



# City Manager Report

March 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: April 5, 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. Authorization for the City Manager to approve the purchase of a vehicle for the Police Department, from revenue generated by the sale of surplus equipment, not to exceed \$20,000.
- B. Authorization for the Utility Direct to approve the expense and installation of an 8" water line extension on Gallaher Road under the highway in the proximity of Farmer Road.

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

- None
- **External Meetings**
  - Meeting with Spectratech regarding the Fort Southwest Point amphitheater
  - Meetings with TML representatives over storm damage
  - Meeting with Dirty Bird Events to plan for event at FSWP
  - Chamber of Commerce Board meeting
  - OSHA training
  - TN Operator Certification Working Group meeting
  - Other misc. meetings
- **Internal Meetings**
  - Meeting with Department Heads
  - Meetings with Water Department Managers
  - Meeting with Safety Committee
  - Other misc. staff meetings

### **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:	Awarding of bid	

Notes:

1. Approval of bid on agenda for April Council meeting

**Fort Paws Dog Park**

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

Notes:

1. Work is proceeding on schedule and will continue, weather permitting.

## FINANCE AND ADMINISTRATION REPORT MARCH 2019

\* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR MARCH 3787 FOR A TOTAL AMOUNT OF \$291792.51

\* NEW WATER SERVICE APPLICATIONS FOR MARCH TOTALED 29

\* 24 CUSTOMERS FINALED OUT SERVICE

\* 61 PAST DUE ACCOUNTS

\* TOTAL ACH-BANK DRAFT ACCOUNTS - 755

\* TOTAL E-BILL ACCOUNTS - 331

\* ONLINE PAYMENTS PROCESSED 538

\* WATER/SEWER SERVLIN LEAK PROTECTION TOTAL BILLING 2114

\* WATER LOSS PROTECTION 1154

\* WATER LINE PROTECTION 144

\* SEWER LINE PROTECTION 30

\* COMMERCIAL SINGLE PROTECTION 236

\* COMMERCIAL MULTI PROTECTION 6

\* COMMERCIAL LINE PROTECTION 1

\* TRASH COLLECTIONS FOR MARCH 2415

\* PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 237

\* 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 \$21,134.13

DISBURSED -3518.52

### NEW BUSINESS LICENSES ISSUED IN MARCH 2019

- 1 ROANE COUNTY HABITAT FOR HUMANITY  
733 E RACE ST
- 2 RADIANT DESIGN - 338 NEW MIDWAY RD
- 3 NACI'S, 1212 RIVEROAKS DRIVE

## CITY OF KINGSTON

## REVENUES MARCH 2019

ACCOUNT NUMBER	DESCRIPTION	ACTUAL MAR 2018	BUDGETED REVENUES 2018-2019	ACTUAL MAR 2019	PERCENT OF BUDGET 75%
31110	CURRENT PROPERTY TAX	\$1,927,122	\$1,994,100	\$1,887,439	94.7%
31120	PUBLIC UTILITIES PROPERTY TAX	\$22,533	\$33,878	\$29,787	87.9%
31211	PROPERTY TAX DELINQUENT - 1ST	\$48,526	\$70,000	\$58,656	83.8%
31212	PROPERTY TAX DELINQUENT - 2ND	\$15,538	\$20,517	\$34,688	169.1%
31219	PROPERTY TAX DELINQUENT - 0TH	\$19,783	\$20,000	\$1,466	7.3%
31300	INT, PENALTY, AND COURT COST	\$16,526	\$22,000	\$28,753	130.7%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	\$82,315	\$82,315	\$83,225	101.1%
31610	LOCAL SALES TAX - CO. TRUSTEE	\$774,949	\$1,135,774	\$817,318	72.0%
31710	WHOLESALE BEER TAX	\$132,034	\$200,000	\$141,347	70.7%
31720	WHOLESALE LIQUOR TAX	\$34,974	\$48,000	\$37,226	77.6%
31800	BUSINESS TAXES	\$18,063	\$70,000	\$21,906	31.3%
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	\$32,669	\$52,000	\$31,619	60.8%
32210	BEER LICENSES	\$1,550	\$1,750	\$1,700	97.1%
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	\$3,697	\$3,500	\$3,815	109.0%
33510	STATE SALES TAX	\$377,415	\$565,000	\$392,851	69.5%
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		\$3,594	\$4,700	\$5,534	117.7%
33551	STATE GASOLINE TAXES		\$144,918	\$257,000	\$157,388	61.2%
33552	STATE-CITY STREETS		\$8,970	\$12,000	\$8,851	73.8%
33555	STATE STREET CONTRACT MAINT		\$20,990	\$48,000	\$22,319	46.5%
33590	TVA REVENUE SOLAR JAMES FRY		\$5,526	\$3,100	(\$2,609)	
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		\$7,375	\$9,300	\$5,497	59.1%
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		\$1,230	\$600	\$2,529	421.5%
34310	HIGHWAYS AND STREETS CHARGES		\$325	\$7,500		
34420	GARBAGE TIP FEES		\$249,211	\$332,318	\$249,457	75.1%
34720	SWIMMING POOL CHARGES		\$5,297	\$25,000	\$3,609	14.4%
34740	PARK AND RECREATION CHARGES		\$5,455	\$63,000	\$4,182	6.6%
34741	BOAT SLIP RENTAL		\$12,295	\$22,400	\$13,255	59.2%
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	\$150	14.8%
34745	PR SPORTS PROGRAMS				\$3,798	
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		\$19,994	\$27,000	\$29,715	110.1%
35140	DRUG FINES		\$95	\$500	\$1,387	277.4%
35150	TRAFFIC SCHOOL CHARGES		\$1,952	\$5,000	\$6,157	123.1%
36000	FUND BALANCE			\$239,000		0.0%



36100	INTEREST EARNINGS	\$3,407	\$4,200	\$4,553	108.4%
36430	PAVILION RENTAL	\$955	\$3,000	\$1,835	61.2%
36900	TMBF LOAN PROCEEDS FIRE TRUCK	\$498,200			
36910	GRANT PORTER PARK				
36967	CONTRACT NATURAL GAS	\$16,125	\$21,500	\$16,125	75.0%
36971	CONTRACT WATER BILLING	\$462,065	\$485,168	\$485,168	100.0%
TOTAL ESTIMATED REVENUES		\$5,213,616	\$6,899,518	\$5,467,063	79.2%

NEEDS BUDGET AMENDMENT

**CITY OF KINGSTON**  
**EXPENDITURES MARCH 2019**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL MAR 2018	2018-2019 BUDGET	ACTUAL MAR 2019	75% BUDGET
41100	LEGISLATIVE	\$36,629	\$81,669	\$90,668	111.0%
41210	CITY COURT	\$15,731	\$25,577	\$17,243	67.4%
41320	CITY MANAGER	\$77,315	\$115,941	\$85,024	73.3%
41500	FINANCIAL ADMINISTRATION	\$314,397	\$406,837	\$254,841	62.6%
41700	PLANNING AND ZONING	\$11,124	\$10,275	\$10,217	99.4%
41810	CITY HALL BUILDINGS	\$77,221	\$266,067	\$232,686	87.5%
41990	OTHER GEN. GOVMT EXP	\$189,744	\$251,956	\$176,951	70.2%
42100	POLICE	\$670,747	\$1,034,765	\$719,575	69.5%
42152	AUTOMOTIVE SERVICES	\$58,422	\$118,000	\$58,013	49.2%
42200	FIRE PROTECTION	\$678,613	\$1,021,725	\$721,771	70.6%
43100	PUBLIC WORKS	\$557,146	\$1,069,730	\$612,368	57.2%
43190	STATE STREET AID	\$106,177	\$161,500	\$117,532	72.8%
43240	WASTEMANAGEMENT	\$197,287	\$297,856	\$231,499	77.7%
43750	CAPITAL IMPROVEMENTS	\$498,200	\$199,000	\$60,032	30.2%
44143	ANIMAL CONTROL	\$19,408	\$31,070	\$16,901	54.4%
44400	RECREATION	\$434,918	\$555,045	\$432,583	77.9%
44440	SWIMMING POOLS	\$15,340	\$38,365	\$16,304	42.5%
44800	LIBRARIES	\$145,538	\$208,294	\$147,329	70.7%
49000	DEBT SERVICE	\$149,953	\$455,329	\$207,938	45.7%
<b>TOTAL EXPENDITURES</b>		<b>\$4,253,910</b>	<b>\$6,349,001</b>	<b>\$4,209,475</b>	<b>66.3%</b>

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# WATER DEPT REVENUES

Mar-19

ACCOUNT NUMBER	DESCRIPTION	ACTUAL MAR 2018	BUDGETED 2018-2019	ACTUAL MAR 2019	PERCENT OF BUDGET 75%
36100	INTEREST EARNINGS	\$5,114	\$8,000	\$4,607	58%
37110	METERED WATER SALES	\$760,192	\$1,127,140	\$851,858	76%
37114	SERVELINE LEAK PROTECTION	\$14,270			
37117	OUTSIDE WATER SALES	\$540,256	\$810,000	\$677,659	84%
37191	FORFEITED DISCOUNTS AND PENALTIES	\$24,675	\$35,000	\$23,661	68%
37194	SALES OF MATERIALS	\$6,838	\$10,000	\$26,474	265%
37195	INSTALLATION CHARGES	\$30,225	\$60,000	\$41,545	69%
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	\$949,800	76%
37296	SEWER USER FEES	\$4,200	\$8,000	\$24,900	311%
37299	MISCELLANEOUS	\$1,976	\$3,500	\$2,024	58%
33294	CDBG GRANT PROCEEDS	\$103,293			
34800	CAPITAL REIMBURSMENT		\$171,196		
TOTAL ESTIMATED REVENUES		\$2,348,202	\$3,501,616	\$2,639,815	75%

## WATER/SEWER EXPENDITURES MARCH 2019

ACCOUNT NUMBER	DESCRIPTION	ACTUAL MAR 2018	BUDGET 2018/2019	ACTUAL 2019	PERCENT OF BUDGET 75%
41500	FINANCIAL ADMINISTRATION	\$462,065	\$485,170	\$485,168	100%
41990	OTHER GEN. GOVMT EXP	\$253,106	\$434,480	\$346,899	80%
43750	CAPITAL IMPROVEMENTS	\$157,922	\$111,000	\$75,080	68%
49000	DEBT SERVICES	\$91,905	\$596,909	\$139,344	23%
52113	PURIFICATION	\$358,590	\$575,284	\$428,889	75%
52114	TRANSMISSION AND DIST	\$418,139	\$700,989	\$480,701	69%
52213	SEWER TREATMENT AND COLLEC	\$274,689	\$526,772	\$318,648	60%
52117	UTILITY DIRECTOR	\$44,626	\$71,012	\$49,723	70%
TOTAL		\$2,061,042	\$3,501,616	\$2,324,452	66%

# CITY OF KINGSTON FUNDS

## FINANCIAL SUMMARY MARCH 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	\$1,955,634	\$1,852,516			
Grant Amphitheater			\$500,000	\$500,000	\$488,000	\$488,000	\$475,500	\$475,500	\$475,500			
TVA ENHANCE FNDS	\$9,735	\$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	\$100,000			
Water/Sewer	\$1,008,597	\$1,007,346	\$1,104,607	\$1,196,518	\$922,951	\$947,162	\$997,677	\$1,074,815	\$1,153,001			
1999 Bond	\$227,973	\$242,619	\$257,405	\$271,823	\$286,333	\$300,423	\$315,077	\$329,989	\$344,252			
2004 Bond	\$236,827	\$233,923	\$231,503	\$228,863	\$226,123	\$223,341	\$221,265	\$218,618	\$216,129			
RDA Reserve Fund	\$296,718	\$298,718	\$300,878	\$330,964	\$161,055	\$191,055	\$221,102	\$251,161	\$281,290			
PD SURPLUS							\$49,046	\$48,676	\$28,641			
Drug Fund	\$5,781	\$20,900	\$20,989	\$20,963	\$19,452	\$19,537	\$13,377	\$13,456	\$12,926			
<b>Total BALANCES</b>	<b>\$3,494,666</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>\$4,477,584</b>	<b>\$4,473,990</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## CITY OF KINGSTON

### HUMAN RESOURCES REPORT MONTH OF MARCH 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 \_\_\_
- \* TRANSFERRED ONE EMPLOYEE FROM OFFICE TO MANAGEMENT
- \* QUARTERLY REPORTS 941'S ETC FINISHED
- \* TWO EMPLOYEES RETIRED ONE FROM PARK & REC AND ONE FROM MANAGEMENT
- \* PROMOTED ONE PART-TIME TO FULL-TIME IN FINANCE OFFICE
- \* PROMOTED ONE PART-TIME POLICE OFFICER TO FULL-TIME
- \* ONE FULL-TIME POLICE OFFICER RESIGNED
- \*
- \*

Report for the citations issued, the disposition date for which was on  
March 31, 2019

Monies outstanding from August 7, 2007 – March 31, 2019	\$ 64,929.05
Monies collected from August 7, 2007 – March 31, 2019	\$ 476,973.22

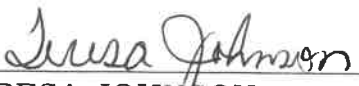
JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$ 1,041.25	
Collected in court on fines and costs		\$ 363.75
Amount collected after March 2019 Court		\$ 175.00
Total collected for citations on March 2019		\$ 538.75
Amount outstanding for March 2019	\$ 502.50	
<u>5</u> Cash bond forfeitures		\$ 568.75
Total amount collected for March 2019 Citations		\$ 1,107.50
Amount collected from previous months/FTA etc.		\$ 1,191.25
Total collected in March 2019		<b>\$ 2,298.75</b>

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

This the 31<sup>st</sup> of March 2019.

  
TERESA JOHNSON  
Kingston City Court Clerk

  
BRENDA HALL MCDONALD  
Kingston City Judge

## MARCH 2019 CASES

DATE	LOCATION	ISSUE	ACTION	STATUS
3/25/2019	1425 Mobile Drive	<u>13-104 Weeds</u> <u>13-106 Health &amp; sanitation nuisances</u> <u>13-302 Wrecked, junked or abandoned vehicles prohibited</u> <u>13-103- Stagnant water</u> <u>13-501- Declaration of nuisances</u> <u>13-502 Duty of maintenance of private property</u> <u>17-106 Pre-collection practices</u>	verbal warning	working on cleaning up
3/25/2019	1417 Mobile Drive	<u>13-104 Weeds</u> <u>13-106 Health &amp; sanitation nuisances</u> <u>13-302 Wrecked, junked or abandoned vehicles prohibited</u> <u>13-103- Stagnant water</u> <u>13-501- Declaration of nuisances</u> <u>13-502 Duty of maintenance of private property</u> <u>17-106 Pre-collection practices</u>	letter send	has 30 days to clean up
3/26/2019	940 Rosedale	<u>13-501 Declaration of nuisances</u> <u>13-502 Duty of maintenance of private property</u>	letter send	has 30 days to clean up



# KINGSTON POLICE DEPARTMENT -MARCH 2019

TIBRS Group A Offenses	
Crimes Against Persons	
Aggravated Assault	3
Simple Assault	
Intimidation	
Stalking	
Murder/Non-Negligent Manslaughter	
Negligent Manslaughter	
Justifiable Homicide	
Commercial Sex Acts	
Involuntary Servitude	
Kidnapping/Abduction	
Rape	
Sodomy	
Sexual Assault with an Object	
Fondling	
Incest	
Statutory Rape	

Subtotal 3

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

Subtotal 2

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	2
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	
Total	6

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

<b>Central Dispatch</b>	
Crash Reports	9
Traffic Stops	29
Investigator Needed on Scene	26
Domestic Complaints	10
Escorts Funeral/Other	10
Animal Calls	11
Vandalism	1
Fights	2
Burglar Alarms/Fire Alarms	21
Child Sexual Assaults	
Forgery	
Theft	5
Vehicle Theft	
Public/Motorist Assist	3
Arson/Explosive Devices	
Other Calls	138
	<b>Subtotal</b>
	<b>127</b>
	<b>Total Calls</b>
	<b>265</b>
<b>Municipal Codes</b>	
Animal Control Calls to Office	2
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	2
Animals Transported to Shelter	2
Codes Concerns	3
Codes Violations/Citations	0
Codes Letters Sent	3
Property Maintenance Leins	0
Temporary Signs Removed	45

Patrol Mileage	17,841
Hours Worked	2,401
Reserve Hours Worked	92
Total Overtime Hours	105.5
Total Amount of Overtime Wages	2,922
City Court Citations	15
General Sessions Citations	1
Arrest	10
Juvenile Arrest	0
Incident Reports	24

**Kingston Fire Department  
March 2019**

**Summary of Month's Activities**

**Fire Operations**

The Department responded to 100 calls for service during the month of January.

