



City Manager Report

April 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: May 12, 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). 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: April 2020

Legislative Accomplishments

- A. Approval of Resolution 20-03-10-2, the first reading of a resolution annexing territory (Parcels 109.00, 110.00, 114.00, 114.01 and 118.00, Roane County Tax map 057) and incorporating said territory into the corporate limits of the City of Kingston, Tennessee
- B. Approval of Resolution 20-03-10-3, the first reading of a plan of services for annexation resolution 20-03-10-2 for the City of Kingston
- C. Approval of Ordinance 20-03-10-1, an ordinance amending the zoning map of Kingston Tennessee by zoning certain territory annexed by Resolution 20-03-10-2 as C-4, Control Commercial District
- D. Approval for the City Manager and Finance Director to begin the process of contracting with First Horizon National Corporation for banking services

Other Items Considered by the Council

- None
- **External Meetings**
 - Meetings with Raftelis regarding the utility rate study
 - Meeting with Collier Engineering regarding the greenway repairs
 - TN Riverline meeting
 - Meeting with developer regarding the Kingston Pointe property
 - Meetings with Community Development Partners regarding various projects
 - Other misc. meetings
- **Internal Meetings**
 - Weekly conference calls and misc. meetings with Department Heads and WD Managers
 - Other misc. staff meetings

FINANCE AND ADMINISTRATION REPORT APRIL 2020

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UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR JANUARY 3818 FOR A TOTAL AMOUNT OF \$339327.30

*

NEW WATER SERVICE APPLICATIONS FOR DECEMBER TOALED 27

*

26 CUSTOMERS FINALED OUT SERVICE

*

188 PAST DUE ACCOUNTS

*

TOTAL ACH-BANK DRAFT ACCOUNTS - 832

*

TOTAL E-BILL ACCOUNTS - 342

*

ONLINE PAYMENTS PROCESSED 704

*

WATER/SEWER SERVLNE LEAK PROTECTION TOTAL BILLING 2142

*

WATER LOSS PROTECTION 1171

*

WATER LINE PROTECTION 158

*

SEWER LINE PROTECTION 36

*

COMMERCIAL SINGLE PROTECTION 231

*

COMMERCIAL MULTI PROTECTION 5

*

COMMERCIAL LINE PROTECTION 2

*

TRASH COLLECTIONS FOR DECEMBER 2442

*

PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 334

*

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 \$20551.58

DISBURSED 498.49

NEW BUSINESS LICENSES ISSUED IN MARCH 2020

- 1

HC SMITH WOODWORKS, 205 SCOTT LANE, KINGSTON, TN 37763
- 2
- 3

CITY OF KINGSTON FUNDS

FINANCIAL SUMMARY APRIL 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	\$1,949,700	\$1,762,574		
P&R BATTING CAGE	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$0		
CAPITAL RESERVE GF	\$95,000	\$76,595	\$70,595	\$70,595	\$70,595	\$70,595	\$70,595	\$70,595	\$70,595	\$70,595		
CAPITAL FUND LL					\$100,000	\$148,821	\$148,821	\$148,821	\$148,821	\$148,821		
Water/Sewer	\$851,308	\$811,658	\$868,175	\$869,050	\$928,505	\$921,043	\$921,825	\$877,573	\$890,749	\$864,532		
1999 Bond	\$83,296	\$113,602	\$144,294	\$174,496	\$206,176	\$236,804	\$267,670	\$299,189	\$371,931	\$442,002		
2004 Bond	\$147,690	\$157,257	\$166,926	\$176,486	\$186,542	\$196,405	\$206,831	\$216,660	\$214,275	\$211,596		
RDA Reserve Fund	\$401,660	\$431,782	\$461,892	\$492,026	\$522,164	\$552,164	\$582,474	\$612,623	\$612,808	\$613,019		
Drug Fund	\$6,219	\$7,519	\$7,387	\$8,486	\$8,494	\$4,808	\$10,086	\$11,014	\$11,029	\$11,115		
Total BALANCES	\$3,141,924	\$2,977,239	\$3,033,332	\$3,025,476	\$3,054,415	\$3,496,257	\$3,721,708	\$4,258,362	\$4,276,350	\$4,124,255		

City of Kingston
Summary Financial Statement - City
April 2020

110	General Fund	Monthly Comparative:				83.33%	
		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	(1,944,574.00)	97.03 %	167,011.83	(7,473.00)	4.47 %
31120	Public Utilities Property Tax (Current)	33,878.00	(31,626.00)	93.35 %	2,823.17	0.00	0.00 %
31211	Property Tax Delinquent - 1st Prior	71,200.00	(53,312.27)	74.88 %	5,933.33	(4,379.00)	73.80 %
31212	Property Tax Delinquent - 2nd Prior	40,000.00	(15,045.00)	37.61 %	3,333.33	(11,568.90)	347.07 %
31219	Property Tax Delinquent - Other Prior	17,000.00	(22,467.10)	132.16 %	1,416.67	(21,647.10)	1,528.03 %
31300	Interest And Court Cost On Prop Tax	49,000.00	(23,909.34)	48.79 %	4,083.33	(15,319.22)	375.16 %
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	(990,137.63)	80.01 %	103,129.17	(82,957.26)	80.44 %
31710	Wholesale Beer Tax	192,000.00	(157,425.98)	81.99 %	16,000.00	(15,892.96)	99.33 %
31720	Wholesale Liquor Tax	50,800.00	(40,854.90)	80.42 %	4,233.33	(5,202.99)	122.91 %
31800	Business Taxes	70,000.00	(34,893.33)	49.85 %	5,833.33	(2,147.08)	36.81 %
31912	Comcast Cable Tv Fees	75,000.00	(57,368.24)	76.49 %	6,250.00	0.00	0.00 %
31913	Bellsouth Cable Fees	15,000.00	(8,916.62)	59.44 %	1,250.00	(2,054.90)	164.39 %
31920	Hotel, Motel Tax	45,000.00	(38,369.21)	85.26 %	3,750.00	(2,767.13)	73.79 %
32210	Beer Permits	1,750.00	(1,600.00)	91.43 %	145.83	0.00	0.00 %
32220	Liquor Licenses	300.00	(500.00)	166.67 %	25.00	0.00	0.00 %
32600	Bza Hearing Fee	25.00	(100.00)	400.00 %	2.08	(75.00)	3,600.00 %
33490	Tema Grant	0.00	0.00	0.00 %	0.00	0.00	0.00 %
33500	Telecom Interstate Sales	5,200.00	(4,301.56)	82.72 %	433.33	(385.05)	88.86 %
33510	State Sales Tax	556,000.00	(455,197.17)	81.87 %	46,333.33	(40,290.54)	86.96 %
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	(2,779.67)	92.66 %	250.00	(1,308.97)	523.59 %
33540	State Liquor Tax	6,800.00	(5,487.61)	80.70 %	566.67	(631.00)	111.35 %

City of Kingston
Summary Financial Statement - City
April 2020

110	General Fund	Monthly Comparative:					
		Year-To-Date		Month-To-Date		% of Avg	
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth		Actual
33551	State Gasoline Fuel Tax	255,000.00	(181,840.34)	71.31 %	21,250.00	(15,761.86)	74.17 %
33552	State-City Streets And Transportation	12,000.00	(9,817.46)	81.81 %	1,000.00	(981.73)	98.17 %
33555	State Street Contract Maintenance	48,000.00	(25,671.16)	53.48 %	4,000.00	0.00	0.00 %
33590	Tva Solar Energy James Ferry	3,100.00	(4,626.78)	149.25 %	258.33	(2,105.80)	815.15 %
33591	Gross Receipts - Tva	73,000.00	(56,853.06)	77.88 %	6,083.33	(18,951.02)	311.52 %
33593	Corporate Excise Tax	9,300.00	(18,664.59)	200.69 %	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	(2,377.31)	95.09 %	208.33	(2,088.37)	1,002.42 %
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	(279,808.08)	84.20 %	27,693.17	(27,871.56)	100.64 %
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	(13,886.50)	220.42 %	525.00	5.00	-0.95 %
34741	Boat Slip Rental	27,000.00	(14,245.00)	52.76 %	2,250.00	(470.00)	20.89 %
34742	Fireworks Donations	50,000.00	(2,509.98)	5.02 %	4,166.67	0.00	0.00 %
34744	Park & Rec Donations Pav,Walk Trail	1,015.00	(40,000.00)	3,940.89 %	84.58	0.00	0.00 %
34745	Softball Program	7,788.00	(4,155.00)	53.35 %	649.00	0.00	0.00 %
34746	Fire Dept Donations	7,105.00	(674.00)	9.49 %	592.08	(500.00)	84.45 %
34751	Volleyball Program	5,000.00	(4,655.00)	93.10 %	416.67	0.00	0.00 %
35110	City Court Fines	35,000.00	(18,303.21)	52.29 %	2,916.67	(1,863.18)	63.88 %
35140	Drug Related Fines	1,000.00	(2,698.56)	269.86 %	83.33	(86.68)	104.02 %
35150	Traffic School Charges	5,500.00	(1,900.00)	34.55 %	458.33	0.00	0.00 %
36100	Interest Earnings	5,700.00	(4,846.47)	85.03 %	475.00	(641.21)	134.99 %
36350	Insurance Recoveries	0.00	(33,857.01)	0.00 %	0.00	0.00	0.00 %

City of Kingston
Summary Financial Statement - City
April 2020

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
36430		Pavilion Rental		2,000.00	50.00	-2.50 %	166.67	0.00	83.33%
36967		Contract Natural Gas		21,500.00	(17,916.70)	83.33 %	1,791.67	(1,791.67)	100.00 %
36971		Contract Billing From Water Dept		485,168.00	(485,168.00)	100.00 %	40,430.67	0.00	0.00 %
Total Revenues				6,033,694.00	(5,271,215.87)	87.36 %	502,807.83	(287,208.18)	57.12 %
Expenditures									
41100		City Council		(72,956.00)	40,917.67	56.09 %	(6,079.67)	2,654.68	43.66 %
41210		City Court		(26,565.00)	20,297.28	76.41 %	(2,213.75)	1,317.79	59.53 %
41320		City Manager		(112,373.00)	92,176.44	82.03 %	(9,364.42)	8,184.35	87.40 %
41500		Financial Administration		(441,741.00)	308,841.51	69.91 %	(36,811.75)	26,181.59	71.12 %
41700		Planning And Zoning		(10,275.00)	10,175.00	99.03 %	(856.25)	0.00	0.00 %
41810		City Hall Buildings		(134,600.00)	75,863.26	56.36 %	(11,216.67)	10,517.95	93.77 %
41990		General Government		(242,094.00)	187,543.42	77.47 %	(20,174.50)	6,761.50	33.52 %
42100		Police		(1,058,357.00)	839,142.52	79.29 %	(88,196.42)	106,246.65	120.47 %
42152		Automotive Services		(113,000.00)	65,816.52	58.24 %	(9,416.67)	8,027.21	85.24 %
42200		Fire Protection		(1,054,944.00)	847,556.78	80.34 %	(87,912.00)	77,156.38	87.77 %
43100		Public Works		(821,151.00)	613,608.47	74.73 %	(68,429.25)	68,873.73	100.65 %
43190		State Street Aid		(161,500.00)	130,822.43	81.00 %	(13,458.33)	13,465.75	100.06 %
43240		Waste Disposal		(308,642.00)	260,611.89	84.44 %	(25,720.17)	25,895.29	100.68 %
43750		Capital Improvements		(268,279.00)	171,902.95	64.08 %	(22,356.58)	5,500.00	24.60 %
44143		Animal Control/Codes Enforcement		(30,220.00)	16,503.32	54.61 %	(2,518.33)	1,159.37	46.04 %
44400		Parks & Recreation		(721,191.00)	492,150.86	68.24 %	(60,099.25)	48,956.46	81.46 %
44440		Swimming Pool		(39,365.00)	13,593.16	34.53 %	(3,280.42)	0.00	0.00 %
44800		Library		(208,294.00)	151,166.77	72.57 %	(17,357.83)	19,470.86	112.17 %
49000		Debt Service		(401,923.00)	239,221.92	59.52 %	(33,493.58)	91,696.49	273.77 %

110	General Fund	Monthly Comparative:							83.33%
		Year-To-Date			Month-To-Date				
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg		
51640	Operating Transfer To Capital Proj Fd	(148,821.00)	148,821.00	100.00 %	(12,401.75)	0.00	0.00 %		
		(6,376,291.00)	4,726,733.17	74.13 %	(531,357.58)	522,066.05	98.25 %		
Total	110 General Fund	(342,597.00)	(544,482.70)	-158.93 %	(28,549.75)	234,857.87	822.63 %		

122	Drug Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual	% of Avg
Revenues									
35140			Drug Fines	16,000.00	(8,118.12)	50.74 %	1,333.33	(86.69)	6.50 %
36000			Fund Balance & Other Revenues	8,000.00	0.00	0.00 %	666.67	0.00	0.00 %
Total Revenues				24,000.00	(8,118.12)	33.83 %	2,000.00	(86.69)	4.33 %
Expenditures									
42122			Drug Fund	(24,000.00)	4,408.28	18.37 %	(2,000.00)	0.00	0.00 %
Total Expenditures				(24,000.00)	4,408.28	18.37 %	(2,000.00)	0.00	0.00 %
Total	122		Drug Fund	0.00	(3,709.84)	100.00 %	0.00	(86.69)	0.00 %

300	Capital Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				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:						83.33%
		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	(5,164.22)	64.55 %	666.67	(711.42)	106.71 %	
37110	Metered Water Sales	1,160,828.00	(963,546.68)	83.01 %	96,735.67	(96,322.50)	99.57 %	
37114	Serveline Leak Protection	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
37117	Outside Water Sales	914,658.00	(706,114.79)	77.20 %	76,221.50	(74,959.41)	98.34 %	
37191	Penalties	35,000.00	(27,181.27)	77.66 %	2,916.67	(2,674.94)	91.71 %	
37194	Sales Of Materials	30,000.00	(17,882.88)	59.61 %	2,500.00	(782.08)	31.28 %	
37195	Installation Charges	60,000.00	(45,370.00)	75.62 %	5,000.00	(2,445.00)	48.90 %	
37196	Water User Fees	50,000.00	(25,510.00)	51.02 %	4,166.67	(1,470.00)	35.28 %	
37199	Miscellaneous	5,000.00	(5,900.00)	118.00 %	416.67	0.00	0.00 %	
37210	Sewer Service Charges	1,285,270.00	(1,071,558.48)	83.37 %	107,105.83	(110,306.93)	102.99 %	
37296	Sewer User Fees	30,000.00	(12,600.00)	42.00 %	2,500.00	0.00	0.00 %	
37299	Miscellaneous	3,500.00	(1,108.86)	31.68 %	291.67	(63.80)	21.87 %	
37500	Bad Debt Recovery	0.00	(386.05)	0.00 %	0.00	0.00	0.00 %	
Total Revenues		3,582,256.00	(2,882,323.23)	80.46 %	298,521.33	(289,736.08)	97.06 %	
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)	343,195.26	80.34 %	(35,599.42)	18,113.87	50.88 %	
43750	Capital Improvements	(135,000.00)	29,491.26	21.85 %	(11,250.00)	14,700.19	130.67 %	
49000	Debt Service	(588,409.00)	131,805.52	22.40 %	(49,034.08)	16,232.80	33.11 %	
52113	Purification	(635,457.00)	506,134.15	79.65 %	(52,954.75)	49,412.13	93.31 %	
52114	Transmission And Distribution	(737,671.00)	571,102.10	77.42 %	(61,472.58)	49,267.98	80.15 %	
52117	Utility Director	(71,012.00)	54,464.18	76.70 %	(5,917.67)	5,348.86	90.39 %	
52213	Sewer Treatment And Disposal	(630,452.00)	454,259.00	72.05 %	(52,537.67)	52,520.23	99.97 %	

413	Water And Sewer	Monthly Comparative:						83.33%
		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)	2,575,619.47	69.42 %	(309,197.00)	205,596.06	66.49 %	
Total	413 Water And Sewer	(128,108.00)	(306,703.76)	-239.41 %	(10,675.67)	(84,140.02)	-788.15	

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF APRIL 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: 64; TOTAL PART-TIME EMPLOYEES 35
- * REVIEWING ALL FMLA RULES AND REGULATIONS
- * HIRED ONE PART-TIME LABORER IN PARK & RECREATION
- * COUNSEL EMPLOYEE ON RETIREMENT
- * APPROVED EMPLOYEE REQUEST FOR FLMA LEAVE TO BEGIN IN JUNE
- * HIRED 2 PART-TIME EMPLOYEES IN PUBLIC WORKS
- * SLOW MONTH OF APRIL BECAUSE OF COVID 19 AND ROTATION OF COVID LEAVE
- * HAD 1 FULL-TIME EMPLOYEE IN PUBLIC WORKS TERMINATED. TAKING APPLICATIONS
- * REVIEWING PERSONNEL POLICIES
- * CLEANED OUT AND SHREDDED SEVERAL OLD DECEASED EMPLOYEE RECORDS

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

Monies outstanding from August 7, 2007 – April 30, 2020	\$ 67,003.05
Monies collected from August 7, 2007 – April 30, 2020	\$ 495,832.04

NO COURT IN APRIL BECAUSE OF THE CORONAVIRUS

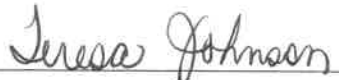
JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$.00	
Collected in court on fines and costs		\$.00
Amount collected after April 2020 Court		\$.00
Total collected for citations on April 2020		\$.00
Amount outstanding for April 2020	\$.00	
<u>0</u> Cash bond forfeitures		\$.00
Total amount collected for April 2020 Citations		\$.00
Amount collected from previous months/FTA etc.		\$ 1,572.68
Total collected in April 2020		\$ 1,572.68

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 30th of April


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

KINGSTON POLICE DEPARTMENT -MARCH 2020

TIBRS Group A Offenses		
Crimes Against Persons		
Aggravated Assault		
Simple Assault	4	
Intimidation		
Stalking		
Murder/Non-Negligent Manslaughter		
Negligent Manslaughter		
Justifiable Homicide		
Commercial Sex Acts		
Involuntary Servitude		
Kidnapping/Abduction		
Rape		
Sodomy		
Sexual Assault with an Object		
Fondling		
Incest		
Statutory Rape		
Subtotal		4

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

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

Crimes Against Property		
Arson		
Bribery		
Burglary/Breaking and Entering		
Counterfeiting/Forgery		
Embezzlement		
Extortion/Blackmail		
False Pretenses/Swindle/Confidence Game		
Credit Card/ATM Fraud	2	
Impersonation		
Welfare Fraud		
Wire Fraud		
Pocket-Picking		
Purse-Snatching		
Shoplifting		
Theft from a Building		
Theft from Coin Operated Machine/Device		
Theft from Motor Vehicle		
Theft of Motor Vehicle Parts/Accessories		
All Other Larceny		
Motor Vehicle Theft	1	
Robbery		
Stolen Property Offenses		
Vandalism	1	
Subtotal		4

Central Dispatch

Crash Reports	18
Traffic Stops	24
Investigator Needed on Scene	11
Domestic Complaints	9
Escorts Funeral/Other	4
Animal Calls	9
Vandalism	0
Fights	2
Burglar Alarms/Fire Alarms	25
Child Sexual Assaults	0
Forgery	0
Theft	3
Vehicle Theft	0
Public/Motorist Assist	3
Arson/Explosive Devices	0
Other Calls	179
	108

Subtotal

Total Calls

Municipal Codes

Animal Control Calls to Office	3
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	1
Animals Transported to Shelter	0
Codes Concerns/warning notices given	8
Codes Violations/Citations	0
Codes Letters Sent	8
Property Maintenance Leins	0
Temporary Signs Removed	15

Patrol Mileage	21,891
Hours Worked	2,599
Reserve Hours Worked	324
Total Overtime Hours	115.5
Total Amount of Overtime Wages	3,201
City Court Citations	5
Warning Citations	0
General Sessions Citations	3
Arrest	8
Juvenile Arrest	
Incident Reports	26

[illegible][illegible]

APRIL 2020 CASES

DATE	LOCATION	ISSUE	ACTION	STATUS
4/30/2020	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		owner has been giving an extension until May 1, 2020



Kingston City Police Department Safety Training April 2020

Topic: Covid 19

Duration of Training: Ongoing

Contents of Training: Continuing Education

1. Keeping all members educated as to the dangers of contagious diseases and viruses.
2. Training on proper use of gloves, masks and other personal protective equipment.
3. Social distancing while conducting encounters with the public.
4. Cleaning of vehicles, office and common areas of City Hall.
5. All members staying up to date with the ever changing Executive Orders and complying with city policies.
6. Proper hand washing and hygiene.



Kingston Police Department

Jim Washam, Chief
Proverbs 20:7



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

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

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

From: Captain Roy Montgomery Training Officer

Training for the month of April was canceled due to COVID 19 virus, this was done to keep all police personnel safe and healthy. All training across the state of Tennessee was canceled and this was ordered by Governor Bill Lee and the P.O.S.T. Commission for all law enforcement training.

Captain Roy Montgomery GDI/TO
April 30, 2020

**Kingston Fire Department
April 2020**

Summary of Month's Activities

Fire Operations

The Department responded to 52 calls for service during the month.

Fire Administration

- Department head meeting
- Golf Tournament money being collected
- Automatic Aid with Harriman Fire has currently halted
- Fire Dept is not currently running priority 3 medical calls
- Greater emphasis on responder safety during the pandemic
- Multiple state and federal pandemic conference calls

Monthly Overtime

OT Hours: 97

Cost: \$ 2,475.60

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

- Shift Training

	This Month	YTD
Fire Inspections	0	89

Public Fire Education

	This Month	YTD
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

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

- Front End Maintenance on U3
- E2 batteries replaced

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

- Driver Safety

Kingston Fire Department
Incident Report
Incident Totals

Jurisdiction

Apr-20

TOTAL CALLS

52

Category	Total		Total
Structure Fires	0	Hazardous Calls	
Vehicle Fires	2	Service Calls	11
Brush/Grass Fires		Good Intent Calls	6
Refuse/rubbish Fires		Unintentional False	0
Other Fires		Other False	
Total Fires	2	Total False: Total	17
Rescue and EMS	22	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received		Incidents with Exposures	0
Mutual Aid Given			
Fire Service Injuries		Fire Dollar Loss	
Non-Fire Service Injury		Property	
Fire Service Death		Contents	
Fire Civilian Injuries		Non-Fire Dollar Loss	
Non-Fire Civilian Injuries		Property	
Fire Civilian Death		Contents	
Non-Fire Civilian Death			

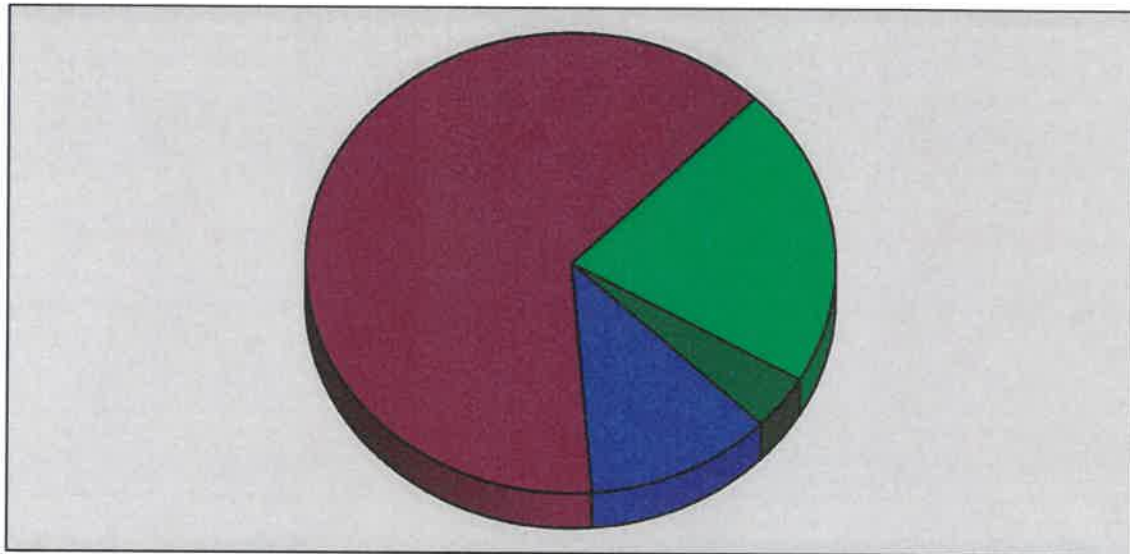
Kingston Fire Department

Kingston, TN

This report was generated on 5/4/2020 7:47:47 AM

Major Incident Types by Month for Date Range

Start Date: 04/01/2020 | End Date: 04/30/2020



Fire Good Intent Call Rescue & Emergency Medical Service Incident Service Call

INCIDENT TYPE	APR	TOTAL
Fire	2	2
Good Intent Call	6	6
Rescue & Emergency Medical Service Incident	33	33
Service Call	11	11
Total	52	52

Only REVIEWED incidents included



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Page # 1

Kingston Fire Department



Kingston, TN

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Minor Incident Types by Month for Year

