



# City Manager Report

February 2019



## **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:**

2018 Fall Street Fest

**Distributed: March 8, 2019**

## **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**

- ☐ November Meeting Minutes

### **Planning Commission**

- ☐ Meetings cancelled for October/November

### **REU – Electric Power Board Meeting**

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

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

- ☐ Director's Report

### **Project Status Updates**

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



To: Kingston City Council  
City Staff  
Residents of Kingston

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

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

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

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

Sincerely,

David L. Bolling, City Manager  
City of Kingston

# **City Manager**

## **Management Report: February 2019**

### **Legislative Accomplishments**

- A. A Proclamation honoring Carolyn Bush Roddy for the induction in the to the Women's Basketball Hall of Fame
- B. Approval of a Bobcat E55 mini-excavator and attachments in the amount of \$64,059.32 for Public Works.
- C. Approval to rescind prior Council authorization to opt-out of offering pre-65 retiree health benefits.
- D. Approval to surplus City property.
- E. Authorization for the Mayor to enter in to a contract with Community Development Partners, LLC. for formulation of an ADA Transition Plan.
- F. Authorization for the City Attorney to begin the process of abandoning City dedicated properties on Kingwood Street

### **Legislative Matters Forthcoming**

- A.

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

- None
- **External Meetings**
  - Meeting with Spectratech regarding the Fort Southwest Point amphitheater
  - Continued meetings with developer on a potential retail project
  - Meetings with TML representatives over storm damage
  - Interviews with Parks and Rec. Director finalists
  - Meeting on facility security
  - Other misc. meetings
- **Internal Meetings**
  - Meeting with Department Heads
  - Meetings with Water Department Managers
  - Meeting with Safety Committee

### **Ongoing Work**

- Fort Paws Dog Park
- Southwest Point Amphitheatre



**City of Kingston**  
Project Status Update  
February 2019

**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	TBD	
Notable outstanding issues:	Awaiting BAFO	

Notes:

1. Bids were opened on Feb. 26<sup>th</sup> and all over budget.
2. All bidders have until March 14<sup>th</sup> to submit their best and final offers.

**Fort Paws Dog Park**

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

Notes:

1. Weather has delayed the installation of the fence. Will be proceeding as soon as possible.

# CITY OF KINGSTON FUNDS

## FINANCIAL SUMMARY FEBRUARY 2019

### Cash in Bank

	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
General Fund	\$1,709,035	\$1,527,962	\$1,291,237	\$1,032,959	\$1,037,270	\$1,426,688	\$1,587,201	\$2,055,754				
Grant Amphitheater			\$500,000	\$500,000	\$488,000	\$488,000	\$475,500	\$475,500				
TVA ENHANCE FNDS	\$9,735	\$9,735	\$9,735	\$9,735	\$9,735	\$9,735	\$9,735	\$9,735				
CAPITAL RESERVE GF			\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000				
Water/Sewer	\$1,008,597	\$1,007,346	\$1,104,607	\$1,196,518	\$922,951	\$947,162	\$997,677	\$1,077,325				
1999 Bond	\$227,973	\$242,619	\$257,405	\$271,823	\$286,333	\$300,423	\$315,077	\$330,069				
2004 Bond	\$236,827	\$233,923	\$231,503	\$228,863	\$226,123	\$223,341	\$221,265	\$218,672				
RDA Reserve Fund	\$296,718	\$298,718	\$300,878	\$330,964	\$161,055	\$191,055	\$221,102	\$251,219				
PD SURPLUS							\$49,046	\$48,676				
Drug Fund	\$5,781	\$20,900	\$20,989	\$20,963	\$19,452	\$19,537	\$13,377	\$13,456				
FIRE DEPT	\$47,847	\$0	\$0	\$0	\$0	\$0	\$0					
<b>Total BALANCES</b>	<b>\$3,542,513</b>	<b>\$3,341,203</b>	<b>\$3,816,354</b>	<b>\$3,691,825</b>	<b>\$3,250,919</b>	<b>\$3,705,941</b>	<b>\$3,989,980</b>	<b>\$4,580,406</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

FEBRUARY 2018 BALANCE WAS \$1,873,575

\$0

## CITY OF KINGSTON

### HUMAN RESOURCES REPORT MONTH OF FEBRUARY 2019

- \* REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- \* RESEARCHED, VERIFIED AND CERTIFIED SEVERAL CURRENT AND PREVIOUS EMPLOYEE'S RECORDS
- \* TOTAL FULL-TIME EMPLOYEES: 64; TOTAL PART-TIME EMPLOYEES 19
- \* W 2'S FINISHED AND MAILED
- \* QUARTERLY REPORTS 941'S ETC FINISHED
- \* HIRED ONE FULL TIME FIRE FIGHTER
- \* PROMOTED ONE PART-TIME TO FULL-TIME IN PUBLIC WORKS DEPT
- \* SUBMITTED APPLICATION AND CAFR FOR AWARD IN FINANCIAL REPORTING 2018 TO GFOA
- \* AUDIT REPORT COMPLETED AND SUBMITTED TO COUNCIL FOR APPROVAL
- \* FILED TWO EMPLOYEES TCRS APPLICATIONS FOR RETIREMENT
- \* ONE EMPLOYEE RESIGNED AND PAPERWORK SUBMITTED DOL,ETC

FINANCE AND ADMINISTRATION REPORT FEBRUARY 2019

- \* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR FEBRUARY 3780 FOR A TOTAL AMOUNT OF \$327,973.21
- \* NEW WATER SERVICE APPLICATIONS FOR FEBRUARY TOTALED 24
- \* 29 CUSTOMERS FINALED OUT SERVICE
- \* 81 PAST DUE ACCOUNTS
- \* TOTAL ACH-BANK DRAFT ACCOUNTS - 750
- \* TOTAL E-BILL ACCOUNTS - 328
- \* ONLINE PAYMENTS PROCESSED 509
- \* WATER/SEWER SERVLNE LEAK PROTECTION TOTAL BILLING 2107
- \* WATER LOSS PROTECTION 1161
- \* WATER LINE PROTECTION 142
- \* SEWER LINE PROTECTION 30
- \* COMMERCIAL SINGLE PROTECTION 238
- \* COMMERCIAL MULTI PROTECTION 6
- \* COMMERCIAL LINE PROTECTION 1
- \* TRASH COLLECTIONS FOR FEBRUARY 2415
- \* PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 240
- \* CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER MONTH TO THEIR UTILITY BILL -
- \* THIS HAS BEEN SUSPENDED AS OF NOVEMBER BILLING-WILL BE ADDED BACK AS NEEDED
- \* DONATIONS BALANCE \$21,537.19
- \* DISBURSED -3518.52

NEW BUSINESS LICENSES ISSUED IN FEBRUARY 2019

- 1 EARTHINGS , JACQUELYN GREGORY, 618 PAINT ROCK FERRY RD.

PEDDLER PERMIT



**CITY OF KINGSTON**  
**REVENUES FEBRUARY 2019**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL FEB 2018	BUDGETED REVENUES 2018-2019	ACTUAL FEB 2019	PERCENT OF BUDGET 66%
31110	CURRENT PROPERTY TAX	\$1,908,922	\$1,994,100	\$1,852,262	92.9%
31120	PUBLIC UTILITIES PROPERTY TAX	\$22,533	\$33,878	\$29,787	87.9%
31211	PROPERTY TAX DELINQUENT - 1ST	\$43,382	\$70,000	\$58,455	83.5%
31212	PROPERTY TAX DELINQUENT - 2ND	\$13,814	\$20,517	\$34,688	169.1%
31219	PROPERTY TAX DELINQUENT - 0TH	\$19,139	\$20,000	\$1,466	7.3%
31300	INT, PENALTY, AND COURT COST	\$14,632	\$22,000	\$28,222	128.3%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	\$82,315	\$82,315	\$83,225	101.1%
31610	LOCAL SALES TAX - CO. TRUSTEE	\$699,099	\$1,135,774	\$735,239	64.7%
31710	WHOLESALE BEER TAX	\$120,462	\$200,000	\$128,432	64.2%
31720	WHOLESALE LIQUOR TAX	\$31,628	\$48,000	\$33,873	70.6%
31800	BUSINESS TAXES	\$16,686	\$70,000	\$17,476	25.0%
31912	CABLE TV FRANCHISE TAX	\$56,795	\$75,000	\$56,230	75.0%
31913	ATT & BELLSOUTH FRANCHISE FEE	\$8,627	\$17,000	\$7,738	45.5%
31920	HOTEL/MOTEL TAX	\$30,507	\$52,000	\$29,671	57.1%
32210	BEER LICENSES	\$1,550	\$1,750	\$1,600	91.4%
32220	LIQUOR PERMITS	\$200	\$300	\$100	33.3%
33479	ST GRANT AMPHITHEATER		\$500,000	\$500,000	100.0%
32600	BZA HEARING FEE	\$25	\$25	\$50	200.0%
33490	TEMA ASSISTANCE TORNADO		\$78,170	\$78,171	100.0%
33500	TELECOM INTERSTATE SALES	\$3,227	\$3,500	\$3,414	97.5%
33510	STATE SALES TAX	\$340,335	\$565,000	\$354,150	62.7%
33520	STATE INCOME TAX	\$87,612	\$94,500	\$74,614	79.0%

33530	STATE BEER TAX		\$1,498	\$3,000	\$1,489	49.6%
33540	STATE LIQUOR TAX		\$3,180	\$4,700	\$4,554	96.9%
33551	STATE GASOLINE TAXES		\$130,560	\$257,000	\$141,584	55.1%
33552	STATE-CITY STREETS		\$7,974	\$12,000	\$7,869	65.6%
33555	STATE STREET CONTRACT MAINT		\$20,990	\$48,000	\$22,319	46.5%
33590	TVA REVENUE SOLAR JAMES FRY		\$1,800	\$3,100	(\$2,765)	
33591	GROSS RECEIPTS - TVA		\$35,054	\$70,000	\$36,545	52.2%
33592	TVA IMPACT FUNDS		\$24,497	\$18,500	\$12,913	69.8%
33593	CORPORATE EXCISE TAX			\$9,300		
33730	TML FULL PACKAGE BONUS		\$4,000	\$4,000	\$4,000	100.0%
33800	RO CO GRANT PARKING LOT			\$25,000	\$25,000	100.0%
34100	GENERAL GOVERNMENT - CHARGES		\$1,196	\$600	\$2,529	421.5%
34310	HIGHWAYS AND STREETS CHARGES		\$325	\$7,500		
34420	GARBAGE TIP FEES		\$221,542	\$332,318	\$221,892	66.8%
34720	SWIMMING POOL CHARGES		\$5,297	\$25,000	\$3,609	14.4%
34740	PARK AND RECREATION CHARGES		\$4,685	\$63,000	\$3,599	5.7%
34741	BOAT SLIP RENTAL		\$10,745	\$22,400	\$12,155	54.3%
34742	FIREWORKS DONATIONS		\$10,547	\$40,000	\$10,317	25.8%
34743	PARK & REC AUCTION SALES		\$9,088	\$9,088		
34744	P&R DONATIONS, PAVILLION,WALK			\$1,015	\$240	23.6%
34745	PR SPORTS PROGRAMS				\$2,778	
34746	FIRE DEPT DONATIONS			\$47,800	\$44,200	92.5%
34747	DOG PARK GRANT			\$25,000	\$25,000	100.0%
35100	AUCTION SALES POLICE DEPT			\$2,000		
35110	CITY COURT FINES AND COST		\$17,549	\$27,000	\$27,238	100.9%
35140	DRUG FINES		\$88	\$500	\$1,249	249.8%
35150	TRAFFIC SCHOOL CHARGES		\$1,652	\$5,000	\$5,294	105.9%
36000	FUND BALANCE			\$239,000		0.0%

