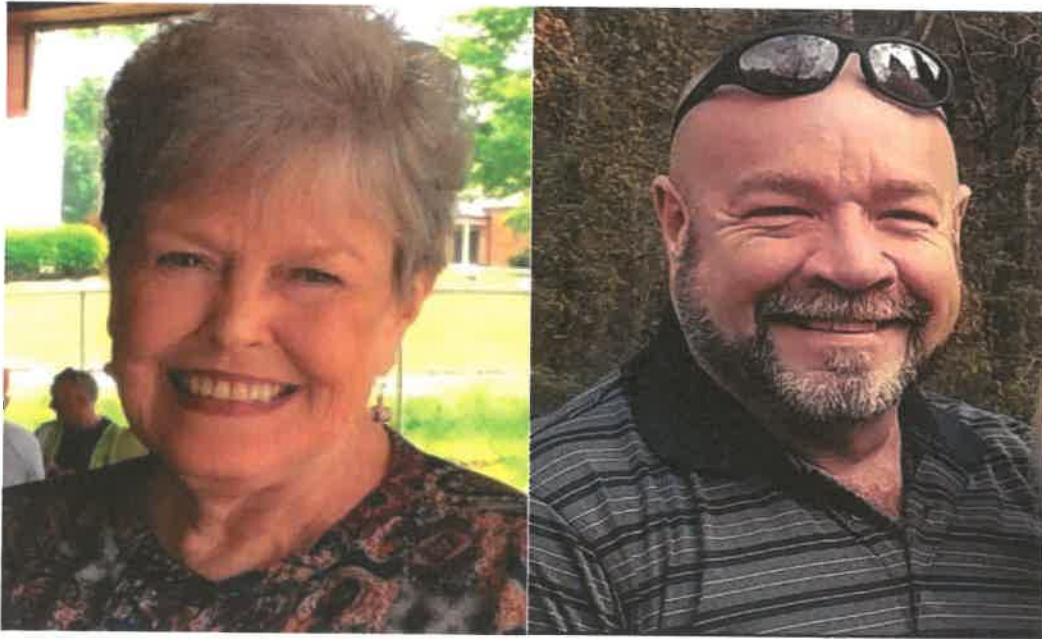




City Manager Report

December 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: December 10, 2019

The December City Manager's Report is dedicated in loving memory of Joyce Lewis and Jerry Singleton

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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: December 2019

Legislative Accomplishments

- A. Appointment of Trudy Wideman and Larry Ridinger to three year terms on the Library Board
- B. Appointment of Stephanie Wright and Bo Pickell four year terms on the Historic Zoning Commission
- C. Authorization for the Utility Director to contract with Raftelis to carry out the directives of the Water and Wastewater Financing Board, at an amount not to exceed \$32,010

Other Items Considered by the Council

- None
- **External Meetings**
 - TDOT / RPO Board of Directors meeting
 - Chamber of Commerce Board of Directors meeting
 - Conference call with WBUD regarding possible wastewater partnership
 - Meeting with developer regarding the Southwest Point golf course property
 - Meetings with banking representatives regarding RFP's for banking services
 - Other misc. meetings
- **Internal Meetings**
 - Weekly conference calls and misc. meetings with Department Heads and WD Managers
 - Meetings with Water Department Policy Committee
 - Other misc. staff meetings

Ongoing Work

- Amphitheater



City of Kingston
Project Status Update
December 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)	100%	
Estimated Completion Date	Nov. 2019	
Notable outstanding issues:	None	

Notes:

1. Project complete!

CITY OF KINGSTON

REVENUES JULY-DECEMBER 2019

ACCOUNT NUMBER	DESCRIPTION	ACTUAL DECEMBER 2018	BUDGETED REVENUES 2019- 2020	ACTUAL DECEMBER 2019	PERCENT OF BUDGET 50%
31110	CURRENT PROPERTY TAX		\$2,004,142	\$1,138,561	56.8%
31120	PUBLIC UTILITIES PROPERTY TAX	\$985,725	\$33,878		
31211	PROPERTY TAX DELINQUENT - 1ST	\$50,970	\$71,200	\$41,424	58.2%
31212	PROPERTY TAX DELINQUENT - 2ND	\$26,125	\$40,000	\$3,476	8.7%
31219	PROPERTY TAX DELINQUENT - 0TH	\$1,466	\$17,000	\$820	4.8%
31300	INT, PENALTY, AND COURT COST	\$24,618	\$49,000	\$7,106	14.5%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	\$40,972	\$83,255	\$42,253	50.8%
31610	LOCAL SALES TAX - CO. TRUSTEE	\$543,278	\$1,237,550	\$620,967	50.2%
31710	WHOLESALE BEER TAX	\$99,482	\$192,000	\$99,489	51.8%
31720	WHOLESALE LIQUOR TAX	\$24,280	\$50,800	\$23,258	45.8%
31800	BUSINESS TAXES	\$12,248	\$70,000	\$17,800	25.4%
31912	CABLE TV FRANCHISE TAX	\$37,607	\$75,000	\$38,163	50.9%
31913	ATT & BELL SOUTH FRANCHISE FEE	\$5,286	\$15,000	\$4,826	32.2%
31920	HOTEL/MOTEL TAX	\$24,478	\$45,000	\$26,535	59.0%
32210	BEER LICENSES	\$100	\$1,750	\$700	40.0%
32220	LIQUOR PERMITS		\$300	\$300	100.0%
32600	BZA HEARING FEE	\$25	\$25		
33479	ST GRANT AMPHITHEATER	\$500,000			
33490	TEMA ASSISTANCE TORNADO	\$78,171			
33500	TELECOM INTERSTATE SALES	\$2,548	\$5,200	\$2,197	42.3%
33510	STATE SALES TAX	\$256,616	\$556,000	\$223,234	40.2%
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		\$3,537	\$6,800	\$2,724	40.1%
33551	STATE GASOLINE TAXES		\$106,692	\$255,000	\$93,763	36.8%
33552	STATE-CITY STREETS		\$5,906	\$12,000	\$4,909	40.9%
33555	STATE STREET CONTRACT MAINT		\$12,398	\$48,000	\$12,457	
33590	TVA REVENUE SOLAR JAMES FRY		(\$3,076)	\$3,100	(\$226)	
33591	GROSS RECEIPTS - TVA		\$18,272	\$73,000	\$18,951	
33592	TVA IMPACT FUNDS		\$12,913			
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		\$2,482	\$2,500	\$289	11.6%
34310	HIGHWAYS AND STREETS CHARGES			\$7,500		
34420	GARBAGE TIP FEES		\$166,599	\$332,318	\$167,928	50.5%
34720	SWIMMING POOL CHARGES		\$3,609	\$20,000	\$4,114	20.6%
34730	FORT DONATIONS				\$100	
34740	PARK AND RECREATION CHARGES		\$2,447	\$6,300	\$10,322	163.8%
34741	BOAT SLIP RENTAL		\$8,980	\$27,000	\$11,505	42.6%
34742	FIREWORKS DONATIONS		\$10,317	\$50,000	\$2,180	4.4%
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%
34747	DOG PARK		\$25,000			
34751	P&R VOLLEYBALL PROGRAM			\$5,000	\$1,335	26.7%
35100	AUCTION SALES POLICE DEPT					
35110	CITY COURT FINES AND COST		\$23,743	\$35,000	\$12,656	36.2%
35140	DRUG FINES		\$1,171	\$1,000	\$1,433	143.3%
35150	TRAFFIC SCHOOL CHARGES		\$3,752	\$5,500	\$800	14.5%

36100	INTEREST EARNINGS		\$2,259	\$5,700	\$2,156	37.8%
36350	INSURANCE RECOVERIES				\$33,857	
36430	PAVILION RENTAL		\$1,585	\$2,000	(\$50)	-2.5%
36967	CONTRACT NATURAL GAS		\$10,750	\$21,500	\$10,750	50.0%
36971	CONTRACT WATER BILLING		\$485,168	\$485,168	\$485,168	100.0%
TOTAL ESTIMATED REVENUES			\$3,767,802	\$6,033,694	\$3,242,994	53.7%

CITY OF KINGSTON
EXPENDITURES JULY-DECEMBER 2019

ACCOUNT NUMBER	DESCRIPTION	ACTUAL DECEMBER 2018	2019-2020 BUDGET	ACTUAL DECEMBER 2019	50% BUDGET
41100	LEGISLATIVE	\$79,076	\$72,956	\$27,570	37.8%
41210	CITY COURT	\$12,279	\$26,565	\$14,695	55.3%
41320	CITY MANAGER	\$55,946	\$112,373	\$57,916	51.5%
41500	FINANCIAL ADMINISTRATION	\$175,231	\$441,741	\$205,657	46.6%
41700	PLANNING AND ZONING	\$5,087	\$10,275	\$5,087	49.5%
41810	CITY HALL BUILDINGS	\$191,623	\$134,600	\$41,703	31.0%
41990	OTHER GEN. GOVMT EXP	\$117,256	\$242,094	\$164,865	68.1%
42100	POLICE	\$505,746	\$1,058,357	\$510,109	48.2%
42152	AUTOMOTIVE SERVICES	\$28,522	\$113,000	\$26,760	23.7%
42200	FIRE PROTECTION	\$497,170	\$1,054,944	\$531,935	50.4%
43100	PUBLIC WORKS	\$420,858	\$821,151	\$386,518	47.1%
43190	STATE STREET AID	\$76,763	\$161,500	\$77,333	47.9%
43240	WASTEMANAGEMENT	\$154,237	\$308,642	\$156,421	50.7%
43750	CAPITAL IMPROVEMENTS	\$46,267	\$417,100	\$117,482	28.2%
44143	ANIMAL CONTROL	\$11,903	\$30,220	\$10,337	34.2%
44400	RECREATION	\$269,880	\$721,191	\$291,911	40.5%
44440	SWIMMING POOLS	\$15,759	\$39,365	\$12,532	31.8%
44800	LIBRARIES	\$99,669	\$208,294	\$85,752	41.2%
49000	DEBT SERVICE	\$174,022	\$401,923	\$116,551	29.0%
51640	TRANSFER TO CAPITAL FUND			\$148,821	
TOTAL EXPENDITURES		\$2,937,294	\$6,376,291	\$2,989,955	46.9%

WATER DEPT REVENUES

Dec-19

ACCOUNT NUMBER	DESCRIPTION	ACTUAL DECEMBER 2018	BUDGETED 2019-2020	ACTUAL DECEMBER 2019	PERCENT OF BUDGET 50%
36100	INTEREST EARNINGS	\$2,666	\$8,000	\$2,308	29%
37110	METERED WATER SALES	\$576,135	\$1,160,828	\$603,896	52%
37114	SERVELINE LEAK PROTECTION				
37117	OUTSIDE WATER SALES	\$451,894	\$914,658	\$438,896	48%
37191	FORFEITED DISCOUNTS AND PENALTIES	\$16,763	\$35,000	\$15,916	45%
37194	SALES OF MATERIALS	\$23,643	\$30,000	\$13,546	45%
37195	INSTALLATION CHARGES	\$26,290	\$60,000	\$30,885	51%
37196	WATER USER FEES	\$26,625	\$50,000	\$19,550	39%
37199	MISCELLANEOUS	\$2,743	\$5,000	\$5,900	118%
37210	SEWER SERVICE CHARGES	\$635,523	\$1,285,270	\$666,017	52%
37296	SEWER USER FEES	\$14,400	\$30,000	\$9,450	32%
37299	MISCELLANEOUS	\$1,113	\$3,500	\$758	22%
37500	BAD DEBD RECOVERY			\$386	
TOTAL ESTIMATED REVENUES		\$1,777,795	\$3,582,256	\$1,807,508	50%

WATER/SEWER EXPENDITURES JULY- DECEMBER 2019

ACCOUNT NUMBER	DESCRIPTION	ACTUAL DECEMBER 2018	BUDGET 2019/2020	ACTUAL DECEMBER 2019	PERCENT OF BUDGET 50%
41500	FINANCIAL ADMINISTRATION	\$485,168	\$485,170	\$485,168	100%
41990	OTHER GEN. GOVMT EXP	\$324,426	\$427,193	\$269,509	63%
43750	CAPITAL IMPROVEMENTS	\$54,523	\$135,000	\$6,889	5%
49000	DEBT SERVICES	\$87,693	\$588,409	\$79,601	14%
52113	PURIFICATION	\$290,246	\$635,457	\$271,371	43%
52114	TRANSMISSION AND DIST	\$329,157	\$737,671	\$354,445	48%
52117	UTILITY DIRECTOR	\$34,214	\$71,012	\$34,214	48%
52213	SEWER TREATMENT AND COLLEC	\$204,371	\$630,452	\$235,050	37%
TOTAL		\$1,809,798	\$3,710,364	\$1,736,247	47%

FINANCE AND ADMINISTRATION REPORT DECEMBER 2019

* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR DECEMBER 3840 FOR A TOTAL AMOUNT
OF \$289524.17

* NEW WATER SERVICE APPLICATIONS FOR DECEMBER TOALED 44

* 46 CUSTOMERS FINALED OUT SERVICE

* 114 PAST DUE ACCOUNTS

* TOTAL ACH-BANK DRAFT ACCOUNTS - 823

* TOTAL E-BILL ACCOUNTS - 332

* ONLINE PAYMENTS PROCESSED 565

* WATER/SEWER SERVLNE LEAK PROTECTION TOTAL BILLING 2141

* WATER LOSS PROTECTION 1169

* WATER LINE PROTECTION 152

* SEWER LINE PROTECTION 32

* COMMERCIAL SINGLE PROTECTION 231

* COMMERCIAL MULTI PROTECTION 5

* COMMERCIAL LINE PROTECTION 2

* TRASH COLLECTIONS FOR DECEMBER 2457

* PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 264

* 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 DECEMBER 2019

- 1 SRI OPERATING, 236 N KENTUCKY ST 37763
- 2 BROGDON ROOFING, INC, 108 MECO LANE, OAK RIDGE 37830
- 3 RUFFLED FEATHERS, 201 PICKET WAY, KINGSTON, TN

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF DECEMBER 2019

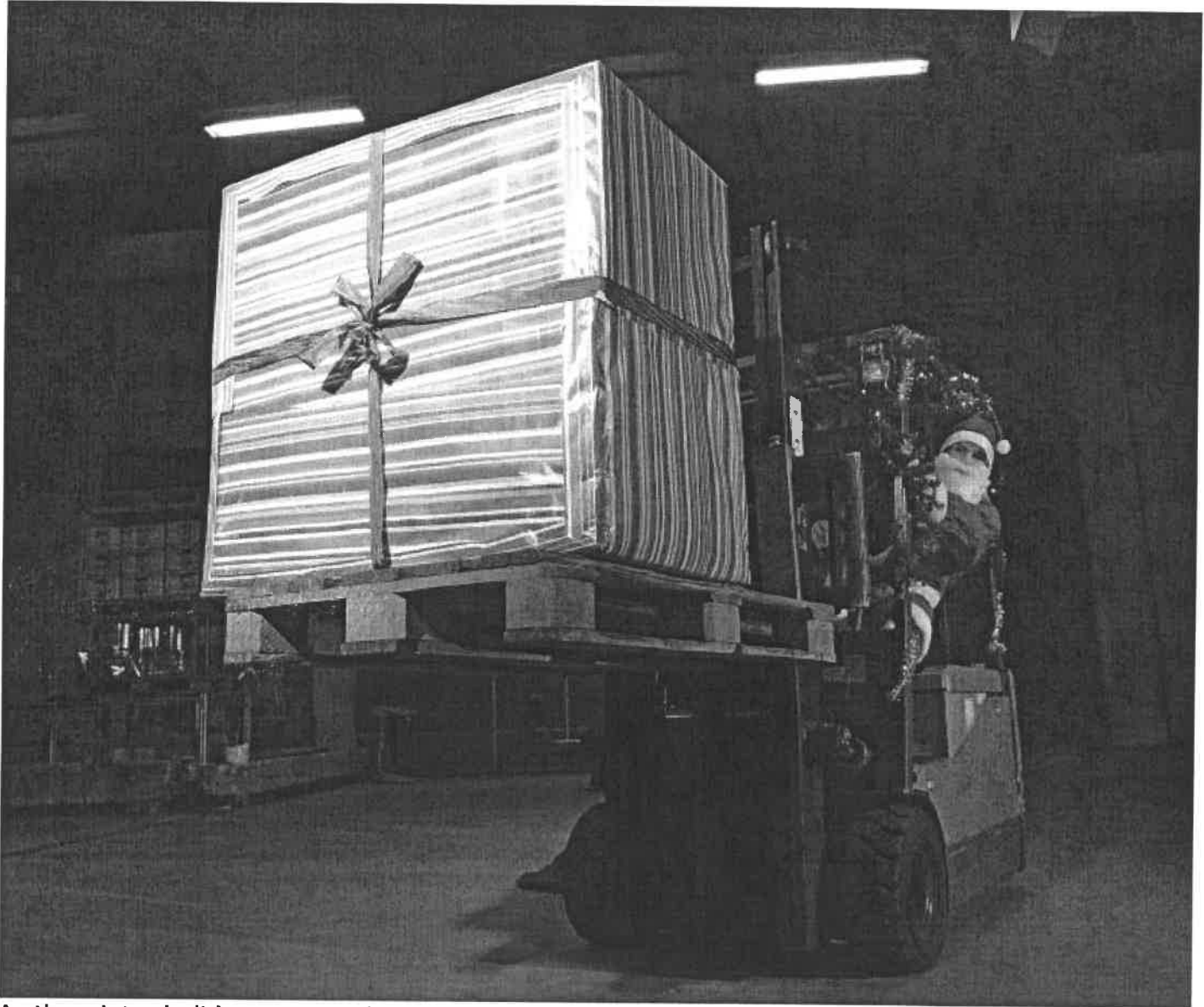
- * REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- * RESEARCHED, VERIFIED AND CERTIFIED SEVERAL CURRENT AND PREVIOUS EMPLOYEE'S RECORDS
- * TOTAL FULL-TIME EMPLOYEES: 65; TOTAL PART-TIME EMPLOYEES 25
- * AUDITORS COMPLETED FIELD WORK FOR ANNUAL AUDIT AND CAFR
SUBMITTED APPLICATION FOR AWARD FOR ANNUAL CAFR
- * FILLED OUT MULTIPLE SURVEYS INCLUDING UTMTAS, US CENSUS BUREAU, EEOC
- * COUNSELING EMPLOYEE ON RETIREMENT
- * HIRED NEW PART-TIME EMPLOYEE IN PARK & RECREATION, POLICE DEPT
- * TRAINING ON NEW UTILITY BILLING SOFTWARE
- * ONE EMPLOYEE ON FLMA OUT UNTIL FEBRUARY OR MARCH
- * WORKING ON YEAR ENDING 2019 REPORTS 941, W2'S, ACA REPORTS

CITY OF KINGSTON FUNDS

FINANCIAL SUMMARY DECEMBER 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	\$1,025,496	\$1,359,174						
P&R BATTING CAGE	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443						
CAPITAL RESERVE GF	\$95,000	\$76,595	\$70,595	\$70,595	\$70,595	\$70,595						
CAPITAL FUND LL					\$100,000	\$148,821						
Water/Sewer	\$851,308	\$811,658	\$868,175	\$869,050	\$928,505	\$921,043						
1999 Bond	\$83,296	\$113,602	\$144,294	\$174,496	\$206,176	\$236,804						
2004 Bond	\$147,690	\$157,257	\$166,926	\$176,486	\$186,542	\$196,405						
RDA Reserve Fund	\$401,660	\$431,782	\$461,892	\$492,026	\$522,164	\$552,164						
Drug Fund	\$6,219	\$7,519	\$7,387	\$8,486	\$8,494	\$4,808						
Total BALANCES	\$3,141,924	\$2,977,239	\$3,033,332	\$3,025,476	\$3,054,415	\$3,496,257						

7 Holiday Safety Concerns in the Workplace



As the winter holidays approach, employees tend to deal with more distractions than usual. Planning dinners, hosting out-of-town family members, purchasing gifts and figuring out the logistics of other festive activities can easily cause people's minds to wander when they're at work. From a health and safety perspective, it's worth considering how these issues affect workers on the floor, on site, on the road or at home.

Fatigue

People are more likely to be fatigued during the holiday season due to extra tasks and responsibilities—like last-minute shopping before or after their shift, decorating their

house, or going to school plays. As a result, fatigue can pose a big problem regardless of whether or not employees are engaging in high-risk work.

Injuries in the workplace occur most often when they're not expected and are more likely to happen when employees are tired or run down. So, although fatigue is a complex issue that lacks a single easy solution, it might be a good idea to consider longer breaks or alter work schedules to help compensate for seasonal fatigue.