Year: 2020

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	SUM
Accident, potential accident		1			1	2
Animal problem or rescue				1		1
Combustible/flammable spills & leaks			1			1
Controlled burning	1					1
Cover assignment, standby at fire station, move-up			4	2		6
Dispatched and canceled en route	3	2	6	2		13
Emergency medical service (EMS) Incident	45	43	44	22	1	155
Extrication, rescue				1		1
False alarm and false call, other	2	2	6			10
Good intent call, other		1				1
HazMat release investigation w/no HazMat	1			1		2
Medical assist	16	19	18	10		63
Mobile property (vehicle) fire				2		2
Natural vegetation fire			1			1
Person in distress	1					1
Public service assistance	16	28	15	8		67
Rescue or EMS standby	1		1			2
Special outside fire			1			1
Steam, other gas mistaken for smoke			1	1		2
Structure Fire	2					2
System or detector malfunction			1			1
Unintentional system/detector operation (no fire)	1	2	3			6
Wrong location, no emergency found		1	1	2		4
Total	89	99	103	52	2	345

Only REVIEWED incidents included

Kingston Fire Department

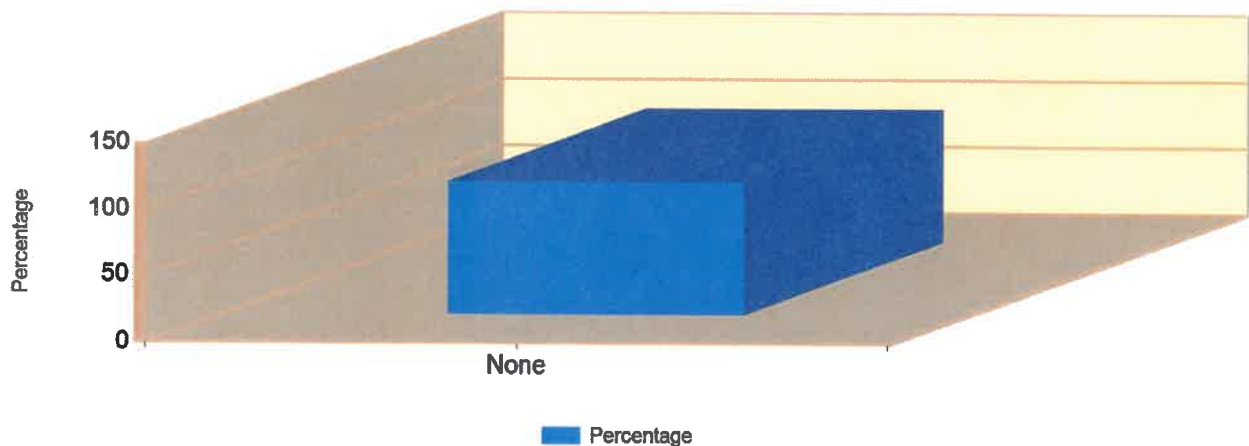
Kingston, TN

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Count of Aid Given and Received for Incidents for Date Range

Start Date: 04/01/2020 | End Date: 04/30/2020

Percentage of Aid Type



AID TYPE	TOTAL	% of TOTAL
None	52	100.0%

Only REVIEWED incidents included

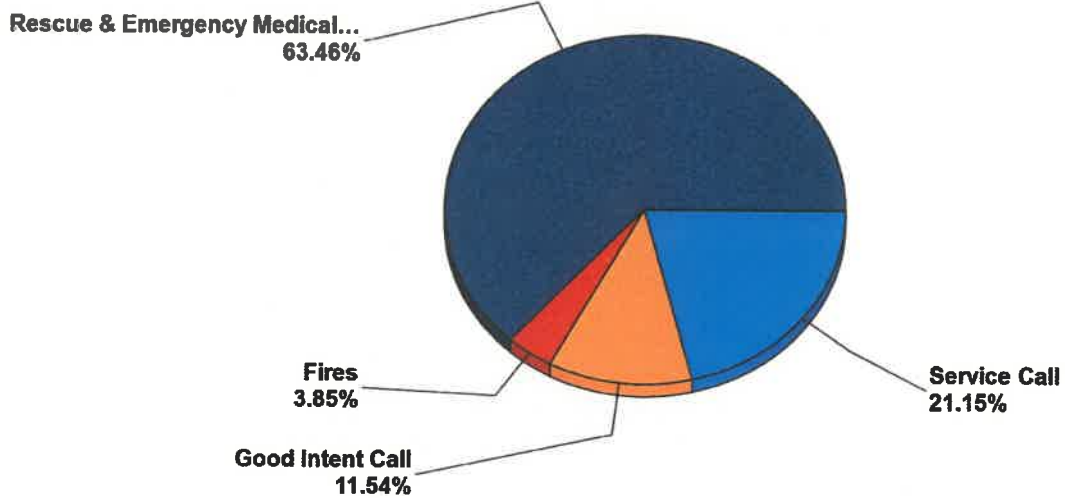
Kingston Fire Department

Kingston, TN

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2020 | End Date: 04/30/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	3.85%
Rescue & Emergency Medical Service	33	63.46%
Service Call	11	21.15%
Good Intent Call	6	11.54%
TOTAL	52	100.00%

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

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
130 - Mobile property (vehicle) fire, other	1	1.92%
131 - Passenger vehicle fire	1	1.92%
311 - Medical assist, assist EMS crew	10	19.23%
320 - Emergency medical service, other	1	1.92%
321 - EMS call, excluding vehicle accident with injury	19	36.54%
324 - Motor vehicle accident with no injuries.	2	3.85%
352 - Extrication of victim(s) from vehicle	1	1.92%
542 - Animal rescue	1	1.92%
550 - Public service assistance, other	2	3.85%
554 - Assist invalid	6	11.54%
571 - Cover assignment, standby, moveup	2	3.85%
611 - Dispatched & cancelled en route	2	3.85%
621 - Wrong location	2	3.85%
651 - Smoke scare, odor of smoke	1	1.92%
671 - HazMat release investigation w/no HazMat	1	1.92%
TOTAL INCIDENTS:	52	100.00%

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



Kingston Fire Department

Driver Training

Date & Time 04/12/2020 13:00 - 04/12/2020 16:00

Location

Objective To become more familiar with operations of the trucks

Instructors Settles, Jay (LT)

Sign-In Sheet

Name	Agency	ID	Signature
Cape, Evan (FF)	Kingston Fire Department	1813	
Munguia, Michael (FF/EMR)	Kingston Fire Department	1807	
Murrell, Jacob (Captain)	Kingston Fire Department	1803	
Riter, Mike (FF/EMR)	Kingston Fire Department	1809	
Settles, Jay (LT)	Kingston Fire Department	1805	



Kingston Fire Department

Driver Training

Class Information

Date/Time	04/12/2020 13:00 - 04/12/2020 16:00		
Class Length	3:00	Category	Driver Training
Station		Evaluation Method(s)	None
Location			
Objective	To become more familiar with operations of the trucks		

Instructors

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

Resources

Name	Description
Computer	An electronic device for storing and processing data, typically in binary form, according to instructions given to it in a variable program.
Engine 2	GMC 8500 equipped with a top-mount 1250 GPM Hale pump and 1000 gallons of water. Engine 2 is fully equipped with firefighting equipment.
Engine 3	Ferrara Cinder custom pumper equipped with a 1500 GPM Hale pump and 1,000 gallons of water. Engine 3 is fully equipped with firefighting equipment.
PowerPoint	Slideshow made for presenting Information to be used during training or meetings
Smart Board	an interactive whiteboard that uses touch detection for user input (for example scrolling and right mouse-click) in the same way as normal PC input devices.

Narrative

KFD members watched a PowerPoint from the internet on driver safety and safe responses to emergencies. KFD members then drove E2 and E3 to become more familiar with operations of the engines and roads in the city.

Training Codes

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

People

Name

Cape, Evan
Munguia, Michael
Murrell, Jacob
Riter, Mike
Settles, Jay



Kingston Fire Department

Driver Training

Date & Time 04/11/2020 08:00 - 04/11/2020 11:00	Location
Objective To become more familiar with operations of the trucks	
Instructors Cloyd, Greg W (Captain)	

Sign-In Sheet

Name	Agency	ID	Signature
Cloyd, Greg W (Captain)	Kingston Fire Department	1804	
Logan, Jay (FF/ AEMT)	Kingston Fire Department	1810	
Thacker, Jim D (FF/EMR)	Kingston Fire Department	1808	
Woody, Josh D (FF/EMR)	Kingston Fire Department	1806	



Kingston Fire Department

Driver Training

Class Information

Date/Time	04/11/2020 08:00 - 04/11/2020 11:00		
Class Length	3:00	Category	Driver Training
Station		Evaluation Method(s)	None
Location			
Objective	To become more familiar with operations of the trucks		

Instructors

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

Resources

Name	Description
Ladder 1	Ferrara ladder 77 foot with waterous pump, 500 gallons of water, and fully equipped

Narrative

Class took dedicated driving time along with ladder operations.

Training Codes

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

People

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



Kingston Fire Department

Driver Training

Date & Time 04/10/2020 08:00 - 04/10/2020 11:00

Location

Objective To become more familiar with operations of the trucks

Instructors Edmonds, Clint (Captain/ Training Officer)

Sign-In Sheet

Name	Agency	ID	Signature
Edmonds, Clint (Captain/ Training Officer)	Kingston Fire Department	1802	
Gonzalez-Zuniga, Rafael (FF/ AEMT)	Kingston Fire Department	1812	
Munguia, Michael (FF/EMR)	Kingston Fire Department	1807	
Wade, Jason (FF/ AEMT)	Kingston Fire Department	1811	



Kingston Fire Department

Driver Training

Class Information

Date/Time	04/10/2020 08:00 - 04/10/2020 11:00		
Class Length	3:00	Category	Driver Training
Station		Evaluation Method(s)	None
Location			
Objective	To become more familiar with operations of the trucks		

Instructors

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

Resources

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

Narrative

No narrative has been recorded.

Training Codes

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

People

Name
Edmonds, Clint
Gonzalez-Zuniga, Rafael
Munguia, Michael
Wade, Jason

Public Works Report APRIL 2020

Solid Waste:

Convenience center solid waste collected:	None
Wood chips removed from lot:	None
Solid Waste Tonnage collected:	None
Street sweeping debris removed off streets:	0 Loads 27
Recycled materials collected:	None

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	18 loads	84 Loads
Culverts/Storm Drains Cleaned	12	214
Curb/Sidewalk Repair/Install/Remove	0 ft	635 ft
Drainage Inspection Requests	0	1
Excavation/Street Cut Permits Issued	None	None
Exemption/Back Door Route Requests	None	None
Graffiti Removal Requests	None	None
Land Disturbance Permits Issued	None	None
Sanitation – Bulk Item/Junk Pick-Up Request	0	11
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	3	29
Storm water Inspections Performed	None	None
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	None
Streets Repaired (e.g., pothole)	6	80
Streets Striped	0	3
Tennessee One Calls	1	20
Traffic Signal Repair	1	7
Tree Trimming Requests	0	3

Vehicle Maintenance – Routine	5	67
Vehicle Maintenance – Unscheduled	1	36
Water Quality – Related Outreach Events	NA	NA

Public Works Facility, Outreach & Project Review:

Residential meetings and work to assist with drainage-related projects – 2
 Daily underground storage tank testing –N/A
 Monthly fuel pump inspection and cleaning- N/A
 Storm water manager's meeting- N/A
 Weekly departmental meetings and monthly staff safety meetings-2
 Sign repair, new sign installations- 1
 Signal inspection, repair and timing adjustments- None
 Grant applications- None
 Participated in various weather calls- Sat. Sun.
 Brine acquisition and street prep in advance of weather events-
 Fleet software implementation –N/A
 Storm water educational outreach webinar- None
 Drainage law presentation- None
 Street Lighting- None

Continuing Projects

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



Parks and Recreation Monthly Report

CITY OF KINGSTON

DEPARTMENT: PARKS & RECREATION

MONTH: APRIL 2020

Completed Tasks:

- Close park facilities including all parks and Community Center.
- Cleaned driftwood from boat slips after heavy rains.
- Follow regular mowing schedule
- Received donations from Acme Block & Brick for hitting facility.
- Implemented a week on/week off work schedule for full-time employees.
- Completed purchases for fiscal year due to the implementation of Marsha Law.

Ongoing Tasks

- We continue to navigate our way through COVID-19 by taking extra safety precautions and slowly preparing for our parks to reopen.
- We are working with other cities and communities to determine a plan for our spring sport seasons.

Tasks for May:

- Continued communication with surrounding communities in regards to our sports leagues.
- Begin Spring mowing and weed-eating with part-time help (Prisoners not allowed out due to COVID-19.
- Replace old soccer scoreboard with new board provided by funds raised by RCHS Girls Soccer Team
- Prepare pool to be opened June 1. *Tentatively



Workplace Stress

Job stress can lead to poor health and even injury. Job stress is the physical and emotional harm that occurs when the demands of the work do not match the worker's abilities or the available resources.

Frank's Story

Frank was working on a project that was behind schedule. He tried to work faster, but it began to affect the quality of his work. As a result, the foreman kept yelling at him. Frank suffered a psychological breakdown as a result of the pressure.

- ✖ **How could this incident have been avoided?**
- ✖ **Has someone you worked with suffered from job stress? If so, how was it dealt with? What could have been done to deal with it better?**

Remember This

- Ask for help if you are feeling overwhelmed by the work. Look out for your co-workers. If one is showing signs of stress, if possible, offer to help.
- Tell your supervisor or your shop steward if you feel the schedule is creating pressure that is affecting your work and health.
- Reduce job stress by taking good care of yourself.
- Exercise regularly. Exercise is a powerful stress reliever.
- Make sure you see a doctor if you notice any of the following:
 - Frequent headaches
 - Inability to sleep
 - Difficulty concentrating
 - Upset stomach
 - Short temper

How can we stay safe today?

What will we do at the worksite to prevent workplace stress?

1. _____

2. _____

OSHA Standard: 1926.56







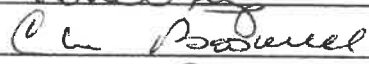
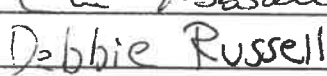
Workplace Stress



- ✖ Ask for help.
- ✖ Reduce job stress by taking good care of yourself.
- ✖ Exercise regularly. Exercise is a powerful stress reliever.

**Attendance Form
Safety Meeting Sign In Sheet**

Topic: Workplace Stress Date: 4/30/20
 Trainer: Chase Clem Location: Community Center

PRINT NAME	SIGNATURE
1 Chase Clem	
2 Carissa Lively	
3 Dr. Sonny Hunt	
4 Eddie Lantz	
5 Chris Powell	
6 Debbie Russell	
7	
8	
9	
10	
11	
12	
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14	
15	
16	
17	
18	
19	
20	

Please attach any supporting document/materials to this form.



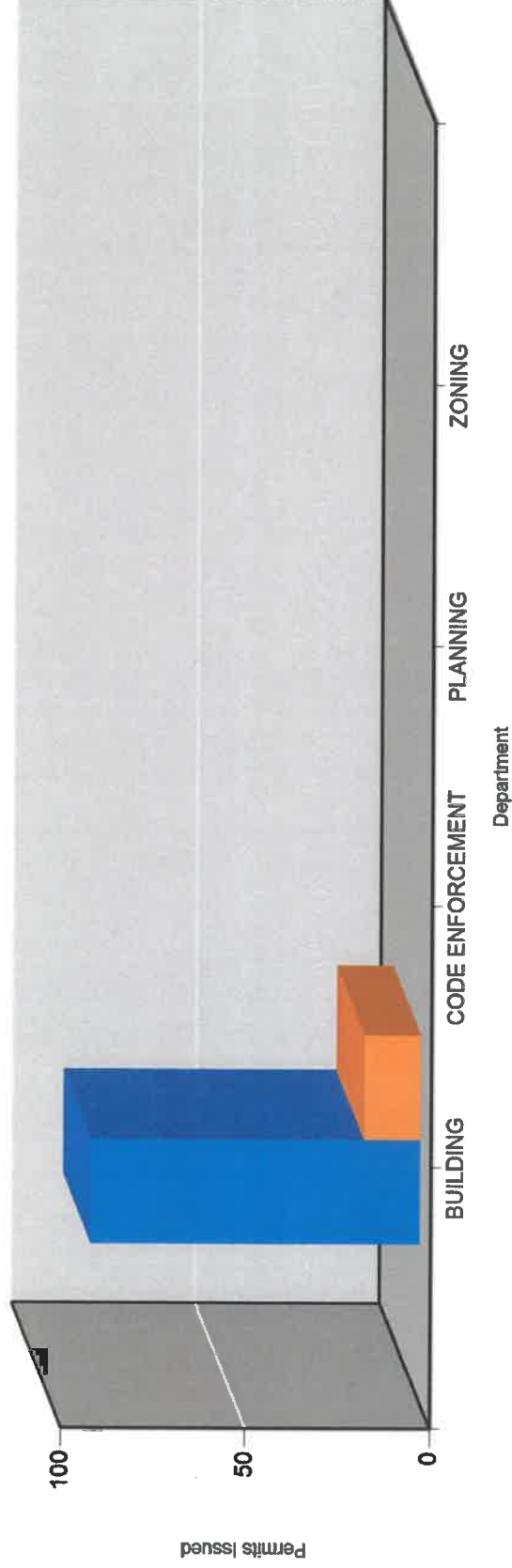
Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
04/01/2020 AND 04/30/2020

Report run on: 05/04/2020 12:59 PM

Permits Issued by Department

Issued Within Expected Process Time
Process to Issue Exceeded Expected Time



Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	76	77	Same Day	2.91 Days	1	66	11
	CM	Same Day	2	2	Same Day	0 Days	1	2	0
	DEMO	Same Day	0	3	6 Days	0 Days	1	0	3
	PL	Same Day	15	15	Same Day	1.55 Days	1	14	1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
04/01/2020 AND 04/30/2020

Report run on: 05/04/2020 12:59 PM

BUILDING	RM	Same Day	7	7	Same Day	0 Days	1	7	0
CODE ENFORCEMENT	BK	Same Day	2	0	Same Day	0 Days	1	0	0
PLANNING	PLT	Same Day	5	0	Same Day	0 Days	1	0	0
ZONING	VAR	Same Day	4	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	BP2020-143 Residential Home 121 Stevens Cir, Rockwood, TN 37854	Submitted: 03/17/2020 Technically Complete: Approved: Ready to Issue: Issued: 04/02/2020	In Process: 16 Waiting: 0 Total Days: 16 Total Cycles: 1
		BP2020-160 Residential Home 350 Pin Oak Dr, Rockwood, TN 37854	Submitted: 03/25/2020 Technically Complete: Approved: Ready to Issue: Issued: 04/02/2020	In Process: 8 Waiting: 0 Total Days: 8 Total Cycles: 1
		BP2020-167 Windows 115 Orchard Road, Kingston, TN 37763	Submitted: 03/31/2020 Technically Complete: Approved: Ready to Issue: Issued: 04/06/2020	In Process: 6 Waiting: 0 Total Days: 6 Total Cycles: 1
		BP2020-169 HC DW 213 Aspen Drive, Hamman, TN 37748	Submitted: 03/31/2020 Technically Complete: Approved: Ready to Issue: Issued: 04/01/2020	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		BP2020-170 DW 225 Shady Shores LN, Kingston, TN 37763	Submitted: 04/01/2020 Technically Complete: Approved: Ready to Issue: Issued: 04/06/2020	In Process: 5 Waiting: 0 Total Days: 5 Total Cycles: 1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
04/01/2020 AND 04/30/2020

Report run on: 05/04/2020 12:59 PM

BUILDING	BP		Submitted: 04/02/2020	In Process: 4
BP2020-171	DW	Technically Complete:		Waiting: 0
		Approved:		Total Days: 4
459 Skyline View LN, Harriman, TN 37748		Ready to Issue:		Total Cycles: 1
		Issued: 04/06/2020		
BP2020-172				
Cell Tower Upgrades		Submitted: 04/02/2020	In Process: 15	
		Technically Complete:	Waiting: 0	
		Approved:	Total Days: 15	
172 Oak Dr, Kingston, TN 37763		Ready to Issue:	Total Cycles: 1	
		Issued: 04/17/2020		
BP2020-173				
DW		Submitted: 04/03/2020	In Process: 0	
		Technically Complete:	Waiting: 0	
		Approved:	Total Days: 0	
3320 Sugar Grove Valley Road, Harriman, TN 37748		Ready to Issue:	Total Cycles: 1	
		Issued: 04/03/2020		
BP2020-174				
Residential Home		Submitted: 04/03/2020	In Process: 0	
		Technically Complete:	Waiting: 0	
		Approved:	Total Days: 0	
185 Cunningham Blvd, Harriman, TN 37748		Ready to Issue:	Total Cycles: 1	
		Issued: 04/03/2020		
BP2020-175				
Garage		Submitted: 04/03/2020	In Process: 0	
		Technically Complete:	Waiting: 0	
		Approved:	Total Days: 0	
185 Cunningham Blvd, Harriman, TN 37748		Ready to Issue:	Total Cycles: 1	
		Issued: 04/03/2020		
BP2020-176				
Decks		Submitted: 04/06/2020	In Process: 0	
		Technically Complete:	Waiting: 0	
		Approved:	Total Days: 0	
211 Shady Lane, Kingston, TN 37763		Ready to Issue:	Total Cycles: 1	
		Issued: 04/06/2020		
BP2020-177				
Addition living space		Submitted: 04/06/2020	In Process: 0	
		Technically Complete:	Waiting: 0	
		Approved:	Total Days: 0	
240 Martin Hollow Road, Harriman, TN 37748		Ready to Issue:	Total Cycles: 1	
		Issued: 04/06/2020		
BP2020-178				
Garage		Submitted: 04/06/2020	In Process: 0	
		Technically Complete:	Waiting: 0	
		Approved:	Total Days: 0	
705 SALEM VALLEY Rd., Ten Mile, TN37880		Ready to Issue:	Total Cycles: 1	
		Issued: 04/06/2020		



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BUILDING	BP		Submitted: 04/06/2020	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 04/06/2020		
BP2020-179				
Deck				
3826 Decatur Highway, Kingston, TN 37763				
BP2020-180				
Ramp (permanent)				
455 Myrtle Ward Road, Philadelphia, TN 37846				
BP2020-181				
Carport				
1604 Post Oak Valley Rd, Rockwood, TN 37854				
BP2020-182				
Addition & Remodel				
164 Piney Point Dr., Kingston, TN 37763				
BP2020-183				
Remodel				
578 Ash Cabin Hollow Road, Harriman, Tn 37748				
BP2020-184				
Finishing Out Basement				
309 East Shore Dr., Rockwood, TN 37854				
BP2020-185				
Residential Home				
328 West Mountain Drive, Rockwood, TN 37854				
BP2020-186				
OS Remodel				
206 Ann Street, Oliver Springs, TN 37840				



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BUILDING	BP		Submitted: 04/09/2020	In Process: 4
		Residential Home	Technically Complete: Approved: Ready to Issue: Issued: 04/13/2020	Waiting: 0 Total Days: 4 Total Cycles: 1
		590 West Rockwood Ferry Rd, Ten Mile, TN 37880		
		BP2020-188		
		Residential Home	Submitted: 04/09/2020 Technically Complete: Approved: Ready to Issue: Issued: 04/09/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		125 Marble View Drive, Kingston, TN 37763		
		BP2020-189		
		308 N. 3rd St., Kingston, TN 37763	Submitted: 04/09/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 25 Waiting: 0 Total Days: 25 Total Cycles: 1
		BP2020-190		
		Pole Barn / Garage	Submitted: 04/13/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		599 Mans Hollow Rd., Kingston, TN 37763		
		BP2020-191		
		Shed	Submitted: 04/14/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		4790 Kingston Hwy., Loudon, TN 37771		
		BP2020-192		
		Carport	Submitted: 04/14/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		463 Loudon Highway, Kingston, TN 37763		
		BP2020-193		
		Residential Home	Submitted: 04/15/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		1718 Loudon Hwy, Philadelphia, TN 37846		
		BP2020-194		
		Storage Building	Submitted: 04/15/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		1673 Loudon Hwy, Philadelphia, Tn 37846		



