



City Manager Report

October 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

Distributed: November 12, 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

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- ☐ Building Permits

Water Department

- ☐ Kingston Water Plant
- ☐ Kingston Wastewater Treatment Plant
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Beautification Committee

- ☐ October Meeting Minutes

Planning Commission

- ☐ Meetings cancelled for October

REU – Electric Power Board Meeting

- ☐ Agenda and Minutes
- ☐ Report to TVA

E-911 Quarterly Report

- ☐ Director's Report

Project Status Updates

- ☐ Amphitheater



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.kingstontn.gov). 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: October 2019

Legislative Accomplishments

- A. Approval of resolutions authorizing the City Manager to apply for the Public Entity Partners Drivers Safety and Property Conservation matching grants with appropriate assurances
- B. Adoption of a substance abuse policy for the City of Kingston
- C. Approval of a resolution authorizing the Mayor to execute and submit an application with appropriate assurances for the 2019 TDOT Multi-Modal Access grant
- D. Approval of a resolution in support of efforts to stop the migration of Silver Carp towards Watts Bar Lake
- E. Authorization for the Utility Director to write off account 1-1130-03 in the amount of \$117.97 due to the death of the customer
- F. Authorization for the Utility Director to write off account 2-4930-02 in the amount of \$685.15 due to Chapter 7 bankruptcy

Other Items Considered by the Council

- A proclamation declaring October 2019 to be National Chiropractic Health Month
- **External Meetings**
 - Meeting regarding downtown redevelopment
 - Chamber of Commerce Board of Directors meeting
 - Onsite progress meetings with amphitheater contractor
 - Open records training
 - Meeting with TWRA representatives regarding improvements to Ladd Park boat ramp
 - Other misc. meetings
- **Internal Meetings**
 - Weekly conference calls and misc. meetings with Department Heads and WD Managers
 - Meeting with Safety Committee
 - Meetings with Water Department Policy Committee
 - Other misc. staff meetings

Ongoing Work

- Southwest Point Amphitheatre



City of Kingston
Project Status Update
October 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)	99%	
Estimated Completion Date	Nov. 2019	
Notable outstanding issues:	Punch list	

Notes:

1. Final punch list items are being corrected at this time.

CITY OF KINGSTON FUNDS

FINANCIAL SUMMARY OCTOBER 2019

	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
Cash in Bank												
General Fund	\$1,550,308	\$1,372,383	\$1,307,620	\$1,227,894								
P&R BATTING CAGE	\$6,443	\$6,443	\$6,443	\$6,443								
CAPITAL RESERVE GF	\$95,000	\$76,595	\$70,595	\$70,595								
Water/Sewer	\$851,308	\$811,658	\$868,175	\$869,050								
1999 Bond	\$83,296	\$113,602	\$144,294	\$174,496								
2004 Bond	\$147,690	\$157,257	\$166,926	\$176,486								
RDA Reserve Fund	\$401,660	\$431,782	\$461,892	\$492,026								
Drug Fund	\$6,219	\$7,519	\$7,387	\$8,486								
Total BALANCES	\$3,141,924	\$2,977,239	\$3,033,332	\$3,025,476								

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF OCTOBER 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: 63; TOTAL PART-TIME EMPLOYEES 20
- * QUARTERLY REPORTS FILED 941'S, UNEMPLOYMENT ETC
WORKING WITH AUDITORS FOR ANNUAL CAFR
- * FILLED OUT MULTIPLE SURVEYS INCLUDING UTMTAS, US CENSUS BUREAU, EEOC
- * COUNSELING EMPLOYEE ON RETIREMENT
- * TRAINING ON NEW PROPERTY TAX SOFTWARE
- * TRAINING ON NEW UTILITY BILLING SOFTWARE
- * 2 EMPLOYEES ATTENDED TGFOA FOR CEU'S FOR CONTINUING CERTIFICATIONS
- * TAKING APPLICATIONS FOR WATER TREATMENT OPERATOR

FINANCE AND ADMINISTRATION REPORT OCTOBER 2019

* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR OCTOBER 3835 FOR A TOTAL AMOUNT OF \$356,077

* NEW WATER SERVICE APPLICATIONS FOR OCTOBER TOTALED 39

* 37 CUSTOMERS FINALED OUT SERVICE

* 154 PAST DUE ACCOUNTS

* TOTAL ACH-BANK DRAFT ACCOUNTS - 822

* TOTAL E-BILL ACCOUNTS - 342

* ONLINE PAYMENTS PROCESSED 551

* WATER/SEWER SERVLNE LEAK PROTECTION TOTAL BILLING 2156

* WATER LOSS PROTECTION 1168

* WATER LINE PROTECTION 152

* SEWER LINE PROTECTION 31

* COMMERCIAL SINGLE PROTECTION 237

* COMMERCIAL MULTI PROTECTION 5

* COMMERCIAL LINE PROTECTION 2

* TRASH COLLECTIONS FOR OCTOBER 2454

* PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 335

* 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 2018 BILLING-WILL BE ADDED BACK AS NEEDED

* DONATIONS BALANCE \$21,044.07

DISBURSED

NEW BUSINESS LICENSES ISSUED IN OCTOBER 2019

- 1 HEAVEN'S GIFT CHILDREN'S BOUTIQUE 411 N 3RD ST SUITE 103
- 2 ROSEMARY'S FLORIST N CUPCAKE HAVEN 103 1ST STREET
- 3

CITY OF KINGSTON

REVENUES JULY-OCTOBER 2019

ACCOUNT NUMBER	DESCRIPTION	ACTUAL OCTOBER 2018	BUDGETED REVENUES 2019- 2020	ACTUAL OCTOBER 2019	PERCENT OF BUDGET 33%
31110	CURRENT PROPERTY TAX	\$53,348	\$2,004,142	\$255,789	
31120	PUBLIC UTILITIES PROPERTY TAX		\$33,878		
31211	PROPERTY TAX DELINQUENT - 1ST	\$35,471	\$71,200	\$36,853	51.8%
31212	PROPERTY TAX DELINQUENT - 2ND	\$6,709	\$40,000	\$2,726	6.8%
31219	PROPERTY TAX DELINQUENT - 0TH	\$1,183	\$17,000	\$820	4.8%
31300	INT, PENALTY, AND COURT COST	\$12,785	\$49,000	\$5,149	10.5%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	\$40,972	\$83,255	\$42,253	50.8%
31610	LOCAL SALES TAX - CO. TRUSTEE	\$357,482	\$1,237,550	\$436,933	35.3%
31710	WHOLESALE BEER TAX	\$68,836	\$192,000	\$69,440	36.2%
31720	WHOLESALE LIQUOR TAX	\$16,240	\$50,800	\$14,701	28.9%
31800	BUSINESS TAXES	\$8,930	\$70,000	\$15,981	22.8%
31912	CABLE TV FRANCHISE TAX	\$18,765	\$75,000	\$19,082	25.4%
31913	ATT & BELL SOUTH FRANCHISE FEE	\$5,286	\$15,000	\$4,826	32.2%
31920	HOTEL/MOTEL TAX	\$16,806	\$45,000	\$17,264	38.4%
32210	BEER LICENSES		\$1,750		
32220	LIQUOR PERMITS		\$300		
32600	BZA HEARING FEE	\$25	\$25		
33479	ST GRANT AMPHITHEATER	\$500,000			
33490	TEMA ASSISTANCE TORNADO	\$78,171			
33500	TELECOM INTERSTATE SALES	\$1,779	\$5,200	\$1,726	33.2%
33510	STATE SALES TAX	\$169,617	\$556,000	\$177,775	32.0%
33520	STATE INCOME TAX	\$74,614	\$50,000	\$69,243	138.5%

33530	STATE BEER TAX		\$1,489	\$3,000	\$1,471	49.0%
33540	STATE LIQUOR TAX		\$2,364	\$6,800	\$2,255	33.2%
33551	STATE GASOLINE TAXES		\$71,639	\$255,000	\$75,029	29.4%
33552	STATE-CITY STREETS		\$3,942	\$12,000	\$3,927	32.7%
33555	STATE STREET CONTRACT MAINT		\$8,265	\$48,000		
33590	TVA REVENUE SOLAR JAMES FRY		(\$3,470)	\$3,100	\$1,577	
33591	GROSS RECEIPTS - TVA			\$73,000		
33592	TVA IMPACT FUNDS					
33593	CORPORATE EXCISE TAX			\$9,300		
33730	TML FULL PACKAGE BONUS		\$4,000	\$4,000	\$4,000	100.0%
33800	ROANE CO GRANT PARKING LOT		\$25,000			
34100	GENERAL GOVERNMENT - CHARGES		\$371	\$2,500	\$269	10.8%
34310	HIGHWAYS AND STREETS CHARGES			\$7,500		
34420	GARBAGE TIP FEES		\$111,236	\$332,318	\$111,812	33.6%
34720	SWIMMING POOL CHARGES		\$3,609	\$20,000	\$4,094	20.5%
34730	FORT DONATIONS				\$100	
34740	PARK AND RECREATION CHARGES		\$1,639	\$6,300	\$8,759	139.0%
34741	BOAT SLIP RENTAL		\$7,030	\$27,000	\$9,765	36.2%
34742	FIREWORKS DONATIONS		\$12,731	\$50,000	\$1,760	3.5%
34744	P&R DONATIONS, PAVILLION,WALK			\$1,015		
34745	P&R SOFTBALL PROGRAM			\$7,788		
34746	FIRE DEPT DONATIONS		\$44,200	\$7,105	\$50	0.7%
34751	P&R VOLLEYBALL PROGRAM			\$5,000	\$12	0.2%
35100	AUCTION SALES POLICE DEPT					
35110	CITY COURT FINES AND COST		\$19,211	\$35,000	\$10,121	28.9%
35140	DRUG FINES		\$1,052	\$1,000	\$1,248	124.8%
35150	TRAFFIC SCHOOL CHARGES		\$1,913	\$5,500	\$500	9.1%
36100	INTEREST EARNINGS		\$1,809	\$5,700	\$1,819	31.9%

36350	INSURANCE RECOVERIES				\$33,857	
36430	PAVILION RENTAL		\$1,510	\$2,000		0.0%
36967	CONTRACT NATURAL GAS		\$7,166	\$21,500	\$7,167	33.3%
36971	CONTRACT WATER BILLING		\$485,168	\$485,168	\$485,168	100.0%
TOTAL ESTIMATED REVENUES			\$2,278,893	\$6,033,694	\$1,935,321	32.1%

CITY OF KINGSTON
EXPENDITURES JULY-OCTOBER 2019

ACCOUNT NUMBER	DESCRIPTION	ACTUAL OCTOBER 2018	2019-2020 BUDGET	ACTUAL OCTOBER 2019	33% BUDGET
41100	LEGISLATIVE	\$16,469	\$72,956	\$16,581	22.7%
41210	CITY COURT	\$7,579	\$26,565	\$11,320	42.6%
41320	CITY MANAGER	\$33,917	\$112,373	\$34,428	30.6%
41500	FINANCIAL ADMINISTRATION	\$120,211	\$441,741	\$140,271	31.8%
41700	PLANNING AND ZONING	\$5,087	\$10,275	\$5,087	49.5%
41810	CITY HALL BUILDINGS	\$170,803	\$134,600	\$29,053	21.6%
41990	OTHER GEN. GOVMT EXP	\$29,830	\$242,094	\$151,178	62.4%
42100	POLICE	\$317,547	\$1,058,357	\$309,521	29.2%
42152	AUTOMOTIVE SERVICES	\$17,956	\$113,000	\$17,253	15.3%
42200	FIRE PROTECTION	\$296,598	\$1,054,944	\$311,497	29.5%
43100	PUBLIC WORKS	\$257,481	\$821,151	\$219,718	26.8%
43190	STATE STREET AID	\$51,189	\$161,500	\$51,589	31.9%
43240	WASTEMANAGEMENT	\$102,208	\$308,642	\$104,131	33.7%
43750	CAPITAL IMPROVEMENTS		\$417,100	\$32,840	7.9%
44143	ANIMAL CONTROL	\$8,077	\$30,220	\$6,647	22.0%
44400	RECREATION	\$182,185	\$721,191	\$202,272	28.0%
44440	SWIMMING POOLS	\$15,574	\$39,365	\$11,948	30.4%
44800	LIBRARIES	\$60,363	\$208,294	\$52,738	25.3%
49000	DEBT SERVICE	\$171,229	\$401,923	\$113,220	28.2%
TOTAL EXPENDITURES		\$1,864,303	\$6,376,291	\$1,821,292	28.6%

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WATER DEPT REVENUES

Oct-19

ACCOUNT NUMBER	DESCRIPTION	ACTUAL OCTOBER 2018	BUDGETED 2019-2020	ACTUAL OCTOBER 2019	PERCENT OF BUDGET 33%
36100	INTEREST EARNINGS	\$2,153	\$8,000	\$1,813	23%
37110	METERED WATER SALES	\$396,128	\$1,160,828	\$420,812	36%
37114	SERVELINE LEAK PROTECTION				
37117	OUTSIDE WATER SALES	\$311,109	\$914,658	\$302,890	33%
37191	FORFEITED DISCOUNTS AND PENALTIES	\$11,589	\$35,000	\$11,420	33%
37194	SALES OF MATERIALS	\$9,627	\$30,000	\$11,323	38%
37195	INSTALLATION CHARGES	\$19,400	\$60,000	\$24,120	40%
37196	WATER USER FEES	\$17,805	\$50,000	\$10,365	21%
37199	MISCELLANEOUS	\$2,710	\$5,000	\$5,900	118%
37210	SEWER SERVICE CHARGES	\$431,392	\$1,285,270	\$453,202	35%
37296	SEWER USER FEES	\$13,650	\$30,000	\$8,400	28%
37299	MISCELLANEOUS	\$828	\$3,500	\$567	16%
TOTAL ESTIMATED REVENUES		\$1,216,391	\$3,582,256	\$1,250,812	35%

WATER/SEWER EXPENDITURES JULY- OCTOBER 2019

ACCOUNT NUMBER	DESCRIPTION	ACTUAL OCTOBER 2018	BUDGET 2019/2020	ACTUAL OCTOBER 2019	PERCENT OF BUDGET 33%
41500	FINANCIAL ADMINISTRATION	\$485,168	\$485,170	\$485,168	100%
41990	OTHER GEN. GOVMT EXP	\$173,491	\$427,193	\$207,790	49%
43750	CAPITAL IMPROVEMENTS	\$27,688	\$135,000	\$5,010	4%
49000	DEBT SERVICES	\$58,066	\$588,409	\$54,535	9%
52113	PURIFICATION	\$198,658	\$635,457	\$178,685	28%
52114	TRANSMISSION AND DIST	\$214,061	\$737,671	\$221,092	30%
52117	UTILITY DIRECTOR	\$20,254	\$71,012	\$20,335	29%
52213	SEWER TREATMENT AND COLLEC	\$129,370	\$630,452	\$147,631	23%
TOTAL		\$1,306,756	\$3,710,364	\$1,320,246	36%

SAFETY TRAINING 10/22 & 10/23

CITY OF KINGSTON

SUBSTANCE ABUSE POLICY

Discussion about our new Substance Abuse Policy was presented along with what it means to be a part of the Drug Free Work Place. This discussion elaborated on reasons for drug testing and violations of the Policy. Each person was handed a copy of the Policy and the Acknowledgement Receipt that they will each read and review upon signing of the receipt.

Pat Mills

Kari Townsend

[Signature]

Leslie M. Melton

Mando Marshall

Michelle Kelly

Carolyn Brewer

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

Monies outstanding from August 7, 2007 – Oct. 31, 2019	\$ 66,593.05
Monies collected from August 7, 2007 – Oct. 31, 2019	\$ 490,380.80


JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$ 635.00	
Collected in court on fines and costs		\$ 200.00
Amount collected after Oct. 2019 Court		\$ -0-
Total collected for citations on Oct. 2019		\$ 200.00
Amount outstanding for Oct. 2019	\$ 435.00	
<u>4</u> Cash bond forfeitures		\$ 455.00
Total amount collected for Oct. 2019 Citations		\$ 655.00
Amount collected from previous months/FTA etc.		\$ 823.29
Total collected in October 2019		\$ 1,478.29

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 31st of October 2019.


