



# City Manager Report

JANUARY 2016



## **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:**

Kingston City Council 2017

**Distributed:** February 14, 2017

## **Message from the City Manager**

### **Management**

- ☐ City Manager

### **Finance**

- ☐ Finance/HR
- ☐ Human Resources
- ☐ City Clerk (No new business in January)

### **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 and Collection

### **Library**

- ☐ Director's Report

### **Planning Commission**

- ☐ Minutes

### **E-911 Quarterly Report**

- ☐ Director's Report  
(Reports are Issued Quarterly)

### **Solid Waste Advisory Board**

- ☐

### **Project Status Updates**

- ☐ Greenway
- ☐ HOME Grant
- ☐ LPRF Gertrude Porter Park
- ☐ CDBG Sewer Plant Improvements



February 14, 2017

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 2017**

### **Legislative Accomplishments**

- A. Adopted a Resolution Authorizing the City to Participate in the Pool's Property Conservation Matching Grant Program

### **Legislative Matters Forthcoming**

- A. First Reading of an Ordinance Creating a Kingston Beautification Committee

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

- A. Approved Designating Palmer Street as a One-Way Street
- B. Approved Requesting Proposals for Curbside Recycling
- C. Approved the Purchase of a Truck for the Police Department with Proceeds from the Sale of Military Surplus
- D. Approved Setting of a Workshop to Discuss Permitting of Alcohol Sales at City Events
- E. Approved an Appointment for:
  - a. Library Board

- **External Meetings**

- TML District 2 Meeting in Knoxville
- Green Team Meeting
- Robert Campbell (Porter Park)
- Conference Call with Retail Strategies
- Danl Hall (Greenway)
- Alliance Community Development Committee
- Chamber Board Meeting
- TVA Economic Development Luncheon
- TDOT and Senator Yager
- Outdoor Recreation Meeting in Chattanooga

- **Internal Meetings**

- Individual and Joint meetings with Department Heads
- Individual Meetings with members of Council

### **Ongoing Work**

- Greenway Project Extension: **State processing close-out**
- TVA Funding: **Website development underway**
- LPRF (Gertrude Porter Park): **Construction in progress, estimated completion March / April 2017**
- HOME Grant: **Inspections began in early July. Estimated completion July 2017**
- CDBG (Sewer Plant): **De-Watering press installed, work on clarifiers underway.**

## FINANCE AND ADMINISTRATION REPORT JANUARY 2017

- \* 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 648 -DONATIONS TOTAL \$9,162.80  
DISBURSED -265.69 YTD
- \* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR JANUARY 3739 FOR A TOTAL AMOUNT OF \$304,839.59
- \* NEW WATER SERVICE APPLICATIONS FOR JANUARY TOTALED 43
- \* 40 CUSTOMERS FINALED OUT SERVICE
- \* 121 PAST DUE ACCOUNTS
- \* TOTAL ACH-BANK DRAFT ACCOUNTS - 621
- \* TOTAL E-BILL ACCOUNTS - 222
- \* WATER/SEWER SERVLINE LEAK PROTECTION TOTAL DECEMBER BILLING 2122
- \* WATER LOSS PROTECTION JANUARY 1147
- \* WATER LINE PROTECTION JANUARY 84
- \* SEWER LINE PROTECTION 6
- \* TRASH COLLECTIONS FOR JANUARY 2418

## NEW BUSINESS LICENSES ISSUED IN JANUARY 2017

1

2

# CITY OF KINGSTON COMBINED

## FINANCIAL SUMMARY JANUARY 2017

Cash in Bank	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
General Fund	\$1,307,732	\$1,437,793	\$1,180,145	\$1,213,107	\$1,223,062	\$1,744,289	\$1,651,693					
TVA ENHANCE FNOS	\$171,794	\$168,522	\$168,522	\$168,061	\$165,766	\$126,139	\$84,841					
2008 Bond	\$232,245	\$232,245	\$228,924	\$227,022	\$225,392	\$223,708	\$221,965					
Water/Sewer	\$1,448,269	\$1,097,781	\$1,034,955	\$1,184,035	\$1,318,529	\$1,347,381	\$1,385,398					
1999 Bond	\$127,855	\$157,856	\$179,692	\$204,748	\$230,977	\$256,870	\$284,919					
2004 Bond	\$361,638	\$366,638	\$368,319	\$371,434	\$374,825	\$378,201	\$381,258					
RDA Reserve Fund	\$246,979	\$248,979	\$251,046	\$253,112	\$255,181	\$257,316	\$259,387					
Rockwood Interconnect	\$870,860	\$870,860	\$871,171	\$871,471	\$871,766	\$872,231	\$872,468					
Gallaher Rd Constrect	\$417,884	\$325,557	\$321,657	\$321,743	\$303,973	\$304,138	\$35,523					
Drug Fund	\$17,040	\$16,057	\$16,866	\$17,304	\$17,148	\$17,970	\$12,214					
Ladd Landing Const.	\$40,148	\$135,524	\$35,127	\$35,131	\$15,353	\$15,365	\$1					
FIRE DEPT	\$67,299	\$60,604	\$60,604	\$60,604	\$60,604	\$60,604	\$80,604					
3 RIVERS AMPHITHEATE	\$11,468	\$11,468	\$11,468	\$11,468	REFUNDED							
<b>Total BALANCES</b>	<b>\$5,411,011</b>	<b>\$5,129,884</b>	<b>\$4,728,496</b>	<b>\$4,939,240</b>	<b>\$5,062,576</b>	<b>\$5,604,212</b>	<b>\$5,290,271</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## CITY OF KINGSTON

## REVENUES JANUARY 2017

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JAN 2016	BUDGETED REVENUES 2016- 2017	ACTUAL JANUARY 2017	PERCENT OF BUDGET 58%
31110	CURRENT PROPERTY TAX	\$936,682	\$1,950,000	\$1,154,932	59.2%
31120	PUBLIC UTILITIES PROPERTY TAX		\$39,400	\$41,461	105.2%
31211	PROPERTY TAX DELINQUENT - 1ST	\$24,219	\$60,000	\$36,251	60.4%
31212	PROPERTY TAX DELINQUENT - 2ND	\$11,862	\$20,000	\$17,660	88.3%
31219	PROPERTY TAX DELINQUENT - 0TH	\$6,178	\$15,000	\$19,454	129.7%
31300	INT, PENALTY, AND COURT COST	\$8,176	\$20,000	\$16,115	80.6%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	\$30,021	\$58,393	\$38,153	65.3%
31610	LOCAL SALES TAX - CO. TRUSTEE	\$525,301	\$1,050,000	\$527,414	50.2%
31710	WHOLESALE BEER TAX	\$99,728	\$191,000	\$98,756	51.7%
31720	WHOLESALE LIQUOR TAX	\$22,613	\$46,000	\$41,144	89.4%
31800	BUSINESS TAXES	\$12,133	\$70,000	\$15,095	21.6%
31912	CABLE TV FRANCHISE TAX	\$37,181	\$73,500	\$36,771	50.0%
31913	ATT & BELL SOUTH FRANCHISE FEE	\$8,442	\$17,000	\$7,463	43.9%
31920	HOTEL/MOTEL TAX	\$29,014	\$52,000	\$15,839	30.5%
32210	BEER LICENSES	\$300	\$1,750	\$1,200	68.6%
32220	LIQUOR PERMITS	\$100	\$300	\$200	66.7%
33490	TEMA ASSISTANCE TORNADO	\$134,741			
33510	STATE SALES TAX	\$234,922	\$486,000	\$280,369	57.7%
33520	STATE INCOME TAX	\$138,125	\$138,000	\$126,023	91.3%

33530	STATE BEER TAX		\$1,545	\$3,090	\$1,527	49.4%
33540	STATE LIQUOR TAX		\$3,827	\$8,000	\$2,794	34.9%
33551	STATE GASOLINE TAXES		\$83,720	\$163,000	\$98,614	60.5%
33552	STATE-CITY STREETS		\$6,039	\$12,500	\$7,006	56.0%
33555	STATE STREET CONTRACT MAINT		\$8,890	\$48,000	\$34,045	70.9%
33590	TVA REVENUE SOLAR JAMES FRY			\$3,100	\$5,266	169.9%
33591	GROSS RECEIPTS - TVA		\$18,114	\$72,450	\$34,886	48.2%
33592	TVA IMPACT FUNDS		\$50,021	\$37,061	\$36,715	99.1%
33593	CORPORATE EXCISE TAX			\$9,300	\$0	0.0%
33730	TML FULL PACKAGE BONUS		\$4,000	\$4,000	\$4,000	100.0%
34100	GENERAL GOVERNMENT - CHARGES		\$196	\$200	(\$433)	-216.5%
34310	HIGHWAYS AND STREETS CHARGES			\$500	\$200	
34420	GARBAGE TIP FEES		\$162,734	\$325,500	\$191,542	58.8%
34720	SWIMMING POOL CHARGES		\$4,116	\$23,500	\$4,917	20.9%
34740	PARK AND RECREATION CHARGES		\$3,443	\$6,300	\$3,614	57.4%
35110	CITY COURT FINES AND COST		\$19,524	\$50,000	\$23,591	47.2%
35140	DRUG FINES			\$2,500	\$787	31.5%
35150	TRAFFIC SCHOOL CHARGES		\$2,800	\$7,500	\$1,950	26.0%
36000	FUND BALANCE			\$143,401		
36100	INTEREST EARNINGS		\$515	\$2,000	\$2,939	147.0%
36430	PAVILION RENTAL		\$1,993	\$3,500	\$2,590	74.0%
36900	TMBF LOAN PORTER PARK			\$200,000	\$0	0.0%
36910	GRANT PROCEEDS PORTER PARK			\$500,000		0.0%
36920	TMBF LOAN POLICE VEHICLES		\$124,000			0.0%
36967	CONTRACT NATURAL GAS		\$10,750	\$21,500	\$12,542	58.3%
36971	CONTRACT WATER BILLING		\$439,818	\$439,818	\$439,818	100.0%
TOTAL ESTIMATED REVENUES			\$3,205,683	\$6,375,063	\$3,383,210	53.1%



**CITY OF KINGSTON**  
**EXPENDITURES JANUARY 2017**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JAN 2016	2016-2017 BUDGET	ACTUAL JAN 2017	% BUDGET
41100	LEGISLATIVE	\$23,577	\$70,614	\$34,702	49.1%
41210	CITY COURT	\$12,973	\$27,199	\$15,581	57.3%
41320	CITY MANAGER	\$54,923	\$115,174	\$67,992	59.0%
41500	FINANCIAL ADMINISTRATION	\$223,885	\$495,890	\$264,524	54.4%
41700	PLANNING AND ZONING	\$5,087	\$10,275	\$10,201	99.3%
41810	CITY HALL BUILDINGS	\$30,924	\$83,677	\$54,107	64.7%
41990	OTHER GEN. GOVMT EXP	\$70,419	\$249,197	\$164,004	65.8%
42100	POLICE	\$463,982	\$948,629	\$585,675	61.7%
42152	AUTOMOTIVE SERVICES	\$27,368	\$78,000	\$44,744	57.4%
42200	FIRE PROTECTION	\$449,892	\$1,017,454	\$585,791	57.6%
42400	BUILDING & CODES	\$1,978			
43100	PUBLIC WORKS	\$344,348	\$872,383	\$427,705	49.0%
43190	STATE STREET AID	\$78,541	\$161,000	\$108,185	67.2%
43240	WASTEMANAGEMENT	\$144,605	\$297,856	\$167,784	56.3%
43750	CAPITAL IMPROVEMENTS	\$131,754	\$725,000	\$137,208	18.9%
44143	ANIMAL CONTROL	\$9,554	\$26,722	\$17,241	64.5%
44400	RECREATION	\$251,973	\$611,339	\$386,984	63.3%
44440	SWIMMING POOLS	\$15,730	\$38,365	\$19,300	50.3%
44800	LIBRARIES	\$111,790	\$208,294	\$125,164	60.1%
49000	DEBT SERVICE	\$144,446	\$348,025	\$117,890	33.9%
TOTAL EXPENDITURES		\$2,597,539	\$6,375,063	\$3,334,772	52.3%

# WATER DEPT REVENUES

Jan-17

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JAN 2016	BUDGETED 2016-2017	ACTUAL JAN 2017	PERCENT OF BUDGET 58%
33490	TEMA GRANT	\$11,261			
36100	INTEREST EARNINGS	\$1,019	\$2,300	\$4,261	185%
37110	METERED WATER SALES	\$567,938	\$1,113,000	\$713,367	64%
37114	SERVELINE LEAK PROTECTION			\$14,196	
37117	OUTSIDE WATER SALES	\$386,006	\$780,000	\$496,672	64%
37190	CREDIT CARD CHARGES		\$800		
37191	FORFEITED DISCOUNTS AND PENALTIES	\$19,844	\$55,000	\$23,025	42%
37194	SALES OF MATERIALS	\$2,862	\$12,000	\$4,930	41%
37195	INSTALLATION CHARGES	\$34,264	\$67,500	\$34,095	51%
37196	WATER USER FEES	\$8,085	\$20,000	\$14,700	74%
37199	MISCELLANEOUS	\$4,305	\$7,000	\$900	13%
37210	SEWER SERVICE CHARGES	\$622,560	\$1,200,000	\$773,136	64%
37296	SEWER USER FEES	\$2,350	\$15,000	\$4,025	27%
37299	MISCELLANEOUS	\$1,567	\$2,500	\$2,941	118%
34800	CAPITAL REIMBURSEMENT		\$337,792		
TOTAL ESTIMATED REVENUES		\$1,662,081	\$3,612,892	\$2,086,248	58%

# **WATER/SEWER EXPENDITURES JANUARY 2017**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JAN 2016	BUDGET 2016/2017	ACTUAL JAN 2017	PERCENT OF BUDGET 58%
41500	FINANCIAL ADMINISTRATION	\$439,818	\$439,818	\$439,818	100%
41990	OTHER GEN. GOVMT EXP	\$287,897	\$291,211	\$237,436	82%
43750	CAPITAL IMPROVEMENTS	\$55,741	\$330,000	\$94,900	29%
49000	DEBT SERVICES	\$65,468	\$667,412	\$114,424	17%
52113	PURIFICATION	\$264,675	\$605,628	\$338,933	56%
52114	TRANSMISSION AND DIST	\$312,565	\$661,345	\$365,748	55%
52213	SEWER TREATMENT AND COLLEC	\$225,317	\$549,128	\$302,213	55%
52117	UTILITY DIRECTOR	\$31,667	\$68,350	\$36,582	54%
TOTAL		\$1,683,148	\$3,612,892	\$1,930,054	53%

## **CITY OF KINGSTON**

### **HUMAN RESOURCES REPORT MONTH OF JANUARY 2017**

- REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- RESEARCHED, VERIFIED AND CERTIFIED SEVERAL CURRENT AND PREVIOUS EMPLOYEE'S RECORDS
- TOTAL FULL-TIME EMPLOYEES: 63; TOTAL PART-TIME EMPLOYEES 24
- UPDATED ALL EMPLOYEES FOR AFFORDABLE CARE ACT REPORTING FOR 2017
- UPDATED ANNUAL ENROLLMENT FOR STATE HEALTH INSURANCE FOR ALL EMPLOYEES JAN 2017
- BEGAN DEDUCTIONS FOR EMPLOYEES TO JOIN STATE 401K & 457 PLANS
- COMPLETED USDOL-LABOR MONTHLY REPORT
- COMPLETED US CENSUS SURVEY REPORTS
- COMPLETED W-2'S FOR ALL EMPLOYEES FOR 2016
- COMPLETED W-4'S FOR ALL EMPLOYEES FOR 2017
- COMPLETED 1099'S FOR NON EMPLOYEE REPORTING TO IRS
- COMPLETED 941 REPORTING FOR 2016 FOR ALL EMPLOYEES
- 
-

# KINGSTON POLICE DEPARTMENT -FEBRUARY 2017

## TIBRS Group A Offenses

### Crimes Against Persons

Aggravated Assault	
Simple Assault	2
Intimidation	
Stalking	
Murder/Non-Negligent Manslaughter	
Negligent Manslaughter	
Justifiable Homicide	
Commercial Sex Acts	
Involuntary Servitude	
Kidnapping/Abduction	
Rape	1
Sodomy	
Sexual Assault with an Object	
Fondling	
Incest	
Statutory Rape	

Subtotal

3

### Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	2
Counterfeiting/Forgery	1
Embezzlement	1
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	1
Credit Card/ATM Fraud	
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	1
Theft from a Building	2
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	1
Theft of Motor Vehicle Parts/Accessories	1
All Other Larceny	
Motor Vehicle Theft	
Robbery	
Stolen Property Offenses	
Vandalism	

## Crimes Against Society

Drug/Narcotics Violations	3
Drug Equipment Violations	
Betting/Wagering	1
Operating/Promoting/Assisting Gambling	
Gambling Equipment Violation	
Sports Tampering	
Pornography/Obscene Material	
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	1
<b>Total</b>	<b>5</b>

## TIBRS Group B Offenses

Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	1
Drunkenness	1
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	
All Other Offenses	2
<b>Total</b>	<b>2</b>

<b>Central Dispatch</b>	<b>Subtotal</b>	<b>10</b>
Crash Reports		16
Traffic Stops		44
Investigator Needed on Scene		
Domestic Complaints		7
Escorts Funeral/Other		13
Animal Calls		5
Vandalism		2
Fights		2
Burglar Alarms/Fire Alarms		25
Child Sexual Assaults		
Forgery		
Theft		
Vehicle Theft		6
Public/Motorist Assist		
Arson/Explosive Devices		4
Other Calls		157
	<b>Subtotal</b>	<b>281</b>
	<b>Total Calls</b>	<b>294</b>
<b>Municipal Codes</b>		
Animal Control Calls to Office		6
Animal Control Violations		
Animal Control Letters Sent/notice given		1
Animals Transported to Shelter		4
Codes Concerns		6
Codes Violations		
Codes Letters Sent		5
Property Maintenance Leins		
Temporary Signs Removed		20

Patrol Mileage	17,312
Hours Worked	2,388
Reserve Hours Worked	148
Total Overtime Hours	278
Total Amount of Overtime Wages	\$7,400.95
City Court Citations	10
General Sessions Citations	1
Arrest	17
Juvenile Arrest	
Incident Reports	31

JANUARY 2017 CASES PENDING

[illegible]

# JANUARY 2017 CASES

[illegible]



Report for the citations issued, the disposition date for which was on  
January 31, 2017

Monies outstanding from August 7, 2007 – Jan. 31, 2017	\$ 59,498.94
Monies collected from August 7, 2007 – Jan. 31, 2017	\$413,697.11

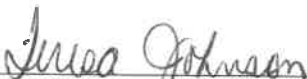
JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ 1,420.00	
Collected in court on fines and costs		\$ 527.50
Amount collected after Jan. 2017 Court		\$ 223.75
Total collected for citations on Jan. 2017		\$ 751.25
Amount outstanding for Jan. 2017	\$ 668.75	
<u>3</u> Cash bond forfeitures		\$ 341.25
Total amount collected for Jan. 2017 Citations		\$ 1,092.50
Amount collected from previous months/FTA etc.		\$ 1,071.25
Total collected in January 2017.		<b>\$ 2,163.75</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 2017

  
TERESA JOHNSON  
Kingston City Court Clerk

  
BRENDA HALL MCDONALD  
Kingston City Judge

## Kingston Fire Department January 2017

### Summary of Month's Activities

#### Fire Operations

The Department responded to 82 calls for service during the month of January.

