

COUNCIL MEETING
Tuesday, April 8, 2025 at
6:00 pm



I. MEETING CALLED TO ORDER

II. INVOCATION AND PLEDGE

III. ROLL CALL

| | | |
|--------------------------------|---------------|--------------|
| Honorable Mayor Fowler | Present _____ | Absent _____ |
| Honorable Councilman Bilbrey | Present _____ | Absent _____ |
| Honorable Councilman Williams | Present _____ | Absent _____ |
| Honorable Councilwoman Hawkins | Present _____ | Absent _____ |
| Honorable Vice Mayor Hill | Present _____ | Absent _____ |

IV. CONSIDER AGENDA AND MINUTES

1. Consider approval of agenda as presented:

Motion _____ 2nd _____

| | | |
|--------------------|-----------|----------|
| Mayor Fowler | Yes _____ | No _____ |
| Honorable Bilbrey | Yes _____ | No _____ |
| Honorable Williams | Yes _____ | No _____ |
| Honorable Hawkins | Yes _____ | No _____ |
| Vice Mayor Hill | Yes _____ | No _____ |

2. Consider approval of the minutes of council meeting held on March 11, 2025:

Motion _____ 2nd _____

| | | |
|--------------------|-----------|----------|
| Mayor Fowler | Yes _____ | No _____ |
| Honorable Bilbrey | Yes _____ | No _____ |
| Honorable Williams | Yes _____ | No _____ |
| Honorable Hawkins | Yes _____ | No _____ |
| Vice Mayor Hill | Yes _____ | No _____ |

V. OLD BUSINESS

VI. NEW BUSINESS

3. Consider approval to suspend the reading of Ordinance 719-25, 720-25, 721-25, 722-25, and Resolution 366-25. (Sponsor: City Administrator):

Motion _____ 2nd _____

| | | |
|--------------------|-----------|----------|
| Mayor Fowler | Yes _____ | No _____ |
| Honorable Bilbrey | Yes _____ | No _____ |
| Honorable Williams | Yes _____ | No _____ |
| Honorable Hawkins | Yes _____ | No _____ |
| Vice Mayor Hill | Yes _____ | No _____ |

4. The floor will now be open for public hearing for second and final reading of Ordinance 719-25. Consider approval of second and final reading Ordinance 719-25 to adopt procedures for the appointment of department directors (Sponsor: Mayor Fowler):

Motion _____ 2nd _____

| | | |
|--------------------|-----------|----------|
| Mayor Fowler | Yes _____ | No _____ |
| Honorable Bilbrey | Yes _____ | No _____ |
| Honorable Williams | Yes _____ | No _____ |
| Honorable Hawkins | Yes _____ | No _____ |
| Vice Mayor Hill | Yes _____ | No _____ |

5. The floor will now be open for public hearing for second and final reading of Ordinance 720-25. Consider approval of second and final reading of Ordinance 720-25 amending the Public Records Policy passed by Ordinance 615-17 (Sponsor: City Administrator):

Motion _____ 2nd _____

| | | |
|--------------------|-----------|----------|
| Mayor Fowler | Yes _____ | No _____ |
| Honorable Bilbrey | Yes _____ | No _____ |
| Honorable Williams | Yes _____ | No _____ |
| Honorable Hawkins | Yes _____ | No _____ |
| Vice Mayor Hill | Yes _____ | No _____ |

6. The floor will now be open for public hearing for second and final reading of Ordinance 721-25. Consider approval of second and final reading of Ordinance 721-25 rezoning property at Hope Church located on W Main St (Sponsor: City Administrator):

Motion _____ 2nd _____

| | | |
|--------------------|-----------|----------|
| Mayor Fowler | Yes _____ | No _____ |
| Honorable Bilbrey | Yes _____ | No _____ |
| Honorable Williams | Yes _____ | No _____ |
| Honorable Hawkins | Yes _____ | No _____ |
| Vice Mayor Hill | Yes _____ | No _____ |

7. Consider approval of first reading of Ordinance 722-25 adopting the annual budget and tax rate for the FY beginning July 1, 2025 and ending June 30, 2026 (Sponsor: City Council):

