secured by the same source **MUST BE PREPARED AND ATTACHED**. For purposes of this form, debt secured by an ad valorem tax pledge and debt secured by a dual ad valorem tax and revenue pledge are secured by the same source. Also, debt secured by the same revenue stream, no matter what lien level, is considered secured by the same source.

* This section is not applicable to the Initial Report for a Borrowing Program.

11. Cost of Issuance and Professionals:☒ No costs or professionals

	AMOUNT (Round to nearest \$)	FIRM NAME
Financial Advisor Fees	\$ 0	
Legal Fees	\$ 0	
Bond Counsel	\$ 0	
Issuer's Counsel	\$ 0	
Trustee's Counsel	\$ 0	
Bank Counsel	\$ 0	
Disclosure Counsel	\$ 0	
	\$ 0	
Paying Agent Fees	\$ 0	
Registrar Fees	\$ 0	
Trustee Fees	\$ 0	
Remarketing Agent Fees	\$ 0	
Liquidity Fees	\$ 0	
Rating Agency Fees	\$ 0	
Credit Enhancement Fees	\$ 0	
Bank Closing Costs	\$ 0	
Underwriter's Discount _____ %		
Take Down	\$ 0	
Management Fee	\$ 0	
Risk Premium	\$ 0	
Underwriter's Counsel	\$ 0	
Other expenses	\$ 0	
Printing and Advertising Fees	\$ 0	
Issuer/Administrator Program Fees	\$ 0	
Real Estate Fees	\$ 0	
Sponsorship/Referral Fee	\$ 0	
Other Costs _____	\$ 0	
TOTAL COSTS	\$ 0	

REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated Section 9-21-134)**12. Recurring Costs:**☒ No Recurring Costs

Remarketing Agent
 Paying Agent / Registrar
 Trustee
 Liquidity / Credit Enhancement
 Escrow Agent
 Sponsorship / Program / Admin
 Other _____

AMOUNT
 (Basis points/\$)

FIRM NAME
 (If different from #11)

13. Disclosure Document / Official Statement:☒ None Prepared☐ EMMA link _____ or☐ Copy attached _____**14. Continuing Disclosure Obligations:**

Is there an existing continuing disclosure obligation related to the security for this debt?

☐ Yes☒ No

Is there a continuing disclosure obligation agreement related to this debt?

☐ Yes☒ No

If yes to either question, date that disclosure is due _____

Name and title of person responsible for compliance _____

15. Written Debt Management Policy:

Governing Body's approval date of the current version of the written debt management policy

12/27/2011

Is the debt obligation in compliance with and clearly authorized under the policy?

☒ Yes☐ No**16. Written Derivative Management Policy:**☒ No derivative

Governing Body's approval date of the current version of the written derivative management policy _____

Date of Letter of Compliance for derivative _____

Is the derivative in compliance with and clearly authorized under the policy?

☐ Yes☐ No**17. Submission of Report:**

To the Governing Body:

on 10/12/2021

and presented at public meeting held on

10/12/2021

Copy to Director, Division of Local Govt Finance:

on 10/12/2021

either by:

☐ Mail to:

OR

☐ Email to:

Cordell Hull Building
 425 Rep. John Lewis Parkway N., 4th Floor
 Nashville, TN 37243-3400

LGF@cot.tn.gov**18. Signatures:**

AUTHORIZED REPRESENTATIVE

PREPARER

Name

Justin Hanson

Title

City of Covington, TN

Firm

City of Covington, TN

Email

jhanson@covingtontn.com

Date

10/12/2021

Tabulation of Bids
 Frazier Alumni Bldg. Roof Replacement Bid
 September 28, 2021 10 A.M.
 200 West Washington
 Covington City Hall - Upstairs Board Room

Contractor Name	Roofing Specifications	Siding Specs Option 1	Siding Specs Option 2	Gutter System Option 1	Gutter System Option 2	Addendum #1	Total
Champion Roofing and Construction	Included in total	Included in total	No bid	No bid	Included in total	Included in total	\$78,000
Summit Roofing and Restoration	Included in total	No bid	No bid	\$4,290	\$805.00	No bid	65,154.74 Incomplete Bid Did not provide proof of liability insurance or a bond. Provided TN License Number

Recommend Roofing Award To: CHAMPION ROOFING AND CONSTRUCTION

Recommend Siding Award To: CHAMPION ROOFING AND CONSTRUCTION

Recommend Gutter Award To: CHAMPION ROOFING AND CONSTRUCTION

Total Bid: \$78,000.00

A RESOLUTION ADOPTING THE OFFICE OF OPEN RECORDS COUNSEL MODEL PUBLIC RECORDS POLICY

- WHEREAS**, pursuant to Tenn. Code Ann. § 10-7-503(g), every governmental entity subject to the Tennessee Public Records Act ("TPRA") (Tenn. Code Ann. § 10-7-501 et seq.), must establish a written public records policy properly adopted by the appropriate governing authority by July 1, 2017; and
- WHEREAS**, the policy adopted shall not impose requirements on those requesting records that are more burdensome than state law; and
- WHEREAS**, the Office of Open Records Counsel encourages and will provide assistance for governmental associations and groups to develop model public records policies tailored to their specific governmental entity subgroup; and
- WHEREAS**, the governing body of the City of Covington desires to comply with the recent change in state law as it pertains to records management.

