

Finance & Administration Committee Meeting
April 16, 2024
4:00 p.m.

1. Heritage Festival Fee Waiver Request – Lauren Fletcher
2. Burnett Lane Bridge Discussion
3. MEAC Contract
4. Title 8 Discussion
5. Comp Policy
6. Budget Discussion
7. Plan of Services – Non-contiguous Annexation
8. Placer.AI – Parks and Rec/Main Street



Covington Parks and Recreation

Special Events

790 Bert Johnston Avenue

Covington, TN 38019

Invoice

BILL TO:

Heritage Festival 2024

Covington - Tipton County Chamber of Commerce

INVOICE #

2024.41

DATE

4.12.24

INVOICE DUE DATE

10 days prior to event

DESCRIPTION	GL Number	MR Number	QUANTITY	Total Hours	PRICE	AMOUNT
Covington Police Department	110-42100-111	601	2	13	\$30.00	\$780.00
Covington Fire Department	110-42200-111	599	2	13	\$30.00	\$780.00
Fire Extinguisher Usage		604	0	N/A	\$250.00	\$000.00
Covington Public Works	110-43120-111	602	3	4	\$31.00	\$372.00
Public Works Vehicle @Current state rate			3	4	\$11.00	\$132.00
Covington Parks and Recreation	110-44450-111	600	0	0	\$25.00	\$000.00
Race Timing System			0	N/A	\$750.00	\$000.00
City Stage		603	0	N/A	\$1000.00	\$000.00

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

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

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

* If you would like to request a waiver of the above fees from the board of Mayor and Aldermen at the next Finance and Administration Committee meeting (4.16.24) , you need to notify Parks and Recreation Director Molly Glass at 901.504.8982 by 4.12.24 at 10am.

**TOTAL:
\$2,064.00**

Tipton County Museum Birdfest - Hosted by Tipton County Museum

Event Date: May 3-5, 2024

Location: Tipton County Museum will be "base station" - various other locations through West Tennessee

The Tipton County Museum will host lectures and hikes on the trail. From the Museum, attendees will travel to different locations.

They'll have food trucks

Requested: signage permit, cardboard trashcans, no road closures, no officers, no firemen

Bull Day - Hosted by Ayanna Dowell

Event Date: May 26, 2024

Event Location: Frazier Park

Times: 5-7pm

Description of Event: Stop the violence event orchestrated for the entire city to come together in a fight against violence and senseless crimes. Car show, food vendors, live performers, and tents.

They'll need: 1 officer for 2 hours, trash train, cardboard trash cans

Music Festival

Hosted by: CEDC/Main Street Covington

Event Date: July 26 and 27, 2024

Location: Cobb Park - Riding Arena fenced in area

Times: Friday first band will be at 4 - headliner at 8 (gates open at 2:30)

Saturday first band at noon - headliner at 8 (gates open at 10:00)

Description of Event: Two day music festival. Ticket holders will enjoy a lineup of local artists and 2-3 headlining bands. Two entrances. There will be food trucks and merchandise vendors on site for both days of the festival with required permits.

Baptist Tipton will provide a medical tent both days for attendees

The plan is to have 8 food trucks and 10 merchandise vendors

There will be a professional company bringing hydraulic stage with lights, sound equipment, etc.

Stage security will be provided by private company - per headliners' request

Bluespire media will handle ticketing

They'll need: 6 police officers for duration of event

2 firemen from 5-11 on Friday and 2-11 on Saturday

2 public works for 2 hours to switch out trash trains on Friday night

Parks and Recreation will get 15% of the collected gate

29th Annual Heritage Festival

Hosted by: Covington Tipton County Chamber of Commerce

Location: Court Square

Event Date: September 28th and 29th, 2024

Times: Saturday - event begins at 9am and ends at 5

Sunday - event begins at 10am and ends at 4

* streets will close Saturday morning at 5am and re-open Sunday at 4

Description of Event: 29th annual arts, crafts, music, and food festival in Historic Downtown Covington. It will include a children's parade, food trucks, live music, vendor booths, and more.

They'll need: Streets closed (square as well as feeder streets will be closed)

Police - 2 officers overnight 6pm Saturday - 7am Sunday

Fire - 2 EMTs 9-4 Saturday and 10-4 Sunday

Public Works - 3 Employees 2 hours Saturday and 2 hours Sunday

Cardboard trash cans, trash trains, roads blocked

52nd - Covington - World's Oldest BBQ Cooking Contest

Hosted by: Covington Parks and Recreation

Location: Cobb Parr Park

Event Dates: May 31 and June 1

Description of Event: 52nd annual BBQ Cooking Contest and Festival. BBQ cooking teams will gather to compete with each other over the weekend. There will be food trucks, vendors, live music, and games throughout the weekend.

They'll need: Police - presence throughout event and 1 officer overnight Friday

Fire - presence throughout the event

Public Works - roll out trash cans, trash trains

BBQ Festival Truck and Tractor Pull

Hosted by: Covington Parks and Recreation

Location: Cobb Parr Park Riding Arena

Event Date: June 1

Time: 7-10pm

Description of Event: USA Pullers will host the Truck and Tractor pull - professional and local trucks and tractors will participate for points and prizes

They'll need: Police - 4 officers

Fire - 4 man crew

BBQ Festival Demolition Derby

Hosted by: Covington Parks and Recreation

Location: Cobb Parr Park Riding Arena

Event Date: May 31

Time: 7-10pm

Description of Event: Chad Turner will host demolition derby - professional and local cars will compete for the grand prize

They'll need: Police - 4 officers

Fire - 4 man crew

Proposed City of Covington Comp Time Payout/Usage Policy – April 2024

(Proposed additions are in bold.)