#### Fire Administration

- Attended Dept. Head meeting
- Work on Truck Specs for a new engine
- Officer Leadership Training
- Chief attended meeting with other city fire chiefs
- Begin working on City website tasks
- FEMA 2015 AFG Financial Monitoring Activity
- Begin tallying hours and completing 214 forms for Chimney Top 2 Fires

#### January Overtime

OT Hours: 250

Cost: \$5862.88

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

- Shift Training
- Coldwell Banker
- Defenders Meeting
- State Testing

	This Month	YTD
Fire Inspections	0	103

#### Public Fire Education

	This Month	YTD
Participants	0	502
Education Hours	0	13
Number of Occurrences	0	6

#### Firefighter Training

KFD is continuing on shift training

LT Goss taught instructor 1 class for firefighters seeking this certification

### **Implemented Performance Standards Plan**

- Continuing education for all KFD personnel
- On shift training is required each shift
- Testing for state certifications offered
- KFD members designing a "Fit for Duty" program for KFD personnel

### **Fleet Maintenance**

- See Attached

### **Special Projects**

- "Fit for Duty" program on going with work outs posted each shift
- Pump test completed on both Engines and Ladder truck by BST
- Officers and firefighters went to Sevier county to assist Gatlinburg and Pigeon Forge on wildfires and structure fires
- Wild land gear received and issued
- Began Process to Purchase Rescue truck from Roane County Rescue Squad
- Begin searching for trailer for wildland/scuba gear

### **Outstanding Issues**

- Aging Fire Apparatus
- Aging turn out gear
- U4 aging and continues to need continuous repair. Unit 4 now displays over 180,000 miles.

### **Cost Savings**

- Safety meeting with no injuries reported
- Firefighters encouraged swapping shifts when possible instead of taking vacation time to help with overtime costs
- January Inservice completed on shift



## Kingston Fire Department

Kingston, TN

This report was generated on 2/4/2017 10:21:49 PM



### Apparatus Maintenance History for Date Range (Landscape)

Start Date: 01/01/2017 | End Date: 01/31/2017

DATE	TITLE	DONE BY	MAINTENANCE NOTES	HOURS	COST
<b>APPARATUS: E1</b>					
01/23/2017	Headlight	Rick Crawford	Replaced drivers side head light		\$14.00
01/04/2017	Pump Testing	Scott McClay			
Total hours & cost for E1:					\$14.00
<b>APPARATUS: E2</b>					
01/04/2017	Pump Testing	Scott McClay			
Total hours & cost for E2:					
<b>APPARATUS: L1</b>					
01/04/2017	Pump Testing	Scott McClay			
Total hours & cost for L1:					
<b>APPARATUS: U4</b>					
01/23/2017	Headlighs	Rick Crawford	replaced both headlights		\$108.00
Total hours & cost for U4:					\$108.00

Includes Completed maintenance records for apparatus, for date range provided. Report display is optimized when Report Format is PDF.



**EMERGENCY  
REPORTING**

emergencyreporting.com

Doc Id: 596

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# Kingston Fire Department

Kingston, TN

This report was generated on 2/4/2017 10:11:04 PM



## Minor Incident Types by Month for Year

Year: 2017

INCIDENT TYPE	Jan	Feb	SUM
Combustible/flammable spills & leaks	1		1
Dispatched and canceled en route	4		4
Emergency medical service (EMS) Incident	50	2	52
Excessive heat, scorch burns with no ignition	2		2
False alarm and false call, other	6		6
Good intent call, other	1		1
Medical assist	12	1	13
Natural vegetation fire		2	2
Public service assistance	3	2	5
Steam, other gas mistaken for smoke	1		1
Structure Fire	1		1
System or detector malfunction	1		1
Wrong location, no emergency found		1	1
<b>Total</b>	<b>82</b>	<b>8</b>	<b>90</b>

Only REVIEWED incidents included

# Kingston Fire Department

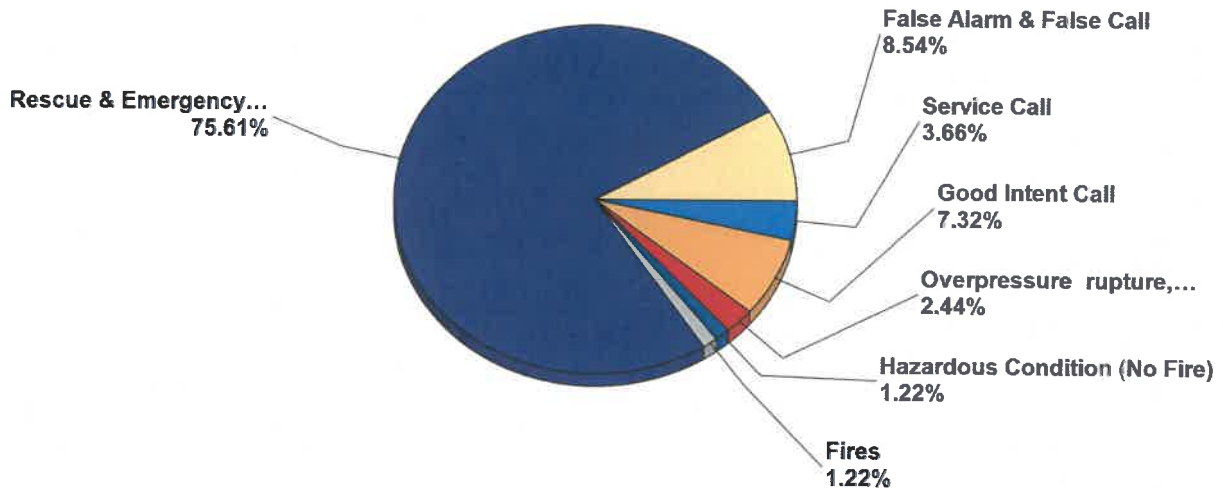
Kingston, TN

This report was generated on 2/4/2017 10:11:41 PM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2017 | End Date: 01/31/2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.22%
Overpressure rupture, explosion, overheating - no fire	2	2.44%
Rescue & Emergency Medical Service	62	75.61%
Hazardous Condition (No Fire)	1	1.22%
Service Call	3	3.66%
Good Intent Call	6	7.32%
False Alarm & False Call	7	8.54%
<b>TOTAL</b>	<b>82</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	1.22%
251 - Excessive heat, scorch burns with no ignition	2	2.44%
311 - Medical assist, assist EMS crew	12	14.63%
320 - Emergency medical service, other	1	1.22%
321 - EMS call, excluding vehicle accident with injury	48	58.54%
324 - Motor vehicle accident with no injuries.	1	1.22%
413 - Oil or other combustible liquid spill	1	1.22%
553 - Public service	1	1.22%
554 - Assist invalid	2	2.44%
600 - Good intent call, other	1	1.22%
611 - Dispatched & cancelled en route	4	4.88%
651 - Smoke scare, odor of smoke	1	1.22%
700 - False alarm or false call, other	6	7.32%
731 - Sprinkler activation due to malfunction	1	1.22%
<b>TOTAL INCIDENTS:</b>	<b>82</b>	<b>100.00%</b>

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



**Kingston Fire Department**  
Incident Report  
Incident Totals

Kingston City

Jan-17

**TOTAL CALLS**

**82**

Category	Total		Total
Structure Fires	1	Hazardous Calls	1
Vehicle Fires	0	Service Calls	3
Brush/Grass Fires	0	Good Intent Calls	6
Refuse/rubbish Fires	0	Unintentional False	7
Other Fires	0	Other False	2
<b>Total Fires</b>	<b>1</b>	<b>Total False: Total</b>	<b>19</b>
Rescue and EMS	62	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
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

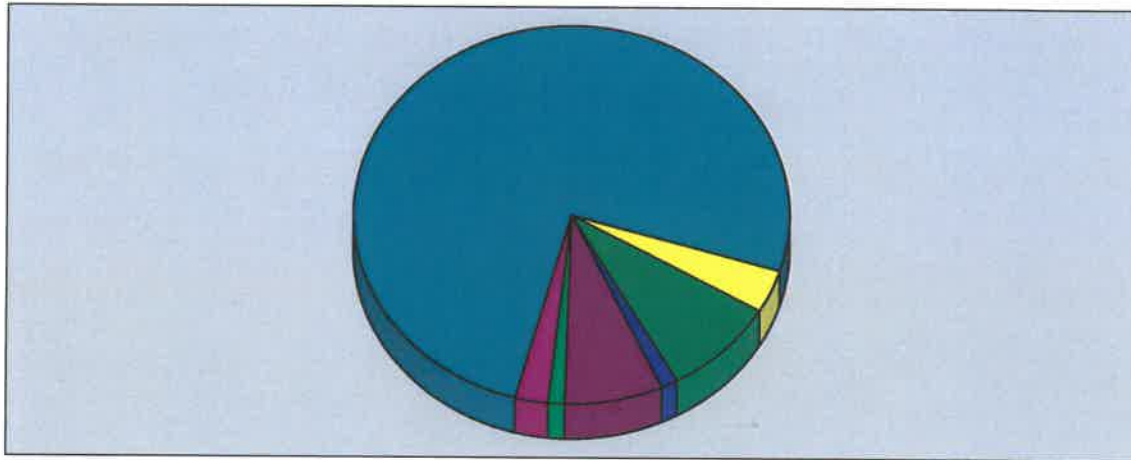
Kingston, TN

This report was generated on 2/4/2017 10:09:34 PM



## Major Incident Types by Month for Date Range

Start Date: 01/01/2017 | End Date: 01/31/2017



False Alarm & False Call	Hazardous Condition (No Fire)	Service Call
Fire	Overpressure Rupture, Explosion, Overheat(no fire)	
Good Intent Call	Rescue & Emergency Medical Service Incident	

INCIDENT TYPE	JAN	TOTAL
False Alarm & False Call	7	7
Fire	1	1
Good Intent Call	6	6
Hazardous Condition (No Fire)	1	1
Overpressure Rupture, Explosion, Overheat(no fire)	2	2
Rescue & Emergency Medical Service Incident	62	62
Service Call	3	3
Total	82	82

Only REVIEWED incidents included

## Public Works Report –January 2017

### 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: 13 Loads
- Recycled materials collected: None

<b>Public Works Selected Performance Indicators</b>	<b>Total</b>	<b>YTD</b>
Brush Pick-Up Areas Covered	45 loads	142 loads
Culverts/Storm Drains Cleaned	26	93
Curb-Repair/Install/Remove	None	430ft
Drainage Inspection Requests	None	13
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	None	7
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	6	21
Storm water Inspections Performed	None	8
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	1
Streets Repaired (e.g., pothole)	None	25
Streets Striped	None	None
Tennessee One Calls	1	10
Traffic Signal Repair	1	2
Tree Trimming Requests	6	17
Vehicle Maintenance – Routine	18	64
Vehicle Maintenance – Unscheduled	18	49
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- 6
- 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



**PARKS AND RECREATION**

**Kingston Parks and Recreation  
January 9<sup>th</sup>, 2017  
BOARD MINUTES**

**PRESENT:** Karen High, Sue Collins, Rick Ross, Paul Rogers, Eric Clark, Keenon Hethcoat, Tara Stockton

**ABSENT:** Josh Igou, Ruth Lentz, Ruth Thompson

**GUEST:** Sonny Hunter

The meeting began at 6:00 P.M.

Rick introduced our new City Council Representative, Tara Stockton and welcomed her to the Board.

Keenon made a motion to accept the previous month's minutes. Paul seconded. Motion carried.

Rick addressed the members about anti-bullying before the agenda items. He handed out sheets on anti-bullying policies and discussed social media policies as they relate to our department.

He also handed out information on the expenses we incur from the school's usage of our facilities and discussed.

He discussed the facility usage applications we would be handing out at the February facility user's meeting.

**UNFINISHED BUSINESS:**

1. Boat Slip Policy – Rick met with the City Manager and the Concord Marina manager and decided February would be the target for opening/accepting bids. Board agreed that City residents should be give first option. We will advertise on City web site and our marquee.
2. Boat Slip Progress – The work is being done on the gate – it will be approximately \$2,000. The City will install the electric. We received a property loss grant from TML to assist with a camera. It will be a 50/50 match.

3. Porter Park – Plumbing is done but not primed. Glen Cofer contracted a Knoxville plumber. A catch basin has been put behind the NAACP building to protect field from run-off. They hope to pour a pad by the end of the week.
4. Ladd Greenway – The TDOT phase has been completed. It meets ADA requirements. All the remaining funds were spent.

#### **NEW BUSINESS:**

1. The meeting in February will include the City facility users. Rick will get the agreement form to the appropriate users. An expense report on SWP was discussed and referenced by the City money used for school sports.
2. Girls' Volleyball - The parks-managed Girl's Volleyball was successful this past year. Also, the City will continue its efforts to manage youth basketball next season. Tara said she would like to assist with promoting a City managed league. Rick said he would also like us to pursue flag football for the fall.
3. Sports Camps and Spring Activities – Rick plans to offer a Fitness Camp in addition to the other camps this spring. Dick's Sporting Goods offers a Blue Sombrero website which handles sign-ups and payment. World Pay is another option that could accept and handle fees.

Keenon made a motion to adjourn. Paul seconded. Motion carried. Meeting adjourned at 7:00 p.m.

Submitted by Eric Clark

#### **Dates to remember:**

Park and Rec. Board February 6<sup>th</sup>, 6:00 p.m.  
City Council Workshop February 7<sup>th</sup>, 6:00 p.m.  
City Council Meeting February 14<sup>th</sup>, 6:00 p.m.

## JANUARY 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, 2017:

Senior Luncheon	TEA Party
Senior Bridge	American Red Cross
Senior Quilting	Girl Scout Daisy Troops - during school season only
Cultural Arts (FCE)	D.A.R. Meetings and Luncheons
Senior Executive Board	Roane County Children's Reading Foundation Program
Senior Pinochle (2 groups)	Zumba Exercise Class
Senior Card Games	Salvation Army
Master Gardener's Club	Kingston City Court
Kingston Parks & Recreation Committee	Krafty Korners - FCE
Girl Scout Leaders/Service Unit	Roane County Reading Foundation
Adult Table Tennis	Roane County Foster Care Program Meeting
Antique Tractor Club	N.A.M.I.
Kingston City Court	Kingston Lion's Club
Any Body Can Exercise (ABC)	Roane County Sewing Club
Roane County Autism Support Group	

These are the groups and events that were held in addition to the regularly scheduled ones at the Center during the month of January, 2017:

Marsha Marshall Family	Coast Guard Training
Jehovah Witness Dinner	Middle School Girl's Soccer Banquet
LaCrosse Meeting	KUSA Soccer Meeting
Lori Browder - Wedding Shower	RCHS Class of 1967 Meeting
Operation Reach Meeting	Oak Ridge Universalist Unitarian Church Meeting

Com.Center Rent: \$155.00

City Park Rent: \$175.00

Submitted by Jo Ann Knies

**CITY OF KINGSTON  
PARKS AND RECREATION COMMITTEE  
BOARD MEMBERS**

Tara Stockton  
1133 Brentwood Point  
Kingston, TN 37763  
388-4299  
Council Representative

Eric Clark  
1210 Blossom Lane  
Kingston, TN 37763  
376-4600  
Exp. 06/30/19

Ruth Thompson  
122 Bradford Village Way  
37763  
376-8835  
Exp. 06/30/20

Josh Igou  
620 N. Kentucky St.  
Kingston, TN 37763  
376-7672  
Exp. 06/30/19

Paul Rogers  
150 Hartford Village Way  
Kingston, TN 37763  
376-5950  
Exp. 06/30/20

Sue Collins  
421 East Church Street  
Kingston, TN 37763  
376-2508  
Exp. 06/30/19

Keenon Hethcoat  
170 Bradford Village Way  
Kingston, TN 37763  
376-8957  
Exp. 06/30/18

Ruth Lentz  
1106 N. Kentucky St.  
Kingston, TN 37763  
376-6163  
Exp. 06/30/17

Karen High  
916 Bonnyview Avenue  
Kingston, TN 37763  
385-1117  
Exp. 06/30/18

Revised 1/15/17



## Kingston Parks and Recreation Anti-bullying Policy

Kingston Parks and Recreation is committed to providing facilities that fun, positive and secure environment in which to learn and enjoy the game of soccer. Not all joking or horseplay is bullying and this fact will always be taken into consideration, but when the intent is to cause distress, we will consider such behavior to be bullying and will not tolerate it at our facilities. We will promote a *TELLING atmosphere*. This means that *anyone* who knows that bullying is taking place is expected to report the incident. Players and parents should be assured that they would be supported when bullying is reported.

### Definition of Bullying

Bullying is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to a player, group of players and/or teammates, and which create a hostile or intimidating environment, or which negatively affects a player's physical and/or emotional well-being. Bullying is any written, verbal or physical act, or any electronic communication, whether it is a single incident or a series of incidents that results in intentional pain and distress to the victim.

### Signs and Symptoms

A child may indicate he or she is being bullied through various signs and symptoms. While some children are prone to report bullying to their parents, coaches or adults, others will not, due to fear, intimidation or other factors. Coaches and parents should be aware of possible signs indicating that bullying may be taking place. These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should be investigated. For a list of potential signs of bullying please consult <http://www.stopbullying.gov/at-risk/warning-signs/>.

Kingston Parks and Recreation encourages all sports organization and/or facility users to have an Anti-Bully Policy.

### Consequences of Bullying

If reports of bullying within an origination, a meeting between the facility user and Kingston Parks and Recreation Director to discuss a course of action to address which could include removing the bully from the program.

### School Usage Expense In Kingston Park System

#### Baseball (High School and middle School)

Facility	Materials	Utility	Labor
South West Point	Field paint 3 cases = \$135.00 Conditioner/ turfix \$565 per season	Average \$156/month \$468.00 per season	10-15 hours a week in dragging mowing salary and ben. 18.50 hour (277.5/week) 13 week season = 3,607.5
SWP Press Box		\$56 /month =\$224.00	
SWP Restrooms	Supplies \$107 per season	\$39/month additional during season =\$156.00	5 hours a week salary and ben. 19.7 at 13 week season = \$256.75
Total for baseball			\$5,519.25

#### Softball (High School and middle School)

Facility	Materials	Utility	Labor
South West Point	Field paint 2 cases = \$90.00 Conditioner/ turfix \$765 per season	Average \$123/month \$369.00 per season x2= \$738.00	8-10 hours a week in dragging mowing salary and ben. 18.50 hour (277.5/week) 13 week season = \$2,405.5 fall season about half that \$1202.75
SWP softball Press Box		<b>New press box no numbers yet However new pressbox/concession stand was built at \$3,693.00</b>	
SWP Restrooms	Bought once with baseball	Duplicate from baseball season	Duplicate from baseball season
Total for softball ball	Some numbers vary since played at different time of the year.		\$5,201.25

**Soccer (High School and middle School) x4 seasons**

Facility	Materials	Utility	Labor
South West Point	School pays for paint	Average \$98/month \$369.00 per season = \$784.00	12 hours a week in dragging mowing salary and ben. 18.50 hour (277.5/week) 18 week season = fall season about half that \$1202.75
SWP softball Press Box		New press box no numbers yet However new pressbox/concession stand was built at \$3,693.00	
SWP Restrooms	Bought once with baseball	Duplicate from baseball season	Duplicate from baseball season
Total for soccer/track	Some numbers vary since played at different time of the year.		\$1,986.75

Not related	Electric	Water	Total
Cherokee Ballfields	\$2,080.00	\$1,966.00	\$4,046.00

## Kingston Parks and Recreation Social Media Policy

### **For COACHES, PLAYERS and PARENTS:**

Any type of social media is no different than a 'live' microphone. Whatever you post or tweet will be broadcast across a WIDE AUDIENCE and therefore you must be careful of how your comments can be interpreted by MORE than just your close friends or family.

