



City Manager Report

SEPTEMBER 2018

**Contents:**

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

Reporting Schedule:

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

Featured Picture:

Sunset on Watts Bar Lake compliments of City Manager David Bolling

Distributed: October 9, 2018

Message from the City Manager

Management

- ☐ City Manager

Finance

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

Public Safety

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

Public Services

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

Water Department

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

Library

- ☐ Director's Report/Minutes

Beautification Committee

- ☐ September Meeting Minutes

Planning Commission

- ☐ September Minutes

REU – Electric Power Board Meeting

- ☐ Agenda and Minutes (None Received)
- ☐ Report to TVA (None Received)

E-911 Quarterly Report

- ☐ Director's Report
Third Quarter Report

Project Status Updates

- ☐ Fort Paws Dog Park
- ☐ Amphitheatre
- ☐ AFG Turnout Gear



October 9, 2018

To: Kingston City Council
City Staff
Residents of Kingston

This City Manager Monthly Report is to be distributed and published on the city website (www.mykingstontn.com). 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: September 2018

Legislative Accomplishments

- A. Adopt Resolution No. 18-9-11-1 of the City Council of the City of Kingston, Tennessee, Approving, Solely for the Purposes of Section 147(F) of the Internal Revenue Code, the Issuance by the Capital Trust Agency of Its Senior Living Revenue Bonds (American Eagle Portfolio Project), Series 2018, for the Purpose of Financing the Senior Living Facilities Herein Described, One of Which is Located in the City; and Providing an Effective Date
- B. Adopted Resolution No. 18-9-11-2 to Authorize the City of Kingston to Participate with Roane County in Joint Bids in Delinquent Tax Sales and to Authorize the Execution of an Agreement to Formalize the Arrangement to Deal with Property Acquired at the Tax Sale
- C. Adopted a Resolution No. 18-9-11-3 Authorizing the City of Kingston to Participate in the Pool's James L. Richardson "Driver Safety" Matching Grant Program

Legislative Matters Forthcoming

- D. Second Reading of Ordinance No. 18-9-11-1 of the City of Kingston, Tennessee Adopting the 2018 Edition of the International Building Code (IBC) and Related Code
- E. Second Reading of Ordinance No. 18-9-11-2 of the City of Kingston, Tennessee Adopting the 2018 Edition of the International Residential Code (IRC)
- G. Approved List of Surplus Items

Other Items Considered by the Council

- Authorized the Mayor to Enter In to a Contract With the Tennessee Department of Transportation for the Utilization of Surface Transportation Program (STP) Funds to Pave Ladd Landing Boulevard
- **External Meetings**
 - Meeting with potential real estate development prospects
 - Meeting with Engineering firms regarding city projects
 - RPO ETDD Meeting in Knoxville
 - Other Misc. Meetings
- **Internal Meetings**
 - Individual budget meetings with Department Heads
 - Individual budget meetings with Water Department Managers
 - Individual Meetings with members of Council

Ongoing Work

- Fort Paws Dog Park
- Southwest Point Amphitheatre
- Water Line Extension on Gallilean Road

FINANCIAL SUMMARY SEPTEMBER 2018

CITY OF KINGSTON

REVENUES SEPTEMBER 2018

ACCOUNT NUMBER	DESCRIPTION	ACTUAL SEPT 2017	BUDGETED REVENUES 2018-2019	ACTUAL SEPT 2018	PERCENT OF BUDGET 25%
31110	CURRENT PROPERTY TAX		\$1,994,100		
31120	PUBLIC UTILITIES PROPERTY TAX	\$158	\$33,878		
31211	PROPERTY TAX DELINQUENT - 1ST	\$20,435	\$70,000	\$27,576	39.4%
31212	PROPERTY TAX DELINQUENT - 2ND	\$846	\$20,000	\$5,792	29.0%
31219	PROPERTY TAX DELINQUENT - 0TH	\$3,778	\$20,000		
31300	INT, PENALTY, AND COURT COST	\$3,569	\$22,000	\$10,425	47.4%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	\$41,343	\$82,315	\$40,972	49.8%
31610	LOCAL SALES TAX - CO. TRUSTEE	\$260,137	\$1,135,774	\$265,922	23.4%
31710	WHOLESALE BEER TAX	\$51,895	\$200,000	\$53,628	26.8%
31720	WHOLESALE LIQUOR TAX	\$12,717	\$48,000	\$12,272	25.6%
31800	BUSINESS TAXES	\$7,959	\$70,000	\$6,013	8.6%
31912	CABLE TV FRANCHISE TAX	\$19,181	\$75,000	\$18,765	
31913	ATT & BELL SOUTH FRANCHISE FEE	\$3,111	\$17,000	\$2,732	
31920	HOTEL/MOTEL TAX	\$13,566	\$52,000	\$12,636	24.3%
32210	BEER LICENSES		\$1,750		
32220	LIQUOR PERMITS		\$300		
33479	ST GRANT AMPHITHEATER			\$500,000	
32600	BZA HEARING FEE		\$25		
33490	TEMA ASSISTANCE TORNADO			\$78,171	
33500	TELECOM INTERSTATE SALES		\$3,500	\$1,316	
33510	STATE SALES TAX	\$122,490	\$565,000	\$125,848	22.3%
33520	STATE INCOME TAX	\$87,612	\$94,500	\$74,614	79.0%

33530	STATE BEER TAX			\$3,000		
33540	STATE LIQUOR TAX	\$1,065		\$4,700	\$1,720	36.6%
33551	STATE GASOLINE TAXES	\$45,520		\$257,000	\$53,197	20.7%
33552	STATE-CITY STREETS	\$2,994		\$12,000	\$2,960	24.7%
33555	STATE STREET CONTRACT MAINT			\$48,000	\$4,133	
33590	TVA REVENUE SOLAR JAMES FRY	\$7,306		\$3,100	\$18,759	
33591	GROSS RECEIPTS - TVA			\$70,000		
33592	TVA IMPACT FUNDS			\$18,500		
33593	CORPORATE EXCISE TAX			\$9,300		
33730	TML FULL PACKAGE BONUS	\$4,000		\$4,000	\$4,000	
33800	RO CO GRANT PARKING LOT				\$25,000	
34100	GENERAL GOVERNMENT - CHARGES	\$220		\$600	\$332	55.3%
34310	HIGHWAYS AND STREETS CHARGES			\$7,500		
34420	GARBAGE TIP FEES	\$82,832		\$332,318	\$83,539	25.1%
34720	SWIMMING POOL CHARGES	\$4,863		\$25,000	\$3,609	14.4%
34740	PARK AND RECREATION CHARGES	\$1,727		\$63,000	\$1,008	1.6%
34741	BOAT SLIP RENTAL	\$5,275		\$22,400	\$5,380	24.0%
34742	FIREWORKS DONATIONS	\$10,167		\$40,000	\$12,626	31.6%
34743	PARK & REC AUCTION SALES	\$9,088		\$9,088		
34744	P&R DONATIONS, PAVILLION,WALK			\$1,015		0.0%
34746	FIRE DEPT DONATIONS			\$47,800		0.0%
35100	AUCTION SALES POLICE DEPT			\$2,000		
35110	CITY COURT FINES AND COST	\$8,404		\$27,000	\$14,090	52.2%
35140	DRUG FINES			\$500	\$800	160.0%
35150	TRAFFIC SCHOOL CHARGES	\$1,252		\$5,000	\$450	
36000	FUND BALANCE			\$239,000		
36100	INTEREST EARNINGS	\$980		\$4,200	\$908	
36430	PAVILION RENTAL	\$300		\$3,000	\$865	

36967	CONTRACT NATURAL GAS	\$5,375	\$21,500	\$5,375	25.0%
36971	CONTRACT WATER BILLING	\$462,065	\$485,168	\$485,168	100.0%
TOTAL ESTIMATED REVENUES		\$1,302,230	\$6,270,831	\$1,960,601	31.3%

CITY OF KINGSTON
EXPENDITURES SEPTEMBER 2018

ACCOUNT NUMBER	DESCRIPTION	ACTUAL SEPT 2017	2018-2019 BUDGET	ACTUAL SEPT 2018	25% BUDGET
41100	LEGISLATIVE	\$19,114	\$81,669	\$10,761	13.2%
41210	CITY COURT	\$8,446	\$25,577	\$4,721	18.5%
41320	CITY MANAGER	\$29,314	\$115,941	\$25,437	21.9%
41500	FINANCIAL ADMINISTRATION	\$130,556	\$406,837	\$100,079	24.6%
41700	PLANNING AND ZONING	\$949	\$10,275	\$5,087	49.5%
41810	CITY HALL BUILDINGS	\$43,911	\$187,897	\$30,140	16.0%
41990	OTHER GEN. GOVMT EXP	\$109,372	\$251,956	\$22,883	9.1%
42100	POLICE	\$259,533	\$1,034,765	\$242,930	23.5%
42152	AUTOMOTIVE SERVICES	\$10,630	\$118,000	\$14,367	12.2%
42200	FIRE PROTECTION	\$247,240	\$1,021,725	\$225,266	22.0%
43100	PUBLIC WORKS	\$196,920	\$1,069,730	\$193,720	18.1%
43190	STATE STREET AID	\$52,080	\$161,500	\$50,500	31.3%
43240	WASTEMANAGEMENT	\$72,742	\$297,856	\$76,249	25.6%
43750	CAPITAL IMPROVEMENTS	\$18,440	\$199,000		
44143	ANIMAL CONTROL	\$7,681	\$31,070	\$6,591	21.2%
44400	RECREATION	\$168,294	\$555,045	\$143,439	25.8%
44440	SWIMMING POOLS	\$14,706	\$38,365	\$11,055	28.8%
44800	LIBRARIES	\$58,992	\$208,294	\$46,730	22.4%
49000	DEBT SERVICE	\$95,431	\$455,329	\$97,123	21.3%
TOTAL EXPENDITURES		\$1,544,351	\$6,270,831	\$1,307,078	20.8%

WATER DEPT REVENUES

Sep-18

ACCOUNT NUMBER	DESCRIPTION	ACTUAL SEPT 2017	BUDGETED 2018-2019	ACTUAL SEPT 2018	PERCENT OF BUDGET 25%
36100	INTEREST EARNINGS	\$2,493	\$8,000	\$1,138	14%
37110	METERED WATER SALES				
37114	SERVELINE LEAK PROTECTION	\$290,572	\$1,127,140	\$300,867	27%
37117	OUTSIDE WATER SALES				
37191	FORFEITED DISCOUNTS AND PENALTIES	\$200,442	\$810,000	\$237,424	29%
37194	SALES OF MATERIALS	\$9,313	\$35,000	\$8,750	25%
37195	INSTALLATION CHARGES	\$5,167	\$10,000	\$4,753	48%
37196	WATER USER FEES	\$13,425	\$60,000	\$12,575	21%
37199	MISCELLANEOUS	\$3,020	\$15,000	\$14,130	94%
37210	SEWER SERVICE CHARGES	\$5,400	\$5,000	\$2,710	54%
37296	SEWER USER FEES	\$319,712	\$1,248,780	\$325,749	26%
37299	MISCELLANEOUS	\$2,100	\$8,000	\$12,600	158%
33294	CDBG GRANT PROCEEDS	\$840	\$3,500	\$541	15%
34800	CAPITAL REIMBURSEMENT	\$103,293			
			\$171,196		
	TOTAL ESTIMATED REVENUES	\$955,777	\$3,501,616	\$921,237	26%

WATER/SEWER EXPENDITURES SEPTEMBER 2018

ACCOUNT NUMBER	DESCRIPTION	ACTUAL SEPT 2017	BUDGET 2018/2019	ACTUAL SEPT 2018	PERCENT OF BUDGET 25%
41500	FINANCIAL ADMINISTRATION	\$462,065	\$485,170	\$485,168	100%
41990	OTHER GEN. GOVMT EXP	\$123,213	\$434,480	\$157,030	36%
43750	CAPITAL IMPROVEMENTS	\$88,768	\$111,000	\$25,986	23%
49000	DEBT SERVICES	\$49,670	\$596,909	\$42,967	7%
52113	PURIFICATION	\$123,561	\$575,284	\$156,114	27%
52114	TRANSMISSION AND DIST	\$154,347	\$700,989	\$162,900	23%
52213	SEWER TREATMENT AND COLLEC	\$122,232	\$526,772	\$95,213	18%
52117	UTILITY DIRECTOR	\$15,995	\$71,012	\$15,385	22%
TOTAL		\$1,139,851	\$3,501,616	\$1,140,763	33%

FINANCE AND ADMINISTRATION REPORT SEPTEMBER 2018

- * CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER MONTH TO THEIR UTILITY BILL
- * CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS TOTAL 884 -DONATIONS TOTAL \$21,457.27 DISBURSED -2824.23 YTD
- * UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR SEPTEMBER 3782 FOR A TOTAL AMOUNT OF \$337,135.04
- * NEW WATER SERVICE APPLICATIONS FOR SEPTEMBER TOTALED 38
- * 44 CUSTOMERS FINALED OUT SERVICE
- * 141 PAST DUE ACCOUNTS
- * TOTAL ACH-BANK DRAFT ACCOUNTS - 709
- * TOTAL E-BILL ACCOUNTS - 303
- * ONLINE PAYMENTS PROCESSED 409
- * WATER/SEWER SERVLINE LEAK PROTECTION TOTAL BILLING 2121
- * WATER LOSS PROTECTION 1153
- * WATER LINE PROTECTION 115
- * SEWER LINE PROTECTION 20
- * COMMERCIAL SINGLE PROTECTION 239
- * COMMERCIAL MULTI PROTECTION 6
- * TRASH COLLECTIONS FOR SEPTEMBER 2432
- * PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 261
- *

NEW BUSINESS LICENSES ISSUED IN SEPTEMBER 2018

- 1 MORRISTOWN MECHANICAL - 154 WEST PARK CR, TALBOTT, TN 37877
- 2
- 3

TRANSIENT VENDOR PERMIT

- 1

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF SEPTEMBER 2018

REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS

RESEARCHED, VERIFIED AND CERTIFIED SEVERAL CURRENT AND PREVIOUS EMPLOYEE'S RECORDS

TOTAL FULL-TIME EMPLOYEES: 65; TOTAL PART-TIME EMPLOYEES 31

ONE FULL-TIME EMPLOYEE FILED PAPER WORK FOR RETIREMENT DECEMBER 28, 2018

2 EMPLOYEES ATTENDED THE TAMCAR CONFERENCE PRESENTED BY MTAS

• HIRED ONE PART-TIME FIRE FIGHTER

ONE EMPLOYEE ATTENDED CMFO CLASS GIVEN BY UT MTAS

• 5 EMPLOYEES ATTENDED TAUD CONFERENCE

• GETTING READY FOR FY END AUDITING

• AUDITED STATE TN SITUS REPORTS

•

KINGSTON POLICE DEPARTMENT -SEPTEMBER 2018

TIBRS Group A Offenses

Crimes Against Persons

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

Subtotal

4

Crimes Against Property

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

Subtotal

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	

Total

4

TIBRS Group B Offenses

Bad Checks

Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	1
Driving Under the Influence	1
Drunkenness	2
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	1
All Other Offenses	5

Total

5

Central Dispatch			
Crash Reports	18	Patrol Mileage	17,988
Traffic Stops	164	Hours Worked	2,597
Investigator Needed on Scene	0	Reserve Hours Worked	64
Domestic Complaints	6	Total Overtime Hours	238
Escorts Funeral/Other	7	Total Amount of Overtime Wages	6,601
Animal Calls	1	City Court Citations	87
Vandalism	2	General Sessions Citations	1
Fights	3	Arrest	18
Burglar Alarms/Fire Alarms	17	Juvenile Arrest	0
Child Sexual Assaults		Incident Reports	47

Municipal Codes		
Animal Control Calls to Office	7	
Animal Control Violations/Citations		
Animal Control Letters Sent/notice given		
Animals Transported to Shelter	5	
Codes Concerns	1	
Codes Violations/Citations		
Codes Letters Sent		
Property Maintenance Leins		
Temporary Signs Removed	35	

SEPTEMBER 2018 CASES

[illegible]

SEPTEMBER 2018 CASES
PENDING

[illegible]

Report for the citations issued, the disposition date for which was on
September 30, 2018

Monies outstanding from August 7, 2007 – Sept. 30, 2018	\$ 64,212.80
Monies collected from August 7, 2007 – Sept. 30, 2018	\$ 461,965.28

JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ 3,062.50	
Collected in court on fines and costs		\$ 2,137.50
Amount collected after Sept. 2018 Court		\$ 150.00
Total collected for citations on Sept. 2018		\$ 2,287.50
Amount outstanding for Sept. 2018	\$ 775.00	
<u>25</u> Cash bond forfeitures		\$ 2,868.75
Total amount collected for Sept. 2018 Citations		\$ 5,156.25
Amount collected from previous months/FTA etc.		\$ 873.75
Total collected in September 2018.		\$ 6,030.00

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 30th of September 2018.