36100	INTEREST EARNINGS		\$2,843	\$4,200	\$3,856	91.8%
36430	PAVILION RENTAL		\$780	\$3,000	\$1,585	52.8%
36900	TMBF LOAN PROCEEDS FIRE TRUCK		\$498,200			
36910	GRANT PORTER PARK		\$23,775			
36967	CONTRACT NATURAL GAS		\$14,333	\$21,500	\$14,333	66.7%
36971	CONTRACT WATER BILLING		\$462,065	\$485,168	\$485,168	100.0%
TOTAL ESTIMATED REVENUES			\$5,015,753	\$6,899,518	\$5,227,413	75.8%

NEEDS BUDGET AMENDMENT

**CITY OF KINGSTON**  
**EXPENDITURES FEBRUARY 2019**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL FEB 2018	2018-2019 BUDGET	ACTUAL FEB 2019	66% BUDGET
41100	LEGISLATIVE	\$36,629	\$81,669	\$86,935	106.4%
41210	CITY COURT	\$15,731	\$25,577	\$15,108	59.1%
41320	CITY MANAGER	\$77,315	\$115,941	\$72,974	62.9%
41500	FINANCIAL ADMINISTRATION	\$314,397	\$406,837	\$228,828	56.2%
41700	PLANNING AND ZONING	\$11,124	\$10,275	\$10,217	99.4%
41810	CITY HALL BUILDINGS	\$77,221	\$266,067	\$216,269	81.3%
41990	OTHER GEN. GOVMT EXP	\$189,744	\$251,956	\$170,484	67.7%
42100	POLICE	\$670,747	\$1,034,765	\$645,842	62.4%
42152	AUTOMOTIVE SERVICES	\$58,422	\$118,000	\$40,861	34.6%
42200	FIRE PROTECTION	\$678,613	\$1,021,725	\$636,918	62.3%
43100	PUBLIC WORKS	\$557,146	\$1,069,730	\$548,388	51.3%
43190	STATE STREET AID	\$106,177	\$161,500	\$104,091	64.5%
43240	WASTEMANAGEMENT	\$197,287	\$297,856	\$205,761	69.1%
43750	CAPITAL IMPROVEMENTS	\$498,200	\$199,000	\$59,713	30.0%
44143	ANIMAL CONTROL	\$19,408	\$31,070	\$15,310	49.3%
44400	RECREATION	\$434,918	\$555,045	\$358,232	64.5%
44440	SWIMMING POOLS	\$15,340	\$38,365	\$16,077	41.9%
44800	LIBRARIES	\$145,538	\$208,294	\$130,326	62.6%
49000	DEBT SERVICE	\$149,953	\$455,329	\$206,010	45.2%
TOTAL EXPENDITURES		\$4,253,910	\$6,349,001	\$3,768,344	59.4%

**WATER DEPT REVENUES**  
Feb-19

ACCOUNT NUMBER	DESCRIPTION	ACTUAL FEB 2018	BUDGETED 2018-2019	ACTUAL FEB 2019	PERCENT OF BUDGET 66%
36100	INTEREST EARNINGS	\$5,114	\$8,000	\$4,063	51%
37110	METERED WATER SALES	\$760,192	\$1,127,140	\$767,422	68%
37114	SERVELINE LEAK PROTECTION	\$14,270			
37117	OUTSIDE WATER SALES	\$540,256	\$810,000	\$609,772	75%
37191	FORFEITED DISCOUNTS AND PENALTIES	\$24,675	\$35,000	\$21,365	61%
37194	SALES OF MATERIALS	\$6,838	\$10,000	\$26,474	265%
37195	INSTALLATION CHARGES	\$30,225	\$60,000	\$36,370	61%
37196	WATER USER FEES	\$7,841	\$15,000	\$34,545	230%
37199	MISCELLANEOUS	\$3,860	\$5,000	\$2,742	55%
37210	SEWER SERVICE CHARGES	\$845,462	\$1,248,780	\$856,305	69%
37296	SEWER USER FEES	\$4,200	\$8,000	\$24,900	311%
37299	MISCELLANEOUS	\$1,976	\$3,500	\$1,781	51%
33294	CDBG GRANT PROCEEDS	\$103,293			
34800	CAPITAL REIMBURSEMENT		\$171,196		
TOTAL ESTIMATED REVENUES		\$2,348,202	\$3,501,616	\$2,385,739	68%

# WATER/SEWER EXPENDITURES FEBRUARY 2019

ACCOUNT NUMBER	DESCRIPTION	ACTUAL FEB 2018	BUDGET 2018/2019	ACTUAL 2019	PERCENT OF BUDGET 66%
41500	FINANCIAL ADMINISTRATION	\$462,065	\$485,170	\$485,168	100%
41990	OTHER GEN. GOVMT EXP	\$253,106	\$434,480	\$330,796	76%
43750	CAPITAL IMPROVEMENTS	\$157,922	\$111,000	\$75,080	68%
49000	DEBT SERVICES	\$91,905	\$596,909	\$124,237	21%
52113	PURIFICATION	\$358,590	\$575,284	\$385,203	67%
52114	TRANSMISSION AND DIST	\$418,139	\$700,989	\$433,266	62%
52213	SEWER TREATMENT AND COLLEC	\$274,689	\$526,772	\$279,815	53%
52117	UTILITY DIRECTOR	\$44,626	\$71,012	\$43,584	61%
TOTAL		\$2,061,042	\$3,501,616	\$2,157,149	62%

# KINGSTON POLICE DEPARTMENT -FEBRUARY 2019

## TIBRS Group A Offenses

### Crimes Against Persons

Aggravated Assault	
Simple Assault	4
Intimidation	
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	
Bribery	
Burglary/Breaking and Entering	
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	2
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	1
All Other Larceny	1
Motor Vehicle Theft	
Robbery	
Stolen Property Offenses	
Vandalism	1

Subtotal

7

### Crimes Against Society

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

### TIBRS Group B Offenses

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

<b>Central Dispatch</b>	
Crash Reports	8
Traffic Stops	18
Investigator Needed on Scene	20
Domestic Complaints	7
Escorts Funeral/Other	10
Animal Calls	4
Vandalism	0
Fights	0
Burglar Alarms/Fire Alarms	20
Child Sexual Assaults	0
Forgery	0
Theft	6
Vehicle Theft	0
Public/Motorist Assist	2
Arson/Explosive Devices	0
Other Calls	130
<b>Subtotal</b>	<b>95</b>
<b>Total Calls</b>	<b>225</b>
<b>Municipal Codes</b>	
Animal Control Calls to Office	1
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	1
Animals Transported to Shelter	0
Codes Concerns	0
Codes Violations/Citations	0
Codes Letters Sent	0
Property Maintenance Leins	0
Temporary Signs Removed	10

Patrol Mileage	17,105
Hours Worked	1,720
Reserve Hours Worked	67
Total Overtime Hours	53
Total Amount of Overtime Wages	1,472
City Court Citations	13
General Sessions Citations	3
Arrest	10
Juvenile Arrest	0
Incident Reports	55



## FEBRUARY 2019 CASES

[illegible]

FEBRUARY 2019 CASES PENDING

[illegible]

February 2019 Safety Training  
Kingston Police Department  
02/21/2019

Topic: Safe Handling of Firearms

Contents: Department Policy, Videos, Open Discussion

Sgt. Montgomery conducted training with part time and reserves.

Sgt. Tony Guy conducted training with full time officers.

Roster of attendance

Dave Lewis	James Moseley	Tommy Snow
Kelly Jackson	Mark Warren	Daniel Nolan
Jerry Price	Garry Kerley	Aaron Payne
Danny Patterson	Tony Guy	Roy Montgomery
Jim Washam	Caleb Strayer	Jerry Singleton
Keith Kile	Adam Alkishawi	Steven Dukes
Brent Barger	Brian Luttrell	Alex French

Report for the citations issued, the disposition date for which was on  
February 28, 2019

Monies outstanding from August 7, 2007 – Feb.28, 2019	\$ 65,246.55
Monies collected from August 7, 2007 – Feb. 28, 2019	\$ 474,674.47


JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ 2,537.50	
Collected in court on fines and costs		\$ 641.25
Amount collected after Feb. 2019 Court		\$ 75.00
Total collected for citations on Feb. 2019		\$ 716.25
Amount outstanding for Feb.2019	\$ 1,821.25	
<u>10</u> Cash bond forfeitures		\$ 1,137.50
Total amount collected for Feb. 2019 Citations		\$ 1,853.75
Amount collected from previous months/FTA etc.		\$ 352.50
Total collected in February 2019.		<b>\$ 2,206.25</b>

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

This the 28<sup>th</sup> February 2019.

  
TERESA JOHNSON  
Kingston City Court Clerk

  
BRENDA HALL MCDONALD  
Kingston City Judge

**Kingston Fire Department  
February 2019**

**Summary of Month's Activities**

**Fire Operations**

The Department responded to 79 calls for service during the month of January.

**Fire Administration**

- SOGs added
- Fund Raiser Planning
- Department head meeting
- Safety Meeting

**February 2019 Overtime**

OT Hours: 72

Cost: \$1,837.02

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

- Shift Training
- State In-service

	This Month	YTD
Fire Inspections	90	170

**Public Fire Education**

	This Month	YTD
Participants	0	0
Education Hours	0	0
Number of Occurrences	0	0

### **Firefighter Training**

- KFD is continuing shift training
- Driver Training continuing for 2019
- State In-service
- Respiratory Protection Plan safety training
- 4 personnel complete NFA course at RCOES

### **Implemented Performance Standards Plan**

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

### **Fleet Maintenance**

- U6 with mechanical problems

### **Special Projects**

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

### **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

### **Safety**

- Firefighter Safety training over Respiratory Protection Plan

**Kingston Fire Department**  
Incident Report  
Incident Totals

Kingston City

Feb-19

**TOTAL CALLS**

79

Category	Total		Total
Structure Fires	0	Hazardous Calls	5
Vehicle Fires	0	Service Calls	3
Brush/Grass Fires	0	Good Intent Calls	4
Refuse/rubbish Fires	1	Unintentional False	8
Other Fires	1	Other False	0
<b>Total Fires</b>	<b>2</b>	<b>Total False: Total</b>	<b>20</b>
		Special Incident	0
Rescue and EMS	57	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
Automatic Aid Received	0		
Automatic Aid Given	1		
Fire Service Injuries	0	<b>Fire Dollar Loss</b>	
Non-Fire Service Injury	0	Property	0
Fire Service Death	0	Contents	0
Fire Civilian Injuries	0	<b>Non-Fire Dollar Loss</b>	
Non-Fire Civilian Injuries	0	Property	0
Fire Civilian Death	0	Contents	0
Non-Fire Civilian Death	0		