While there can be exceptions as noted below, as a general rule most City employees are covered by the Fair Labor Standards Act requirement that compensating non-exempt employees for any hours worked in excess of the FLSA designated work period must be considered “overtime” and paid at one and one-half times the employee’s regular hourly pay rate. However, certain public employers such as the City are permitted to alternatively compensate employees who work overtime hours by providing them so called “compensatory time” (generally referred to as “comp time”). The City has elected to offer the compensatory time option to most of its employees. If the option is available to you, it means that you will be compensated for the overtime hours you actually work in one of the following methods: 1) compensatory time off with pay; or, 2) monetary compensation. If you choose to be compensated for overtime by the compensatory time off with pay method, you will receive time off at a rate of one and one-half (1½) times the number of overtime hours you actually worked during the workweek and you will be paid at your regular hourly pay rate for the compensatory time you use. **Effective July 1, 2024, any comp time accrued throughout the fiscal year must be used by the end of that fiscal year (June 30) by following the standard time off request process in the Attendance on Demand timeclock system. The employee’s supervisor will review and approve the comp time off request and make every effort possible to schedule this time period while still ensuring full coverage to the employee’s home department. If a comp time off request is denied by the supervisor, the employee will work with their supervisor to re-schedule for an alternate time period. If multiple denied comp time off requests result in comp time to go unused by the end of the fiscal year (June 30), the remaining balance of unused comp time will be paid out to the employee in one lump sum. All comp time will be used or paid out at the end of every fiscal year resulting in total reset or all comp time banks.**

Furthermore, there is, by law, a maximum amount of “comp time” that can be accumulated or “accrued” by an employee and once that maximum amount is reached overtime must be compensated by way of the weekly payroll. According to the Fair Labor Standards Act, this amount is 240 hours per year or 480 hours per year for healthcare and emergency services personnel.

If you choose to be compensated for overtime by the monetary compensation method, you will receive monetary compensation in your regular paycheck at a rate of one and one-half (1½) times your regular hourly pay rate for the hours you actually worked in excess of the FLSA designated work period assigned to your role. It is important to remember that the City’s obligation to provide both overtime pay and “comp time” is based on hours an employee has actually worked and such hours do not include hours for which an employee was paid but did not actually work.

When both overtime compensation options are available to an employee, he/she is required to choose which method of overtime compensation he/she prefers. This choice may be made **during the first week of each new business quarter – January, April, July, October** – by completing the selection form available in the Human Resources Department.

Proposed Comp Time Lump Sum Payout for Spring 2024

This document has been prepared by the City of Covington Human Resources Department as a brief summary of the proposed request to pay out a monetary equivalent of all outstanding comp time banks currently being carried over year to year on the City of Covington's books. In addition to this one-time payout, the City of Covington Employee Handbook comp time policy would be updated to notify all City employees that any comp time accrued in a fiscal year would be used by the employee within that same fiscal year or, if repeated attempts to schedule said time were denied by the employee's supervisor or if the employee were otherwise unable to take their time for personal reasons, the employee would be paid out at the end of that same fiscal year.

Proposal: To pay out all current comp time banks for all City of Covington employees which has a grand total of \$175,088.21 as of March 31. (Please see attached comp time pay out projection sheet for current pay out amount versus potential future pay out amounts.)

Method: If approved, the total City-wide payout amount (\$175,088.21) would be paid out in a single pay period with each employee's respective amount being paid out to them with a separate check from their standard weekly check.

The cutoff date for comp time accrual in a fiscal year will be May 31. Any accrued but unused comp time will be paid out before the beginning of the fiscal year on July 1. Any comp time accrued in the month of June will be included in the following fiscal year's comp accrual bank.

Benefits:

- +Eliminating liability in the form of potential comp time payout in the event of multiple employee terminations, retirements, extended leaves, or deaths in a single fiscal year that the City currently carries over year to year on our financial books.
- +This pay out and associated Comp time use/payout policy would decrease comp time payout costs for the City on an annual basis.
- +Improved overall overtime tracking and management by individual departments and the City as a whole.
- +Improved State of Tennessee audit processes and scores.
- +Simplification for City of Covington payroll department.
- +Greater financial security and offerings for City of Covington employees.
- +Simplified grant request process and increased chance of attaining said grants.

Liabilities:

- +One-time lump sum payout of \$175,088.21 before July 1, 2024.

BBQ Fest 2022 vs 2023

Property:



Cobb-Parr Memorial Park
100 C E Moss Pkwy, Covington, TN 38019

Jun 2 - Jun 5, 2022



Cobb-Parr Memorial Park
100 C E Moss Pkwy, Covington, TN 38019

Jun 1 - Jun 4, 2023



BBQ Fest 2022 vs 2023

Time Compare



BBQ Fest 2022 vs 2023

Time Compare

Metrics

Metric Name	Cobb-Parr Memorial Park E Moss Pkwy, Covington, TN	Cobb-Parr Memorial Park E Moss Pkwy, Covington, TN
Visits	12.4K	10K
Visitors	10K	8.3K
Visit Frequency	1.23	1.2
Panel Visits	632	602
Visits YoY	+41.1%	-19.8%

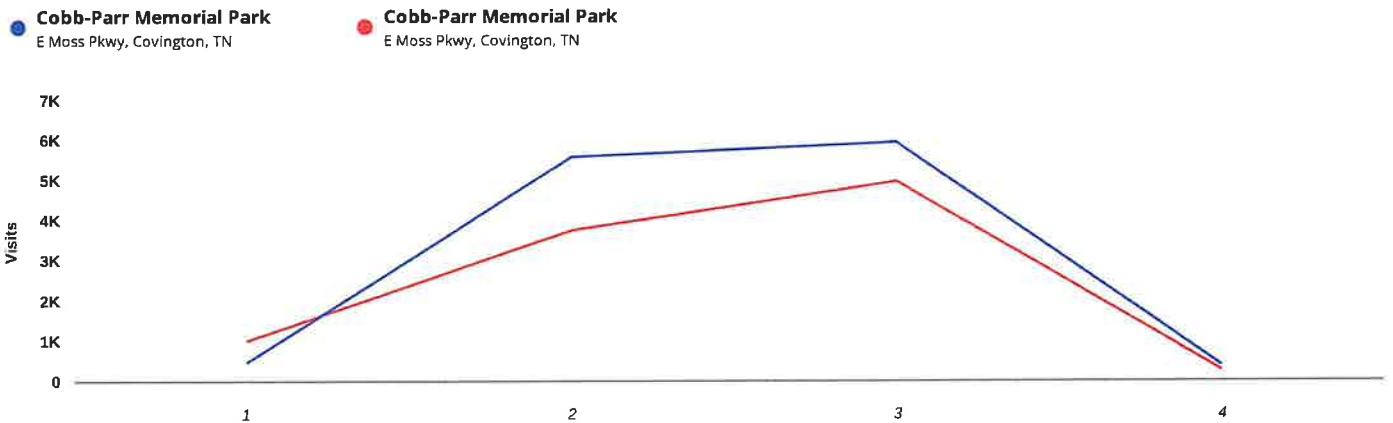
Cobb-Parr Memorial Park - Jun 2nd, 2022 - Jun 5th, 2022