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

Kingston Fire Department September 2018

Summary of Month's Activities

Fire Operations

The Department responded to 86 calls for service during the month of September.

Fire Administration

- SOGs added
- Fund Raiser Planning
- Brush burning at City Garage approved by TDEC
- DOE Drill at Oak Ridge National Lab
- Department head meeting
- Senior Citizen Fair

September 2018 Overtime

OT Hours: 161

Cost: \$3998.71

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

- Shift Training
- Ice Cream Social
- Defenders Meeting
- RCEMA 64hr Basic Firefighter class

	This Month	YTD
Fire Inspections	10	173

Public Fire Education

	This Month	YTD
Participants	30	816
Education Hours	4	37
Number of Occurrences	1	12

Firefighter Training

- KFD is continuing shift training
- Driver Training continuing for 2018
- Emphasis on V.E.S

Implemented Performance Standards Plan

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

Fleet Maintenance

- Minor issues on Engine 3 waiting for repairs by Ferrara
- Mechanical issue with Unit 3 fixed
- Minor issues with Unit 4 fixed by garage

Special Projects

- “Fit for Duty” program on going with work outs posted each shift
- Pavilion behind station

Outstanding Issues

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

Cost Savings

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

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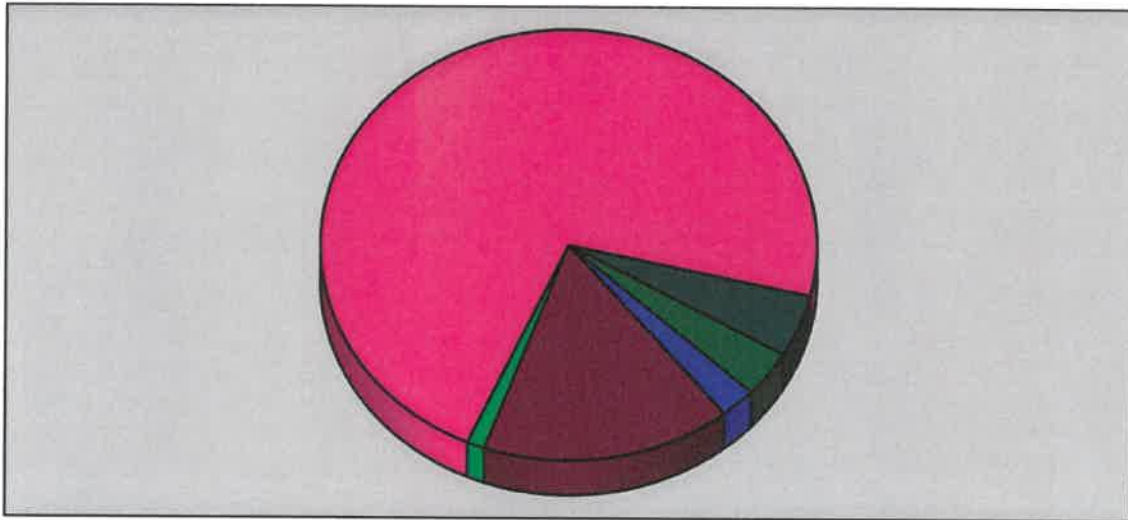
Kingston Fire Department

Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 09/01/2018 | End Date: 09/30/2018



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

INCIDENT TYPE	SEP	TOTAL
False Alarm & False Call	3	3
Fire	2	2
Good Intent Call	14	14
Hazardous Condition (No Fire)	1	1
Rescue & Emergency Medical Service Incident	62	62
Service Call	4	4
Total	86	86

Only REVIEWED incidents included

Kingston Fire Department



Kingston, TN

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Minor Incident Types by Month for Year

Year: 2018

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	SUM
Accident, potential accident	1	2	1	1		1		1	1		8
Animal problem or rescue						1					1
Citizen complaint					1						1
Combustible/flammable spills & leaks			1	1			3	1			6
Cover assignment, standby at fire station, move-up								1			1
Dispatched and canceled en route	7	6	11	6	3	2	5	8	11	1	60
Electrical wiring/equipment problem	1		2	1		1		1			6
Emergency medical service (EMS) Incident	46	44	45	46	47	45	60	55	38		426
False alarm and false call, other	1	1	3	4	3	1	1	1			15
Good intent call, other				1			1	1	1		4
HazMat release investigation w/no HazMat									1		1
Malicious, mischievous false alarm	1						2		1		4
Medical assist	12	12	24	9	17	6	18	21	23	1	143
Mobile property (vehicle) fire	1		1	2	2	2	3	1	1		13
Natural vegetation fire			2	2		1	1			1	7
Outside rubbish fire				1	1						2
Person in distress	3		1			2	4	1	2		13
Public service assistance	8	6	6	3	6	7	9	7	1		53
Rescue or EMS standby			1					1			2
Rescue, emergency medical call (EMS), other	1										1
Search for lost person									1		1
Service call, other									1		1
Steam, other gas mistaken for smoke			1					2			3
Structure Fire	2		4	1	1	2	3	3	1		17
System or detector malfunction			1					4	1		6
Unintentional system/detector operation (no fire)	3	1	3	3	3	6	3	1	1		24
Wrong location, no emergency found	1	1	2	1	3	3	2	1	1		15
Total	88	73	109	82	87	80	115	111	86	3	834

Only REVIEWED incidents included

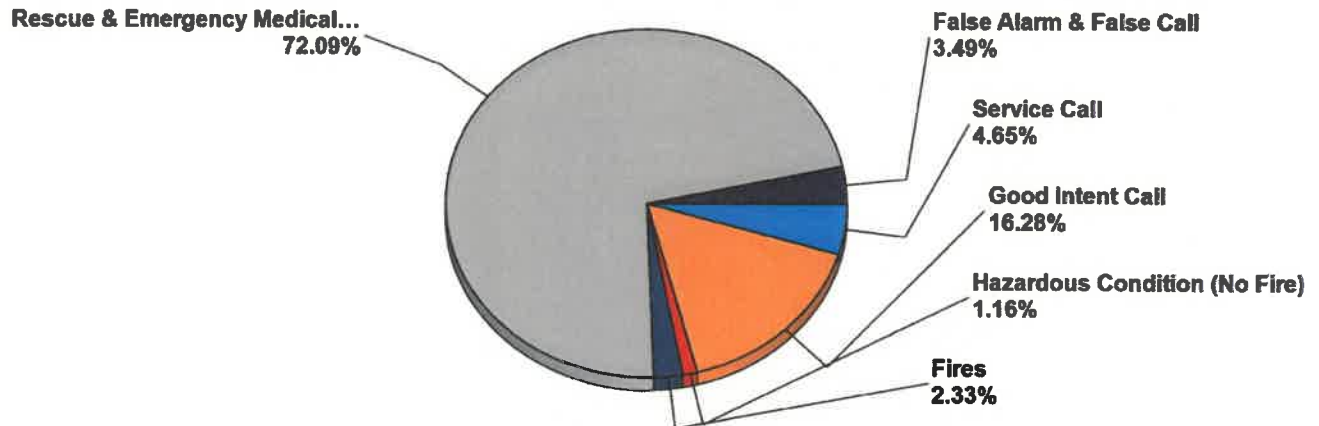
Kingston Fire Department

Kingston, TN

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2018 | End Date: 09/30/2018



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	2.33%
Rescue & Emergency Medical Service	62	72.09%
Hazardous Condition (No Fire)	1	1.16%
Service Call	4	4.65%
Good Intent Call	14	16.28%
False Alarm & False Call	3	3.49%
TOTAL	86	100.00%

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	1.16%
131 - Passenger vehicle fire	1	1.16%
311 - Medical assist, assist EMS crew	23	26.74%
321 - EMS call, excluding vehicle accident with injury	33	38.37%
322 - Motor vehicle accident with injuries	3	3.49%
324 - Motor vehicle accident with no injuries.	2	2.33%
342 - Search for person in water	1	1.16%
462 - Aircraft standby	1	1.16%
500 - Service Call, other	1	1.16%
510 - Person in distress, other	2	2.33%
550 - Public service assistance, other	1	1.16%
600 - Good intent call, other	1	1.16%
611 - Dispatched & cancelled en route	11	12.79%
622 - No incident found on arrival at dispatch address	1	1.16%
671 - HazMat release investigation w/no HazMat	1	1.16%
713 - Telephone, malicious false alarm	1	1.16%
733 - Smoke detector activation due to malfunction	1	1.16%
743 - Smoke detector activation, no fire - unintentional	1	1.16%
TOTAL INCIDENTS:	86	100.00%

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

Sep-18

TOTAL CALLS

86

Category	Total		Total
Structure Fires	1	Hazardous Calls	1
Vehicle Fires	1	Service Calls	4
Brush/Grass Fires	0	Good Intent Calls	14
Refuse/rubbish Fires	0	Unintentional False	3
Other Fires	0	Other False	0
Total Fires	2	Total False: Total	22
		Special Incident	0
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	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	0
Fire Service Death	0	Contents	0
Fire Civilian Injuries	0	Non-Fire Dollar Loss	
Non-Fire Civilian Injuries	0	Property	0
Fire Civilian Death	0	Contents	0
Non-Fire Civilian Death	0		

Public Works Report September 2018

Solid Waste:

Convenience center solid waste collected:	None
Wood chips removed from lot:	None
Solid Waste Tonnage collected:	None
Street sweeping debris removed off streets:	2 Loads 8
Recycled materials collected:	None

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	4 loads	13Loads
Culverts/Storm Drains Cleaned	8	21
Curb/Sidewalk Repair/Install/Remove	0ft	0ft
Drainage Inspection Requests	1	1
Excavation/Street Cut Permits Issued	None	None
Exemption/Back Door Route Requests	None	None
Graffiti Removal Requests	None	None
Land Disturbance Permits Issued	None	None
Sanitation – Bulk Item/Junk Pick-Up Request	3	3
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	4	12
Storm water Inspections Performed	None	None
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	None
Streets Repaired (e.g., pothole)	0	None
Streets Striped	None	None
Tennessee One Calls	2	5
Traffic Signal Repair	None	None
Tree Trimming Requests	2	2
Vehicle Maintenance – Routine	7	26
Vehicle Maintenance – Unscheduled	5	10
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- 22
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



NOTE: These minutes will be approved at the Nov. meeting

**KINGSTON PARKS AND RECREATION
BOARD MINUTES
OCTOBER 1, 2018**

PRESENT: Rick Ross, Sue Collins, Tara Stockton, Paul Rogers, Josh Igou, Eric Clark, Sammy Frogg, Ruth Thompson, Jody Tipton

ABSENT: Keenon Hethcoat

GUEST: Sonny Hunter

The meeting was called to order at 6:00 p.m. Paul welcomed everyone. Eric gave an invocation. Eric made a motion to accept the previous month's minutes. Ruth seconded. Motion carried.

UNFINISHED BUSINESS:

1. Dog Park Update - Brentwood location confirmed according to Rick. We will dig footers when we get the block. Fencing estimates have come in too high. Tara said nothing was itemized on the quotes that came in. Getting other fence estimates.
2. Amphitheatre Update - Rick said both locations at the fort have archeological effects, which is not quite so major as it would have been 20 years or so ago. This Wednesday there will be a meeting of officials, archeologists and engineers. Shovel testing will be done by a group from Middle Tennessee. Rick there are upsides to both locations. Target completion date is still set for mid-June, 2019.
3. Muir Fest Re-cap - It went well according to Rick but was chaotic with so many hundreds of kids at the fish release. The musicians were very good. The weather was still extremely hot.
4. Flag Football - The Adult league has been underway for several weeks and the Youth league will begin play next Sunday. A kick-off for youth was held this past Sunday. Rick noted how many of the high school football team members came out to help and work with the kids.
5. Trunk or Treat and Movie - Morrison Hill Christian Church will host this event at Southwest Point on October 27th. TVA Employees Federal Credit Union will sponsor the movie. Other businesses are encouraged to contact them and participate.
6. Street Fest November 3rd - We are receiving vendor applications for this event and making plans. It will be held 11 a.m. - 8:00 p.m. The movie "Grease" will be shown at 6:45 p.m.

NEW BUSINESS:

1. Tennessee Trail BASS Classic – The annual Bunch Marine Classic will be this weekend, Oct. 1st. We will help with the Friday evening banquet. Jody said they are part of the Tennessee Team Trail. There will be a boat giveaway.
2. Ride Sponsors for Street Fest – Rick said we cannot find a sponsor or sponsors to share costs of bringing the bungee jump for the festival.
3. Sponsoring for Events – Rick used this opportunity to appeal to the Board for their opinions on how to raise money for our events that basically have no budget. Suggestions were:
 - a. Tara some businesses want to know their return and who benefits. Also, where products will be purchased from if they donate.
 - b. Jody said social media is free and works, unless you boost which is a small fee. He said people outside of Kingston don't realize how big our July 4th event is. He suggested letting someone sponsor all our events and putting a big package together for them.
 - c. Paul said advertising for businesses should begin at least two months ahead of the event.
 - d. Josh said the 'right' people often should ask certain businesses for sponsorships, establishing connections.
 - e. Ruth like the package idea and also agreed that it usually depends on who is doing the asking for certain donations.
 - f. Sammy suggested changing the way sponsors are represented such as different perks. He also was in favor of social media.
 - g. Eric suggested a 'buddy system' for sharing or combining donations. He said we could get a sponsor for hot chocolate during the Christmas tree lighting.
 - h. Sonny said we could sell more shirts a couple of months ahead.
4. Holiday Park Plans – We will have our annual tree lighting and Christmas parade in November. Rick asked about securing the school principal for the elf again. Jody volunteered several athletes for elves this year. He will take charge of this endeavor.
5. Flooding – Rick said the Little Emory was still dumping even though it has crested. We will be doing a lot of lake clean-up in the coming weeks.

Eric made a motion to adjourn. Tara seconded. Motion carried. Meeting ended at 6:55 p.m.