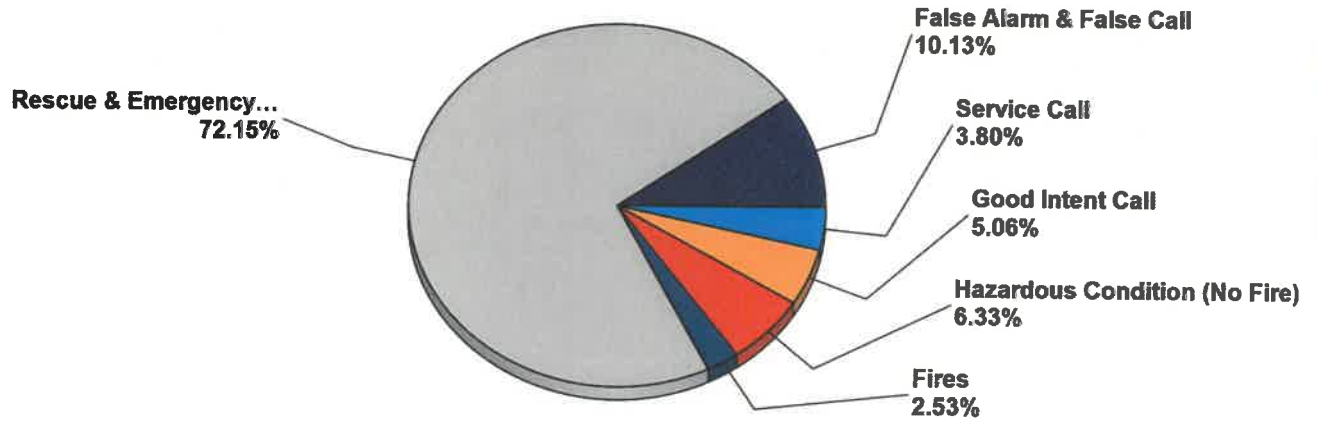
# Kingston Fire Department

Kingston, TN

This report was generated on 3/1/2019 1:13:42 PM

## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2019 | End Date: 02/28/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	2.53%
Rescue & Emergency Medical Service	57	72.15%
Hazardous Condition (No Fire)	5	6.33%
Service Call	3	3.80%
Good Intent Call	4	5.06%
False Alarm & False Call	8	10.13%
TOTAL	79	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
112 - Fires in structure other than in a building	1	1.27%
118 - Trash or rubbish fire, contained	1	1.27%
311 - Medical assist, assist EMS crew	20	25.32%
320 - Emergency medical service, other	5	6.33%
321 - EMS call, excluding vehicle accident with injury	28	35.44%
322 - Motor vehicle accident with injuries	2	2.53%
324 - Motor vehicle accident with no injuries.	2	2.53%
422 - Chemical spill or leak	1	1.27%
462 - Aircraft standby	4	5.06%
550 - Public service assistance, other	1	1.27%
551 - Assist police or other governmental agency	1	1.27%
553 - Public service	1	1.27%
611 - Dispatched & cancelled en route	4	5.06%
700 - False alarm or false call, other	3	3.80%
715 - Local alarm system, malicious false alarm	1	1.27%
730 - System malfunction, other	1	1.27%
735 - Alarm system sounded due to malfunction	1	1.27%
745 - Alarm system activation, no fire - unintentional	2	2.53%
<b>TOTAL INCIDENTS:</b>	<b>79</b>	<b>100.00%</b>

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

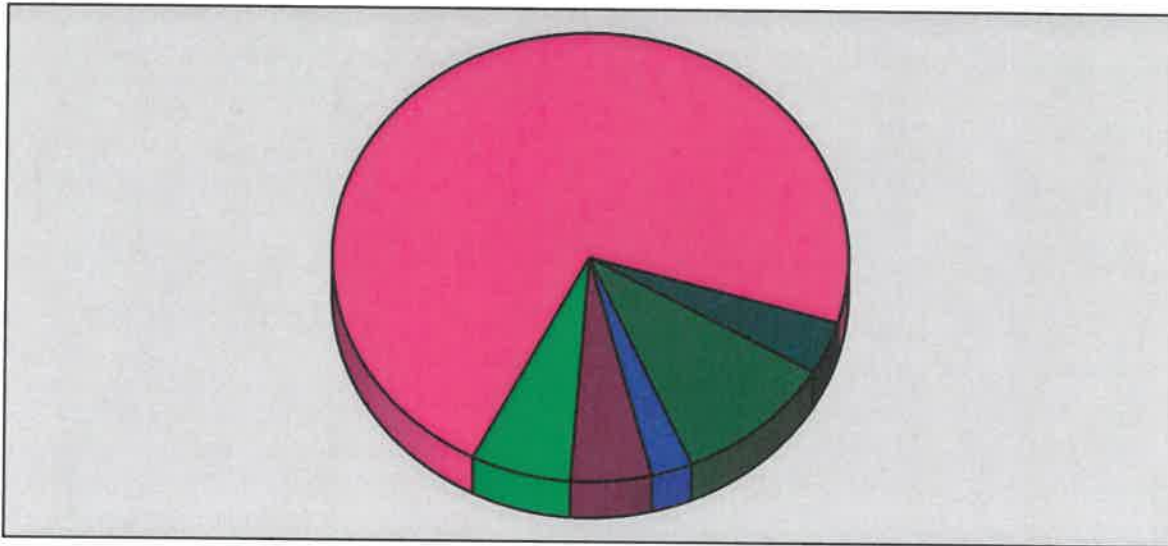
# Kingston Fire Department

Kingston, TN

This report was generated on 3/1/2019 1:10:04 PM

## Major Incident Types by Month for Date Range

Start Date: 02/01/2019 | End Date: 02/28/2019



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

INCIDENT TYPE	FEB	TOTAL
False Alarm & False Call	8	8
Fire	2	2
Good Intent Call	4	4
Hazardous Condition (No Fire)	5	5
Rescue & Emergency Medical Service Incident	57	57
Service Call	3	3
Total	79	79

Only REVIEWED incidents included



**EMERGENCY  
REPORTING**

emergencyreporting.com

Doc Id: 495

Page # 1

# Kingston Fire Department



Kingston, TN

This report was generated on 3/1/2019 1:10:39 PM

## Minor Incident Types by Month for Year

Year: 2019

INCIDENT TYPE	Jan	Feb	SUM
Accident, potential accident	1	4	5
Chemical release, reaction, or toxic condition		1	1
Controlled burning	1		1
Dispatched and canceled en route	6	4	10
Emergency medical service (EMS) Incident	37	37	74
False alarm and false call, other	2	3	5
Malicious, mischievous false alarm		1	1
Medical assist	19	20	39
Person in distress	1		1
Public service assistance	8	3	11
Service call, other	1		1
Structure Fire		2	2
System or detector malfunction	2	2	4
Unintentional system/detector operation (no fire)	1	2	3
Wrong location, no emergency found	3		3
<b>Total</b>	<b>82</b>	<b>79</b>	<b>161</b>

Only REVIEWED incidents included



**EMERGENCY  
REPORTING**

emergencyreporting.com

Doc Id: 294

Page # 1

## Public Works Report February 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:	___ 6 Loads ___
Recycled materials collected:	___ None ___

<b>Public Works Selected Performance Indicators</b>	<b>Total</b>	<b>YTD</b>
Brush Pick-Up Areas Covered	38 loads	616 Loads
Culverts/Storm Drains Cleaned	26	451
Curb/Sidewalk Repair/Install/Remove	150ft	1075 ft
Drainage Inspection Requests	None	29
Excavation/Street Cut Permits Issued	None	None
Exemption/Back Door Route Requests	None	None
Graffiti Removal Requests	None	None
Land Disturbance Permits Issued	None	None
Sanitation – Bulk Item/Junk Pick-Up Request	3	29
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	8	140
Storm water Inspections Performed	None	10
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	2
Streets Repaired (e.g., pothole)	9	101
Streets Striped	None	2
Tennessee One Calls	2	38
Traffic Signal Repair	None	9
Tree Trimming Requests	None	73

Vehicle Maintenance – Routine	10	102
Vehicle Maintenance – Unscheduled	12	209
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



**PARKS AND RECREATION**

**PARKS AND RECREATION  
BOARD MEETING  
MARCH 5, 2019**

**PRESENT:** Paul Rogers, Sue Collins, Becky Humphrey, Keenon Hethcoat, Ruth Thompson, Jody Tipton and Eric Clark.  
City Manager and Staff Members -  
David Bolling, JR Best, Debbie Russell, Josh King, Sonny Hunter, Jo Ann Knies and Savannah Washam

**ABSENT:** Josh Igou, Sammy Frogg

Meeting called to order by Chairman Paul Rogers at 6:10 p.m. Keenon gave an invocation. He made a motion to approve the previous month's minutes. Ruth seconded. Motion carried.

**UNFINISHED BUSINESS:**

1. Amphitheater Update – City Manager David Bolling reported the bidding had all come in over the \$500,000 grant allowance. Closest one was \$125,000 over bid. They will go back to the drawing board and re-submit bids in a couple of weeks. Plans for the proposed amphitheater are available for viewing at City Hall.
2. Dog Park Update – The weather has put work on the park on hold. More information will be available at the next meeting.
3. Street Fest – Debbie Russell has almost filled vendor spaces for March 30<sup>th</sup> Spring Street Festival. Still could use another sponsor for the Bungee Jump. There was discussion of moving a few food vendors over to Cumberland Street to avoid overcrowding on Court Street. We could use some volunteers and Ruth offered her Beta Club members. Eric Clark volunteered. Becky Humphrey suggested some areas that could be used for additional parking.
4. Sports Programs/Softball and Volleyball Signups: Josh King said volleyball and softball signups have been extended until March 8<sup>th</sup>. We are hoping more girls sign up. He has been assisted by Savannah Washam.

**NEW BUSINESS:**

1. Boat Slip/Rain Damage – David reported on three significant incidents due to the rain. There was a small landslide under the pedestrian bridge by the walkway. The boat slips broke away and were luckily retrieved with the boats intact and a very significant landslide along the Ladd Greenway – approximately 80' was washed away.

2. New Director Update – David has narrowed the applications down to five candidates and will try and make his announcement by Friday, March 8<sup>th</sup>.
3. Jo Ann's Retirement – Jo Ann will retire March 24<sup>th</sup>. She thanked the Board for their volunteering on the Board. She expressed thanks to the Parks and Recreation staff – JR Best, Debbie Russell, Chris Boswell, Sonny Hunter and Josh King who have filled in the last two months since the Director resigned.

Keenon made a motion to adjourn. Ruth seconded. Motion carried. Meeting ended at 6:30 P.M.

Submitted by Jo Ann Knies

**Dates to Remember –**

March 12<sup>th</sup> – City Council Meeting

March 30<sup>th</sup> – Annual Kingston Spring Street Fest

April 1<sup>st</sup> – Parks and Rec Board Meeting



PARKS AND RECREATION

## FEBRUARY COMMUNITY CENTER REPORT MONTHLY REPORT

These are the regularly scheduled on-going meetings and events that were held at the Center during the month of February, 2019:

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	Kingston Beautification Committee

These are the groups and events that were held in addition to the regularly scheduled ones at the Center during the month of February, 2019:

Hensley Family Party	Roane Master Gardeners
Lakeside Reserve Meeting	Volleyball/Softball Signups
Clark Family Shower	AARP Tax Assist
Lacrosse Parents	Marilyn Heape Family
Hammock Family	Kingston Academy Recruiting Event
Brittney Sheldon	Lentz Family
Eric Dietrich Birthday	Brentwood Association Meeting
Sarah Wells Family	Austin Jackson Family
Midway Girl Scouts	

Community Center Rentals      \$332.00

Jo Ann Knies



**KINGSTON PARKS AND RECREATION  
COMMITTEE BOARD MEMBERS**

Becky Humphreys  
2 Morrison Hill  
Kingston, TN 37763  
376-8444  
[Becky.humphreys@kingstontn.gov](mailto:Becky.humphreys@kingstontn.gov)

Eric Clark  
1210 Blossom Lane  
Kingston, TN 37763  
376-4600  
[eric.clark@michaeldunncenter.org](mailto:eric.clark@michaeldunncenter.org)  
Exp. 06/30/19

Ruth Thompson  
122 Bradford Village Way  
Kingston, TN 37763  
376-8835  
[Trtethompson4@comcast.net](mailto:Trtethompson4@comcast.net)  
Exp. 06/30/20

Josh Igou  
620 N. Kentucky Street  
Kingston, TN 37763  
310-9268  
[joshigou7@gmail.com](mailto:joshigou7@gmail.com)  
Exp. 06.30/19

Paul Rogers  
212 Ridge Trail  
Kingston, TN 37763  
376-5950  
[pjtackle@comcast.net](mailto:pjtackle@comcast.net)  
Exp. 06/30/20

Sue Collins  
421 East Church Street  
Kingston, TN 37763  
376-2508  
[suzieq2508@comcast.net](mailto:suzieq2508@comcast.net)  
Exp. 06/30/19

Keenon Hethcoat  
170 Bradford Village Way  
Kingston, TN 37763  
376-8957  
[keanasal@comcast.net](mailto:keanasal@comcast.net)  
Exp. 06/30/22

Sammy Frogg  
1151 Brentwood Point  
Kingston, TN 37763  
(931)484-8098  
[sammyfrogg@edwardjones.com](mailto:sammyfrogg@edwardjones.com)  
Exp. 06/30/21

Jody Tipton  
9925 Lookout Street  
Kingston, TN 37763  
963-8844  
[tipton03@gmail.com](mailto:tipton03@gmail.com)  
Exp. 06/30/22

Revised 01/18/19



# Kingston

# Spring

## Street Fest

Sat. March 30th

11a.m. – 5p.m.