**Fire Administration**

- SOGs added
- Fund Raiser Planning
- Department head meeting
- OSHA 10 Hour
- Planning for Spring Fest

**February 2019 Overtime**

OT Hours: 40

Cost: \$989.78

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

- Shift Training
- Defenders Meeting

	This Month	YTD
Fire Inspections	1	171

**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

### **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
- E2 primer and valves rebuilt at BST
- E1 experiencing 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 Fire Department OSHA Requirements

**Kingston Fire Department**  
Incident Report  
Incident Totals

**Jurisdiction**

**Mar-19**

**TOTAL CALLS**

**100**

Category	Total		Total
Structure Fires	3	Hazardous Calls	1
Vehicle Fires	0	Service Calls	3
Brush/Grass Fires	1	Good Intent Calls	0
Refuse/rubbish Fires	0	Unintentional False	1
Other Fires	0	Other False	0
<b>Total Fires</b>	<b>4</b>	<b>Total False: Total</b>	<b>5</b>
Rescue and EMS	60	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	3		
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 4/1/2019 10:32:53 AM

## Minor Incident Types by Month for Year

Year: 2019

INCIDENT TYPE	Jan	Feb	Mar	SUM
Accident, potential accident	1	4	4	9
Chemical release, reaction, or toxic condition		1		1
Combustible/flammable spills & leaks			2	2
Controlled burning	1		1	2
Dispatched and canceled en route	6	4	10	20
Electrical wiring/equipment problem			2	2
Emergency medical service (EMS) Incident	37	37	41	115
False alarm and false call, other	2	3		5
HazMat release investigation w/no HazMat			1	1
Malicious, mischievous false alarm		1		1
Medical assist	19	20	19	58
Natural vegetation fire			1	1
Person in distress	1		3	4
Public service assistance	8	3	4	15
Service call, other	1		3	4
Steam, other gas mistaken for smoke			1	1
Structure Fire		2	3	5
System or detector malfunction	2	2	3	7
Unintentional system/detector operation (no fire)	1	2	1	4
Wrong location, no emergency found	3		1	4
<b>Total</b>	<b>82</b>	<b>79</b>	<b>100</b>	<b>261</b>

Only REVIEWED incidents included



**EMERGENCY  
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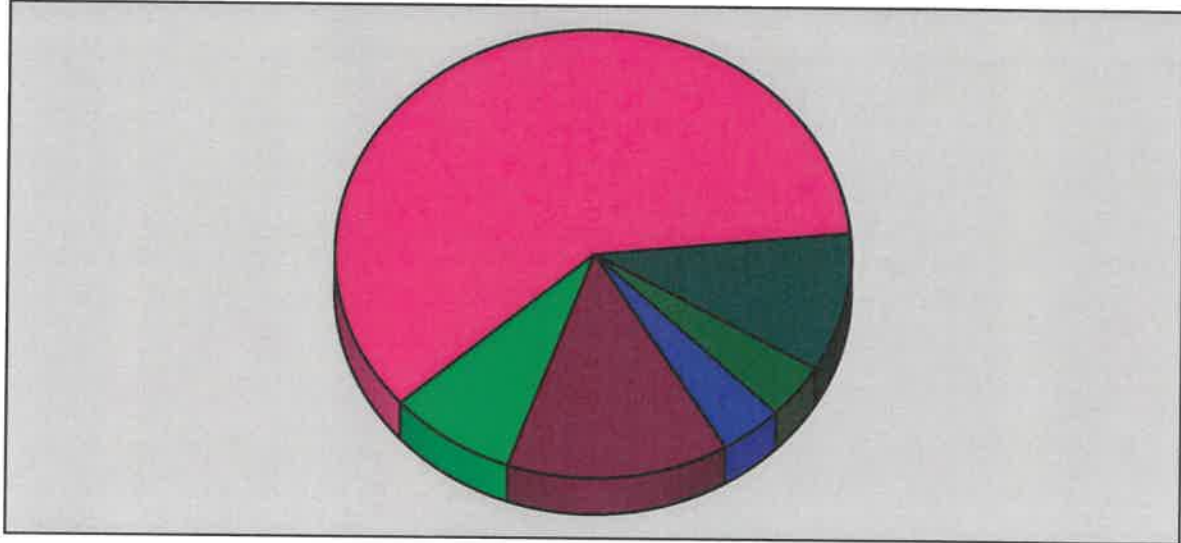
# Kingston Fire Department

Kingston, TN

This report was generated on 4/1/2019 10:31:29 AM

## Major Incident Types by Month for Date Range

Start Date: 03/01/2019 | End Date: 03/31/2019



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

INCIDENT TYPE	MAR	TOTAL
False Alarm & False Call	4	4
Fire	4	4
Good Intent Call	14	14
Hazardous Condition (No Fire)	8	8
Rescue & Emergency Medical Service Incident	60	60
Service Call	10	10
Total	100	100

Only REVIEWED incidents included

# Kingston Fire Department

Kingston, TN

This report was generated on 4/1/2019 10:48:26 AM

## Classes Completed by Personnel

Passed/Failed: Both Passed and Failed | Personnel: All Personnel | Training Code(s): FFS | Class Category: All Categories | Station: All Stations | Start Date: 03/01/2019 | End Date: 03/31/2019

### Cloyd, Greg W

Class Date	Class Category	Class Name	Class Hours
03/26/2019 08:30:00	Shift Training	OSHA Classes	8:00
Total Classes			1
Total Class Hours			8:00

### Edmonds, Clint

Class Date	Class Category	Class Name	Class Hours
03/26/2019 08:30:00	Shift Training	OSHA Classes	8:00
Total Classes			1
Total Class Hours			8:00

### Gordon, Saul W

Class Date	Class Category	Class Name	Class Hours
03/25/2019 09:00:00	Shift Training	OSHA Classes	8:00
Total Classes			1
Total Class Hours			8:00

### Goss, Bradley

Class Date	Class Category	Class Name	Class Hours
03/25/2019 09:00:00	Shift Training	OSHA Classes	8:00
Total Classes			1
Total Class Hours			8:00

### Hood, Kevin

Class Date	Class Category	Class Name	Class Hours
03/27/2019 08:00:00	Shift Training	OSHA Classes	8:00
Total Classes			1
Total Class Hours			8:00

### Logan, Jay

Class Date	Class Category	Class Name	Class Hours
03/27/2019 08:00:00	Shift Training	OSHA Classes	8:00
Total Classes			1
Total Class Hours			8:00

### Melhorn, Jordan

Class Date	Class Category	Class Name	Class Hours
03/25/2019 09:00:00	Shift Training	OSHA Classes	8:00
Total Classes			1
Total Class Hours			8:00

### Munguia, Michael

Class Date	Class Category	Class Name	Class Hours
03/25/2019 09:00:00	Shift Training	OSHA Classes	8:00

This report lists the Classes completed for each person over the specified date range, optionally filtered by Personnel, Class Category, Training Code, and Passage or Failure.

Only non-Archived Classes that have been Reviewed are included.



**EMERGENCY  
REPORTING**

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03/26/2019 08:30:00	Shift Training	OSHA Classes	8:00
Total Classes			2
Total Class Hours			16:00
<b><u>Murrell, Jacob</u></b>			
Class Date	Class Category	Class Name	Class Hours
03/25/2019 09:00:00	Shift Training	OSHA Classes	8:00
Total Classes			1
Total Class Hours			8:00
<b><u>Orgonek, Shawn</u></b>			
Class Date	Class Category	Class Name	Class Hours
03/27/2019 08:00:00	Shift Training	OSHA Classes	8:00
Total Classes			1
Total Class Hours			8:00
<b><u>Riter, Mike</u></b>			
Class Date	Class Category	Class Name	Class Hours
03/26/2019 08:30:00	Shift Training	OSHA Classes	8:00
Total Classes			1
Total Class Hours			8:00
<b><u>Settles, Jay</u></b>			
Class Date	Class Category	Class Name	Class Hours
03/25/2019 09:00:00	Shift Training	OSHA Classes	8:00
Total Classes			1
Total Class Hours			8:00
<b><u>Thacker, Jim</u></b>			
Class Date	Class Category	Class Name	Class Hours
03/27/2019 08:00:00	Shift Training	OSHA Classes	8:00
Total Classes			1
Total Class Hours			8:00
<b><u>Woody, Josh D</u></b>			
Class Date	Class Category	Class Name	Class Hours
03/27/2019 08:00:00	Shift Training	OSHA Classes	8:00
Total Classes			1
Total Class Hours			8:00

Total Personnel:	14
Total Classes:	15

This report lists the Classes completed for each person over the specified date range, optionally filtered by Personnel, Class Category, Training Code, and Passage or Failure.

Only non-Archived Classes that have been Reviewed are included.

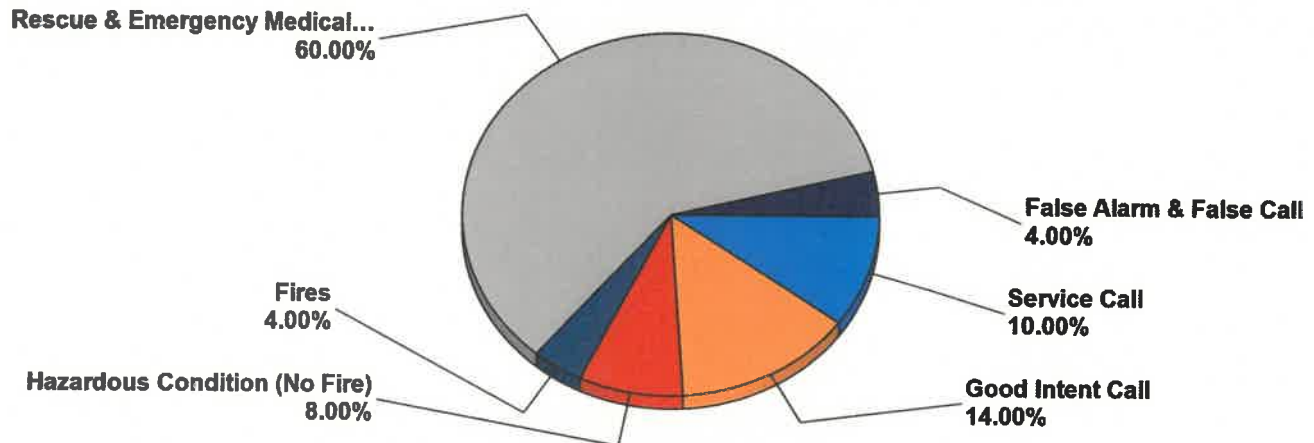
# Kingston Fire Department

Kingston, TN

This report was generated on 4/1/2019 10:33:54 AM

## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 03/01/2019 | End Date: 03/31/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	4.00%
Rescue & Emergency Medical Service	60	60.00%
Hazardous Condition (No Fire)	8	8.00%
Service Call	10	10.00%
Good Intent Call	14	14.00%
False Alarm & False Call	4	4.00%
TOTAL	100	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	3	3.00%
140 - Natural vegetation fire, other	1	1.00%
311 - Medical assist, assist EMS crew	19	19.00%
321 - EMS call, excluding vehicle accident with injury	33	33.00%
322 - Motor vehicle accident with injuries	6	6.00%
324 - Motor vehicle accident with no injuries.	2	2.00%
412 - Gas leak (natural gas or LPG)	2	2.00%
440 - Electrical wiring/equipment problem, other	1	1.00%
445 - Arcing, shorted electrical equipment	1	1.00%
462 - Aircraft standby	4	4.00%
500 - Service Call, other	3	3.00%
510 - Person in distress, other	3	3.00%
552 - Police matter	1	1.00%
553 - Public service	1	1.00%
554 - Assist invalid	2	2.00%
611 - Dispatched & cancelled en route	10	10.00%
622 - No incident found on arrival at dispatch address	1	1.00%
631 - Authorized controlled burning	1	1.00%
651 - Smoke scare, odor of smoke	1	1.00%
671 - HazMat release investigation w/no HazMat	1	1.00%
730 - System malfunction, other	1	1.00%
735 - Alarm system sounded due to malfunction	1	1.00%
736 - CO detector activation due to malfunction	1	1.00%
743 - Smoke detector activation, no fire - unintentional	1	1.00%
<b>TOTAL INCIDENTS:</b>	<b>100</b>	<b>100.00%</b>

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

## Public Works Report March 2019

### 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:	5 Loads 31
Recycled materials collected:	None

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	0loads	63Loads
Culverts/Storm Drains Cleaned	26	2112
Curb/Sidewalk Repair/Install/Remove	0	635 ft
Drainage Inspection Requests	0	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	17
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	5	31
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)	14	84
Streets Striped	0	3
Tennessee One Calls	2	21
Traffic Signal Repair	2	8
Tree Trimming Requests	0	3

Vehicle Maintenance – Routine	5	61
Vehicle Maintenance – Unscheduled	4	38
Water Quality – Related Outreach Events	NA	NA

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

Residential meetings and work to assist with drainage-related projects –2  
 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-2  
 Sign repair, new sign installations- 5  
 Signal inspection, repair and timing adjustments- None  
 Grant applications- None  
 Participated in various weather calls- Sat. Sun.  
 Brine acquisition and street prep in advance of weather events-  
 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

DRAFT

**PARKS AND RECREATION  
BOARD MINUTES  
April 1, 2019**

**PRESENT:** Paul Rogers, Sue Collins, Sammy Frogg, Becky Humphreys,  
Jody Tipton  
Chase Clem and Debbie Russell

**ABSENT:** Keenon Hethcoat, Josh Igou, Ruth Thompson, and Eric Clark.  
Meeting called to order by Chairman Paul Rogers at 6:10 p.m. Sammy gave an invocation. Paul was unable to have approval on the previous month's minutes because there was no quorum.

**GUESTS:** Gary Seaman, Verda, Kelly Jackson and Sonny Hunter

Guests Gary Seaman and Verda were introduced and discussed the many number of pickleball players here in Kingston, and the great demand for pickleball courts. Gary and Verda asked if the City Park Tennis Courts could be relined, the cracks in the concrete repaired, a new net and windscreens installed so pickleball could be played there. Chase informed them that he thought it was possible and he would look in to it.

**UNFINISHED BUSINESS:**

1. Dog Park Update – Fencing is up on one side and almost finished across the front. The inmates have begun to lay some of the rock.
2. Street Fest – Was a huge success, over fifty vendors on hand. The weather was great. There were more people in attendance than ever before. The best Street Fest to date.
3. Boat Slips – Chris continues to repair the boat slips, they should be ready in approximately three weeks.
4. Amphitheater Update – we have a company that has come in close to the \$500,000 grant allowance with a bid amount at \$542,000. With more negotiations, the City feels they can get the bid closer to or under the \$500,000 grant amount.

**NEW BUSINESS:**

1. Chase Clem the new Parks & Recreation Director introduced himself and gave some of his background; he had worked as parks Director for Rockwood



for four years. He stated how it was his goal to make Kingston Parks and Recreation even better and great for families.

2. Volleyball Update - The girl's volleyball will start playing this Saturday, April 6th.
3. Girls Softball Update- The girl softball league will start playing on April 22<sup>nd</sup>.
4. Roane County Special Olympics – The Special Olympics will be held Friday, April 5<sup>th</sup> beginning at 9 a.m. at the track at Southwest Point. Our staff will be assisting with it. Everyone is encouraged to come out and cheer on the Special Olympians.
5. Ladd Greenway Repairs – We are waiting to see if TML will cover the damage to the greenway, and most possibly they will not. If that is the case, Tim Clark and the Street Dept. will do the repairs a section at a time.

Paul made a motion to adjourn and Jody seconded. Motion carried. Meeting ended at 6:45 P.M.