Please review the following recommendations:

1. Use social media as a positive outlet. Posting results and acknowledging a great team performance goes a long way in promoting the club to the community.
2. Manage your account appropriately. Please consider your settings and account options to better control who has access to your comments.
3. Think before you post. Treat your social media posts as if the person is sitting in front of you—do not 'hide' behind a screen.
4. If you read other posts where someone is negative, please take the high road. Do not add to the issue. If you disagree with others' opinions, remain positive and polite.
5. Coaches, parents, or adults should not use social media to private message players or other minors associated with an organization using Kingston Parks and Recreation facilities. Any information on schedules or team instructions etc. should be posted in a group format to adults.

**Violations:** Any type of inappropriate social media posts, photos, or comments that demonstrate illegal activity, derogatory comments toward others, or unsportsmanlike drama may result in potential disciplinary action from Kingston Parks and Recreation, which could not being allowed to participate in activities at Kingston Parks and Recreation facilities.



Roane County  
ROANE COUNTY CODES ENFORCEMENT

308 N. THIRD STREET  
KINGSTON, TN 37763  
Phone: 865-717-4230  
Fax: 865-717-4176

codesenforcement@roanegov.org

BP2017-037 *K.C.*  
PROJECT NAME: Porch Roof Only  
SITE ADDRESS: 416 N 3rd Street Kingston

BP

ISSUED: 01/24/2017

EXPIRES: 07/23/2017

MAP:

GROUP:

FLOOD PLAIN:

Ctrl MAP:

PARCEL: 00900/G/058B

ZONING:

APPLICANT: George Holder Jr  
32880 Hiesner Road  
FRASER, MI 48026  
248-767-1028

OWNER: George Holder  
396 Holder Hollow Road  
KINGSTON, TN 37763  
865-376-0821

VALUATIONS:

Roof Only Porch	128.00	\$650.24
Total:		\$650.24

FEES:

	Paid	Due
building permit fees	\$20.00	\$0.00
Receipt Number : BU7-00055	Totals : \$20.00	\$0.00

REQUIRED INSPECTIONS

Framing Inspection

Final Inspection

CONDITIONS

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state/local law regulating construction or the performance of construction.

Issued By: *Shelley Wilson*

Contractor or Authorized Agent: *George Holder*

Date: *1-24-2017*



**Roane County**  
**ROANE COUNTY CODES ENFORCEMENT**

308 N. THIRD STREET  
KINGSTON, TN 37763  
Phone: 865-717-4230  
Fax: 865-717-4176

[codesenforcement@roanegov.org](mailto:codesenforcement@roanegov.org)

**BP2017-037**

**PROJECT NAME:** Porch Roof Only

**SITE ADDRESS:** 416 N 3rd Street Kingston

**BP**

**ISSUED:** 01/24/2017

**EXPIRES:** 07/23/2017

**Notes:**

This permit is valid for 180 days from the date of issue to the start date of this project. If work is stopped for a period of 180 days the permit will be void. An extension can be applied for through the Codes Enforcement Office at 865-717-4230.

To schedule an inspection call the Codes Enforcement Office at 865-717-4230, 24 hours in advance.



**Roane County**  
**ROANE COUNTY CODES ENFORCEMENT**

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KINGSTON, TN 37763  
Phone: 865-717-4230  
Fax: 865-717-4176

codesenforcement@roanegov.org

**BP2017-029**

**PROJECT NAME:** K.C. 2 Signs

**SITE ADDRESS:** 1000 Ladd Landing Blvd Kingston

**BP**

**ISSUED:** 01/24/2017

**EXPIRES:** 07/23/2017

**MAP:**

**GROUP:**

**FLOOD PLAIN:**

**Ctrl MAP:**

**PARCEL:** 03306/047

**ZONING:**

**APPLICANT:** US Conversions/ Cindy Williams  
5930 S. 301st E. Ave  
BROKEN ARROW, OK 74014  
918-379-0622

**OWNER:** Old Capital Town LLC  
1000 Waterford Place  
Kingston, TN 37763

**VALUATIONS:**

Commercial Sign	16.00	\$900.00
<b>Total:</b>		<b>\$900.00</b>

**FEES:**

	<u>Paid</u>	<u>Due</u>
building permit fees	\$20.00	\$0.00
Plans Review Fee	\$10.00	\$0.00

<b>Receipt Number :</b>	<b>Totals :</b>	<b>\$30.00</b>	<b>\$0.00</b>
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BU7-00056

BU7-00056

**REQUIRED INSPECTIONS**

Final Inspection

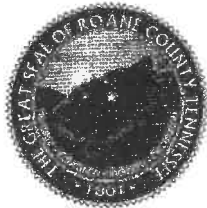
**CONDITIONS**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state/local law regulating construction or the performance of construction.

**Issued By:**

**Contractor or Authorized Agent:**

**Date:**



**Roane County**  
**ROANE COUNTY CODES ENFORCEMENT**

308 N. THIRD STREET  
KINGSTON, TN 37763  
Phone: 865-717-4230  
Fax: 865-717-4176

[codesenforcement@roanegov.org](mailto:codesenforcement@roanegov.org)

**BP2017-029**

**PROJECT NAME:** K.C. 2 Signs

**SITE ADDRESS:** 1000 Ladd Landing Blvd Kingston

**BP**

**ISSUED:** 01/24/2017

**EXPIRES:** 07/23/2017

**Notes:**

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Roane County  
**ROANE COUNTY CODES ENFORCEMENT**

308 N. THIRD STREET  
KINGSTON, TN 37763  
Phone: 865-717-4230  
Fax: 865-717-4176

codesenforcement@roanegov.org

**BP2017-022**

**PROJECT NAME:** K. C. Replacement of Mobile Home  
**SITE ADDRESS:** 1101 Gallaher Road Kingston

**BP**

**ISSUED:** 01/18/2017

**EXPIRES:** 07/17/2017

**MAP:**

**GROUP:**

**FLOOD PLAIN:**

**Ctrl MAP:**

**PARCEL:** 049/03900

**ZONING:**

**APPLICANT:** Donald & Polly Blackburn  
1073 West Outer Drive  
Oak Ridge, TN 37830

**OWNER:** Donald & Polly Blackburn  
1073 West Outer Drive  
Oak Ridge, TN 37830

**VALUATIONS:**

Mobile Home	1280.00	\$7,500.80
<b>Total:</b>		<b>\$7,500.80</b>

**FEES:**

	<u>Paid</u>	<u>Due</u>
building permit fees	\$68.00	\$0.00
Permit Penalty	\$68.00	\$0.00
<b>Receipt Number :</b>	<b>Totals :</b>	<b>\$136.00</b>
BU7-00033		<b>\$0.00</b>
BU7-00033		

**REQUIRED INSPECTIONS**

Final Inspection

**CONDITIONS**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state/local law regulating construction or the performance of construction.

Issued By: Mescal Nealy

Contractor or Authorized Agent: Polly Blackburn

Date: 1-18-17



**Roane County**  
**ROANE COUNTY CODES ENFORCEMENT**

308 N. THIRD STREET  
KINGSTON, TN 37763  
Phone: 865-717-4230  
Fax: 865-717-4176

[codesenforcement@roanegov.org](mailto:codesenforcement@roanegov.org)

**BP2017-022**

**PROJECT NAME:** K. C. Replacement of Mobile Home  
**SITE ADDRESS:** 1101 Gallaher Road Kingston

**BP**

**ISSUED:** 01/18/2017

**EXPIRES:** 07/17/2017

**Notes:**

This permit is valid for 180 days from the date of issue to the start date of this project. If work is stopped for a period of 180 days the permit will be void. An extension can be applied for through the Codes Enforcement Office at 865-717-4230.

To schedule an inspection call the Codes Enforcement Office at 865-717-4230, 24 hours in advance.



Roane County  
ROANE COUNTY CODES ENFORCEMENT

308 N. THIRD STREET  
KINGSTON, TN 37763  
Phone: 865-717-4230  
Fax: 865-717-4176

codesenforcement@roanegov.org

**BP2017-001**

**PROJECT NAME:** K.C. Storage Building  
**SITE ADDRESS:** 310 N Kentucky Street Kingston

**BP**

**ISSUED:** 01/03/2017

**EXPIRES:** 07/02/2017

**MAP:**

**GROUP:**

**FLOOD PLAIN:**

**Ctrl MAP:**

**PARCEL:** 01400/F/058B

**ZONING:**

**APPLICANT:** Howard Clower  
148 Clower Road  
KINGSTON, TN 37763  
865-250-6922

**OWNER:** Howard Clower  
148 Clower Road  
KINGSTON, TN 37763  
865-250-6922

**VALUATIONS:**

Unfinished Storage Building  
(Pole framed, average  
siding, Unfinished interior &  
minimum lighting)

600.00

\$4,998.00

**FEES:**

building permit fees

Paid

\$44.00

Due

\$0.00

**Total:**

**\$4,998.00**

**Receipt Number :**

BU7-00001

**Totals :**

**\$44.00**

**\$0.00**

**REQUIRED INSPECTIONS**

Framing Inspection

Final Inspection

**CONDITIONS**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state/local law regulating construction or the performance of construction.

Issued By:

*Shelby Allen*

Contractor or Authorized Agent:

*Howard J. Clower*

Date: *1-3-17*



**Roane County**  
**ROANE COUNTY CODES ENFORCEMENT**

308 N. THIRD STREET  
KINGSTON, TN 37763  
Phone: 865-717-4230  
Fax: 865-717-4176

[codesenforcement@roanegov.org](mailto:codesenforcement@roanegov.org)

**BP2017-001**

**PROJECT NAME:** K.C. Storage Building  
**SITE ADDRESS:** 310 N Kentucky Street Kingston

**BP**

**ISSUED:** 01/03/2017

**EXPIRES:** 07/02/2017

**Notes:**

This permit is valid for 180 days from the date of issue to the start date of this project. If work is stopped for a period of 180 days the permit will be void. An extension can be applied for through the Codes Enforcement Office at 865-717-4230.

To schedule an inspection call the Codes Enforcement Office at 865-717-4230, 24 hours in advance.

# KINGSTON WATER TREATMENT PLANT



## JANUARY OPERATIONS REPORT

2017

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	17,593,000	21,018,000	-19.47%	568,000	878,000	358,000
	Effluent (Finish)	15,848,000	19,738,000	-24.55%	511,000	758,000	345,000
	Spring Supply	13,359,000	9,605,000	28.10%	431,000	461,000	361,000
	Total Finish Prod.	29,207,000	29,343,000	-0.47%	Distribution & WTP Report: 3,094,000 gals. usage flushing and Tank Refilling.		
Plant Efficiency		99.52%	99.56%	-0.04%			
Distribution							
GALLONS	Consumption	20,234,100	18,564,000	8.25%	Public Works: No Report		
	Reported Usage	3,094,000	4,070,000	-31.54%	Fire Dept: No Report		
	Water Loss	5,878,900	6,727,000	-14.43%	Park & Rec: No Report		
					WWTP: No Report		
		%	20.13%	22.93%	-2.80%	OT Hrs:	

Note: The Water Production, Consumption and Loss data is for the December 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 Dist. Bacteriological Sampling.
- \* Maintained continuous flushing of the Rockwood and Kingston Interconnect lines to maintain disinfection residuals throughout the lines and System.
- \* Performed regular maintenance at Plant and Spring Site.
- \* Did In-House Laboratory Training.
- \* Performed (QA/QC) Quality Assurance and Quality Control Checks.
- \* Completed all of the required regular monthly sampling.
- \* Completed the required quarterly TOC (Total Organic Carbon) sampling. We are required to remove 25% TOC but actually achieved 37.8% TOC reduction / removal.
- \* New Spring Pump & Motor has been installed and on-line / in-service.
- \* Replaced O-Rings & Seals in the #1 Raw Water Check Valve. Serviced the #2 Check Valve.
- \* Installed the SCADA Cell Equipment & Battery Back-up @ Ridgecrest Tank. Installed / Updated the PLC Program Software and Wonderware for Ridgecrest Tank and Pump Station.
- \* Removed the old Lab shower stall & surround. To replumb / rebuild in future.
- \* Installed and reconfigured the plumbing adding Discharge and Suction Pressure Transducers to Ladd Landing Pump Station.
- \* Installed Phase Monitoring Equipment at Kingston Heights Pump Station. Updated the PLC Program and Wonderware.
- \* Had to repair the high pressure line feeding the #1 Filter Surface Wash. A valve blew apart causing damage at a couple of the fittings / locations.

Kingston Water Department  
Schedule of Unaccounted For Water  
January

*(All amounts in gallons)*

<b>A Water Treated and Purchased</b>		
<b>B</b>	Water Pumped (potable)	29,207,000
<b>C</b>	Water Purchased	<u>0</u>
<b>D</b>	<b>Total Water Treated and Purchased</b>	<u>29,207,000</u>
	<b>(Sum Lines B and C)</b>	
<b>E Accounted for Water:</b>		
<b>F</b>	Water Sold	20,234,100
<b>G</b>	Metered for Consumption (in house usage)	<u>1,094,000</u>
<b>H</b>	Fire Department(s) Usage	<u>0</u>
<b>I</b>	Flushing	<u>2,000,000</u>
<b>J</b>	Tank Cleaning/Filling	<u>0</u>
<b>K</b>	Street Cleaning	<u>0</u>
<b>L</b>	Bulk Sales	<u>0</u>
<b>M</b>	Water Bill Adjustments (+/-)	<u>0</u>
<b>N</b>	<b>Total Accounted for Water</b>	<u>23,328,100</u>
	<b>(Sum Lines F thru M)</b>	
<b>O</b>	<b>Unaccounted for Water</b>	<u>5,878,900</u>
	<b>(Line D minus Line N)</b>	
<b>P</b>	<b>Percent Unaccounted for Water</b>	<u>20.128%</u>
	<b>(Line O divided by Line D times 100)</b>	

**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.



2/7/2017

# Kingston Wastewater Treatment Plant

**TO:** David Bolling, Kingston City Manager  
Mike Jolly, Kingston Water Superintendent

**FROM:** Tony Workman, WWTP Manager

**DATE:** February 3, 2017

**RE:** January Monthly Report

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MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	.7328	1.3340	.4920	22,718,000
Effluent	.6568	1.2060	.4160	20,362,000

Total gallons of chlorine used was 327.6 @ \$2.09 gallon= \$683.43

No sewer overflows occurred this month.



The Volute Dewatering Press is in and operating. The startup was completed on January 19 and we were able to fill two dumpsters by the end of the month. The 2 hauls to the landfill totaled 23.21 tons. This press is very user friendly and gives detailed information regarding the amount of polymer used, total gallons of liquid pressed, flow rate and polymer percentage rate.





These pictures show the different stages of the clarifiers that are being replaced. The top two pictures show the before. The next three pictures show the clarifiers are clean, the bridges have been sandblasted and primed. The final two pictures show the new clarifier parts that have been primed.



# WATER DEPARTMENT MONTHLY REPORT

**To: David Bolling**

Month of: JAN.2017

**From: Jimmy Agee**

**RE: Monthly Work Orders**

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	1	
Read-out	39	
RE- READS	2	
WATER TAP NEW ACCT.	1	
CLOSED ACCT WITH COMSUMPTION	1	
READ INS	37	
CHECK FOR HUNG METER	4	
CHANGE OUT HUNG / BROKEN METER	2	
CHECK FOR LEAK AT METER	17	
METER LEAKS	5	
AFTER HOURS - WATER	9	
SERVICE LINE LEAK	7	
LINE LOCATES	86	
TURN OFF FOR NON PAYMENT	28	
TURN WATER BACK ON	20	
YARD WORK		11
DOOR HANGERS	3	
MANUAL READ	2	
AFTER HOURS - SEWER	6	
SEWER- TAP NEW ACCOUNT		
SEWER MISC	1	
SEWER BACK UP	9	
CHECK TO SEE IF STILL OFF	5	
TAP ESTIMATES	1	
PROFILE REQUESTED	2	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS	1	

# WATER DEPARTMENT MONTHLY REPORT

Month of: JAN.2017

PAGE 2

TASK	RESOLVED	PENDING
<b>MISC SERVICE ORDERS</b>		
RELOCATE METER		
LOCATE WATER METER		
ACCURACY TEST		
WATER TO BE TESTED		
WATER TASTE BAD		
CHECK WATER PRESSURE	1	
BAD WATER SMELL		
IRRIGATION METER		
REPLACE MAN HOLE COVER	1	
LOCATE SEWER LINES		
REPLACE METER /METER BOX/LID	1	
CHECK FOR TAMPERED METER	1	
BAD SEWER SMELL		
FLUSH LINES		
RUN 10 GAL WATER THRU		
METER BUSTED		
INSPECT SEWER CONNECTION	2	
TURN OFF DUE TO LEAK	3	
REPLACE CUT-OFF VALVE		
CHECK FOR LEAK	5	
BLOW-OFF REPLACE		
Total		312
		11
OVER-TIMES HOURS	102	
FIRE HYDRANTS		
ROAD PATCHES	5	
PULLED METERS	1	

  
 Jim Agee, Forman

**Kingston Public Library (KPL)  
1004 Bradford Way  
Kingston Tennessee 37763  
865-376-9905**

7 February 2017

TO: Honorable Tim Neal  
Mayor, City of Kingston  
Mr. David Bolling, City Manager  
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 2017:

**Celebrity Youth Theater**

The members are meeting here on Thursday nights and Saturdays. They have had a big turnout. They are auditioning children for the Alice in Wonderland Play.

**Children's Programming**

We had four programs last month with 75 attending. The children had stories and crafts of different winter themes.

**Senior events**

Book club and Movie days.

Our two new senior events had a small turnout but the participants really enjoyed them, so we're hoping the numbers will go up.

**Library work**

This month we re-organized the audio books. We are weeding the old one that have not been checked out for several years to make room for new releases. The store room has been taken care of and the storage room and the cleaning supplies closet also. We have begun to receive the new DVD cases. We will be doing an inventory first and then transferring the DVDs to the new cases.