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

KINGSTON POLICE DEPARTMENT -OCTOBER 2019

TIBRS Group A Offenses

Crimes Against Persons

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

Subtotal

2

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	1
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	
Theft from a Building	3
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

5

Crimes Against Society

Drug/Narcotics Violations	3
Drug Equipment Violations	3
Betting/Wagering	
Operating/Promoting/Assisting Gambling	
Gambling Equipment Violation	
Sports Tampering	
Pornography/Obscene Material	
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	
Total	6

TIBRS Group B Offenses

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

Central Dispatch	
Crash Reports	13
Traffic Stops	28
Investigator Needed on Scene	4
Domestic Complaints	9
Escorts Funeral/Other	14
Animal Calls	7
Vandalism	2
Fights	1
Burglar Alarms/Fire Alarms	24
Child Sexual Assaults	0
Forgery	0
Theft	8
Vehicle Theft	
Public/Motorist Assist	2
Arson/Explosive Devices	0
Other Calls	155
	112
	Subtotal
	Total Calls
	267
Municipal Codes	
Animal Control Calls to Office	6
Animal Control Violations/Citations	8
Animal Control Letters Sent/notice given	0
Animals Transported to Shelter	7
Codes Concerns/warning notices given	40
Codes Violations/Citations	0
Codes Letters Sent	2
Property Maintenance Leins	0
Temporary Signs Removed	40

Patrol Mileage	18,651
Hours Worked	2,650
Reserve Hours Worked	24
Total Overtime Hours	96
Total Amount of Overtime Wages	2,723
City Court Citations	15
Warning Citations	2
General Sessions Citations	1
Arrest	10
Juvenile Arrest	0
Incident Reports	30

OCTOBER 2019 CASES

DATE	LOCATION	ISSUE	ACTION	STATUS
10/23/2019	Harris Marine	13-102 Smoke, soot, cinder etc 13-103 Stagnant water 13-104 Weeds 13-106 Health & sanitation nuisances Declaration of nuisances 13-502 Duty of maintenance of private property 13-503 Notification 13-504 Hearing 13-505 Corrective action 13-506 storage of personal property 13-507 Payment of cost 13-508 Judicial review 13-509 Penalty for failure of owner to abate such nuisance	send certify letter	Owner was given 30 more days to clean up. Must be clean by that time frame. working with new owner to clean up/ some has been cleaned
		13-302. <u>Wrecked, junked or abandoned vehicles</u> 13-502 <u>Duty of maintenance of private property.</u> 13-501 <u>Declaration of nuisances.</u> 13-106 <u>Health & sanitation nuisances</u> 13-104 <u>Weeds.</u>		new owner is still working on getting clean-up
10/23/2019	136 Cumberland St.	13-403 Dangerous building		Certify letter was send along with property been posted as Dangerous building

**KINGSTON POLICE MONTHLY RESERVE REPORT
TO CITY COUNCIL**

2019		TRAINING	RIDE TIME	EVENT	TOTAL
JAN	HOURS				
	NOTES:				
FEB	HOURS				
	NOTES:				
MAR	HOURS				
	NOTES:				
APRIL	HOURS				
	NOTES:				
MAY	HOURS				
	NOTES:				
JUNE	HOURS				
	NOTES:				
JULY	HOURS				
	NOTES:				
AUG	HOURS				
	NOTES:				
SEPT	HOURS				
	NOTES:				
OCT	HOURS	4 HRS	12 HR	8 HRS	24 HRS
	NOTES:	8 OFFICERS	2 HRS	4 OFFICERS	14 OFFICERS
NOV	HOURS				
	NOTES:				
DEC	HOURS				
	NOTES:				
APPROVED BY <u>Capt R. N. H.</u>					



Kingston Police Department

Jim Washam, Chief
Proverbs 20:7



865/376-2081 Office
865/354-8045 Dispatch

Fax: 865/376-8798
E-Mail: jim.washam@kingstontn.gov

To: City Manager, Mayor and City Council
From Captain Roy Montgomery

The month of October the Kingston Police Department had training in the following areas. All fulltime, part time and reserve officers went through a night time firearms qualification course. This course was about 4 hours long on 2 different days for our officers. This was a moving and shooting course at night with blue lights going on a dark course. This course was taught by Captain Roy Montgomery, Asst Chief Caleb Strayer and Detective Keith Kile these officers are our firearms instructors for our department.

Captain Tony Guy went over vehicle safety procedures during calls on scene events on what to do and what not to do on a call.

Captain Roy Montgomery 502
General Department Instructor & Training Officer

October 2019 Safety Training

Implementation of the new Substance Abuse Policy

Employees were given a copy of the new Substance Abuse Policy. The policy was explained and discussed to ensure understanding. The types of testing and when testing would be performed was explained. The right to refuse testing and the potential consequences were discussed.

Supervisors were educated on the "Reasonable Suspicion Testing Checklist" and the "Consent/Waiver Form".

Employees signed an acknowledgment receipt to be placed into their personnel files.

A handwritten signature in black ink, appearing to read "Tony Guy", is written over a horizontal line. The signature is stylized with a large, looping "G" at the end.

Captain Tony guy

Kingston Fire Department October 2019

Summary of Month's Activities

Fire Operations

The Department responded to 87 calls for service during the month of September.

Fire Administration

- Department head meeting
- Safety Meeting
- Fall Festival Meeting

October 2019 Overtime

OT Hours: 30

Cost: \$803.34

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

- Shift Training
- Defenders Meeting
- Fire Inspector 1 course

	This Month	YTD
Fire Inspections	2	169

Public Fire Education

	This Month	YTD
Participants	350	410
Education Hours	8	13
Number of Occurrences	2	3

Firefighter Training

- KFD is continuing shift training
- Driver Training continuing for 2019
- Automatic Aid Training with Harriman Fire Department

Implemented Performance Standards Plan

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

Fleet Maintenance

- Oil changes have been completed on all apparatus
- New tires being replaced on most trucks

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

- Reading Smoke

Kingston Fire Department
Incident Report
Incident Totals

Jurisdiction

Oct-19

TOTAL CALLS

87

Category	Total		Total
Structure Fires	1	Hazardous Calls	2
Vehicle Fires	1	Service Calls	9
Brush/Grass Fires	0	Good Intent Calls	15
Refuse/rubbish Fires	0	Unintentional False	5
Other Fires	0	Other False	
Total Fires	2	Total False: Total	41
Rescue and EMS	53	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	1	Incidents with Exposures	0
Mutual Aid Given	3		
Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	
Fire Service Death	0	Contents	
Fire Civilian Injuries	0	Non-Fire Dollar Loss	
Non-Fire Civilian Injuries	0	Property	0
Fire Civilian Death	0	Contents	0
Non-Fire Civilian Death	0		

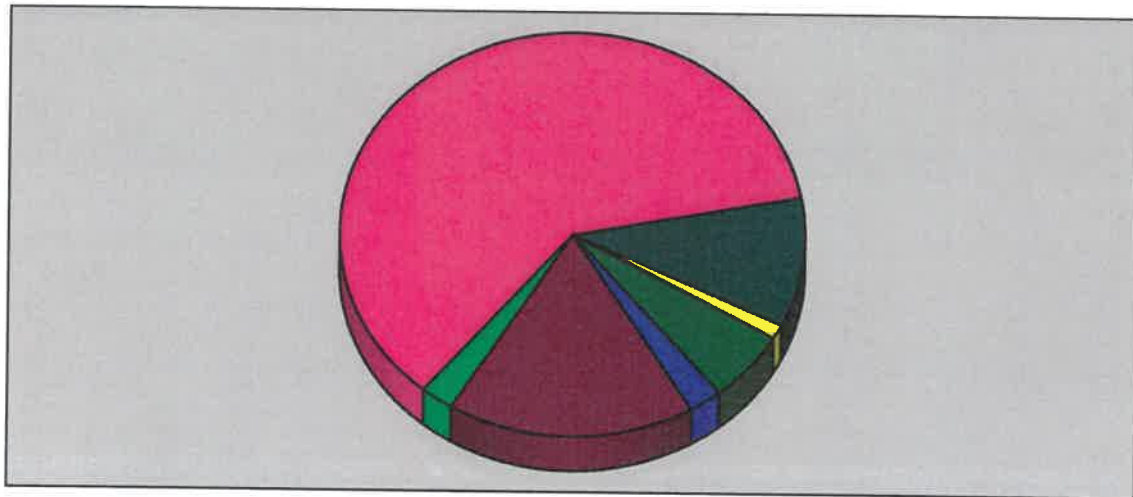
Kingston Fire Department

Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 10/01/2019 | End Date: 10/31/2019



<div></div> False Alarm & False Call	<div></div> Rescue & Emergency Medical Service Incident
<div></div> Fire	<div></div> Service Call
<div></div> Good Intent Call	<div></div> Special Incident Type
<div></div> Hazardous Condition (No Fire)	

INCIDENT TYPE	OCT	TOTAL
False Alarm & False Call	5	5
Fire	2	2
Good Intent Call	15	15
Hazardous Condition (No Fire)	2	2
Rescue & Emergency Medical Service Incident	53	53
Service Call	9	9
Special Incident Type	1	1
Total	87	87

Only REVIEWED incidents included



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Page # 1

Kingston Fire Department



Kingston, TN

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Minor Incident Types by Month for Year

Year: 2019

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	SUM
Accident, potential accident	1	4	4	1	2				2			14
Chemical release, reaction, or toxic condition		1				1				1		3
Citizen complaint					1							1
Combustible/flammable spills & leaks			2						1	1		4
Controlled burning	1		1			1	2			1		6
Cover assignment, standby at fire station, move-up										1		1
Dispatched and canceled en route	6	4	10	6	3	3	2	3	2	10		49
Electrical wiring/equipment problem			2						1			3
Emergency medical service (EMS) Incident	37	37	42	39	43	37	47	35	44	34	2	397
False alarm and false call, other	2	3			2	3			6	1		17
Fire in mobile property used as a fixed structure					1							1
HazMat release investigation w/no HazMat			1									1
Lock-In						1						1
Malicious, mischievous false alarm		1				1		1	2			5
Medical assist	19	20	23	19	20	14	22	20	13	19		189
Mobile property (vehicle) fire					3				1	1		5
Natural vegetation fire			1		2			1	1			5
Other incident type						1						1
Outside rubbish fire									1			1
Person in distress	1		4	3	1	3	1					13
Public service assistance	8	3	4	8	10	5	4	15	6	8		71
Rescue or EMS standby								1				1
Search for lost person								1				1
Service call, other	1		3									4
Smoke, odor problem								1				1
Special type of incident, other										1		1
Steam, other gas mistaken for smoke			2			2			2	1		7
Structure Fire		2	3			2	1	1	1	1		11
System or detector malfunction	2	2	3	1		2	1			2		13
Unintentional system/detector operation (no fire)	1	2	1	1	4	3	1	1	4	2		20
Wrong location, no emergency found	3		1	2	3		1	1	2	3		16
Total	82	79	107	80	95	79	82	81	89	87	2	863

Only REVIEWED incidents included

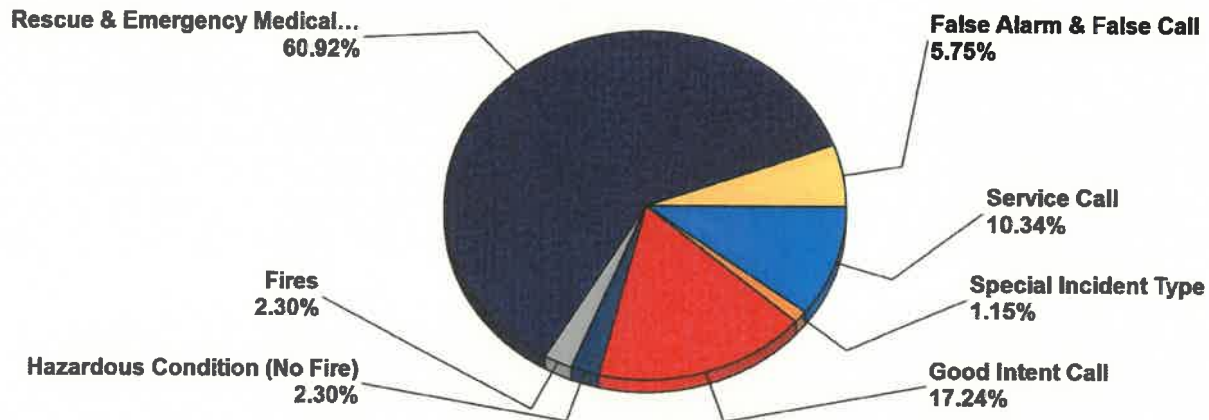
Kingston Fire Department

Kingston, TN

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2019 | End Date: 10/31/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	2.30%
Rescue & Emergency Medical Service	53	60.92%
Hazardous Condition (No Fire)	2	2.30%
Service Call	9	10.34%
Good Intent Call	15	17.24%
False Alarm & False Call	5	5.75%
Special Incident Type	1	1.15%
TOTAL	87	100.00%

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

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.15%
131 - Passenger vehicle fire	1	1.15%
311 - Medical assist, assist EMS crew	19	21.84%
320 - Emergency medical service, other	1	1.15%
321 - EMS call, excluding vehicle accident with injury	28	32.18%
322 - Motor vehicle accident with injuries	4	4.60%
324 - Motor vehicle accident with no injuries.	1	1.15%
411 - Gasoline or other flammable liquid spill	1	1.15%
422 - Chemical spill or leak	1	1.15%
551 - Assist police or other governmental agency	2	2.30%
552 - Police matter	1	1.15%
553 - Public service	1	1.15%
554 - Assist invalid	4	4.60%
571 - Cover assignment, standby, moveup	1	1.15%
611 - Dispatched & cancelled en route	10	11.49%
622 - No incident found on arrival at dispatch address	3	3.45%
631 - Authorized controlled burning	1	1.15%
651 - Smoke scare, odor of smoke	1	1.15%
700 - False alarm or false call, other	1	1.15%
735 - Alarm system sounded due to malfunction	2	2.30%
743 - Smoke detector activation, no fire - unintentional	2	2.30%
900 - Special type of incident, other	1	1.15%
TOTAL INCIDENTS:	87	100.00%

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



Kingston Fire Department

Reading Smoke

Date & Time 10/08/2019 12:00 - 10/08/2019 16:00

Location

Objective Class covered different types of smoke columns how to read and understand said smoke columns and understand what the fire is doing with the smoke.

Instructors Cloyd, Greg W (LT)

Sign-In Sheet

Name	Agency	ID	Signature
Cloyd, Greg W (LT)	Kingston Fire Department	1805	
Logan, Jay (FF/ AEMT)	Kingston Fire Department	1811	
Thacker, Jim D (FF/EMR)	Kingston Fire Department	1809	
Woody, Josh D (FF/EMR)	Kingston Fire Department	1807	



Kingston Fire Department

Reading Smoke

Class Information

Date/Time	10/08/2019 12:00 - 10/08/2019 16:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location			
Objective	Class covered different types of smoke columns how to read and understand said smoke columns and understand what the fire is doing with the smoke.		

Instructors

Name	Instructor Type	Notes
Cloyd, Greg W (LT)	Lead Instructor	

Resources

Name	Description
Smart Board	an interactive whiteboard that uses touch detection for user input (for example scrolling and right mouse-click) in the same way as normal PC input devices.
Thermal Imaging Camera	A thermal imaging camera (colloquially known as a TIC) is a type of thermographic camera used in firefighting. By rendering infrared radiation as visible light, such cameras allow firefighters to see areas of heat through smoke, darkness, or heat-permeable barriers. Thermal imaging cameras are typically handheld, but may be helmet-mounted. They are constructed using heat- and water-resistant housings, and ruggedized to withstand the hazards of fireground operations.
Training Book	a written or printed work consisting of pages glued or sewn together along one side and bound in covers.
Pre-Plans	Vital information such as building lay out, hazards, utilities location and contact information for business, schools and churches
PowerPoint	Slideshow made for presenting Information to be used during training or meetings

Narrative

Class covered different types of smoke columns how to read and understand said smoke columns and understand what the fire is doing with the smoke. Used powerpoint, Internet and reading material along with videos of how to safely understand a fires behavior via reading smoke and how it behaves under different circumstances.