Motion _____ 2nd _____

| | | |
|--------------------|-----------|----------|
| Mayor Fowler | Yes _____ | No _____ |
| Honorable Bilbrey | Yes _____ | No _____ |
| Honorable Williams | Yes _____ | No _____ |
| Honorable Hawkins | Yes _____ | No _____ |
| Vice Mayor Hill | Yes _____ | No _____ |

8. Consider approval of TN Central Trail Authority by-law amendment (Sponsor: City Administrator):

Motion _____ 2nd _____

| | | |
|--------------------|-----------|----------|
| Mayor Fowler | Yes _____ | No _____ |
| Honorable Bilbrey | Yes _____ | No _____ |
| Honorable Williams | Yes _____ | No _____ |
| Honorable Hawkins | Yes _____ | No _____ |
| Vice Mayor Hill | Yes _____ | No _____ |

9. Consider approval of Resolution 366-25 updating the Title VI Policy (Sponsor: City Administrator):

Motion _____ 2nd _____

| | | |
|--------------------|-----------|----------|
| Mayor Fowler | Yes _____ | No _____ |
| Honorable Bilbrey | Yes _____ | No _____ |
| Honorable Williams | Yes _____ | No _____ |
| Honorable Hawkins | Yes _____ | No _____ |
| Vice Mayor Hill | Yes _____ | No _____ |

VII. CITY ADMINISTRATOR'S REPORT

***Department Heads**

VIII. HEARING OF CITIZENS AND/OR DELEGATIONS

IX. ADJOURN

TIME: _____

Motion _____ 2nd _____
Next Meeting May 13, 2025

RESOLUTION 366-25

**A RESOLUTION UPDATING THE
Title VI Policy**

**RESOLUTION 366-25
REQUESTED BY: CITY ADMINISTRATOR
PREPARED BY: CITY ADMINISTRATOR**

CORRECTNESS:

(City Attorney)

**PASSED READING: April 8, 2025
MINUTE BOOK _____ PAGE _____**

**A RESOLUTION OF THE CITY OF ALGOOD, TENNESSEE UPDATING THE
TITLE VI POLICY.**

WHEREAS, The City of Algood desires to comply with all state and federal regulations;
and

WHEREAS, the State of Tennessee requires municipalities to be in compliance with Title VI in order to receive federal monies that are directed toward the State, and

WHEREAS, The City of Algood desires to reinforce its practice of Title VI compliance by updating the policy manual.

NOW, THEREFORE, BE IT RESOLVED that the City of Algood City Council hereby updates the Title VI Policy:

This Resolution will become a part of the onboarding and annual training regulations for the City of Algood

Title VI updated policy

1. The attached Title VI Compliance Manual for the City of Algood shall be adopted in its entirety by reference.
2. The following statement shall be deemed as the City of Algood Title VI Policy Statement:

“It is the policy of the City of Algood to insure that no citizen shall, on the grounds of race, color, sex, age, disability, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

This resolution will take effect immediately upon its passage, the public welfare requiring it.

Approved this _____ day of _____, 20____

Mayor

Attest: _____
City Recorder

**CITY OF ALGOOD
TITLE VI PLAN POLICY STATEMENT**

As the recipient of federal funds, City of Algood assures that no person shall on the grounds of race, color, sex, age, disability, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L.100.259) be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any programs or activity. The City of Algood further assures every effort will be made to ensure nondiscrimination in all its programs and activities, whether those programs or activities are federally funded or not.

In the event that the City of Algood distributes federal aid funds to another entity, City of Algood will include Title VI language in all written agreements and will monitor for compliance.

Lisa Chapman-Fowler, Mayor

Date

City of Algood, Tennessee
Title VI Assurances

City of Algood HEREBY AGREES THAT as a condition of receiving any federal financial assistance it will comply with the Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal financial assistance. The person whose signature appears below is authorized to sign the assurance on behalf of City of Algood.

Lisa Chapman-Fowler
Mayor

Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21).

The Civil Rights Restoration Act of 1987 clarified the intent of Congress in passing the Civil Rights Act of 1964. It restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all program and activities of Federal-aid recipients, sub- recipients and contractors.