Submitted by Jo Ann Knies

DATES to REMEMBER –

Trunk or Treat/Movie	October 27 th
Kingston Street Fest	Nov. 3 rd
Park Board Meeting	Nov. 5 th

August 2018 MONTHLY REPORT

Kingston Community Center

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

Senior Luncheon	Anybody Can Exercise
Senior Bridge	American Red Cross
Senior Quilting	Girl Scout Troops
Cultural Arts (FCE)	Zumba Classes
Senior Executive Board	Roane County Retired Teachers Luncheon
Senior Pinochle (2 groups)	Roane County Sewing Club
Senior Card Games	Salvation Army
American Red Cross	Roane County Foster Care
Kingston Parks & Recreation Committee	Krafty Korners - FCE
Girl Scout Leaders/Service Unit	Senior Bingo
Adult Table Tennis	Roane County Autism Support Meeting
Antique Tractor Club	N.A.M.I.
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 August 2018:

*Retired Teacher Luncheon reunion	*Kingston Fire Back to School Bash at City Park	*Moore Family
*Baseball Parents Meeting	*Vicki Martin CC	*Abby Campbell Rental
*Helen Ross McNabb Ski Clinic	*Storm the Fort Triathlon	*Caldwell Land Sale SWP
*TVA Retirees	*AYSO Parent Meeting	*Renee Crow rental

Community Center Rent & Park Rent: \$590.00

Submitted by Rick Ross

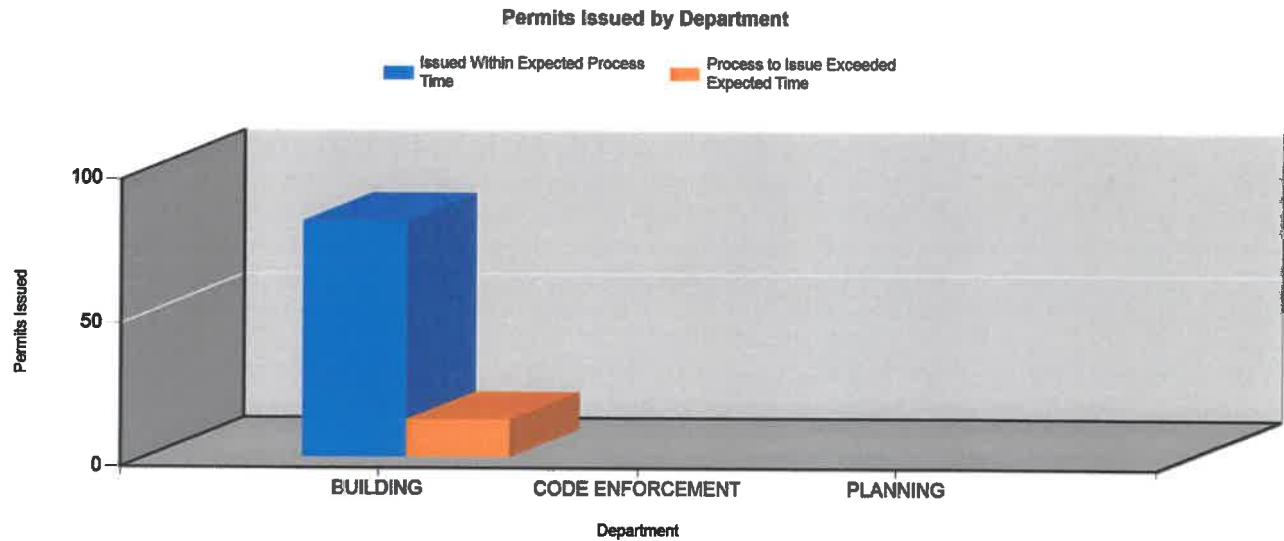


Issued Permits By Department

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ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
09/01/2018 AND 09/30/2018

Report run on: 10/01/2018 08:18 AM



Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	74	73	1 Day	4.16 Days	1	60	13
	CM	Same Day	2	2	Same Day	0 Days	1	2	0
	DEMO	Same Day	1	1	Same Day	0 Days	1	1	0
	PL	Same Day	15	13	Same Day	0 Days	1	13	0



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Report run on: 10/01/2018 08:18 AM

BUILDING	RM	Same Day	7	6	Same Day	0 Days	1	6	0
CODE ENFORCEMENT	BK	Same Day	7	0	Same Day	0 Days	1	0	0
PLANNING	PLT	Same Day	6	0	Same Day	0 Days	1	0	0

Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2018-438 Garage 3615 Roane State Hwy, Harriman, TN 37748	Submitted: 08/29/2018 Technically Complete: Approved: Ready to Issue: Issued: 09/12/2018	In Process: 14 Waiting: 0 Total Days: 14 Total Cycles: 1
		BP2018-445 H. C. New Home 108 Smith Lane, Harriman, TN 37748	Submitted: 09/04/2018 Technically Complete: Approved: Ready to Issue: Issued: 09/07/2018	In Process: 3 Waiting: 0 Total Days: 3 Total Cycles: 1
		BP2018-446 Remodel Garage to Living Space 780 Poplar Creek Road, Oliver Springs, TN 37840	Submitted: 09/04/2018 Technically Complete: Approved: Ready to Issue: Issued: 09/04/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2018-447 KC Remodel 1359 Byrd Circle, Kingston, TN 37763	Submitted: 09/04/2018 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 27 Waiting: 0 Total Days: 27 Total Cycles: 1
		BP2018-448 SW 619 Old Hwy 70, Harriman, TN 37748	Submitted: 09/05/2018 Technically Complete: Approved: Ready to Issue: Issued: 09/05/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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Report run on: 10/01/2018 08:18 AM

BUILDING	BP	BP2018-449	Submitted: 09/05/2018	In Process: 13
		KC Residential Home	Technically Complete:	Waiting: 0
		201 Picket Way, Kingston, TN 37763	Approved:	Total Days: 13
			Ready to Issue:	Total Cycles: 1
			Issued: 09/18/2018	
		BP2018-450	Submitted: 09/05/2018	In Process: 13
		KC Residential Home	Technically Complete:	Waiting: 0
		301 Homestead Court, Kingston, TN 37763	Approved:	Total Days: 13
			Ready to Issue:	Total Cycles: 1
			Issued: 09/18/2018	
		BP2018-451	Submitted: 09/05/2018	In Process: 13
		KC Residential Home	Technically Complete:	Waiting: 0
		303 Homestead Court, Kingston, Tn 37763	Approved:	Total Days: 13
			Ready to Issue:	Total Cycles: 1
			Issued: 09/18/2018	
		BP2018-452	Submitted: 09/05/2018	In Process: 13
		KC Residential Home	Technically Complete:	Waiting: 0
		300 Homestead Court, Kingston, TN 37763	Approved:	Total Days: 13
			Ready to Issue:	Total Cycles: 1
			Issued: 09/18/2018	
		BP2018-453	Submitted: 09/05/2018	In Process: 13
		KC Residential Home	Technically Complete:	Waiting: 0
		200 Picket Way, Kingston, TN 37763	Approved:	Total Days: 13
			Ready to Issue:	Total Cycles: 1
			Issued: 09/18/2018	
		BP2018-454	Submitted: 09/06/2018	In Process: 0
		KC Handrails	Technically Complete:	Waiting: 0
		1203 Old N. Kentucky St., Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/06/2018	
		BP2018-455	Submitted: 09/06/2018	In Process: 0
		DW	Technically Complete:	Waiting: 0
		464 Skyline View Lane, Harriman, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/06/2018	
		BP2018-456	Submitted: 09/07/2018	In Process: 0
		SW	Technically Complete:	Waiting: 0
		104 Woodland Drive, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/07/2018	



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Report run on: 10/01/2018 08:18 AM

BUILDING	BP	BP2018-457	Submitted: 09/07/2018	In Process: 0
		DW	Technically Complete:	Waiting: 0
		350 Broken Arrow Point, Kinston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/07/2018	
		BP2018-458	Submitted: 09/07/2018	In Process: 0
		Garage	Technically Complete:	Waiting: 0
		121 Mallard Duck, Rockwood, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/07/2018	
		BP2018-459	Submitted: 09/07/2018	In Process: 0
		Carport	Technically Complete:	Waiting: 0
		121 Mallard Duck, Rockwood, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/07/2018	
		BP2018-460	Submitted: 09/10/2018	In Process: 0
		Pole Barn	Technically Complete:	Waiting: 0
		417 Eblen Cave Rd, Lenoir City, TN 37771	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/10/2018	
		BP2018-461	Submitted: 09/10/2018	In Process: 0
		OS Replacing Porch Post	Technically Complete:	Waiting: 0
		105 Gail Lane, Oliver Springs, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/10/2018	
		BP2018-462	Submitted: 09/10/2018	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
		546 Emory River Rd, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/10/2018	
		BP2018-463	Submitted: 09/10/2018	In Process: 0
		Finishing out BP2016-195	Technically Complete:	Waiting: 0
		260 Bob Colyer Drive, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/10/2018	
		BP2018-464	Submitted: 09/11/2018	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
		308 Holder Hollow Road, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/11/2018	



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Report run on: 10/01/2018 08:18 AM

BUILDING	BP	BP2018-465	Submitted: 09/11/2018	In Process: 0
		Porch Roof & Handrails	Technically Complete:	Waiting: 0
		515 Mans Hollow Rd, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/11/2018	
		BP2018-467	Submitted: 09/11/2018	In Process: 0
		Finishing Basement & Deck	Technically Complete:	Waiting: 0
		616 The Battery, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/11/2018	
		BP2018-468	Submitted: 09/12/2018	In Process: 0
		Remodel	Technically Complete:	Waiting: 0
		246 Willow Dr, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/12/2018	
		BP2018-469	Submitted: 09/12/2018	In Process: 0
		Double Wide	Technically Complete:	Waiting: 0
		3685 Kingston Hwy., Kingston, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/12/2018	
		BP2018-470	Submitted: 09/12/2018	In Process: 0
		DW	Technically Complete:	Waiting: 0
		123 Lakescene Dr, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/12/2018	
		BP2018-471	Submitted: 09/13/2018	In Process: 11
		KC Remodel	Technically Complete:	Waiting: 0
		795 Larry Byrd Dr, Kingston, Tn 37763	Approved:	Total Days: 11
			Ready to Issue:	Total Cycles: 1
			Issued: 09/24/2018	
		BP2018-472	Submitted: 09/13/2018	In Process: 0
		Finishing Out BP2014-048	Technically Complete:	Waiting: 0
		199 Cotts Road, Philadelphia, TN 37846	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/13/2018	
		BP2018-473	Submitted: 09/13/2018	In Process: 0
		Storage Building	Technically Complete:	Waiting: 0
		3496 River Road, Ten Mile, TN 37880	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/13/2018	



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Report run on: 10/01/2018 08:18 AM

BUILDING	BP	BP2018-474	Submitted: 09/14/2018	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		3809 Harriman Highway, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 09/14/2018	
		BP2018-475	Submitted: 09/14/2018	In Process: 0
		Dock	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		466 Emory River Road, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 09/14/2018	
		BP2018-476	Submitted: 09/14/2018	In Process: 0
		DW	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		463 Loudon Highway, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/14/2018	
		BP2018-477	Submitted: 09/17/2018	In Process: 0
		Garage	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		152 Rose Circle, Kingston, Tn 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/17/2018	
		BP2018-478	Submitted: 09/17/2018	In Process: 0
		Above Ground Pool	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		3128 River Road, Ten Mile, TN 37880	Ready to Issue:	Total Cycles: 1
			Issued: 09/17/2018	
		BP2018-479	Submitted: 09/17/2018	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		103 Creek View Circle, Rockwood, TN 37854	Ready to Issue:	Total Cycles: 1
			Issued: 09/17/2018	
		BP2018-480	Submitted: 09/17/2018	In Process: 0
		HC Sign Replacement	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		521 Devonia St, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 09/17/2018	
		BP2018-481	Submitted: 09/18/2018	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		232 Shady Shores Ln, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/18/2018	



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Report run on: 10/01/2018 08:18 AM

BUILDING	BP	BP2018-482	Submitted: 09/19/2018	In Process: 0
		Handrails & Upgrade Smoke Dectors	Technically Complete:	Waiting: 0
		1312 Bluff Rd, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/19/2018	
		BP2018-483	Submitted: 09/19/2018	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
		564 Emory River Road, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/19/2018	
		BP2018-484	Submitted: 09/20/2018	In Process: 11
		Upgrade to Cell Tower	Technically Complete:	Waiting: 0
		1716 A Loudon Hwy, Philadelphia, TN 37846	Approved:	Total Days: 11
			Ready to Issue:	Total Cycles: 1
			Issued:	
		BP2018-485	Submitted: 09/20/2018	In Process: 8
		KC Residential Home	Technically Complete:	Waiting: 0
		302 Homestead Court, Kingston, TN 37763	Approved:	Total Days: 8
			Ready to Issue:	Total Cycles: 1
			Issued: 09/28/2018	
		BP2018-486	Submitted: 09/20/2018	In Process: 8
		KC Residential Home	Technically Complete:	Waiting: 0
		403 Cottage Place, Kingston, TN 37763	Approved:	Total Days: 8
			Ready to Issue:	Total Cycles: 1
			Issued: 09/28/2018	
		BP2018-487	Submitted: 09/20/2018	In Process: 8
		KC Residential Home	Technically Complete:	Waiting: 0
		400 Cottage Place, Kingston, TN 37763	Approved:	Total Days: 8
			Ready to Issue:	Total Cycles: 1
			Issued: 09/28/2018	
		BP2018-488	Submitted: 09/20/2018	In Process: 8
		KC Residential Home	Technically Complete:	Waiting: 0
		206 Picket Way, Kingston, TN 37763	Approved:	Total Days: 8
			Ready to Issue:	Total Cycles: 1
			Issued: 09/28/2018	
		BP2018-489	Submitted: 09/20/2018	In Process: 8
		KC Residential Home	Technically Complete:	Waiting: 0
		204 Picket Way, Kingston, Tn 37763	Approved:	Total Days: 8
			Ready to Issue:	Total Cycles: 1
			Issued: 09/28/2018	



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ALL DEPARTMENTS
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Report run on: 10/01/2018 08:18 AM

BUILDING	BP	Submitted: 09/20/2018	Technically Complete: 09/20/2018	Approved: 09/20/2018	Ready to Issue: 09/20/2018	Issued: 09/20/2018	In Process: 0	Waiting: 0	Total Days: 0	Total Cycles: 1
		BP2018-490	HC Sign Replacement	1001 S Roane Street, Hamman, TN 37748						
		BP2018-491	Storage Building	2859 Buttermilk Road West, Lenoir City, TN 37771						
		BP2018-492	Dock	179 Bluegreen Way, Rockwood, TN 37854						
		BP2018-493	Addition	3140 Decatur Hwy, Kingston, TN 37763						
		BP2018-494	Barn / Shed	3605 Decatur Hwy, Kingston, TN 37763						
		BP2018-495	Residential Home	294 Rodgers Lane, Rockwood, TN 37854						
		BP2018-496	Inground Pool	298 Jackson Rd, Oliver Springs, TN 37840						
		BP2018-497	Pole Barn	1470 Eagle Furnace Road, Rockwood, TN 37854						



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Report run on: 10/01/2018 08:18 AM

BUILDING	BP	BP2018-498	Submitted: 09/24/2018	In Process: 0
		Carport	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		191 Sunset View Drive, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/24/2018	
		BP2018-499	Submitted: 09/24/2018	In Process: 0
		Deck	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		104 Jones St, Rockwood, TN 37854	Ready to Issue:	Total Cycles: 1
			Issued: 09/24/2018	
		BP2018-500	Submitted: 09/24/2018	In Process: 0
		DW	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		124 Happy Hollow Rd., Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 09/24/2018	
		BP2018-501	Submitted: 09/24/2018	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		488 Emory River Road, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 09/24/2018	
		BP2018-502	Submitted: 09/24/2018	In Process: 0
		TRULY AGRICULTURE EXEMPTION Barn	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		1945 Dry Fork Valley Road, Philadelphia, TN 3	Ready to Issue:	Total Cycles: 1
			Issued: 09/24/2018	
		BP2018-503	Submitted: 09/24/2018	In Process: 0
		H.C. Deck	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		638 Margrave Street, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 09/24/2018	
		BP2018-504	Submitted: 09/24/2018	In Process: 0
		Dock	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		272 West Rockwood Ferry Road, Ten Mile, TN 37880	Ready to Issue:	Total Cycles: 1
			Issued: 09/24/2018	
		BP2018-505	Submitted: 09/24/2018	In Process: 0
		Dock	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		251 Admiral Dr., Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 09/24/2018	



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ALL DEPARTMENTS
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09/01/2018 AND 09/30/2018

Report run on: 10/01/2018 08:18 AM

BUILDING	BP	BP2018-506	Submitted: 09/25/2018	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
		4950 Ross Rd, Philadelphia, Tn 37846	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/25/2018	
		BP2018-507	Submitted: 09/25/2018	In Process: 0
		Garage	Technically Complete:	Waiting: 0
		4950 Ross Rd, Philadelphia, Tn 37846	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/25/2018	
		BP2018-508	Submitted: 09/26/2018	In Process: 0
		HC Closing in Carport	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/26/2018	
		BP2018-509	Submitted: 09/26/2018	In Process: 0
		Change out windows and Insulation	Technically Complete:	Waiting: 0
		706 Kansas Lane, Oliver Springs, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/26/2018	
		BP2018-510	Submitted: 09/26/2018	In Process: 0
		DW	Technically Complete:	Waiting: 0
		263 Ledgerwood Ln, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/26/2018	
		BP2018-511	Submitted: 09/26/2018	In Process: 0
		Barn	Technically Complete:	Waiting: 0
		4983 Decatur Hwy, Ten Mile, Tn 37880	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/26/2018	
		BP2018-512	Submitted: 09/27/2018	In Process: 0
		K.C. Retaining Wall	Technically Complete:	Waiting: 0
		1436 Kingston Highway, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/27/2018	
		BP2018-513	Submitted: 09/27/2018	In Process: 0
		Garage	Technically Complete:	Waiting: 0
		183 Sophia's Road, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/27/2018	



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Report run on: 10/01/2018 08:18 AM