Training Codes

Category	Code	Description	Type
ISO	ISO	ISO approved training	Agency
Shift Training	ST	daily shift training	Agency

People

Name	Passed	Grade	Hours	Pay Grade
Cloyd, Greg W	Yes	100		training - \$0.00
Logan, Jay	Yes	100		training - \$0.00



Kingston Fire Department

Reading Smoke

Thacker, Jim D	Yes	100	training - \$0.00
Woody, Josh D	Yes	100	training - \$0.00

Authorization Log

Completed: 10/08/2019 19:37:50 by Cloyd, Greg W

2019-10-08 22:37:50: Class marked as Complete by Cloyd, Greg W.\r\n

Reviewed: 10/08/2019 19:37:50 by Cloyd, Greg W

2019-10-08 22:37:50: Class marked as Reviewed by Cloyd, Greg W.\r\n



Kingston Fire Department

Reading Smoke

Date & Time 10/09/2019 08:00 - 10/09/2019 12:00

Location station 1

Objective To become more familiar with the conditions of a fire by reading the smoke

Instructors Murrell, Jacob (Captain)

Sign-In Sheet

Name	Agency	ID	Signature
Gordon, Saul W (Chief)	Kingston Fire Department	1800	
Goss, Bradley (Assistant Chief)	Kingston Fire Department	1801	
Hood, Kevin (FF/EMR)	Kingston Fire Department	1808	
Murrell, Jacob (Captain)	Kingston Fire Department	1803	
Riter, Mike (FF/EMR)	Kingston Fire Department	1810	
Settles, Jay (LT)	Kingston Fire Department	1804	



Kingston Fire Department

Reading Smoke

Class Information

Date/Time	10/07/2019 08:00 - 10/07/2019 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location			
Objective	To gain knowledge in reading smoke to help determine the stage of fire.		

Instructors

Name	Instructor Type	Notes
Settles, Jay (LT)	Lead Instructor	

Resources

Name	Description
Computer	An electronic device for storing and processing data, typically in binary form, according to instructions given to it in a variable program.
Internet Resource	Web pages and documents on the Internet that provide useful information.
PowerPoint	Slideshow made for presenting Information to be used during training or meetings

Narrative

To gain knowledge in reading smoke to help determine the stage of fire. This knowledge will help figure out the stage of the fire and possible the materials involved. This will help the firefighter in deciding the best way to attack the fire.

Training Codes

Category	Code	Description	Type
ISO	ISO	ISO approved training	Agency
Shift Training	ST	daily shift training	Agency

People

Name	Passed	Grade	Hours	Pay Grade
Cloyd, Greg W	Yes			training - \$0.00
Gonzalez-Zuniga, Rafael	Yes			training - \$0.00
Settles, Jay	Yes			training - \$0.00
Wade, Jason	Yes			training - \$0.00

Authorization Log

Completed: 10/07/2019 17:25:20 by Settles, Jay
2019-10-07 20:25:20: Class marked as Complete by Settles, Jay.\r\n



Kingston Fire Department

Reading Smoke

Reviewed: 10/07/2019 17:25:20 by Settles, Jay
2019-10-07 20:25:20: Class marked as Reviewed by Settles, Jay.\r\n



Kingston Fire Department

Reading Smoke

Date & Time 10/07/2019 08:00 - 10/07/2019 12:00

Location

Objective To gain knowledge in reading smoke to help determine the stage of fire.

Instructors Settles, Jay (LT)

Sign-In Sheet

Name	Agency	ID	Signature
Cloyd, Greg W (LT)	Kingston Fire Department	1805	
Gonzalez-Zuniga, Rafael (FF/EMR)	Kingston Fire Department	1813	
Settles, Jay (LT)	Kingston Fire Department	1804	
Wade, Jason (FF/ AEMT)	Kingston Fire Department	1812	



Kingston Fire Department

Reading Smoke

Class Information

Date/Time	10/09/2019 08:00 - 10/09/2019 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location	station 1 station 1		
Objective	To become more familiar with the conditions of a fire by reading the smoke		

Instructors

Name	Instructor Type	Notes
Murrell, Jacob (Captain)	Lead Instructor	

Resources

Name	Description
Computer	An electronic device for storing and processing data, typically in binary form, according to instructions given to it in a variable program.
Smart Board	an interactive whiteboard that uses touch detection for user input (for example scrolling and right mouse-click) in the same way as normal PC input devices.

Narrative

KFD MEMBERS ON SHIFT REVIEWED READING SMOKE. MEMBERS REVIEWED WHAT CONDITIONS WOULD BE PRESENT WITH CERTAIN TYPES OF SMOKE PATTERS. MEMBERS REVIEWED ALL STAGES OF A FIRE, BACKDRAFT, FLASHOVERS, AND THE TELLING SIGNS FOR EACH OF THEM.

Training Codes

Category	Code	Description	Type
ISO	ISO	ISO approved training	Agency
Shift Training	ST	daily shift training	Agency

People

Name	Passed	Grade	Hours	Pay Grade
Gordon, Saul W	Yes		4	training - \$0.00
Goss, Bradley	Yes		4	training - \$0.00
Hood, Kevin	Yes		4	training - \$0.00
Murrell, Jacob	Yes		4	training - \$0.00
Riter, Mike	Yes		4	training - \$0.00
Settles, Jay	Yes		4	training - \$0.00



Kingston Fire Department

Reading Smoke

Authorization Log

Completed: 10/18/2019 04:59:33 by Murrell, Jacob

2019-10-18 07:59:33: Class marked as Complete by Murrell, Jacob.\r\n

Reviewed: 10/18/2019 04:59:33 by Murrell, Jacob

2019-10-18 07:59:33: Class marked as Reviewed by Murrell, Jacob.\r\n

Public Works Report October 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:	2 Loads 12
Recycled materials collected:	trailer 1

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	62 loads	80 Loads
Culverts/Storm Drains Cleaned	14	53
Curb/Sidewalk Repair/Install/Remove	120ft	350ft
Drainage Inspection Requests	1	1
Excavation/Street Cut Permits Issued	None	None
Exemption/Back Door Route Requests	None	None
Graffiti Removal Requests	None	None
Land Disturbance Permits Issued	None	None
Sanitation – Bulk Item/Junk Pick-Up Request	1	1
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	8	21
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)	6	21
Streets Striped	0	5
Tennessee One Calls	5	10
Traffic Signal Repair	2	12
Tree Trimming Requests	0	4

Vehicle Maintenance – Routine	8	37
Vehicle Maintenance – Unscheduled	4	20
Water Quality – Related Outreach Events	NA	NA

Public Works Facility, Outreach & Project Review:

Residential meetings and work to assist with drainage-related projects –
Daily underground storage tank testing –N/A
Monthly fuel pump inspection and cleaning- N/A
Monthly safety meetings- 1
Weekly departmental meetings and monthly staff safety meetings-1
Sign repair, new sign installations- 8
Signal inspection, repair and timing adjustments- 8
Grant applications- 1
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- 0

Continuing Projects

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



Kingston Public Works

Monthly Safety Training

Date: 10-3-19

Topic: Trips & Falls Hazards

Instructor: Logan Bell

Employees in Attendance:

Printed Name	Signature
Robert L. Miller Sr	Robert L. Miller Sr
Greg Hook SR	Danmyr A. Hook
David Harrison	David Harrison
Allen Rue	Allen Rue
Devin White	Devin White
Ricky Crawford	Ricky Crawford
Logan Bell	Logan Bell



Kingston Parks and Recreation **October 2019**

October was an eventful month for parks and recreation.

We hosted three different Halloween events at three different locations.

- The first was our annual Spooktacular events at Fort Southwest point. Roughly 200 kids attended and stayed for the evening movie. there were many businesses and organizations who participated and gave out candy.
- Our next event was at Fort paws. This was an event put on my outdoor Kingston in which there were approximately 50 dogs in attendance and all very well behaved.
- Our final event of October was an indoor trunk or treat at the Kingston Community Center hosted by The Grove. Due to the rain they were unable to have their normal events at Narramore farms so we were able to provide them with a place for their event.

Our first event in November will be bluegrass & BBQ at Fort Southwest point. This is an event put on by The Grove and we are excited that they chose one of our parks to be the host site.

We have set dates for the Christmas parade, the Christmas bazaar, as well as the candle light tour. We continue to receive generous donations for our indoor batting cages. So far we have received contributions from Oldcastle, Acme block & brick, Biosteel, and Citizens First bank. We have almost completed the forming up of the perimeter so that we can begin to pour concrete. It is possible that we will use funds received from surplus items on GovDeals to fund the remainder of the project. So far there's only been spent a couple of hundred dollars out of park and rec budget on various supplies.

**PARKS AND RECREATION
BOARD MINUTES
October 7, 2019**

PRESENT: Sue Collins, Keenon Heathcoat, Eric Clark, Sammy Frogg, Matt Melton, Chase Clem, Becky Humphreys, Ruth Thompson

ABSENT: Paul Rogers, Jody Tipton, Debbie Russell

GUESTS: Sonny Hunter

- The meeting called to order by Chairman Sammy Frogg at 6:05 p.m.
- Chase gave an invocation.
- Motion was made by Keenon to approve August and September minutes. Eric seconded it, and motion carried.

OLD BUSINESS:

1. Amphitheater – the goal is to be finished by November. There was a discussion on beer sales.
Stephanie Wright is making a proposal to present to council about beer sales.
2. Spooktacular Saturday – very successful 21 vendors and 200 children with families attended.
3. Street Fest – Vendor sign up going well.
4. Gravel Pit Dock – renovation and repairs are complete
5. TN RiverLine 652 Outing – on Sept 28th there were over 50 people in kayaks and paddleboards. The event was a success.

NEW BUSINESS:

1. Sturgeon Release Saturday, Oct 12th, Noon at Ladd Landing. Discussion about Muir Fest.
2. Chili Supper and silent auction for girls Volleyball on Friday, Nov. 8th, 5-8 p.m. Put on Facebook, and take flyers to schools.
3. Bluegrass and BBQ put on by the Grove Church on Saturday, November 16th, from 10 a.m. – 2 p.m. at Southwest Point.
4. Fall Street Fest Saturday, Nov 2nd, 11a.m.- 5 p.m. Old Roane Co. Courthouse.
5. Outdoor Kingston will host a doggie trick-r-treat and costume contest at the Dog Park on October 29th 6-7 p.m.
6. The Parks & Rec board were asked if they could volunteer to help with the Christmas parade.

Kenon made a motion to adjourn and Eric seconded it. Motion carried and meeting ended at 6:40 p.m.

Dates to Remember:

Nov. 2nd, Fall Street Fest

Nov. 4th, Next Parks & Rec. Board Meeting

Nov. 8th, Volleyball Chili Supper

Dec. 2nd, Christmas Parade

Dec 9th, Parks & Rec. Board Meeting and covered dish dinner at Fort SWP

October COMMUNITY CENTER MONTHLY REPORT

These are the regularly scheduled on-going meetings and events that were held at the Center during the month of April.

Senior Luncheon

Senior Bridge

Senior Quilting

T.O.P.S.

Senior Executive Board

Rural Mixers FCE

American Red Cross

Kingston Parks & Rec Committee

Adult Table Tennis

Kingston Beautification Committee

Outdoor Kingston

Anybody Can Exercise

Zumba Classes

Roane County Retired Teaches

Roane Country Sewing Club

Senior Pinochle

Krafty Korner - FCE

Senior Bingo

Roane Co. Autism Support Group

Antique Tractor Club

Girl Scouts Troops & Leaders

Groups and Events held in addition to the regularly scheduled ones at the Center during the month of April.

Class of 1980 Reunion Mtg

Farm Bureau Dinner

UHC Medicare

Social Security Maximization

Tupperware Bingo

Community Center Rentals - \$890

Boat Slip Rentals - \$2,270.00

Submitted by Debbie Russell



Kingston Parks & Recreation

Monthly Safety Training

Date: 11/7/19

Topic: Fire Protection + Control

Instructor:

Employees in Attendance:

Printed Name	Signature
Chase Clem	CC
JR Best	Jon B-BT
Debbie K Russell	Debbie K Russell
Sonny Hunter	Sonny Hunter
Carissa Lively	Carissa Lively
Josh King	Josh King



Kingston Parks & Recreation

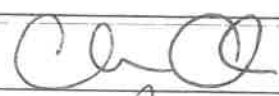
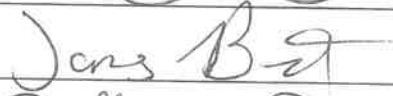




Monthly Safety Training

Date: 11/7/19

Topic: The Ready Dozen

Instructor:

Employees in Attendance:

Printed Name	Signature
Chase Clem	
J-R Best	
Debbie Russell	
Sonny HUNTZ	
Carissa Lively	
Josh King	



SafetyWorks! Toolbox Talks

Subject: The Deadly Dozen

We all know that there must be a cause for an accident to happen. In order to avoid accidents, we must remove the cause. Every cause is a result of an unsafe act or unsafe condition. By recognizing the unsafe act or condition, we can effectively remove the exposure to them. The following "deadly dozen" are reminders to help you recognize unsafe acts or conditions.

Guide for Discussion

Unsafe Acts

1. Unauthorized use or operation of equipment.
2. Failure to secure or tie down materials to prevent unexpected movement.
3. Working or operating equipment too fast.
4. Failure to issue warnings or signals as required.
5. Using defective tools or equipment.
6. Removing guards.
7. Improperly using tools or equipment.
8. Standing in an unsafe place or assuming an improper posture (as in lifting).
9. Servicing moving equipment.
10. Riding equipment not designed for passengers.
11. Horseplay.
12. Failure to wear the proper personal protective equipment.

Unsafe Conditions

1. Lack of proper guards.
2. Lack of a proper warning system.
3. Fire and explosion hazards.
4. Poor housekeeping.
5. Unexpected movements.
6. Protruding objects such as nails, wire, or other metals.
7. Improper clearance or congestion at aisles or passageways.
8. Poor placement, storage or arrangement of materials.
9. Hazardous tools, equipment or materials.
10. Poor lighting, high noise levels.
11. Hazardous atmospheric conditions.
12. Improper personal attire.

Additional Discussion Notes:

Remember: Be able to recognize the conditions or acts we just discussed, you can effectively correct or avoid them and reduce your personal exposure to the general causes of accidents.

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer or SafetyWorks!.



SafetyWorks! Toolbox Talks

Subject: Fire Protection and Control

Most fires are a result of inattention to the job site operations and surrounding conditions. This lack of attention or protection can result in the loss of life and property. All fires can be easily extinguished if caught soon enough and the proper extinguishing tools are handy.

Guide for Discussion

Steps to Remember When a Fire Starts:

- Sound an alarm—yell if necessary.
- Warn those near the fire.
- If possible and the fire is small, try to extinguish it.
- Call the Fire Department if the fire can't be easily and quickly extinguished.
- Evacuate the area if the fire can't be quickly extinguished.
- Direct the Fire Department to the area of the fire.
- Stand by to help, but only if asked by a Fire Department official.
-

Be Sure to Know the Following:

- The Fire Department phone number.
- Be sure you know the location of the nearest cross street to give the Fire Department directions.
- Where the fire extinguishers are and how to use them.
- How to evacuate the work area.
-

Steps to Prevent Fires

- Regularly inspect all fire extinguishers.
- Keep the work area free of debris and trash.
- Designate high risk areas as “no smoking” areas. Enforce no smoking rules.
- Store flammable fuels and materials only in approved safety containers.
- Check temporary wiring and electrical tools for defects.
-

Additional Discussion Notes:

The emergency numbers and job site location (including nearest cross streets) are posted where on the job?

