



# City Manager Report

JANUARY 2018



## **Contents:**

Monthly reports of the City Manager and all departments as presented to the Kingston City Council and to the citizens of Kingston

## **Reporting Schedule:**

Published monthly on the City of Kingston website and distributed during the Kingston City Council meeting on the second Tuesday of each month

## **Featured Picture:**

Historic Roane County Court House (from the Heritage Commission website)

**Distributed: February 13, 2018**

# Message from the City Manager

## Management

- ☐ City Manager

## Finance

- ☐ Finance/HR
- ☐ Human Resources
- ☐ City Clerk

## Public Safety

- ☐ Police
- ☐ Codes Enforcement
- ☐ Municipal Court
- ☐ Fire

## Public Services

- ☐ Public Works
- ☐ Parks & Recreation
- ☐ Building Permits

## Water Department

- ☐ Kingston Water Plant
- ☐ Kingston Wastewater Treatment Plant
- ☐ Kingston Water Distribution/Collection

## Library

- ☐ Director's Report

## Planning Commission

- ☐ January 30, 2018 Meeting Minutes

## REU – Electric Power Board Meeting

- ☐ Agenda and Minutes
- ☐ Report to TVA

## E-911 Quarterly Report

- ☐ Director's Report  
Fourth Quarter Report Attached
- ☐ 2017 Annual Report to be Issued  
March 2018

## Project Status Updates

- ☐ Greenway
- ☐ HOME Grant
- ☐ LPRF Gertrude Porter Park



January 13, 2018

To: Kingston City Council  
City Staff  
Residents of Kingston

This City Manager Monthly Report is to be distributed and published on the city website ([www.mykingstontn.com](http://www.mykingstontn.com)). We are producing this report in an effort to provide general and performance information to the Kingston City Council and the public regarding City services and programs and to enhance transparency in our local government. Information compiled by each department is analyzed and organized for presentation in this report.

Our goal is to become more transparent and more performance driven. The City staff and I will continue to make every effort to increase efficiencies in City services as we serve the citizens of Kingston.

It is our hope this report will help you become and stay informed regarding city issues and progress.

Please feel free to contact me with any questions, comments and/or suggestions regarding this report.

Sincerely,

David L. Bolling, City Manager  
City of Kingston

# **City Manager**

## **Management Report: January 2018**

### **Legislative Accomplishments**

- A. Adoption of a Resolution for Administrative Services for the 2018 LPRF Grant Cycle
- B. Adoption of a Resolution for Engineering Services for the 2018 LPRF Grant Cycle

### **Legislative Matters Forthcoming**

- A. An Ordinance Requiring Non-Resident Property Owner Voters to Vote in Municipal Elections Through Absentee Ballot
- B. A Resolution Annexing a Parcel Identified as Parcel 040.02 on Roane County Tax Map 068 and Incorporating Said Territory into the Corporate City Limits of the City of Kingston, TN
- C. A Resolution to Adopt a Plan-of-Services in Furtherance of the Annexation of Parcel 040.02 on Roane County Tax Map 068 into the City of Kingston, Tennessee
- D. Adoption of a Resolution to Accept Waterford Place Located in the Ladd Landing Development as a Public Street
- E. Adopting a Resolution for the 2018 Local Parks and Recreation Funds
- F. Adopt a Joint Resolution Recognizing the City of Rockwood's 150th Anniversary

### **Other Items Considered by the Council**

- 1. Approved Making Application for the 2018 Assistance to Firefighter Grant
- 2. Consideration of Annexation of 1411 James Ferry Road
- 3. Approval to Reject Bid for Community Center Sign and Re-Bid
- 4. Make Appointments to the Tennessee Downtowns Steering Committee
- **External Meetings**
  - Evan Sanders (Grant possibilities)
  - City Attorney Sandy McPherson
  - Collier Engineering regarding dog park
  - Spectratech regarding amphitheater project
  - Other Misc. Meetings
- **Internal Meetings**
  - Individual and Joint meetings with Department Heads
  - Individual Meetings with members of Council

### **Ongoing Work**

- TVA Funding: **Website development in final stages. Preparing Bid Documents for Community Center Sign.**
- 2018 LPRF (Project Pending): **Holding preliminary meetings.**
- HOME Grant: **Two houses complete. Final three homes nearing completion.**
- AFG Grant: **Application Pending**

**CITY OF KINGSTON**  
**REVENUES JANUARY 2018**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JANUARY 2017	BUDGETED REVENUES 2017-2018	ACTUAL JANUARY 2018	PERCENT OF BUDGET 58%
31110	CURRENT PROPERTY TAX	\$1,198,435	\$1,955,000	\$1,254,237	64.2%
31120	PUBLIC UTILITIES PROPERTY TAX	\$55,249	\$33,878	\$158	0.5%
31211	PROPERTY TAX DELINQUENT - 1ST	\$36,251	\$70,000	\$34,075	48.7%
31212	PROPERTY TAX DELINQUENT - 2ND	\$17,660	\$20,000	\$7,323	36.6%
31219	PROPERTY TAX DELINQUENT - 0TH	\$19,454	\$20,000	\$10,918	54.6%
31300	INT, PENALTY, AND COURT COST	\$16,145	\$22,000	\$9,478	43.1%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	\$38,153	\$79,495	\$82,315	103.5%
31610	LOCAL SALES TAX - CO. TRUSTEE	\$606,122	\$1,050,000	\$611,571	58.2%
31710	WHOLESALE BEER TAX	\$98,756	\$191,000	\$108,706	56.9%
31720	WHOLESALE LIQUOR TAX	\$41,144	\$66,000	\$27,921	42.3%
31800	BUSINESS TAXES	\$15,095	\$70,000	\$13,022	18.6%
31912	CABLE TV FRANCHISE TAX	\$36,771	\$73,500	\$38,501	52.4%
31913	ATT & BELL SOUTH FRANCHISE FEE	\$11,083	\$17,000	\$6,064	35.7%
31920	HOTEL/MOTEL TAX	\$15,839	\$49,000	\$28,097	57.3%
32210	BEER LICENSES	\$1,200	\$1,750	\$1,550	
32220	LIQUOR PERMITS	\$200	\$300	\$200	
32600	BZA HEARING FEE			\$25	
33490	TEMA ASSISTANCE TORNADO				
33510	STATE SALES TAX	\$280,369	\$579,000	\$287,892	49.7%
33520	STATE INCOME TAX	\$126,023	\$126,000	\$87,612	69.5%

33530	STATE BEER TAX		\$1,527	\$3,000	\$1,498	49.9%
33540	STATE LIQUOR TAX		\$2,794	\$6,000	\$2,731	45.5%
33551	STATE GASOLINE TAXES		\$98,614	\$201,500	\$114,161	56.7%
33552	STATE-CITY STREETS		\$7,006	\$12,500	\$6,978	55.8%
33555	STATE STREET CONTRACT MAINT		\$34,045	\$48,000	\$13,336	27.8%
33590	TVA REVENUE SOLAR JAMES FRY		\$5,266	\$3,100	(\$1,153)	-37.2%
33591	GROSS RECEIPTS - TVA		\$34,886	\$69,772	\$35,054	50.2%
33592	TVA IMPACT FUNDS		\$36,715	\$27,800	\$24,497	88.1%
33593	CORPORATE EXCISE TAX			\$9,300		
33730	TML FULL PACKAGE BONUS		\$4,000	\$4,000	\$4,000	100.0%
34100	GENERAL GOVERNMENT - CHARGES		\$851	\$600	\$603	100.5%
34310	HIGHWAYS AND STREETS CHARGES		\$200	\$7,500	\$325	4.3%
34420	GARBAGE TIP FEES		\$191,542	\$325,500	\$193,852	59.6%
34720	SWIMMING POOL CHARGES		\$4,917	\$23,500	\$4,863	20.7%
34740	PARK AND RECREATION CHARGES		\$3,791	\$6,300	\$3,742	59.4%
34741	BOAT SLIP RENTAL			\$32,400	\$8,720	26.9%
34742	FIREWORKS DONATIONS			\$40,000	\$10,547	26.4%
34743	PARK & REC AUCTION SALES			\$9,088	\$9,088	100.0%
34744	P&R DONATIONS, PAVILLION, WALK			\$1,015		0.0%
34746	FIRE DEPT DONATIONS			\$49,000		0.0%
35100	AUCTION SALES POLICE DEPT			\$2,000		
35110	CITY COURT FINES AND COST		\$23,855	\$50,000	\$15,711	31.4%
35140	DRUG FINES		\$767	\$2,500	\$88	3.5%
35150	TRAFFIC SCHOOL CHARGES		\$1,950	\$5,000	\$1,652	33.0%
36000	FUND BALANCE			\$88,525		
36100	INTEREST EARNINGS		\$2,997	\$4,000	\$2,429	60.7%
36430	PAVILLION RENTAL		\$2,590	\$4,000	\$755	
36900	TMBF LOAN FIRE TRUCK			\$486,000	\$488,200	102.5%

36910	GRANT PROCEEDS PORTER PARK	\$28,860		\$23,775	
36967	CONTRACT NATURAL GAS	\$12,542	\$21,500	\$12,542	58.3%
36971	CONTRACT WATER BILLING	\$439,818	\$462,065	\$462,065	100.0%
TOTAL ESTIMATED REVENUES		\$3,553,502	\$6,429,388	\$4,059,724	63.1%



**CITY OF KINGSTON**  
**EXPENDITURES JANUARY 2018**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JANUARY 2017	2017-2018 BUDGET	ACTUAL JANUARY 2018	56% BUDGET
41100	LEGISLATIVE	\$34,668	\$71,988	\$33,120	46.0%
41210	CITY COURT	\$15,581	\$26,675	\$14,317	53.7%
41320	CITY MANAGER	\$67,992	\$122,510	\$68,624	56.0%
41500	FINANCIAL ADMINISTRATION	\$264,405	\$484,000	\$286,098	59.1%
41700	PLANNING AND ZONING	\$10,201	\$10,275	\$11,124	108.3%
41810	CITY HALL BUILDINGS	\$48,555	\$127,729	\$68,724	53.8%
41980	OTHER GEN. GOVMT EXP	\$163,410	\$253,585	\$183,410	72.3%
42100	POLICE	\$585,285	\$959,530	\$600,349	62.6%
42152	AUTOMOTIVE SERVICES	\$39,543	\$63,500	\$55,585	66.6%
42200	FIRE PROTECTION	\$582,540	\$1,005,455	\$605,134	60.2%
43100	PUBLIC WORKS	\$425,107	\$943,211	\$502,037	53.2%
43190	STATE STREET AID	\$108,185	\$161,500	\$92,643	57.4%
43240	WASTEMANAGEMENT	\$167,784	\$297,856	\$172,284	57.8%
43750	CAPITAL IMPROVEMENTS	\$134,669	\$522,088	\$498,200	95.4%
44143	ANIMAL CONTROL	\$16,640	\$27,490	\$17,042	62.0%
44400	RECREATION	\$379,664	\$711,925	\$394,522	55.4%
44440	SWIMMING POOLS	\$19,300	\$38,365	\$15,340	40.0%
44800	LIBRARIES	\$123,229	\$208,294	\$128,838	61.9%
49000	DEBT SERVICE	\$117,879	\$373,432	\$121,505	32.5%
<b>TOTAL EXPENDITURES</b>		<b>\$3,303,617</b>	<b>\$6,429,388</b>	<b>\$3,868,997</b>	<b>60.2%</b>

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# **WATER DEPT REVENUES**

Jan-18

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JANUARY 2017	BUDGETED 2017-2018	ACTUAL JANUARY 2018	PERCENT OF BUDGET 58%
36100	INTEREST EARNINGS	\$4,369	\$5,000	\$4,710	94%
37110	METERED WATER SALES	\$713,367	\$1,169,600	\$670,768	57%
37114	SERVELINE LEAK PROTECTION	\$14,196			
37117	OUTSIDE WATER SALES	\$496,672	\$819,000	\$474,189	58%
37190	CREDIT CARD CHARGES		\$800		
37191	FORFEITED DISCOUNTS AND PENALTIES	\$23,025	\$52,000	\$20,563	40%
37194	SALES OF MATERIALS	\$4,930	\$10,000	\$6,314	63%
37195	INSTALLATION CHARGES	\$34,095	\$65,000	\$27,800	43%
37196	WATER USER FEES	\$14,700	\$20,000	\$7,430	37%
37199	MISCELLANEOUS	\$900	\$3,000	\$4,250	142%
37210	SEWER SERVICE CHARGES	\$773,136	\$1,260,000	\$745,420	59%
37296	SEWER USER FEES	\$4,025	\$8,000	\$4,200	53%
37299	MISCELLANEOUS	\$2,941	\$3,500	\$1,706	49%
33294	CDBG GRANT PROCEEDS			\$103,293	
34800	CAPITAL REIMBURSMENT		\$1,644,998		
TOTAL ESTIMATED REVENUES		\$2,086,356	\$5,059,898	\$2,070,643	41%

## WATER/SEWER EXPENDITURES JANUARY 2018

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JANUARY 2017	BUDGET 2017/2018	ACTUAL JANUARY 2018	PERCENT OF BUDGET 58%
41500	FINANCIAL ADMINISTRATION	\$439,818	\$462,065	\$462,065	100%
41990	OTHER GEN. GOVMT EXP	\$237,436	\$315,534	\$243,267	77%
43750	CAPITAL IMPROVEMENTS	\$92,641	\$430,000	\$147,150	34%
49000	DEBT SERVICES	\$116,814	\$1,942,103	\$78,908	4%
52113	PURIFICATION	\$310,167	\$611,941	\$307,420	50%
52114	TRANSMISSION AND DIST	\$348,999	\$712,476	\$368,994	52%
52213	SEWER TREATMENT AND COLLEC	\$272,681	\$514,585	\$250,861	49%
52117	UTILITY DIRECTOR	\$36,581	\$71,194	\$39,896	56%
TOTAL		\$1,855,137	\$5,059,898	\$1,898,561	38%

UPDATED 1-11-18

# CITY OF KINGSTON FUNDS

## FINANCIAL SUMMARY JANUARY 2018

	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
<b>Cash in Bank</b>												
General Fund	\$1,029,723	\$1,156,473	\$1,004,799	\$969,487	\$1,557,052	\$1,472,336	\$1,468,831					
TVA ENHANCE FNDOS	\$68,213	\$55,213	\$55,213	\$55,213	\$43,636	\$41,355	\$41,355					
2008 Bond	\$1,402,122	\$1,000,322	\$233,679	\$233,679	\$233,802	CLOSED PAID IN FULL						
Water/Sewer	\$1,507,009	\$820,106	\$904,669	\$947,254	\$972,167	\$1,024,177	\$1,112,489					
1998 Bond	\$193,883	\$161,565	\$189,439	\$216,629	\$280,103	\$504,899	\$508,702					
2004 Bond	\$330,121	\$328,281	\$326,401	\$324,280	\$322,325	\$320,161	\$317,324					
RDA Reserve Fund	\$271,808	\$273,808	\$275,957	\$277,956	\$280,103	\$282,180	\$284,257					
Drug Fund	\$12,812	\$12,376	\$13,067	\$13,067	\$13,483	\$13,312	\$13,616					
FIRE DEPT	\$47,847	\$47,847	\$47,847	\$47,847	\$47,847	\$47,847	\$47,847					
<b>Total BALANCES</b>	<b>\$4,797,538</b>	<b>\$3,855,991</b>	<b>\$3,051,011</b>	<b>\$3,084,412</b>	<b>\$3,750,518</b>	<b>\$3,706,267</b>	<b>\$3,794,515</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## CITY OF KINGSTON

### HUMAN RESOURCES REPORT MONTH OF JANUARY 2018

01/01/18

- REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- RESEARCHED, VERIFIED AND CERTIFIED SEVERAL CURRENT AND PREVIOUS EMPLOYEE'S RECORDS
- TOTAL FULL-TIME EMPLOYEES: 64; TOTAL PART-TIME EMPLOYEES 18
- COMPLETED US CENSUS SURVEY FOR CERTIFYING DATA
- PROCESSED 1095'S FOR ALL EMPLOYEES FOR AFFORDABLE CARE ACT REPORTING FOR 2017
- PROCESSED EMPLOYEE'S W2'S FOR 2017
- PROCESSED DEPARTMENT OF LABOR QUARTERLY REPORTS
- PROCESSED QUARTERLY 941 REPORTS FOR IRS
- ONE EMPLOYEE ATTENDED CMFO CLASS GIVEN BY UT MTAS
- COMPLETED CAFR FOR SUBMISSION TO GFOA FOR AWARD CERTIFICATE
- TRANSFERRED ONE PART-TIME EMPLOYEE TO FULL-TIME POSITION IN POLICE DEPARTMENT
- REVIEWED AND UPDATED ALL EMPLOYEES NEW INSURANCE RATES BEGINNING JAN 1ST
- UPDATED PAYROLL RECORDS WITH NEW IRS TAX RATES FOR ALL EMPLOYEES
- 
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## FINANCE AND ADMINISTRATION REPORT JANUARY 2018

- \* CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER MONTH TO THEIR UTILITY BILL
- \* CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS TOTAL 785 -DONATIONS TOTAL \$17,184.61 DISBURSED -503.19 YTD
- \* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR JANUARY 3760 FOR A TOTAL AMOUNT OF \$355,524.10
- \* NEW WATER SERVICE APPLICATIONS FOR JANUARY TOTALED 31
- \* 39 CUSTOMERS FINALED OUT SERVICE
- \* 120 PAST DUE ACCOUNTS
- \* TOTAL ACH-BANK DRAFT ACCOUNTS - 672
- \* TOTAL E-BILL ACCOUNTS - 261
- \* WATER/SEWER SERVLINE LEAK PROTECTION TOTAL BILLING 2096
- \* ONLINE PAYMENTS PROCESSED 438
- \* WATER LOSS PROTECTION 1153
- \* WATER LINE PROTECTION 95
- \* SEWER LINE PROTECTION 11
- \* TRASH COLLECTIONS FOR JANUARY 2421
- \* PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 287