Submitted by Debbie Russell

**Dates to Remember –**

April 5<sup>th</sup> – Roane Co. Special Olympics

April 6th – Volleyball Starts

April 22 - Girls Softball Starts

No Community Center Report this month, one will be available next month



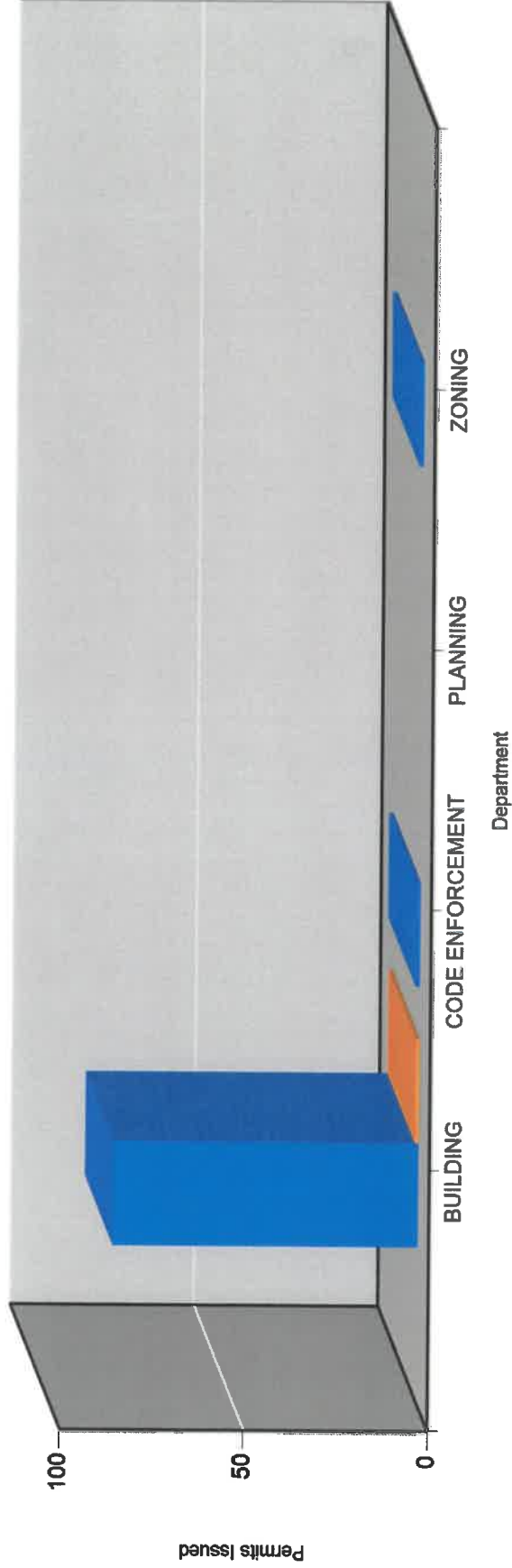
# Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
03/01/2019 AND 03/31/2019

Report run on: 04/01/2019 12:16 PM

## Permits Issued by Department

Issued Within Expected Process Time  
Process to Issue Exceeded Expected Time



## Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	60	58	Same Day	0.52 Days	1	58	0
	CM	Same Day	1	1	Same Day	0 Days	1	1	0
	DEMO	Same Day	1	1	Same Day	0 Days	1	1	0
	PL	Same Day	18	18	Same Day	0 Days	1	18	0





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BUILDING	RM	Same Day	6	6	Same Day	0.41 Days	1	5	1
CODE ENFORCEMENT	JNK	Same Day	1	1	Same Day	0 Days	1	1	0
PLANNING	PLT	Same Day	8	0	Same Day	0 Days	1	0	0
ZONING	VAR	Same Day	1	1	Same Day	0 Days	1	1	0

## Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2019-100 Carport 127 Manor Road, Kingston, TN 37763	Submitted: 03/01/2019 Technically Complete: Approved: Ready to Issue: Issued: 03/01/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-101 Residential Home 415 Water View Dr, Rockwood, TN 37854	Submitted: 03/01/2019 Technically Complete: Approved: Ready to Issue: Issued: 03/01/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-102 Residential Home 161 Old Hen Valley RD, Oliver Springs, TN 37840	Submitted: 03/01/2019 Technically Complete: Approved: Ready to Issue: Issued: 03/01/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-103 Pole Barn 130 Jones St, Rockwood, TN 37854	Submitted: 03/04/2019 Technically Complete: Approved: Ready to Issue: Issued: 03/04/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-104 HC Residential Home 556 West Hills Drive, Hamman, TN 37748	Submitted: 03/04/2019 Technically Complete: Approved: Ready to Issue: Issued: 03/04/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP	BP2019-105	Technically Complete: Ready to Issue:	Submitted: Approved: Ready to Issue: Issued:	03/04/2019	In Process: Waiting: Total Days: Total Cycles:
Dock		332 Chandler Lane, Harriman, TN 37748			03/04/2019	0 0 0 1
Garage		BP2019-106			03/04/2019	0 0 0 1
		199 Cunningham Blvd, Harriman, TN 37748			03/04/2019	0 0 0 1
		BP2019-107			03/05/2019	0 0 0 1
		Finishing Out BP2013-414			03/05/2019	0 0 0 1
		318 Chestnut Ridge Rd., Kingston, TN 37763			03/05/2019	0 0 0 1
		BP2019-108			03/05/2019	0 0 0 1
Metal Garage		420 De Armond Rd, Kingston, TN 37763			03/05/2019	0 0 0 1
		BP2019-109			03/05/2019	0 0 0 1
DW		265 Cates Rd, Rockwood, TN 37854			03/05/2019	0 0 0 1
		BP2019-110			03/05/2019	0 0 0 1
DW		125 Nickey Lane, Harriman, TN 37748			03/05/2019	0 0 0 1
		BP2019-111			03/06/2019	0 0 0 1
Deck		115 Teague Rd, Rockwood, TN 37854			03/06/2019	0 0 0 1
		BP2019-112			03/08/2019	0 0 0 1
Garage		162 Hawk Trail, Kingston, TN 37763			03/08/2019	0 0 0 1



BUILDING	BP		Submitted: 03/08/2019	In Process: 0
BP2019-113	Mod	230 Woods Chapel Road, Harriman, TN 37748	Technically Complete: 0 Approved: 0 Ready to Issue: 0 Issued: 03/08/2019	Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-114	Porch	180 Bluegreen Way, Rockwood, TN 37854	Submitted: 03/08/2019 Technically Complete: 0 Approved: 0 Ready to Issue: 0 Issued: 03/08/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-115	Deck	235 DYLLIS Rd., HARRIMAN, TN 37748	Submitted: 03/11/2019 Technically Complete: 0 Approved: 0 Ready to Issue: 0 Issued: 03/11/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-116	KC Addition	11142 Circle Drive, Kingston, TN 37763	Submitted: 03/11/2019 Technically Complete: 0 Approved: 0 Ready to Issue: 0 Issued: 03/11/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-117	Porch	256 Clear Springs Rd, Harriman, TN 37748	Submitted: 03/11/2019 Technically Complete: 0 Approved: 0 Ready to Issue: 0 Issued: 03/11/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-118	Metal Garage	325 Myers Rd, Kingston, TN 37763	Submitted: 03/12/2019 Technically Complete: 0 Approved: 0 Ready to Issue: 0 Issued: 03/12/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-119	Above Ground Pool, Porch & Deck	225 Hillside Drive, Harriman, TN 37748	Submitted: 03/12/2019 Technically Complete: 0 Approved: 0 Ready to Issue: 0 Issued: 03/12/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-120	SW	972 Hamilton Lane, Kingston, TN 37763	Submitted: 03/12/2019 Technically Complete: 0 Approved: 0 Ready to Issue: 0 Issued: 03/12/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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Report run on: 04/01/2019 12:16 PM

BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/12/2019	In Process: Waiting: Total Days: Total Cycles:
		BP2019-121			20 0 20 1
		KC Mobile Home			
		1450 Mobile Drive, Kingston, TN 37763			
		BP2019-122			
		Garage			
		293 Willoe Springs Rd, Ten Mile, Tn 37880			
		BP2019-123			
		HC DW			
		112 Scenic Dr, Harriman, TN 37748			
		BP2019-124			
		HC Barr			
		271 Scenic Dr, Harriman, TN 37748			
		BP2019-125			
		Residential Home			
		4803 Kingston Hwy, Kingston, Tn 37763			
		BP2019-126			
		KC Deck/Porch Replacement			
		827 Rosedale Ave, Kingston, TN 37763			
		BP2019-127			
		Dock			
		352 Edgelake, Kingston, TN 37763			
		BP2019-128			
		OS Window Change out			
		631 Butler Mill Rd, Oliver Springs, Tn 37840			



## Issued Permits By Department

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03/01/2019 AND 03/31/2019

Report run on: 04/01/2019 12:16 PM

BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/15/2019	In Process: Waiting: Total Days: Total Cycles:
BP2019-129	Pole Barn	445 Scandlyn Hollow Road, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/15/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-130	Dock	129 Trout Lane, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/15/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-131	Storage Building	487 Mays Valley Road, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/15/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-132	HC DW	490 Bazel Road, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/18/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-133	Window Change Out	4619 Harriman Hwy, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/18/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-134	Residential Home	1043 Paint Rock Valley Road, Philadelphia, TN 37846	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/19/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-135	Garage	1043 Paint Rock Valley Road, Philadelphia, TN 37846	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/19/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-136	Inground Pool	924 POPLAR CREEK Rd., Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/19/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1





# Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
03/01/2019 AND 03/31/2019

Report run on: 04/01/2019 12:16 PM

BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/20/2019	In Process: Waiting: Total Days: Total Cycles:
BP2019-137	Addition				
139 Bendamere Dr, Kingston, Tn 37763					
BP2019-138	Garage				
139 Bendamere Dr, Kingston, Tn 37763					
BP2019-139	Porch				
3685 Kingston Hwy., Kingston, TN 37854					
BP2019-140	Residential Home				
2500 Jones Rd, Lenoir City, TN 37771					
BP2019-141	KC Remodel				
825 Alma LN, Kingston, TN 37763					
BP2019-142	Residential Home				
234 Serenity Drive, Harriman, TN 37748					
BP2019-143	Garage				
125 Lakeshore View Dr, Kingston, TN 37763					
BP2019-144	Removing Load bearing wall				
102 Davis Drive, Harriman, TN 37748					



# Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
03/01/2019 AND 03/31/2019

Report run on: 04/01/2019 12:16 PM

BUILDING	BP		Submitted: 03/25/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-145	Garage	250 Lane Hedgecock Rd, Kingston, TN 37763	Submitted: 03/25/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-146	Barn / TAX EXEMPTION CERTIFICATE	1859 DOGWOOD VALLEY Rd., Loudon, TN 37774	Submitted: 03/25/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-147	Carport	558 WOODY Lane, KINGSTON, TN 37763	Submitted: 03/26/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-148	Garage	2219 River Rd, Kingston, TN 37763	Submitted: 03/26/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-149	Storage Building	195 Kyle Road, Philadelphia, TN 37846	Submitted: 03/27/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-150	Dock	464 Foremast Rd, Kingston, TN 37763	Submitted: 03/27/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-151	Retaining Wall	180 Bluegreen Way, Rockwood, TN 37854	Submitted: 03/28/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-152	HC Porch Replacement	123 Butler Ln, Hariman, TN 37748	Submitted: 03/28/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: 0 Total Days: 0 Total Cycles: 1



# Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
03/01/2019 AND 03/31/2019

Report run on: 04/01/2019 12:16 PM

BUILDING	BP	BP2019-153	Remodel	Submitted: 03/28/2019	Technically Complete: Ready to Issue: Issued: 03/28/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		245 Willow Dr, Kingston, Tn 37763				
		BP2019-154	Deck	Submitted: 03/28/2019	Technically Complete: Ready to Issue: Issued: 03/28/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		742 Bluff Point Road, Harriman, TN 37748				
		BP2019-155	Inground Pool	Submitted: 03/28/2019	Technically Complete: Ready to Issue: Issued: 03/28/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		1372 Indian Shadows Drive, Ten Mile, TN 37880				
		BP2019-156	Residential Home	Submitted: 03/28/2019	Technically Complete: Ready to Issue: Issued: 03/28/2019	In Process: 4 Waiting: 0 Total Days: 4 Total Cycles: 1
		197 Tanglewood Lane, Kingston, TN 37763				
		BP2019-157	Storage Building	Submitted: 03/29/2019	Technically Complete: Ready to Issue: Issued: 03/29/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		633 Duncan Hollow Rd, Harriman, Tn 37748				
		BP2019-158	Addition	Submitted: 03/29/2019	Technically Complete: Ready to Issue: Issued: 03/29/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		125 Stevens Circle, Rockwood, TN 37854				
		BP2019-159	Garage	Submitted: 03/29/2019	Technically Complete: Ready to Issue: Issued: 03/29/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		345 Scenic Hill LN, Lenoir City, TN 37771				
CM		CM2019-003	Mechanical Permit for BP2019-061	Submitted: 03/15/2019	Technically Complete: Ready to Issue: Issued: 03/15/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		836 Unaka St, Harriman, TN 37748				





# Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
03/01/2019 AND 03/31/2019

Report run on: 04/01/2019 12:16 PM

BUILDING	DEMO	DM-2019-002	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/28/2019	In Process: Waiting: Total Days: Total Cycles:
		KC Demo			0 0 0 1
		316 W Race St, Kingston, TN 37763		03/28/2019	
	PL	PL2019-027	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/01/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2019-102			
		161 Old Hen Valley RD, Oliver Springs, TN 37840		03/01/2019	
		PL2019-028	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/05/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2018-165			
		224 Airport Road, Oliver Springs, TN 37840		03/05/2019	
		PL2019-029	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/07/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		KC PL for BP2019-015			
		404 Cottage Place, Kingston, TN 37763		03/07/2019	
		PL2019-030	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/07/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		KC PL for BP2019-016			
		650 High Point Orchard, Kingston, TN 37763		03/07/2019	
		PL2019-031	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/07/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		KC PL for BP2019-044			
		654 High Point Orchard, Kingston, Tn 37763		03/07/2019	
		PL2019-032	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/12/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2018-549			
		405 WALNUT GROVE, KINGSTON, TN 37763		03/12/2019	
		PL2019-033	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/12/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2018-421			
		649 Tate Coley Rd, Lenoir City, TN 37771		03/12/2019	



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03/01/2019 AND 03/31/2019

Report run on: 04/01/2019 12:16 PM

BUILDING	PL	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/12/2019	In Process: Waiting: Total Days: Total Cycles:
PL2019-034	PL for BP2019-036			0 0 0 1
215 Walnut Grove Road, Kingston, TN 37748				
PL2019-035	PL for BP2019-035			0 0 0 1
2121 Dry Hill Road, Rockwood, TN 37854				
PL2019-036	PL for BP2019-019			0 0 0 1
293 Willow Springs Rd, Ten Mile, TN 37880				
PL2019-037	PL for BP2018-326			0 0 0 1
2120 Paint Rock Ferry Road, Kingston, TN 37763				
PL2019-038	PL for BP2019-137			0 0 0 1
139 Bendamere Dr, Kingston, Tn 37763				
PL2019-039	PL for BP2018-562			0 0 0 1
140 Shoreline Drive, Rockwood, TN 37854				
PL2019-040	Plumbing Permit for BP2019-142			0 0 0 1
234 Serenity Drive, Harriman, TN 37748				
PL2019-041	PL for BP2018-624			0 0 0 1
323 Marble Bluff Dr, Kingston, TN 37763				



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03/01/2019 AND 03/31/2019

Report run on: 04/01/2019 12:16 PM

BUILDING	PL	PL2019-042	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/27/2019	In Process: Waiting: Total Days: Total Cycles:
		Plumbing Permit for BP2019-88			0 0 0 1
		4004 Long Cove Way, Rockwood, TN 37854			
		PL2019-043	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/27/2019	0 0 0 1
		PL for BP2018-550			
		106 Valley View Dr, Loudon, TN 37774			
		PL2019-044	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/28/2019	0 0 0 1
		KC PL for BP2018-447			
		1359 Byrd Circle, Kingston, TN 37763			
RM		RM2019-031	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/04/2019	1 0 1 1
		RM for BP2019-019			
		231 Kirkham Dr, Rockwood, Tn 37854			
		RM2019-032	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/05/2019	0 0 0 1
		RM for BP2019-053			
		250 Eblen Cave Road, Lenoir City, TN 37771			
		RM2019-033	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/06/2019	0 0 0 1
		RM for BP2018-555			
		1135 Lawnville Rd, Kingston, TN 37763			
		RM2019-034	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/06/2019	0 0 0 1
		RM for BP2018-175 GAS ONLY			
		272 West Rockwood Ferry Road, Ten Mile, TN 37880			
		RM2019-035	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	03/21/2019	0 0 0 1
		Mechanical Permit for BP2019-024			
		175 Galilean Rd, Kingston, TN 37763			



# Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
03/01/2019 AND 03/31/2019

Report run on: 04/01/2019 12:16 PM

BUILDING	RM	RM2019-036	Mechanical Permit for BP2018-565 518 THIEF NECK VIEW Dr., ROCKWOOD, TN 37854	Submitted: 03/26/2019 Technically Complete: Approved: Ready to Issue: Issued: 03/26/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
CODE ENFORCEMENT	JNK	JNK2019-002	Junkyard 2228 Decatur Hwy, Kingston, TN 377763	Submitted: 03/04/2019 Technically Complete: Approved: Ready to Issue: Issued: 03/04/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
PLANNING	PLT	PLT2019-019	Plat Review/2 Lots- Peninsula Road, Harriman, TN 37748	Submitted: 03/01/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 31 Waiting: 0 Total Days: 31 Total Cycles: 1
		PLT2019-020	Plat Review/5 Acres+	Submitted: 03/07/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 25 Waiting: 0 Total Days: 25 Total Cycles: 1
		PLT2019-021	3310 Sugar Grove Valley Road, Harriman, TN 37748	Submitted: 03/07/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 25 Waiting: 0 Total Days: 25 Total Cycles: 1
		PLT2019-022	3320 Sugar Grove Valley Road, Harriman, TN 37748	Submitted: 03/07/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 25 Waiting: 0 Total Days: 25 Total Cycles: 1
		PLT2019-023	405 Eblen Cave Road, Lenoir City, TN 37771	Submitted: 03/15/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 17 Waiting: 0 Total Days: 17 Total Cycles: 1
		PLT2019-024	330 Peninsula Road, Harriman, TN 37748	Submitted: 03/22/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 10 Waiting: 0 Total Days: 10 Total Cycles: 1
			236 Bowers Rd, Harriman, TN 37748		



# Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
03/01/2019 AND 03/31/2019

Report run on: 04/01/2019 12:16 PM

PLANNING	PLT	PLT2019-025	Submitted: 03/25/2019	In Process: 7
		Plat Review/Boundary Line	Technically Complete:	Waiting: 0
		1252 Dry Fork Valley Road, Ten Mile, TN 37880	Approved: Ready to Issue: Issued:	Total Days: 7 Total Cycles: 1
		PLT2019-026	Submitted: 03/26/2019	In Process: 6
		Plat Review/5 Acres+	Technically Complete:	Waiting: 0
		1555 Lakescene Road, Kingston, TN 37763	Approved: Ready to Issue: Issued:	Total Days: 6 Total Cycles: 1
ZONING	VAR	VAR2019-001	Submitted: 03/29/2019	In Process: 0
		Setback Variance	Technically Complete:	Waiting: 0
		145 Van Stowe Rd, Harriman, TN 37748	Approved: Ready to Issue: Issued:	Total Days: 0 Total Cycles: 1

# KINGSTON WATER TREATMENT PLANT



## MARCH OPERATIONS REPORT

2019

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	15,858,000	17,922,000	-13.02%	566,000	808,000	328,000
	Effluent (Finish)	13,535,000	15,282,000	-12.91%	483,000	695,000	236,000
	Spring Supply	12,776,000	14,131,000	-10.61%	456,000	492,000	444,000
	Total Finish Prod.	26,311,000	29,413,000	-11.79%	Distribution & WTP Report: 1,489,000		
Plant Efficiency		99.36%	99.36%	0.00%	gals. usage flushing and Tank refilling.		
Distribution					Public Works: No Report		
GALLONS	Consumption	20,171,900	22,495,200	-11.52%	Fire Dept: No Report		
	Reported Usage	1,489,000	1,600,000	-7.45%	Park & Rec: No Report		
	Water Loss	4,650,100	5,317,800	-14.36%	WWTP: No Report		
	%	17.67%	18.08%	-0.41%			

Note: The Water Production, Consumption and Loss data is for the February 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 the 2018 CCR, It has been submitted to Watts Bar Utility (Wholesale Customer) as required and also posted the pre-notification and the direct link on the City website.
- \* Roane County Schools TAG Students toured the Plant, explained our process, answered questions and performed some testing, etc.
- \* Removed and rebuilt a Forklift lift cylinder, replaced and put back into service.
- \* Performed maintenance on the Spring Pump House and Bleach House chemical feeders.
- \* Distribution Operators rebuilt the Spring Site access road that was damaged during the last major rain event.
- \* Still needing to rebuild a couple of the Tank access roads that were damaged and in poor condition as well.
- \* All attended the 10 hour OSHA Training.