If welding equipment is on the job, when is it regularly inspected?

Remember: Knowing how to recognize, react to, or eliminate fire hazards can greatly decrease the chances of being exposed to a fire.

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer or SafetyWorks!.



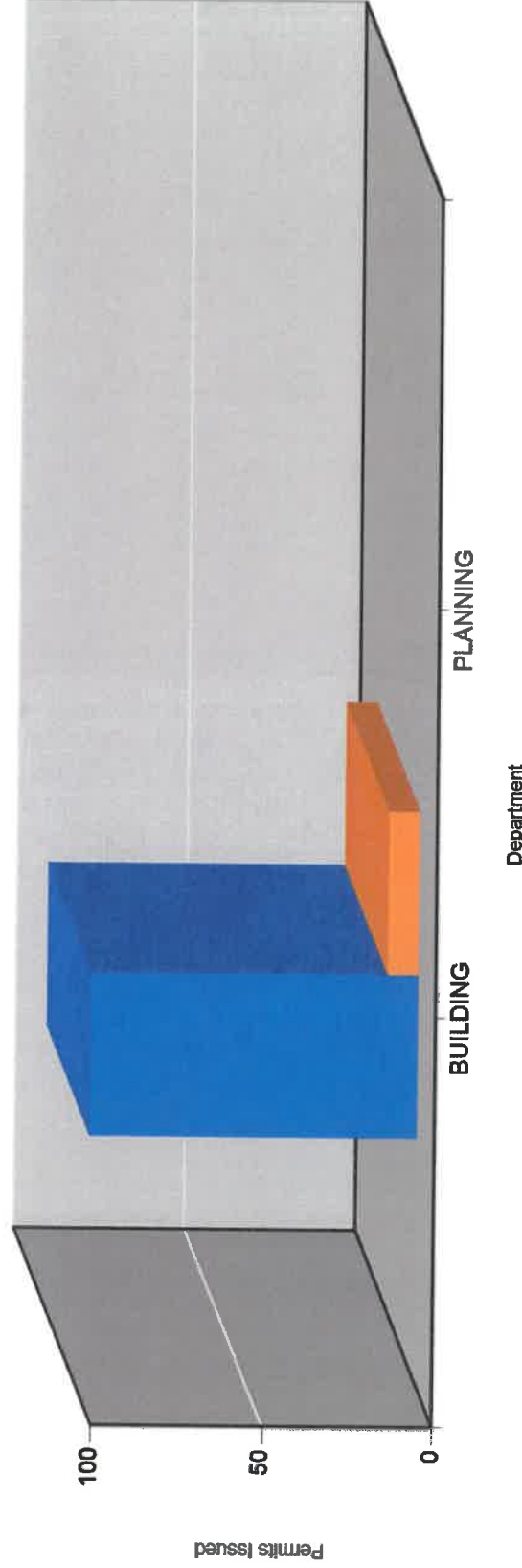
Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2019 AND 10/31/2019

Report run on: 11/01/2019 10:40 AM

Permits Issued by Department

Issued Within Expected Process Time
Process to Issue Exceeded Expected Time



Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	76	75	4 Days	24.56 Days	1	67	8
	PL	Same Day	14	14	Same Day	0 Days	1	14	0
	RM	Same Day	16	16	Same Day	3.75 Days	1	15	1
	PLT	Same Day	9	0	Same Day	0 Days	1	0	0
PLANNING	BP	Same Day	76	75	4 Days	24.56 Days	1	67	8
	PL	Same Day	14	14	Same Day	0 Days	1	14	0
	RM	Same Day	16	16	Same Day	3.75 Days	1	15	1
	PLT	Same Day	9	0	Same Day	0 Days	1	0	0



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2019 AND 10/31/2019

Report run on: 11/01/2019 10:40 AM

Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2019-244 Marina Remodel (Bayside) 134 Bayside Dr., Ten Mile, TN 37880	Submitted: 05/01/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 174 Waiting: 0 Total Days: 174 Total Cycles: 1
		BP2019-330 HC Garage	Submitted: 05/31/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 125 Waiting: 0 Total Days: 125 Total Cycles: 1
		490 Bazel Road, Hamman, TN 37748	Submitted: 10/03/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 8 Waiting: 0 Total Days: 8 Total Cycles: 1
		BP2019-599 Window Replacement 137 Bass Lane, Kingston, Tn 37763	Submitted: 09/23/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 2 Waiting: 0 Total Days: 2 Total Cycles: 1
		BP2019-612 Foundation Repair 200 Van Stowe Rd, Harriman, Tn 37748	Submitted: 09/30/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-613 HC Ramp	Submitted: 10/01/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		152 Childs Road, Hamman, TN 37748	Submitted: 10/01/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-614 Garage 175 Wilson Lane, Oliver Springs, TN 37840	Submitted: 10/01/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-615 Garage 966 Gallaher Rd., Kingston, TN 37763	Submitted: 10/01/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 8 Waiting: 0 Total Days: 8 Total Cycles: 1



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	BP2019-616	Dock			
		232 Lakecrest Drive, Harriman, Tn 37748		10/01/2019	
	BP2019-617	DW			
		481 Old Hen Valley Road, Oliver Springs, TN 37840		10/01/2019	
	BP2019-618	Residential Home			
		120 Gallaher View Dr, Kingston, TN 37763		10/01/2019	
	BP2019-619	Slab for future use			
		200 White Pine, Harriman, TN 37748		10/01/2019	
	BP2019-620				
		KC Commercial Car Dealership/Earl Duff Subaru		10/02/2019	
		531 Gallaher Rd, Kingston, TN 37763			
	BP2019-621	Residential Home			
		294 E. Shore Drive, Rockwood, TN 37854		10/03/2019	
	BP2019-622	Garage			
		560 DeArmond Road, Kingston, TN 37763		10/02/2019	
	BP2019-623	Residential Home			
		173 Hillcrest Dr, Kingston, TN 37763		10/03/2019	



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BUILDING	BP	BP2019-624	Submitted: 10/03/2019	Technically Complete: 0	In Process: 0
		HC Residential Home	Approved: 0	Waiting: 0	0
		105 Cena Lane, Hamman, TN 37748	Ready to Issue: 1	Total Days: 0	1
		BP2019-625	Issued: 10/03/2019		
		HC PL for BP2019-559	Submitted: 10/04/2019	In Process: 28	
		1827 Griffin Drive, Hamman, TN 37748	Approved: 0	Waiting: 0	
			Ready to Issue: 1	Total Days: 28	
			Issued: 10/04/2019	Total Cycles: 1	
		BP2019-626	Submitted: 10/04/2019	In Process: 0	
		DW	Technically Complete: 0	Waiting: 0	
		205 Lakecrest Drive, Harriman, TN 37748	Approved: 0	Total Days: 0	
			Ready to Issue: 1	Total Cycles: 1	
		BP2019-627	Submitted: 10/04/2019	In Process: 0	
		Screened Porch	Technically Complete: 0	Waiting: 0	
		206 Red Bud Dr., Harriman, TN 37748	Approved: 0	Total Days: 0	
			Ready to Issue: 1	Total Cycles: 1	
		BP2019-628	Submitted: 10/04/2019	In Process: 0	
		KC Sign	Technically Complete: 0	Waiting: 0	
		900 Sturgess Street, Kingston, TN 37763	Approved: 0	Total Days: 0	
			Ready to Issue: 1	Total Cycles: 1	
			Issued: 10/04/2019		
		BP2019-629	Submitted: 10/07/2019	In Process: 0	
		KC Deck	Technically Complete: 0	Waiting: 0	
		115 Greystone Way, Kingston, TN 37763	Approved: 0	Total Days: 0	
			Ready to Issue: 1	Total Cycles: 1	
		BP2019-630	Submitted: 10/07/2019	In Process: 0	
		KC Shed	Technically Complete: 0	Waiting: 0	
		1708 W. Race St., Kingston, TN 37763	Approved: 0	Total Days: 0	
			Ready to Issue: 1	Total Cycles: 1	
			Issued: 10/07/2019		
		BP2019-631	Submitted: 10/07/2019	In Process: 0	
		Porch Roof Only	Technically Complete: 0	Waiting: 0	
		142 Meadowlark Dr, Harriman, TN 37748	Approved: 0	Total Days: 0	
			Ready to Issue: 1	Total Cycles: 1	
			Issued: 10/07/2019		



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/08/2019	In Process: Waiting: Total Days: Total Cycles:
BP2019-632	Storage Building	150 Lakeland Estates Drive, Lenoir City, TN 37771	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/08/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-633	Remodel	1508 Poplar Creek Rd., Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/08/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-634	Retaining Wall	119 Old Centers Ferry Road, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/09/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-635	Barn Repairs	360 DeArmond Rd, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/09/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-636	Deck	644 Cave Creek Road, Loudon, TN 37774	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/10/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-637	Addition/Remodel	167 Hamilton Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/11/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-638	Porch	205 Quarry Road, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/11/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-639	Garage	131 Blue Heron Way, Ten Mile, TN 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/11/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/11/2019	In Process: Waiting: Total Days: Total Cycles:
BP2019-640	Deck				
280 Scenic Drive, Harriman, TN 37748				10/11/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-641	Barn / Tax Exemption Certificate				
240 Black Creek Rd, Rockwood, TN 37854				10/14/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-642	Shed with lean to				
240 Black Creek Rd, Rockwood, TN 37854				10/14/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-643	Barn / Tax Exemption Certificate				
240 Black Creek Rd, Rockwood, TN 37854				10/14/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-644	Residential Home				
2065 Lawnville Road, Kingston, TN 37763				10/14/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-645	Handrails				
154 Lakeshore View Dr, Kingston, TN 37763				10/14/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-646	KC Remodel & Addition				
705 Eblen Cir, Kingston, TN 37763				10/15/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-647	Porch Roof Only				
312 Lakeview Cove Rd, Loudon, TN 37774				10/15/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP	Permit Number	Address	Submitted:	Technically Complete:	In Process:
		BP2019-648	Residential Home	Submitted: 10/15/2019	Technically Complete: 10/15/2019	In Process: 0
			880 Skyline Drive, Harriman, TN 37748	Approved: 10/15/2019	Ready to Issue: 10/15/2019	Waiting: 0
				Issued: 10/15/2019		Total Days: 0
						Total Cycles: 1
		BP2019-649	Porch	Submitted: 10/15/2019	Technically Complete: 10/15/2019	In Process: 0
			112 Duke Lane, Loudon, TN 37774	Approved: 10/15/2019	Ready to Issue: 10/15/2019	Waiting: 0
				Issued: 10/15/2019		Total Days: 0
						Total Cycles: 1
		BP2019-650	Storage Building	Submitted: 10/15/2019	Technically Complete: 10/15/2019	In Process: 0
			767 Emory River Road, Harriman, TN 37748	Approved: 10/15/2019	Ready to Issue: 10/15/2019	Waiting: 0
				Issued: 10/15/2019		Total Days: 0
						Total Cycles: 1
		BP2019-651	Dock	Submitted: 10/16/2019	Technically Complete: 10/16/2019	In Process: 0
			146 Lakeshore View Drive, Kingston, TN 37763	Approved: 10/16/2019	Ready to Issue: 10/16/2019	Waiting: 0
				Issued: 10/16/2019		Total Days: 0
						Total Cycles: 1
		BP2019-652	Garage	Submitted: 10/16/2019	Technically Complete: 10/16/2019	In Process: 0
			196 Country Drive, Kingston, TN 37763	Approved: 10/16/2019	Ready to Issue: 10/16/2019	Waiting: 0
				Issued: 10/16/2019		Total Days: 0
						Total Cycles: 1
		BP2019-653	Carport with slab	Submitted: 10/16/2019	Technically Complete: 10/16/2019	In Process: 0
			295 Orchard View Road, Oliver Springs Rd., TN 37840	Approved: 10/16/2019	Ready to Issue: 10/16/2019	Waiting: 0
				Issued: 10/16/2019		Total Days: 0
						Total Cycles: 1
		BP2019-654	Residential Home	Submitted: 10/16/2019	Technically Complete: 10/16/2019	In Process: 0
			388 De Armond Rd, Kingston, TN 37763	Approved: 10/16/2019	Ready to Issue: 10/16/2019	Waiting: 0
				Issued: 10/16/2019		Total Days: 0
						Total Cycles: 1
		BP2019-655	Dock	Submitted: 10/17/2019	Technically Complete: 10/17/2019	In Process: 0
			184 Brabson Court, Kingston, TN 37763	Approved: 10/17/2019	Ready to Issue: 10/17/2019	Waiting: 0
				Issued: 10/17/2019		Total Days: 0
						Total Cycles: 1



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BUILDING	BP	BP2019-656	Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 10/17/2019	In Process: Waiting: Total Days: Total Cycles:
		Carport			0 0 0 1
		615 Ridge Trail Road, Kingston, TN 37763		10/17/2019	
		BP2019-657			
		Residential Home			5 0 5 1
		178 Emerald Pointe Cir, Rockwood, TN 37854		10/22/2019	
		BP2019-658			
		Garage			5 0 5 1
		178 Emerald Pointe Cir, Rockwood, TN 3784		10/22/2019	
		BP2019-659			
		Retaining Wall			0 0 0 1
		691 Irwinton Drive, Ten Mile, TN 37880		10/17/2019	
		BP2019-660			
		Pool & Deck			0 0 0 1
		130 Dickey Valley Rd, Harriman, TN 37748		10/18/2019	
		BP2019-661			
		DW			0 0 0 1
		477 Old Hen Valley Rd, Oliver Springs, TN 37840		10/18/2019	
		BP2019-662			
		KC Canopy & Storage Building		10/21/2019	11 0 11 1
		504 Gallaher Road, Kingston, TN 37763			
		BP2019-663			
		Carport, Deck & Porch			0 0 0 1
		179 Poplar Creek Rd, Harriman, TN 37748		10/21/2019	



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BUILDING	BP	BP2019-664	Submitted: 10/21/2019	Technically Complete: 10/21/2019	In Process: 0
		HC DW	Approved: 10/21/2019	Waiting: 0	Waiting: 0
		391 Scenic Drive, Harriman, TN 37748	Ready to Issue: 10/21/2019	Total Days: 0	Total Cycles: 1
		BP2019-665	Submitted: 10/21/2019	In Process: 0	In Process: 0
		Inground Pool	Technically Complete: 10/21/2019	Waiting: 0	Waiting: 0
		2649 Lawnville Road, Kingston, TN 37763	Approved: 10/21/2019	Total Days: 0	Total Days: 0
		BP2019-666	Ready to Issue: 10/21/2019	Total Cycles: 1	Total Cycles: 1
		Storage Building	Submitted: 10/21/2019	In Process: 0	In Process: 0
		184 Viars Rd, Philadelphia, Tn 37846	Technically Complete: 10/21/2019	Waiting: 0	Waiting: 0
		BP2019-667	Approved: 10/21/2019	Total Days: 0	Total Days: 0
		Dock	Ready to Issue: 10/21/2019	Total Cycles: 1	Total Cycles: 1
		540 Emory River Rd, Harriman, TN 37748	Submitted: 10/23/2019	In Process: 0	In Process: 0
		BP2019-668	Technically Complete: 10/23/2019	Waiting: 0	Waiting: 0
		Storage Building	Approved: 10/23/2019	Total Days: 0	Total Days: 0
		131 Stiles Ln, Kingston, Tn 37763	Ready to Issue: 10/23/2019	Total Cycles: 1	Total Cycles: 1
		BP2019-669	Submitted: 10/23/2019	In Process: 0	In Process: 0
		DW	Technically Complete: 10/23/2019	Waiting: 0	Waiting: 0
		201 Copenhaver Rd, Lenoir City, TN 37771	Approved: 10/23/2019	Total Days: 0	Total Days: 0
		BP2019-670	Ready to Issue: 10/23/2019	Total Cycles: 1	Total Cycles: 1
		Residential Home	Submitted: 10/24/2019	In Process: 0	In Process: 0
		160 Woods Lane, Kingston, TN 37763	Technically Complete: 10/24/2019	Waiting: 0	Waiting: 0
		BP2019-671	Approved: 10/24/2019	Total Days: 0	Total Days: 0
		Pole Barn	Ready to Issue: 10/24/2019	Total Cycles: 1	Total Cycles: 1
		190 Edwards Road, Harriman, TN 37748	Submitted: 10/24/2019	In Process: 0	In Process: 0
			Technically Complete: 10/24/2019	Waiting: 0	Waiting: 0
			Approved: 10/24/2019	Total Days: 0	Total Days: 0
			Ready to Issue: 10/24/2019	Total Cycles: 1	Total Cycles: 1