### NEW BUSINESS LICENSES ISSUED IN JANUARY 2018

- |   |  |
|---|--|
| 1 | Nancy Hamilton- Peddler's Permit           |
| 2 | Just Kedd'n Ewe Farms- Peddler's Permit    |
| 3 | Michael Angelo Fish<br>143 Bailey Road     |
| 4 | Trusted Home Repairs<br>235 Lawnville Road |
| 5 | Katosha Miller<br>226 Farmington Trail     |

# KINGSTON POLICE DEPARTMENT -FEBRUARY 2018

## TIBRS Group A Offenses

### Crimes Against Persons

Aggravated Assault	3
Simple Assault	
Intimidation	
Stalking	
Murder/Non-Negligent Manslaughter	
Negligent Manslaughter	
Justifiable Homicide	
Commercial Sex Acts	
Involuntary Servitude	
Kidnapping/Abduction	1
Rape	
Sodomy	
Sexual Assault with an Object	
Fondling	
Incest	
Statutory Rape	

**Subtotal**

**4**

### Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	4
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	
Theft from a Building	
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	
Theft of Motor Vehicle Parts/Accessories	
All Other Larceny	1
Motor Vehicle Theft	
Robbery	
Stolen Property Offenses	
Vandalism	1

**Subtotal**

**6**

## Crimes Against Society

Drug/Narcotics Violations	
Drug Equipment Violations	
Betting/Wagering	
Operating/Promoting/Assisting Gambling	
Gambling Equipment Violation	
Sports Tampering	
Pornography/Obscene Material	
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	
<b>Total</b>	<b>0</b>

## TIBRS Group B Offenses

Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	
Drunkenness	1
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	
All Other Offenses	
<b>Total</b>	<b>1</b>

<b>Central Dispatch</b>	
Crash Reports	14
Traffic Stops	41
Investigator Needed on Scene	16
Domestic Complaints	11
Escorts Funeral/Other	18
Animal Calls	13
Vandalism	2
Fights	1
Burglar Alarms/Fire Alarms	27
Child Sexual Assaults	0
Forgery	0
Theft	8
Vehicle Theft	0
Public/Motorist Assist	9
Arson/Explosive Devices	0
Other Calls	122
<b>Subtotal</b>	<b>282</b>
<b>Total Calls</b>	<b>292</b>
<b>Municipal Codes</b>	
Animal Control Calls to Office	4
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	0
Animals Transported to Shelter	2
Codes Concerns	0
Codes Violations/Citations	0
Codes Letters Sent	0
Property Maintenance Leins	0
Temporary Signs Removed	8

Patrol Mileage	20,110
Hours Worked	2,897
Reserve Hours Worked	107
Total Overtime Hours	308
Total Amount of Overtime Wages	\$8,289.98
City Court Citations	12
General Sessions Citations	0
Arrest	8
Juvenile Arrest	0
Incident Reports	24





Report for the citations issued, the disposition date for which was on  
January 2018

Monies outstanding from August 7, 2007 – Jan. 31, 2017	\$ 59,877.31
Monies collected from August 7, 2007 – Jan. 31, 2017	\$ 438,288.61

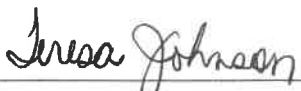
JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$ 766.25	
Collected in court on fines and costs		\$ 100.00
Amount collected after Jan. 2018 Court		\$ 138.75
Total collected for citations on Jan. 2018		\$ 238.75
Amount outstanding for Jan. 2018	\$ 527.50	
<u>1</u> Cash bond forfeitures		\$ 113.75
Total amount collected for Jan. 2018 Citations		\$ 352.50
Amount collected from previous months/FTA etc.		\$ 435.96
Total collected in January 2018.		<b>\$ 788.46</b>

These amounts are based upon amounts collected by, and the records of, the clerk of the Municipal Court for the City of Kingston.

This the 31<sup>st</sup> of January 2018.

  
TERESA JOHNSON  
Kingston City Court Clerk

  
BRENDA HALL MCDONALD  
Kingston City Judge

## Kingston Fire Department January 2018

### Summary of Month's Activities

#### Fire Operations

The Department responded to 88 calls for service during the month of January.

#### Fire Administration

- Attended Dept. Head meeting
- Chief attended meeting with other city fire chiefs
- SOG committee meeting to begin writing SOGs
- Fund Raiser Planning
- New Fire Truck Planning
- Preparation for ISO
- Completed AFG grant and turned into FEMA
- 5 year capital budget planning

#### January 2018 Overtime

OT Hours: 134.5

Cost: \$3411.47

The Training Room has been utilized this month for the following:

- Shift Training
- Defenders Meeting
- SOG committee meetings
- In service

	This Month	YTD
Fire Inspections	0	151

#### Public Fire Education

	This Month	YTD
Participants	0	410
Education Hours	0	11
Number of Occurrences	0	5

### **Firefighter Training**

- KFD is continuing shift training
- Diver Training has begun for 2018
- Training over new fire truck

### **Implemented Performance Standards Plan**

- Continuing education for all KFD personnel
- On shift training is required each shift
- Testing for state certifications offered

### **Fleet Maintenance**

- U3 check engine light on
- EVS repaired ladder locks on L1

### **Special Projects**

- "Fit for Duty" program on going with work outs posted each shift
- Personnel Policy Committee ongoing
- SOG Committee ongoing
- AFG grant
- Budget planning

### **Outstanding Issues**

- Aging Fire Apparatus
- Aging turn out gear
- U6 aging and continues to need continuous repair. Unit 6 now displays over 180,000 miles.
- Medical, gas powered, and firefighting equipment affected by weather from units sitting outside in the elements

### Cost Savings

- Safety meeting
- Firefighters encouraged swapping shifts when possible instead of taking vacation time to help with overtime costs

**Kingston Fire Department**  
Incident Report  
Incident Totals

Kingston City

Jan-18

**TOTAL CALLS**

**82**

Category	Total		Total
Structure Fires	1	Hazardous Calls	2
Vehicle Fires	1	Service Calls	11
Brush/Grass Fires	0	Good Intent Calls	8
Refuse/rubbish Fires	0	Unintentional False	5
Other Fires	1	Other False	0
<b>Total Fires</b>	<b>3</b>	<b>Total False: Total</b>	<b>26</b>
Rescue and EMS	59	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	1		
Automatic Aid Received	0		
Automatic Aid Given	1		
Fire Service Injuries	0	<b>Fire Dollar Loss</b>	
Non-Fire Service Injury	0	Property	0
Fire Service Death	0	Contents	0
Fire Civilian Injuries	0	<b>Non-Fire Dollar Loss</b>	
Non-Fire Civilian Injuries	0	Property	0
Fire Civilian Death	0	Contents	0
Non-Fire Civilian Death	0		

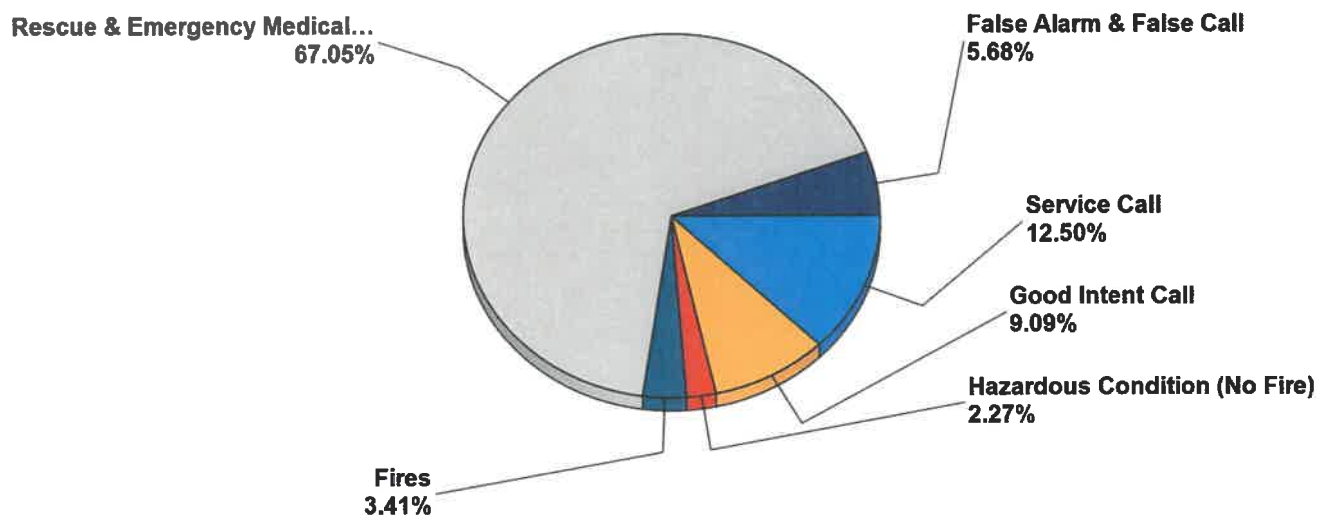
# Kingston Fire Department

Kingston, TN

This report was generated on 2/1/2018 8:28:21 AM

## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2018 | End Date: 01/31/2018



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	3.41%
Rescue & Emergency Medical Service	59	67.05%
Hazardous Condition (No Fire)	2	2.27%
Service Call	11	12.50%
Good Intent Call	8	9.09%
False Alarm & False Call	5	5.68%
<b>TOTAL</b>	<b>88</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.



### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.14%
112 - Fires in structure other than in a building	1	1.14%
131 - Passenger vehicle fire	1	1.14%
300 - Rescue, EMS incident, other	1	1.14%
311 - Medical assist, assist EMS crew	12	13.64%
321 - EMS call, excluding vehicle accident with injury	44	50.00%
322 - Motor vehicle accident with injuries	1	1.14%
324 - Motor vehicle accident with no injuries.	1	1.14%
444 - Power line down	1	1.14%
462 - Aircraft standby	1	1.14%
510 - Person in distress, other	3	3.41%
550 - Public service assistance, other	1	1.14%
551 - Assist police or other governmental agency	4	4.55%
552 - Police matter	2	2.27%
553 - Public service	1	1.14%
611 - Dispatched & cancelled en route	7	7.95%
622 - No incident found on arrival at dispatch address	1	1.14%
700 - False alarm or false call, other	1	1.14%
711 - Municipal alarm system, malicious false alarm	1	1.14%
743 - Smoke detector activation, no fire - unintentional	2	2.27%
744 - Detector activation, no fire - unintentional	1	1.14%
<b>TOTAL INCIDENTS:</b>	<b>88</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.



**EMERGENCY  
REPORTING**

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Doc Id: 553

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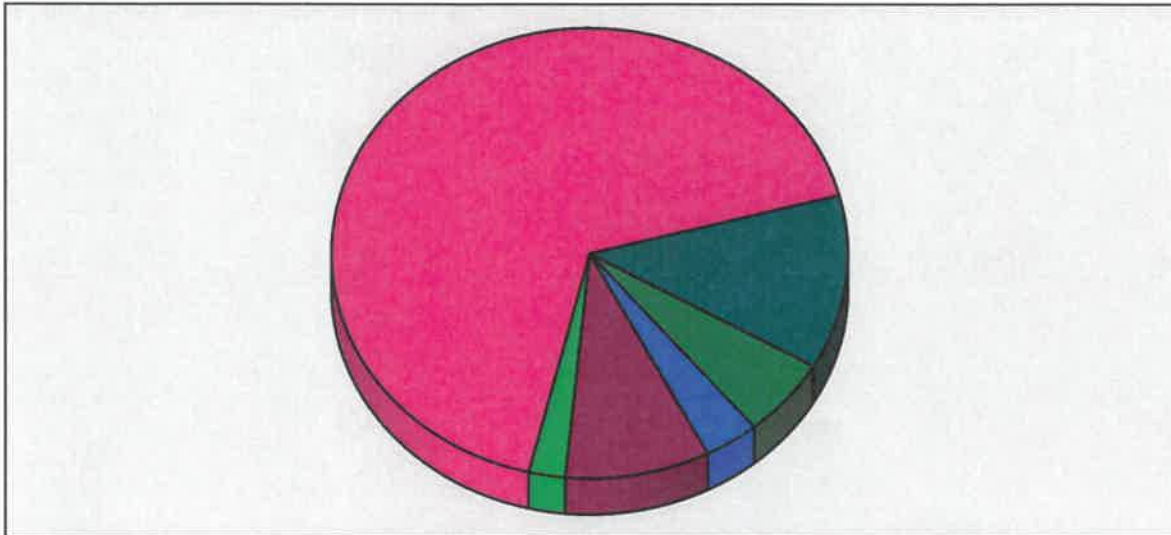
# Kingston Fire Department

Kingston, TN

This report was generated on 2/1/2018 8:33:12 AM

## Major Incident Types by Month for Date Range

Start Date: 01/01/2018 | End Date: 01/31/2018



False Alarm & False Call	Hazardous Condition (No Fire)	Service Call
Fire	Rescue & Emergency Medical Service Incident	
Good Intent Call	Service Incident	

INCIDENT TYPE	JAN	TOTAL
False Alarm & False Call	5	5
Fire	3	3
Good Intent Call	8	8
Hazardous Condition (No Fire)	2	2
Rescue & Emergency Medical Service Incident	59	59
Service Call	11	11
Total	88	88

Only REVIEWED incidents included



**EMERGENCY  
REPORTING**

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Doc Id: 495

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# Kingston Fire Department



Kingston, TN

This report was generated on 2/1/2018 8:32:44 AM

## Minor Incident Types by Month for Year

Year: 2018

INCIDENT TYPE	Jan	SUM
Accident, potential accident	1	1
Dispatched and canceled en route	7	7
Electrical wiring/equipment problem	1	1
Emergency medical service (EMS) Incident	46	46
False alarm and false call, other	1	1
Malicious, mischievous false alarm	1	1
Medical assist	12	12
Mobile property (vehicle) fire	1	1
Person in distress	3	3
Public service assistance	8	8
Rescue, emergency medical call (EMS), other	1	1
Structure Fire	2	2
Unintentional system/detector operation (no fire)	3	3
Wrong location, no emergency found	1	1
<b>Total</b>	<b>88</b>	<b>88</b>

Only REVIEWED incidents included



**EMERGENCY  
REPORTING**

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Doc Id: 294

Page # 1

# Kingston Fire Department



Kingston, TN

This report was generated on 2/1/2018 8:32:44 AM

## Minor Incident Types by Month for Year

Year: 2018

INCIDENT TYPE	Jan	SUM
Accident, potential accident	1	1
Dispatched and canceled en route	7	7
Electrical wiring/equipment problem	1	1
Emergency medical service (EMS) Incident	46	46
False alarm and false call, other	1	1
Malicious, mischievous false alarm	1	1
Medical assist	12	12
Mobile property (vehicle) fire	1	1
Person in distress	3	3
Public service assistance	8	8
Rescue, emergency medical call (EMS), other	1	1
Structure Fire	2	2
Unintentional system/detector operation (no fire)	3	3
Wrong location, no emergency found	1	1
<b>Total</b>	<b>88</b>	<b>88</b>

Only REVIEWED incidents included



**EMERGENCY  
REPORTING**

emergencyreporting.com

Doc Id: 294

Page # 1

## Public Works Report January– 2018

### Solid Waste:

Convenience center solid waste collected:

None

Wood chips removed from lot:

None

Solid Waste Tonnage collected:

None

Street sweeping debris removed off streets:

4 Loads

Recycled materials collected:

None

<b>Public Works Selected Performance Indicators</b>	<b>Total</b>	<b>YTD</b>
Brush Pick-Up Areas Covered	16 loads	566 Loads
Culverts/Storm Drains Cleaned	58	385
Curb/Sidewalk Repair/Install/Remove	20ft	865ft
Drainage Inspection Requests	None	29
Excavation/Street Cut Permits Issued	None	None
Exemption/Back Door Route Requests	None	None
Graffiti Removal Requests	None	None
Land Disturbance Permits Issued	None	None
Sanitation – Bulk Item/Junk Pick-Up Request	3	26
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	27	112
Storm water Inspections Performed	None	10
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	2
Streets Repaired (e.g., pothole)	4	72
Streets Striped	1	2
Tennessee One Calls	3	33
Traffic Signal Repair	None	9
Tree Trimming Requests	1	73
Vehicle Maintenance – Routine	12	183
Vehicle Maintenance – Unscheduled	6	186
Water Quality – Related Outreach Events	NA	NA

### **Public Works Facility, Outreach & Project Review:**

Residential meetings and work to assist with drainage-related projects –None  
Daily underground storage tank testing –N/A  
Monthly fuel pump inspection and cleaning- N/A  
Storm water manager's meeting- N/A  
Weekly departmental meetings and monthly staff safety meetings-4  
Sign repair, new sign installations- 27  
Signal inspection, repair and timing adjustments- None  
Grant applications- None  
Participated in various weather calls- None  
Brine acquisition and street prep in advance of weather events- None  
Fleet software implementation –N/A  
Storm water educational outreach webinar- None  
Drainage law presentation- None  
Street Lighting- None

### **Continuing Projects**

Fleet system software implementation -None  
Bent sign inventory repair- None  
Upgrades to City's fueling system- None



**DRAFT**

**February 5, 2018  
BOARD MINUTES**

**PRESENT:** Eric Clark, Paul Rogers, Keenon Hethcoat, Sammy Frogg, Sue Collins, Rick Ross, Jo Ann Knies

**ABSENT:** Tara Stockton, Josh Igou, Ruth Thompson, Karen High

**GUEST:** Sonny Hunter

**CITY FACILITY USERS:** Wendy Johnson, RCHS Softball Coach, Tony Riggs, CMS Boy's Soccer, Ellen Dailey, RCHS Girl's Soccer.