Kingston Water Department  
Schedule of Unaccounted For Water  
March

*(All amounts in gallons)*

<b>A Water Treated and Purchased</b>		
<b>B</b>	Water Pumped (potable)	26,311,000
<b>C</b>	Water Purchased	<u>0</u>
<b>D</b>	<b>Total Water Treated and Purchased</b>	<u>26,311,000</u>
	<b>(Sum Lines B and C)</b>	
<b>E Accounted for Water:</b>		
<b>F</b>	Water Sold	20,171,900
<b>G</b>	Metered for Consumption (in house usage)	<u>1,129,000</u>
<b>H</b>	Fire Department(s) Usage	<u>0</u>
<b>I</b>	Flushing	<u>360,000</u>
<b>J</b>	Tank Cleaning/Filling	<u>0</u>
<b>K</b>	Street Cleaning	<u>0</u>
<b>L</b>	Bulk Sales	<u>0</u>
<b>M</b>	Water Bill Adjustments (+/-)	<u>0</u>
<b>N</b>	<b>Total Accounted for Water</b>	<u>21,660,900</u>
	<b>(Sum Lines F thru M)</b>	
<b>O</b>	<b>Unaccounted for Water</b>	<u>4,650,100</u>
	<b>(Line D minus Line N)</b>	
<b>P</b>	<b>Percent Unaccounted for Water</b>	<u>17.674%</u>
	<b>(Line O divided by Line D times 100)</b>	

**Q Other (explain)**

See Below

Explain Other:

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



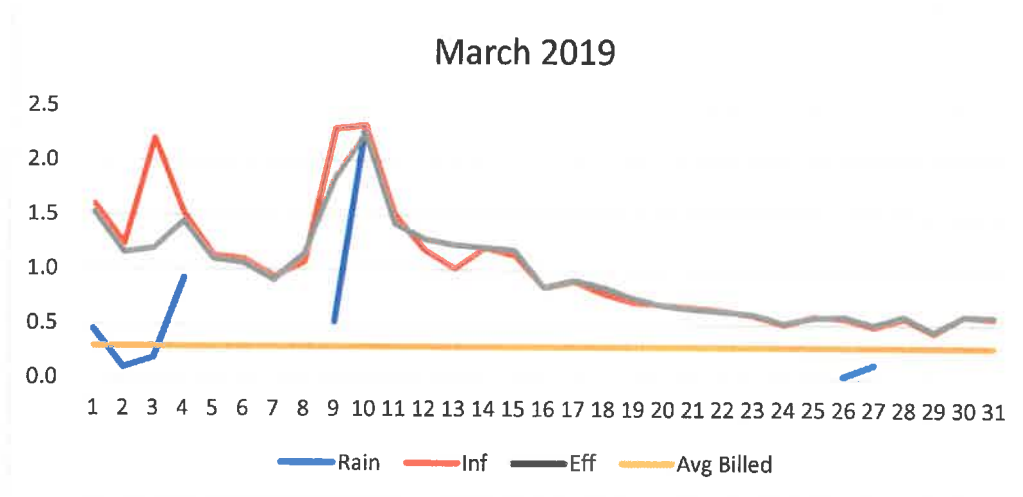


# KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager  
FROM: Tony Workman, WWTP Plant Manager  
RE: March 2019 Monthly Report  
DATE: April 4, 2019

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	1.0150	2.3230	.4290	31,464,000
EFFLUENT	.9733	2.2500	.4430	30,172,000

2461 Sewer Customers 9,153,500 gallons billed. Daily average .2953 mgd.



Total gallons of chlorine used was 297.7 @\$2.09 gallon = \$732.19

There was 5.83 inches of rain. There were no overflows this month.

38.75 tons of sludge was hauled to the landfill.

I attended a TAUD Conference in Pigeon Forge February 27- March 1. One of the presentations at the conference dealt with ways to find inflow and infiltration (I&I) and new technology to quickly inspect sewer lines. Stuart Tillery from Dukes



Root Control came out and demonstrated the It Trakers, these are flow monitors to aid in I&I, and SLRAT, sewer line inspection equipment. Both were items that I am interested in using in the sewer system.

We were able to correct the issues at the #8 Pump station. The #5 pump station is still having issues with the #2 pump. Tekwell will come out to find the problem.

A group from Oliver Springs Middle School will be coming out for a tour of the plant. We will do the same presentation for them as we did for Cherokee Middle School.

# WATER DEPARTMENT MONTHLY REPORT

**To: David Bolling**

Month of: March 2019

**From: Jimmy Agee**

**RE: Monthly Work Orders**

PAGE 1


TASK	RESOLVED	PENDING
INSTALL NEW METER	2	
Read-out	34	
RE- READS	7	
WATER TAP NEW ACCT.		1
CLOSED ACCT WITH COMSUMPTION		
READ INS	37	
CHECK FOR HUNG METER	3	
CHANGE OUT HUNG / BROKEN METER		
CHECK FOR LEAK AT METER	9	
METER LEAKS		
AFTER HOURS - WATER	5	
SERVICE LINE LEAK	8	
LINE LOCATES	255	
TURN OFF FOR NON PAYMENT	58	
TURN WATER BACK ON	45	
YARD WORK	4	
DOOR HANGERS	3	
MANUAL READ	7	
AFTER HOURS - SEWER	5	
SEWER- TAP NEW ACCOUNT		1
LOCATE SEWER TAP		
SEWER BACK UP	9	
CHECK TO SEE IF STILL OFF	1	
TAP ESTIMATES	4	
PROFILE REQUESTED	2	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS	1	

# WATER DEPARTMENT MONTHLY REPORT

Month of: March 2019

PAGE 2

TASK	RESOLVED	PENDING
<b>MISC SERVICE ORDERS</b>		
ESTIMATES RELOCATE METER	1	
CHECK FOR TAMPERED METER		
REPLACE SEWER TAP	2	
CHECK MANHOLE COVER	1	
WATER TASTE BAD		
CHECK WATER PRESSURE	3	
SEWER BAD SMELL		
CHECK FOR FROZEN METER		
REPLACE MAN HOLE COVER		
REPLACE CLEAN-OUT CAP	1	
REPLACE METER /METER BOX/LID	6	
REPLACE TAMPERED METER		
REPLACE VALVE		
FLUSH LINES	2	
RUN 10 GAL WATER THRU		
TURN OFF FOR INSPECTIONS		
INSPECT SEWER CONNECTION	2	
TURN OFF DUE TO LEAK		
REPLACE CUT-OFF VALVE	3	
Install flotting meter		
LOCATE WATER METER		
Total		5
OVER-TIMES HOURS 132.5		
FIRE HYDRANTS REPLACED		
ROAD PATCHES	9	3
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 April 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 March, 2019:

**Programs:** We had 18 people at our March craft night and 10 for our board game party. Eighteen guests came on the 7<sup>th</sup> to hear a lecture on Roane County and Appalachia.

**Children's programs:** We had four storytimes this month, with 37 attending.

**Community:** The library director attended Heart-to-heart, an event supporting a local Head Start school. The director also participated in the Roane Alliance high school career day.

**Maintenance:** Trees were trimmed around the library, the gutters were cleaned, and a door in our meeting room was repaired.

**Training:** Most of the library staff were trained in the use of Tennessee Electronic Library, a set of free databases.

**Computer classes:** Our last classes funded by the LTT grant will take place in April. In March, we had three classes.

**Upcoming programs:** We are beginning a new program this month called The Reading Club. Instead of a club to meet and discuss one book that everyone has read, we will get together and discuss everything we've been reading. Our first meeting is on April 18<sup>th</sup> at 6PM.

**Summary**

Patron count for the month totaled 1394. We answered 85 computer and reference questions. There were 1,864 checkouts and renewals for the month for adults and 251 for children. The READS circulation for ebooks was 2588 for adults and 105 for kids.

Respectfully submitted,  
ERS

ELECTRIC POWER BOARD OF ROCKWOOD  
MEETING AGENDA  
MARCH 19, 2019  
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM  
4:30 – 5:30 PM

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

<b><u>ACTIVITY</u></b>	<b><u>ACTION</u></b>
Minutes from Board Meeting on February 19, 2019	Approval
January 2019 Financial Statements	Approval
February 2019 Accounts Payable	Acceptance
Manager's Report	Approval
Visitor Comments	Information

**Old:**

- |                               |          |
|-------------------------------|----------|
| 1. Standard Practice Policies | Approval |
|-------------------------------|----------|

**New:**

- |   |          |
|---|----------|
| 1. Benchmark Compensation Plan Proposal | Approval |
| 2. Bad Debts                            | Approval |

Announcements

Adjourn

The regular meeting of the Rockwood Electric Power Board was called to order at 5:30 p.m. on February 19, 2019. Board members present were Childs, Davis, Holloway, Layne, and McCullough.

A motion was made by McCullough, seconded by Davis to approve the minutes as recorded for the January 17, 2019 Board meeting. McCullough noted corrections to the minutes that were made since the minutes were posted on Board Book by Marsha O'Keefe. All corrections were on page 14; paragraph 3, 4, and 5. The minutes were approved with corrections. All voted yes.

A motion was made by Layne, seconded by Childs to approve the December 2018 Financial Statements. Manager Bear stated the December 2018 monthly net income was negative but the year to date was above budget by approximately \$92,000.00. He also noted that line item number 421.2 "Loss on Disposition" was due to the loss incurred on Truck #18. All voted yes.

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

As part of the Manager's Report, Manager Bear informed the Board of the application to participate in Distributors Insurance Company's Safe Power Provider Program. The entire application is due by March 15, 2019 and is used to identify safety and loss control related activities for measuring our safety program. A score of 100 qualifies for up to a 5% discount and a score of 88 or higher qualifies for up to a 2.5% discount. The Utility was able to get a build date in the current fiscal year for the replacement of a dump truck. TVA has issued a flood alert through the end of the week. A motion was made by Davis, seconded by Childs to approve the Manager's Report. All voted yes.

Mr. Layne gave an update on the Broadband Committee. The Committee is meeting with the Strata\*G Project Team weekly to address the scope of work to identify the existing fiber on our system and how we can best use the 13 miles of fiber in the warehouse. The Committee is meeting with Danette Scudder, Executive Vice-President of TVPPA, on February 21, 2019 to discuss preparing a Voice of the Customer Survey to include questions on Broadband. The Committee is evaluating grant opportunities through the USDA Rural Development, State of TN Broadband Accessibility Grant Program, and Appalachian Regional Commission.

A motion was made by McCullough, seconded by Davis to approve the change order from Johnson & Galyon for reconstructing the facade based on the architects' reconstruction drawing. The change order will not exceed the \$44,000 approved by the Board at the December 18, 2018 meeting. All voted yes.

A motion was made by Layne, seconded by McCullough to approve the Retirement Plan Committee Charter. The Charter was developed under the guidance of Lorraine Downing with WealthPlan Advisors. All voted yes. The Charter is attached following the minutes.

A motion was made by McCullough, seconded by Davis to approve the recommendation from Manager Bear on the members of the Inaugural Committee. Marsha O'Keefe as Chairperson, Michele Powell as Secretary/Treasurer; Marty Hill, Julie McCreary, and Roy Schrade. All voted yes.

A motion was made by McCullough, seconded by Childs to approve the recommendation from Manager Bear to adopt the Credit Card Policy. Legal counsel has reviewed the policy with only a few amendments. The Credit Card Policy will allow employees and Board members to have a credit card only for use while traveling on company business for training, conferences, etc. All voted yes. The policy follows the minutes.

A motion was made by McCullough, seconded by Davis to terminate the Direct Load Control Program. The 3G cellular service which is used for the transmission of data is being phased out. The utility will save over \$17,000 annually in support and maintenance fees. All voted yes.

A motion was made by Davis, seconded by Layne to sponsor the Leadership Youth Academy. The sponsorship is \$400.00. David Collett, son of employee Stacey Smelcer, is one of the students selected. All voted yes.

A motion was made by McCullough, seconded by Childs to sponsor the annual Roane County St. Jude Golf Tournament for \$500.00. All voted yes.

A motion was made by Layne, seconded by Childs to approve Chairman Holloway to attend the APPA Annual Conference in Austin, TX, June 7-12, 2019. Layne also suggest Marsha O'Keefe attend as the staff representative. All voted yes.

A motion was made by McCullough, seconded by Davis to approve the write-off of uncollectible debts for the period of November 2018 in the amount of \$2,202.49 and noted \$1,009.38 was collected. All voted yes.

Chairman Holloway appointed Childs to the Vehicle Committee.

Manager Bear stated he will continue working with the Rockwood Industrial Board to make the 33-acre tract of land the utility owns on Tedder Street available for potential development.

Crews are essentially finished with the street lighting conversion for the City of Rockwood. Chairman Holloway thanked the employees for their work.

The next meeting is scheduled for March 19, 2019 at 4:30 pm.

The Board was given the remaining Standard Practice Policies for their review before next board meeting.

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

Chairman  
Harold Holloway

Secretary/Treasurer  
Wade McCullough

Recorded by M. O'Keefe

## Rockwood Electric Utility Credit Card Policy & Agreement

### Purpose

The purpose of this policy is to communicate eligibility for authority to utilize Rockwood Electric Utility (REU) credit cards and to further ensure that any usage of REU credit cards is for approved and business related **hotel** room expenses including the hotel occupancy tax, and parking only and that adequate controls are established.

### Policy

REU may issue a company credit card to eligible employees and to Members of the REU Board for job-related **hotel** room expenses including the hotel occupancy tax, and parking. This policy sets out the acceptable and unacceptable use of REU credit cards. Use of company-issued credit cards is a privilege, which REU may withdraw at any time, for any reason and/or in the event of misuse or abuse.

Each employee's credit card will have a fixed credit limit and restrictions.

1. Company credit cards will be used for **hotel** expense when traveling on approved company business. Expense of the hotel room including the hotel occupancy tax, and parking can be charged to company credit cards. If parking is not included with hotel bill you may turn in receipts for reimbursement after you return to work.
2. Detailed hotel receipts when **checking out** must be retained for accounting purposes. The **credit card** and **receipts** must be returned to the accounting department no later than three (3) business days after returning to work.
3. Employees should make every effort to ensure that hotel charges do not include sales tax. A tax exempt form will be given to the employee along with the credit card. The tax exempt form should be given to the hotel upon check-in to avoid being charged state and local sales tax. The hotel occupancy tax is not exempt.
4. When an overnight stay is required, the employee will be issued a check to cover per diem and mileage. Company credit card will not be allowed for per diem and mileage.
5. Items such as room service, in-room movies rentals, mini bar, hotel bar, restaurants or, laundry are not reimbursable. Employees should use **their own funds** such as personal credit cards or cash for these services.
6. Absolutely no one, other than the authorized employee with a company credit card may use the card.
7. Employees cannot use the company credit card as a financial reference to obtain personal credit cards, loans, or credit references.
8. Employees are responsible for all charges made to the credit card. The employee will be held liable for any unauthorized charges appearing on the credit card statement.
9. Personal purchases, of any type, are strictly prohibited regardless of whether the official or employee intends to reimburse the Utility for the purchase.
10. Employees may not take cash advances on company credit cards.
11. Company credit cards are not to be used at ATM machines
12. Purchases for alcoholic beverages/tobacco products are not allowed.
13. If the card is lost or stolen, report the card immediately by calling 1-877-846-9302 and report a lost or stolen credit card with documentation of the incident to the General Manager or his/her designee.



14. In the event unauthorized charges are made on the company credit card, REU is authorized to withhold the full amount from current payroll. Disciplinary action made by REU, may include termination of employment.
15. Employees and Board will be required to sign REU's Credit Card Agreement indicating they accept these terms. Individuals who do not adhere to the policy and procedures, risk revocation of their credit card privileges and/or disciplinary action including termination of employment, and/or criminal charges.

