



# City Manager Report

**February 2020**



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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: March 6, 2020**

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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](http://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: February 2020**

### **Legislative Accomplishments**

- A. Consideration to authorize the City Manager to proceed with seeking loan funding for the Dogwood Drive expansion project
- B. Consideration of Resolution 20-02-11-1, the first reading of a resolution annexing territory (Parcels 110.00 and 114.00, Roane County Tax map 057) and incorporating said territory into the corporate limits of the City of Kingston, Tennessee
- C. Consideration of Resolution 20-02-11-2, the first reading of a plan of services for annexation resolution 02-02-11-1 for the City of Kingston
- D. Consideration of Ordinance 20-02-11-1, an ordinance amending the zoning map of Kingston Tennessee by zoning certain territory annexed by Resolution 20-02-11-1 as C-4, Control Commercial District
- E. Consideration to authorize the City Attorney to file suit in Chancery Court against the owner of 500 N. Kentucky Street due to persistent codes violations

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

- None
- **External Meetings**
  - Meeting with ORNL Credit Union regarding summer concert series
  - Chamber of Commerce Board of Directors meeting
  - Meeting with Community Development Partners regarding the ADA transition plan
  - Roane County Census Committee meeting
  - TN Riverline county meeting
  - 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

## FINANCE AND ADMINISTRATION REPORT JANUARY 2020

\* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR JANUARY 3818 FOR A TOTAL AMOUNT  
OF \$330939.09

\* NEW WATER SERVICE APPLICATIONS FOR DECEMBER TOTALED 31

\* 35 CUSTOMERS FINALED OUT SERVICE

\* 154 PAST DUE ACCOUNTS

\* TOTAL ACH-BANK DRAFT ACCOUNTS - 834

\* TOTAL E-BILL ACCOUNTS - 332

\* ONLINE PAYMENTS PROCESSED 530

\* WATER/SEWER SERVLIN LEAK PROTECTION TOTAL BILLING 2144

\* WATER LOSS PROTECTION 1169

\* WATER LINE PROTECTION 155

\* SEWER LINE PROTECTION 35

\* COMMERCIAL SINGLE PROTECTION 231

\* COMMERCIAL MULTI PROTECTION 5

\* COMMERCIAL LINE PROTECTION 2

\* TRASH COLLECTIONS FOR DECEMBER 2440

\* PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 165

\* 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 February 2020

1 Mouse Creek Coffee Rosters 246 Rose Rd. Kingston, TN 37763 (Minimal License)

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# CITY OF KINGSTON FUNDS

## FINANCIAL SUMMARY JANUARY 2020

Cash in Bank	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
General Fund	\$1,550,308	\$1,372,383	\$1,307,620	\$1,227,894	\$1,025,496	\$1,359,174	\$1,506,964	\$2,015,444				
P&R BATTING CAGE	\$6,443	\$6,443	\$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	\$70,595	\$70,595				
CAPITAL FUND LL					\$100,000	\$148,821	\$148,821	\$148,821				
Water/Sewer	\$851,308	\$811,658	\$868,175	\$869,050	\$928,505	\$921,043	\$921,825	\$877,573				
1999 Bond	\$83,296	\$113,602	\$144,294	\$174,496	\$206,176	\$236,804	\$267,670	\$299,189				
2004 Bond	\$147,690	\$157,257	\$166,926	\$176,486	\$186,542	\$196,405	\$206,831	\$216,660				
RDA Reserve Fund	\$401,660	\$431,782	\$461,892	\$492,026	\$522,164	\$552,164	\$582,474	\$612,623				
Drug Fund	\$6,219	\$7,519	\$7,387	\$8,486	\$8,494	\$4,808	\$10,086	\$11,014				
<b>Total BALANCES</b>	<b>\$3,141,924</b>	<b>\$2,977,239</b>	<b>\$3,033,332</b>	<b>\$3,025,476</b>	<b>\$3,054,415</b>	<b>\$3,496,257</b>	<b>\$3,721,708</b>	<b>\$4,258,362</b>				

# CITY OF KINGSTON

## HUMAN RESOURCES REPORT MONTH OF FEBRUARY 2020

- \* REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- \* RESEARCHED, VERIFIED AND CERTIFIED SEVERAL CURRENT AND PREVIOUS EMPLOYEE'S RECORDS
- \* TOTAL FULL-TIME EMPLOYEES: 67; TOTAL PART-TIME EMPLOYEES 32
- \* REVIEWING ALL FMLA RULES AND REGULATIONS
- \* EMPLOYEE RETURNED FROM FMLA LEAVE
- \* COUNSEL EMPLOYEE ON RETIREMENT
- \* APPROVED EMPLOYEE REQUEST FOR FLMA LEAVE TO BEGIN IN JUNE
- \* REVIEWED ALL BENEFITS WITH ALL EMPLOYEES
- \* HIRED 1 FULL-TIME EMPLOYEE AT THE LIBRARY AND 1 PART-TIME; HAD 1 PART-TIME RESIGN
- \* HIRED 1 FULL-TIME EMPLOYEE IN THE OFFICE AND 1 PART-TIME
- \* REVIEWING PERSONNEL POLICIES
- \* COMPLETED EMPLOYEES HEALTH BENEFIT SURVEY FOR TPMA

110	General Fund	Monthly Comparative:					
		Year-To-Date		Month-To-Date			
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
31110	Property Taxes (Current)	2,004,142.00	(1,919,770.00)	95.79 %	167,011.83	(606,548.70)	363.18 %
31120	Public Utilities Property Tax (Current)	33,878.00	(31,626.00)	93.35 %	2,823.17	(30,936.00)	1,095.79 %
31211	Property Tax Delinquent - 1st Prior	71,200.00	(48,922.71)	68.71 %	5,933.33	(2,568.44)	43.29 %
31212	Property Tax Delinquent - 2nd Prior	40,000.00	(3,476.10)	8.69 %	3,333.33	0.00	0.00 %
31219	Property Tax Delinquent - Other Prior	17,000.00	(820.00)	4.82 %	1,416.67	0.00	0.00 %
31300	Interest And Court Cost On Prop Tax	49,000.00	(8,332.12)	17.00 %	4,083.33	(412.00)	10.09 %
31511	In Lieu Tax, Rockwood Electric Utility	83,255.00	(80,468.79)	96.65 %	6,937.92	0.00	0.00 %
31610	Local Sales Tax - Co. Trustee	1,237,550.00	(822,775.81)	66.48 %	103,129.17	(105,732.61)	102.52 %
31710	Wholesale Beer Tax	192,000.00	(128,007.27)	66.67 %	16,000.00	(15,039.12)	93.99 %
31720	Wholesale Liquor Tax	50,800.00	(32,259.26)	63.50 %	4,233.33	(3,745.69)	88.48 %
31800	Business Taxes	70,000.00	(26,184.12)	37.41 %	5,833.33	(4,981.29)	85.39 %
31912	Comcast Cable Tv Fees	75,000.00	(57,368.24)	76.49 %	6,250.00	(19,205.48)	307.29 %
31913	Bellsouth Cable Fees	15,000.00	(6,861.72)	45.74 %	1,250.00	0.00	0.00 %
31920	Hotel, Motel Tax	45,000.00	(33,133.59)	73.63 %	3,750.00	(2,784.56)	74.25 %
32210	Beer Permits	1,750.00	(1,600.00)	91.43 %	145.83	(100.00)	68.57 %
32220	Liquor Licenses	300.00	(500.00)	166.67 %	25.00	0.00	0.00 %
32600	Bza Hearing Fee	25.00	0.00	0.00 %	2.08	0.00	0.00 %
33490	Tema Grant	0.00	0.00	0.00 %	0.00	0.00	0.00 %
33500	Telecom Interstate Sales	5,200.00	(3,525.62)	67.80 %	433.33	(468.39)	108.09 %
33510	State Sales Tax	556,000.00	(373,400.70)	67.16 %	46,333.33	(58,833.23)	126.98 %
33520	State Income Tax	50,000.00	(69,242.90)	138.49 %	4,166.67	0.00	0.00 %
33530	State Beer Tax	3,000.00	(1,470.70)	49.02 %	250.00	0.00	0.00 %
33540	State Liquor Tax	6,800.00	(4,299.36)	63.23 %	566.67	(503.50)	88.85 %



110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	Month-To-Date	
33551			State Gasoline Fuel Tax	255,000.00	(148,820.76)	58.36 %	21,250.00	(18,299.08)		86.11 %
33552			State-City Streets And Transportation	12,000.00	(7,854.00)	65.45 %	1,000.00	(981.73)		98.17 %
33555			State Street Contract Maintenance	48,000.00	(22,378.52)	46.62 %	4,000.00	(9,921.00)		248.03 %
33590			Tva Solar Energy James Ferry	3,100.00	(695.11)	22.42 %	258.33	2,910.01		-1,126.46 %
33591			Gross Receipts - Tva	73,000.00	(37,902.04)	51.92 %	6,083.33	0.00		0.00 %
33593			Corporate Excise Tax	9,300.00	0.00	0.00 %	775.00	0.00		0.00 %
33730			Tml Full Pkg Bonus	4,000.00	(4,000.00)	100.00 %	333.33	0.00		0.00 %
34100			General Government - Charges For	2,500.00	(288.94)	11.56 %	208.33	0.00		0.00 %
34310			Highways And Streets Charges For	7,500.00	0.00	0.00 %	625.00	0.00		0.00 %
34420			Garbage Tip Fees	332,318.00	(223,864.13)	67.36 %	27,693.17	(27,943.56)		100.90 %
34720			Swimming Pool Charges	20,000.00	(4,114.34)	20.57 %	1,666.67	0.00		0.00 %
34730			Fort Charges & Donations	0.00	(100.00)	0.00 %	0.00	0.00		0.00 %
34740			Park & Recreation Charges	6,300.00	(13,446.50)	213.44 %	525.00	(1,320.00)		251.43 %
34741			Boat Slip Rental	27,000.00	(13,025.00)	48.24 %	2,250.00	(770.00)		34.22 %
34742			Fireworks Donations	50,000.00	(2,509.98)	5.02 %	4,166.67	(330.00)		7.92 %
34744			Park & Rec Donations Pav,Walk Trail	1,015.00	0.00	0.00 %	84.58	0.00		0.00 %
34745			Softball Program	7,788.00	(1,385.00)	17.78 %	649.00	(1,235.00)		190.29 %
34746			Fire Dept Donations	7,105.00	(50.00)	0.70 %	592.08	0.00		0.00 %
34751			Volleyball Program	5,000.00	(3,595.00)	71.90 %	416.67	(1,680.00)		403.20 %
35110			City Court Fines	35,000.00	(15,312.23)	43.75 %	2,916.67	(1,714.55)		58.78 %
35140			Drug Related Fines	1,000.00	(2,436.13)	243.61 %	83.33	(1,003.02)		1,203.62 %
35150			Traffic School Charges	5,500.00	(1,900.00)	34.55 %	458.33	(900.00)		196.36 %
36100			Interest Earnings	5,700.00	(3,426.82)	60.12 %	475.00	(441.81)		93.01 %
36350			Insurance Recoveries	0.00	(33,857.01)	0.00 %	0.00	0.00		0.00 %

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual
36430			Pavilion Rental	2,000.00	50.00	-2.50 %	166.67	0.00
36967			Contract Natural Gas	21,500.00	(14,333.36)	66.67 %	1,791.67	(1,791.67)
36971			Contract Billing From Water Dept	485,168.00	(485,168.00)	100.00 %	40,430.67	0.00
<b>Total Revenues</b>				<b>6,033,694.00</b>	<b>(4,694,457.88)</b>	<b>77.80 %</b>	<b>502,807.83</b>	<b>(917,280.42)</b>
<b>Expenditures</b>								<b>182.43 %</b>
41100			City Council	(72,956.00)	35,134.63	48.16 %	(6,079.67)	4,100.13
41210			City Court	(26,565.00)	17,458.12	65.72 %	(2,213.75)	1,388.13
41320			City Manager	(112,373.00)	74,788.56	66.55 %	(9,364.42)	8,369.26
41500			Financial Administration	(441,741.00)	266,787.90	60.39 %	(36,811.75)	35,524.76
41700			Planning And Zoning	(10,275.00)	10,175.00	99.03 %	(856.25)	0.00
41810			City Hall Buildings	(134,600.00)	58,918.14	43.77 %	(11,216.67)	6,525.95
41990			General Government	(242,094.00)	172,952.13	71.44 %	(20,174.50)	10,366.50
42100			Police	(1,058,357.00)	661,222.83	62.48 %	(88,196.42)	72,410.16
42152			Automotive Services	(113,000.00)	54,379.96	48.12 %	(9,416.67)	5,503.78
42200			Fire Protection	(1,054,944.00)	700,585.33	66.41 %	(87,912.00)	85,970.55
43100			Public Works	(821,151.00)	499,445.85	60.82 %	(68,429.25)	45,075.60
43190			State Street Aid	(161,500.00)	103,823.57	64.29 %	(13,458.33)	13,296.96
43240			Waste Disposal	(308,642.00)	208,702.89	67.62 %	(25,720.17)	26,129.62
43750			Capital Improvements	(268,279.00)	165,402.95	61.65 %	(22,356.58)	2,509.98
44143			Animal Control/Codes Enforcement	(30,220.00)	13,289.21	43.97 %	(2,518.33)	1,414.75
44400			Parks & Recreation	(721,191.00)	400,306.14	55.51 %	(60,099.25)	57,541.05
44440			Swimming Pool	(39,365.00)	13,408.01	34.06 %	(3,280.42)	651.10
44800			Library	(208,294.00)	119,786.15	57.51 %	(17,357.83)	13,430.38
49000			Debt Service	(401,923.00)	145,859.96	36.29 %	(33,493.58)	28,136.10