Eric welcomed members, guest and the facility users to the meeting. Keenon made a motion to accept the previous month's minutes and Paul seconded. Motion carried.

**UNFINISHED BUSINESS:** Rick addressed the facility users first. He said we would not be able to order a soccer scoreboard at this time. Porter will purchase one as part of the scope of the grant and Byrd could use one, too. The soccer nets will be replaced for the new season. Ellen asked about temporary fencing to keep the balls from rolling so far away. Rick talked about the LPRF Grant we would be applying for this spring (as was discussed in the January meeting), and how we would like to redo the soccer field at the same time we do anything to the track, adding or redoing the bleachers and even adding some benches. Rick told Tony that he hoped the lights would be replaced by REU before the start of the season. Tony told the board everyone was very complimentary of our field last year. Wendy said she would work closely with Rick since it's been a long time since she coached girl's softball. Josh King will also work with her concerning field status, storage building keys, etc.

1. LLPRF Grant – We will be applying for it in the spring as discussed earlier. Rick and the City Manager met with engineers to get cost estimates on the track renovation. There will be public input meetings in the weeks to come. It is a matching grant of \$250,000 but could go to \$500,000 or even as high as 1,000,000 and include in-kind labor. Keenon would like to see the 'crown' in the middle of the field flattened and other work done if we receive the grant. Sammy suggested there might be a new way to look at accessing water from the plant since the sprinklers will come up.



2. Boat Docks – There are currently four behind in their payments and they were sent registered letters. (One has responded to the letter with payment.)
3. A Spring Kingston Street Fest is scheduled for March 24<sup>th</sup> from 11 a.m. to 9:00 p.m. April 14<sup>th</sup> is the rain date. Much the same venue will be followed, but music will be cut off earlier at the end of the day and a family movie will be shown on the old courthouse lawn.
4. Dog Park – Rick said we have looked at the area behind Byrd Field and it seems to be a natural fit for a dog park. Later on we still might be able to have one later at Southwest Point for smaller dogs. Outdoor Kingston is accepting donations.
5. Rick said the previous bids we received for a new message board outside the Community Center were rejected by Council. It has been re-opened for bidding again.

#### **NEW BUSINESS:**

1. Kingston Girl's Softball and Volleyball - We are having sign-ups now online. Rick said our department will be working more with the softball because last year's president, Tabby Fugate, wants to step back this year and assist us in running it.
2. Special Events – Rick passed a sheet to everyone that listed most of our events for the coming year. New ones are a kite derby scheduled for April 14<sup>th</sup> and an Enduring Warrior Race scheduled for May 19<sup>th</sup>.
3. July 4<sup>th</sup> Plans – We have secured Jason Eskridge and Johnny Neal. There will be no boat races that day but might have them later in fall. Will begin work on in after the festival. Sammy asked about having music down behind the fort near Cherokee cabin. Electrical could be an issue.
4. Lifeguard Requirements – Rick said Red Cross has made the requirements more stringent for those applying this year.
5. Five Year Plan – Rick will be meeting with the City Manager this week on his Five Year Plan. Items include the LPRF match, a vehicle and a pool cover.
6. Sue said Outdoor Kingston Foundation Board is having a car wash this coming weekend in conjunction with the Surf 's Up Car Wash in Midtown. Part of all proceeds will go to the Foundation for a dog park. There will be a code that you will enter.

Eric made a motion to adjourn and Keenon seconded. Meeting ended at 7:15 p.m.

Submitted by Jo Ann Knies

Dates to remember:

City Council	February 13 <sup>th</sup>
Park & Rec Board	March 5 <sup>th</sup>

## **JANUARY 2018 MONTHLY REPORT**

Kingston Community Center

These are the regularly scheduled on-going meetings and events that were held at the Center during the month of January, 2018:

Senior Luncheon	Any Body Can Exercise (ABC Class)
Senior Bridge	American Red Cross
Senior Quilting	Girl Scout Daisy Troops
Cultural Arts (FCE)	Adult Table Tennis
Senior Executive Board	Roane County Sewing Club
Senior Pinochle (2 groups)	Zumba Exercise Class
Senior Board Games	Salvation Army
Master Gardener's Club	Roane County Foster Care
'Bag' Ladies' for Homeless	Krafty Korners (FCE)
Girl Scout Leaders/Service Unit	Roane County Foster Care
Antique Tractor Club	N.A.M.I.
Kingston Lion's Club	Senior Bingo
Roane County Autism Support Group	Trashy Treasures (FCE)

These are the groups and events that were held in addition to the regularly scheduled ones at the Center during the month of January, 2018:

Medic Blood Drive	Loy Family Family Party
Pester field Family	UT Extension Women's Expo
LaCrosse Parents Meeting	Hensley Family Reunion
Ables Family Birthday	Cassidy Jones Family
Tread way Family	Sam Morgan Family
Kingston Swim Team Board	

City Park: Candlelight Memorial Vigil Service

Com.Center Rent: \$635.00

Submitted by Jo Ann Knies

## Joyce Lewis

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**From:** Brandi Humphreys <brandi.humphreys@roanecountytn.gov>  
**Sent:** Thursday, February 01, 2018 8:31 AM  
**To:** 'Joyce Lewis'; khelms@cityofharriman.net; 'Chris Mason'; 'Kim'; Elizabeth.key@harrisoncc.com; 'Contreras, Jason'; molly.hartup@roanecountytn.gov; 'Renee Crowe'  
**Subject:** January 2018 Permits  
**Attachments:** January 2018 Permits.pdf

Kingston City (KC) will be in yellow

Harriman City (HC) will be in blue

Brandi Humphreys  
Administrative Assistant  
Roane County Building Codes & Zoning Office  
308 N. 3<sup>rd</sup> Street  
Kingston, TN 37763  
[brandi.humphreys@roanecountytn.gov](mailto:brandi.humphreys@roanecountytn.gov)  
Office: 865.717.4230  
Fax: 865.717.4176



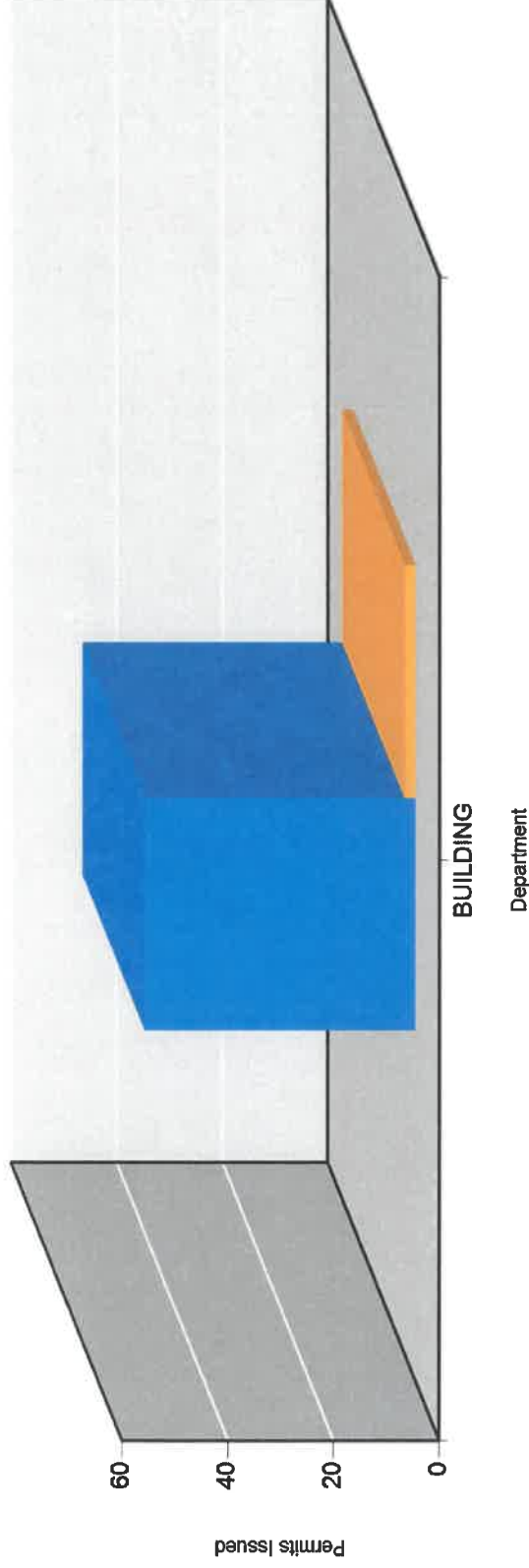
## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
01/01/2018 AND 01/31/2018

Report run on: 02/01/2018 08:16 AM

### Permits Issued by Department

Issued Within Expected Process Time  
Process to Issue Exceeded Expected Time



### Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	33	32	Same Day	2.66 Days	1	30	2
	PL	Same Day	10	10	Same Day	0 Days	1	10	0
	RM	Same Day	12	11	Same Day	0 Days	1	11	0

### Issued Permit Details



## Issued Permits By Department

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01/01/2018 AND 01/31/2018

Report run on: 02/01/2018 08:16 AM

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2018-001 Storage Building 4790 Kingston Hwy., Loudon, TN 37771	Submitted: 01/02/2018 Technically Complete: Approved: Ready to Issue: Issued: 01/02/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2018-002 Storage Buildings 2631 River Road, Kingston, TN 37763	Submitted: 01/02/2018 Technically Complete: Approved: Ready to Issue: Issued: 01/02/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2018-003 Repairs to home 110 Martin St, Kingston, TN 37763	Submitted: 01/03/2018 Technically Complete: Approved: Ready to Issue: Issued: 01/03/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2018-004 Closing in carport to a garage 123 Short Street, Kingston, TN 37763	Submitted: 01/03/2018 Technically Complete: Approved: Ready to Issue: Issued: 01/03/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2018-005 KC Signage for Summit Medical / Dr. Vora 933 West Race St, Kingston, TN 37763	Submitted: 01/09/2018 Technically Complete: Approved: Ready to Issue: Issued: 01/24/2018	In Process: 15 Waiting: 0 Total Days: 15 Total Cycles: 1
		BP2018-006 Foundation Repair 326 Peninsula Road, Harriman, Tn 37748	Submitted: 01/09/2018 Technically Complete: Approved: Ready to Issue: Issued: 01/09/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2018-007 Residential Home 874 Cave Creek Road, Loudon, TN 37774	Submitted: 01/10/2018 Technically Complete: Approved: Ready to Issue: Issued: 01/10/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



## Issued Permits By Department

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ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
01/01/2018 AND 01/31/2018

Report run on: 02/01/2018 08:16 AM

BUILDING	BP		Submitted: 01/10/2018	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 01/10/2018		
BP2018-008				
Garage				
874 Cave Creek Road, Loudon, TN 37774				
BP2018-009				
Addition				
341 Old Holderford Road, Kingston, TN 37763				
BP2018-010				
Dock				
116 DELAWARE POINT, Ten Mile, TN 37880				
BP2018-011				
Shed				
199 Orchard View Road, Oliver Springs, TN 37840				
BP2018-012				
Residential Home				
362 Marble Bluff Dr., Kingston, Tn 37763				
BP2018-013				
Residential Home				
239 Old Poplar Springs Road, Kingston, TN 37763				
BP2018-014				
Residential Home				
205 THIEF NECK Dr., ROCKWOOD, TN 37854				
BP2018-015				
Garage				
205 THIEF NECK Dr., ROCKWOOD, TN 37854				



## Issued Permits By Department

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ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
01/01/2018 AND 01/31/2018

Report run on: 02/01/2018 08:16 AM

BUILDING	BP		Submitted: 01/22/2018	Technically Complete: 0	In Process: 0	Waiting: 0	Total Days: 0	Total Cycles: 1
		BP2018-016						
		HC Repairs / Remodel						
		912 Clifty Street, Harriman, TN 37748						
		BP2018-017						
		DW						
		232 Four Mile Road, Kingston, TN 37763						
		BP2018-018						
		HC Window change out						
		210 Hillview Terrace Dr, Harriman, Tn 37748						
		BP2018-019						
		Antenna Change Out						
		183 Raby Hollow Road, Kingston, Tn 37763						
		BP2018-020						
		Antenna Change out						
		222 PHILLIPS HOLLOW Rd., HARRIMAN, TN 37748						
		BP2018-021						
		KC Porch Roof Only						
		110 Armor Rd, Kingston, TN 37763						
		BP2018-022						
		DW						
		664 Dogwood Valley Road, Kingston, TN 37763						
		BP2018-023						
		Mod						
		142 Johnson Lane, Kingston, Tn 37763						





## Issued Permits By Department

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ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
01/01/2018 AND 01/31/2018

Report run on: 02/01/2018 08:16 AM

BUILDING	BP		Submitted: 01/25/2018	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued:	01/25/2018	
BP2018-024	SW			
129 Motcrest Ln, Harriman, TN 37748				
BP2018-025				
Modular		Technically Complete:	Submitted: 01/26/2018	In Process: 0
		Approved:		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued:	01/26/2018	Total Cycles: 1
127 Loudon Highway, Kingston, TN 37763				
BP2018-026				
DW		Technically Complete:	Submitted: 01/26/2018	In Process: 0
		Approved:		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued:	01/26/2018	Total Cycles: 1
816 Cedar Grove Rd, Loudon, TN 37774				
BP2018-027				
Dock		Technically Complete:	Submitted: 01/26/2018	In Process: 0
		Approved:		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued:	01/26/2018	Total Cycles: 1
104 Ross Estates Rd, Kingston, TN 37763				
BP2018-028				
Porch Roof Only		Technically Complete:	Submitted: 01/26/2018	In Process: 0
		Approved:		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued:	01/26/2018	Total Cycles: 1
508 Emory Heights Road, Harriman, TN 37748				
BP2018-029				
HC Deck at River Front Park		Technically Complete:	Submitted: 01/29/2018	In Process: 0
		Approved:		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued:	01/29/2018	Total Cycles: 1
501 Emory Drive, Harriman, TN 37748				
BP2018-030				
Garage with Living Space		Technically Complete:	Submitted: 01/31/2018	In Process: 0
		Approved:		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued:	01/31/2018	Total Cycles: 1
244 Lane Hedgecock Rd, Kingston, Tn 37763				
BP2018-031				
Preschool		Technically Complete:	Submitted: 01/31/2018	In Process: 0
		Approved:		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued:	01/31/2018	Total Cycles: 1
101 Old Hen Valley Road, Oliver Springs, TN 37840				



## Issued Permits By Department

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ALL DEPARTMENTS  
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01/01/2018 AND 01/31/2018

Report run on: 02/01/2018 08:16 AM

BUILDING	BP	BP2018-032	Deck Replacement	Submitted: 01/31/2018	In Process: 0
			Technically Complete:		Waiting: 0
			Approved:		Total Days: 0
			Ready to Issue:		Total Cycles: 1
			Issued: 01/31/2018		
		5225 Estes Road, Loudon, TN 37774			
		BP2018-033		Submitted: 01/31/2018	In Process: 1
			Technically Complete:		Waiting: 0
		KC Dock	Approved:		Total Days: 1
			Ready to Issue:		Total Cycles: 1
			Issued:		
		1222 Cove Lane, Kingston, TN 37763			
	PL	PL2018-001		Submitted: 01/03/2018	In Process: 0
			Technically Complete:		Waiting: 0
		PL for BP2018-003	Approved:		Total Days: 0
			Ready to Issue:		Total Cycles: 1
		110 Martin Circle, Harriman, TN 37748			
		PL2018-002		Submitted: 01/10/2018	In Process: 0
			Technically Complete:		Waiting: 0
		PL for BP2018-007	Approved:		Total Days: 0
			Ready to Issue:		Total Cycles: 1
		874 Cave Creek Road, Loudon, TN 37774			
		PL2018-003		Submitted: 01/11/2018	In Process: 0
			Technically Complete:		Waiting: 0
		PL for BP2018-009	Approved:		Total Days: 0
			Ready to Issue:		Total Cycles: 1
		341 Old Holderford Road, Kingston, TN 37763			
		PL2018-004		Submitted: 01/17/2018	In Process: 0
			Technically Complete:		Waiting: 0
		PL for BP2017-490	Approved:		Total Days: 0
			Ready to Issue:		Total Cycles: 1
		372 Walking Horse Trail, Rockwood, TN 37854			
		PL2018-005		Submitted: 01/19/2018	In Process: 0
			Technically Complete:		Waiting: 0
		PL for BP2018-014	Approved:		Total Days: 0
			Ready to Issue:		Total Cycles: 1
		205 THIEF NECK Dr., ROCKWOOD, TN 37854			
		PL2018-006		Submitted: 01/22/2018	In Process: 0
			Technically Complete:		Waiting: 0
		PL for BP2017-689	Approved:		Total Days: 0
			Ready to Issue:		Total Cycles: 1
		1511 Kathy Cir, Kingston, Tn 37763			



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ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
01/01/2018 AND 01/31/2018

Report run on: 02/01/2018 08:16 AM

BUILDING	PL	PL2018-007	Submitted: 01/24/2018	In Process: 0
		PL for BP2017-636	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		376 Walking Horse Trail, Rockwood, TN 37854	Ready to Issue:	Total Cycles: 1
			Issued: 01/24/2018	
		PL2018-008	Submitted: 01/24/2018	In Process: 0
			Technically Complete:	Waiting: 0
		PL for BP2017-637	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		326 Peninsula Road, Harriman, Tn 37748	Issued: 01/24/2018	
		PL2018-009	Submitted: 01/29/2018	In Process: 0
			Technically Complete:	Waiting: 0
		PL for BP2017-190	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		179 Bluegreen Way, Rockwood, TN 37854	Issued: 01/29/2018	
		PL2018-010	Submitted: 01/31/2018	In Process: 0
			Technically Complete:	Waiting: 0
		PL for BP2018-031	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		101 Old Hen Valley Road, Oliver Springs, TN 37840	Issued: 01/31/2018	
RM		RM2018-001	Submitted: 01/05/2018	In Process: 0
			Technically Complete:	Waiting: 0
		RM CHange out only	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		1662 Harriman Hwy, Harriman, TN 37748	Issued: 01/05/2018	
		RM2018-002	Submitted: 01/09/2018	In Process: 0
			Technically Complete:	Waiting: 0
		RM for BP2017-644	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		328 Howard Road, Loudon, TN 37774	Issued: 01/09/2018	
		RM2018-003	Submitted: 01/09/2018	In Process: 0
			Technically Complete:	Waiting: 0
		RM for BP2017-521	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		130 Deer Ridge Road, Kingston, TN 37763	Issued: 01/09/2018	
		RM2018-004	Submitted: 01/09/2018	In Process: 0
			Technically Complete:	Waiting: 0
		RM for BP2017-356	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		153 East Shore Drive, Rockwood, TN 37854	Issued: 01/09/2018	