#### **Credit Card Agreement**

You have the privilege of having a REU-Employees Credit Card. Your participation in the credit card program is a convenience and privilege that carries responsibilities along with it. Although this card is issued in your name, it is the property of REU.

By signing this agreement, you acknowledge that you understand and will comply with all of the terms and conditions of the Credit Card Policy. As a holder of this credit card, you agree to accept the responsibility and accountability for the protection and proper use of the card.

You will immediately return the credit card to the Utility upon request at any time during the period of your employment or upon termination of employment for any reason.

Any unauthorized use of the Company issued credit card shall be the personal liability of the employee from which the employee agrees to hold REU harmless and for which a reimbursement for all unauthorized charges shall be repaid by the employee to the Company immediately upon request.

I hereby accept the above terms and conditions and acknowledge receipt of the Credit Card.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

REU Representative \_\_\_\_\_ Date \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Returned \_\_\_\_\_ Date \_\_\_\_\_

## RETIREMENT PLAN COMMITTEE CHARTER

The Electric Power Board of Rockwood (the “Board”) adopted this charter (this “Charter”) of the Retirement Plan Committee (the “Committee”) on **February 19, 2019**.

The Utility maintains for its employees the following benefit plan that follow the Employee Retirement Income Security Act of 1974, as amended (“ERISA”): the Rockwood Electric Utility Employee’s Pension Trust. The Committee acknowledges that it has been delegated certain powers, rights, duties, obligations and responsibilities for the administration and interpretation of the Plans, including the responsibility to serve as a “committee” within the meaning of Section 414(g) of the Internal Revenue Code of 1986, as amended (the “Code”), having the duties and obligations of an “administrator” as defined in ERISA Section 3(16)(A).

### ARTICLE 1. ESTABLISHMENT

- 1.1 Purpose for Establishment. The Board has established the Committee for the following general purposes, more fully described in Article 2 below:
- (a) the adoption of administrative and technical amendments to the Plan, including amendments to retain compliance with ERISA, the Code and such other federal or state laws or regulations applicable to the Plan;
  - (b) the periodic review of the Plan for the purpose of recommending to the Board amendments to the Plan (to the extent amendments are beyond the scope of the Committee’s authority granted in the previous paragraph);
  - (c) the administration and interpretation of the Plan, to the extent such activities require the exercise of any discretionary authority or discretionary control respecting: (i) the management of the Plan; (ii) the management or disposition of the Plan assets, and (iii) the administration of the Plan in compliance with ERISA, the Code and such other federal or state laws or regulations applicable to the Plan; and
  - (d) the operation of the Plan, including, but not limited to: (i) the delegation of ministerial functions (such as recordkeeping, enrollment, notification of participants); (ii) the selection and designation of Committee agents, such as legal counsel and service providers; (iii) the filing of all required returns and reports and the distribution of all summary plan descriptions, plan administrative forms and benefit statements; and (iv) the selection of and negotiation of contracts with all service providers to the Plan, such as annuity providers, third-party administrators and investment advisors.

1.2 Named Fiduciary. The Committee, and each member of the Committee, is a “named fiduciary” within the meaning of ERISA Section 402(a) (1) with respect to the Plan. To the extent required by ERISA or by the terms of the Plan, the Committee shall discharge its duties:

- (a) solely in the interests of the participants and their beneficiaries;
- (b) for the exclusive purpose of providing benefits to participants and their beneficiaries and defraying reasonable expenses of administering the Plan;
- (c) with the care, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims; and
- (d) in accordance with the provisions of the Plan, insofar as the Plan is consistent with the provisions of Title I of ERISA.

## **ARTICLE 2. POWERS AND DUTIES**

2.1 General Powers and Duties relating to the Plan. The Committee shall have, except as otherwise provided herein or as otherwise required by law, all powers necessary or appropriate for the operation and administration of the ERISA Plan, including the following:

- (a) To control the operation and administration of each Plan in accordance with the terms of the instruments and resolutions governing the Plan and any applicable laws, rules or regulations.
- (b) To appoint subcommittees with such powers described herein, whether discretionary or otherwise, as the Committee shall determine, consistent with the terms of the Plan.
- (c) To authorize or delegate its authority to one or more members of the Committee, an employee or any agent to execute or deliver any instrument as budgeted and approved by the Board.
- (d) To keep all records necessary for the operation and administration of the Plan or to require its delegates or designates to keep records with respect to the authorities and responsibilities delegated to such.
- (e) To cause the Plan to be in compliance with all reporting and disclosure obligations under Part 1 of Title I of ERISA.

- (f) To adopt and enforce the rules and procedures and to designate the manner for participants to make elections, all as are necessary for the operation and administration of the Plan and are consistent with its provisions. When designating procedures, the Committee shall consider all of the substantive legal requirements, such as requirements that an election be "in writing" or meet electronic media criteria and shall designate procedures reasonably calculated to satisfy such requirements.
- (g) To determine all questions relating to eligibility, benefits and other rights of employees, participants and beneficiaries under the Plan, and to certify such eligibility, benefits and other rights to any other fiduciaries.
- (h) To administer the claims and appeals review process under the Plan in compliance with ERISA.
- (i) To interpret the provisions of the Plan. The Committee shall be the sole judge of the standard of proof required in any case and the application and interpretation of the Plan, and decisions of the Committee shall be final and binding on all parties. All questions or controversies of whatsoever character arising in any manner or between any parties or persons in connection with the Plan or their operation, whether as to any claim for benefits as to the construction of the language of the Plan or any rules and regulations adopted by the Committee, or as to any writing, decision, instrument or account in connection with the operation of the Plan, shall be submitted to the Committee (or to an agent of the Committee) for decision. Any decision by the Committee on review of a denied claim shall be binding on all persons dealing with the Plan or claiming any benefit hereunder.
- (j) To authorize and direct all payments made under the Plan and to determine whether to pay Plan expenses with Plan assets, as budgeted and approved by the board, to the extent permitted by the Plan and ERISA.
- (k) To undertake all audits and prepare and file all reports and returns required to be filed for the Plan with any agency of government.
- (l) To perform due diligence as necessary and appropriate with respect to transactions involving the Plan.
- (m) To adopt policies, interpretations, rules, practices and procedures necessary or desirable for the investment of assets of the Plan (including, for example, investment policy statements).
- (n) With respect to the Plan that provides for participant-directed investments, to select the investment funds or other investment options (including any self-directed brokerage account option) to be offered to participants under such Plan, and to periodically review the performance of such investment funds or options and make changes as it deems appropriate.

2.2 Amendment to the Plan. The Committee shall have the power to amend any or all of the Plan from time to time as the Committee may deem necessary or appropriate for any one or more of the following purposes:

- (a) To correct, coordinate or clarify Plan provisions or make any similar minor changes;
- (b) To conform to any requirements for tax-qualification, and/or requirements of any other applicable laws;
- (c) To conform to any condition imposed by the Internal Revenue Service or U.S. Department of Labor in connection with a request for a ruling or determination letter, compliance statement, closing agreement, advisory opinion, prohibited transaction exemption, or similar agency action;
- (d) To modify Plan administrative procedures, including without limitation the amendment of Plan provisions pertaining to the enrollment of participants, participant election procedures, the timing and procedures applicable to the collection of contributions and the payment of benefits, and procedures relating to the direction of Plan investments;
- (e) To conform the Plan documents to any changes in name or organizational structure of the Utility or any related entity;
- (f) To modify Plan design, including without limitation any modification of Plan provisions governing eligibility and/or benefits, in any manner which the Committee has determined will not cause any substantial increase in the cost to the Utility or its subsidiaries of maintaining the Plan, or any substantial reduction in the overall level of benefits provided to employees under the Plan as approved by the Board based on the committee recommendation; or
- (g) To conform the Plan documents to any change of trustee, administrative committee, fiduciary, custodian, third-party administrator or insurer.

2.3 Selection and Termination of Other ERISA Fiduciaries. With respect to the Plans, the Committee shall have the power:

- (a) To appoint, remove or replace any other fiduciary or named fiduciary in accordance with the instruments governing the Plan.
- (b) To conduct periodic performance reviews of any other fiduciary or named fiduciary.

2.4 Additional Powers and Duties. The Committee shall have such other duties and responsibilities as the Board may from time to time delegate to it, subject to any restrictions on such authority as may be imposed by applicable law or regulation.

2.5 Delegation. Any power delegated by Board to the Committee pursuant to this Charter may be delegated or allocated by the Committee, including any subcommittee of the Committee (as set forth below in Section 2.6) or person as a member of the Committee.

- 2.6 Subcommittees. From time to time the Committee, by a resolution adopted by a majority of the entire Committee, may appoint any subcommittee or subcommittees for any purpose or purposes, which shall have such powers as shall be determined and specified by the Committee in the resolution of appointment.

The presence of a majority of the membership of a subcommittee shall be necessary to constitute a quorum. The affirmative vote of a majority of the members present at a meeting at which a quorum is present shall be the act of the subcommittee. Minutes will be recorded for each meeting documenting its substantive decisions. Any action required or permitted to be taken at any meeting of a subcommittee may be taken without a meeting if all the members of such subcommittee consent thereto in writing, email, or other equivalent means.

- 2.7 Co-Fiduciaries. To the extent that there shall be more than one named fiduciary of any Plan, it is the intention of the Board and the Committee to allocate to each named fiduciary the individual responsibility for the prudent execution of the functions assigned to him, and none of such responsibilities or any other responsibility shall be shared by two or more of such named fiduciaries unless such sharing shall be provided by a specific provision of the Plan, other governing instrument, or resolution assigning such responsibility to follow the directions of another fiduciary. The two named fiduciaries shall not be deemed to have been assigned a shared responsibility, but the responsibility of the named fiduciary giving the directions shall be deemed his or her sole responsibility, and the responsibility of the named fiduciary receiving such directions shall be to follow them insofar as such directions are, on their face, proper under applicable law.

### ARTICLE 3. MEMBERS

- 3.1 Appointment of Committee Members. Members of the Inaugural Committee shall be appointed by the Board based on the recommendation of the General Manager. Subsequent members will be approved by the committee. Each member of the Committee shall sign an Acceptance of Appointment and Acknowledgement of Fiduciary Status in substantially the form as attached to this Charter.
- 3.2 Removal of Committee Members.
- (a) A member of the Committee may be removed by the other members of the Committee at any time by written notice to such member.
  - (b) A member of the Committee may resign at any time by giving thirty (30) days' prior written notice to the other members of the Committee (unless this period is waived by the Committee). A form for such resignation is attached to this Charter.
  - (c) A member of the Committee shall be deemed to have resigned automatically upon termination of employment with the Utility.
- 3.3 Vacancy. The Committee shall fill any vacancy in the membership of the Committee as soon as practicable. Until any such vacancy is filled, the remaining members may exercise all the powers, rights and duties conferred on the Committee or otherwise required by law.

- 3.4 Compensation. No compensation shall be paid to any person for performing his or her duties as a member of the Committee.
- 3.5 Bond. The Committee shall be bonded to the extent required under ERISA, and no other bond or security will be required of the Committee unless required by law.
- 3.6 Voting Members. The Committee will be comprised of 5 voting members.

#### ARTICLE 4. OPERATION OF COMMITTEE

- 4.1 Chair. The Board shall designate one of the Committee members to serve as Chair of the Committee as recommended by the General Manager in the Inaugural committee. The Chair, or in his or her absence, another member designated by the Chair, shall preside at all meetings of the Committee. The Chair shall appoint the members of any subcommittee of the Committee and shall assume all other duties incident to this office. The position will serve for 2 years.
- 4.2 Secretary. The Chair shall designate a Secretary, to keep minutes and other necessary or appropriate records of actions taken by the Committee. The Secretary will proceed as the next Chair person.

#### ARTICLE 5. COMMITTEE ACTIONS

- 5.1 Meetings. The Committee shall from time to time hold whatever meetings it deems necessary for the proper performance of its duties, but not less frequently than semi-annually. Such meetings shall be convened by the Chair and may be conducted in person, by telephone, by video conferencing or such similar means by which all members in attendance can communicate with each other simultaneously. Any member may request that a meeting be convened and, in the event the Chair refuses, a majority of the members of the Committee may convene a meeting and transact any necessary business.
- 5.2 Action without a Meeting. The Committee may also act without a meeting if all members of the Committee consent to such action in writing and the writing is filed with the minutes of proceedings of the Committee. Any member of the Committee may initiate such a writing. Action taken without a meeting shall be effective when the last member signs the memorandum describing the action to be taken unless, before such time, the Chair or Secretary has received a written revocation of the consent of any other member, and any action so taken shall be effective at the time taken unless the members' consent specifies a different effective date. After all members have signified their consent or dissent to the action contemplated by the memorandum, the Chair shall assure that the appropriate action is taken. The memorandum shall be retained with the records of the Committee.

- 5.3 Action by Meeting; Quorum; Voting. A majority of the members of the Committee shall constitute a quorum at all meetings, and the vote of a majority of the members present at a reasonably convened meeting at which a quorum is present shall be the act of the Committee. Any member dissenting with respect to such action shall have the right to have such dissent and the reasons therefore recorded in the minutes and retained with the records of the Committee. In the event of a tie vote (including a tie vote on a motion which would fail for lack of a majority), the Chair shall have a second vote that shall be controlling.
- 5.4 Minutes of Meetings and Actions. The Committee shall maintain or cause to be maintained regular minutes of each meeting, and such other records and accounts as shall be necessary or appropriate.
- 5.5 Procedural Rules. The Committee may adopt such procedural rules as it may deem necessary or appropriate, provided that such rules may not expand or contract the Committee's authority or otherwise be inconsistent with this Charter, the articles of organization or operating agreement of the Utility or applicable law.

#### **ARTICLE 6. REPORTS**

- 6.1 Committee Reports. The Committee shall report to the Board or its delegate at least annually regarding the operation of the Plan for the prior period and any significant problem encountered and recommended changes.
- 6.2 Reliance on Reports. The Committee may rely on any certificate, statement, report or other representation made on behalf of the Utility that the Committee believes in good faith to be genuine, and on any certificate, statement, report or other representation made to it by any agent, attorney, actuary, accountant or other expert retained by the Committee or the Utility in connection with the operation and administration of the Plans.

#### **ARTICLE 7. EXECUTION OF INSTRUMENTS**

The Chair, or a member of the Committee designated by the Chair, shall have the power to execute and deliver on behalf of and in the name of the Committee any instrument requiring the signature of an officer of the Utility with respect to the Plan, except as otherwise provided in this Charter or when the execution and delivery of the instrument shall be expressly delegated by the Board to some other officer, agent or committee of the Utility. Unless authorized to do so by this Charter or by the Board, no officer, agent or employee shall have any power or authority to bind the Utility with respect to any Plan in any way, to pledge its credit or to render it liable pecuniarily for any purpose or in any amount.



## ARTICLE 8. INDEMNITY

The Utility shall indemnify and hold harmless each member of the Committee from and against any and all liability, loss, costs, charges, expenses, claims and demands of every kind and character arising out of, or in any way resulting from, the acts, omissions or conduct of any such person in the management, operation and administration of the Plans which any of them may suffer, incur or sustain, except that the Utility shall not indemnify and hold harmless any such person, who, with respect to such acts, omissions or conduct, is guilty of willful misconduct or lack of good faith.

## ARTICLE 9.AMENDMENTS

- 9.1 Committee Authority. The Committee shall have the right, at any time and from time to time, to modify, alter, or amend this Charter, in whole or in part, provided that any such amendment shall be consistent with the terms of the Plan, and provided that the Committee shall notify the Board of the intended amendment at least thirty (30) days in advance of the date the Committee intends to adopt such amendment.
- 9.2 Utility Authority. In addition to the Committee's authority described in the previous paragraph, the Board shall have the right, at any time and from time to time, to revoke the Committee's Charter, to direct the Committee to amend this Charter in any respect, or to remove, replace, or appoint any individual to the Committee. This paragraph may not be amended by the Committee.

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**ROCKWOOD ELECTRIC UTILITY EMPLOYEE'S PENSION TRUST  
RETIREMENT PLAN COMMITTEE**

**ACCEPTANCE OF APPOINTMENT AND ACKNOWLEDGEMENT OF FIDUCIARY STATUS**

I, \_\_\_\_\_, hereby accept my appointment as a member of the Rockwood Electric Utility Retirement Plan Committee, which has certain fiduciary and administrative authority with respect to the Plan maintained by Rockwood Electric Utility for the benefit of its employees, and agree to act in such capacity in accordance with the Charter for the Retirement Plan Committee, as may be amended from time to time.