Cobb-Parr Memorial Park - Jun 1st, 2023 - Jun 4th, 2023

Data provided by Placer Labs Inc. (www.placer.ai)



Visits Trend



Daily | Visits

Cobb-Parr Memorial Park - Jun 2nd, 2022 - Jun 5th, 2022

Cobb-Parr Memorial Park - Jun 1st, 2023 - Jun 4th, 2023



Data provided by Placer Labs Inc. (www.placer.ai)



BBQ Fest 2022 vs 2023

Time Compare

Summary

Properties	Median Household Income	Bachelor's Degree or Higher	Median Age	Most Common Ethnicity	Persons per Household
 Cobb-Parr Memoria... E Moss Pkwy, Covington...	\$45.4K	22.3%	36.4	White (46.8%)	2.59
 Cobb-Parr Memoria... E Moss Pkwy, Covington...	\$56.3K	25.6%	37.0	White (62.8%)	2.58

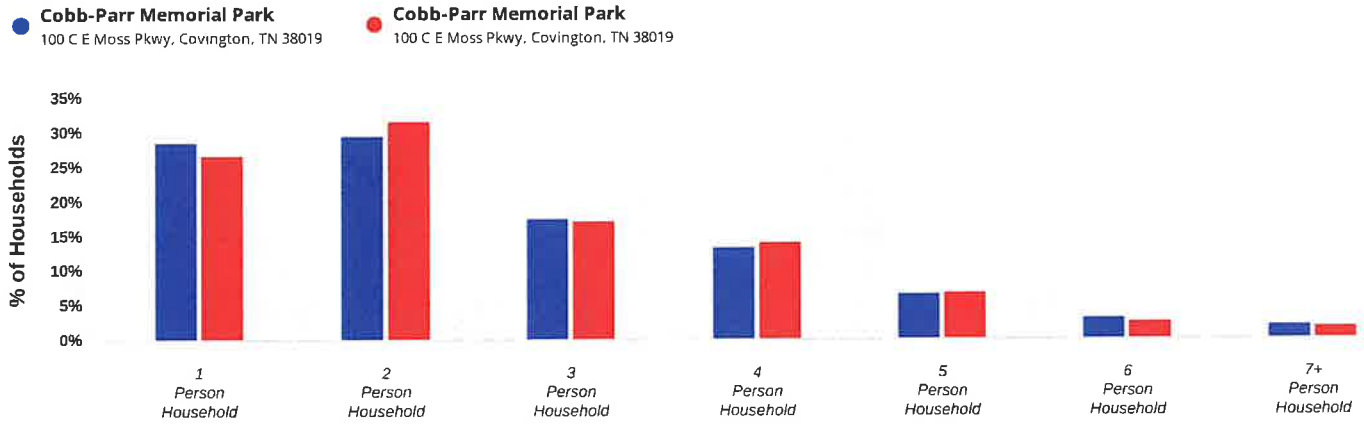
Cobb-Parr Memorial Park - Jun 2nd, 2022 - Jun 5th, 2022
Cobb-Parr Memorial Park - Jun 1st, 2023 - Jun 4th, 2023 | Data Source: STI; Popstats
Data provided by Placer Labs Inc. (www.placer.ai)



BBQ Fest 2022 vs 2023

Time Compare

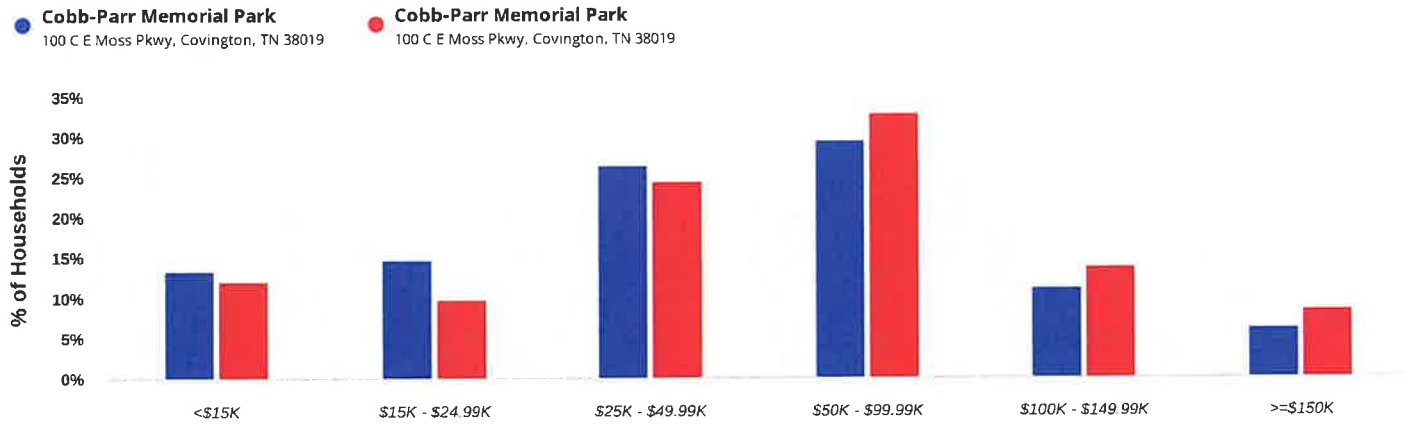
Household Size



Cobb-Parr Memorial Park - Jun 2nd, 2022 - Jun 5th, 2022
Cobb-Parr Memorial Park - Jun 1st, 2023 - Jun 4th, 2023 | Data Source: STI: Popstats
Data provided by Placer Labs Inc. (www.placer.ai)