The Federal Highway Act of 1973 (23 U.S.C. 324) states that no person shall on the grounds of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this title or carried on under this title.

The Age Discrimination Act of 1975 (42 U.S.C. Sections 6101-6107) says that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The American with Disabilities Act of 1990 (49 CFR Part 27) refers to non-discrimination on the basis of disability in programs and activities receiving or benefiting from Federal Financial Assistance.

**CITY OF ALGOOD
TITLE VI DELEGATION CHART**

**Lisa Chapman-Fowler, MAYOR
CITY OF ALGOOD
Contact (931) 537-9545**

The City Administrator of the City of Algood, Tennessee is responsible for ensuring the implementation of the organization's Title VI program. The Title VI Coordinator for City of Algood, on behalf of the City Council is responsible for the overall management of the City of Algood Title VI program.

Title VI Coordinator: Roy Phipps
Contact at (931) 537-9545 ext. 2040

CITY OF ALGOOD, TENNESSEE
TITLE VI Coordinator Responsibilities

The Title VI Coordinator is charged with the responsibility of implementing, monitoring, and ensuring the City's compliance with Title VI regulation. Title VI responsibilities are as follows:

Complete and return annual self surveys for respective departments to the state Civil Rights office by date requested.

Disseminate Title VI information to employees, clients, consultants, and applicants concerning their rights and responsibilities under the act.

Ensure diversity on Planning Boards and Commissions

Receive, record, and respond to all Title VI complaints.

Display a public notice that states the provisions of Title VI of the Civil Rights Act and includes name, address, and telephone number of the coordinator.

Maintain permanent records of all Title VI complaints.

Develop written Complaint & Hearing Procedures.

Know who to contact to get Title VI information and assistance.

City of Algood Title VI Program Administration

The Title VI Coordinator is under direct supervision of the City Administrator and is responsible for the program's day to day administration.

Complaints

If an individual believes that he or she or any other program beneficiaries have been subjected to unequal treatment or discrimination in their receipt of benefits and/or services, or on the grounds of race, color, national origin, sex, disability or age, he or she may exercise his or her right to file a complaint with the City of Algood. Every effort will be made to resolve complaints informally.

Public Dissemination

The Title VI Coordinator will disseminate Title VI program information to the public. Public dissemination will include inclusion of Title VI language in its contracts, and placing the poster in the lobby of the Algood City Hall.

Remedial Action

City of Algood will actively pursue the prevention of Title VI deficiencies and violations and will take necessary steps to ensure compliance with all programs' operations, corrective action will be taken to resolve Title VI issues, and reducing to writing a remedial action agreed upon to be necessary all within a period not to exceed 90 days.

Limited English Proficiency

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP". These individuals may be entitled to language assistance with respect to particular type service, benefit, or encounter. Federal laws particularly applicable to language access include Title VI of the Civil Rights Act of 1964 prohibiting discrimination based on national origin.

As a result of this service, providers who serve populations that are made up of more than 5 percent of a nationality that speaks a native language other than English must provide translated documents and signage in that native language. However, for service providers who serve communities with less than that 5 percent they must at least make reasonable accommodations for those who are in their communities.

According to census statistics from the year 2000 the Hispanic population in the City of Algood is not over the 5 percent mark, the following accommodations will be made:

If a Hispanic speaking person seeks the assistance or services of the City of Algood, the City of Algood will utilize the services of Language Line Services, a national hotline where interpreters of all languages are available to interpret via the telephone. In an event Language Line cannot be reached, 911 Communications Center may be able to assist with contacting the provider.

If a person speaking any other language seeks the assistance or services of the City of Algood, the City of Algood will utilize the Language Identification Card, found on the last page of this manual, to help determine the native language of the service seeker. City of Algood employee will then utilize the language services of Language Line Services, a national hotline where interpreters of all languages are available to interpret via the telephone.

Procedures Accessibility

Employees of the City of Algood will receive written procedures regarding Title VI, which they can keep readily accessible in their own workspaces.