Summary

Respectfully submitted,  
Barbara Thorbjornsen

*Kingston Public Library  
Meeting Minutes  
January 12, 2017*

Present: Joe Parker, Emily Smith, Vic King, Emily Steele, Dianne Griffith, Mary Ann Wesoloski, Randy Childs, Trudy Wideman, and Beth Mercer

- 1) Dr. Joe Parker called the meeting to order at 5:04.
  - a. Electing new officers
    - Diane nominated Vic King as Chairman; Dr. Joe Parker second the motion and Vic King was nominated Chairman.
    - Diane nominated Trudy Wideman as Sectary; Emily Smith second the motion and Trudy Wideman was nominated Sectary.
    - Dr. Joe Parker nominated Mary Ann Wesoloski as Treasurer; Dianne Griffith second the motion and Mary Ann Wesoloski will remain Treasurer.
- 2) Randy Childs moved to have the minutes of the December 8th meeting approved; Dr. Joe Parker second the motion and the minutes were approved.
- 3) Treasurer's Report
  - Balance to date is \$20, 256.14.
  - Quarterly deposit from Roane County is \$625.00. Randy Childs is looking into getting that about increased.
  - December's Kroger deposit was \$172.73.
  - Dr. Joe Parker has online access to bank account information and gives statement details to to Mary Ann Wesoloski.
  - Dr. Joe Parker made the motion to approve the Treasure's Report; Dianne Griffith second the motion and the Director's Report was approved.
- 4) No public present
- 5) Regional Library (Beth Mercer)
  - State is offering a grant opportunity to build a lap top lab and offer technology support services to the library. Emily Steele will look into applying for this grant.
  - READS usage down in the month of December.
  - Reference the Regional Library flyer for continuing education opportunities.
- 6) Director's Report
  - 59 children participated in the 3 children's programs that were offered in December.
  - TECH classes won't be scheduled on holiday weekends.
  - Movies at the KPL will begin in January.
  - Emily Steele will conduct an adult book club.
  - Emily Steele will continue to look into scheduling some afternoon children's programs and planning school field trips to the KPL.
  - Dr. Joe Parker made the motion to approve the Director's Report; Emily Smith second the motion and the Director's Report was approved.

7) Old Business:

- a. Meeting room policy
  - Dr. Joe Parker referenced meeting room policies from the American Library Association.
  - Dr. Joe Parker suggested posting an Establishment Clause.
  - Dr. Joe Parker will rewrite the KPL meeting room policy.
- b. Purchasing locking DVD cases
  - Emily Steele requested purchasing a lockable DVD case for \$3538.50.
  - Mary Ann Wesoloski made the motion to purchase the locking DVD case; Dr. Joe Parker second the motion and it was approved.

8) New Business:

- a. One question survey answers
  - More computer classes
  - Computer and taxes classes
  - New paint, carpet, and DVD cases
  - More foreign films
- Randy Childs will call about the broken outside light. *Mayor Tim Neal contacted Randy & stated that someone will come fix the lighting.*
- Barbara wants to hire performers for summer performs. Dianne Griffith suggests she call Roane State Performance Arts Department.
- New children's program is "Build A Better World".
- Dr. Joe Parker made the motion to for Barbra to spend \$500 for the Summer Children's Program; Mary Ann Wesoloski second the motion was approved.

9) Recommendations for Improvement. Bobby Lee King requested Emily Steele call him.

10) Chairman's comments

- Vic King gave a big thank you to Dr. Joe Parker for his hard work and dedication.

11) Next meeting date. February 9 at 5:00

12) Adjournment was moved by Dr. Joe Parker and seconded by Dianne. The meeting was adjourned at 6:08 pm.

MINUTES  
KINGSTON PLANNING COMMISSION  
DECEMBER 20, 2016

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on Tuesday, December 20, 2016 at the city hall.

Members Present

Kevin King, Chmn.  
Gary Lay, V. Chmn.  
Tim Neal, Mayor  
Eric Bacon  
Gary Botkin  
John Byrkit  
Lou Qualls  
Stephanie Wright

Members Absent

Bo Pickel, Sec.  
Chuck Hutzler

Others Present

Matt Caldwell  
Gerald Smith  
Others

Staff Representative: David K. Williams

CALL TO ORDER/MINUTES

The meeting was called to order at 6:00 p.m. by Chairman King. The minutes of the October 18 and November, 2016 meeting were unanimously approved on a motion by Mr. Lay and a second by Mr. Burkit.

INTRODUCTION OF STEPHANIE WRIGHT AND ERIC BACON AS NEW PLANNING COMMISSIONERS

Mayor Neal introduced Ms. Stephanie Wright and Mr. Eric Bacon as new planning commissioners and the members welcomed them. Staff introduced himself to them as well.

MONTHLY REPORTS

Mayor Neal reported that site work had begun for Noah Event Center. He will keep the commission informed on the progress of the development.

FINAL PLAT REVIEW – FOOD CITY SHOPPING CENTER BY MATT CALDWELL

Mr. Matt Caldwell presented a plat of the proposed subdivision of the Food City Shopping Center into four lots. The plat showed six lots, two of which that were previously approved. The proposed lots were BC-6R, BC--6A, BC-6B, and BC-6F. Each lot had adequate road frontage, size, and utilities. The subdivision was proposed so the separate buildings would be on individual lots. Catch basins and underground drainage (easements) were also shown. Underground drainage was shown as centerline of easements.

Staff asked Mr. Caldwell if he meant to show the two previously approved lots on the plat and whether including them would cause problems. He did not believe there would be problems with them being on the plat. Staff also noted that the lines showing the centerlines of easements connecting catch basins did not state the width of the easements.

Action Taken

On a motion by Mr. Lay and a second by Mayor Neal, the commission unanimously voted to approve the final plat subject to a notation being placed on the plat identifying the lots that were not part of the plat

and the width of the drainage easements shown on the plat. Appropriate notations were made at the meeting by Mr. Caldwell and signed by him.

PRELIMINARY PLAT – RESUBDIVISION OF LOT 013.00, GROUP F, MAP 058N BY GERALD SMITH

Mr. Gerald Smith addressed the commission stating that he would like to subdivide a parcel (13) into two parcels. The parcel currently has access by an easement/driveway going across parcel 19. Staff stated that the subdivision regulations require all lots to have sixty feet of road frontage and that the parcel could not be subdivided as proposed unless variances were granted by the planning commission. Mr. Smith said he owned parcel 18 and would buy parcel 19 within two years. Staff then corrected himself and stated that lots at the end of cul-de-sacs could have thirty feet of road frontage. Mr. Smith then decided that he may be able to subdivide the property if parcel 18 is replatted along with parcel 13 so each proposed parcel would have thirty feet of road frontage. Mr. Smith then withdrew his preliminary plat. No action was taken.

PRELIMINARY PLAT – RESUBDIVISION OF LOT 017.00, GROUP G, MAP 058N BY GERALD SMITH

Mr. Gerald Smith addressed the commission stating that he would like to subdivide a parcel (17) into two parcels. Parcel 17 is rectangular in shape with about ninety feet of road frontage. The proposed subdivision would create a flag lot with twenty feet of road frontage. Staff stated that the subdivision regulations require all lots to have sixty feet of road frontage and that the parcel could not be subdivided as proposed unless a variance was granted by the planning commission. Mr. Smith then withdrew his preliminary plat. No action was taken.

RECOMMENDED ADOPTION OF AMENDMENT TO THE SUBDIVISION REGULATIONS

Staff had provided commissioners with copies of a proposed amendment to the subdivision regulations that would require plats be printed on sheets no smaller than 14" x 18" and no larger than 24" x 36", be printed in black ink, and be at a scale of 1" = 100' or larger. The commission discussed whether it wanted to state the scale requirements as proposed or specify the specific scales that would be acceptable. Ultimately, the commission decided to leave it as proposed.

Action Taken

On a motion by Mayor Neal and a second by Ms. Wright, the commission unanimously voted to agree that a public hearing on the proposed amendment be held at the February meeting and that it be considered for adoption after the hearing.

ELECTION OF VICE CHAIRMAN

With Mr. Collins no longer on the commission, the commission did not have a vice chairman.

Action Taken

On a motion by Mayor Neal and a second by Mr. Qualls, the commission unanimously voted to elect Mr. Gary Lay as vice chairman.

ADJOURNMENT

On a motion by Mayor Neal and a second by Ms. Wright, the meeting adjourned at 7:20 p.m.

MINUTES OF SEPTEMBER 2016  
ROANE COUNTY E-911 BOARD MEETING

The Roane County Emergency Communications District (E-911) Board met Thursday September 22, 2016 at 1:00 P. M. at the E-911 Center administrative office.

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

**MEMBERS ABSENT:** Carolyn Granger, Arvel McNelly, Jack Stockton

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

**OTHERS:** Guest Allen Hill with Upland Design Group

**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 2016 meeting, motion carried.

**FINANCIAL STATEMENT:**

Motion to approve the July and August 2016 financial statements by Mr. Harvey second by Ms. Calfee, motion carried.

**CHAIRMAN'S REPORT:**

Discussed the August fund balance, it was noted we are debt free.

Bonds for Mr. McNelly, Carolyn Granger, Tony Brown, Kim Tharp need to be approved, motion to approve Ms. Calfee second Mr. Harvey motion carried.

Noted the County and Kingston had not signed the Dispatch Agreements.

Discussed building ideas, Mr. Hill gave a presentation on buildings his company has done for other government agencies. He showed plans that included Dispatch, EOC, Addressing, Admin Offices, Garages and other storage areas. This would be done in several steps, the first being to find site and decide exactly what needs are required. After the needs are identified the design and drawings would have to be done and approved. The Board will be discussing this more in the near future.

**COMMITTEE REPORTS:**

**BUDGET/FINANCE COMMITTEE**

The committee has not met since last meeting.

**BUILDING/EQUIPMENT COMMITTEE**

The committee has not met since last meeting.

**PERSONNEL/TRAINING COMMITTEE**

The committee has not met since last meeting.

**DIRECTOR'S REPORT**

The lightning strike in July will roughly cost \$32,000 total. We lost main board on radios, video recorder, four computers, cameras, and USB battery backup which cost was around \$4,000. We have full replacement insurance and are waiting on Cisco for a breakdown on the firewall. They gave a cost of \$16,000 but the insurance wanted a breakdown on components. This is not a security issue but the internet speed.



We attended the TENA conference in Chattanooga and overall it was a good conference.

Mr. Harvey mentioned there was an issue with coverage in Oliver Springs being able to talk to other units in Roane County. It was suggested possibly they need to put 2500 system in dispatch. They really need another radio but that is cost prohibitive, possibly another department might have extra radio they could loan them. The 911 system in Oliver Springs City is on the Anderson County system not Roane County.

**OTHER BUSINESS:**

We have, in storage, the old Micro Wave equipment from the Roosevelt site that was damaged by the wind storm. This equipment was paid for by the insurance but they did not want the equipment. It has been suggested the Valley System could use it to help with coverage in some areas. If we put it on the web site to sell it would go to the highest bidder and the Valley System might not get the equipment. It could be put on loan to them but if it went down we might possibly be responsible for repairs. Motion was made by Ms. Calfee second Mr. Harvey to; "Loan the Micro Wave equipment to the Valley System, contingent on getting a **hold harmless** contract to prevent any liability to our Center", motion was approved.

**ADJOURNMENT**

With no further business to come before the board on motion by Mr. Harvey second Ms. Calfee the meeting adjourned at 1:50 P.M.

Regular June 2016 minutes approved at the September Board Meeting of Roane County Emergency Communications District Board of Directors. Date; September 22, 2016.

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Carolyn Granger/Tony Brown Secretary-Treasurer

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Donnie R Eblen/Chairman

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

December 9, 2016

TO: All Board Members

FROM: Frances Long

The Quarterly E-911 Board meeting will be Thursday, December 15, 2016 at 1:00 P.M., at the E-911 Center Administrative Office.

Enclosed please find:

The agenda for the Board meeting.

The September 2016 Board Minutes

The spreadsheet I keep for actual receipts and pay outs for September - November 2016 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, 2016. 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.

# 3 NEW ACCOUNT #'s FROM STATE ECB

APPROVED BY BOARD 06/23/2016

REVENUES	2016-2017 BUDGET	BUDGET MONTHLY	ACTUAL REC/PAY OUT 9/1-9/30/16	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	25,606	0.00	0.00	0.00	0.00	(25,606.00)
3040 DISPATCH SERVICES	617,145	51,428.75	32,473.85	(18,954.90)	119,957.38	(497,187.62)
5002 INTEREST INCOME	124	10.33	39.63	29.30	105.91	(18.09)
5005.01 MDT MAINTENANCE	19,564	1,630.33	0.00	(1,630.33)	4,890.87	(14,673.13)
5005.02 800 MHZ SYSTEM MAINT.	29,275	2,439.58	8,260.40	5,820.82	28,419.20	(855.80)
5009 OTHER INCOME	1,883	156.92	305.00	148.08	650.00	(1,233.00)
5009.01 NCIC/REC CLERK/COUNTY	43,366	3,613.83	0.00	(3,613.83)	0.00	(43,366.00)
TOTAL ESTIMATED REVENUE	1,401,481	170,032.75	41,078.88	(128,953.87)	264,776.36	(1,136,704.64)
=====						
EXPENDITURES						
4001 DIRECTOR	64,391	5,365.92	4,953.16	(412.76)	17,249.43	(47,141.57)
4002 COMPTROLLER	31,375	2,614.58	2,413.46	(201.12)	8,426.38	(22,948.62)
4003 ASSISTANT DIRECTOR	49,458	4,121.50	3,804.46	(317.04)	13,249.09	(36,208.91)
4004 DISPATCHER (9@34579)	319,974	26,664.50	22,764.80	(3,899.70)	79,481.02	(240,492.98)
4005 DISPATCH/LEAD (3@35949)	112,900	9,408.33	8,645.56	(762.77)	30,104.54	(82,795.46)
4006 ADMIN-MAPPING	29,562	2,463.50	2,241.08	(222.42)	7,823.99	(21,738.01)
4006.01 P/T MAP CONSULT	8,640	720.00	720.00	0.00	2,160.00	(6,480.00)
4008 OVERTIME PAY	8,107	675.58	150.06	(525.52)	545.38	(7,561.62)
4009 PART TIME (24 HRS WEEK)	14,352	1,196.00	0.00	(1,196.00)	0.00	(14,352.00)
4012 HOLIDAY PAY	18,825	1,568.75	1,379.20	(189.55)	2,994.16	(15,830.84)
4013 CHRISTMAS BONUS	2,000	166.67	0.00	(166.67)	0.00	(2,000.00)
4015 ADMIN-CLERICAL	25,500	2,125.00	1,961.54	(163.46)	6,848.06	(18,651.94)
4020 ADMIN - TAC	38,934	3,244.50	2,994.92	(249.58)	10,455.77	(28,478.23)
4022 NCIC RECORD CLERK	35,962	2,996.83	2,766.30	(230.53)	9,657.61	(26,304.39)
4101 SOCIAL SECURITY TAX	47,085	3,923.75	3,375.28	(548.47)	11,655.30	(35,429.70)
4102 MEDICARE TAX	11,012	917.67	789.37	(128.30)	2,725.85	(8,286.15)
4103 LIFE INSURANCE	1,307	108.92	177.66	68.74	498.39	(808.61)
4104 MEDICAL INSURANCE	137,750	11,479.17	9,798.80	(1,680.37)	30,724.04	(107,025.96)
4108 STATE RETIREMENT	41,276	3,439.67	2,987.01	(452.66)	10,448.17	(30,827.83)
4109 SUTA TAX	2,268	189.00	0.00	(189.00)	40.51	(2,227.49)
4201 MAPPING/ADDRESSING	100	8.33	0.00	(8.33)	0.00	(100.00)
4203 AUDIT SERVICES	8,510	709.17	0.00	(709.17)	0.00	(8,510.00)
4204 ACCOUNTING SERVICES	3,936	328.00	320.00	(8.00)	960.00	(2,976.00)
4216 JANITORIAL SERVICE	4,150	345.83	337.50	(8.33)	1,312.50	(2,837.50)
4217 LEGAL & PROFESSIONAL	5,000	416.67	0.00	(416.67)	0.00	(5,000.00)
4218 MAINT. AGREEMENTS	34,936	2,911.33	342.60	(2,568.73)	27,734.18	(7,201.82)
4220 NCIC/TBI/TIES LINE	4,240	353.33	1,080.00	726.67	1,640.00	(2,600.00)
4225 PEST CONTROL	300	25.00	0.00	(25.00)	75.00	(225.00)
4299.02 TRASH DISPOSAL	192	16.00	16.00	0.00	48.00	(144.00)
4301 OFFICE SUPPLIES	1,700	141.67	82.60	(59.07)	848.10	(851.90)
4302 CUSTODIAL SUPPLIES	1,700	141.67	23.97	(117.70)	690.10	(1,009.90)
4303 DISPATCH SUPPLIES	600	50.00	115.90	65.90	270.23	(329.77)
4304 POSTAGE	784	65.33	16.57	(48.76)	110.63	(673.37)
4305 SMALL EQUIPMENT PUR	7,000	583.33	610.49	27.16	820.48	(6,179.52)
4307 UTILITIES ELECTRIC	16,520	1,376.67	1,574.90	198.23	4,657.80	(11,862.20)
4308 UTILITIES GAS	1,300	108.33	63.39	(44.94)	130.86	(1,169.14)
4309 UTILITIES WATER	900	75.00	31.28	(43.72)	251.36	(648.64)
4301 UTILITIES SEWER	1,945	162.08	168.00	5.92	661.53	(1,283.47)
4310 GENERAL TELEPHONE (ADMIN)	13,908	1,159.00	1,033.52	(125.48)	5,773.87	(8,134.13)
4311 CELL PHONE/VERIZON	1,925	160.42	160.16	(0.26)	481.73	(1,443.27)
4312 GEN TELE(CALL CENTER LINE)	35,400	2,950.00	0.00	(2,950.00)	8,211.00	(27,189.00)
4313 INTERNET CHARGES	0.00	0.00	16.95	16.95	455.70	455.70

4335 MAINT&REPAIR VEHICLE	1,000	83.33	244.66	161.33	244.66	(755.34)
4336 VEHICLE FUEL COST	1,720	143.33	120.80	(22.53)	369.88	(1,350.12)
338 MISC MAINT & REPAIR	7,160	596.67	6,205.55	5,608.88	-724.47	(7,884.47)
4339 MDT MAINTENANCE IN/OUT	19,564	1,630.33	0.00	(1,630.33)	19,563.40	(0.60)
4340 800 RADIO SYST. MAINT IN/OUT	29,275	2,439.58	7,201.10	4,761.52	14,402.20	(14,872.80)
4401 BANK FEES	560	46.67	80.55	33.88	195.25	(364.75)
4405 DUES & SUBSCRIPTIONS	2,435	202.92	0.00	(202.92)	2,435.00	0.00
4406 TESTING/EVALUATION	900	75.00	130.00	55.00	130.00	(770.00)
4407 WORKERS COMP INSURE	1,500	125.00	0.00	(125.00)	0.00	(1,500.00)
4408 LIABILITY INSURANCE	27,660	2,305.00	0.00	(2,305.00)	0.00	(27,660.00)
4413 LICENSE & FEES	600	50.00	0.00	(50.00)	0.00	(600.00)
4414 SURETY BONDS	2,030	169.17	560.00	390.83	3,010.00	980.00
4418 TRAINING	1,950	162.50	650.00	487.50	650.00	(1,300.00)
4419 TRAVEL	1,200	100.00	222.87	122.87	222.87	(977.13)
4420 MEALS	1,600	133.33	142.26	8.93	142.26	(1,457.74)
4421 ADVERTISING	100	8.33	0.00	(8.33)	0.00	(100.00)
4422 MISCELLANEOUS EXP	1,000	83.33	14.24	(69.09)	172.99	(827.01)
4423 RENT/REP SITE(tank & propane)	200	16.67	0.00	(16.67)	0.00	(200.00)
4425 LODGING	2,500	208.33	858.00	649.67	858.00	(1,642.00)
5010 INTEREST EXPENSE	1,000	83.33	0.00	(83.33)	0.00	(1,000.00)
TOTAL ESTIMATED EXPENSE	1,249,678	104,139.83	94,346.52	(9,793.31)	341,892.80	(907,785.20)
ESTIMATED RECEIPTS	1,401,481		41,078.88			
VS						
ESTIMATED EXPENDITURE	1,249,678		94,346.52			
OVER (UNDER)	151,803					
DEPRECIATION	111,468					
OVER(UNDER)AFTER DEPRECIATION	40,335		-53,267.64			