Household Income



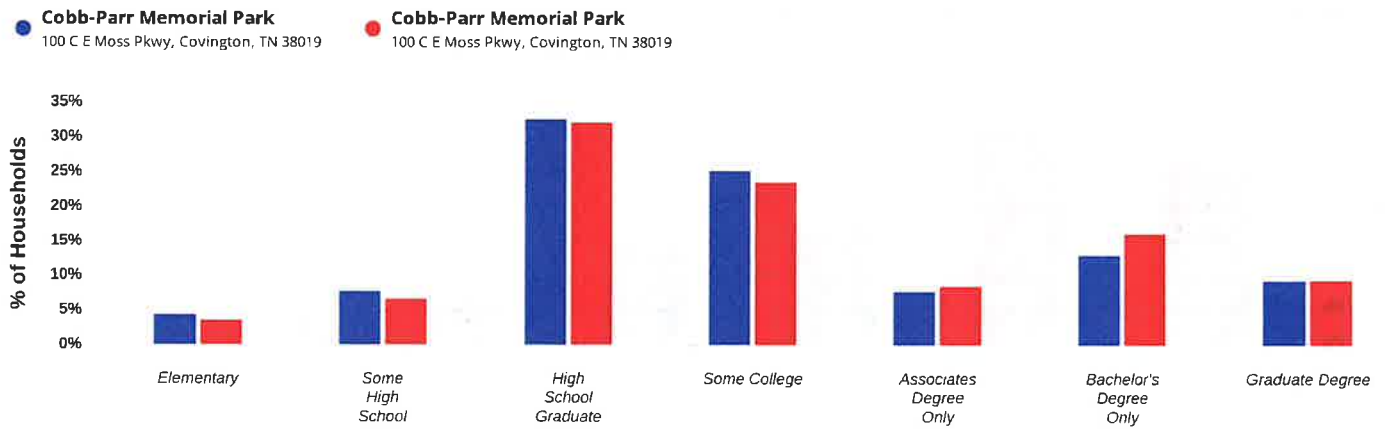
Cobb-Parr Memorial Park - Jun 2nd, 2022 - Jun 5th, 2022
Cobb-Parr Memorial Park - Jun 1st, 2023 - Jun 4th, 2023 | Data Source: STI: Popstats
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BBQ Fest 2022 vs 2023

Time Compare

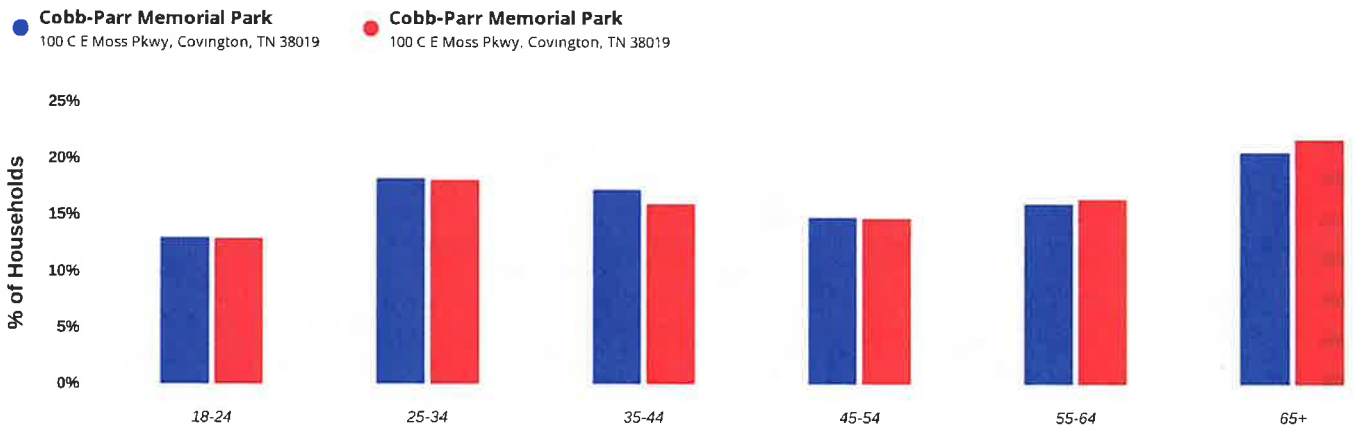
Education



Cobb-Parr Memorial Park - Jun 2nd, 2022 - Jun 5th, 2022
Cobb-Parr Memorial Park - Jun 1st, 2023 - Jun 4th, 2023 | Data Source: STI: Popstats
Data provided by Placer Labs Inc. (www.placer.ai)



Age



Cobb-Parr Memorial Park - Jun 2nd, 2022 - Jun 5th, 2022
Cobb-Parr Memorial Park - Jun 1st, 2023 - Jun 4th, 2023 | Data Source: STI: Popstats
Data provided by Placer Labs Inc. (www.placer.ai)



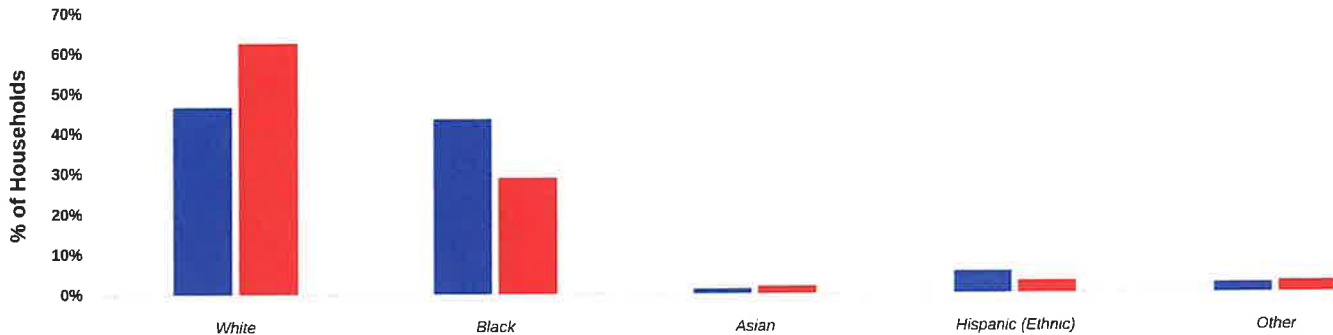
BBQ Fest 2022 vs 2023

Time Compare

Ethnicity

Cobb-Parr Memorial Park
100 C E Moss Pkwy, Covington, TN 38019

Cobb-Parr Memorial Park
100 C E Moss Pkwy, Covington, TN 38019



Cobb-Parr Memorial Park - Jun 2nd, 2022 - Jun 5th, 2022
Cobb-Parr Memorial Park - Jun 1st, 2023 - Jun 4th, 2023 | Data Source: STI: Popstats
Data provided by Placer Labs Inc. (www.placer.ai)