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
110	General Fund						66.67%
51640	Operating Transfer To Capital Proj Fd	(148,821.00)	148,821.00	100.00 %	(12,401.75)	0.00	0.00 %
	<b>Total Expenditures</b>	<b>(6,376,291.00)</b>	<b>3,871,248.33</b>	<b>60.71 %</b>	<b>(531,357.58)</b>	<b>418,344.76</b>	<b>78.73 %</b>
<b>Total 110</b>	General Fund	<b>(342,597.00)</b>	<b>(823,209.55)</b>	<b>-240.29 %</b>	<b>(28,549.75)</b>	<b>(498,935.66)</b>	<b>-1,747.60</b>

122	Drug Fund	Year-To-Date				Monthly Comparative:			66.67%
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg		
Revenues									
35140	Drug Fines	16,000.00	(7,855.68)	49.10 %	1,333.33	(1,003.03)	75.23 %		
36000	Fund Balance & Other Revenues	8,000.00	0.00	0.00 %	666.67	0.00	0.00 %		
Total Revenues		24,000.00	(7,855.68)	32.73 %	2,000.00	(1,003.03)	50.15 %		
Expenditures									
42122	Drug Fund	(24,000.00)	4,343.28	18.10 %	(2,000.00)	74.55	3.73 %		
Total Expenditures		(24,000.00)	4,343.28	18.10 %	(2,000.00)	74.55	3.73 %		
Total	122 Drug Fund	0.00	(3,512.40)	100.00 %	0.00	(928.48)	0.00 %		

300	Capital Fund	Year-To-Date			Monthly Comparative:			66.67%
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual	% of Avg	
Revenues								
36961	Transfer in from General Fund	148,821.00	(148,821.00)	100.00 %	12,401.75	0.00	0.00 %	
Total Revenues		148,821.00	(148,821.00)	100.00 %	12,401.75	0.00	0.00 %	
Expenditures								
43750	Capital Improvements	(148,821.00)	0.00	0.00 %	(12,401.75)	0.00	0.00 %	
Total Expenditures		(148,821.00)	0.00	0.00 %	(12,401.75)	0.00	0.00 %	
Total	300 Capital Fund	0.00	(148,821.00)	100.00 %	0.00	0.00	0.00 %	

413	Water And Sewer	Monthly Comparative:					
		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
36100	Interest Earnings	8,000.00	(3,824.93)	47.81 %	666.67	(427.32)	64.10 %
37110	Metered Water Sales	1,160,828.00	(784,577.31)	67.59 %	96,735.67	(86,563.80)	89.48 %
37114	Serveline Leak Protection	0.00	0.00	0.00 %	0.00	0.00	0.00 %
37117	Outside Water Sales	914,658.00	(568,914.21)	62.20 %	76,221.50	(62,014.20)	81.36 %
37191	Penalties	35,000.00	(21,983.84)	62.81 %	2,916.67	(2,440.49)	83.67 %
37194	Sales Of Materials	30,000.00	(14,228.84)	47.43 %	2,500.00	(150.00)	6.00 %
37195	Installation Charges	60,000.00	(38,595.00)	64.33 %	5,000.00	(2,480.00)	49.60 %
37196	Water User Fees	50,000.00	(21,020.00)	42.04 %	4,166.67	0.00	0.00 %
37199	Miscellaneous	5,000.00	(5,900.00)	118.00 %	416.67	0.00	0.00 %
37210	Sewer Service Charges	1,285,270.00	(868,719.57)	67.59 %	107,105.83	(96,457.22)	90.06 %
37296	Sewer User Fees	30,000.00	(10,500.00)	35.00 %	2,500.00	(1,050.00)	42.00 %
37299	Miscellaneous	3,500.00	(945.46)	27.01 %	291.67	1.48	-0.51 %
37500	Bad Debt Recovery	0.00	(386.05)	0.00 %	0.00	0.00	0.00 %
Total Revenues		3,582,256.00	(2,339,595.21)	65.31 %	298,521.33	(251,581.55)	84.28 %
Expenditures							
41500	Financial Administration	(485,170.00)	485,168.00	100.00 %	(40,430.83)	0.00	0.00 %
41990	General Government	(427,193.00)	304,105.30	71.19 %	(35,599.42)	16,656.82	46.79 %
43750	Capital Improvements	(135,000.00)	9,831.32	7.28 %	(11,250.00)	2,942.50	26.16 %
49000	Debt Service	(588,409.00)	102,321.45	17.39 %	(49,034.08)	12,216.76	24.91 %
52113	Purification	(635,457.00)	419,033.30	65.94 %	(52,954.75)	48,442.19	91.48 %
52114	Transmission And Distribution	(737,671.00)	472,403.68	64.04 %	(61,472.58)	59,465.68	96.74 %
52117	Utility Director	(71,012.00)	44,219.33	62.27 %	(5,917.67)	5,150.80	87.04 %
52213	Sewer Treatment And Disposal	(630,452.00)	348,817.88	55.33 %	(52,537.67)	43,882.41	83.53 %

413	Water And Sewer	Monthly Comparative:						66.67%
		Year-To-Date			Month-To-Date			
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
Total	Expenditures	(3,710,364.00)	2,185,900.26	58.91 %	(309,197.00)	188,757.16	61.05 %	
Total	413 Water And Sewer	(128,108.00)	(153,694.95)	-119.97 %	(10,675.67)	(62,824.39)	-588.48	

# Feb 2020 Office Safety Topic

According to the Bureau of Labor Statistics (BLS) about 76,000 office workers nationwide receive disabling injuries every year. Although the most frequent types of incidents are falls (either from height, tripping or slippery surfaces), many injuries also occur as the result of contact with electrical equipment.

Almost everything in an office setting today operates on electricity. Electrical equipment used in an office is potentially hazardous and can cause serious shock and burn injuries if improperly used or maintained.

If a part of the body comes in contact with the electrical circuit, a shock will occur. The electrical current will enter the body at one point and leave at another. The passage of electricity through the body can cause great pain, burns, destruction of tissue, nerves, and muscles and even death.

Here are some important tips to follow in regards to electrical safety in the office:

- Use only equipment that is properly grounded or double-insulated;
- Do not overload outlets;
- Do not plug multi-outlet bars to other multi-outlet bars;
- Only use equipment that has been approved by a national testing laboratory;
- Minimize the use of extension cords. Do not plug two extension cords together; and only use them for a temporary need.
- Do not cover power cords or extension cords with rugs or mats;
- Do not run electrical cords through pedestrian aisles;
- Unplug or disconnect machines before servicing or repairing;
- Do not ignore the warning signs. If an item feels hot, makes an unusual noise (buzz or hum), smokes or sparks, take it out of service immediately and tag it "Do Not Use";
- Inspect cords and equipment regularly, and report any defects immediately;
- Cover or guard any exposed electrical components or wires;
- Unplug cords from the outlet by gripping the plug. Do not pull the cord;
- Do not use electrical equipment or appliances near water or wet surfaces;
- Never use electrical equipment when hands or the equipment are wet

Michelle Kelly  
Kara T...  
Hailey Brown

Emilyle Stuge  
Leslie M. Meltm



Report for the citations issued, the disposition date for which was on  
February 2020

Monies outstanding from August 7, 2007 – Feb. 2020	\$ 67,896.80
Monies collected from August 7, 2007 – Feb. 2020	\$ 493,539.55

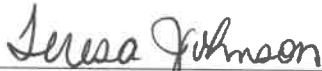
JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$ 2,176.25	
Collected in court on fines and costs		\$ 493.75
Amount collected after Feb. 2020 Court		\$ 75.00
Total collected for citations on Feb. 2020		\$ 568.75
Amount outstanding for Feb. 2020	\$ 1,607.50	
<u>3</u> Cash bond forfeitures		\$ 341.25
Total amount collected for Feb. 2020 Citations		\$ 910.00
Amount collected from previous months/FTA etc.		\$ 645.00
Total collected in February 2020		<b>\$ 1,555.00</b>

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

This the 29<sup>th</sup> of February 2020.

  
TERESA JOHNSON  
Kingston City Court Clerk

  
BRENDA HALL MCDONALD  
Kingston City Judge

# KINGSTON POLICE DEPARTMENT -FEBRUARY 2020

## TIBRS Group A Offenses

### Crimes Against Persons

Aggravated Assault	
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	1
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	1
Theft from a Building	
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	
Theft of Motor Vehicle Parts/Accessories	
All Other Larceny	1
Motor Vehicle Theft	
Robbery	
Stolen Property Offenses	
Vandalism	

**Subtotal**

**4**

### Crimes Against Society

Drug/Narcotics Violations	
Drug Equipment Violations	
Betting/Wagering	
Operating/Promoting/Assisting Gambling	
Gambling Equipment Violation	
Sports Tampering	
Pornography/Obscene Material	
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	
<b>Total</b>	<b>0</b>

### TIBRS Group B Offenses

#### Bad Checks

Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	1
Drunkenness	
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	2
All Other Offenses	3

**Total**

**3**

<b>Central Dispatch</b>	
Crash Reports	16
Traffic Stops	33
Investigator Needed on Scene	5
Domestic Complaints	5
Escorts Funeral/Other	7
Animal Calls	5
Vandalism	1
Fights	
Burglar Alarms/Fire Alarms	11
Child Sexual Assaults	
Forgery	
Theft	7
Vehicle Theft	
Public/Motorist Assist	3
Arson/Explosive Devices	
Other Calls	128
	93
	<b>Subtotal</b>
	<b>Total Calls</b>
	<b>221</b>
<b>Municipal Codes</b>	
Animal Control Calls to Office	1
Animal Control Violations/Citations	6
Animal Control Letters Sent/notice given	0
Animals Transported to Shelter	0
Codes Concerns/warning notices given	0
Codes Violations/Citations	0
Codes Letters Sent	3
Property Maintenance Leins	0
Temporary Signs Removed	25

Patrol Mileage	20,591
Hours Worked	2,589
Reserve Hours Worked	88
Total Overtime Hours	3
Total Amount of Overtime Wages	1,651
City Court Citations	11
Warning Citations	6
General Sessions Citations	1
Arrest	18
Juvenile Arrest	0
Incident Reports	26

FEBRUARY 2020 CASES				
DATE	LOCATION	ISSUE	ACTION	STATUS
2/29/2020	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		New owner is still cleaning up
		13-302. <u>Wrecked, junked or abandoned vehicles prohibited</u> 13-502- <u>Duty of maintenance of private property.</u> 13-501 Declaration of nuisances. 13-106 <u>Health &amp; sanitation nuisances</u> 13-104 <u>Weeds.</u>		Still cleaning
2/29/2020	136 Cumberland St.	13-403 Dangerous building		still in process of cleaning - top part has been removed





# Kingston Police Department

*Jim Washam, Chief*  
*Proverbs 20:7*



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

Fax: 865/376-8798  
E-Mail: [jim.washam@kingstontn.gov](mailto:jim.washam@kingstontn.gov)

To: Mayor, City Council, City Manager & Chief of Police

From: Captain Roy Montgomery Training Officer

Training for the month of February the Kingston Police Department Officers had training from the Helen Ross McNabb Center and Avalon Center on responding to sexual assaults. This is some new training on how to help the victims of sexual assault and going over what each part of the sexual assault response team from both of these agencies do to help the victim. At the moment officers go on scene collecting evidence and talking with the victim, being there for them at the hospital. The victims advocate to special nurse collecting evidence to help convict the perpetrator. Getting them mental and physical help they will need after the exam and being there for them at court and after court with counseling. Days of just standing around and waiting on the investigator are over, there is help out there and we are going to make sure the victims have this help.

Captain Roy Montgomery GDI/TO  
March 1, 2020

**Kingston Fire Department  
February 2020**

**Summary of Month's Activities**

**Fire Operations**

The Department responded to 85 calls for service during the month.