Rushing and frustration

In addition to holiday stress in employees' personal lives, many industries face their busiest times leading up to the end of the year. The added pressure in the workplace can affect employees' emotional state, causing them to rush or become frustrated. These states may cause employees to unintentionally create hazards, miss something vital, lack patience with delicate procedures or become short-tempered. When rushing or frustrated, people are more likely to slip, trip or fall, bump into colleagues and machinery, or forget to perform small but vital tasks.

It should also be noted that some companies fail to live up to the "safety first" slogan during the holidays. Orders and production are important, but not at the cost of someone's health or life. It's important for management to make it clear to employees—through actions as much as words—that their safety is more important than rushing through a job.

Ladder safety

Taken by the holiday spirit, employees may choose (or be asked) to decorate the workplace. With ladders being used more frequently around the holidays, it's important to provide a refresher on ladder safety. For example, people should ensure the ladder's stability before use, keep three points of contact at all times and never place a ladder on a surface other than the ground. It's also worth mentioning that decorating is much easier and safer to do if the task is not left to one person. That's because they might be more inclined to rush or ignore the need for three points of contact in order to carry bulky decorations up the ladder.

Electrical safety

Many electrical incidents happen over the holidays. In fact, thousands of people are treated each holiday season after sustaining an electric shock or being injured in an electrical fire. These incidents are often caused by carelessness and misuse of (sometimes old and faulty) decorations. Ensure that any decorative lights have been tested for safety by a recognized testing laboratory, are undamaged and don't overload the sockets. Employees should also be reminded about the importance of unplugging decorations for the night and never using electric lights on a metallic tree.

Slips, trips and falls

If corridors and rooms are free of decorations and cables throughout the year, people are likely to become complacent and fail to notice when suddenly there is something in their way. Holiday lights and decorations should be clearly visible and kept out of the way to prevent tripping.

But there are many other ways for people to slip and fall during the holidays. Snow, ice and rain are the main culprits, especially because they're coupled with shorter, darker days that make it easier for people to miss or misjudge a step when walking outdoors. Snow and ice should be removed promptly from areas where people will be walking. Safety managers should also consider providing new or additional mats to stop snow and water from being brought inside working areas.

Food safety

Nobody wants to see employees get sick before the holidays. However, some workplaces don't take adequate precautions when ordering and storing party platters for their staff holiday gatherings. Food handling guidelines must be followed whenever food is being prepared, stored and distributed. Be extra mindful of food-related allergies and make sure that anything with allergens is labeled appropriately and kept separately from other foods. If employees are contributing to potlucks or baking for their colleagues, remind them of the need to communicate the use of common food allergens.

Drunk and drowsy driving

Work and family gatherings are often an opportunity for people to have a few drinks—but it's imperative that nobody is allowed to get behind the wheel after consuming alcohol. No employer wants their workers involved in a car crash. Plan ahead and have a plan for a designated driver or use a taxi or uber service. There are also various charities and companies that drive people home in their own cars, thus preventing unnecessary worries and logistical problems concerning vehicles being left somewhere overnight.

To reiterate the problems of fatigue above, you should treat drowsy driving with the same level of conviction as drunk driving because it is also risky and most people are so complacent with driving tired that they don't even give it a second thought. And the combination of a late night and a couple of drinks compounds the risk to disastrous levels.

Prepare for the winter hazards

While the holidays are an exciting time, people are more likely to fall ill or be involved in a workplace incident if they don't keep their minds and eyes on task. Provide longer breaks when possible to combat fatigue, ensure ladder safety is adhered to, discuss relevant holiday safety topics during toolbox talks to fight human error.

It's important to consider that safety doesn't only apply to the workplace. If training and culture are strong in an organization, safety becomes a state of mind and not an item on a to-do list. So when the winter holidays get nearer, it's time to take some additional training out of storage and remind workers that safety doesn't take a vacation just because they do. After all, holidays are supposed to be a joyous time and everyone wants to make it through the season incident-free.

Date

12-6-19

Michelle Kelly

Lustin M. Melton

Marshall P. Marshall

Karen Toen

Carolyn Brewer

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

Monies outstanding from August 7, 2007 – Dec. 31, 2019	\$ 66,414.30
Monies collected from August 7, 2007 – Dec. 31, 2019	\$ 492,069.55

No court in December due to Christmas Eve been on Court Date


JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ -0-	
Collected in court on fines and costs	\$	-0-
Amount collected after Dec. 2019 Court	\$	-0-
Total collected for citations on Dec. 2019	\$	-0-
Amount outstanding for Dec. 2019	\$ -0-	
<u>1</u> Cash bond forfeitures	\$	113.75
Total amount collected for Dec. 2019 Citations	\$	113.75
Amount collected from previous months/FTA etc.	\$	412.50
Total collected in December 2019	\$	526.25

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 December 2019.


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

KINGSTON POLICE DEPARTMENT - DECEMBER 2019

TIBRS Group A Offenses	
Crimes Against Persons	
Aggravated Assault	1
Simple Assault	1
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	
1	

Crimes Against Property	
Arson	
Bribery	
Burglary/Breaking and Entering	1
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	
Theft from a Building	5
Theft from Coin Operated Machine/Device	1
Theft from Motor Vehicle	
Theft of Motor Vehicle Parts/Accessories	
All Other Larceny	1
Motor Vehicle Theft	1
Robbery	
Stolen Property Offenses	
Vandalism	1
Subtotal	
10	

Crimes Against Society	
Drug/Narcotics Violations	1
Drug Equipment Violations	1
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	
2	

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	
All Other Offenses	3
Total	
3	

Central Dispatch	
Crash Reports	17
Traffic Stops	38
Investigator Needed on Scene	6
Domestic Complaints	6
Escorts Funeral/Other	10
Animal Calls	3
Vandalism	
Fights	1
Burglar Alarms/Fire Alarms	15
Child Sexual Assaults	
Forgery	
Theft	3
Vehicle Theft	
Public/Motorist Assist	1
Arson/Explosive Devices	
Other Calls	123
	100
	Subtotal
	Total Calls
	223
Municipal Codes	
Animal Control Calls to Office	3
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	0
Animals Transported to Shelter	1
Codes Concerns/warning notices given	0
Codes Violations/Citations	0
Codes Letters Sent	0
Property Maintenance Leins	0
Temporary Signs Removed	50

Patrol Mileage	20,220
Hours Worked	2,770
Reserve Hours Worked	29
Total Overtime Hours	208.5
Total Amount of Overtime Wages	5,897
City Court Citations	7
Warning Citations	14
General Sessions Citations	1
Arrest	
Juvenile Arrest	0
Incident Reports	

DECEMBER 2019 CASES

DATE	LOCATION	ISSUE	ACTION	STATUS
11/30/2019	Harris Marine	13-102 Smoke, soot, cinder etc 13-103 Stagnant water 13-104 Weeds 13-106 Health & sanitation nuisances 13-501 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		3rd and final notice mailed to new Owner has remove more boats, and cleaned up more
		13-302. <u>Wrecked, junked or abandoned vehicles</u> prohibited 13-502- <u>Duty of maintenance of private property.</u> 13-501 Declaration of nuisances. 13-106 Health & sanitation nuisances 13-104 <u>Weeds.</u>		new owner is still working on getting clean-up
11/30/2019	136 Cumberland St.	13-403 Dangerous building		currently cleaning out inside

Kingston Fire Department
Incident Report
Incident Totals

Kingston City

Dec-19

TOTAL CALLS

102

Category	Total		Total
Structure Fires	2	Hazardous Calls	2
Vehicle Fires	0	Service Calls	14
Brush/Grass Fires	0	Good Intent Calls	14
Refuse/rubbish Fires	0	Unintentional False	6
Other Fires	0	Other False	0
Total Fires	2	Total False: Total	36
		Special Incident	0
Rescue and EMS	64	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
Automatic Aid Received	3		
Automatic Aid Given	0		
Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	0
Fire Service Death	0	Contents	0
Fire Civilian Injuries	0	Non-Fire Dollar Loss	
Non-Fire Civilian Injuries	0	Property	0
Fire Civilian Death	0	Contents	0
Non-Fire Civilian Death	0		

Kingston Fire Department December 2019

Summary of Month's Activities

Fire Operations

The Department responded to 102 calls for service during the month of December.
The Department responded to 1059 calls for service from Jan-Dec 2019

Fire Administration

- SOGs added
- Fund Raiser Planning
- Department head meeting

December 2019 Overtime

OT Hours: 203.25

Cost: \$5,251.02

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

- Shift Training
- Defenders Meeting

	This Month	YTD
Fire Inspections	0	0

Public Fire Education

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

Firefighter Training

- KFD is continuing shift training
- Driver Training continuing for 2019
- Airpack safety training

Implemented Performance Standards Plan

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

Fleet Maintenance

-

Special Projects

Outstanding Issues

- Aging Fire Apparatus
- 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

- Driver Training

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	Dec	SUM
Accident, potential accident	1	4	4	1	2				2				14
Chemical release, reaction, or toxic condition		1				1				1	1		4
Citizen complaint					1								1
Combustible/flammable spills & leaks			2						1	1		1	5
Controlled burning	1		1			1	2			1		1	7
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	4	6	59
Electrical wiring/equipment problem			2						1		1	1	5
Emergency medical service (EMS) Incident	37	37	42	39	43	37	47	35	44	37	43	28	469
EMS call where party has been transported												1	1
Extrication, rescue											1	1	2
False alarm and false call, other	2	3			2	3			6	1		4	21
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		1		6
Medical assist	19	20	23	19	20	14	22	20	13	20	18	35	243
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					1	14
Public service assistance	8	3	4	8	10	5	4	15	6	8	17	13	101
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	1	5	13
Structure Fire		2	3			2	1	1	1	1	1	2	14
System or detector malfunction	2	2	3	1		2	1			2	1	1	15
Unintentional system/detector operation (no fire)	1	2	1	1	4	3	1	1	4	2	1	1	22
Wrong location, no emergency found	3		1	2	3		1	1	2	3	1	1	18
Total	82	79	107	80	95	79	82	81	89	91	91	102	1058

Only REVIEWED incidents included

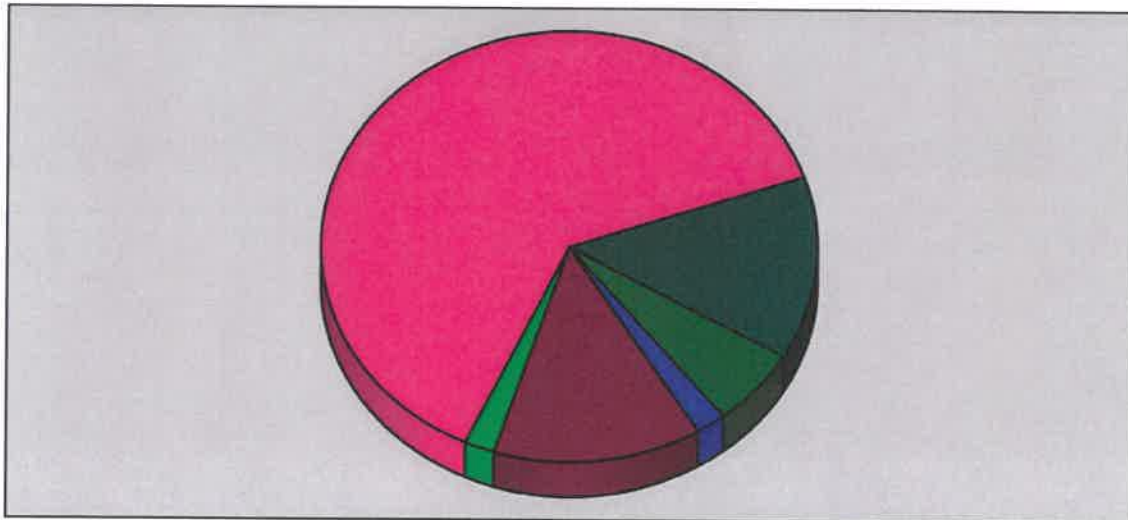
Kingston Fire Department

Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 12/01/2019 | End Date: 12/31/2019



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

INCIDENT TYPE	DEC	TOTAL
False Alarm & False Call	6	6
Fire	2	2
Good Intent Call	14	14
Hazardous Condition (No Fire)	2	2
Rescue & Emergency Medical Service Incident	64	64
Service Call	14	14
Total	102	102

Only REVIEWED incidents included

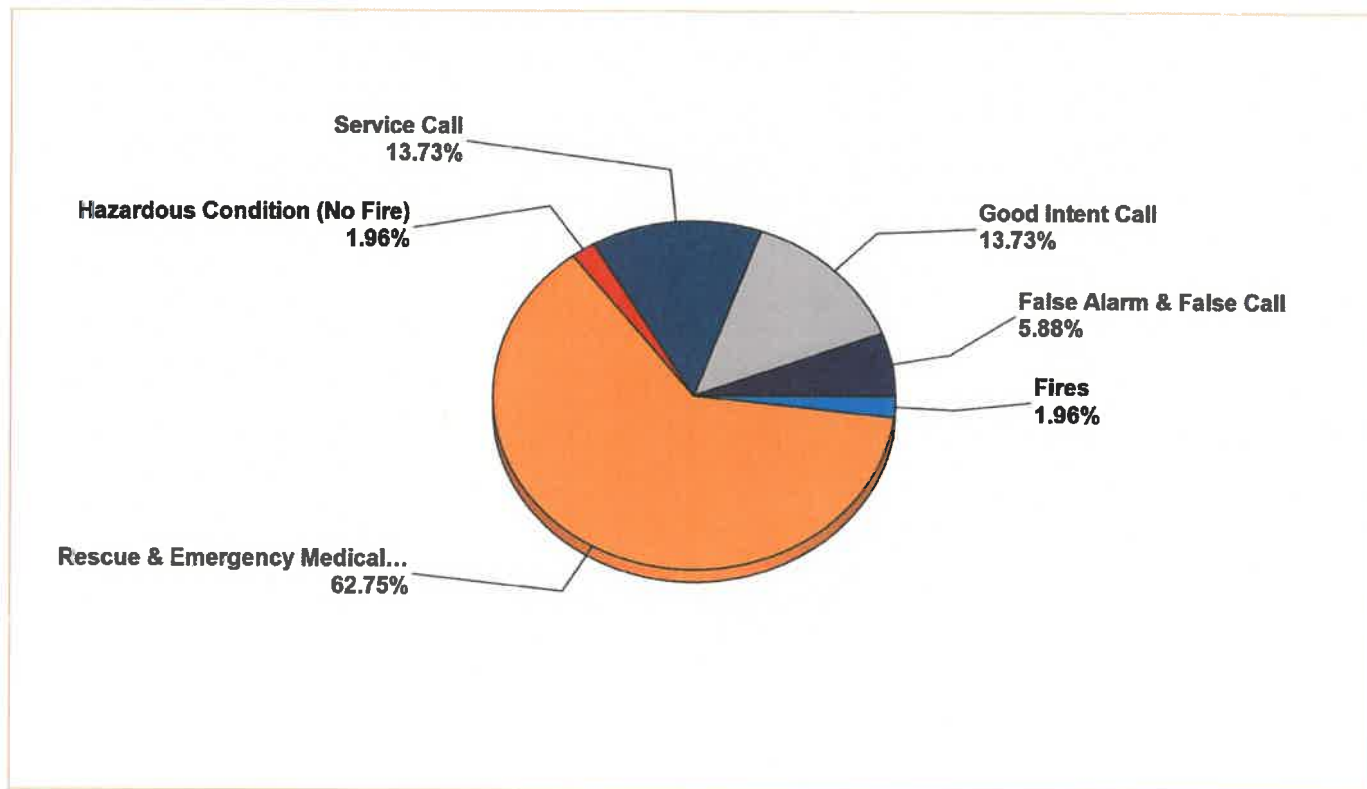
Kingston Fire Department

Kingston, TN

This report was generated on 1/5/2020 12:02:09 PM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2019 | End Date: 12/31/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	1.96%
Rescue & Emergency Medical Service	64	62.75%
Hazardous Condition (No Fire)	2	1.96%
Service Call	14	13.73%
Good Intent Call	14	13.73%
False Alarm & False Call	6	5.88%
TOTAL	102	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	2	1.96%
311 - Medical assist, assist EMS crew	35	34.31%
320 - Emergency medical service, other	2	1.96%
321 - EMS call, excluding vehicle accident with injury	21	20.59%
324 - Motor vehicle accident with no injuries.	5	4.90%
352 - Extrication of victim(s) from vehicle	1	0.98%
412 - Gas leak (natural gas or LPG)	1	0.98%
445 - Arcing, shorted electrical equipment	1	0.98%
510 - Person in distress, other	1	0.98%
554 - Assist invalid	13	12.75%
611 - Dispatched & cancelled en route	6	5.88%
622 - No incident found on arrival at dispatch address	1	0.98%
631 - Authorized controlled burning	1	0.98%
651 - Smoke scare, odor of smoke	4	3.92%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.98%
661 - EMS call, party transported by non-fire agency	1	0.98%
700 - False alarm or false call, other	4	3.92%
733 - Smoke detector activation due to malfunction	1	0.98%
740 - Unintentional transmission of alarm, other	1	0.98%
TOTAL INCIDENTS:	102	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

Fire Ground Communications

Date & Time 11/15/2019 08:00 - 11/15/2019 12:00

Location

Objective To improve fire ground communication when using Ladder 1 on a fire scene.

Instructors Settles, Jay (LT)

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	
Munguia, Michael (FF/EMR)	Kingston Fire Department	1807	
Settles, Jay (LT)	Kingston Fire Department	1804	
Wade, Jason (FF/ AEMT)	Kingston Fire Department	1812	



Kingston Fire Department

Fire Ground Communications

Class Information

Date/Time	11/15/2019 08:00 - 11/15/2019 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location			
Objective	To improve fire ground communication when using Ladder 1 on a fire scene.		

Instructors

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

Resources

Name	Description
Aerial Ladder	Extension ladder operated by hydraulics and a control panel. This type ladder is mounted on top of an apparatus and is equipped with a waterway.
Ladder 1	Ferrara ladder 77 foot with waterous pump, 500 gallons of water, and fully equipped
Ladder Belt	Waist belt with large caribiner used as a safety device when working on ladders

Narrative

To improve fire ground communication when using Ladder 1 on a fire scene. Firefighters worked on using hand signals and radio communications when setting up and operating Ladder 1. Also worked on communication where to place the vehicle for use.

Training Codes

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

People

Name
Gordon, Saul W
Goss, Bradley
Hood, Kevin
Munguia, Michael
Settles, Jay
Wade, Jason



Kingston Fire Department

Fire Ground Communications

Date & Time 11/14/2019 08:00 - 11/14/2019 12:00

Location station 1

Objective members on shift reviewed fire ground communication and how to properly do so.

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

Fire Ground Communications

Class Information

Date/Time	11/14/2019 08:00 - 11/14/2019 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location	station 1 station 1		
Objective	members on shift reviewed fire ground communication and how to properly do so.		

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

MEMBERS ON SHIFT REVIEWED FIRE GROUND COMMUNICATION. MEMBERS REVIEWED THE PROPER WAY TO COMMUNICATE, NEED TO KNOW INFORMATION ONLY. MEMBERS ON SHIFT UTILIZED OUR RADIOS ON OUR PRIVATE CHANNEL TO PRACTICE FIRE GROUND COMMUNICATION.

Training Codes

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

People

Name
Gordon, Saul W
Goss, Bradley
Hood, Kevin
Murrell, Jacob
Riter, Mike
Settles, Jay



Kingston Fire Department

Driver Training

Date & Time 12/24/2019 08:00 - 12/24/2019 11:00	Location
Objective To become more familiar with operations of the trucks	
Instructors Edmonds, Clint (Captain/ Training Officer)	

Sign-In Sheet

Name	Agency	ID	Signature
Edmonds, Clint (Captain/ Training Officer)	Kingston Fire Department	1802	
Gonzalez-Zuniga, Rafael (FF/ AEMT)	Kingston Fire Department	1813	
Gordon, Saul W (Chief)	Kingston Fire Department	1800	
Goss, Bradley (Assistant Chief)	Kingston Fire Department	1801	
Munguia, Michael (FF/EMR)	Kingston Fire Department	1807	
Wade, Jason (FF/ AEMT)	Kingston Fire Department	1812	



Kingston Fire Department

Driver Training

Class Information

Date/Time	12/24/2019 08:00 - 12/24/2019 11:00		
Class Length	3:00	Category	Driver Training
Station	1 - Station 1	Evaluation Method(s)	None
Location			
Objective	To become more familiar with operations of the trucks		

Instructors

Name	Instructor Type	Notes
Edmonds, Clint (Captain/ Training Officer)	Lead Instructor	

Resources

Name	Description
------	-------------

Narrative

Firefighters went over proper truck operations including checking fluids and normal maintenance. Firefighters also completed different driving scenarios including proper parking and backing of firefighting apparatus.