BBQ Fest 2022 vs 2023

Time Compare

Ranking Overview

Cobb-Parr Memorial Park
100 C E Moss Pkwy, Covington, TN 38019

Cobb-Parr Memorial Park
100 C E Moss Pkwy, Covington, TN 38019

Nationwide

Tennessee

15mi

582 / 1,894



15 / 75



1 / 2



676 / 1,895



20 / 75



1 / 2



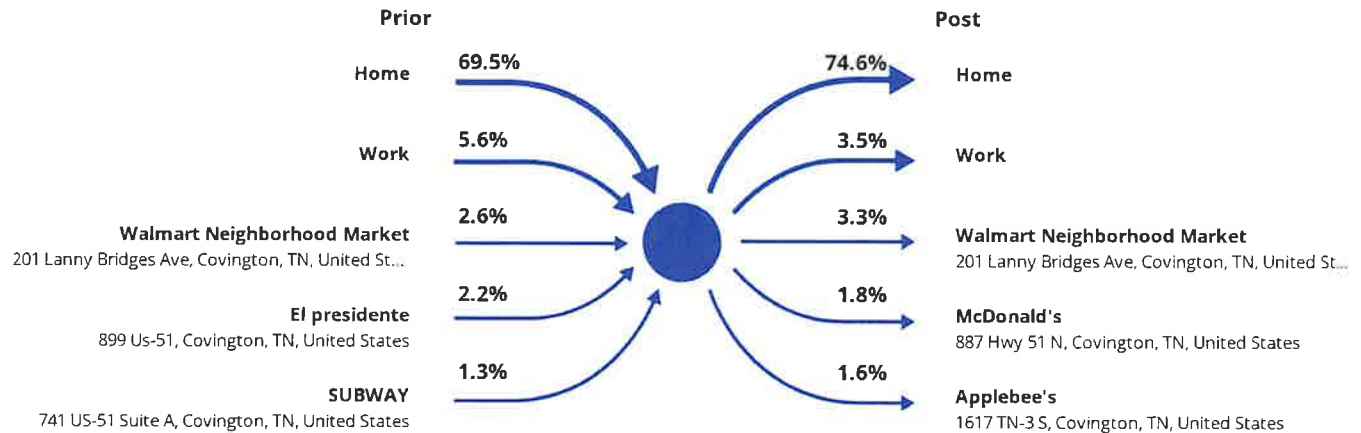
* Ranking only supports 'full-months' - filters and custom dates are ignored. Showing report for: **Cobb-Parr Memorial Park Jun 1st, 2022 - Jun 30th, 2022**, **Cobb-Parr Memorial Park Jun 1st, 2023 - Jun 30th, 2023**

Category: Nature & Landmarks | Visits
 Cobb-Parr Memorial Park - Jun 2nd, 2022 - Jun 5th, 2022
 Cobb-Parr Memorial Park - Jun 1st, 2023 - Jun 4th, 2023
 Data provided by Placer Labs Inc. (www.placer.ai)



Visitor Journey

Cobb-Parr Memorial Park
100 C E Moss Pkwy, Covington, TN 38019



Show by: Location | Jun 2nd, 2022 - Jun 5th, 2022
 Data provided by Placer Labs Inc. (www.placer.ai)