**Fire Administration**

- Department head meeting
- Roane County Fire Chief Meeting attended by A/C Goss
- Golf Tournament money being collected

**Monthly Overtime**

OT Hours: 96

Cost: \$2,503.86

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

- Shift Training
- Defenders Meeting
- Inservice

	<b>This Month</b>	<b>YTD</b>
Fire Inspections	10	89

**Public Fire Education**

	<b>This Month</b>	<b>YTD</b>
Participants	0	
Education Hours	0	
Number of Occurrences	0	

**Firefighter Training**

- KFD is continuing shift training
- Driver Training continuing for 2020
- Automatic Aid Training with Harriman Fire Department
- Inservice is currently being completed
- Marine Firefighting class attended by A/C Goss and FF Munguia at Chattanooga Fire

#### **Implemented Performance Standards Plan**

- Continuing education for all KFD personnel
- On shift training is required each shift
- Testing for state certifications offered
- Physical Agility Test is being establish to meet J.P.R

#### **Fleet Maintenance**

- New tire placed on E3

#### **Special Projects**

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

#### **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**

- RIT/FF Search and Rescue



**Kingston Fire Department**  
Incident Report  
Incident Totals

Jurisdiction

Feb-20

**TOTAL CALLS**

**85**

Category	Total		Total
Structure Fires	0	Hazardous Calls	1
Vehicle Fires		Service Calls	24
Brush/Grass Fires		Good Intent Calls	2
Refuse/rubbish Fires		Unintentional False	3
Other Fires		Other False	
<b>Total Fires</b>	<b>0</b>	<b>Total False: Total</b>	<b>30</b>
Rescue and EMS	55	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
Fire Service Injuries		<b>Fire Dollar Loss</b>	
Non-Fire Service Injury		Property	
Fire Service Death		Contents	
Fire Civilian Injuries		<b>Non-Fire Dollar Loss</b>	
Non-Fire Civilian Injuries		Property	
Fire Civilian Death		Contents	
Non-Fire Civilian Death			

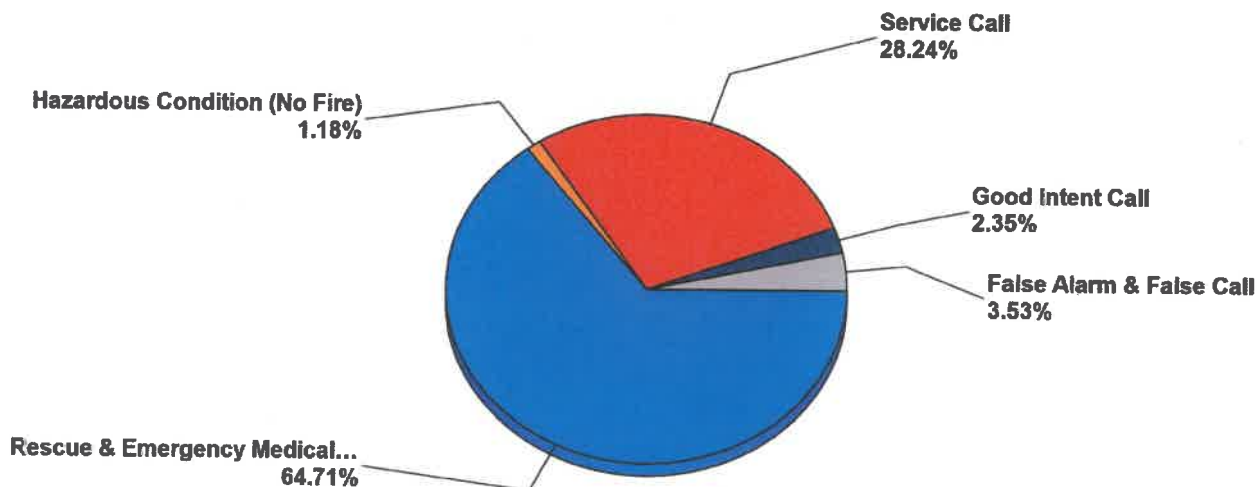
# Kingston Fire Department

Kingston, TN

This report was generated on 3/2/2020 7:32:18 AM

## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2020 | End Date: 02/29/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	55	64.71%
Hazardous Condition (No Fire)	1	1.18%
Service Call	24	28.24%
Good Intent Call	2	2.35%
False Alarm & False Call	3	3.53%
<b>TOTAL</b>	<b>85</b>	<b>100.00%</b>

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
311 - Medical assist, assist EMS crew	19	22.35%
320 - Emergency medical service, other	5	5.88%
321 - EMS call, excluding vehicle accident with injury	27	31.76%
322 - Motor vehicle accident with injuries	3	3.53%
324 - Motor vehicle accident with no injuries.	1	1.18%
462 - Aircraft standby	1	1.18%
551 - Assist police or other governmental agency	2	2.35%
553 - Public service	2	2.35%
554 - Assist invalid	20	23.53%
600 - Good intent call, other	1	1.18%
611 - Dispatched & cancelled en route	1	1.18%
700 - False alarm or false call, other	2	2.35%
744 - Detector activation, no fire - unintentional	1	1.18%
<b>TOTAL INCIDENTS:</b>	<b>85</b>	<b>100.00%</b>

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



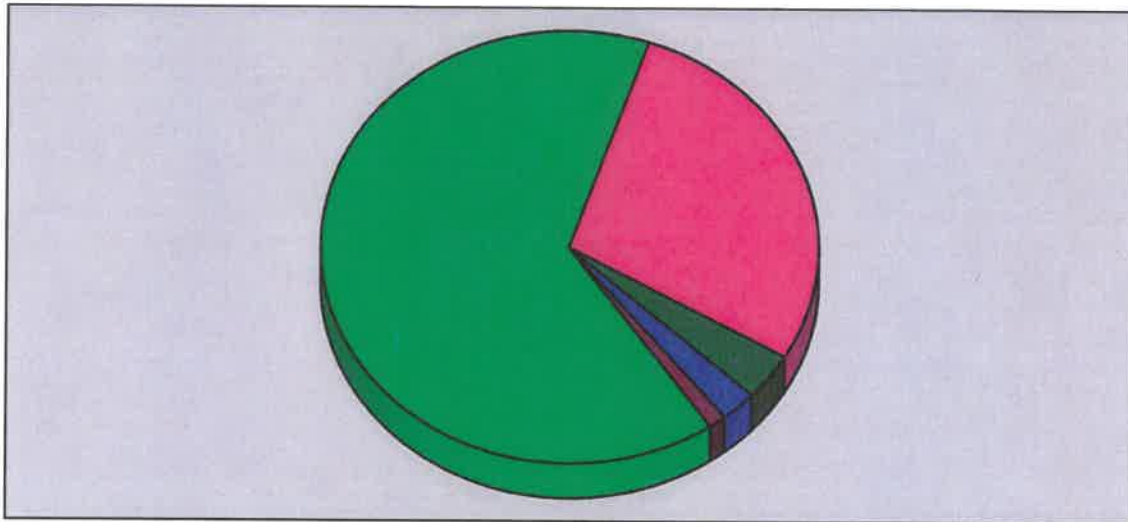
# Kingston Fire Department

Kingston, TN

This report was generated on 3/2/2020 7:32:50 AM

## Major Incident Types by Month for Date Range

Start Date: 02/01/2020 | End Date: 02/29/2020



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

INCIDENT TYPE	FEB	TOTAL
False Alarm & False Call	3	3
Good Intent Call	2	2
Hazardous Condition (No Fire)	1	1
Rescue & Emergency Medical Service Incident	55	55
Service Call	24	24
<b>Total</b>	<b>85</b>	<b>85</b>

Only REVIEWED incidents included



# Kingston Fire Department



Kingston, TN

This report was generated on 3/2/2020 7:33:13 AM

## Minor Incident Types by Month for Year

Year: 2020

INCIDENT TYPE	Jan	Feb	Mar	SUM
Accident, potential accident		1		1
Controlled burning	1			1
Dispatched and canceled en route	3	1		4
Emergency medical service (EMS) Incident	42	36	2	80
False alarm and false call, other	2	2		4
Good intent call, other		1		1
HazMat release investigation w/no HazMat	1			1
Medical assist	16	19		35
Person in distress	1			1
Public service assistance	15	24		39
Rescue or EMS standby	1			1
Structure Fire	2			2
Unintentional system/detector operation (no fire)	1	1		2
<b>Total</b>	<b>85</b>	<b>85</b>	<b>2</b>	<b>172</b>

Only REVIEWED incidents included





# Kingston Fire Department

R.I.T.

**Date & Time** 02/25/2020 08:00 - 02/25/2020 16:00

**Location** station 1

**Objective** Used maze trailer to practice RIT skills

**Instructors** Goss, Bradley (Assistant Chief)

## Sign-In Sheet

Name	Agency	ID	Signature
Edmonds, Clint (Captain/ Training Officer)	Kingston Fire Department	1802	
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

R.I.T.

## Class Information

<b>Date/Time</b>	02/25/2020 08:00 - 02/25/2020 16:00		
<b>Class Length</b>	8:00	<b>Category</b>	Shift Training
<b>Station</b>	1 - Station 1	<b>Evaluation Method(s)</b>	None
<b>Location</b>	station 1 station 1		
<b>Objective</b>	Used maze trailer to practice RIT skills		

## Instructors

Name	Instructor Type	Notes
Goss, Bradley (Assistant Chief)	Lead Instructor	

## Resources

Name	Description
Personal Protective Equipment	Bunker gear or turnout gear are terms used by many firefighters to refer to their Personal Protective Equipment or PPE. "Bunker gear" and "turnout gear" can refer, depending on the context, to just the trousers, boots and jacket, or to the entire combination of personal protective equipment and personal protective clothing.
SCBA	A self-contained breathing apparatus, or SCBA, sometimes referred to as a compressed air breathing apparatus (CABA), or simply breathing apparatus (BA), is a device worn by rescue workers, firefighters, and others to provide breathable air in an "Immediately Dangerous to Life or Health" atmosphere (IDLH).

## Narrative

Used maze trailer to practice RIT skills

## Training Codes

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

## People

Name
Edmonds, Clint
Goss, Bradley
Munguia, Michael
Wade, Jason



# Kingston Fire Department

R.I.T.

**Date & Time** 02/26/2020 08:00 - 02/26/2020 16:00

**Location**

**Objective** Gain a better understanding of search and rescue along with rapid intervention team operations

**Instructors** Goss, Bradley (Assistant Chief)

## Sign-In Sheet

Name	Agency	ID	Signature
Cloyd, Greg W (Captain)	Kingston Fire Department	1805	
Goss, Bradley (Assistant Chief)	Kingston Fire Department	1801	
Logan, Jay (FF/ AEMT)	Kingston Fire Department	1811	
Thacker, Jim D (FF/EMR)	Kingston Fire Department	1809	
Woody, Josh D (FF/EMR)	Kingston Fire Department	1807	





# Kingston Fire Department

R.I.T.

## Class Information

<b>Date/Time</b>	02/26/2020 08:00 - 02/26/2020 16:00		
<b>Class Length</b>	8:00	<b>Category</b>	Shift Training
<b>Station</b>	1 - Station 1	<b>Evaluation Method(s)</b>	None
<b>Location</b>			
<b>Objective</b>	Gain a better understanding of search and rescue along with rapid intervention team operations		

## Instructors

Name	Instructor Type	Notes
Goss, Bradley (Assistant Chief)	Lead Instructor	

## Resources

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

## Narrative

The TN Fireman's Association maze trailer will be utilized for this in service class. The class began with a power point derived from the IFSTA 64 hour basic firefighter curriculum. Firefighters refreshed information on rapid intervention team operations along with search and rescue. Firefighters went outside and did a preliminary crawl through the trailer to gain an understanding along with finding and mitigating any unapproved safety issues. Firefighters then donned full PPE and completed a right handed search inside the trailer. Firefighters assisted each other inside the trailer by navigating through a series of obstacles. After the evolution was completed a hot wash began immediately to discussed better strategies and tactics.

## Training Codes

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

## People

Name
Cloyd, Greg W
Goss, Bradley
Logan, Jay
Thacker, Jim D
Woody, Josh D



# Kingston Fire Department

R.I.T.

**Date & Time** 02/27/2020 08:00 - 02/27/2020 16:00

**Location**

**Objective** To gain a better understanding of both search and rescue along with rapid intervention team operations

**Instructors** Goss, Bradley (Assistant Chief)

## Sign-In Sheet

Name	Agency	ID	Signature
Gonzalez-Zuniga, Rafael (FF/AEMT)	Kingston Fire Department	1813	
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

R.I.T.

## Class Information

<b>Date/Time</b>	02/27/2020 08:00 - 02/27/2020 16:00		
<b>Class Length</b>	8:00	<b>Category</b>	Shift Training
<b>Station</b>	1 - Station 1	<b>Evaluation Method(s)</b>	None
<b>Location</b>			
<b>Objective</b>	To gain a better understanding of both search and rescue along with rapid intervention team operations		

## Instructors

Name	Instructor Type	Notes
Goss, Bradley (Assistant Chief)	Lead Instructor	

## Resources

Name	Description

## Narrative

The TN Fireman's Association maze trailer will be utilized for this in service class. The class began with a power point derived from the IFSTA 64 hour basic firefighter curriculum. Firefighters refreshed information on rapid intervention team operations along with search and rescue. Firefighters went outside and did a preliminary crawl through the trailer to gain an understanding along with finding and mitigating any unapproved safety issues. Firefighters then donned full PPE and completed a right handed search inside the trailer. Firefighters assisted each other inside the trailer by navigating through a series of obstacles. After the evolution was completed a hot wash began immediately to discussed better strategies and tactics.