Craft, Retail Sales & Home-  
based business vendors.

Live Music, Car Show,

Children's Games & Attractions

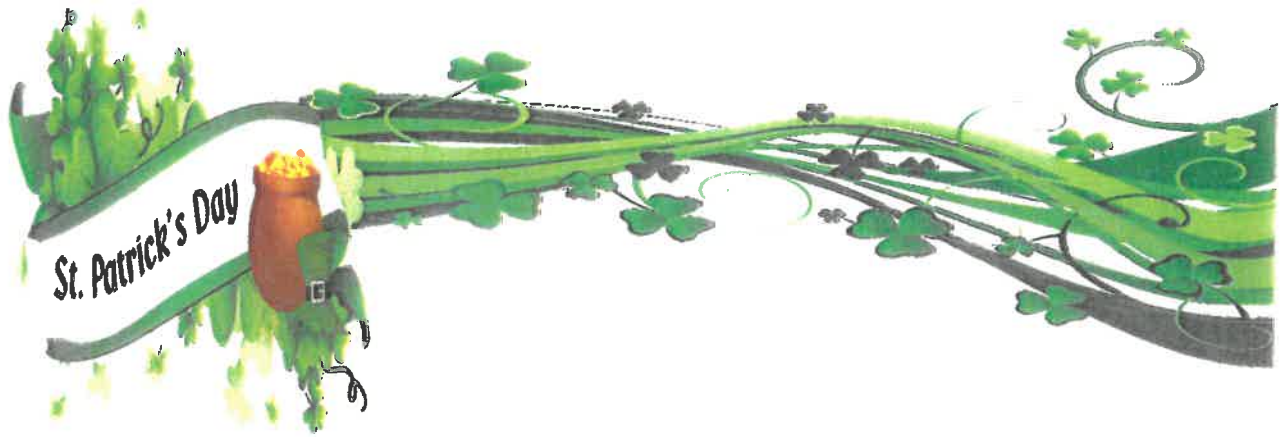
Food and more.....

Sponsored by

Kingston Parks & Rec

865 376 1356

[kingstontn.gov](http://kingstontn.gov)



# Out of the Park

From Kingston Parks & Recreation

MARCH 2019

Kingston Parks & Recreation  
**Girls Softball & Volleyball**  
signups continue through  
March 8<sup>th</sup>,

At the Kingston Community  
Center \$50

Softball Age Group

U6 - U8 COACH PITCH

U10 - U12 FAST PITCH

U14 - U18 SLOW PITCH



Volleyball

Grades 3<sup>rd</sup>-12<sup>th</sup>

## Kingston Spring Street Fest

Sat. March 30<sup>th</sup>, 11a.m. – 5p.m.

Old Roane Co. Courthouse

112 Court St., Kingston, TN 37763

Craft, Retail-Sale and Home-based business  
vendors. Live Music by Wild Blue Yonder,  
Sam & Jim. Car Show, Children's Games &  
Attractions, Food and more.....



2-day

**Boating Safety Class**

March 12<sup>th</sup> & 14<sup>th</sup>

5-9 p.m. at the

Kingston Comm. Ctr.

Offered by the Coast

Guard Aux. Call Bill

White@ 865-376-4822

## **AARP TAX SERVICE**

**Kingston Community Center. Every**

**Tuesday, March 5<sup>th</sup> - April 12<sup>th</sup>**

**9 am - 1 pm, Room "B"**

**No appointments on a first-come,  
first-serve basis!**

865-376-1356

kingstontn.gov





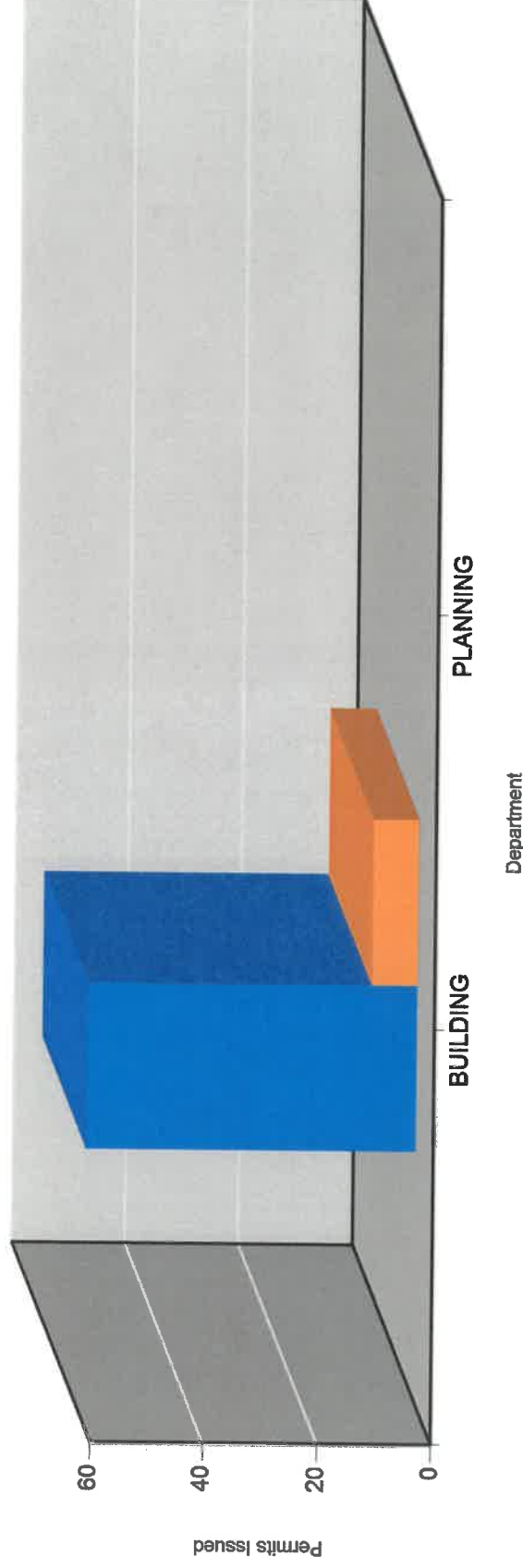
# Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
02/01/2019 AND 02/28/2019

Report run on: 02/28/2019 04:21 PM

Permits Issued by Department

Issued Within Expected Time  
Process to Issue Exceeded Expected Time



Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	34	40	2 Days	6.64 Days	1	32	8
	CM	Same Day	1	1	Same Day	0 Days	1	1	0
	PL	Same Day	15	14	Same Day	0 Days	1	14	0
	RM	Same Day	11	11	Same Day	0 Days	1	11	0





## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
02/01/2019 AND 02/28/2019

Report run on: 02/28/2019 04:21 PM

PLANNING	PLT	Same Day	7	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	BP2019-017 DW 1864 Dry Hill Rd, Rockwood, TN 37854	Submitted: 01/10/2019 Technically Complete: Approved: Ready to Issue: Issued: 02/15/2019	In Process: 36 Waiting: 0 Total Days: 36 Total Cycles: 1
		BP2019-042 KC Residential Home 305 Homestead Court, Kingston, Tn 37763	Submitted: 01/23/2019 Technically Complete: Approved: Ready to Issue: Issued: 02/01/2019	In Process: 9 Waiting: 0 Total Days: 9 Total Cycles: 1
		BP2019-043 KC Residential Home 634 High Point Orchard, Kingston, Tn 37763	Submitted: 01/23/2019 Technically Complete: Approved: Ready to Issue: Issued: 02/01/2019	In Process: 9 Waiting: 0 Total Days: 9 Total Cycles: 1
		BP2019-044 KC Residential Home 654 High Point Orchard, Kingston, Tn 37763	Submitted: 01/23/2019 Technically Complete: Approved: Ready to Issue: Issued: 02/01/2019	In Process: 9 Waiting: 0 Total Days: 9 Total Cycles: 1
		BP2019-045 KC Residential Home 660 High Point Orchard, Kingston, Tn 37763	Submitted: 01/23/2019 Technically Complete: Approved: Ready to Issue: Issued: 02/01/2019	In Process: 9 Waiting: 0 Total Days: 9 Total Cycles: 1
		BP2019-051 KC Cell Tower Upgrades 1825 Roark Rd, Kingston, Tn 37763	Submitted: 01/28/2019 Technically Complete: Approved: Ready to Issue: Issued: 02/06/2019	In Process: 9 Waiting: 0 Total Days: 9 Total Cycles: 1



# Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
02/01/2019 AND 02/28/2019

Report run on: 02/28/2019 04:21 PM

BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/01/2019	In Process: Waiting: Total Days: Total Cycles:
	BP2019-066	Porch Roof			
	114 PLEASANT VIEW, Oliver Springs, TN 37840				
	BP2019-067	DW			
	172 Lakeland Estates Rd, Lenoir City, TN 37771				
	BP2019-068	Garage			
	BP2019-069	Retaining Wall			
	BP2019-070	Carport			
	130 Dogwood Ridge Drive, Kingston, TN 37763				
	BP2019-071	Porch Roof Only			
	4800 Harriman Hwy., Oliver Springs, TN 37840				
	BP2019-072	Cell Tower Upgrade			
	4003 Kingston Hwy., Kingston, TN 37763				
	BP2019-073	Garage			
	234 EVANS Rd., Kingston, TN 37763				



## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
02/01/2019 AND 02/28/2019

Report run on: 02/28/2019 04:21 PM

BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/05/2019	In Process: Waiting: Total Days: Total Cycles:
	BP2019-074	Repairs			
	159 Duff Rd, Lenoir City, TN 37771				
	BP2019-075	Addition			
	380 Ellis Rd, Kingston, TN 37763				
	BP2019-076				
	KC Porch				
	603 Scenic Drive, Kingston, TN 37763				
	BP2019-077				
	OS Window change out				
	1145 Lookout Ave, Oliver Springs, TN 37840				
	BP2019-078	Residential Home			
	405 Indigo Bunting Dr, Harriman, TN 37748				
	BP2019-079	Dock			
	208 Sportsman Club Rd, Harriman, TN 37748				
	BP2019-080				
	KC Decks				
	1103 Kentucky St, Kingston, TN 37763				
	BP2019-081	Deck			
	207 Shady Trail, Kingston, TN 37763				



## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
02/01/2019 AND 02/28/2019

Report run on: 02/28/2019 04:21 PM

BUILDING	BP		Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 02/08/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	SW	214 Walnut Grove Rd, Kingston, TN 37763			
	Remodel	109 Williams Lane, Harriman, Tn 37748			
	Storage Building	109 Williams Lane, Harriman, Tn 37748			
	Remodel	108 Orange Lane, Oliver Springs, TN 37840			
	Garage Addition	504 Hassler Mill Rd, Harriman, TN 37748			
	Storage Building	973 Hamilton Ln, Kingston, TN 37763			
	Residential Home	4004 Long Cove Way, Rockwood, TN 37854			
	Garage to Living Space	147 Orchard View Road, Oliver Springs, TN 37840			





# Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
02/01/2019 AND 02/28/2019

Report run on: 02/28/2019 04:21 PM

BUILDING	BP	BP2019-090	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/19/2019	In Process: Waiting: Total Days: Total Cycles:
		HC Porch Addition			0 0 0 1
		116 Hillwood Dr, Harriman, TN 37748		02/19/2019	
		BP2019-091	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/19/2019	In Process: Waiting: Total Days: Total Cycles:
		KC Handicap Ramp			0 0 0 1
		804 W. Race St., Kingston, TN 37763		02/19/2019	
		BP2019-092	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/20/2019	In Process: Waiting: Total Days: Total Cycles:
		Residential Home			0 0 0 1
		293 Willow Springs Rd, Ten Mile, TN 37880		02/20/2019	
		BP2019-093	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/21/2019	In Process: Waiting: Total Days: Total Cycles:
		KC Remodel			0 0 0 1
		1373 Byrd Cir, Kingston, TN 37763		02/21/2019	
		BP2019-094	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/21/2019	In Process: Waiting: Total Days: Total Cycles:
		KC Dock			0 0 0 1
		308 Windswept LN, Kingston, TN 37763		02/21/2019	
		BP2019-095	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/21/2019	In Process: Waiting: Total Days: Total Cycles:
		KC Dock			0 0 0 1
		103 Lakewood Landing, Kingston, TN 37763		02/21/2019	
		BP2019-096	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/21/2019	In Process: Waiting: Total Days: Total Cycles:
		Porch & Windows			1 0 1 1
		1449 Riggs Chapel Road, Harriman, TN 37748		02/22/2019	
		BP2019-097	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/21/2019	In Process: Waiting: Total Days: Total Cycles:
		Dock			0 0 0 1
		380 Lancer Road, Harriman, TN 37748		02/21/2019	



# Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
02/01/2019 AND 02/28/2019

Report run on: 02/28/2019 04:21 PM

BUILDING	BP			Submitted: 02/25/2019 Technically Complete: Approved: Ready to Issue: Issued: 02/25/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-098 Pavillion 376 Walking Horse Trail, Rockwood, TN 37854			
		BP2019-099 KC Remodel 518 W Spring St, Kingston, TN 37763		Submitted: 02/28/2019 Technically Complete: Approved: Ready to Issue: Issued: 02/28/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	CM	CM2019-002 HC CM Change out for Walgreen's 1797 Roane State Hwy, Harriman, TN 37748		Submitted: 02/27/2019 Technically Complete: Approved: Ready to Issue: Issued: 02/27/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	PL	PL2019-012 PL for BP2018-411 270 West Mountain Dr, Rockwood, TN 37854		Submitted: 02/06/2019 Technically Complete: Approved: Ready to Issue: Issued: 02/06/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2019-013 PL for BP2019-059 9767 Paw Paw Plains rd, Lenoir City, TN 37771		Submitted: 02/07/2019 Technically Complete: Approved: Ready to Issue: Issued: 02/07/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2019-014 PL for BP2019-019 231 Kirkham Dr, Rockwood, Tn 37854		Submitted: 02/07/2019 Technically Complete: Approved: Ready to Issue: Issued: 02/07/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2019-015 PL for BP2018-067 177 Phillips Drive, Rockwood, TN 37854		Submitted: 02/11/2019 Technically Complete: Approved: Ready to Issue: Issued: 02/11/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2019-016 HC PL for BP2018-612 103 Cena Lane, Harriman, Tn 37748		Submitted: 02/11/2019 Technically Complete: Approved: Ready to Issue: Issued: 02/11/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



# Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
02/01/2019 AND 02/28/2019

Report run on: 02/28/2019 04:21 PM

BUILDING	PL	PL2019-017	Submitted: 02/12/2019	In Process: 0
		PL for BP2018-639	Technically Complete:	Waiting: 0
		435 Blackburn Lane, Lenoir City, TN 37771	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/12/2019	
		PL2019-018	Submitted: 02/12/2019	In Process: 0
		PL for BP2018-328	Technically Complete:	Waiting: 0
		3668 Buttermilk Road W, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/12/2019	
		PL2019-019	Submitted: 02/13/2019	In Process: 0
		HC PL for BP2019-061	Technically Complete:	Waiting: 0
		836 Unaka St, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/13/2019	
		PL2019-020	Submitted: 02/14/2019	In Process: 0
		PL for BP2018-109	Technically Complete:	Waiting: 0
		250 Old Poplar Springs Rd, Kingston, Tn 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/14/2019	
		PL2019-021	Submitted: 02/20/2019	In Process: 0
		PL for BP2018-506	Technically Complete:	Waiting: 0
		4950 Ross Rd, Philadelphia, Tn 37846	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/20/2019	
		PL2019-022	Submitted: 02/20/2019	In Process: 8
		PL for BP2018-632	Technically Complete:	Waiting: 0
		116 Dennis Drive, Kingston, TN 37763	Approved:	Total Days: 8
			Ready to Issue:	Total Cycles: 1
			Issued: 02/20/2019	
		PL2019-023	Submitted: 02/21/2019	In Process: 0
		KC PL for BP2019-093	Technically Complete:	Waiting: 0
		1373 Byrd Cir, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/21/2019	
		PL2019-024	Submitted: 02/22/2019	In Process: 0
		PL for BP2019-030	Technically Complete:	Waiting: 0
		491 Little Dogwood Rd, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/22/2019	



## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
02/01/2019 AND 02/28/2019

Report run on: 02/28/2019 04:21 PM

BUILDING	PL	PL2019-025	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/25/2019	In Process: Waiting: Total Days: Total Cycles:
		Plumbing Permit for BP2017-067 1548 Ruritain Rd, Harriman, TN 37748		02/25/2019	0 0 0 1
		PL2019-026 PL for BP2018-600	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/27/2019	0 0 0 1
		264 Timberline Drive, Kingston, TN 37763		02/27/2019	
RM		RM2019-020 RM for BP2018-357	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/01/2019	0 0 0 1
		3201 Sugar Grove Valley, Harriman, TN 37748		02/01/2019	
		RM2019-021 RM for BP2019-074	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/05/2019	0 0 0 1
		159 Duff Rd, Lenoir City, TN 37771		02/05/2019	
		RM2019-022 RM for BP2019-059	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/07/2019	0 0 0 1
		9767 Paw Paw Plains rd, Lenoir City, TN 37771		02/07/2019	
		RM2019-023 Mechanical Permit for BP2018-328	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/13/2019	0 0 0 1
		3668 Buttermilk Road W, Kingston, TN 37763		02/13/2019	
		RM2019-024 Mechanical Permit for BP2018-374	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/13/2019	0 0 0 1
		109 Maple Lane, Kingston, TN 37763		02/13/2019	
		RM2019-025 HC RM for BP2018-612	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/20/2019	0 0 0 1
		103 Cena Lane, Harriman, Tn 37748		02/20/2019	



# Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
02/01/2019 AND 02/28/2019

Report run on: 02/28/2019 04:21 PM

BUILDING	RM	RM2019-026 RM for BP2018-302 105 Hughes Lane, Ten Mille, TN 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/20/2019	In Process: Waiting: Total Days: Total Cycles:
		RM2019-027 Mechanical Permit for BP2018-501 488 Emory River Road, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/20/2019	In Process: Waiting: Total Days: Total Cycles:
		RM2019-028 Mechanical Permit for BP2018-186 4537 Harriman Hwy, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/21/2019	In Process: Waiting: Total Days: Total Cycles:
		RM2019-029 RM for BP2018-375 214 Fairview Cir, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/27/2019	In Process: Waiting: Total Days: Total Cycles:
		RM2019-030 RM for BP2018-411 270 West Mountain Dr, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/28/2019	In Process: Waiting: Total Days: Total Cycles:
PLANNING	PLT	PLT2019-012 Plat Review/Bounary Line 400 Smalley Lane, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/08/2019	In Process: Waiting: Total Days: Total Cycles:
		PLT2019-013 Plat Review/Boundary Line 155 Chandley Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/15/2019	In Process: Waiting: Total Days: Total Cycles:
		PLT2019-014 Plat Review/2 Lots- 1267 Sweetwater Road, Philadelphia, TN 37846	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/15/2019	In Process: Waiting: Total Days: Total Cycles:





## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
02/01/2019 AND 02/28/2019

Report run on: 02/28/2019 04:21 PM

PLANNING	PLT	PLT2019-015	Technically Complete: Ready to Issue: Issued:	Submitted: 02/21/2019	In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1
		Plat Review/2 Lots- 300 Lancer Road, Harriman, TN 37748			
		PLT2019-016	Technically Complete: Ready to Issue: Issued:	Submitted: 02/21/2019	In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1
		Plat Review/2 Lots- 2256 Bluff Road, Harriman, TN 37748			
		PLT2019-017	Technically Complete: Ready to Issue: Issued:	Submitted: 02/25/2019	In Process: 3 Waiting: 0 Total Days: 3 Total Cycles: 1
		Plat Review/2 Lots- 384 Lancer Road, Harriaman, TN 37748			
		PLT2019-018	Technically Complete: Ready to Issue: Issued:	Submitted: 02/28/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Plat Review/2 Lots- 156 Hawk Trail, Kingston, TN 37763			

# KINGSTON WATER TREATMENT PLANT



## FEBRUARY OPERATIONS REPORT

2019

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	17,922,000	18,106,000	-1.03%	578,000	773,000	384,000
	Effluent (Finish)	15,282,000	15,753,000	-3.08%	493,000	664,000	347,000
	Spring Supply	14,131,000	13,895,000	1.67%	456,000	471,000	441,000
	Total Finish Prod.	29,413,000	29,648,000	-0.80%	Distribution & WTP Report:  gals. usage flushing and Tank refilling.  Public Works: No Report  Fire Dept: No Report  Park & Rec: No Report  WWTP: No Report		
Plant Efficiency		99.36%	99.83%	-0.47%			
Distribution							
GALLONS	Consumption	22,495,200	22,852,300	-1.59%			
	Reported Usage	1,600,000	1,526,000	4.63%			
	Water Loss	5,317,800	5,270,000	0.90%			
	%	18.08%	17.78%	0.31%			

Note: The Water Production, Consumption and Loss data is for the January 2019 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.
- \* Still working in the Shop, doing more organization, etc.
- \* Completed all Quarterly Sampling including TOC's (Total Organic Carbon), VOC's (Volatile Organic Compounds) Sites A & B, Sodium Monitoring A & B and Nitrate Monitoring. All results were extremely good.
- \* Shop Clean-up and organization continued. Making progress!
- \* Fabricated a cable hanging storage rack for the portable generator cables.
- \* Received the Ladd Landing Pump Station Generator and Switch. Hopefully will be able to install in the next few weeks.
- \* ISI performed Quarterly Maintenance & Calibrations at Plant & Spring Pump House of all On-Line Equipment, Meters, Controllers and Transmitters, etc.
- \* Our area and surrounding areas of influence received several major weather events which are still causing some operational issues. Our normal Raw Turbidity (Clarity of Water) is in the 2 - 5 NTU range but has been & currently is anywhere from 30 - 70 NTU range which does require increased Treatment Technique including chemical dosages, flocculation and settling time and more frequent backwashing.
- \* I also attended the TAUD Technology Conference and received 12 CEU Credits.
- \* Closed out the LT2 (Long Term Enhances Surface Water Treatment Rule) Sampling. This was the second round of year-long sampling in the last 10 years.