BUILDING	BP	BP2018-514	Submitted: 09/28/2018	In Process: 0
		Cell Tower Updates	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		106 Dug Ridge Rd, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/28/2018	
		BP2018-515	Submitted: 09/28/2018	In Process: 0
		Shed	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		831 Post Oak Valley Road, Rockwood, TN 37854	Ready to Issue:	Total Cycles: 1
			Issued: 09/28/2018	
		BP2018-516	Submitted: 09/28/2018	In Process: 0
		Sunroom	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		115 Honeysuckle Ln, Oliver Springs, TN 37840	Ready to Issue:	Total Cycles: 1
			Issued: 09/28/2018	
		BP2018-517	Submitted: 09/28/2018	In Process: 0
		K. C. Porch	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		309 Kingwood St., Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/28/2018	
		BP2018-518	Submitted: 09/28/2018	In Process: 0
		KC Deck	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		203 Manchester Rd, Kingston, Tn 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/28/2018	
		BP2018-519	Submitted: 09/28/2018	In Process: 0
		Garage	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		402 LAKE VIEW COVE Dr., Loudon, TN 37774	Ready to Issue:	Total Cycles: 1
			Issued: 09/28/2018	
CM		CM2018-005	Submitted: 09/07/2018	In Process: 0
		CM for BP2018-031	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		101 Old Hen Valley Road, Oliver Springs, TN 37840	Ready to Issue:	Total Cycles: 1
			Issued: 09/07/2018	
		CM2018-006	Submitted: 09/26/2018	In Process: 0
		Mechanical Permit for BP2018-412	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		731 E Race Street, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 09/26/2018	



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Report run on: 10/01/2018 08:18 AM

BUILDING	DEMO	DM-2018-002	Submitted: 09/18/2018	In Process: 0
		KC Demo Bunch Marine	Technically Complete: 0	Waiting: 0
		1640 Roane State Highway, Kingston, TN 37763	Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
			Issued: 09/18/2018	
PL		BP2018-466	Submitted: 09/11/2018	In Process: 20
		Plumbing Permit for BP2018-360	Technically Complete: 0	Waiting: 0
		261 Hickey Rd, Kingston, TN 37763	Approved: 0	Total Days: 20
			Ready to Issue: 0	Total Cycles: 1
			Issued: 09/11/2018	
		PL2018-105	Submitted: 09/04/2018	In Process: 0
		Plumbing Permit for BP2018-134	Technically Complete: 0	Waiting: 0
		208 Ridge Trail Rd, Kingston, TN 37763	Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
			Issued: 09/04/2018	
		PL2018-106	Submitted: 09/04/2018	In Process: 0
		Plumbing Permit for BP2018-133	Technically Complete: 0	Waiting: 0
		208 Ridge Trail Rd, Kingston, TN 37763	Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
			Issued: 09/04/2018	
		PL2018-107	Submitted: 09/05/2018	In Process: 26
		Combined Two Lots	Technically Complete: 0	Waiting: 0
		519 Old Johnston Valley Road, Kingston, TN 37763	Approved: 0	Total Days: 26
			Ready to Issue: 0	Total Cycles: 1
			Issued: 09/05/2018	
		PL2018-108	Submitted: 09/11/2018	In Process: 0
		PL for BP2018-464	Technically Complete: 0	Waiting: 0
		308 Holder Hollow Road, Kingston, TN 37763	Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
			Issued: 09/11/2018	
		PL2018-109	Submitted: 09/11/2018	In Process: 0
		Plumbing Permit for BP2018-360	Technically Complete: 0	Waiting: 0
		261 Hickey Rd, Kingston, TN 37763	Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
			Issued: 09/11/2018	
		PL2018-110	Submitted: 09/13/2018	In Process: 0
		Plumbing Permit for BP2018-472	Technically Complete: 0	Waiting: 0
		199 Cotts Road, Philadelphia, TN 37846	Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
			Issued: 09/13/2018	



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Report run on: 10/01/2018 08:18 AM

BUILDING	PL	PL2018-111	Submitted: 09/20/2018	In Process: 0
		PL for BP2018-226	Technically Complete:	Waiting: 0
		436 Lakecrest Dr, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/20/2018	
		PL2018-112	Submitted: 09/20/2018	In Process: 0
		PL for BP2018-256	Technically Complete:	Waiting: 0
		5041 Clay Hollow Rd, Sweetwater, TN 37874	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/20/2018	
		PL2018-113	Submitted: 09/20/2018	In Process: 0
		PL for BP2018-386	Technically Complete:	Waiting: 0
		105 Scenic Drive, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/20/2018	
		PL2018-114	Submitted: 09/21/2018	In Process: 0
		PL for BP2018-497	Technically Complete:	Waiting: 0
		1470 Eagle Furnace Road, Rockwood, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/21/2018	
		PL2018-115	Submitted: 09/25/2018	In Process: 0
		PL for BP2018-263	Technically Complete:	Waiting: 0
		119 Cena Lane, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/25/2018	
		PL2018-116	Submitted: 09/25/2018	In Process: 0
		PL for BP2018-293	Technically Complete:	Waiting: 0
		404 De Armond Rd, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/25/2018	
		PL2018-117	Submitted: 09/26/2018	In Process: 0
		PL for BP2018-307	Technically Complete:	Waiting: 0
		335 Enclave Way, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/26/2018	
		PL2018-118	Submitted: 09/27/2018	In Process: 0
		PL for BP2018-	Technically Complete:	Waiting: 0
		183 Sophia's Road, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/27/2018	



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BUILDING	RM	RM2018-064	Submitted: 09/04/2018	In Process: 0
		RM for BP2018-418	Technically Complete:	Waiting: 0
		831 Skyline Dr, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/04/2018	
		RM2018-065	Submitted: 09/06/2018	In Process: 0
		RM for BP2018-134	Technically Complete:	Waiting: 0
		208 Ridge Trail Rd, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/06/2018	
		RM2018-066	Submitted: 09/11/2018	In Process: 20
		RM for BP2017-478	Technically Complete:	Waiting: 0
		305 Tower Drive, Oliver Springs, TN 37840	Approved:	Total Days: 20
			Ready to Issue:	Total Cycles: 1
			Issued:	
		RM2018-067	Submitted: 09/12/2018	In Process: 0
		RM for BP2018-380	Technically Complete:	Waiting: 0
		103 Harbour View Lane, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/12/2018	
		RM2018-068	Submitted: 09/20/2018	In Process: 0
		RM for BP2018-439	Technically Complete:	Waiting: 0
		213 Joel Road, Oliver Springs, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/20/2018	
		RM2018-069	Submitted: 09/24/2018	In Process: 0
		Mechanical Permit for BP2018-301	Technically Complete:	Waiting: 0
		142 Lochhaven Rd, Rockwood, Tn 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/24/2018	
		RM2018-070	Submitted: 09/26/2018	In Process: 0
		RM for BP2018-117	Technically Complete:	Waiting: 0
		108 Smalley Lane, Kingsotn, Tn 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 09/26/2018	
CODE ENFORCEMENT	BK	BK-18-0033	Submitted: 09/07/2018	In Process: 24
		Code Check Book	Technically Complete:	Waiting: 0
			Approved:	Total Days: 24
			Ready to Issue:	Total Cycles: 1
			Issued:	



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Report run on: 10/01/2018 08:18 AM

CODE ENFORCEMENT	BK	BK-18-0034	Submitted: 09/07/2018	In Process: 24
		Code Check Book	Technically Complete:	Waiting: 0
		308 N. 3rd St., Kingston, TN 37763	Approved:	Total Days: 24
			Ready to Issue:	Total Cycles: 1
			Issued:	
		BK-18-0035	Submitted: 09/10/2018	In Process: 21
		Code Check Book	Technically Complete:	Waiting: 0
		308 N. 3rd St., Kingston, TN 37763	Approved:	Total Days: 21
			Ready to Issue:	Total Cycles: 1
			Issued:	
		BK-18-0036	Submitted: 09/12/2018	In Process: 19
		Book	Technically Complete:	Waiting: 0
		308 N. 3rd St., Kingston, TN 37763	Approved:	Total Days: 19
			Ready to Issue:	Total Cycles: 1
			Issued:	
		BK-18-0037	Submitted: 09/14/2018	In Process: 17
		Code Check Book	Technically Complete:	Waiting: 0
			Approved:	Total Days: 17
			Ready to Issue:	Total Cycles: 1
			Issued:	
		BK-18-0038	Submitted: 09/18/2018	In Process: 13
		Code Check Book	Technically Complete:	Waiting: 0
		308 N. 3rd St., Kingston, TN 37763	Approved:	Total Days: 13
			Ready to Issue:	Total Cycles: 1
			Issued:	
		BK-18-0039	Submitted: 09/24/2018	In Process: 7
			Technically Complete:	Waiting: 0
		308 N. 3rd St., Kingston, TN 37763	Approved:	Total Days: 7
			Ready to Issue:	Total Cycles: 1
			Issued:	
PLANNING	PLT	PLT2018-018	Submitted: 09/05/2018	In Process: 26
		Combined Two Lots	Technically Complete:	Waiting: 0
		519 Old Johnston Valley Road, Kingston, TN 37763	Approved:	Total Days: 26
			Ready to Issue:	Total Cycles: 1
		PLT2018-019	Submitted: 09/11/2018	In Process: 20
		Plat Review	Technically Complete:	Waiting: 0
		464 Skyline View Lane, Harriman, TN 37763	Approved:	Total Days: 20
			Ready to Issue:	Total Cycles: 1
			Issued:	



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Report run on: 10/01/2018 08:18 AM

PLANNING	PLT	PLT2018-020	Submitted: 09/11/2018	In Process: 20
		Plat Review	Technically Complete:	Waiting: 0
		175 Thornton Lane, Kingston, TN 37763	Approved:	Total Days: 20
			Ready to Issue:	Total Cycles: 1
		PLT2018-021	Submitted: 09/18/2018	In Process: 13
		Plat Review	Technically Complete:	Waiting: 0
		557 Mahoney Rd, Oliver Springs, TN 37840	Approved:	Total Days: 13
			Ready to Issue:	Total Cycles: 1
		PLT2018-022	Submitted: 09/20/2018	In Process: 11
		Plat Review	Technically Complete:	Waiting: 0
		4950 Ross Rd, Philadelphia, TN 37846	Approved:	Total Days: 11
			Ready to Issue:	Total Cycles: 1
		PLT2018-023	Submitted: 09/20/2018	In Process: 11
		Plat Review	Technically Complete:	Waiting: 0
		149 Allison Dr, Harriman, TN 37748	Approved:	Total Days: 11
			Ready to Issue:	Total Cycles: 1

KINGSTON WATER TREATMENT PLANT



SEPTEMBER OPERATIONS REPORT

2018

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	17,949,000	24,488,000	-36.43%	579,000	893,000	416,000
	Effluent (Finish)	16,492,000	22,596,000	-37.01%	532,000	849,000	395,000
	Spring Supply	13,675,000	13,904,000	-1.67%	441,000	465,000	406,000
	Total Finish Prod.	30,167,000	36,500,000	-20.99%	Distribution & WTP Report: 1,432,000 gals. usage flushing and Tank refilling.		
Plant Efficiency		99.28%	98.96%	0.32%			
Distribution							
GALLONS	Consumption	21,703,000	25,231,400	-16.26%	Public Works: No Report Fire Dept: No Report Park & Rec: No Report WWTP: No Report		
	Reported Usage	1,432,000	3,107,000	-116.97%			
	Water Loss	7,160,800	8,161,600	-13.98%			
	%	23.31%	22.36%	0.95%			

Note: The Water Production, Consumption and Loss data is for the August 2018 Meter Read Period.

- * Multiple Agencies here throughout the Month collecting water samples.
- * Drained and washed all Basins on two separate occasions.
- * Completed (collected and analyzed) 2 rounds of Compliance Distribution Bacteriological Sampling.
- * Performed regular maintenance at Plant and Spring Site.
- * Performed (QA/QC) Quality Assurance and Quality Control Checks and In-House Laboratory Training.
- * Completed all required regular monthly sampling.
- * Mowed ,trimmed & Sprayed the Waterplant grounds five times, at the Spring Pump House , Spring Site and Spring Gravity Feed Line right-of-way twice.
- * Completed 2 Rounds of LT2 (Long Term 2 Enhanced Surface Monitoring Rule) Sampling and Monitoring.
- * The Laboratory PT Study (Lab QA/QC Testing) results came back, scoring 100% proficiency.
- * Sprayed Algaecide on all System Distribution Tanks.
- * Installed Air Relief Valves at Ladd Landing Pump Station.
- * Tapped line and Installed valve and flushpoint at Ladd Landing Pump Station.
- * Doing work on the WTP Grounds, added rip rap and filled the large ditch behind the solar panels to better deal with runoff and help eliminate erosion. Placed several loads of material at Spring Site for future use onsite.
- * Rebuilt the Forklift Leveling Shuttle Cylinder.
- * Repaired a neutral / grounding issue on the WTP lighting.
- * Replaced chemical feeder tubes and discharge lines at Spring Pump House and Spring Site Bleach House.
- * The System suffered several main line breaks resulting in the elevated Water Loss.

Kingston Water Department
Schedule of Unaccounted For Water
September

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	30,167,000
C	Water Purchased	<u>0</u>
D	Total Water Treated and Purchased (Sum Lines B and C)	<u>30,167,000</u>
E Accounted for Water:		
F	Water Sold	21,703,000
G	Metered for Consumption (in house usage)	<u>1,032,000</u>
H	Fire Department(s) Usage	<u>0</u>
I	Flushing	<u>400,000</u>
J	Tank Cleaning/Filling	<u>0</u>
K	Street Cleaning	<u>0</u>
L	Bulk Sales	<u>0</u>
M	Water Bill Adjustments (+/-)	<u>0</u>
N	Total Accounted for Water (Sum Lines F thru M)	<u>23,135,000</u>
O	Unaccounted for Water (Line D minus Line N)	<u>7,032,000</u>
P	Percent Unaccounted for Water (Line O divided by Line D times 100)	<u>23.310%</u>

Q Other (explain)

See Below

Explain Other:

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



KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager
FROM: Tony Workman, WWTP Plant Manager
RE: September Monthly Report
DATE: October 3, 2018

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	.4632	2.9460	.1780	13,895,000
EFFLUENT	.6340	2.7930	.2700	19,020,000

Total gallons of chlorine used was 296.9 @\$2.09 gallon = \$300.50.

There was 8.98 inches of rain.

There was an overflow at a manhole near Roane County High School because of the heavy rainfall. We will be looking at ways to correct this issue.

35.42 tons of sludge was hauled to the landfill.

The Septic receiving station had the check valve clogged. The line from the receiving station to the headworks was also cleaned. Both pumps are working properly.

The Effluent Sampler stopped keeping the samples cold. I called Isco to get a price on the part to fix the sampler. Estimated price for the part was \$1500- \$2000. The rep asked a couple more questions that indicated it could be more than just one issue. I called Tim Kazmier, at Kazmier and Associates, to get a quote on a new sampler, since the current one is 12 years old. A new sampler has been ordered, it should arrive in 3-4 weeks. [I checked the serial number of the Influent sampler and it is 9 years old.]

The new F250 truck arrived. Line X bedliner was sprayed in it. A few items will be added to it like a step-bar, lights, mud flaps, decals and toolbox.



WATER DEPARTMENT MONTHLY REPORT

To: David Bolling

Month of: SEPT. 2018

From: Jimmy Agee

RE: Monthly Work Orders

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	9	
Read-out	32	
RE- READS	7	
WATER TAP NEW ACCT.		
CLOSED ACCT WITH COMSUMPTION		
READ INS	31	
CHECK FOR HUNG METER	18	
CHANGE OUT HUNG / BROKEN METER		
CHECK FOR LEAK AT METER	8	
METER LEAKS	2	
AFTER HOURS - WATER	2	
SERVICE LINE LEAK	6	
LINE LOCATES	130	
TURN OFF FOR NON PAYMENT	22	
TURN WATER BACK ON	141	
YARD WORK	5	
DOOR HANGERS	7	
MANUAL READ	7	
AFTER HOURS - SEWER	1	
SEWER- TAP NEW ACCOUNT		
LOCATE SEWER TAP		
SEWER BACK UP	4	
CHECK TO SEE IF STILL OFF	6	
TAP ESTIMATES	4	
PROFILE REQUESTED	2	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS	2	

WATER DEPARTMENT MONTHLY REPORT

Month of: Sept. 2018

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TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
ESTIMATES RELOCATE METER	1	
CHECK FOR TAMPERED METER	1	
REPAIR BROKEN SEWER LINE		
NO WATER	1	
WATER TASTE BAD		
CHECK WATER PRESSURE		
SEWER BAD SMELL		
CHECK FOR FROZEN METER		
REPLACE MAN HOLE COVER		
REPLACE CLEAN-OUT CAP		
REPLACE METER /METER BOX/LID	3	
REPLACE TAMPERED METER		
REPLACE VALVE		
FLUSH LINES		
RUN 10 GAL WATER THRU	1	
TURN OFF FOR INSPECTIONS		
INSPECT SEWER CONNECTION		
TURN OFF DUE TO LEAK		
REPLACE CUT-OFF VALVE	2	
Install flotting meter		
LOCATE WATER METER	1	
Total		459
OVER-TIMES HOURS	90	
FIRE HYDRANTS	2	
ROAD PATCHES	1	
PULLED METERS	2	


 WATER DISTRIBUTION & COLLECTION
 MANAGER-JIM AGEE

Kingston Public Library (KPL)

1004 Bradford Way
Kingston Tennessee 37763
865-376-9905

3 Oct 2018

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

FR: Emily Steele, MLIS
Director

RE: Monthly Director's Report

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

Children's Programming

We had four programs with 55 attending. Next week, we'll have extra programs for the school fall break. We'll have board games in the morning and tech games in the afternoon.