3 NEW ACCOUNT #'s FROM STATE ECB

APPROVED BY BOARD 06/23/2016

REVENUES	2016-2017 BUDGET	BUDGET MONTHLY	ACTUAL REC/PAY OUT 10/1 -10/31/16	OVER(UNDER) MONTH OCTOBER	ACTUAL YEAR	OVER(UNDER) YEAR
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	25,606	0.00	0.00	0.00	0.00	(25,606.00)
3040 DISPATCH SERVICES	617,145	51,428.75	89,338.85	37,910.10	209,296.23	(407,848.77)
5002 INTEREST INCOME	124	10.33	43.03	32.70	148.94	24.94
5005.01 MDT MAINTENANCE	19,564	1,630.33	4,109.92	2,479.59	9,000.79	(10,563.21)
5005.02 800 MHZ SYSTEM MAINT.	29,275	2,439.58	342.40	(2,097.18)	28,761.60	(513.40)
5009 OTHER INCOME	1,883	156.92	220.00	63.08	870.00	(1,013.00)
5009.01 NCIC/REC CLERK/COUNTY	43,366	3,613.83	10,842.49	7,228.66	10,842.49	(32,523.51)
TOTAL ESTIMATED REVENUE	1,401,481	170,032.75	215,649.69	45,616.94	480,426.05	(921,054.95)
=====						
EXPENDITURES						
4001 DIRECTOR	64,391	5,365.92	4,953.16	(412.76)	22,202.59	(42,188.41)
4002 COMPTROLLER	31,375	2,614.58	2,413.46	(201.12)	10,839.84	(20,535.16)
4003 ASSISTANT DIRECTOR	49,458	4,121.50	3,804.46	(317.04)	17,053.55	(32,404.45)
4004 DISPATCHER (9@34579)	319,974	26,664.50	23,224.23	(3,440.27)	102,705.25	(217,268.75)
4005 DISPATCH/LEAD (3@35949)	112,900	9,408.33	8,348.69	(1,059.64)	38,453.23	(74,446.77)
4006 ADMIN-MAPPING	29,562	2,463.50	2,274.00	(189.50)	10,097.99	(19,464.01)
4006.01 P/T MAP CONSULT	8,640	720.00	720.00	0.00	2,880.00	(5,760.00)
4008 OVERTIME PAY	8,107	675.58	560.13	(115.45)	1,105.51	(7,001.49)
4009 PART TIME (24 HRS WEEK)	14,352	1,196.00	0.00	(1,196.00)	0.00	(14,352.00)
4012 HOLIDAY PAY	18,825	1,568.75	0.00	(1,568.75)	2,994.16	(15,830.84)
4013 CHRISTMAS BONUS	2,000	166.67	0.00	(166.67)	0.00	(2,000.00)
4015 ADMIN-CLERICAL	25,500	2,125.00	1,961.54	(163.46)	8,809.60	(16,690.40)
4020 ADMIN - TAC	38,934	3,244.50	2,994.92	(249.58)	13,450.69	(25,483.31)
4022 NCIC RECORD CLERK	35,962	2,996.83	2,766.30	(230.53)	12,423.91	(23,538.09)
4101 SOCIAL SECURITY TAX	47,085	3,923.75	3,327.32	(596.43)	14,982.62	(32,102.38)
4102 MEDICARE TAX	11,012	917.67	778.17	(139.50)	3,504.02	(7,507.98)
4103 LIFE INSURANCE	1,307	108.92	74.75	(34.17)	573.14	(733.86)
4104 MEDICAL INSURANCE	137,750	11,479.17	9,798.80	(1,680.37)	40,522.84	(97,227.16)
4108 STATE RETIREMENT	41,276	3,439.67	2,917.76	(521.91)	13,365.93	(27,910.07)
4109 SUTA TAX	2,268	189.00	0.00	(189.00)	40.51	(2,227.49)
4201 MAPPING/ADDRESSING	100	8.33	0.00	(8.33)	0.00	(100.00)
4203 AUDIT SERVICES	8,510	709.17	0.00	(709.17)	0.00	(8,510.00)
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)	1,312.50	(2,837.50)
4217 LEGAL & PROFESSIONAL	5,000	416.67	505.00	88.33	505.00	(4,495.00)
4218 MAINT. AGREEMENTS	34,936	2,911.33	538.79	(2,372.54)	28,272.97	(6,663.03)
4220 NCIC/TBI/TIES LINE	4,240	353.33	560.00	206.67	2,200.00	(2,040.00)
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	64.00	(128.00)
4301 OFFICE SUPPLIES	1,700	141.67	309.94	168.27	1,158.04	(541.96)
4302 CUSTODIAL SUPPLIES	1,700	141.67	8.18	(133.49)	698.28	(1,001.72)
4303 DISPATCH SUPPLIES	600	50.00	0.00	(50.00)	270.23	(329.77)
4304 POSTAGE	784	65.33	47.00	(18.33)	157.63	(626.37)
4305 SMALL EQUIPMENT PUR	7,000	583.33	0.00	(583.33)	820.48	(6,179.52)
4307 UTILITIES ELECTRIC	16,520	1,376.67	1,449.19	72.52	6,106.99	(10,413.01)
4308 UTILITIES GAS	1,300	108.33	31.28	(77.05)	162.14	(1,137.86)
4309 UTILITIES WATER	900	75.00	61.03	(13.97)	312.39	(587.61)
4309-01 UTILITIES SEWER	1,945	162.08	164.40	2.32	825.93	(1,119.07)
4310 GENERAL TELEPHONE (ADMIN)	13,908	1,159.00	2,117.50	958.50	7,891.37	(6,016.63)
4311 CELL PHONE/VERIZON	1,925	160.42	163.91	3.49	645.64	(1,279.36)
4312 GEN TELE(CALL CENTER LINE)	35,400	2,950.00	2,737.00	(213.00)	10,948.00	(24,452.00)
4313 INTERNET CHARGES	0.00	0.00	151.90	151.90	607.60	607.60

4335 MAINT&REPAIR VEHICLE	1,000	83.33	0.00	(83.33)	244.66	(755.34)
VEHICLE FUEL COST	1,720	143.33	136.39	(6.94)	506.27	(1,213.73)
4338 MISC MAINT & REPAIR	7,160	596.67	0.00	(596.67)	-724.47	(7,884.47)
4339 MDT MAINTENANCE IN/OUT	19,564	1,630.33	0.00	(1,630.33)	19,563.40	(0.60)
4340 800 RADIO SYST. MAINT IN/OUT	29,275	2,439.58	0.00	(2,439.58)	14,402.20	(14,872.80)
4401 BANK FEES	560	46.67	79.10	32.43	274.35	(285.65)
4405 DUES & SUBSCRIPTIONS	2,435	202.92	0.00	(202.92)	2,435.00	0.00
4406 TESTING/EVALUATION	900	75.00	0.00	(75.00)	130.00	(770.00)
4407 WORKERS COMP INSURE	1,500	125.00	0.00	(125.00)	0.00	(1,500.00)
4408 LIABILITY INSURANCE	27,660	2,305.00	25,396.00	23,091.00	25,396.00	(2,264.00)
4413 LICENSE & FEES	600	50.00	0.00	(50.00)	0.00	(600.00)
4414 SURETY BONDS	2,030	169.17	0.00	(169.17)	3,010.00	980.00
4418 TRAINING	1,950	162.50	0.00	(162.50)	650.00	(1,300.00)
4419 TRAVEL	1,200	100.00	0.00	(100.00)	222.87	(977.13)
4420 MEALS	1,600	133.33	0.00	(133.33)	142.26	(1,457.74)
4421 ADVERTISING	100	8.33	0.00	(8.33)	0.00	(100.00)
4422 MISCELLANEOUS EXP	1,000	83.33	240.00	156.67	412.99	(587.01)
4423 RENT/REP SITE(tank & propane)	200	16.67	0.00	(16.67)	0.00	(200.00)
4425 LODGING	2,500	208.33	0.00	(208.33)	858.00	(1,642.00)
5010 INTEREST EXPENSE	1,000	83.33	0.00	(83.33)	0.00	(1,000.00)
TOTAL ESTIMATED EXPENSE	1,249,678	104,139.83	105,975.30	1,835.47	447,868.10	(801,809.90)
ESTIMATED RECEIPTS	1,401,481		215,649.69			
VS						
ESTIMATED EXPENDITURE	1,249,678		105,975.30			
OVER (UNDER)	151,803					
DEPRECIATION	111,468					
OVER(UNDER)AFTER DEPRECIATION	40,335		109,674.39			



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

REMOVED BY BOARD 06/23/2016

REVENUES	2016-2017	BUDGET	ACTUAL	OVER(UNDER)	ACTUAL	OVER(UNDER)
	BUDGET	MONTHLY	REC/PAY OUT	MONTH	YEAR	YEAR
			11/1-11/30/16	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	25,606	0.00	43,324.00	43,324.00	43,324.00	17,718.00
3040 DISPATCH SERVICES	617,145	51,428.75	51,428.85	0.10	260,725.08	(356,419.92)
5002 INTEREST INCOME	124	10.33	42.86	32.53	191.80	67.80
5005.01 MDT MAINTENANCE	19,564	1,630.33	780.95	(849.38)	9,781.74	(9,782.26)
5005.02 800 MHZ SYSTEM MAINT.	29,275	2,439.58	35.70	(2,403.88)	28,797.30	(477.70)
5009 OTHER INCOME	1,883	156.92	225.00	68.08	1,095.00	(788.00)
5009.01 NCIC/REC CLERK/COUNTY	43,366	3,613.83	3,613.83	(0.00)	14,456.32	(28,909.68)
TOTAL ESTIMATED REVENUE	1,401,481	170,032.75	99,451.19	(70,581.56)	579,877.24	(821,603.76)
=====						
EXPENDITURES						
4001 DIRECTOR	64,391	5,365.92	4,953.16	(412.76)	27,155.75	(37,235.25)
4002 COMPTROLLER	31,375	2,614.58	2,413.46	(201.12)	13,253.30	(18,121.70)
4003 ASSISTANT DIRECTOR	49,458	4,121.50	3,804.46	(317.04)	20,858.01	(28,599.99)
4004 DISPATCHER (9@34579)	319,974	26,664.50	23,403.91	(3,260.59)	126,109.16	(193,864.84)
4005 DISPATCH/LEAD (3@35949)	112,900	9,408.33	8,333.87	(1,074.46)	46,787.10	(66,112.90)
4006 ADMIN-MAPPING	29,562	2,463.50	2,274.00	(189.50)	12,371.99	(17,190.01)
4006.01 P/T MAP CONSULT	8,640	720.00	720.00	0.00	3,600.00	(5,040.00)
4008 OVERTIME PAY	8,107	675.58	191.61	(483.97)	1,079.61	(7,027.39)
4009 PART TIME (24 HRS WEEK)	14,352	1,196.00	0.00	(1,196.00)	0.00	(14,352.00)
4012 HOLIDAY PAY	18,825	1,568.75	1,473.52	(95.23)	4,467.68	(14,357.32)
4013 CHRISTMAS BONUS	2,000	166.67	0.00	(166.67)	0.00	(2,000.00)
4015 ADMIN-CLERICAL	25,500	2,125.00	1,961.54	(163.46)	10,771.14	(14,728.86)
4020 ADMIN - TAC	38,934	3,244.50	2,994.92	(249.58)	16,445.61	(22,488.39)
4022 NCIC RECORD CLERK	35,962	2,996.83	2,766.30	(230.53)	15,190.21	(20,771.79)
4101 SOCIAL SECURITY TAX	47,085	3,923.75	3,405.99	(517.76)	18,388.61	(28,696.39)
4102 MEDICARE TAX	11,012	917.67	796.62	(121.05)	4,300.64	(6,711.36)
4103 LIFE INSURANCE	1,307	108.92	96.91	(12.01)	693.96	(613.04)
4104 MEDICAL INSURANCE	137,750	11,479.17	9,798.80	(1,680.37)	50,321.64	(87,428.36)
4108 STATE RETIREMENT	41,276	3,439.67	2,974.50	(465.17)	16,340.43	(24,935.57)
4109 SUTA TAX	2,268	189.00	18.51	(170.49)	59.02	(2,208.98)
4201 MAPPING/ADDRESSING	100	8.33	0.00	(8.33)	0.00	(100.00)
4203 AUDIT SERVICES	8,510	709.17	8,350.00	7,640.83	8,350.00	(160.00)
4204 ACCOUNTING SERVICES	3,936	328.00	320.00	(8.00)	1,600.00	(2,336.00)
4216 JANITORIAL SERVICE	4,150	345.83	300.00	(45.83)	1,612.50	(2,537.50)
4217 LEGAL & PROFESSIONAL	5,000	416.67	0.00	(416.67)	505.00	(4,495.00)
4218 MAINT. AGREEMENTS	34,936	2,911.33	735.00	(2,176.33)	29,007.97	(5,928.03)
4220 NCIC/TBI/TIES LINE	4,240	353.33	0.00	(353.33)	2,200.00	(2,040.00)
4225 PEST CONTROL	300	25.00	25.00	0.00	125.00	(175.00)
4299.02 TRASH DISPOSAL	192	16.00	16.00	0.00	80.00	(112.00)
4301 OFFICE SUPPLIES	1,700	141.67	288.99	147.32	1,447.03	(252.97)
4302 CUSTODIAL SUPPLIES	1,700	141.67	0.00	(141.67)	698.28	(1,001.72)
4303 DISPATCH SUPPLIES	600	50.00	0.00	(50.00)	270.23	(329.77)
4304 POSTAGE	784	65.33	108.38	43.05	266.01	(517.99)
4305 SMALL EQUIPMENT PUR	7,000	583.33	0.00	(583.33)	820.48	(6,179.52)
4307 UTILITIES ELECTRIC	16,520	1,376.67	1,242.26	(134.41)	7,349.25	(9,170.75)
4308 UTILITIES GAS	1,300	108.33	36.41	(71.92)	198.55	(1,101.45)
4309 UTILITIES WATER	900	75.00	66.94	(8.06)	379.33	(520.67)
4309-01 UTILITIES SEWER	1,945	162.08	173.58	11.50	999.51	(945.49)
4310 GENERAL TELEPHONE (ADMIN)	13,908	1,159.00	1,961.90	802.90	9,853.27	(4,054.73)
4311 CELL PHONE/VERIZON	1,925	160.42	160.18	(0.24)	805.82	(1,119.18)
4312 GEN TELE(CALL CENTER LINE)	35,400	2,950.00	2,737.00	(213.00)	13,685.00	(21,715.00)
4313 INTERNET CHARGES	0.00	0.00	151.90	151.90	759.50	759.50

4335 MAINT&REPAIR VEHICLE	1,000	83.33	0.00	(83.33)	244.66	(755.34)
5 VEHICLE FUEL COST	1,720	143.33	139.76	(3.57)	646.03	(1,073.97)
4338 MISC MAINT & REPAIR	7,160	596.67	5,976.48	5,379.81	5,252.01	(1,907.99)
4339 MDT MAINTENANCE IN/OUT	19,564	1,630.33	0.00	(1,630.33)	19,563.40	(0.60)
4340 800 RADIO SYST. MAINT IN/OUT	29,275	2,439.58	35.70	(2,403.88)	14,437.90	(14,837.10)
4401 BANK FEES	560	46.67	74.99	28.32	349.34	(210.66)
4405 DUES & SUBSCRIPTIONS	2,435	202.92	0.00	(202.92)	2,435.00	0.00
4406 TESTING/EVALUATION	900	75.00	0.00	(75.00)	130.00	(770.00)
4407 WORKERS COMP INSURE	1,500	125.00	0.00	(125.00)	0.00	(1,500.00)
4408 LIABILITY INSURANCE	27,660	2,305.00	0.00	(2,305.00)	25,396.00	(2,264.00)
4413 LICENSE & FEES	600	50.00	0.00	(50.00)	0.00	(600.00)
4414 SURETY BONDS	2,030	169.17	0.00	(169.17)	3,010.00	980.00
4418 TRAINING	1,950	162.50	0.00	(162.50)	650.00	(1,300.00)
4419 TRAVEL	1,200	100.00	138.72	38.72	361.59	(838.41)
4420 MEALS	1,600	133.33	0.00	(133.33)	142.26	(1,457.74)
4421 ADVERTISING	100	8.33	0.00	(8.33)	0.00	(100.00)
4422 MISCELLANEOUS EXP	1,000	83.33	80.00	(3.33)	492.99	(507.01)
4423 RENT/REP SITE(tank & propane)	200	16.67	90.00	73.33	16.67	(183.33)
4425 LODGING	2,500	208.33	0.00	(208.33)	1,066.33	(1,433.67)
5010 INTEREST EXPENSE	1,000	83.33	0.00	(83.33)	0.00	(1,000.00)
TOTAL ESTIMATED EXPENSE	1,249,678	104,139.83	95,591.27	(8,548.56)	543,400.77	(706,277.23)
ESTIMATED RECEIPTS	1,401,481		99,451.19			
VS						
ESTIMATED EXPENDITURE	1,249,678		95,591.27			
OVER (UNDER)	151,803					
DEPRECIATION	111,468					
OVER(UNDER)AFTER DEPRECIATION	40,335		3,859.92			



ROANE COUNTY E-911  
P.O. BOX 236  
330 CARDIFF VALLEY ROAD  
ROCKWOOD, TN 37854  
(865)354-0704  
ADMINISTRATIVE FAX (865) 354-4983

## MEMO

DATE: 10/06/16  
TO: BOARD MEMBERS  
FROM: FRANCES

ATTACHED ARE THE FORMS TO DO MIKE'S EVALUATION. PLEASE DO YOUR EVALUATION AND GIVE THEM TO DONNIE TO COMPILE AND GET AN OVERALL EVALUATION TO DISCUSS WITH MIKE.