Training Codes

Category	Code	Description	Type
Driver Training	D/O	D/O locate hydrants and roads	Agency
ISO	ISO	ISO approved training	Agency

People

Name
Edmonds, Clint
Gonzalez-Zuniga, Rafael
Gordon, Saul W
Goss, Bradley
Munguia, Michael
Wade, Jason

Public Works Report December 2019

Solid Waste:

Convenience center solid waste collected:	None
Wood chips removed from lot:	None
Solid Waste Tonnage collected:	None
Street sweeping debris removed off streets:	_5 Loads_ 23_
Recycled materials collected:	trailer_____

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	62 loads	154 Loads
Culverts/Storm Drains Cleaned	16	80
Curb/Sidewalk Repair/Install/Remove	50ft	550ft
Drainage Inspection Requests	0	4
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	0	1
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	4	31
Storm water Inspections Performed	None	None
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	None
Streets Repaired (e.g., pothole)	4	31
Streets Striped	0	5
Tennessee One Calls	2	15
Traffic Signal Repair	0	16
Tree Trimming Requests	1	5

Vehicle Maintenance – Routine	6	48
Vehicle Maintenance – Unscheduled	2	25
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-3

Sign repair, new sign installations- 4

Signal inspection, repair and timing adjustments- 0

Grant applications- 0

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: 12-18-19

Topic: phone Distractions

Instructor: Logan Bell

Employees in Attendance:

Printed Name	Signature
Robert L. Miller Sr (D)	Robert L. Miller Sr
David Harrison (F)	David Harrison
Allen Rue (G)	Allen Rue
Greg Leach JR (E)	Gregory A Leach Jr.
Darin White (H)	Darin White
Logan Bell (I)	Logan Bell
Mr. Clark (A)	Mr. Clark
Ry Campbell (B)	
Doug Rommes	
Doug Rommes	Doug Rommes



Parks and Recreation Monthly Report

CITY OF KINGSTON

DEPARTMENT: PARKS & RECREATION

MONTH: DECEMBER 2019

Completed Tasks:

- We hosted multiple Christmas events including: the annual Christmas parade, Christmas Bazaar, Christmas tree lighting ceremony, and meet and greet with Santa at Fort Paws.
- Our annual Candlelight Tour at Fort Southwest Point was postponed due to poor weather conditions. It has been rescheduled for January 25th.
- Received first copy of Parks and Recreation Master plan. Myself and Mr. Boling reviewed those plans and discussed necessary edits to the plan

Ongoing Tasks

- We are continuing work on the batting cage at Southwest Point. We are ready to pour the first section of concrete but are having a difficult time find some to finish the concrete. Because it is such a large pour, it will likely require contracted labor.
- We are obtaining quotes for a new pool cover and hope to have one ordered this week.

Tasks for January:

- Reinstall disc golf holes that needed removed during construction of amphitheater.
- Begin organizing Spring and Summer events such as Street Fest, Smokin' The Water, and Concerts at the amphitheater
- Discuss fees and policy for rental of amphitheater. We have already had several requests.

Kingston Parks and Recreation
COMMUNITY CENTER ACTIVITIES
376-9476

kingstontn.gov

The Kingston Community Center serves as a satellite location and co-sponsor with the **Mid-East Community Action Agency** for the following senior citizen activities. A senior executive board meets the Monday before the senior luncheon and coordinates with the Community Center office and Mid-East on activities.

SENIOR CITIZEN ACTIVITIES

ABC Exercise	9:30 a.m.	Mon & Thurs
Pinochle	12:00 p.m.	Mondays
Quilting	9:00 a.m.	Tues & Thurs
Bridge	1:00 p.m.	Tuesdays
Pinochle	12:00 p.m.	Wednesdays
Rook/Card Games	1:00 p.m.	Thursdays
Quilting	9:00 a.m.	Tues & Thurs.
Covered Dish Luncheon	11:30 a.m.	Every Third Thursday
Bingo	1:00 p.m.	Third Thursday

ADDITIONAL ACTIVITIES, CLUBS and ORGANIZATIONS

Kingston Parks and Recreation Committee	Roane County Foster Care
AARP Tax Assist (Feb, Mar, Apr)	T.O.P.S. Weight Loss Class
ZUMBA Classes	Roane County Girl Scout Service Unit
Roane County FCE Clubs and Board meetings	American Red Cross
Three River's Antiques & Collectibles	N.A.M.I. (Mental Illness Assoc.)
TVA Retiree's Luncheon Meeting	Annual FCE Christmas Ideas Fair
Roane County Retired Teachers	Adult Table Tennis
Salvation Army	AYSO Soccer Meetings/Sign-ups
Roane Sewing Club	Daisy Scout Troop Meetings
D.A.R. Chapter Meetings	Roane County Master Gardeners
Roane County Autism Support Group	

The Community Center has a central banquet room, kitchen and a number of large and small meeting/activity rooms for church dinners, banquets, wedding receptions, children's birthday parties and business meetings. They are available for use by responsible groups at a set fee schedule. Rooms are reserved in advance by contacting the office and completing a facility use form. The City pool opens to the public in May each year. Daily public swim, pool parties, swim lessons, water aerobics and lifeguard instruction are offered. Kingston has a swim team that practices daily during the summer season. For information, contact the Community Center at 376-9476. The City's website is www.kingstontn.gov. Visit Parks and Recreation Department on this site to access further information on our events/classes.

OSHA Training Toolbox Talk: Working Safely With Chainsaws

[Reference 1910.266 / 1926.20]

Chainsaws can make quick work of cutting a limb off a tree . . . or a part off of your body. Here is an overview of a few steps we can take to help avoid some hazards of working with chainsaws.

- Always remain a safe distance away from sparks, flames, and any other potential sources of ignition when adding gasoline to a chainsaw. Also make certain the engine, muffler, and all other components of the saw are cooled down before refueling. And, of course, smoking is NEVER allowed during refueling, either!
- Always inspect your chainsaw before use to make sure of the following, where applicable:
 - All screws and bolts must be tight and secure, and all covers are secured in place;
 - Insure there are no leaks on any fluid reservoirs, caps, hoses or connections (such as for fuel, oil, and chain lube);
 - Check that the chain is set and maintained at the correct tension, per manufacturer's recommendations;
 - Make sure there is adequate chain lube in the reservoir;
 - Make certain the muffler is in place and free of damage or deterioration; and,
 - Insure the tip guard is in place on the saw, and that the chain brake is functioning properly (where equipped).
- Wear all personal protective equipment (PPE) needed to protect yourself when using the saw. PPE requirements may vary depending on operations being conducted, but could include safety glasses or goggles, tight-fitting gloves, ear plugs or muffs, a hard hat, safety boots, and arm and leg protection.
- Always set the chainsaw on the ground or other stable surface when pulling the starter rope; and NEVER "drop start" a chainsaw.
- Position your body so that you are stable to lessen the chance of a slip or fall while cutting with the saw; and always remain alert to the possibility of "kickback". Always use both hands to hold the chainsaw securely during use. And be sure to release the throttle switch when you are not cutting.
- Never cut an object directly over your head or any other position where the material could fall and strike you or another person.

Does anyone have a question or comment about these general tips for the safe use of chainsaws? Anybody have other safety tips we did not cover here? Please be sure to sign your name to the training certification form so you get credit for attending today's training session.

OSHA SAFETY TRAINING CERTIFICATION FORM

Toolbox Topic Covered: Working Safely With Chainsaws

Company Name: City of Kingston, Parks & Rec

Date: 12/20/19

Training led by: Chase Clem

PRINT NAME

SIGNATURE

Chase Clem

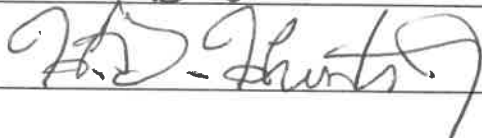


Josh King



S.R. Best





H.C. HUNTER SR

OSHA Training Toolbox Talk: Portable Fire Extinguishers – Make Sure They Remain Ready for Use

[Reference 1910.157 / 1926.150]

It does us no good to be trained on how to use a portable fire extinguisher if it is not ready and available for use when needed. So here are a few of the steps we can all take to help ensure we maintain all of our portable fire extinguishers ready for instant use:

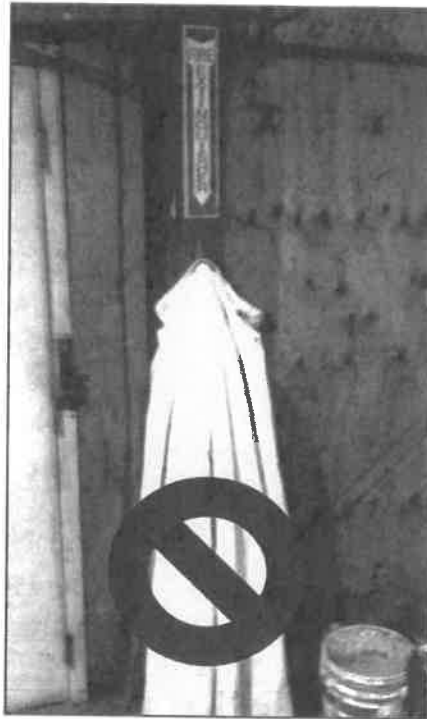
- Do not store pallets, tool boxes, trash cans, or any other equipment or materials in front of a portable fire extinguisher. You must always maintain a clear and unobstructed path to portable fire extinguishers at all times.
- Never use a portable extinguisher as a coat rack, nor should you hang equipment or devices such as extension cords or air hoses over an extinguisher. Although it may sound like an easy way to store these items, it will only serve to slow someone down if they need to quickly gain access to the extinguisher to put out a fire.
- Once a year our extinguishers receive a thorough maintenance inspection and then get tagged by an outside inspection company. Make sure the inspection tags remain attached to extinguishers, and report any untagged extinguisher to your supervisor so we can make certain it has been inspected.
- We must also conduct a visual inspection of each extinguisher at least once a month. So help out on occasion, and check extinguishers in your area for damage or deterioration. Also make sure the needle on pressure-activated extinguishers is pointing into the green "FULL" portion of the dial, and report any that are not so we can get them recharged.
- Once someone uses an extinguisher to fight a fire, it must be turned in for inspection and recharging. In fact, turn it in even if you only pull out the retainer pin but do not actually discharge the extinguisher. That is because you may have inadvertently broken the seal that maintains pressure inside the extinguisher, which could cause it to lose pressure and not function as intended in the future.

So anytime you see a portable fire extinguisher that is inaccessible, not fully charged, or just looks like it may have been damaged in some way, please rectify the problem or let your supervisor know right away so we can take care of the problem. And the same thing applies if you ever notice that an extinguisher is not hanging in its designated place.

Does anybody have a question or comment about these tips for making certain our portable fire extinguishers remain ready for use? Please be sure to sign-in on the training certification form so you get credit for attending this training session.

PORTABLE FIRE EXTINGUISHERS

Always keep them accessible and ready to go!



DO NOT hang equipment or articles of clothing over an extinguisher!



MAKE SURE the needle points into the green "Full" portion of the gauge.

OSHA SAFETY TRAINING CERTIFICATION FORM

Toolbox Topic Covered: Portable Fire Extinguishers – Make Sure They Remain Ready for Use

Company Name: City of Kingston, Parks & Rec

Date: 12/20/19

Training led by: Chase Clem

PRINT NAME

SIGNATURE

Debbie Russell

DR Russell

Chase Clem

Chase

Josh King

JK

Ja B5 J.R. Bo

Ja B5

W.D. Phibbs

H.G. HUNTER



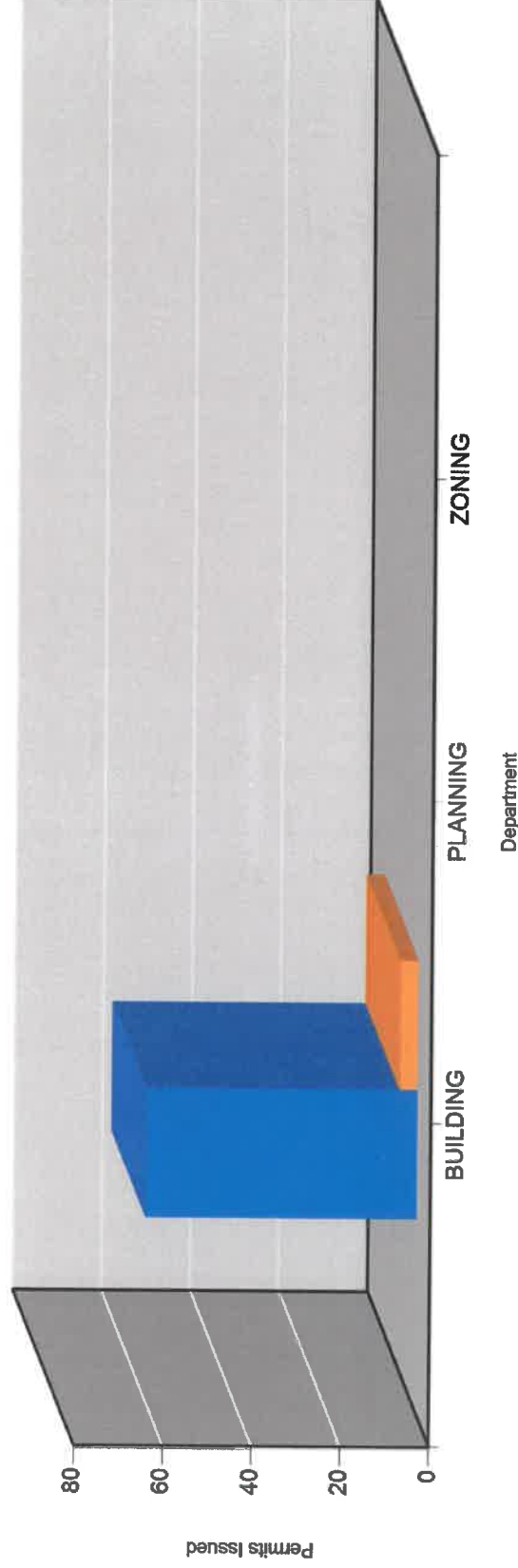
Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
12/01/2019 AND 12/31/2019

Report run on: 01/02/2020 08:52 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	40	40	2 Days	9.69 Days	1	37	3
	CM	Same Day	1	1	Same Day	0 Days	1	1	0
	PL	Same Day	14	13	Same Day	0 Days	1	13	0
	RM	Same Day	10	10	Same Day	0.32 Days	1	9	1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
12/01/2019 AND 12/31/2019

Report run on: 01/02/2020 08:52 AM

BUILDING	VN	Same Day	1	1	Same Day	0 Days	1	1	0
PLANNING	PLT	Same Day	6	0	Same Day	0 Days	1	0	0
ZONING	VAR	Same Day	1	0	Same Day	0 Days	1	0	0

Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2019-662	Submitted: 10/21/2019 Technically Complete: 10/21/2019 Approved: 10/21/2019 Ready to Issue: 10/21/2019 Issued: 10/21/2019	In Process: 53 Waiting: 0 Total Days: 53 Total Cycles: 1
		KC Commercial Canopy & Storage Building		
		504 Callahan Road, Kingston, TN 37763		
		BP2019-732	Submitted: 11/25/2019 Technically Complete: 11/25/2019 Approved: 11/25/2019 Ready to Issue: 11/25/2019 Issued: 11/25/2019	In Process: 18 Waiting: 0 Total Days: 18 Total Cycles: 1
		Cell Tower Upgrades		
		346 Bowers Rd., Harriman, TN 37748		
		BP2019-738	Submitted: 12/02/2019 Technically Complete: 12/02/2019 Approved: 12/02/2019 Ready to Issue: 12/02/2019 Issued: 12/02/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		DW		
		207 Wolf Creek Rd, Kingston, TN 37763		
		BP2019-739	Submitted: 12/03/2019 Technically Complete: 12/03/2019 Approved: 12/03/2019 Ready to Issue: 12/03/2019 Issued: 12/03/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Carport		
		301 Rose Cir, Kingston, Tn 37763		
		BP2019-740	Submitted: 12/03/2019 Technically Complete: 12/03/2019 Approved: 12/03/2019 Ready to Issue: 12/03/2019 Issued: 12/03/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Garage		
		1440 Eagle Furnace Rd, Rockwood, TN 37854		
		BP2019-741	Submitted: 12/04/2019 Technically Complete: 12/04/2019 Approved: 12/04/2019 Ready to Issue: 12/04/2019 Issued: 12/04/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		DW		
		3873 Buttermilk Rd W, Kingston, Tn 37763		



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BUILDING	BP		Submitted: 12/04/2019	In Process: 0
		Cell Tower Upgrades	Technically Complete:	Waiting: 0
		219 Phillips Hollow Rd, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		BP2019-743	Issued: 12/04/2019	
		Windows & Doors & Sheeting	Submitted: 12/04/2019	In Process: 0
			Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		396 Valley Dr, Loudon, TN37771	Ready to Issue:	Total Cycles: 1
			Issued: 12/04/2019	
		BP2019-744	Submitted: 12/04/2019	In Process: 5
		DW	Technically Complete:	Waiting: 0
			Approved:	Total Days: 5
		1862 Ruritan Rd, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 12/09/2019	
		BP2019-745	Submitted: 12/05/2019	In Process: 0
		Above Ground Pool	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		189 Allison Dr., Harriman, TN37748	Ready to Issue:	Total Cycles: 1
			Issued: 12/05/2019	
		BP2019-746	Submitted: 12/05/2019	In Process: 0
		Garage	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		189 Allison Dr., Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 12/05/2019	
		BP2019-747	Submitted: 12/05/2019	In Process: 0
		KC Sign Replacement	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		620 N Kentucky St, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 12/05/2019	
		BP2019-748	Submitted: 12/05/2019	In Process: 0
		OS Renovation	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		1069 E. Tr County Blvd, Oliver Springs, TN 37834	Ready to Issue:	Total Cycles: 1
			Issued: 12/05/2019	
		BP2019-749	Submitted: 12/06/2019	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		233 Majestic View Drive, Rockwood, TN 37854	Ready to Issue:	Total Cycles: 1
			Issued: 12/06/2019	



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BUILDING	BP		Submitted: 12/06/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-750				
Carport				
1409 Old Roane St, Harriman, Tn 37748				
BP2019-751				
Commerical Addition				
594 Cardiff Valley, Rockwood, TN37854				
BP2019-752				
KC Commerical Building				
316 W Race St, Kingston, TN 37763				
BP2019-753				
Deck				
142 Rendezvous Road, Rockwood, TN 37854				
BP2019-754				
Remodel				
111 MERRIWATER WAY, Kingston, TN37763				
BP2019-755				
DW				
314 Holderford Rd, Kingston, Tn 37763				
BP2019-756				
Residential Home				
172 Galilean Rd, Kingston, TN 37763				
BP2019-757				
Garage				
142 Rendezvous Road, Rockwood, TN 37854				



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BUILDING	BP	Submitted: 12/11/2019	Technically Complete: Approved: Ready to Issue: Issued: 12/11/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-758	Storage Building			
228 Waldo Rd, Rockwood, TN 37854				
BP2019-759	Fence			
274 Lakecrest Dr., Harriman, TN 37748				
BP2019-760		Submitted: 12/13/2019	Technically Complete: Approved: Ready to Issue: Issued: 12/13/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
KC Remodel Living Space				
111 Ward Road, Kingston, TN 37763				
BP2019-761	Dock			
243 Indian Shores Drive, Ten Mile, TN 37880				
BP2019-762	Metal Garage			
1212 Paint Rock Valley Road, Philadelphia, TN 37846				
BP2019-763				
4717 Kingston Hwy, Kingston, TN 37763				
BP2019-764	Residential Home			
115 Turkey Ridge Rd, Rockwood, TN 37854				
BP2019-765		Submitted: 12/17/2019	Technically Complete: Approved: Ready to Issue: Issued: 12/17/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
DS Shop				
960 E. In County Road, Oliver Springs, TN 37854				



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BUILDING	BP		Submitted: 12/18/2019	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 12/18/2019		
BP2019-766	SW			
		701 Skyline Drive, Harriman, TN 37748		
BP2019-767				
		Remodel & Addition		
		174 DUPONT SMITH Lane, KINGSTON, TN 37763		
BP2019-768	Cabin			
		144 Bayside Dr, Ten Mile, TN37880		
BP2019-769	Carport			
		452 Mays Valley Road, Harriman, TN 37748		
BP2019-770	Remodel			
		155 Fawn Rest Dr, Harriman, TN 37748		
BP2019-771	SW			
		1265 Loudon Hwy, Kingston, Tn 37763		
BP2019-772	Dock			
		119 Sawmill Cove Road, Rockwood, TN 37854		
BP2019-773	Residential Home			
		1377 Mountain View Road, Rockwood, TN 37854		