Classes

Our social media class had 4 attendees, and we had 2 for an email class.

Programs

We had five participants for our last craft night program. Fourteen came for our board night party.

Summary

Patron count for the month totaled 1493.

There were 1,791 checkouts for the month for adults and 394 checkouts for children.

The READS circulation for ebooks was 2,436.

Respectfully submitted,
ERS

Kingston Public Library
Meeting Minutes
September 18, 2018

Present: Vic King, Mary Ann Wesolowski, Emily Steele – Director, Trudy Wideman, Carolyn Brewer, Emily Smith, Joe Parker, Randy Childs

- 1) Vic King called the meeting to order at 5:00 pm.
- 2) Carolyn moved to have the minutes of the August 9th meeting approved; Mary Ann seconded the motion and the minutes were approved.
- 3) Treasurer, Mary Ann Wesolowski, reported our current balance to be \$10,130.16. Deposits of \$639.21 (Used Book Sales) and \$1.43 (Interest) have been made. Technology class instructors have been paid. Trudy moved to accept the treasurer's report; Randy seconded and the report was accepted.
- 4) Comments from the public were not available.
- 5) A representative from the Ocoee Regional Library was not present.
- 6) Emily Steele presented the Director's Report:
 - a) Children's Programming – Four programs were held in August with a total of 43 participants.
 - b) Classes – Computer classes held in the month of August covered Microsoft Excel and Microsoft Word. Seven people participated.
 - c) Adult Programs – Six participants enjoyed craft night at the library. Three people came to a demonstration by a basket weaver.
 - d) Circulation Summary – Patron count for the month totaled 1,855. There were 2,222 checkouts and renewals for adults and 465 for children, totaling 2,687. READS count for e-books was 2,184 for adults and 130 for children, totaling 2,314.Trudy moved to accept the director's report; Mary Ann seconded and the report was accepted.
- 7) Old Business:
 - a) Trustee Workshop – Emily Steele and Mary Ann Wesolowski will be attending the Library Trustee Workshop to be held in Crossville on September 28th.

- b) Library card policy and application- All Roane County residents may be issued a library card from the Kingston Public Library free of charge. Patrons who live in the state of Tennessee but out of Roane County can receive a non-resident library card for a fee of \$25.00. In order to receive a library card specific to public and private school teachers, proof of current employment must be established. Two separate library card applications are available for adults and juveniles. An adult who has a library card in good standing will be required to sign for a child applying for a juvenile card.

8) New Business

- a) Inclement weather policy – Joe Parker made a motion that the KPL Inclement Weather Policy include the following changes:
 - 1. If Kingston city municipal offices close for inclement weather, the Kingston Public Library will close as well. The street department can be consulted by phone.
 - 2. If the library remains open, employees who cannot make it to work or are required to stay home due to inclement weather will be required to use vacation time or lose hours unless so directed by the Director.Mary Ann seconded the motion and the motion carried.
- b) Job descriptions – A discussion of job descriptions was tabled until next month's meeting.
- c) LSTA Grant –Director Emily Steele applied for and was awarded LSTA grant funds. The state will provide \$2210.00 which will be met at the local level for a total of \$4420.00 Mary Ann made a motion that Director Steele decide how to best spend the money for library needs. Carolyn seconded and the motion carried.
- d) Technology inventory/DVD player and document scanner– Technology inventory went well. A DVD player was discovered. Emily Smith suggested that it be made available for circulation. A document scanner was also found. Joe Parker will examine both pieces of equipment to see if they are still operational and report next month.
- e) Incident reports – Two incident reports were filed at the library last month. A woman slipped and fell as a result of a wet floor and a man upset over circumstances concerning a reserved book, pushed a cart in anger. Incident reports were filled out and surveillance films were pulled.
- f) Better World Books sale –Emily Steele suggested that discarded library books be shipped to the Better World Books Company who will sell them

and share the profits from the sale with KPL. Joe Parker made a motion that we investigate the company by sending a couple of boxes of books and see how much money we get in return. Randy seconded the motion and the motion carried.

g) Evaluations- Joe will send out evaluations the first of October so they will be completed by November.

9) Recommendations for Improvement – October 2, 2018 at 4:30, John Eric Grubbs, a representative with the Municipal Technical Advisory Service, will be speaking to the KPL library staff and members of the KPL board on how to improve personnel policies in the library.

10) Chairman's comments - Vic thanked all for coming and commented on the good meeting

11) Next meeting date is set for October 23th, 2018 at 5 pm.

12) Adjournment was moved by Trudy and seconded by Joe. The meeting was adjourned at 5:36 p.m.

Respectfully submitted,
Trudy Wideman, Secretary

Kingston Beautification Committee

Meeting Minutes- Monday, September 6, 2018

Call To Order

T. Nichols called to order the meeting. This was a combined meeting of the Beautification Department and the Steering Committee.

Roll Call

Beautification Attendees: Chief Jim Washam, Sue Collins, City Councilwoman Tara Stockton, Judy Yeager, Alisha Massengill, Teresa Nichols.

Steering Attendees: Stacey Wilson, City Manager David Boling, Bob Giltane, Rhonda Mossing

Guests: Tim Clark Public Works, Rick Ross Kingston Parks & Rec., City Council Women Stephanie Wright

Approval of minutes from last meeting

There was no August meeting. No minutes recorded.

Open Issues

Litter Cleanup day Discussed Oct 20

Sidewalks in the downtown area are currently being renovated and completing Race Street on both sides in this budget. Discussion of having stamped sidewalks was discussed and Rick Ross was going to check and see if this is ADA compliant.

Discussion about 2 possible grants available to complete the sidewalks to the greenways at the lake.

Discussion of trashcans, planters and light fixtures for the downtown area was addressed. The importance of symmetry throughout the downtown area was mentioned.

Currently there are 30 lights donated by Outdoor Kingston to the city. These are being installed with the new sidewalks.

The possibility for stamped/sponsored planters was mentioned. Direction will need to be decided on who would maintain these planters. Regarding the trash cans for the downtown and walkway areas was discussed. It was decided that composites would be cheaper and hold up longer. Quotes/options were going to be looked up for the next month meeting.

Chief Washam reported the KUMC purchased the Browder Lot and will start on the receiving area behind the clothes closet.

Chief Washam will also try to reach the new owner of the Downtown apts. to see what plans they have to be in compliance .

**MINUTES
KINGSTON PLANNING COMMISSION
September 18, 2018**

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on September 18, 2018 at the Kingston City Hall.

Members Present

Gary Lay, Chmn.
Bo Pickel, Sec.
Tim Neal, Mayor
Eric Bacon
Gary Botkin
John Byrkit
Chuck Hutzler
Stephanie Wright

Members Absent

Lou Qualls
Jason Taylor

Others Present

David Bolling
Terry Brown
Glen Cofer

Staff Representative: David K. Williams 

CALL TO ORDER/MINUTES

The meeting was called to order at 6:00 p.m. by Chairman Lay. On a motion by Ms. Wright and a second by Mr. BYRKIT, on a roll call vote, the commission voted to approve the minutes of the August 21 meetings.

REPORTS

Mayor Neal did not make a report.

City Manager Bolling reported that funding had been obtained to pave Ladd Landing Boulevard. He also reported that the BZA had granted a variance for a porch on Kingwood Street. Also, the building codes are being updated.

Councilman Tony Brown stated that he was encouraging the members to unanimously support the rezoning of the Southwest Point Golf Course property from C-1 to C-2. He stated that this would encourage further development and increase the city's tax base.

Staff Planner Williams announced that there would be a two hour training opportunity at Farragut Town Hall on October 29, 2018 from 6:00 p.m. to 8:00 p.m. The training would be Private Property Rights by Dan Hawk, former Director of the Local Planning Assistance Office. Staff encourage members to attend.

FINAL PLAT REVIEW – ARNOLD RAY SKILES PROPERTY – GALLAHER ROAD AT HIGHWAY 70

Staff had provided commissioners with a copy of a plat of the Arnold Ray Skiles property. The plat showed a proposed change in a property line leading back to the main part of parcel 161.00. Parcel 161.12 would be 6.835 acres in size with the changes and Parcel 161.00 would be 4.771 with the changes. The planning commission agreed that Parcel 161.00 would need to be surveyed and shown because it was less than five acres in size.

Action Taken

On a motion by Mr. Hutzler and a second by Secretary Pickel, the commission, on a roll call vote, the commission unanimously voted to deny approval of the plat.

Minutes
Kingston PC
September 18, 2018

**REZONING REQUEST – C-1 TO C-2 – SOUTHWEST POINT GOLF COURSE PROPERTY – KINGSTON
PLANNING REGION**

The planning commission addressed a request by Mr. Kevin Kennedy, of Perfect Game, to rezone the Southwest Point Golf Course property from C-1 to C-2. The rezoning request was made because outdoor recreation facilities are permitted uses in the C-2 district. Perfect Game was proposing to have ten baseball/softball fields for the property. City Manager Bolling said that this would involve a \$9 to \$12 million investment. Also, it would hire 45 to 50 employees. It is anticipated that there would be additional developments to compliment the county's existing 500 motel rooms.

The property was owned by Ms. Sydney Beard. She provided a letter to Mr. Glen Cofer authorizing Mr. Kevin Kennedy to request the rezoning.

Action Taken

On a motion by Mayor Neal and a second by Mr. Botkin, on a roll call vote, the commission unanimously voted to recommend that the property be rezoned to C-2.

ADJOURNMENT

On a motion by Mr. Botkin, the meeting adjourned at 6:40 p.m.

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

August 31, 2018

TO: All Board Members

FROM: Frances Long

The Quarterly E-911 Board meeting will be Thursday, September 6, 2018 at 1:00 P.M., at the E-911 Center Administrative Office.

Enclosed please find:
The agenda for the Board meeting.
The June 2018 Board Minutes

June - July 2018 financial report these have no accruals shown. Accountant's report shows accruals, enclosed is the latest report from the accountant.

Also enclosed list of bank account balances as of July 31, 2018. This is all monies including designated funds and our CD with US Bank.

"REMOTE ACCESS INFORMATION"

TO CALL INTO CONFERENCE BRIDGE PHONE # 865-245-1033 PIN # IS 0911

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

AGENDA
RCECD E-911 QUARTERLY BOARD MEETING
SEPTEMBER 6, 2018

CALL TO ORDER

APPROVAL OF MINUTES OF JUNE 2018 MEETING

APPROVAL FINANCIAL STATEMENTS FOR JUNE & JULY 2018

CHAIRMAN'S REPORT

GENERAL REPORT

JULY FUND BALANCE

COMMITTEE REPORTS

BUDGET/FINANCE COMMITTEE

GENERAL REPORT

BUILDING/EQUIPMENT COMMITTEE

GENERAL REPORT

PERSONNEL/TRAINING COMMITTEE

GENERAL REPORT

DIRECTOR'S REPORT

GENERAL REPORT

UPDATE ON BUILDING PROJECT

RURAL DEVELOPMENT INFORMATION

OTHER BUSINESS

OLD~NEW BUSINESS NOT COVERED ABOVE

**MINUTES OF JUNE 2018
ROANE COUNTY E-911 BOARD MEETING**

The Roane County Emergency Communications District (E-911) Board met Thursday, June 21, 2018 at 1:00 P.M. at the E-911 Center administrative office.

MEMBERS PRESENT: Tony Brown, Donnie Eblen, John Harvey, Kenny Humphrey, Tim Suter

MEMBERS ABSENT: Marilyn Calfee, Carolyn Granger, Arvel McNelly, Jack Stockton

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

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Motion was made by Mr. Humphrey second by Mr. Harvey to approve the minutes from the March meeting, motion carried.

FINANCIAL STATEMENT:

Motion to approve the financial statements for March 2018 - May 2018 by Mr. Harvey second Mr. Suter, motion carried.

CHAIRMAN'S REPORT:

The Audit report carried over from the last meeting was discussed, motion to accept the audit Mr. Suter second Mr. Humphrey, audit was accepted.

May fund balance was discussed there were no questions on the report.

COMMITTEE REPORTS:

BUDGET/FINANCE COMMITTEE

The Budget Committee submitted the amended budget for the 2017-2018 fiscal year, this adjusts line items to make sure we are in compliance. After some discussion, motion to approve the amended budget by Mr. Humphrey second Mr. Harvey motion approved.

Committee then presented proposed 2018-2019 fiscal year budget which includes two percent salary increase in expense and three percent increase in dispatch fees, which is allowed each year. After review of the proposed budget motion to accept by Mr. Brown second Mr. Humphrey, budget was approved.

A policy was presented to the board called "Bridge Gap Insurance". This benefits employees retiring before they are eligible for Medicare. Employees age 60 with ten years service with RCECD are eligible to continue health insurance, the Center would continue to cover at the current rate (employee 5% employer 95%). This is not retroactive and is only available, if approved, from now forward. After much discussion Mr. Harvey made a motion to adopt a policy to mirror what the County has as a policy for RCECD second Mr. Suter, motion carried. This policy becomes effective July 1, 2018.

BUILDING/EQUIPMENT COMMITTEE

Committee has not met since last meeting.

PERSONNEL/TRAINING COMMITTEE

Committee has not met since last meeting.

DIRECTOR'S REPORT

Mr. Hooks stated his appreciation for the board and their continued support. He and Robert have been very busy working with West Hosting to deliver a hosting solution on 7/8/18 to be effective in August 2018. AT&T has given us a year to acquire someone and three months have already passed. AT&T will no longer

support the type system we now have. This hosting solution will be cheaper than what we now have and the state will pick up half of the cost of the transition. The equipment will be furnished and we will pay a service fee. The Host will keep the equipment and software updated as necessary.

Mr. Hooks position on the state ECB will end on 6/30/18 unless the Governor reinstates him for another four year term.

He is keeping close communications with Rural Development and supplying them with any information needed. They suggest after the project is partially complete we may want to invest some cash and not have to finance the whole amount.

The mobile unit has been repaired and is fully operational.