THANKS

**DIRECTOR'S EVALUATION CHECKLIST**  
**ROANE COUNTY EMERGENCY COMMUNICATION DISTRICT**

EMPLOYEE NAME G. MIKE HOOKS POSITION DIRECTOR

EMPLOYMENT DATE 10/16/2000 LAST EVALUATION 10/13/2014

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**O=OUTSTANDING** EXCEPTIONAL IN ALL AREAS

**V=VERY GOOD** - RESULTS EXCEED POSITION, ACHIEVED ON CONSISTENT BASIS

**G=GOOD** - COMPETENT AND DEPENDABLE PERFORMANCE. MEETS JOB STANDARDS

**I=IMPROVEMENT NEEDED** - DEFICIENT IN CERTAIN AREA, IMPROVEMENT NECESSARY

**U=UNSATISFACTORY** - GENERALLY UNACCEPTABLE REQUIRE IMMEDIATE IMPROVEMENT

**O=100-90, V=89-80, G=79-70, I=69-60, U=BELOW 60**

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MAJOR DUTIES/RESPONSIBILITIES

POINTS

- 
1. ESTABLISH AND DIRECT IMPLEMENTATION OF WRITTEN POLICIES AND PROCEDURES REFLECTING THE GOALS OF E-911. THESE INCLUDE, BUT ARE NOT LIMITED TO, PERSONNEL POLICIES, PROCEDURE MANUALS, JOB DESCRIPTIONS, ETC. REVIEW SAID POLICIES AND PROCEDURES ANNUALLY AND RECOMMEND CHANGES AS NECESSARY TO ASSURE THERE IS COMPLIANCE WITH CURRENT REGULATIONS. ALL POLICIES AND PROCEDURES SHALL BE APPROVED BY BOARD BEFORE IMPLEMENTATION.
  - 
  2. MAINTAIN EXCELLENT WORKING RELATIONSHIP WITH ALL EMERGENCY SERVICES AND GOVERNMENTAL BODIES OF ROANE COUNTY. ASSIST THESE SERVICES AND GOVERNMENTAL BODIES IN THE DEVELOPMENT AND IMPLEMENTATION OF POLICIES AND PROCEDURES TO ASSURE TEAM WORK. INTERFACE WITH DISTRICT'S EXTERNAL CONSULTANTS.
  - 
  3. INTERPRET THE FACILITY'S POLICIES/PROCEDURES TO THE PERSONNEL. MEET WITH THE PERSONNEL REGULARLY TO ASSURE THESE ARE FOLLOWED. REVIEW AND CHECK COMPETENCE OF PERSONNEL AND MAKE ADJUSTMENTS/CORRECTIONS AS REQUIRED.
  - 
  4. RECRUIT, SELECT AND TRAIN FACILITY EMPLOYEES SUBJECT TO BOARD APPROVAL. DIRECT AND COORDINATE PURPOSEFUL IN-SERVICE, ON THE JOB TRAINING, AND OTHER TRAINING CLASSES.
  - 
  5. CREATE AND MAINTAIN AN ATMOSPHERE OF WARMTH, PERSONAL INTEREST, AND POSITIVE EMPHASIS AS WELL AS CALM ENVIRONMENT THROUGHOUT THE E-911 FACILITY. ASSURE FACILITY IS MAINTAINED IN A CLEAN AND SAFE MANNER FOR EMPLOYEES AND VISITORS. MAINTAIN ADEQUATE LIAISON WITH EMPLOYEES AND THOSE THEY SERVE.
  - 
  6. RECEIVE AND INVESTIGATE COMPLAINTS CONCERNING THE OPERATION OF E-911, TO ASSIST IN ELIMINATING/CORRECTING PROBLEM AREAS OR IMPROVEMENT OF SERVICES.
  - 
  7. PREPARE ANNUAL OPERATING BUDGET FOR SUBMISSION TO BUDGET COMMITTEE. REVIEW AND MAKE RECOMMENDATIONS REGARDING MAINTENANCE CONTRACTS, INSURANCE, EMPLOYEE BENEFITS, ETC. ON ANNUAL BASIS.

8. ASSURE ADEQUATE FINANCIAL RECORDS AND COST REPORTS ARE SUBMITTED TO THE PROPER GOVERNING BOARD AS REQUIRED. MAKE WRITTEN AND ORAL REPORTS/RECOMMENDATIONS TO BOARD CONCERNING OPERATION OF E-911.

9. EVALUATE ALL EMPLOYEES BIANNUALLY THE FIRST YEAR, RE-EVALUATE ANNUALLY THEREAFTER. SUPERVISE PERSONNEL, ASSESS AND RESPOND TO SITUATIONS WHERE DISCIPLINARY ACTION IS NECESSARY.

10. EVALUATE AND IMPLEMENT RECOMMENDATIONS FROM GOVERNING BOARD. ATTEND ALL MEETINGS OF BOARD AND REPORT TO CHAIRMAN BETWEEN BOARD MEETINGS. PERFORM OTHER RELATED RESPONSIBILITIES AND DUTIES AS NECESSARY OR AS DIRECTED BY THE BOARD OR CHAIRMAN.

O - V - G - I - U

TOTAL POINTS DIVIDED BY 10 = \_\_\_\_\_ OVERALL RATING \_\_\_\_\_

=====

COMPLETE FOLLOWING

1. SPECIFIC AREAS OF NEEDED IMPROVEMENT \_\_\_\_\_

RECOMMENDATIONS (SEMINARS, TRAINING, SCHOOL, ETC.) \_\_\_\_\_

=====

**ADDITIONAL EMPLOYEE COMMENTS** \_\_\_\_\_

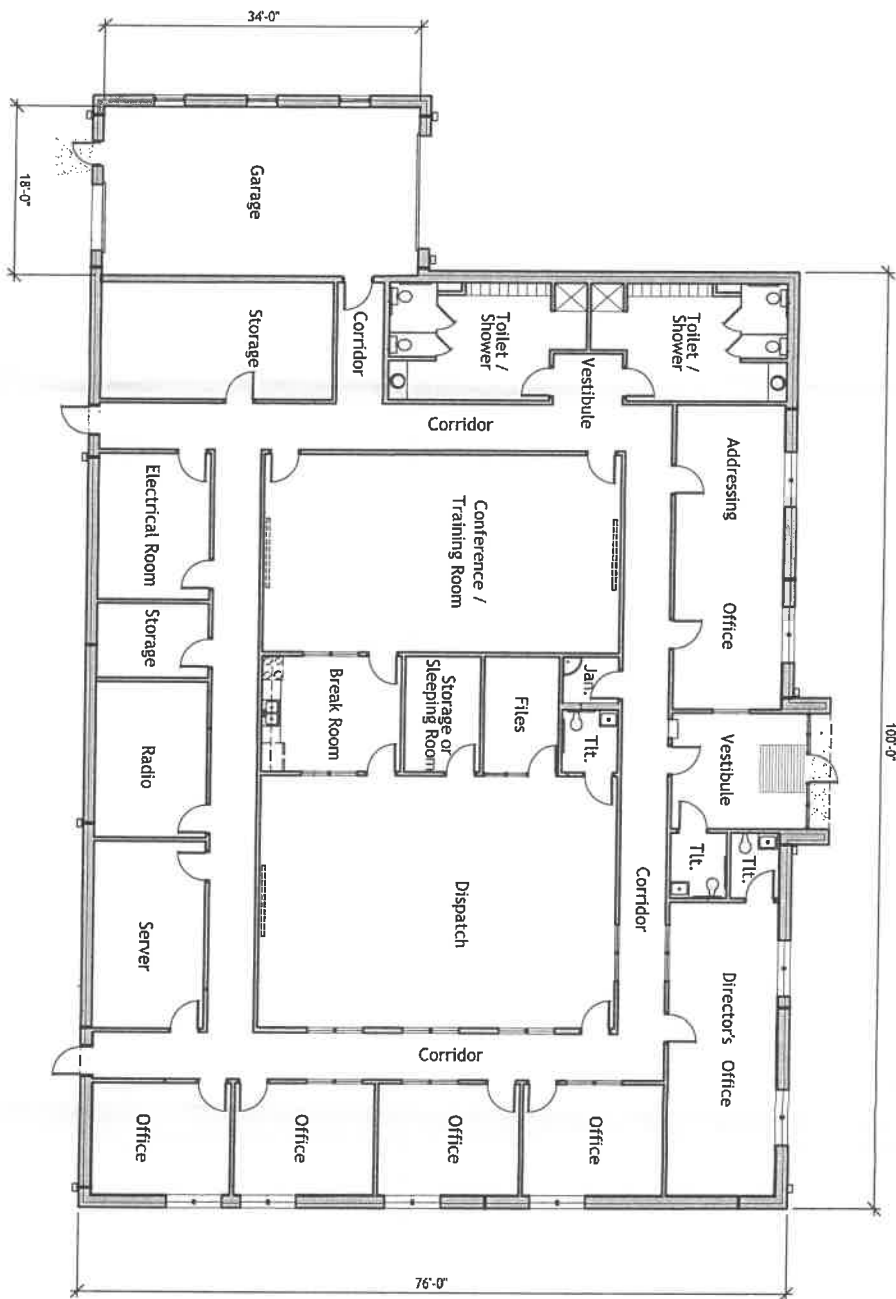
DISCUSSED WITH INDIVIDUAL ON \_\_\_\_/\_\_\_\_/\_\_\_\_

EMPLOYEE SIGNATURE\* \_\_\_\_\_

\*I ACKNOWLEDGE EVALUATION WAS DISCUSSED WITH ME

BOARD CHAIRMAN SIGNATURE \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_



# FLOOR PLAN

N. T. S.

1



A New Facility for  
Roane County E911  
Roane County, Tennessee

DRAWING NO.

A-1

**ROANE CTY EMERGENCY COMM DIST E-911**  
**SUPPLEMENTAL SCHEDULE -**  
**BUDGETARY COMPARISON SCHEDULE**

**For the One Month and Four Months Ended October 31, 2016**

	1 Month Ended 1 Month Ended				4 Months Ended 4 Months Ended			
	<u>Actual</u> <u>October 31,</u> <u>2016</u>	<u>Budget</u> <u>October 31,</u> <u>2016</u>	<u>Variance</u>	<u>Percent</u>	<u>Actual</u> <u>October 31, 2016</u>	<u>Budget</u> <u>October 31, 2016</u>	<u>Variance</u>	<u>Percent</u>
<b>Operating Revenues</b>								
TECB Distribution of 911 Surcharges	\$ 110,753	\$ 55,377	55,376	55.35	\$ 221,506	\$ 221,506	-	51.72
TECB Distribution of Excess Revenue	-	2,134	(2,134)	0.00	-	8,535	(8,535)	0.00
Other Op Rev (Dispatch Services)	89,339	51,429	37,910	44.65	206,743	205,715	1,028	48.28
<b>Total Operating Revenues</b>	<b>200,092</b>	<b>108,940</b>	<b>91,152</b>	<b>100.00</b>	<b>428,249</b>	<b>435,756</b>	<b>(7,507)</b>	<b>100.00</b>
<b>Operating Expenses</b>								
<b>Salaries and Wages</b>								
Salary - Director	4,953	5,366	(413)	2.48	22,203	21,464	739	5.18
Salary - Administrative Personnel	2,413	2,615	(202)	1.21	10,840	10,458	382	2.53
Salaries - Assistant Director	3,804	-	3,804	1.90	17,054	-	17,054	3.98
Salary - Dispatchers/Telecommunications	23,224	26,665	(3,441)	11.61	102,705	106,658	(3,953)	23.98
Salary - Dispatch Supervisor Personnel	8,349	9,408	(1,059)	4.17	38,453	37,633	820	8.98
Salary - Mapping/Address Personnel	2,274	2,464	(190)	1.14	10,098	9,854	244	2.36
P/T Salary-Mapping	720	720	-	0.36	2,880	2,880	-	0.67
Overtime Pay	560	676	(116)	0.28	1,106	2,702	(1,596)	0.26
Part-time Personnel	-	1,196	(1,196)	0.00	-	4,784	(4,784)	0.00
Holiday Pay	-	1,569	(1,569)	0.00	2,994	6,275	(3,281)	0.70
Christmas Bonus	-	167	(167)	0.00	-	667	(667)	0.00
Salary-Clerical Personnel	1,962	2,125	(163)	0.98	8,810	8,500	310	2.06
Salaries - Dispatch Supervisor	2,995	3,245	(250)	1.50	13,451	12,978	473	3.14
Salary-Technical Director	-	4,122	(4,122)	0.00	-	16,486	(16,486)	0.00
Admin Records Clerk	2,766	2,997	(231)	1.38	12,424	11,987	437	2.90
<b>Total Salaries and Wages</b>	<b>54,020</b>	<b>63,335</b>	<b>(9,315)</b>	<b>27.00</b>	<b>243,018</b>	<b>253,326</b>	<b>(10,308)</b>	<b>56.75</b>
<b>Employee Benefits</b>								
Taxes - Payroll - Social Security	3,327	3,924	(597)	1.66	14,983	15,695	(712)	3.50
Taxes - Payroll - Medicare	778	918	(140)	0.39	3,504	3,671	(167)	0.82
Life Insurance	75	109	(34)	0.04	498	436	62	0.12
Insurance - Employee Health	10,525	11,479	(954)	5.26	42,366	45,917	(3,551)	9.89
Retirement Contributions	2,918	3,440	(522)	1.46	13,366	13,759	(393)	3.12
Taxes - Payroll - SUTA	13	189	(176)	0.01	31	756	(725)	0.01
<b>Total Employee Benefits</b>	<b>17,636</b>	<b>20,059</b>	<b>(2,423)</b>	<b>8.81</b>	<b>74,748</b>	<b>80,234</b>	<b>(5,486)</b>	<b>17.45</b>
<b>Contracted Services</b>								
Addressing/Mapping/Database Cons	-	8	(8)	0.00	-	33	(33)	0.00
Audit Services	-	709	(709)	0.00	-	2,837	(2,837)	0.00
Accounting / Bookkeeping Services	320	328	(8)	0.16	1,280	1,312	(32)	0.30
Janitorial Services	-	346	(346)	0.00	975	1,383	(408)	0.23
Legal and Professional	505	417	88	0.25	505	1,667	(1,162)	0.12
Maintenance Agreements	2,741	2,911	(170)	1.37	11,068	11,645	(577)	2.58
NCIC/TBI/TIES Expenses	443	353	90	0.22	1,593	1,413	180	0.37
Pest Control	25	25	-	0.01	100	100	-	0.02
Trash Disposal	32	16	16	0.02	80	64	16	0.02

See accountants' compilation report.

**ROANE CTY EMERGENCY COMM DIST E-911**  
**SUPPLEMENTAL SCHEDULE -**  
**BUDGETARY COMPARISON SCHEDULE**

**For the One Month and Four Months Ended October 31, 2016**

	1 Month Ended 1 Month Ended				4 Months Ended 4 Months Ended			
	Actual October 31, 2016	Budget October 31, 2016	Variance	Percent	Actual October 31, 2016	Budget October 31, 2016	Variance	Percent
Total Contracted Services	4,066	5,113	(1,047)	2.03	15,601	20,454	(4,853)	3.64
Supplies and Materials								
Office Supplies	121	142	(21)	0.06	1,158	567	591	0.27
Janitorial Supplies	8	142	(134)	0.00	698	567	131	0.16
Data Processing Supplies	-	50	(50)	0.00	251	200	51	0.06
Postage	-	65	(65)	0.00	158	261	(103)	0.04
Equipment Purchases Not Capitalize	-	583	(583)	0.00	820	2,333	(1,513)	0.19
Utilities - Electric	1,449	1,377	72	0.72	6,107	5,507	600	1.43
Utilities - Natural Gas/Propane	68	108	(40)	0.03	199	433	(234)	0.05
Utilities - Water	128	75	53	0.06	379	300	79	0.09
Utilities - Sewer	164	162	2	0.08	826	648	178	0.19
Utilities - General Telephone (Admin	1,963	1,159	804	0.98	7,764	4,636	3,128	1.81
Utilities-Cell Phones & Pagers	164	160	4	0.08	646	642	4	0.15
Utilities - General Telephone (Call Ce	2,737	2,950	(213)	1.37	10,948	11,800	(852)	2.56
Cable/Internet Charges	152	-	152	0.08	608	-	608	0.14
Maintenance & Repairs - Vehicles	-	83	(83)	0.00	245	333	(88)	0.06
Fuel - Gasoline & Diesel	136	143	(7)	0.07	506	573	(67)	0.12
Misc/Maint/Repair	59	597	(538)	0.03	(5,904)	2,387	(8,291)	(1.38)
MDT Maintenance	1,630	1,630	-	0.81	5,741	6,521	(780)	1.34
800 Radio Sys Maint	2,400	2,440	(40)	1.20	9,601	9,758	(157)	2.24
Total Supplies and Materials	11,179	11,866	(687)	5.59	40,751	47,466	(6,715)	9.52
Other Charges								
Bank Charges	79	47	32	0.04	274	187	87	0.06
Dues and Memberships	203	203	-	0.10	812	812	-	0.19
Testing and Evaluations	-	75	(75)	0.00	130	300	(170)	0.03
Insurance - Workers' Compensation	107	125	(18)	0.05	426	500	(74)	0.10
Insurance - Liability	2,116	2,305	(189)	1.06	8,128	9,220	(1,092)	1.90
Licenses and Fees	-	50	(50)	0.00	-	200	(200)	0.00
Premiums on Surety Bonds	250	169	81	0.12	1,000	677	323	0.23
Training Expenses	-	163	(163)	0.00	650	650	-	0.15
Travel Expenses	-	100	(100)	0.00	223	400	(177)	0.05
Meals	-	133	(133)	0.00	142	533	(391)	0.03
Advertising	-	8	(8)	0.00	-	33	(33)	0.00
Miscellaneous Expense	240	83	157	0.12	368	333	35	0.09
Rent - Repeater Site	-	17	(17)	0.00	-	67	(67)	0.00
Lodging	(7)	208	(215)	0.00	851	833	18	0.20
Total Other Charges	2,988	3,686	(698)	1.49	13,004	14,745	(1,741)	3.04
Depreciation								
Depreciation	9,038	-	9,038	4.52	37,347	-	37,347	8.72
Total Depreciation	9,038	-	9,038	4.52	37,347	-	37,347	8.72
Total Operating Expenses	98,927	104,059	(5,132)	49.44	424,469	416,225	8,244	99.12
Operating Income (Loss)	101,165	4,881	96,284	50.56	3,780	19,531	(15,751)	0.88
Nonoperating Revenues and (Expenses)								
Interest Expense	-	(83)	(83)	0.00	-	(333)	(333)	0.00

See accountants' compilation report.

**ROANE CTY EMERGENCY COMM DIST E-911**  
**SUPPLEMENTAL SCHEDULE -**  
**BUDGETARY COMPARISON SCHEDULE**

**For the One Month and Four Months Ended October 31, 2016**

**1 Month Ended 1 Month Ended**

**4 Months Ended 4 Months Ended**

	<u>Actual</u> <u>October 31,</u> <u>2016</u>	<u>Budget</u> <u>October 31,</u> <u>2016</u>	<u>Variance</u>	<u>Percent</u>	<u>Actual</u> <u>October 31, 2016</u>	<u>Budget</u> <u>October 31, 2016</u>	<u>Variance</u>	<u>Percent</u>
Interest Income	43	10	33	0.02	149	41	108	0.03
MDT Maintenance Other Gov/Agenci	4,452	1,630	2,822	2.22	10,970	6,521	4,449	2.56
800 Radio System Maint. Other Gov/	-	2,440	(2,440)	0.00	25,766	9,758	16,008	6.02
Miscellaneous Income	220	157	63	0.11	870	628	242	0.20
Misc/Rec Clerk/County	10,842	3,614	7,228	5.42	19,796	14,455	5,341	4.62
<b>Total Other Income (Expenses)</b>	<b>15,557</b>	<b>7,768</b>	<b>7,789</b>	<b>7.77</b>	<b>57,551</b>	<b>31,070</b>	<b>26,481</b>	<b>(13.44)</b>
<b>Change in net position</b>	<b>\$ 116,722</b>	<b>\$ 12,649</b>	<b>104,073</b>	<b>58.33</b>	<b>\$ 61,331</b>	<b>\$ 50,601</b>	<b>10,730</b>	<b>14.32</b>

See accountants' compilation report.