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BUILDING	BP	BP2019-774	Submitted: 12/27/2019	In Process: 0
		Porch roof and ramp	Technically Complete:	Waiting: 0
		109 Browder Dr, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 12/27/2019	
		BP2019-775	Submitted: 12/30/2019	In Process: 0
		Shed	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		212 Old Patton Lane, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 12/30/2019	
		BP2019-776	Submitted: 12/30/2019	In Process: 0
		Shed/ Tax Exemption Certificate	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		292 Howard Road, Loudon, TN 37774	Ready to Issue:	Total Cycles: 1
			Issued: 12/30/2019	
		BP2019-777	Submitted: 12/30/2019	In Process: 0
		KC Garage	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 12/30/2019	
		188 Hartford Village Way, Kingston, TN 37763		
	CM	CM2019-006	Submitted: 12/06/2019	In Process: 0
		HC CM	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		1861 Griffith DR, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 12/06/2019	
	PL	PL2019-151	Submitted: 12/03/2019	In Process: 0
		PL for BP2019-489	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		106 Tucker Ln, Lenoir City, TN 37771	Ready to Issue:	Total Cycles: 1
			Issued: 12/03/2019	
		PL2019-152	Submitted: 12/06/2019	In Process: 0
		PL for BP2019-341	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		3391 Kingston Hwy, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 12/06/2019	
		PL2019-153	Submitted: 12/06/2019	In Process: 0
		PL for BP2019-526	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		340 Enclave Way, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 12/06/2019	



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BUILDING	PL	PL2019-154	Submitted: 12/06/2019	In Process: 27
		PL for BP2019-754	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 27 Total Cycles: 1
		111 MERRIWATER WAY, Kingston, TN37763		
		PL2019-155	Submitted: 12/06/2019	In Process: 0
		PL for BP2019-754	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		111 MERRIWATER WAY, Kingston, TN37763		
		PL2019-156	Submitted: 12/11/2019	In Process: 0
		PL for BP2019-348	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		1807 Oak Hill Dr, Kingston, Tn 37763		
		PL2019-157	Submitted: 12/11/2019	In Process: 0
		PL for BP2019-683	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		109 Renfro Rd, Ten Mile, TN37880		
		PL2019-158	Submitted: 12/13/2019	In Process: 0
		PL for BP2019-760	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		111 Ward Road, Kingston, TN 37763		
		PL2019-159	Submitted: 12/16/2019	In Process: 0
		Plumbing Permit Only	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		332 Blue Springs Cir, Ten Mile, TN37880		
		PL2019-160	Submitted: 12/20/2019	In Process: 0
		PL for BP2019-768	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		144 Bayside Dr, Ten Mile, TN37880		
		PL2019-161	Submitted: 12/20/2019	In Process: 0
		PL for BP2018-583	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		131 Walker St., Harriman, TN 37748		



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BUILDING	PL	PL2019-162	Submitted: 12/26/2019 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2019-637		
		167 Hamilton Road, Kingston, TN 37763		
		PL2019-163		
		PL for BP2019-462		
		2879 Sugar Grove Valley Rd, Harriman, TN 37748		
		PL2019-164		
		PL for BP2019-099		
		518 W Spring St, Kingston, TN 37763		
RM		RM2019-126		
		RM for BP2019-648		
		880 Skyline Drive, Harriman, TN 37748		
		RM2019-127		
		RM for BP2019-704		
		135 Sportsmans Club Rd, Harriman, TN 37748		
		RM2019-128		
		RM for BP2019-341		
		3391 Kingston Hwy, Kingston, TN 37763		
		RM2019-129		
		RM for BP2019-414		
		112 Anderson Lane, Harriman, TN 37748		
		RM2019-130		
		RM for BP2019-590		
		591 Country Lane, Kingston, TN 37763		



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BUILDING	RM	RM2019-131	RM for BP2019-526	340 Enclave Way, Kingston, TN 37763	Submitted: 12/20/2019 Technically Complete: Approved: Ready to Issue: Issued: 12/20/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2019-132	Gas Only for BP2019-328	250 Anglers Cove Road, Kingston, TN 37763	Submitted: 12/23/2019 Technically Complete: Approved: Ready to Issue: Issued: 12/23/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2019-133	RM for BP2019-591		Submitted: 12/26/2019 Technically Complete: Approved: Ready to Issue: Issued: 12/26/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		278 Serenity Dr, Harriman, Tn 37748			Submitted: 12/26/2019 Technically Complete: Approved: Ready to Issue: Issued: 12/26/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2019-134	RM for BP2019-675	156 Hawk Trail, Kingston, TN 37763	Submitted: 12/27/2019 Technically Complete: Approved: Ready to Issue: Issued: 12/27/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
PLANNING	VN	RM2019-135	RM for BP2019-489	106 Tucker Lane, Lenoir City, TN 37771	Submitted: 12/30/2019 Technically Complete: Approved: Ready to Issue: Issued: 12/31/2019	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		VN2019-004	Firework Tent		Submitted: 12/20/2019 Technically Complete: Approved: Ready to Issue: Issued: 12/20/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		3445 Decatur Hwy, Kingston, TN 37763			Submitted: 12/04/2019 Technically Complete: Approved: Ready to Issue: Issued: 12/04/2019	In Process: 29 Waiting: 0 Total Days: 29 Total Cycles: 1
	PLT	PLT2019-083	Plat Review/Boundary Line	157 Roddy Lane, Harriman, TN 37748	Submitted: 12/06/2019 Technically Complete: Approved: Ready to Issue: Issued: 12/06/2019	In Process: 27 Waiting: 0 Total Days: 27 Total Cycles: 1
		PLT2019-084	Plat Review/Boundary Line	1312 Bluff Rd, Harriman, TN 37748	Submitted: 12/06/2019 Technically Complete: Approved: Ready to Issue: Issued: 12/06/2019	In Process: 27 Waiting: 0 Total Days: 27 Total Cycles: 1



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PLANNING	PLT	PLT2019-085	Submitted: 12/10/2019	In Process: 23
		Plat Review/Boundary Line	Technically Complete:	Waiting: 0
		649 Emory Road, Harriman, TN 37748	Approved:	Total Days: 23
			Ready to Issue:	Total Cycles: 1
			Issued:	
		PLT2019-086	Submitted: 12/11/2019	In Process: 22
		Plat Review/2 Lots-	Technically Complete:	Waiting: 0
		858 Sweetwater Road, Philadelphia Road, TN 37846	Approved:	Total Days: 22
			Ready to Issue:	Total Cycles: 1
			Issued:	
		PLT2019-087	Submitted: 12/13/2019	In Process: 20
		Plat Review/2 Lots-	Technically Complete:	Waiting: 0
		1718 A Loudon Hwy, Philadelphia, TN 37846	Approved:	Total Days: 20
			Ready to Issue:	Total Cycles: 1
			Issued:	
		PLT2019-088	Submitted: 12/16/2019	In Process: 17
		Plat Review/Boundary Line	Technically Complete:	Waiting: 0
		112 Woodland Drive, Harriman, TN 37748	Approved:	Total Days: 17
			Ready to Issue:	Total Cycles: 1
			Issued:	
ZONING	VAR	VAR2019-011	Submitted: 12/30/2019	In Process: 3
		14 ft front setback variance	Technically Complete:	Waiting: 0
		148 Oak Grove Road, Loudon, TN 37774	Approved:	Total Days: 3
			Ready to Issue:	Total Cycles: 1
			Issued:	

KINGSTON WATER TREATMENT PLANT



DECEMBER OPERATIONS REPORT

2019

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	10,379,000	10,944,000	-5.44%	346,000	522,000	169,000
	Effluent (Finish)	9,696,000	9,654,000	0.43%	323,000	513,000	168,000
	Spring Supply	13,898,000	14,160,000	-1.89%	463,000	490,000	432,000
	Total Finish Prod.	23,594,000	23,814,000	-0.93%	Distribution & WTP Report: 1,852,000		
Plant Efficiency		99.09%	99.12%	-0.03%	gals. usage flushing and Tank refilling.		
Distribution					Public Works: No Report		
GALLONS	Consumption	17,528,300	20,505,100	-16.98%	Fire Dept:	No Report	
	Reported Usage	1,852,000	755,000	59.23%	Park & Rec:	No Report	
	Water Loss	4,213,700	2,553,900	39.39%	WWTP:	No Report	
	%	17.86%	10.72%	7.14%			

Note: The Water Production, Consumption and Loss data is for the October 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.
- * Working on Emergency Operations and Risk Assessments to Update our Emergency Operations and Drought Plan.
- * Performing Chemical Feed Maintenance.
- * Performed Cold Weather Operations Maintenance.
- * Had 2 Safety Training Meetings on Back Injuries and 7 Holiday Safety Concerns.
- * Lost the Backwash Pump, Did some in-plant fabrication and replumbing and was able to use System Water Supply to Backwash Filters enough to keep the Plant Operational. Distribution Personnel assisted.
- * Had *Wascon* remove the Backwash Pump, which had to be disassembled in the clearwell as the original installation site was too small to remove the Pump. (The hole was 19" and the Pump is 23", the Pumproom ceiling is 9' high, the Pump is almost 13' tall) which wouldn't allow conventional removal.
- * *Wascon* went through the pump and made new shafts and couplings, etc. and was able to either make or locate all needed replacement parts.
- * Had *Cuts Inc.* core drill the 19" hole to a 24" hole so reinstallation could be accomplished from the top in sections instead of piece by piece installation from inside the clearwell.
- * Had Clearwell Inspection Performed.
- * Had Clearwell cleaned and pressure washed complete.
- * Clearwell was Disinfected and Bacteriological Sampling completed on both occasions after work was completed but before going back on-line.

Kingston Water Dept
Schedule of Unaccounted For Water
December

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	23,594,000
C	Water Purchased	<u>0</u>
D	Total Water Treated and Purchased (Sum Lines B and C)	<u>23,594,000</u>
E Accounted for Water:		
F	Water Sold	17,528,300
G	Metered for Consumption (in house usage)	<u>852,000</u>
H	Fire Department(s) Usage	<u>0</u>
I	Flushing	<u>1,000,000</u>
J	Tank Cleaning/Filling	<u>0</u>
K	Street Cleaning	<u>0</u>
L	Bulk Sales	<u>0</u>
M	Water Bill Adjustments (+/-)	<u>0</u>
N	Total Accounted for Water (Sum Lines F thru M)	<u>19,380,300</u>
O	Unaccounted for Water (Line D minus Line N)	<u>4,213,700</u>
P	Percent Unaccounted for Water (Line O divided by Line D times 100)	<u>17.859%</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.



Back Injuries

Hazards: Back, neck and shoulder pain, sprains and strains, pinched nerves and slipped discs

Background: Most injuries occur from lifting, lowering, carrying, pushing, and pulling materials. You are at higher risk of low-back injury if you often carry heavy loads, must twist while carrying heavy loads, or work a lot while bent over or in other awkward postures.

Safe Practices:

- ☞ Perform warm-up exercises before work.
- ☞ Reduce carrying distances by delivering materials close to where they will be used.
- ☞ Try to store materials at waist height.
- ☞ Raise your work surface to waist level, e.g. pipefitters can use pipe stands, masons can use adjustable scaffolds.
- ☞ Ensure floors and walking surfaces are clear and dry.
- ☞ Take rest breaks before getting too tired.
- ☞ Use carts, dollies, forklifts, and hoists to move materials.
- ☞ Use carrying tools with handles to get a good grip on wallboard or odd-shaped loads.
- ☞ When lifting or carrying materials, keep the load as close to your body as you can.
- ☞ Try not to twist when lifting and lowering materials. Turn your whole body instead.
- ☞ Lift and lower materials in a smooth steady way. Try not to jerk the lift.
- ☞ Try supporting yourself by leaning on something while performing a low lift.
- ☞ Don't bend over; instead, kneel on one knee and pull the load up onto your knee before standing. (Wear kneepads when you kneel.)
- ☞ Ensure young apprentices are protected against back injuries, so they will not receive back injuries and have to leave the trade.
- ☞ Work with your employer to decide how the work can be changed to protect you and your co-workers from back injuries.
- ☞ Injuries can be reduced by planning, changing how work is performed and training workers and supervisors.

12/2/2019

Chuck Moore
Steve McKeehan
John Pashy

7 Holiday Safety Concerns in the Workplace



As the winter holidays approach, employees tend to deal with more distractions than usual. Planning dinners, hosting out-of-town family members, purchasing gifts and figuring out the logistics of other festive activities can easily cause people's minds to wander when they're at work. From a health and safety perspective, it's worth considering how these issues affect workers on the floor, on site, on the road or at home.

Fatigue

People are more likely to be fatigued during the holiday season due to extra tasks and responsibilities—like last-minute shopping before or after their shift, decorating their

house, or going to school plays. As a result, fatigue can pose a big problem regardless of whether or not employees are engaging in high-risk work.

Injuries in the workplace occur most often when they're not expected and are more likely to happen when employees are tired or run down. So, although fatigue is a complex issue that lacks a single easy solution, it might be a good idea to consider longer breaks or alter work schedules to help compensate for seasonal fatigue.

Rushing and frustration

In addition to holiday stress in employees' personal lives, many industries face their busiest times leading up to the end of the year. The added pressure in the workplace can affect employees' emotional state, causing them to rush or become frustrated. These states may cause employees to unintentionally create hazards, miss something vital, lack patience with delicate procedures or become short-tempered. When rushing or frustrated, people are more likely to slip, trip or fall, bump into colleagues and machinery, or forget to perform small but vital tasks.

It should also be noted that some companies fail to live up to the "safety first" slogan during the holidays. Orders and production are important, but not at the cost of someone's health or life. It's important for management to make it clear to employees—through actions as much as words—that their safety is more important than rushing through a job.

Ladder safety

Taken by the holiday spirit, employees may choose (or be asked) to decorate the workplace. With ladders being used more frequently around the holidays, it's important to provide a refresher on ladder safety. For example, people should ensure the ladder's stability before use, keep three points of contact at all times and never place a ladder on a surface other than the ground. It's also worth mentioning that decorating is much easier and safer to do if the task is not left to one person. That's because they might be more inclined to rush or ignore the need for three points of contact in order to carry bulky decorations up the ladder.

Electrical safety

Many electrical incidents happen over the holidays. In fact, thousands of people are treated each holiday season after sustaining an electric shock or being injured in an electrical fire. These incidents are often caused by carelessness and misuse of (sometimes old and faulty) decorations. Ensure that any decorative lights have been tested for safety by a recognized testing laboratory, are undamaged and don't overload the sockets. Employees should also be reminded about the importance of unplugging decorations for the night and never using electric lights on a metallic tree.

Slips, trips and falls

If corridors and rooms are free of decorations and cables throughout the year, people are likely to become complacent and fail to notice when suddenly there is something in their way. Holiday lights and decorations should be clearly visible and kept out of the way to prevent tripping.

But there are many other ways for people to slip and fall during the holidays. Snow, ice and rain are the main culprits, especially because they're coupled with shorter, darker days that make it easier for people to miss or misjudge a step when walking outdoors. Snow and ice should be removed promptly from areas where people will be walking. Safety managers should also consider providing new or additional mats to stop snow and water from being brought inside working areas.

Food safety

Nobody wants to see employees get sick before the holidays. However, some workplaces don't take adequate precautions when ordering and storing party platters for their staff holiday gatherings. Food handling guidelines must be followed whenever food is being prepared, stored and distributed. Be extra mindful of food-related allergies and make sure that anything with allergens is labeled appropriately and kept separately from other foods. If employees are contributing to potlucks or baking for their colleagues, remind them of the need to communicate the use of common food allergens.

Drunk and drowsy driving

Work and family gatherings are often an opportunity for people to have a few drinks—but it's imperative that nobody is allowed to get behind the wheel after consuming alcohol. No employer wants their workers involved in a car crash. Plan ahead and have a plan for a designated driver or use a taxi or uber service. There are also various charities and companies that drive people home in their own cars, thus preventing unnecessary worries and logistical problems concerning vehicles being left somewhere overnight.

To reiterate the problems of fatigue above, you should treat drowsy driving with the same level of conviction as drunk driving because it is also risky and most people are so complacent with driving tired that they don't even give it a second thought. And the combination of a late night and a couple of drinks compounds the risk to disastrous levels.

Prepare for the winter hazards

While the holidays are an exciting time, people are more likely to fall ill or be involved in a workplace incident if they don't keep their minds and eyes on task. Provide longer breaks when possible to combat fatigue, ensure ladder safety is adhered to, discuss relevant holiday safety topics during toolbox talks to fight human error.

It's important to consider that safety doesn't only apply to the workplace. If training and culture are strong in an organization, safety becomes a state of mind and not an item on a to-do list. So when the winter holidays get nearer, it's time to take some additional training out of storage and remind workers that safety doesn't take a vacation just because they do. After all, holidays are supposed to be a joyous time and everyone wants to make it through the season incident-free.

Date 12/9/2019

Chuck Moore

Steve McKeethan

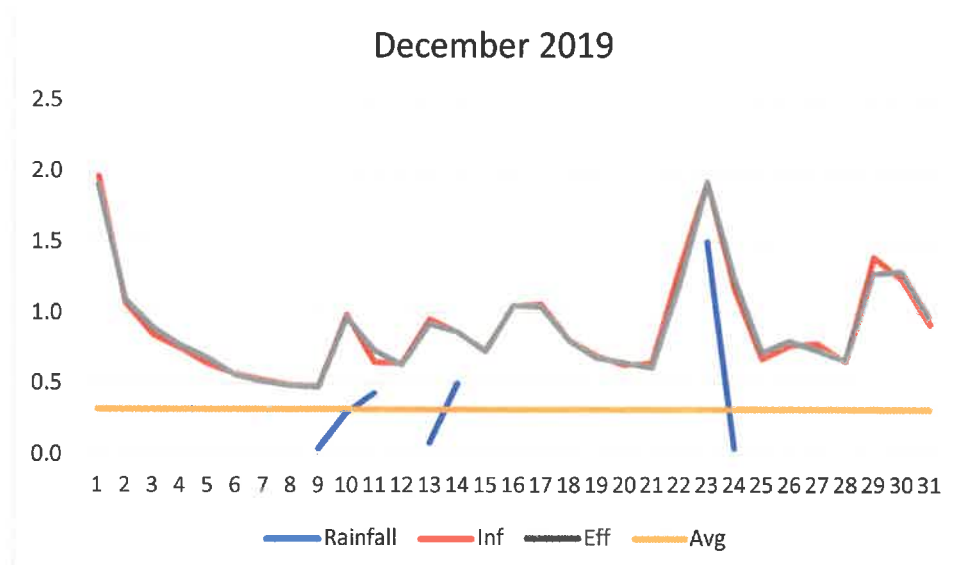
John Poole

KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager
FROM: Tony Workman, WWTP Plant Manager
RE: December 2019 Monthly Report
DATE: January 6, 2020

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	.8974	1.9630	.4810	27,820,000
EFFLUENT	.8977	1.9180	.4750	27,829,000

2504 Sewer Customers 9,494,600 gallons billed. Daily average .3165 mgd.



Total gallons of chlorine used was 587.25 @\$2.09 gallon = \$1227.35.

There were no overflows this month. 6.7 inches of rain was recorded this month.

The Eff Sampler continues to have an issue. The control panel replacement seemed to temporarily fix the problem, but another issue has occurred. I am working with Isco to troubleshoot the exact cause.

SAFETY MEETINGS THIS MONTH:

December 3 - Basic Electrical Safety-

Identifying Disconnecting Means and Breakers

(Toolbox Talk #79)

Avoiding Open Holes in Electrical Boxes and Panels

(Toolbox Talk #80)

December 10- & Holiday Safety Concerns in the Workplace.