OTHER BUSINESS:

ADJOURNMENT

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

Regular March minutes approved at the June Board Meeting of Roane County Emergency Communications District Board of Directors. Date: June 21, 2018

Carolyn Granger/Secretary-Treasurer
Tony Brown/Alt. Secretary-Treasurer

Donnie R. Eblen/Chairman

BUDGET F/Y 2018-2019

APPROVED BY BOARD 06/21/2018

2% Salary Increase + Longivity

REVENUES	2018-2019 BUDGET	BUDGET MONTHLY	ACTUAL REC/PAY OUT	OVER(UNDER) MONTH JULY	ACTUAL YEAR	OVER(UNDER) YEAR
3010 TECB 911 SURCHARGE (BASE)	664,518	110,753.00	0.00	(110,753.00)	0.00	(664,518.00)
3020 TECB EXCESS REVENUE	37,987	0.00	0.00	0.00	0.00	(37,987.00)
3040 DISPATCH SERVICES	654,733	54,561.08	47,481.08	(7,080.00)	47,481.08	(607,251.92)
5002 INTEREST INCOME	617	51.42	72.66	21.24	72.66	(544.34)
5005.01 MDT MAINTENANCE	19,564	1,630.33	959.72	(670.61)	959.72	(18,604.28)
5005.02 800 MHZ SYSTEM MAINT.	29,661	2,471.75	12,882.80	10,411.05	12,882.80	(16,778.20)
5009 OTHER INCOME	2,004	167.00	80.00	(87.00)	80.00	(1,924.00)
5009.01 NCIC/REC CLERK/COUNTY	46,007	3,833.92	0.00	(3,833.92)	0.00	(46,007.00)
TOTAL ESTIMATED REVENUE	1,455,091	173,468.50	61,476.26	(111,992.24)	61,476.26	(1,393,614.74)
=====						
EXPENDITURES						
4001 DIRECTOR	67,649	5,637.42	5,203.76	(433.66)	5,203.76	(62,445.24)
4002 COMPTROLLER	32,962	2,746.83	2,535.54	(211.29)	2,535.54	(30,426.46)
4003 ASSISTANT DIRECTOR	52,718	4,393.17	4,055.24	(337.93)	4,055.24	(48,662.76)
4004 DISPATCHER (9)	260,972	21,747.67	21,873.38	125.71	21,873.38	(239,098.62)
4005 DISPATCH/LEAD (3)	155,663	12,971.92	9,016.00	(3,955.92)	9,016.00	(146,647.00)
4006 ADMIN-MAPPING	31,058	2,588.17	2,389.08	(199.09)	2,389.08	(28,668.92)
4006.01 P/T MAP CONSULT	8,640	720.00	720.00	0.00	720.00	(7,920.00)
4007 GRANT RESEARCH (40 HRS MO)	0	0.00	0.00	0.00	0.00	0.00
4008 OVERTIME PAY	7,813	651.08	377.70	(273.38)	377.70	(7,435.30)
4009 PART TIME (24 HRS WEEK)	0	0.00	0.00	0.00	0.00	0.00
4012 HOLIDAY PAY	17,626	1,468.83	1,390.32	(78.51)	1,390.32	(16,235.68)
4013 CHRISTMAS BONUS	2,062	171.83	0.00	(171.83)	0.00	(2,062.00)
4015 ASSISTANT COMPTROLLER	31,058	2,588.17	2,389.08	(199.09)	2,389.08	(28,668.92)
4020 ADMIN - TAC	40,904	3,408.67	3,146.46	(262.21)	3,146.46	(37,757.54)
4022 NCIC RECORD CLERK	38,332	3,194.33	2,211.51	(982.82)	2,211.51	(36,120.49)
4101 SOCIAL SECURITY TAX	46,938	3,911.50	3,408.52	(502.98)	3,408.52	(43,529.48)
4102 MEDICARE TAX	10,977	914.75	797.16	(117.59)	797.16	(10,179.84)
4103 LIFE INSURANCE	1,139	94.92	94.34	(0.58)	94.34	(1,044.66)
4104 MEDICAL INSURANCE	129,470	10,789.17	10,526.00	(263.17)	10,526.00	(118,944.00)
4108 STATE RETIREMENT	41,405	3,450.42	2,959.40	(491.02)	2,959.40	(38,445.60)
4109 SUTA TAX	960	80.00	104.19	24.19	104.19	(855.81)
4201 MAPPING/ADDRESSING	100	8.33	0.00	(8.33)	0.00	(100.00)
4203 AUDIT SERVICES	8,950	745.83	0.00	(745.83)	0.00	(8,950.00)
4204 ACCOUNTING SERVICES	3,936	328.00	320.00	(8.00)	320.00	(3,616.00)
4216 JANITORIAL SERVICE	4,000	333.33	0.00	(333.33)	0.00	(4,000.00)
4217 LEGAL & PROFESSIONAL	5,000	416.67	0.00	(416.67)	0.00	(5,000.00)
4218 MAINT. AGREEMENTS	36,235	3,019.58	24,472.60	21,453.02	24,472.60	(11,762.40)
4220 NCIC/TBI/TIES LINE	5,433	452.75	0.00	(452.75)	0.00	(5,433.00)
4225 PEST CONTROL	300	25.00	25.00	0.00	25.00	(275.00)
4299.02 TRASH DISPOSAL	192	16.00	32.00	16.00	32.00	(160.00)
4301 OFFICE SUPPLIES	1,920	160.00	63.09	(96.91)	63.09	(1,856.91)
4302 CUSTODIAL SUPPLIES	2,670	222.50	111.29	(111.21)	111.29	(2,558.71)
4303 DISPATCH SUPPLIES	375	31.25	228.29	197.04	228.29	(146.71)
4304 POSTAGE	888	74.00	50.00	(24.00)	50.00	(838.00)
4305 SMALL EQUIPMENT PUR	5,000	416.67	401.25	(15.42)	401.25	(4,598.75)
4307 UTILITIES ELECTRIC	16,200	1,350.00	1,342.08	(7.92)	1,342.08	(14,857.92)
4308 UTILITIES GAS	1,757	146.42	64.02	(82.40)	64.02	(1,692.98)
4309 UTILITIES WATER	858	71.50	131.84	60.34	131.84	(726.16)
4309-01 UTILITIES SEWER	2,102	175.17	162.97	(12.20)	162.97	(1,939.03)
4310 GENERAL TELEPHONE (ADMIN)	10,234	852.83	847.33	(5.50)	847.33	(9,386.67)
4311 CELL PHONE/VERIZON	1,932	161.00	131.30	(29.70)	131.30	(1,800.70)
4312 GEN TELE(CALL CENTER LINE)	33,924	2,827.00	2,827.00	0.00	2,827.00	(31,097.00)

4313 INTERNET CHARGES	11,135	927.92	879.14	(48.78)	879.14	(10,255.86)
4335 MAINT&REPAIR VEHICLE	1,600	133.33	0.00	(133.33)	0.00	(1,600.00)
4336 VEHICLE FUEL COST	2,000	166.67	218.86	52.19	218.86	(1,781.14)
4338 MISC MAINT & REPAIR	6,635	552.92	1,076.93	524.01	1,076.93	(5,558.07)
4339 MDT MAINTENANCE IN/OUT	19,564	1,630.33	20,790.00	19,159.67	20,790.00	1,226.00
4340 800 RADIO SYST. MAINT IN/OUT	29,661	2,471.75	7,372.30	4,900.55	7,372.30	(22,288.70)
4401 BANK FEES	1,150	95.83	72.65	(23.18)	72.65	(1,077.35)
4405 DUES & SUBSCRIPTIONS	4,035	336.25	4,035.00	3,698.75	4,035.00	0.00
4406 TESTING/EVALUATION	1,000	83.33	0.00	(83.33)	0.00	(1,000.00)
4407 WORKERS COMP INSURE	1,347	112.25	0.00	(112.25)	0.00	(1,347.00)
4408 LIABILITY INSURANCE	29,606	2,467.17	0.00	(2,467.17)	0.00	(29,606.00)
4413 LICENSE & FEES	600	50.00	0.00	(50.00)	0.00	(600.00)
4414 SURETY BONDS	400	33.33	0.00	(33.33)	0.00	(400.00)
4418 TRAINING	1,500	125.00	600.00	475.00	600.00	(900.00)
4419 TRAVEL	1,500	125.00	0.00	(125.00)	0.00	(1,500.00)
4420 MEALS	1,400	116.67	0.00	(116.67)	0.00	(1,400.00)
4421 ADVERTISING	100	8.33	0.00	(8.33)	0.00	(100.00)
4422 MISCELLANEOUS EXP	1,000	83.33	17.92	(65.41)	17.92	(982.08)
4423 RENT/REP SITE(tank & propane)	800	66.67	0.00	(66.67)	0.00	(800.00)
4425 LODGING	2,100	175.00	0.00	(175.00)	0.00	(2,100.00)
5010 INTEREST EXPENSE	5,000	416.67	0.00	(416.67)	0.00	(5,000.00)
TOTAL ESTIMATED EXPENSE	1,242,485	103,540.42	139,470.54	35,930.12	139,470.54	(1,103,014.46)
ESTIMATED RECEIPTS	1,455,091		61,476.26			
VS						
ESTIMATED EXPENDITURE	1,242,485		139,470.54			
OVER (UNDER)	212,606					
DEPRECIATION	88,724					
OVER(UNDER)AFTER DEPRECIATION	123,882		-77,994.28			

3 NEW ACCOUNT #'s FROM STATE ECB

APPROVED BY BOARD 06/22/2017

REVENUES	2017-2018 BUDGET	BUDGET MONTHLY	ACTUAL REC/PAY OUT	OVER(UNDER) MONTH JUNE	ACTUAL YEAR	OVER(UNDER) YEAR
3010 TECB 911 SURCHARGE (BASE)	664,518	110,753.00	110,753.00	0.00	664,518.00	0.00
3020 TECB EXCESS REVENUE	36,646	0.00	0.00	0.00	32,650.00	(3,996.00)
3040 DISPATCH SERVICES	635,661	52,971.75	52,971.84	0.09	582,690.24	(52,970.76)
5002 INTEREST INCOME	555	46.25	64.70	18.45	584.40	29.40
5005.01 MDT MAINTENANCE	19,564	1,630.33	0.00	(1,630.33)	15,632.33	(3,931.67)
5005.02 800 MHZ SYSTEM MAINT.	28,890	2,407.50	0.00	(2,407.50)	28,237.30	(652.70)
5006.00 TECB REIMBURSE/GRANT	0	0.00	0.00	0.00	0.00	0.00
5009 OTHER INCOME	1,670	139.17	60.00	(79.17)	1,688.00	18.00
5009.01 NCIC/REC CLERK/COUNTY	44,667	3,722.25	3,722.25	0.00	40,944.75	(3,722.25)
TOTAL ESTIMATED REVENUE	1,432,171	171,670.25	167,571.79	(4,098.46)	1,366,945.02	(65,225.98)
=====						
EXPENDITURES						
4001 DIRECTOR	72,169	6,014.08	7,652.64	1,638.56	64,330.70	(7,838.30)
4002 COMPTROLLER	33,897	2,824.75	3,728.76	904.01	31,036.81	(2,860.19)
4003 ASSISTANT DIRECTOR	56,650	4,720.83	5,963.55	1,242.72	49,610.63	(7,039.37)
4004 DISPATCHER (8@34579)	282,937	23,578.08	31,238.44	7,660.36	259,030.51	(23,906.49)
4005 DISPATCH/LEAD (3@35949)	139,135	11,594.58	13,260.00	1,665.42	127,790.00	(11,345.00)
4006 ADMIN-MAPPING	32,554	2,712.83	3,513.36	800.53	29,243.88	(3,310.12)
4006.01 P/T MAP CONSULT	8,640	720.00	720.00	0.00	7,920.00	(720.00)
4007 GRANT RESEARCH (40 HRS MO)	0	0.00	0.00	0.00	8,400.00	8,400.00
4008 OVERTIME PAY	7,503	625.25	468.15	(157.10)	6,576.06	(926.94)
4009 PART TIME (24 HRS WEEK)	0	0.00	0.00	0.00	0.00	0.00
4012 HOLIDAY PAY	15,552	1,296.00	1,237.28	(58.72)	15,320.16	(231.84)
4013 CHRISTMAS BONUS	1,800	150.00	0.00	(150.00)	1,800.00	0.00
4015 ASSISTANT COMPTROLLER	31,871	2,655.92	3,513.36	857.44	29,087.65	(2,783.35)
4020 ADMIN - TAC	43,505	3,625.42	4,627.14	1,001.72	38,514.58	(4,990.42)
4022 NCIC RECORD CLERK	39,143	3,261.92	4,336.14	1,074.22	35,978.99	(3,164.01)
4101 SOCIAL SECURITY TAX	48,200	4,016.67	4,955.48	938.81	43,453.63	(4,746.37)
4102 MEDICARE TAX	11,270	939.17	1,158.92	219.75	9,312.43	(1,957.57)
4103 LIFE INSURANCE	1,182	98.50	110.84	12.34	1,103.23	(78.77)
4104 MEDICAL INSURANCE	125,900	10,491.67	10,526.00	34.33	116,527.95	(9,372.05)
4108 STATE RETIREMENT	41,920	3,493.33	4,099.59	606.26	37,411.06	(4,508.94)
4109 SUTA TAX	1,056	88.00	0.00	(88.00)	864.61	(191.39)
4201 MAPPING/ADDRESSING	100	8.33	0.00	(8.33)	0.00	(100.00)
4203 AUDIT SERVICES	8,525	710.42	0.00	(710.42)	8,525.00	0.00
4204 ACCOUNTING SERVICES	3,840	320.00	320.00	0.00	3,520.00	(320.00)
4216 JANITORIAL SERVICE	0	0.00	0.00	0.00	0.00	0.00
4217 LEGAL & PROFESSIONAL	5,000	416.67	0.00	(416.67)	2,686.04	(2,313.96)
4218 MAINT. AGREEMENTS	33,000	2,750.00	150.00	(2,600.00)	31,940.28	(1,059.72)
4220 NCIC/TBI/TIES LINE	5,410	450.83	0.00	(450.83)	4,850.00	(560.00)
4225 PEST CONTROL	300	25.00	50.00	25.00	275.00	(25.00)
4299.02 TRASH DISPOSAL	192	16.00	16.00	0.00	176.00	(16.00)
4301 OFFICE SUPPLIES	1,790	149.17	136.00	(13.17)	1,763.21	(26.79)
4302 CUSTODIAL SUPPLIES	2,400	200.00	26.19	(173.81)	2,061.78	(338.22)
4303 DISPATCH SUPPLIES	308	25.67	0.00	(25.67)	280.42	(27.58)
4304 POSTAGE	688	57.33	19.82	(37.51)	539.54	(148.46)
4305 SMALL EQUIPMENT PUR	2,500	208.33	47.99	(160.34)	1,467.99	(1,032.01)
4307 UTILITIES ELECTRIC	15,500	1,291.67	1,226.43	(65.24)	13,313.70	(2,186.30)
4308 UTILITIES GAS	1,835	152.92	62.21	(90.71)	1,419.75	(415.25)
4309 UTILITIES WATER	900	75.00	60.98	(14.02)	702.78	(197.22)
4309-01 UTILITIES SEWER	2,000	166.67	162.04	(4.63)	1,714.17	(285.83)
4310 GENERAL TELEPHONE (ADMIN)	10,450	870.83	847.40	(23.43)	9,372.69	(1,077.31)
4311 CELL PHONE/VERIZON	1,932	161.00	241.35	80.35	1,844.20	(87.80)

4312 GEN TELE(CALL CENTER LINE)	34,000	2,833.33	2,827.00	(6.33)	31,097.00	(2,903.00)
4313 INTERNET CHARGES	9,900	825.00	879.14	54.14	8,006.28	(1,893.72)
4335 MAINT&REPAIR VEHICLE	5,810	484.17	0.00	(484.17)	2,403.94	(3,406.06)
4336 VEHICLE FUEL COST	2,120	176.67	168.92	(7.75)	1,852.39	(267.61)
4338 MISC MAINT & REPAIR	5,076	423.00	750.45	327.45	4,655.02	(420.98)
4339 MDT MAINTENANCE IN/OUT	19,564	1,630.33	0.00	(1,630.33)	17,720.16	(1,843.84)
4340 800 RADIO SYST. MAINT IN/OUT	28,890	2,407.50	0.00	(2,407.50)	27,955.80	(934.20)
4401 BANK FEES	1,110	92.50	77.92	(14.58)	1,019.05	(90.95)
4405 DUES & SUBSCRIPTIONS	4,035	336.25	0.00	(336.25)	4,035.00	0.00
4406 TESTING/EVALUATION	570	47.50	90.00	42.50	530.00	(40.00)
4407 WORKERS COMP INSURE	1,171	97.58	0.00	(97.58)	1,171.00	0.00
4408 LIABILITY INSURANCE	26,500	2,208.33	0.00	(2,208.33)	26,434.00	(66.00)
4413 LICENSE & FEES	400	33.33	0.00	(33.33)	0.00	(400.00)
4414 SURETY BONDS	400	33.33	0.00	(33.33)	-1,187.36	(1,587.36)
4418 TRAINING	1,025	85.42	0.00	(85.42)	749.95	(275.05)
4419 TRAVEL	1,310	109.17	210.12	100.95	1,264.32	(45.68)
4420 MEALS	850	70.83	53.05	(17.78)	896.41	46.41
4421 ADVERTISING	100	8.33	0.00	(8.33)	0.00	(100.00)
4422 MISCELLANEOUS EXP	570	47.50	12.00	(35.50)	486.79	(83.21)
4423 RENT/REP SITE(tank & propane)	1,235	102.92	0.00	(102.92)	726.69	(508.31)
4425 LODGING	1,100	91.67	0.00	(91.67)	919.68	(180.32)
5010 INTEREST EXPENSE	1,000	83.33	0.00	(83.33)	0.00	(1,000.00)
TOTAL ESTIMATED EXPENSE	1,238,290	103,190.83	109,544.66	6,353.83	1,130,501.55	(107,788.45)
ESTIMATED RECEIPTS	1,432,171		167,571.79			
VS						
ESTIMATED EXPENDITURE	1,238,290		109,544.66			
OVER (UNDER)	193,881					
DEPRECIATION	109,562					
OVER(UNDER)AFTER DEPRECIATION	84,319		58,027.13			