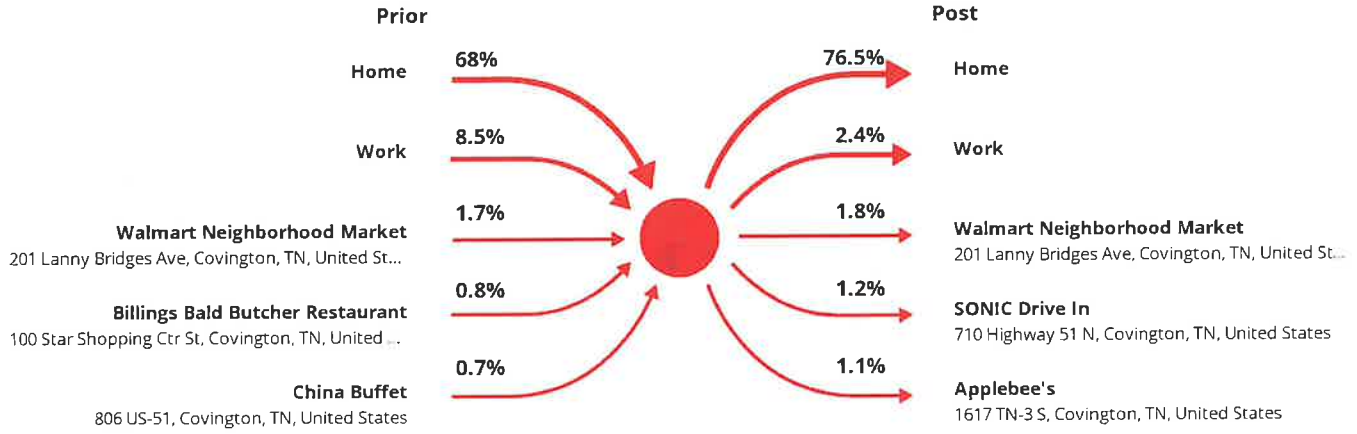


BBQ Fest 2022 vs 2023

Time Compare

Visitor Journey

Cobb-Parr Memorial Park
100 C E Moss Pkwy, Covington, TN 38019

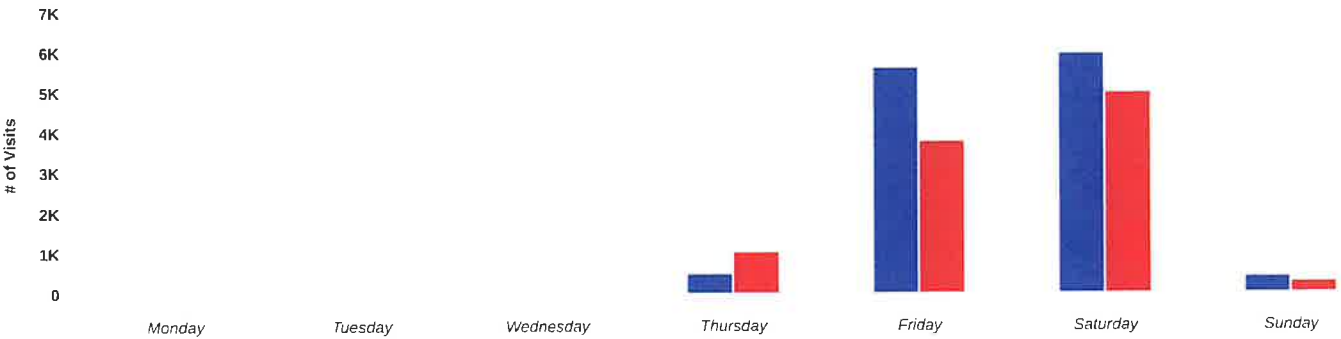


Show by: Location | Jun 1st, 2023 - Jun 4th, 2023
Data provided by Placer Labs Inc. (www.placer.ai)



Daily Visits

Cobb-Parr Memorial Park 100 C E Moss Pkwy, Covington, TN 38019



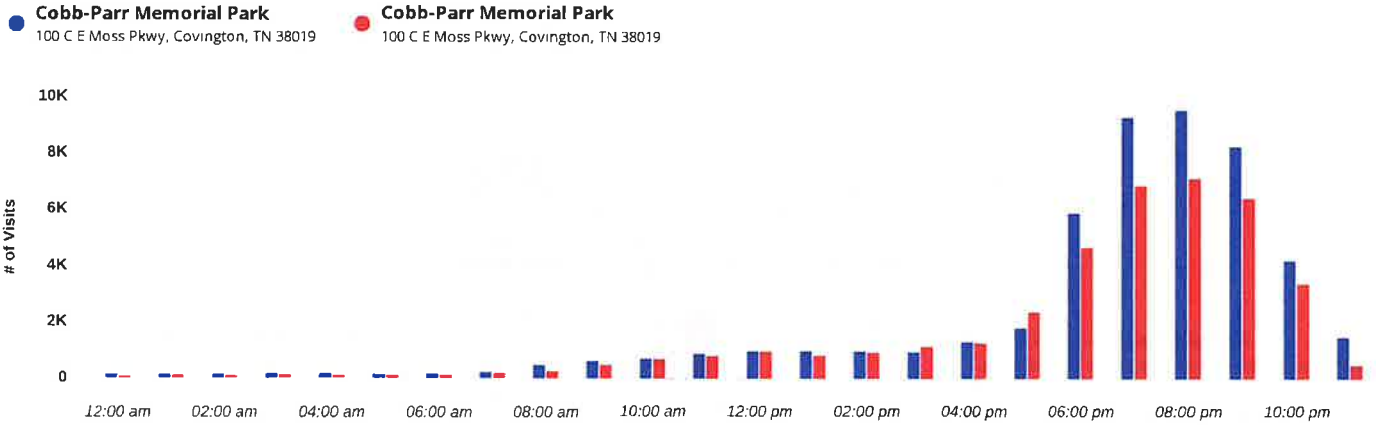
Visits
Cobb-Parr Memorial Park - Jun 2nd, 2022 - Jun 5th, 2022
Cobb-Parr Memorial Park - Jun 1st, 2023 - Jun 4th, 2023
Data provided by Placer Labs Inc. (www.placer.ai)



BBQ Fest 2022 vs 2023

Time Compare

Hourly Visits



Visits
Cobb-Parr Memorial Park - Jun 2nd, 2022 - Jun 5th, 2022
Cobb-Parr Memorial Park - Jun 1st, 2023 - Jun 4th, 2023
Data provided by Placer Labs Inc. (www.placer.ai)



BBQ Fest 2022 vs 2023

Time Compare

Favorite Places

Cobb-Parr Memorial Park / E Moss Pkwy, Covington, TN

Rank	Name	Distance	Visitors
1	Sugar Sands Beach House / Gulf Shores, AL, United States	384.1 mi	63 (0.6%)
2	Quality Inn / 873 Hwy-51 North, Covington, TN 38019	1.3 mi	44 (<0.5%)
3	Motel 6 / 901 Hwy 51 N, Covington, TN 38019	1.5 mi	42 (<0.5%)
4	Executive Inn Covington, Tn / 1007 Highway 51 N, Covington, TN 38019	1.9 mi	42 (<0.5%)
5	Days Inn / 2600 Lake Rd, Dyersburg, TN 38024	37.7 mi	40 (<0.5%)
6	DoubleTree by Hilton / 185 Union Ave, Memphis, TN 38103	36.4 mi	31 (<0.5%)
7	The Peabody Memphis / 149 Union Ave, Memphis, TN 38103	36.5 mi	31 (<0.5%)
8	Holiday Inn / 1121 East Main, Blytheville, AR 72315	28.3 mi	23 (<0.5%)
9	Hotel Indigo / 220 South Broadway Ave., Rochester, MN 55904	603.1 mi	22 (<0.5%)
10	Super 8 / 2350 Royal Dr, Fort Mitchell, KY 41017	369 mi	21 (<0.5%)

Category: Hotels & Casinos | Min. Visits: 1

Cobb-Parr Memorial Park - Jun 2nd, 2022 - Jun 5th, 2022

Cobb-Parr Memorial Park - Jun 1st, 2023 - Jun 4th, 2023

Data provided by Placer Labs Inc. (www.placer.ai)