December 17 - Basic Electrical Safety-

Don't use Electrical Tape on Electrical Cords

(Toolbox Talk #81)

Understand and Avoid the Hazards of Reversed Polarity

(Toolbox Talk #82)

WATER DEPARTMENT MONTHLY REPORT

To: David Bolling

Month of: DEC.2019

From: Jimmy Agee

RE: Monthly Work Orders

PAGE 1


TASK	RESOLVED	PENDING
INSTALL NEW METER	1	
Read-out	46	
RE- READS	53	
WATER TAP NEW ACCT.		
CLOSED ACCT WITH COMSUMPTION		
READ INS	38	
CHECK FOR HUNG METER		
CHANGE OUT HUNG / BROKEN METER		
CHECK FOR LEAK AT METER	8	
METER LEAKS	4	
AFTER HOURS - WATER	2	
SERVICE LINE LEAK	5	
LINE LOCATES	245	
TURN OFF FOR NON PAYMENT	14	
TURN WATER BACK ON	9	
YARD WORK	11	
DOOR HANGERS		
MANUAL READ	53	
AFTER HOURS - SEWER	2	
SEWER- TAP NEW ACCOUNT		
LOCATE SEWER TAP		
SEWER BACK UP	5	
CHECK TO SEE IF STILL OFF	7	
TAP ESTIMATES	2	
PROFILE REQUESTED	2	
WATER TAP ESTIMATE	2	
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS	1	

WATER DEPARTMENT MONTHLY REPORT

Month of: DEC. 2019

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
ESTIMATES RELOCATE METER		
CHECK FOR TAMPERED METER		
CHECK TO SEE IF CONNECTED TO SEWER		
CHECK MANHOLE COVER		
WATER TASTE BAD		
CHECK WATER PRESSURE	2	
REPLACE SEWER TAP		
CHECK FOR FROZEN METER		
REPLACE MAN HOLE COVER		
REPLACE CLEAN-OUT CAP		
REPLACE METER /METER BOX/LID		
VALVE BOX REPAIR	2	
RELOCATE WATER METER		
FLUSH LINES	2	
RUN 10 GAL WATER THRU	2	
TURN OFF FOR INSPECTIONS		
INSPECT SEWER CONNECTION		
TURN OFF DUE TO LEAK	2	
REPLACE CUT-OFF VALVE	1	
Install flotting meter		
LOCATE WATER METER		
Total		524
OVER-TIMES HOURS	77	
FIRE HYDRANTS REPLACED		
ROAD PATCHES	5	
PULL OR LOCK METER		


 WATER DISTRIBUTION & COLLECTION
 MANAGER-JIM AGEE

Prepare for the winter hazards

While the holidays are an exciting time, people are more likely to fall ill or be involved in a workplace incident if they don't keep their minds and eyes on task. Provide longer breaks when possible to combat fatigue, ensure ladder safety is adhered to, discuss relevant holiday safety topics during toolbox talks to fight human error.

It's important to consider that safety doesn't only apply to the workplace. If training and culture are strong in an organization, safety becomes a state of mind and not an item on a to-do list. So when the winter holidays get nearer, it's time to take some additional training out of storage and remind workers that safety doesn't take a vacation just because they do. After all, holidays are supposed to be a joyous time and everyone wants to make it through the season incident-free.

Date 12-9-19

David Loy
David Alford
Daniel Bradwell
Greg Sexton
James Evans
James A. Agee

David Loy
DAVID ALFORD
Daniel Bradwell
Greg Sexton
James Evans
Jim Agee

SAFETY MEETING SIGN-IN SHEET

Company: KWD DIST.

Safety Topic: PERSONAL PROTECTION EYE SAFETY

Date/Time: 12-16-19

Facilitator: Jim Agee

Location:

	Name	Signature	
1	David Alford	David Alford	12-16-19
2	Greg Sexton	Greg Sexton	12-16-19
3	Daniel Bradwell	Daniel Bradwell	12/16/19
4	David Loy	David Loy	12-16-19
5	James Evans	James Evans	12-16-19
6	Jim AGEe	James A Agee	12-16-19
7			
8			
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18			
19			
20			



SAFETY MEETING SIGN-IN SHEET

Company: KINGSTON WATER DIST.

Safety Topic: EQUIPMENT Check ENSURE SAFETY

Date/Time: 12-30-19 7:30 AM

Facilitator: Jim Agee

Location: Shop

	Name	Signature	
1	Daniel Bradwell	Daniel Bradwell	12-30-19
2	James Evans	James Evans	12-30-19
3	David Loy	David Loy	12-30-19
4	Kevin Hamilton	Kevin Hamilton	12-30-19
5	Greg Sexton	Greg Sexton	12-30-19
6	David Alford	David Alford	12-30-19
7	Jim Agee	James A Agee	12-30-19
8			
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17			
18			
19			
20			



Kingston Public Library (KPL)
1004 Bradford Way
Kingston Tennessee 37763
865-376-9905
WWW.kingstonpubliclibrarytn.org
WWW.facebook.com/KingstonPublicLibrary

1 January 2020

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 December 2019:

Programs:

We had our weekly story time hour with 62 children this month.

Our annual monthly book club and quilters group.

Starting Thursday **December 5th** we will have new winter hours on Thursday. We will be open 9:00am to 6:pm. The holiday season is always slow and our patron visits go down. This also causes staff to just sit by themselves and also a safety issue of being alone at night.

Programs: Dec. 6th We had Santa here and he read a Christmas story to the children. I made goodies bags for all of them. We had 50 children attend. We also had Mr. and Mrs. Clause come to our story-time on the 18th we had 14 children here.

Summary

We were closed December 9th to the 15th for the bathroom floors to be re- tiled. During our closure the staff and I cleaned the Library from top to bottom closets, draws ,store rooms etc. We also had our new bookshelves installed. We also rearranged our book collections and

finished all our state mandated training webinars hours. Unfortunately the bathroom project did not work out as planned. We are now going to start all over. Since we are doing the floors I also order new sinks and toilets so everything will be done in one phase. The floors had been buckling up for a year now. We were told to put caution signs up, unfortunately they were a problem also for some of our patrons who use wheelchairs. It will eventually be done right. There's still a bit of work to be done.

Our new Windows 10 computers are on back order, but should be here in 5 weeks.

Patron count for the month was 1246. Follow us on Facebook to see all the programs and photos.

January Programs:

Respectfully submitted

Barbara T.

ELECTRIC POWER BOARD OF ROCKWOOD
MEETING AGENDA
December 19, 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 Workshop on November 19, 2019	Approval
Minutes from Board Meeting on November 19, 2019	Approval
Minutes from Bid Opening and Board Meeting on November 26, 2019	Approval
October 2019 Financial Statements	Approval
October 2019 Budget Report	Information
December 2019 Accounts Payable	Approval
Manager's Report	Approval
Visitor Comments	Information

Old:

- | | |
|---|----------|
| 1. Dental, LTD, and other Employer-Paid Insurance | Approval |
|---|----------|

New:

- | | |
|---|----------|
| 1. DIC Property/Casualty Insurance Premium Renewals | Approval |
| 2. Service Electric Renewal Rates and Continuing Services Agreement | Approval |
| 3. Loomis Rate Increase | Approval |
| 4. Calendar Year 2020 Salary Structure | Approval |
| 5. Building Network Services | Approval |
| 6. Bad Debts | Approval |

Announcements

January 21, 2020 Board Meeting

Adjourn

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

A motion was made by Layne, seconded by Davis to approve the minutes as recorded for the October 17, 2019 meeting. All voted yes.

Marsha O'Keefe presented the financial report to the Board, focusing on the Budget Report. She explained that most of the cuts in O&M will not be recognized until later in the fiscal year, such as the \$150,000 contribution into the OPEB. From July 2019 to December 2019, we show a decrease in cuts of approximately \$72,000 which includes a 50% decrease in travel when compared to the same period last year. The total in O&M cuts are projected to be \$222,000 for the fiscal year. In capital expenditures through December, we expect to cut approximately \$285,500 from the budget simply by releasing Service Electric. Through September 2019, the year-to-date net income is \$347,000 compared to a budget of \$176,500. Focusing more on the Budget Report was a recommendation from REU's auditors, Parsons & Wright. A motion was made by Davis, seconded by Childs to approve the September 2019 Financial Reports. All voted yes.

A motion was made by Layne, seconded by Davis to approve the November 2019 Accounts Payable. All voted yes.

As part of the Manager's Report, Manager Bear explained he was asked to provide a list of the various committees that currently exist along with representation. Except for the Ethics Committee and the Retirement Plan Committee, Manager Bear recommended that all other committees be dissolved. He suggested that new committees or advisory groups be established to evaluate only what is necessary to implement the Strategic Plan. Operating guidelines and mission statements should be developed and approved by the Board prior to new committees being formed. He was concerned that our current situation is not efficient or productive. Chairman Holloway stated he would like to leave the committees as is and be addressed after the first of the year. Agreements to continue offering residential financing for homeowners as part of TVA's EnergyRight Solutions for Home (ERSH) programs have been signed. TVA is rolling out a new program called "Home Uplift". This program is for low-income weatherization upgrades. It requires matching funds from the LPC and/or partnering entities. The average investment in each home is around \$8,000 to make it more energy efficient and improve health and safety items. If REU is interested in participating in the program we need to notify TVA so the agreement can be prepared. The new Kenworth Dump Truck has been delivered and placed in service. One of the bucket trucks from Altec has arrived and the other one is expected within a week. The cost to install a new transmission was \$11,115 for Truck #3. Truck #12 was taken to Chattanooga for the same installation, which is estimated to be \$12,000. Both vehicles are nine (9) years old and need to be replaced in the coming year. A motion was made by Davis, seconded by Childs to approve the Manager's Report. All voted yes.

Don Layne, Chairman of the Broadband Committee, informed the Board the committee met on November 18, 2019 to review applications submitted for the implementation of the Appalachian Regional Commission Grant. RFQ applicants were Fulghum, MacIndoe, & Associates, Inc.; Cannon & Cannon; Strata*G; and 3-Phase Associates. Committee members present included Don Layne, Kendall Bear, Wyatt Wilson, and Larry Brackett. Marsha O'Keefe was absent. Statements of qualifications from each firm were opened and reviewed according to the criteria and general scope of work. After reviewing, no Statements of Qualification were rejected. A motion was made by Committee Member Larry Brackett, seconded by Wyatt Wilson to recommend the work be awarded to Strata*G. All voted yes.

There were no visitor's comments.

A motion was made by Layne, seconded by Childs to approve chapters 1 through 5 of the revised Policy and Procedure Manual. The committee met on November 14, 2019 to review any changes and to discuss any comments. Committee members present were Sandy Helton, Stacey Smelcer, Julie McCreary, and Rochelle Inman. Absent were Jason Jolly and Jim Neal. The committee did not find any significant issues. The Board approved the revised chapters.

A motion was made by Davis, seconded by Childs to approve the Purchasing Policy. On November 8, 2019, REU department heads and several employees met to review the policy and discuss appropriate changes. All comments from legal counsel had been incorporated into the revised policy. All voted yes.

A motion was made by Layne, seconded by Davis to defer approving the active employee's health care renewal. All voted yes.

A motion was made by Layne, seconded by Davis to approve the recommendation made by the Broadband Committee to award the work to Strata*G for implementation of the ARC grant. All voted yes.

A motion was made by Layne, seconded by Davis to approve the sponsorship of \$200 to RHS Football Playoff Luncheon. All voted yes.

A motion was made by Davis, seconded by Layne to approve the sponsorship of \$1,000 to Operation Reach. All voted yes.

A motion was made by Davis, seconded by Childs to approve the sponsorship to the Roane Alliance Annual Gala. Manager Bear stated there may be a possibility for East Tennessee Economic Development to reimburse the sponsorship. All voted yes.

A motion was made by Childs, seconded by Davis to approve the eligible employees to receive a service award. All voted yes.

A motion was made by Davis, seconded by Layne to approve employees Christmas bonuses in the net amount of \$500. All voted yes.

A motion was made by Layne, seconded by Davis to approve the write-off of uncollectible debts for the period of August 2019 in the amount of \$2,351.10 and noted \$2,806.85 was collected in October 2019. All voted yes.

A motion was made by Davis, seconded by Childs to elect Harold Holloway as Chairman for the next year. All voted yes.

A motion was made by Davis, seconded by Childs to elect Wade McCullough as Secretary/Treasurer. All voted yes.

A motion was made by Layne, seconded by Childs to sponsor the Roane County High School Robotic Team for \$500. All voted yes.

Chairman Holloway reminded the Board of the Special Called Meeting on November 26, 2019 for the purpose of taking action on active employees' health care renewal.

Chairman Holloway and the Board wished everyone a happy and safe Thanksgiving holiday.

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

Chairman
Harold Holloway

Secretary/Treasurer
Wade McCullough

Recorded by M. O'Keefe

OMB 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		OCTOBER	2019	

BALANCE SHEET

ASSETS AND OTHER DEBITS	ITEM NO	AMOUNT
UTILITY PLANT		
Electric Plant.....	1	65,004,102.94
Less Depreciation.....	2	17,482,029.03
Total.....	3	47,522,073.91
Unamortized acq. adj.....	4	
Other utility plant - net.....	5	
Total Plant - net.....	6	47,522,073.91

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	3,190,721.05
Accounts receivable.	15	2,280,787.59
Materials and supplies.	16	457,086.83
Prepayments.	17	62,168.44
Other current assets.	18	1,041,214.77
Total.	19	7,031,978.68

DEFERRED DEBITS

Debt expense.....	20	
Preliminary survey.....	21	
Clearing accounts.....	22	
Energy Service Loans receivables.....	24	211,739.10
Deferred costs on TVA Leases.....	25	
Other deferred debits.....	26	
Total.....	27	211,739.10

TOTAL ASSETS

AND OTHER DEBITS.....	28	58,255,110.83
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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	563,106.92
Total.	35	44,395,233.91

LONG-TERM DEBT

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	38,974.40
Total.	41	3,738,974.40

OTHER NON-CURRENT LIABILITIES

Postretirement Benefits	39.2	3,509,003.54
Energy Service Loans - Advances . . .	42	180,648.67
Energy Service Loans - Other	43	
Total	44	3,689,652.21

CURRENT AND ACCRUED LIABILITIES

TVA notes payable	45.1	
Other notes payable	45.2	
Accounts payable	46	4,344,477.34
Customer deposits	47	1,174,117.71
Taxes and equivalents accrued	48	30,506.59
Interest accrued - RUS	49	23,208.36
Interest accrued - CFC	50	
Interest accrued -CoBank	51	
Interest accrued -TVA	52.1	
Interest accrued - other	52.2	
Other current liabilities	53	855,603.54
Total	54	6,427,913.54

DEFERRED CREDITS

Advances for construction - refundable. . .	55	
Other deferred credits.	56	3,336.77
Total.	57	3,336.77

TOTAL LIABILITIES

AND OTHER CREDITS.....	58	58,255,110.83
------------------------	----	---------------

() Indicates red figures

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

Construction work in progress included in Item No. 1	1,090,200.55
--	--------------

Construction fund included in Item No. 12

Total miles of distribution linesTotal 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		OCTOBER 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	2,574,250.39	11,961,211.46	
Revenue from late payments.	60	17,103.52	62,203.76	
Misc. service revenue.	61	5,055.00	19,115.00	
Rent from electric property.	62	48,183.09	195,732.36	
Other electric revenue.	63	5.00	20.00	
Total operating revenue.	64	2,644,597.00	12,238,282.58	
PURCHASED POWER				
Total power cost (page 7, item 342).	65	1,716,810.36	8,751,566.11	
OPERATING EXPENSE				
Transmission expense.	66			
Distribution expense.	67	75,087.61	313,383.82	
Customer accounts expense.	68	61,181.70	229,576.55	
Customer service and informational expense.	69	858.33	3,433.32	
Sales expense.	70		12,313.00	
Administrative and general expense.	71	257,911.92	997,145.34	
Operating expense.	72	395,039.56	1,555,852.03	
MAINTENANCE EXPENSE				
Transmission expense.	73			
Distribution expense.	74	81,252.57	362,094.42	
Administrative and general expense.	75	7,407.77	9,788.77	
Maintenance expense.	76	88,660.34	371,883.19	
OTHER OPERATING EXPENSE				
Depreciation expense.	77	110,059.64	500,972.50	
Amortization of acquisition adjustment.	78			
Taxes and tax equivalents.	79	112,701.37	472,488.19	
Other operating expense.	80	222,761.01	973,460.69	
TOTAL OPERATING EXPENSE AND PURCHASE POWER.	81	2,423,271.27	11,652,762.02	
INCOME				
Operating income (item 64, less item 81).	82	221,325.73	585,520.56	
Other income.	83			
Total income.	84	221,325.73	585,520.56	
Miscellaneous income deductions.	85	150.00	780.00	
Net Income before debt expense.	86	221,175.73	584,740.56	
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	23,208.36	
Interest - TVA.	90.2			
Other interest expense.	92			
Amortization of debt discount and expense.	93			
Amortization of premium on debt - credit.	94	(393.68)	(1,574.72)	
Total debt expense.	95	5,408.40	21,633.64	
NET INCOME				
Income before extraordinary items (item 86, less item 95).	96	215,767.33	563,106.92	
Extraordinary items.	97			
Net Income.	98	215,767.33	563,106.92	

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

OCTOBER 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	1,441,208.82	6,883,880.80	107	12,943,619	61,022,146
Gen. Power - 50 kW & under.	101	353,000.23	1,618,078.74	108	2,609,979	12,031,194
Gen. Power - Over 50 kW.	102	733,891.09	3,269,466.89	109	8,672,946	36,483,998
Street and athletic - Codes 72, 73 & 74.	103	16,163.81	65,843.09	110	114,781	443,392
Outdoor lighting - Codes 75, 77 & 78.	104	29,986.44	123,941.94	111	212,276	848,401
Subtotal.	330	2,574,250.39	11,961,211.46			
Unbilled revenue*.	331					
Total (page 2, item 59).	332	2,574,250.39	11,961,211.46	335	24,553,601	110,829,131
Kilowatt-hours for own use.				113	35,768	157,362
Total kilowatt-hours sold and used.				114	24,589,369	110,986,493
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	\$ 672.98	N/A
Gen Partners-GP<50kW	\$ 773.69	N/A
Gen Partners-GP>50kW	\$ 1,126.61	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	1,716,810.36	8,751,566.11	119	22,640,731	113,695,164
Facilities Rental.	116					
Other Charges/Credits.	117					
Total from TVA.	118	1,716,810.36	8,751,566.11	122	22,640,731	113,695,164
Other Purchased Power*.	218			222		
Subtotal.	340	1,716,810.36	8,751,566.11			
Unbilled Purchases*.	341					
Total (page 2, item 65).	342	1,716,810.36	8,751,566.11	345	22,640,731	113,695,164
Less kilowatt hours sold and used (item 114).				123	24,589,369	110,986,493
Line losses and kilowatt-hours unaccounted for.				124	(1,948,638)	2,708,671
Percent of losses to purchases (2 decimal places).				125	(8.61)	2.38
Cost per kilowatt-hour including facilities rental (cents).				127	7.583	7.697
Kilowatt-hours in unbilled purchases (Item 341) above*.				346		

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

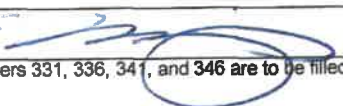
POWER DISTRIBUTORS

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 OCTOBER 2019		PAGE 3a
CUSTOMER DATA			LONG-TERM DEBT		
CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR	CHANGE THIS MONTH	AMOUNT	
Residential.	11,651	11,632	Long-term debt last report (item 41).	3,739,368.08	
Gen. Power - 50 kW & under.	2,786	2,773	Add new long-term debt this month (page 3).		
Gen. Power - Over 50 kW.	129	136	Total.	3,739,368.08	
Street and athletic - Codes 72, 73 & 74.	39	39	Less reductions this month (page 3).	393.68	
Outdoor Lighting - Code 78.	133	132	Long-term debt this month (item 41).	3,738,974.40	
Total.	14,738	14,712			
Special Outdoor Lighting - Code 75.					
Outdoor Lighting - Code 77.	2,141	2,153			
OPERATING RATIO			THIS MONTH	YEAR TO DATE	
Item 81 minus item 80 divided by item 64 equals			83.21%	87.26%	
Footnotes:					
SIGNED 		TITLE <i>Manager of Accounting</i>		DATE PREPARED <i>11/27/19</i>	
*Item numbers 331, 336, 341, and 346 are to be filled in only if distributor chooses the option to estimate the unbilled electric sales.					

AGENDA
RCECD 911 QUARTERLY BOARD MEETING
DECEMBER 12, 2019

CALL TO ORDER

APPROVAL OF MINUTES OF SEPTEMBER 2019 MEETING
APPROVAL OF MINUTES OF 10/17/2019 CALLED MEETING

APPROVAL FINANCIAL STATEMENTS FOR SEPTEMBER 2019-
NOVEMBER 2019

CHAIRMAN'S REPORT

REPORT ON DEBT OBLIGATION
NOVEMBER FUND BALANCES

COMMITTEE REPORTS

BUDGET/FINANCE COMMITTEE

GENERAL REPORTS

HAVE PAID 2 PAYMENTS ON BUILDING 230,074.65

BUILDING/EQUIPMENT COMMITTEE

GENERAL REPORTS

7600
400/800

RFP ON Building use Codes

Tolynd

PERSONNEL/TRAINING COMMITTEE

UPDATE ON DIRECTOR SEARCH

OCTOBER 8, 2019 MINUTES

NOVEMBER 4, 2019 MINUTES

NOVEMBER 18, 2019 (NO MINUTES AVAILABLE)

DIRECTOR'S REPORT

GENERAL REPORTS

UPDATE ON BUILDING PROJECT

UPDATE ON AT&T

TRANSFER OLD EQUIPMENT

OTHER BUSINESS

OLD~NEW BUSINESS NOT COVERED ABOVE

Robert Langley

From: Mike Hooks [mhooks@roanecounty911.com]
Sent: Wednesday, September 11, 2019 4:04 PM
To: Robert Langley
Subject: Fwd: Surplus property

Sent from my iPhone

Begin forwarded message:

From: James Barnes <James.Barnes@tn.gov>
Date: September 11, 2019 at 2:56:07 PM EDT
To: "mhooks@roanecounty911.com" <mhooks@roanecounty911.com>
Subject: Surplus property

Mike,

I can't find Robert's email address offhand. Would you forward this to him regarding our discussion last night.