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BUILDING	BP		Submitted:	04/15/2020	In Process:
BP2020-195			Technically Complete:		Waiting: 0
KC Above Ground Pool			Approved:		Total Days: 0
610 Mill Street, Kingston, TN 37763			Ready to Issue:		Total Cycles: 1
			Issued:	04/15/2020	
BP2020-196			Submitted:	04/15/2020	In Process: 0
Sunroom and decks			Technically Complete:		Waiting: 0
			Approved:		Total Days: 0
111 Duncan Dr, Oliver Springs, TN 37840			Ready to Issue:		Total Cycles: 1
			Issued:	04/15/2020	
BP2020-197			Submitted:	04/16/2020	In Process: 0
OS Deck			Technically Complete:		Waiting: 0
			Approved:		Total Days: 0
901 Green St, Oliver Springs, TN 37840			Ready to Issue:		Total Cycles: 1
			Issued:	04/16/2020	
BP2020-198			Submitted:	04/16/2020	In Process: 0
KC Porch			Technically Complete:		Waiting: 0
			Approved:		Total Days: 0
844 Patton Ferry Road, Kingston, TN 37763			Ready to Issue:		Total Cycles: 1
			Issued:	04/16/2020	
BP2020-199			Submitted:	04/16/2020	In Process: 18
PL for BP2019-259			Technically Complete:		Waiting: 0
			Approved:		Total Days: 18
219 Ollis Road, Oliver Springs, TN 37840			Ready to Issue:		Total Cycles: 1
			Issued:		
BP2020-200			Submitted:	04/16/2020	In Process: 0
Residential Home			Technically Complete:		Waiting: 0
			Approved:		Total Days: 0
122 Azeala Circle, Harriman, TN 37748			Ready to Issue:		Total Cycles: 1
			Issued:	04/16/2020	
BP2020-201			Submitted:	04/16/2020	In Process: 0
KC Porch Roof Only			Technically Complete:		Waiting: 0
			Approved:		Total Days: 0
1358 James Ferry Road, Kingston, TN 37763			Ready to Issue:		Total Cycles: 1
			Issued:	04/16/2020	
BP2020-202			Submitted:	04/16/2020	In Process: 0
KC Carport			Technically Complete:		Waiting: 0
			Approved:		Total Days: 0
340 Lawnville Road, Kingston, TN 37763			Ready to Issue:		Total Cycles: 1
			Issued:	04/16/2020	



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BUILDING	BP		Submitted: 04/16/2020	In Process: 18
		Remodel	Technically Complete:	Waiting: 0
		219 highpoint Orchard Rd, Kingston, TN 37763	Approved:	Total Days: 18
			Ready to Issue:	Total Cycles: 1
			Issued:	
		BP2020-204	Submitted: 04/17/2020	In Process: 0
		Dock	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		460 River Rd, Kingston, Tn 37763	Ready to Issue:	Total Cycles: 1
			Issued: 04/17/2020	
		BP2020-205	Submitted: 04/17/2020	In Process: 0
		Porch Addition	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		1230 Joiner Hollow Rd, Rockwood, TN 37854	Ready to Issue:	Total Cycles: 1
			Issued: 04/17/2020	
		BP2020-206	Submitted: 04/17/2020	In Process: 0
		SW	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		121 Anchor Boat Dock Ln, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 04/17/2020	
		BP2020-207	Submitted: 04/17/2020	In Process: 0
		Inground Pool	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		185 WILDWOOD Lane, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 04/17/2020	
		BP2020-208	Submitted: 04/17/2020	In Process: 0
		Garage	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		387 Mays Valley Rd, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 04/17/2020	
		BP2020-209	Submitted: 04/17/2020	In Process: 0
		KC Commercial Storage Buildings	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		715 Gallaher Road, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 04/17/2020	
		BP2020-210	Submitted: 04/20/2020	In Process: 0
		Remodel	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		985 Buck Creek Rd, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 04/20/2020	



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BUILDING	BP		Submitted: 04/20/2020	In Process: 0
		Remodel	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		219 High Point Orchard Rd, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 04/20/2020	
		BP2020-212	Submitted: 04/20/2020	In Process: 4
		Lean To	Technically Complete:	Waiting: 0
			Approved:	Total Days: 4
		356 De Armond Rd, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 04/24/2020	
		BP2020-213	Submitted: 04/20/2020	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		1791 James Ferry Rd, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 04/20/2020	
		BP2020-214	Submitted: 04/21/2020	In Process: 0
		HC Commercial Remodel	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		510 Devonia St, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 04/21/2020	
		BP2020-215	Submitted: 04/21/2020	In Process: 0
		Inground Pool	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		3201 Sugar Grove Valley, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 04/21/2020	
		BP2020-216	Submitted: 04/21/2020	In Process: 6
		Residential Home	Technically Complete:	Waiting: 0
			Approved:	Total Days: 6
		120 Holly Ln, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 04/27/2020	
		BP2020-217	Submitted: 04/21/2020	In Process: 0
		Commercial Addition / Mike's Body Shop	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		2809 ROANE STATE Hwy., HARRIMAN, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 04/21/2020	
		BP2020-218	Submitted: 04/22/2020	In Process: 0
		HC Commercial Canopy /Railcar Service	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		563 Emory Dr, Hamman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 04/22/2020	



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BUILDING	BP		Submitted: 04/22/2020	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued:	04/22/2020	
BP2020-219				
KC Porch				
204 Picket Way, Kingston, Tn 37763				
BP2020-220				
Cell Tower Upgrade				
298 Old Patton Ln, Harriman, TN 37748				
BP2020-221				
Garage				
274 Dan Cir, Rockwood, TN 37854				
BP2020-222				
Pool & Deck				
1777 Eureka Rd, Rockwood, TN 37854				
BP2020-223				
DW				
451 Ash Cabin Hollow Rd, Harriman, TN 37748				
BP2020-224				
HC Sign				
1712 South Roane Street, Harriman, TN 37748				
BP2020-225				
Porch				
5024 Harriman Hwy, Oliver Springs, TN 37840				
BP2020-226				
KC Deck & Porch				
600 Calvin St, Kingston, Tn 37763				



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BUILDING	BP		Submitted: 04/24/2020	In Process: 0
Pole Barn		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
860 Lural Bluff Road, Kingston, TN 37763		Issued: 04/24/2020		
BP2020-228				
Inground Pool		Submitted: 04/24/2020		In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
181 Orchard View Road, Oliver Springs, TN 37840		Issued: 04/24/2020		
BP2020-229				
Cell Tower Upgrades		Submitted: 04/24/2020		In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
384 Loudon Hwy., Kingston, TN 37763		Issued: 04/24/2020		
BP2020-230				
Pole Barn		Submitted: 04/24/2020		In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
1335 Gallaher Road, Kingston, TN 37763		Issued: 04/24/2020		
BP2020-231				
Above ground pool		Submitted: 04/27/2020		In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
1485 Poplar Creek Road, Oliver Springs, TN 37840		Issued: 04/27/2020		
BP2020-232				
DW		Submitted: 04/27/2020		In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
570 Woody Lane, Kingston, TN 37763		Issued: 04/27/2020		
BP2020-233				
Addition		Submitted: 04/27/2020		In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
145 Branum Alley, Kingston, TN 37763		Issued: 04/27/2020		
BP2020-234				
Residential Home		Submitted: 04/27/2020		In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
2006 Woodduck Cove, Rockwood, TN 37854		Issued: 04/27/2020		



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BUILDING	BP		Submitted: 04/27/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-235		Storage Building		
543 Babbs Rd, Lenoir City, TN 37771				
BP2020-236		Closing in Carport to Screened Porch		
671 Tate Coley Rd, Lenoir City, TN37771				
BP2020-237				
SW				
248 Jennings Dr, Kingston, TN 37763				
BP2020-238				
Remodel				
1607 Webster Rd., Harriman, TN 37748				
BP2020-239				
HC Drive Thur Window / Smokin Joes				
400 Runtan Rd, Harriman, TN 37748				
BP2020-240				
OS Window Replacement				
126 Patterson Cir, Oliver Springs, TN 37840				
BP2020-241				
Carport				
172 Lakeland Estates Rd, Lenoir City, TN 37771				
BP2020-242				
Addition				
3840 Buttermilk Rd. W., Kingston, TN 37763				



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BUILDING	BP	BP2020-243		Submitted: 04/30/2020	In Process: 0
		KC Deck		Technically Complete: 0	Waiting: 0
		189 Hartford Village Way, Kingston, TN 37763		Approved: 0	Total Days: 0
		BP2020-244		Ready to Issue: 1	Total Cycles: 1
		OS Pool & Deck		Issued: 04/30/2020	
		104 Mahoney Rd, Oliver Springs, TN 37840		Submitted: 04/30/2020	In Process: 0
		BP2020-245		Technically Complete: 0	Waiting: 0
		KC Remodel		Approved: 0	Total Days: 0
		113 Hillcrest Lane, Kingston, Tn 37763		Ready to Issue: 1	Total Cycles: 1
				Issued: 04/30/2020	
CM	CM2020-002	CM2020-002		Submitted: 04/02/2020	In Process: 0
		HC CM for BP2020-077		Technically Complete: 0	Waiting: 0
		1861 Griffith DR, Harriman, TN 37748		Approved: 0	Total Days: 0
		CM2020-003		Ready to Issue: 1	Total Cycles: 1
		CM for BP2019-244		Issued: 04/02/2020	
		134 Bayside Dr., Ten Mile, TN37880		Submitted: 04/30/2020	In Process: 0
		DM-2020-002		Technically Complete: 0	Waiting: 0
DEMO	DM-2020-002	DM-2020-002		Approved: 0	Total Days: 0
		HC Demo / Harriman Housing Authority		Ready to Issue: 1	Total Cycles: 1
		108 Tennessee Ave, Harriman, TN37748		Issued: 04/30/2020	
		DM-2020-003		Submitted: 03/31/2020	In Process: 6
		HC Demo / Harriman Housing Authority		Technically Complete: 6	Waiting: 0
		704 Clinch St, Harriman, TN 37748		Approved: 0	Total Days: 6
		DM-2020-004		Ready to Issue: 1	Total Cycles: 1
		HC Demo / Harriman Housing Authority		Issued: 04/06/2020	
		706 Clinch St, Harriman, TN 37748		Submitted: 03/31/2020	In Process: 6
				Technically Complete: 0	Waiting: 0
				Approved: 0	Total Days: 6
				Ready to Issue: 1	Total Cycles: 1
				Issued: 04/06/2020	



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BUILDING	PL	Submitted: 04/01/2020 Technically Complete: Approved: Ready to Issue: Issued: 04/01/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
PL2020-029	PL for BP2020-004		
377 Walking Horse Trail, Rockwood, Tn 37854			
PL2020-030			
PL for BP2019-748			
1069 E. Tr County Blvd, Oliver Springs, TN 37840			
PL2020-031			
PL for BP2020-077			
1861 Griffith DR, Harriman, TN 37748			
PL2020-032			
PL for BP2020-183			
578 Ash Cabin Hollow Road, Harriman, Tn 37748			
PL2020-033			
PL for BP2019-644			
2065 Lawnville Road, Kingston, TN 37763			
PL2020-034			
PL for BP2019-259			
219 Ollis Road, Oliver Springs, TN 37840			
PL2020-035			
PL for BP2020-184			
309 East Shore Dr., Rockwood, TN 37854			
PL2020-036			
PL for BP2020-094			
1168 Lawnville Rd, Kingston, TN 37763			



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BUILDING	PL	PL2020-037	Submitted: 04/20/2020 Technically Complete: Approved: Ready to Issue: Issued: 04/20/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2020-213		
		1791 James Ferry Rd, Kingston, TN 37763		
		PL2020-038	Submitted: 04/21/2020 Technically Complete: Approved: Ready to Issue: Issued: 04/27/2020	In Process: 6 Waiting: 0 Total Days: 6 Total Cycles: 1
		PL for BP2020-216		
		120 Holly Ln, Kingston, TN 37763		
		PL2020-039	Submitted: 04/21/2020 Technically Complete: Approved: Ready to Issue: Issued: 04/21/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2020-072		
		508 Caney Creek Rd, Rockwood, TN 37854		
		PL2020-040	Submitted: 04/21/2020 Technically Complete: Approved: Ready to Issue: Issued: 04/21/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2019-734		
		282 Gamble Ln, Harriman, TN 37748		
		PL2020-041	Submitted: 04/23/2020 Technically Complete: Approved: Ready to Issue: Issued: 04/23/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Plumbing Only		
		175 Kingfisher Rd, Rockwood, TN 37854		
		PL2020-042	Submitted: 04/29/2020 Technically Complete: Approved: Ready to Issue: Issued: 04/29/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2019-595		
		321 Caney Creek Road, Rockwood, TN 37854		
		PL2020-043	Submitted: 04/29/2020 Technically Complete: Approved: Ready to Issue: Issued: 04/29/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL for BP2020-168		
		930 Green Street, Oliver Springs, TN 37840		
		RM2020-027	Submitted: 04/01/2020 Technically Complete: Approved: Ready to Issue: Issued: 04/01/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM for 157 Newport Way Kingston, TN		
		157 Newport Way, Kingston, TN 37763		

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BUILDING	RM		Submitted: 04/09/2020	In Process: 0
	RM2020-028		Technically Complete:	Waiting: 0
	RM for BP2020-053		Approved:	Total Days: 0
	119 Mainsail Rd, Kingston, TN 37763		Ready to Issue:	Total Cycles: 1
	RM2020-029		Submitted: 04/09/2020	In Process: 0
	RM for BP2019-773		Technically Complete:	Waiting: 0
	1377 Mountain View Road, Rockwood, TN 37854		Approved:	Total Days: 0
	RM2020-030		Ready to Issue:	Total Cycles: 1
	RM for BP2019-142		Submitted: 04/15/2020	In Process: 0
	234 Serenity Drive, Harriman, TN 37748		Technically Complete:	Waiting: 0
	RM2020-031		Approved:	Total Days: 0
	RM for BP2020-183		Ready to Issue:	Total Cycles: 1
	578 Ash Cabin Hollow Road, Harriman, Tn 37748		Submitted: 04/16/2020	In Process: 0
	RM2020-032		Technically Complete:	Waiting: 0
	RM for BP2019-595		Approved:	Total Days: 0
	321 Caney Creek Road, Rockwood, TN 37854		Ready to Issue:	Total Cycles: 1
	RM2020-033		Submitted: 04/28/2020	In Process: 0
	RM for BP2019-186		Technically Complete:	Waiting: 0
	179 Bayside Drive, Ten Mile, TN 37880		Approved:	Total Days: 0
	BK-20-0006		Ready to Issue:	Total Cycles: 1
	Code Check Book		Submitted: 04/30/2020	In Process: 0
	308 N. 3rd St., Kingston, TN 37763		Technically Complete:	Waiting: 0
	BK-20-0007		Approved:	Total Days: 27
	Code Check Book		Ready to Issue:	Total Cycles: 1
	308 N. 3rd St., Kingston, TN 37763		Submitted: 04/09/2020	In Process: 25
	BK-20-0007		Technically Complete:	Waiting: 0
	Code Check Book		Approved:	Total Days: 25
	308 N. 3rd St., Kingston, TN 37763		Ready to Issue:	Total Cycles: 1



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PLANNING	PLT	PLT2020-014	Plat Review/Boundary Line 268 Pattie Gap Road, Philadelphia, TN 37846	Submitted: 04/09/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 25 Waiting: 0 Total Days: 25 Total Cycles: 1
		PLT2020-015	Plat Review/Boundary Line 1269 & 1283 Sweetwater Rd, Philadelphia, TN 37846	Submitted: 04/22/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 12 Waiting: 0 Total Days: 12 Total Cycles: 1
		PLT2020-016	Plat Review/Boundary Line 4381 River Road, Ten Mile, TN 37880	Submitted: 04/27/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1
		PLT2020-017	Plat Review/5 Acres+ 248 Jennings Drive, Kingston, TN 37763	Submitted: 04/28/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 6 Waiting: 0 Total Days: 6 Total Cycles: 1
		PLT2020-018	Plat Review/5 Acres+ 168 Phillips Hollow Road, Harriman, TN 37748	Submitted: 04/29/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 5 Waiting: 0 Total Days: 5 Total Cycles: 1
ZONING	VAR	VAR2020-003	5 foot right side for garage 254 Marble Bluff Road, Kingston, TN 37763	Submitted: 04/20/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 14 Waiting: 0 Total Days: 14 Total Cycles: 1
		VAR2020-004	168 Old Eblen Rd, Lenoir City, TN 37771	Submitted: 04/30/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 4 Waiting: 0 Total Days: 4 Total Cycles: 1
		VAR2020-005	Var/Carport 168 Old Eblen Rd, Lenoir City, TN 37771	Submitted: 04/30/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 4 Waiting: 0 Total Days: 4 Total Cycles: 1



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ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
04/01/2020 AND 04/30/2020

Report run on: 05/04/2020 12:59 PM

ZONING	VAR	VAR2020-006	Submitted: 04/30/2020	In Process: 4
		Var/Side 18.3 ft	Technically Complete:	Waiting: 0
		271 Ollis Road, Oliver Springs, TN 37840	Approved:	Total Days: 4
			Ready to Issue:	Total Cycles: 1
			Issued:	

KINGSTON WATER TREATMENT PLANT



APRIL OPERATIONS REPORT

2020

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
G A L L O N S	Influent (Raw)	14,341,000	10,494,000	26.83%	463,000	770,000	268,000
	Effluent (Finish)	12,789,000	8,329,000	34.87%	413,000	532,000	263,000
	Spring Supply	14,409,000	13,597,000	5.64%	465,000	479,000	441,000
	Total Finish Prod.	27,198,000	21,926,000	19.38%	Distribution & WTP Report: 1,397,000		
Plant Efficiency		97.78%	96.80%	1.00%	gals. usage flushing and Tank refilling.		
Distribution					Public Works: No Report		
G A L L O N S	Consumption	21,056,100	18,300,200	13.09%	Fire Dept: No Report		
	Reported Usage	1,397,000	600,000	57.05%	Park & Rec: No Report		
	Water Loss	4,744,900	3,025,800	36.23%	WWTP: No Report		
	%	17.45%	13.80%	3.65%			

Note: The Water Production, Consumption and Loss data is for the March 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 regular Safety Training Meeting on Novel Coronavirus and Covid-19.
- * Facilities received daily and regular cleaning and disinfection.
- * Repaired a leak at Kingston Hgts. Pump Station.
- * Mowed and trimmed WTP 4 times, Spring Pump House twice and Spring Site once.
- * Distribution Operators cleared and mowed over the Spring Gravity Feed Line.
- * Completed the 2nd Qtr. Required Sampling including TOC's (Total Organic Carbon), SOC's (Synthetic Organics) A&B Sites, Sodium Monitoring A&B Sites, Fluoride and Aluminum (Backwash Sampling).
- * Updated Buildings, Personal Property and Mobile Equipment Review.
- * Re-Aimed Satellite dish at Spring Pump House.
- * Began maintenance and clean-up at Spring Pump House / Chemical Feed Equipment, etc..

Kingston Water Dept
Schedule of Unaccounted For Water
April

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	27,198,000
C	Water Purchased	<u>0</u>
D	Total Water Treated and Purchased	<u>27,198,000</u>
	(Sum Lines B and C)	
E Accounted for Water:		
F	Water Sold	21,056,100
G	Metered for Consumption (in house usage)	<u>897,000</u>
H	Fire Department(s) Usage	<u>0</u>
I	Flushing	<u>500,000</u>
J	Tank Cleaning/Filling	<u>0</u>
K	Street Cleaning	<u>0</u>
L	Bulk Sales	<u>0</u>
M	Water Bill Adjustments (+/-)	<u>0</u>
N	Total Accounted for Water	<u>22,453,100</u>
	(Sum Lines F thru M)	
O	Unaccounted for Water	<u>4,744,900</u>
	(Line D minus Line N)	
P	Percent Unaccounted for Water	<u>17.446%</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.

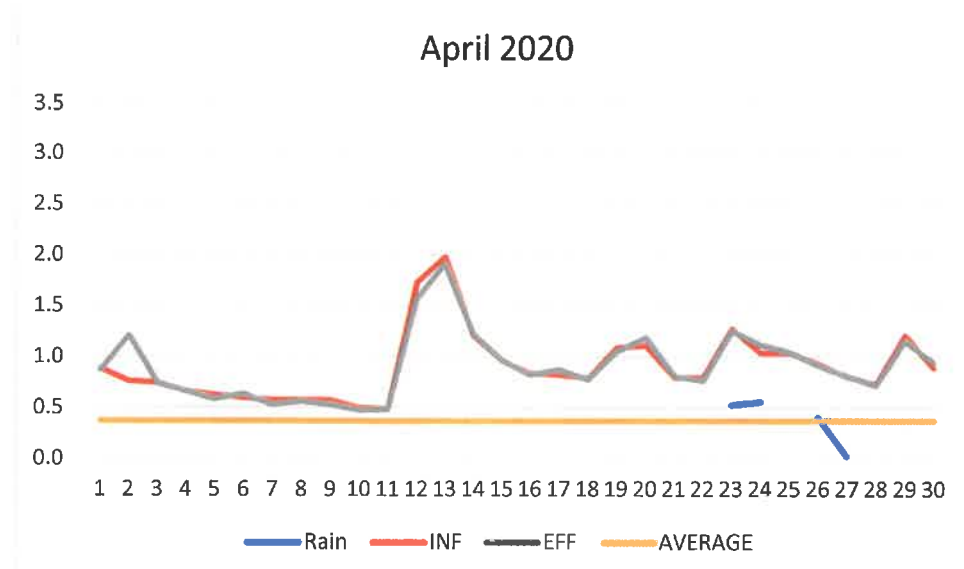


KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager
FROM: Tony Workman, WWTP Plant Manager
RE: April 2020 Monthly Report
DATE: May 7, 2020

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	.8984	1.9850	.4840	26,953,000
EFFLUENT	.9050	1.9160	.4750	27,151,000

2488 Sewer Customers 11,029,800 gallons billed. Daily average .3670 mgd.



Total gallons of chlorine used was 433.35 @\$2.09 gallon = \$905.70.

An Effluent Pump appears to have a broken shaft. Wascon was called and will be sending a crew to inspect/repair the issue. This will not cause any issues for the plant currently because we have 2 additional pumps operating.

Our second rotation of the adjusted work schedules due to Covid-19 has started.

WATER DEPARTMENT MONTHLY REPORT

To: David Bolling

Month of: April 2020

From: Jimmy Agee

RE: Monthly Work Orders

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER		
Read-out	19	
RE- READS	11	
WATER TAP NEW ACCT.		
CLOSED ACCT WITH COMSUMPTION		
READ INS	21	
CHECK FOR HUNG METER	6	
CHANGE OUT HUNG / BROKEN METER	1	
CHECK FOR LEAK AT METER	19	
METER LEAKS	5	
AFTER HOURS - WATER	5	
SERVICE LINE LEAK	7	
LINE LOCATES	137	
TURN OFF FOR NON PAYMENT		
TURN WATER BACK ON	3	
YARD WORK	16	
DOOR HANGERS	7	
MANUAL READ	11	
AFTER HOURS - SEWER	7	
SEWER- TAP NEW ACCOUNT		
LOCATE SEWER TAP		
SEWER BACK UP	10	
CHECK TO SEE IF STILL OFF		
TAP ESTIMATES	2	
PROFILE REQUESTED	1	
WATER TAP ESTIMATE	1	
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS		

WATER DEPARTMENT MONTHLY REPORT

Month of: April 2020

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
WATER TAP		
CHECK FOR TAMPERED METER		
CHECK TO SEE IF CONNECTED TO SEWER		
RAISE MAN-HOLES	1	
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	1	
RUN 10 GAL WATER THRU		
TURN OFF FOR INSPECTIONS		
INSPECT SEWER CONNECTION		
TURN OFF DUE TO LEAK		
REPLACE CUT-OFF VALVE	1	
Install flotting meter		
LOCATE WATER METER		
Total		298
OVER-TIMES HOURS	42.5	
FIRE HYDRANTS REPLACED		
road cuts	1	
PULL OR LOCK METER		


 WATER DISTRIBUTION & COLLECTION
 MANAGER-JIM AGEE

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

1 May 2020

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

FR: Barbara Thorbjornsen
Library Director

RE: Monthly Director's Report

The following sums up library activities for the month of April 2020

Summary

We will resume curb side service May 4th for several weeks. The Library will remain closed to the public. Our WiFi is on 24/7 in the parking area of the Library for patron's use. Our web site has directions on how to use the State R.E.A.D.S program to down load books, audio books and magazines for anyone who does not have a Library card. The website has been open to all residences of Tennessee. There is also the TEL site which offers all kinds of information and is especially helpful to students working at home. The information is also posted on our door. I have been working from home and I have assigned projects to other staff member to complete at home. One of the staff members(Jean) and myself shampoo the entire Library carpet and cleaned all tables and chairs with a bleach solution. We will have a rotating staff of 2 people. At this time we will begin inventory. My main and first concern is the safety of the staff and patrons. The books pages cannot be clean properly and we all share phones and keyboards. I attended an online seminar with Librarians from across the State with speakers from the CDC and the Health department. According to their advice the Library is not like many government offices. We have literally 80 to 100 people congregating throughout the day. Surfaces throughout the building are touched frequently. Paper products are best left unhandled for 48

hours to be sanitary. Time is the best disinfectant. The outside of a book can be cleaned, but individual pages cannot.

Starting Monday May 4th we will be accepting return items in our book drop outside.

The end of the working day we will empty the book drop and leave the items in the back room for 48 hour before restocking our bookshelves. This is all subject to change as we go forward.

I have order sneeze bars for our circulation desks and protective gear. Most orders are delayed at this time. Cleaners as you know are very hard to come by at this time. We only have a limited supply, which is why we will be rotating staff. At the end of each day key boards and phones will be cleaned for the follow crew coming in the next day.

Any questions can be emailed to me at : kpldirector@gmail.com

Hopefully things will get back to normal in the near future.

Stay Safe.

Respectfully submitted

Barbara T.