MEMO TO CHAIRMAN

AS OF NOVEMBER 30, 2016, FOLLOWING ARE THE FUNDS WE HAVE ON HAND NOT COUNTING THE CERTIFICATE OF DEPOSIT.

REVENUE FUND \$ 954,370.31

OPERATING ACCOUNT \$ 103,980.29

TOTAL FUNDS \$1,058,350.60

LESS DESIGNATED	\$-	00.00	MDT MAINTENANCE.
LESS 800 MHZ	\$-	8,638.50	ANNUAL MAINTENANCE
LESS CAPITAL ASSETS SOLD	\$-	1,677.00	CAR, GENERATOR, BATTERIES
LESS ECB EQUIP REIMBURSE	\$-	194,044.37	NG911 CONTROLLER
LESS EST 3 MONTH RESERVE	<u>\$-</u>	<u>190,000.00</u>	FOR CURRENT EXPENSE

TOTAL DESIGNATED & EST 3,MO \$-364,359.87

**TOTAL UN-DESIGNATED** **\$ 693,990.73**

AVAILABLE CASH **\$ 693,990.73**

\*\*\*\*

CERTIFICATE OF DEPOSIT	\$ 60,517.30
0.60 % MATURITY DATE 10/23/2017	\$
TOTAL CD	<u>\$ 60,517.30</u>

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

**NONE**

WE ARE RECEIVING THE ECB PAYMENT OF 110,753.00 EVERY TWO MONTHS  
WE RECEIVED THE TECB EXCESS FUNDING THIS MONTH OF \$43,324.00. THIS IS  
ONCE A YEAR DISTRIBUTION.



COMMITTEE'S AS OF 2016

BUDGET/FINANCE

Donnie Eblen  
Arvel McNelly  
Carolyn Granger  
Marilyn Calfee  
John Harvey

PERSONNEL/TRAINING

Carolyn Granger  
Tony Brown  
David Bailey  
Marilyn Calfee

BUILDING/EQUIPMENT

Donnie Eblen  
Jack Stockton  
Tim Suter  
Tony Brown

NOMINATING COMMITTEE CAROLYN GRANGER MARILYN CALFEE DAVID BAILEY

*Financial Statements*

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

Year Ended June 30, 2016

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**INDEPENDENT ACCOUNTANTS' AUDIT REPORT**

Board of Directors  
Roane County Emergency Communications District  
Rockwood, Tennessee

**Report on the Financial Statements**

We have audited the accompanying financial statements of Roane County Emergency Communications District, a component unit of Roane County, Tennessee, which comprise the statement of net position as of June 30, 2016 and the related statement of revenue, expenses and change in net position and statement of cash flows for the year then ended, and the related notes to the financial statements.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditors' Responsibility***

Our responsibility is to express an opinion on the financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Opinion***

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of Roane County Emergency Communications District as of June 30, 2016 and the changes in its financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 4 to 6, the schedule of changes in net pension liability(asset) on page 24 and the schedule of pension contributions on page 25 be presented to supplement the financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other information we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Other Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise Roane County Emergency Communications District's financial statements. The statement of revenue and expenses – actual and budget as well as the schedule of the board of directors are presented for purposes of additional analysis and are not a required part of the financial statements.

The statement of revenue and expenses – actual and budget is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the statement of revenue and expenses – actual and budget is fairly stated in all material respects in relation to the financial statements as a whole.

The schedule of the board of directors has not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

**Other Reporting Required by *Governmental Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 2, 2016 on our consideration of Roane County Emergency Communications District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Roane County Emergency Communications District's internal control over financial reporting and compliance.

*Mitchell Emert & Hill*

November 2, 2016

**ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT**

330 CARDIFF VALLEY ROAD  
ROCKWOOD, TN 37854  
PHONE (865) 354-0704 FAX (865) 354-4983

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of Roane County Emergency Communications District (the District), we offer readers of the District's financial statements this narrative overview and analysis of the District's performance during the fiscal year ended June 30, 2016. Please read it in conjunction with the District's financial statements, as listed in the table of contents.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report includes this management's discussion and analysis report, the independent accountants' audit report and the basic financial statements of the District. The financial statements also include notes that explain in more detail some of the information in the financial statements.

**REQUIRED FINANCIAL STATEMENTS**

The financial statements of the District report information of the District using accounting methods similar to those used by private sector companies. These statements offer both short-term and long-term financial information about its activities. The statement of net position includes all of the District's assets and liabilities and provides information about where the District has invested its resources (assets) and the obligations to the District's creditors (liabilities).

All of the current year's revenue and expenses are accounted for in the statement of revenue, expenses and change in net position. This statement measures the success of the District's operations over the past year and can be used to determine whether the District has successfully recovered all its costs through surcharges and fees.

The final required financial statement is the statement of cash flows. This statement reports cash receipts, cash payments, and net changes in cash resulting from operations, investing, and financing activities and provides answers to such questions as where did cash come from, what was cash used for, and what was the change in the cash balances during the reporting period.

**FINANCIAL ANALYSIS OF THE DISTRICT**

One of the most important questions asked about the District's finances is "Is the District better off or worse off as a result of this year's activities?" The statement of net position and the statement of revenue, expenses and change in net position report information about the District's activities in a way that will help answer this question. The two statements report the net position of the District and the change in it. One can think of the District's net position, the difference between assets and liabilities, as one way to measure financial health. Over time, increases or decreases in the District's net position is one indicator of whether its financial health is improving or deteriorating. A summary of the District's net position and change in it is presented below.

## **SUMMARIZED FINANCIAL INFORMATION**

	<u>2016</u>	<u>2015</u>
<b>NET POSITION</b>		
Current assets	\$ 1,085,985	\$ 875,860
Capital assets, net of accumulated depreciation	688,093	734,423
Other assets	263,466	184,173
Deferred outflow of resources	<u>79,744</u>	<u>31,985</u>
	<u>\$ 2,117,287</u>	<u>\$ 1,826,441</u>
Current liabilities	\$ 41,182	\$ 34,709
Deferred inflow of resources	171,774	109,254
Net position:		
Net investment in capital assets	688,093	734,423
Restricted	170,371	105,839
Unrestricted	<u>1,045,867</u>	<u>842,216</u>
	<u>1,904,331</u>	<u>1,682,478</u>
	<u>\$ 2,117,287</u>	<u>\$ 1,826,441</u>
<b>CHANGE IN NET POSITION</b>		
Operating revenue	\$ 679,573	\$ 646,804
Operating expenses	<u>1,191,138</u>	<u>1,106,496</u>
(Loss) from operations	(511,565)	(459,692)
Non-operating revenue	640,704	582,706
Capital contributions	<u>92,713</u>	<u>0</u>
Change in net position	221,852	123,014
Beginning net position	<u>1,682,478</u>	<u>1,559,464</u>
Ending net position	<u>\$ 1,904,331</u>	<u>\$ 1,682,478</u>

## **ANALYSIS OF FINANCIAL POSITION AND RESULTS OF OPERATIONS**

The District completed the year ended June 30, 2016 with net position of \$1,904,331, which is \$221,852 more than last year's ending net position of \$1,682,478; an increase of 13% compared to last year. Unrestricted net position, the portion of net position that can be used to finance day-to-day operations, increased by \$203,651 or 24% during the year ended June 30, 2016. The difference in the current year's change in net position compared to last year's change in net position was due primarily to increased contributions from primary and other governments.



The operations of the District (a component unit of Roane County, Tennessee) are primarily funded as follows:

	<u>2016</u>	<u>2015</u>
Emergency telephone service charges	\$ 0	\$ 98,712
TECB - shared wireless charge	0	47,883
TECB - operational funding	0	149,301
TECB - base amount distributions	664,518	332,259
TECB - distribution of excess revenue	12,803	0
Contributions from other governments	733,290	582,931

### **CAPITAL ASSETS**

At June 30, 2016 the District had investment in capital assets of \$688,093; a decrease of \$46,330 or 6% compared to the prior year. This change was a result of the purchase of capital assets totaling \$55,970 and an increase in accumulated depreciation of \$102,301. Additional information on capital assets can be found in Note D.

### **BUDGETARY HIGHLIGHTS**

The District adopts an annual operating budget, which includes proposed expenses and the means for paying those expenses. As conditions change during the year, the budget may be amended to prevent budget overruns. Total actual operating revenue did not exceed total budgeted operating revenue and total actual operating expenses did not exceed total budgeted operating expenses.

### **ECONOMIC FACTORS AND FUTURE NEEDS**

The main economic factor facing the District is the change in funding from the Tennessee Emergency Communications Board (TECB). Beginning in January 2016, TECB began collecting all amounts due to the emergency communication districts and sending each district a check every two months for one sixth of their predetermined base amount. TECB will also no longer be distributing grants to emergency communications districts. This could result in decreased revenue compared to prior years.

### **CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens with a general view of the District's finances and to show the District's accountability to the money it receives. If you have any questions about this report or need additional financial information, please contact Mike Hooks, Director of Roane County Emergency Communications District, 330 Cardiff Valley Road, Rockwood, TN 37854.



**CURRENT LIABILITIES**

Accounts payable	\$	4,856	
Payroll taxes payable		222	
Accrued salaries payable		22,515	
Accrued compensated absences		<u>13,589</u>	

**TOTAL CURRENT LIABILITIES**

41,182

**DEFERRED INFLOW OF RESOURCES**

Deferred inflow related to pension	171,774
------------------------------------	---------

**NET POSITION**

Investment in capital assets	\$	688,093	
Restricted - pension		170,371	
Unrestricted		<u>1,045,867</u>	<u>1,904,331</u>

\$ 2,117,287

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**STATEMENT OF REVENUE, EXPENSES AND CHANGE IN NET POSITION**

Year Ended June 30, 2016

**OPERATING REVENUE**

TECB - base amount distributions	\$ 664,518
TECB - distribution of excess revenue	12,803
Other operating revenue	<u>2,252</u>

**TOTAL OPERATING REVENUE** 679,573

**OPERATING EXPENSES**

Salaries and wages:		
Director	\$ 61,788	
Administrative personnel	65,923	
Dispatchers	560,482	
Other salaries and wages	<u>23,028</u>	711,220

Employee benefits:		
Medical insurance	117,730	
Retirement	(27,047)	
Life insurance	1,299	
Unemployment	1,630	
Social security	43,299	
Medicare	<u>10,126</u>	147,036

Contracted services:		
Audit services	8,100	
Accounting services	3,840	
Maintenance agreements	36,595	
Janitorial services	3,753	
NCIC/TBI/TIES	3,240	
Lease/Rental-repeater site	90	
Maintenance and repairs - buildings and facilities	5,447	
Maintenance and repairs - communications equipment	37,307	
Maintenance and repairs - vehicle	725	
Fuel-vehicles	<u>1,622</u>	100,718

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**STATEMENT OF REVENUE, EXPENSES AND CHANGE IN NET POSITION**

(continued)

Year Ended June 30, 2016

Supplies and materials:		
Custodial supplies	1,345	
Data processing supplies	318	
Office supplies	2,856	
Postage	632	
Small equipment purchases	10,463	
Utilities - electric	14,540	
Utilities - gas	1,111	
Utilities - water and sewer	2,643	
Utilities - cell phones and pager	1,846	
Utilities - general telephone	<u>54,383</u>	90,137
Other charges:		
Dues and memberships	3,123	
Insurance - liability	23,911	
Insurance - workers' compensation	65	
Training	3,720	
Travel	4,844	
Internet charges	1,360	
Premiums on surety bonds	910	
Miscellaneous	<u>1,792</u>	39,726
Depreciation		<u>102,301</u>
<b>TOTAL OPERATING EXPENSES</b>		<u><b>1,191,138</b></u>
<b>(LOSS) FROM OPERATIONS</b>		<b>(511,565)</b>

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**STATEMENT OF REVENUE, EXPENSES AND CHANGE IN NET POSITION**  
(continued)

Year Ended June 30, 2016

**NONOPERATING REVENUE**

Contributions from primary government	392,558	
Contributions from other governments	248,019	
Interest income	<u>127</u>	<u>640,704</u>

**INCOME BEFORE CAPITAL CONTRIBUTIONS**

129,139

**CAPITAL CONTRIBUTIONS**

92,713

**CHANGE IN NET POSITION**

221,852

**NET POSITION AT THE BEGINNING  
OF THE YEAR**

1,682,478

**NET POSITION AT THE END OF THE YEAR**

\$ 1,904,331

See the accompanying notes to the financial statements.

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**STATEMENT OF CASH FLOWS**

Year Ended June 30, 2016

**CASH PROVIDED(USED) BY OPERATING ACTIVITIES**

Cash received from telephone charges	\$ 679,573
Cash paid to suppliers	(299,450)
Cash paid to employees	<u>(848,331)</u>

**NET CASH (USED) BY OPERATING ACTIVITIES** (468,208)

**CASH PROVIDED(USED) BY CAPITAL AND  
RELATED FINANCING ACTIVITIES**

Acquisition of equipment	\$ (55,970)
Capital contributions	<u>92,713</u>

**NET CASH PROVIDED BY CAPITAL AND  
RELATED FINANCING ACTIVITIES** 36,743

**CASH PROVIDED(USED) BY NONCAPITAL AND  
RELATED FINANCING ACTIVITIES**

Contributions from other governments	640,577
--------------------------------------	---------

**CASH PROVIDED(USED) BY INVESTING ACTIVITIES**

Interest received	<u>127</u>
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**NET INCREASE IN CASH** 209,240

**CASH AT THE BEGINNING OF THE YEAR** 801,611

**CASH AT THE END OF THE YEAR** \$ 1,010,850

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**STATEMENT OF CASH FLOWS**

(continued)

Year Ended June 30, 2016

**RECONCILIATION OF (LOSS) FROM OPERATIONS  
TO NET CASH PROVIDED(USED)  
BY OPERATING ACTIVITIES**

(Loss) from operations		\$ (511,565)
Adjustments to reconcile (loss) from operations to net cash (used) by operating activities		
Depreciation	\$ 102,301	
Pension expense	(27,047)	
(Increase) in:		
Prepaid expenses	(760)	
Deferred outflow related to pension	(37,485)	
Prepaid insurance	(125)	
Increase(decrease) in:		
Accounts payable	(3,453)	
Accrued salaries payable	8,054	
Accrued compensated absences	2,093	
Payroll taxes payable	(220)	
		<u>43,357</u>
<b>NET CASH (USED) BY OPERATING ACTIVITIES</b>		<u><u>\$ (468,208)</u></u>

See the accompanying notes to the financial statements.



ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2016

**NOTE A - DESCRIPTION OF ORGANIZATION**

Roane County Emergency Communications District (the District) was established January 1, 1991, pursuant to the provisions of Chapter 867 of the Public Acts of 1984 of the State of Tennessee. The District is responsible for the installation and maintenance of the emergency communications network of Roane County, Tennessee (Enhanced 911 Service).

The District is considered a component unit of Roane County, Tennessee because the Roane County Board of Commissioners appoints all of the District's Board of Directors and must approve any debt issued by the District.

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

The District's financial statements are reported using the economic resources measurement focus and accrual basis of accounting. Accordingly, all assets and liabilities (whether current or noncurrent) are included on the statement of net position. The statement of revenue, expenses and change in net position presents increases (revenue) and decreases (expenses) in total net position. Under the accrual basis of accounting, revenue is recognized in the period in which it is earned while expenses are recognized in the period in which the liability is incurred.

Operating revenue is revenue that is generated from the primary operations of the District. All other revenue is reported as nonoperating revenue. Operating expenses are those expenses that are essential to the primary operations of the District. All other expenses are reported as nonoperating expenses.

GASB Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments* establishes standards for external financial reporting for state and local governments and requires that resources be classified for accounting and reporting purposes into the following three net position groups:

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS**

(continued)

June 30, 2016

Investment in capital assets: This category includes capital assets, net of accumulated depreciation and the related debt. Investment in capital assets at June 30, 2016 has been calculated as follows:

Capital assets	\$ 2,044,709
Accumulated depreciation	<u>(1,356,616)</u>
	<u>\$ 688,093</u>

Restricted: This category includes net position whose use is subject to externally imposed stipulations that can be fulfilled by actions of the District pursuant to those stipulations or that expire by the passage of time. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as needed. The restricted net position for pension has been calculated as follows:

Net pension asset	\$ 262,401
Deferred outflow related to pension	79,744
Deferred inflow related to pension	<u>(171,774)</u>
	<u>\$ 170,371</u>

Unrestricted: This category includes net position that is not subject to externally imposed stipulations and that does not meet the definition of "restricted" or "Investment in capital assets". Unrestricted net position may be designated for specific purposes by action of management or the Board of Directors or may otherwise be limited by contractual agreements with outside parties.

Capital Assets

Capital assets, which include property and equipment, are recorded at cost. Capital assets are defined by the District as assets with an initial, individual cost of \$1,500 or more. Depreciation is computed using the straight-line method over the estimated useful lives, which range from five to forty years.

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS**  
(continued)

June 30, 2016

Accounts Receivable

Accounts receivable that are deemed uncollectible based upon a periodic review of the accounts are charged to revenue. At June 30, 2016 no allowance for uncollectible accounts was considered necessary.

Compensated Absences

The District's full-time employees are granted vacation leave in varying amounts. In the event of termination, the employee is paid for any unused vacation leave. Unused vacation leave as of June 30, 2016 in the amount of \$13,589 is included as a liability in the statement of net position.

Operating Budget

The District is required by state law to adopt an annual operating budget. The Board of Directors approves the original budget and any amendments, and maintains the legal level of control at the line item level. The budget is prepared on the accrual basis of accounting. All appropriations lapse at the end of the year.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the District's participation in the Public Employee Retirement Plan of the Tennessee Consolidated Retirement System (TCRS), and additions to/deductions from the District's fiduciary net position have been determined on the same basis as they are reported by the TCRS for the Public Employee Retirement Plan. For this purpose, benefits (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms of the Public Employee Retirement Plan of TCRS. Investments are reported at fair value.

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS**  
(continued)

June 30, 2016

**NOTE C - CASH**

Cash and the certificate of deposit represent money on deposit in various banks. The District considers all highly liquid investments with an original maturity date of three months or less when purchased to be cash equivalents.

State of Tennessee law authorizes the District to invest in obligations of the United States of America or its agencies, nonconvertible debt securities of certain federal agencies, other obligations guaranteed as to principal and interest by the United States of America or any of its agencies, secured certificates of deposit and other evidences of deposit in state and federal banks and savings and loan associations, and the Tennessee Department of Treasury Local Government Investment Pool (the LGIP). The LGIP contains investments in certificates of deposit, U.S. Treasury securities and repurchase agreements, backed by the U.S. Treasury securities. The Treasurer of the State of Tennessee administers the investment pool.

All deposits with financial institutions in excess of Federal Deposit Insurance Corporation (FDIC) limits are required to be secured by one of two methods. Excess funds can be deposited with a financial institution that participates in the State of Tennessee Bank Collateral Pool. For deposits with financial institutions that do not participate in the State of Tennessee Bank Collateral Pool, state statutes require that all deposits be collateralized with collateral whose market value is equal to 105 percent of the uninsured amount of the deposits.

All of the District's cash and cash equivalent balances at June 30, 2016 were either insured through the Federal Deposit Insurance Corporation or through the State of Tennessee Bank Collateral Pool.