## Issued Permits By Department

Report run on: 02/01/2018 08:16 AM

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
01/01/2018 AND 01/31/2018

BUILDING	RM	Submitted: 01/22/2018	In Process: 0
RM2018-005		Technically Complete:	Waiting: 0
RM for BP2017-689		Approved:	Total Days: 0
1511 Kathy Cir, Kingston, Tn 37763		Ready to Issue:	Total Cycles: 1
		Issued: 01/22/2018	
RM2018-006		Submitted: 01/22/2018	In Process: 0
RM for 2017-345		Technically Complete:	Waiting: 0
		Approved:	Total Days: 0
1354 Byrd Circle, Kingston, Tn 37763		Ready to Issue:	Total Cycles: 1
		Issued: 01/22/2018	
RM2018-007		Submitted: 01/25/2018	In Process: 0
RM for BP2017-668		Technically Complete:	Waiting: 0
		Approved:	Total Days: 0
2006 Franklin Village Trace, Kingston, TN 37763		Ready to Issue:	Total Cycles: 1
		Issued: 01/25/2018	
RM2018-008		Submitted: 01/29/2018	In Process: 0
RM for BP2017-490		Technically Complete:	Waiting: 0
		Approved:	Total Days: 0
372 Walking Horse Trail, Rockwood, TN 37854		Ready to Issue:	Total Cycles: 1
		Issued: 01/29/2018	
RM2018-009		Submitted: 01/29/2018	In Process: 0
RM for BP2017-636		Technically Complete:	Waiting: 0
		Approved:	Total Days: 0
376 Walking Horse Trail, Rockwood, TN 37854		Ready to Issue:	Total Cycles: 1
		Issued: 01/29/2018	
RM2018-010		Submitted: 01/31/2018	In Process: 1
		Technically Complete:	Waiting: 0
		Approved:	Total Days: 1
		Ready to Issue:	Total Cycles: 1
		Issued:	
115 Marney Cove Road, Kingston, TN 37763		Submitted: 01/31/2018	In Process: 0
RM2018-011		Technically Complete:	Waiting: 0
RM for BP2017-645		Approved:	Total Days: 0
		Ready to Issue:	Total Cycles: 1
		Issued: 01/31/2018	
115 Marney Cove Road, Kingston, TN 37763		Submitted: 01/31/2018	In Process: 0
RM2018-012		Technically Complete:	Waiting: 0
Change out only		Approved:	Total Days: 0
		Ready to Issue:	Total Cycles: 1
		Issued: 01/31/2018	
2502 Lawnville Road, Kingston, TN 37763		Submitted: 01/31/2018	In Process: 0
		Technically Complete:	Waiting: 0
		Approved:	Total Days: 0
		Ready to Issue:	Total Cycles: 1
		Issued: 01/31/2018	



## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
01/01/2018 AND 01/31/2018

# KINGSTON WATER TREATMENT PLANT



## JANUARY OPERATIONS REPORT

2018

<i>Water Treatment Plant</i>		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
G A L L O N S	Influent (Raw)	18,255,000	15,892,000	12.94%	589,000	1,021,000	403,000
	Effluent (Finish)	16,565,000	14,677,000	11.40%	534,000	902,000	382,000
	Spring Supply	13,743,000	13,390,000	2.57%	443,000	490,000	398,000
	Total Finish Prod.	30,308,000	28,067,000	7.39%	<i>Distribution &amp; WTP Report:</i> 1,303,950		
Plant Efficiency		99.13%	99.28%	-0.15%	gals. usage flushing and Tank refilling.		
<i>Distribution</i>					<i>Public Works:</i> No Report		
G A L L O N S	Consumption	24,452,100	19,230,800	21.35%	<i>Fire Dept:</i> No Report		
	Reported Usage	1,303,950	1,810,000	-38.81%	<i>Park &amp; Rec:</i> No Report		
	Water Loss	4,551,950	6,026,200	-32.39%	<i>WWTP:</i> No Report		
	%	15.02%	21.47%	-6.45%			

Note: The Water Production, Consumption and Loss data is for the December 2017 Meter Read Period.

- \* Multiple Agencies here throughout the Month collecting water samples.
- \* Drained and washed all Basins on two separate occasions.
- \* Completed (collected and analyzed) 2 rounds of Compliance Distribution Bacteriological Sampling.
- \* Performed regular maintenance at Plant and Spring Site.
- \* Performed (QA/QC) Quality Assurance and Quality Control Checks and In-House Laboratory Training.
- \* Completed all of the required regular monthly sampling.
- \* Doing Cold Weather Maintenance on outdoor equipment.
- \* Had several Main and Service Line Breaks due to extreme cold weather.
- \* Dropped Basins and washed / rinsed Tube Settlers.
- \* Replaced / Rebuilt the Pump Packing in #1 Raw Water Pump.
- \* Working on adding further redundancy to the communications equipment at Ladd Tank, Pumpstation and Spring Pump House.
- \* Completed Quarterly Plant TOC (Total Organic Carbon) Sampling. Plant is achieving 49.6% Reduction. 25.0% is the Required Plant Reduction.
- \* Collected Quarterly Fluoride Sampling. Results are well within the suggested limits.
- \* Completed the Monthly LT2 (LT2SWTR - Long Term @ Surface Water Treatment Rule) Sampling.

0

# Schedule of Unaccounted For Water January

*(All amounts in gallons)*

<b>A Water Treated and Purchased</b>		
<b>B</b>	Water Pumped (potable)	30,308,000
<b>C</b>	Water Purchased	0
<b>D</b>	<b>Total Water Treated and Purchased</b> (Sum Lines B and C)	30,308,000
<b>E Accounted for Water:</b>		
<b>F</b>	Water Sold	24,452,100
<b>G</b>	Metered for Consumption (in house usage)	803,950
<b>H</b>	Fire Department(s) Usage	0
<b>I</b>	Flushing	500,000
<b>J</b>	Tank Cleaning/Filling	0
<b>K</b>	Street Cleaning	0
<b>L</b>	Bulk Sales	0
<b>M</b>	Water Bill Adjustments (+/-)	0
<b>N</b>	<b>Total Accounted for Water</b> (Sum Lines F thru M)	25,756,050
<b>O</b>	<b>Unaccounted for Water</b> (Line D minus Line N)	4,551,950
<b>P</b>	<b>Percent Unaccounted for Water</b> (Line O divided by Line D times 100)	15.019%

**Q Other (explain)**

See Below

Explain Other:

All amounts included in this schedule are supported by documentation on file at the water system. If no support is on file for a line item or if line item is not applicable, a "0" is shown.



# KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager  
FROM: Tony Workman, WWTP Plant Manager  
RE: January Monthly Report  
DATE: February 7, 2018

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MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT*	.2785	.6060	.1940	8,632,000
EFFLUENT	.4805	.9090	.3790	14,895,000

Total gallons of chlorine used was 135.7 @\$2.09 gallon = \$283.61.

There was 2.36 inches of rain.

There were no sewer overflows this month.

The INF numbers appear to be low, but according to the measurements at the Parshall Flume they are correct. When Wascon returns to complete the work at the #4 pump station, I will have Steve Bennet check the recorder to make sure it is correct.

Tekwell Services is finished work on the impeller for the Gallaher Road Pump Station. The new impeller was installed and both motors are online.

The heating unit was repaired by Total Comfort.

Tekwell Services repaired one of the WAS pumps allowing us to be able to send old sludge to the digester. These pumps/motors are obsolete. To make the repairs to one of the motors, Tekwell use the "good pieces" on each motor to make one that works. Replacing the WAS pumps will be an item placed on the 5-year budget plan.



# WATER DEPARTMENT MONTHLY REPORT

Month of: JAN.2018

PAGE 2

TASK	RESOLVED	PENDING
<b>MISC SERVICE ORDERS</b>		
RELOCATE METER		
CHECK FOR TAMPERED METER	1	
REPAIR BROKEN SEWER LINE		
NO WATER	9	
WATER TASTE BAD	1	
CHECK WATER PRESSURE	1	
SEWER BAD SMELL		
CHECK FOR FROZEN METER	10	
REPLACE MAN HOLE COVER		
REPAIR SEWER CLEAN-OUT	1	
REPLACE METER /METER BOX/LID	6	
REPLACE TAMPERED METER	1	
REPLACE VALVE		
FLUSH LINES	8	
RUN 10 GAL WATER THRU		
TURN OFF FOR INSPECTIONS		
INSPECT SEWER CONNECTION	1	
TURN OFF DUE TO LEAK	7	
REPLACE CUT-OFF VALVE	3	
Install flotting meter		
LOCATE WATER METER	1	
Total		501
		25
OVER-TIMES	270.5	
FIRE HYDRANTS		
ROAD PATCHES		9
PULLED METERS	2	

  
 WATER DISTRIBUTION & COLLECTION  
 MANAGER-JIM AGEE

# WATER DEPARTMENT MONTHLY REPORT

**To: David Bolling**

Month of: JAN.2018

**From: Jimmy Agee**

**RE: Monthly Work Orders**

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	3	
Read-out	43	
RE- READS	3	
WATER TAP NEW ACCT.	3	
CLOSED ACCT WITH COMSUMPTION	2	
READ INS	35	
CHECK FOR HUNG METER	5	
CHANGE OUT HUNG / BROKEN METER	2	
CHECK FOR LEAK AT METER	26	
METER LEAKS	20	
AFTER HOURS - WATER	9	
SERVICE LINE LEAK	17	
LINE LOCATES	123	
TURN OFF FOR NON PAYMENT	56	
TURN WATER BACK ON	41	
YARD WORK		16
DOOR HANGERS	4	
MANUAL READ	6	
AFTER HOURS - SEWER	2	
SEWER- TAP NEW ACCOUNT	1	
RELOCATE SEWER CONNECTION		
SEWER BACK UP	15	
CHECK TO SEE IF STILL OFF	13	
TAP ESTIMATES	5	
PROFILE REQUESTED	4	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT	1	
WATER MAIN BREAKS	11	

**Kingston Public Library (KPL)**

1004 Bradford Way  
Kingston Tennessee 37763  
865-376-9905

5 Feb 2018

**TO: The Honorable Tim Neal  
Mayor, City of Kingston  
Mr. David Bolling  
Manager, City of Kingston  
Members of the City Council**

**FR: Emily Steele, MLIS  
Director**

**RE: Monthly Director's Report**

The following sum up library activities for the month of January, 2018:

**Children's Programming**

We had four programs with 53 attending. One program was canceled due to snow.

**Programs**

We had a speaker from the Alzheimer's Association at the library on the 18<sup>th</sup>. We only had two people come, but the speaker was able to talk to another patron before the program, to tell him about their caretaker support and other services. This was the day after we were closed for snow, so I think more people might have come at another time. We will have this speaker back at another time.

Our next program is a craft night, on the 22<sup>nd</sup> from 5 to 8. We'll have four activities set up.

**Summary**

Patron count for the month totaled 1376.

There were 2,098 checkouts and renewals for adults, and 354 for kids' cards, totaling 2,452.

The READS circulation for ebooks was 2,279 for adults and 104 for kids, totaling 2,383.

Respectfully submitted,  
ERS

# *Kingston Public Library*

## *Meeting Minutes*

*January 11, 2018*

Present: Vic King,, Trudy Wideman, Emily Steele, Joe Parker, Mary Ann Wesoloski Carolyn Brewer, Randy Childs, and Beth Mercer

Library Staff Present: Barbara Thornbjornsen, Kelvey Nabors, and Romi Patel

Absent: Emily Smith

- 1) Vic King called the meeting to order at 5:00 p.m.
- 2) Board Elections
  - Joe Parker nominated Vic King to serve another term as chairman of the Kingston Public Library Board. He was elected by a unanimous vote.
  - Mary Ann Wesoloski will continue to serve as Treasurer
  - Trudy Wideman will continue to serve as Secretary
- 3) Joe Parker moved to have the minutes of the December 14, 2017 meeting approved. Mary Ann Wesoloski seconded the motion and the minutes were approved.
- 4) Treasurer's Report
  - Treasurer Mary Ann Wesoloski reported the current treasury balance to be \$20,063.64.
  - Mary Ann Wesoloski made a motion that reimbursements from the library treasury would be made only if a receipt was presented. Randy Childs seconded the motion and it was approved
  - Joe Parker moved to accept the treasurer's report. Trudy Wideman seconded the motion. The report was approved.
- 5) Public Comments
  - No one from the general public was present.
- 6) Ocoee Regional Library Report – Beth Mercer
  - MOE Analysis – Maintenance of Effort
    - ❖ An amendment to the MOE has been made. \$15,800.00 has not been appropriated by the county to be split among Harriman, Kingston, Rockwood, and Oliver Springs libraries as was originally reported. The correct amount is \$10,000.
  - Upcoming Workshops and Conferences
    - ❖ "Early Literacy Programming: Everyone Can Do It" is being offered from at the Cleveland-Bradley County Public Library on Wednesday, January 24, 2018.
    - ❖ "E-Rate: Getting Reimbursements for your Telecommunications Expenses: Filing the form 470 and more for FY 2018" will be held at the Ocoee River Regional Library in Athens, Tennessee on Thursday, February 15, 2018.

- ❖ There are four opportunities to attend the 2018 Summer Reading Program Conferences being held in late February and early March. Library staff is encouraged to register and attend.
- KPL board members were encouraged to complete the TN Trustee Certification Program.
- A chart listing Roane County public libraries for the purpose of comparing data from the Tn Public Library Survey to TN Standards was presented to board members. Information may be discussed in further detail at future meetings.
- Ms. Mercer also provided a chart generated specifically for the KPL, a Level III Public library, which compared Tennessee standards for non-metropolitan full service libraries to the Level III Average and the Tennessee Average.

#### 7) Director's Report

- Children's Programming
  - ❖ Three children's programs were offered in December. Sixty-two children and parents attended.
  - ❖ Storytime scheduled for December 27th was cancelled due to water issues.
- Adult Programs
  - ❖ A two-part program on holiday eating and holiday stress was set up with the Roane County Extension Office. There were no participants.
- Staff Illness
  - ❖ Some of the library staff members have had to take sick days because they have been dealing with colds or the flu. Hopefully things will get back to normal soon.
- Outreach
  - ❖ The person in charge of outreach to nursing homes is moving so the program is not available at this time. It could possibly be reinstated in the Spring
- Circulation Summary
  - ❖ R.E.A.D.S. checkouts during the month of November: 2126 were adult checkouts and 103 were children's titles
  - ❖ There were 1835 checkouts and renewals by adults and 358 children's checkouts for the month.
  - ❖ Patron count for the month totaled 1273.
- Mary Ann Wesoloski made a motion to approve the director's report. Carolyn Brewer seconded the motion and the report was approved.

#### 8) Old Business

- New Chairs
  - ❖ Vic King reported that Faye Eblen submitted a quote of \$2,400 to reupholster 9 chairs in the library. The cost includes materials and labor.
  - ❖ Should the board vote to replace the chairs rather than reupholster them, Emily Steel has chosen a chair style that offers a smaller footprint. She also proposes that 6 chairs be purchased along with

stools. The stools would be placed in the teen section. Emily will have fabric samples available at the next meeting along with costs. A final decision will be made at this time. How the chairs will be paid for is as of this meeting undetermined.

- ❖ The general consensus among the board members is that the chairs should be replaced.

- Board Replacement Schedules

- ❖ Term limits for KPL board members are currently determined by calendar year. Consideration is being given to setting those limits by physical year in order to coordinate with other boards across the state.

9) New Business

- Five Year and Tech Plan Updates

- ❖ Library policies will be reviewed. Policies will be divided and reviewed on a three year rotating schedule with the focus being placed on a different policy every other month.
- ❖ At the February meeting the board will review Policy #18.

- AWE Computers

- ❖ One of the two AWE computers in the children's department was not working but has been revived. An attempt will be made to get these computers on the tech grant cycle in order to replace them if needed but a quote has been prepared in the event replacement is necessary prior to the availability of this funding.

- Personnel Issue

- ❖ In addition to Emily Steel, three library staff members were present to address an issue with a problem patron. Kelvey Nabors shared a document detailing the situation. After carefully reviewing Library Policy #18, board members quickly agreed that the patron in question had violated the policy and that appropriate action could be taken should the patron's behavior continue.
- ❖ It was recommended that Emily Steel request increased presence from the Kingston Police Department. Officers could drive by the facility more often and possibly enter and walk through the building on a regular basis.
- ❖ It was also determined that staff members call the nonemergency law enforcement phone number if this or any other patron exhibits actions that make them feel uncomfortable.
- ❖ Staff members are to call 911 if they are ever threatened by a patron.
- ❖ Staff members are encouraged to document unusual behaviors and conversations.

- Gift Card Purchase

- ❖ Mary Ann Wesoloski made a motion that \$25 be taken from petty cash to purchase a gift card for Mary Chandler in appreciation for her volunteer work at KPL. Joe Parker seconded the motion and the motion carried.