Thanks,

Jim

The agreement of the governing bodies seems to be the only criteria.

12-3-1005. Changed to 12-2-420 Transfers of surplus personal property among governmental entities. —

- (a) Notwithstanding any other provisions of law, counties, municipalities and metropolitan governments may purchase, trade or receive as a gift, upon approval of the governing bodies involved in the transaction, any used or surplus personal property from another county, municipality, metropolitan government, state government, federal government or any instrumentality of the foregoing, without regard to any laws regarding public advertisement and competitive bidding. Also notwithstanding any other provision of law, any county, municipality, or metropolitan government may by resolution or ordinance of its governing body establish a procedure for the disposition of its surplus personal property to other governmental entities, including, but not limited to, counties, municipalities, metropolitan governments, the state of Tennessee, the federal government, other states or their political subdivisions and the instrumentalities of any of the foregoing, by sale, gift, trade, or barter upon such terms as the governing body may authorize, without regard to any other provisions of law regarding the sale or disposition of used or surplus personal property.
- (b) The provisions of this section shall be construed as supplemental authority for counties, municipalities and metropolitan governments.



Virus-free. www.avg.com

Zetron PSAP IN A BOX

- 1- S 3200 E 9-1-1 Trunk Card Cat.# 901-9534 Mod. 3200 Card Shelf
- 4- S 3200 Trunk Cards Cat. # 950-9877
- 4- Caller ID Line Cards Cat. # 950-0100
- 1- AC Interrupter Cat. # 950-9831
- 1- Series 3200 Line Card Self Cat. # 950-0079
- 2- Data-Linc Group LLM1100
- 1- Zetron Telephone System Alarm Monitor Cat.# 950-9994
- 2- Series 3200 Primary Station Cat. # 950-9948
- 1- Series 3200 Controller Cat. # 950-9928
- 1- Key System Power Supply Cat. # 685-0610
- 1- Communtech 5 Talk Supply Mod. 86010-01
- 2- Hard Cases
- 2- Model 3240D PSAP Phones Cat. # 901-9563 S/N 115026, 113441
- 2- 3200 ALI Display Mod. M3200 ALI Cat.# 950-0111 S/N 111254, 111252
- Support Cables and Misc. Parts.

Zetron 3200 PSAP Phone System

- 6- S3200 Trunk Card Cat. # 950-9877
- 6- Caller ID Line Card Cat. # 950-0100
- 4- S3200 Primary Station Card Cat. # 950-9948
- 1- S3200 Controller With ALI Transfer Cat. 950-9929
- 2- S3200 Line Card Shelf Cat. 950-0079
- 2- AC Interrupter Cat. 950-9831
- 1- Line Logger Mod. LMT-4911
- 2- AC Power Supply
- 3- TellLabs 8020 DC Power Supply
- 1- Zetron Equipment Rack
- 5- Model 3240D PASP Phone Cat. # 901-9563 S/N 162934, 124126, 8N080573, 125837, 142487
- 5- 3200 ALI Display Mod. M3200 Cat. 950-0111
- Support Cables and Misc. Parts

MEMO TO CHAIRMAN

AS OF NOVEMBER 30, 2019 FOLLOWING ARE THE FUNDS WE HAVE ON HAND NOT COUNTING THE CERTIFICATE OF DEPOSIT

REVENUE FUND	\$1,766,588.95
OPERATING ACCOUNT	\$ 79,925.15
TOTAL FUNDS	\$1,846,514.10
LESS DESIGNATED	\$- 00.00 MDT MAINTENANCE.
LESS 800 MHZ	\$- 38,613.08 ANNUAL MAINTENANCE
LESS METRO COMM	\$- 25,142.37 MOVING RADIOS
LESS DISPATCH CONSOLE	\$- 68,466.81 WATSON FURNITURE
LESS CAD SYS UPGRADE	\$-114,915.00 SOUTHERN SOFTWARE
LESS ECB EQUIP REIMBURSE	\$173,771.56 USDA RESERVE ACCOUNT
LESS EST 3 MONTH RESERVE	\$-230,000.00 FOR CURRENT EXPENSE
LESS STATUE 130 ECB FUNDS *	\$- 5,789.38 911 UNRESTRICTED FUND
TOTAL DESIGNATED & EST 3,MO	\$- 656,698.20
TOTAL UN-RESTRICTED*	<u>\$1,189,815.90</u>
AVAILABLE CASH	<u>\$1,189,815.90</u>

*ECB GRANT \$91,215.04 IS SHOWN IN TOTAL UN-RESTRICTED AVAILABLE
*AT&T SETTLEMENT 252,651.09 IS SHOWN IN TOTAL UN-RESTRICTED

**CERTIFICATE OF DEPOSIT \$ 63,055.55
BUILDING PROJECT ACCOUNT \$ 1,000.00
** THIS WAS RENEWED FOR 1 YEAR AT 1.27 INTEREST RATE MATURE 11/03/2020

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

NONE

WE ARE RECEIVING THE ECB PAYMENT OF 106,753.00 EVERY TWO MONTHS
*THE ECB STATUE 130 FUNDS IS ONCE A YEAR DISTRIBUTION.

MINUTES OF SEPTEMBER 26,2019
ROANE COUNTY E-911 BOARD MEETING

The Roane County Emergency Communications District (E-911) Board met Thursday, September 26,2019 at 1:00 P. M. At the E-911 Center administrative office.

MEMBERS PRESENT: Tony Brown, Marilyn Calfee, Donnie Eblen, Randy Ellis, John Harvey, Jack Stockton, Tim Suter, Brad Daniels by remote call.

MEMBERS ABSENT: Arvel McNelly

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

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Motion was made by Ms. Calfee second Mr. Ellis to approve the minutes from the June 2019 meeting, motion carried by those present and Mr. Daniels by remote. Approve 8/12/19 called Board minutes Ms. Calfee Second Mr. Harvey motion carried by those present and Mr. Daniels by remote.

FINANCIAL STATEMENT:

Motion to approve the financial statements for June - August 2019 by Mr. Suter second Mr. Stockton, motion carried by those present and Mr. Daniels by remote.

CHAIRMAN'S REPORT:

We need to send resolution to the State House and Senate to sponsor the bill to increase the 9-1-1 rate back to the 1998 rate of \$1.50 per line. This was reduced in 2014 to \$1.16. TECB according to T.C.A. 7-86-128(b)(1) properly adopted recommendation to restore the fee to \$1.50, which must be approved by a Joint Resolution of the State Senate and House of Representatives. Motion to send the resolution by Mr Ellis second Mr. Suter, all present voted yes and Mr. Daniels yes by remote, motion approved.

The next item is to reappoint Sheriff Stockton and Ms. Calfee to the 911 Board for another term to run from January 2020 to December 2023. Motion to reappoint Mr. Harvey second Mr Suter all present voted yes and Mr. Daniels yes by remote, motion approved.

COMMITTEE REPORTS:

BUDGET/FINANCE COMMITTEE

Committee has not met since last meeting. .

BUILDING/EQUIPMENT COMMITTEE

Committee has not met since last meeting.

PERSONNEL/TRAINING COMMITTEE

There was a meeting September 19th but did not have quorum, set meeting for September 23, 2019 and bring the following to Board, accept the retirement of the Director effective December 31, 2019. Motion to accept committee recommendation Mr. Ellis second Ms Calfee all present voted yes with Mr Daniels yes by remote, motion carried.

Motion to accept Frances Long retirement December 31, 2019 by Mr. Suter second Mr. Harvey all present voted yes with Mr. Daniels yes by remote, motion carried.

Motion to move Kim Tharp into the Comptroller position at salary of \$41,205, to replace Frances Long, as of January 1, 2020, motion by Mr. Ellis second Ms. Calfee, all present voted yes Mr. Daniels yes by remote.

The committee recommends writing a job description for Director, advertising on our website, the RCN, and TENA website and taking applications from October 1st through November 15th. Motion to approve recommendation Mr. Ellis second Ms. Calfee, those present voted yes with the exception of Sheriff Stockton who voted no, Mr. Daniels voted yes by remote. After narrowing down the candidates and interviewing takes place bring back to the Board at the regular December 12th meeting a recommendation for Director.

There was a great deal of discussion on Mr. Hooks proposal to work as contracted consultant until the new Center is completed and transition of old Center to new location. Mr. Hooks would also work toward finding someone to purchase the old Center location.

After no consensus could be reached motion by Mr. Ellis second Mr. Brown to refer back to Personnel Committee for further discussion, all present voted yes Mr. Daniels yes by remote. Committee will meet October 8, 2019 at 9 AM at Princess Theater to discuss further, and will have called Board meeting October 17th here at the Center to discuss hiring a new Director.

DIRECTOR'S REPORT

There was a Southern Software kickoff at the Center September 24, it went well. Request approval to surplus old equipment we no longer use and has no book value, Mr. Brown said to get list and bring to next Board meeting and possibly post on gov.deals.

We have the property accessor's appraisal but would like to have this Center building commercially appraised, motion to do this by Ms. Calfee second by Mr. Ellis, all present voted yes Mr. Daniels yes by remote. Was suggested we might get Mike Fuller this is who the County uses.

OTHER BUSINESS

ADJOURNMENT

With no further business to come before the board on motion by Mr. Harvey second Mr. Ellis meeting adjourned at 2:19 PM.

Regular June & August called meeting minutes approved at the September Board Meeting of Roane County Emergency Communications District Board of Directors. Date: September 26, 2019.

Tony Brown/Secretary-Treasurer

Donnie R Eblen/Chairman

MINUTES OF OCTOBER 17, 2019
ROANE COUNTY E-911 SPECIAL CALLED BOARD MEETING
DISCUSS HIRING NEW DIRECTOR

The Roane County Emergency Communications District (E-911) Special Called Board Meeting, October 17, 2019 at 9:00 a.m. in the Administrative office.

MEMBERS PRESENT: Donnie Eblen, Tony Brown, Arvel McNelly, Marilyn Calfee, John Harvey, Randy Ellis, Jack Stockton

MEMBERS ABSENT: Brad Daniels, Tim Suter

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

CALL TO ORDER:

Chairman Mr. Eblen called the meeting to order at 9:00a.m. The meeting was turned over to Mr. Brown, Chairman of the Personnel Committee.

Mr. Brown presented the minutes of the personnel committee regarding hiring a new director held on October 8, 2019. The committee has set up a post office box, special email address as well as posted the opening on Indeed.com and Monster.com. The opening has also been posted on the state and local 911 websites. The committee has received 19 resumes by email and mail, ranging from local, in-state and out of state applicants. The committee plans to have the three top applicants available to be presented to the board at the next regularly scheduled meeting. Copies of the list of applicants was distributed to the full board.

Mr. Eblen (Chairman) asked if there were any objections to changing the agenda to add Mr. Hooks new proposal and there were no objections. Mr. Brown presented to the board a new proposal by Director Hooks to work as a part-time consultant for \$31,853 as allowable by TCRS guidelines of no more than 960 hours/120 days per calendar year. His position would answer directly to the board and assist in a smooth transition of the new Director as well as assist in overseeing the building project of the new center, helping to bring the new center online uninterrupted and exhausting all efforts to sell the existing center. Mr. McNelly made motion to accept this proposal Mr. Ellis second. Motion passed with Ms. Calfee voting no.

ADJOURNMENT:

With no further business to come before the board, a motion to adjourn was made by Mr. Harvey and second by Mr. McNelly. Motion passed. Meeting was adjourned at 9:45a.m.

Next regularly scheduled full board meeting will be December 12, 2019 at 1:00 p.m.

Tony Brown / Secretary-Treasurer

Donnie R. Eblen/Chairman



ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT E-911

330 CARDIFF VALLEY ROAD

P.O. BOX 236

ROCKWOOD, TENNESSEE 37854

865-354-0704 Fax 865-354-8481



DONNIE EBLEN
Chairman



MIKE HOOKS
Executive Director

October 16, 2019

Donnie Eblen, Chairman,
Roane County ECB
Rockwood, TN 37854

Honorable Chairman and Board Members:

It is with emotions that I submit to your Honorable Body, my intention to retire, effective December 31, 2019, after 19 years and 2 months of service with the Roane County E-911.

It has been an extreme honor to serve as your Executive Directive for the past 19 years and 2 months, serving since October 16, 2000 and working with such dedicated professional staff and Board Members.

I want to thank you for having the confidence and trust in me to serve in such an important role, and for the many courtesies and continued support extended to this office by each and every one of you.

However I would ask that the Board to consider my proposal to work as a **PART TIME EMPLOYEE** (not to exceed 960 hrs or 120 days, set by TCRS), starting January 1, 2020.

THE SCOPE OF WORK WOULD BE: to assist the Roane County 911, in a smooth transition with the new Executive Director.

Assist the Center in managing the budget and payments to the contractors as the building project progresses.

Upon completion of the new center I would assist the Center in bringing the new center on line and taking the old center offline, making sure that the Citizens of Roane County doesn't go without E-911 services.

As this transition is taking place I will exhaust all efforts to sell our existing center.

I sincerely thank you for allowing me the to serve as your Executive Director.

Sincerely yours,

Mike Hooks
Executive Director

Minutes of November 4, 2019

Roane County E-911 Personnel Committee meeting

Committee Members Present: Tony Brown, Marilyn Calfee, Brad Daniels

Members Absent: Randy Ellis

Board Members Present: Chairman Donnie Eblen

Employees Present: Director Mike Hooks

The personnel committee met at the E911 Center

Tony called meeting to order and recognized a quorum.

The purpose of this meeting was to start the review and discussion on the applicants who have submitted for the position of the E-911 Director and to begin the process of selection and/or elimination.

Due to the fact Robert Langley has submitted a resume for the position, he was asked to not be in the meeting.

Director Mike Hooks and Chairman Donnie Eblen were given copies of the candidate spreadsheet but not resumes.

By the end of the meeting the three committee members had agreed on 3 candidates. *(On Thursday, Nov 14, Randy Ellis submitted to me via text his top 5 choices and was in agreement with the 3 selected on the Nov 4th meeting)*

Because we will need a contingency plan in the event Robert Langley is chosen the Director, some names were discussed as a possible replacement for him; those being, Cody Anderson, Tony Bernard, and Kenny Humphrey.

The meeting was adjourned with the next personnel meeting to take place on Nov 18 @9:00 am.

A handwritten signature in black ink, appearing to read "Tony Brown", with a long horizontal line extending from the end of the signature.

Minutes of October 8, 2019

Roane County E-911 Personnel Committee meeting

Members Present: Tony Brown, Marilyn Calfee, Randy Ellis,

Members Absent: Brad Daniels

Employees Present: Mike Hooks

The personnel committee met at the Princess Theater so that Brad could join in and be near to work.

Tony called meeting to order and recognized a quorum.

The purpose of this meeting was to discuss the process of hiring a new E-911 Director and the consideration of Mike Hooks proposal to be hired as a consultant to E-911 though the completion of the new 911 center.

We have established a postal mail address of PO 1411, Harriman, TN 37748 as well as an online repository of: roane911resume@gmail.com for interested applicants to send their resumes to.

The ad for this position will appear 12 times in the Roane County News between Oct 1 – Nov 15

This position has also been posted with Indeed.com and Monster.com

As of this meeting, we have not received anything at the PO Box but have received 9 resumes via email, from Indeed.com.

Marilyn Calfee will be responsible for replying back to any resume received

We discussed the need for consistency in questions we will ask to the candidates we ultimately interview and will send an email out to the board for any questions they may want to ask.

If a candidate requests salary information, at this point we will give them the salary of the current director that has 19 years' experience-since this is public information anyway.

Mike Hooks asked, what we felt is the consensus of the committee and the board on his proposal to stay on for a year at his current salary but as a contract employee.

We told him we didn't think he would have the votes. Mike indicated that he would withdraw his request, then Randy asked him if he would consider a counter offer in case, still with no guarantee of either passing. A month to month contract was brought up with discussion of who determines what a month to month contract consists of in reference to money paid and hours worked if Mike still wants to work as a contractor with the same salary he currently has.

We discussed the Bridge insurance that Mike would receive until age 65. The E-911 would pay all but 5% and according to the employee handbook, Mike would have to arrange to pay the 5% quarterly until he turns 65, at which time he would start drawing Medicare.

The meeting was adjourned with the next personnel meeting to take place on Oct 17 @8:00 am, prior to the called meeting of the full board.



BUDGET F/Y 2019-2020
2% Salary Increase + Longevity

APPROVED BY BOARD 06/27/2019

6/27/2019

REVENUES	2019-2020 BUDGET	BUDGET MONTHLY	ACTUAL REC/PAY OUT	OVER(UNDER) MONTH NOVEMBER	ACTUAL YEAR	OVER(UNDER) YEAR
3010 TECB 911 SURCHARGE (BASE)	640,518	106,753.00	0.00	(106,753.00)	213,506.00	(427,012.00)
3020 STATUTE 130 FUNDING	37,000	0.00	32,885.00	32,885.00	32,885.00	(4,115.00)
3040 DISPATCH SERVICES	674,373	56,197.75	86,117.33	29,919.58	274,776.33	(399,596.67)
5002 INTEREST INCOME	888	74.00	74.37	0.37	396.22	(491.78)
5004 MDT MAINTENANCE	19,564	1,630.33	0.00	(1,630.33)	5,671.82	(13,892.18)
5005 800 MHZ SYSTEM MAINT.	35,975	2,997.92	3,892.18	894.26	36,855.93	880.93
5009 OTHER INCOME	2,208	184.00	65.00	(119.00)	515.00	(1,693.00)
5014 NCIC/REC CLERK/COUNTY	47,387	3,948.92	3,948.93	0.01	19,744.65	(27,642.35)
TOTAL ESTIMATED REVENUE	1,457,913	171,785.92	126,982.81	(44,803.11)	584,350.95	(873,562.05)
=====						
EXPENDITURES						
4001 DIRECTOR	69,002	5,750.17	7,961.76	2,211.59	29,193.12	(39,808.88)
4002 COMPTROLLER/ ASST. COMPT.	64,641	5,386.75	7,458.57	2,071.82	30,348.09	(34,292.91)
4003 ASSISTANT DIRECTOR	53,772	4,481.00	6,204.45	1,723.45	22,749.65	(31,022.35)
4004 DISPATCHER (8)	304,726	25,393.83	32,786.40	7,392.57	120,103.88	(184,622.12)
4005 DISPATCH/LEAD (3)	129,482	10,790.17	15,437.60	4,647.43	52,526.91	(76,955.09)
4006 ADMIN-MAPPING/ PT CONSULT	31,679	2,639.92	4,375.26	1,735.34	17,002.62	(14,676.38)
4007ADMIN TAC	41,722	3,476.83	4,814.07	1,337.24	17,648.51	(24,073.49)
4008 OVERTIME PAY	7,969	664.08	536.96	(127.12)	2,489.38	(5,479.62)
4010 CHRISTMAS BONUS	2,012	167.67	0.00	(167.67)	0.00	(2,012.00)
4012 HOLIDAY PAY	17,975	1,497.92	4,826.40	3,328.48	7,620.88	(10,354.12)
4099 NCIC RECORD CLERK	39,099	3,258.25	4,511.43	1,253.18	16,541.91	(22,557.09)
4101 SOCIAL SECURITY TAX	47,206	3,933.83	5,486.57	1,552.74	19,289.73	(27,916.27)
4102 MEDICARE TAX	11,040	920.00	1,283.16	363.16	4,511.34	(6,528.66)
4103 LIFE INSURANCE	1,500	125.00	179.34	54.34	558.45	(941.55)
4104 MEDICAL INSURANCE	140,792	11,732.67	10,788.20	(944.47)	53,749.10	(87,042.90)
4107 SUTA TAX	608	50.67	0.00	(50.67)	76.91	(531.09)
4108 STATE RETIREMENT	42,192	3,516.00	4,739.19	1,223.19	16,699.42	(25,492.58)
4201 MAPPING/ADDRESSING	100	8.33	0.00	(8.33)	0.00	(100.00)
4203 AUDIT SERVICES	8,950	745.83	0.00	(745.83)	0.00	(8,950.00)
4204 ACCOUNTING SERVICES	3,936	328.00	320.00	(8.00)	1,600.00	(2,336.00)
4217 LEGAL & PROFESSIONAL	5,000	416.67	2,217.17	1,800.50	3,717.46	(1,282.54)
4218 MAINT. AGREEMENTS	36,712	3,059.33	392.73	(2,666.60)	26,285.01	(10,426.99)
4220 NCIC/TBI/TIES LINE	6,500	541.67	560.00	18.33	3,623.32	(2,876.68)
4225 PEST CONTROL	300	25.00	25.00	0.00	125.00	(175.00)
4228 RENT/REP SITE(tank & propane)	800	66.67	237.08	170.41	237.08	(562.92)
4299 TRASH DISPOSAL	192	16.00	42.00	26.00	121.00	(71.00)
4301 OFFICE SUPPLIES	2,200	183.33	258.45	75.12	734.11	(1,465.89)
4302 CUSTODIAL SUPPLIES	1,600	133.33	37.80	(95.53)	530.22	(1,069.78)
4303 DISPATCH SUPPLIES	1,400	116.67	0.00	(116.67)	180.92	(1,219.08)
4304 POSTAGE	756	63.00	140.25	77.25	251.55	(504.45)
4305 SMALL EQUIPMENT PUR	5,000	416.67	0.00	(416.67)	1,011.00	(3,989.00)
4307 UTILITIES ELECTRIC	14,790	1,232.50	1,044.91	(187.59)	5,752.05	(9,037.95)
4308 UTILITIES GAS	1,860	155.00	172.81	17.81	286.61	(1,573.39)
4309 UTILITIES WATER / SEWER	3,124	260.33	318.25	57.92	1,325.47	(1,798.53)
4310 GENERAL TELEPHONE (ADMIN)	10,949	912.42	850.25	(62.17)	4,271.47	(6,677.53)
4311 CELL PHONE/VERIZON	2,100	175.00	133.23	(41.77)	665.28	(1,434.72)
4312 GEN TELE(CALL CENTER LINE)	15,960	1,330.00	1,270.00	(60.00)	6,590.00	(9,370.00)
4313 INTERNET CHARGES	9,845	820.42	877.02	56.60	4,385.10	(5,459.90)
4333 MISC MAINT& REPAIR	5,500	458.33	411.76	(46.57)	1,139.60	(4,360.40)
4335 MAINT & REPAIR VEHICLE	800	66.67	144.58	77.91	1,203.44	403.44
4336 VEHICLE FUEL COST	2,400	200.00	174.53	(25.47)	866.05	(1,533.95)
4339 MDT MAINTENANCE IN/OUT	19,564	1,630.33	0.00	(1,630.33)	20,790.00	1,226.00