Kingston Beautification Committee

Meeting Minutes-March 2, 2020

Call to order

The meeting was called to order at 5:00pm on March 2, 2020 by Teresa Nichols

Roll call

Attendees: Teresa Nichols, Sue Collins, Tara Stockton, Judy Yeager, Jason Brown, Tammi Cribbs, and Susan Whitlock.

Approval of Minutes

All

Ongoing Business

Tara-Icons not approved yet.

Status updates

- interstate-mtg Tara Roane Alliance city manager-TVA money still there & already paid to get the sign approved. Not approved by TDOT due to location. \$39k for 3 cities-paid ½ up front and will pay once TDOT approves. They will let Tara know status Tues/Wednes-1 Sign.
- Still in running for grant-still trying to get needed property for murals. Heritage Comm to let it be put at old Court House. Art teacher at Harriman to paint mural.
- Tshirts? Corn Hole boards-Committee will pay for materials if a member can make them? (Susan Whitlock will check to see if they can do them).
- Farmers Market-May-Bethel Church to lead at the city lot.
- Control box wrap-Brian Davis said it has been ordered-1st warm day it will be put on (Spring street across from Handee Burger).
- Gas Lights-Courthouse-Judy checked-per Mary at the Heritage comm. Said it's not possible because the gas lights do not put out enough light.
- Tara sent cost & sponsorship- would be paid for 8 years (sent to Brian Collins). If concerns are safety, then those need to be addressed by the city.
- Peach Trees at interstate-blooming tree-can trees be planted? Or by Amphitheatre maybe?
- City parking lot sign for Race street-Tara to text example of city parking sign.

Future Business

- Trash bash? 4/17 8:30am-11:30-target area is the lake. Might need help from inmates.
- Tara-Request to TDOT to have state hwy lined for bike route.
- Rite Aid-have sent another letter to cut bushes, in return for use of sign until property sells.
- Material bought for inmates to do some brick and arbor at dog park.

Community Events:

- Earth Day, any events ongoing?
- Special Olympics-4/3
- Kingston Street Fest-4/11
- County High School Proms scheduled for 4/25

Adjournment

Motion to adjourn by Sue and seconded by Tara. Minutes submitted by Susan Whitlock.

ELECTRIC POWER BOARD OF ROCKWOOD
MEETING AGENDA
APRIL 21, 2020
ELECTRONIC MEANS PER STATE OF TN EXECUTIVE ORDER #16
4:30 – 5:30 PM

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

<u>ACTIVITY</u>	<u>ACTION</u>
Minutes from Board Meeting on February 18, 2020	Approval
January 2020 Financial Statements	Approval
February 2020 Financial Statements	Approval
February 2020 Budget Report	Information
March 2020 Accounts Payable	Acceptance
April 2020 Accounts Payable	Acceptance
Manager's Report	Acceptance

Old:

1. Lawn Care Maintenance Bids	Approval
2. Repair of Truck #12	Approval

New:

3. New Projects	Approval
4. New Purchases	Approval
5. FY 2021 Right-of-Way Maintenance Proposal	Approval
6. Chris Mitchell Management Consultants Agreement	Approval
7. Rockwood Electric COVID-19 Community Care Fund	Approval
8. Comcast Pole Attachment License Agreement	Approval
9. TVA Wholesale Power Invoice – Deferral	Approval
10. Paving Expenses for Alley	Approval
11. Re-funding Long-Term Debt	Discussion
12. Bad Debts (March & April 2020)	Approval

Announcements

May 28, 2020 Board Meeting

Adjourn

The regular meeting of the Rockwood Electric Power Board was called to order at 4:30 p.m. on February 18, 2020. Board members present were Childs, Davis, Holloway, Layne, and McCullough.

A motion was made by Layne, seconded by Childs to approve the minutes as written for the January 21, 2020 meeting. All voted yes.

Manager Bear and Marsha O'Keefe reported on the Financial Statements and Budget Report. We continue as last month to have 66 days of cash on hand compared to 50 days at June 30, 2019. There were several items of discussion. McCullough wanted to clarify the Bank Summary Report (aka "Calvin Report" as it is affectionately called). The Accounting Department will adjust the report to reconcile with the TVA Balance Sheet (General Cash & Temporary cash investment). The report will also reflect reconciliation to bank accounts. The ending balance will reflect how the cash accounts balance is effected after the monthly TVA Power Bill is processed the first of the following month. O'Keefe informed the Board an account has been established at US Bank for the long-term debt. Monthly transfers will be made to insure we have the funds for the payment of \$200,000 in 2020 and 2021 payment of \$500,000. Chairman Holloway ask about the annual membership dues for TVPPA in the amount of \$6,128.25 listed on the AP Report. He also ask about fees from TMEPA and APPA. Childs asked if the Utility will be in a more favorable cash position at year end. O'Keefe stated the cash should be around the amount as of last fiscal year. Hopefully, total revenue minus the expenses will also be comparable to last year. A motion was made by McCullough, seconded by Davis. All voted yes.

A motion was made by Layne, seconded by McCullough to accept the February 2020 accounts payable. All voted yes.

As part of the Manager's Report, Manager Bear spoke about the meeting with Chris Mitchell on February 7, 2020. Highlights include: Fiscal Year-To-Date average energy sales for standard service are the lowest since 2011. The fiscal year-to-date standard service load factor is the lowest since 2011. Net income is greater than last year at this time but O&M expenses are the highest in 9 years. Chris Mitchell gave us a comparison report and we discussed an updated Cost of Service Study, which he has since provided. The next meeting with Chris Mitchell will be March 16, 2020 to review updated financials and hopefully a preliminary budget. The meeting will be attended by the Financial Stewardship Committee. Mr. Mitchell plans to attend the May Board meeting to discuss a Cost of Service Study and the financial position of the Utility with the entire Board. Bids for lawn care services are being prepared and will be advertised.

A letter has been sent to Comcast along with terms and conditions for a new agreement and that the Board wants this matter resolved in 60 days. The deadline to make the Pole Rental whole will be mid-April 2020. Manager Bear reported that the Boy Scouts of America had filed bankruptcy. Mr. Bear said that before we started on work at Camp Buck Toms, which the Board approved in January, we should get an opinion from legal counsel about making them a creditor at this time. Mr. Davis said that in his opinion, we should make the Boy Scouts pay 100% of the cost of the line improvement. Manager Bear stated that the existing line was currently being maintained by REU. Manager Bear will report next month with findings.

TVA has asked that we take Burke Mill Substation off-line so they can repair a 161 KV switch in the transmission line. Manager Bear stated that the load served by the station could be transferred to Rockwood Primary. Mike Clement with TVA Energy Right met with Manager Bear to discuss programs offered for commercial and industrial customers. The programs could be beneficial to our customers.

After Layne reported on the Broadband project status, Manager Bear went over the guidelines. He stated the grant was for \$50,000 for the technical and engineering services. Strata-G was awarded the bid and would receive the \$50,000. The like-kind portion required REU invest \$35,000. The material ordered and received was approximately \$17,000. Labor to date was almost \$8,000. The project will evaluate multiple wireless and one fiber solution for communications with our distribution equipment for SCADA. It will also be evaluated for extending broadband from REU's headquarters to sites as part of a pilot study.

A motion was made by McCullough seconded by Davis to accept the Manager's Report. All voted yes.

Dayle Beyer, Executive Director of ROANEnet, gave the Board a news release about training they provide called Digital Literacy which is held at local senior citizen venues. Participants in the training can then purchase the Amazon Fire HD8 Tablets at a 50% discount.

Old Business

Manager Bear informed the Board that the Nominating Committee consisted of Marsha O'Keefe, Marty Hill, Larry Brackett, Mike Miller, Greg Eaton, Todd Ferrell, and Tabatha Watts. The committee met on February 3, 2020 and appointed Larry Brackett Chairman and Tabatha Watts Secretary. Chairman Holloway appointed the following Board Members to committees:

McCullough to **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.

Childs to **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

Layne to **Workforce Committee** - this is our version of an Education & Training committee for workforce development, training programs, education, and succession planning

Holloway to **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.

Davis to **System Improvements 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.

A motion was made by McCullough, seconded by Davis to approve the Chairman's recommendations. All voted yes.

A motion was made by Davis, seconded by McCullough not to use the outsource training provided by Kim Vance with Baker Donelson Bearman Caldwell & Berkowitz PC. The training would including drug free workplace, harassment, FMLA, and other similar topics. At this time the Utility handles most of this training in-house. Votes were Davis, Holloway, Layne, and McCullough yes, Childs voted no. Motion passed.

New Business

A motion was made by McCullough, seconded by Davis to revise the Purchasing Policy to require all purchases of a single-item or in the aggregate of over \$5,000 to be approved by the Board. All voted yes.

A motion was made by Davis, seconded by McCullough limiting travel for management and employees until the budget is passed for fiscal year 2020/2021. Travel restrictions are for conferences. Travel to TVA, CSA, and other association meetings for training or for employees in certification programs may continue. Votes were Childs, Davis, Holloway, and McCullough yes, Layne voted no. Motion passed.

A motion was made by Davis, seconded by McCullough stating any new major projects estimated to cost \$10,000 or more should come before the Board for approval. In next month's Board report they asked for a report on current capital projects, including the cost for materials and labor. All voted yes.

A motion was made by McCullough, seconded by Layne to approve the write-off of uncollectible debts for the period of November 2019 in the amount of \$1,593.16 and noted \$1,417.48 was collected. All voted yes.

Announcements:

March 17, 2020 is the next Board meeting. It will begin at 4:30 pm.

On March 16, 2020, Chris Mitchell will be in the office at 9:30 for a meeting to go over the financial position of the utility and the updated cost of service study.

Chairman Holloway expressed how the employees should continue working together on ways to save money and follow the chain of command.

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

Chairman
Harold Holloway

Secretary/Treasurer
Wade McCullough

Recorded by M. O'Keefe

The regular Board meeting to be held on March 17, 2020 was canceled by Chairman Holloway due to the concerns and potential impact of COVID-19 on the health and safety of the Board, employees, and the public. It was decided that it would be very difficult to eliminate social interaction, person-to-person contact, and/or maintain recommended separation distances by having the meeting.

There were a couple of items on the agenda that the Board needed to take action on before the April 2020 meeting. Kendall sent out an email to all Board members and requested they reply with whether or not they concur with the recommendation or not. The items would be ratified at the next Board meeting.

1. Truck #12 is at the dealership in Chattanooga and is in need of over \$15,000 in repairs. In November 2019 it had over \$11,000 in repairs. This time, the fuel pump failed and sent metal into the injectors and walls of the engine. The recommendation of the Financial Stewardship Committee is to go ahead and fix the truck and maximize its use with the understanding that a replacement vehicle will be ordered in FY 2021 for delivery during the first part of FY 2022. The Board was asked to approve this expenditure.
2. The next item was the awarding of a contract for lawn care maintenance. Technically, this one did not have to go through a sealed, competitive bid process because its monthly and annual value is below the threshold for that. As a matter of past practice and to be thorough, bid specifications were prepared and sent to interested contractors in addition to being advertised on the Utility's website. Bids were received and opened. Assuming Exterior Maintenance & Lawn Care meets all the requirements, including insurance, the Board was being asked to accept their price of \$565.00 per month and to begin providing that service.
3. The final item was for a new commercial project on Gallaher Road. The cost estimate for the project is estimated to be approximately \$23,000 which would be the aid-to-construction that the customer would need to pay before permanent service is provided.

Response by email:

Childs – Good on all three of the recommendations.

McCullough – 1. Yes; 2. Yes on low bid; 3. Would like to discuss at next month meeting.

Layne – Concur with all three of the recommendation.

Holloway – Vote is yes on all three.

Davis – No response by email; contacted the General Manager by phone and concurred with the first two recommendations but wanted to discuss the final item at the next board meeting.

Items will be on the agenda to ratify at the April 21, 2020 meeting.

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-82)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION		FOR MONTH AND YEAR		PAGE 1	
Rockwood Electric Utility		FEBRUARY 2020			
BALANCE SHEET					
ASSETS AND OTHER DEBITS		ITEM NO	AMOUNT		
UTILITY PLANT					
Electric Plant	1	65,505,252.74			
Less Depreciation	2	17,939,676.87			
Total	3	47,565,575.87			
Unamortized acq. adj.	4				
Other utility plant - net	5				
Total Plant - net	6	47,565,575.87			
OTHER PROPERTY AND INVESTMENTS					
Nonutility property - net	7				
Other investments	8	33,765.14			
Sinking funds	9				
Depreciation funds	10				
Other special funds	12	3,455,554.00			
Total	13	3,489,319.14			
CURRENT AND ACCRUED ASSETS					
General cash and temporary cash investments ..	14	3,021,350.98			
Accounts receivable	15	2,609,086.76			
Materials and supplies	16	464,884.87			
Prepayments	17	216,524.36			
Other current assets	18	904,476.92			
Total	19	7,216,323.89			
DEFERRED DEBITS					
Debt expense	20				
Preliminary survey	21				
Clearing accounts	22				
Energy Service Loans receivables ..	24	192,548.69			
Deferred costs on TVA Leases	25				
Other deferred debits	26				
Total	27	192,548.69			
TOTAL ASSETS AND OTHER DEBITS					
	28	58,463,767.59			
LIABILITIES AND OTHER CREDITS		ITEM NO	AMOUNT		
CAPITAL					
Membership certificates	30				
EARNINGS REINVESTED IN SYSTEM ASSETS					
Beginning of year	33	43,832,126.99			
Current year to date	34	871,153.16			
Total	35	44,703,280.15			
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	37,399.68			
Total	41	3,737,399.68			
OTHER NON-CURRENT LIABILITIES					
Postretirement Benefits	39.2	3,551,902.62			
Energy Service Loans - Advances ..	42	159,458.26			
Energy Service Loans - Other	43				
Total	44	3,711,360.88			
CURRENT AND ACCRUED LIABILITIES					
TVA notes payable	45.1				
Other notes payable	45.2				
Accounts payable	46	4,551,490.63			
Customer deposits	47	1,192,717.71			
Taxes and equivalents accrued	48	9,155.14			
Interest accrued - RUS	49	11,604.18			
Interest accrued - CFC	50				
Interest accrued -CoBank	51				
Interest accrued -TVA	52.1				
Interest accrued - other	52.2				
Other current liabilities	53	579,653.36			
Total	54	6,344,621.02			
DEFERRED CREDITS					
Advances for construction - refundable ..	55				
Other deferred credits	56	(32,894.14)			
Total	57	(32,894.14)			
TOTAL LIABILITIES AND OTHER CREDITS					
	58	58,463,767.59			
() Indicates red figures CFC or CoBank Investments included in Item No. 8 33,765.14 Construction work in progress included in Item No. 1 1,403,104.21 Construction fund included in Item No. 12 Footnotes:					
		Total miles of distribution lines			
		Total miles of transmission lines			

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		FOR MONTH AND YEAR		PAGE 2
Rockwood Electric Utility		FEBRUARY 2020		
REVENUE AND EXPENSE SHEET				
REVENUE AND EXPENSE STATEMENT		ITEM NO	THIS MONTH	YEAR TO DATE
OPERATING REVENUE				
Electric sales revenue (page 7, item 332)	59	2,880,943.73	23,031,961.96	
Revenue from late payments	60	12,429.16	113,450.64	
Misc. service revenue	61	4,310.00	37,760.00	
Rent from electric property	62	48,183.09	388,464.72	
Other electric revenue	63	5.00	40.00	
Total operating revenue	64	2,945,870.98	23,571,677.32	
PURCHASED POWER				
Total power cost (page 7, item 342)	65	1,973,194.60	16,928,037.29	
OPERATING EXPENSE				
Transmission expense	66			
Distribution expense	67	86,844.50	677,844.51	
Customer accounts expense	68	51,876.01	462,613.20	
Customer service and informational expense	69	858.33	7,605.84	
Sales expense	70	60.00	12,038.00	
Administrative and general expense	71	174,470.83	1,905,493.60	
Operating expense	72	314,109.67	3,065,595.15	
MAINTENANCE EXPENSE				
Transmission expense	73			
Distribution expense	74	72,000.65	686,094.30	
Administrative and general expense	75		11,971.52	
Maintenance expense	76	72,000.65	698,065.82	
OTHER OPERATING EXPENSE				
Depreciation expense	77	130,499.82	1,022,586.62	
Amortization of acquisition adjustment	78			
Taxes and tax equivalents	79	112,496.10	934,023.24	
Other operating expense	80	242,995.92	1,956,609.86	
TOTAL OPERATING EXPENSE AND PURCHASE POWER	81	2,602,300.84	22,648,308.12	
INCOME				
Operating income (item 64, less item 81)	82	343,570.14	923,369.20	
Other income	83			
Total income	84	343,570.14	923,369.20	
Miscellaneous income deductions	85	500.00	8,948.80	
Net income before debt expense	86	343,070.14	914,420.40	
DEBT EXPENSE				
Interest on long-term debt - RUS	87			
Interest on long-term debt - CFC	88			
Interest on long-term debt - CoBank	89			
Interest on long-term debt - other	90.1	5,802.08	46,416.68	
Interest - TVA	90.2			
Other interest expense	92			
Amortization of debt discount and expense	93			
Amortization of premium on debt - credit	94	(393.68)	(3,149.44)	
Total debt expense	95	5,408.40	43,267.24	
NET INCOME				
Income before extraordinary items (item 86, less item 95)	96	337,661.74	871,153.16	
Extraordinary items	97			
Net Income	98	337,661.74	871,153.16	

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-02)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION	FOR MONTH AND YEAR	PAGE 3
Rockwood Electric Utility	FEBRUARY 2020	

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	1,723,750.74	13,437,544.50	107	15,419,333	118,776,961
Gen. Power - 50 kW & under.	101	380,660.90	3,066,188.79	108	2,771,771	22,414,246
Gen. Power - Over 50 kW.	102	729,312.84	6,148,663.59	109	7,821,645	67,672,707
Street and athletic - Codes 72, 73 & 74.	103	16,629.90	132,574.19	110	116,169	906,925
Outdoor lighting - Codes 75, 77 & 78.	104	30,589.35	246,990.89	111	209,073	1,689,790
Subtotal.	330	2,880,943.73	23,031,961.96			
Unbilled revenue*.	331					
Total (page 2, item 59).	332	2,880,943.73	23,031,961.96	335	26,337,991	211,460,629
Kilowatt-hours for own use.				113	44,410	334,431
Total kilowatt-hours sold and used.				114	26,382,401	211,795,060
Kilowatt-hours in unbilled revenue (items 331) above*.				336		

AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE	Credits	Green Power Revenue
Green Power-Res	N/A	N/A
Green Power-GP < 50kW	N/A	N/A
Green Power-GP > 50kW	N/A	N/A
Gen Partners-Res	\$ 379.33	N/A
Gen Partners-GP<50kW	\$ 252.43	N/A
Gen Partners-GP>50kW	\$ 841.97	N/A
SMC	N/A	N/A
EGC	N/A	N/A
VCP	N/A	N/A
VII	N/A	N/A

PURCHASED POWER						
TVA	ITEM NO	AMOUNT		ITEM NO	KILOWATT-HOURS PURCHASED	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Purchased Power.	115	1,973,194.60	16,928,037.29	119	26,751,596	222,563,359
Facilities Rental.	116					
Other Charges/Credits.	117					
Total from TVA.	118	1,973,194.60	16,928,037.29	122	26,751,596	222,563,359
Other Purchased Power*.	218			222		
Subtotal.	340	1,973,194.60	16,928,037.29			
Unbilled Purchases*.	341					
Total (page 2, item 65).	342	1,973,194.60	16,928,037.29	345	26,751,596	222,563,359
Less kilowatt hours sold and used (item 114).				123	26,382,401	211,795,060
Line losses and kilowatt-hours unaccounted for.				124	369,195	10,768,299
Percent of losses to purchases (2 decimal places).				125	1.38	4.84
Cost per kilowatt-hour including facilities rental (cents).				127	7.376	7.606
Kilowatt-hours in unbilled purchases (item 341) above*.				346		

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

POWER DISTRIBUTORS

O.M.B.NO. 3318-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION Rockwood Electric Utility	FOR MONTH AND YEAR FEBRUARY 2020	PAGE 3a
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CUSTOMER DATA			LONG-TERM DEBT	
CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR	CHANGE THIS MONTH	AMOUNT
Residential.	11,640	11,617	Long-term debt last report (item 41).	3,737,793.36
Gen. Power - 50 kW & under.	2,761	2,781	Add new long-term debt this month (page 3)	
Gen. Power - Over 50 kW.	126	127	Total.	3,737,793.36
Street and athletic - Codes 72, 73 & 74.	39	39	Less reductions this month (page 3).	393.68
Outdoor Lighting - Code 78.	134	134	Long-term debt this month (item 41).	3,737,399.68
Total.	14,700	14,698		
Special Outdoor Lighting - Code 75.				
Outdoor Lighting - Code 77.	2,134	2,153		

OPERATING RATIO	THIS MONTH	YEAR TO DATE
Item 81 minus item 80 divided by item 64 equals	80.09%	87.78%

Footnotes:

SIGNED 	TITLE <i>Manager of Accounting</i>	DATE PREPARED <i>3/24/2020</i>
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*Item numbers 331, 336, 341 and 346 are to be filled in only if distributor chooses the option to estimate the unbilled electric sales.

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-82)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

FOR MONTH AND YEAR

Rockwood Electric Utility

JANUARY 2020

PAGE 1

BALANCE SHEET

ASSETS AND OTHER DEBITS	ITEM NO	AMOUNT
UTILITY PLANT		
Electric Plant	1	65,427,927.02
Less Depreciation	2	17,838,204.07
Total	3	47,589,722.95
Unamortized acq. adj.	4	
Other utility plant - net	5	
Total Plant - net	6	47,589,722.95
OTHER PROPERTY AND INVESTMENTS		
Nonutility property - net	7	
Other investments	8	33,765.14
Sinking funds	9	
Depreciation funds	10	
Other special funds	12	3,455,554.00
Total	13	3,489,319.14
CURRENT AND ACCRUED ASSETS		
General cash and temporary cash investments ..	14	2,926,526.33
Accounts receivable	15	2,596,683.50
Materials and supplies	16	460,193.73
Prepayments	17	237,268.50
Other current assets	18	862,033.86
Total	19	7,082,705.92
DEFERRED DEBITS		
Debt expense	20	
Preliminary survey	21	
Clearing accounts	22	(20,000.00)
Energy Service Loans receivables ..	24	203,735.96
Deferred costs on TVA Leases	25	
Other deferred debits	26	
Total	27	183,735.96
TOTAL ASSETS AND OTHER DEBITS	28	58,345,483.97

LIABILITIES AND OTHER CREDITS	ITEM NO	AMOUNT
CAPITAL		
Membership certificates	30	
EARNINGS REINVESTED IN SYSTEM ASSETS		
Beginning of year	33	43,832,126.99
Current year to date	34	533,491.42
Total	35	44,365,618.41
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	37,793.36
Total	41	3,737,793.36
OTHER NON-CURRENT LIABILITIES		
Postretirement Benefits	39.2	3,541,177.85
Energy Service Loans - Advances	42	168,645.53
Energy Service Loans - Other	43	
Total	44	3,709,823.38
CURRENT AND ACCRUED LIABILITIES		
TVA notes payable	45.1	
Other notes payable	45.2	
Accounts payable	46	4,641,844.16
Customer deposits	47	1,187,317.71
Taxes and equivalents accrued	48	1,912.45
Interest accrued - RUS	49	5,802.10
Interest accrued - CFC	50	
Interest accrued -CoBank	51	
Interest accrued -TVA	52.1	
Interest accrued - other	52.2	
Other current liabilities	53	722,175.41
Total	54	6,559,051.83
DEFERRED CREDITS		
Advances for construction - refundable ..	55	
Other deferred credits	56	(26,803.01)
Total	57	(26,803.01)
TOTAL LIABILITIES AND OTHER CREDITS	58	58,345,483.97

() Indicates red figures

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

Construction work in progress included in Item No. 1 1,398,950.58

Construction fund included in Item No. 12

Total miles of distribution lines

Total miles of transmission lines

Footnotes:

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION		FOR MONTH AND YEAR		PAGE 2
Rockwood Electric Utility		JANUARY	2020	
REVENUE AND EXPENSE SHEET				
REVENUE AND EXPENSE STATEMENT		ITEM NO	THIS MONTH	YEAR TO DATE
OPERATING REVENUE				
Electric sales revenue (page 7, item 332)	59	2,898,641.89	20,151,018.23	
Revenue from late payments	60	17,898.95	101,021.48	
Misc. service revenue	61	4,900.00	33,450.00	
Rent from electric property	62	48,183.09	340,281.63	
Other electric revenue	63	5.00	35.00	
Total operating revenue	64	2,969,628.93	20,625,806.34	
PURCHASED POWER				
Total power cost (page 7, item 342)	65	2,198,298.32	14,954,842.69	
OPERATING EXPENSE				
Transmission expense	66			
Distribution expense	67	117,215.38	591,000.01	
Customer accounts expense	68	77,807.24	410,737.19	
Customer service and informational expense	69	1,597.53	6,747.51	
Sales expense	70	(470.00)	11,978.00	
Administrative and general expense	71	277,033.97	1,731,022.77	
Operating expense	72	473,184.12	2,751,485.48	
MAINTENANCE EXPENSE				
Transmission expense	73			
Distribution expense	74	92,511.55	614,093.65	
Administrative and general expense	75	2,181.00	11,971.52	
Maintenance expense	76	94,692.55	626,065.17	
OTHER OPERATING EXPENSE				
Depreciation expense	77	130,460.56	892,086.80	
Amortization of acquisition adjustment	78			
Taxes and tax equivalents	79	122,115.00	821,527.14	
Other operating expense	80	252,575.56	1,713,613.94	
TOTAL OPERATING EXPENSE AND PURCHASE POWER	81	3,018,750.55	20,046,007.28	
INCOME				
Operating income (item 64, less item 81)	82	(49,121.62)	579,799.06	
Other income	83			
Total income	84	(49,121.62)	579,799.06	
Miscellaneous income deductions	85	1,973.51	8,448.80	
Net income before debt expense	86	(51,095.13)	571,350.26	
DEBT EXPENSE				
Interest on long-term debt - RUS	87			
Interest on long-term debt - CFC	88			
Interest on long-term debt - CoBank	89			
Interest on long-term debt - other	90.1	5,802.08	40,614.60	
Interest - TVA	90.2			
Other interest expense	92			
Amortization of debt discount and expense	93			
Amortization of premium on debt - credit	94	(393.68)	(2,755.76)	
Total debt expense	95	5,408.40	37,858.84	
NET INCOME				
Income before extraordinary items (item 86, less item 95)	96	(56,503.53)	533,491.42	
Extraordinary items	97			
Net income	98	(56,503.53)	533,491.42	

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				FOR MONTH AND YEAR		PAGE 3
Rockwood Electric Utility				JANUARY	2020	
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	1,727,439.38	11,713,793.76	107	15,129,465	103,357,628
Gen. Power - 50 kW & under.	101	373,426.49	2,685,527.89	108	2,658,939	19,642,475
Gen. Power - Over 50 kW.	102	749,803.42	5,419,350.75	109	8,120,657	59,851,062
Street and athletic - Codes 72, 73 & 74.	103	16,872.55	115,944.29	110	116,167	790,756
Outdoor lighting - Codes 75, 77 & 78.	104	31,100.05	216,401.54	111	210,073	1,480,717
Subtotal.	330	2,898,641.89	20,151,018.23			
Unbilled revenue*.	331					
Total (page 2, item 59).	332	2,898,641.89	20,151,018.23	335	26,235,301	185,122,638
Kilowatt-hours for own use.				113	46,417	290,021
Total kilowatt-hours sold and used.				114	26,281,718	185,412,659
Kilowatt-hours in unbilled revenue (items 331) above* . . .				336		

AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE	Credits	Green Power Revenue
Green Power-Res	N/A	N/A
Green Power-GP < 50kW	N/A	N/A
Green Power-GP > 50kW	N/A	N/A
Gen Partners-Res	\$ 389.76	N/A
Gen Partners-GP<50kW	\$ 272.15	N/A
Gen Partners-GP>50kW	\$ 640.93	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	2,198,298.32	14,954,842.69	119	28,738,976	195,811,763
Facilities Rental.	116					
Other Charges/Credits.	117					
Total from TVA.	118	2,198,298.32	14,954,842.69	122	28,738,976	195,811,763
Other Purchased Power*.	218			222		
Subtotal.	340	2,198,298.32	14,954,842.69			
Unbilled Purchases*.	341					
Total (page 2, item 65).	342	2,198,298.32	14,954,842.69	345	28,738,976	195,811,763
Less kilowatt hours sold and used (item 114).				123	26,281,718	185,412,659
Line losses and kilowatt-hours unaccounted for.				124	2,457,258	10,399,104
Percent of losses to purchases (2 decimal places).				125	8.55	5.31
Cost per kilowatt-hour including facilities rental (cents).				127	7.649	7.637
Kilowatt-hours in unbilled purchases (Item 341) above* . . .				346		

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

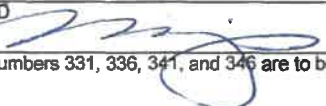
POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION Rockwood Electric Utility			FOR MONTH AND YEAR JANUARY 2020		PAGE 3a
CUSTOMER DATA			LONG-TERM DEBT		
CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR	CHANGE THIS MONTH	AMOUNT	
Residential.	11,651	11,628	Long-term debt last report (item 41).	3,738,187.04	
Gen. Power - 50 kW & under.	2,772	2,802	Add new long-term debt this month (page 3).		
Gen. Power - Over 50 kW.	128	127	Total.	3,738,187.04	
Street and athletic - Codes 72, 73 & 74.	39	39	Less reductions this month (page 3).	393.68	
Outdoor Lighting - Code 78.	134	134	Long-term debt this month (item 41).	3,737,793.36	
Total.	14,724	14,730			
Special Outdoor Lighting - Code 75.					
Outdoor Lighting - Code 77.	2,136	2,155			
OPERATING RATIO			THIS MONTH	YEAR TO DATE	
Item 81 minus item 80 divided by item 64 equals			93.15%	88.88%	
Footnotes:					
SIGNED 		TITLE <i>Manager of Accounting</i>		DATE PREPARED <i>2/26/2020</i>	
*Item numbers 331, 336, 341, and 346 are to be filled in only if distributor chooses the option to estimate the unbilled electric sales.					

AGENDA
RCECD 911 MONTHLY BOARD MEETING
MARCH 26, 2020 1:00 PM

CALL TO ORDER

APPROVAL OF MINUTES OF FEBRUARY 27,2020 MEETING
APPROVAL OF FEBRUARY FINANCIAL REPORT

COMPTROLLER

FEBRUARY FUND BALANCES

COMMITTEE REPORTS

BUDGET AND FINANCE COMMITTEE

HAVE MADE 5 PAYMENTS ON BUILDING \$563,951.98

BUILDING/ EQUIPMENT COMMITTEE

GENERAL REPORTS

DIRECTOR'S REPORT

GENERAL REPORTS

INTRODUCE NEW TECH. DIRECTOR

MAPPING/ADDRESSING COORDINATOR PAY REPORT

OLD BUSINESS

LINE ITEM BUDGET AMENDMENT

DIRECT PAYROLL DEPOSIT AND CREDIT CARD

NEW BUSINESS

**ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT
P.O. BOX 236, 330 CARDIFF VALLEY ROAD
ROCKWOOD, TENNESSEE 37854
865-354-0704 FAX 865-354-8481**

March 19, 2020

TO: All Board Members

FROM: Kim Tharp

The Quarterly E-911 Board meeting will be Thursday, March 26, 2020 at 1:00 P.M., at the E-911 Center Administrative Office.

Enclosed please find:

The agenda for the Board meeting
The February 27, 2020 Board Minutes
February 2020 financial report.
Director's suggested policy updates
Director's Addressing pay research/response
Proposed Budget Amendment
Itemized description for budget amendment

Also enclosed is a list of Fund balances as of February 29, 2020. This is all monies including designated funds and our CD with U.S. Bank.

"REMOTE ACCESS INFORMATION"

TO CALL IN TO CONFERENCE BRIDGE - PHONE #865-245-1033 PIN # 0911

Any questions you have on these items will be covered in the board meeting.

Proposed Amended Budget

	2019-2020 BUDGET		Amended 2019- 2020		AMENDED DIFFERENCE
REVENUES					
3010 TECB 911 SURCHARGE (BASE)	640,518		640,518		-
3020 STATUTE 130 FUNDING	37,000		37,000		-
3040 DISPATCH SERVICES	674,373		674,373		-
5002 INTEREST INCOME	888		888		-
5004 MDT MAINTENANCE	19,564		19,564		-
5005 800 MHZ SYSTEM MAINT.	35,975		35,975		-
5009 OTHER INCOME	2,208		2,208		-
5014 NCIC/REC CLERK/COUNTY	47,387		47,387		-
TOTAL ESTIMATED REVENUE	1,457,913		1,457,913		-

EXPENDITURES					
4001 DIRECTOR	69,002		69,002		-
4002 COMPTROLLER/ASST. COMPTR.	64,641		64,641		-
4003 ASSISTANT DIRECTOR	53,772		53,772		-
4004 DISPATCH TELECOM (8)	304,726		304,726		-
4005 DISPATCH SUPERVISOR (3)	129,482		129,482		-
4006 ADMIN - MAPPING/P/T CONSULT.	31,679		44,527		12,848
4007 ADMIN TAC	41,722		41,722		-
4008 OVERTIME PAY	7,969		7,969		-
4009 PART-TIME PERSONNEL	31,853		31,853		-
4010 CHRISTMAS BONUS	2,012		2,012		-
4012 HOLIDAY PAY	17,975		17,975		-
4099 NCIC RECORDS CLERK	39,099		39,099		-
4101 SOCIAL SECURITY TAX	47,206		47,206		-
4102 MEDICARE TAX	11,040		11,040		-
4103 LIFE INSURANCE	1,500		1,500		-
4104 MEDICAL INSURANCE	140,792		140,792		-
4107 SUTA TAX	608		608		-
4108 STATE RETIREMENT	42,192		42,192		-
4201 MAPPING/ADDRESSING	100		100		-
4203 AUDIT SERVICES	8,950		8,950		-
4204 ACCOUNTING SERVICES	3,936		3,936		-
4217 LEGAL & PROFESSIONAL	5,000		5,000		-
4218 MAINT. AGREEMENTS	36,712		36,712		-
4220 NCIC/TBI/TIES LINE	6,500		6,500		-
4225 PEST CONTROL	300		300		-
4228 RENT/REP SITE (TANK&PROPANE)	800		800		-
4299 TRASH DISPOSAL	192		192		-
4301 OFFICE SUPPLIES	2,200		2,200		-
4302 CUSTODIAL SUPPLIES	1,600		1,600		-
4303 DISPATCH SUPPLIES	1,400		1,400		-
4304 POSTAGE	756		756		-
4305 SMALL EQUIPMENT PURCHASE	5,000		5,000		-

4307 UTILITIES ELECTRIC	14,790		14,790		-
4308 UTILITIES GAS	1,860		1,860		-
4309 UTILITIES WATER/SEWER	3,124		3,124		-
4310 GENERAL TELEPHONE (ADMIN)	10,949		10,949		-
4311 CELL PHONE /VERIZON	2,100		2,100		-
4312 GEN TELE (CALL CENTER LINES)	15,960		15,960		-
4313 INTERNET CHARGES	9,845		9,845		-
4333 MISC MAINT & REPAIR	5,500		5,500		-
4335 MAINT & REPAIR VEHICLE	800		800		-
4336 VEHICLE FUEL COST	2,400		2,400		-
4339 MDT MAINTENANCE IN/OUT	19,564		19,564		-
4340 800 RADIO SYST. MAINT IN/OUT	35,975		35,975		-
4399 MISCELLANEOUS EXPENSE	1,000		1,000		-
4401 BANK FEES	1,000		1,000		-
4405 DUES & SUBSCRIPTIONS	4,035		4,035		-
4406 TESTING/EVALUATION	3,000		3,000		-
4407 WORKERS COMP INSURANCE	1,200		1,200		-
4408 LIABILITY INSURANCE	25,171		25,171		-
4413 LICENSE & FEES	100		100		-
4414 SURETY BONDS	521		521		-
4418 TRAINING	1,500		1,500		-
4419 TRAVEL,MEALS, LODGING	5,640		5,640		-
4421 ADVERTISING	450		450		-
5010 INTEREST EXPENSE	5,000		5,000		-
TOTAL ESTIMATED EXPENSES	1,282,200		1,295,048		

MINUTES OF FEBRUARY 27, 2020
ROANE COUNTY E-911 BOARD MEETING

The Roane County Emergency Communications District (E-911) Board met Thursday, February 27, 2020 at 1:00 pm. at the E-911 Center administrative office.

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

MEMBERS ABSENT: None

EMPLOYEES PRESENT: Cody Anderson, Kim Tharp

OTHERS PRESENT: None

CALL TO ORDER:

Chairman Eblen called the meeting to order at 1:00 P.M. with a full house quorum.

APPROVAL OF MINUTES:

Motion was made by Mr. Harvey, second by Mr. Stockton to approve the minutes of December 12, 2019 regular meeting and Special Called meeting on January 16, 2020. Motion carried.

FINANCIAL STATEMENT:

Motion was made by Mr. Suter, second by Mr. Ellis to approve the financial statements December 2019 - January 2020. Motion carried.

CHAIRMAN'S REPORT:

Chairman Eblen welcomed our new Director, Cody Anderson who started on February 3. Mr. Eblen presented and reviewed the Fund balances as presented in the packets noting that some of the funds have been designated to cover some of the new building expenses and there were no questions. Chairman presented a request from our Mapping Coordinator for a salary increase. After discussion, Mr. Stockton made a motion to have our Director connect with some surrounding centers and find out what a comparable rate for this position would be. Mr. Ellis second and motion carried. Motion was amended by Mr. Stockton, second by Mr. Ellis to include a retro payment for pay increase date to be established by Director when a conclusion has been reached. Motion carried. This will be covered at a budget committee meeting. Part Time GIS Mapping Consultant request for payment on hours worked in excess of her contracted 16 hours per month due to the update to our new software to be installed. January hours total 32 and February hours are 21.5 making a total of 53.5 hours to be paid on our next payroll date to her to make her time current.

COMMITTEE REPORTS:

BUDGET COMMITTEE:

We have currently paid 4 payments as of January 31 on our construction loan totaling \$460,167.18.

BUILDING/EQUIPMENT COMMITTEE:

The committee presented a change order for board approval consideration totaling \$7,144.35. After there was discussion on the details of the change, Mr. Brown made a motion to approve the order and Mr. Suter second. Motion

carried. A permit application that was issued in Mr. Langley's name with the State of TN for dirt removal was presented which is currently on state property with a cost to us of \$110,000. Mr. Ellis made a motion to abandon this permit and Mr. Stockton second. Motion carried. The main entrance to the building will be accessed off of Highway 70 instead of Brown West Road and will be enclosed with a 16' fence and gates at both entrances. The colors of the building interior items was presented, Mr. McNelly moved to accept them as presented, Mr. Ellis second. Motion carried. Trusses are being put on the building today. The committee still hasn't received any appraisal information from Mr. Fuller. Mr. Brown said that Codes Enforcement might be interested in our building. Building plaque is completed and ready for the new building.

PERSONNEL/TRAINING COMMITTEE:

Committee hasn't met since Director search has been completed.

DIRECTORS REPORT:

Director Anderson was asked by the architect if we wanted the trees removed around the back entrance along Brown West side before the fence is installed. Upland design is also getting quotes on the costs of cameras that will be installed. The new Software System is currently scheduled to go live on April 6 and there will be approximately 20 hours of overtime associated with this training and conversion. He has met with other departments in the county to get familiarized with them. A new dispatcher has been hired to fill the vacant position and will start on March 9. There have been meetings and conversations with Uselton, Clay & Bright and Regions regarding costs and processes of starting direct deposit payroll for our employees which will be about \$1659 annually. We have also discussed a credit card account with Regions. He has had several people approach him that are interested in the vacant IT position and has held a few interviews and he would like the board to provide a salary range for him to make an offer. The board expressed how important it is to fill this position as soon as possible with the software conversion approaching. Mr. Ellis made a motion to present a range between \$45,000 - \$50,000 for the position, Mr. Stockton. Motion carried. Director recommends that the main entrance to the new center be off of Roane State Highway due to possible security risks off of Brown West. Director noted that there is limited parking spaces available due to the move of the tower and noted that the old runway might be needed for additional parking. There is a meeting scheduled at the new center site on March 3 with the architects. Mr. Ellis made a motion to not remove any additional trees from the property for the fence installation, Mr. Suter second. Motion carried. Mr. Ellis made a motion to change the address back to the original property address of 4390 Roane State Highway, using the Brown West entrance for construction access entrance. Ms. Calfee second, motion carried.

OTHER BUSINESS:

Chairman Eblen asked the board to review the 2018-219 annual audits before the next meeting. Chairman opened the floor for Election of Officers which is supposed to be every two years. Mr. Stockton nominated Mr. Ellis for the Chairman. Mr. McNelly moved to cease nominations, Ms. Calfee second. Mr. Ellis agreed to serve as Chairman. Mr. Ellis nominated Mr. Stockton for Vice Chairman. Mr. Ellis moved to cease nominations, Mr. Stockton second. Mr. McNelly agreed to serve as Vice Chairman. Mr. Ellis nominated Mr. Brown for Secretary/Treasurer. Mr. Ellis moves to cease nominations, Ms. Calfee second. Mr. Brown agreed to serve as Secretary/Treasurer.

ADJOURNMENT:

With no further business to come before the board, a motion to adjourn was made by Ms. Calfee, second by Mr. Stockton. Motion carried. Dismissed at 1:40 pm. Next regular meeting will be March 26, 2020 at 1:00 P.M.

Regular December 12, 2019 minutes and Special Called Meeting January 16, 2020 approved at the Board Meeting of Roane County Emergency Communications District Board of Directors. Date : February 27,2020.

Tony Brown / Secretary-Treasurer

Randy Ellis/Chairman

February/March 2020

Comparable salary research for the mapping coordinator position as directed by the board on 2/27/2020.

COUNTY	SALARY	NOTES
Cumberland		
Morgan	\$32,407 (\$15.58/hr)	Title is office manager – completed GIS certificate at Roane State at center's expense. Is also a trained dispatcher.
Loudon	\$42,000 (\$20.19/hr)	From Loudon Co 911 website: "Ryan Janikula is the Manager of the County GIS"
Anderson		SO operates 911 center, ECD only has two employees (director & assistant director) both do mapping + all other duties and only cover the unincorporated portions of the county. Did not provide any salary information based on these facts.
Oak Ridge		
McMinn	\$16.00/hr (\$33,280)	Mapping, GIS, and addressing.
Meigs		Does not have a full time mapping/GIS employee due to size of county, contracts with Darrell Roddy and only pay him when there is work to be done, did not disclose rate. Director does addressing.
Rhea		Contract with Karen Velliquette 24 hours per month at a rate of \$1680. (\$70/hr) "I might add that she always provides many more hours if needed."

MEMO TO CHAIRMAN

AS OF FEBRUARY 29, 2020 FOLLOWING ARE THE FUNDS WE HAVE ON HAND NOT INCLUDING THE CERTIFICATE OF DEPOSIT OR BUILDING PROJECT ACCOUNT

REVENUE FUND \$1,860,939.95

OPERATING ACCOUNT \$ 114,518.72

TOTAL FUNDS \$1,975,458.67

LESS 800 MHZ	\$- 29,594.54	ANNUAL SYSTEM MAINT.
LESS METRO COMM.	\$- 25,142.37	MOVING RADIOS
LESS DISPATCH CONSOLES	\$- 68,466.81	WATSON FURNITURE
LESS CAD SYST. UPGRADE	\$- 66,745.00	SOUTHERN SOFTWARE
LESS ECB EQUIP. REIMBURS	\$- 173,771.56	USDA RESERVE ACCOUNT
<u>LESS EST. 3 MONTH RESERVE</u>	<u>\$- 230,000.00</u>	<u>FOR CURRENT EXPENSE</u>

TOTAL DESIGNATED& EST 3 MO \$- 593,720.28

TOTAL UN-RESTRICTED* \$1,381,738.39

AVAILABLE CASH \$1,381,738.39

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

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

**CERTIFICATE OF DEPOSIT \$ 63,055.55

BUILDING PROJECT ACCOUNT \$ 1,071.71

**THIS WAS RENEWED FOR 1 YEAR AT 1.27% INTEREST RATE MATURE 11/03/2020

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

NONE

WE ARE RECEIVING THE ECB PAYMENT OF \$106,753.00 EVERY TWO MONTHS
THE ECB STATUTE 130 FUNDS DISTRIBUTION IS ONCE A YEAR

[logo]	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	EMERGENCY BUTTON ACTIVATION	03/05/2020 Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

SCOPE:

This policy shall apply to all employees of the Roane County Emergency Communications District and any agencies that operate on the Tennessee Valley Regional Communication System (TVRCS) and/or Tennessee Advanced Communications Network (TACN) through the Roane County Emergency Communications District.

POLICY:

1. Agencies shall be responsible for providing an up-to-date list to the emergency communications center indicating which unit is using which radio(s). In the event of radios which may be used by multiple people, the list should indicate the vehicle, building, location, etc. of the radio.
2. When an emergency button is activated, the telecommunicator shall observe the radio ID as displayed on the radio system console and cross reference this ID with the radio alias book maintained in dispatch.
3. The telecommunicator shall call the unit over the radio and ask "Status Orange?" There should be no mention of the fact that an emergency button has been activated, "are you ok?," or anything similar. (example: "Central to 601, status orange?")
4. If the unit is in no danger and not in need of assistance, they should respond with "Status Orange." (example: "601, I'm status orange.")
5. If the unit responds with any other response, it shall be assumed that the unit is in need of assistance and additional resources should be dispatched to assist.
 - a. In all cases where the unit location is known, law enforcement will be notified to respond.
 - b. In the case of large scale incidents (structure fires, public special events, large law enforcement incidents, etc.), the incident commander shall be notified that an emergency button has been activated and any known information.

References:

TVRS Emergency Button Activation Policy Status Orange 9-2010

[logo]	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	911 NON-STANDARD CALLS	02/27/2020 Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

DISCONNECTED 911 CALLS

1. The telecommunicator will attempt a call back when a 911 call is disconnected before the telecommunicator can determine if assistance is needed.
2. The telecommunicator will call the number back once to attempt to make this determination.
 - a. If the phone is busy or there is no answer, additional attempts to contact the caller will not be made by the telecommunicator.
 - b. If the callback attempt goes to voicemail, no message will be left.
 - c. If the telecommunicator has reason to believe that an emergency exists, additional attempts to make contact may be made.
 - d. Additional attempts to make contact may be made at the request of responding public safety personnel.
3. A call for service record will be created in the CAD system and all attempts to make contact, conversations with the caller, notes of background noise, etc will be documented.
4. If unable to make contact or an emergency cannot be ruled out by the telecommunicator, and reliable address/location information is available, law enforcement will be dispatched to assist in determining if an emergency exists.
5. If contact is made, the telecommunicator will follow established procedures.

911 OPEN LINES

1. If after answering a 911 line, there is no response, the telecommunicator will again attempt to solicit a response from the caller.
2. All open lines will be interrogated with a TTY/TDD system to determine if the caller is attempting to report an emergency using a special communications device for hearing impaired individuals.
3. If unable to obtain a response from the caller, the telecommunicator may disconnect the line and shall attempt one time to call the number back.
 - a. In the case of a wireless 911 call, the telecommunicator shall attempt to obtain an accurate location prior to disconnecting the call.
 - b. If the phone is busy or there is no answer, additional attempts to contact the caller will not be made by the telecommunicator.
 - c. If the callback attempt goes to voicemail, no message will be left.
 - d. If the telecommunicator has reason to believe that an emergency exists, additional attempts to make contact may be made.
 - e. Additional attempts to make contact may be made at the request of responding public safety personnel.
4. A call for service record will be created in the CAD system and all attempts to make contact, conversations with the caller, notes of background noise, etc will be documented.

[logo]	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	911 NON-STANDARD CALLS	02/27/2020 Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

5. If unable to make contact or an emergency cannot be ruled out by the telecommunicator, and reliable address/location information is available, law enforcement will be dispatched to assist in determining if an emergency exists.
6. If contact is made, the telecommunicator will follow established procedures.

PRANK CALLS

1. Suspected prank calls shall be treated as a real emergency until proven otherwise.

911 ONLY MOBILE PHONES

1. Although it is not possible to redial a 911 only mobile phone, a call for service record in the CAD system shall still be created with documentation as to the facts of the call, any conversation had and/or heard, and any background noise noted.