- Welcome Folder

- ❖ Ads are being sold to be included in *Welcome* folders that are being published and made available to new residents. The folders will be distributed in such places as the water department and at the Roane Alliance office. Joe Parker made a motion that the Kingston Public Library purchase a \$295 ad to be placed on the back cover of the folder. Mary Ann Wesoloski seconded the motion and the motion was approved.

10) Chairman's Comments

- Vic King commented that he was pleased with the meeting. He expressed that because we want the library staff to be safe and secure in their workplace, we will follow-up on the personnel issue previously mentioned.

11) Next Meeting Date

- The next KPL Board meeting date is scheduled for February 8, 2018.

12) Adjournment was moved by Joe Parker and seconded by Trudy Wideman. The motion was approved and the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Trudy Wideman

**MINUTES  
KINGSTON PLANNING COMMISSION  
JANUARY 30, 2018**

A rescheduled meeting of the Kingston Planning Commission was held at 6:00 p.m. on January 30, 2018 at the Kingston City Hall.

**Members Present**

Kevin King, Chmn.  
Gary Lay, V. Chmn.  
Bo Pickel, Sec.  
Tim Neal, Mayor  
Eric Bacon  
Gary Botkin  
John Byrkit  
Chuck Hutzler  
Lou Qualls

**Members Absent**

Stephanie Wright

**Others Present**

David Bolling  
Rodney McKee  
Marsha Marshall

Staff Representative: David K. Williams

**CALL TO ORDER/MINUTES**

The meeting was called to order at 6:00 p.m. by Chairman King. On a motion by Vice Chairman Lay and a second by Mr. Hutzler, the commission voted to approve the minutes of the December and November 21, 2017 meetings. On a roll call vote, all voted aye except for Mr. Botkin who passed.

**REPORTS**

Mayor Neal thanked planning commissioners for attending the rescheduled meeting. He stated that it was important to meet so the annexation process for Ms. Guffey's property can begin.

City Manager Bolling informed the commission that the city was in the process of preparing an application for the Tennessee Downtowns Program. This is a two-year program designed to assist cities with improving downtown areas. Mr. Bolling stated that Kingston has a five member steering committee in place.

City Manager Bolling also stated that Kingston was in the Certified Local Government Program. This program will provide technical assistance for the historic district and with historic zoning.

Mr. Hutzler stated that a Board of Zoning Appeals meeting is scheduled for February 13.

**TRAINING - ANNEXATION OVERVIEW**

Prior to Public Chapter 707, a municipality could annex territory at will by ordinance. Because the process has changed, staff provided an overview of the annexation procedures in the packet that was sent to commissioners. Staff stated that the current annexation process is lengthy regardless of whether one parcel or a thousand acres was being annexed. Annexation is now done by referendum unless the property owner provides a written request to be annexed. Staff continued, noting that a plan-of-services is required for all annexations as well as an annexation resolution. The annexation resolution should be treated as an ordinance with a public hearing and the appropriate number of readings, as per the city's charter.



A plan-of-services is required for any annexation. The plan-of-services details the city services to be provided and the timing of their delivery. The plan-of-services must be adopted after fifteen days' notice in a local newspaper and prior to the annexation resolution. The adopted plan-of-services, along with the proposed annexation resolution, must be sent to the property owners fourteen days prior to a public hearing on the resolution with fifteen days' notice in a local newspaper of general circulation.

The planning commission is required to make a recommendation to the legislative body on a proposed plan-of-services by a written report. Staff stated that although not required, the planning commission should make a recommendation on a proposed annexation.

This training session last approximately one-half hour.

**PROPOSED ANNEXATION RESOLUTION FOR THE BRENDA GUFFEY PROPERTY (TAX MAP 068, PARCEL 040.02)**

Staff explained Ms. Brenda Guffey has requested by letter that the rear portion of her property be annexed into the city. The rear portion was apparently a separate lot created by the property assessor's office for tax purposes because it was outside of Kingston's corporate limits. For loan purposes, Ms. Guffey needs the rear portion to be in the city. Staff had provided commissioners with copies of a proposed annexation resolution in their packets.

**Staff Comments and Recommendations**

Although not required by state law, staff recommended that the commission certify the proposed resolution to the city council if it agreed with the proposed annexation.

**Action Taken**

On a motion by Mr. Hutzler and a second by Mr. Byrkit, the commission unanimously voted to certify the resolution on a roll call vote.

**PROPOSED PLAN-OF-SERVICES AND RESOLUTION KPC2018-01**

Staff and the planning commission reviewed the proposed plan-of-services for the annexation of the Brenda Guffey property that was in the commission's packets. The commission noted that sanitary sewer was not provided to the annexation area and agreed that it would not likely be provided in the near future. The commission agreed that the language in the Sanitary Sewer section should be amended to read: "Sanitary sewer will be provided when it is available."

The commission reviewed Resolution KPC2018-01, serving as a written report regarding the planning commission's findings of its review of the proposed plan-of-services. The resolution stated that the proposed plan-of-services was satisfactory and appropriate regarding the provision of services, facilities, and programs for the proposed annexation of the Brenda Guffey property.

**Staff Comments and Recommendations**

Staff recommended that the commission adopt Resolution KPC2018-01, as amended, if it agreed with the contents of the proposed plan-of-services.

**Action Taken**

On a motion by Vice Chairman Lay and a second by Secretary Pickel, the commission unanimously voted to adopt Resolution KPC2018-01, as amended, on a roll call vote.

#### DISCUSSION OF POSSIBLE CHANGE IN PLANNING REGION BOUNDARY AND POSSIBLE AMENDMENTS TO THE SUBDIVISION REGULATIONS

At its November 21, 2017 meeting, the planning commission had heard a request from Mr. Rodney McKee to have his farm removed from Kingston's planning region. This was so his property would be within Roane County's jurisdiction and would allow for the subdivision of the property using easements. He stated that easements were needed to provide access to the steeper parts of his property. He also had stated that he did not believe Kingston should have subdivision authority over property in the county.

This item was placed on the agenda so the planning commission could discuss and provide direction as to whether the commission would be in favor of eliminating the planning region, selectively reducing the planning region, or possibly amending the subdivision regulations to allow access easements.

There was much discussion among commissioners regarding this issue. Some discussion involved possibly granting variances to allow easements in certain situations instead of amending the subdivision regulations or changing the planning region. Staff stated that he was opposed to such variances because it would be difficult to be consistent. Staff noted he would rather see an amendment that would allow easements under specific situations.

Commissioners also discussed the planning region. Some questioned when the region was established and why it was so large. With annexation being difficult because of recent changes to the law, it may not be necessary to have a large planning region. Annexation of planning region territory may rarely or never occur. Philosophically, should the city have a planning region that will not likely become part of the city, at least in the foreseeable future?

Mr. Rodney McKee addressed the commission. He reiterated that the topography would make portions of his property difficult to subdivide without easements. He questioned why the city should have a planning region in the first place. He stated that Roane County has good subdivision regulations that allow easements. He noted that easements between property owners should not be the city's business.

Chairman King stated that he would like to see a plat of Mr. McKee's property to see if the topography justified easements. Also, the commission would like to see the differences between Roane County's and Kingston's subdivision regulations, especially as they pertain to easements. The commission also said it would like to evaluate easements based on their pluses and minuses.

Staff agreed to provide commissioners with information about easements, including their benefits and liabilities in the next week or so. No action was taken.

#### ADJOURNMENT

On a motion by Mr. Botkin, the meeting adjourned at 7:35 p.m.

ELECTRIC POWER BOARD OF ROCKWOOD  
MEETING AGENDA  
JANUARY 16, 2018  
341 W. ROCKWOOD STREET  
4:30 PM

ROLL CALL — DAVIS, FISHER, HOLLOWAY, LAYNE & WHITE

<b><u>ACTIVITY</u></b>	<b><u>ACTION</u></b>
Minutes from December 19, 2017	Approval
November 2017 Financial Statements	Approval
Manager's Report	Approval
Visitor Comments	Information

**OTHER BUSINESS**

Old:

None

New:

- |                                |          |
|--------------------------------|----------|
| 1. Calendar Year 2018 Pay Plan | Approval |
| 2. Property Appraisal          | Approval |
| 3. Loomis Proposal             | Approval |
| 4. Bad Debts – October 2017    | Approval |

Announcements

Adjourn

ELECTRIC POWER BOARD OF ROCKWOOD  
MEETING AGENDA  
JANUARY 16, 2018  
341 W. ROCKWOOD STREET  
4:30 PM

ROLL CALL — DAVIS, FISHER, HOLLOWAY, LAYNE & WHITE

<b><u>ACTIVITY</u></b>	<b><u>ACTION</u></b>
Minutes from December 19, 2017	Approval
November 2017 Financial Statements	Approval
Manager's Report	Approval
Visitor Comments	Information

**OTHER BUSINESS**

Old:

None

New:

- |                                |          |
|--------------------------------|----------|
| 1. Calendar Year 2018 Pay Plan | Approval |
| 2. Property Appraisal          | Approval |
| 3. Loomis Proposal             | Approval |
| 4. Bad Debts – October 2017    | Approval |

Announcements

Adjourn

The regular meeting of the Rockwood Electric Power Board was called to order at 4:30 p.m. on December 19, 2017. Board members present were Davis, Fisher, Holloway, Layne, and White.

Matt & Sandra Cross, USI Consulting Group, addressed the Board on the GASB 75 Actuarial Valuation (OPEB) as of July 1, 2017. Valuation changes are necessary due to implementation of GASB 75 which requires recognizing all future liabilities today. The Board's approval of a plan design and provider change from Humana to Benistar at their meeting on October 27, 2016 also requires a revised valuation.

Design items included in the valuation were: 1) Removal of the soft-freeze in spousal participation (2007 and beyond hire dates); 2) Addition of Disability/Death Coverage for non-retirement age employees with at least 10-years of service; 3) funding the OPEB Trust; and 4) Funding Policy Requirements.

The following summarizes their report:

1. If there were no other valuation changes except the changes from GASB 45 to GASB 75, the OPEB would have gone from being fully funded to being over funded by \$228,861.
2. The new plan design and the provider change from Humana to BEST Trust effective January 1, 2017 for retirees and dependents eligible for Medicare resulted in an OPEB liability increase of \$1,232,517.
3. Unfreezing the plan provision established in 2007, allowing spouses of retired employees hired after July 1, 2007 to be covered, increases the liability an additional \$65,500.
4. It was not practical to value the liability for providing health care coverage to dependents in case of an employee's death or disability. Logistically, this may not be possible with a group insurance plan.

As part of the financial statement disclosure (Estimated) for fiscal year ending June 30, 2018, the utility will have a net OPEB liability of \$972,313. Matt Cross also discussed the sensitivity of the Net OPEB Liability as it relates to the assumed rate of return of the Trust assets and the trend rates in healthcare costs.

The Board authorized USI Consulting to prepare a contribution strategy and funding policy for staff review and ultimate Board approval. Included in this strategy is the possible unfreezing of the plan to allow spousal participation for employees with 2007 and beyond hire dates. For investments, GASB 75 requires the Utility to have a funding policy registered with the State of TN by June 30, 2018. Matt felt like USI Consulting could have a DRAFT funding policy available in the next few weeks but due to other commitments, he would not be able to meet until later. Realistically, final board approval may not happen until the March 2018 Board meeting.

A motion was made by Holloway, seconded by White to approve the minutes as recorded for the November 16, 2017 meeting. All voted yes.

A motion was made by Davis, seconded by Layne to approve the financial statements. All voted yes.

A motion was made by White, seconded by Holloway to accept the increase in services from Central Service Association. The increase for REU is 1% or approximately \$3,000.00 per year. All voted yes.

A motion was made by Holloway, seconded by Davis to approve the increase on the contract with Loomis. The monthly rate is \$597.68 and will increase to \$646.69 per month. Total increase will be \$49.01. All voted yes. Manager Bear noted that a meeting was scheduled for early in January 2018 to review the contract with the Loomis Account Manager.

A motion was made by Davis, seconded by White to ratify the decision to contribute \$2,000.00 to Operation Reach. All voted yes.

A motion was made by White, seconded by Layne to sponsor the Roane County High School's Robotics Team, Full Metal Jackets. All voted yes.

A motion was made by White, seconded by Layne to approve the write-off of uncollectible debts for the period of September 2017 in the amount of \$2,812.84 and noted \$683.65 was collected. All voted yes.

A motion was made by White, seconded by Davis to approve Johnson & Galyon's quote of \$3,280.00 for installing millwork with a laminate countertop work surface and shelving to match the rest of the Kingston Office customer service area. All voted yes.

A motion was made by White, seconded by Layne to approve the Resale Rate Schedule Substitution Agreement from TVA for adding a new LED fixture to its resale rate schedule for outdoor lighting. The facility charge is \$7.03 per month and the energy rate will be the same as all other outdoor lighting. All voted yes.

A motion was made by Holloway, seconded by Davis to adjourn. All voted yes.

Chairman  
Lee Fisher

Secretary/Treasurer  
Don White

Recorder by M. O'Keefe

## POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

FOR MONTH AND YEAR

PAGE 1

Rockwood Electric Utility

NOVEMBER 2017

## BALANCE SHEET

ASSETS AND OTHER DEBITS	ITEM NO	AMOUNT	LIABILITIES AND OTHER CREDITS	ITEM NO	AMOUNT
<b>UTILITY PLANT</b>			<b>CAPITAL</b>		
Electric Plant.....	1	62,849,816.70	Membership certificates.....	30	
Less Depreciation.....	2	15,902,464.55	<b>EARNINGS REINVESTED IN SYSTEM ASSETS</b>		
<b>Total.....</b>	<b>3</b>	<b>46,947,352.15</b>	Beginning of year.....	33	43,416,689.29
Unamortized acq. adj.....	4		Current year to date.....	34	519,219.57
Other utility plant - net.....	5		<b>Total.....</b>	<b>35</b>	<b>43,935,908.86</b>
<b>Total Plant - net.....</b>	<b>6</b>	<b>46,947,352.15</b>	<b>LONG-TERM DEBT</b>		
<b>OTHER PROPERTY AND INVESTMENTS</b>			RUS.....	36	
Nonutility property - net.....	7		CFC.....	37	
Other investments.....	8	26,239.37	CoBank.....	38	
Sinking funds.....	9		Bonds and other long-term debt.....	39.1	4,525,200.00
Depreciation funds.....	10		TVA.....	39.3	
Other special funds.....	12	2,092,067.00	Debt premium and discount.....	40	48,029.04
<b>Total.....</b>	<b>13</b>	<b>2,118,306.37</b>	<b>Total.....</b>	<b>41</b>	<b>4,573,229.04</b>
<b>CURRENT AND ACCRUED ASSETS</b>			<b>OTHER NON-CURRENT LIABILITIES</b>		
General cash and temporary cash investments.....	14	3,642,740.74	Postretirement Benefits.....	39.2	2,112,067.00
Accounts receivable.....	15	2,106,826.63	Energy Service Loans - Advances.....	42	299,353.02
Materials and supplies.....	16	514,851.99	Energy Service Loans - Other.....	43	
Prepayments.....	17	44,547.37	<b>Total.....</b>	<b>44</b>	<b>2,411,420.02</b>
Other current assets.....	18	1,067,110.95	<b>CURRENT AND ACCRUED LIABILITIES</b>		
<b>Total.....</b>	<b>19</b>	<b>7,376,077.68</b>	TVA notes payable.....	45.1	
<b>DEFERRED DEBITS</b>			Other notes payable.....	45.2	
Debt expense.....	20		Accounts payable.....	46	3,860,151.92
Preliminary survey.....	21		Customer deposits.....	47	1,187,539.35
Clearing accounts.....	22		Taxes and equivalents accrued.....	48	39,895.45
Energy Service Loans receivables.....	24	428,406.19	Interest accrued - RUS.....	49	(7,336.85)
Deferred costs on TVA Leases.....	25		Interest accrued - CFC.....	50	
Other deferred debits.....	26		Interest accrued - CoBank.....	51	
<b>Total.....</b>	<b>27</b>	<b>428,406.19</b>	Interest accrued - TVA.....	52.1	
<b>TOTAL ASSETS AND OTHER DEBITS.....</b>			Interest accrued - other.....	52.2	
	<b>28</b>	<b>56,870,142.39</b>	Other current liabilities.....	53	889,018.04
			<b>Total.....</b>	<b>54</b>	<b>5,969,267.91</b>
			<b>DEFERRED CREDITS</b>		
			Advances for construction - refundable.....	55	
			Other deferred credits.....	56	(19,683.44)
			<b>Total.....</b>	<b>57</b>	<b>(19,683.44)</b>
			<b>TOTAL LIABILITIES AND OTHER CREDITS.....</b>		
				<b>58</b>	<b>56,870,142.39</b>

( ) Indicates red figures

CFC or CoBank Investments included in Item No. 8 26,239.37

Construction work in progress included in Item No. 1 2,203,789.42

Construction fund included in Item No. 12

Total miles of distribution lines

Total miles of transmission lines

Footnotes:

## POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

NOVEMBER 2017

PAGE 3

## STATISTICAL DATA

CLASS OF SERVICE	ITEM NO	REVENUE		ITEM NO	KILOWATT-HOURS SOLD	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Residential. ....	100	1,275,179.37	7,451,616.70	107	11,359,396	66,033,792
Gen. Power - 50 kW & under. ....	101	308,693.80	1,878,586.77	108	2,292,104	14,154,775
Gen. Power - Over 50 kW. ....	102	696,830.73	3,962,942.70	109	7,946,570	44,521,096
Street and athletic - Codes 72, 73 & 74. ....	103	26,862.35	133,188.10	110	206,206	989,734
Outdoor lighting - Codes 75, 77 & 78. ....	104	30,142.54	153,145.12	111	218,992	1,088,275
Subtotal. ....	330	2,337,708.79	13,579,479.39			
Unbilled revenue*. ....	331					
Total (page 2, item 59). ....	332	2,337,708.79	13,579,479.39	335	22,023,268	126,787,672
				113	40,344	189,802
				114	22,063,612	126,977,474
				336		

Kilowatt-hours for own use. ....