BBQ Fest 2022 vs 2023

Time Compare

Favorite Places

Cobb-Parr Memorial Park / E Moss Pkwy, Covington, TN

Rank	Name	Distance	Visitors
1	Holiday Inn Express / 120 Deena Cove, Covington, TN 38019	1.4 mi	95 (1.1%)
2	Comfort Inn & Suites / 10772 Highway 51 S, Atoka, TN 38004	10.3 mi	42 (0.5%)
3	Days Inn / 80 Deena Cv, Covington, TN 38019	1.4 mi	36 (<0.5%)
4	Aqua Vista / 17155 Front Beach Rd, Panama City Beach, FL 32413	428.6 mi	36 (<0.5%)
5	Hilton Garden Inn / 363 E Main St, Tupelo, MS 38804	105.1 mi	32 (<0.5%)
6	Holiday Inn / 1091 South Willow Avenue, Cookeville, TN 38501	234.7 mi	25 (<0.5%)
7	Wingate By Wyndham / 6007 Landmark Center Blvd, Greensboro, NC 27407	548 mi	25 (<0.5%)
8	Hampton Inn / 8838 US Highway 51 N, Millington, TN 38053-4503	18.5 mi	20 (<0.5%)
9	On the Beach!! Panama City Beach FL. / 15817 Front Beach Road, Panama City Beach, FL 32413	429.7 mi	18 (<0.5%)
10	DoubleTree by Hilton / 9100 Basil Ct, Largo, MD 20774	741 mi	18 (<0.5%)

Category: Hotels & Casinos | Min. Visits: 1

Cobb-Parr Memorial Park - Jun 2nd, 2022 - Jun 5th, 2022

Cobb-Parr Memorial Park - Jun 1st, 2023 - Jun 4th, 2023

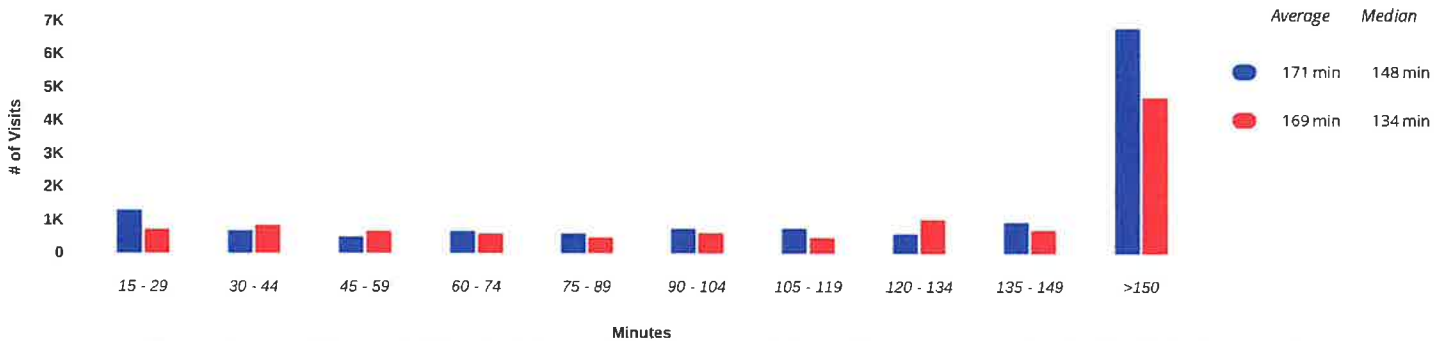
Data provided by Placer Labs Inc. (www.placer.ai)



Length of Stay

Cobb-Parr Memorial Park
100 C E Moss Pkwy, Covington, TN 38019

Cobb-Parr Memorial Park
100 C E Moss Pkwy, Covington, TN 38019



Visits

Cobb-Parr Memorial Park - Jun 2nd, 2022 - Jun 5th, 2022

Cobb-Parr Memorial Park - Jun 1st, 2023 - Jun 4th, 2023

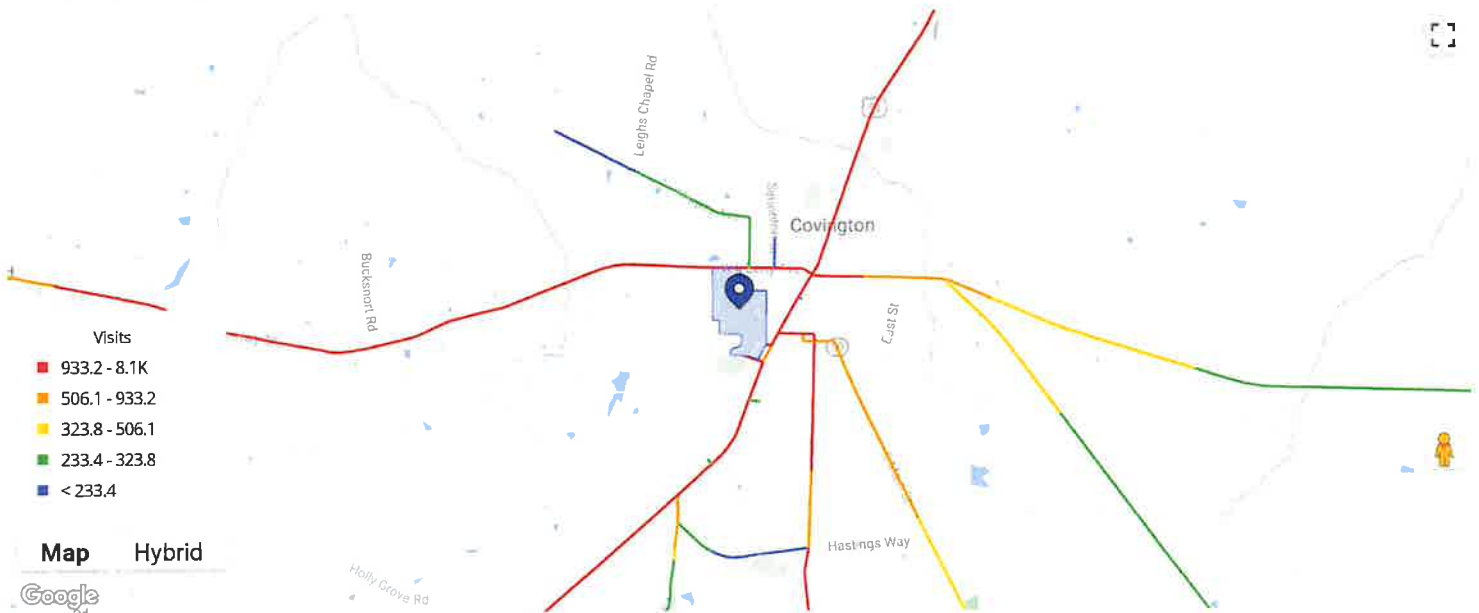
Data provided by Placer Labs Inc. (www.placer.ai)