Kingston Water Department  
Schedule of Unaccounted For Water  
February

*(All amounts in gallons)*

<b>A Water Treated and Purchased</b>		
<b>B</b>	Water Pumped (potable)	29,413,000
<b>C</b>	Water Purchased	0
<b>D</b>	<b>Total Water Treated and Purchased</b> (Sum Lines B and C)	29,413,000
<b>E Accounted for Water:</b>		
<b>F</b>	Water Sold	22,495,200
<b>G</b>	Metered for Consumption (in house usage)	1,100,000
<b>H</b>	Fire Department(s) Usage	0
<b>I</b>	Flushing	500,000
<b>J</b>	Tank Cleaning/Filling	0
<b>K</b>	Street Cleaning	0
<b>L</b>	Bulk Sales	0
<b>M</b>	Water Bill Adjustments (+/-)	0
<b>N</b>	<b>Total Accounted for Water</b> (Sum Lines F thru M)	24,095,200
<b>O</b>	<b>Unaccounted for Water</b> (Line D minus Line N)	5,317,800
<b>P</b>	<b>Percent Unaccounted for Water</b> (Line O divided by Line D times 100)	18.080%

**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.





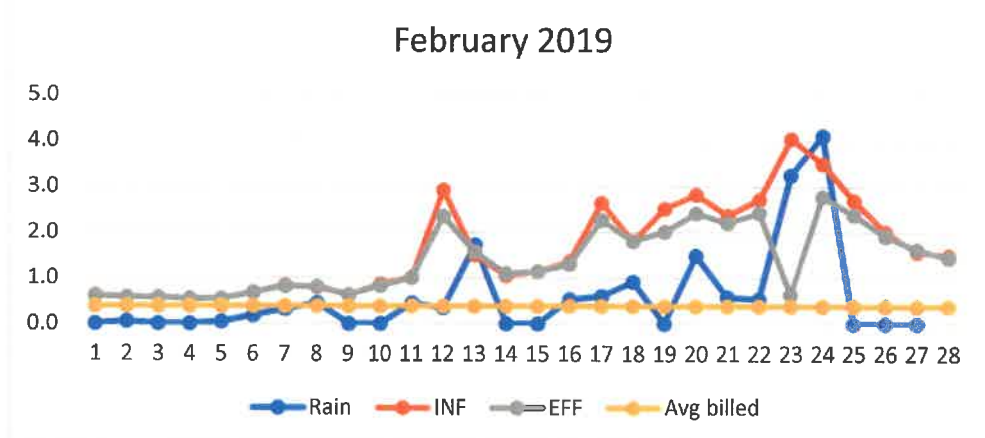
# KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager  
FROM: Tony Workman, WWTP Plant Manager  
RE: February 2019 Monthly Report  
DATE: March 7, 2019

---

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	1.6420	4.0550	.5420	45,977,000
EFFLUENT	1.3953	2.7830	.5400	39,069,100

2455 Sewer Customers 10,824,600 gallons billed. Daily average .3866 mgd.



Total gallons of chlorine used was 350.33 @\$2.09 gallon = \$732.19

There was 15.60 inches of rain.

The flooding caused several overflows in the system. Pump Stations #1, #7 had overflows. #7 has not had an overflow for several years, since we expanded the discharge line. There were overflows at the community center, football practice field, and on Mobile Drive.

To get a better idea of the flooding issues we had Shawn is about 5'10", the manhole measured 5'3" above ground. This is the field by the #1 Pump Station after the rain and during the flooding. That manhole was covered with flood waters.



Shawn Clark and Jim Tipton attended TAUD course for Collection Systems during the week of Feb 11-15 in Murfreesboro. They are awaiting approval to take the certification exam in May.

I attended a TAUD Conference in Pigeon Forge February 27- March 1. Several new products were presented that I will be getting more information on to see if it would be a benefit for the Wastewater Department.

We have had a couple of pump/motor issues since the rain at a couple of the pump stations. Tekwell will be coming out to find the cause and make necessary repairs.

# WATER DEPARTMENT MONTHLY REPORT

To: David Bolling

From: Jimmy Agee

RE: Monthly Work Orders

Month of: FEB. 2019

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER		
Read-out	20	
RE- READS	6	
WATER TAP NEW ACCT.		
CLOSED ACCT WITH COMSUMPTION	4	
READ INS	23	
CHECK FOR HUNG METER	10	
CHANGE OUT HUNG / BROKEN METER	5	
CHECK FOR LEAK AT METER	9	
METER LEAKS	2	
AFTER HOURS - WATER	4	
SERVICE LINE LEAK	6	
LINE LOCATES	137	
TURN OFF FOR NON PAYMENT	43	
TURN WATER BACK ON	40	
YARD WORK	15	
DOOR HANGERS	8	
MANUAL READ	6	
AFTER HOURS - SEWER	2	
SEWER- TAP NEW ACCOUNT		
LOCATE SEWER TAP	2	
SEWER BACK UP	4	
CHECK TO SEE IF STILL OFF	6	
TAP ESTIMATES	3	
PROFILE REQUESTED	2	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS	2	

# WATER DEPARTMENT MONTHLY REPORT

Month of: FEB. 2019

PAGE 2

TASK	RESOLVED	PENDING
<b>MISC SERVICE ORDERS</b>		
ESTIMATES RELOCATE METER	2	
CHECK FOR TAMPERED METER	1	
WATER TASTE BAD		
CHECK WATER PRESSURE		
SEWER BAD SMELL		
CHECK FOR FROZEN METER		
REPLACE MAN HOLE COVER	1	
REPLACE CLEAN-OUT CAP	2	
REPLACE METER /METER BOX/LID	2	
REPLACE TAMPERED METER		
REPLACE VALVE		
FLUSH LINES	1	
RUN 10 GAL WATER THRU		
TURN OFF FOR INSPECTIONS		
INSPECT SEWER CONNECTION		
TURN OFF DUE TO LEAK		
REPLACE CUT-OFF VALVE	4	
Install flotting meter		
LOCATE WATER METER		
Total		375
OVER-TIMES HOURS	45	
FIRE HYDRANTS REPLACED		
ROAD PATCHES		7
PULL OR LOCK METER	3	

  
 WATER DISTRIBUTION & COLLECTION  
 MANAGER-JIM AGEЕ

**Kingston Public Library (KPL)**

1004 Bradford Way  
Kingston Tennessee 37763  
865-376-9905

4 March 2019

**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 February, 2019:

**Programs:** We had five people at the last craft night and four for our board game party. We'll have both of those events this month, and a speaker on the 7<sup>th</sup>. The subject will be "Is Roane County a part of Appalachia?"

**Computer classes:** We had three computer classes this month. One was on Heritage Quest, an online database for family tree research, with 3 participants. Another was an introduction to Microsoft Word. We only had one student for that class, so we got through a lot of material and then I showed her how to use the Tennessee READS e-books. The third class was on buying groceries online, and no one came to that. They either aren't interested, or figured it out for themselves.

**Children's programs:** We had four storytimes this month, with 38 attending. We had a special after-school program in honor of Read Across America, and we had 50 kids and 18 adults in attendance. We had two Dr. Seuss read-alouds, a craft, a door prize, snacks, and each child got a goody bag. Everyone had a great time.

We have a program scheduled every day of the week for Spring Break. We'll have Tech Toys, a movie, storytime, two Legos programs, and then another movie on Saturday.

**Training:** The Director attended a training given by Ocoee Regional Library on the summer reading program. (Our children's librarian had the flu). The theme this year is "A Universe of Stories."

## **Summary**

Patron count for the month totaled 1378. We answered 81 computer and reference questions. There were 1,875 checkouts and renewals for the month for adults and 284 for children. The READS circulation for ebooks was 2328 for adults and 60 for kids, totaling 2388.

Respectfully submitted,  
ERS

ELECTRIC POWER BOARD OF ROCKWOOD  
MEETING AGENDA  
FEBRUARY 19, 2019  
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM  
5:30 – 6:30 PM

ROLL CALL — CHILDS, DAVIS, HOLLOWAY, LAYNE, McCULLOUGH

<u>ACTIVITY</u>	<u>ACTION</u>
Minutes from Board Meeting on January 17, 2019	Approval
December 2018 Financial Statements	Approval
January 2019 Accounts Payable	Acceptance
Manager's Report	Approval
Visitor Comments	Information

**Old:**

1. Façade Reconstruction Change Order	Approval
2. Retirement Plan Committee Charter	Approval
3. Inaugural Retirement Plan Committee	Approval
4. Retirement Plan Committee Chairman	Approval

**New:**

1. Travel Policy Amendment – Use of Credit Cards	Approval
2. Termination of Direct Load Control Program	Approval
3. Leadership Roane County Youth Program	Approval
4. Roane County St. Jude Sponsorship	Approval
5. APPA Annual Conference Attendance	Approval
6. Bad Debts	Approval

Announcements

Adjourn

The regular meeting of the Rockwood Electric Power Board was called to order at 4:30 p.m. on January 17, 2019. Board members present were Childs, Davis, Holloway, Layne, and McCullough.

A motion was made by McCullough, seconded by Layne to approve the minutes as recorded for the December 18, 2018 Board Meeting, the minutes from the December 18, 2018 Board Workshop on Broadband, and the minutes from the January 8, 2019 Board Workshop with Chris Mitchell discussing REU's current financial position and financial forecasting for the next five (5) years. All voted yes.

A motion was made by Layne, seconded by Childs to approve the November 2018 Financial Statements. Manager Bear stated that for the current fiscal year, the utility was below budget on O&M expense and net income was above the budgeted amount. All voted yes.

A motion was made by McCullough, seconded by Davis to accept the January 2019 accounts payable. All voted yes.

As part of the Manager's Report, Manager Bear informed the Board of a meeting with Jim Denton of WAG Corporation on January 17, 2019. Mr. Denton submitted a proposal for performing a pole count as required by the joint use agreement with AT&T. WAG Corporation already has contracts with AT&T and Comcast. They are finishing up pole counts with various other power distributors in Tennessee and would be able to begin this spring. Manager Bear will follow up with AT&T to confirm their schedule for the pole count and have a final recommendation for the Board at the next meeting. He asked Childs to inform the City of Kingston of the pole count to see if they would be interested in having Kingston's City Street Light's counted while they are in the area. There would most likely be an additional fee for this service but it may be worth the effort to resolve any potential conflicts in the city's street lighting system.

On February 14, 2019, TVA will offer a free class, to be held at the utility office, on Distributor Switching. This allows employees to have a TVA "MA" key in order to perform switching for TVA in the event of outages or in circumstances where a TVA employee may be delayed in responding.

In the event the utility is approached by a vendor requesting small cell attachments, Mark Smith with Miller & Martin PLLC, has a draft policy and contract which could be placed into effect quite readily. He is waiting on additional information from TVPPA's Research & Development group that could help maximize recovery of costs under an agreement.

TVPPA's all member meeting is scheduled for February 6, 2019. It is held in conjunction with TVPPA's Legal Conference and follows the scheduled TVPPA Fiber University conference on February 5-6, 2019.



Mr. McCullough asked if item #2 under “Old Business” in the Manager’s Report, was referring to only Truck #17 or the Proposed Vehicle Replacements for FY 2019, which were part of an overall five (5) year plan. Manager Bear said only Truck #17 was part of this agenda item.

Mr. McCullough went on to express concerns about the financial update and possible rate increase suggested by Chris Mitchell. He understood a 2% rate increase for consecutive years would increase revenue approximately \$600,000. Before the Board takes any action on a rate increase, he would like to see the utility lower expenses where it could. He stated he was not for cutting employees of REU or their benefits. Safety of our employees should always be a priority. He stated it was easy to raise rates but managing money was a challenge. He would like to see the cost of Broadband Phase I be deferred until the budget process was complete. A motion was made by Childs, seconded by Layne to approve the Manager’s Report. All voted yes.

Once again, several visitors addressed the Board about Broadband. Visitors included Donna Bibee, Keith Rogers, Ed Bilbrey, Dayle Beyer, Ron Berry, Jerry Coleman, Christy Bentley, George Laggis, and Elliott Barnett. Most visitors thanked REU Board and employees for the effort and the time invested in Broadband discovery efforts. They also expressed that in their opinion there was a critical need for REU to provide its customers with high speed internet. Several views were expressed such as: property values increasing, higher tax base; economic development, educational benefits, etc. Visitors also discussed funding this project through grants available through the state of TN, USDA, and other low-interest loans. Everyone encouraged the Board to proceed with the funding for a Phase 1 study.