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/24/2019	In Process: Waiting: Total Days: Total Cycles:
		BP2019-672 Pole Barn 126 Woody Lane, Kingston, TN 37763			
		BP2019-673 KC Finishing Out Garage 1001 Sheerwater Rd, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/25/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-674 DW 261 Jennings Dr, Kingston, Tn 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/25/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-675 Residential Home 156 Hawk Trail, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/28/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-676 HC Sign 118 N. Roane St, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/28/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-677 Barn 1341 Bowman Bend Road, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/28/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-678 Storage Barn 204 A & B Cherry Lane, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/28/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2019-679 MOD 4151 River Road, Ten Mile, TN 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/28/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/29/2019	In Process: Waiting: Total Days: Total Cycles:
		BP2019-680			3 0 3 1
		1735 Lawnville Rd, Kingston, Tn 37763			
		BP2019-681			0 0 0 1
		Sunroom			
		134 Bayside Dr., Ten Mile, TN 37880			
		BP2019-682			0 0 0 1
		Pole Barn			
		414 England Drive, Oliver Springs, TN 37840			
		BP2019-683			0 0 0 1
		Residential Home			
		109 Renfro Rd, Ten Mile, TN 37880			
		BP2019-684			3 0 3 1
		104 Bluff Road, Kingston, TN 37763			
		BP2019-685			0 0 0 1
		Metal Garage			
		3631 Sugar Grove Valley Road, Harriman, TN 37748			
		BP2019-686			0 0 0 1
		HC DW			
		221 Carlock Ave. Harriman, TN 37748			
		BP2019-687			0 0 0 1
		KC Residential Home			
		141 Clinchcrest Drive, Kingston, TN 37763			



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BUILDING	BP	BP2019-688	Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 10/31/2019	In Process: Waiting: Total Days: Total Cycles:
		Dock			0 0 0 1
	PL	183 Sophia's Road, Kingston, TN 37763			
		PL2019-130			
		PL for BP2019-586	Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 10/02/2019	In Process: Waiting: Total Days: Total Cycles:
		9805 Paw Paw Plains Rd, Lenoir City, Tn 37771			0 0 0 1
		PL2019-131			
		PL for BP2019-568	Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 10/02/2019	In Process: Waiting: Total Days: Total Cycles:
		166 Short St, Kingston, Tn 37763			0 0 0 1
		PL2019-132			
		PL for BP2019-565	Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 10/02/2019	In Process: Waiting: Total Days: Total Cycles:
		3826 Decatur Highway, Kingston, TN 37763			0 0 0 1
		PL2019-133			
		PL for BP2019-502	Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 10/02/2019	In Process: Waiting: Total Days: Total Cycles:
		500 Emory River Road, Harriman, TN 37748			0 0 0 1
		PL2019-134			
		HC PL for BP2019-586	Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 10/04/2019	In Process: Waiting: Total Days: Total Cycles:
		1827 Griffith Drive, Harriman, TN 37748			0 0 0 1
		PL2019-135			
		PL for BP2019-603	Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 10/07/2019	In Process: Waiting: Total Days: Total Cycles:
		505 N. First St., Kingston, TN 37763			0 0 0 1
		PL2019-136			
		PL for BP2019-288	Technically Complete: Approved: Ready to Issue: Issued:	Submitted: 10/09/2019	In Process: Waiting: Total Days: Total Cycles:
		255 SOUTHLAKE Dr., Kingston, TN 37763			0 0 0 1



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BUILDING	PL	PL2019-137	Submitted: 10/15/2019	In Process: 0
		PL for BP2019-503	Technically Complete: 0	Waiting: 0
		3285 Sugar Grove Valley Rd, Harriman, TN 37748	Approved: 0	Total Days: 0
		PL2019-138	Ready to Issue: 1	Total Cycles: 1
		PL for BP2019-648	Submitted: 10/15/2019	In Process: 0
		880 Skyline Drive, Harriman, TN 37748	Technically Complete: 0	Waiting: 0
		PL2019-139	Approved: 0	Total Days: 0
		PL for BP2019-523	Ready to Issue: 1	Total Cycles: 1
		109 Martin Cir, Harriman, TN 37748	Submitted: 10/15/2019	In Process: 0
		PL2019-140	Technically Complete: 0	Waiting: 0
		PL for BP2019-675	Approved: 0	Total Days: 0
		156 Hawk Trail, Kingston, TN 37763	Ready to Issue: 1	Total Cycles: 1
		PL2019-141	Submitted: 10/22/2019	In Process: 0
		KC PL for BP2019-544	Technically Complete: 0	Waiting: 0
		327 & 329 Bailey Road, Kingston, TN 37763	Approved: 0	Total Days: 0
		PL2019-142	Ready to Issue: 1	Total Cycles: 1
		PL for BP2019-618	Submitted: 10/28/2019	In Process: 0
		120 Gallaher View Dr, Kingston, TN 37763	Technically Complete: 0	Waiting: 0
		PL2019-143	Approved: 0	Total Days: 0
		PL for BP2019-687	Ready to Issue: 1	Total Cycles: 1
		141 Clinchcrest Drive, Kingston, TN 37763	Submitted: 10/29/2019	In Process: 0
		RM2019-100	Technically Complete: 0	Waiting: 0
		RM for BP2019-050	Approved: 0	Total Days: 0
		181 Orchard View Road, Oliver Springs, TN 37840	Ready to Issue: 1	Total Cycles: 1



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BUILDING	RM	RM	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/03/2019	In Process: Waiting: Total Days: Total Cycles:
RM2019-101	RM for BP2019-516	2649 Lawnville Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/03/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
RM2019-102	RM for BP2019-078	405 Indigo Bunting Dr, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/03/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
RM2019-103	RM for BP2019-158	125 Stevens Circle, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/04/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
RM2019-104	RM for BP2019-452	308 Homestead Court, Kingston, Tn 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/07/2019	In Process: 15 Waiting: 0 Total Days: 15 Total Cycles: 1
RM2019-105	RM for BP2019-273	2280 Buttermilk Rd West, Kingston, Tn 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/09/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
RM2019-106	RM for BP2019-174	2276 Buttermilk Road, Lenoir City, TN 37771	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/09/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
RM2019-107	RM for BP2019-351	1461 Oakdale Hwy, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/10/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
RM2019-108	RM for BP2018-474	3809 Harriman Highway, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/11/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	RM	RM2019-109	Submitted: 10/14/2019	In Process: 0
		RM for BP2018-600	Technically Complete:	Waiting: 0
		264 Timberline Drive, Kingston, TN 37763	Approved:	Total Days: 0
		RM2019-110	Ready to Issue:	Total Cycles: 1
		RM for BP2018-513	Submitted: 10/14/2019	In Process: 0
		183 Sophia's Road, Kingston, TN 37763	Technically Complete:	Waiting: 0
		RM2019-111	Approved:	Total Days: 0
		Change out only	Ready to Issue:	Total Cycles: 1
		672 Webster Road, Harriman, TN 37748	Submitted: 10/17/2019	In Process: 0
		RM2019-112	Technically Complete:	Waiting: 0
		RM for BP2019-338	Approved:	Total Days: 0
		221 Casey Rd, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
		RM2019-113	Submitted: 10/22/2019	In Process: 0
		RM Gas Unit Change out	Technically Complete:	Waiting: 0
		511 Clinch St, Harriman, TN 37748	Approved:	Total Days: 0
		RM2019-114	Ready to Issue:	Total Cycles: 1
		RM for BP2019-328	Submitted: 10/23/2019	In Process: 0
		250 Anglers Cove Road, Kingston, TN 37763	Technically Complete:	Waiting: 0
		RM2019-115	Approved:	Total Days: 0
		RM for BP2019-197	Ready to Issue:	Total Cycles: 1
		691 Inwinton Drive, Ten Mile, TN 37880	Submitted: 10/24/2019	In Process: 0
		PLT2019-069	Technically Complete:	Waiting: 0
		Plat Review/5 Acres+	Approved:	Total Days: 0
		201 Copenhaver Rd, Lenoir City, TN 37771	Ready to Issue:	Total Cycles: 1
PLANNING	PLT		Submitted: 10/29/2019	In Process: 28
			Technically Complete:	Waiting: 0
			Approved:	Total Days: 28
			Ready to Issue:	Total Cycles: 1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2019 AND 10/31/2019

Report run on: 11/01/2019 10:40 AM

PLANNING	PLT		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/08/2019	In Process: Waiting: Total Days: Total Cycles:
	PLT2019-070	Plat Review/Boundary Line 338 Peninsula Drive, Harriman, TN 37748			24 0 24 1
	PLT2019-071	Plat Review-Boundary Line 196 Shady Dr., Harriman, TN 37748			22 0 22 1
	PLT2019-072	Plat Review/Boundary Line 810 Laurel Bluff Road, Kingston, TN 37763			17 0 17 1
	PLT2019-073	Plat Review/Boundary Line 102 Scenic View Lane, Harriman, TN 37748			15 0 15 1
	PLT2019-074	Plat Review/2 Lots- 247 Loudon Hwy., Loudon, TN 37771			11 0 11 1
	PLT2019-075	Plat Review/2 Lots- 141 Britton Road, Loudon, TN 37774			9 0 9 1
	PLT2019-076	Plat Review/Boundary Line 227 Majestic View Drive, Rockwood, TN 37754			9 0 9 1
	PLT2019-077	Plat Review/Boundary Line 2095 Raby Town Road, Philadelphia, TN 37846			3 0 3 1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2019 AND 10/31/2019

KINGSTON WATER TREATMENT PLANT



OCTOBER OPERATIONS REPORT

2019

<i>Water Treatment Plant</i>		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	12,823,000	14,716,000	-14.76%	427,000	636,000	292,000
	Effluent (Finish)	11,481,000	13,234,000	-15.27%	383,000	480,000	274,000
	Spring Supply	13,908,000	14,333,000	-3.06%	464,000	482,000	449,000
	Total Finish Prod.	25,389,000	27,567,000	-8.58%	<i>Distribution & WTP Report:</i> 898,000		
Plant Efficiency		99.28%	99.23%	0.05%	gals. usage flushing and Tank refilling.		
<i>Distribution</i>					<i>Public Works:</i> No Report		
GALLONS	Consumption	21,374,000	21,690,300	-1.48%	<i>Fire Dept:</i> No Report		
	Reported Usage	898,000	1,335,160	-48.68%	<i>Park & Rec:</i> No Report		
	Water Loss	3,117,000	4,441,540	-42.49%	<i>WWTP:</i> No Report		
	%	12.28%	16.11%	-3.83%			

Note: The Water Production, Consumption and Loss data is for the September 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.
- * Mowed, trimmed & Sprayed the Waterplant grounds four times, at the Spring Pump House , Spring Site twice and Spring Gravity Feed Line right-of-way.
- * Completed replacement of 3G Cellular Equipment on the SCADA System with 4G Equipment (All 3G will be Obsolete and not supported after 2019) Per the Carriers Sunset Schedule.
- * Doing study / research for updating and attending Water Policy Meetings.
- * Working on Emergency Operations and Risk Assessments to Update our Emergency Operations and Drought Plan.
- * Working on getting the Raw Water Pump Changed out. The Crane that was to be used had some mechanical problems and had to find another Company / Crane to use. Hopefully will complete the first week of November.
- * Performed Chemical Feeder Maintenance, replacing some gear sets at Spring and Bleach House.
- * Sorted through applications / resumes and conducted Interviews for a Water Treatment Operator. John Poole was hired, he is a Certified / Licensed Grade IV Operator with 20+ years experience and is to begin the week of November 18.

Kingston Water Dept
Schedule of Unaccounted For Water
October

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	25,389,000
C	Water Purchased	<u>0</u>
D	Total Water Treated and Purchased (Sum Lines B and C)	<u>25,389,000</u>
E Accounted for Water:		
F	Water Sold	21,374,000
G	Metered for Consumption (in house usage)	<u>0</u>
H	Fire Department(s) Usage	<u>0</u>
I	Flushing	<u>798,000</u>
J	Tank Cleaning/Filling	<u>0</u>
K	Street Cleaning	<u>100,000</u>
L	Bulk Sales	<u>0</u>
M	Water Bill Adjustments (+/-)	<u>0</u>
N	Total Accounted for Water (Sum Lines F thru M)	<u>22,272,000</u>
O	Unaccounted for Water (Line D minus Line N)	<u>3,117,000</u>
P	Percent Unaccounted for Water (Line O divided by Line D times 100)	<u>12.277%</u>

Q Other (explain)

See Below

Explain Other:

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





Water Treatment Plant
October 2019
Safety Training

- Discussed contacts with objects safety.
- Reviewed the National Safety Council article Contacts With Objects: It Pays to Pay Attention.
- Discussed relevance of article to Water Treatment Plant and actions to be taken to more safely contact, move, and maneuver around objects.

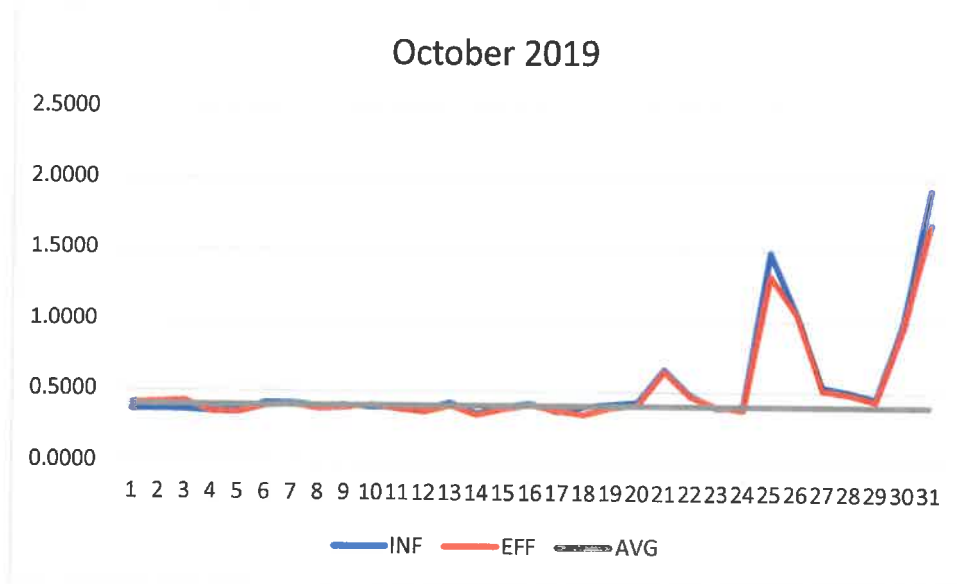
Present were Dave Ott and Chuck Moore.

KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager
FROM: Tony Workman, WWTP Plant Manager
RE: October 2019 Monthly Report
DATE: November 1, 2019

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	.5372	1.9270	.3430	16,654,000
EFFLUENT	.5174	1.6950	.3350	16,039,000

2500 Sewer Customers 12,043,200 gallons billed. Daily average .4014 mgd.



Total gallons of chlorine used was 458.1 @\$2.09 gallon = \$957.43.

There were no overflows this month.

The press is running again. Michael Stallings from Tekwell came out and helped us trouble shoot the issue. It appeared to be a loose wire that prevented the signals to communicate correctly.