## Training Codes

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

## People

### Name

Gonzalez-Zuniga, Rafael  
Goss, Bradley  
Hood, Kevin  
Murrell, Jacob  
Riter, Mike  
Settles, Jay

## Public Works Report FEBRUARY 2020

### Solid Waste:

Convenience center solid waste collected:  
 Wood chips removed from lot:  
 Solid Waste Tonnage collected:  
 Street sweeping debris removed off streets:  
 Recycled materials collected:

None  
 None  
 None  
 Loads 24  
 trailer

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	7 loads	161 Loads
Culverts/Storm Drains Cleaned	48	137
Curb/Sidewalk Repair/Install/Remove	ft	670 ft
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)	6	40
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)	22	66
Streets Striped	0	5
Tennessee One Calls	3	21
Traffic Signal Repair	0	16
Tree Trimming Requests	1	6

Vehicle Maintenance – Routine	15	78
Vehicle Maintenance – Unscheduled	5	36
Water Quality – Related Outreach Events	NA	NA

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

Residential meetings and work to assist with drainage-related projects –4

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-2

Sign repair, new sign installations- 6

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:** 2-12-20

**Topic:** Common Hazards

**Instructor:** Logan Bell

**Employees in Attendance:**

Printed Name	Signature
Ricky CRAWFORD	Ricky Crawford
David Harrison	DAVID Harrison
Robert L. Miller SR	Robert L. Miller Sr
Devin White	Devin White
Allen K RIFE	Allen K RIFE
Doug Romines	Doug Romines
Gregory A Leach Sr	Gregory A Leach Sr



# **Parks and Recreation Monthly Report**

**CITY OF KINGSTON**

**DEPARTMENT: PARKS & RECREATION**

**MONTH: FEBRUARY 2020**

## **Completed Tasks:**

- Nearly 3 weeks at the boat slips removing drift wood from the storms.
- Set date for Spring Street Fest.
- Received Parks and Recreation Master plan. Distributed hard copies and electronic files to City Manager, Mayor, and Council.
- Worked to finalize summer concert series with ORNL.

## **Ongoing Tasks**

- We are continuing work on the batting cage at Southwest Point. The concrete pad has been poured by Hugh Settles.
- We continue to work on improving our fields and facilities at SWP for the upcoming seasons.

## **Tasks for March:**

- Begin working on Smokin the Water
- Correct drainage issues at SWP.
- Tune up mowers in preparation for mowing season.

## **OSHA Training Toolbox Talk: Emergency Preparation – Maintaining Safe Exit Routes**

*[Reference 1910.36, 1910.37 & 1926.34]*

Should a fire or some other emergency occur that requires us to evacuate our work areas and leave the building, it is of utmost importance that we are able to do so quickly and safely. So today we will discuss a few unsafe conditions that we need to be on the watch for every day. Because these hazards, if allowed to exist, can be the difference between a quick escape . . . and disaster!

- Make certain that designated emergency exit doors always remain unlocked from the inside while the building or structure is occupied;
- Report any doors or hardware, like door-knobs or jambs, that are broken or malfunctioning so they can be repaired or replaced;
- Never place or store any equipment, materials, or other obstructions in front of an exit door, nor within any aisle or other pathway designated for escape during an emergency;
- Keep equipment and materials away from the outside of emergency exit doors too. Blocking an exit door or path from the outside can prevent people from being able to get out of, and away from, the building during an emergency;
- Do not place curtains, signs, decorations, or similar obstructions over emergency exit doors or across designated emergency aisle-ways, as these items can make exits difficult to locate during an emergency;
- Report any lit emergency exit signs and emergency lighting fixtures that are not working or appear to be broken, so they can be repaired or replaced;
- Avoid placing containers of flammable liquids or other highly combustible materials under or alongside stairways, ramps, and other pathways used for emergency egress;
- Let your supervisor know about any doors along the path to an exit that you feel could be easily mistaken for an emergency exit. They may need to be marked with a sign stating their intended purpose (like "Closet"), or marked "Not an Exit";
- Last but not least; if for some reason you do not know where the designated emergency aisles and exits are for your work area, please let your supervisor know right away.

Does anybody have a question or comment about maintaining a safe path for exiting buildings and structures during an emergency? Please be sure to sign your name to the training certification form so you get credit for attending this training session.



## OSHA SAFETY TRAINING CERTIFICATION FORM

Toolbox Topic Covered: Emergency Preparation – Maintaining Safe Exit Routes

Company Name: Kingston Parks & Rec

Date: 2/26/20

Training led by: Chase Clem

PRINT NAME

SIGNATURE

Tosh King

Saman

J.R.B.

CHRIS B

[Signature]

J.R.B.

Chris Brouce

**OSHA Training Toolbox Talk: OSHA's Lockout/Tagout Standard – Communication Is Key To Safety**  
[Reference 1910.147(c) & (d)]

It's often said that effective communication is the key to safety. In fact, it is so important that OSHA's Lockout/Tagout standard actually contains several requirements for Authorized Employees (those who apply Lockout/Tagout devices to equipment and machinery) to communicate with Affected Employees (those who operate equipment the equipment or machine that is being locked or tagged out). Here is an overview of some of those requirements:

- Being able to identify who applied locks and tags to energy isolation devices allows Affected Employees to know who to contact if they have a question or concern about their machinery or equipment. Therefore, OSHA requires that all locks, tags, and other protective hardware used in the workplace to clearly identify the Authorized Employee who applied these devices. This can be achieved by placing the Authorized Employee's name on their locks and tags, as well as by other methods such as utilizing a written log with assigned serial numbers of locks used by Authorized Employees. (Briefly *discuss the methods used to identify lockout devices used at your location*).
- Authorized Employees must notify all Affected Employees that they will be applying their lock or tag to those employees' equipment or machinery before starting work covered under the Lockout/Tagout standard. This will help assure the Affected Employees do not tamper with locks and tags or try to reactivate their equipment as it is being serviced or repaired. This should also put the Affected Employees on notice that they are to remain clear of their equipment or machine while it is being serviced or repaired.
- Authorized Employees must also notify all Affected Employees before they remove their lock or tag and reactivating the equipment or machinery. This lets the Affected Workers know they must stay clear of the equipment as it is restarted by the Authorized Employee so they do not get injured. The Authorized Worker must also let them know when they are free to resume using their equipment or machinery for normal operations.

By following these simple steps, we are always able to identify the Authorized Employee who applied a lock or tag to our equipment or machine. Following these steps can also lessen the chance of miscommunication between Authorized and Affected Employees. This is extremely important because as we said earlier, effective communication is the key to a safer workplace.

Does anybody have a question or comment about these OSHA requirements for communication between our Authorized Employees who apply their locks and tags to energy isolation devices and the Affected Employees' whose equipment and machinery is being serviced or repaired? Please be sure to sign your name to the training certification form so you get credit for attending this training session.

## OSHA SAFETY TRAINING CERTIFICATION FORM

Toolbox Topic Covered: OSHA's Lockout/Tagout Standard – Communication Is Key To Safety

Company Name: Kingston Parks & Rec

Date: 2/26/20

Training led by: Chase Clem

PRINT NAME

SIGNATURE

Jesh King

Sonny

J.R.B. II

Anthony  
J.B. Hendrix  
Jes R



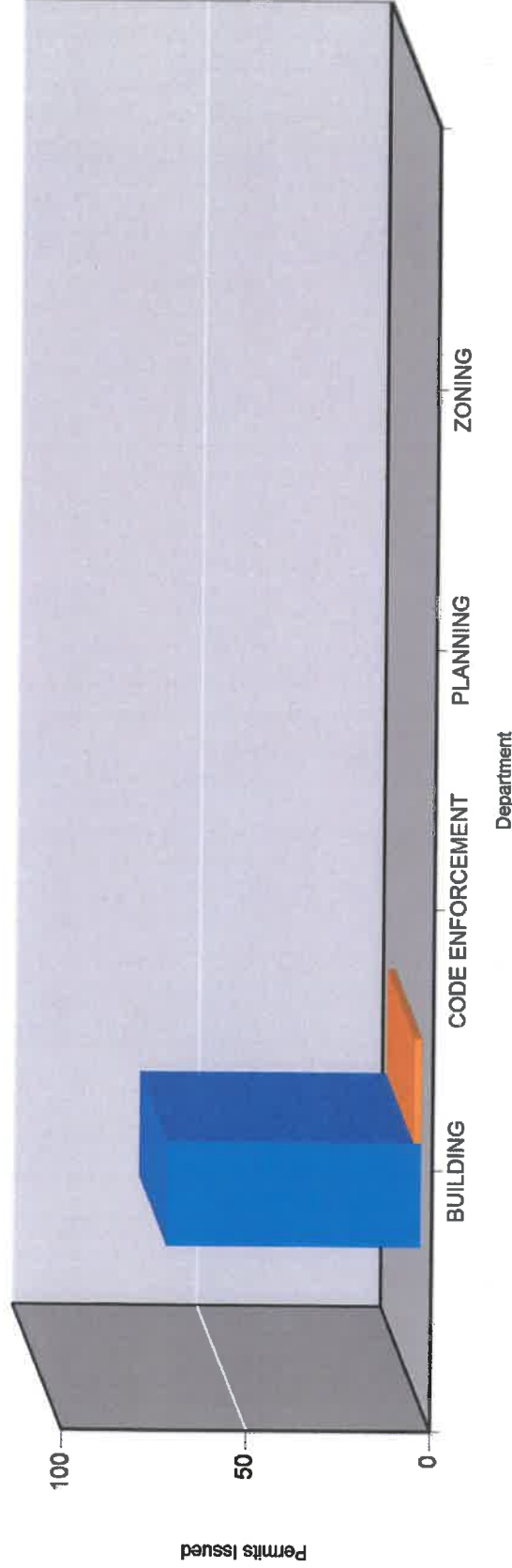
# Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
02/01/2020 AND 02/29/2020

Report run on: 03/02/2020 09:17 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	55	51	Same Day	2.25 Days	1	49	2
	DEMO	Same Day	1	1	Same Day	0 Days	1	1	0
	PL	Same Day	13	13	Same Day	0 Days	1	13	0
	RM	Same Day	6	6	Same Day	0 Days	1	6	0



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CODE ENFORCEMENT	BK	Same Day	1	0	Same Day	0 Days	1	0	0
PLANNING	PLT	Same Day	5	0	Same Day	0 Days	1	0	0
ZONING	SUP	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	BP2020-063	Submitted: 02/03/2020 Technically Complete: Approved: Ready to Issue: Issued: 02/03/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		DW		
		5399 & 5381 Highway 70, Lenoir City, TN 37771	Submitted: 02/03/2020 Technically Complete: Approved: Ready to Issue: Issued: 02/03/2020	In Process: 2 Waiting: 0 Total Days: 2 Total Cycles: 1
		BP2020-064		
		DW	Submitted: 02/03/2020 Technically Complete: Approved: Ready to Issue: Issued: 02/05/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 0
		1570 Poplar Creek Rd, Oliver Springs, TN 37840		
		BP2020-065	Submitted: 02/04/2020 Technically Complete: Approved: Ready to Issue: Issued: 02/04/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Pole Barn		
		1160 Gallaher Rd, Kingston, TN 37763	Submitted: 02/04/2020 Technically Complete: Approved: Ready to Issue: Issued: 02/04/2020	In Process: 27 Waiting: 0 Total Days: 27 Total Cycles: 1
		BP2020-066		
		Commerical Addition	Submitted: 02/04/2020 Technically Complete: Approved: Ready to Issue: Issued: 02/07/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 0
		505 Cardiff Valley Rd., Rockwood, TN 37854		
		BP2020-067	Submitted: 02/07/2020 Technically Complete: Approved: Ready to Issue: Issued: 02/07/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 0
		HC Sign		
		110 N Roane St, Harriman, TN 37749	Submitted: 02/07/2020 Technically Complete: Approved: Ready to Issue: Issued: 02/07/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 0