City of Algood, Tennessee Title VI Procedures

Limited English Proficient (LEP) Procedures

If a Hispanic-Speaking person seeks the assistance or services of the City of Algood, contact Language Line or 911 Dispatch. Contact information for 911 Dispatch can be found on page 19 and Language Line, a national hotline where Hispanic Interpreters are available to interpret via telephone. Instructions for using Language Line Services can be found on page 19 of this manual.

If a person speaking any other language seeks the assistance or services of the City of Algood, first utilize the Language Identification Flashcard. Show this to the customer and have them point to the language they speak. Next, contact Language Line, a national hotline where interpreters of all languages are available to interpret via telephone. Instructions for using Language Line Services can be found on page 20 of this manual.

Finally, document all actions you took on the Title VI Action Log on page 16 of this manual.

Discrimination Claims and Complaints

If someone approaches you with a complaint regarding discrimination on the part of the City of Algood, contact Roy Phipps, who serves as City of Algood Title VI Coordinator and he will handle the complaint documentation from that point. If the Title VI Coordinator is not available at the time you are dealing with the complaining customer, give them the Title VI Complaint Filing Form found on page 15 of this manual, highlight the address at the top portion of the form and have them mail it to the City of Algood. They may complete it and give it back to you and you must immediately forward the complaint form to the Title VI Coordinator or the City of Algood City Administrator.

Contractual Agreements

If you are creating a contract to be used between City of Algood and any outside entity, you must be sure to include Title VI assurance language provided on page 13 of this manual.

Finally, document all actions you took on the Title VI Action Log on page 16 of this manual.

Contractor Monitoring

If you are dealing with a sub-contractor who is receiving a portion of the federal funding distributed to City of Algood, either use monitoring procedures set forth by the funding source, or use the notice and monitoring form found on page 18 of this manual.

Finally, document that you have given Title VI notice and monitor forms on the Title VI Action Log found on page 16 of this manual.

City of Algood, Tennessee
Limited English Proficiency (LEP) Procedure

It is the general policy of the City of Algood, not to discriminate against anyone with Limited English Proficiency (LEP), who participates in our programs and/or services. We have taken steps to ensure that all individuals will be able to communicate, either through written or oral language services, with all members of our staff. These steps are as follows:

1. Employees will have access to "I Speak" cards.

2. Once language proficiency is determined, employees will have resources available to assist the individual in determining his/her need.

3. If the need is not urgent or life threatening, employees will defer to their supervisors what steps need to be taken. The steps are, but not limited to, the following:
 - a) If the need is a document translated, the supervisor will have the document translated as soon as possible, without jeopardizing his/her duties as a supervisor.
 - b) If the need is oral language services, the supervisor will take appropriate actions to provide the assistance as soon as possible through a translation service, without jeopardizing his/her duties as a supervisor.
 - c) The supervisor has the obligation to the safety of his/her employees as well as to the people of the City of Algood to assist the need of all persons. This includes not leaving his/her work place unless it is an emergency.

4. If the need is urgent or life threatening, employees will use, to the best of their ability, any resource available to accommodate the individual.

Anyone believing there has been discrimination against them: because of LEP should contact Roy Phipps, Title VI Coordinator at 931-537-9545

City of Algood, Tennessee Title VI Complaint and Hearing Procedure

A formal complaint must be filed within 180 calendar days of the alleged incident and include the name, address, phone number and signature of the complainant. It should also describe the alleged discriminatory act that violates Title VI in detail.

Formal complaints filed against the City of Algood will be logged and forwarded to the agency having jurisdiction within 3 business days.

Formal complaints filed against contractors, sub-contractors, etc. of the City of Algood will be processed and investigated by the City of Algood Title VI Committee.

GUIDELINES FOR PROCESSING COMPLAINTS

1. Maintain a log of all complaints and appeals.

2. Forward an initial report to the agency having jurisdiction within seven (7) working days.

3. A copy of the complaint will also be forwarded to the alleged discriminatory subcontractor official. Including the name and telephone number of the Title VI Committee investigating the complaint.

4. The Title VI Committee will initiate the investigation by first contacting the complainant by telephone within three (3) workdays of receiving the assignment to set up an interview.
 - a. The complainant will be informed that they have a right to have a witness or representative present during the interview.

 - b. Submit any documentation he/she perceives as relevant to proving his/her complaint.