References:

Access for 9-1-1 and Telephone Emergency Services Under the ADA (<https://www.ada.gov/911ta.htm>)
 NENA Call Answering Standard/Model Recommendation NENA 56-005.1, June 10, 2006, Revised 8/31/2017
 NENA Silent of Hang-Up 9-1-1 Calls for Service NENA 56-501, August 23, 2002

Budget year 2019-2020 - 6/27/2019

Referencing line item 4006 - Admin Mapping/PT Consultant:

When some of the line item titles/positions and amounts were adjusted (prior to board approval but after having written the budget in the comptroller's office) to comply with the state ECB recommendations, the line item 4006 while combined the position titles it didn't have the combined totals of the Addressing Mapping Coordinator (31,679) and the Part Time Consultant (8640) salaries which should reflect a combined budget total of \$40,319. Leaving out the \$8,640. This error was totally overlooked by many of our eyes and was a complete accidental oversight.

line item 4006 should reflect :	\$40,319 (both salaries)
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P/T Jan. 32 Excess hours paid	\$ 1,440
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P/T Feb. 21.5 Excess hours paid	<u>\$ 967.50</u>
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New total needed	\$42,726.50
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P/T Feb 2 Excess hours added and projection of 30 Excess March hours possible	\$1,350.00
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P/T April 10 Excess hours projected	<u>\$ 450.00</u>
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Total amount that will need to be added to
line item to cover these expenses if no raise is
added to Addressing before budget year ends
is \$12,847.50

new line item total	\$44,526.50
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BUDGET F/Y 2019-2020
2% Salary Increase + Longevity

APPROVED BY BOARD 06/27/2019

6/27/2019

REVENUES	2019-2020 BUDGET	BUDGET MONTHLY	ACTUAL REC/PAY OUT	OVER(UNDER) MONTH FEBRUARY	ACTUAL YEAR	OVER(UNDER) YEAR
3010 TECB 911 SURCHARGE (BASE)	640,518	106,753.00	106,753.00	0.00	320,365.75	(320,152.25)
3020 STATUTE 130 FUNDING	37,000	0.00	0.00	0.00	32,885.00	(4,115.00)
3040 DISPATCH SERVICES	674,373	56,197.75	56,197.75	0.00	443,369.58	(231,003.42)
5002 INTEREST INCOME	888	74.00	74.79	0.79	636.84	(251.16)
5004 MDT MAINTENANCE	19,564	1,630.33	0.00	(1,630.33)	5,671.82	(13,892.18)
5005 800 MHZ SYSTEM MAINT.	35,975	2,997.92	29.82	(2,968.10)	36,975.18	1,000.18
5009 OTHER INCOME	2,208	184.00	205.00	21.00	925.00	(1,283.00)
5014 NCIC/REC CLERK/COUNTY	47,387	3,948.92	7,897.86	3,948.94	31,591.44	(15,795.56)
TOTAL ESTIMATED REVENUE	1,457,913	171,785.92	171,158.22	(627.70)	872,420.61	(585,492.39)
=====						
EXPENDITURES						
4001 DIRECTOR	69,002	5,750.17	3,461.54	(2,288.63)	41,596.73	(27,405.27)
4002 COMPTROLLER/ ASST. COMPT.	64,641	5,386.75	3,169.62	(2,217.13)	41,795.52	(22,845.48)
4003 ASSISTANT DIRECTOR	53,772	4,481.00	4,136.30	(344.70)	35,158.55	(18,613.45)
4004 DISPATCHER (8)	304,726	25,393.83	20,468.82	(4,925.01)	181,385.90	(123,340.10)
4005 DISPATCH/LEAD (3)	129,482	10,790.17	9,267.20	(1,522.97)	84,370.69	(45,111.31)
4006 ADMIN-MAPPING/ PT CONSULT	31,679	2,639.92	3,156.84	516.92	26,473.14	(5,205.86)
4007ADMIN TAC	41,722	3,476.83	3,209.38	(267.45)	27,276.65	(14,445.35)
4008 OVERTIME PAY	7,969	664.08	830.07	165.99	4,248.35	(3,720.65)
4009 PART-TIME PERSONNEL	31,853	2,654.42	0.00	(2,654.42)	796.32	(31,056.68)
4010 CHRISTMAS BONUS	2,012	167.67	0.00	(167.67)	2,003.00	(9.00)
4012 HOLIDAY PAY	17,975	1,497.92	0.00	(1,497.92)	13,722.56	(4,252.44)
4099 NCIC RECORD CLERK	39,099	3,258.25	3,007.62	(250.63)	25,564.77	(13,534.23)
4101 SOCIAL SECURITY TAX	47,206	3,933.83	3,125.33	(808.50)	29,643.43	(17,562.57)
4102 MEDICARE TAX	11,040	920.00	730.93	(189.07)	6,935.09	(4,104.91)
4103 LIFE INSURANCE	1,500	125.00	80.58	(44.42)	800.19	(699.81)
4104 MEDICAL INSURANCE	140,792	11,732.67	10,723.60	(1,009.07)	86,067.15	(54,724.85)
4107 SUTA TAX	608	50.67	0.00	(50.67)	96.16	(511.84)
4108 STATE RETIREMENT	42,192	3,516.00	2,614.76	(901.24)	25,407.61	(16,784.39)
4201 MAPPING/ADDRESSING	100	8.33	0.00	(8.33)	0.00	(100.00)
4203 AUDIT SERVICES	8,950	745.83	8,950.00	8,204.17	8,950.00	0.00
4204 ACCOUNTING SERVICES	3,936	328.00	320.00	(8.00)	2,240.00	(1,696.00)
4217 LEGAL & PROFESSIONAL	5,000	416.67	0.00	(416.67)	6,299.09	1,299.09
4218 MAINT. AGREEMENTS	36,712	3,059.33	150.00	(2,909.33)	30,599.74	(6,112.26)
4220 NCIC/TBI/TIES LINE	6,500	541.67	0.00	(541.67)	4,183.32	(2,316.68)
4225 PEST CONTROL	300	25.00	25.00	0.00	175.00	(125.00)
4228 RENT/REP SITE(tank & propane)	800	66.67	0.00	(66.67)	237.08	(562.92)
4299 TRASH DISPOSAL	192	16.00	21.00	5.00	163.00	(29.00)
4301 OFFICE SUPPLIES	2,200	183.33	143.43	(39.90)	1,567.90	(632.10)
4302 CUSTODIAL SUPPLIES	1,600	133.33	187.29	53.96	975.68	(624.32)
4303 DISPATCH SUPPLIES	1,400	116.67	0.00	(116.67)	180.92	(1,219.08)
4304 POSTAGE	756	63.00	55.00	(8.00)	519.60	(236.40)
4305 SMALL EQUIPMENT PUR	5,000	416.67	0.00	(416.67)	1,011.00	(3,989.00)
4307 UTILITIES ELECTRIC	14,790	1,232.50	967.96	(264.54)	8,683.37	(6,106.63)
4308 UTILITIES GAS	1,860	155.00	235.27	80.27	761.07	(1,098.93)
4309 UTILITIES WATER / SEWER	3,124	260.33	251.53	(8.80)	2,010.80	(1,113.20)
4310 GENERAL TELEPHONE (ADMIN)	10,949	912.42	842.89	(69.53)	6,814.86	(4,134.14)
4311 CELL PHONE/VERIZON	2,100	175.00	80.02	(94.98)	941.70	(1,158.30)
4312 GEN TELE(CALL CENTER LINE)	15,960	1,330.00	1,270.00	(60.00)	10,400.00	(5,560.00)
4313 INTERNET CHARGES	9,845	820.42	1,126.92	306.50	7,266.06	(2,578.94)
4333 MISC MAINT& REPAIR	5,500	458.33	0.00	(458.33)	1,139.60	(4,360.40)
4335 MAINT & REPAIR VEHICLE	800	66.67	51.81	(14.86)	1,255.25	455.25
4336 VEHICLE FUEL COST	2,400	200.00	0.00	(200.00)	1,225.27	(1,174.73)

4339 MDT MAINTENANCE IN/OUT	19,564	1,630.33	0.00	(1,630.33)	20,790.00	1,226.00
4340 800 RADIO SYST. MAINT IN/OUT	35,975	2,997.92	0.00	(2,997.92)	18,630.02	(17,344.98)
4399 MISCELLANEOUS EXP	1,000	83.33	0.00	(83.33)	1,100.00	100.00
4401 BANK FEES	1,000	83.33	102.84	19.51	753.90	(246.10)
4405 DUES & SUBSCRIPTIONS	4,035	336.25	0.00	(336.25)	4,035.00	0.00
4406 TESTING/EVALUATION	3,000	250.00	0.00	(250.00)	0.00	(3,000.00)
4407 WORKERS COMP INSURANCE	1,200	100.00	216.00	116.00	1,150.00	(50.00)
4408 LIABILITY INSURANCE	25,171	2,097.58	0.00	(2,097.58)	24,992.00	(179.00)
4413 LICENSE & FEES	100	8.33	0.00	(8.33)	600.00	500.00
4414 SURETY BONDS	521	43.42	0.00	(43.42)	0.00	(521.00)
4418 TRAINING	1,500	125.00	0.00	(125.00)	1,119.95	(380.05)
4419 TRAVEL, MEALS, LODGING	5,640	470.00	0.00	(470.00)	2,670.87	(2,969.13)
4421 ADVERTISING	450	37.50	0.00	(37.50)	1,612.15	1,162.15
5010 INTEREST EXPENSE	5,000	416.67	0.00	(416.67)	0.00	(5,000.00)
TOTAL ESTIMATED EXPENSE	1,282,200	106,850.00	82,979.55	(23,870.45)	808,396.01	(473,803.99)
ESTIMATED RECEIPTS	1,457,913		171,158.22			
VS						
ESTIMATED EXPENDITURE	1,282,200		82,979.55			
OVER (UNDER)	175,713					
DEPRECIATION	41,966					
OVER(UNDER)AFTER DEPRECIATION	133,747		88,178.67			



ACTION ITEM LOG
Roane County E911 Emergency Communication Center

Edited for Meeting on – March 03, 2020 @ 10:00 am

Item	Issue	Action	Date
1	Progress & Schedule	Construction Schedule Update Schedule Structural Engineer Site visit, upon completion of roof trusses.	3.03.20
2	Supplemental Instructions (ASI)	ASI#1 issued – Relocation on communication tower ASI#2 issued – Adjustment of site elevations ASI #3 issued – Building Control joint Dimensions ASI#4 issued – Male Toilet #133 Plumbing Revision ASI #5 issued – Electrical Trench Duct and Floor Box Dimen. ASI #6 – Relocate receptacle and add data in garage space	10/17/19 10/17/19 11/06/19 11/12/19 11/12/19 12/17/19
3	Request for Proposals (RFP)	RFP#1 – Column and footing removal – Contractor pricing RFP#2 – Provide 1 #4/0 bare copper g. ring around facility RFP #3 – Site berm grading/removal (State Right Away issues) (E-911 Board keep Berm make movable – Owner or Contractor?) RFP #4 – Fence relocation (Keep boundary as shown and leave trees not affected – E-911 board)	10/11/19 12/03/19
4	Allowances		
5	Requests For Information (RFI)	1. Sanitary sewer line size from septic tank to drain field. 2. Communication Tower -radio cable entry into building. 3. Floor box layout- Training Room and Dispatch. 4. Verify Interior and Exterior Control joint locations. 5. Septic Drain field location on sloped grade (confirm Accept) 6. CMU wall reinforcing typical detail. 7. Plumbing fixture type urinal Male Toilet 133. 8. Water reducing admixture 9. Color for header and jamb plates around OH Door 10. Light switch and pull station conflict 11. Height of Electrical Controllers in garage 139 12. Detail 7/S6.2 connect detail. Welding acceptable 13. Clarification of W12X26 beam plate bearing 14. Shower floor water proofing 15. Shear Wall 'X' bracing detail and location	10.18.19C 10.18.19C 10.18.19C 10.28.19C 10.25.19C 11.06.19C 11.08.19C C 10.10.19 C 12.17.19 C 12.17.19 C 1.08.20 C 1.20.19 C 1.22.20 O 1.30.20 C



ACTION ITEM LOG
Roane County E911 Emergency Communication Center

6	Weather Delays	Current Weather Days:	5
7	Pay Application	Pay App #1 submitted and Approved Pay App #2 submitted and Approved Pay App #3 submitted and Approved Pay App #4 submitted and Approved	10/30/19
8	Submittals	Review submittal log – Requiring review by Architect/Engineers Current submittals needing review: Vacuum Cleaning System Flexible Paving Wall Panels Acoustical Ceilings Walkway Coverings Currently awaiting re-submittals:	
9	Change Orders	COR #1 received – Remove column & footing – Deduct COR #2 received – Add tower ice bridge in lieu of unground COR #3 received – Survey Property Corners – Add COR #4 received – Up size grounding loop around building/ect. *AIA G701 – Change Order #1 requires signatures Change Order Approved by Rural Development and E-911 Board.	11/7/19 A 11/26/19 A 11/12/19 A 12/13/19 A 2/28/2020
10.			

Next Meeting – TBD

AGENDA
RCECD 911 MONTHLY BOARD MEETING
APRIL 30, 2020 1:00 PM

CALL TO ORDER - Recording Meeting in coordination with the COVID 19 CDC
recommenders
APPROVAL OF MINUTES OF MARCH 26, 2020 MEETING
APPROVAL OF MARCH FINANCIAL REPORT

PUBLIC COMMENT

COMPTROLLER

MARCH FUND BALANCES

COMMITTEE REPORTS

PERSONNEL COMMITTEE

MINUTES FROM MEETING APRIL 7, 2020, 2:00 PM
ADDRESSING POSITION OPTIONS

BUDGET AND FINANCE COMMITTEE

HAVE MADE 7 PAYMENTS ON BUILDING \$1,079,364.98 AS OF
4/29/2020

BUILDING/ EQUIPMENT COMMITTEE

GENERAL REPORT

DIRECTOR'S REPORT

GENERAL REPORT

CHAIRMAN

TCRS ANNUAL ACTUARIAL

Director off probation May 3

OLD BUSINESS

CREDIT CARD

NEW BUSINESS

ROANE COUNTY E-911

March 2020 Statistics

	Mar. 2020	2020 YTD
Calls for service entered into CAD system	3,588	11,170
TELEPHONE		
911 calls received	2,299	7,120
Administrative calls inbound	5,512	16,419
Administrative calls outgoing	3,181	10,095
TOTAL:	11,167	34,131
Total phone duration (minutes)	16,024	49,698
RADIO AIRTIME (MINUTES)		
MAIN D	5,340	5,340*
HR DSP	1,454	1,454*
FD DSP	785	785*
EMS	1,014	1,014*
HWY OP	566	566*
Ro NET	3	3*
PSAP NET 2	9	9*
TOTAL:	9,171	9,171*
Average radio airtime per CAD system record (minutes)	2.56	2.56*
Average phone call time per CAD system record (minutes)	4.47	4.45
TOTAL AVG. TIME PER CAD SYSTEM RECORD:	7.02	7.02*

* Data not available prior to March 2020.



Employer Contribution Rate Certification
Tennessee Consolidated Retirement System (TCRS)
Actuarial Valuation at June 30, 2019.



Acknowledgement of employer rate effective July 1, 2020 through June 30, 2021

Department Code: 0088840
Department Name: ROANE COUNTY ECD E 911

- ☐ I hereby acknowledge and agree that I have reviewed the background information on rates provided to me and also located on the Treasury Website at:
<https://publicreports.treasury.tn.gov>. I further acknowledge the upward trends concerning future employer contribution rates.

Please select one of the options below

- ☐ The Minimum Employer rate: 0.00%
☐ Optional: We choose to pay a higher contribution of: _____


Employer Signature _____ Title _____

Date _____ Phone _____ Email _____

The first department code listed on the Employer Actuarially Determined Contribution (ADC) Rate sheet is your master code. The master code is responsible for determining the rate and submitting the completed employer contribution rate certification to TCRS. The rate selected will be applicable for all department codes listed on the Employer Actuarially Determined Contribution (ADC) Rate sheet. It is the master code's responsibility to notify these departments of the new rates.

Please return the completed rate certification no later than May 29, 2020 via one of the following methods:

By email: TCRS.EmployerReporting@tn.gov
By mail: TCRS Employer Reporting
502 Deaderick Street, 15th Fl.
Nashville, TN 37243

	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	RECORDS REQUESTS	03/12/2020 Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

identifiers (including serial numbers and license plate numbers), device identifiers and serial numbers, web uniform resource locators (URLs), internet protocol (IP) address numbers, biometric identifiers (including finger, retinal, and voice prints), full face photographic images and any comparable images, any other unique identifying number, characteristic, or code.

2. These redactions shall not be applied to any records requests where it can be verified by state issued identification that the requestor is the patient contained in the record.

FEES:

1. 8 ½" x 11" or 8 ½" x 14" black and white copies - \$0.15 / page
2. 8 ½" x 11" or 8 ½" x 14" color copies - \$0.50 / page
3. Duplex (front and back) copies shall be assessed the fees for two separate pages.
4. Compact discs (CD) - \$1.00 / disc
5. The actual cost of labor, after the first hour, may be billed at the employee(s) hourly rate of pay for time spent retrieving and/or copying records.
6. Fees may be waived at the discretion of the administrative staff.


References:

TCA 10-7-503

Schedule of Reasonable Charges – Comptroller of the Treasury Office of Open Records Counsel

Additional Resources:

<https://treasury.tn.gov/Portals/0/Documents/Disclaimers/20170307RecordsResponseForm.pdf>


	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	RECORDS REQUESTS	03/12/2020 Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

POLICY:

1. Requests for viewing or copies of public records shall be accepted during normal administrative business hours.
2. Requests may be made in person, by telephone, fax, mail, or email.
3. At no time shall members of the public or non-employees of the Roane County Emergency Communications District (RCECD) be allowed direct access to computers, servers, or other electronic devices.
4. At no time shall flash drives, portable hard drives, or other similar devices be connected to any computer, server, or electronic device owned or operated by the RCECD.
5. A records request form will be completed for computer aided dispatch (CAD) reports and audio recordings of phone and or radio systems. A records request form will also be completed for any requested copies of other records.
6. All requests must be sufficiently detailed to enable identification of the specific record(s).
7. CAD reports will generally be made available at the time of request.
8. Audio recordings may require up to seven (7) business days to be available on CD.
9. In the event that records cannot be made available promptly, within seven (7) business days, the RCECD will:
 - a. Make the requested records available, or
 - b. Deny the request in writing using a records request response form developed by the office of open records counsel. The response shall include the basis for denial, or
 - c. Furnish the requestor a completed records request response form developed by the office of open records counsel stating the time reasonably necessary to produce the requested records.
10. The requestor shall be provided with an estimate of reasonable costs to provide copies of the requested records.
11. Any member of the administrative staff who has been instructed in records policies may complete requests for CAD reports. Requests for audio recordings will be completed by the executive or technical director.

REDACTION OF MEDICAL INFORMATION:

1. Prior to any CAD report or audio recordings being released, the following information will be redacted from the record:
 - a. Patient name(s), geographic identifiers smaller than state (with exception of the address of the incident), any dates related to the individual other than year, phone numbers, fax numbers, email addresses, social security numbers, medical record numbers, health insurance beneficiary numbers, account numbers, certificate/license numbers, vehicle

	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	CALL ANSWERING STANDARDS	02/24/2020 Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

CANCELLATION


1. Telecommunicators may disregard a 9-1-1 call if there is evidence that the call was a misdial or unintentional.
2. After a call has been dispatched to emergency services personnel for response, responding units shall be advised of any attempt to cancel the call for service, and decision to cancel or continue response shall be at the discretion of the responding personnel.

REDUNDANT CALLS

1. Redundant calls occur when several calls have been received regarding the same incident.
2. The telecommunicator will make sure that the caller is reporting the same incident and not an unrelated one.
3. The telecommunicator will attempt to gather any additional available information.
4. If the party is involved in the incident, obtain the caller's name and phone number.
5. The telecommunicator will advise the caller that a report of the incident has already been received and may disconnect the call.

References:

NENA Call Answering Standard/Model Recommendation NENA 56-005.1, June 10, 2006, Revised 8/31/2017

	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	CALL ANSWERING STANDARDS	02/24/2020 Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

GENERAL INFORMATION

1. All 911 phone lines shall be answered "9-1-1, where is your emergency?"
2. All administrative phone lines shall be answered "Roane Central."
3. All phone lines will be answered in a timely manner.

911 PHONE LINES


1. It is the goal of the Roane County ECD to answer ninety percent (90%) of all 9-1-1 calls within ten (10) seconds, and ninety five percent (95%) of 911 calls within twenty (20) seconds.
2. If a call is of a non-emergency nature and it is received on an emergency telephone line, the telecommunicator will advise the caller that they have called an emergency line and will direct the caller to a non-emergency line.

INFORMATION GATHERING

1. The telecommunicator will obtain the basic information from the caller. At minimum, this should include:
 - a. The address or exact location of the incident
 - b. Call back number and caller's name
 - c. Type of emergency
 - d. Time of occurrence
 - e. Any known hazards (including but not limited to: presence of weapons, chemical spills, etc.)
 - f. Identity of those involved and their locations
2. The telecommunicator will verify all addresses reported. This may consist of the caller provided address matching the information shown on the ALI display or repeating the address to the caller. All verifications will include the city name.
3. In an effort to gather additional information, telecommunicators should listen for any background noise, conversation, etc.
4. All information gathered will be entered as a call for service in the CAD system.


TRANSFERRING EMERGENCY CALLS

1. When emergency calls need to be transferred to another PSAP, the telecommunicator will transfer the call without delay. The telecommunicator will advise the caller to not hang up, that the call is being connected to (agency name).
2. The telecommunicator should stay on the line until the connection is completed to the answering PSAP.

	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	MEDIA REQUESTS	04/14/2020 Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

PROCEDURE:

1. Any requests from the media regarding active incidents should only be provided with the following information:
 - a. The general address of the incident (for example, 330 Cardiff Valley Rd. would be reported as "the 300 block of Cardiff Valley Rd.")
 - b. The general nature of the incident. No specific details should be given.
 - c. Requests for any additional information should be directed to the primary responding agency.
2. Any requests regarding completed incidents shall follow the established records request process.
3. Information that may impact the safety and well being of the community (hazardous road conditions, road closures due to inclement/severe weather, etc.) may be released to the media by or at the direction of the on-duty dispatch supervisor.

	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	SECURITY OF THE EMERGENCY COMMUNICATIONS CENTER	03/04/2020 Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

TCA 10-7-504(l) Confidential records

(1) Information that would allow a person to obtain unauthorized access to confidential information or to government property shall be maintained as confidential. For the purpose of this section, "government property" includes electronic information processing systems, telecommunication systems, or other communications systems of a governmental entity subject to this chapter. For the purpose of this section, "governmental entity" means the state of Tennessee and any county, municipality, city or other political subdivision of the state of Tennessee. Such records include:

- (A) Plans, security codes, passwords, combinations, or computer programs used to protect electronic information and government property;
- (B) Information that would identify those areas of structural or operational vulnerability that would permit unlawful disruption to, or interference with, the services provided by a governmental entity; and
- (C) Information that could be used to disrupt, interfere with, or gain unauthorized access to electronic information or government property.

POLICY:


1. Exterior doors of the communications center shall remain closed and locked at all times.
 - a. The front door shall be unlocked.
 - b. The interior vestibule door shall remain closed and locked at all times.
2. Any keys, access codes, badges, or other means of access provided to any employee shall remain under the control of that employee and not be loaned, shared, or given to any other person. Any means of access must be surrendered upon request of the executive director.
3. No employee shall create or have created a duplicate key without the express consent of the executive director.

SURVEILLANCE CAMERAS:

1. The emergency communications center is equipped with surveillance cameras to help protect against theft, vandalism, disruptions of operations, and other illegal or malicious activities.
2. Staff shall periodically observe camera monitor(s) for any unknown or unauthorized individuals on the property or activities occurring.

SERVER ROOM:

1. No persons shall be authorized to access the server room without the express permission of the executive or technical director.
2. All persons entering this room shall be escorted by staff as directed by the executive or technical director.


	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	TWO-WAY RADIO ACCEPTABLE USE	03/05/2020 Revision: 1
		Generated by: Cody Anderson, Director
Approved by:		

SCOPE:

This policy shall apply to all employees of the Roane County Emergency Communications District and any agencies that operate on the Tennessee Valley Regional Communication System (TVRCS) and/or Tennessee Advanced Communications Network (TACN) through the Roane County Emergency Communications District.

POLICY:

1. Personnel shall maintain a professional attitude at all times while using two-way radio systems.
2. Personnel shall use their full assigned callsign, and identify their department anytime units may have similar callsigns (ex. "Engine 1").
3. Two-way radio systems shall be used only for the official business of the emergency communications center and served agencies.
4. Only authorized personnel shall be permitted to use two-way radio systems.
5. All communications should use plain language and avoid codes (such as "10 codes").
6. All two-way radio communications with the emergency communications center will occur on the TVRCS ("800 MHz") system unless approved by the executive director or technical director.
 - a. In the event of system failure, the on-duty dispatch supervisor may authorize the use of other systems as deemed necessary.

	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	VISITORS IN THE DISPATCH CENTER	02/27/2020 Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

POLICY:

1. Due to the nature of the dispatch center, the general public will not be allowed to visit without prior approval from the Director or on-duty dispatch supervisor.
2. Any visits should be of a brief duration, generally 15 minutes or less.
3. Any visits should occur only on an occasional basis.
4. Any person entering the dispatch area who is not employed by the emergency communications district shall record their visit in the visitor log book.
5. At no time will visitors be allowed to disrupt the operations of the E-911 center. If at any time a disruption is noted, the visitor shall be asked to leave.
6. All visitors must be escorted while in the dispatch area and any secured areas of the emergency communications center.
7. With the exception of emergency services personnel in the course of their official duties, no information regarding calls for service, NCIC, or dispatch center operations will be discussed with visitors.

THE FOLLOWING SHALL NOT REQUIRE PRIOR APPROVAL:

1. Emergency services personnel in the course of their official business.
2. Off-duty personnel on official business.
3. Repairmen responding to work on equipment will be allowed to perform the required work. Identity of the repairman shall be verified prior to allowing access to any systems, equipment, or secured areas of the emergency communications center.