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/07/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-068	Addition	221 Mainsail Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/07/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-069	Residential Home	146 Shoreline Dr, Rockwood, Tn 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/07/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-070	Remodel	251 ARROWHEAD TRAIL, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/10/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-071	Porch Roof Only	4473 Harriman Highway, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/10/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-072	Residential Home	508 Caney Creek Rd, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/10/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-073	Residential Home	1340 Loudon Hwy., Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/10/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-074	Deck	127 Lakescene Rd, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/10/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-075	Commerical Sign	303 Sam Rayburn Parkway, Lenoir City, TN 37771	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/11/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP		Submitted: 02/11/2020	In Process: 0
		Agricultural Shed / Tax Exemption Certificate	Technically Complete:	Waiting: 0
		570 Old Rockwood Hwy, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued:	
		BP2020-077	Submitted: 02/11/2020	In Process: 16
			Technically Complete:	Waiting: 0
		HC Commercial Remodel / Manner Finance	Approved:	Total Days: 16
			Ready to Issue:	Total Cycles: 1
		1861 Griffin DR, Harriman, TN 37748	Issued:	
		BP2020-078	Submitted: 02/12/2020	In Process: 0
		Dock	Technically Complete:	Waiting: 0
		182 Mainsail Road, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued:	
		BP2020-079	Submitted: 02/12/2020	In Process: 0
		KC Bank Sign	Technically Complete:	Waiting: 0
		316 W. Race Street, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued:	
		BP2020-080	Submitted: 02/12/2020	In Process: 0
		HC Sign	Technically Complete:	Waiting: 0
		2121 S. Roane Street, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued:	
		BP2020-081	Submitted: 02/12/2020	In Process: 0
		HC Sign	Technically Complete:	Waiting: 0
		1017 S Roane St, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued:	
		BP2020-082	Submitted: 02/12/2020	In Process: 0
		OS Sign	Technically Complete:	Waiting: 0
		105 Gail Lane, Oliver Springs, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued:	
		BP2020-083	Submitted: 02/13/2020	In Process: 0
		Shelter / Shed	Technically Complete:	Waiting: 0
		299 Gamble Ln, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued:	





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BUILDING	BP		Submitted: 02/13/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
BP2020-084		Barn / Tax Exemption Certificate		0 0 0 1
299 Gamble Ln, Harriman, TN 37748				
BP2020-085		Remodel	Submitted: 02/13/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
408 Webster Rd, Harriman, TN 37748				
BP2020-086		Shed	Submitted: 02/14/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
834 Cedar Grove Road, Loudon, TN 37774				
BP2020-087		Pole Barn	Submitted: 02/14/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
150 Edwards Road, Harriman, TN 37748				
BP2020-088		Porch	Submitted: 02/14/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
256 Cates Road, Rockwood, TN 37854				
BP2020-089			Submitted: 02/18/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 13 Waiting: 0 Total Days: 13 Total Cycles: 1
174 DUPONT SMITH Lane, KINGSTON, TN 37763				
BP2020-090		Finishing Out Garage Loft	Submitted: 02/18/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
125 Lakeshore View Dr, Kingston, TN 37763				
BP2020-091		Residential Home	Submitted: 02/18/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
121 Harbor Pt. Lane, Kingston, TN 37763				





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BUILDING	BP	BP2020-092	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/19/2020	In Process: Waiting: Total Days: Total Cycles:
		KC Dock Addition			0 0 0 1
		133 Clinchcrest Dr, Kingston, TN 37763		02/19/2020	
		BP2020-093			
		Log Cabin Addition		02/19/2020	0 0 0 1
		5229 ESTES Rd., Loudon, TN 37774		02/19/2020	
		BP2020-094			
		Residential Home		02/20/2020	0 0 0 1
		1168 Lawnville Rd, Kingston, TN 37763		02/20/2020	
		BP2020-095			
		KC Residential Home		02/20/2020	0 0 0 1
		304 Lakewood Dr, Kingston, Tn 37763		02/20/2020	
		BP2020-096			
		Shed *Setback Variance Granted 2/19/2020		02/20/2020	0 0 0 1
		148 Oak Grove Road, Loudon, TN 37774		02/20/2020	
		BP2020-097			
		Storage Building		02/21/2020	0 0 0 1
		122 Morris Street, Harriman, TN 37748		02/21/2020	
		BP2020-098			
		Deck		02/24/2020	0 0 0 1
		915 Webster Rd, Harriman, Tn 37748		02/24/2020	
		BP2020-099			
		KC Carport		02/24/2020	0 0 0 1
		818 Rosedale Ave., Kingston, TN 37763		02/24/2020	



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	02/24/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-100		KC Carport			0 0 0 1
		818 Rosedale Ave., Kingston, TN 37763			
BP2020-101		KC Commercial Remodel			7 0 7 1
		840 N Kentucky Street, Kingston, TN 37763			
BP2020-102		Cell Tower Upgrades			7 0 7 1
		275 Highland Dr., Harriman, TN 37748			
BP2020-103		Residential Home			0 0 0 1
		224 Majestic View Dr, Rockwood, TN 37854			
BP2020-104		Fence			0 0 0 1
		274 Lakecrest Dr., Harriman, TN 37748			
BP2020-105		Dock			0 0 0 1
		360 DeArmond Rd, Kingston, TN 37763			
BP2020-106		KC Deck			0 0 0 1
		1107 Scott Rd, Kingston, Tn 37763			
BP2020-107		Residential Home			0 0 0 1
		244 Lane Hedgecock Rd, Kingston, Tn 37763			



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BUILDING	BP		Submitted: 02/26/2020	In Process: 0
BP2020-108		Retaining Wall	Technically Complete:	Waiting: 0
		3826 Decatur Highway, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/26/2020	
BP2020-109		DW	Submitted: 02/27/2020	In Process: 0
			Technically Complete:	Waiting: 0
		388 Shenandoah Dr, Rockwood, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/27/2020	
BP2020-110		SW	Submitted: 02/27/2020	In Process: 0
			Technically Complete:	Waiting: 0
		2715 Kingston Highway, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/27/2020	
BP2020-111		Decks for BP2019-545	Submitted: 02/27/2020	In Process: 0
			Technically Complete:	Waiting: 0
		283 Pattie Gap Rd, Philadelphia, TN 37846	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/27/2020	
BP2020-112		Dock Repairs	Submitted: 02/27/2020	In Process: 0
			Technically Complete:	Waiting: 0
		880 Skyline Drive, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/27/2020	
BP2020-113		Garage	Submitted: 02/28/2020	In Process: 0
			Technically Complete:	Waiting: 0
		458 Foremast Road, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/28/2020	
BP2020-114		Billboard #1	Submitted: 02/28/2020	In Process: 0
			Technically Complete:	Waiting: 0
		476 Ash Cabin Hollow Road, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/28/2020	
BP2020-115		Billboard #2	Submitted: 02/28/2020	In Process: 0
			Technically Complete:	Waiting: 0
		476 Ash Cabin Hollow Road, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/28/2020	



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BUILDING	BP	BP2020-116	Submitted: 02/28/2020	In Process: 0
	Billboard #3		Technically Complete:	Waiting: 0
	476 Ash Cabin Hollow Road, Kingston, TN 37763		Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/28/2020	
		BP2020-117	Submitted: 02/28/2020	In Process: 0
		HC Remodel	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/28/2020	
		430 Cumberland St. Harriman, TN 37748		
DEMO		DM-2020-001	Submitted: 02/11/2020	In Process: 0
	HC Demo		Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/11/2020	
		510 Devonia St, Harriman, TN 37748		
PL		PL2020-011	Submitted: 02/06/2020	In Process: 0
	PL for BP2019-565		Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/06/2020	
		3826 Decatur Highway, Kingston, TN 37763		
		PL2020-012	Submitted: 02/07/2020	In Process: 0
	PL for BP2019-140		Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/07/2020	
		2500 Jones Rd, Lenoir City, TN 37771		
		PL2020-013	Submitted: 02/10/2020	In Process: 0
	HC PL only		Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/10/2020	
		613 Short St, Harriman, TN 37748		
		PL2020-014	Submitted: 02/10/2020	In Process: 0
	PL for BP2019-534		Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/10/2020	
		330 Laurel Bluff Rd, Kingston, Tn 37763		
		PL2020-015	Submitted: 02/10/2020	In Process: 0
	PL for BP2019-049		Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/10/2020	
		398 Holder Hollow Road, Kingston, TN 37763		



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BUILDING	PL		Submitted: 02/14/2020	In Process: 0
PL2020-016	PL for BP2020-028	Technically Complete:	Waiting: 0	Total Days: 0
165 Foremast Rd., KINGSTON, TN 37763		Ready to Issue:	Total Cycles: 1	
PL2020-017		Issued: 02/14/2020		
PL for BP2019-767		Submitted: 02/18/2020	In Process: 0	
174 DUPONT SMITH Lane, KINGSTON, TN 37763		Technically Complete:	Waiting: 0	Total Days: 0
PL2020-018		Approved:	Total Cycles: 1	
PL for BP2020-090		Ready to Issue:		
125 Lakeshore View Dr, Kingston, TN 37763		Issued: 02/18/2020		
PL2020-019		Submitted: 02/19/2020	In Process: 0	
PL for BP2020-053		Technically Complete:	Waiting: 0	Total Days: 0
119 Mainsail Rd, Kingston, TN 37763		Approved:	Total Cycles: 1	
PL2020-020		Ready to Issue:		
PL water heater change out only		Issued: 02/19/2020		
153 Park Place, Harriman, TN 37748		Submitted: 02/19/2020	In Process: 0	
PL2020-021		Technically Complete:	Waiting: 0	Total Days: 0
PL for BP2020-093		Approved:	Total Cycles: 1	
5229 ESTES Rd., Loudon, TN 37774		Ready to Issue:		
PL2020-022		Issued: 02/19/2020		
PL for BP2019-584		Submitted: 02/24/2020	In Process: 0	
1200 Lawnville Road, Kingston, TN 37763		Technically Complete:	Waiting: 0	Total Days: 0
PL2020-023		Approved:	Total Cycles: 1	
PL for BP2019-618		Ready to Issue:		
120 Gallaher View Dr, Kingston, TN 37763		Issued: 02/24/2020		
		Submitted: 02/28/2020	In Process: 0	
		Technically Complete:	Waiting: 0	Total Days: 0
		Approved:	Total Cycles: 1	
		Ready to Issue:		
		Issued: 02/28/2020		





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BUILDING	RM	RM2020-013		Submitted: 02/11/2020	In Process: 0
		RM for BP2019-462	Technically Complete:	Waiting: 0	
		2879 Sugar Grove Valley Rd, Harriman, TN 37748	Approved: 0	Total Days: 0	
		RM2020-014	Ready to Issue: 02/11/2020	Total Cycles: 1	
		RM for BP2019-499	Submitted: 02/12/2020	In Process: 0	
		731 Bowman Bend Rd, Harriman, Tn 37748	Technically Complete:	Waiting: 0	
		RM2020-015	Approved: 0	Total Days: 0	
		RM for BP2019-568	Ready to Issue: 02/12/2020	Total Cycles: 1	
		166 Short St, Kingston, Tn 37763	Submitted: 02/14/2020	In Process: 0	
		RM2020-016	Technically Complete:	Waiting: 0	
		RM for BP2019-683	Approved: 0	Total Days: 0	
		109 Renfro Rd, Ten Mille, TN 37880	Ready to Issue: 02/14/2020	Total Cycles: 1	
		RM2020-017	Submitted: 02/18/2020	In Process: 0	
		RM for BP2019-589	Technically Complete:	Waiting: 0	
		591 Country Lane, Kingston, TN 37763	Approved: 0	Total Days: 0	
		RM2020-018	Ready to Issue: 02/18/2020	Total Cycles: 1	
CODE ENFORCEMENT	BK	RM for BP2019-584	Submitted: 02/21/2020	In Process: 0	
		1200 Lawnville Road, Kingston, TN 37763	Technically Complete:	Waiting: 0	
		BK-20-0003	Approved: 0	Total Days: 0	
		Code Check Book	Ready to Issue: 02/21/2020	Total Cycles: 1	
PLANNING	PLT	308 N. 3rd St., Kingston, TN 37763	Submitted: 02/14/2020	In Process: 17	
		PLT2020-005	Technically Complete:	Waiting: 0	
		Plat Review/Boundary Line	Approved: 0	Total Days: 17	
		165 & 169 Rebel Road, Harriman, TN 37748	Ready to Issue: 02/06/2020	Total Cycles: 1	
		RM2020-019	Submitted: 02/11/2020	In Process: 0	
		RM for BP2019-584	Technically Complete:	Waiting: 0	
		1200 Lawnville Road, Kingston, TN 37763	Approved: 0	Total Days: 0	
		BK-20-0003	Ready to Issue: 02/21/2020	Total Cycles: 1	
		RM for BP2019-584	Submitted: 02/21/2020	In Process: 0	
		1200 Lawnville Road, Kingston, TN 37763	Technically Complete:	Waiting: 0	
		BK-20-0003	Approved: 0	Total Days: 0	
		Code Check Book	Ready to Issue: 02/21/2020	Total Cycles: 1	
		308 N. 3rd St., Kingston, TN 37763	Submitted: 02/14/2020	In Process: 17	
		PLT2020-005	Technically Complete:	Waiting: 0	
		Plat Review/Boundary Line	Approved: 0	Total Days: 17	
		165 & 169 Rebel Road, Harriman, TN 37748	Ready to Issue: 02/06/2020	Total Cycles: 1	