BBQ Fest 2022 vs 2023

Time Compare

Visitor Journey - Routes

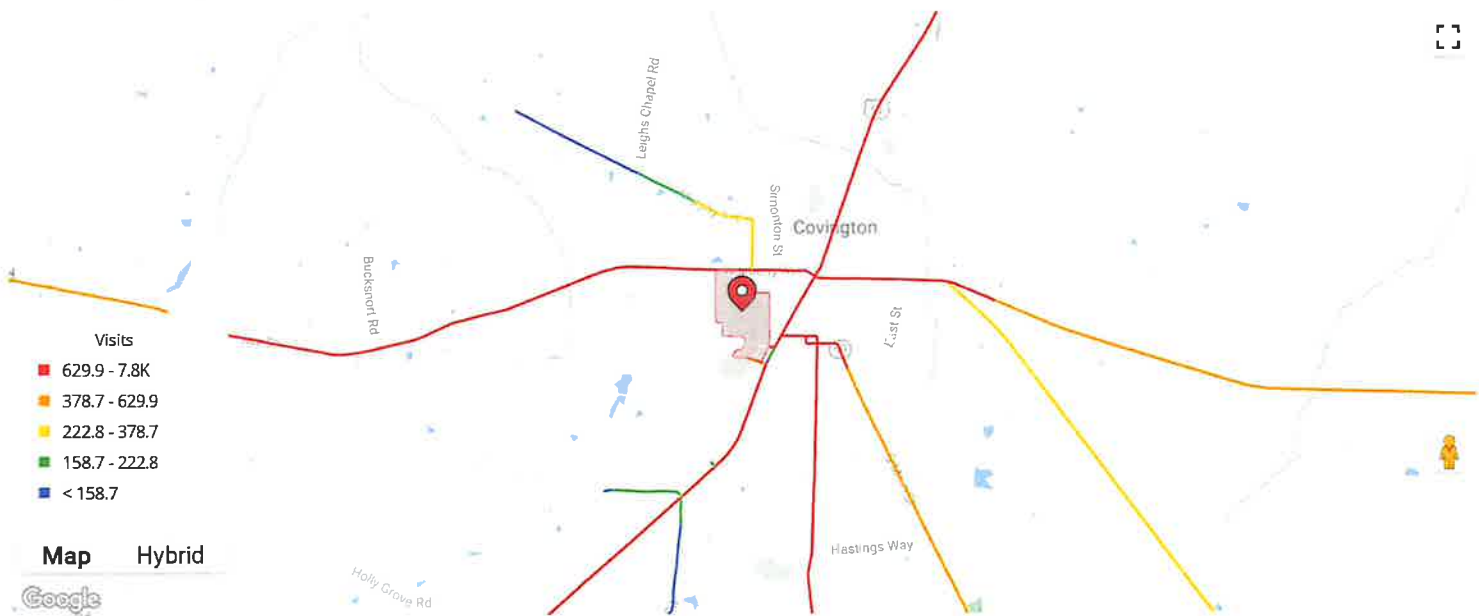


To protect individual privacy, the beginning points shown for each route are approximations and do not represent actual home locations.

Journey Direction: To Property | Jun 2nd, 2022 - Jun 5th, 2022
Data provided by Placer Labs Inc. (www.placer.ai)



Visitor Journey - Routes



To protect individual privacy, the beginning points shown for each route are approximations and do not represent actual home locations.

Journey Direction: To Property | Jun 1st, 2023 - Jun 4th, 2023
Data provided by Placer Labs Inc. (www.placer.ai)



Prior / Post Compare

May 27 - May 29, 2022

Prior / Post Compare

Softball Park / Mueller Brass Rd, Covington, TN

Prior			Post		
Rank	Name	Foot-Traffic	Rank	Name	Foot-Traffic
1	Walmart / Lanny Bridges Ave, Covington, TN	3.8%	1	Applebee's / TN-3 S, Covington, TN	2.7%
2	Midway Market / Mueller Brass Rd, Covington, TN	2.5%	2	Walmart / Lanny Bridges Ave, Covington, TN	2.6%
3	Las Margaritas / U, Covington, TN	1.6%	3	Las Margaritas / U, Covington, TN	1.9%
4	Chick-fil-A / Lake Rd, Dyersburg, TN	1.5%	4	Millington Farms Shopping Center / US Hwy 51 ...	1.3%
5	Western Union / Hwy 77 & Biffle Rd, Newbern, TN	1.1%	5	Century Express Carwash / Robbins Rd, Covingt...	1.1%
6	Applebee's / TN-3 S, Covington, TN	1.1%	6	Tacos vs Sushi / US-51, Ripley, TN	1%
7	McDonald's / Hwy 51 N, Ripley, TN	1.1%	7	Murphy USA / US-51, Covington, TN	0.9%
8	Lucy General Store / US Highway 51 N, Millingto...	0.9%	8	Ice Cream Tour / Hwy 51 South, Atoka, TN	0.9%
9	Patriot Bank / Mueller Brass Rd, Covington, TN	0.9%	9	The Home Depot / Holly Grove Road, Covington,...	0.8%
10	Dollar General / Mueller Brass Rd, Covington, TN	0.7%	10	McDonald's / Hwy 51 N, Covington, TN	0.8%

May 27th, 2022 - May 29th, 2022

Data provided by Placer Labs Inc. (www.placer.ai)