SAFETY MEETINGS THIS MONTH:

October 1- OSHA'S Revised Haz-Com Standard-

 "Exploding Bomb" Pictogram on Labels (Toolbox Talk #21)

 "Exclamation Mark" Pictogram on Labels (Toolbox Talk #22)

October 8- OSHA'S Revised Haz-Com Standard-

 "Safety Data Sheets" (Toolbox Talk #23)

 "Non-Mandatory Information" (Toolbox Talk #24)

October 22- Basic Electrical Safety-

 The Dark Side of Electricity (Toolbox Talk #73)

 The Most Abused Safety Device on the Job (Toolbox Talk #74)

October 31- Basic Electrical Safety-

 Things to Know About Double Insulated Tools (Toolbox Talk #75)

WATER DEPARTMENT MONTHLY REPORT

To: David Bolling

Month of: OCT. 2019

From: Jimmy Agee

RE: Monthly Work Orders

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	4	
Read-out	43	
RE- READS	34	
WATER TAP NEW ACCT.	3	
CLOSED ACCT WITH COMSUMPTION		
READ INS	35	
CHECK FOR HUNG METER		
CHANGE OUT HUNG / BROKEN METER	3	
CHECK FOR LEAK AT METER	24	
METER LEAKS	7	
AFTER HOURS - WATER	14	
SERVICE LINE LEAK	7	
LINE LOCATES	154	
TURN OFF FOR NON PAYMENT	47	
TURN WATER BACK ON	42	
YARD WORK	3	1
DOOR HANGERS	5	
MANUAL READ	34	
AFTER HOURS - SEWER	3	
SEWER- TAP NEW ACCOUNT	2	
LOCATE SEWER TAP		
SEWER BACK UP	4	
CHECK TO SEE IF STILL OFF	24	
TAP ESTIMATES	8	
PROFILE REQUESTED	6	
WATER TAP ESTIMATE	6	
SEWER-TAP EXISTING ACCT		1
WATER MAIN BREAKS	2	

WATER DEPARTMENT MONTHLY REPORT

Month of: OCT.2019

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
ESTIMATES RELOCATE METER	1	
CHECK FOR TAMPERED METER		
CHECK TO SEE IF CONNECTED TO SEWER	1	
CHECK MANHOLE COVER		
WATER TASTE BAD	1	
CHECK WATER PRESSURE	3	
REPLACE SEWER TAP	1	
CHECK FOR FROZEN METER		
REPLACE MAN HOLE COVER		
REPLACE CLEAN-OUT CAP	1	
REPLACE METER /METER BOX/LID	5	
REPLACE TAMPERED METER		
RELOCATE WATER METER	1	
FLUSH LINES	2	
RUN 10 GAL WATER THRU	1	
TURN OFF FOR INSPECTIONS		
INSPECT SEWER CONNECTION		
TURN OFF DUE TO LEAK	3	
REPLACE CUT-OFF VALVE	2	
Install flotting meter		
LOCATE WATER METER		
Total		2
OVER-TIMES HOURS	153.5	
FIRE HYDRANTS REPLACED		
ROAD PATCHES		
PULL OR LOCK METER	14	


 WATER DISTRIBUTION & COLLECTION
 MANAGER-JIM AGEE

SAFETY MEETING SIGN-IN SHEET		Company: KWD Dist.
Safety Topic: OSHA VISITS	Date/Time: 10-14-19 8:00 AM	
Facilitator: Jimmy Agee	Location: Shop	

	Name	Signature	
1	Greg Sexton	William A Sata	10/14/19
2	David Loy	David Loy	10/14/19
3	James Evans	James Evans	10/14/19
4	Daniel Bredwell	Daniel Bredwell	10/14/19
5	Kevin Hamilton	Kevin Hamilton	10/14/19
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SAFETY MEETING SIGN-IN SHEET

Company: KWD DIST.

Safety Topic: SITE SAFETY

Date/Time: 10-21-19 8:00 AM

Facilitator: Jim Agee

Location:

	Name	Signature	
1	Greg Sexton	William A. Sexton	10/21/19
2	James Evans	James Evans	10/21/19
3	Kevin Hamilton	Kevin H.	10/21/19
4	David Loy	David Loy	10/21/19
5	Daniel Bredwell	Daniel Bredwell	10/21/19
6	Jimmy Agee	James A. Agee	10-21-19
7	David Alford	David Alford	10-21-19
8			
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SAFETY MEETING SIGN-IN SHEET		Company: <i>KWD Dist.</i>
Safety Topic: <i>LADDER SAFETY</i>		Date/Time: <i>8:00 AM 10-28-19</i>
Facilitator: <i>Jim Agee</i>		Location: <i>Shop</i>

	Name	Signature	
1	<i>David Alford</i>	<i>David Alford</i>	<i>10-28-19</i>
2	<i>David Loy</i>	<i>David Loy</i>	<i>10-28-19</i>
3	<i>Kevin Hamilton</i>	<i>Kevin Hamilton</i>	<i>10-28-19</i>
4	<i>Daniel Bredwell</i>	<i>Daniel Bredwell</i>	<i>10-28-19</i>
5	<i>Greg Sexton</i>	<i>Greg Sexton</i>	<i>10-28-19</i>
6	<i>Jimmy Agee</i>	<i>James A Agee</i>	<i>10-28-19</i>
7	<i>James Evans</i>	<i>James Evans</i>	<i>10/28/19</i>
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Kingston Public Library (KPL)
1004 Bradford Way
Kingston Tennessee 37763
865-376-9905
WWW.kingstonpubliclibrarytn.org
WWW.facebook.com/KingstonPublicLibrary

1 Nov. 2019

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

FR: Barbara Thorbjornsen
Library Director

RE: Monthly Director's Report

The following sums up library activities for the month of October 2019:

Programs:

We had our weekly story time hour.

Our annual monthly book club and quilters group.

We had your Thursday night book club at 6:30 pm. for those who work during the day. They will meet the first Thursday of the month and is open to anyone who would like to join.

Programs: Oct.3rd The actors came and did a pirate show for the children. The children came dressed as pirates. They walked to plank and got tattoos and goodie bags of pirate loot. We had 85 children attend plus parents. We had a wonderful time.

We participated in the spooktacular this year.

October 10th We had local authors Todd and Liz Chancey . They discussed their book God in the Midst of Thorns. John Hagen wrote the forward and is the former pastor of Midtown United Methodist church. Reverend Todd Chancey served Kingston United Methodist church for 7 years. Every book sold that night \$5.00 was donated back to the Library. Todd and Liz appeared on the Dr. OZ show to tell their story of life after Liz's pesticide exposure. We had 26 people attend.

Oct.16th We had local author Barbara Smith here to read her new book A Home for Callie the Kitten at story time. She read to the children and brought goodies for them.

Summary

Our computer program is still going through a major update. WE went from 4 pages of problems to 2 pages that still need to be resolved. Hopefully these will be fixed soon.

The technology grant is now open and I will be ordering our new Windows 10 computers in November.

The total count of children who attended the weekly story time hour was 87 plus adults. We are getting really for our fall programs which we hope all will attend.

Patron count for the month totaled 1367. We answered 146 computer and reference questions. Follow us on Facebook to see all the programs and photos.

November Programs: We will have two craft nights November 7th and 14th at 6:00pm. The children will be making Christmas decorations and we will be teaching adults to make decorative bows.

We will also have a table set up in the Library for the Stitch Angels. We will be collecting snow flake ornaments and Thank you cards to send to our service men and women overseas for the holidays. Please stop by and write a Thank you card for their service.

Respectfully submitted

Barbara T.

ELECTRIC POWER BOARD OF ROCKWOOD
MEETING AGENDA
October 17, 2019
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM
4:30 – 5:30 PM

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

<u>ACTIVITY</u>	<u>ACTION</u>
Minutes from Board Meeting on August 22, 2019	Approval
June 2019 Financial Statements	Approval
July 2019 Financial Statements	Approval
August 2019 Financial Statements	Approval
August 2019 Accounts Payable	Acceptance
September 2019 Accounts Payable	Acceptance
October 2019 Accounts Payable	Acceptance
Manager's Report	Approval
Visitor Comments	Information

Old:

1. Personnel Policy Revisions	Approval
2. TVA Annual Report	Approval
3. Purchasing Policy	Information

New:

1. FY 2019 Financial Audit	Approval
2. FY 2019 Post-Employment Benefits Trust Audit	Approval
3. Retiree Health Care Insurance Renewal	Approval
4. Bad Debts	Approval

Announcements

November 2019 Board Meeting

Adjourn

The regular meeting of the Rockwood Electric Power Board was called to order at 4:30 p.m. on August 22, 2019. Board members present were Childs, Davis, Holloway, Layne, and McCullough.

A motion was made by Layne, seconded by McCullough to approve the minutes as recorded for the July 15, 2019 Board meeting. All voted yes.

A motion was made by McCullough, seconded by Childs to approve the minutes as recorded for the special called Board meeting held on July 25, 2019. All voted yes.

As part of the Financial Statements, Manager Bear explained the June 30, 2019 year-end reports were not complete and asked the Board to defer them until the September 2019 meeting. The year-end reports are also part of the TVA Annual Report and the independent financial audit. A motion was made by McCullough, seconded by Davis to defer until the next meeting. All voted yes.

A motion was made by McCullough, seconded by Childs to approve the accounts payable for August 2019. All voted yes.

Chairman Holloway stated it had been brought to his attention the State of Tennessee had adopted a new law requiring a municipal to post publicly any donations made with public funds. Manager Bear stated that in the TVA Annual Report an itemized list of donations could be found. He also asked if the law included sponsorships. Chairman Holloway asked him to look into the law and report back to Board.

As part of the Manager's Report, Manager Bear presented the "Voice of the Customer Survey" results. Nearly 500 responses were received. Overall, our customers seem to be satisfied with our communication of services, knowledge, competency, timeliness, and reliability of electric service. Minimal negative feedback was received. The number one comment, suggestion, response, etc. to the survey was "Give Us Internet Please". Melinda Harris, TVPPA Corporate Data Analyst, did an excellent job mining the data and creating a final report. A motion was made by Davis, seconded by Childs to approve the manager's report. All voted yes.

There were no Visitor's Comments

Elliott Barnett of Strata*G presented the results of the Engineering Analysis of REU's existing fiber outlay. The presentation included an Executive Summary along with the Conclusion and Recommendations. The final report is of considerable length and is not recorded in the minutes. Copies may be requested as part of the Public Records Request policy. Chairman Holloway thanked the entire team for their work and to Strata*G for presenting the report. A report is added to the end of the minutes covering Mr. Barnett's presentation.

A motion was made by Davis seconded by McCullough to defer the approval of the Personnel Policy Revisions for Chapter 1 thru Chapter 5. All voted yes. If any of the Board members have questions they should contact Sandy Helton by August 30, 2019.

A motion was made by McCullough, seconded by Davis to defer approval of the TVA Annual Report until the September Board meeting. The TVA Annual Report was not complete and had not been reviewed by TVA's Regulatory Analyst. TVA is scheduled to be in the office September 12, 2019. The independent financial audit usually is usually ready for board approval at the October board meeting.

A motion was made by McCullough, seconded by Layne to approve the recommendation from Manager Bear to sign and accept the terms and conditions of the TVA Long-Term Partnership Proposal. All voted yes. The proposal is an amendment to REU's existing Wholesale Power Contract with TVA. The initial term is for twenty (20) years beginning with the first full billing month which will be September 2019. TVA will apply a credit to the monthly wholesale power invoice equal to 3.1% of non-fuel energy, demand, and the grid access charge.

A motion was made by McCullough, seconded by Childs to defer approving the revised Purchasing Policy. All voted yes. The policy was being reviewed by the utility's legal counsel. It is comprehensive and needs to be consistent with the City of Rockwood's ordinances on purchasing, the Municipal Electric Plant Law of 1935, and the Municipal Purchasing Law of 1983.

Manager Bear informed the Board of options to finance the new vehicles that are on order and scheduled for delivery. Three (3) of the vehicles will be purchased through Sourcewell's Cooperative Program. Financing options are: TML – a fixed rate on a capital outlay note for 8,10, and 12 years; Altec submitted a lease quote through their Capital Services Group with both a monthly and an annual payment option. US Bancorp Government Leasing Program submitted a total loan for the first three (3) vehicles for seven (7) years with monthly payments and a 2.196% fixed rate. Manager Bear's recommendation was to finance with US Bancorp. A motion was made by McCullough, seconded by Davis to approve Manager Bear's recommendation. All voted yes.

A motion was made by Layne, seconded by McCullough to approve the revised Organization Chart. The revision places all of the Utility's administrative functions under the direction of Ms. Marsha O'Keefe. All voted yes. The Organization Chart is attached to the minutes.

A motion was made by Davis, seconded by Childs to approve the write-off of uncollectible debts for the period of May 2019 in the amount of \$2,288.74 and noted \$1,209.99 was collected. All voted yes. One item on the uncollectible debt file was addressed and noted to allow legal counsel to handle with the estate of customer.

A motion was made by Layne, seconded by Childs to adjourn. All voted yes.

Chairman
Harold Holloway

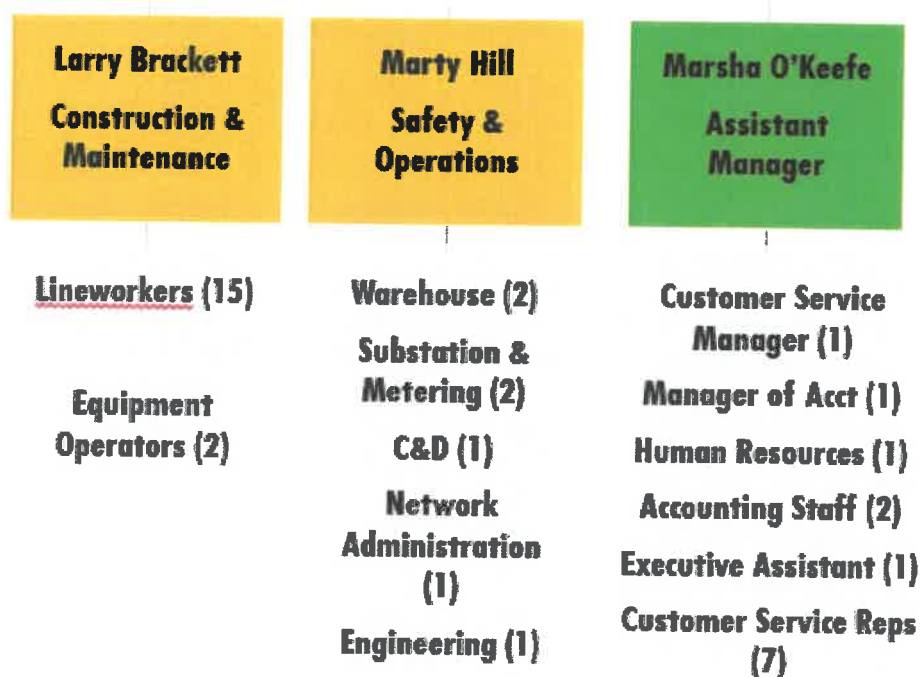
Secretary/Treasurer
Wade McCullough

Recorded by M. O'Keefe

**Rockwood Electric Utility
Organizational Chart
Approved 8-22-2019**

Electric Power Board of Rockwood

**Kendall Bear
General Manager**



Rockwood Electric Utility Organizational Chart Approved 8-22-2019

Larry Brackett

Scott Doughty	Greg Eaton	Lucas Jolley
Kelly Pipkin	Kevin Rhody	Hunter Grant
Charlie Long (Foreman)	Shawn Carter (EO)	Paul Hester
Scott Woodford (Foreman)	Jim Neal	
Rusty Bowlin	Jason Dothard	
Jason Jolly ²	Roy Schrade	
Scottie Boles ²	Kevin Griffis (EO)	

Marty Hill

Darrell Payne (Substation)	Matt Goddard (C&D)
Todd Ferrell (Substation)	Wyatt Wilson (Network Administrator)
Wayne Flanagan (Warehouse)	
Scott Albertson (Engineer)	
Allan Thompson (Warehouse)	

Marsha O'Keefe

Sandy Helton (HR)	Randi Duncan (CS)
Mike Miller (CS)	Julie McCreary (CS)
Rochelle Inman (Exec. Asst)	Heather Kindrick (CS)
Sherry Laughlin (CS)	Kim Kindrick (CS)
Angela Wampler (Accounting)	Tabatha Watts (CS)
Stacey Smelcer (Accounting)	Michele Powell (Accounting)
Lori Delk (CS)	

Explanatory Notes:

1. All employees listed are in order of seniority within their group.
2. Jason Jolly and Scottie Boles will continue to be assigned to Marty Hill at this time.