Total kilowatt-hours sold and used. ....

Kilowatt-hours in unbilled revenue (items 331) above\* . . .

## AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE

	Credits	Green Power Revenue
Green Power-Res	N/A	N/A
Green Power-GP < 50kW	N/A	N/A
Green Power-GP > 50kW	N/A	N/A
Gen Partners-Res	\$ 530.06	N/A
Gen Partners-GP<50kW	\$ 177.22	N/A
Gen Partners-GP>50kW	\$ 665.62	N/A
SMC	N/A	N/A
EGC	N/A	N/A
VCP	N/A	N/A
VII	N/A	N/A

## PURCHASED POWER

TVA	ITEM NO	AMOUNT		ITEM NO	KILOWATT-HOURS PURCHASED	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Purchased Power. ....	115	1,803,894.91	10,058,353.19	119	24,242,808	131,982,136
Facilities Rental. ....	116					
Other Charges/Credits. ....	117					
Total from TVA. ....	118	1,803,894.91	10,058,353.19	122	24,242,808	131,982,136
Other Purchased Power*. ....	218			222		
Subtotal. ....	340	1,803,894.91	10,058,353.19			
Unbilled Purchases*. ....	341					
Total (page 2, item 65). ....	342	1,803,894.91	10,058,353.19	345	24,242,808	131,982,136
				123	22,063,612	126,977,474
				124	2,179,196	5,004,662
				125	8.99	3.79
				127	7.441	7.621
				346		

Kilowatt-hours in unbilled purchases (Item 341) above\* . . .

\*\*Purchased other power under contract number TV- \_\_\_\_\_ from \_\_\_\_\_



## POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

NOVEMBER 2017

PAGE 2

## REVENUE AND EXPENSE SHEET

## REVENUE AND EXPENSE STATEMENT

ITEM  
NO

THIS MONTH

YEAR TO DATE

## OPERATING REVENUE

Electric sales revenue (page 7, item 332)	59	2,337,708.79	13,579,479.39
Revenue from late payments	60	14,232.51	76,628.70
Misc. service revenue	61	3,600.00	21,674.00
Rent from electric property	62	46,978.45	237,892.25
Other electric revenue	63	5.00	25.00
Total operating revenue	64	2,402,524.75	13,915,699.34

## PURCHASED POWER

Total power cost (page 7, item 342)	65	1,803,894.91	10,058,353.19
-------------------------------------	----	--------------	---------------

## OPERATING EXPENSE

Transmission expense	66		
Distribution expense	67	81,483.61	433,987.42
Customer accounts expense	68	54,058.38	269,839.87
Customer service and informational expense	69	833.33	4,166.65
Sales expense	70	(800.00)	16,583.00
Administrative and general expense	71	167,286.25	942,085.06
Operating expense	72	302,861.57	1,666,662.00

## MAINTENANCE EXPENSE

Transmission expense	73		
Distribution expense	74	93,647.70	461,526.33
Administrative and general expense	75		500.00
Maintenance expense	76	93,647.70	462,026.33

## OTHER OPERATING EXPENSE

Depreciation expense	77	125,246.74	624,497.64
Amortization of acquisition adjustment	78		
Taxes and tax equivalents	79	106,918.61	545,670.56
Other operating expense	80	232,165.35	1,170,168.20

## TOTAL OPERATING EXPENSE AND PURCHASE POWER

	81	2,432,569.53	13,357,209.72
--	----	--------------	---------------

## INCOME

Operating income (item 64, less item 81)	82	(30,044.78)	558,489.62
Other income	83		
Total income	84	(30,044.78)	558,489.62
Miscellaneous income deductions	85	2,604.10	4,554.10
Net income before debt expense	86	(32,648.88)	553,935.52

## DEBT EXPENSE

Interest on long-term debt - RUS	87		
Interest on long-term debt - CFC	88		
Interest on long-term debt - CoBank	89		
Interest on long-term debt - other	90.1	7,336.87	36,684.35
Interest - TVA	90.2		
Other interest expense	92		
Amortization of debt discount and expense	93		
Amortization of premium on debt - credit	94	(393.68)	(1,968.40)
Total debt expense	95	6,943.19	34,715.95

## NET INCOME

Income before extraordinary items (item 86, less item 95)	96	(39,592.07)	519,219.57
Extraordinary items	97		
Net income	98	(39,592.07)	519,219.57

## POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

NOVEMBER 2017

PAGE 3a

## CUSTOMER DATA

CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR
Residential.....	11,567	11,494
Gen. Power - 50 kW & under.....	2,784	2,770
Gen. Power - Over 50 kW.....	124	135
Street and athletic - Codes 72, 73 & 74.....	39	38
Outdoor Lighting - Code 78.....	137	140
Total.....	14,651	14,577
Special Outdoor Lighting - Code 75.....		
Outdoor Lighting - Code 77.....	2,155	2,164

## LONG-TERM DEBT

CHANGE THIS MONTH	AMOUNT
Long-term debt last report (item 41).....	4,573,622.72
Add new long-term debt this month (page 3)	
Total.....	4,573,622.72
Less reductions this month (page 3).....	393.68
Long-term debt this month (item 41).....	4,573,229.04

## OPERATING RATIO

Item 81 minus item 80 divided by item 64 equals

THIS MONTH

YEAR TO DATE

Footnotes:

91.59%

87.58%

SIGNED

*Angela L. Wampler*

TITLE

*Accounting Mgr.*

DATE PREPARED

11/9/18

\*Item numbers 331, 336, 341, and 346 are to be filled in only if distributor chooses the option to estimate the unbilled electric sales.

AGENDA  
RCECD E-911 QUARTERLY BOARD MEETING  
DECEMBER 28, 2017

CALL TO ORDER

APPROVAL OF MINUTES OF SEPTEMBER & OCTOBER 2017 MEETING

APPROVAL FINANCIAL STATEMENTS FOR SEPTEMBER - NOVEMBER 2017

CHAIRMAN'S REPORT

GENERAL REPORT

NOVEMBER 30 ,2017 FUND BALANCE

REAPPOINTMENT OF

DONNIE EBLEN

TONY BROWN

TIM SUTER

COMMITTEE REPORTS

BUDGET/FINANCE COMMITTEE

GENERAL REPORT

BUILDING/EQUIPMENT COMMITTEE

GENERAL REPORT

PERSONNEL/TRAINING COMMITTEE

GENERAL REPORT

STATUS OF REMOTE ATTENDANCE POLICY

DIRECTOR'S REPORT

General Report

OTHER BUSINESS

OLD~NEW BUSINESS NOT COVERED ABOVE

**ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT  
PO BOX 236, 330 CARDIFF VALLEY ROAD  
Rockwood, Tennessee 37854  
865-354-0704  
FAX 865-354-4983**

December 21, 2017

TO: All Board Members

FROM: Frances Long

The Quarterly E-911 Board meeting will be Thursday, December 28, 2017 at 1:00 P.M., at the E-911 Center Administrative Office.

Enclosed please find:

The agenda for the Board meeting.

The September & October 2017 Board Minutes

September-November 2017 financial report these have no accruals shown. Accountant's report shows accruals, enclosed is the latest report from the accountant.

Also enclosed list of bank account balances as of November 30, 2017. This is all monies including designated funds and our CD with US Bank.

Any questions you have on these items will be covered in the board meeting.

MINUTES OF SEPTEMBER 2017  
ROANE COUNTY E-911 BOARD MEETING

The Roane County Emergency Communications District (e-911) Board met Thursday September 28, 2017 at 2:04 p.m. at the e-911 Center administrative office.

**MEMBERS PRESENT:** Tony Brown, Marilyn Calfee, Donnie Eblen, John Harvey, Jack Stockton, Tim Suter

**MEMBERS ABSENT:** Carolyn Granger, Kenny Humphrey, Arvel McNelly

**EMPLOYEES PRESENT:** Mike Hooks, Robert Langley, Frances Long, Kim Tharp

**OTHERS:**

**CALL TO ORDER:**

Chairman Mr. Eblen called the meeting to order and declared a quorum.

**APPROVAL OF MINUTES:**

Motion was made by Ms. Calfee second Mr. Harvey to approve the minutes from the June 2017 meeting, motion carried.

**FINANCIAL STATEMENT:**

Motion to approve the July & August financial statements by Mr. Harvey second Mr. Suter, motion carried.

**CHAIRMAN'S REPORT:**

Discussed the August fund balance, available cash on hand \$736,126.27. However, it was noted part of this money is required for depreciation on assets.

**COMMITTEE REPORTS:**

**BUDGET/FINANCE COMMITTEE**

Committee has not met since last meeting.

**BUILDING/EQUIPMENT COMMITTEE**

Committee has not met since the last meeting.

**PERSONNEL/TRAINING COMMITTEE**

The committee was supposed to have met prior to the Board meeting but some members were unable to be here. The "Remote Board Attendance Policy" they were to bring back to the board was discussed at length. There were so many questions as to what should be covered under this policy it will go back to the committee to work out details and be presented at a later date.

**DIRECTOR'S REPORT**

Mike expressed his appreciation for the Board. Reported they are working to see how we can move forward on the building project. We are crunching numbers and Joyce is looking for

4. grants. Have met with Rural Development and the Designer asked them to work on ways to cut cost the building cost is way too much. Looking at different ways of financing. Director said he did not want to leave the Center in heavy debt when he retires. Some money on hand can be used but not all because of upgrades necessary to keep center operating.

Ms Calfee asked how we are on personnel, we have full staff at present. The two new people we have both wound up on third shift which was not the best situation. Had to make a decision to move a more seasoned operator to third and move one of the new employees to rotating. They are both doing well since they have more experienced employees working with them.

**OTHER BUSINESS:**

**ADJOURNMENT**

With no further business to come before the board, motion by Mr. Stockton second Mr. Suter the meeting adjourned at 3:04 P.M.

Regular June 2017 minutes approved a the September Board Meeting of Roane County Emergency Communications District Board of Directors. September 28, 2017.

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Carolyn Granger/Tony Brown Secretary/Treasurer

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Donnie Eblen Board Chair

MINUTES OF OCTOBER 2017 CALLED MEETING  
ROANE COUNTY E-911 BOARD

The Roane County Emergency Communications District (E-911) Board met in called session October 26, 2017 at 1:30 p.m. at the E-911 Center administrative office.

**MEMBERS PRESENT:** Tony Brown, Marilyn Calfee, Donnie Eblen, John Harvey, Kenny Humphrey, Arvel McNelly

**MEMBERS ABSENT:** Carolyn Granger, Jack Stockton, Tim Suter

**OTHERS:** Mike Hooks, Robert Langley, Frances Long, Kim Tharp

**CALL TO ORDER:**

Chair called meeting to order and declared a quorum. The purpose of the meeting is to consider purchase of side bar property off Highway 70 into the new 911 site property.

Turned meeting over to Director:

Mr. Hooks explained he had been contacted by Mr. Lowery about buying this piece of land. The Board had discussed this previously as another access into our new site. Mr. Lowery offered the land for a price of \$15,000, was asked if he would consider \$12,500 but refused to take a lower price.

This is just under one acre of land but if purchased would give us secure access to new site. After a short discussion, motion was made by Mr. McNelly second Ms. Calfee to make the purchase, motion was approved.

Meeting was adjourned at 1:45 p.m.

**3 NEW ACCOUNT #'s FROM STATE ECB**

APPROVED BY BOARD 06/22/2017

	2017-2018	BUDGET	ACTUAL	OVER(UNDER)	ACTUAL	OVER(UNDER)
REVENUES	BUDGET	MONTHLY	REC/PAY OUT	MONTH	YEAR	YEAR
				NOVEMBER		
3010 TECB 911 SURCHARGE (BASE)	664,518	110,753.00	0.00	(110,753.00)	221,506.00	(443,012.00)
3020 TECB EXCESS REVENUE	43,324	0.00	32,650.00	32,650.00	32,650.00	(10,674.00)
3040 DISPATCH SERVICES	635,661	52,971.75	52,971.84	0.09	264,859.20	(370,801.80)
5002 INTEREST INCOME	500	41.67	49.71	8.04	250.68	(249.32)
5005.01 MDT MAINTENANCE	19,564	1,630.33	0.00	(1,630.33)	9,781.74	(9,782.26)
5005.02 800 MHZ SYSTEM MAINT.	28,890	2,407.50	85.60	(2,321.90)	28,091.06	(798.94)
5006.00 TECB REIMBURSE/GRANT	0	0.00	0.00	0.00	0.00	0.00
5009 OTHER INCOME	2,310	192.50	175.00	(17.50)	550.00	(1,760.00)
5009.01 NCIC/REC CLERK/COUNTY	44,667	3,722.25	0.00	(3,722.25)	11,166.75	(33,500.25)
TOTAL ESTIMATED REVENUE	1,439,434	171,719.00	85,932.15	(85,786.85)	568,855.43	(870,578.57)

=====						
EXPENDITURES						
4001 DIRECTOR	66,323	5,526.92	5,101.76	(425.16)	27,985.38	(38,337.62)
4002 COMPTROLLER	32,316	2,693.00	2,485.84	(207.16)	13,635.93	(18,680.07)
4003 ASSISTANT DIRECTOR	51,684	4,307.00	3,975.70	(331.30)	21,780.73	(29,903.27)
4004 DISPATCHER (9@34579)	329,356	27,446.33	17,889.40	(9,556.93)	127,399.38	(201,956.62)
4005 DISPATCH/LEAD (3@35949)	116,310	9,692.50	11,846.40	2,153.90	54,870.96	(61,439.04)
4006 ADMIN-MAPPING	30,449	2,537.42	2,342.24	(195.18)	12,848.20	(17,600.80)
4006.01 P/T MAP CONSULT	8,640	720.00	720.00	0.00	3,600.00	(5,040.00)
4007 GRANT RESEARCH (40 HRS MO)	9,600	800.00	800.00	0.00	4,000.00	(5,600.00)
4008 OVERTIME PAY	8,355	696.25	593.13	(103.12)	2,148.88	(6,206.12)
4009 PART TIME (24 HRS WEEK)	14,352	1,196.00	0.00	(1,196.00)	0.00	(14,352.00)
4012 HOLIDAY PAY	18,852	1,571.00	1,435.28	(135.72)	4,521.92	(14,330.08)
4013 CHRISTMAS BONUS	2,100	175.00	0.00	(175.00)	0.00	(2,100.00)
4015 ASSISTANT COMPTROLLER	30,449	2,537.42	2,342.24	(195.18)	12,691.97	(17,757.03)
4020 ADMIN - TAC	40,102	3,341.83	3,084.76	(257.07)	16,921.26	(23,180.74)
4022 NCIC RECORD CLERK	37,580	3,131.67	2,890.76	(240.91)	15,743.67	(21,836.33)
4101 SOCIAL SECURITY TAX	49,381	4,115.08	3,420.91	(694.17)	19,614.56	(29,766.44)
4102 MEDICARE TAX	11,549	962.42	800.01	(162.41)	3,737.18	(7,811.82)
4103 LIFE INSURANCE	1,307	108.92	84.91	(24.01)	520.55	(786.45)
4104 MEDICAL INSURANCE	140,558	11,713.17	10,096.60	(1,616.57)	55,791.60	(84,766.40)
4108 STATE RETIREMENT	42,812	3,567.67	3,034.08	(533.59)	17,278.29	(25,533.71)
4109 SUTA TAX	1,056	88.00	0.00	(88.00)	52.92	(1,003.08)
4201 MAPPING/ADDRESSING	100	8.33	0.00	(8.33)	0.00	(100.00)
4203 AUDIT SERVICES	8,770	730.83	0.00	(730.83)	0.00	(8,770.00)
4204 ACCOUNTING SERVICES	3,936	328.00	320.00	(8.00)	1,600.00	(2,336.00)
4216 JANITORIAL SERVICE	4,150	345.83	0.00	(345.83)	0.00	(4,150.00)
4217 LEGAL & PROFESSIONAL	5,000	416.67	0.00	(416.67)	0.00	(5,000.00)
4218 MAINT. AGREEMENTS	34,591	2,882.58	150.00	(2,732.58)	27,805.78	(6,785.22)
4220 NCIC/TBI/TIES LINE	5,320	443.33	0.00	(443.33)	2,290.00	(3,030.00)
4225 PEST CONTROL	300	25.00	25.00	0.00	100.00	(200.00)
4299.02 TRASH DISPOSAL	192	16.00	16.00	0.00	80.00	(112.00)
4301 OFFICE SUPPLIES	2,750	229.17	45.99	(183.18)	861.87	(1,888.13)
4302 CUSTODIAL SUPPLIES	1,775	147.92	0.00	(147.92)	988.77	(786.23)
4303 DISPATCH SUPPLIES	550	45.83	0.00	(45.83)	174.92	(375.08)
4304 POSTAGE	688	57.33	13.65	(43.68)	146.46	(541.54)
4305 SMALL EQUIPMENT PUR	5,000	416.67	0.00	(416.67)	1,420.00	(3,580.00)
4307 UTILITIES ELECTRIC	17,715	1,476.25	1,796.13	319.88	7,090.74	(10,624.26)
4308 UTILITIES GAS	1,090	90.83	38.66	(52.17)	169.76	(920.24)
4309 UTILITIES WATER	1,025	85.42	69.32	(16.10)	343.11	(681.89)
4309-01 UTILITIES SEWER	2,620	218.33	174.70	(43.63)	868.07	(1,751.93)
4310 GENERAL TELEPHONE (ADMIN)	8,300	691.67	856.77	165.10	4,281.29	(4,018.71)
4311 CELL PHONE/VERIZON	1,932	161.00	160.16	(0.84)	802.05	(1,129.95)