I acknowledge that I have been apprised of my individual and co-fiduciary liabilities and obligations in such capacity and my rights and obligations under the Charter for the Retirement Plan Committee and the Plan.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

**ACKNOWLEDGEMENT OF INDEMNIFICATION**

The undersigned member of The Electric Power Board of Rockwood hereby acknowledges the right of the above-named member of the Rockwood Electric Utility Retirement Plan Committee to indemnification by Rockwood Electric Utility pursuant to Article 8 of the Charter for the Retirement Plan Committee.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

**ROCKWOOD ELECTRIC UTILITY EMPLOYEE'S PENSION TRUST  
RETIREMENT PLAN COMMITTEE**

**NOTICE OF RESIGNATION OF COMMITTEE MEMBER**

Pursuant to Section 3.2(b) of the Charter for the Rockwood Electric Utility Retirement Plan Committee (the "Committee"), I, the undersigned, hereby provide notice to the Committee of my resignation, effective as of the close of business on \_\_\_\_\_.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

By executing this notice, the Committee hereby waives the thirty (30) day notice period applicable to resignation from the Committee.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

## 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	JANUARY 2019	

## 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	64,425,883.10	Membership certificates . . . . .	30	
Less Depreciation . . . . .	2	17,342,201.58	<b>EARNINGS REINVESTED IN SYSTEM ASSETS</b>		
Total . . . . .	3	47,083,681.52	Beginning of year . . . . .	33	43,896,637.73
Unamortized acq. adj. . . . .	4		Current year to date . . . . .	34	145,710.46
Other utility plant - net . . . . .	5		Total . . . . .	35	44,042,348.19
Total Plant - net . . . . .	6	47,083,681.52	<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	42,517.52
Total . . . . .	13	2,316,380.00	Total . . . . .	41	3,942,517.52
<b>CURRENT AND ACCRUED ASSETS</b>			<b>OTHER NON-CURRENT LIABILITIES</b>		
General cash and temporary cash investments . . . . .	14	3,408,601.00	Postretirement Benefits . . . . .	39.2	2,385,299.10
Accounts receivable . . . . .	15	3,032,776.56	Energy Service Loans - Advances . . . . .	42	228,682.58
Materials and supplies . . . . .	16	513,724.36	Energy Service Loans - Other . . . . .	43	
Prepayments . . . . .	17	236,327.23	Total . . . . .	44	2,613,981.68
Other current assets . . . . .	18	665,828.81	<b>CURRENT AND ACCRUED LIABILITIES</b>		
Total . . . . .	19	7,857,257.96	TVA notes payable . . . . .	45.1	
<b>DEFERRED DEBITS</b>			Other notes payable . . . . .	45.2	
Debt expense . . . . .	20		Accounts payable . . . . .	46	5,116,502.16
Preliminary survey . . . . .	21		Customer deposits . . . . .	47	1,154,217.71
Clearing accounts . . . . .	22		Taxes and equivalents accrued . . . . .	48	892.91
Energy Service Loans receivables . . . . .	24	299,423.01	Interest accrued - RUS . . . . .	49	6,135.44
Deferred costs on TVA Leases . . . . .	25		Interest accrued - CFC . . . . .	50	
Other deferred debits . . . . .	26		Interest accrued - CoBank . . . . .	51	
Total . . . . .	27	299,423.01	Interest accrued - TVA . . . . .	52.1	
<b>TOTAL ASSETS AND OTHER DEBITS . . . . .</b>			Interest accrued - other . . . . .	52.2	
	28	57,556,742.49	Other current liabilities . . . . .	53	650,002.29
			Total . . . . .	54	6,927,750.51
			<b>DEFERRED CREDITS</b>		
			Advances for construction - refundable . . . . .	55	
			Other deferred credits . . . . .	56	30,144.59
			Total . . . . .	57	30,144.59
			<b>TOTAL LIABILITIES AND OTHER CREDITS . . . . .</b>		
				58	57,556,742.49

( ) Indicates red figures

CFC or CoBank Investments included in Item No. 8 30,233.00

Construction work in progress included in Item No. 1 3,214,668.10

Construction fund included in Item No. 12

Total miles of distribution lines

Total miles of transmission lines

Footnotes:

## POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION		FOR MONTH AND YEAR		PAGE 2
Rockwood Electric Utility		JANUARY	2019	
<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	3,108,408.90	20,296,406.40	
Revenue from late payments	60	17,305.47	104,846.51	
Misc. service revenue	61	5,845.00	35,365.00	
Rent from electric property	62	49,439.04	346,185.78	
Other electric revenue	63	5.00	35.00	
<b>Total operating revenue</b>	<b>64</b>	<b>3,181,003.41</b>	<b>20,782,838.69</b>	
<b>PURCHASED POWER</b>				
<b>Total power cost (page 7, item 342)</b>	<b>65</b>	<b>2,461,477.32</b>	<b>15,500,320.52</b>	
<b>OPERATING EXPENSE</b>				
Transmission expense	66			
Distribution expense	67	127,703.22	688,083.69	
Customer accounts expense	68	85,782.92	430,057.97	
Customer service and informational expense	69	841.86	6,630.82	
Sales expense	70	140.00	14,921.21	
Administrative and general expense	71	250,981.13	1,537,273.83	
<b>Operating expense</b>	<b>72</b>	<b>465,448.93</b>	<b>2,676,967.52</b>	
<b>MAINTENANCE EXPENSE</b>				
Transmission expense	73			
Distribution expense	74	113,755.62	609,677.43	
Administrative and general expense	75	2,181.00	9,540.32	
<b>Maintenance expense</b>	<b>76</b>	<b>115,936.62</b>	<b>619,217.75</b>	
<b>OTHER OPERATING EXPENSE</b>				
Depreciation expense	77	127,456.77	888,903.53	
Amortization of acquisition adjustment	78			
Taxes and tax equivalents	79	125,815.03	846,872.55	
<b>Other operating expense</b>	<b>80</b>	<b>253,271.80</b>	<b>1,735,776.08</b>	
<b>TOTAL OPERATING EXPENSE AND PURCHASE POWER</b>	<b>81</b>	<b>3,296,134.67</b>	<b>20,532,281.87</b>	
<b>INCOME</b>				
Operating income (item 64, less item 81)	82	(115,131.26)	250,556.82	
Other income	83		(53,777.92)	
<b>Total income</b>	<b>84</b>	<b>(115,131.26)</b>	<b>196,778.90</b>	
Miscellaneous income deductions	85	1,941.60	10,876.26	
<b>Net income before debt expense</b>	<b>86</b>	<b>(117,072.86)</b>	<b>185,902.64</b>	
<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	42,947.94	
Interest - TVA	90.2			
Other interest expense	92			
Amortization of debt discount and expense	93			
Amortization of premium on debt - credit	94	(393.68)	(2,755.76)	
<b>Total debt expense</b>	<b>95</b>	<b>5,741.74</b>	<b>40,192.18</b>	
<b>NET INCOME</b>				
Income before extraordinary items (item 86, less item 95)	96	(122,814.60)	145,710.46	
Extraordinary items	97			
<b>Net income</b>	<b>98</b>	<b>(122,814.60)</b>	<b>145,710.46</b>	

## 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

JANUARY 2019

PAGE 3

## STATISTICAL DATA

CLASS OF SERVICE	ITEM NO	REVENUE		ITEM NO	KILOWATT-HOURS SOLD	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Residential. ....	100	1,816,156.93	11,654,923.62	107	15,992,269	103,382,995
Gen. Power - 50 kW & under. ....	101	394,768.76	2,660,134.93	108	2,887,932	19,767,371
Gen. Power - Over 50 kW. ....	102	845,530.79	5,620,824.58	109	8,472,028	61,934,357
Street and athletic - Codes 72, 73 & 74. ....	103	20,581.29	143,017.05	110	183,302	1,204,297
Outdoor lighting - Codes 75, 77 & 78. ....	104	31,371.13	217,506.22	111	214,149	1,516,468
Subtotal. ....	330	3,108,408.90	20,296,406.40			
Unbilled revenue*. ....	331					
Total (page 2, item 59). ....	332	3,108,408.90	20,296,406.40	335	27,749,680	187,805,488
				113	52,822	317,429
				114	27,802,502	188,122,917
				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	\$ 348.80	N/A
Gen Partners-GP<50kW	\$ 1,136.43	N/A
Gen Partners-GP>50kW	\$ 723.61	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	2,461,477.32	15,500,320.52	119	31,299,954	200,068,251
Facilities Rental. ....	116					
Other Charges/Credits. ....	117					
Total from TVA. ....	118	2,461,477.32	15,500,320.52	122	31,299,954	200,068,251
Other Purchased Power*. ....	218			222		
Subtotal. ....	340	2,461,477.32	15,500,320.52			
Unbilled Purchases*. ....	341					
Total (page 2, item 65). ....	342	2,461,477.32	15,500,320.52	345	31,299,954	200,068,251
				123	27,802,502	188,122,917
				124	3,497,452	11,945,334
				125	11.17	5.97
				127	7.864	7.748
				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-1-82)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

JANUARY 2019

PAGE 3a

## CUSTOMER DATA

CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR
Residential. ....	11,628	11,536
Gen. Power - 50 kW & under. ....	2,802	2,797
Gen. Power - Over 50 kW. ....	127	135
Street and athletic - Codes 72, 73 & 74. ....	39	39
Outdoor Lighting - Code 78. ....	134	136
Total. ....	14,730	14,643
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). ....	3,942,911.20
Add new long-term debt this month (page 3). ....	
Total. ....	3,942,911.20
Less reductions this month (page 3). ....	393.68
Long-term debt this month (item 41). ....	3,942,517.52

## OPERATING RATIO

	THIS MONTH	YEAR TO DATE
Item 81 minus item 80 divided by item 64 equals	95.66%	90.44%

Footnotes:

SIGNED

TITLE

Accounting Manager

DATE PREPARED

2/22/19

\*Item numbers 331, 336, 341, and 345 are to be filled in only if distributor chooses the option to estimate the unbilled electric sales.

## **Kingston City Beautification Committee Meeting March 04, 2019**

Attendees: Tara Stockton, Judy Yeager, Sue Collins, Teresa Nichols, Jason Brown, Alisha Massengill; Guests: Beverly Kelly and Kathy Parks

Call To Order: Teresa Nichols

Approval of Last Meeting Minutes: The meeting minutes from February were approved. Minutes were motioned to be approved by Jason Brown and seconded by Tara Stockton.

Ongoing Business:

Stolen trashcans were returned and have been anchored down.

Tim Clark is checking on the status of the plants for the planters.

Parking Lot- U form has been created/formed for trees.

Streetlights- Electric streetlights will be installed instead of solar streetlights. They will match the ones currently in Brentwood and will meet code. Tim Clark estimates this will be completed in about two weeks but will install as soon as they come in.

Roadblock will be held on March 29<sup>th</sup> from 2:30-5:30. Volunteers will meet at the Community Center to get safety vests and instructions. The goal is to cover the Midtown intersection as well as the 58/70 intersection in downtown Kingston. 100% of donations will be going to the streetlights.

Courthouse Trashcans- Weather has prevented the inmates from being able to paint them. Flooding and inclement weather (temps have to be above 55° to pain) have prevented this from happening. As soon as weather permits, the trashcans will be painted black.

Sidewalks- Sidewalks are completed except the Richardson corner. Waiting on REU contractors to complete their portion so the sidewalks can be completed. They are hoping this will happen next week.

Pallet signs/benches- Benches have not been made yet. Pallet signs will be black and white with store names/information on them.

Bulbs- Waiting on response from David Boling on the current budget. If approved, funding would be available in July. Jason and Teresa will overlook paperwork for the interstate regarding state requirements.

Spring Work Session with local business owners. April 5<sup>th</sup>. 9a-noon. Rain date of April 12<sup>th</sup>. Focus will again be on interstate exit and downtown.

Judy Yeager volunteered to work a booth at the street festival to share information/fliers about the spring work session. Street Festival is March 30<sup>th</sup>.

Next Committee Meeting will be on April 1, 2019.

Motion To Adjourn- Tara Stockton; Seconded- Jason Brown



## Kingston City Beautification Committee Meeting March 04, 2019

Attendees: Tara Stockton, Judy Yeager, Sue Collins,  
Teresa Nichols, Jason Brown, Alisha Massengill

Call To Order: Teresa Nichols

Approval of Last Meeting Minutes: The meeting minutes from February were approved. Minutes were motioned to be approved by Jason Brown and seconded by Tara Stockton.

Guests: Beverly Kelly and Kathy Parks

Ongoing Business:

Stolen trashcans were returned and have been anchored down.

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Next Committee Meeting will be on April 1<sup>st</sup>, 2019.

Motion To Adjourn- Tara Stockton  
Seconded- Jason Brown

AGENDA  
RCECD E-911 QUARTERLY BOARD MEETING  
MARCH 28, 2019

CALL TO ORDER

APPROVAL OF MINUTES OF DECEMBER 2018 MEETING

APPROVAL FINANCIAL STATEMENTS FOR DECEMBER 2018 - FEBRUARY 2019

CHAIRMAN'S REPORT

GENERAL REPORT

FEBRUARY FUND BALANCE

DISCUSS & ACCEPT AUDIT REPORT

COMMITTEE REPORTS

BUDGET/FINANCE COMMITTEE

GENERAL REPORT

BUILDING/EQUIPMENT COMMITTEE

GENERAL REPORT

PERSONNEL/TRAINING COMMITTEE

GENERAL REPORT

DIRECTOR'S REPORT

GENERAL REPORT

APPROVE SAME EMPLOYER TCRS RATE OF 5.62% FOR THE NEXT YEAR

APPROVAL OF PRE 65 RETIREMENT FORM FOR STATE INSURANCE

CONCERNING OPEB LIABILITY

BUILDING PROJECT UPDATE

OTHER BUSINESS

OLD~NEW BUSINESS NOT COVERED ABOVE



**ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**PO BOX 236, 330 CARDIFF VALLEY ROAD**  
**Rockwood, Tennessee 37854**  
**865-354-0704**  
**FAX 865-354-8481**

March 22. 2019

TO: All Board Members

FROM: Frances Long

The Quarterly E-911 Board meeting will be Thursday, March 28, 2019 at 1:00 P.M., at the E-911 Center Administrative Office.

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

December 2018 through February 2019 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 February 28, 2019. 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.



The 800 MHZ Radio System Maintenance will be going up this next fiscal year. It has been a few years since there has been an increase.

First Net Is doing a study to supply internet to outlying remote areas as a "Public Safety WIFI" to be dedicated for public safety.

**OTHER BUSINESS:**

Next meeting will be in March 2019.

**ADJOURNMENT:**

With no further business to come before the board, a motion to adjourn was made by Mr. Suter second by Ms. Calfee. Motion carried. Dismissed at 1:40 pm.

Regular September 6, 2018 minutes approved and the special called meeting of October 16, 2018 also approved at the Board Meeting of Roane County Emergency Communications District Board of Directors. Date : December 20, 2018.

---

Tony Brown / Alt. Secretary-Treasurer

---

Donnie R. Eblen/Chairman



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

The Roane County Emergency Communications District (E-911) Board met Thursday, December 20, 2018 at 1:00 pm. at the E-911 Center administrative office.

**MEMBERS PRESENT:** John Harvey, Donnie Eblen, Tim Suter, Arvel McNelley, Marilyn Calfee,

**MEMBERS ABSENT:** Jack Stockton, Tony Brown, Brad Daniels, Randy Ellis

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

**CALL TO ORDER:**

Chairman Mr. Eblen called the meeting to order at 1:00 p.m. and declared a quorum with 5 of 9 members present.

**APPROVAL OF MINUTES:**

Motion was made by Ms. Calfee, second by Mr. Suter to approve the minutes of both the regular September meeting and the October called meeting. Motion carried.

**FINANCIAL STATEMENT:**

Motion was made by Mr. McNelley, second by Mr. Harvey to approve the 4 financial statements August - November 2018. Motion carried.

**CHAIRMAN'S REPORT:**

Chairman Eblen reported that the cash on hand looked good from the report. Everything else seems to be going as scheduled on the building project.

**COMMITTEE REPORTS:**

**BUDGET COMMITTEE:** Has not met since June 2018

**BUILDING/EQUIPMENT COMMITTEE:** Has not met.

**PERSONNEL/TRAINING COMMITTEE:** Has not met.

**DIRECTORS REPORT:**

The Director reflected the true meaning of the Christmas season and thanked the board for their continued support he has from them. The building is coming along, the USDA and the Architect are working out all the specs and it should be going out for bids in either late January or early February. We are hoping to break ground in Spring 2019. Metro has done a tower site analysis and recommends a 120' tower which will benefit us. Watson's furniture is getting an estimate worked up. They have reworked the original bid of \$120,000 down to \$64,000 approximately.

Holiday Policy was presented to the board to be modified in the employee handbook. Ms. Calfee made the motion to approve and Mr. Harvey second. The motion carried.

Mr. Hooks shared that he has been re-appointed to the state board for a 3 year term and was elected as the Chairman of the board.