Elliott Barnett of Strata*G presented the results of the Engineering Analysis of REU's existing fiber outlay. The presentation included an Executive Summary along with the Conclusion and Recommendations.

Findings

- REU has deployed over 50 miles of fiber.
- REU existing investment can be leveraged into a robust broadband backbone.
- Provide improved communications, speed and reliability of Electric Systems Communications, REU is uniquely positioned to reach its more rural customers with broadband connectivity.

Recommendations

- Improvements to the electric system that will: Increase network security, improve communications, and enhance redundancy and reliability.
- Implement Pilot Projects for proof of concept of Fixed Wireless equipment that will be used for improved communication to existing electrical equipment.
- Pursue grant funding to offset/leverage capital costs for enhancements to smart grid, etc.

ARC Technical Assistance Grant

- Appalachian Regional Commission (ARC) for a \$50,000 Technical Assistance Grant has been approved.
- The project includes: Evaluation of network transport solutions.
- Development of a transition plan to enhance the REU Smart Grid Infrastructure to improve reliability, redundancy, security, and to support future broadband services.

Outlook for Rockwood Electric Utility

- Flat or decreasing revenues.
- Increasing operational cost.
- Aging infrastructure & equipment.
- Potential declines in customer base.

Broadband as Alternate Revenue Source

- Big Capital Outlay/Full build-out fiber to the home (FTTH) network. Significant potential returns, but high risk and significant debt.
- Incremental Approach – Revenues fund expansion and growth, not debt with lower risk. This approach would be: Enhanced Smart Grid – Shared Services – Business Internet - Full ISP.

Conclusions

- The incremental approach, allows REU to enter the Broadband business at their own pace, creating an opportunity for future revenue streams while providing enhanced services to REU's Customers.
- It is recommended that REU pursue state and federal grants in order to leverage capital investments and expedite progression through incremental steps as necessary.

The final report is of considerable length and is not recorded in the minutes. Copies may be requested as part of the Public Records Request policy. Chairman Holloway thanked the entire team for their work and to Strata*G for presenting the report.

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		JUNE 2019		
BALANCE SHEET				
ASSETS AND OTHER DEBITS		ITEM NO	AMOUNT	
UTILITY PLANT				
Electric Plant	1	64,883,545.54		
Less Depreciation	2	17,192,079.14		
Total	3	47,691,466.40		
Unamortized acq. adj.	4			
Other utility plant - net.	5			
Total Plant - net.	6	47,691,466.40		
OTHER PROPERTY AND INVESTMENTS				
Nonutility property - net.	7			
Other investments	8	33,765.14		
Sinking funds	9			
Depreciation funds	10			
Other special funds	12	3,455,554.00		
Total	13	3,489,319.14		
CURRENT AND ACCRUED ASSETS				
General cash and temporary cash investments ..	14	2,457,134.84		
Accounts receivable	15	2,713,535.40		
Materials and supplies	16	510,363.33		
Prepayments	17	139,113.38		
Other current assets	18	890,437.77		
Total	19	6,710,584.72		
DEFERRED DEBITS				
Debt expense	20			
Preliminary survey	21			
Clearing accounts	22			
Energy Service Loans receivables ..	24	257,365.08		
Deferred costs on TVA Leases	25			
Other deferred debits	26			
Total	27	257,365.08		
TOTAL ASSETS AND OTHER DEBITS				
	28	58,148,735.34		
LIABILITIES AND OTHER CREDITS		ITEM NO	AMOUNT	
CAPITAL				
Membership certificates	30			
EARNINGS REINVESTED IN SYSTEM ASSETS				
Beginning of year	33	43,896,637.73		
Current year to date	34	(64,510.74)		
Total	35	43,832,126.99		
LONG-TERM DEBT				
RUS	36			
CFC	37			
CoBank	38			
Bonds and other long-term debt	39.1	3,700,000.00		
TVA	39.3			
Debt premium and discount	40	40,549.12		
Total	41	3,740,549.12		
OTHER NON-CURRENT LIABILITIES				
Postretirement Benefits	39.2	3,455,554.00		
Energy Service Loans - Advances ..	42	198,274.65		
Energy Service Loans - Other	43			
Total	44	3,653,828.65		
CURRENT AND ACCRUED LIABILITIES				
TVA notes payable	45.1			
Other notes payable	45.2			
Accounts payable	46	4,669,789.33		
Customer deposits	47	1,156,317.71		
Taxes and equivalents accrued	48			
Interest accrued - RUS	49			
Interest accrued - CFC	50			
Interest accrued - CoBank	51			
Interest accrued - TVA	52.1			
Interest accrued - other	52.2			
Other current liabilities	53	1,101,338.68		
Total	54	6,927,445.72		
DEFERRED CREDITS				
Advances for construction - refundable ..	55			
Other deferred credits	56	(5,215.14)		
Total	57	(5,215.14)		
TOTAL LIABILITIES AND OTHER CREDITS				
	58	58,148,735.34		
() Indicates red figures				
CFC or CoBank Investments included in Item No. 8		33,765.14		
Construction work in progress included in Item No. 1		1,356,889.06	Total miles of distribution lines	
Construction fund included in Item No. 12			Total miles of transmission lines	
Footnotes:				

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

JUNE 2019

PAGE 2

REVENUE AND EXPENSE SHEET

REVENUE AND EXPENSE STATEMENT

ITEM
NO

THIS MONTH

YEAR TO DATE

OPERATING REVENUE

Electric sales revenue (page 7, item 332).....	59	2,785,925.42	33,419,224.67
Revenue from late payments.....	60	8,543.61	167,221.15
Misc. service revenue.....	61	5,115.00	61,565.00
Rent from electric property.....	62	44,061.85	586,353.79
Other electric revenue.....	63	5.00	60.00
Total operating revenue.....	64	2,843,650.88	34,234,424.61

PURCHASED POWER

Total power cost (page 7, item 342).....	65	2,106,986.73	25,126,689.25
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OPERATING EXPENSE

Transmission expense.....	66		
Distribution expense.....	67	260,109.60	1,284,797.84
Customer accounts expense.....	68	189,515.21	866,264.15
Customer service and informational expense.....	69	841.66	10,839.12
Sales expense.....	70	392.47	16,492.99
Administrative and general expense.....	71	332,952.89	2,679,983.85
Operating expense.....	72	783,811.83	4,858,377.95

MAINTENANCE EXPENSE

Transmission expense.....	73		
Distribution expense.....	74	266,412.49	1,202,670.54
Administrative and general expense.....	75		16,019.20
Maintenance expense.....	76	266,412.49	1,218,689.74

OTHER OPERATING EXPENSE

Depreciation expense.....	77	123,267.73	1,532,811.20
Amortization of acquisition adjustment.....	78		
Taxes and tax equivalents.....	79	114,482.85	1,424,543.52
Other operating expense.....	80	237,750.58	2,957,354.72

TOTAL OPERATING EXPENSE AND PURCHASE POWER.....	81	3,394,961.63	34,161,111.66
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INCOME

Operating income (item 64, less item 81).....	82	(551,310.75)	73,312.95
Other income.....	83	146.08	(53,631.84)
Total income.....	84	(551,164.67)	19,681.11
Miscellaneous income deductions.....	85	719.75	15,291.01
Net income before debt expense.....	86	(551,884.42)	4,390.10

DEBT EXPENSE

Interest on long-term debt - RUS.....	87		
Interest on long-term debt - CFC.....	88		
Interest on long-term debt - CoBank.....	89		
Interest on long-term debt - other.....	90.1	6,135.38	73,625.00
Interest - TVA.....	90.2		
Other interest expense.....	92		
Amortization of debt discount and expense.....	93		
Amortization of premium on debt - credit.....	94	(393.68)	(4,724.16)
Total debt expense.....	95	5,741.70	68,900.84

NET INCOME

Income before extraordinary items (item 86, less item 95).....	96	(557,626.12)	(64,510.74)
Extraordinary items.....	97		
Net Income.....	98	(557,626.12)	(64,510.74)

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION	FOR MONTH AND YEAR	PAGE 3
Rockwood Electric Utility	JUNE 2019	

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	1,556,505.09	19,066,408.67	107	13,381,853	168,631,200
Gen. Power - 50 kW & under.	101	377,375.03	4,405,517.76	108	2,756,441	32,665,785
Gen. Power - Over 50 kW.	102	792,055.82	9,338,801.82	109	8,239,290	103,091,644
Street and athletic - Codes 72, 73 & 74.	103	16,177.94	225,049.26	110	106,630	1,814,216
Outdoor lighting - Codes 75, 77 & 78.	104	31,495.19	371,130.81	111	213,064	2,582,925
Subtotal.	330	2,773,609.07	33,406,908.32			
Unbilled revenue*.	331	12,316.35	12,316.35			
Total (page 2, item 59).	332	2,785,925.42	33,419,224.67	335	24,697,278	308,785,770
Kilowatt-hours for own use.				113	36,699	511,431
Total kilowatt-hours sold and used.				114	24,733,977	309,297,201
Kilowatt-hours in unbilled revenue (items 331) above*.				336	8,098	8,098

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	\$	840.64		N/A
Gen Partners-GP<50kW	\$	1,225.72		N/A
Gen Partners-GP>50kW	\$	2,107.26		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	2,106,986.73	25,126,689.25	119	25,698,939	323,465,019
Facilities Rental.	116					
Other Charges/Credits.	117					
Total from TVA.	118	2,106,986.73	25,126,689.25	122	25,698,939	323,465,019
Other Purchased Power*.	218			222		
Subtotal.	340	2,106,986.73	25,126,689.25			
Unbilled Purchases*.	341					
Total (page 2, item 65).	342	2,106,986.73	25,126,689.25	345	25,698,939	323,465,019
Less kilowatt hours sold and used (item 114).				123	24,733,977	309,297,201
Line losses and kilowatt-hours unaccounted for.				124	964,962	14,167,818
Percent of losses to purchases (2 decimal places).				125	3.75	4.38
Cost per kilowatt-hour including facilities rental (cents).				127	8.199	7.768
Kilowatt-hours in unbilled purchases (Item 341) above*.				346		

**Purchased other power under contract number TV- _____ from _____

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

JUNE

2019

PAGE 3a

CUSTOMER DATA

CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR
Residential.	11,637	11,610
Gen. Power - 50 kW & under.	2,757	2,737
Gen. Power - Over 50 kW.	128	134
Street and athletic - Codes 72, 73 & 74.	38	39
Outdoor Lighting - Code 78.	133	134
Total.	14,693	14,654
Special Outdoor Lighting - Code 75.		
Outdoor Lighting - Code 77.	2,139	2,149

LONG-TERM DEBT

CHANGE THIS MONTH	AMOUNT
Long-term debt last report (item 41).	3,740,942.80
Add new long-term debt this month (page 3).	
Total.	3,740,942.80
Less reductions this month (page 3).	393.68
Long-term debt this month (item 41).	3,740,549.12

OPERATING RATIO

Item 81 minus item 80 divided by item 64 equals

THIS MONTH

YEAR TO DATE

Footnotes:

111.03%

91.15%

SIGNED

TITLE

DATE PREPARED

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

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

JULY 2019

BALANCE SHEET

ASSETS AND OTHER DEBITS	ITEM NO	AMOUNT
UTILITY PLANT		
Electric Plant	1	64,854,715.49
Less Depreciation	2	17,232,877.96
Total	3	47,621,837.53
Unamortized acq. adj.	4	
Other utility plant - net.	5	
Total Plant - net.	6	47,621,837.53
OTHER PROPERTY AND INVESTMENTS		
Nonutility property - net.	7	
Other investments	8	33,765.14
Sinking funds	9	
Depreciation funds	10	
Other special funds	12	3,455,554.00
Total	13	3,489,319.14
CURRENT AND ACCRUED ASSETS		
General cash and temporary cash investments ..	14	2,677,057.12
Accounts receivable	15	2,800,125.22
Materials and supplies	16	503,522.46
Prepayments	17	119,176.21
Other current assets	18	933,045.78
Total	19	7,032,926.79
DEFERRED DEBITS		
Debt expense	20	
Preliminary survey	21	
Clearing accounts	22	
Energy Service Loans receivables ..	24	251,965.10
Deferred costs on TVA Leases	25	
Other deferred debits	26	
Total	27	251,965.10
TOTAL ASSETS AND OTHER DEBITS		
	28	58,396,048.56

LIABILITIES AND OTHER CREDITS	ITEM NO	AMOUNT
CAPITAL		
Membership certificates	30	
EARNINGS REINVESTED IN SYSTEM ASSETS		
Beginning of year	33	43,832,126.99
Current year to date	34	174,376.66
Total	35	44,006,503.65
LONG-TERM DEBT		
RUS	36	
CFC	37	
CoBank	38	
Bonds and other long-term debt	39.1	3,700,000.00
TVA	39.3	
Debt premium and discount	40	40,155.44
Total	41	3,740,155.44
OTHER NON-CURRENT LIABILITIES		
Postretirement Benefits	39.2	3,471,554.00
Energy Service Loans - Advances ..	42	194,874.67
Energy Service Loans - Other	43	
Total	44	3,666,428.67
CURRENT AND ACCRUED LIABILITIES		
TVA notes payable	45.1	
Other notes payable	45.2	
Accounts payable	46	4,876,247.23
Customer deposits	47	1,151,817.71
Taxes and equivalents accrued	48	8,271.94
Interest accrued - RUS	49	5,802.12
Interest accrued - CFC	50	
Interest accrued - CoBank	51	
Interest accrued - TVA	52.1	
Interest accrued - other	52.2	
Other current liabilities	53	936,732.89
Total	54	6,978,871.89
DEFERRED CREDITS		
Advances for construction - refundable ..	55	
Other deferred credits	56	4,088.91
Total	57	4,088.91
TOTAL LIABILITIES AND OTHER CREDITS		
	58	58,396,048.56

() Indicates red figures

CFC or CoBank Investments included in Item No. 8 33,765.14

Construction work in progress included in Item No. 1 1,088,354.75

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

JULY 2019

REVENUE AND EXPENSE SHEET

REVENUE AND EXPENSE STATEMENT

ITEM
NO

THIS MONTH

YEAR TO DATE

OPERATING REVENUE

Electric sales revenue (page 7, item 332).	59	3,196,795.02	3,196,795.02
Revenue from late payments.	60	16,737.16	16,737.16
Misc. service revenue.	61	4,705.00	4,705.00
Rent from electric property.	62	51,183.09	51,183.09
Other electric revenue.	63	5.00	5.00
Total operating revenue.	64	3,269,425.27	3,269,425.27

PURCHASED POWER

Total power cost (page 7, item 342).	65	2,471,122.69	2,471,122.69
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OPERATING EXPENSE

Transmission expense.	66		
Distribution expense.	67	66,678.84	66,678.84
Customer accounts expense.	68	34,573.42	34,573.42
Customer service and informational expense.	69	858.33	858.33
Sales expense.	70		
Administrative and general expense.	71	200,590.01	200,590.01
Operating expense.	72	302,700.60	302,700.60

MAINTENANCE EXPENSE

Transmission expense.	73		
Distribution expense.	74	63,265.64	63,265.64
Administrative and general expense.	75	2,181.00	2,181.00
Maintenance expense.	76	65,446.64	65,446.64

OTHER OPERATING EXPENSE

Depreciation expense.	77	129,809.93	129,809.93
Amortization of acquisition adjustment.	78		
Taxes and tax equivalents.	79	120,310.31	120,310.31
Other operating expense.	80	250,120.24	250,120.24

TOTAL OPERATING EXPENSE AND PURCHASE POWER.