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS**  
(continued)

June 30, 2016

**NOTE D - CAPITAL ASSETS**

Capital assets activity for the year ended June 30, 2016 was as follows:

	<u>Balance 7/1/15</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance 6/30/16</u>
<u>Capital assets not being depreciated</u>				
Land	\$ 30,056	\$ 0	\$ 0	\$ 30,056
<u>Capital assets being depreciated</u>				
Buildings and improvements	406,883	2,800	0	409,683
Furniture and equipment	47,019	0	0	47,019
Office equipment	53,023	0	0	53,023
Communications equipment	1,256,952	53,170	0	1,310,122
Vehicle	23,921	0	0	23,921
Mapping system	<u>170,884</u>	<u>0</u>	<u>0</u>	<u>170,884</u>
	1,958,682	55,970	0	2,014,652
<u>Accumulated depreciation</u>				
Buildings and improvements	(201,376)	(9,492)	0	(210,868)
Furniture and equipment	(8,747)	(4,702)	0	(13,449)
Office equipment	(48,359)	(735)	0	(49,094)
Communications equipment	(807,007)	(82,589)	0	(889,596)
Vehicle	(17,941)	(4,784)	0	(22,725)
Mapping system	<u>(170,884)</u>	<u>0</u>	<u>0</u>	<u>(170,884)</u>
	<u>(1,254,315)</u>	<u>(102,301)</u>	<u>0</u>	<u>(1,356,616)</u>
	<u>\$ 734,423</u>	<u>\$ (46,331)</u>	<u>\$ 0</u>	<u>\$ 688,093</u>

**NOTE E - RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District carries commercial insurance for all risks of loss, including general liability and workers' compensation coverage. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS**  
(continued)

June 30, 2016

**NOTE F - PENSION PLAN**

Plan Description

Employees of the District are provided a defined benefit pension plan through the Public Employee Retirement Plan, an agent multiple-employer pension plan administered by the TCRS. The TCRS was created by state statute under Tennessee Code Annotated Title 8, Chapters 34-37. The TCRS Board of Trustees is responsible for the proper operation and administration of the TCRS. The Tennessee Treasury Department, an agency in the legislative branch of state government, administers the plans of the TCRS. The TCRS issues a publically available financial report that can be obtained at [www.treasury.tn.gov/tcrs](http://www.treasury.tn.gov/tcrs).

Benefits Provided

Tennessee Code Annotated Title 8, Chapters 34-37 establishes the benefit terms and can be amended only by the Tennessee General Assembly. The chief legislative body may adopt the benefit terms permitted by statute. Members are eligible to retire with an unreduced benefit at age 60 with 5 years of service credit or after 30 years of service credit regardless of age. Benefits are determined by a formula using the member's highest five consecutive year average compensation and the member's years of service credit. Reduced benefits for early retirement are available at age 55 and vested. Members vest with five years of service credit. Service related disability benefits are provided regardless of length of service. Five years of service is required for non-service related disability eligibility. The service related and non-service related disability benefits are determined in the same manner as a service retirement benefit but are reduced 10% and include projected service credits. A variety of death benefits are available under various eligibility criteria.

Member and beneficiary annuitants are entitled to automatic cost of living adjustments (COLAs) after retirement. A COLA is granted each July for annuitants retired to the 2<sup>nd</sup> of July of the previous year. The COLA is based on the change in the consumer price index (CPI) during the prior calendar year, capped at 3%, and applied to the current benefit. No COLA is granted if the change in the CPI is less than .5%. A 1% COLA is granted if the CPI change is between .5% and 1%. A member who leaves employment may withdraw their employee contributions, plus any accumulated interest.

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS**  
(continued)

June 30, 2016

**Employees Covered by Benefit Terms**

At the measurement date of June 30, 2015, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	3
Inactive employees entitled to but not yet receiving benefits	16
Active employee	<u>14</u>
	<u>33</u>

**Contributions**

Contributions for employees are established in the statutes governing the TCRS and may only be changed by the Tennessee General Assembly. Employees contribute 5% of salary. The District makes employer contributions at the rate set by the TCRS Board of Trustees as determined by an actuarial valuation. For the year ended June 30, 2015, the actuarially determined contribution (ADC) for the District were \$37,485 based on a rate of 5.62% of covered payroll. By law, employer contributions are required to be paid. The TCRS may intercept the District's state shared taxes if required contributions are not remitted. The employer's ADC and member contributions are expected to finance the costs of benefits earned by members during the year, the cost of administration, as well as an amortized portion of any unfunded liability.

**Net Pension Liability (Asset)**

The District's net pension liability (asset) was measured as of June 30, 2015, and the total pension liability used to calculate net pension liability (asset) was determined by an actuarial valuation as of that date.

**Actuarial Assumptions**

The total pension liability as of June 30, 2015 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.0%
Salary increases	Graded salary ranges from 8.97% to 3.71% based on age, including inflation, averaging 4.25%
Investment rate of return	7.5%, net of pension plan investment expenses, including inflation
Cost-of-Living Adjustment	2.5%

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS**

(continued)

June 30, 2016

Mortality rates were based on actual experience from the June 30, 2012 actuarial experience study adjusted for some of the expected future improvement in life expectancy.

The actuarial assumptions used in the June 30, 2015 actuarial valuation were based on the results of an actuarial experience study performed for the period July 1, 2008 through June 30, 2012. The demographic assumptions were adjusted to more closely reflect actual and expected future experience.

The long-term expected rate of return on pension plan investments was established by the TCRS Board of Trustees in conjunction with the June 30, 2012 actuarial experience study by considering the following three techniques: (1) the 25-year historical return of the TCRS at June 30, 2012, (2) the historical market returns of assets classes from 1926 to 2012 using the TCRS investment policy asset allocation, and (3) capital market projections that were utilized as a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. Four sources of capital market projections were blended and utilized in the third technique. The blended capital market projection established the long-term expected rate of return by weighting the expected future real rate of return by the target asset allocation percentage and by adding inflation of 3%. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>	<u>Target Allocation</u>
U.S. equity	6.46%	33%
Developed market international equity	6.26%	17%
Emerging market international equity	6.40%	5%
Private equity and strategic lending	4.61%	8%
U.S. fixed income	0.98%	29%
Real estate	4.73%	7%
Short-term equities	0.00%	1%
		<u>100%</u>

The long-term expected rate of return on pension plan investments was established by the TCRS Board of Trustees as 7.5% based on a blending of the three factors described above.



ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS**

(continued)

June 30, 2016

Discount Rate

The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current rate and that contributions from the District will be made at the actuarially determined contribution rate pursuant to an actuarial valuation in accordance with the funding policy of the TCRS Board of Trustees and as required to be paid by state statute. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make projected future benefit payments of current active and inactive members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Changes in the Net Pension Liability (Asset)

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability(Asset) (a) - (b)
Changes for the year ended June 30, 2015:			
Increase(decrease):			
Service cost	\$ 41,602		\$ 41,602
Interest	76,784		76,784
Differences between expected and actual experience	(101,283)		(101,283)
Contributions - employer		\$ 31,985	(31,985)
Contributions - employees		28,456	(28,456)
Net investment income		36,808	(36,808)
Benefit payments, including refunds of employee contributions	(34,624)	(34,624)	
Administrative expense		(853)	853
Net changes for the year ended June 30, 2015	(17,521)	61,772	(79,293)
Balances at June 30, 2014	999,500	1,182,608	(183,108)
Balances at June 30, 2015	\$ 981,979	\$ 1,244,380	\$ (262,401)

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS**  
(continued)

June 30, 2016

Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the net pension liability (asset) of the District calculated using the discount rate of 7.5%, as well as what the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.5%) or 1-percentage-point higher (8.5%) than the current rate:

	<u>1% Decrease 6.5%</u>	<u>Current Discount Rate 7.5%</u>	<u>1% Increase 8.5%</u>
Net pension liability(asset)	\$ (99,858)	\$ (262,401)	\$ (391,692)

Negative Pension Expense

For the year ended June 30, 2016, the District recognized negative pension expense in the amount of \$27,047.

Deferred Outflows of Resources and Deferred Inflows of Resources

For the year ended June 30, 2016, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 0	\$ 117,008
Net difference between projected and actual earnings on pension plan investments	42,259	54,766
Contributions subsequent to the measurement date of June 30, 2015	<u>37,485</u>	<u>not applicable</u>
Totals	<u>\$ 79,744</u>	<u>\$ 171,774</u>

The amount shown above for "Contributions subsequent to the measurement date of June 30, 2015," will be recognized as a reduction (expense) to net pension liability (asset) in the following measurement period.

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS**  
(continued)

June 30, 2016

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending June 30:

2016	\$ (28,198)
2017	(28,198)
2018	(28,198)
2019	(9,943)
2020	(20,508)
Thereafter	(14,469)

In the table shown above, positive amounts will increase pension expense while negative amounts will decrease pension expense.

REQUIRED SUPPLEMENTARY INFORMATION

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**CHANGES IN NET PENSION LIABILITY(ASSET)**

June 30, 2016

	Measurement Date at June 30,	
	2015	2014
<u>Total pension liability</u>		
Service cost	\$ 41,602	\$ 37,701
Interest	76,784	73,200
Differences between actual and expected experience	(101,283)	(42,272)
Benefit payments, including refunds of employee contributions	(34,624)	(14,857)
Net change in total pension liability	(17,521)	53,772
Total pension liability - beginning	999,500	945,728
Total pension liability - ending (a)	<u>\$ 981,979</u>	<u>\$ 999,500</u>
<u>Plan fiduciary net position</u>		
Contributions - employer	\$ 31,985	\$ 35,760
Contributions - employee	28,456	28,839
Net investment income	36,808	165,702
Benefit payments, including refunds of employee contributions	(34,624)	(14,857)
Administrative expense	(853)	(635)
Net change in plan fiduciary net position	61,772	214,809
Plan fiduciary net position - beginning	1,182,608	967,799
Plan fiduciary net position - ending (b)	<u>1,244,380</u>	<u>1,182,608</u>
Net pension liability(asset) - ending (a) - (b)	<u>\$ (262,401)</u>	<u>\$ (183,108)</u>
Plan fiduciary net position as a percentage of total net pension liability	126.72%	118.32%
Covered employee payroll	\$ 569,120	\$ 576,775
Net pension liability(asset) as a percentage of covered employee payroll	46.11%	31.75%

This is a 10-year schedule; however, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule in future fiscal years until 10 years of information is available.

See the accompanying independent accountants' audit report.

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**PENSION CONTRIBUTIONS**

June 30, 2016

	Measurement date at June 30,		
	2016	2015	2014
Actuarially determined contribution	\$ 37,485	\$ 31,985	\$ 35,760
Contributions in relation to the actuarially determined contribution	(37,485)	(31,985)	(35,760)
Contribution deficiency(excess)	\$ -	\$ -	\$ -
Covered employee payroll	\$ 666,991	\$ 569,120	\$ 576,775
Contributions as a percentage of covered employee payroll	5.62%	5.62%	6.20%

This is a 10-year schedule; however, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule in future fiscal years until 10 years of information is available.

**Notes to Pension Contributions**

Valuation date: Actuarially determined contribution rates for the year ended June 30, 2016 were calculated based on the July 1, 2013 actuarial valuation.

Methods and assumptions used to determined contribution rates:

Actuarial cost method	Frozen initial liability
Amortization method	Level dollar, closed (not to exceed 20 years)
Remaining amortization period	1 year
Asset valuation	10-year smoothed within a 20% corridor to market value
Inflation	3.00%
Salary increases	Graded salary ranges from 8.97% to 3.71% based on age, including inflation, averaging 4.25%
Investment Rate of Return	7.50%, net of investment expense, including inflation
Retirement age	Pattern of retirement determined by experience study
Mortality	Customized table based on actual experience including an adjustment for some anticipated improvement
Cost of Living Adjustments	2.50%

See the accompanying independent accountants' audit report.

OTHER SUPPLEMENTARY INFORMATION

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**STATEMENT OF REVENUE AND EXPENSES - ACTUAL AND BUDGET**

Year Ended June 30, 2016

	<u>Actual</u>	<u>Budget</u>	<u>Variance Over (Under)</u>
<b>OPERATING REVENUE</b>			
TECB - base amount distributions	\$ 664,518	\$ 664,518	\$ 0
TECB - distribution of excess revenue	12,803	12,803	0
Other operating revenue	<u>2,252</u>	<u>2,847</u>	<u>(595)</u>
<b>TOTAL OPERATING REVENUE</b>	679,573	680,168	(595)
<b>OPERATING EXPENSES</b>			
Salaries and wages:			
Director	61,788	66,191	(4,403)
Administrative personnel	65,923	68,988	(3,065)
Dispatchers	560,482	578,619	(18,138)
Other salaries and wages	<u>23,028</u>	<u>23,989</u>	<u>(962)</u>
	711,220	737,788	(26,567)
Employee benefits:			
Retirement	(27,047)	40,210	(67,257)
Medical insurance	117,730	119,000	(1,270)
Life insurance	1,299	1,408	(109)
Unemployment	1,630	2,264	(634)
Social security	43,299	43,910	(611)
Medicare	<u>10,126</u>	<u>10,337</u>	<u>(211)</u>
	147,036	217,129	(70,093)
Contracted services:			
Audit services	8,100	8,100	0
Accounting services	3,840	3,840	0
Maintenance agreements	36,595	37,500	(905)
Janitorial services	3,753	4,050	(298)
NCIC/TBI/TIES	3,240	4,240	(1,000)
Lease/Rental - repeater site	90	100	(10)



ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**STATEMENT OF REVENUE AND EXPENSES - ACTUAL AND BUDGET**

(continued)

Year Ended June 30, 2016

	<u>Actual</u>	<u>Budget</u>	<u>Variance Over (Under)</u>
Contracted services(continued):			
Maintenance and repairs - and facilities	5,447	6,000	(553)
Maintenance and repairs - communications equipment	37,307	39,305	(1,998)
Maintenance and repairs - vehicle	725	800	(76)
Fuel - vehicles	1,622	2,500	(878)
	<u>100,718</u>	<u>106,435</u>	<u>(5,717)</u>
Supplies and materials:			
Custodial supplies	1,345	1,450	(105)
Data processing supplies	318	350	(32)
Office supplies	2,856	3,360	(504)
Postage	632	700	(68)
Small equipment purchases	10,463	7,425	3,038
Utilities - electric	14,540	16,500	(1,960)
Utilities - gas	1,111	1,425	(314)
Utilities - water and sewer	2,643	2,905	(262)
Utilities - cell phones and pagers	1,846	1,702	144
Utilities - general telephone	54,383	54,800	(417)
	<u>90,137</u>	<u>90,617</u>	<u>(480)</u>
Other charges:			
Dues and subscriptions	3,123	3,135	(12)
Insurance - liability	23,911	24,050	(139)
Insurance - workers' compensation	65	1,500	(1,435)
Legal	0	3,000	(3,000)
Training	3,720	3,740	(20)
Travel	4,844	4,950	(106)

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**STATEMENT OF REVENUE AND EXPENSES - ACTUAL AND BUDGET**  
(continued)

Year Ended June 30, 2016

	<u>Actual</u>	<u>Budget</u>	<u>Variance Over (Under)</u>
Other charges(continued):			
Internet charges	1,360	1,412	(52)
Interest expense	0	1,000	(1,000)
Premiums on surety bonds	910	1,750	(840)
Miscellaneous	1,792	1,752	40
	<u>39,726</u>	<u>46,289</u>	<u>(6,563)</u>
Depreciation	<u>102,301</u>	<u>0</u>	<u>102,301</u>
<b>TOTAL OPERATING EXPENSES</b>	<u>1,191,138</u>	<u>1,198,258</u>	<u>(7,120)</u>
<b>(LOSS) FROM OPERATIONS</b>	(511,565)	(518,090)	6,525
<b>NONOPERATING REVENUE</b>			
Contributions from primary government	392,558	392,558	0
Contributions from other governments	248,019	247,880	139
Interest income	127	101	26
	<u>640,704</u>	<u>640,539</u>	<u>166</u>
<b>INCOME BEFORE CAPITAL                     CONTRIBUTIONS</b>	129,139	122,449	6,690
<b>CAPITAL CONTRIBUTIONS</b>	<u>92,713</u>	<u>0</u>	<u>92,713</u>
<b>CHANGE IN NET POSITION</b>	221,852	122,449	99,403
<b>NET POSITION AT THE BEGINNING                     OF THE YEAR</b>	<u>1,682,478</u>	<u>1,682,478</u>	<u>0</u>
<b>NET POSITION AT THE END                     OF THE YEAR</b>	<u>\$ 1,904,331</u>	<u>\$ 1,804,928</u>	<u>\$ 99,403</u>

See the accompanying independent accountants' audit report.

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**BOARD OF DIRECTORS**

June 30, 2016

Donnie Eblen  
Arvel McNelly  
John Harvey  
Marilyn Calfee  
Tony Brown  
Carolyn Granger  
Jack Stockton  
Scott Stout

See the accompanying independent accountants' audit report.

INTERNAL CONTROL

AND

COMPLIANCE

INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND  
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors  
Roane County Emergency Communications District  
Rockwood, Tennessee

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States of America, the financial statements of Roane County Emergency Communications District, which comprise the statement of net position as of June 30, 2016 and the related statement of revenue, expenses and change in net position and statement of cash flows for the year then ended and the related notes to the financial statements, and have issued our report thereon dated November 2, 2016.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Roane County Emergency Communications District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Roane County Emergency Communications District's internal control. Accordingly, we do not express an opinion on the effectiveness of Roane County Emergency Communications District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of Roane County Emergency Communications District's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Roane County Emergency Communications District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain other matters that we have reported to management of Roane County Emergency Communications District in a separate letter dated November 2, 2016.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Roane County Emergency Communications District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Roane County Emergency Communications District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Mitchell Emert & Hill*

November 2, 2016

ROANE COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT

**PRIOR YEAR FINDINGS AND QUESTIONED COSTS**

Year Ended June 30, 2016

There were no prior year findings reported.



**City of Kingston**  
Project Status Update  
December 2016

**GREENWAY**

		Date Completed/Closed Out
Project Cost:	\$369,505.00	
Engineer/Architect/Consultant:	V&M	
Contractor:		
Status (Percent complete)	100%	
Estimated Completion Date	February 1, 2017	
Notable outstanding issues:	Close-Out	

Notes:

1. State working on closing out project

**HOME GRANT**

		Date Completed/Closed Out
Project Cost:	\$250,000	
Engineer/Architect/Consultant:	Comm. Dev. Partners	
Contractor:		
Status (Percent complete)	0%	
Estimated Completion Date	Spring 2017	
Notable outstanding issues:	Home Inspections	

Notes:

1. Home Inspections began in early July.

**LPRF GERTRUDE PORTER PARK**

		Date Completed/Closed Out
Project Cost:	\$500,000	
Engineer/Architect/Consultant:	Robert Campbell	
Contractor:		
Status (Percent complete)	60%	
Estimated Completion Date	March / April 2017	
Notable outstanding issues:	Work underway	

Notes:

1. Construction in progress and on schedule
2. Work in progress on City portion of project
3. REU installation of lighting currently being scheduled

**CDBG SEWER PLANT IMPROVEMENTS**

		Date Completed/Closed Out
Project Cost:	\$630,000	
Engineer/Architect/Consultant:	V&M	
Contractor:		
Status (Percent complete)	65%	
Estimated Completion Date	Summer 2017	
Notable outstanding issues:	Construction	

Notes:

1. Work on clarifiers in progress