5. The alleged discriminatory sub-contractor official will be given the opportunity to respond to all aspects of the complainant's allegations.

6. The investigation officer will determine, based on relevancy or duplication of evidence, which witnesses will be contacted and questioned.

7. The Title VI Committee will contact the complainant at the conclusion of the investigation, but prior to writing the final report and give the complainant an opportunity to give a rebuttal statement only at the end of the investigation process.

8. The investigation will be completed and a final report will be sent to the agency having jurisdiction, the alleged discriminatory sub-contractor, and the complainant within sixty (60) calendar days of the date the complaint was received. The final report will include the following:

- a. The written complaint containing the allegation, basis, and date of filing
- b. Summized statements taken from witnesses
- c. Finding of facts
- d. Opinion (based on all evidence in the record) that the incident is substantiated or unsubstantiated
- e. Remedial action(s) for substantiated cases

9. If corrective action(s) is recommended the alleged discriminatory sub-contractor will be given thirty (30) calendar days to inform the Title VI Committee of the actions taken for compliance.

10. Corrective actions can be in the form of actions to be taken at a future date after the initial thirty (30) days with the projected time period(s) in which action will be completed. All corrective actions must be made within sixty (60) days from the date of the actual recommendation.

11. If the recommended corrective action(s) have not been taken within the thirty (30) day time period allowed, the sub-contractor will be found to be in noncompliance with Title VI and implementing rules and regulations, and a referral will be made to the agency having jurisdiction for enforcement action.

12. Appeals Procedures:

- a. The complainant has the right to appeal all written reports to the agency having jurisdiction.
- b. This appeal must be made in writing to the agency having jurisdiction within fourteen (14) days of receipt of City of Algood Title VI Committee's final report.
- c. The appeal must specifically cite the portion(s) of the finding with which the complainant disagrees and his/her reason(s) for disagreement.
- d. The agency having jurisdiction will forward this appeal within seven (7) days to the appropriate board for review.
- e. The Board's review of the finding will be based on the entire record.
- f. The Board must complete the appeal review thirty (30) calendar days after receipt of the appeal.
- g. The Board will forward their written findings to the complainant and the appropriate person depending on the agency having jurisdiction.

**City of Algood, Tennessee
Equal Opportunity & Title VI Policy Statement**

It is the policy of the City of Algood to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, Part 21; Related statutes and regulations to the end that no person shall be excluded from participation in or be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, sex, age, disability or national origin.

Signed: _____
Roy Phipps

Any person who believes he or she has been discriminated against should contact:

Roy Phipps, Title VI Coordinator
City of Algood
215 W Main Street
Algood, Tennessee 38506
(931) 537-9545 ext. 2040

Sample Assurance Language
(To be included in all advertisements for job openings.)

It is the policy of the City of Algood not to discriminate on the basis of race, color, national origin, age, sex or disability in its hiring and employment practices.

Sample Assurance Language
(To be included in all contracts.)

It is the policy of the City of Algood not to discriminate on the basis of race, color, national origin, age, sex or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this contract, contractor certifies and warrants it will comply with this policy.

Notice Employees

It is the policy of the City of Algood to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, Part 21; Related statutes and regulations to the end that no person shall be excluded from participation in or be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, sex, age, disability or national origin.

As a new employee of the City of Algood you will receive appropriate information regarding Title VI at the time of your New Employee Orientation.

Your signature on this form indicates that you have been informed of the City of Algood Title VI Policy.

Print Employee Name: _____

Employee Signature: _____

Date: _____

**City of Algood, Tennessee
Title VI Complaint Filing Form**

Note: A formal Title VI Complaint against City of Algood should be filed within 180 days of the alleged incident.

To: Roy Phipps, Title VI Coordinator
215 W Main Street
Algood, TN 38506
931-537-9545 ext. 2060

I, _____ hereby file an official complaint against City of Algood, located at 215 West Main Street, Algood, TN 38506.