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE

For the One Month and Year Ended June 30, 2018

	1 Month Ended Actual June 30, 2018	1 Month Ended Budget June 30, 2018	Variance	Percent	Year Ended Actual June 30, 2018	Year Ended Budget June 30, 2018	Variance	Percent
Operating Revenues								
TECB Distribution of 911 Surcharges (Base Amount)	\$ 110,749	\$ 55,377	55,372	57.64 %	\$ 664,516	\$ 664,518	(2)	49.71 %
TECB Distribution of Excess Revenue	-	3,054	(3,054)	-	36,646	36,646	-	2.74
Other Op Rev (Dispatch Services)	52,972	52,972	-	32.35	635,662	635,661	1	47.55
Total Operating Revenues	163,721	111,403	52,318	100.00	1,336,824	1,336,825	(1)	100.00
Operating Expenses								
Salaries and Wages								
Salaries and Wages	8,827	-	8,827	5.39	66,575	-	66,575	4.98
Salary - Director	7,398	6,014	1,384	4.62	62,681	72,169	(9,488)	4.69
Salary - Administrative Personnel	6,621	2,825	3,796	4.04	59,393	33,897	25,496	4.44
Salaries - Assistant Director	5,080	-	5,080	3.10	50,246	-	50,246	3.76
Salary - Dispatchers/Telecommunicators/Call taker	28,553	23,578	4,975	17.44	257,418	282,937	(25,519)	19.26
Salary - Dispatch Supervisor Personnel	11,242	11,595	(353)	6.87	120,570	139,135	(18,565)	9.02
Salary - Mapping/Address Personnel	3,283	2,713	570	2.01	27,865	32,554	(4,689)	2.09
P/T Salary-Mapping	720	720	-	0.44	8,640	8,640	-	0.65
Salary - Other Personnel	-	-	-	-	8,700	-	8,700	0.66
Overtime Pay	468	625	(157)	0.29	6,820	7,503	(683)	0.51
Holiday Pay	1,237	1,296	(59)	0.76	15,320	16,552	(232)	1.15
Christmas Bonus	-	150	(150)	-	1,800	1,800	-	0.13
Salary-Clerical Personnel	-	2,656	(2,656)	-	539	31,871	(31,332)	0.04
Salaries - Dispatch Supervisor	4,104	3,625	479	2.51	37,996	43,505	(5,509)	2.84
Salary-Technical Director	-	4,721	(4,721)	-	-	56,650	(56,650)	-
Admin Records Clerk	3,453	3,282	191	2.11	34,090	39,143	(5,053)	2.55
Total Salaries and Wages	80,986	63,780	17,206	49.47	758,673	765,366	(6,693)	56.75
Employee Benefits								
Taxes - Payroll - Social Security	6,774	4,017	2,757	4.14	46,708	48,200	(1,492)	3.49
Taxes - Payroll - Medicare	1,159	939	220	0.71	10,924	11,270	(346)	0.82
Life Insurance	-	99	(99)	-	-	1,182	(1,182)	-
Insurance - Employee Health	10,009	10,492	(483)	6.11	125,466	125,900	(434)	9.39
Taxes - Payroll - SUTA	-	88	(88)	-	870	1,066	(186)	0.07
Unemployment Compensation	4	-	4	-	71	-	71	0.01
Retirement Contributions	4,441	3,493	948	2.71	40,457	41,920	(1,463)	3.03
Other Postemployment Benefits (OPEB)	27	-	27	0.02	28	-	28	-
Taxes - Payroll - FUTA	27	-	27	0.02	97	-	97	0.01
Total Employee Benefits	22,441	19,128	3,313	13.71	224,621	229,528	(4,907)	18.80

See accountants' compilation report.

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE

For the One Month and Year Ended June 30, 2018

	1 Month Ended Actual June 30, 2018	1 Month Ended Budget June 30, 2018	Variance	Percent	Year Ended Actual June 30, 2018	Year Ended Budget June 30, 2018	Variance	Percent
Contracted Services								
Addressing/Mapping/Database Consultants	-	8	(8)	-	-	100	(100)	-
Audit Services	-	710	(710)	-	8,525	8,525	-	0.64
Accounting / Bookkeeping Services	840	320	320	0.39	3,520	3,840	(320)	0.26
Legal and Professional	-	417	(417)	-	2,888	5,000	(2,112)	0.20
Maintenance Agreements	2,617	2,760	(233)	1.54	32,043	33,000	(957)	2.40
NCIC/TBI/TIES Expenses	284	451	(167)	0.17	6,493	5,410	1,083	0.49
Pest Control	25	25	-	0.02	300	300	-	0.02
Trash Disposal	16	16	-	0.01	192	192	-	0.01
Total Contracted Services	3,482	4,697	(1,215)	2.13	53,759	56,367	(2,608)	4.02
Supplies and Materials								
Office Supplies	-	149	(149)	-	1,852	1,790	(138)	0.12
Janitorial Supplies	21	200	(179)	0.01	2,030	2,400	(370)	0.15
Data Processing Supplies	-	26	(26)	-	280	308	(28)	0.02
Postage	20	67	(37)	0.01	597	888	(291)	0.04
Equipment Purchases Not Capitalized	48	208	(160)	0.03	2,217	2,500	(283)	0.17
Utilities - Electric	1,228	1,292	(66)	0.76	13,803	15,500	(1,697)	1.02
Utilities - Natural Gas/Propane	82	153	(71)	0.04	1,563	1,835	(272)	0.12
Utilities - Water	61	75	(14)	0.04	761	900	(139)	0.06
Utilities - Sewer	162	167	(5)	0.10	1,862	2,000	(138)	0.12
Utilities - General Telephone (Admin Lines)	847	871	(24)	0.52	10,224	10,450	(226)	0.78
Utilities-Cell Phones & Pagers	241	181	60	0.15	2,004	1,992	12	0.15
Utilities - General Telephone (Call Center Lines)	2,827	2,833	(6)	1.73	31,097	34,000	(2,903)	2.33
Cable/Internet Charges	879	825	54	0.54	8,852	8,900	(48)	0.66
Maintenance & Repairs - Vehicles	-	484	(484)	-	4,796	5,810	(1,014)	0.36
Fuel - Gasoline & Diesel	189	177	12	0.10	2,068	2,120	(52)	0.15
Misc/Maint/Repair	630	423	207	0.38	4,494	5,075	(581)	0.34
MDT Maintenance	1,613	1,630	(17)	0.89	19,369	19,554	(185)	1.45
800 Radio Sys Maint	43	2,408	(2,365)	0.03	27,956	28,890	(934)	2.09
Total Supplies and Materials	8,849	12,136	(3,287)	5.40	135,223	145,662	(10,439)	10.12
Other Charges								
Bank Charges	78	93	(15)	0.05	1,101	1,110	(9)	0.08
Dues and Memberships	300	336	(36)	0.18	3,600	4,035	(435)	0.27
Testing and Evaluations	(130)	48	(178)	(0.08)	310	570	(260)	0.02
Insurance - Workers' Compensation	151	98	53	0.09	1,227	1,171	56	0.09
Insurance - Liability	2,725	2,208	517	1.66	26,186	26,500	(314)	1.96
Licenses and Fees	-	33	(33)	-	-	400	(400)	-
Premiums on Surety Bonds	165	33	132	0.10	377	400	(23)	0.03
Training Expenses	-	85	(85)	-	1,020	1,025	(5)	0.08
Travel Expenses	210	109	101	0.13	1,384	1,310	74	0.10
Meals	53	71	(18)	0.03	896	850	46	0.07

See accountants' compilation report.

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Year Ended June 30, 2018

	1 Month Ended Actual June 30, 2018	1 Month Ended Budget June 30, 2018	Variance	Percent	Year Ended Actual June 30, 2018	Year Ended Budget June 30, 2018	Variance	Percent
Advertising	-	8	(8)	-	-	100	(100)	-
Miscellaneous Expense	2,588	48	2,520	1.67	3,055	570	2,485	0.23
Rent - Repeater Site	-	103	(103)	-	516	1,235	(719)	0.04
Lodging	46	92	(46)	0.03	966	1,100	(134)	0.07
Total Other Charges	6,166	3,365	2,801	3.77	40,548	40,376	272	3.04
Depreciation								
Depreciation	1,318	9,130	(7,812)	0.81	102,463	109,582	(7,099)	7.66
Total Depreciation	1,318	9,130	(7,812)	0.81	102,463	109,582	(7,099)	7.66
Total Operating Expenses	123,242	112,237	11,005	75.28	1,315,387	1,346,851	(31,464)	98.40
Operating Income (Loss)	40,479	(834)	41,313	24.72	21,437	(10,026)	31,463	1.60
Nonoperating Revenues and (Expenses)								
Interest Income	65	48	65	0.04	1,738	555	1,183	0.13
MDT Maintenance Other Gov/Agencies	-	1,630	-	-	23,673	19,564	4,109	1.77
800 Radio System Maint. Other Gov/Agencies	(4,110)	2,408	(4,110)	(2.61)	25,122	28,890	(3,768)	1.86
Miscellaneous Income	60	139	60	0.04	254,799	1,670	253,129	19.06
Misc/Rec Clerk/County	3,722	3,722	3,722	2.27	44,667	44,667	-	3.34
Interest Expense	-	(83)	-	-	-	(1,000)	1,000	-
Total Other Income (Expenses)	(263)	7,862	(8,125)	(0.16)	349,999	94,346	255,653	26.18
Change in Net Position	\$ 40,216	\$ 7,028	33,188	24.56 %	\$ 371,436	\$ 84,320	287,116	27.76 %

See accountants' compilation report.

MEMO TO CHAIRMAN

AS OF JULY 31, 2018 FOLLOWING ARE THE FUNDS WE HAVE ON HAND NOT COUNTING THE CERTIFICATE OF DEPOSIT

REVENUE FUND	\$1,518,513.70
OPERATING ACCOUNT	\$ 74,153.63
TOTAL FUNDS	\$1,592,667.33
LESS DESIGNATED	\$- 479.86 MDT MAINTENANCE.
LESS 800 MHZ	\$- 15,625.62 ANNUAL MAINTENANCE
LESS CAPITAL ASSETS SOLD	\$- 1,832.00 CAP EQUIP SALES
LESS ECB EQUIP REIMBURSE	\$-163,470.37 NG911 CONTROLLER
LESS EST 3 MONTH RESERVE	\$-230,000.00 FOR CURRENT EXPENSE
LESS ECB 2017 EXCESS FUNDS*	\$ - 53,996.00 FOR 911 UNRESTRICTED FUND
TOTAL DESIGNATED & EST 3,MO	\$- 465,403.85
TOTAL UN-RESTRICTED*	<u>\$1,127,263.48</u>
AVAILABLE CASH	<u>\$1,127,263.48</u>

*ECB GRANT (\$91,215.04) IS SHOWN IN TOTAL UN-RESTRICTED AVAILABLE

*AT&T SETTLEMENT 252,651.09 IS SHOWN INT TOTAL UN-RESTRICTED

CERTIFICATE OF DEPOSIT \$ 61,606.61

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

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

NONE

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

*THE TECB EXCESS FUNDING IS ONCE A YEAR DISTRIBUTION.

RESOLUTION OF MEMBERS OR STOCKHOLDERS

Roane Co Emergency Communications Distr

(Name of Association)

Po Box 236 Rockwood, TN 37854-

(Address, including Zip Code)

RESOLVED, that the Governing Board of this Association be and it hereby is authorized and empowered to take all action necessary or appropriate —

1. To obtain for and on behalf of the Association through the United States Department of Agriculture (USDA) or any other Governmental agency:
 - (a) A loan in a sum not to exceed \$ \$2,703,500.00 ;
 - (b) A grant in a sum not to exceed \$ \$0.00 ;to be advanced by the lender or grantor in one or more advances at such time or times as may be agreed upon.
2. In case of a loan or grant or both —
 - (a) For the execution of such application or applications (including exhibits, amendments and/or supplements thereto) as may be required;
 - (b) For the execution and delivery to the lender or grantor of all such written instruments as may be required in regard to or as evidence of such loan or grant; and
 - (c) In its judgment to carry out the terms of this resolution.
3. And in case of a loan —
 - (a) To obligate this Association for the repayment of the loan at such rates of interest and on such other terms and conditions as the Governing Board shall deem proper;
 - (b) To pledge, hypothecate, mortgage, convey, or assign property of this Association of any kind and in any amount now owned or hereafter acquired, as security for any or all obligations (past, present and/or future) of this Association to such lender; and
 - (c) From time to time to pay, extend, or renew any such obligations.

CERTIFICATION

I, the undersigned, as _____ of the above named Association, hereby
(Secretary) (Acting Secretary)
certify that said Association on the _____ day of _____, _____, had _____
(Number)
_____ ; that _____ of these
(members) (stockholders) or (shares of voting stock outstanding)
constituted a quorum; that _____ said members or stockholders or shares of voting stock were present at a meeting
of the members or stockholders duly called and held on the _____ day of _____, _____;
that the foregoing resolution was adopted at such meeting by the affirmative vote of _____ said members
or stockholders or shares of voting stock; and that said resolution has not been rescinded or amended in any way.

Dated this day _____ of _____, _____.

Secretary of Roane Co Emergency Communications Dist



United States Department of Agriculture

Rural Development

August 15, 2018

State Director

3322 West End Ave
Suite 300
Nashville, TN
37203

Mr. Mike Hooks, General Manager
Roane Co. Emergency Communications Rescue District
P.O. Box 236
Rockwood, TN 37854

615-783-1300
800-342-3149 x1300
Fax 855-776-7057

Dear Mr. Hooks:

We are pleased to inform you that a Community Facilities Loan of \$2,703,500 has been approved and obligated to fund the Administration Building / Call Center project. Enclosed is a copy of Form USDA-RD 1940-1 for your records.

Our Area Office staff will work with you regularly to help expedite Loan processing and closing at the earliest possible date.

Congratulations to you on this project.

Sincerely,

James D. Tracy
State Director

Enclosure

cc: Joe Woody, Area Director, Knoxville, TN

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

REQUEST FOR OBLIGATION OF FUNDS

FORM APPROVED
OMB No. 0570-0062

INSTRUCTIONS-TYPE IN CAPITALIZED ELITE TYPE IN SPACES MARKED ()					
Complete Items 1 through 29 and applicable Items 30 through 34. See FMI.					
1. CASE NUMBER ST CO BORROWER ID 48-073-*****3632		LOAN NUMBER		FISCAL YEAR 2018	
2. BORROWER NAME Roane Co Emergency Communications Dist		3. NUMBER NAME FIELDS (1, 2, or 3 from Item 2)			
		4. STATE NAME Tennessee			
		5. COUNTY NAME Roane			
GENERAL BORROWER/LOAN INFORMATION					
6. RACE/ETHNIC CLASSIFICATION 1-WHITE 4-HISPANIC 2-BLACK 5-API 3-Asian		7. TYPE OF APPLICANT 1-INDIVIDUAL 7-ORG. OF FARMERS 2-PARTNERSHIP 8-NONPROFIT-SECULAR 3-CORPORATION 9-NONPROFIT-FAITH BASED 4-PUBLIC BODY 10-INDIAN TRIBE 5-ASSOC. OF FARMERS 11-PUBLIC COLLEGE/UNIVERSITY 6-FARMERS 11-OTHER		8. COLLATERAL CODE 1-REAL ESTATE SECURED 4-MACHINERY ONLY 2-REAL ESTATE AND CHATTEL 6-LIVESTOCK ONLY 3-NOTE ONLY OR CHATTEL ONLY 7-SECURED BY BONDS 8-RLF ACCT	
10. SEX CODE 1-MALE 2-FEMALE		11. MARITAL STATUS 1-MARRIED 3-UNMARRIED (INCLUDES 2-SEPARATED WIDOWED/DIVORCED)		9. EMPLOYEE RELATIONSHIP CODE 1-EMPLOYEE 2-MEMBER OF FAMILY 3-CLOSE RELATIVE 4-ASSOC.	
14. DIRECT PAYMENT (See FMI)		15. TYPE OF PAYMENT 1-MONTHLY 3-SEMI-ANNUALLY 2-ANNUALLY 4-QUARTERLY		12. VETERAN CODE 1-YES 2-NO	
17. COMMUNITY SIZE 1-10,000 OR LESS (FOR SFH AND 2-OVER 10,000 HPD ONLY)		18. USE OF FUNDS CODE (See FMI)		13. CREDIT REPORT 1-YES 2-NO	
COMPLETE FOR OBLIGATION OF FUNDS					
19. TYPE OF ASSISTANCE 075 (See FMI)		20. PURPOSE CODE 1		21. SOURCE OF FUNDS	
23. TYPE OF SUBMISSION 1-INITIAL 2-SUBSEQUENT 1		24. AMOUNT OF LOAN \$2,703,500.00		22. TYPE OF ACTION 1-OBLIGATION ONLY 2-OBLIGATION/CHECK REQUEST 3-CORRECTION OF OBLIGATION	
26. AMOUNT OF IMMEDIATE ADVANCE		27. DATE OF APPROVAL MO DAY YR 08-06-2018		25. AMOUNT OF GRANT	
		28. INTEREST RATE 3.8750 %		29. REPAYMENT TERMS 40	
COMPLETE FOR COMMUNITY PROGRAM AND CERTAIN MULTIPLE-FAMILY HOUSING LOANS					
30. PROFIT TYPE 1-FULL PROFIT 2-UNITED PROFIT 3-NONPROFIT					
COMPLETE FOR EM LOANS ONLY			COMPLETE FOR CREDIT SALE-ASSUMPTION		
31. DISASTER DESIGNATION NUMBER (See FMI)			32. TYPE OF SALE 1-CREDIT SALE ONLY 2-ASSUMPTION ONLY 3-CREDIT SALE WITH SUBSEQUENT LOAN 4-ASSUMPTION WITH SUBSEQUENT LOAN		
FINANCE OFFICE USE ONLY			COMPLETE FOR FP LOANS ONLY		
33. OBLIGATION DATE MO DA YR			34. BEGINNING FARMER/RANCHER (See FMI)		

If the decision contained above in this form results in denial, reduction or cancellation of USDA assistance, you may appeal this decision and have a hearing or you may request a review in lieu of a hearing. Please use the form we have included for this purpose.