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PLANNING	PLT	PLT2020-006	Submitted: 02/07/2020	In Process: 24
		Plat Review/2 Lots-	Technically Complete:	Waiting: 0
		205 Branham Lane, Ten Mile, TN 37880	Approved:	Total Days: 24
			Ready to Issue:	Total Cycles: 1
		PLT2020-007	Submitted: 02/07/2020	In Process: 24
		Plat Review/2 Lots-	Technically Complete:	Waiting: 0
		115 & 117 Maple Lane, Kingston, TN 37763	Approved:	Total Days: 24
			Ready to Issue:	Total Cycles: 1
		PLT2020-008	Submitted: 02/13/2020	In Process: 18
		Plat Review/2 Lots-	Technically Complete:	Waiting: 0
		649 Tate Coley Rd, Lenoir City, TN 37771	Approved:	Total Days: 18
			Ready to Issue:	Total Cycles: 1
		PLT2020-009	Submitted: 02/18/2020	In Process: 13
		Plat Review/Boundary Line	Technically Complete:	Waiting: 0
		118 Island Road, Kingston, TN 37763	Approved:	Total Days: 13
			Ready to Issue:	Total Cycles: 1
ZONING	SUP	SUP2020-001	Submitted: 02/28/2020	In Process: 3
		SUP for March	Technically Complete:	Waiting: 0
		195 Speers Road, Kingston, TN 37763	Approved:	Total Days: 3
			Ready to Issue:	Total Cycles: 1

# KINGSTON WATER TREATMENT PLANT



## FEBRUARY OPERATIONS REPORT

2020

<i>Water Treatment Plant</i>		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	9,630,000	9,114,000	5.36%	311,000	625,000	0
	Effluent (Finish)	9,018,000	8,378,000	7.10%	291,000	573,000	0
	Spring Supply	14,431,000	14,389,000	0.29%	466,000	497,000	449,000
	Total Finish Prod.	23,449,000	22,767,000	2.91%	<i>Distribution &amp; WTP Report:</i> 1,230,000		
Plant Efficiency		99.67%	99.68%	-0.01%	gals. usage flushing and Tank refilling.		
<i>Distribution</i>					<i>Public Works:</i> No Report		
GALLONS	Consumption	17,899,000	18,827,400	-5.19%	<i>Fire Dept:</i> No Report		
	Reported Usage	1,230,000	604,000	50.89%	<i>Park &amp; Rec:</i> No Report		
	Water Loss	4,320,000	3,335,600	22.79%	<i>WWTP:</i> No Report		
	%	18.42%	14.65%	3.77%			

**Note:** The Water Production, Consumption and Loss data is for the January 2020 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.
- \* Had 1 Safety Training Meeting on First Aid / BBP
- \* ISI performed Quarterly Maintenance & Calibrations at Plant & Spring Pump House of all on-line equipment, meters, controllers and transmitters, etc.
- \* Received 2020 - 2022 Chemical Monitoring Waivers and Schedules.
- \* Completed all First Quarter Monitoring and Sampling.
- \* Major Rain Events have driven up the River Raw Turbidity NTU Levels causing Operational difficulties but Plant is operating and performing at a high level. Using Enhanced Coagulation Treatment Techniques to achieve Optimal Performance.



Kingston Water Dept  
Schedule of Unaccounted For Water  
February

*(All amounts in gallons)*

**A Water Treated and Purchased**

<b>B</b> Water Pumped (potable)	23,449,000	
<b>C</b> Water Purchased	<u>0</u>	
<b>D</b> <b>Total Water Treated and Purchased</b>		<u>23,449,000</u>
(Sum Lines B and C)		

**E Accounted for Water:**

<b>F</b> Water Sold	17,899,000	
<b>G</b> Metered for Consumption (in house usage)	<u>730,000</u>	
<b>H</b> Fire Department(s) Usage	<u>0</u>	
<b>I</b> Flushing	<u>500,000</u>	
<b>J</b> Tank Cleaning/Filling	<u>0</u>	
<b>K</b> Street Cleaning	<u>0</u>	
<b>L</b> Bulk Sales	<u>0</u>	
<b>M</b> Water Bill Adjustments (+/-)	<u>0</u>	
<b>N</b> <b>Total Accounted for Water</b>		<u>19,129,000</u>
(Sum Lines F thru M)		
<b>O</b> <b>Unaccounted for Water</b>		<u>4,320,000</u>
(Line D minus Line N)		
<b>P</b> <b>Percent Unaccounted for Water</b>		<u>18.423%</u>
(Line O divided by Line D times 100)		

**Q Other (explain)**

See Below

Explain Other:

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

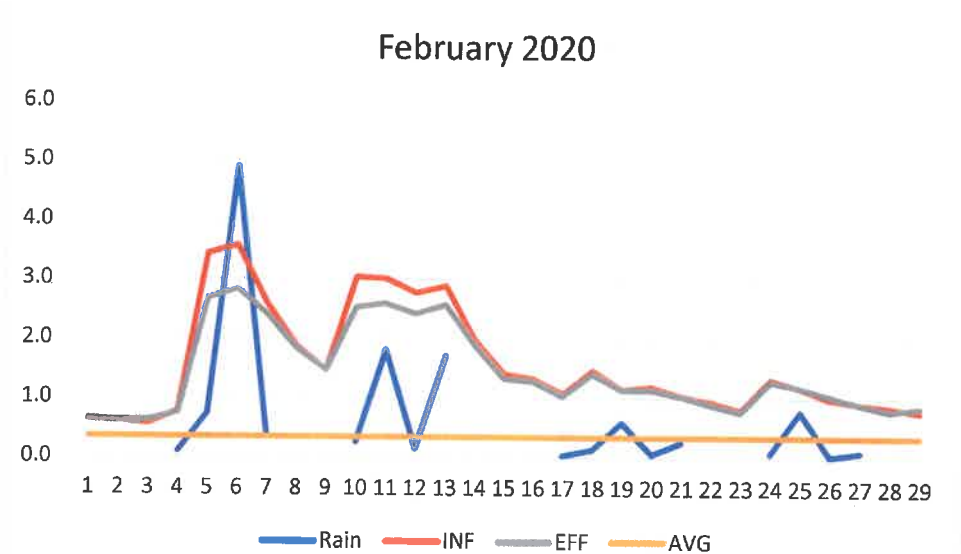


# KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager  
FROM: Tony Workman, WWTP Plant Manager  
RE: February 2020 Monthly Report  
DATE: March 3, 2020

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	1.5746	3.5750	.5610	45,663,000
EFFLUENT	1.4454	2.8390	.6140	41,917,000

2489 Sewer Customers 9,531,700 gallons billed. Daily average .3404 mgd.



Total gallons of chlorine used was 370.58 @\$2.09 gallon = \$774.51.

12.17 inches of rain was recorded this month. There were sewer overflows due to heavy rainfall at manholes near Roane County High School and the #3 pump station by Dogwood Lane. The manholes by #3 we believe were more inflow from the lake level being so high and above the manholes. These manholes will be raised.

The #8 Pump Station on Lakeside Drive has been having problems clogging up. We have noticed an increase in trash in that wet well. A letter was sent to the customers on Lakeside Drive, and posted on Facebook, explaining that only toilet paper should be flushed. Wipes and Rice Krispies Treat wrappers have caused problems along with the rainfall.

The Effluent sampler is fixed. The pump was an additional issue that was replaced.



[Sample of the problems the wipes are causing at #8 pump station on Lakeside Drive.]

### **SAFETY MEETINGS THIS MONTH:**

- |              |   |
|--------------|---|
| February 4-  | Drowsy Driving Safety Talk                    |
|              | Driving Safely Where Deer are Present         |
| February 11- | Mechanical Issue- Related Crashes Safety Talk |
|              | Drunk Driving                                 |
| February 18- | Auto Accident Procedures Safety Talk          |
|              | Motor Vehicle Safety Talk                     |
| February 25- | Motor Vehicle Safety (Loose Cargo)            |
|              | Road Rage Safety Talk                         |

# WATER DEPARTMENT MONTHLY REPORT

To: David Bolling

Month of: FEB.2020

From: Jimmy Agee

RE: Monthly Work Orders

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER		
Read-out	28	
RE- READS	54	
WATER TAP NEW ACCT.		
CLOSED ACCT WITH CONSUMPTION		
READ INS	29	
CHECK FOR HUNG METER	2	
CHANGE OUT HUNG / BROKEN METER	2	
CHECK FOR LEAK AT METER	7	
METER LEAKS	5	
AFTER HOURS - WATER	4	
SERVICE LINE LEAK	5	
LINE LOCATES	167	
TURN OFF FOR NON PAYMENT	41	
TURN WATER BACK ON	33	
YARD WORK		
DOOR HANGERS	5	
MANUAL READ	54	
AFTER HOURS - SEWER	5	
SEWER- TAP NEW ACCOUNT	1	
LOCATE SEWER TAP		
SEWER BACK UP	16	
CHECK TO SEE IF STILL OFF	11	
TAP ESTIMATES	4	
PROFILE REQUESTED		
WATER TAP ESTIMATE	4	
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS		

# WATER DEPARTMENT MONTHLY REPORT

Month of: FEB.2020

PAGE 2

TASK	RESOLVED	PENDING
<b>MISC SERVICE ORDERS</b>		
WATER TAP		
CHECK FOR TAMPERED METER		
CHECK TO SEE IF CONNECTED TO SEWER		
CHECK MANHOLE COVER		
WATER TASTE BAD		
CHECK WATER PRESSURE	3	
REPLACE SEWER TAP		
CHECK FOR FROZEN METER		
REPLACE MAN HOLE COVER		
REPLACE CLEAN-OUT CAP		
REPLACE METER /METER BOX/LID	2	
VALVE BOX REPAIR		
RELOCATE WATER METER		
FLUSH LINES	3	
RUN 10 GAL WATER THRU		
TURN OFF FOR INSPECTIONS		
INSPECT SEWER CONNECTION		
TURN OFF DUE TO LEAK		
REPLACE CUT-OFF VALVE	2	
Install flotting meter		
LOCATE WATER METER		
Total		498
OVER-TIMES HOURS	47.5	
FIRE HYDRANTS REPLACED		
ROAD PATCHES		
PULL OR LOCK METER	11	

  
 WATER DISTRIBUTION & COLLECTION  
 MANAGER-JIM AGEE

<b>SAFETY MEETING SIGN-IN SHEET</b>		Company: KINGSTON WATER DIST.
Safety Topic: EXCAVATION SAFETY		Date/Time: 2-24-20
Facilitator: Jim Agee		Location: Shop

	Name	Signature	
1	David Alford	David Alford	1-6-20
2	David Loy	David Loy	1-6-20
3	Kevin Hamilton	Kevin Hamilton	1-6-20
4	Greg Sexton	Greg Sexton	1-6-20
5	Jim AGEe	James A. Agee	1-6-20
6	Daniel Bradwell	Daniel Bradwell	1/6/20
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			



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

1 March 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 February 2020

**Programs:**

We had our weekly story time hour with 67 children this month.

Our annual monthly book clubs and quilters group. We also have tutoring classes here for home school students.

We have a new group that attends weekly. They are a group of people from all other Roane county areas that do book reviews and the newspaper will be printing them.

**Upcoming programs:** In March we will be having a READ ACROSS AMERICA night

Which features DR Seuss's birthday. Barry Mitchell will perform on March 12<sup>th</sup> at 5:00pm.

There will also be goodie bags and treats for the children. All are welcome to join in the fun.

**Summary**

Our new Library signs are all installed now.

We had three computer training sessions this month for patrons.

Our new Windows 10 computers we received from the grant have been installed.

Patron count for the month was 1249

Follow us on Facebook to see all the programs and photos.

Respectfully submitted

Barbara T.



# **Kingston Beautification Committee Meeting**

## **Minutes-February 3, 2020 – Submitted by Susan Whitlock**

### **Call to order**

The meeting was called to order at 5:00pm on February 3, 2020 by Teresa Nichols.

### **Roll call**

Attendees: Teresa Nichols, Sue Collins, Tara Stockton, Glenda Johnson, Judy Yeager, Jason Brown, Chief Washam, Susan Whitlock, and visitor Sonny Hunter from Parks & Rec.

### **Approval of Minutes**

Motion made by Sue Collins, seconded by Judy and approved by all.