	81	3,089,390.17	3,089,390.17
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INCOME

Operating income (item 64, less item 81).	82	180,035.10	180,035.10
Other income.	83		
Total income.	84	180,035.10	180,035.10
Miscellaneous income deductions.	85	250.00	250.00
Net income before debt expense.	86	179,785.10	179,785.10

DEBT EXPENSE

Interest on long-term debt - RUS.	87		
Interest on long-term debt - CFC.	88		
Interest on long-term debt - CoBank.	89		
Interest on long-term debt - other.	90.1	5,802.12	5,802.12
Interest - TVA.	90.2		
Other interest expense.	92		
Amortization of debt discount and expense.	93		
Amortization of premium on debt - credit.	94	(393.68)	(393.68)
Total debt expense.	95	5,408.44	5,408.44

NET INCOME

Income before extraordinary items (item 86, less item 95).	96	174,376.66	174,376.66
Extraordinary items.	97		
Net Income.	98	174,376.66	174,376.66

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

FOR MONTH AND YEAR

PAGE 3

Rockwood Electric Utility

JULY 2019

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	1,862,772.63	1,862,772.63	107	16,202,646	16,202,646
Gen. Power - 50 kW & under.....	101	429,381.06	429,381.06	108	3,158,298	3,158,298
Gen. Power - Over 50 kW.....	102	856,068.52	856,068.52	109	9,219,966	9,219,966
Street and athletic - Codes 72, 73 & 74.....	103	16,820.47	16,820.47	110	108,317	108,317
Outdoor lighting - Codes 75, 77 & 78.....	104	31,752.34	31,752.34	111	212,799	212,799
Subtotal.....	330	3,196,795.02	3,196,795.02			
Unbilled revenue*.....	331					
Total (page 2, item 59).....	332	3,196,795.02	3,196,795.02	335	28,902,026	28,902,026
Kilowatt-hours for own use.....				113	40,534	40,534
Total kilowatt-hours sold and used.....				114	28,942,560	28,942,560
Kilowatt-hours in unbilled revenue (items 331) above*.....				336		

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	\$ 902.94	N/A
Gen Partners-GP<50kW	\$ 1,159.98	N/A
Gen Partners-GP>50kW	\$ 1,639.61	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	2,471,122.69	2,471,122.69	119	31,265,450	31,265,450
Facilities Rental.....	116					
Other Charges/Credits.....	117					
Total from TVA.....	118	2,471,122.69	2,471,122.69	122	31,265,450	31,265,450
Other Purchased Power*.....	218			222		
Subtotal.....	340	2,471,122.69	2,471,122.69			
Unbilled Purchases*.....	341					
Total (page 2, item 65).....	342	2,471,122.69	2,471,122.69	345	31,265,450	31,265,450
Less kilowatt hours sold and used (item 114).....				123	28,942,560	28,942,560
Line losses and kilowatt-hours unaccounted for.....				124	2,322,890	2,322,890
Percent of losses to purchases (2 decimal places).....				125	7.43	7.43
Cost per kilowatt-hour including facilities rental (cents).....				127	7.904	7.904
Kilowatt-hours in unbilled purchases (Item 341) above*.....				346		

**Purchased other power under contract number TV- _____ from _____

POWER DISTRIBUTORS

O.M.B.NO. 3318-0001

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

JULY 2019

PAGE 3a

CUSTOMER DATA

CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR
Residential	11,671	11,592
Gen. Power - 50 kW & under.	2,741	2,768
Gen. Power - Over 50 kW.	129	133
Street and athletic - Codes 72, 73 & 74.	39	39
Outdoor Lighting - Code 78.	135	132
Total.	14,715	14,664
Special Outdoor Lighting - Code 75.		
Outdoor Lighting - Code 77.	2,143	2,150

LONG-TERM DEBT

CHANGE THIS MONTH	AMOUNT
Long-term debt last report (item 41).	3,740,549.12
Add new long-term debt this month (page 3)	
Total.	3,740,549.12
Less reductions this month (page 3).	393.68
Long-term debt this month (item 41).	3,740,155.44

OPERATING RATIO

Item 81 minus item 80 divided by item 64 equals

THIS MONTH

YEAR TO DATE

86.84%

86.84%

Footnotes:

SIGNED

TITLE

DATE PREPARED

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

Manager of Accounting

9/16/19

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

AUGUST 2019

PAGE 1

BALANCE SHEET

ASSETS AND OTHER DEBITS	ITEM NO	AMOUNT
UTILITY PLANT		
Electric Plant	1	64,917,087.15
Less Depreciation	2	17,278,302.83
Total.	3	47,638,784.32
Unamortized acq. adj.	4	
Other utility plant - net	5	
Total Plant - net.	6	47,638,784.32

OTHER PROPERTY AND INVESTMENTS

Nonutility property - net.	7	
Other investments.	8	33,765.14
Sinking funds.	9	
Depreciation funds.	10	
Other special funds.	12	3,455,554.00
Total.	13	3,489,319.14

CURRENT AND ACCRUED ASSETS

General cash and temporary cash investments.	14	3,034,498.50
Accounts receivable.	15	2,772,352.42
Materials and supplies.	16	474,259.02
Prepayments.	17	100,173.62
Other current assets.	18	975,653.79
Total.	19	7,356,937.35

DEFERRED DEBITS

Debt expense.	20	
Preliminary survey.	21	
Clearing accounts.	22	
Energy Service Loans receivables.	24	246,548.68
Deferred costs on TVA Leases.	25	
Other deferred debits.	26	
Total.	27	246,548.68

TOTAL ASSETS

AND OTHER DEBITS. 28 58,731,589.49

LIABILITIES AND OTHER CREDITS	ITEM NO	AMOUNT
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CAPITAL

Membership certificates.	30	
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EARNINGS REINVESTED IN SYSTEM ASSETS

Beginning of year.	33	43,832,126.99
Current year to date.	34	190,612.01
Total.	35	44,022,739.00

LONG-TERM DEBT

RUS.	36	
CFC.	37	
CoBank.	38	
Bonds and other long-term debt.	39.1	3,700,000.00
TVA.	39.3	
Debt premium and discount.	40	39,761.76
Total.	41	3,739,761.76

OTHER NON-CURRENT LIABILITIES

Postretirement Benefits.	39.2	3,487,554.00
Energy Service Loans - Advances.	42	191,458.25
Energy Service Loans - Other.	43	
Total.	44	3,679,012.25

CURRENT AND ACCRUED LIABILITIES

TVA notes payable.	45.1	
Other notes payable.	45.2	
Accounts payable.	46	5,160,685.07
Customer deposits.	47	1,157,617.71
Taxes and equivalents accrued.	48	16,543.88
Interest accrued - RUS.	49	11,604.20
Interest accrued - CFC.	50	
Interest accrued - CoBank.	51	
Interest accrued - TVA.	52.1	
Interest accrued - other.	52.2	
Other current liabilities.	53	932,051.04
Total.	54	7,278,501.90

DEFERRED CREDITS

Advances for construction - refundable.	55	
Other deferred credits.	56	11,574.58
Total.	57	11,574.58

TOTAL LIABILITIES

AND OTHER CREDITS. 58 58,731,589.49

() Indicates red figures

CFC or CoBank Investments included in Item No. 8 33,765.14

Construction work in progress included in Item No. 1 1,026,321.65

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		AUGUST 2019		
REVENUE AND EXPENSE SHEET				
REVENUE AND EXPENSE STATEMENT		ITEM NO	THIS MONTH	YEAR TO DATE
OPERATING REVENUE				
Electric sales revenue (page 7, item 332)	59	3,152,351.54	6,349,146.56	
Revenue from late payments	60	15,632.47	32,369.63	
Misc. service revenue	61	4,880.00	9,585.00	
Rent from electric property	62	48,183.09	99,366.18	
Other electric revenue	63	5.00	10.00	
Total operating revenue	64	3,221,052.10	6,490,477.37	
PURCHASED POWER				
Total power cost (page 7, item 342)	65	2,376,033.96	4,847,156.65	
OPERATING EXPENSE				
Transmission expense	66			
Distribution expense	67	101,532.50	168,211.34	
Customer accounts expense	68	80,928.16	115,501.58	
Customer service and informational expense	69	858.33	1,716.66	
Sales expense	70	24,876.00	24,876.00	
Administrative and general expense	71	249,280.45	449,870.46	
Operating expense	72	457,475.44	760,176.04	
MAINTENANCE EXPENSE				
Transmission expense	73			
Distribution expense	74	110,670.22	173,935.86	
Administrative and general expense	75		2,181.00	
Maintenance expense	76	110,670.22	176,116.86	
OTHER OPERATING EXPENSE				
Depreciation expense	77	130,405.04	260,214.97	
Amortization of acquisition adjustment	78			
Taxes and tax equivalents	79	124,443.69	244,754.00	
Other operating expense	80	254,848.73	504,968.97	
TOTAL OPERATING EXPENSE AND PURCHASE POWER		81	3,199,028.35	6,288,418.52
INCOME				
Operating income (item 64, less item 81)	82	22,023.75	202,058.85	
Other income	83			
Total income	84	22,023.75	202,058.85	
Miscellaneous income deductions	85	380.00	630.00	
Net Income before debt expense	86	21,643.75	201,428.85	
DEBT EXPENSE				
Interest on long-term debt - RUS	87			
Interest on long-term debt - CFC	88			
Interest on long-term debt - CoBank	89			
Interest on long-term debt - other	90.1	5,802.08	11,604.20	
Interest - TVA	90.2			
Other interest expense	92			
Amortization of debt discount and expense	93			
Amortization of premium on debt - credit	94	(393.68)	(787.36)	
Total debt expense	95	5,408.40	10,816.84	
NET INCOME				
Income before extraordinary items (item 86, less item 95)	96	16,235.35	190,612.01	
Extraordinary items	97			
Net Income	98	16,235.35	190,612.01	

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

Rockwood Electric Utility

AUGUST 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	1,832,199.16	3,694,971.79	107	16,216,688	32,419,334
Gen. Power - 50 kW & under.	101	429,259.33	858,640.39	108	3,203,819	6,362,117
Gen. Power - Over 50 kW.	102	843,218.96	1,699,287.48	109	9,383,391	18,603,357
Street and athletic - Codes 72, 73 & 74.	103	16,410.44	33,230.91	110	108,336	216,653
Outdoor lighting - Codes 75, 77 & 78.	104	31,263.65	63,015.99	111	211,643	424,442
Subtotal.	330	3,152,351.54	6,349,146.56			
Unbilled revenue*.	331					
Total (page 2, item 59).	332	3,152,351.54	6,349,146.56	335	29,123,877	58,025,903
Kilowatt-hours for own use.				113	42,377	82,911
Total kilowatt-hours sold and used.				114	29,166,254	58,108,814
Kilowatt-hours in unbilled revenue (items 331) above*.				336		

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	\$ 838.94	N/A
Gen Partners-GP<50kW	\$ 1,136.34	N/A
Gen Partners-GP>50kW	\$ 1,691.61	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	2,376,033.96	4,847,156.65	119	30,730,790	61,996,240
Facilities Rental.	116					
Other Charges/Credits.	117					
Total from TVA.	118	2,376,033.96	4,847,156.65	122	30,730,790	61,996,240
Other Purchased Power*.	218			222		
Subtotal.	340	2,376,033.96	4,847,156.65			
Unbilled Purchases*.	341					
Total (page 2, item 65).	342	2,376,033.96	4,847,156.65	345	30,730,790	61,996,240
Less kilowatt hours sold and used (item 114).				123	29,166,254	58,108,814
Line losses and kilowatt-hours unaccounted for.				124	1,564,536	3,887,426
Percent of losses to purchases (2 decimal places).				125	5.09	6.27
Cost per kilowatt-hour including facilities rental (cents).				127	7.732	7.818
Kilowatt-hours in unbilled purchases (Item 341) above*.				346		

**Purchased other power under contract number TV- _____ from _____

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

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Rockwood Electric Utility

FOR MONTH AND YEAR

AUGUST 2019

PAGE 3a

CUSTOMER DATA

CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR
Residential.	11,632	11,642
Gen. Power - 50 kW & under.	2,768	2,763
Gen. Power - Over 50 kW.	128	133
Street and athletic - Codes 72, 73 & 74.	39	39
Outdoor Lighting - Code 78.	133	134
Total.	14,700	14,711
Special Outdoor Lighting - Code 75.		
Outdoor Lighting - Code 77.	2,138	2,149

LONG-TERM DEBT

CHANGE THIS MONTH	AMOUNT
Long-term debt last report (item 41).	3,740,155.44
Add new long-term debt this month (page 3).	
Total.	3,740,155.44
Less reductions this month (page 3).	393.68
Long-term debt this month (item 41).	3,739,761.76

OPERATING RATIO

Item 81 minus item 80 divided by item 64 equals

THIS MONTH

YEAR TO DATE

91.40%

89.11%

Footnotes:

SIGNED

TITLE

Manager of Accounting

DATE PREPARED

9/30/19

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

Kingston Beautification Committee

Final Meeting Minutes – October 7, 2019 Submitted by Tammi Cribbs

Call to Order

The regular meeting of the Kingston Beautification Committee was called to order at 5:00 pm on October 7, 2019 by Teresa Nichols at the Kingston Community Center

Roll Call

Attendees: Teresa Nichols, Jason Brown, Sue Collins, Council Woman Tara Stockton, Judy Yeager
Guests: Tammi Cribbs, Susan Whitlock, and Master Gardeners' Mbrs: Maureen Leavitt and Kathryn Cogar)

Approval of Minutes

The minutes from September were approved. Motion to Approve: Jason Brown, Seconded by Sue Collins

Ongoing Business

1. Discussed the Approval process for interstate: signage, monumental signs
2. Landscaping – support through State Senator 100% on having this approved. Must have layout for landscaping to be included for approval.
 - More cleanup is still being done and permit from TDOT for that is in place.
 - This project to be done in phases – Nathan can approve signage for the welcome sign.
 - Monumental sign must be submitted for approval (TDOT)
3. Master Gardeners (Jason introduced Maureen Leavitt and Kathryn Cogar) and they may assist as advisors to the project in recommending bulbs and plants that can be left natural without a lot of upkeep – low maintenance, full sun and drought resistant plants.
 - They recommended:
 - Daffodils – blooming early, mid and late year.
 - Planting varieties for longer blooming season.
 - Scaling the project to the size of the area.

They can help source bulbs for pricing discounts on quantity.
They will need some idea of the scope of the project – suggested a walk through to visualize a plan.
Bulb planting can be done anytime between now and the first of the year.
Teresa suggested that we set a walk through at the next meeting.
4. Tara – there was no line item budget for BC. Still need to look at ways to fund the project. Maybe a large company or community involvement project.
5. Discussed control box wrap to the boxes near the Pickle Partners sign. The city has the authority on these control boxes. Discussed moving forward with plans for the control box wraps prior to doing the monumental signs. All agreed on welcome wrap for control box.
6. Breakaway sign – currently we have a brown metal reflective sign, can we do something that is similar to compliment what we have and it be functional. It must be 30' from the nearest traffic lane. (currently behind the guardrail) This sign currently has a lot of directional information on it.
7. New Members – Tara will bring the names of interested candidates before the council at the next meeting.
8. RC News building should be cleaned and ready to start painting by the end of the month
9. Possible sponsorship for sidewalk on historical trail – etched pavers or sponsors having a brick.

New Business

- Teresa passed out the Draft listing of business types for directional signs to summarize and reduce number of types needed. Recommend limiting it to 12 or making multiple signs. Committee to bring comments to November meeting.
- Next Meeting – November 4, 2019

Adjournment – Motion by Tara Stockton at 6:00pm, Seconded by Jason Brown