BUDGET F/Y 2018-2019  
2% Salary Increase + Longevity

APPROVED BY BOARD 06/21/2018

REVENUES	2018-2019 BUDGET	BUDGET MONTHLY	ACTUAL REC/PAY OUT	OVER(UNDER) MONTH FEBRUARY	ACTUAL YEAR	OVER(UNDER) YEAR
3010 TECB 911 SURCHARGE (BASE)	664,518	110,753.00	106,753.00	(4,000.00)	433,105.00	(231,413.00)
3020 TECB EXCESS REVENUE	37,987	0.00	0.00	0.00	105,590.00	67,603.00
3040 DISPATCH SERVICES	654,733	54,561.08	54,561.08	(0.00)	436,491.64	(218,241.36)
5002 INTEREST INCOME	617	51.42	72.91	21.49	589.76	(27.24)
5005.01 MDT MAINTENANCE	19,564	1,630.33	780.95	(849.38)	14,672.55	(4,891.45)
5005.02 800 MHZ SYSTEM MAINT.	29,661	2,471.75	0.00	(2,471.75)	30,042.06	381.06
5009 OTHER INCOME	2,004	167.00	270.00	103.00	1,611.19	(392.81)
5009.01 NCIC/REC CLERK/COUNTY	46,007	3,833.92	3,833.92	0.00	30,671.36	(15,335.64)
TOTAL ESTIMATED REVENUE	1,455,091	173,468.50	166,271.86	(7,196.64)	1,052,773.56	(402,317.44)
=====						
EXPENDITURES						
4001 DIRECTOR	67,649	5,637.42	5,203.76	(433.66)	44,231.96	(23,417.04)
4002 COMPTROLLER	32,962	2,746.83	2,535.54	(211.29)	21,552.09	(11,409.91)
4003 ASSISTANT DIRECTOR	52,718	4,393.17	4,055.24	(337.93)	34,469.54	(18,248.46)
4004 DISPATCHER (9)	260,972	21,747.67	20,744.35	(1,003.32)	180,161.75	(80,810.25)
4005 DISPATCH/LEAD (3)	155,663	12,971.92	9,016.00	(3,955.92)	75,791.41	(79,871.59)
4006 ADMIN-MAPPING	31,058	2,588.17	2,389.08	(199.09)	20,316.18	(10,741.82)
4006.01 P/T MAP CONSULT	8,640	720.00	720.00	0.00	5,760.00	(2,880.00)
4007 GRANT RESEARCH (40 HRS MO)	0	0.00	0.00	0.00	0.00	0.00
4008 OVERTIME PAY	7,813	651.08	450.88	(200.20)	4,957.38	(2,855.62)
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	0.00	(1,468.83)	12,802.72	(4,823.28)
4013 CHRISTMAS BONUS	2,062	171.83	0.00	(171.83)	1,894.50	(167.50)
4015 ASSISTANT COMPTROLLER	31,058	2,588.17	2,389.08	(199.09)	20,307.18	(10,750.82)
4020 ADMIN - TAC	40,904	3,408.67	3,146.46	(262.21)	26,744.91	(14,159.09)
4022 NCIC RECORD CLERK	38,332	3,194.33	2,948.62	(245.71)	24,326.16	(14,005.84)
4101 SOCIAL SECURITY TAX	46,938	3,911.50	3,302.60	(608.90)	29,180.46	(17,757.54)
4102 MEDICARE TAX	10,977	914.75	772.38	(142.37)	6,824.47	(4,152.53)
4103 LIFE INSURANCE	1,139	94.92	0.00	(94.92)	606.50	(532.50)
4104 MEDICAL INSURANCE	129,470	10,789.17	10,743.55	(45.62)	82,562.60	(46,907.40)
4108 STATE RETIREMENT	41,405	3,450.42	2,772.40	(678.02)	25,235.32	(16,169.68)
4109 SUTA TAX	960	80.00	0.00	(80.00)	148.38	(811.62)
4201 MAPPING/ADDRESSING	100	8.33	0.00	(8.33)	0.00	(100.00)
4203 AUDIT SERVICES	8,950	745.83	8,700.00	7,954.17	8,700.00	(250.00)
4204 ACCOUNTING SERVICES	3,936	328.00	320.00	(8.00)	2,563.26	(1,372.74)
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	248.00	(2,771.58)	30,627.99	(5,607.01)
4220 NCIC/TBI/TIES LINE	5,433	452.75	0.00	(452.75)	4,850.00	(583.00)
4225 PEST CONTROL	300	25.00	25.00	0.00	175.00	(125.00)
4299.02 TRASH DISPOSAL	192	16.00	16.00	0.00	128.00	(64.00)
4301 OFFICE SUPPLIES	1,920	160.00	184.49	24.49	1,521.94	(398.06)
4302 CUSTODIAL SUPPLIES	2,670	222.50	54.07	(168.43)	960.69	(1,709.31)
4303 DISPATCH SUPPLIES	375	31.25	420.00	388.75	970.20	595.20
4304 POSTAGE	888	74.00	0.00	(74.00)	519.34	(368.66)
4305 SMALL EQUIPMENT PUR	5,000	416.67	344.00	(72.67)	1,437.64	(3,562.36)
4307 UTILITIES ELECTRIC	16,200	1,350.00	926.24	(423.76)	9,218.19	(6,981.81)
4308 UTILITIES GAS	1,757	146.42	243.24	96.82	962.70	(794.30)
4309 UTILITIES WATER	858	71.50	111.98	40.48	558.40	(299.60)
4309-01 UTILITIES SEWER	2,102	175.17	163.99	(11.18)	1,328.01	(773.99)
4310 GENERAL TELEPHONE (ADMIN)	10,234	852.83	839.57	(13.26)	7,299.43	(2,934.57)
4311 CELL PHONE/VERIZON	1,932	161.00	132.64	(28.36)	1,060.75	(871.25)
4312 GEN TELE(CALL CENTER LINE)	33,924	2,827.00	4,421.80	1,594.80	15,729.80	(18,194.20)

4313 INTERNET CHARGES	11,135	927.92	877.02	(50.90)	6,506.51	(4,628.49)
4335 MAINT&REPAIR VEHICLE	1,600	133.33	357.93	224.60	357.93	(1,242.07)
4336 VEHICLE FUEL COST	2,000	166.67	258.20	91.53	1,615.08	(384.92)
4338 MISC MAINT & REPAIR	6,635	552.92	115.88	(437.04)	3,972.52	(2,662.48)
4339 MDT MAINTENANCE IN/OUT	19,564	1,630.33	0.00	(1,630.33)	20,790.00	1,226.00
4340 800 RADIO SYST. MAINT IN/OUT	29,661	2,471.75	0.00	(2,471.75)	22,409.43	(7,251.57)
4401 BANK FEES	1,150	95.83	87.32	(8.51)	642.79	(507.21)
4405 DUES & SUBSCRIPTIONS	4,035	336.25	0.00	(336.25)	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)	2,233.00	886.00
4408 LIABILITY INSURANCE	29,606	2,467.17	0.00	(2,467.17)	23,849.00	(5,757.00)
4413 LICENSE & FEES	600	50.00	0.00	(50.00)	42.00	(558.00)
4414 SURETY BONDS	400	33.33	0.00	(33.33)	521.00	121.00
4418 TRAINING	1,500	125.00	0.00	(125.00)	1,119.95	(380.05)
4419 TRAVEL	1,500	125.00	0.00	(125.00)	1,135.84	(364.16)
4420 MEALS	1,400	116.67	0.00	(116.67)	405.43	(994.57)
4421 ADVERTISING	100	8.33	0.00	(8.33)	411.50	311.50
4422 MISCELLANEOUS EXP	1,000	83.33	0.00	(83.33)	2,754.89	1,754.89
4423 RENT/REP SITE(tank & propane)	800	66.67	0.00	(66.67)	288.43	(511.57)
4425 LODGING	2,100	175.00	0.00	(175.00)	1,480.76	(619.24)
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	90,037.31	(13,503.11)	801,055.91	(441,429.09)
ESTIMATED RECEIPTS	1,455,091		166,271.86			
VS						
ESTIMATED EXPENDITURE	1,242,485		90,037.31			
OVER (UNDER)	212,606					
DEPRECIATION	88,724					
OVER(UNDER)AFTER DEPRECIATION	123,882		76,234.55			

BUDGET F/Y 2018-2019  
2% Salary Increase + Longivity

APPROVED BY BOARD 06/21/2018

REVENUES	2018-2019 BUDGET	BUDGET MONTHLY	ACTUAL REC/PAY OUT	OVER(UNDER) MONTH JANUARY	ACTUAL YEAR	OVER(UNDER) YEAR
3010 TECB 911 SURCHARGE (BASE)	664,518	110,753.00	0.00	(110,753.00)	326,352.00	(338,166.00)
3020 TECB EXCESS REVENUE	37,987	0.00	0.00	0.00	105,590.00	67,603.00
3040 DISPATCH SERVICES	654,733	54,561.08	54,561.08	(0.00)	381,930.56	(272,802.44)
5002 INTEREST INCOME	617	51.42	79.59	28.17	516.85	(100.15)
5005.01 MDT MAINTENANCE	19,564	1,630.33	4,109.86	2,479.53	13,891.60	(5,672.40)
5005.02 800 MHZ SYSTEM MAINT.	29,661	2,471.75	21.40	(2,450.35)	30,042.06	381.06
5009 OTHER INCOME	2,004	167.00	466.00	299.00	1,341.19	(662.81)
5009.01 NCIC/REC CLERK/COUNTY	46,007	3,833.92	3,833.92	0.00	26,837.44	(19,169.56)
TOTAL ESTIMATED REVENUE	1,455,091	173,468.50	63,071.85	(110,396.65)	886,501.70	(568,589.30)
<b>EXPENDITURES</b>						
4001 DIRECTOR	67,649	5,637.42	5,203.76	(433.66)	39,028.20	(28,620.80)
4002 COMPTROLLER	32,962	2,746.83	2,535.54	(211.29)	19,016.55	(13,945.45)
4003 ASSISTANT DIRECTOR	52,718	4,393.17	4,055.24	(337.93)	30,414.30	(22,303.70)
4004 DISPATCHER (9)	260,972	21,747.67	20,742.37	(1,005.30)	159,417.40	(101,554.60)
4005 DISPATCH/LEAD (3)	155,663	12,971.92	9,015.26	(3,956.66)	66,775.41	(88,887.59)
4006 ADMIN-MAPPING	31,058	2,588.17	2,389.08	(199.09)	17,927.10	(13,130.90)
4006.01 P/T MAP CONSULT	8,640	720.00	720.00	0.00	5,040.00	(3,600.00)
4007 GRANT RESEARCH (40 HRS MO)	0	0.00	0.00	0.00	0.00	0.00
4008 OVERTIME PAY	7,813	651.08	263.32	(387.76)	4,506.50	(3,306.50)
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	2,976.16	1,507.33	12,802.72	(4,823.28)
4013 CHRISTMAS BONUS	2,062	171.83	0.00	(171.83)	1,894.50	(167.50)
4015 ASSISTANT COMPTROLLER	31,058	2,588.17	2,389.08	(199.09)	17,918.10	(13,139.90)
4020 ADMIN - TAC	40,904	3,408.67	3,146.46	(262.21)	23,598.45	(17,305.55)
4022 NCIC RECORD CLERK	38,332	3,194.33	2,948.62	(245.71)	21,377.54	(16,954.46)
4101 SOCIAL SECURITY TAX	46,938	3,911.50	3,475.28	(436.22)	25,877.86	(21,060.14)
4102 MEDICARE TAX	10,977	914.75	812.77	(101.98)	6,052.09	(4,924.91)
4103 LIFE INSURANCE	1,139	94.92	250.02	155.10	606.50	(532.50)
4104 MEDICAL INSURANCE	129,470	10,789.17	10,040.55	(748.62)	71,819.05	(57,650.95)
4108 STATE RETIREMENT	41,405	3,450.42	2,909.42	(541.00)	22,462.92	(18,942.08)
4109 SUTA TAX	960	80.00	31.52	(48.48)	148.38	(811.62)
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	323.26	(4.74)	2,243.26	(1,692.74)
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	353.30	(2,666.28)	30,379.99	(5,855.01)
4220 NCIC/TBI/TIES LINE	5,433	452.75	560.00	107.25	4,850.00	(583.00)
4225 PEST CONTROL	300	25.00	0.00	(25.00)	150.00	(150.00)
4299.02 TRASH DISPOSAL	192	16.00	16.00	0.00	112.00	(80.00)
4301 OFFICE SUPPLIES	1,920	160.00	360.93	200.93	1,337.45	(582.55)
4302 CUSTODIAL SUPPLIES	2,670	222.50	46.18	(176.32)	906.62	(1,763.38)
4303 DISPATCH SUPPLIES	375	31.25	0.00	(31.25)	550.20	175.20
4304 POSTAGE	888	74.00	244.00	170.00	519.34	(368.66)
4305 SMALL EQUIPMENT PUR	5,000	416.67	138.99	(277.68)	1,093.64	(3,906.36)
4307 UTILITIES ELECTRIC	16,200	1,350.00	921.48	(428.52)	8,291.95	(7,908.05)
4308 UTILITIES GAS	1,757	146.42	420.00	273.58	719.46	(1,037.54)
4309 UTILITIES WATER	858	71.50	61.18	(10.32)	446.42	(411.58)
4309-01 UTILITIES SEWER	2,102	175.17	162.35	(12.82)	1,164.02	(937.98)
4310 GENERAL TELEPHONE (ADMIN)	10,234	852.83	1,364.26	511.43	6,459.86	(3,774.14)
4311 CELL PHONE/VERIZON	1,932	161.00	135.28	(25.72)	928.11	(1,003.89)
4312 GEN TELE/CALL CENTER LINE	33,924	2,827.00	0.00	(2,827.00)	11,308.00	(22,616.00)

4313 INTERNET CHARGES	11,135	927.92	354.65	(573.27)	5,629.49	(5,505.51)
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	92.46	(74.21)	1,356.88	(643.12)
4338 MISC MAINT & REPAIR	6,635	552.92	178.91	(374.01)	3,856.64	(2,778.36)
4339 MDT MAINTENANCE IN/OUT	19,564	1,630.33	0.00	(1,630.33)	20,790.00	1,226.00
4340 800 RADIO SYST. MAINT IN/OUT	29,661	2,471.75	7,539.96	5,068.21	22,409.43	(7,251.57)
4401 BANK FEES	1,150	95.83	75.45	(20.38)	555.47	(594.53)
4405 DUES & SUBSCRIPTIONS	4,035	336.25	0.00	(336.25)	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)	2,233.00	886.00
4408 LIABILITY INSURANCE	29,606	2,467.17	0.00	(2,467.17)	23,849.00	(5,757.00)
4413 LICENSE & FEES	600	50.00	0.00	(50.00)	42.00	(558.00)
4414 SURETY BONDS	400	33.33	150.00	116.67	521.00	121.00
4418 TRAINING	1,500	125.00	0.00	(125.00)	1,119.95	(380.05)
4419 TRAVEL	1,500	125.00	0.00	(125.00)	1,135.84	(364.16)
4420 MEALS	1,400	116.67	0.00	(116.67)	405.43	(994.57)
4421 ADVERTISING	100	8.33	0.00	(8.33)	411.50	311.50
4422 MISCELLANEOUS EXP	1,000	83.33	35.99	(47.34)	2,754.89	1,754.89
4423 RENT/REP SITE(tank & propane)	800	66.67	0.00	(66.67)	288.43	(511.57)
4425 LODGING	2,100	175.00	0.00	(175.00)	1,480.76	(619.24)
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	87,439.08	(16,101.34)	711,018.60	(531,466.40)
ESTIMATED RECEIPTS	1,455,091		63,071.85			
VS						
ESTIMATED EXPENDITURE	1,242,485		87,439.08			
OVER (UNDER)	212,606					
DEPRECIATION	88,724					
OVER(UNDER)AFTER DEPRECIATION	123,882		-24,367.23			