4340 800 RADIO SYST. MAINT IN/OUT	35,975	2,997.92	9,108.57	6,110.65	9,492.23	(26,482.77)
4399 MISCELLANEOUS EXP	1,000	83.33	0.00	(83.33)	1,100.00	100.00
4401 BANK FEES	1,000	83.33	101.31	17.98	401.94	(598.06)
4405 DUES & SUBSCRIPTIONS	4,035	336.25	0.00	(336.25)	4,035.00	0.00
4406 TESTING/EVALUATION	3,000	250.00	0.00	(250.00)	0.00	(3,000.00)
4407 WORKERS COMP INSURANCE	1,200	100.00	0.00	(100.00)	10.00	(1,190.00)
4408 LIABILITY INSURANCE	25,171	2,097.58	0.00	(2,097.58)	24,992.00	(179.00)
4413 LICENSE & FEES	100	8.33	0.00	(8.33)	600.00	500.00
4414 SURETY BONDS	521	43.42	0.00	(43.42)	0.00	(521.00)
4418 TRAINING	1,500	125.00	0.00	(125.00)	1,119.95	(380.05)
4419 TRAVEL, MEALS, LODGING	5,640	470.00	733.63	263.63	2,480.10	(3,159.90)
4421 ADVERTISING	450	37.50	688.32	650.82	1,267.99	817.99
5010 INTEREST EXPENSE	5,000	416.67	0.00	(416.67)	0.00	(5,000.00)
TOTAL ESTIMATED EXPENSE	1,250,347	104,195.58	131,649.01	27,453.43	542,300.85	(708,046.15)
ESTIMATED RECEIPTS	1,457,913		126,982.81			
VS						
ESTIMATED EXPENDITURE	1,250,347		131,649.01			
OVER (UNDER)	207,566					
DEPRECIATION	41,966					
OVER(UNDER)AFTER DEPRECIATION	165,600		-4,666.20			

BUDGET F/Y 2019-2020		APPROVED BY BOARD 06/27/2019		6/27/2019		
2% Salary Increase + Longivity						
REVENUES	2019-2020 BUDGET	BUDGET MONTHLY	ACTUAL REC/PAY OUT	OVER(UNDER) MONTH OCTOBER	ACTUAL YEAR	OVER(UNDER) YEAR
3010 TECB 911 SURCHARGE (BASE)	640,518	106,753.00	106,753.00	0.00	213,506.00	(427,012.00)
3020 STATUTE 130 FUNDING	37,000	0.00	0.00	0.00	0.00	(37,000.00)
3040 DISPATCH SERVICES	674,373	56,197.75	12,985.75	(43,212.00)	188,659.00	(485,714.00)
5002 INTEREST INCOME	888	74.00	78.80	4.80	321.85	(566.15)
5004 MDT MAINTENANCE	19,564	1,630.33	0.00	(1,630.33)	5,671.82	(13,892.18)
5005 800 MHZ SYSTEM MAINT.	35,975	2,997.92	76.65	(2,921.27)	32,963.75	(3,011.25)
5009 OTHER INCOME	2,208	184.00	95.00	(89.00)	450.00	(1,758.00)
5014 NCIC/REC CLERK/COUNTY	47,387	3,948.92	7,897.86	3,948.94	15,795.72	(31,591.28)
TOTAL ESTIMATED REVENUE	1,457,913	171,785.92	127,887.06	(43,898.86)	457,368.14	(1,000,544.86)
=====						
EXPENDITURES						
4001 DIRECTOR	69,002	5,750.17	5,307.84	(442.33)	21,231.36	(47,770.64)
4002 COMPTROLLER/ ASST. COMPT.	64,641	5,386.75	4,972.38	(414.37)	22,889.52	(41,751.48)
4003 ASSISTANT DIRECTOR	53,772	4,481.00	4,136.30	(344.70)	16,545.20	(37,226.80)
4004 DISPATCHER (8)	304,726	25,393.83	22,685.10	(2,708.73)	87,317.48	(217,408.52)
4005 DISPATCH/LEAD (3)	129,482	10,790.17	9,296.00	(1,494.17)	37,089.31	(92,392.69)
4006 ADMIN-MAPPING/ PT CONSULT	31,679	2,639.92	3,156.84	516.92	12,627.36	(19,051.64)
4007ADMIN TAC	41,722	3,476.83	3,209.38	(267.45)	12,834.44	(28,887.56)
4008 OVERTIME PAY	7,969	664.08	186.93	(477.15)	1,952.42	(6,016.58)
4010 CHRISTMAS BONUS	2,012	167.67	0.00	(167.67)	0.00	(2,012.00)
4012 HOLIDAY PAY	17,975	1,497.92	0.00	(1,497.92)	2,794.48	(15,180.52)
4099 NCIC RECORD CLERK	39,099	3,258.25	3,007.62	(250.63)	12,030.48	(27,068.52)
4101 SOCIAL SECURITY TAX	47,206	3,933.83	3,443.35	(490.48)	13,803.16	(33,402.84)
4102 MEDICARE TAX	11,040	920.00	805.32	(114.68)	3,228.18	(7,811.82)
4103 LIFE INSURANCE	1,500	125.00	96.09	(28.91)	379.11	(1,120.89)
4104 MEDICAL INSURANCE	140,792	11,732.67	10,788.20	(944.47)	42,960.90	(97,831.10)
4107 SUTA TAX	608	50.67	24.99	(25.68)	76.91	(531.09)
4108 STATE RETIREMENT	42,192	3,516.00	2,979.70	(536.30)	11,960.23	(30,231.77)
4201 MAPPING/ADDRESSING	100	8.33	0.00	(8.33)	0.00	(100.00)
4203 AUDIT SERVICES	8,950	745.83	0.00	(745.83)	0.00	(8,950.00)
4204 ACCOUNTING SERVICES	3,936	328.00	320.00	(8.00)	1,280.00	(2,656.00)
4217 LEGAL & PROFESSIONAL	5,000	416.67	0.00	(416.67)	1,500.29	(3,499.71)
4218 MAINT. AGREEMENTS	36,712	3,059.33	150.00	(2,909.33)	25,892.28	(10,819.72)
4220 NCIC/TBI/TIES LINE	6,500	541.67	0.00	(541.67)	3,063.32	(3,436.68)
4225 PEST CONTROL	300	25.00	25.00	0.00	100.00	(200.00)
4228 RENT/REP SITE(tank & propane)	800	66.67	0.00	(66.67)	0.00	(800.00)
4299 TRASH DISPOSAL	192	16.00	21.00	5.00	79.00	(113.00)
4301 OFFICE SUPPLIES	2,200	183.33	-165.18	(348.51)	475.66	(1,724.34)
4302 CUSTODIAL SUPPLIES	1,600	133.33	36.14	(97.19)	492.42	(1,107.58)
4303 DISPATCH SUPPLIES	1,400	116.67	0.00	(116.67)	180.92	(1,219.08)
4304 POSTAGE	756	63.00	55.00	(8.00)	111.30	(644.70)
4305 SMALL EQUIPMENT PUR	5,000	416.67	0.00	(416.67)	1,011.00	(3,989.00)
4307 UTILITIES ELECTRIC	14,790	1,232.50	1,199.07	(33.43)	4,707.14	(10,082.86)
4308 UTILITIES GAS	1,860	155.00	28.45	(126.55)	113.80	(1,746.20)
4309 UTILITIES WATER / SEWER	3,124	260.33	256.01	(4.32)	1,007.22	(2,116.78)
4310 GFNERAL TELEPHONE (ADMIN)	10,949	912.42	885.82	(26.60)	3,421.22	(7,527.78)
4311 CELL PHONE/VERIZON	2,100	175.00	132.98	(42.02)	532.05	(1,567.95)
4312 GEN TELE(CALL CENTER LINE)	15,960	1,330.00	1,330.00	0.00	5,320.00	(10,640.00)
4313 INTERNET CHARGES	9,845	820.42	877.02	56.60	3,508.08	(6,336.92)
4333 MISC MAINT& REPAIR	5,500	458.33	7.99	(450.34)	727.84	(4,772.16)
4335 MAINT & REPAIR VEHICLE	800	66.67	189.20	122.53	1,058.86	258.86
4336 VEHICLE FUEL COST	2,400	200.00	158.99	(41.01)	691.52	(1,708.48)
4339 MDT MAINTENANCE IN/OUT	19,564	1,630.33	0.00	(1,630.33)	20,790.00	1,226.00

4340 800 RADIO SYST. MAINT IN/OUT	35,975	2,997.92	340.96	(2,656.96)	383.66	(35,591.34)
4399 MISCELLANEOUS EXP	1,000	83.33	0.00	(83.33)	1,100.00	100.00
4401 BANK FEES	1,000	83.33	106.65	23.32	300.63	(699.37)
4405 DUES & SUBSCRIPTIONS	4,035	336.25	0.00	(336.25)	4,035.00	0.00
4406 TESTING/EVALUATION	3,000	250.00	0.00	(250.00)	0.00	(3,000.00)
4407 WORKERS COMP INSURANCE	1,200	100.00	0.00	(100.00)	10.00	(1,190.00)
4408 LIABILITY INSURANCE	25,171	2,097.58	24,992.00	22,894.42	24,992.00	(179.00)
4413 LICENSE & FEES	100	8.33	0.00	(8.33)	600.00	500.00
4414 SURETY BONDS	521	43.42	0.00	(43.42)	0.00	(521.00)
4418 TRAINING	1,500	125.00	0.00	(125.00)	1,119.95	(380.05)
4419 TRAVEL, MEALS, LODGING	5,640	470.00	8.00	(462.00)	1,746.47	(3,893.53)
4421 ADVERTISING	450	37.50	0.00	(37.50)	579.67	129.67
5010 INTEREST EXPENSE	5,000	416.67	0.00	(416.67)	0.00	(5,000.00)
TOTAL ESTIMATED EXPENSE	1,250,347	104,195.58	105,051.14	855.56	410,651.84	(839,695.16)
ESTIMATED RECEIPTS	1,457,913		127,887.06			
VS						
ESTIMATED EXPENDITURE	1,250,347		105,051.14			
OVER (UNDER)	207,566					
DEPRECIATION	41,966					
OVER(UNDER)AFTER DEPRECIATION	165,600		22,835.92			

BUDGET F/Y 2019-2020

APPROVED BY BOARD 06/27/2019

6/27/2019

2% Salary Increase + Longevity

REVENUES	2019-2020 BUDGET	BUDGET MONTHLY	ACTUAL REC/PAY OUT	OVER(UNDER) MONTH SEPTEMBER	ACTUAL YEAR	OVER(UNDER) YEAR
3010 TECB 911 SURCHARGE (BASE)	640,518	106,753.00	0.00	(106,753.00)	106,753.00	(533,765.00)
3020 STATUTE 130 FUNDING	37,000	0.00	0.00	0.00	0.00	(37,000.00)
3040 DISPATCH SERVICES	674,373	56,197.75	70,782.59	14,584.84	175,673.25	(498,699.75)
5002 INTEREST INCOME	888	74.00	75.47	1.47	243.05	(644.95)
5004 MDT MAINTENANCE	19,564	1,630.33	780.95	(849.38)	5,671.82	(13,892.18)
5005 800 MHZ SYSTEM MAINT.	35,975	2,997.92	4,731.00	1,733.08	32,887.10	(3,087.90)
5009 OTHER INCOME	2,208	184.00	60.00	(124.00)	355.00	(1,853.00)
5014 NCIC/REC CLERK/COUNTY	47,387	3,948.92	0.00	(3,948.92)	7,897.86	(39,489.14)
TOTAL ESTIMATED REVENUE	1,457,913	171,785.92	76,430.01	(95,355.91)	329,481.08	(1,128,431.92)
=====						
EXPENDITURES						
4001 DIRECTOR	69,002	5,750.17	5,307.84	(442.33)	15,923.52	(53,078.48)
4002 COMPTROLLER/ ASST. COMPT.	64,641	5,386.75	4,972.38	(414.37)	17,917.14	(46,723.86)
4003 ASSISTANT DIRECTOR	53,772	4,481.00	4,136.30	(344.70)	12,408.90	(41,363.10)
4004 DISPATCHER (8)	304,726	25,393.83	21,579.68	(3,814.15)	64,632.38	(240,093.62)
4005 DISPATCH/LEAD (3)	129,482	10,790.17	9,296.00	(1,494.17)	27,793.31	(101,688.69)
4006 ADMIN-MAPPING/ PT CONSULT	31,679	2,639.92	3,156.84	516.92	9,470.52	(22,208.48)
4007ADMIN TAC	41,722	3,476.83	3,209.38	(267.45)	9,625.06	(32,096.94)
4008.OVERTIME PAY	7,969	664.08	767.52	103.44	1,765.49	(6,203.51)
4010 CHRISTMAS BONUS	2,012	167.67	0.00	(167.67)	0.00	(2,012.00)
4012 HOLIDAY PAY	17,975	1,497.92	1,338.00	(159.92)	2,794.48	(15,180.52)
4099 NCIC RECORD CLERK	39,099	3,258.25	3,007.62	(250.63)	9,022.86	(30,076.14)
4101 SOCIAL SECURITY TAX	47,206	3,933.83	3,493.81	(440.02)	10,359.81	(36,846.19)
4102 MEDICARE TAX	11,040	920.00	817.08	(102.92)	2,422.86	(8,617.14)
4103 LIFE INSURANCE	1,500	125.00	94.34	(30.66)	283.02	(1,216.98)
4104 MEDICAL INSURANCE	140,792	11,732.67	10,788.20	(944.47)	32,172.70	(108,619.30)
4107 SUTA TAX	608	50.67	0.00	(50.67)	51.92	(556.08)
4108 STATE RETIREMENT	42,192	3,516.00	3,088.03	(427.97)	8,980.53	(33,211.47)
4201 MAPPING/ADDRESSING	100	8.33	0.00	(8.33)	0.00	(100.00)
4203 AUDIT SERVICES	8,950	745.83	0.00	(745.83)	0.00	(8,950.00)
4204 ACCOUNTING SERVICES	3,936	328.00	320.00	(8.00)	960.00	(2,976.00)
4217 LEGAL & PROFESSIONAL	5,000	416.67	1,500.29	1,083.62	1,500.29	(3,499.71)
4218 MAINT. AGREEMENTS	36,712	3,059.33	1,786.00	(1,273.33)	25,742.28	(10,969.72)
4220 NCIC/TBI/TIES LINE	6,500	541.67	2,503.32	1,961.65	3,063.32	(3,436.68)
4225 PEST CONTROL	300	25.00	50.00	25.00	75.00	(225.00)
4228 RENT/REP SITE(tank & propane)	800	66.67	0.00	(66.67)	0.00	(800.00)
4299 TRASH DISPOSAL	192	16.00	21.00	5.00	58.00	(134.00)
4301 OFFICE SUPPLIES	2,200	183.33	132.83	(50.50)	640.84	(1,559.16)
4302 CUSTODIAL SUPPLIES	1,600	133.33	18.39	(114.94)	456.28	(1,143.72)
4303 DISPATCH SUPPLIES	1,400	116.67	69.95	(46.72)	180.92	(1,219.08)
4304 POSTAGE	756	63.00	0.00	(63.00)	56.30	(699.70)
4305 SMALL EQUIPMENT PUR	5,000	416.67	0.00	(416.67)	1,011.00	(3,989.00)
4307 UTILITIES ELECTRIC	14,790	1,232.50	1,230.15	(2.35)	3,508.07	(11,281.93)
4308 UTILITIES GAS	1,860	155.00	28.45	(126.55)	85.35	(1,774.65)
4309 UTILITIES WATER / SEWER	3,124	260.33	257.70	(2.63)	751.21	(2,372.79)
4310 GENERAL TELEPHONE (ADMIN)	10,949	912.42	849.07	(63.35)	2,535.40	(8,413.60)
4311 CELL PHONE/VERIZON	2,100	175.00	133.19	(41.81)	399.07	(1,700.93)
4312 GEN TELE(CALL CENTER LINE)	15,960	1,330.00	1,330.00	0.00	3,990.00	(11,970.00)
4313 INTERNET CHARGES	9,845	820.42	877.02	56.60	2,631.06	(7,213.94)
4333 MISC MAINT& REPAIR	5,500	458.33	239.98	(218.35)	719.85	(4,780.15)
4335 MAINT & REPAIR VEHICLE	800	66.67	770.98	704.31	869.66	69.66
4336 VEHICLE FUEL COST	2,400	200.00	184.81	(15.19)	532.53	(1,867.47)
4339 MDT MAINTENANCE IN/OUT	19,564	1,630.33	0.00	(1,630.33)	20,790.00	1,226.00

4340 800 RADIO SYST. MAINT IN/OUT	35,975	2,997.92	42.70	(2,955.22)	42.70	(35,932.30)
4399 MISCELLANEOUS EXP	1,000	83.33	100.00	16.67	1,100.00	100.00
4401 BANK FEES	1,000	83.33	36.94	(46.39)	193.98	(806.02)
4405 DUES & SUBSCRIPTIONS	4,035	336.25	0.00	(336.25)	4,035.00	0.00
4406 TESTING/EVALUATION	3,000	250.00	0.00	(250.00)	0.00	(3,000.00)
4407 WORKERS COMP INSURANCE	1,200	100.00	10.00	(90.00)	10.00	(1,190.00)
4408 LIABILITY INSURANCE	25,171	2,097.58	0.00	(2,097.58)	0.00	(25,171.00)
4413 LICENSE & FEES	100	8.33	0.00	(8.33)	600.00	500.00
4414 SURETY BONDS	521	43.42	0.00	(43.42)	0.00	(521.00)
4418 TRAINING	1,500	125.00	519.95	394.95	1,119.95	(380.05)
4419 TRAVEL, MEALS, LODGING	5,640	470.00	638.02	168.02	1,738.47	(3,901.53)
4421 ADVERTISING	450	37.50	466.91	429.41	579.67	129.67
5010 INTEREST EXPENSE	5,000	416.67	0.00	(416.67)	0.00	(5,000.00)
TOTAL ESTIMATED EXPENSE	1,250,347	104,195.58	89,170.67	(15,024.91)	305,600.70	(944,746.30)
ESTIMATED RECEIPTS	1,457,913		76,430.01			
VS						
ESTIMATED EXPENDITURE	1,250,347		89,170.67			
OVER (UNDER)	207,566					
DEPRECIATION	41,966					
OVER(UNDER)AFTER DEPRECIATION	165,600		-12,740.66			

REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated Section 9-21-151)

1. Public Entity:							
Name:	Roane County Emergency Communications District						
Address	330 Cardiff Valley Road Rockwood, TN 37874						
Debt Issue Name:	Emergency Comm District Revenue Bond Anticipation Note-Interim Certificate						
If disclosing initially for a program, attach the form specified for updates, indicating the frequency required.							
2. Face Amount: \$ 2,703,500.00							
Premium/Discount: \$ 0.00							
3. Interest Cost: 3.0000 %							
<input checked="" type="checkbox"/> TIC <input type="checkbox"/> NIC <input type="checkbox"/> Tax-exempt <input checked="" type="checkbox"/> Taxable							
<input type="checkbox"/> Variable: Index _____ plus _____ basis points, or <input type="checkbox"/> Variable: Remarketing Agent _____ <input type="checkbox"/> Other: _____							
4. Debt Obligation:							
<input type="checkbox"/> TRAN <input type="checkbox"/> RAN <input type="checkbox"/> CON <input checked="" type="checkbox"/> BAN <input type="checkbox"/> CRAN <input type="checkbox"/> GAN <input type="checkbox"/> Bond <input type="checkbox"/> Loan Agreement <input type="checkbox"/> Capital Lease							
If any of the notes listed above are issued pursuant to Title 9, Chapter 21, enclose a copy of the executed note with the filing with the Office of State and Local Finance ("OSLF").							
5. Ratings:							
<input checked="" type="checkbox"/> Unrated Moody's _____ Standard & Poor's _____ Fitch _____							
6. Purpose:							
<input checked="" type="checkbox"/> General Government 100.00 % <input type="checkbox"/> Education _____ % <input type="checkbox"/> Utilities _____ % <input type="checkbox"/> Other _____ % <input type="checkbox"/> Refunding/Renewal _____ %	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #333; color: white; text-align: left; padding: 2px;">BRIEF DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Construct Administration Building and Call Center</td> </tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> </tbody> </table>	BRIEF DESCRIPTION	Construct Administration Building and Call Center				
BRIEF DESCRIPTION							
Construct Administration Building and Call Center							
7. Security:							
<input type="checkbox"/> General Obligation <input type="checkbox"/> General Obligation + Revenue/Tax <input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Tax Increment Financing (TIF) <input type="checkbox"/> Annual Appropriation (Capital Lease Only) <input type="checkbox"/> Other (Describe): _____							
8. Type of Sale:							
<input type="checkbox"/> Competitive Public Sale <input type="checkbox"/> Interfund Loan <input type="checkbox"/> Negotiated Sale <input checked="" type="checkbox"/> Loan Program <u>USDA Rural Development</u> <input type="checkbox"/> Informal Bid							
9. Date:							
Dated Date: 10/25/2019	Issue/Closing Date: 10/25/2019						

REPORT ON DEBT OBLIGATION (Pursuant to Tennessee Code Annotated Section 9-21-151)

10. Maturity Dates, Amounts and Interest Rates *:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2021	\$2,703,500.00	3.0000 %		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%

If more space is needed, attach an additional sheet.