### **Ongoing Business**

1. Exception to the rule regarding committee members not residing in the city, but owning a business in the city—Tara advised that Council doesn't feel that decision needs to be made at this time—will revisit at a later date.
2. Tara knows a volunteer art person that can reformat the icon list for Kingston Business Type for the signage. (Beverly Kelly & Cathy Parks).
3. Discussed possibility of using oak pallets for the directional signs.
4. Murals-Tara is looking into possibility of \$15k TN grant for arts (we applied for it). Senator Yeager & Representative Calfee sent letter of support as well. If grant not approved, then we can look at fundraising.
5. Youth leadership reached out to Tara—they finished the peach tree logo from 1930's. They cut it into pallets. Also looking into getting peach tree logo T-shirts (long & short sleeve).
6. Mr. Agee agreed to mural on the side of Badgett's building in downtown. Full 1930's history mural will be done.
7. Outdoor Kingston Project is working with local schools for QR codes to scan on the mural (gives a walking history lesson).
8. Glenda is working with Kelly Alexander at Maryville Monument (they will etch the stone/rock for us). For the rock, they suggested using Crossville Stone—they will donate the stone/large piece of rock to us, but we have to pick it up and move it here to Kingston. Will need to get assistance from Kingston City – dump truck.
9. Tara will check with TDOT to make sure 1 large boulder/rock will be approved.
10. Glenda is still working on getting flagpoles from Knoxville.
11. Glenda will sponsor the next control box wrapping (Smokin' the Water)
12. Glenda spoke to Scott at ORUD & he will move gas lights to the Amphitheatre. First checking with Roane Heritage to make sure they are ok with this.
13. Chief Washam provided Code updates.

### **New Business**

- Trash Bash pickup possibly in April—date TBD.
- Public/City parking (across from Badgett's) does not have any signage to show it is a City public parking. Tim Clark has some signs coming, so Tara will see if he can add another sign for this parking area.
- Jason inquired about litter/trash pickup along the interstate between Midtown and Kingston exits. We will need to check with TDOT.

### **Adjournment**

Motion by Teresa, Seconded by Jason.

ELECTRIC POWER BOARD OF ROCKWOOD  
MEETING AGENDA  
FEBRUARY 18, 2020  
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM  
4:30 – 5:30 PM

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

<b><u>ACTIVITY</u></b>	<b><u>ACTION</u></b>
Minutes from Board Meeting on January 21, 2020	Approval
December 2019 Financial Statements	Approval
December 2019 Budget Report	Information
February 2020 Accounts Payable	Acceptance
Manager's Report	Acceptance
Visitor Comments	Information

**Old:**

1. Committee Appointments	Approval
2. Employment Liability Training	Approval

**New:**

3. Purchasing Policy Revisions	Approval
4. Travel & Training	Approval
5. New Projects	Approval
6. Bad Debts	Approval

Announcements

March 17, 2020 Board Meeting

Adjourn

The regular meeting of the Rockwood Electric Power Board was called to order at 4:30 p.m. on January 21, 2020. Board members present were Childs, Davis, Holloway, Layne, and McCullough.

A motion was made by Layne, seconded by Davis to approve the minutes as written for the December 19, 2019 meeting. All voted yes.

Manager Bear and Marsha O'Keefe both reported on the Financial Statements and Budget. For the month of November 2019 net income was -\$64,353 compared to same month last year of -\$252,552. The cumulative to date net income was \$498,754 compared to \$277,766 from last year. November's cumulative to date O&M expenses are higher by \$88,998. November's cash available is lower than last November by \$995,762. The number of days of cash on hand is 63; O'Keefe stated she would like to see this closer to 90 days. November 2019 gross revenue is \$190,100 below budget. The net income is over budget by \$204,382. A motion was made by McCullough, seconded by Davis to approve the Financial Statements and accept the Budget Report. All voted yes.

A motion was made by Layne, seconded by Childs to approve the Accounts Payable for January 2020. All voted yes.

As part of the Manager's Report, Manager Bear informed the Board the utility has received a year-end comparison report from Chris Mitchell. We will be meeting with him on February 7, 2020 to discuss the results. Marty Hill will be attending a meeting at TDOT's offices in Knoxville on January 22, 2020, to obtain information on the project for the Caney Creek Bridge replacement. The utility has a 3-phase power line that crosses the river at that location. TVA will be in the office January 22, 2020 to go over several athletic field lighting projects including Southwest Point Park and Rockwood High School. On January 23, 2020 a meeting at the Roane County Highway Department will be held to discuss the future of Airport Road. The agreement with AT&T has been signed along with an agreement with Brad Taylor of Taylor Telecom Solutions. Manager Bear reported on projected travel expenses for the current fiscal year. For the period January 1, 2020 through June 30, 2020 travel will be decreased by approximately 50%. Several things are being implemented to stay within budget. All board travel to conferences and meetings is being eliminated, including the APPA and TVPPA annual conferences. Board member Layne asked if a Board member could pay for their own expenses if they wanted to attend. Management and key staff will continue to attend annual meetings, especially if the meeting qualifies for professional development or continuing education hours for employees with license. This includes annual meetings and training conducted by organizations such as CSA, TVA, TMEPA, TVPPA, etc. Employees enrolled in a development or training program will still be able to attend those classes. Examples include the two linemen who are enrolled in TVPPA's Advanced Lineworker Training and one apprentice lineman.

The Board asked questions about the report on Committee Organization & Operating Guidelines that Manager Bear was proposing. The Guidelines require the Board to approve all nominations for committees submitted by the Manager.

In other discussion, Mr. Davis asked about the training proposal in the Manager's Report. In the past Drug-Free Workplace, Harassment, and other similar training had been done in-house by Safety Director, Marty Hill and HR Director, Sandy Helton. Harassment training has also been done using free, on-line methods. Sometimes, these subjects are discussed in the monthly safety meetings but not as an entire module. The training proposed would also include FMLA, discipline and discharge. Training would be segregated between employees and supervisors, with supervisors receiving more in-depth training. The \$5,000 travel cost includes the instructor, Kim Vance, an attorney with Baker, Donelson, Beaman, Caldwell & Berkowitz in Nashville. The travel expenses would be shared with Harriman Utility Board who has also scheduled her for training. Ms. Vance speaks at different events and conferences on legal issues throughout the TVA valley. REU attorney Sharon Reynolds-Clark endorses this action and would also like to attend.

Mr. Layne gave an update on the Broadband Committee. On January 9, 2020 Strata\*G demonstrated the equipment which had been ordered to the committee. The equipment has been inventoried, staged, and tested. Site surveys are complete at various locations where SCADA equipment will be configured for wireless communication. Site surveys have also been completed at two sites in Crystal Cove for a pilot. Reports required by ARC for compliance have been confirmed. We are working on the process for advanced funds from the ARC grant which will include REU's labor, ordered equipment, and invoices received from Strata\*G. A tentative schedule for installing all the equipment at the office, Firetower Road, and at each remote site has been prepared. We hope to have most of the equipment installed, configured, and being monitored within the next 30 days. A decision needs to be made on the location of equipment for the fiber network and corresponding testing.

A motion was made McCullough, seconded by Childs to approve the Manager's report including Mr. Layne's broadband update. All voted yes.

Visitor Tony Beyer spoke on behalf of Roane County Citizens for Broadband and his neighborhood. He stated eighteen (18) homes in his area have expressed they would like to be included in the Broadband Pilot program if possible. The tower on Firetower Road was visible from his property. He also stated he has been working with Marty Hill and Larry Brackett on dead ash trees he would like to have removed before they fall on REU lines. He and some of the neighbors had equipment to remove the trees if we cut them down.

Old Business:

A motion was made by McCullough, seconded by Layne to approve the fees of \$5,500 for the GASB 45 actuarial valuation and a fee of \$1,000 for updating it in the "off-year". USI Consulting will be performing this service. All voted yes.

A motion was made by McCullough, seconded by Childs to give Manager Bear the authority to dissolve all existing committees, except the Retirement Plan Committee, and restructure them to be aligned with REU's Strategic Plan. Manager Bear will establish a Nominating Committee to be approved by the Board. Once the nominating committee is established they will follow the "Committee Organization & Operating Guidelines". These Committees and Guidelines are attached at the end of minutes. All voted yes.

A motion was made by McCullough, seconded by Layne to authorize Manager Bear to execute the Pole Attachment License Agreement for Distribution Poles between Rockwood Electric and Comcast. Attorney Larry Cash and Manager Bear have been discussing the terms and conditions along with proposed revisions from Comcast. Mr. Cash's legal team is finishing the final agreement. Mr. McCullough stated REU needs to begin resolving the issue. All voted yes.

An item on the agenda to approve the training proposal from Kim Vance, an attorney with Baker, Donelson, Bearman, Caldwell & Berkowitz, was discussed during the Manager's Report. A motion was made by Childs, seconded by Davis to defer until next month's Board meeting. Votes were: A motion was made by Childs, seconded by Davis to defer this item until the February board meeting. Holloway, Davis, Childs, and Layne voted yes. Mr. McCullough voted no. Motion passed.

Manager Bear informed the Board he had spoken to David William of the Boy Scouts of America asking REU to upgrade and convert the existing power distribution line that serves Camp Buck Toms. They plan to build a new dining hall which requires 3-phase power. He has put together a conceptual plan and cost estimate for the upgrades and suggested to them that if they pay for all material, new metering, improvements in the right-of-way, new underground etc. then we will use our employees to provide the labor, especially since our workload is light at this time. Their schedule is to begin construction in July 2020 and be ready for operation in March/April 2021. A motion was made by Davis, seconded by McCullough to approve Manager Bear's recommendation. All voted yes.

A motion was made by Layne, seconded by McCullough to approve the write-off of uncollectible debts for the period of October 2019 in the amount of \$1,664.47 and noted \$2,818.49 was collected. All voted yes.

Chairman Holloway announced the February 2020 Board meeting will be held on the original date of February 18, 2020.

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

Chairman  
Harold Holloway

Secretary/Treasure  
Wade McCullough

Recorded by M. O'Keefe

**Electric Power Board of Rockwood  
Committee Organization & Operating Guidelines  
Approved January 21, 2020**

**I Electric Power Board of Rockwood (“Utility”)**

- A. Establishes Standing and Temporary Committees that provide recommendations for discussion and consideration to the General Manager prior to being presented to the Board for review and approval.
  - 1. A Standing Committee is an ongoing group of representatives that provides expertise related to programs or activities as directed by the Board. Composition includes one executive level employee if possible and one employee from each department as determined by the General Manager. No more than two at-large members may be appointed by the Board based on a recommendation from the General Manager.
  - 2. A Temporary Committee is of limited duration and is a group of representatives that provide expertise for a specific purpose, case, or situation at hand, and for no other purposes.
- B. Committee duties and responsibilities will be per the initial Mission Statements approved by the Board with opportunity for the Committee to recommend experience based modifications.
- C. The Board Chairman appoints Committee chairs selected from each committee’s representatives. The Chair shall designate a Secretary to keep minutes and other necessary or appropriate records of actions.
- D. The Board may terminate any Standing or Temporary Committee that has completed its assigned duties or is no longer needed.

**III General Manager**

- A. Establishes a Nominating Committee to fill positions on Standing and Temporary Committees.
- B. Submits all Standing and Temporary Committee nominations to the Board for ratification or approval.
- C. Nominations shall be dependent upon the employee’s or representative’s ability and willingness to:
  - 1. Attend meetings regularly without disruptions to normal work activities.
  - 2. Be fair and impartial in presenting the views of all employees being represented.
  - 3. Report on a regular basis in a clear and concise manner to other employees on the issues and activities addressed by the Committee(s) on which they serve. Reports may be required to be written or verbal. Therefore, committee representatives must demonstrate these skills.
- D. Ensures that each Committee representative signs a form accepting the appointment and acknowledging their responsibility.

### III Membership

- A. Committee members must be full-time employees of the Utility.
- B. It is preferable that each Committee be represented by one member of the executive staff, if possible.
- C. Selection of representatives should consider the candidate's level of interest necessary to fulfill responsibilities associated with the Committee.
- D. Except for executive level representation, appointing an employee or individual to serve on multiple Committee(s) should be avoided as it would place an imposition on the employee and the work program of the department.
- E. To avoid potential violations of the State of TN Open Meetings laws, only **ONE** Board member may serve on a Committee.
- F. Chair positions are for a term of one year and may serve no more than two consecutive terms upon annual approval by the Board Chairman.
- G. An individual may not serve as chair for more than one Committee.
- H. A member of the Committee may resign at any time by giving thirty (30) days' written notice.
- I. A member of the Committee shall be deemed to have resigned automatically upon termination of employment with the Utility.
- J. Vacancies in the representation of each Committee shall be filled as soon as practicable.

### IV Organization

- A. All Chairs shall report regularly to the General Manager on their activities and present recommendations for consideration and discussion prior to being presented to the Board. Written reports should be prepared by Staff and provided to the Board through the General Manager.
- B. Recommendations on items should be incorporated into the annual budget process of the Utility.
- C. Committees should meet at least quarterly. Explanations must be given for inactivity and make recommendations on continuing the role of the Committee.
- D. Standing Committee Chairs may establish subcommittees, teams, or working groups to provide targeted expertise for a defined period of time to assist with projects and programs. These subcommittees may be staffed with volunteers (e.g., retirees), consultants, or other employees that are knowledgeable in or directly impacted by the subject under consideration.
- E. Subcommittees will report regularly on their activities.

### V Operations

- A. Each committee shall establish its own rules of procedure in conducting meetings.
- B. Advanced notice of meetings shall be given via e-mail or other means of notification.

- C. A quorum must be present when a meeting is called. A quorum is defined as a majority of the members of the committee.
- D. Order of business, related decisions, and action items will be documented in meeting minutes.