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(UNDE) MONTH DECEMBER	ACTUAL YEAR	OVER(UNDE) YEAR
3010 TECB 911 SURCHARGE (BASE)	664,518	110,753.00	106,753.00	(4,000.00)	326,352.00	(338,166.00)
3020 TECB EXCESS REVENUE	37,987	0.00	0.00	0.00	105,590.00	67,603.00
3040 DISPATCH SERVICES	654,733	54,561.08	54,561.08	(0.00)	327,369.48	(327,363.52)
5002 INTEREST INCOME	617	51.42	78.82	27.40	437.26	(179.74)
5005.01 MDT MAINTENANCE	19,564	1,630.33	0.00	(1,630.33)	9,781.74	(9,782.26)
5005.02 800 MHZ SYSTEM MAINT.	29,661	2,471.75	0.00	(2,471.75)	30,020.66	359.66
5009 OTHER INCOME	2,004	167.00	190.19	23.19	875.19	(1,128.81)
5009.01 NCIC/REC CLERK/COUNTY	46,007	3,833.92	3,833.92	0.00	23,003.52	(23,003.48)
TOTAL ESTIMATED REVENUE	1,455,091	173,468.50	165,417.01	(8,051.49)	823,429.85	(631,661.15)
=====						
EXPENDITURES						
4001 DIRECTOR	67,649	5,637.42	7,805.64	2,168.22	33,824.44	(33,824.56)
4002 COMPTROLLER	32,962	2,746.83	3,803.31	1,056.48	16,481.01	(16,480.99)
4003 ASSISTANT DIRECTOR	52,718	4,393.17	6,082.86	1,689.69	26,359.06	(26,358.94)
4004 DISPATCHER (9)	260,972	21,747.67	30,250.68	8,503.01	138,675.03	(122,296.97)
4005 DISPATCH/LEAD (3)	155,663	12,971.92	12,697.36	(274.56)	57,760.15	(97,902.85)
4006 ADMIN-MAPPING	31,058	2,588.17	3,583.62	995.45	15,538.02	(15,519.98)
4006.01 P/T MAP CONSULT	8,640	720.00	720.00	0.00	4,320.00	(4,320.00)
4007 GRANT RESEARCH (40 HRS MO)	0	0.00	0.00	0.00	0.00	0.00
4008 OVERTIME PAY	7,813	651.08	1,310.64	659.56	4,243.18	(3,569.82)
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	5,733.84	4,265.01	9,826.56	(7,799.44)
4013 CHRISTMAS BONUS	2,062	171.83	1,894.50	1,722.67	1,894.50	(167.50)
4015 ASSISTANT COMPTROLLER	31,058	2,588.17	3,583.62	995.45	15,529.02	(15,528.98)
4020 ADMIN - TAC	40,904	3,408.67	4,719.69	1,311.02	20,451.99	(20,452.01)
4022 NCIC RECORD CLERK	38,332	3,194.33	4,422.93	1,228.60	18,428.92	(19,903.08)
4101 SOCIAL SECURITY TAX	46,938	3,911.50	5,349.17	1,437.67	22,402.58	(24,535.42)
4102 MEDICARE TAX	10,977	914.75	1,251.02	336.27	5,239.32	(5,737.68)
4103 LIFE INSURANCE	1,139	94.92	0.00	(94.92)	356.48	(782.52)
4104 MEDICAL INSURANCE	129,470	10,789.17	9,837.25	(951.92)	61,778.50	(67,691.50)
4108 STATE RETIREMENT	41,405	3,450.42	4,435.92	985.50	19,553.50	(21,851.50)
4109 SUTA TAX	960	80.00	0.00	(80.00)	116.86	(843.14)
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)	1,920.00	(2,016.00)
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	3,684.00	664.42	30,026.69	(6,208.31)
4220 NCIC/TBI/TIES LINE	5,433	452.75	2,000.00	1,547.25	4,290.00	(1,143.00)
4225 PEST CONTROL	300	25.00	50.00	25.00	150.00	(150.00)
4299.02 TRASH DISPOSAL	192	16.00	16.00	0.00	96.00	(96.00)
4301 OFFICE SUPPLIES	1,920	160.00	218.48	58.48	976.52	(943.48)
4302 CUSTODIAL SUPPLIES	2,670	222.50	72.04	(150.46)	860.44	(1,809.56)
4303 DISPATCH SUPPLIES	375	31.25	0.00	(31.25)	550.20	175.20
4304 POSTAGE	888	74.00	12.31	(61.69)	275.34	(612.66)
4305 SMALL EQUIPMENT PUR	5,000	416.67	264.80	(151.87)	954.65	(4,045.35)
4307 UTILITIES ELECTRIC	16,200	1,350.00	832.13	(517.87)	7,370.47	(8,829.53)
4308 UTILITIES GAS	1,757	146.42	134.26	(12.16)	299.46	(1,457.54)
4309 UTILITIES WATER	858	71.50	60.64	(10.86)	385.24	(472.76)
4309-01 UTILITIES SEWER	2,102	175.17	161.53	(13.64)	1,001.67	(1,100.33)
4310 GENERAL TELEPHONE (ADMIN)	10,234	852.83	839.77	(13.06)	5,095.60	(5,138.40)
4311 CELL PHONE/VERIZON	1,932	161.00	132.59	(28.41)	792.83	(1,139.17)
4312 GEN TELE/CALL CENTER LINE	33,924	2,827.00	0.00	(2,827.00)	11,308.00	(22,616.00)

4313 INTERNET CHARGES	11,135	927.92	879.14	(48.78)	5,274.84	(5,860.16)
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	224.67	58.00	1,264.42	(735.58)
4338 MISC MAINT & REPAIR	6,635	552.92	469.06	(83.86)	3,677.73	(2,957.27)
4339 MDT MAINTENANCE IN/OUT	19,564	1,630.33	0.00	(1,630.33)	20,790.00	1,226.00
4340 800 RADIO SYST. MAINT IN/OUT	29,661	2,471.75	0.00	(2,471.75)	14,869.48	(14,791.52)
4401 BANK FEES	1,150	95.83	76.42	(19.41)	480.02	(669.98)
4405 DUES & SUBSCRIPTIONS	4,035	336.25	0.00	(336.25)	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	1,113.00	1,000.75	2,233.00	886.00
4408 LIABILITY INSURANCE	29,606	2,467.17	0.00	(2,467.17)	23,849.00	(5,757.00)
4413 LICENSE & FEES	600	50.00	42.00	(8.00)	42.00	(558.00)
4414 SURETY BONDS	400	33.33	0.00	(33.33)	371.00	(29.00)
4418 TRAINING	1,500	125.00	0.00	(125.00)	1,119.95	(380.05)
4419 TRAVEL	1,500	125.00	199.92	74.92	1,135.84	(364.16)
4420 MEALS	1,400	116.67	0.00	(116.67)	405.43	(994.57)
4421 ADVERTISING	100	8.33	0.00	(8.33)	411.50	311.50
4422 MISCELLANEOUS EXP	1,000	83.33	0.00	(83.33)	2,718.90	1,718.90
4423 RENT/REP SITE(tank & propane)	800	66.67	192.43	125.76	288.43	(511.57)
4425 LODGING	2,100	175.00	0.00	(175.00)	1,480.76	(619.24)
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	119,477.24	15,936.82	623,579.53	(618,905.47)
ESTIMATED RECEIPTS	1,455,091		165,417.01			
VS						
ESTIMATED EXPENDITURE	1,242,485		119,477.24			
OVER (UNDER)	212,606					
DEPRECIATION	88,724					
OVER(UNDER)AFTER DEPRECIATION	123,882		45,939.77			

MEMO TO CHAIRMAN

AS OF FEBRUARY 29, 2019 FOLLOWING ARE THE FUNDS WE HAVE ON HAND NOT COUNTING THE CERTIFICATE OF DEPOSIT

REVENUE FUND	\$1,777,321.46	
OPERATING ACCOUNT	\$ 142,482.88	
TOTAL FUNDS	\$1,919,804.34	
LESS DESIGNATED	\$- 7,001.94	MDT MAINTENANCE.
LESS 800 MHZ	\$- 17,804.86	ANNUAL MAINTENANCE
LESS CAPITAL ASSETS SOLD	\$- 2,188.19	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*	\$-159,586.00	FOR 911 UNRESTRICTED FUND
TOTAL DESIGNATED & EST 3,MO	\$- 580,051.36	
TOTAL UN-RESTRICTED*	<u>\$1,339,752.98</u>	
AVAILABLE CASH	<u>\$1,339,752.98</u>	

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

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

\*\*\*\*

CERTIFICATE OF DEPOSIT \$ 61,981.38

THIS WAS RENEWED FOR 1 YEAR AT 1.70 INTEREST RATE MATURE 11/04/2019

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

NONE

WE ARE RECEIVING THE ECB PAYMENT OF 106,753.00 EVERY TWO MONTHS

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





# ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

## SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Seven Months Ended January 31, 2019

	1 Month Ended Actual January 31, 2019	1 Month Ended Budget January 31, 2019	Variance	Percent	7 Months Ended Actual January 31, 2019	7 Months Ended Budget January 31, 2019	Variance	Percent
<b>Operating Revenues</b>								
TECB Distribution of 911 Surcharges (Base Amount)	\$ (2)	\$ 55,377	(55,379)	- %	\$ 328,352	\$ 387,836	(61,284)	40.10 %
TECB Distribution of Excess Revenue	-	3,054	(3,054)	-	105,590	21,377	84,213	12.97
Other Op Rev (Dispatch Services)	54,581	52,972	1,589	100.00	381,928	370,802	11,126	48.93
<b>Total Operating Revenues</b>	<u>54,559</u>	<u>111,403</u>	<u>(56,844)</u>	<u>100.00</u>	<u>813,870</u>	<u>779,615</u>	<u>34,055</u>	<u>100.00</u>
<b>Operating Expenses</b>								
<b>Salaries and Wages</b>								
Salaries and Wages	2,936	-	2,936	5.38	28,885	-	28,885	3.55
Salary - Director	5,204	6,014	(810)	9.54	38,873	42,099	(5,226)	4.53
Salary - Administrative Personnel	4,259	2,825	1,434	7.81	34,020	19,773	14,247	4.18
Salaries - Assistant Director	4,055	-	4,055	7.43	29,400	-	29,400	3.61
Salary - Dispatchers/Telecommunicators/Call taker	19,925	23,576	(3,653)	36.52	148,697	165,047	(16,350)	18.27
Salary - Dispatch Supervisor Personnel	7,915	11,595	(3,680)	14.51	60,630	81,162	(20,532)	7.45
Salary - Mapping/Address Personnel	2,132	2,713	(581)	3.91	18,212	18,990	(2,778)	1.99
P/T Salary-Mapping	720	720	-	1.32	5,040	5,040	-	0.82
Overtime Pay	263	625	(362)	0.48	4,507	4,377	130	0.55
Holiday Pay	2,976	1,298	1,680	5.45	12,803	9,072	3,731	1.57
Christmas Bonus	-	150	(150)	-	1,895	1,050	845	0.23
Salary-Clerical Personnel	-	2,856	(2,856)	-	-	18,591	(18,591)	-
Salaries - Dispatch Supervisor	3,148	3,625	(479)	5.77	22,622	25,378	(2,756)	2.78
Salary-Technical Director	-	4,721	(4,721)	-	-	33,048	(33,048)	-
Admin Records Clerk	2,949	3,262	(313)	5.41	19,442	22,833	(3,391)	2.39
<b>Total Salaries and Wages</b>	<u>56,480</u>	<u>63,780</u>	<u>(7,300)</u>	<u>103.52</u>	<u>421,006</u>	<u>446,468</u>	<u>(25,462)</u>	<u>51.73</u>
<b>Employee Benefits</b>								
Taxes - Payroll - Social Security	3,515	4,017	(502)	6.44	25,957	28,117	(2,160)	3.19
Taxes - Payroll - Medicare	822	939	(117)	1.51	6,071	6,574	(503)	0.75
Life Insurance	-	99	(99)	-	-	690	(690)	-
Insurance - Employee Health	10,744	10,492	252	19.68	72,522	73,442	(920)	8.91
Taxes - Payroll - SUTA	398	88	250	0.62	388	616	(228)	0.05
Unemployment Compensation	4	-	4	0.01	20	-	20	-
Retirement Contributions	2,909	3,493	(584)	5.33	22,463	24,453	(1,990)	2.76
Other Postemployment Benefits (OPEB)	(4)	-	(4)	(0.01)	-	-	-	-
Taxes - Payroll - FUTA	61	-	61	0.11	111	-	111	0.01
<b>Total Employee Benefits</b>	<u>18,389</u>	<u>19,128</u>	<u>(739)</u>	<u>33.70</u>	<u>127,532</u>	<u>133,891</u>	<u>(6,380)</u>	<u>15.67</u>

See accountants' compilation report.

# ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

## SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Seven Months Ended January 31, 2019

	1 Month Ended Actual January 31, 2019	1 Month Ended Budget January 31, 2019	Variance	Percent	7 Months Ended Actual January 31, 2019	7 Months Ended Budget January 31, 2019	Variance	Percent
<b>Contracted Services</b>								
Addressing/Mapping/Database Consultants	-	8	(8)	-	-	58	(58)	
Audit Services	-	710	(710)	-	-	4,073	(4,073)	
Accounting / Bookkeeping Services	643	320	323	1.18	2,563	2,240	323	0.3
Legal and Professional	-	417	(417)	-	-	2,917	(2,917)	
Maintenance Agreements	2,848	2,750	(102)	4.85	17,946	19,250	(1,304)	2.2
NCIC/TBI/TIES Expenses	951	451	500	1.74	3,136	3,156	(20)	0.3
Pest Control	25	25	-	0.05	175	175	-	0.0
Trash Disposal	-	16	(16)	-	112	112	-	0.0
<b>Total Contracted Services</b>	<b>4,267</b>	<b>4,697</b>	<b>(430)</b>	<b>7.82</b>	<b>23,932</b>	<b>32,881</b>	<b>(8,949)</b>	<b>2.9</b>
<b>Supplies and Materials</b>								
Office Supplies	381	149	212	0.86	1,429	1,044	385	0.1
Janitorial Supplies	46	200	(154)	0.08	907	1,400	(493)	0.11
Data Processing Supplies	-	26	(26)	-	560	180	380	0.07
Postage	244	57	187	0.45	519	401	118	0.0
Equipment Purchases Not Capitalized	139	206	(89)	0.25	1,084	1,458	(374)	0.1
Utilities - Electric	821	1,292	(371)	1.69	8,292	9,042	(750)	1.0
Utilities - Natural Gas/Propane	-	153	(153)	-	719	1,070	(351)	0.0
Utilities - Water	-	75	(75)	-	446	525	(79)	0.0
Utilities - Sewer	162	167	(5)	0.30	1,164	1,167	(3)	0.14
Utilities - General Telephone (Admin Lines)	840	871	(31)	1.54	6,467	6,086	371	0.7
Utilities-Cell Phones & Pagers	135	161	(26)	0.25	928	1,127	(199)	0.11
Utilities - General Telephone (Call Center Lines)	4,422	2,833	1,589	8.10	15,730	19,833	(4,103)	1.93
Cable/Internet Charges	877	825	52	1.61	5,627	5,775	(148)	0.6
Maintenance & Repairs - Vehicles	-	484	(484)	-	-	3,389	(3,389)	-
Fuel - Gasoline & Diesel	92	177	(85)	0.17	1,357	1,237	120	0.17
Misc/Maint/Repair	179	423	(244)	0.33	3,857	2,960	897	0.47
MDT Maintenance	1,733	1,630	103	3.18	12,008	11,412	596	1.48
800 Radio Sys Maint	2,623	2,408	115	4.82	17,383	18,653	(630)	2.14
<b>Total Supplies and Materials</b>	<b>12,674</b>	<b>12,138</b>	<b>535</b>	<b>23.23</b>	<b>78,477</b>	<b>84,970</b>	<b>(6,492)</b>	<b>9.64</b>
<b>Other Charges</b>								
Bank Charges	75	93	(18)	0.14	555	648	(93)	0.07
Dues and Memberships	336	336	-	0.62	2,354	2,354	-	0.29
Testing and Evaluations	-	48	(48)	-	-	333	(333)	-
Insurance - Workers' Compensation	(934)	98	(1,032)	(1.71)	(348)	883	(1,031)	(0.04)
Insurance - Liability	1,987	2,208	(221)	3.64	14,537	15,458	(921)	1.79
Licenses and Fees	-	33	(33)	-	42	233	(191)	0.01
Premiums on Surety Bonds	181	33	148	0.33	366	233	133	0.04
Training Expenses	-	85	(85)	-	1,020	598	422	0.13
Travel Expenses	-	109	(109)	-	1,010	764	246	0.12
Meals	-	71	(71)	-	532	496	36	0.07

See accountants' compilation report.

# ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

## SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Seven Months Ended January 31, 2019

	1 Month Ended Actual January 31, 2019	1 Month Ended Budget January 31, 2019	Variance	Percent	7 Months Ended Actual January 31, 2019	7 Months Ended Budget January 31, 2019	Variance	Percent
Advertising	-	8	(8)	-	412	58	354	0.05
Miscellaneous Expense	36	48	(12)	0.07	2,855	333	2,522	0.35
Rent - Repeater Site	-	103	(103)	-	288	720	(432)	0.04
Lodging	-	92	(92)	-	1,481	842	839	0.18
Total Other Charges	1,681	3,365	(1,684)	3.08	25,104	23,553	1,551	3.08
Depreciation								
Depreciation	3,497	9,130	(5,633)	6.41	41,155	63,911	(22,756)	5.08
Total Depreciation	3,497	9,130	(5,633)	6.41	41,155	63,911	(22,756)	5.08
Total Operating Expenses	98,988	112,237	(15,249)	177.77	717,206	785,864	(68,458)	88.12
Operating Income (Loss)	(42,429)	(834)	(41,595)	(77.77)	98,884	(5,849)	102,513	11.88
Nonoperating Revenues and (Expenses)								
Interest Income	80	46	80	0.15	892	324	568	0.11
MDT Maintenance Other Gov/Agencies	4,110	1,830	4,110	7.53	13,892	11,412	2,480	1.71
800 Radio System Maint. Other Gov/Agencies	21	2,408	21	0.04	30,042	18,853	13,189	3.69
Miscellaneous Income	466	139	466	0.85	1,311	874	337	0.16
Misc/Rec Clerk/County	3,834	3,722	3,834	7.03	28,837	28,058	781	3.30
Interest Expense	-	(83)	-	-	-	(583)	583	-
Gain (Loss) on Disposal of Property	-	-	-	-	(4,595)	-	(4,595)	(0.56)
Total Other Income (Expenses)	8,511	7,862	649	15.80	68,379	55,035	13,344	8.40
Change in Net Position	\$ (33,918)	\$ 7,028	(40,946)	(82.17)%	\$ 165,043	\$ 49,188	115,857	20.28%

See accountants' compilation report.



## **SAFETY COMMITTEE**

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

### **MEMBERS**

**Michelle Kelley, Chair  
Bradley Goss  
Kelly Jackson  
David Bolling**

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

**Logan Bell  
Kevin Hamilton  
Thunder Tipton**

### **SAFETY MEETING**

**March 28, 2019**

- 1. Discussion of details for Return to light duty policy for council meeting approval.**
- 2. Important topics from the OSHA training.**
  - Proper PPE & and Proper Instrumentation**
  - What changes have been made in your department?**
  - What changes do you believe still should be made?**
- 3. LGU website discussion on setting up training. Still have 28 unregistered.**
- 4. Discuss what I have learned about the drug free workplace certified drug screening facility.**
- 5. Introduce ideas on writing a Safety Policy and Procedures Manual.**
- 6. Member Participation: Bradley Goss will host our short safety topic on SDS manuals.**
- 7. Report Unsafe Conditions/Practices to resolve.**
- 8. Open Floor for anyone to bring forth ideas to discuss.**