NOW THEREFORE BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Covington that the following Public Records Policy for the City of Covington is hereby adopted by to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in Tenn. Code Ann. § 10-7-501, et seq.

SECTION 1: Overview

Pursuant to Tenn. Code Ann. § 10-7-503(g), every governmental entity subject to the Tennessee Public Records Act ("TPRA") (Tenn. Code Ann. § 10-7- 501 et seq.), must establish a written public records policy properly adopted by the appropriate governing authority by July 1, 2017. The policy adopted shall not impose requirements on those requesting records that are more burdensome than state law and shall include:

- The process for requesting access to public records and any required form(s);
- The process for responding to requests, including redaction practices;
- A statement of any fees charged for copies of public records and the procedures for billing and payment; and
- The name or title and contact information of the individual or individuals designated as the Public Records Request Coordinator(s).

Pursuant to Tenn. Code Ann. § 8- 4-604(a)(1)(4), the Office of Open Records Counsel ("OORC") is required to establish a model best practices and public records policy for use by a records custodian in compliance with Tenn. Code Ann. § 10-7-503.

The OORC encourages and will provide assistance for governmental associations and groups to develop model public records policies tailored to their specific governmental entity subgroup.

The TPRA provides that all state, county and municipal records shall, at all times during business hours, which for public hospitals shall be during the business hours of their administrative offices, be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. *See* Tenn. Code Ann. § 10-7-503(a)(2)(A). Accordingly, the public records of the City of Covington are presumed to be open for inspection unless otherwise provided by law.

Human Resources of the City of Covington shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this Policy shall be used to hinder access to open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of the City of Covington, shall be protected as provided by current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator for the City of Covington or to the Tennessee Office of Open Records Counsel ("OORC").

This Policy is available for inspection and duplication in the office of the Recorder-Treasurer. Additionally, this Policy is posted online at covingtontn.com. This Policy shall be reviewed every two years.

This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of the City of Covington.

SECTION 2: Definitions

- A. **Records Custodian:** The office, official or employee lawfully responsible for the direct custody and care of a public record. *See* Tenn. Code Ann. § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.
- B. **Public Records:** All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. *See* Tenn. Code Ann. § 10-7-503(a)(1)(A).
- C. **Public Records Request Coordinator:** The individual, or individuals, designated in Section III, A.3 of this Policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. *See* Tenn. Code Ann. § 10-7-503(a)(1)(B). The Public Records Request Coordinator may also be a records custodian.
- D. **Requestor:** A person seeking access to a public record, whether it is for inspection or duplication.

SECTION 3: Requesting Access to Public Records

- A. Public record requests shall be made to the Public Records Request Coordinator ("PRRC") or his/her designee in order to ensure public record requests are routed to the appropriate records custodian and fulfilled in a timely manner.
- B. Requests for inspection only cannot be required to be made in writing. The PRRC will request a mailing or email address from the requestor for providing any written communication required under the TPRA.
- C. Requests for inspection may be made orally or in writing using the attached Form A at **100 West Washington Ave. Covington, Tennessee 38019**, or by phone at **(901) 475-7170**.
- D. Requests for copies, or requests for inspection and copies, shall be made in writing using the attached Form A in person or by mail at **100 West Washington Ave. Covington, Tennessee 38019**.
- E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license or alternative acceptable form of ID is required as a condition to inspect or receive copies of public records.

SECTION 4: Responding to Public Records Requests

A. Public Record Request Coordinator

1. The PRRC shall review public record requests and make an initial determination of the following:
 - a. If the requestor provided evidence of Tennessee citizenship;
 - b. If the records requested are described with sufficient specificity to identify them; and
 - c. If the Governmental Entity is the custodian of the records.
2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):
 - a. Advise the requestor of this Policy and the elections made regarding:
 - i. Proof of Tennessee citizenship;
 - ii. Form(s) required for copies;
 - iii. Fees (and labor threshold and waivers, if applicable); and
 - iv. Aggregation of multiple or frequent requests.
 - b. If appropriate, deny the request in writing, providing the appropriate ground such as one of the following:
 - i. The requestor is not, or has not presented evidence of being, a Tennessee citizen;
 - ii. The request lacks specificity;
 - iii. An exemption makes the record not subject to disclosure under the TPRA;
 - iv. The City of Covington is not the custodian of the requested records; or
 - v. The records do not exist.
 - c. If appropriate, contact the requestor to see if the request can be narrowed.
 - d. Forward the records request to the appropriate records custodian in the City of Covington
3. The designated PRRC is:
 - a. **Director of Human Resources**
 - b. **100 West Washington Ave., Covington, TN 38019** or by phone at **(901)475-7170**