**ACCEPTANCE OF APPOINTMENT AND ACKNOWLEDGEMENT OF DUTIES**

I,           (name of employee)          , hereby accept my appointment as a member of the Rockwood Electric Utility           (name of committee)           Committee, which has certain duties and responsibilities related to activities and programs of the Board for the benefit of its employees, its ratepayers, and the public, and agree to act in such capacity in accordance with the Operating Guidelines established by the Board and which may be amended from time to time.

I acknowledge that I have been apprised of my individual duties and responsibilities in such capacity and my rights and obligations under the Operating Guidelines for Rockwood Electric Utility Committees and will be fair and impartial in my representation.

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

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

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

\_\_\_\_\_

**ACKNOWLEDGEMENT OF INDEMNIFICATION**

The undersigned member of The Electric Power Board of Rockwood hereby acknowledges the right of the above-named member of the Rockwood Electric Utility           (name of committee)           Committee to indemnification by Rockwood Electric Utility.

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

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

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

\_\_\_\_\_

**NOTICE OF RESIGNATION OF COMMITTEE MEMBER**

Pursuant to Section III.H of the Operating Guidelines for Rockwood Electric Utility Committees, I, the undersigned, hereby provide notice to the Committee of my resignation, effective as of the close of business on \_\_\_\_\_.

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

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

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

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_

**The Nominating Committee will establish the following committees:**

- a. **Financial Stewardship Committee** – this committee will encompass audit and finance functions to protect the financial position of the utility. The existing Retirement Plan Committee which was established by charter will be included with this committee.
- b. **Customer & Community Service Committee** – this committee is all about customer engagement, development, and education of our customers and helping them manage their energy needs or otherwise use the various services available from REU
- c. **Workforce Committee** – this is our version of an Education & Training committee for workforce development, training programs, education, and succession planning
- d. **Collaboration & Coordination Committee** – this committee ensures the establishment of internal controls and processes, policies, and procedures for consistency with REU's Code of Ethics & Business Conduct policy.
- e. **System Improvement Committee** – this is basically an operations coordination committee for Rockwood Electric. It includes most everything associated with the overall improvements in infrastructure, safety, operations, and reliability of the electric system.

## POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

DECEMBER 2019

PAGE 1

## BALANCE SHEET

ASSETS AND OTHER DEBITS	ITEM NO	AMOUNT
<b>UTILITY PLANT</b>		
Electric Plant. ....	1	65,267,782.06
Less Depreciation. ....	2	17,719,125.12
<b>Total. ....</b>	3	47,548,656.94
Unamortized acq. adj. ....	4	
Other utility plant - net. ....	5	
<b>Total Plant - net. ....</b>	6	47,548,656.94

## 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
<b>Total. ....</b>	13	3,489,319.14

## CURRENT AND ACCRUED ASSETS

General cash and temporary cash investments. ....	14	2,960,178.35
Accounts receivable. ....	15	2,447,028.41
Materials and supplies. ....	16	467,962.42
Prepayments. ....	17	24,163.34
Other current assets. ....	18	1,126,430.79
<b>Total. ....</b>	19	7,025,763.31

## DEFERRED DEBITS

Debt expense. ....	20	
Preliminary survey. ....	21	
Clearing accounts. ....	22	(20,000.00)
Energy Service Loans receivables. ....	24	208,899.02
Deferred costs on TVA Leases. ....	25	
Other deferred debits. ....	26	
<b>Total. ....</b>	27	188,899.02

## TOTAL ASSETS

AND OTHER DEBITS. .... 28 58,252,638.41

LIABILITIES AND OTHER CREDITS	ITEM NO	AMOUNT
<b>CAPITAL</b>		
Membership certificates. ....	30	

## EARNINGS REINVESTED IN SYSTEM ASSETS

Beginning of year. ....	33	43,832,126.99
Current year to date. ....	34	589,994.95
<b>Total. ....</b>	35	44,422,121.94

## 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	38,187.04
<b>Total. ....</b>	41	3,738,187.04

## OTHER NON-CURRENT LIABILITIES

Postretirement Benefits. ....	39.2	3,530,453.08
Energy Service Loans - Advances. ....	42	171,808.59
Energy Service Loans - Other. ....	43	
<b>Total. ....</b>	44	3,702,261.67

## CURRENT AND ACCRUED LIABILITIES

TVA notes payable. ....	45.1	
Other notes payable. ....	45.2	
Accounts payable. ....	46	4,350,511.69
Customer deposits. ....	47	1,182,717.71
Taxes and equivalents accrued. ....	48	(5,348.24)
Interest accrued - RUS. ....	49	.02
Interest accrued - CFC. ....	50	
Interest accrued - CoBank. ....	51	
Interest accrued - TVA. ....	52.1	
Interest accrued - other. ....	52.2	
Other current liabilities. ....	53	883,260.23
<b>Total. ....</b>	54	6,411,141.41

## DEFERRED CREDITS

Advances for construction - refundable. ....	55	
Other deferred credits. ....	56	(21,073.65)
<b>Total. ....</b>	57	(21,073.65)

## TOTAL LIABILITIES

AND OTHER CREDITS. .... 58 58,252,638.41

( ) Indicates red figures

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

Construction work in progress included in Item No. 1 1,279,281.51

Construction fund included in Item No. 12

Total miles of distribution lines

Total miles of transmission lines

Footnotes:

## POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION		FOR MONTH AND YEAR		PAGE 2
Rockwood Electric Utility		DECEMBER 2019		
<b>REVENUE AND EXPENSE SHEET</b>				
<b>REVENUE AND EXPENSE STATEMENT</b>		<b>ITEM NO</b>	<b>THIS MONTH</b>	<b>YEAR TO DATE</b>
<b>OPERATING REVENUE</b>				
Electric sales revenue (page 7, item 332)	59	2,815,149.94	17,252,376.34	
Revenue from late payments	60	12,121.70	83,122.53	
Misc. service revenue	61	5,240.00	28,550.00	
Rent from electric property	62	48,183.09	292,098.54	
Other electric revenue	63	5.00	30.00	
<b>Total operating revenue</b>	<b>64</b>	<b>2,880,699.73</b>	<b>17,656,177.41</b>	
<b>PURCHASED POWER</b>				
<b>Total power cost (page 7, item 342)</b>	<b>65</b>	<b>2,041,808.00</b>	<b>12,756,544.37</b>	
<b>OPERATING EXPENSE</b>				
Transmission expense	66			
Distribution expense	67	96,579.12	473,784.63	
Customer accounts expense	68	52,281.21	332,929.95	
Customer service and informational expense	69	858.33	5,149.98	
Sales expense	70	15.00	12,448.00	
Administrative and general expense	71	261,871.33	1,453,988.80	
<b>Operating expense</b>	<b>72</b>	<b>411,604.99</b>	<b>2,278,301.36</b>	
<b>MAINTENANCE EXPENSE</b>				
Transmission expense	73			
Distribution expense	74	80,735.23	521,582.10	
Administrative and general expense	75	1.75	9,790.52	
<b>Maintenance expense</b>	<b>76</b>	<b>80,736.98</b>	<b>531,372.62</b>	
<b>OTHER OPERATING EXPENSE</b>				
Depreciation expense	77	130,375.54	761,626.24	
Amortization of acquisition adjustment	78			
Taxes and tax equivalents	79	114,653.37	699,412.14	
<b>Other operating expense</b>	<b>80</b>	<b>245,028.91</b>	<b>1,461,038.38</b>	
<b>TOTAL OPERATING EXPENSE AND PURCHASE POWER</b>	<b>81</b>	<b>2,779,178.88</b>	<b>17,027,256.73</b>	
<b>INCOME</b>				
Operating income (item 64, less item 81)	82	101,520.85	628,920.68	
Other income	83			
<b>Total income</b>	<b>84</b>	<b>101,520.85</b>	<b>628,920.68</b>	
Miscellaneous income deductions	85	4,871.28	6,475.29	
<b>Net income before debt expense</b>	<b>86</b>	<b>96,649.57</b>	<b>622,445.39</b>	
<b>DEBT EXPENSE</b>				
Interest on long-term debt - RUS	87			
Interest on long-term debt - CFC	88			
Interest on long-term debt - CoBank	89			
Interest on long-term debt - other	90.1	5,802.08	34,812.52	
Interest - TVA	90.2			
Other interest expense	92			
Amortization of debt discount and expense	93			
Amortization of premium on debt - credit	94	(393.68)	(2,362.08)	
<b>Total debt expense</b>	<b>95</b>	<b>5,408.40</b>	<b>32,450.44</b>	
<b>NET INCOME</b>				
Income before extraordinary items (Item 86, less item 95)	96	91,241.17	589,994.95	
Extraordinary items	97			
<b>Net income</b>	<b>98</b>	<b>91,241.17</b>	<b>589,994.95</b>	

**POWER DISTRIBUTORS**

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

**MONTHLY REPORT TO TVA**

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

DECEMBER 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	1,695,258.04	9,986,354.38	107	14,942,673	88,228,163
Gen. Power - 50 kW & under. ....	101	368,992.17	2,312,101.40	108	2,639,631	16,983,536
Gen. Power - Over 50 kW. ....	102	703,199.69	4,669,547.33	109	7,578,664	51,730,405
Street and athletic - Codes 72, 73 & 74. ....	103	16,772.55	99,071.74	110	116,256	674,589
Outdoor lighting - Codes 75, 77 & 78. ....	104	30,927.49	185,301.49	111	210,885	1,270,644
<b>Subtotal. ....</b>	<b>330</b>	<b>2,815,149.94</b>	<b>17,252,376.34</b>			
Unbilled revenue*. ....	331					
<b>Total (page 2, item 59). ....</b>	<b>332</b>	<b>2,815,149.94</b>	<b>17,252,376.34</b>	335	25,488,109	158,887,337
				113	44,225	243,604
				114	25,532,334	159,130,941
				336		

Kilowatt-hours for own use. ....

Total kilowatt-hours sold and used. ....

Kilowatt-hours in unbilled revenue (items 331) above\* ...

**AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE**

	Credits	Green Power Revenue
Green Power-Res	N/A	N/A
Green Power-GP < 50kW	N/A	N/A
Green Power-GP > 50kW	N/A	N/A
Gen Partners-Res	\$ 414.18	N/A
Gen Partners-GP<50kW	\$ 399.50	N/A
Gen Partners-GP>50kW	\$ 556.35	N/A
SMC	N/A	N/A
EGC	N/A	N/A
VCP	N/A	N/A
VII	N/A	N/A

**PURCHASED POWER**

TVA	ITEM NO	AMOUNT		ITEM NO	KILOWATT-HOURS PURCHASED	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Purchased Power. ....	115	2,041,808.00	12,756,544.37	119	27,475,846	167,072,787
Facilities Rental. ....	116					
Other Charges/Credits. ....	117					
<b>Total from TVA. ....</b>	<b>118</b>	<b>2,041,808.00</b>	<b>12,756,544.37</b>	<b>122</b>	<b>27,475,846</b>	<b>167,072,787</b>
Other Purchased Power*. ....	218			222		
<b>Subtotal. ....</b>	<b>340</b>	<b>2,041,808.00</b>	<b>12,756,544.37</b>			
Unbilled Purchases*. ....	341					
<b>Total (page 2, item 65). ....</b>	<b>342</b>	<b>2,041,808.00</b>	<b>12,756,544.37</b>	345	27,475,846	167,072,787
				123	25,532,334	159,130,941
				124	1,943,512	7,941,846
				125	7.07	4.75
				127	7.431	7.635
				346		

Kilowatt-hours in unbilled purchases (Item 341) above\* ...

\*\*Purchased other power under contract number TV- \_\_\_\_\_ from \_\_\_\_\_

## POWER DISTRIBUTORS

O.M.B.NO. 3318-0001

TVA 4171 (FIN-1-92)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

DECEMBER 2019

PAGE 3a

## CUSTOMER DATA

CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR
Residential.....	11,656	11,566
Gen. Power - 50 kW & under.....	2,781	2,766
Gen. Power - Over 50 kW.....	129	136
Street and athletic - Codes 72, 73 & 74.....	39	39
Outdoor Lighting - Code 78.....	133	132
<b>Total.....</b>	<b>14,738</b>	<b>14,639</b>
Special Outdoor Lighting - Code 75.....		
Outdoor Lighting - Code 77.....	2,133	2,155

## LONG-TERM DEBT

CHANGE THIS MONTH	AMOUNT
Long-term debt last report (item 41).....	3,738,580.72
Add new long-term debt this month (page 3).....	
<b>Total.....</b>	<b>3,738,580.72</b>
Less reductions this month (page 3).....	393.68
Long-term debt this month (item 41).....	3,738,187.04

## OPERATING RATIO

Item 81 minus item 80 divided by item 64 equals

THIS MONTH

YEAR TO DATE

87.97%

88.16%

Footnotes:

SIGNED

TITLE

Manager of Accounting

DATE PREPARED

1/24/2020

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