Carrie Horne, TVA Customer Service Manager, addressed the Board at the request of Mr. Don Layne, chairman of the Broadband Committee. She stated TVA was neutral on utilities getting into Broadband. She made it very clear that fiber is an asset and broadband is a service and that REU could use electrical system funds to study its existing fiber assets. If the utility chose to extend its local area network to the city of Rockwood, Kingston, or school system they could do so. TVA considers this a shared service and these entities would have to pay the total cost of new construction; including design and material, serving their facilities. These cost could be imbedded into a monthly fee for cost recovery or directly billed. A monthly maintenance fee would need to be included along with costs associated with the use of the service as agreed to by a TVA joint cost study. If the utility invested beyond the existing fiber for the purpose of bringing broadband to customers, a separate business unit would have to be formed and approved by TVA, along with a contract with the City of Rockwood. In the contract, a clause would need to be inserted guaranteeing if REU could not make payments any potential future loans for broadband or other non-electric services, they would allow REU to take payments out of the city’s Tax Equivalency payments. She pointed out some utilities have been successful and some have not. Utilities are using excess fiber for a variety of applications, up to and including, offering full broadband services (wholesale or retail). Some have chosen to lease dark fiber or engage in partnerships and pilot projects.

A motion was made by Layne to approve the funding of Phase I engineering analysis of existing REU fiber outlay and potential dual use for future high-speed internet. After a short delay, Childs seconded the motion so it could be open for discussion.

Mr. Layne asked several questions to Manager Bear. Manager Bear stated an estimated 50 miles of fiber was on the system and 13 miles of fiber was at the warehouse yard ready to be installed. The utility was not receiving any revenue off the existing fiber other than some cost avoidances due to its use for communications with its other facilities. Manager Bear stated the proposed engineering analysis would assist REU in determining the best direction for the installation and future use of existing and new fiber. Additional revenue would keep REU's electric rates lower in the future.

A motion was made by McCullough, seconded by Davis to amend the motion and defer funding of Phase I until REU's budget process in May. Motion passed 3-2 with McCullough, Davis, and Childs voting yes; Layne and Holloway voting no. Motion passed.

Board member Childs stated he misunderstood the motion. He thought the vote was for the original motion made by Layne, seconded by Childs to fund Phase I now and not wait until the budget process. After some discussion and clarification, a motion was then made by Childs, seconded by Layne to amend the previous motion by McCullough and Davis, deferring Phase I funding until budget process. Motion passed 3-2 with Childs, Layne, and Holloway voting yes; McCullough and Davis voting no. Motion passed.

A motion was made by Layne, seconded by Childs to amend the original motion made by Layne and Childs to state the funding of Phase I engineering analysis of existing REU fiber outlay and potential dual use for future high-speed internet should not exceed \$85,450.00. In order to fund the project, \$50,000.00 which was budgeted for a capital project for engineering design of a line upgrade project that can be deferred, should be diverted to cover the expense of the Phase 1 study. An additional not-to-exceed amount of \$35,450.00 would come from the general fund. Voting yes were Childs, Holloway, Layne, and McCullough. Davis voted no. Motion passed.

A motion was made by McCullough, seconded by Childs to replace Truck #17. The truck is a 2006 Ford F550 dump truck and is used by the right-of-way crew. The engine was replaced in 2016 and over \$5,000.00 has been spent in the last three months. Manager Bear made a recommendation to replace Truck #17 and up-size it for pulling our equipment. The vehicle committee was looking at a full-size Kenworth dump truck, available through the Sourcewell Cooperative Purchasing Program. The truck would be nearly identical to one recently purchased by the City of Rockwood. He asked to defer replacing other vehicles until next month due to Truck #17 being the one most critically needed at this time. All voted yes.

A motion was made by Layne, seconded by Davis to approve the purchase of new distribution transformers through the Tennessee Valley Transformer Buying Group (TVTBG). Manager Bear has served on the specification team for several years. RFP's were sent out based on the specification. Bids were received and publicly opened at the office of Volunteer Energy Cooperative (VEC) in Decatur, TN. All voted yes.

A motion was made by McCullough, seconded by Davis to approve the agreement from Parsons & Wright CPA firm to perform the Utility's annual financial audits. The agreement defined the terms to be for five (5) years. The fees are \$23,500.00 for the financial audit and \$7,750.00 for the Post-Employment Benefits Trust Audit. All voted yes.

A motion was made by Layne, seconded by Childs to provide sponsorship to three (3) organizations. The amounts are: Court Appointed Special Advocates (CASA) of the 9<sup>th</sup> Judicial - \$500.00; District: Greenwood School Education Foundation/NAACP Roane County Branch 5626 - \$100.00; and Roane County High School Robotics team - \$1,000.00. All voted yes.

A motion was made by McCullough, seconded by Davis to approve the write-off of uncollectible debts for the period of October 2018 in the amount of \$2,987.81 and noted that \$414.52 was collected. All voted yes.

Chairman Holloway announced the February Board meeting will be held on February 19, 2019 at 5:30 p.m.

A motion was made by McCullough, seconded by Childs to adjourn.

Chairman  
Harold Holloway

Secretary/Treasurer  
Billy Wade McCullough

Recorded by M. O'Keefe

## POWER DISTRIBUTORS

O.M.B NO. 3316-0001

TVA 4171 (FIN-1-92)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION		FOR MONTH AND YEAR		PAGE 1	
Rockwood Electric Utility		DECEMBER	2018		
BALANCE SHEET					
ASSETS AND OTHER DEBITS	ITEM NO	AMOUNT	LIABILITIES AND OTHER CREDITS	ITEM NO	AMOUNT
<b>UTILITY PLANT</b>			<b>CAPITAL</b>		
Electric Plant .....	1	64,294,205.82	Membership certificates .....	30	
Less Depreciation .....	2	17,277,246.70			
<b>Total .....</b>	<b>3</b>	<b>47,016,959.12</b>	<b>EARNINGS REINVESTED IN SYSTEM ASSETS</b>		
Unamortized acq. adj. ....	4		Beginning of year .....	33	43,896,637.73
Other utility plant - net .....	5		Current year to date .....	34	268,525.06
<b>Total Plant - net .....</b>	<b>6</b>	<b>47,016,959.12</b>	<b>Total .....</b>	<b>35</b>	<b>44,165,162.79</b>
			<b>LONG-TERM DEBT</b>		
<b>OTHER PROPERTY AND INVESTMENTS</b>			RUS .....	36	
Nonutility property - net .....	7		CFC .....	37	
Other investments .....	8	30,233.00	CoBank .....	38	
Sinking funds .....	9		Bonds and other long-term debt .....	39.1	3,900,000.00
Depreciation funds .....	10		TVA .....	39.3	
Other special funds .....	12	2,286,147.00	Debt premium and discount .....	40	42,911.20
<b>Total .....</b>	<b>13</b>	<b>2,316,380.00</b>	<b>Total .....</b>	<b>41</b>	<b>3,942,911.20</b>
			<b>OTHER NON-CURRENT LIABILITIES</b>		
<b>CURRENT AND ACCRUED ASSETS</b>			Postretirement Benefits .....	39.2	2,385,299.10
General cash and temporary cash investments .....	14	3,549,323.69	Energy Service Loans - Advances .....	42	232,232.83
Accounts receivable .....	15	2,636,282.09	Energy Service Loans - Other .....	43	
Materials and supplies .....	16	561,510.23	<b>Total .....</b>	<b>44</b>	<b>2,617,531.93</b>
Prepayments .....	17	10,185.87	<b>CURRENT AND ACCRUED LIABILITIES</b>		
Other current assets .....	18	1,133,673.52	TVA notes payable .....	45.1	
<b>Total .....</b>	<b>19</b>	<b>7,890,975.40</b>	Other notes payable .....	45.2	
			Accounts payable .....	46	4,791,727.67
<b>DEFERRED DEBITS</b>			Customer deposits .....	47	1,232,117.71
Debt expense .....	20		Taxes and equivalents accrued .....	48	(7,379.10)
Preliminary survey .....	21		Interest accrued - RUS .....	49	.02
Clearing accounts .....	22		Interest accrued - CFC .....	50	
Energy Service Loans receivables .....	24	305,523.26	Interest accrued - CoBank .....	51	
Deferred costs on TVA Leases .....	25		Interest accrued - TVA .....	52.1	
Other deferred debits .....	26		Interest accrued - other .....	52.2	
<b>Total .....</b>	<b>27</b>	<b>305,523.26</b>	Other current liabilities .....	53	762,248.26
			<b>Total .....</b>	<b>54</b>	<b>6,778,714.56</b>
<b>TOTAL ASSETS AND OTHER DEBITS .....</b>			<b>DEFERRED CREDITS</b>		
<b>28</b>	<b>57,529,837.78</b>		Advances for construction - refundable .....	55	
			Other deferred credits .....	56	25,517.30
			<b>Total .....</b>	<b>57</b>	<b>25,517.30</b>
			<b>TOTAL LIABILITIES AND OTHER CREDITS .....</b>		
			<b>58</b>	<b>57,529,837.78</b>	
( ) Indicates red figures CFC or CoBank Investments included in Item No. 8      30,233.00 Construction work in progress included in Item No. 1      3,102,348.54 Construction fund included in Item No. 12					
Footnotes:					

 Total miles of distribution lines  
 Total miles of transmission lines

## POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION		FOR MONTH AND YEAR		PAGE 2
Rockwood Electric Utility		DECEMBER 2018		
<b>REVENUE AND EXPENSE SHEET</b>				
<b>REVENUE AND EXPENSE STATEMENT</b>	<b>ITEM NO</b>	<b>THIS MONTH</b>	<b>YEAR TO DATE</b>	
<b>OPERATING REVENUE</b>				
Electric sales revenue (page 7, item 332)	59	2,956,558.61	17,187,997.50	
Revenue from late payments	60	11,831.96	87,541.04	
Misc. service revenue	61	5,545.00	29,520.00	
Rent from electric property	62	48,614.04	296,746.74	
Other electric revenue	63	5.00	30.00	
<b>Total operating revenue</b>	64	3,022,554.61	17,601,835.28	
<b>PURCHASED POWER</b>				
<b>Total power cost (page 7, item 342)</b>	65	2,289,603.03	13,038,843.20	
<b>OPERATING EXPENSE</b>				
Transmission expense	66			
Distribution expense	67	89,964.66	560,380.47	
Customer accounts expense	68	67,288.77	344,275.05	
Customer service and informational expense	69	1,580.86	5,789.16	
Sales expense	70	50.00	14,781.21	
Administrative and general expense	71	230,499.66	1,286,292.70	
<b>Operating expense</b>	72	389,383.95	2,211,518.59	
<b>MAINTENANCE EXPENSE</b>				
Transmission expense	73			
Distribution expense	74	96,944.88	495,921.81	
Administrative and general expense	75	137.00	7,359.32	
<b>Maintenance expense</b>	76	97,081.88	503,281.13	
<b>OTHER OPERATING EXPENSE</b>				
Depreciation expense	77	127,296.38	761,446.76	
Amortization of acquisition adjustment	78			
Taxes and tax equivalents	79	117,947.22	721,057.52	
<b>Other operating expense</b>	80	245,243.60	1,482,504.28	
<b>TOTAL OPERATING EXPENSE AND PURCHASE POWER</b>	81	3,021,312.46	17,236,147.20	
<b>INCOME</b>				
Operating income (item 64, less item 81)	82	1,242.15	365,688.08	
Other income	83		(53,777.92)	
<b>Total income</b>	84	1,242.15	311,910.16	
Miscellaneous income deductions	85	4,741.07	8,934.66	
<b>Net income before debt expense</b>	86	(3,498.92)	302,975.50	
<b>DEBT EXPENSE</b>				
Interest on long-term debt - RUS	87			
Interest on long-term debt - CFC	88			
Interest on long-term debt - CoBank	89			
Interest on long-term debt - other	90.1	6,135.42	36,812.52	
Interest - TVA	90.2			
Other interest expense	92			
Amortization of debt discount and expense	93			
Amortization of premium on debt - credit	94	(393.68)	(2,362.08)	
<b>Total debt expense</b>	95	5,741.74	34,450.44	
<b>NET INCOME</b>				
Income before extraordinary items (item 86, less item 95)	96	(9,240.66)	268,525.06	
Extraordinary items	97			
<b>Net income</b>	98	(9,240.66)	268,525.06	

## POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION				FOR MONTH AND YEAR		PAGE 3	
Rockwood Electric Utility				DECEMBER 2018			
STATISTICAL DATA							
CLASS OF SERVICE	ITEM NO	REVENUE		ITEM NO	KILOWATT-HOURS SOLD		
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE	
Residential. . . . .	100	1,809,291.03	9,838,766.69	107	16,076,621	87,390,726	
Gen. Power - 50 kW & under. . . . .	101	378,564.35	2,265,366.17	108	2,771,357	16,879,439	
Gen. Power - Over 50 kW. . . . .	102	720,151.68	4,775,293.79	109	8,377,836	53,462,329	
Street and athletic - Codes 72, 73 & 74. . . . .	103	17,263.16	122,435.76	110	135,693	1,020,995	
Outdoor lighting - Codes 75, 77 & 78. . . . .	104	31,288.39	186,135.09	111	215,954	1,302,319	
Subtotal. . . . .	330	2,956,558.61	17,187,997.50				
Unbilled revenue*. . . . .	331						
Total (page 2, item 59). . . . .	332	2,956,558.61	17,187,997.50	335	27,577,461	160,055,808	
				113	48,554	264,607	
				114	27,626,015	160,320,415	
				336			
Kilowatt-hours for own use. . . . .							
Total kilowatt-hours sold and used. . . . .							
Kilowatt-hours in unbilled revenue (items 331) above*. . . . .							
AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE				Credits		Green Power Revenue	
Green Power-Res				N/A		N/A	
Green Power-GP < 50kW				N/A		N/A	
Green Power-GP > 50kW				N/A		N/A	
Gen Partners-Res				\$ 332.13		N/A	
Gen Partners-GP<50kW				\$ 399.58		N/A	
Gen Partners-GP>50kW				\$ 639.36		N/A	
SMC				N/A		N/A	
EGC				N/A		N/A	
VCP				N/A		N/A	
VII				N/A		N/A	
PURCHASED POWER							
TVA	ITEM NO	AMOUNT		ITEM NO	KILOWATT-HOURS PURCHASED		
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE	
Purchased Power. . . . .	115	2,289,603.03	13,038,843.20	119	29,391,011	168,768,297	
Facilities Rental. . . . .	116						
Other Charges/Credits. . . . .	117						
Total from TVA. . . . .	118	2,289,603.03	13,038,843.20	122	29,391,011	168,768,297	
Other Purchased Power*. . . . .	218			222			
Subtotal. . . . .	340	2,289,603.03	13,038,843.20				
Unbilled Purchases*. . . . .	341						
Total (page 2, item 65). . . . .	342	2,289,603.03	13,038,843.20	345	29,391,011	168,768,297	
				123	27,626,015	160,320,415	
				124	1,764,996	8,447,882	
				125	6.01	5.01	
				127	7.790	7.726	
				346			
Kilowatt-hours in unbilled purchases (Item 341) above*. . . . .							
**Purchased other power under contract number TV- _____ from _____							

## POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

DECEMBER 2018

PAGE 3a

## CUSTOMER DATA

CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR
Residential.....	11,566	11,559
Gen. Power - 50 kW & under.....	2,766	2,801
Gen. Power - Over 50 kW.....	136	122
Street and athletic - Codes 72, 73 & 74.....	39	39
Outdoor Lighting - Code 78.....	132	136
<b>Total.....</b>	<b>14,639</b>	<b>14,657</b>
Special Outdoor Lighting - Code 75.....		
Outdoor Lighting - Code 77.....	2,155	2,154

## LONG-TERM DEBT

CHANGE THIS MONTH	AMOUNT
Long-term debt last report (item 41).....	3,943,304.88
Add new long-term debt this month (page 3).....	
<b>Total.....</b>	<b>3,943,304.88</b>
Less reductions this month (page 3).....	393.68
Long-term debt this month (item 41) ..	3,942,911.20

## OPERATING RATIO

	THIS MONTH	YEAR TO DATE
Item 81 minus item 80 divided by item 64 equals	91.85%	89.50%

Footnotes:

SIGNED

TITLE

DATE PREPARED

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

**From:** Alisha Massengill <[precious740@yahoo.com](mailto:precious740@yahoo.com)>  
**Date:** February 17, 2019 at 5:01:44 PM EST  
**To:** Alisha Massengill <[alisha.massengill@yahoo.com](mailto:alisha.massengill@yahoo.com)>  
**Subject:** 2/4/19 notes

**Kingston City Beautification Committee Meeting, February 4th, 2019**

Attendees: Alisha Massengill, Jason Brown, Judy Yeager, Teresa Nichols, Sue Collins, Jim Washam

Call To Order: Teresa Nichols

Approval of Last Meeting Minutes: The meeting minutes from January were approved. Minutes were motioned to be approved by Judy Yeager

And seconded by Sue Collins

Ongoing Business:

Planters were put on Court Street. Two of the planters were stolen from the Hands of Mercy location. The rest of the planters have been secured.

New City Parking Lot- Form is poured.

Courthouse Trashcans- Will be painted black to match the lights at the old courthouse.

Status of Sidewalks- Volunteers will try to pressure wash the sidewalks around the old court house, weather dependent. Tim Clark reported that the water issues on Court Street there is a plan of action to add another storm drain.

Updated on Business Canopies: Baggetts/Martins Baggetts has agreed to remove his canopy. Martins is considering removal.

Light post sales and installations plans- Hoping that plans will go forward within the next couple of months.

Status of pallet signs/benches being made/painted- Benches are metal and will match the ones at the dog park.

Code Enforcement Update from Chief Jim Washam-

Waiting on Sparks to be able to work with the fencing on the 500 N. Kentucky Street.



Letter going out tomorrow for the apartments across from Baggetts. Bottom is ready for renovation, the top is still being occupied.

New Business:

Bulb purchases- Teresa talked to David about daisies and buttercups. David needs a budget/estimate. Eden Brothers website was given as a reference/resource. David will look up information to present to David. Looking to estimate about 100 yards of coverage. This is for the East Bound exit side of Interstate 40. We also need to get TDOT approval.

Harriman VA Meeting- Mack Schmidt was unavailable for meeting and updated.

Spring Work Session with local business owners for Spring- Friday date

April 5th

April 12th- Weather back up date

Rick Ross is no longer the Park and Recreation Director. Teresa Nichols is going to reach out to him and see if he would still like to be an active part of our committee.

Meeting Adjourned By: Teresa Nichols

Seconded By: Jason Brown

## **SAFETY COMMITTEE**

**Mission:** For every employee to go home safely to their families each and every day.

### **MEMBERS**

**Michelle Kelley, Chair  
Bradley Goss  
Joyce Lewis  
David Bolling**

**J. R. Best  
Tony Guy  
Dave Ott**

**Logan Bell  
Kevin Hamilton  
Thunder Tipton**

### **SAFETY MEETING**

**February 26, 2019**

- 1. Discussion of details for Return to light duty policy for council meeting approval.**
- 2. Discuss having everything ready for 10 hour OSHA training.**
- 3. LGU website and tutorial given by Brad Goss.**
- 4. Discuss what I have learned about the drug free workplace certified drug screening facility.**
- 5. Thunder will demonstrate OSHA website tutorial.**
- 6. Member Participation: Dave Ott will host our short safety topic.**
- 7. Discussion of former Workers Comp claims and how might they have been prevented.**
- 8. Report Unsafe Conditions/Practices to resolve.**
- 9. Open Floor for anyone to bring forth ideas to discuss.**

## **RETURN TO WORK LIGHT DUTY PROGRAM**

To all professional caregivers for the City of Kingston employees:

The City of Kingston has, as of (date), adopted a modified return to work **Light Duty Program** for all employees and departments.

The Return to Work with restrictions program shall consist of the following protocol:

1. Employees injured on the job shall be, if medical possible, returned to work with a list of restriction(s) as prescribed by a professional caregiver.
2. The employee shall present the restriction(s), if any, to his/her department head at the time of his/her release from the caregiver facility.
3. The employee shall bring a copy of any and all medications, including over the counter medicines, along with any restrictions prescribed by the caregiver. This does not apply to the first aid cases where first aid was rendered at home or work.
4. The Department Head shall perform a one-on-one review with the employee of his/her work restrictions and medications. Medications which maintain restrictions, such as, Do Not climb ladders, shall be considered as a restriction given directly by the caregiver.
5. The employee is responsible to attend any future caregiver appointment(s) until released with no restrictions and may return to work under full duty.
6. The **employee** is responsible (while on light duty) to obey all restriction(s) prescribed by a professional caregiver and/or medications. Any employee who does not obey his/her restriction may be disciplined. If an **employee** is asked to perform work which would violate his/her restriction(s), the **employee** shall inform the department head that they are not allowed to perform the work due to restricted work duty.

The City of Kingston shall accommodate modified light duty restrictions to all employees to include **Sit Down** work and shall follow all caregiver written restrictions to include restrictions by medications.

Employees are required to report a work related injury at the time of occurrence or no later than the close of the business day. Failure to do so may lead to denial by the City that the injury was work related.

CITY OF GERMANTOWN  
PERSONNEL POLICIES

---

**LIGHT DUTY POLICY**

GENERAL POLICY

To provide temporary work for employees who cannot perform some or all of the essential functions of their job due to injury, illness, disability, or pregnancy-related restrictions.

SCOPE

All employees of the City of Germantown.

PROVISIONS

The City has a limited number of temporary light duty positions that it will make available on a first-come, first-serve basis to employees who provide medical documentation from their healthcare provider that they are unable to perform one or more essential job functions because of illness, injury, disability or pregnancy-related restrictions. Failure to supply such documentation will lead to denial of the light duty request. If no light duty positions are available at the time the employee requests such a position, the employee will be required to use applicable leave. The City will not create a light duty job for purposes of this policy.

The length of time during which an employee may be assigned to a light duty position will vary according to the individual circumstances of the employee, but in no event will an employee be assigned to a light duty position for greater than one (1) year from the date the employee was first assigned the position.

An employee who qualifies for Family and Medical Leave cannot be required to take a light duty position.

Temporary assignment to a light duty position may be considered an accommodation of a disability under the Americans with Disabilities Act (ADA) depending on the circumstances of the employee's situation. The City is not required to offer a light duty position to an employee if doing so would create an undue hardship. Under no circumstances will a light duty job be made permanent as a reasonable accommodation under the ADA or otherwise.

In order to place an employee on light duty status, the Department Head, or his or her designee, must notify Human Resources and provide a copy of the employee's medical documentation. HR will monitor employees placed on light duty status to determine the employee's progress towards recovery, the likelihood or expected date of the employee's return to full duty, requests

for accommodations, and the employee's use of leave and make appropriate recommendations to the Department Head.

A police officer in light duty status will take no law enforcement action unless failure to do so would result in serious injury or death to the officer or another person. An officer in light duty status may not operate a marked police vehicle.

Any continuation of secondary employment while on light duty must be approved by the Department Head in writing, after consulting with HR. Secondary employment that is inconsistent with the employee's light duty status will not be approved.

Employees on light duty status are responsible for providing additional medical documentation on a regular (at least monthly) basis or whenever requested to do so by the City.