ITEM	COST	NOTES
Network switches	\$2,650 estimated	New building will have approximately 188 network ports throughout.
		Old plan was to use existing (2x24 port)
		This will provide 240 port capacity, allowing for redundancy and future growth.
Building network wiring	Two quotes: <ul style="list-style-type: none"> Taylor Telecom – \$44,099.74 CES Corporation – \$48,459.54 	Contractor has installed boxes and conduit to boxes, wiring is owner provided.
Additional dispatch console positions	<ul style="list-style-type: none"> Southern Software – \$21,400 <ul style="list-style-type: none"> \$2500 / year support Radio Console – \$14,105.75 Phone Console - \$57,600.42 initially <ul style="list-style-type: none"> \$666.67 / month NCIC Access - \$100 / month (estimated) Computer - \$3,600 (estimated) Chair - \$750 <p>Total = \$97,556.17 (each)</p>	Includes network wiring and security cameras. New center will currently have 4 dispatch console positions, has room for up to 4 additional.
UPS System	<p>Change from single to three phase – \$578.36</p> <p>UPS system (state contract) - \$31,350.00</p> <p>Total = \$31,928.36</p>	<p>In talking with architects, plan was to move current system – discontinued for 8-10 years and company is not in the business anymore, no spare parts available, only rated for 1/3 size needed.</p> <p>New system will require converting the electrical panel from single to three phase to support rated load.</p> <p>State requires minimum 1 hour run time.</p>

Access control system	Two quotes: <ul style="list-style-type: none"> • Taylor Telecom – \$ • CES Corporation – \$22,073.41 	Current plan requires dispatchers to answer an intercom system and click a button to open every gate and door for every person. (~100-150/day)
Appliances – Range and range hood	\$550 from Patterson's	Would allow for badge access at gate and doors to alleviate workload from dispatchers. Also allows for logging who enters and when.
Various office items		Can move existing refrigerator, will need new range and range hood. Model numbers sent to contractor to install wiring.

*** 4/22/2020 – still working on obtaining last few prices, will send updated list prior to meeting.

ITEM	COST	NOTES
Network switches	\$2,650 estimated	New building will have approximately 188 network ports throughout.
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Additional dispatch console positions	<ul style="list-style-type: none"> • Southern Software – \$ • Radio Console – \$14,105.75 • Phone Console - \$57,600.42 initially <ul style="list-style-type: none"> ◦ \$666.67 / month • NCIC Access - \$100 / month (estimated) • Computer - \$3,600 (estimated) • Chair - \$750 	Includes network wiring and security cameras. New center will currently have 4 dispatch console positions, has room for up to 4 additional.
UPS System	Change from single to three phase – \$	In talking with architects, plan was to move current system – discontinued for 8-10 years and company is not in the business anymore, no spare parts available, only rated for 1/3 size needed.
	UPS system (state contract) - \$	New system will require converting the electrical panel from single to three phase to support rated load.
Radio console system and radios	8 Radios - \$30,964.52 Console system (4 position) – \$180,387.70	State requires minimum 1 hour run time. Current radios discontinued in 2012, support ended 2018. Current console system discontinued in 2019, end of support is in 2021. Cannot expand current system to add additional dispatch console positions without upgrading to new console system.

Radio console system and radios	8 Radios - \$30,964.52 Console system (4 position) – \$180,387.70	Current radios discontinued in 2012, support ended 2018. Current console system discontinued in 2019, end of support is in 2021.
Access control system	Two quotes: <ul style="list-style-type: none"> • Taylor Telecom – \$10,350.00 • CES Corporation – \$22,073.41 	Cannot expand current system to add additional dispatch console positions without upgrading to new console system. Current plan (per architects) requires dispatchers to answer an intercom system and click a button to open every gate and door for every person. (~100-150/day).
Appliances – Range and range hood	\$550 from Patterson's	Would allow for badge access at gate and doors to alleviate workload from dispatchers. Also allows for logging who enters and when. Can move existing refrigerator, will need new range and range hood. Model numbers sent to contractor to install wiring.
Various office items		

*** 4/22/2020 – still working on obtaining last few prices, will send updated list prior to meeting.

*** new information added since 4/22/2020 version is highlighted

Technical Director – Eric Franks \$47,500 / year

- Oversee and maintain technical equipment
- Maintain Mobile 911 vehicle
- Troubleshoot technical problems
- Coordinate work with vendors

Comptroller – Kim Tharp \$41,205 / year

- Accounts payable & receivable
- Payroll, all HR matters, new employee processing
- Book keeping, work with auditors and accountants
- Board meeting minutes

NCIC TAC – Stacy Carter \$41,725 / year

- Oversees NCIC/TCIC compliance
- Ensures accuracy of all NCIC/TCIC entries and data
- Performs routine validations of information

NCIC Records Clerk / Alternate TAC – Marilyn Hicks \$39,104 / year

- Enters, modifies, and removes entries from NCIC/TCIC.
- Assists TAC with duties as needed or in absence.

Dispatch Supervisors (up to 4) – Annette (\$19.99/hr), Julie (\$19.26/hr), Megan (\$18.67/hr)

- Oversee operations of dispatch center on their shift
- Ensure adequate staffing on their shift
- Receive call-ins from shift coworkers and assist in finding coverage as needed
- + all dispatcher duties

Dispatcher – Denise (\$18.98/hr), Amanda (\$18.52/hr), all others (\$18.17/hr, after probation/training)

- Answer 911 and non-emergency calls for service
- Accurately input data into CAD system
- Monitor 20 radio channels, provide dispatching for all law enforcement, fire, rescue, EMS, emergency management within county; relay calls for service to THP, TWRA, utilities, public works

AGREEMENT BETWEEN
Roane County Emergency Communications District (E-911)
AND
Roane County Sheriff's Office

1. The Roane County Emergency Communications District (E-911) agrees to provide VPN access to the E-911 center for the purpose of providing mobile data terminals (MDTs) with access to the CAD server.
2. Roane County Sheriff's Office (RCSO) will provide any needed equipment to access the VPN services provided by E-911 such as computers, wireless internet devices, etc.
3. VPN access shall only be used for official business of the RCSO and E-911. Any usernames, passwords, IP addresses, network information, or other related information must be kept secure and only provided to authorized users and for use on equipment owned by the RCSO.
4. E-911 agrees to provide support for VPN services provided during business hours, or in cases of emergencies as approved by the E-911 Executive Director. It is understood that E-911 will not be held responsible for Internet failure or other failure outside of control of the E-911 center.

Executive Director
Roane County E-911

Date

Roane County Sheriff

Date

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF NET POSITION

March 31, 2020

CURRENT ASSETS

Revenue Acct. - Regions Bank	\$	1,828,707
Oper/Maint Acct. - Regions Bank		137,580
Building Project 911 Constructi		1,074
CD's Capital Improvement - Outlay		63,056
Prepaid Insurance		12,496
Prepaid Expenses		20,520
TOTAL CURRENT ASSETS		<u>2,063,433</u>

CAPITAL ASSETS NOT BEING DEPRECIATED

Land		
Construction in Progress		206,805
		<u>810,737</u>

CAPITAL ASSETS BEING DEPRECIATED

Buildings & Improvements		409,783
Furniture & Fixtures		47,019
Office Equipment		53,023
Communications Equipment		1,132,308
Vehicles		30,893
Mapping & CAD System		154,054
Intangibles - Mapping		65,000
TOTAL CAPITAL ASSETS		<u>2,909,622</u>
Accumulated Depreciation		<u>(1,563,785)</u>
CAPITAL ASSETS, NET		<u>1,345,837</u>

OTHER ASSETS

Net Pension Asset		339,130
Utility Deposit		<u>1,065</u>
TOTAL OTHER ASSETS		<u>340,195</u>

TOTAL ASSETS

\$ 3,749,465

DEFERRED OUTFLOW OF RESOURCES

Pension Cont after Measurement Date (GASB68)	\$	85,627
OPEB Deferred outflows		<u>326</u>

TOTAL DEFERRED OUTFLOW OF RESOURCES

\$ 85,953

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF NET POSITION

March 31, 2020

CURRENT LIABILITIES

Net OPEB Asset(Liability)	\$	27,969
Accounts Payable		1,587
Accrued Compensated Absences		18,176
Payroll Deductions Payable		2,048
Employee Health Ins. W/H		4,157
SUTA Taxes Payable		1,079
Insurance W/H Payable		(163)
		<hr/>
TOTAL CURRENT LIABILITIES		54,853

NON CURRENT LIABILITIES

Notes payable - long term		<hr/>
		686,334
		<hr/>
TOTAL NON CURRENT LIABILITIES		686,334

TOTAL LIABILITIES

\$ 741,187

DEFERRED INFLOW OF RESOURCES

Pension Changes in Experience	\$	81,651
OPEB Deferred Inflows		8,102
		<hr/>
TOTAL DEFERRED OUTFLOW OF RESOURCES	\$	89,753

NET POSITION

Net Investment in Capital Assets	\$	659,503
Restricted for Pension		339,130
Unrestricted Net Position		<hr/>
		2,005,845
		<hr/>
TOTAL NET POSITION	\$	3,004,478

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT
STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION
For the 9 Months Ended March 31, 2020

	<u>Amount</u>	<u>Percent</u>
OPERATING REVENUES		
TECB Distribution of 911 Surcharges (Base Amount)	\$ 427,012	43.9 % ✖
Statute 130 Funding	32,885	3.4
Other Op Rev (Dispatch Services)	<u>512,861</u>	<u>52.7</u>
TOTAL OPERATING REVENUES	<u>972,758</u>	<u>100.0</u>
OPERATING EXPENSES		
<u>SALARIES AND WAGES</u>		
Salaries and Wages	45,258	4.7
Salary - Director	39,633	4.1
Salary - Comptroller & Assistant Compt.	38,568	4.0
Salaries - Assistant Director	33,200	3.4
Salary - Dispatchers/Telecommunicators/Call taker	199,007	20.5
Salary - Dispatch Supervisor Personnel	73,204	7.5
Salary - Admin-Mapping & PT Consultant	20,993	2.2
P/T Salary-Mapping	8,888	0.9
Overtime Pay	6,296	0.6
Part-time Personnel	796	0.1
Holiday Pay	13,839	1.4
Christmas Bonus	2,003	0.2
Salaries - Dispatch Supervisor	27,469	2.8
Admin Records Clerk	<u>26,884</u>	<u>2.8</u>
TOTAL SALARIES AND WAGES	<u>536,038</u>	<u>55.1</u>
<u>EMPLOYEE BENEFITS</u>		
Taxes - Payroll - Social Security	33,014	3.4
Taxes - Payroll - Medicare	7,721	0.8
Insurance - Employee Health	97,576	10.0
Taxes - Payroll - SUTA	819	0.1
Retirement Contributions	<u>27,876</u>	<u>2.9</u>
TOTAL EMPLOYEE BENEFITS	<u>167,006</u>	<u>17.2</u>

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT
STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION
For the 9 Months Ended March 31, 2020

	<u>Amount</u>	<u>Percent</u>
<u>CONTRACTED SERVICES</u>		
Audit Services	8,950	0.9
Accounting / Bookkeeping Services	2,560	0.3
Legal and Professional	6,299	0.6
Maintenance Agreements	23,175	2.4
NCIC/TBI/TIES Expenses	3,336	0.3
Pest Control	225	0.0
Lease/Rental - Bldg and Facilities	237	0.0
Trash Disposal	184	0.0
	<hr/>	<hr/>
TOTAL CONTRACTED SERVICES	44,966	4.6
	<hr/>	<hr/>
<u>SUPPLIES, MATERIALS AND MAINTENANCE</u>		
Office Supplies	1,694	0.2
Janitorial Supplies	995	0.1
Dispatch & Map Supplies	181	0.0
Postage	549	0.1
Equipment Purchases Not Capitalized	1,011	0.1
Utilities - Electric	8,771	0.9
Utilities - Natural Gas/Propane	1,008	0.1
Utilities - Water & Sewer	2,205	0.2
Utilities - General Telephone (Admin Lines)	8,017	0.8
Utilities-Cell Phone/Verizon	1,124	0.1
Utilities - General Telephone (Call Center Lines)	12,940	1.3
Cable/Internet Charges	9,020	0.9
Maintenance & Repairs - Misc	1,140	0.1
Maintenance & Repairs - Vehicles	1,255	0.1
Fuel - Gasoline & Diesel	1,310	0.1
MDT Maintenance	15,593	1.6
800 Radio Sys Maint	27,675	2.8
	<hr/>	<hr/>
TOTAL SUPPLIES AND MATERIALS	94,488	9.7 %
	<hr/>	<hr/>

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT
STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION
For the 9 Months Ended March 31, 2020

	<u>Amount</u>	<u>Percent</u>
<u>OTHER CHARGES</u>		
Bank Charges	902	0.1
Dues and Memberships	3,026	0.3
Insurance - Workers' Compensation	2,267	0.2
Insurance - Liability	18,458	1.9
Licenses and Fees	600	0.1
Premiums on Surety Bonds	93	0.0
Training Expenses	1,120	0.1
Travel, Meals, Lodging	2,694	0.3
Advertising	1,612	0.2
TOTAL OTHER CHARGES	<u>30,772</u>	<u>3.2</u>
<u>DEPRECIATION</u>		
Depreciation	36,556	3.8
Amortization	5,620	0.6
TOTAL DEPRECIATION	<u>42,176</u>	<u>4.3</u>
TOTAL OPERATING EXPENSES	<u>915,446</u>	<u>94.1</u>
OPERATING INCOME (LOSS)	<u>57,312</u>	<u>5.9</u>
<u>NONOPERATING REVENUES AND (EXPENSES)</u>		
Interest Income	1,806	0.2
MDT Maintenance Other Gov/Agencies	6,152	0.6
800 Radio System Maint. Other Gov/Agencies	37,150	3.8
Miscellaneous Income	1,100	0.1
NCIC/Rec Clerk/County	32,390	3.3
TOTAL NONOPERATING REVENUES AND (EXPENSES)	<u>78,598</u>	<u>8.1%</u>
INCREASE (DECREASE) IN NET POSITION	135,910	<u>14.0%</u>
NET POSITION - BEGINNING OF PERIOD	<u>2,868,568</u>	
NET POSITION - END OF PERIOD	<u>\$ 3,004,478</u>	

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Nine Months Ended March 31, 2020

	1 Month Ended Actual March 31, 2020	1 Month Ended Budget March 31, 2020	Variance	Percent	9 Months Ended Actual March 31, 2020	9 Months Ended Budget March 31, 2020	Variance	Percent
Operating Revenues								
TECB Distribution of 911 Surcharges (Base Amount)	\$ -	\$ 53,377	(53,377)	- %	\$ 427,012	\$ 480,389	(53,377)	43.90 %
Statute 130 Funding	-	3,083	(3,083)	-	32,885	27,750	5,135	3.38
Other Op Rev (Dispatch Services)	69,815	56,198	13,617	100.00	512,861	505,780	7,081	52.72
Total Operating Revenues	69,815	112,658	(42,843)	100.00	972,758	1,013,919	(41,161)	100.00
Operating Expenses								
Salaries and Wages								
Salaries and Wages	5,335	-	5,335	7.84	45,258	-	45,258	4.65
Salary - Director	4,615	5,750	(1,135)	6.61	39,633	51,752	(12,119)	4.07
Salary - Comptroller & Assistant Compt.	3,091	5,387	(2,296)	4.43	38,568	48,481	(9,913)	3.96
Salaries - Assistant Director	1,839	4,481	(2,642)	2.63	33,200	40,329	(7,129)	3.41
Salary - Dispatchers/Telecommunicators/Call taker	21,305	25,394	(4,089)	30.52	199,007	228,545	(29,538)	20.46
Salary - Dispatch Supervisor Personnel	5,314	10,790	(5,476)	7.61	73,204	97,112	(23,908)	7.53
Salary - Admin-Mapping & PT Consultant	2,085	3,711	(1,626)	2.99	20,993	33,395	(12,402)	2.16
P/T Salary-Mapping	3,128	-	3,128	4.48	8,888	-	8,888	0.91
Salary - Admin - TAC	-	3,477	(3,477)	-	-	31,292	(31,292)	-
Overtime Pay	2,048	664	1,384	2.93	6,298	5,977	319	0.65
Part-time Personnel	-	1,584	(1,584)	-	796	14,254	(13,458)	0.08
Christmas Bonus	-	168	(168)	-	-	1,509	(1,509)	-
Holiday Pay	-	1,498	(1,498)	-	13,839	13,481	358	1.42
Christmas Bonus	-	-	-	-	2,003	-	2,003	0.21
Salaries - Dispatch Supervisor	2,806	-	2,806	4.02	27,469	-	27,469	2.82
Admin Records Clerk	3,008	-	3,008	4.31	26,884	-	26,884	2.76
NCIC Records Clerk	-	3,258	(3,258)	-	-	29,324	(29,324)	-
Total Salaries and Wages	54,574	66,162	(11,588)	78.17	536,038	595,449	(59,413)	55.10
Employee Benefits								
Taxes - Payroll - Social Security	3,361	3,934	(573)	4.81	33,014	35,405	(2,391)	3.39
Taxes - Payroll - Medicare	786	920	(134)	1.13	7,721	8,280	(559)	0.79
Life Insurance	-	125	(125)	-	-	1,125	(1,125)	-
Insurance - Employee Health	10,085	11,733	(1,668)	14.42	97,576	105,594	(8,018)	10.03
Taxes - Payroll - SUTA	123	51	72	0.18	819	456	363	0.08
Retirement Contributions	2,469	3,516	(1,047)	3.54	27,876	31,644	(3,768)	2.87
Taxes - Payroll - FUTA	(21)	-	(21)	(0.03)	-	-	-	-
Total Employee Benefits	16,783	20,279	(3,496)	24.04	167,006	182,504	(15,498)	17.17

See accountants' compilation report.

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Nine Months Ended March 31, 2020

	1 Month Ended Actual March 31, 2020	1 Month Ended Budget March 31, 2020	Variance	Percent	9 Months Ended Actual March 31, 2020	9 Months Ended Budget March 31, 2020	Variance	Percent
Contracted Services								
Addressing/Mapping/Database Consultants	-	8	(8)	-	-	75	(75)	-
Audit Services	-	746	(746)	-	8,950	6,713	2,237	0.92
Accounting / Bookkeeping Services	-	328	(328)	-	2,560	2,952	(392)	0.26
Legal and Professional	-	417	(417)	-	6,299	3,750	2,549	0.65
Maintenance Agreements	2,862	3,059	(197)	4.10	23,175	27,534	(4,359)	2.38
NCIC/TBI/TIES Expenses	395	542	(147)	0.57	3,336	4,875	(1,539)	0.34
Pest Control	25	25	-	0.04	225	225	-	0.02
Lease/Rental - Bldg and Facilities	-	-	-	-	237	0	237	0.02
Trash Disposal	21	16	5	0.03	184	144	40	0.02
Total Contracted Services	3,303	5,141	(1,838)	4.73	44,966	46,268	(1,302)	4.62
Supplies and Materials								
Office Supplies	34	183	(149)	0.05	1,694	1,650	44	0.17
Janitorial Supplies	19	133	(114)	0.03	995	1,200	(205)	0.10
Dispatch & Map Supplies	-	117	(117)	-	181	1,050	(869)	0.02
Postage	30	63	(33)	0.04	549	567	(18)	0.06
Equipment Purchases Not Capitalized	-	417	(417)	-	1,011	3,750	(2,739)	0.10
Utilities - Electric	947	1,233	(286)	1.36	8,771	11,093	(2,322)	0.90
Utilities - Natural Gas/Propane	247	155	92	0.35	1,008	1,395	(387)	0.10
Utilities - Water & Sewer	194	260	(66)	0.28	2,205	2,343	(138)	0.23
Utilities - General Telephone (Admin Lines)	862	912	(50)	1.23	8,017	8,212	(195)	0.82
Utilities-Cell Phone/Verizon	182	175	7	0.26	1,124	1,575	(451)	0.12
Utilities - General Telephone (Call Center Lines)	1,270	1,330	(60)	1.82	12,940	11,970	970	1.33
Cable/Internet Charges	877	820	57	1.26	9,020	7,384	1,636	0.93
Maintenance & Repairs - Misc	-	458	(458)	-	1,140	4,125	(2,985)	0.12
Maintenance & Repairs - Vehicles	-	67	(67)	-	1,255	600	655	0.13
Fuel - Gasoline & Diesel	84	200	(116)	0.12	1,310	1,800	(490)	0.13
MDT Maintenance	1,733	1,630	103	2.48	15,593	14,673	920	1.60
800 Radio Sys Maint	3,046	2,998	48	4.36	27,676	26,981	694	2.85
Total Supplies and Materials	9,525	11,152	(1,626)	13.64	94,488	100,367	(5,880)	9.71
Other Charges								
Miscellaneous Expense	-	83	(83)	-	-	750	(750)	-
Bank Charges	105	83	22	0.15	902	750	152	0.09
Dues and Memberships	336	336	-	0.48	3,026	3,026	-	0.31
Testing and Evaluations	-	250	(250)	-	-	2,250	(2,250)	-
Insurance - Workers' Compensation	-	100	(100)	-	2,267	900	1,367	0.23
Insurance - Liability	2,083	2,098	(15)	2.98	16,458	18,878	(420)	1.90
Licenses and Fees	-	8	(8)	-	600	75	525	0.06
Premiums on Surety Bonds	-	43	(43)	-	93	391	(298)	0.01
Training Expenses	-	125	(125)	-	1,120	1,125	(5)	0.12
Travel, Meals, Lodging	23	470	(447)	0.03	2,694	4,230	(1,536)	0.28
Advertising	-	38	(38)	-	1,612	338	1,274	0.17

See accountants' compilation report.

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Nine Months Ended March 31, 2020

	1 Month Ended Actual March 31, 2020	1 Month Ended Budget March 31, 2020	Variance	Percent	9 Months Ended Actual March 31, 2020	9 Months Ended Budget March 31, 2020	Variance	Percent
Rent Rep Site(tank & propane)	-	67	(67)	-	-	600	(600)	-
Total Other Charges	2,547	3,701	(1,154)	3.65	30,772	33,313	(2,541)	3.16
Depreciation								
Depreciation	4,069	3,497	572	5.83	36,556	31,475	5,081	3.76
Amortization	803	-	803	1.15	5,620	-	5,620	0.58
Total Depreciation	4,872	3,497	1,375	6.98	42,176	31,475	10,701	4.34
Total Operating Expenses	91,604	109,930	(18,326)	131.21	915,446	989,375	(73,929)	94.11
Operating Income (Loss)	(21,789)	2,728	(24,517)	(31.21)	57,312	24,544	32,768	5.89
Nonoperating Revenues and (Expenses)								
Interest Income	89	74	89	0.13	1,806	666	1,140	0.19
MDT Maintenance Other Gov/Agencies	-	1,630	-	-	6,152	14,673	(8,521)	0.63
800 Radio System Maint. Other Gov/Agencies	204	2,998	204	0.29	37,160	28,981	10,169	3.82
Miscellaneous Income	175	184	175	0.25	1,100	1,656	(556)	0.11
Interest Expense	-	(417)	-	-	-	(3,750)	3,750	-
NCIC/Rec Clerk/County	4,748	3,949	4,748	6.80	32,390	35,540	(3,150)	3.33
Total Other Income (Expenses)	5,216	8,419	(3,203)	7.47	78,598	75,766	2,832	8.08
Change in Net Position	\$ (16,573)	\$ 11,147	(27,720)	(23.74)%	\$ 135,910	\$ 100,310	35,600	13.97%

See accountants' compilation report.

**ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT
P.O. BOX 236, 330 CARDIFF VALLEY ROAD
ROCKWOOD, TENNESSEE 37854
865-354-0704 FAX 865-354-8481**

April 22, 2020

TO: All Board Members

FROM: Cody Anderson, Kim Tharp

The Monthly E-911 Board meeting will be Thursday, April 30, 2020 at 1:00 P.M., at the E-911 Center Administrative Office.

Enclosed please find:

The agenda for the Board meeting
March 26, 2020 Board Minutes
March 2020 financial report.
Fund Balances as of March 31, 2020
April 7, 2020 Personnel Committee Minutes
Director's suggested policy updates
March Dispatch Statistics
TCRS Annual Actuarial (we have been paying 5.62%)

"REMOTE ACCESS INFORMATION"

TO CALL IN TO CONFERENCE BRIDGE - PHONE #865-245-1033 PIN # 0911

Any questions you have on these items will be covered in the board meeting.

FUND BALANCES

AS OF MARCH 31, 2020 FOLLOWING ARE THE FUNDS WE HAVE ON HAND NOT INCLUDING THE CERTIFICATE OF DEPOSIT OR BUILDING PROJECT ACCOUNT

REVENUE FUND	\$1,828,705.68	
OPERATING ACCOUNT	\$ 136,953.80	
TOTAL FUNDS	\$1,965,659.48	
LESS 800 MHZ	\$- 29,747.81	ANNUAL SYSTEM MAINT.
LESS METRO COMM.	\$- 25,142.37	MOVING RADIOS
LESS DISPATCH CONSOLES	\$- 68,466.81	WATSON FURNITURE
LESS CAD SYST. UPGRADE	\$- 66,745.00	SOUTHERN SOFTWARE
LESS ECB EQUIP. REIMBURS	\$- 173,771.56	USDA RESERVE ACCOUNT
<u>LESS EST. 3 MONTH RESERVE</u>	<u>\$- 230,000.00</u>	<u>FOR CURRENT EXPENSE</u>
TOTAL DESIGNATED& EST 3 MO	\$- 593,873.55	
TOTAL UN-RESTRICTED*	<u>\$1,371,785.93</u>	
AVAILABLE CASH	\$1,371,785.93	

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

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

**CERTIFICATE OF DEPOSIT \$ 63,055.55

BUILDING PROJECT ACCOUNT \$ 1,073.83

**THIS WAS RENEWED FOR 1 YEAR AT 1.27% INTEREST RATE MATURE 11/03/2020

WE ARE RECEIVING THE ECB PAYMENT OF \$106,753.00 EVERY TWO MONTHS
THE ECB STATUTE 130 FUNDS DISTRIBUTION IS ONCE A YEAR

MINUTES OF MARCH 26, 2020
ROANE COUNTY E-911 BOARD MEETING

The Roane County Emergency Communications District (E-911) Board met Thursday, March 26, 2020 at 1:00 pm. at the E-911 Center administrative office.