B. Records Custodian

1. Upon receiving a public records request, a records custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If the records custodian is uncertain that an applicable exemption applies, the custodian may consult with the PRRC, counsel, or the OORC.
2. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then a records custodian shall, within seven (7) business days from the records custodian's receipt of the request, send the requestor a completed Public Records Request Response Form which is attached as Form B, based on the form developed by the OORC.
3. If a records custodian denies a public record request, he or she shall deny the request in writing as provided in Section 4.A.2.b using the Public Records Request Response Form B.
4. If a records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the records custodian shall use the Public Records Request Response Form B to notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the records custodian should contact the requestor to see if the request can be narrowed.

5. If a records custodian discovers records responsive to a records request were omitted, the records custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the records custodian should coordinate with counsel or other appropriate parties regarding review and redaction of records. The records custodian and the PRRC may also consult with the OORC or Office of Attorney General and Reporter.
2. Whenever a redacted record is provided, a records custodian should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.

SECTION 5: Inspection of Records

- A. There shall be no charge for inspection of public records
- B. The location for inspection of records within the offices of the City of Covington shall be determined by either the PRRC or the records custodian.
- C. When a reasonable basis exists, the PRRC or a records custodian may require an appointment for inspection or may require inspection of records at an alternate location.

SECTION 6: Copies of Records

- A. A records custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.
- B. Copies will be available for pickup at a specified location by the records custodian.
- C. Upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service.
- D. A requestor will not be allowed to make copies of records with personal equipment.

SECTION 7: Fees and Charges and Procedures for Billing and Payment

1. Fees and charges for copies of public records should not be used to hinder access to public records.
2. Records custodians shall provide requestors with an itemized estimate of the charges prior to producing copies of records and may require pre- payment of such charges before producing requested records.
3. Fees and charges for copies are indicated in the Administrative Ordinance.
4. Payment is to be made in cash or credit card payable to City of Covington presented to Recorder-Treasurer.
5. Aggregation of Frequent and Multiple Requests
 - a. City of Covington will not aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than (4) requests are received within a calendar month (either from a single individual or a group of individuals deemed working in concert).

SECTION 8: Repealer. Any resolutions, policies, or parts thereof in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict only as pertaining to the subject matter of this resolution.

SECTION 9: Severability. If a part of this resolution is invalid, all valid parts that are severable from the invalid part remain in effect. If a part of this resolution is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

SECTION 10: Effective Date. This resolution shall become effective upon passage, the public welfare requiring it.

Passed on: _____

SIGNED: _____
Mayor

ATTEST: _____
Recorder-Treasurer

PUBLIC RECORDS REQUEST FORM A

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

To: Director of Human Resources for the City of Covington, 100 West Washington Ave., Covington, TN, 38019

From:

Is the requestor a Tennessee citizen? ☐ Yes ☐ No

Request: ☐ Inspection (The TPRA does not permit fees or require a written request for inspection only.¹)

☐ Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ _____? If so, initial here: _____

Delivery preference: ☐ On-Site Pick-Up ☐ USPS First-Class Mail
☐ Electronic ☐ Other: _____

Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor & Date

Submitted Signature of Public Records Request Coordinator & Date Received

¹ Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.

PUBLIC RECORD REQUEST RESPONSE FORM B
City of Covington
100 West Washington Ave., Covington, Tennessee 38019

Date: _____

Requestor's Name and Contact Information

In response to your records request received on _____, our office is taking the action(s)¹ indicated below:

☐ The public record(s) responsive to your request will be made available for inspection:

Location: _____

Date & Time: _____

☐ Copies of public record(s) responsive to your request are:

☐ Attached

☐ Available for pickup at the following location: _____

☐ Being delivered via: _____; or

☐ USPS First-Class Mail

☐ Electronically

☐ Other: _____

☐ Your request is denied on the following grounds:

☐ Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).

☐ No such record(s) exists or this office does not maintain record(s) responsive to your request.

☐ No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.

☐ You are not a Tennessee citizen.

☐ You have not paid the estimated copying/production fees.

☐ The following state, federal, or other applicable law prohibits disclosure of the requested records: _____

☐ It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:

☐ It has not yet been determined that records responsive to your request exist; or

☐ The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____.

If you have any additional questions regarding your record request, please contact the Director of Human Resources.

Sincerely,
Director of Human Resources
100 West Washington Ave.
Covington, TN 38019
(901)475-7170

¹ If all requested records do not have the same response, so indicate.

10-12-2021

[illegible]