If (1) the debt has a final maturity of 31 or more years from the date of issuance, (2) principal repayment is delayed for two or more years, or (3) debt service payments are not level throughout the retirement period, then a cumulative repayment schedule (grouped in 5 year increments out to 30 years) including this and all other entity debt secured by the same source **MUST BE PREPARED AND ATTACHED**. For purposes of this form, debt secured by an ad valorem tax pledge and debt secured by a dual ad valorem tax and revenue pledge are secured by the same source. Also, debt secured by the same revenue stream, no matter what lien level, is considered secured by the same source.

* This section is not applicable to the Initial Report for a Borrowing Program.

11. Cost of Issuance and Professionals:

☐ No costs or professionals

	AMOUNT (Round to nearest \$)	FIRM NAME
Financial Advisor Fees	\$ 0	
Legal Fees	\$ 0	
Bond Counsel	\$ 6,000	Bass, Berry & Sims PLC
Issuer's Counsel	\$ 0	
Trustee's Counsel	\$ 0	
Bank Counsel	\$ 0	
Disclosure Counsel	\$ 0	
Paying Agent Fees	\$ 0	
Registrar Fees	\$ 0	
Trustee Fees	\$ 0	
Remarketing Agent Fees	\$ 0	
Liquidity Fees	\$ 0	
Rating Agency Fees	\$ 0	
Credit Enhancement Fees	\$ 0	
Bank Closing Costs	\$ 0	
Underwriter's Discount _____ %		
Take Down	\$ 0	
Management Fee	\$ 0	
Risk Premium	\$ 0	
Underwriter's Counsel	\$ 0	
Other expenses	\$ 0	
Printing and Advertising Fees	\$ 0	
Issuer/Administrator Program Fees	\$ 0	
Real Estate Fees	\$ 0	
Sponsorship/Referral Fee	\$ 0	
Other Costs	\$ 0	
TOTAL COSTS	\$ 6,000	

REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated Section 9-21-151)**12. Recurring Costs:**☒ No Recurring Costs

Remarketing Agent
 Paying Agent / Registrar
 Trustee
 Liquidity / Credit Enhancement
 Escrow Agent
 Sponsorship / Program / Admin
 Other _____

AMOUNT
 (Basis points/%)

FIRM NAME
 (If different from #11)

13. Disclosure Document / Official Statement:☒ None Prepared☐ EMMA link☐ Copy attached

or

14. Continuing Disclosure Obligations:

Is there an existing continuing disclosure obligation related to the security for this debt?

☐ Yes ☒ No

Is there a continuing disclosure obligation agreement related to this debt?

☐ Yes ☒ No

If yes to either question, date that disclosure is due _____

Name and title of person responsible for compliance _____

15. Written Debt Management Policy:

Governing Body's approval date of the current version of the written debt management policy

12/15/2011

Is the debt obligation in compliance with and clearly authorized under the policy?

☒ Yes ☐ No**16. Written Derivative Management Policy:**☒ No derivative

Governing Body's approval date of the current version of the written derivative management policy _____

Date of Letter of Compliance for derivative _____

Is the derivative in compliance with and clearly authorized under the policy?

☐ Yes ☐ No**17. Submission of Report:**

To the Governing Body:

on _____

and presented at public meeting held on _____

Copy to Director to OSLF:

on _____

either by:

☐ Mail to:

505 Deaderick Street, Suite 1600
 James K. Polk State Office Building
 Nashville, TN 37243-1402

OR

☒ Email to:StateAndLocalFinance.PublicDebtForm@cot.tn.gov**18. Signatures:**

AUTHORIZED REPRESENTATIVE

PREPARER

Name

Donnie Eblen

Lillian M. Blackshear

Title

Chairman

Member

Firm

Bass, Berry & Sims PLC

Email

mhooks@roanecounty911.com

lblackshear@bassberry.com

Date

10/25/2019

10/25/2019

BASS BERRY + SIMS

150 Third Avenue South, Suite 2800
Nashville, TN 37201
(615) 742-6200

Federal Tax ID No. 62-0125540

October 25, 2019

600221.0100

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT
c/o Mike Hooks, General Manager

IN ACCOUNT WITH:

BASS, BERRY & SIMS PLC

Services in re:	\$2,703,500 EMERGENCY COMMUNICATIONS DISTRICT REVENUE BOND, SERIES 2018	
	80% of Total Fee of \$7,500=	\$6,000
	TOTAL DUE	\$6,000

LMB/ndj

27190610.1

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Five Months Ended November 30, 2019

	1 Month Ended Actual November 30, 2019	1 Month Ended Budget November 30, 2019	Variance	Percent	5 Months Ended Actual November 30, 2019	5 Months Ended Budget November 30, 2019	Variance	Percent
Operating Revenues								
TECB Distribution of 911 Surcharges (Base Amount)	\$ -	\$ 53,377	(53,377)	- %	\$ 213,508	\$ 286,883	(53,377)	40.50
Statute 130 Funding	32,885	3,083	29,802	28.31	32,885	15,417	17,468	6.24
Other Op Rev (Dispatch Services)	92,115	58,198	35,917	73.69	280,776	280,989	(213)	53.26
Total Operating Revenues	125,000	112,658	12,342	100.00	527,167	563,289	(36,122)	100.00
Operating Expenses								
Salaries and Wages								
Salaries and Wages	4,590	-	4,590	3.67	21,260	-	21,260	4.03
Salary - Director	5,042	5,750	(708)	4.03	23,561	28,751	(5,190)	4.47
Salary - Comptroller & Assistant Compt.	4,069	5,387	(1,318)	3.26	22,652	26,934	(4,282)	4.30
Salaries - Assistant Director	4,136	4,481	(345)	3.31	20,475	22,405	(1,930)	3.88
Salary - Dispatchers/Telecommunicators/Call taker	21,389	25,394	(4,005)	17.11	102,305	126,989	(24,684)	19.41
Salary - Dispatch Supervisor Personnel	8,618	10,790	(2,172)	6.89	42,892	53,951	(11,059)	8.14
Salary - Admin-Mapping & PT Consultant	2,073	2,640	(567)	1.66	11,091	13,200	(2,109)	2.10
P/T Salary-Mapping	720	-	720	0.58	3,600	-	3,600	0.68
Salary - Admin - TAC	-	3,477	(3,477)	-	-	17,384	(17,384)	-
Overtime Pay	405	664	(259)	0.32	2,358	3,320	(962)	0.45
Christmas Bonus	-	168	(168)	-	-	838	(838)	-
Holiday Pay	1,609	1,498	111	1.29	4,519	7,490	(2,971)	0.86
Salaries - Dispatch Supervisor	2,675	-	2,675	2.14	13,887	-	13,887	2.63
Admin Records Clerk	2,707	-	2,707	2.17	14,120	-	14,120	2.68
NCIC Records Clerk	-	3,258	(3,258)	-	-	16,291	(16,291)	-
Total Salaries and Wages	58,033	63,507	(5,474)	46.43	282,720	317,533	(34,813)	53.63
Employee Benefits								
Taxes - Payroll - Social Security	3,566	3,934	(368)	2.85	17,369	19,669	(2,300)	3.29
Taxes - Payroll - Medicare	834	920	(86)	0.67	4,082	4,600	(518)	0.77
Life Insurance	-	125	(125)	-	-	625	(625)	-
Insurance - Employee Health	11,529	11,733	(204)	9.22	55,193	58,663	(3,470)	10.47
Taxes - Payroll - SUTA	15	51	(36)	0.01	81	253	(172)	0.02
Retirement Contributions	3,078	3,516	(438)	2.46	15,038	17,580	(2,542)	2.85
Total Employee Benefits	19,022	20,279	(1,257)	15.22	91,743	101,391	(9,647)	17.40

See accountants' compilation report.

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Five Months Ended November 30, 2019

	1 Month Ended Actual November 30, 2019	1 Month Ended Budget November 30, 2019	Variance	Percent	5 Months Ended Actual November 30, 2019	5 Months Ended Budget November 30, 2019	Variance	Percent
Contracted Services								
Addressing/Mapping/Database Consultants	-	8	(8)	-	-	42	(42)	
Audit Services	-	746	(746)	-	-	3,729	(3,729)	
Accounting / Bookkeeping Services	-	328	(328)	-	1,600	1,640	(40)	0.3
Legal and Professional	2,217	417	1,800	1.77	3,717	2,083	1,634	0.7
Maintenance Agreements	2,658	3,059	(401)	2.13	12,537	15,297	(2,760)	2.3
NCIC/TBI/TIES Expenses	395	542	(147)	0.32	1,755	2,708	(953)	0.3
Pest Control	25	25	-	0.02	125	125	-	0.0
Lease/Rental - Bldg and Facilities	237	-	237	0.19	237	0	237	0.0
Trash Disposal	42	16	26	0.03	121	80	41	0.0
Total Contracted Services	5,574	5,141	433	4.46	20,092	25,704	(5,612)	3.8
Supplies and Materials								
Office Supplies	256	183	75	0.21	764	917	(153)	0.2
Janitorial Supplies	38	133	(95)	0.03	530	667	(137)	0.2
Dispatch & Map Supplies	-	117	(117)	-	181	583	(402)	0.1
Postage	110	63	47	0.09	252	315	(63)	0.1
Equipment Purchases Not Capitalized	-	417	(417)	-	1,011	2,083	(1,072)	0.2
Utilities - Electric	1,045	1,233	(188)	0.84	5,752	6,163	(411)	1.1
Utilities - Natural Gas/Propane	173	165	18	0.14	287	775	(488)	0.1
Utilities - Water & Sewer	318	260	58	0.25	1,325	1,302	23	0.0
Utilities - General Telephone (Admin Lines)	850	912	(62)	0.68	4,820	4,562	258	0.6
Utilities-Cell Phone/Verizon	133	175	(42)	0.11	665	875	(210)	0.2
Utilities - General Telephone (Call Center Lines)	1,270	1,330	(60)	1.02	7,860	6,650	1,210	1.8
Cable/Internet Charges	877	820	57	0.70	5,262	4,102	1,160	1.1
Maintenance & Repairs - Misc	313	458	(145)	0.25	1,140	2,292	(1,152)	0.2
Maintenance & Repairs - Vehicles	145	67	78	0.12	1,203	333	870	0.2
Fuel - Gasoline & Diesel	175	200	(25)	0.14	866	1,000	(134)	0.1
MDT Maintenance	1,733	1,630	103	1.39	8,663	8,152	511	1.1
800 Radio Sys Maint	3,149	2,998	151	2.52	12,360	14,990	(2,630)	2.2
Total Supplies and Materials	10,587	11,152	(564)	8.47	52,731	55,760	(3,030)	10.2
Other Charges								
Miscellaneous Expense	-	83	(83)	-	-	417	(417)	
Bank Charges	102	83	19	0.08	445	417	28	0.1
Dues and Memberships	336	336	-	0.27	1,681	1,681	-	0.0
Testing and Evaluations	-	250	(250)	-	-	1,250	(1,250)	
Insurance - Workers' Compensation	186	100	86	0.15	940	500	440	0.1
Insurance - Liability	2,083	2,098	(15)	1.67	10,128	10,488	(360)	1.1
Licenses and Fees	-	8	(8)	-	600	42	558	0.1
Premiums on Surety Bonds	-	43	(43)	-	93	217	(124)	0.1
Training Expenses	-	125	(125)	-	1,120	625	495	0.1
Travel, Meals, Lodging	494	470	24	0.40	2,480	2,350	130	0.1
Advertising	688	38	650	0.55	1,268	188	1,080	0.1

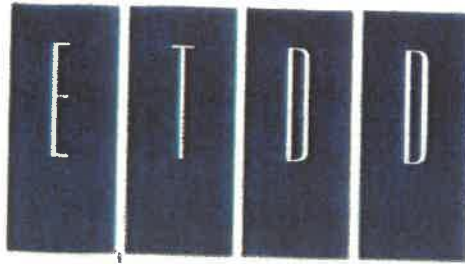
See accountants' compilation report.

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Five Months Ended November 30, 2019

	1 Month Ended Actual November 30, 2019	1 Month Ended Budget November 30, 2019	Variance	Percent	5 Months Ended Actual November 30, 2019	5 Months Ended Budget November 30, 2019	Variance	Percent
Rent Rep Site(tank & propane)	-	67	(67)	-	-	333	(333)	-
Total Other Charges	3,889	3,701	188	3.11	18,755	18,507	247	3.56
Depreciation								
Depreciation	4,085	3,497	588	3.27	20,279	17,486	2,793	3.85
Amortization	803	-	803	0.64	2,409	-	2,409	0.46
Total Depreciation	4,888	3,497	1,391	3.91	22,688	17,486	5,202	4.30
Total Operating Expenses	101,993	107,276	(5,283)	81.59	488,729	536,382	(47,653)	92.71
Operating Income (Loss)	23,007	5,382	17,625	18.41	38,438	26,907	11,531	7.29
Nonoperating Revenues and (Expenses)								
Interest Income	1,149	74	1,149	0.92	1,475	370	1,105	0.28
MDT Maintenance Other Gov/Agencies	-	1,630	-	-	8,152	8,152	(2,000)	1.17
800 Radio System Maint. Other Gov/Agencies	3,892	2,998	3,892	3.11	36,856	14,990	21,866	6.99
Miscellaneous Income	65	184	65	0.05	515	920	(405)	0.10
Interest Expense	-	(417)	-	-	-	(2,083)	2,083	-
NCIC/Rec Clerk/County	3,949	3,949	3,949	3.16	19,745	19,745	-	3.75
Total Other Income (Expenses)	9,055	8,419	636	7.24	64,743	42,092	22,651	12.28
Change in Net Position	\$ 32,082	\$ 13,801	18,281	25.65 %	\$ 103,181	\$ 68,999	34,182	19.57 %

See accountants' compilation report.



EAST TENNESSEE DEVELOPMENT DISTRICT

Planning Advisory Service • P. O. Box 249 • Alcoa, TN 37701 • (865) 233-7202

AGENDA

**KINGSTON REGIONAL PLANNING COMMISSION
KINGSTON CITY HALL
TUESDAY, DECEMBER 17, 2019
6:00 P.M.**

- I. Call to Order**
- II. Approval of Minutes**
- III. Reports**
 - A. Chairman**
 - B. Mayor/City Council**
 - C. Building Official/City Manager**
 - D. Road Committee/Bonding Committee**
 - E. Board of Zoning Appeals**
 - F. Historic Zoning Commission**
- IV. Hear the Public**
- V. Preliminary Plat Review – Replat of the Center Farms Subdivision (Map 068G, Group F, Parcel 00.300 and others)**
- VI. Other Business**
- VIII. Adjournment**

**MINUTES
KINGSTON PLANNING COMMISSION
DECEMBER 17, 2019**

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on December 17, 2019 at the Kingston City Hall.

Members Present

Stephanie Wright, Chair
John Byrkit, V. Chmn.
Tim Neal, Mayor
Gary Botkin
Gary Lay
Wade Lovin

Members Absent

Bo Pickel, Sec.
Lou Qualls
Vacancy

Others Present

David Bolling
Kelly Jackson
Matt Caldwell
Hayden Horton

Staff Representative: David K. Williams

CALL TO ORDER/MINUTES

The meeting was called to order at 6:00 p.m. by Chairwoman Wright. On a motion by Mr. Lay and a second by Vice Chairman Byrkit, the minutes of the November 19, 2019 meetings were unanimously approved on a roll call vote subject to noting that Mr. Botkin was not present at that meeting.

REPORTS

Chairwoman Wright noted that work has begun at the Earl Duff Subaru property.

Mayor Neal reported that the city is pursuing doing away with the planning region. City Attorney Sandy McPherson will be involved in the process.

City Manager Bolling reported that the Southwest Point Golf Course property has requested to be annexed into the city. The planning commission will likely address a proposed plan-of-services at its next meeting.

City Manager Bolling also reported that he has advertised the vacancy on the board of zoning appeals.

PUBLIC COMMENTS

There were no public comments.

PRELIMINARY PLAT REVIEW – THE VILLAGES AT CENTER FARMS

Mr. Hayden Horton, engineer, presented a plat of The Villages at Center Farms. The plat showed a replat of the property where five large lots are proposed for resubdivision into forty-nine lots for single family homes. All proposed lots had road frontage on existing streets. Although not shown on the plat, there were several existing fire hydrants in the subdivision and it appeared that all lots were served by public water. Most of the property was very flat. No public infrastructure was proposed. An existing sewage system would serve the properties.

Staff asked the commission if there were any known drainage issues with the property because impervious territory would increase as houses are construction occurs. The commission noted that during heavy rains, localized minor flooding and street drainage issues occur. Also, staff noted that many of the proposed lots had fifty feet of road frontage instead of the sixty feet required by the subdivision regulations. Also, many lots were between 5,500 and 6,500 square feet in area instead of the required 7,500 square feet.

After discussion, staff recommended that the plat be denied approval because of the need for a drainage plan that may require drainage facilities and possible changes to the plat. Staff noted that the changes to the lot widths and sizes could be easily changed.

The developer was asked of his time frame and informed the commission that he would like to sell the property this spring. The commission then noted that the developer should have been notified of the plat's deficiencies so they could have been corrected for this meeting, especially since the plat was submitted for the November meeting. Staff agreed but also noted that this could have been handled at the November meeting but no one presented the plat.

Action Taken

On a motion by Mr. Botkin and a second by Mr. Lovin, the commission unanimously voted to reject the plat.

DISCUSSION OF PLAT REVIEW PROCEDURES

Chairwoman Wright and the commission briefly discussed the need to promptly handle subdivision plats. Chairwoman Wright questioned whether the subdivision regulations need to be amended to require an earlier submission date and that staff notify developers of deficiencies prior to the planning commission meeting. It was recognized that surveyors and developers are responsible for meeting the requirements by following the regulations and questioning staff, as necessary. It was also noted that staff could help this process with a prompt review and by notifying developers of any deficiencies.

Staff agreed to make every attempt to review plats promptly and notify developers of any issues with proposed subdivisions.

ADJOURNMENT

On a motion by Mayor Neal and a second by Mr. Botkin, the commission adjourned at 6:55 p.m.