MEMBERS PRESENT: Arvel McNelly(remote), Tim Suter(remote), Tony Brown, John Harvey(remote), Brad Daniels(remote), Randy Ellis(remote), Marilyn Calfee(remote)

MEMBERS ABSENT: Jack Stockton, Donnie Eblen

EMPLOYEES PRESENT: Cody Anderson, Eric Franks, Kim Tharp

OTHERS PRESENT: None

CALL TO ORDER:

Chairman Ellis called the meeting to order at 1:00 P.M. with a quorum of 7- 6 remote and 1 present. Due to Covid 19 emphasis on social distancing remote access was strongly recommended.

APPROVAL OF MINUTES:

Motion was made by Mr. McNelly(remote), second by Ms. Calfee(remote) to approve the minutes of February 27, 2020 regular meeting with amendment made to Other Business to correct who was nominated for Vice Chairman and to correct the omission that all officers were elected with no objections. Voice vote taken. Motion Approved.

FINANCIAL STATEMENT:

Motion was made by Mr. Harvey(remote), second by Mr. Daniels(remote) to approve the financial statement for February 2020. Roll call vote was taken due to remote access call in 6 remote yes, 1 in person yes. Motion approved.

FUND BALANCE:

Report was read to board. Mr. McNelly(remote) made a motion to accept the report, Mr. Harvey (remote) second. Roll call vote 6 remote yes, 1 in person yes. Motion approved.

COMMITTEE REPORTS:

BUDGET COMMITTEE:

We have currently paid 5 payments on the New Building totaling \$563,951.98. There will be a Budget Committee meeting soon.

BUILDING/EQUIPMENT COMMITTEE:

Mr. Brown noted that the next construction meeting scheduled for 3/31/2020 is cancelled due to Covid19 restrictions. He encouraged all committee members to attend the meetings at future dates. The building is progressing and a change order for the electricians has been submitted that was previously authorized to add extra outlets in the truck garage which has already been completed. The amount of the order is \$1,738.03. Ms. Calfee(remote) moved to approve the order(remote), Mr. McNelly(remote) second and roll call vote was taken 6 remote yes, 1 in person yes. Motion approved. Mr. Brown was assured by the contractor that there were no other preauthorized change orders lingering. The Roane County Highway department and the contractor will be working on smoothing out the dirt pile at

ADJOURNMENT:

With no further business to come before the board, a motion to adjourn was made by Mr. Suter(remote) , second by Mr. Daniels(remote). Voice vote all approved. Motion carried. Dismissed at 1:20 pm. Next regular meeting will be April 30, 2020 at 1:00 P.M.

Regular February 27, 2020 minutes were approved at the Board Meeting of Roane County Emergency Communications District Board of Directors. Date : March 26, 2020.

Tony Brown / Secretary-Treasurer

Randy Ellis/Chairman

BUDGET F/Y 2019-2020

APPROVED BY BOARD 06/27/2019

6/27/2019

2% Salary Increase + Longevity

REVENUES	2019-2020 BUDGET	BUDGET MONTHLY	ACTUAL REC/PAY OUT	OVER(UNDEF MONTH MARCH	ACTUAL YEAR	OVER(UNDER) YEAR
3010 TECB 911 SURCHARGE (BASE)	640,518	106,753.00	0.00	(106,753.00)	427,012.00	(213,506.00)
3020 STATUTE 130 FUNDING	37,000	0.00	0.00	0.00	32,885.00	(4,115.00)
3040 DISPATCH SERVICES	674,373	56,197.75	63,490.17	7,292.42	506,859.75	(167,513.25)
5002 INTEREST INCOME	888	74.00	82.04	8.04	718.88	(169.12)
5004 MDT MAINTENANCE	19,564	1,630.33	0.00	(1,630.33)	5,671.82	(13,892.18)
5005 800 MHZ SYSTEM MAINT.	✓ 35,975	2,997.92	174.56	(2,823.36)	37,149.74	✓ 1,174.74
5009 OTHER INCOME	2,208	184.00	175.00	(9.00)	1,100.00	(1,108.00)
5014 NCIC/REC CLERK/COUNTY	47,387	3,948.92	3,948.93	0.01	35,540.37	(11,846.63)
TOTAL ESTIMATED REVENUE	1,457,913	171,785.92	67,870.70	(103,915.22)	1,046,937.56	(410,975.44)
=====						
EXPENDITURES						
4001 DIRECTOR	69,002	5,750.17	4,615.38	(1,134.79)	46,212.11	(22,789.89)
* 4002 COMPTROLLER/ ASST. COMPT.	64,641	5,386.75	3,169.62	(2,217.13)	44,965.14	(19,675.86)
* 4003 ASSISTANT DIRECTOR	53,772	4,481.00	2,860.99	(1,620.01)	38,019.54	(15,752.46)
4004 DISPATCHER (8)	304,726	25,393.83	21,102.87	(4,290.96)	202,488.77	(102,237.23)
4005 DISPATCH/LEAD (3)	129,482	10,790.17	8,900.52	(1,889.65)	93,271.21	(36,210.79)
* 4006 ADMIN-MAPPING/ PT CONSULT	44,527	3,710.58	5,564.34	1,853.76	32,037.48	(12,489.52)
4007ADMIN TAC	41,722	3,476.83	3,209.38	(267.45)	30,486.03	(11,235.97)
4008 OVERTIME PAY	7,969	664.08	2,047.75	1,383.67	6,296.10	(1,672.90)
4009 PART-TIME PERSONNEL	19,005	1,583.75	0.00	(1,583.75)	796.32	(18,208.68)
4010 CHRISTMAS BONUS	2,012	167.67	0.00	(167.67)	2,003.00	(9.00)
4012 HOLIDAY PAY	17,975	1,497.92	0.00	(1,497.92)	13,722.56	(4,252.44)
4099 NCIC RECORD CLERK	39,099	3,258.25	3,007.62	(250.63)	28,572.39	(10,526.61)
4101 SOCIAL SECURITY TAX	47,206	3,933.83	3,360.96	(572.87)	33,004.39	(14,201.61)
4102 MEDICARE TAX	11,040	920.00	786.05	(133.95)	7,721.14	(3,318.86)
4103 LIFE INSURANCE	1,500	125.00	91.58	(33.42)	891.77	(608.23)
4104 MEDICAL INSURANCE	140,792	11,732.67	10,065.25	(1,667.42)	96,132.40	(44,659.60)
4107 SUTA TAX	608	50.67	0.00	(50.67)	96.16	(511.84)
4108 STATE RETIREMENT	42,192	3,516.00	2,468.91	(1,047.09)	27,876.52	(14,315.48)
4201 MAPPING/ADDRESSING	100	8.33	0.00	(8.33)	0.00	(100.00)
4203 AUDIT SERVICES	8,950	745.83	0.00	(745.83)	8,950.00	0.00
4204 ACCOUNTING SERVICES	3,936	328.00	320.00	(8.00)	2,560.00	(1,376.00)
4217 LEGAL & PROFESSIONAL	5,000	416.67	0.00	(416.67)	6,299.09	1,299.09
4218 MAINT. AGREEMENTS	36,712	3,059.33	150.00	(2,909.33)	30,749.74	(5,962.26)
4220 NCIC/TBI/TIES LINE	6,500	541.67	0.00	(541.67)	4,183.32	(2,316.68)
4225 PEST CONTROL	300	25.00	25.00	0.00	200.00	(100.00)
4228 RENT/REP SITE(tank & propane)	800	66.67	0.00	(66.67)	237.08	(562.92)
4299 TRASH DISPOSAL	192	16.00	21.00	5.00	184.00	(8.00)
4301 OFFICE SUPPLIES	2,200	183.33	165.96	(17.37)	1,733.86	(466.14)
4302 CUSTODIAL SUPPLIES	1,600	133.33	18.99	(114.34)	994.67	(605.33)
4303 DISPATCH SUPPLIES	1,400	116.67	0.00	(116.67)	180.92	(1,219.08)
4304 POSTAGE	756	63.00	29.55	(33.45)	549.15	(206.85)
4305 SMALL EQUIPMENT PUR	5,000	416.67	0.00	(416.67)	1,011.00	(3,989.00)
4307 UTILITIES ELECTRIC	14,790	1,232.50	923.65	(308.85)	9,607.02	(5,182.98)
4308 UTILITIES GAS	1,860	155.00	247.05	92.05	1,008.12	(851.88)
4309 UTILITIES WATER / SEWER	3,124	260.33	194.44	(65.89)	2,205.24	(918.76)
4310 GENERAL TELEPHONE (ADMIN)	10,949	912.42	861.66	(50.76)	7,676.52	(3,272.48)
4311 CELL PHONE/VERIZON	2,100	175.00	181.98	6.98	1,123.68	(976.32)
4312 GEN TELE(CALL CENTER LINE)	15,960	1,330.00	1,270.00	(60.00)	11,670.00	(4,290.00)
4313 INTERNET CHARGES	9,845	820.42	877.02	56.60	8,143.08	(1,701.92)
4333 MISC MAINT& REPAIR	5,500	458.33	0.00	(458.33)	1,139.60	(4,360.40)
4335 MAINT & REPAIR VEHICLE	✓ 800	66.67	0.00	(66.67)	1,255.25	455.25
4336 VEHICLE FUEL COST	2,400	200.00	84.43	(115.57)	1,309.70	(1,090.30)

4339 MDT MAINTENANCE IN/OUT	✓ 19,564	1,630.33	0.00	(1,630.33)	20,790.00	✓ 1,226.00
4340 800 RADIO SYST. MAINT IN/OUT	35,975	2,997.92	0.00	(2,997.92)	27,674.72	(8,300.28)
4399 MISCELLANEOUS EXP	✓ 1,000	83.33	0.00	(83.33)	1,100.00	✓ 100.00
4401 BANK FEES	1,000	83.33	109.69	26.36	863.59	(136.41)
4405 DUES & SUBSCRIPTIONS	4,035	336.25	0.00	(336.25)	4,035.00	0.00
4406 TESTING/EVALUATION	3,000	250.00	0.00	(250.00)	0.00	(3,000.00)
4407 WORKERS COMP INSURANCE	1,200	100.00	0.00	(100.00)	1,150.00	(50.00)
4408 LIABILITY INSURANCE	25,171	2,097.58	0.00	(2,097.58)	24,992.00	(179.00)
4413 LICENSE & FEES	✓ 100	8.33	0.00	(8.33)	600.00	✓ 500.00
4414 SURETY BONDS	521	43.42	0.00	(43.42)	0.00	(521.00)
4418 TRAINING	1,500	125.00	80.00	(45.00)	1,199.95	(300.05)
4419 TRAVEL, MEALS, LODGING	5,640	470.00	218.08	(251.92)	2,659.97	(2,980.03)
4421 ADVERTISING	✓ 450	37.50	0.00	(37.50)	1,612.15	✓ 1,162.15
5010 INTEREST EXPENSE	5,000	416.67	0.00	(416.67)	0.00	(5,000.00)
TOTAL ESTIMATED EXPENSE	1,282,200	106,850.00	77,029.72	(29,820.28)	894,241.45	(387,958.55)
ESTIMATED RECEIPTS	1,457,913		67,870.70			
VS						
ESTIMATED EXPENDITURE	1,282,200		77,029.72			
OVER (UNDER)	175,713					
DEPRECIATION	41,966					
OVER(UNDER)AFTER DEPRECIATION	133,747		-9,159.02			

MINUTES OF APRIL 7,2020
ROANE COUNTY E-911 PERSONNEL COMMITTEE MEETING

The Roane County Emergency Communications District (E-911) Personnel Committee met Tuesday April 7, 2020 at 2:00 pm. at the E-911 Center administrative office.

COMMITTEE MEMBERS PRESENT: Tony Brown, Randy Ellis, Marilyn Calfee, Brad Daniels

EMPLOYEES PRESENT: Kim Tharp, Cody Anderson

CALL TO ORDER:

Due to CDC COVID 19 social distancing guidelines this meeting was held by remote access. Chairman Brown called the meeting to order at 2 p.m. With majority of budget committee present on the call Mr. Brown would like to address a couple issues after the personnel committee meeting.

This meeting was called to primarily address the position vacated by Addressing Coordinator, Gail May, on March 26, 2020. The Director has presented three possible options in which we could proceed for filling the position and the path forward. After discussion of the options presented the committee asked the Director for his recommendation and stated that they would trust his recommendation on the path forward. The committee voiced their support of Option 3 in support of the Director's preference. Mr. Ellis made a motion to recommend Option 3 and Mr. Daniels second. An amendment to the motion adding for the Director to check in to Roane State GIS program for training for the person filling this position. Voice vote was taken and approved by all, no nay votes.

BUDGET COMMITTEE:

We are needing to get some prices and choices made on the appliances for the new center, the contractor is asking about this since they are needing to install the wiring for them. The Director will be checking on sizes and costs associated with this. The Director will be meeting with Metro Communications on April 16, 2020 to find out what the details of the quote he received for 4 new consoles and moving of the old ones to the new center.

ADJOURNMENT:

With no further business to come before the committees Mr. Brown declared the meeting dismissed at 2:50 P.M. All approved by voice vote.

- Karen for technical GIS mapping and state compliance
- Promote from current supervisors
 - Would require hiring a new dispatcher to take their place
- Combined position
 - Lead dispatch supervisor
 - Dispatch schedule coordinator
 - Addressing clerk
 - Administrative office building secretary (answer phones, greet public, etc.)
 - Accept and process public records requests
 - Monitor performance of dispatch operations
 - Call for service QA (3-5% of monthly calls = 125-210 calls reviewed monthly)
 - ~15 minutes per call = 31 – 52 hours
 - Coordinate all dispatcher training (EMD, CPR/AED, Basic Telecommunicator) and ensure that all employees stay current
 - Relief dispatch operator for busy times during day or for call ins and vacations



CHANGE ORDER REQUEST

Project Name: Roane County E911 / Emergency Communications

Date: 4/24/2020

Project Number: 1701

Change Order Request Number: 9

To: Upland Design Group
PO Box 1026
Crossville, TN 38557

From: Monolith Construction, LLC
210 N. Seven Oaks Drive
Knoxville, TN 37922

This Change Order Request (COR) contains an itemized quotation for changes in the Contract Sum or Contract Time in response to proposed modifications to the contract documents based on:

Description of Proposed Change:

Per email from Aaron Grohol to Jake Pinkston on April 21, 2020, there were some electrical revisions required to accommodate the new 3 phase UPS unit. Those changes were:

Provide a 100/3 circuit breaker in panel XD

Revise the disconnect switch from 2 pole to 3 pole

Revise panel U1 from 208v 1 phase to 208v 3 phase

Add an additional #1 AWG phase conductor from panel XD to the UPS (via the disconnect) and then from the UPS on to panel U1.

This change proposal is to perform these changes.

Attached supporting documentation from: ☒ General Contractor ☒ Subcontractor ☐ Vendor ☐ Other

Reason for Change:

Requested by Architect.

Does proposed change involve a change in contract sum? ☒ Yes ☐ No ☒ Increase ☐ Decrease \$578.36

Does proposed change involve a change in contract time? ☐ Yes ☒ No ☐ Increase ☐ Decrease 5 Days

Attached documents:

Subcontractor Quote

Signed by: David Whaley

Date: 4/24/2020



Itemization Summary

Project Name:	Roane County E911 / Emergency Communications	Project Number:	1701	Change Order Request	9
				Date:	4/24/2020
Subcontractor / Vendor / Supplier					
Work / Materials / Labor		Name of Subcontractor		Costs and Allowances	
Electrical changes associated with UPS		Shoffner Electrical		\$495.79	
Subtotal for General Contractor for Work by Subcontractors				\$495.79	
Work by General Contractor					
General Contractor Subtotal				\$0.00	
Subcontractor plus General Contractor Subtotal				\$495.79	
Payment and Performance Bond @ 1%				\$4.96	
Subtotal				\$500.75	
Overhead @ 10 %				\$50.07	
Subtotal				\$550.82	
Profit @ 5%				\$27.54	
GRAND TOTAL				\$578.36	



Shoffner Kalthoff
Mechanical Electrical Service
Uncompromising Quality. Unwavering Commitment.

IMPACT TRANSMITTAL

3600 PAPERMILL DRIVE
0
KNOXVILLE TN 37909
PHONE 865-523-1129
FAX 865-215-9962

Monolith Construction

Project **Roane County E911**

4656 Fennel Rd

Job#

19C1191E

Date

4/23/2020

Knoxville TN 37912

SMCO#

5

ATTN: **David Whaley**

Reference: **Revise UPS Feed**

YOU ARE HEREBY NOTIFIED that the above referenced correspondence results in the following impacts:

- ☐ No Electrical Work Indicated
- ☐ No Cost for Electrical Work Indicated
- ☒ Cost : Pricing to Follow
- ☐ Time or Schedule Impact
- ☐ Notice to Proceed Required (Work on hold pending receipt)

COMMENTS:

This change adds 0 Days to the Contract Schedule

This work Has Not been completed

Print Name

Signature

DELIVERED BY:

☐ Hand

☐ Fax

☐ Certified Mail

☐ Regular Mail

☒ Other

DISTRIBUTION:

☐ Shoffner Field

☐ Other

☒ Shoffner Office

☐ Shoffner Detailing

☐ Other



COST BREAKDOWN ESTIMATE-LABOR & SUMMARY SHEET

JOB NAME:	<u>Roane County E911</u>	PAGE	<u>1 OF 2</u>
DESCRIPTION OF WORK:	Revise UPS Feed	DATE	4/23/2020
		JOB#	19C1191E
		SKMES CO#	5

LABOR:	<u>2</u> MAN HOURS	@ \$	29.50	\$	73.16
	<u>0</u> FOREMAN HOURS	@ \$	35.00	\$	8.68
OVERTIME (IF APPLICABLE)	<u>0%</u> OF LABOR HOURS	@	0	\$	-
LABOR BURDEN	<u>45%</u>				
		SUBTOTAL LABOR		\$	81.84
				\$	36.83
		TOTAL LABOR		\$	118.67

TOTAL SHOP PRODUCTION & FABRICATION		\$	-
TOTAL EQUIPMENT COSTS (QUOTABLES)		\$	217.25
TOTAL ESTIMATED MATERIAL COSTS, PERMITS, & DELIVERY		\$	65.16
SUBTOTAL SHOP PROD./FAB, EQUIPMENT, MATERIAL		\$	282.41
	SALES TAX	9.25%	\$ 26.12
TOTAL SHOP PROD./FAB, EQUIPMENT, MATERIAL		\$	308.53
% OVERHEAD	<u>10.00%</u>	\$	42.72
SUBTOTAL		\$	469.92
% PROFIT	<u>5.00%</u>	\$	23.50
SUBTOTAL		\$	493.42

SUBCONTRACTOR'S COST	0		\$	-
SUBCONTRACTOR'S COST	0		\$	-
SUBCONTRACTOR'S COST	0		\$	-
SUBCONTRACTOR'S COST	0		\$	-
SUBCONTRACTOR'S COST	0		\$	-
SUBCONTRACTOR'S COST	0		\$	-
SUBTOTAL			\$	-
% HANDLING FEE	<u>5.00%</u>		\$	-
			\$	-
		TOTAL SUBCONTRACTOR COSTS	\$	-

		SUBTOTAL	\$	493.42
BONDING FEE	<u>0.00%</u>		\$	-
		SUBTOTAL	\$	493.42
SAFETY	<u>2%</u>		\$	2.37
		TOTAL COST	\$	495.79

COMMENTS: WE REQUEST A TIME EXTENSION OF 0 DAYS



April 23, 2020

Monolith Construction
4656 Fennel Rd
Knoxville TN 37912

Attention: David Whaley
Project: Roane County E911
Subject: Revise UPS Feed

SKMES Project # 19C1191E
SKMES Change # 5

David Whaley

Enclosed is our itemized breakdown of material, labor and expenses associated with the above Change Request. Please forward your approved change in the amount of \$ 495.79 if you would like for us to continue proceeding with the additional work involved with this change in scope. We will assume that since this change in scope is being incorporated into the latest set of contract documents, and will also be included as part of the ongoing construction activities. Please confirm that our assumption is correct.

In light of the changing upward costs related to construction materials, we respectfully request that this change proposal be executed within the next 7 days. This will allow us to procure materials and/or equipment immediately and minimize our exposure to unexpected escalation costs. If such conditions arise, we will advise accordingly. Please reference the SKMES change order number listed above when issuing a sub-contact modification for the subject change.

Scope of work as follows:

1. Revise Feeder as directed
 2. Furnish (1) 100/3 for Panel XD & revise the Disconnect feeding the UPS to (1) 100/3
- Note; The Manufacturer originally included Panel U1 as a 3Phase Panel, no change is required

Exclusions:

- o Damages to existing finishes
- o UPS Equipment

If you have any questions regarding this proposal, please free to contact us.

Respectfully,
ShoffnerKalthoff MES, Inc
David Rouse
cc: Field

JOB 1959 TR 0173: Roane County E91...
 ESTIMATE 5 CO#4: CO#4 REVISE UPS F...
 DATA SET 4 Com Ind TSC/EST/NECA SK...

Combined All - Job File Pricing
 Shoffner Kalthoff
 3600 Papermill Drive
 Knoxville, TN 37909
 865-523-1129 / 865-215-9962
 drouse@skmes.com

PRINTED 4/23/2020 8:41:31 AM
 MATERIAL Primary
 LABOR Primary

NOTES

Item				Material		Labor	
Size	Item Desc	Qty	UOM	Mat Unit	Mat Ext	Lbr Unit	Lbr Ext
1/4X1-1/2	FENDER WASHER	0.00	EACH	13.1875	0.0000	0.0015	0.0000
1/4X4	TOGGLE BOLT	0.00	EACH	14.6875	0.0000	0.0750	0.0000
1.	THHN STR CU	50.00	FEET	1.3033	65.1631	0.0195	0.9750
	LAMINATED 1X4 1 LINE	0.00	EACH	3.7500	0.0000	0.3750	0.0000
100/3	CIRCUIT BREAKER	1.00	EACH		0.0000	1.5000	1.5000
100A	HD 3P FUSED 240V NEMA 1 DISC	1.00	EACH		0.0000	2.2500	2.2500
100A	HD 2P FUSED 240V NEMA 1 DISC	-1.00	EACH		0.0000	2.2500	-2.2500
Grand Totals					65.1631		2.4750



KENDALL ELECTRIC INC
170 MABRY HOOD RD
KNOXVILLE TN 37922-2211
865-546-8755 Fax 865-546-6076

Sold To: 54559
SHOFFERKALTHOFF ROANE COUNTY 911
PO BOX 10048
KNOXVILLE, TN 37939-0048

SHIP TO: 174319
SHOFFNERKALTHOFF ROANE COUNTY 911
ROANE COUNTY 911
4387 ROANE STATE HWY
ROCKWOOD, TN 37854-4309

Order Date: 04/23/20
Terms: NET 30th

Customer PO#

References

ROANE COUNTY 911

Ordered By: DAVID ROUSE

Phone: 865-523-1129

This quotation is an offer to sell you the goods described herein on the terms set forth above and, unless otherwise agreed in a signed writing, our Terms and Conditions of Sale, available at www.kandelgroup.com/legal, hereby or by calling 800-632-8422. An order of any goods listed in this quotation constitutes your acceptance of our Terms and Conditions of Sale. No object to any different or additional terms and reject any prior offers from you. Prices expire on, and are subject to change after, 05/23/2020. Note, conduct a pipe pricing valid for 04/23/2020 only. Special order or non-stock items may not be returnable.

Warehouse	Ship Via	Freight Allowed	Account Manager	Inside Salesperson		
EKNX	EKNX81	Out: Yes In: No	TYLER DAVIS, PAGE EKNX	JOHNNY DEBORD, 4520-EKNX		
Cust Ln #	Order Qty	ID #	Description	Req Date	Price / UOM	Ext Amount
	1ea	2016867	GHB3100 CH SERIES C, G-FRAME MCCB 3P 100 AMP	04/23/	197.706/e	197.71
	1ea	2016197	DH323NGK CH SAFETY SWITCH FUSIBLE 3P 100 AMP 240V NEMA 1	04/23/	232.050/e	232.05
	-1ea	4141078	DH223NGK 100A/2P HD FUSIBLE SAFETY SWITCH 240V NEMA 1	04/23/	112.510/ea	-112.51
WE MAY AMEND THIS SUBMISSION WITHOUT PENALTY OR CHARGE DUE TO COVID-19						
*** TAXES NOT INCLUDED ***						

Page 1 of 1

Thank You - We Appreciate Your Business

317.25
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