4312 GEN TELE(CALL CENTER LINE)	36,444	3,037.00	2,827.00	(210.00)	14,135.00	(22,309.00)
4313 INTERNET CHARGES	10,923	910.25	16.95	(893.30)	2,851.50	(8,071.50)
4335 MAINT&REPAIR VEHICLE	1,500	125.00	0.00	(125.00)	1,098.12	(401.88)
4336 VEHICLE FUEL COST	1,600	133.33	122.89	(10.44)	762.79	(837.21)
4338 MISC MAINT & REPAIR	7,160	596.67	10.01	(586.66)	1,785.96	(5,374.04)
4339 MDT MAINTENANCE IN/OUT	19,564	1,630.33	0.00	(1,630.33)	17,720.16	(1,843.84)
4340 800 RADIO SYST. MAINT IN/OUT	28,890	2,407.50	0.00	(2,407.50)	13,835.10	(15,054.90)
4401 BANK FEES	867	72.25	77.13	4.88	542.06	(324.94)
4405 DUES & SUBSCRIPTIONS	4,035	336.25	0.00	(336.25)	4,035.00	0.00
4406 TESTING/EVALUATION	900	75.00	0.00	(75.00)	440.00	(460.00)
4407 WORKERS COMP INSURE	1,500	125.00	1,171.00	1,046.00	1,171.00	(329.00)
4408 LIABILITY INSURANCE	29,205	2,433.75	0.00	(2,433.75)	26,434.00	(2,771.00)
4413 LICENSE & FEES	600	50.00	0.00	(50.00)	0.00	(600.00)
4414 SURETY BONDS	3,290	274.17	0.00	(274.17)	-1,187.36	(4,477.36)
4418 TRAINING	1,950	162.50	0.00	(162.50)	0.00	(1,950.00)
4419 TRAVEL	1,200	100.00	145.46	45.46	558.05	(641.95)
4420 MEALS	1,200	100.00	0.00	(100.00)	9.16	(1,190.84)
4421 ADVERTISING	100	8.33	0.00	(8.33)	0.00	(100.00)
4422 MISCELLANEOUS EXP	1,000	83.33	0.00	(83.33)	326.30	(673.70)
4423 RENT/REP SITE(tank & propane)	220	18.33	93.00	74.67	304.19	84.19
4425 LODGING	2,100	175.00	0.00	(175.00)	0.00	(2,100.00)
5010 INTEREST EXPENSE	1,000	83.33	0.00	(83.33)	0.00	(1,000.00)
TOTAL ESTIMATED EXPENSE	1,304,183	108,681.92	81,073.84	(27,608.08)	548,987.23	(755,195.77)
ESTIMATED RECEIPTS	1,439,434		85,932.15			
VS						
ESTIMATED EXPENDITURE	1,304,183		81,073.84			
OVER (UNDER)	135,251					
DEPRECIATION	109,562					
OVER(UNDER)AFTER DEPRECIATION	25,689		4,858.31			

3 NEW ACCOUNT #'s FROM STATE ECB

APPROVED BY BOARD 06/22/2017

	2017-2018	BUDGET	ACTUAL	OVER(UNDER)	ACTUAL	OVER(UNDER)
REVENUES	BUDGET	MONTHLY	REC/PAY OUT	MONTH	YEAR	YEAR
				OCTOBER		
3010 TECB 911 SURCHARGE (BASE)	664,518	110,753.00	110,753.00	0.00	221,506.00	(443,012.00)
3020 TECB EXCESS REVENUE	43,324	0.00	0.00	0.00	0.00	(43,324.00)
3040 DISPATCH SERVICES	635,661	52,971.75	52,971.84	0.09	211,887.36	(423,773.64)
5002 INTEREST INCOME	500	41.67	53.18	11.51	200.97	(299.03)
5005.01 MDT MAINTENANCE	19,564	1,630.33	5,370.73	3,740.40	9,781.74	(9,782.26)
5005.02 800 MHZ SYSTEM MAINT.	28,890	2,407.50	28.54	(2,378.96)	28,005.46	(884.54)
5006.00 TECB REIMBURSE/GRANT	0	0.00	0.00	0.00	0.00	0.00
5009 OTHER INCOME	2,310	192.50	80.00	(112.50)	375.00	(1,935.00)
5009.01 NCIC/REC CLERK/COUNTY	44,667	3,722.25	0.00	(3,722.25)	11,166.75	(33,500.25)
TOTAL ESTIMATED REVENUE	1,439,434	171,719.00	169,257.29	(2,461.71)	482,923.28	(956,510.72)

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EXPENDITURES

4001 DIRECTOR	66,323	5,526.92	5,101.76	(425.16)	22,883.62	(43,439.38)
4002 COMPTROLLER	32,316	2,693.00	2,485.84	(207.16)	11,150.09	(21,165.91)
4003 ASSISTANT DIRECTOR	51,684	4,307.00	3,975.70	(331.30)	17,805.03	(33,878.97)
4004 DISPATCHER (9@34579)	329,356	27,446.33	23,183.86	(4,262.47)	109,509.98	(219,846.02)
4005 DISPATCH/LEAD (3@35949)	116,310	9,692.50	11,838.09	2,145.59	43,024.56	(73,285.44)
4006 ADMIN-MAPPING	30,449	2,537.42	2,342.24	(195.18)	10,505.96	(19,943.04)
4006.01 P/T MAP CONSULT	8,640	720.00	720.00	0.00	2,880.00	(5,760.00)
4007 GRANT RESEARCH (40 HRS MO)	9,600	800.00	800.00	0.00	3,200.00	(6,400.00)
4008 OVERTIME PAY	8,355	696.25	186.29	(509.96)	1,555.75	(6,799.25)
4009 PART TIME (24 HRS WEEK)	14,352	1,196.00	0.00	(1,196.00)	0.00	(14,352.00)
4012 HOLIDAY PAY	18,852	1,571.00	0.00	(1,571.00)	3,086.64	(15,765.36)
4013 CHRISTMAS BONUS	2,100	175.00	0.00	(175.00)	0.00	(2,100.00)
4015 ASSISTANT COMPTROLLER	30,449	2,537.42	2,342.24	(195.18)	10,349.73	(20,099.27)
4020 ADMIN - TAC	40,102	3,341.83	3,084.76	(257.07)	13,836.50	(26,265.50)
4022 NCIC RECORD CLERK	37,580	3,131.67	2,890.76	(240.91)	12,852.91	(24,727.09)
4101 SOCIAL SECURITY TAX	49,381	4,115.08	3,632.65	(482.43)	16,193.65	(33,187.35)
4102 MEDICARE TAX	11,549	962.42	849.58	(112.84)	2,937.17	(8,611.83)
4103 LIFE INSURANCE	1,307	108.92	108.91	(0.01)	435.64	(871.36)
4104 MEDICAL INSURANCE	140,558	11,713.17	11,423.75	(289.42)	45,695.00	(94,863.00)
4108 STATE RETIREMENT	42,812	3,567.67	3,227.62	(340.05)	14,244.21	(28,567.79)
4109 SUTA TAX	1,056	88.00	52.92	(35.08)	52.92	(1,003.08)
4201 MAPPING/ADDRESSING	100	8.33	0.00	(8.33)	0.00	(100.00)
4203 AUDIT SERVICES	8,770	730.83	0.00	(730.83)	0.00	(8,770.00)
4204 ACCOUNTING SERVICES	3,936	328.00	320.00	(8.00)	1,280.00	(2,656.00)
4216 JANITORIAL SERVICE	4,150	345.83	0.00	(345.83)	0.00	(4,150.00)
4217 LEGAL & PROFESSIONAL	5,000	416.67	0.00	(416.67)	0.00	(5,000.00)
4218 MAINT. AGREEMENTS	34,591	2,882.58	963.20	(1,919.38)	27,655.78	(6,935.22)
4220 NCIC/TBI/TIES LINE	5,320	443.33	560.00	116.67	2,290.00	(3,030.00)
4225 PEST CONTROL	300	25.00	25.00	0.00	75.00	(225.00)
4299.02 TRASH DISPOSAL	192	16.00	16.00	0.00	64.00	(128.00)
4301 OFFICE SUPPLIES	2,750	229.17	288.39	59.22	815.88	(1,934.12)
4302 CUSTODIAL SUPPLIES	1,775	147.92	43.13	(104.79)	988.77	(786.23)
4303 DISPATCH SUPPLIES	550	45.83	0.00	(45.83)	174.92	(375.08)
4304 POSTAGE	688	57.33	49.00	(8.33)	132.81	(555.19)
4305 SMALL EQUIPMENT PUR	5,000	416.67	0.00	(416.67)	1,420.00	(3,580.00)
4307 UTILITIES ELECTRIC	17,715	1,476.25	1,278.61	(197.64)	5,294.61	(12,420.39)
4308 UTILITIES GAS	1,090	90.83	33.54	(57.29)	131.10	(958.90)
4309 UTILITIES WATER	1,025	85.42	69.66	(15.76)	273.79	(751.21)
4309-01 UTILITIES SEWER	2,620	218.33	175.20	(43.13)	693.37	(1,926.63)
4310 GENERAL TELEPHONE (ADMIN)	8,300	691.67	896.23	204.56	3,424.52	(4,875.48)
4311 CELL PHONE/VERIZON	1,932	161.00	160.16	(0.84)	641.89	(1,290.11)

4312 GEN TELE(CALL CENTER LINE)	36,444	3,037.00	2,827.00	(210.00)	11,308.00	(25,136.00)
4313 INTERNET CHARGES	10,923	910.25	16.95	(893.30)	2,834.55	(8,088.45)
4335 MAINT&REPAIR VEHICLE	1,500	125.00	0.00	(125.00)	1,098.12	(401.88)
4336 VEHICLE FUEL COST	1,600	133.33	180.18	46.85	639.90	(960.10)
4338 MISC MAINT & REPAIR	7,160	596.67	120.00	(476.67)	1,775.95	(5,384.05)
4339 MDT MAINTENANCE IN/OUT	19,564	1,630.33	0.00	(1,630.33)	17,720.16	(1,843.84)
4340 800 RADIO SYST. MAINT IN/OUT	28,890	2,407.50	6,612.60	4,205.10	13,835.10	(15,054.90)
4401 BANK FEES	867	72.25	224.94	152.69	464.93	(402.07)
4405 DUES & SUBSCRIPTIONS	4,035	336.25	0.00	(336.25)	4,035.00	0.00
4406 TESTING/EVALUATION	900	75.00	220.00	145.00	440.00	(460.00)
4407 WORKERS COMP INSURE	1,500	125.00	0.00	(125.00)	0.00	(1,500.00)
4408 LIABILITY INSURANCE	29,205	2,433.75	26,348.00	23,914.25	26,434.00	(2,771.00)
4413 LICENSE & FEES	600	50.00	0.00	(50.00)	0.00	(600.00)
4414 SURETY BONDS	3,290	274.17	371.00	96.83	-1,187.36	(4,477.36)
4418 TRAINING	1,950	162.50	0.00	(162.50)	0.00	(1,950.00)
4419 TRAVEL	1,200	100.00	0.00	(100.00)	412.59	(787.41)
4420 MEALS	1,200	100.00	0.00	(100.00)	9.16	(1,190.84)
4421 ADVERTISING	100	8.33	0.00	(8.33)	0.00	(100.00)
4422 MISCELLANEOUS EXP	1,000	83.33	218.86	135.53	326.30	(673.70)
4423 RENT/REP SITE(tank & propane)	220	18.33	0.00	(18.33)	211.19	(8.81)
4425 LODGING	2,100	175.00	0.00	(175.00)	0.00	(2,100.00)
5010 INTEREST EXPENSE	1,000	83.33	0.00	(83.33)	0.00	(1,000.00)
TOTAL ESTIMATED EXPENSE	1,304,183	108,681.92	120,264.62	11,582.70	467,913.39	(836,269.61)
ESTIMATED RECEIPTS	1,439,434		169,257.29			
VS						
ESTIMATED EXPENDITURE	1,304,183		120,264.62			
OVER (UNDER)	135,251					
DEPRECIATION	109,562					
OVER(UNDER)AFTER DEPRECIATION	25,689		48,992.67			

3 NEW ACCOUNT #'s FROM STATE ECB						
APPROVED BY BOARD 06/22/2017						
REVENUES	2017-2018 BUDGET	BUDGET MONTHLY	ACTUAL REC/PAY OUT	OVER(UNDER) MONTH SEPTEMBER	ACTUAL YEAR	OVER(UNDER) YEAR
3010 TECB 911 SURCHARGE (BASE)	664,518	110,753.00	0.00	(110,753.00)	110,753.00	(553,765.00)
3020 TECB EXCESS REVENUE	43,324	0.00	0.00	0.00	0.00	(43,324.00)
3040 DISPATCH SERVICES	635,661	52,971.75	52,971.84	0.09	158,915.52	(476,745.48)
5002 INTEREST INCOME	500	41.67	47.67	6.00	147.79	(352.21)
5005.01 MDT MAINTENANCE	19,564	1,630.33	0.00	(1,630.33)	4,411.01	(15,152.99)
5005.02 800 MHZ SYSTEM MAINT.	28,890	2,407.50	3,638.00	1,230.50	27,976.92	(913.08)
5006.00 TECB REIMBURSE/GRANT	0	0.00	0.00	0.00	0.00	0.00
5009 OTHER INCOME	2,310	192.50	110.00	(82.50)	310.00	(2,000.00)
5009.01 NCIC/REC CLERK/COUNTY	44,667	3,722.25	3,722.25	0.00	11,166.75	(33,500.25)
TOTAL ESTIMATED REVENUE	1,439,434	171,719.00	60,489.76	(111,229.24)	313,680.99	(1,125,753.01)
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EXPENDITURES						
4001 DIRECTOR	66,323	5,526.92	5,101.76	(425.16)	17,781.86	(48,541.14)
4002 COMPTROLLER	32,316	2,693.00	2,485.84	(207.16)	8,664.25	(23,651.75)
4003 ASSISTANT DIRECTOR	51,684	4,307.00	3,975.70	(331.30)	13,799.33	(37,884.67)
4004 DISPATCHER (9@34579)	329,356	27,446.33	25,291.63	(2,154.70)	86,326.12	(243,029.88)
4005 DISPATCH/LEAD (3@35949)	116,310	9,692.50	8,947.20	(745.30)	31,186.47	(85,123.53)
4006 ADMIN-MAPPING	30,449	2,537.42	2,342.24	(195.18)	8,163.72	(22,285.28)
4006.01 P/T MAP CONSULT	8,640	720.00	720.00	0.00	2,160.00	(6,480.00)
4007 GRANT RESEARCH (40 HRS MO)	9,600	800.00	800.00	0.00	2,400.00	(7,200.00)
4008 OVERTIME PAY	8,355	696.25	154.70	(541.55)	1,369.46	(6,985.54)
4009 PART TIME (24 HRS WEEK)	14,352	1,196.00	0.00	(1,196.00)	0.00	(14,352.00)
4012 HOLIDAY PAY	18,852	1,571.00	1,422.16	(148.84)	3,086.64	(15,765.36)
4013 CHRISTMAS BONUS	2,100	175.00	0.00	(175.00)	0.00	(2,100.00)
4015 ASSISTANT COMPTROLLER	30,449	2,537.42	2,342.24	(195.18)	8,007.49	(22,441.51)
4020 ADMIN - TAC	40,102	3,341.83	3,084.76	(257.07)	10,751.74	(29,350.26)
4022 NCIC RECORD CLERK	37,580	3,131.67	2,880.40	(251.27)	9,962.15	(27,617.85)
4101 SOCIAL SECURITY TAX	49,381	4,115.08	3,668.99	(446.09)	12,561.00	(36,820.00)
4102 MEDICARE TAX	11,549	962.42	8.00	(954.42)	2,087.59	(9,461.41)
4103 LIFE INSURANCE	1,307	108.92	108.91	(0.01)	326.73	(980.27)
4104 MEDICAL INSURANCE	140,558	11,713.17	11,423.75	(289.42)	34,271.25	(106,286.75)
4108 STATE RETIREMENT	42,812	3,567.67	3,260.60	(307.07)	11,016.59	(31,795.41)
4109 SUTA TAX	1,056	88.00	0.00	(88.00)	0.00	(1,056.00)
4201 MAPPING/ADDRESSING	100	8.33	0.00	(8.33)	0.00	(100.00)
4203 AUDIT SERVICES	8,770	730.83	0.00	(730.83)	0.00	(8,770.00)
4204 ACCOUNTING SERVICES	3,936	328.00	320.00	(8.00)	960.00	(2,976.00)
4216 JANITORIAL SERVICE	4,150	345.83	0.00	(345.83)	0.00	(4,150.00)
4217 LEGAL & PROFESSIONAL	5,000	416.67	0.00	(416.67)	0.00	(5,000.00)
4218 MAINT. AGREEMENTS	34,591	2,882.58	1,005.00	(1,877.58)	26,692.58	(7,898.42)
4220 NCIC/TBI/TIES LINE	5,320	443.33	0.00	(443.33)	1,730.00	(3,590.00)
4225 PEST CONTROL	300	25.00	0.00	(25.00)	50.00	(250.00)
4299.02 TRASH DISPOSAL	192	16.00	16.00	0.00	48.00	(144.00)
4301 OFFICE SUPPLIES	2,750	229.17	58.32	(170.85)	527.49	(2,222.51)
4302 CUSTODIAL SUPPLIES	1,775	147.92	101.94	(45.98)	945.64	(829.36)
4303 DISPATCH SUPPLIES	550	45.83	0.00	(45.83)	174.92	(375.08)
4304 POSTAGE	688	57.33	24.24	(33.09)	83.81	(604.19)
4305 SMALL EQUIPMENT PUR	5,000	416.67	0.00	(416.67)	1,420.00	(3,580.00)
4307 UTILITIES ELECTRIC	17,715	1,476.25	1,406.30	(69.95)	4,016.00	(13,699.00)
4308 UTILITIES GAS	1,090	90.83	31.95	(58.88)	97.56	(992.44)
4309 UTILITIES WATER	1,025	85.42	68.11	(17.31)	204.13	(820.87)
4309-01 UTILITIES SEWER	2,620	218.33	172.86	(45.47)	518.17	(2,101.83)
4310 GENERAL TELEPHONE (ADMIN)	8,300	691.67	841.98	150.31	2,528.29	(5,771.71)
4311 CELL PHONE/VERIZON	1,932	161.00	160.16	(0.84)	481.73	(1,450.27)