Complainant's Address:

Complainant's Phone Number: _____

If you do not have a phone number, how do you prefer to be contacted? _____

Nature of incident:

Name of any witnesses who may have knowledge of the discriminatory action; (Give address and phone number, if applicable): _____

Basis of Complaint (Please circle all that apply):

Race Color National Origin Sex Age Religious Affiliation

Date of Alleged Discrimination: _____

Signed: _____ Dated:

Note: It is the policy of City of Algood to take action regarding grievances within ten working days of a filed complaint. Law requires that all Title VI complaints be responded to and resolved within 90 days.

Title VI Action Log

Name and affiliation with City of Algood: _____

Date of Title VI Action: _____

Describe briefly the situation that prompted you to take the Title VI Action:

Title VI Action taken:

Your Signature: _____

Date of Title VI Action: _____

Describe briefly the situation that prompted you to take the Title VI Action:

Title VI Action taken: _____

Your Signature: _____

Please request additional log sheets from the Administrative Department at (931) 537-9545

City of Algood, Tennessee Notice to Contractors

As the recipient of federal funds, the City of Algood assures that no person shall on the basis of race, color, sex, age, disability or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L.100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs or activity.

Therefore, as a sub-recipient of federal funding provided to City of Algood, you must also make the same Title VI assurances including:

- .Ensuring all new and current employees receive Title VI policy
- .Display Title VI posters
- .Inform customers of their Title VI rights
- .Ensure all contracts have Title VI assurance language (see below)
- .Develop a written complaint & hearing procedure
- .Ensure minority representation on planning boards and commissions
- .Know who to contact to get Title VI information and assistance

If you have questions regarding any of these compliance requirements, please contact Title VI Coordinator, Roy Phipps at (931) 537-9545.

Note: The following assurance language must be included on all contracts.

It is the policy of (insert name of agency/program) not to discriminate on the basis of race, color, national origin, age, sex or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this contract, contractor certifies and warrants it will comply with this policy.

**City of Algood, Tennessee
Monitoring Form
Ethnic and Gender of Contractors**

As a sub-recipient of federal funding provided to City of Algood, we ask that you maintain records of those ethnic and gender groups who are awarded bids on related projects. Therefore, for Title VI compliance, we ask for voluntary disclosure of the following information on each bid award recipient. Please provide each recipient with this form.

Gender:

Male _____ Female _____

Race:

Caucasian _____ African American _____ Hispanic _____

Other (Please Specify) _____

I was awarded a bid for _____

On the following date _____

Please complete and return to:
Roy Phipps, Title VI Coordinator
City of Algood
215 W Main Street
Algood, TN 38506
(931) 537-9545

City of Algood, Tennessee
Title VI
Limited English Proficient (LEP) Language Line Services Instructions

If a Hispanic-speaking person seeks the assistance or services of City of Algood proceed to contact Language Line Services, a national hotline where Hispanic Interpreters are available to interpret via telephone. 911 Dispatch may also be able to assist at 931-528-1200.

Follow the instructions listed below.

If a person speaking any other language seeks the assistance or services of City of Algood Government, first utilize the **Language Identification Card (ATTACHED)** of this manual. Show this to the customer and have them point to the language they speak. Next, contact Language Line Services, a national hotline where interpreters of all languages are available to interpret via telephone. Follow the instructions listed below.

Finally, document all actions you took on the Title VI **Action Log**.

Instructions for using Language Line Services:

When receiving a call from a Limited English Speaker:

1. Use Conference Hold to place the Limited English Speaker on hold.

2. Dial 1 (877) 245-0386

3. Provide the representative your:

6-digit Client ID: xxxxx

Company Name: City of Algood

4. Provide representative with the language needed

An interpreter will be connected to the call.

5. Brief the Interpreter. Summarize what you wish to accomplish and give any special instructions.

6. Add the Limited English Speaker to the line.

When placing a call to a Limited English Speaker; begin at Step 2.

If you need assistance when placing a call to a Limited English Speaker, you may press to transfer to a representative at the beginning of the call.



Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.

Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.

| | |
|---|--|
| Arabic عربي أشير إلى لغتك وسوف يتم جلب مترجم فوري لك. سيتم تأمين المترجم الفوري مجاناً. | Korean 한국어 귀하께서 사용하는 언어를 지정하시면 해당 언어 통역 서비스를 무료로 제공해 드립니다. |
| Armenian Հայերեն Տոյց տուով քո լեզվ լեզունը կը խօսիք՝ Թարգմանիչը մը կը կանչելը կը տամք. Թարգմանիչը կը տրամադրուի անվճար. | Laotian ພາສາລາວ ຊັບ ອກ ພາສາ ທີ່ ທ່ານ ເວົ້າ ດີ. ພວກເຮົາ ຈະ ຕິດຕໍ່ ນາຍພາສາ ໃຫ້. ທ່ານ ບໍ່ ຕ້ອງ ເສຍ ເງິນ ຄ່າ ແປ ໃຫ້ ແກ່ ນາຍແປພາສາ. |
| Cantonese 廣東話 請指認您的語言，以便為您提供免費的傳譯服務。 | Mandarin 國語 請指認您的語言，以便為您提供免費的口譯服務。 |
| French Français Pointez vers votre langue et on appellera un interprète qui vous sera fourni gratuitement. | Polish Polski Proszę wskazać swój język i wezwiemy tłumacza. Tłumacza zapewnimy bezpłatnie. |
| German Deutsch Zeigen Sie auf Ihre Sprache. Ein Dolmetscher wird gerufen. Der Dolmetscher ist für Sie kostenlos. | Portuguese Português Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você. |
| Hindi हिंदी अपनी भाषा पर इंगित करें और एक दुभाषिया बुलाया जाएगा। दुभाषिये का प्रबंध आप पर बिना किसी खर्च के किया जाता है। | Russian Русский Укажите язык, на котором вы говорите. Вам вызовут переводчика. Услуги переводчика предоставляются бесплатно. |
| Hmong Hmoob Taw rau koj hom lus. Yuav hu rau ib tug neeg txhais lus. Yuav muaj neeg txhais lus yam uas koj tsis tau them dab tsi. | Spanish Español Señale su idioma y llamaremos a un intérprete. El servicio es gratuito. |
| Italian Italiano Puntare sulla propria lingua. Un interprete sarà chiamato. Il servizio è gratuito. | Tagalog Tagalog Ituro po ang inyong wika. Isang tagasalin ang ipagkakaloob nang libre sa inyo. |
| Japanese 日本語 あなたの話し言葉を指して下さい。無料で通訳を提供します。 | Thai ไทย ช่วยชี้ภาษาที่ท่านพูด แล้วจะจัดหาล่ามให้ท่าน การใช้บริการไม่คิดค่าใช้จ่ายใดๆ |
| Khmer (Cambodian) ខ្មែរ (កម្ពុជា) សូមចង្អុលភាសាអ្នក។ យើងនឹងហៅអ្នកបកប្រែភាសាអ្នកជូន។ អ្នកបកប្រែភាសានឹងជួយអ្នកដោយមិនគិតថ្លៃ។ | Vietnamese Tiếng Việt Hãy chỉ vào ngôn ngữ của quý vị. Một thông dịch viên sẽ được gọi đến, quý vị sẽ không phải trả tiền cho thông dịch viên. |

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Public Involvement Plan

This plan documents the public involvement procedures of the City of Algood. It is intended to fulfill state and/or federal requirements to submit a description of the public involvement component of plans, programs, and projects considered and undertaken by the City of Algood.

The City of Algood shall conduct its public involvement process in a manner to ensure accountability for its actions, continuous communication with stakeholders and constituents, consistency in approach, and integrity in its dealings.

The City of Algood will coordinate with the appropriate grant related office to determine the applicable level of public involvement. The level of public involvement will depend on the nature and complexity of the project. Public Involvement activities may be as simple as informal conversations with the potentially affected community, notification letters to property owners, announcements in local and minority papers, announcements online and in public buildings, announcements on local television and/or radio, and public meetings.

The following analysis will be used when determining the public involvement methods:

- Will underserved populations be affected?
- Are public meetings being held in a centralized location of the project?
- What agencies/ resources will the city utilize to inform the potentially affected community about the project, plans, meetings, etc. and their opportunity to participate in the decision making process?
- What communication outlets are available in the area?

Any person who thinks they have been discriminated against based on race, color, and national origin should contact the Title VI Coordinator at 931-537-9545.