Position 2

ORIGINAL - Borrower's Case Folder

COPY 1 - Finance Office

COPY 2 - Applicant/Lender

COPY 3 - State Office

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0062. The time required to complete this information collection is estimated to average 13 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CERTIFICATION APPROVAL

For All Farmers Programs

EM, OL, FO, and SW Loans

This loan is approved subject to the availability of funds. If this loan does not close for any reason within 90 days from the date of approval on this document, the approval official will request updated eligibility information. The undersigned loan applicant agrees that the approval official will have 14 working days to review any updated information prior to submitting this document for obligation of funds. If there have been significant changes that may affect eligibility, a decision as to eligibility and feasibility will be made within 30 days from the time the applicant provides the necessary information.

If this is a loan approval for which a lien and/or title search is necessary, the undersigned applicant agrees that the 15-working-day loan closing requirement may be exceeded for the purposes of the applicant's legal representative completing title work and completing loan closing.

35. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL

36. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use the sum specified herein, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

(For FP loans at eligible terms only) If this loan is approved, I elect the interest rate to be charged on my loan to be the lower of the interest rate in effect at the time of loan approval or loan closing. If I check "NO", the interest rate charged on my loan will be the rate specified in Item 28 of this form. ☒ YES ☐ NO

WARNING:

Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

Date August 2, 2018, 20

Mike Hooks

Mike Hooks, General Manager

(Signature of Applicant)

Date , 20

(Signature of Co-Applicant)

37. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

James D Tracy

(Signature of Approving Official)

Typed or Printed Name: James D Tracy

Date Approved: August 8, 2018

Title: State Director

38. TO THE APPLICANT: As of this date Aug 15, 2018, this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions contact the appropriate USDA Servicing Office.

LOAN RESOLUTION SECURITY AGREEMENT

A RESOLUTION OF THE _____
OF THE _____ Roane Co Emergency Communications Distr
AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS IN THE
PRINCIPAL AMOUNT OF _____ 2,703,500 _____ FOR THE PURPOSE
PROVIDING A PORTION OF THE COST OF ACQUIRING AND CONSTRUCTING A

Administration Building/Call C, PROVIDING FOR THE COLLECTION, HANDLING, AND
DISPOSITION OF REVENUES THEREFROM, AND AUTHORIZING MAKINGS OF PROMISSORY NOTES,
SECURITY INSTRUMENTS, AND PLEDGES OF REVENUES TO EVIDENCE AND SECURE THE PAYMENT
OF SAID INDEBTEDNESS AND FOR RELATED PURPOSES.

WHEREAS, the Roane Co Emergency Communications District _____, (hereinafter
referred to as the "Organization"), was organized under _____
_____ for the purpose of providing a

_____ (hereinafter referred to as the
"Facility") to serve the members of the said Organization; and

WHEREAS, a meeting of the members of the said Organization was held on the _____ day of _____
pursuant to proper notice thereof to consider plans for the acquisition, construction, and methods of financing the Facility;
and, as shown by the minutes of said meeting, of the _____ members of record of the Organization there were present and voting
_____, and by a recorded vote, the Facility and its financing were authorized; and,

WHEREAS, the proposed Facility is to be constructed and in accordance with plans and specifications
prepared by _____

and in order to finance the Facility, the _____
(hereinafter referred to as the "Board") is authorized and empowered, in their discretion, for and in the name of the Organization, to make
application to the United States of America, through the United States Department of Agriculture, (hereinafter referred to as the "Government"),
for financial assistance; to cause the execution and delivery of an installment promissory note or notes or other evidence of indebtedness
(hereinafter referred to as the "Note"), and appropriate security instruments to secure any loan or loans made or insured by the Government; to
comply with any requirements, terms or conditions prescribed by the Government or by Government regulations; and to execute contracts or
enter into agreements and, without limitation, to take any and all other action as may be necessary, incidental or appropriate to finance, acquire,
construct, complete, or equip the Facility for and on behalf of the Organization.

NOW THEREFORE, it is hereby resolved by the Board as follows:

Section 1. (Determination of Board). That it is necessary to defray a portion of the costs of financing the Facility by obtaining a loan
made or insured by the Government in accordance with applicable provisions of the Consolidated Farm and Rural Development Act, it being
determined that the Organization is unable to obtain sufficient credit elsewhere to finance the Facility, taking into consideration prevailing
private and cooperative rates and terms currently available;

Section 2. (Terms of Loan). That the Organization borrow \$ 2,703,500 and issue as evidence thereof Note in the form prescribed by the Government for the full principal amount of the loan. The note shall be signed by the President, attested by the Secretary and if necessary, have the corporate seal of the Organization affixed thereto, and shall bear interest from its date, which shall be the date of delivery, at a rate not to exceed 3.875 percent per annum;

the principal and interest shall be paid over a period of 40 years in accordance with the payment schedule set forth in the Note, until the principal and interest are fully paid except the final payment of the entire indebtedness, if not sooner paid, shall be due and payable 40 years from the date of the Note. Each payment shall be applied first to the payment of the accrued interest and second to the payment of the principal. Prepayments of any installment may be made in any amount at any time at the option of the Organization.

Section 3. (Assignment and Pledge of Revenue). The indebtedness hereby authorized to be incurred, together with the interest thereon, shall be payable from the gross income and revenue to be derived from the operation of the Facility, a sufficient portion of which, to pay the principal and interest as and when the same shall become due, is hereby assigned, and pledged and shall be set aside for that purpose and this assignment and pledge shall extend to and include any assessments that may be levied pursuant to Section 5 (d) hereof.

Section 4. (Protection and Disposition of Funds). The _____ of the Organization shall be the custodian of all funds of the Organization. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.

The _____ is hereby directed to establish the following accounts into which the current funds of the Organization, Note proceeds, the revenues from the Facility and any other income shall be deposited, which accounts shall be continually maintained, except as otherwise provided, so long as the indebtedness hereby authorized remains unpaid:

(a) Construction Account.

The proceeds of the Note, hereby authorized not disbursed contemporaneously with loan closing for incurred Facility costs, and at least the amount of \$ 0.00 to be contributed by the Organization from the collection of initial connection fees, membership fees or contributions shall be deposited in an account designated as the Construction Account which shall be established as required by the Government. Withdrawals from the construction account shall be made only on checks signed by the _____ of the Organization as authorized by the Board from time to time, and with prior concurrence of the Government. At the option of the Government, the construction account may be established as a "supervised bank account". Amounts in the supervised bank account exceeding \$100,000 shall be secured by the depository bank in advance in accordance with 31 C.F.R. part 22. Withdrawals from a supervised bank account shall be made only on checks signed by the _____

_____ of the Organization and countersigned by an authorized official of the Government. The Organization's share of any insurance or liquidated damages and other monies paid by defaulting contractors or their sureties will be deposited in the Construction Account to assure completion of the Facility. When all construction costs have been paid in full, any balance remaining in the Construction Account may be applied on the loan or used for other authorized purposes that have been approved by the Government and the Construction Account shall be closed.

(b) General Account.

As soon as the Facility becomes revenue producing, all funds received shall be set aside in an account to be designated as the General Account. Disbursements and transfers from this account shall be for: debt service, operations and maintenance, and transfers to an account designated as the Reserve Account. Monies deposited in the General Account shall be used only in the manner and order as follows:

(1) Organizations making monthly Government debt service payments shall use the General Account for making such payments plus operating and maintenance expenses. Any remaining funds will be transferred from this account to the Reserve Account in accordance with (d) below.

(2) Borrowers making other than monthly Government debt service payments shall first use the General Account to pay operating and maintenance expenses. Then other transfers from this account will be made in the following order: (i) To an account designated as the Debt Service Account will be made in accordance with (c) below, (ii) Transfers to the Reserve Account will be made in accordance with (d) below.

(c) Debt Service Account

Organizations making other than monthly debt service payments, shall transfer subject to income availability from the General Account to the Debt Service Account, a sum not to increase the next installment on the note.

(d) Reserve Account.

From the remaining funds in the General Account, after transfers and payments required in (b) (1) or (b) (2) and (c), there shall be set aside into the Reserve Account the sum of \$ 1,111.20 each month until there is accumulated in that account the sum of \$ 133,344.0 after which deposits may be suspended, except to replace withdrawals. When necessary, disbursements may be used for payments due on the Note if sufficient funds are not available in the General or Debt Service Account. With the prior written approval of the Government, funds may be withdrawn for:

- (1) paying the cost of repairing or replacing any damage to the Facility which may have been caused by catastrophe, or
- (2) making extensions or improvements to the Facility.

Whenever disbursements are made from the Reserve Account, monthly deposits shall then be resumed until there is again

accumulated the amount \$ 133,344.0, at which time deposits may be discontinued. Whenever there shall accumulate in the General Account, amounts in excess of those required in subsections (b) (1) and (2), (c), and (d), such excess will be used by the Organization to make prepayments on the loan or retained in the General Account. The accounts required in subsections (b) (1) and (2), (c) and (d) may be established and maintained as bookkeeping accounts or as separate bank accounts at the election of the Organization, unless otherwise directed by the Government.

Section 5. (Other Covenants and Agreements of the Organization). The Organization covenants and agrees that so long as the indebtedness hereby authorized remains unpaid:

- (a) It will indemnify the Government for any payments made or losses suffered by the Government.
- (b) It will comply with applicable state laws and regulations and continually operate and maintain the Facility in good condition.
- (c) It will impose and collect such rates and charges that gross revenues will be sufficient at all times to provide for the payment of the operation and maintenance thereof and the installment payments on the Note and the maintenance of the various accounts herein created. All service rendered by or use of the Facility shall be subject to the full rates prescribed in the rules and regulations of the Organization.
- (d) If, for any reason, gross revenues are insufficient, it will cause to be levied and collected such assessments as may be necessary to operate and maintain the Facility in good condition and meet installment payments on the Note as the same become due.
- (e) It will (i) establish and maintain such books and records relating to the operation of the Facility and its financial affairs, (ii) will provide for the annual audit thereof in such manner as may be required by the Government, (iii) will provide the Government without its request a copy of each such audit, and (iv) will make and forward to the Government such additional information and reports as it may from time to time require.
- (f) It will provide the Government, at all reasonable times, access to the Facility and all its books and records so that the Government may ascertain that the Organization is complying with the provisions hereof and with the provisions of other instruments incident to the making or insuring of the loan.
- (g) It will maintain at least such insurance and fidelity bond or employee dishonesty coverage as may be required by the Government.
- (h) It will not borrow any money from any source or enter into any contract or agreement or incur any other liabilities in connection with making extensions or improvements to the Facility, exclusive of normal maintenance, without obtaining the prior written consent of the Government.
- (i) It will not cause or permit any voluntary dissolution of the Organization or merge or consolidate with an other organization, without obtaining the prior written consent of the Government. It will not dispose of, or transfer title to the Facility or any part thereof, including lands and interest in lands by sale, security instrument, lease or other encumbrance, without obtaining the prior written consent of the Government. Revenue, in excess of the amount required to maintain the accounts described by Section 4 herein, will not be distributed or transferred to any other organization or legal entity.
- (j) It will not modify or amend its organizational documents, including any articles of incorporation or bylaws without the written consent of the Government.
- (k) It will provide adequate service to all persons within the service area who can feasibly and legally be served and will obtain Government's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Organization or public body.
- (l) All present and future contract rights, accounts receivable, and general intangibles arising in connection with the Facility are pledged as security for the loan.

(m) It will comply with the measures identified in the Government's environmental impact analysis for this Facility for the purpose of avoiding or reducing the adverse environmental impacts of the Facility's construction or operation.

Section 6. (Security Instruments). In order to secure the payment of the principal and interest of the Note, the President and Secretary of the Organization are hereby authorized and directed to execute and deliver good and sufficient lien instruments, where necessary, encumbering the properties and assets, both real and personal, constituting said Facility, as completed, or as the same may be thereafter extended, including an assignment and pledge of revenues and such other instruments as may be prescribed by the Government.

Section 7. (Refinancing). If at any time it shall appear to the Government that the Organization is able to refinance the amount of the indebtedness then outstanding, in whole or in part, by obtaining a loan for such purposes from responsible cooperative or private credit sources, at reasonable rates and terms for loans for similar purposes and periods of time the Organization will, upon request of the Government, apply for, and accept, such loan in sufficient amount to repay the Government and will take all such actions as may be required in connection with such loan.

Section 8. ("Equal Employment Opportunity under Construction Contracts and Nondiscrimination"). The President and the Secretary be and they are authorized and directed to execute for and on behalf of the Organization, Form RD 400- 1, "Equal Opportunity Agreement", and Form RD 400-4, "Assurance Agreement".

Section 9. (Authorization of Officials). In the case of a grant in the sum not to exceed \$ _____, the Organization hereby accepts the grant under the terms as offered by the Government and that the _____ and _____ of the Organization are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant and the Organization hereby resolves to operate the Facility under the terms as offered in said grant agreements.

Section 10. (Cross Default). Default under the provisions of this agreement or any instrument incident to the making or issuing of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Organization, and default under any such instrument may be construed by the Government to constitute default hereunder.

Section 11. (Resolution of Contract). The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instruments, shall constitute a contract between the Organization and the Government or assignee so long as the note hereby authorized remains unpaid.

Section 12. (Effective Date). This resolution shall take effect and be in force from and after the _____ day of _____, being the date of its enactment.

The vote was:

Yeas _____ Nays _____ Absent _____

(SEAL) (if applicable)

Attest:

Roane Co Emergency Communications Distr

By _____

Title Mike Hooks, General Manager

Title _____

CERTIFICATION

I, the undersigned, as secretary of the _____ hereby certify that the _____ of such Organization or Corporation is composed of _____ members of whom _____; constituting a quorum, were present at a meeting thereof duly called and held on the _____ day of _____, _____; that the foregoing resolution was adopted at such meeting by the vote shown above, and that said resolution has not been rescinded or amended in any way.

Dated, this _____ day of _____.

Secretary of _____



City of Kingston
Project Status Update
August 2018

GALLILEAN ROAD WATER LINE

		Date Completed/Closed Out
Project Cost:	\$35,000	
Engineer/Architect/Consultant:	J. R. Wauford	
Contractor:		
Status (Percent complete)		
Estimated Completion Date	Feb. 2019	
Notable outstanding issues:	Preparing plans for TDEC	

Notes:

1. Preparing plans for submission to TDEC. Should be ready to submit in approximately two weeks.

Fort Southwest Point Amphitheater

		Date Completed/Closed Out
Project Cost:	\$500,000	
Engineer/Architect/Consultant:	Spectra Tech/Design and Engineering Services	Agreement executed by Mayor on August 14, 2018
Contractor:		
Status (Percent complete)		
Estimated Completion Date	June 2019	
Notable outstanding issues:	Soil Survey	

Notes:

1. Archeological survey has been completed. Nothing found.
2. Soil survey is currently being scheduled. This will be the last step in the pre-design phase.

Fort Paws Dog Park

		Date Completed/Closed Out
Project Cost:	\$25,000	
Engineer/Architect/Consultant:		
Contractor:		
Status (Percent complete)		
Estimated Completion Date	February 2019	
Notable outstanding issues:	Obtaining pricing	

Notes:

1. Obtaining pricing on materials.