4312 GEN TELE(CALL CENTER LINE)	36,444	3,037.00	2,827.00	(210.00)	8,481.00	(27,963.00)
4313 INTERNET CHARGES	10,923	910.25	927.90	17.65	2,817.60	(8,105.40)
4335 MAINT&REPAIR VEHICLE	1,500	125.00	1,098.12	973.12	1,098.12	(401.88)
4336 VEHICLE FUEL COST	1,600	133.33	139.55	6.22	459.72	(1,140.28)
4338 MISC MAINT & REPAIR	7,160	596.67	360.00	(236.67)	1,655.95	(5,504.05)
4339 MDT MAINTENANCE IN/OUT	19,564	1,630.33	0.00	(1,630.33)	17,720.16	(1,843.84)
4340 800 RADIO SYST. MAINT IN/OUT	28,890	2,407.50	0.00	(2,407.50)	7,222.50	(21,667.50)
4401 BANK FEES	867	72.25	83.19	10.94	239.99	(627.01)
4405 DUES & SUBSCRIPTIONS	4,035	336.25	0.00	(336.25)	4,035.00	0.00
4406 TESTING/EVALUATION	900	75.00	220.00	145.00	220.00	(680.00)
4407 WORKERS COMP INSURE	1,500	125.00	0.00	(125.00)	0.00	(1,500.00)
4408 LIABILITY INSURANCE	29,205	2,433.75	0.00	(2,433.75)	86.00	(29,119.00)
4413 LICENSE & FEES	600	50.00	0.00	(50.00)	0.00	(600.00)
4414 SURETY BONDS	3,290	274.17	0.00	(274.17)	-1,558.36	(4,848.36)
4418 TRAINING	1,950	162.50	0.00	(162.50)	0.00	(1,950.00)
4419 TRAVEL	1,200	100.00	130.56	30.56	412.59	(787.41)
4420 MEALS	1,200	100.00	0.00	(100.00)	9.16	(1,190.84)
4421 ADVERTISING	100	8.33	0.00	(8.33)	0.00	(100.00)
4422 MISCELLANEOUS EXP	1,000	83.33	79.00	(4.33)	107.44	(892.56)
4423 RENT/REP SITE(tank & propane)	220	18.33	0.00	(18.33)	211.19	(8.81)
4425 LODGING	2,100	175.00	0.00	(175.00)	0.00	(2,100.00)
5010 INTEREST EXPENSE	1,000	83.33	0.00	(83.33)	0.00	(1,000.00)
TOTAL ESTIMATED EXPENSE	1,304,183	108,681.92	88,091.06	(20,590.86)	347,618.77	(956,564.23)
ESTIMATED RECEIPTS	1,439,434		60,489.76			
VS						
ESTIMATED EXPENDITURE	1,304,183		88,091.06			
OVER (UNDER)	135,251					
DEPRECIATION	109,562					
OVER(UNDER)AFTER DEPRECIATION	25,689		-27,601.30			

MEMO TO CHAIRMAN

AS OF NOVEMBER 30, 2017 FOLLOWING ARE THE FUNDS WE HAVE ON HAND NOT COUNTING THE CERTIFICATE OF DEPOSIT.

REVENUE FUND \$1,113,668.53

OPERATING ACCOUNT \$ 106,081.90

TOTAL FUNDS \$1,219,750.43

LESS DESIGNATED \$- 3,931.15 MDT MAINTENANCE.  
LESS 800 MHZ \$- 16,727.72 ANNUAL MAINTENANCE  
LESS CAPITAL ASSETS SOLD \$- 1,677.00 CAR,GENERATOR,BATTRIES  
LESS ECB EQUIP REIMBURSE \$-163,470.37 NG911 CONTROLLER  
LESS EST 3 MONTH RESERVE \$-230,000.00 FOR CURRENT EXPENSE  
LESS ECB 2017 EXCESS FUNDS\* \$ - 50,000.00 FOR 911 UNRESTRICTED FUND

TOTAL DESIGNATED & EST 3,MO \$- 465,806.24

**TOTAL UN-DESIGNATED** **\$ 753,944.19**

AVAILABLE CASH \$ 753,944.19

ECB GRANT (\$91,215.04) IS SHOWN IN

**- TOTAL UN-RESTRICTED AVAILABLE**

\*\*\*\*

CERTIFICATE OF DEPOSIT \$ 60,517.30

0.60 % MATURITY DATE 10/23/2017 \$ 1,089.31 INTEREST EARNED

TOTAL CD \$ 61,606.61

THIS WAS RENEWED FOR 1 YEAR AT THE SAME 0.60 RATE MATURE 10/24/2018

\*\*\*\*\* PRESENT DEBT OTHER THAN CURRENT EXPENSES\*\*\*\*\*

**NONE**

WE ARE RECEIVING THE ECB PAYMENT OF 110,753.00 EVERY TWO MONTHS

\*THE TECB EXCESS FUNDING IS ONCE A YEAR DISTRIBUTION.

**ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**SUPPLEMENTAL SCHEDULE -**  
**BUDGETARY COMPARISON SCHEDULE**  
**For the One Month and Four Months Ended October 31, 2017**

	1 Month Ended Actual October 31, 2017	1 Month Ended Budget October 31, 2017	Variance	Percent	4 Months Ended Actual October 31, 2017	4 Months Ended Budget October 31, 2017	Variance	Percent
<b>Operating Revenues</b>								
TECB Distribution of 911 Surcharges (Base Amount)	\$ 110,756	\$ 55,377	55,379	67.65 %	\$ 221,504	\$ 221,506	(2)	51.11
TECB Distribution of Excess Revenue	-	3,610	(3,610)	-	-	14,441	(14,441)	-
Other Op Rev (Dispatch Services)	52,972	52,972	-	32.35	211,887	211,887	-	48.89
<b>Total Operating Revenues</b>	<b>163,728</b>	<b>111,959</b>	<b>51,769</b>	<b>100.00</b>	<b>433,391</b>	<b>447,834</b>	<b>(14,443)</b>	<b>100.00</b>
<b>Operating Expenses</b>								
<b>Salaries and Wages</b>								
Salaries and Wages	6,955	-	6,955	4.25	25,182	-	25,182	5.81
Salary - Director	4,847	5,527	(680)	2.96	20,507	22,108	(1,601)	4.73
Salary - Administrative Personnel	4,159	2,693	1,466	2.54	19,144	10,772	8,372	4.42
Salaries - Assistant Director	2,982	-	2,982	1.82	16,016	-	16,016	3.70
Salary - Dispatchers/Telecommunicators/Call taker	22,735	27,446	(4,711)	13.89	103,255	109,785	(6,530)	23.82
Salary - Dispatch Supervisor Personnel	8,154	9,693	(1,539)	4.98	34,984	38,770	(3,786)	8.07
Salary - Mapping/Address Personnel	1,991	2,537	(546)	1.22	9,051	10,150	(1,099)	2.06
P/T Salary-Mapping	720	720	-	0.44	2,880	2,880	-	0.66
Salary - Other Personnel	800	800	-	0.49	3,200	3,200	-	0.74
Overtime Pay	186	696	(510)	0.11	1,556	2,785	(1,229)	0.36
Part-time Personnel	-	1,196	(1,196)	-	-	4,784	(4,784)	-
Holiday Pay	-	1,571	(1,571)	-	3,087	6,284	(3,197)	0.71
Christmas Bonus	-	175	(175)	-	-	700	(700)	-
Salary-Clerical Personnel	-	2,537	(2,537)	-	539	10,150	(9,611)	0.11
Salaries - Dispatch Supervisor	2,931	3,342	(411)	1.79	11,897	13,367	(1,470)	2.71
Salary-Technical Director	-	4,307	(4,307)	-	-	17,228	(17,228)	-
Admin Records Clerk	2,602	3,132	(530)	1.59	11,784	12,527	(743)	2.71
<b>Total Salaries and Wages</b>	<b>59,062</b>	<b>66,372</b>	<b>(7,310)</b>	<b>36.07</b>	<b>263,082</b>	<b>265,490</b>	<b>(2,408)</b>	<b>60.7</b>
<b>Employee Benefits</b>								
Taxes - Payroll - Social Security	3,633	4,115	(482)	2.22	16,194	16,460	(266)	3.7
Taxes - Payroll - Medicare	850	962	(112)	0.52	3,787	3,850	(63)	0.8
Life Insurance	-	109	(109)	-	-	436	(436)	-
Insurance - Employee Health	11,424	11,713	(289)	6.98	45,695	46,853	(1,158)	10.5
Taxes - Payroll - SUTA	5	88	(83)	-	21	352	(331)	-
Unemployment Compensation	4	-	4	-	41	-	41	0.0
Retirement Contributions	3,228	3,568	(340)	1.97	14,244	14,271	(27)	3.2
<b>Total Employee Benefits</b>	<b>19,144</b>	<b>20,555</b>	<b>(1,411)</b>	<b>11.69</b>	<b>79,982</b>	<b>82,221</b>	<b>(2,240)</b>	<b>18.4</b>

See accountants' compilation report.

**ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**SUPPLEMENTAL SCHEDULE -**  
**BUDGETARY COMPARISON SCHEDULE**  
**For the One Month and Four Months Ended October 31, 2017**

	1 Month Ended	1 Month Ended			4 Months Ended	4 Months Ended		
	Actual	Budget			Actual	Budget		
	October 31, 2017	October 31, 2017	Variance	Percent	October 31, 2017	October 31, 2017	Variance	Percent
<b>Contracted Services</b>								
Addressing/Mapping/Database Consultants	-	8	(8)	-	-	33	(33)	
Audit Services	-	731	(731)	-	-	2,923	(2,923)	
Accounting / Bookkeeping Services	-	328	(328)	-	-	1,312	(1,312)	
Janitorial Services	-	3,463	(3,463)	-	-	13,850	(13,850)	
Legal and Professional	-	417	(417)	-	-	1,867	(1,867)	
Maintenance Agreements	2,652	2,883	(231)	1.62	10,827	11,530	(703)	2.5
NCIC/TBI/TIES Expenses	451	443	8	0.28	1,886	1,773	113	0.4
Pest Control	25	25	-	0.02	100	100	-	0.0
Trash Disposal	16	16	-	0.01	48	64	(16)	0.0
<b>Total Contracted Services</b>	<b>3,144</b>	<b>8,313</b>	<b>(5,170)</b>	<b>1.92</b>	<b>12,861</b>	<b>33,253</b>	<b>(20,391)</b>	<b>2.9</b>
<b>Supplies and Materials</b>								
Office Supplies	288	229	59	0.18	816	917	(101)	0.1
Janitorial Supplies	43	148	(105)	0.03	395	592	(197)	0.0
Data Processing Supplies	-	46	(46)	-	175	183	(8)	0.0
Postage	49	57	(8)	0.03	122	229	(107)	0.0
Equipment Purchases Not Capitalized	-	417	(417)	-	1,420	1,867	(247)	0.3
Utilities - Electric	1,279	1,476	(197)	0.78	4,123	5,905	(1,782)	0.9
Utilities - Natural Gas/Propane	34	91	(57)	0.02	99	363	(264)	0.0
Utilities - Water	70	85	(15)	0.04	204	342	(138)	0.0
Utilities - Sewer	175	218	(43)	0.11	523	873	(350)	0.1
Utilities - General Telephone (Admin Lines)	857	692	165	0.52	3,062	2,767	295	0.7
Utilities-Cell Phones & Pagers	160	161	(1)	0.10	480	644	(164)	0.1
Utilities - General Telephone (Call Center Lines)	2,827	3,037	(210)	1.73	8,481	12,148	(3,667)	1.8
Cable/Internet Charges	17	910	(893)	0.01	962	3,641	(2,679)	0.2
Maintenance & Repairs - Vehicles	-	125	(125)	-	1,080	500	580	0.2
Fuel - Gasoline & Diesel	180	133	47	0.11	640	533	107	0.1
Misc/Maint/Repair	10	597	(587)	0.01	1,119	2,387	(1,268)	0.2
MDT Maintenance	1,613	1,630	(17)	0.99	6,468	6,521	(53)	1.4
800 Radio Sys Maint	2,204	2,408	(204)	1.35	11,631	9,630	2,001	2.1
<b>Total Supplies and Materials</b>	<b>9,806</b>	<b>12,480</b>	<b>(2,654)</b>	<b>5.99</b>	<b>41,800</b>	<b>49,842</b>	<b>(8,042)</b>	<b>9.1</b>
<b>Other Charges</b>								
Bank Charges	225	72	153	0.14	465	289	176	0.1
Dues and Memberships	300	336	(36)	0.18	1,200	1,345	(145)	0.1
Testing and Evaluations	220	75	145	0.13	440	300	140	0.1
Insurance - Workers' Compensation	53	125	(72)	0.03	214	500	(286)	0.1
Insurance - Liability	2,725	2,434	291	1.66	4,398	9,735	(5,337)	1.1
Licenses and Fees	-	50	(50)	-	-	200	(200)	-
Premiums on Surety Bonds	165	274	(109)	0.10	(944)	1,097	(2,041)	(0.1)
Training Expenses	-	163	(163)	-	-	650	(650)	-
Travel Expenses	-	100	(100)	-	282	400	(118)	0.1

See accountants' compilation report.



**ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**SUPPLEMENTAL SCHEDULE -**  
**BUDGETARY COMPARISON SCHEDULE**  
**For the One Month and Four Months Ended October 31, 2017**

	1 Month Ended Actual October 31, 2017	1 Month Ended Budget October 31, 2017	Variance	Percent	4 Months Ended Actual October 31, 2017	4 Months Ended Budget October 31, 2017	Variance	Percent
Meals	-	100	(100)	-	9	400	(391)	-
Advertising	-	8	(8)	-	-	33	(33)	-
Miscellaneous Expense	116	83	33	0.07	326	333	(7)	0.08
Rent - Repeater Site	-	18	(18)	-	-	73	(73)	-
Lodging	-	175	(175)	-	-	700	(700)	-
<b>Total Other Charges</b>	<b>3,804</b>	<b>4,014</b>	<b>(209)</b>	<b>2.32</b>	<b>6,390</b>	<b>16,056</b>	<b>(9,665)</b>	<b>1.47</b>
<b>Depreciation</b>	<b>9,184</b>	<b>9,130</b>	<b>54</b>	<b>5.61</b>	<b>36,855</b>	<b>36,521</b>	<b>334</b>	<b>8.50</b>
Depreciation	9,184	9,130	54	5.61	36,855	36,521	334	8.50
<b>Total Depreciation</b>	<b>9,184</b>	<b>9,130</b>	<b>54</b>	<b>5.61</b>	<b>36,855</b>	<b>36,521</b>	<b>334</b>	<b>8.50</b>
<b>Total Operating Expenses</b>	<b>104,144</b>	<b>120,845</b>	<b>(16,701)</b>	<b>63.61</b>	<b>440,970</b>	<b>483,383</b>	<b>(42,413)</b>	<b>101.75</b>
<b>Operating Income (Loss)</b>	<b>59,584</b>	<b>(8,886)</b>	<b>68,470</b>	<b>36.39</b>	<b>(7,579)</b>	<b>(35,549)</b>	<b>27,970</b>	<b>(1.75)</b>
<b>Nonoperating Revenues and (Expenses)</b>								
Interest Income	1,142	42	1,142	0.70	1,290	167	1,123	0.30
MDT Maintenance Other Gov/Agencies	5,371	1,630	5,371	3.28	13,892	6,521	7,371	3.21
800 Radio System Maint. Other Gov/Agencies	29	2,408	29	0.02	28,990	9,630	19,360	6.69
Miscellaneous Income	80	193	80	0.05	390	770	(380)	0.09
Misc/Rec Clerk/County	-	3,722	-	-	11,167	14,889	(3,722)	2.58
Interest Expense	-	(83)	-	-	-	(333)	333	-
<b>Total Other Income (Expenses)</b>	<b>6,622</b>	<b>7,911</b>	<b>(1,289)</b>	<b>4.04</b>	<b>55,729</b>	<b>31,644</b>	<b>24,085</b>	<b>12.86</b>
<b>Change in Net Position</b>	<b>\$ 66,206</b>	<b>\$ (975)</b>	<b>67,181</b>	<b>40.44 %</b>	<b>\$ 48,150</b>	<b>\$ (3,905)</b>	<b>52,055</b>	<b>11.11 %</b>

See accountants' compilation report.



**City of Kingston**  
Project Status Update  
January 2018

**HOME GRANT**

		Date Completed/Closed Out
Project Cost:	\$250,000	
Engineer/Architect/Consultant:	Comm. Dev. Partners	
Contractor:		
Status (Percent complete)	99%	
Estimated Completion Date	Fall 17 / Winter 18	
Notable outstanding issues:	Final Renovation Pending	

Notes:

1. Finished punch-list on final residence and it is awaiting Building Inspector approval.

**LPRF (Project Pending)**

		Date Completed/Closed Out
Project Cost:	TBD	
Engineer/Architect/Consultant:	Collier Engineering	
Contractor:		
Status (Percent complete)	0%	
Estimated Completion Date	2020	
Notable outstanding issues:	Application Resolution	

Notes:

1. Resolution to apply for funding on Feb. agenda

**AFG (Turnout Gear)**

		Date Completed/Closed Out
Project Cost:	\$44,450	
Engineer/Architect/Consultant:	N/A	
Contractor:	N/A	
Status (Percent complete)	0%	
Estimated Completion Date	2018	
Notable outstanding issues:	Application Pending	